

THE ALPHABET



- Learn what consonants and vowels are
- When to use the upper and lower case
- How to pronounce the alphabets correctly

Aa Bb Cc Dd Ee Ff

Gg Hh Ii Jj Kk Ll

Mm Nn Oo Pp Qq

Rr Ss Tt Uu Vv Ww

Xx Yy Zz

Consonants

A speech sound that is made by pushing air through a small opening or by blocking the air as it leaves your mouth.

Pat

Not

Ball

Frog

Child

Vowels

A speech sound that is made by the air leaving the mouth.

During which the lips are opened.

Cat

Me

Moon

You

Aa Bb Cc Dd Ee Ff

Gg Hh Ii Jj Kk Ll

Mm Nn Oo Pp Qq

Rr Ss Tt Uu Vv Ww

Xx Yy Zz

Uppercase (Capital) letter

- The First Word of a Sentence
- Names and Other Proper Nouns
- Days, Months, and Holidays, But Not Seasons
- Capitalize Most Words in Titles
- Cities, Countries, Nationalities, and Languages
- Time Periods and Events (Sometimes)
- Title: Mrs, Mr
- Acronyms

The First Word of a Sentence

- **The** cat is sleeping.
- **Where** did I put that book?
- **Hey! It's** great to see you! **How**
have you been?

Names and Other Proper Nouns

Names of cities, countries, companies, religions and political parties are also proper nouns

- My favorite author is **Jane Austen**.
- Tom and Diane met at **Judy's** house.
- Have you met my dog, **Boomer**?
- We experienced some beautiful **Southern California** weather last fall when we attended a **Catholic** wedding in **San Diego**.

Days, Months, and Holidays, But Not Seasons

- I hate **Mondays!**
- Tom's birthday is in **June.**
- Oh no! I forgot about
Valentine's Day!

Capitalize Most Words in Titles

- **Sense and Sensibility** is better than **Pride and Prejudice**.
- The first movie of the series is **Harry Potter and the Sorcerer's Stone**.

Cities, Countries, Nationalities, and Languages

- My mother is **British**, and my father is **Dutch**.
- **English** is made up of many languages, including **Latin**, **German**, and **French**.
- I live in **Amman**.

Time Periods and Events (Sometimes)

- **Most of the World War I veterans are now deceased.**
- **In high school, we studied the events that took place during the Roaring Twenties.**

Titles

- **Mr. and Mrs. Smith** are going on a holiday.
- I met **Dr. Rami** today.

Acronyms

- Sarah works with **NASA**.
- I visited the **USA**.

NASA: National Aeronautics and Space
Administration.

USA: United States of America

Acronyms

- Sarah works with **NASA**.
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Lowercase letters

THE LETTER A

WATAD.me

A a

- Learn different pronunciations of the letter "A"
- Learn some rules that can help in pronouncing the letter "A"
- Acquire new vocabulary

Pronouncing the Letter "A"

1. Long-A "EY"
2. Short-A "A"
3. "UH"
4. Long-A "O"

Sound #1: "EY"

Rule #1: The vowel "A" is followed by a constant and then by the vowel "E"

Examples: cake, make, male, stale, fade,
gate, crate

Sound #1: "EY"

Rule #3: When the vowel "A" has one consonant before it and two Rs after it.

Examples: carry, marry, larry

Sound #1: "EY"

Rule #3: When the vowel "A" is followed by a constant and then by the letters "le" or "less"

Examples: table, tables, cable, cables,
staple, staples

Sound #2: "A" (like in can)

Rule #1: The vowel "A" just had one consonant after it.

Examples: Lap, bad, sad, cat, Pakistan,
ban, map

Jordan, far, saw

Sound #2: "A" (like in can)

Rule #2: The vowel "A" is at the beginning of a word and the stress is placed on it

Examples: apple, animal, after, am

America, another

Sound #2: "A" (like in can)

Rule #3: When the vowel "A" is in

1. the middle of the word
2. Stress is placed on it
3. Doesn't follow the R or "le/les" rule

Examples: attack, black

Sound #3: "UH"

Rule: If the vowel "A" is at the beginning of the word but is not stressed

Examples: attack, America, another,

Sound #3: "AW"

Rule 1: When "A" is in the middle of a word and there is a "W" immediately after it.

Examples: lawn, yawn, saw

"au" "aw" "augh"

They all stand for the sound /o/

Examples: caught, author, lawn, saw

Practice

Sauce ▲

Hat

Strawberry

Ant

Lable

Cape



THE LETTER E

WATAD.me

E e

- 
- Learn different pronunciations of the letter "E".me
 - Acquire new vocabulary

Beginning 'e'

 / e / - Edit
/ ee / - Email
/ u / - Effect

/e/

Especially

Establish

Estate

Escape

Entry

Emphasis

Entire

Ethnic

Every

Edit

Economic

Edge

Education

Element

Elephant

Embrace

Engine

Environment

Entire

Every

Excellent

Error

Extra - 'ex' is always /e/

Estimate

/ee/

Each - the 'ea' together creates /ee/

Easy

Easier

Eager

English - 'eng' always uses /ee/

England

Enormous

Email

Equally

Evening

Equal

Ecosystem

Evil

/ u /

* Essentially

* Election

* Eliminate

* Electric

* Effect

* Eventually

* Event

* Equipment

* Emotional

* Emergency

* Electronics

* Electricity

* Economy

* Enough

/ e r /



E a r l y



WATAD.me

E a r n



E a r t h

e a r t h q u a k e

Middle 'e'

/e/ - Bread

/ee/ - Green

/e/

Tell ▲

Fell

▶ Test

Bread

Hello

Nest

Get

Set

West

When ▶

Met

Dent

Ready

Shelf

Bend

Steady

Pledge

Sent

/ e e /

Seen

Sleep

Spleen

Feet

Beast

Sheep

Heel

Feed

Deep

Bean

Deed

Greed

Leave

Heal

End 'e'

Silent e

/ee/ - see

/ei/ - resumé

Silent E

Taste

Orange

Paste

Five

Make

Opposite

Lime

Lake

Blue

Shake

Axe

Bake

/ e e /

Knee

Three

See

Plea

Free

Flee

She

Flea

He

Me

Tree

Tea

/ei/



Fiancé

Résumé

GREETINGS



- How to greet people formally and informally
- Titles used to address people formally
- How to greet people you haven't seen in a long time.

FORMAL GREETING

(General greetings)

- Good morning
- Good afternoon
- Good evening
- Hello
- How do you do?

FORMAL GREETING

(Greeting a person you haven't seen for a long time)

- It's always a pleasure to see you.
- It has been a long time.
- How long has it been?
- I'm so happy to see you again.

FORMAL GREETING

(Titles)

- Mr. (Mister)
- Master
- Mrs.
- Miss
- Ms.

- Sir
- Madam
- Ma'am

MRS. + Last Name

When addressing a married woman.

E.g. Hello MRS. Johns.

MISS + First Name /Last Name

When addressing young girls and women under 30 that are unmarried.

E.g. Hello Miss Johns.

Hello Miss Farah.

(neutral title)

MS. + Last Name

When you are not sure of a woman's marital status.

When she is over 30 years.

E.g. Hello MS. Smith.

MR. + Last Name

When addressing men,
whether they are married
or unmarried.

E.g. Hello MRS. Johns.

MASTER + First Name

When addressing young boys. Once they mature, they are typically referred to as "mister," regardless of their age or marital status.

E.g. Hello Master Rashed.

INFORMAL GREETING

(General greetings)

- Hi/Hey
- What's up? (What is up?)
- Good to see you.
- Yo!

INFORMAL GREETING

(Greeting a person you haven't seen for a long time)

- Long time no see.
- Where have you been hiding?
- It's been ages since we last met.
- I haven't seen you in a month of Sundays!
- It's been a while.

**SAYING
GOODBYE**

- Different phrases are used to say goodbye
- When to use each phrase

The use of the phrases depends on situations and the people involved, their social status, and personal relationship.

SAYING GOODBYE POLITELY AFTER MEETING SOMEONE

- Nice to see you.
- It's been lovely to see you.
- It was great to see you.
- Good to see you.
- Have a lovely/nice evening.
- Have a good day.

LEAVING AND SAYING GOODBYE

- All right, everyone, it's time to head off.
- Anyway, guys, I'm going to make a move.
- Ok, everyone, it's time to leave you.
- See you later / tomorrow / soon.
- Talk to you later!

SAYING GOODBYE IN A HURRY

- I'm so sorry, I've got to rush off / run/hurry!
- I'm afraid I'm going to have to rush off / run/hurry!

