



# GENERAL ENGLISH

**BSA COLLEGE**

**2021**



*Your dreams must be bigger than your fear.*

*Make your dreams come true.*

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BSA College

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## LEARNING OBJECTIVES

- ✓ Be able to get information through a video
- ✓ Be able to introduce themselves and others
- ✓ Be able to tell about their family members
- ✓ Be able to identify country and nationality
- ✓ Be able to spell their name and others'
- ✓ Be able to make person's ID Card
- ✓ Be able to put names in an alphabetical order

# UNIT 1

## PERSONAL INFORMATION



# Introducing myself, Others, and Family

## Lesson

# 1

## Self Introduction

### 1. *Introduce Your Name*

#### Question:

- What's your name?

#### Answers:

- My name is.../ I'm...
- My full/ first/ last name is...
- You can call me.../ They call me.../ Please call me.../ Everyone calls me...
- My nick name is...

### 2. *Introduce Your Country*

#### Questions:

- Where are you from? / Where do you come from?
- Where were you born?

#### Answers:

- I'm from.../ I come from
- I'm originally from...

### 3. *Introduce Your Address*

#### Questions:

- Where do you live?
- What's your address?

#### Answers:

- I live in ... / My address is ... (city)
- I live on ... (name) street.
- I live at ...
- I have lived in ... for/ since ...
- I grew up in ...

### 4. *Introduce Your Age*

#### Question:

- How old are you?

#### Answers:

- I'm ... years old.
- I'm ...
- I'm over/ almost/ nearly ...
- I am around your age.
- I'm in my early twenties/ late thirties.

## **5. *Introduce Your Family***

### **Questions:**

- How many people are there in your family?
- Who do you live with? / With whom do you live?
- Do you have any sibling?

### **Answers:**

- There are ... (number) people in my family. They are ...
- There are ... (number) of us in my family.
- My family has ... (number) people.
- I live with my ...
- I am the only child.
- I don't have any siblings.
- I have ... brothers and ... (number) sister.

## **6. *Introduce Your Birthday / Phone Number***

### **Questions:**

- What is your date of birth? / When is your birthday?
- What is your phone number?

### **Answers:**

- My birthday is on ...
- My phone number is ...

## **7. *Introduce Your Jobs***

### **Questions:**

- What do you do?
- What do you do for living?
- What's your job?

### **Answers:**

- I am a/ an ...
- I work as a/ an ...
- I am looking for a job. / I am looking for work.
- I'm retired.
- I just started as ... in the ... department.
- I work in/at a ... (places)
- I have been working in ... (city) for ... years.

## **8. *Introduce Your Hobbies/Favorites***

### **Questions:**

- What's your hobby?
- What do you like to do?
- What's your favorite...?

### **Answers:**

- I like/ love/ enjoy/ ... (sports/ movies/ ...)
- I am interested in ...
- My hobby is ...

- My hobbies are ...
- My favorite sport is ...
- My favorite color is ...
- I have a passion for ...
- My favorite place is ...
- I sometimes go to ... (places), I like it because ...
- I don't like/ dislike/ hate ...
- My favorite food/ drink is ...
- My favorite singer/ band is ...
- My favorite day of the week is ... because ...
- My favorite subject is..

### **9. Introduce Your Education**

#### **Questions:**

- Where do you study?
- What do you study? / What is your major?

#### **Answers:**

- I'm a student at ... (school name)
- I study at .../ I am at .../ I go to ... (school name)
- I study ... (majors)
- My major is ...

### **10. Introduce Your Learning Objective**

#### **Question:**

- Why do you study English?

#### **Answer:**

- I study English because ...

### **11. Introduce Your Grade**

#### **Questions:**

- Which grade are you in?
- Which year are you in?

#### **Answers:**

- I'm in ... grade.
- I'm in my first/ second/ third/ final year.

### **12. Introduce Your Marital Status**

#### **Questions:**

- What is your marital status?
- Are you married?
- Do you have a boyfriend/ girlfriend?

