

INTRODUCING ONESELF AND OTHER PEOPLE

I. Introduce yourself

What's your name? My name is.....

What's your surname? My surname is.....

II. Introduce other people

His name is

Her name is

Their names are.....

.....Peter.....Anna

.....Mark and Susan.....Monica and Sonia

.....Michael.....Catherine

.....Robert.....Sylvia

.....Jack and Violet.....Elizabeth and Dona

III.What do these abbreviations mean?

MrMrs.....Miss.....Ms.....

IV.When do we use 'Sir' and 'Madam'?

SirMadam.....

V. Handing in a visiting/business card

Can you give me your visiting card, please? / Can you give me your business card, please?

Here you are / Here's my visiting card /Here is my business card.

I'm sorry I haven't got a visiting card.

GREETINGS

VI.Formal greeting

A: How do you do?

B: How do you do?

VII.Less formal greetings



A: Nice to meet you.
B: Nice to meet you, too.

A: Pleased to meet you.
B: Pleased to meet you, too.

VIII. Ask how they are

Example 1

A: How are you?
B: I' m fine. Thanks. And you?
A: I' m fine.

Example 2

A: How is your brother?
B: He's fine.

Jason.....Fergus.....Stanley.....your boss.....

Example 3

A: How is your sister?
B: She's fine.

Carolyn.....Margaret.....Mrs Brown.....Miss Smith

IX. Translate into your native language

Good morning	
Good afternoon	
Good evening	
Hi/ Hello	
Good bye, Bye bye, bye	
Good night	
See you (later)	

X. How do we greet people at given times?

8 a.m2 p.m..... 10 p.m.....9 a.m.....
9p.m.....11 a.m 11 a.m.....4 p.m.....

SPELLING

XI. Can you spell your name, please?

.....

XII. Can you spell your surname, please?

.....

XIII. How do you read the following letters?

A E I O U

G H J

W V

XIV. Can you give me your e-mail address, please?

. dot

@ at

_ underscore

.....

.....

XV. Spell the following e-mail addresses

1) aei@wp.pl

2) wvy@onet.pl

3) hjg@o2.pl

4) iea@interia.pl

5) jgh@onet.eu

6) agnieszka.wilk@wp.pl

7) wanda_vip@onet.pl

8) henrykjagielski@o2.pl

9) irena_igenda@interia.pl

10) krzysztof.kowalski@poczta.onet.pl

11) jagodachaberkowska@onet.eu

XVI. Fill in the form with words from the box

gym & tai chi, 27, engineer, Mike, 23 Trinity Rd London SW18, Male, Turnbull, 09732176773, married

<i>PERSONAL DETAILS</i>	
NAME(S)	
SURNAME	
SEX	
ADDRESS	
PHONE	
AGE	
OCCUPATION	
MARITAL STATUS	
INTERESTS	

XVII. Fill in the form with your personal details

<i>PERSONAL DETAILS</i>	
NAME(S)	
SURNAME	
SEX	
ADDRESS	
PHONE	
AGE	
OCCUPATION	

MARITAL STATUS	
INTERESTS	

XVIII. Finish the sentences

My name is.....

My surname is

My address is.....

My phone number is.....

I'm(years old)

I'm a /an

I'm single/married/divorced/widowed.....

My interests areand

XIX. Using the information provided in the table make complete sentences

<i>1. PERSONAL DETAILS</i>	
NAME(S)	John
SURNAME	Noon
ADDRESS	23 London Rd, Oxford, the UK
PHONE	987125376
AGE	28
OCCUPATION	mechanic
MARITAL STATUS	single
INTERESTS	Skiing and windsurfing

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<i>2. PERSONAL DETAILS</i>

NAME(S)	Margaret
SURNAME	Johnson
ADDRESS	75 Dover St., Manchester, the UK
PHONE	546320176
AGE	33
OCCUPATION	Shop assistant
MARITAL STATUS	divorced
INTERESTS	Travelling, jogging

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NUMBERS

1- one	15-fifteen	70-seventy
2- two	16-sixteen	80-eighty
3-three	17-seventeen	90-ninety
4-four	18-eighteen	100-a hundred
5-five	19-nineteen	101-a hundred and one
6-six	20-twenty	120-a hundred and twenty
7-seven	21-twenty-one	134 – a hundred and thirty-four
8-eight	22-twenty-two	200- two hundred
9-nine	23-twenty-three	300 – three hundred
10-ten	24-twenty-four	1 000- a thousand
11-eleven	30-thirty	3 256- Three thousand two
12-twelve	40-forty	hundred and fifty-six
13-thirteen	50-fifty	1 000 000 – a million
14-fourteen	60-sixty	2 000 000 – two million

XX. Write the following numbers in words

123.....

5437.....

98765.....

.....

890756.....

324567854.....

XXI. Answer the questions

Can you give me your mobile number?

Yes, it's.....

Can you give me your home phone?

Yes, it's.....

Can you give me your work phone?

Yes, it's.....

TALKING ABOUT AGE

How old are you?

I'm(years old).

How old is he?

He's..... (years old).

How old is she?

She's(years old).

XXII. Write how old these people are

Nora 44.....Chris 14.....Nancy 30.....

Pam 28.....Jason 33.....Simon 13.....

PRICES

\$ - dollar

€ - euro



£ - pound

XXIII. Read the prices

\$13.45.....
€14.56.....
£30.14.....
€ 300.....
£3212.....

XXIV. Ask how much is

1. tea
2. coffee
3. mineral water
4. juice
5. beer
6. sandwich

XXV. Ask how much are

1. chips
2. grapes
3. bananas
4. oranges