SAYING GOODBYE TO YOUR HOSTS

- Thanks very much for dinner/
lunch - it was lovely!
- Thank you very much for having
me.

INFORMAL GOODBYE

- Take care
- Bye!
- Later man/bro!
- Have a good one!
- It's time to be going!
- So Long!
- Catch you later
- Smell you later

VERB (TO BE)

WATAD.me
Simple present

- When to use the verb to be in the simple present
- Different forms of the verb to be

Use of the simple present of to be

- To refer to something true at the present moment.

E.g.

I am 21 years old.

Jordan is in the middle east.

You are a student.

Use of the simple present of to be

- To refer to a **present or general state**, whether temporary, permanent, or habitual.

E.g.

She is happy.

They are helpful.

AFFIRMATIVE FORMS OF THE VERB TO BE

Subject Pronouns	Full Form	Contracted Form
I	am	'm
you	are	're
he/she/it	is	's
we	are	're
you	are	're
they	are	're

INTERROGATIVE FORMS OF THE VERB TO BE:

Am	I?
Are	you?
Is	he/she/it ?
Are	we?
Are	you?
Are	they?

NEGATIVE FORMS OF THE VERB TO BE:

Subject Pronouns	Full Form	Contracted Form
I	am not	'm not
you	are not	aren't
he/she/it	is not	isn't
we	are not	aren't
you	are not	aren't
they	are not	aren't

Examples:

- Is Sarah Jordanian?
- No, she isn't. She's American.
- What about her parents? Are they American?
- Yes, they are. They are American.

PRACTICE

Fill in the blanks with the right form of to be
(am, are or is)

Nadia and Sarah friends.

The book expensive.

I Jordanian.

These women happy.

..... you a student?

PRACTICE

Fill in the blanks with the right form of to be
(negative or affirmative form of to be)

Is she French? No, she

Are you a student? Yes, I

Are they in Jordan? No, they

VERB (TO BE)

WATAD.me

Simple past

- When to use the verb to be in the simple past
- Different forms of the verb to be

Use of the simple past

- The simple past is used principally to describe events in the past.

E.g.

I was a student.

AFFIRMATIVE FORMS OF THE VERB TO BE

I, he, she, it	was.
you, we, they	were.

Examples:

- I **was** in London in 1999.
- We **were** at the mall.
- She **was** home.
- They **were** sick.

INTERROGATIVE FORMS OF THE VERB TO BE:

Was	I, he, she, it?
Were	you, we, they?

Examples:

- **Were** you in London last year?
- **Was** Pam at the mall?
- **Were** they in Jordan?

NEGATIVE FORMS OF THE VERB TO BE:

Subject Pronouns	Full Form	Contracted Form
I, he, she, it	Was not	wasn't
you, we, they	Were not	weren't

Examples:

- I **wasn't** in Paris in 1999.
- We **weren't** at the gym.
- She **wasn't** sick.

PRACTICE

Put the verb "to be" into the simple past:

I at the hospital.

We in Canada.

She sad.

..... you a student?


Sandy and Jane at the mall.

GIVING AND ASKING FOR PERSONAL INFORMATION

- 
- How to introduce yourself
 - How to ask people for their information



NAME

- 
- My name is
 - I am
 - My full name is
 - You can call me
 - They call me

AGE

- I am years old.
- I am

-
- | | |
|-----------------------|----------------|
| • I'm in my early ... | twenties (+20) |
| • I'm in my mid ... | thirties (+30) |
| • I'm in my late ... | forties (+40) |
| | fifties (+50) |
| | sixties (+60) |

PLACE

Place you are from
Place you grew up in
Place you live in

PLACE YOU ARE FROM

- I am from
- I come from
- I hail from
- I was born in
- I'm (nationality)
- I am originally from

PLACE YOU GREW UP IN

- I grew up in
- I was raised in

PLACE YOU LIVE IN

- I live in

OCCUPATION

I am a/an

Student

Doctor

Teacher

Lawyer

ASK ABOUT THE NAME

What is your name?
What do they call you?

I am and you are?

ASK ABOUT THE AGE

How old are you?

When were you born?

What year were you born in?

ASK ABOUT THE PLACE

Where are you from?

Where do you live?

Where were you born in?

Where did you grow up in?

ASK ABOUT THE OCCUPATION

What do you do?

What is your job?

Practice

1. Hello,? I am Jane.
2. Where are you from?
3.? I'm in my early 20s.
4.? I live in Amman.
5. What do you do?

NUMBERS



- 
- Learn numbers 0-100
 - Learn correct pronunciation

0-12

- Zero 0 (zee·row)
- One 1 (wuhn)
- Two 2 (too)
- Three 3 (three)
- Four 4 (for)
- Five 5 (five)
- Six 6 (siks)
- Seven 7 (seh.vn)
- Eight 8 (ayt)
- Nine 9 (nine)
- Ten 10 (ten)
- Eleven 11 (uh·leh.vn)
- Twelve 12 (twelv)

13-19

/tiːn/

- 13 thirteen (thr·teen)
- 14 fourteen (for·teen)
- 15 fifteen (fif·teen)
- 16 sixteen (sik·steen)
- 17 seventeen
(seh·vuhn·teen)
- 18 eighteen (ay·teen)
- 19 nineteen (nine·teen)

20-90

/tiː/

- 20 twenty
(twen·tee/tweny)
- 30 thirty (thur·tee)
- 40 forty (for·tee)
- 50 fifty (fif·tee)
- 60 sixty (sik·stee)
- 70 seventy (seh·vuhn·tee)
- 80 eighty (ay·tee)
- 90 ninety (nine·tee)

PRACTICE

Listening activity

Write down the 8
numbers being said.



- 16 sixteen
- 60 sixty ▲
- 28 twenty-eight
- 50 fifty
- 14 fourteen
- 76 seventy-six
- 80 eighty
- 45 forty-five



Ordinal WATAD.me Numbers



**We use ordinal
numbers for...**

Position



Floors



School Grade

**1st
grade**



**4th
grade**



**6th
grade**



the date



Kings and Queens



VIII



eighth

Queen Elizabeth II, which is pronounced
Queen Elizabeth the second.

Birthdays



**‘Her 60th birthday is tomorrow.’
‘Today is our 5th wedding anniversary.’**

Ordinal Numbers





first



second



third



fourth



fifth



sixth



seventh



eighth



ninth

10th



WATABD.me

tenth



eleventh

12th



twelfth

13th



thirteenth

14th



fourteenth

15th



fifteenth

16th



WATAAD.me

sixteenth



seventeenth

18th

WATAID.me

eighteenth

19th



WATAAD.me

nineteenth

20th



WATAD.me

twentieth



twenty first

22nd



twenty second

23rd

WATAAD.me

twenty third

24th



WATAAD.me

twenty fourth

25th

WUATAD.me

twenty fifth

26th

WATAAD.me

twenty sixth

27th

WATAD.me

twenty seventh

29th



twenty ninth

30th

WATAD.me

thirtieth




thirty first

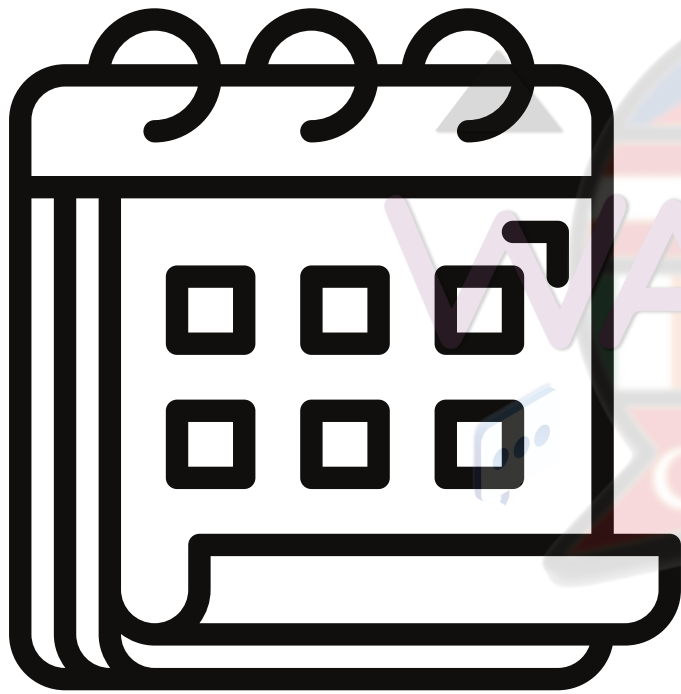
Examples:

- My birthday is **February 15th**.
- The library is on the **third floor**.
- **First**, fold the piece of paper in half. **Second**, fold the piece of paper again.