#### **Answers:**

- I'm married/ single/ engaged/ divorced.
- I'm in a relationship.
- I have a boyfriend/ girlfriend/ lover/ ...
- I have a husband/ wife.
- I'm a happily married man/ woman.

- I am available.
- I'm a widow/ widower.

### **Dialogue 1-Self Introduction**

*Practice the conversation with your partner.*

### **Job Applicant Interview**

**Interviewer:** Welcome to Alcyone Hotel, Mike. I am George.

**Interviewee:** Hello, it's glad to meet you.

**Interviewer:** Glad to meet you too, how are you today?

**Interviewee:** I am fine, and you?

**Interviewer:** Great, thanks. I hope we didn't make you wait so long.

**Interviewee:** No, I had the chance to talk to one of your housekeeping while waiting.

**Interviewer:** That's good. Mike, shall we start?

**Interviewee:** Yes, sure.

**Interviewer:** First of all, let me introduce myself. I am the manager of our housekeeping department here and we have an open position, so we have been interviewing applicants to fill the position as quickly as possible.

**Interviewee:** Yes sir, I read about the position on your website, and I think I am a good fit.

**Interviewer:** This is an housekeeping position, we do provide a lot of training here. But we do require that you have at least a diploma degree in tourism. Previous experience in the field is a plus. Which school did you graduate from?

**Interviewee:** I was a student at AB College and I graduated with a diploma degree in tourism. I worked as a housekeeping staff in Fine Hotel for about 3 years.

**Interviewer:** What motivates you?

**Interviewee:** The job should definitely help me grow in my career. I will be happy to learn and grow as I work in a passionate hotel like yours.

**Interviewer:** You are right. Why should I hire you?

**Interviewee:** I am a diligent person and a fast learner. I am very eager to learn. My friends also find me very easy to work with.

**Interviewer:** Very well. Now, Do you have any questions for me?

**Interviewee:** No, I think I have a pretty good understanding of the requirements. I believe that I can handle it, and the fact that you provide all the training sounds excellent. I hope to have the opportunity to work for you.

**Interviewer:** David, It is nice to meet you. I can tell that you are a good candidate. Expect to hear from us within a week about the job.

**Interviewee:** Nice meeting you too. Thank you for your time.

**Interviewer:** Thank you for coming.



## ***Dialogue 2-Self Introduction in informal situation***

*Practice the dialogue with your partner.*

### **Students at University**

**Jenny** : Hello, my name is Jenny. Welcome to our university.

**Felicia** : Hi, I am Felicia.

**Jenny** : Nice to meet you.

**Felicia** : Nice to meet you too.

**Jenny** : Where are you from Felicia?

**Felicia** : I am from French, how about you?

**Jenny** : I'm from Australia.

**Felicia** : Is this your first time in London?

**Jenny** : No, I have been living in London for about four years now.

**Felicia** : Oh I see, have you been studying here for all that time?

**Jenny** : Yes, this is my second year here, I have got two more years to go.

**Felicia** : What are you studying?

**Jenny** : I'm studying English Literature. I want to be a linguist. How about you?

**Felicia** : Sounds cool. I want to be a teacher.

**Jenny** : Wonderful.

**Felicia** : I have always wanted to study abroad, so I came to London.

**Jenny** : Nice! I love it here, I am actually planning to live here even after I graduate.

**Felicia** : Perfect.

**Jenny** : Yeah, I will just need to convince my parents, what about you?

**Felicia** : I love London, but I am just here for school, I will need to go back once I graduate anyway.

**Jenny** : I see, well, good luck to you, I have to go to class now, it was nice talking with you.

**Felicia** : Thank you! You too, and have a good class.

**Jenny** : Good-bye!

## **Introducing Others**

Below are the expressions to introduce others:

- Jane, please meet Andrew.
- Jane, have you met Andrew?
- I'd like you to meet Linzy.
- I'd like to introduce you to Ben.
- Linzy, this is Benny. Benny this is Linzy.