Practice

- He's in the _____ grade. (6)
- I came  _____ in the race. (2)
- Next week is my grandma's
_____ birthday. (81)
- January is the _____ month of
the year.

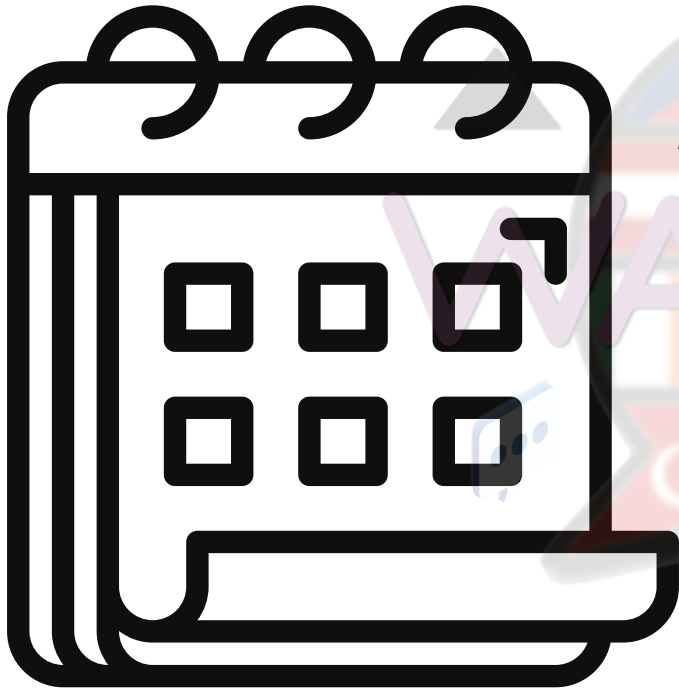




DAYS OF THE WEEK

- Sunday (suhn·day)
- Monday (muhn·day)
- Tuesday (tuw-zday / t(y)uw-zday)
- Wednesday (wenz·day)

- 
- Thursday (thurz·day/thuhz·day)
 - Friday (frai·day)
 - Saturday (sa·tr·day/sa·tuh·day)



**MONTHS
OF THE
YEAR**

- January (jan·yoo·eh·ree)
- February (feh·byoo·eh·ree)
- March (ma.rch/maach)
- April (ay-pril)
- May (may)
- June (joon)

- July (juh·lai)
- August (aw·guhst)
- September (suhp·tem·br)
- October (aak·tow·br)
- November (noh·vem·br)
- December (duh·sem·br)

TELLING TIME



- 
- Difference between clock and time
 - How to ask for the time
 - How to tell time

CLOCK VS. TIME

What is the clock? ❌

ASKING ABOUT THE TIME

- What time is it?
- What's the time?
- Have you got the right time?
- Do you have the time?

TELLING THE TIME



Hour
Minute
Second

TELLING THE TIME

- Digital: the easier way - "five fifty"
- Classical: you say the minutes first then the hour - "ten to six"



- Past ▲
- To
- Quarter
- Half
- O'clock



Digital	It's ...	It's ...
2.00	two o'clock	two
2.06	six minutes past two	two oh six
2.09	nine minutes past two	two oh nine
2.12	twelve past two	two twelve
2.15	a quarter past two	two fifteen
2.20	twenty past two	two twenty
2.25	twenty-five past two	two twenty-five
2.30	half past two	two thirty
2.35	twenty-five to three	two thirty-five

2.40	twenty to three	two forty
2.45	a quarter to three	two forty-five
2.50	ten to three	two fifty
2.55	five to three	two fifty-five
2.57	three minutes to three	two fifty-seven
2.58	nearly three o'clock	two fifty-eight
3.00	three o'clock	three

PRACTICE

What time is it?



PREPOSITION OF TIME

Learn the prepositions (**at**, **on**,
and **in**).

Know when to use **at**, **on**, and
in.

ON

'on' is used for **DAYS, DATES, or A SPECIFIC PART OF A DAY**

DAYS

on Monday

on Friday

on Sunday

DATES

on February 15th

on July 7th

on April 1st

PARTS OF SPECIFIC DAY

on Monday morning

on Friday evening

on Saturday night

IN

'in' is used for MONTHS, YEARS, or PERIODS OF TIME

MONTHS

in June

in February

in December

YEARS

in 1985

in 2019

in 1066

PERIODS OF TIME

in the summer

in the 80's

in the past

AT

'at' is used for specific times such as **TIMES OF DAY, MEAL TIMES, HOLIDAYS**, etc.

TIMES OF DAY

at 4 o'clock

at 10:30

at midnight

MEAL TIMES

at lunch time

at breakfast

at dinner time

HOLIDAYS

at Christmas

at Thanksgiving

at the weekend

IN / ON / AT

Kevin's birthday is _____
December.

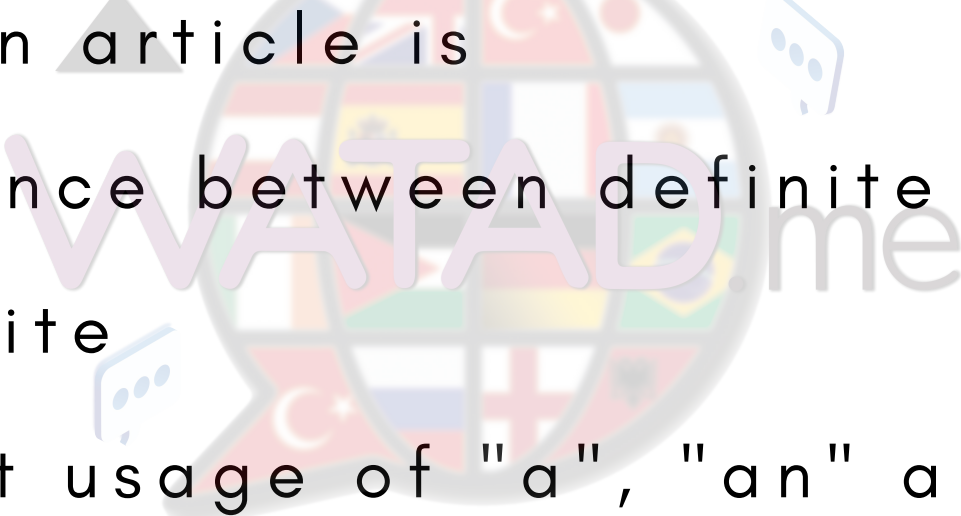
I get up _____ 7 O'clock.

It's so cold _____ winter.

I moved to England _____ 2018.

I saw a musical _____ March 2nd.

DEFINITE AND INDEFINITE ARTICLES

- 
- What an article is
 - Difference between definite and indefinite
 - Correct usage of "a", "an" and "the"

Definite vs. Indefinite

- Definite is when you **specify** the thing or people you're talking about
- The definite article is **the**.
- Indefinite is when you **don't specify** the things or people you're talking about
- The indefinite article is **a / an**.

The

It's used when the speaker talks about a specific object that both the person speaking and the listener know.

Examples:

- The board is big.
- The room is small.

A / An

A: is used before a consonant sound

An: is used before a vowel sound

Examples:

- I bought a dog.
- She's looking for a university.
- I'll be there in an hour.
- I saw a horse.

Use of definite and indefinite

Examples:

- I bought **a** house. **The** house is very big.
- She went to **a** Chinese restaurant. **The** restaurant was very good.

First time --> an / a

next time you repeat --> the

Directions



- Learn new keywords.
- Learn how to ask for directions.
- Learn how to give directions



Key Words



go straight



turn right



turn left



on the right



on the left



next to



between

Key Expressions



Where is the **school**?



Where is the **post office**?



Where is the **police** **station?**



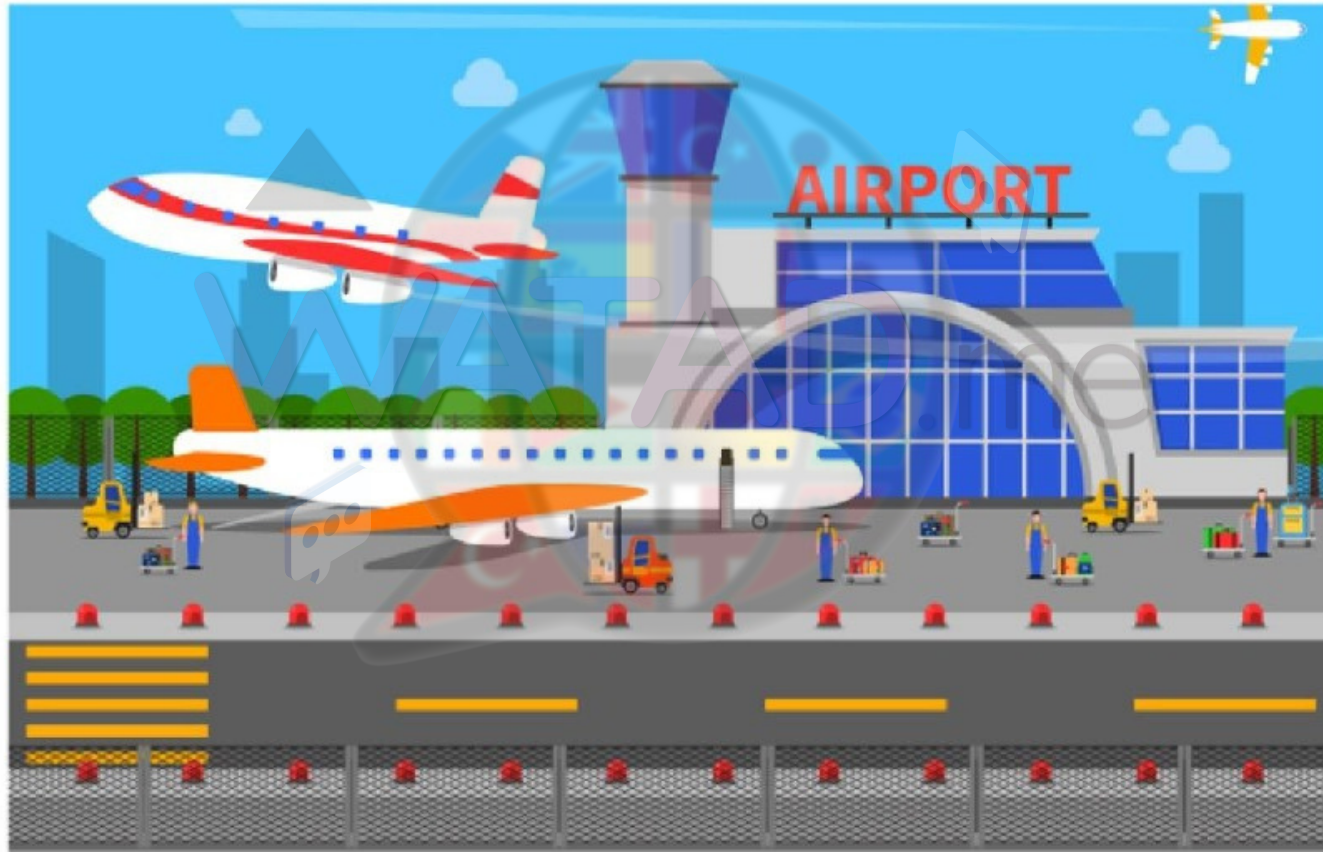
Where is the **zoo**?



Where is the **train** **station?**



Where is the **airport**?



Where is the **restaurant**?



Where is the **park**?



Where is the **park**?



Where is the **bank**?





Let's Practice

Where is the **bank**?



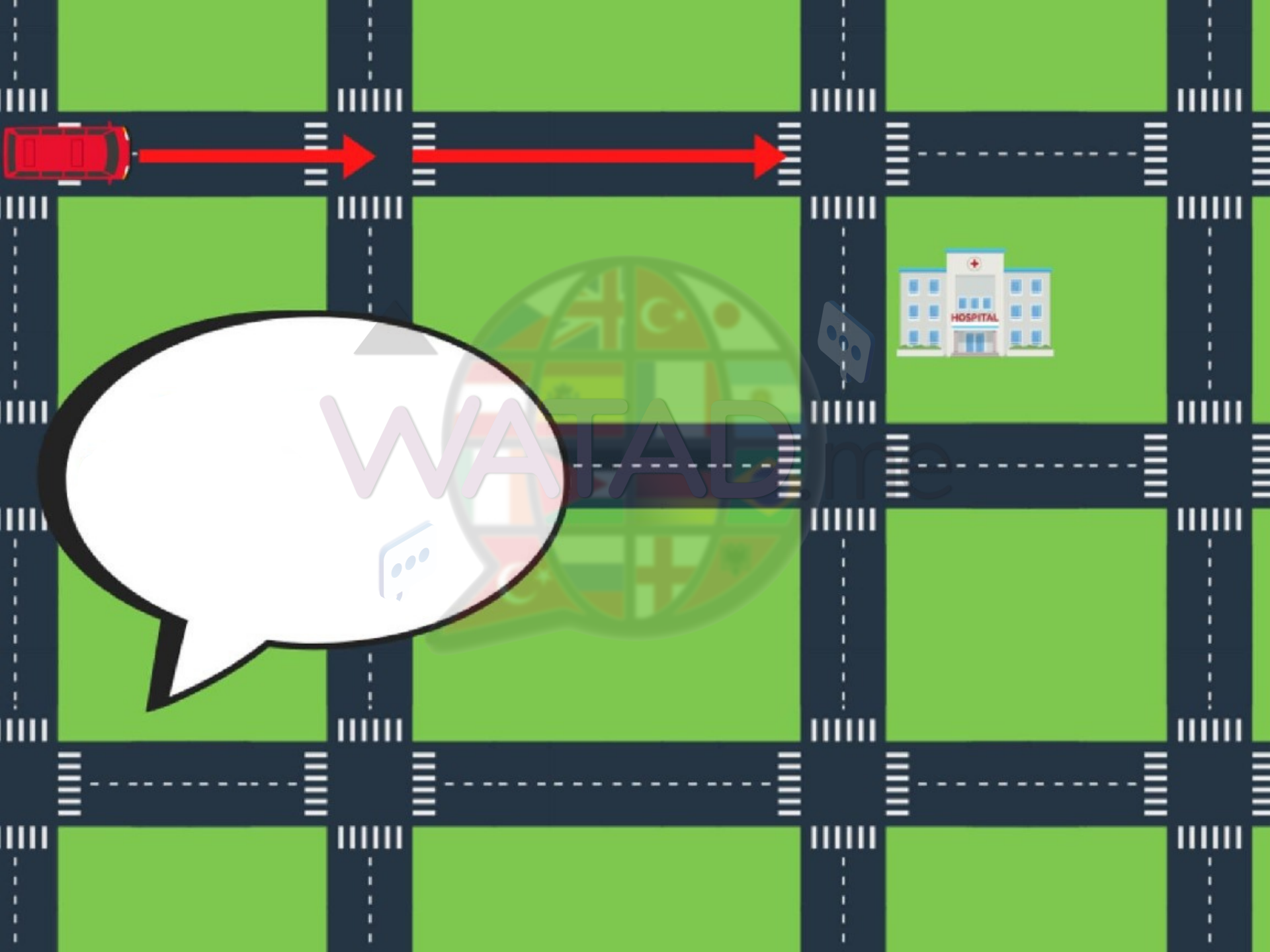


WATAD.me



Where is the **hospital**?





Your Turn



Choose a car on the map as your starting point. Then ask your partner

Where is the?





Nouns

- Learn what a noun is
- Learn new vocabulary

What is a **noun**?

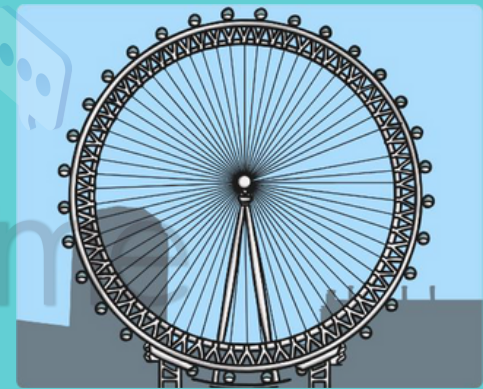
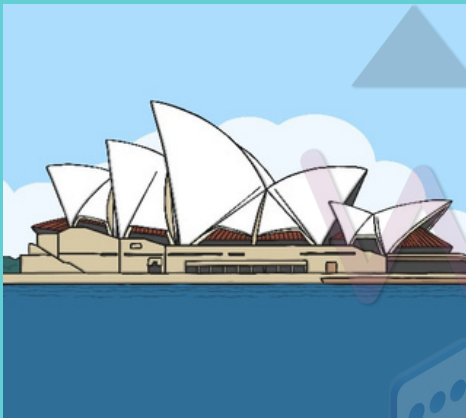
A noun is a naming word. Nouns are used to identify people, places, objects, animals or ideas. There are several different types of nouns; we most commonly use 'common nouns'.

So, what is a **common noun**?

Common nouns are the general names for people, places, objects or animals. For example:



Proper nouns are different in that they name **specific places, objects or people.** A proper noun should always start with a **capital letter.**



Sydney

London Eye

Months of the year
names

days of the week
, , some
are also considered to be

religious events and **brand**
proper nouns.

Name of a Person



Scarlett

footballer

doctor

teacher

boy

Omar



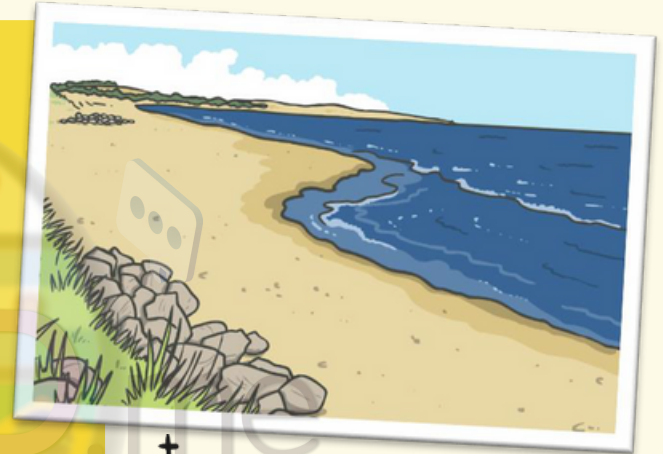
Name of a Place



school

London

shop



church

swimming pool



beach



Name of a Thing



book

cat

pencil

television

ball

chair



Find the Nouns

Look at the words below. Which ones are nouns?

candle

pretty

dancing

owl

bird

Joshua

flying

plane

car

tree

brown

crispy

tall

trousers

t-shirt

bed

dog

jacket

skipping rope

shiny

The **dog** is wet.

Answer: dog



The trousers are blue.

Answer: trousers



Look at the beautiful owl.

Answer: owl



Solve the puzzle below by finding the correct noun.

Something you use for cutting bread.

Choose the correct noun.

knife

spoon

cat

bed



Solve the puzzle below by finding the correct noun.

An animal that barks.

Choose the correct noun.

chair

dog

Ben

light



Solve the puzzle below by finding the correct noun.

A place you go to learn.

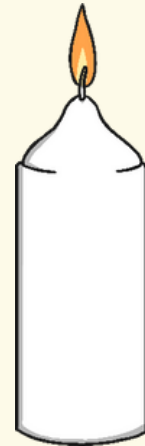
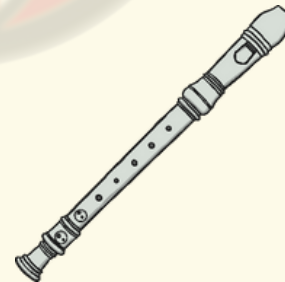
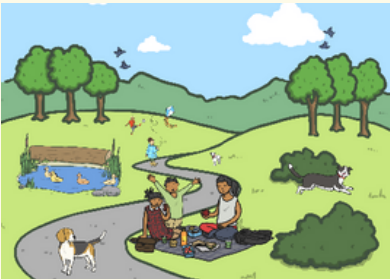
Choose the correct noun.

park

school

recorder

candle



Solve the puzzle below by finding the correct noun.

Something you use to write with.

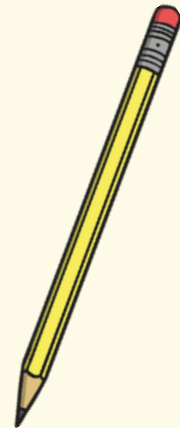
Choose the correct noun.

scooter

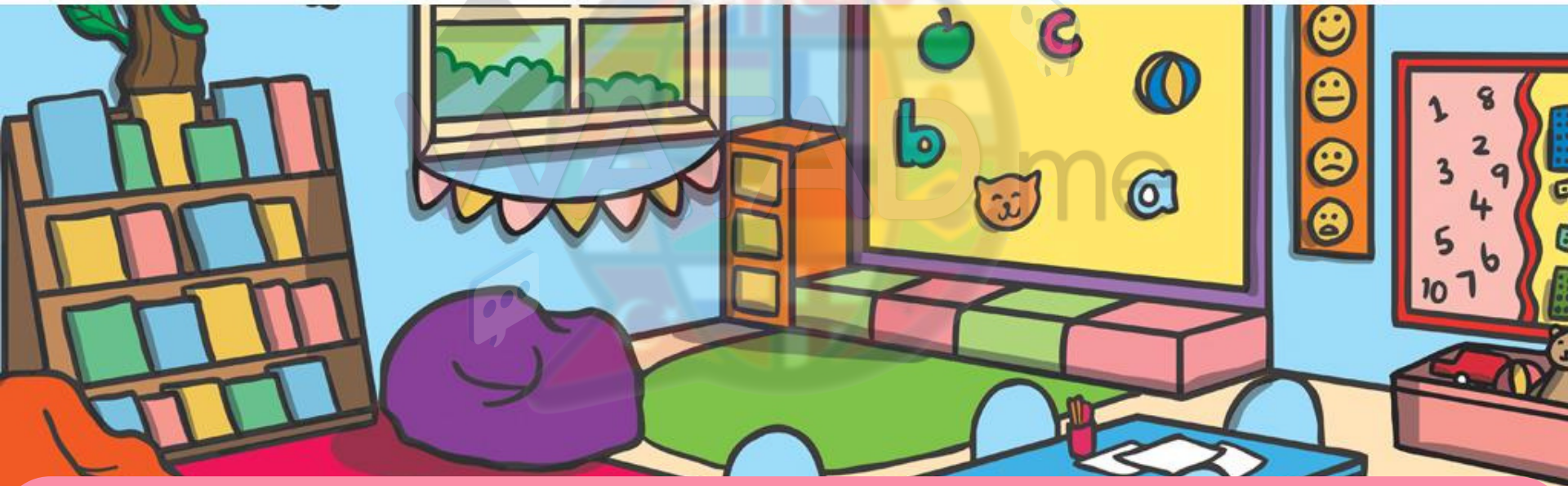
strawberry

book

pencil



Homophones



- Learn what homophones are
- Learn new vocabulary

Homophones are words that are spelled differently, have different meanings, yet sound the same.

homophone

↑ **same sound** ↑

Their, They're, and There

These are three common homophones.

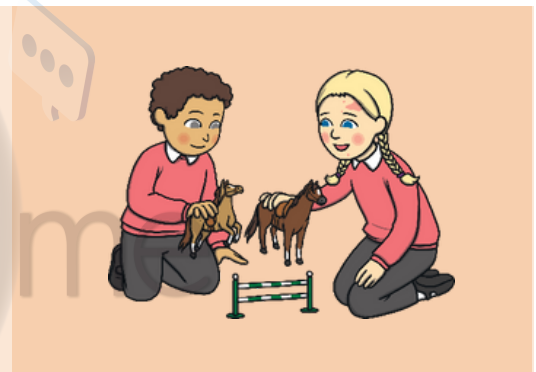
Each word sounds the same, but means something different.

They are all spelled differently.

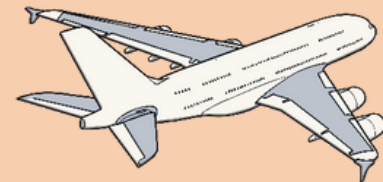
there

There refers to a place or position.

The children are playing over **there**.



There is an aeroplane in the sky.



their

Their is a possessive adjective. This means it shows ownership or belonging.

Their lunch was very tasty.



The children are wearing **their** school uniform.



they're

They're is a contraction. This means it is a shorter way of saying **'they are'**.

They're playing a game together.



They're running around the track.



there, their and they're

They're all talking to **their** friends over **there** .



To, Too, and Two

These are three common homophones.

Each word sounds the same, but means something different.

They are all spelled differently.

To

To is a preposition when it comes before a noun

The children are going **to** the shop.

They went **to** the beach.

To is usually (but not always) used before the infinitive form of a verb.

The infinitive form of a verb just means a verb in its most basic form.

I need to go **to** work today.



I'm going **to** tidy the house tomorrow.



To has lots of meanings, but if too and two don't make sense, you probably need to use to!

Too

Too can mean as well and also.

May I come shopping **too**?

I like cakes, but I like cookies **too**.

Too can also be used to show excess.

I have eaten **too** much food.



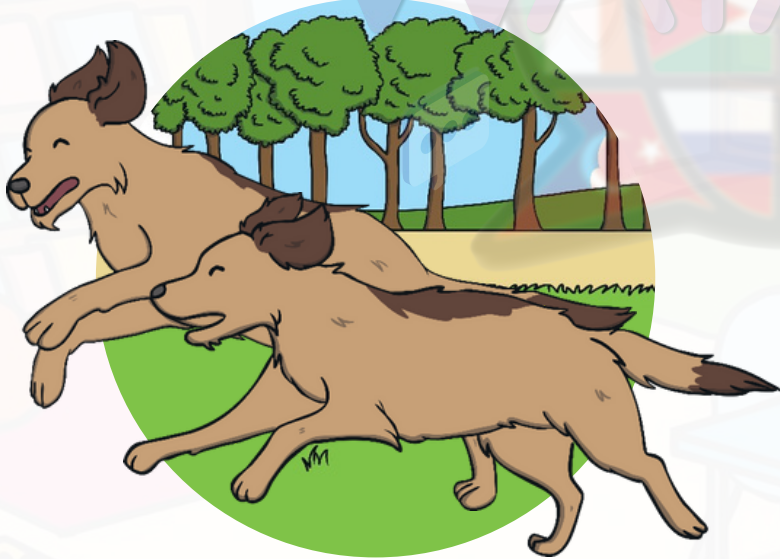
The bag was **too** heavy.



Two

Two means the number **2**.

There are **two** dogs running in the park.



I have **two** brothers and one sister.





Homophones



Pair and Pear



Weak and Week



See and Sea



Hare and Hair



More Homophones

break

brake

here

hear

night

knight

More homophones

son

sun

ate

eight

night

knight

flour

flower

Quick Quiz

Fill in the correct homophone in the sentences below:

She needed to brush her . _____

We have a busy schedule this _____.

Paul and Karen are not home. _____ on vacation.

Quick Quiz

Fill in the correct homophone in the sentences below:

I found a matching of socks.

What do you _____ out the window?

Mark would like to go _____.

Idioms and Their Meanings

Learn new idioms

-
-

Learn when to use idioms

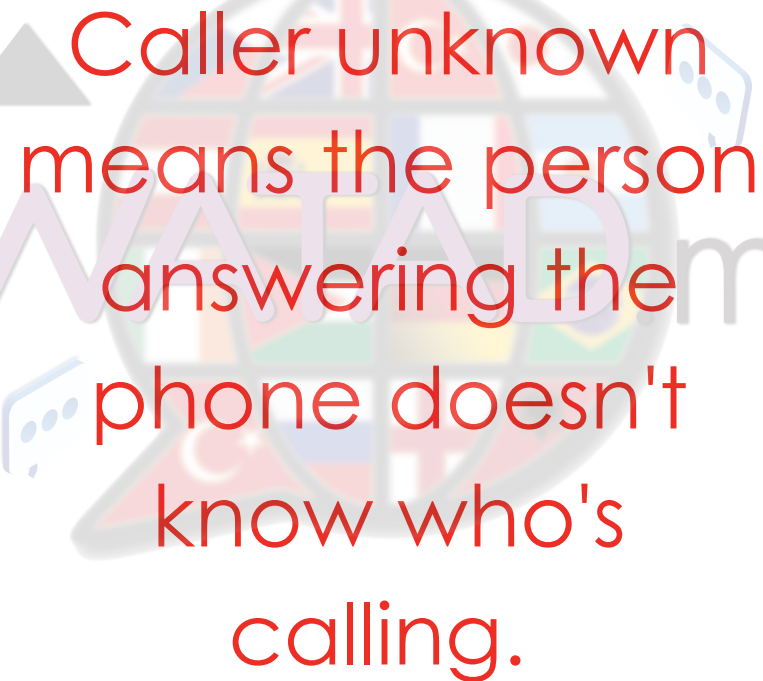
Telephone Language

- Learn new phrases
 - Learn new telephone vocabulary
 - Practice
- 

Phrases:

- Answering the phone (formal and informal)
- Introducing yourself
- Asking to speak with someone
- Connecting someone
- Ending a conversation

Note:



Caller unknown
means the person
answering the
phone doesn't
know who's
calling.

Answering the phone

(Informal)

Hello. ---- here.

Hi, ----. How are you?

Hey, ---- .
What's up?

Answering the phone

(Formal)

Hello? 
speaking.

 speaking.
Who's calling,
please?

Doctor Martin's
office. May I know
who's calling,
please?

Answering the phone

(Formal)

Thank you for calling
Jeans Plus. ---
speaking.

Hello ----. Nice to
hear from you.

Hello ----. How can I
help you?

City Library. -----
speaking. What can I
do for you, ----?

Introducing yourself

Hey -----. It's
-----calling.

Hello -----. This
is ---- calling
from Big Boyz
Autobody.

Hi. It's ----- from
the dentist's
office here.

Hello, this
is -----
calling.

Asking to speak with someone

- Hi. Is Nina there?
- Can you put Michael on?
- Can I talk to Josef?
Tell him Marilyn's calling.

Asking to speak with someone

- May I speak to Mr. Green in the accounting department, please?
- Good morning. Is Dr Martin available, please?

Connecting someone

- Just a sec. I'll get him.
- Hang on a moment. I'll see if she's in.

One moment please. I'll see if he's available.

Connecting someone



Please hold
while I put you
through to the
manager's
office.



All of our staff are
busy at this time.
Please hold for the
next available
person.

Ending a conversation

I have to let you go now.

Thanks for calling. Bye for now.

Well, I guess I'd better get going.

Talk again soon, OK?

Ending a conversation

I have another call coming through. I'd better run.

I'm afraid that's my other line.

I'll talk to you again soon.
Bye ----.

Listening exercise



Decide if the sentences are true or false

Phone call 1

1. Josh and Tamara are having some problems.

2. Tamara doesn't leave a message.

Decide if the sentences are true or false

Phone call 2

1. Mr. Bunn is on vacation.

2. Mr. Abernathy wants Mr. Bunn to email him.

Decide if the sentences are true or false

Phone call 3

1. Andy is going to arrive at 10:30.
2. Andy wants Laurence to text him.

Decide if the sentences are true or false

Phone call 1

1. T - they had an argument

2. F - she leaves a message; she wants to apologize to Josh.

Decide if the sentences are true or false

Phone call 2

1. F - he's in a meeting

2. T

Decide if the sentences are true or false

Phone call 3

1. F - at 11:00

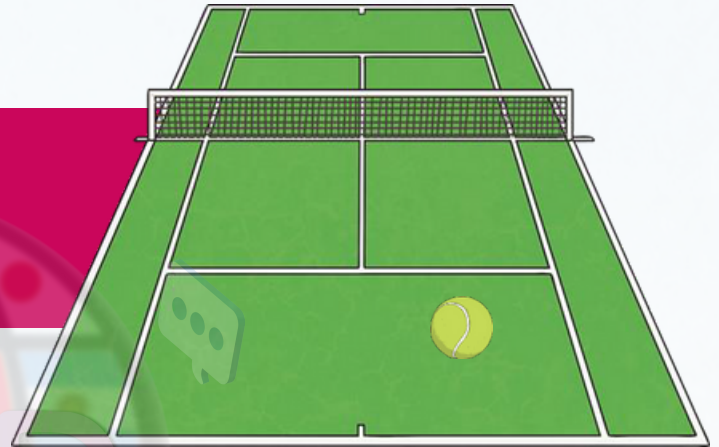
2. T



What is an idiom?

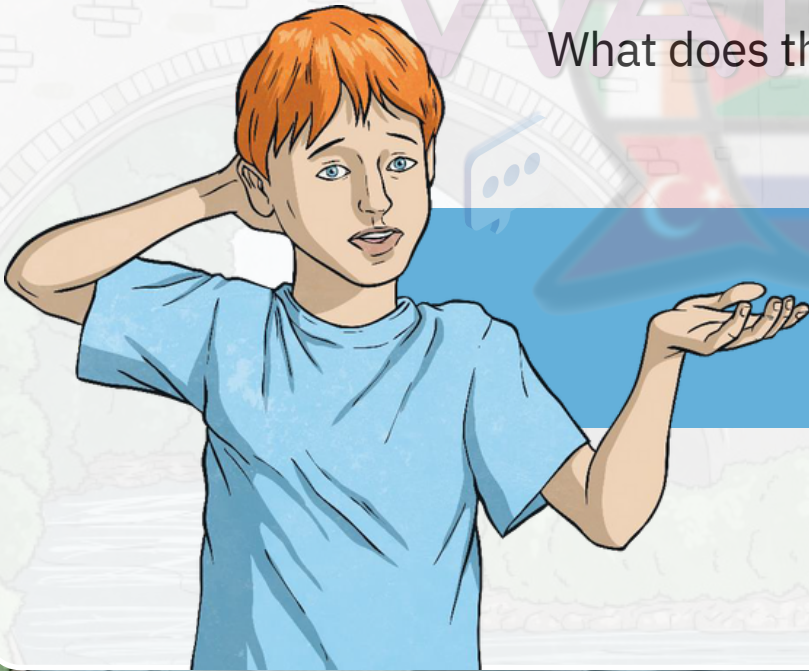
An idiom is a saying that doesn't mean exactly what is written; they have hidden meanings.

The ball is in your court.

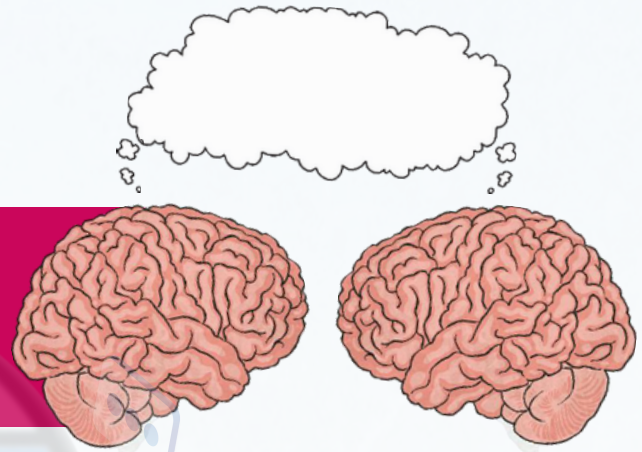


What does this really mean?

It is your decision.



Great minds think alike.



What does this really mean?

Clever people think the same.



You are what you eat.



What does this really mean?

To stay healthy you must eat healthy foods.



It's a small world.

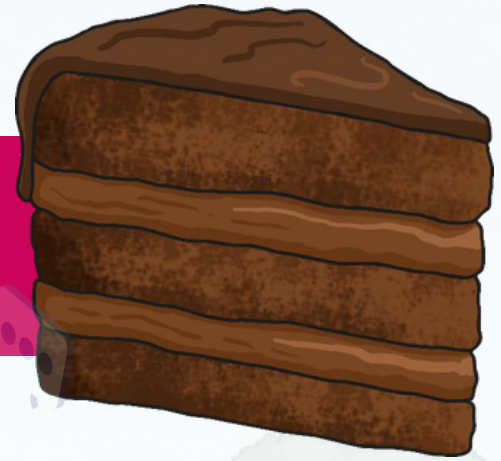


What does this really mean?



**Bumping into people you
know in unexpected places.**

A piece of cake.

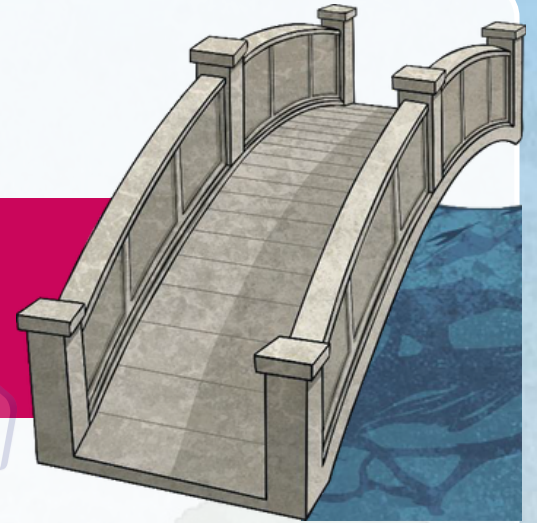


What does this really mean?

Something that is easy to do.



Water under the bridge.



What does this really mean?

**It's in the past and isn't
important anymore.**



Cross your fingers.

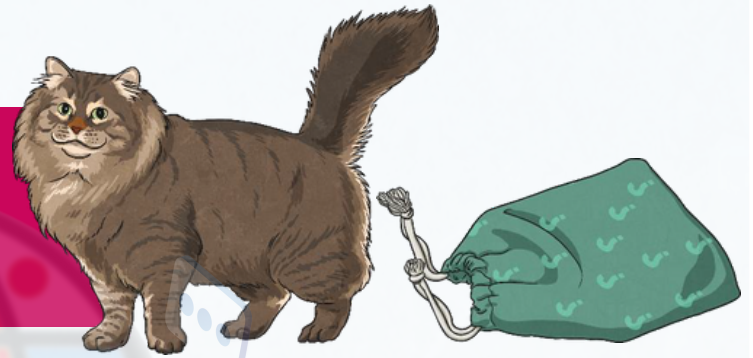


What does this really mean?

**To hope something happens
the way you want it to.**



Let the cat out of the bag.

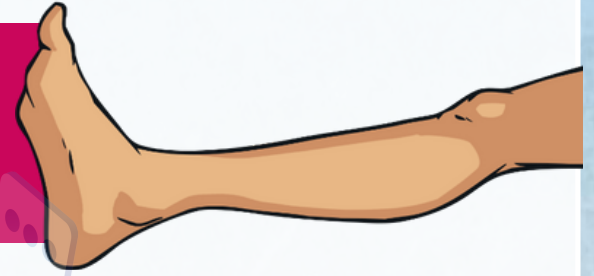


What does this really mean?



To let out a secret.

Pulling your leg.

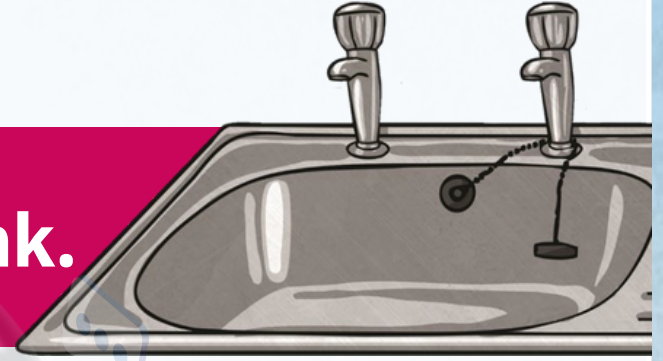


What does this really mean?

Joking with you.



Everything but the kitchen sink.



What does this really mean?



**Nearly everything has
been included.**

Types of Sentences



- To Identify different sentences
- Learn the difference between every sentence
- How to read the sentences

1

Statements

Statements are sentences which tell you a fact, opinion or idea.

Example:

A rainbow has 7 colours.

They are beautiful to look at.

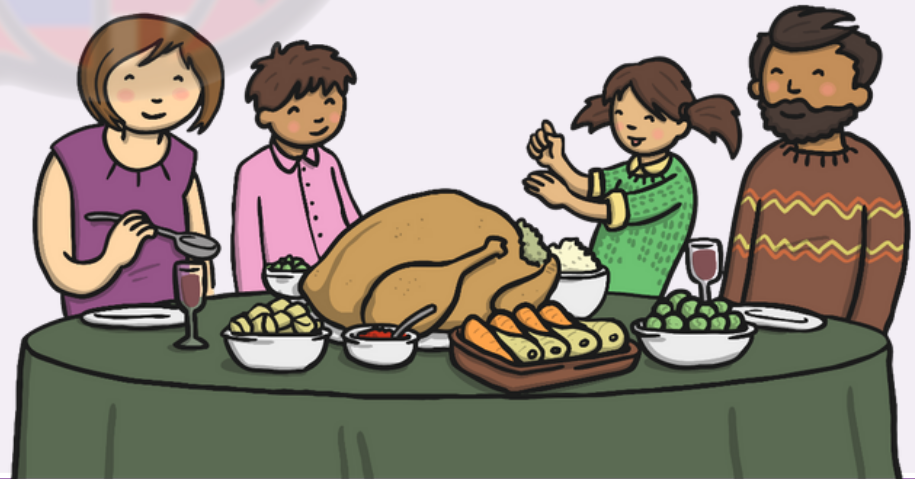


2

Questions

Questions are sentences that ask you something.
They usually end with a question mark.

Example:
What did you have for dinner?



3

Commands

They are often urgent or angry, can be very short and contain an imperative verb. Commands Imperative verbs are also known as 'bossy verbs'-they tell people what to do.

Example:
Help me! Stop it.



4

Exclamations

An exclamation is used when someone is surprised.
It always starts with 'How' or 'What' and contains a noun
and a verb.

Example:
What big feet you have!



What type of sentence is this?

How wonderful that is!

exclamation

command

statementquestion

Well done!

What type of sentence is this?

Are you playing football today?

exclamation

command

statementquestion

Well done!

What type of sentence is this?

Clean that mess up, please.

exclamation

statement

command

question

Well done!

What type of sentence is this?

I really like snowy weather.

statement

command

exclamationquestion

Well done!

What type of sentence is this?

Come here now.

exclamation

command

statementquestion

Well done!

Using Full stops

WATAD.me

- To learn what a full stop (period) is
- To learn when to use a full stop

Learning Objective:

- Use a full stop in a sentence.

Success Criteria

- I know that full stops are needed at the end of a sentence.



With your talking partner...

**Where should
we use full stops
in our writing?**

**Be ready to give
your ideas!**



Ending Sentences

Full stops are always used to show where a sentence has ended.

I love to eat cake.

Practise

Can you spot where the full stop will be added in these sentences?
Have a go on your whiteboard.

I want chips for dinner

I want chips for dinner.

Ben and Sam went on a holiday to Fiji

Ben and Sam went on a holiday to Fiji.

Getting trickier...

Add full stops in the right places in these sentences.

Remember -the end of a sentence.

I like going to the beach

My favourite food is cheese

I like to read my book in bed

My mum told me to tidy my room

The trickiest...

Add full stops in the right places in these sentences.

Remember -the end of a sentence.

I fed my dog after school He had chicken

My brother plays rugby every weekend He
scores lots of tries

I wish I had a magic lamp I would wish for
lots of sunshine

The pirate followed the treasure map He dug
the treasure up and found stacks of gold

Using Commas

WATAD.me

- Whatisacomma
- To learn when to use a comma

Commas should be used:

1. To separate items or adjectives in a list.

For example:

His favourites puddings were apple pie, rhubarb crumble and ice cream.

Monika wore a red, blue, purple and white jumper.



Note that a comma is not normally used before the final item in a list.

It is, however, acceptable to use a comma before the final item if it could otherwise cause confusion.

For example:

His favourite puddings were apple pie, rhubarb crumble, and jelly and ice cream.

The use of the final comma indicates that 'jelly and ice cream' is considered a single item.

Commas should be used:

2. Before these conjunctions: *for, and, nor, but, or, yet, so* to separate two independent clauses.

For example:

She was a fantastic cook, but she would never be as good as her mother.

He had a toothache, so he rang the dentist.



Commas should be used:

3. To separate a fronted adverbial from the rest of the sentence

For example:

Given the terrible weather conditions, the crew of the yacht were lucky to complete the race.

As the last ray of sun disappeared, Yasmine crept silently out of the house.

Commas should be used:

4. To indicate parenthesis

Parenthesis in a sentence adds information and can be removed without changing the meaning.

For example:

Milan, the cleverest boy in the class, was often late for school.

CBBC, which is based in Manchester, is a popular children's TV channel.

Commas should be used:

5. To separate direct speech from the rest of a sentence

For example:

“Martina,” called Mum, “it’s time to leave for school.”

“Stop right there,” the man commanded. “This is private property.”

Commas should be used:

A comma is not always needed in direct speech if another punctuation mark is used to separate the speech from the rest of the sentence.

For example:

“Give me the money!” he snarled.
“Where have you been?” asked Dad.

NOT

“Give me the money!,” he snarled.
“Where have you been?,” asked Dad.



Commas should be used:

6. To separate main and subordinate clauses

For example:

While you're waiting, you can read a magazine.

Although I love football, swimming is my favourite sport.



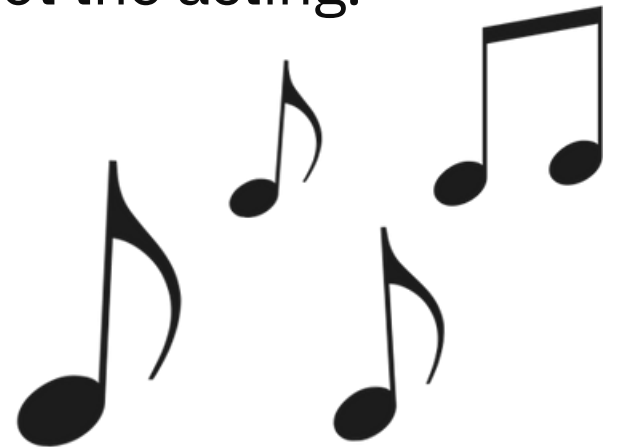
Commas should be used:

7. To separate elements in a sentence that
express contrast

For example:

He thought the building was enormous, but ugly.

She enjoyed the music in the show, not the acting.



Commas should be used:

8. To separate dates, years, towns etc.

For example:

I grew up in Kentish Town, North London.

My gran was born on March 25th, 1942.



Exclamation and Question Marks



- To learn what an exclamation mark is
- To learn what a question mark is
- To learn when to use an exclamation mark

This is an exclamation mark.



You can use it in a few ways...

Use exclamation marks to:



- show surprise;

- add emphasis;

- show strength;

- show shouting.

So, what is an exclamation sentence?

An exclamation sentence is used when someone is surprised. It always starts with 'How' or 'What' and contains a **verb** and a **noun**

What a
great footballer you
are!

How kind you are!



You can have exclamations that aren't sentences.

These still start with 'How' or 'What' but have no **verb**.

What fun!

How lovely!



But what about the other ways
of using the exclamation mark?



Use it for a command.

Go away!

Eat your tea!

Be quiet!

Come here!

Sit Down!

It makes it sound like someone is shouting.

Use it for surprise or excitement.

Oops!

Wow!

I love it!

Summer holidays!

Brilliant!

Compare these sentences.

Without an !	With an !
I love your hair.	I love your hair!
How funny you are.	How funny you are!
What a lovely pie that is.	What a lovely piethat is!
Thank you very much for coming.	Thank you very much for coming!
We are going on holiday.We are	going on holiday!

Discuss: What's the difference?

So...what do we know?



An exclamation mark can:



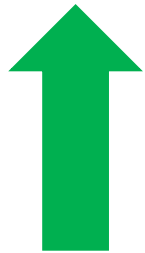
- be used for an exclamation phrase starting with 'How' or 'What';
- be used in a exclamation sentence that starts with 'How' or 'What' **and** contains a verb and a noun;
- be used in other ways to show surprise, emphasis, strength or shouting.

Questions

Questions are sentences that ask something. They usually end with a question mark.

Questions can begin with lots of different question words, including how, what, when, where, when, who, why, are, is and lots more...

E.g. **When are you going to the park?**



Ends with a question mark.

It needs an answer – you need to say what time you are going to the park.

Confusion!



- **Both** exclamations and questions can begin with 'how' and 'what'.
- **Both** exclamations and questions can include a verb.
- Exclamations, and not questions, end with an exclamation mark.
- Questions, and not exclamations, end with a question mark.
- Questions need an answer as they are asking something. Exclamations do not.
- Exclamations exclaim shock, surprise or wonder at something. Questions do not.

Have a go: Question or Exclamation?

What a good treat to see you here!

What a good treat it is to **see** you here!

- ✓ Begins with 'what'
- ✓ Verb is 'see'
- ✓ Ends with an exclamation mark!
- x Doesn't have a question mark
- x Doesn't need an answer



It's... an exclamation!

Have a go: Question or Exclamation?

Are you finished yet?

Are you finished yet?

- ✓ Verb is 'finished'
- ✓ Needs an answer
- ✓ Ends with a question mark
- × Doesn't have an exclamation mark
- × Doesn't start with 'what' or 'how'



It's... a question!

Have a go: Question or Exclamation?

Do you have many pets?

Do you **have** many pets?

- ✓ Verb is 'have'
- ✓ Needs an answer
- ✓ Ends with a question mark
- × Doesn't have an exclamation mark



It's... a question!

Have a go: Question or Exclamation?

How annoying to be inside when it's sunny!

How annoying to **be** inside when it's sunny!

- ✓ Verb is 'be'
- ✓ Starts with 'how'
- ✓ Ends with an exclamation mark
- × Doesn't have a question mark
- × Doesn't need an answer



It's... an exclamation!