### **Dialogue 3-Introducing Others**

*Practice the conversation with your partner.*

*Peter meets William and William's wife in Alice Hotel.*

**Peter** : Good afternoon, Mr. William.

**William** : Good afternoon, Mr. Peter. How are you?

**Peter** : I'm fine thanks, and you?

**William** : Not bad. Mr. Peter, this is my wife Mary, Mary this is Mr. Peter my hotel manager.

**Mary** : Pleased to meet you Mr. Peter.

**Peter** : Pleased to meet you too. Are you from London, Mrs. Mary?

**Mary** : Yes, I am from London. And you, are you from French?

**Peter** : Yes, I live in French.

**William** : Well, goodbye Mr. Peter, it was nice to see you.

**Peter** : Alright, goodbye.

### **Useful responses when introducing yourself or other people:**

- Nice to meet you.
- Pleased to meet you.
- Happy to meet you.
- How do you do?

#### **Note:**

- "How do you do?" is not a question, it just means "Hello".
- Remember to smile (and use handshakes where appropriate).
- When meeting someone for the first time, do not ask a person's age, date of birth, salary, weight, and marital status

**1. LISTENING PRACTICE** Listen to video about introduction and answer the questions about the video.

**2. GROUP PRACTICE** Introduce yourself to three different students.



**3. PAIR PRACTICE** Ask 1 student's identity then introduce him/her to your friends in the class.



## Family

Relatives: all of family members

Nuclear Family: your immediate family (father, mother, and siblings)

Extended Family: all of the people in your father and mother's families.

## VOCABULARY BUILDING

Parents	father
	Mother
Siblings	brother
	Sister
	Uncle
	Aunt
Grandparents	grand-father
	grand-mother
	Cousin
Spouse	Husband
	Wife
Child	Son
	Daughter
	Nephew
	niece
Grandchild	Grandson
	grand-daughter
	Great grand-father
	great grand-mother
Parents in-law	Father in-law
	mother in-law
	Brother in-law
	sister in-law
	Son in-law

Ex	daughter in-law Ex-husband Ex-wife
Step-parents	Step-father Step-mother Step-son Step-daughter

**4. INDIVIDUAL TASK** Tell about the family tree below.



**Example:**

Marvin is Alyssa's father.

**5. INDIVIDUAL TASK** Draw your family tree. Present it to your classmates.

# Countries, Nationalities, & Alphabet

## Lesson

## 2

### Countries and Nationalities

The list of countries and nationalities

Country	Nationality	Person
Afghanistan	Afghan	an Afghan
Albania	Albanian	an Albanian
Algeria	Algerian	an Algerian
Andorra	Andorran	an Andorran
Angola	Angolan	an Angolan
Argentina	Argentinian	an Argentinian
Armenia	Armenian	an Armenian
Australia	Australian	an Australian
Austria	Austrian	an Austrian
Azerbaijan	Azerbaijani	an Azerbaijani
Bahamas	Bahamian	a Bahamian
Bahrain	Bahraini	a Bahraini
Bangladesh	Bangladeshi	a Bangladeshi
Barbados	Barbadian	a Barbadian
Belarus	Belarusian <i>or</i> Belarusan	a Belarusian <i>or</i> a Belarusan
Belgium	Belgian	a Belgian
Belize	Belizian	a Belizian
Benin	Beninese	a Beninese
Bhutan	Bhutanese	a Bhutanese
Bolivia	Bolivian	a Bolivian
Bosnia-Herzegovina	Bosnian	a Bosnian

Botswana	Botswanan	a Tswana
Brazil	Brazilian	a Brazilian
Britain	British	a Briton
Brunei	Bruneian	a Bruneian
Bulgaria	Bulgarian	a Bulgarian
Burkina	Burkinese	a Burkinese
Burma ( <i>or</i> Myanmar)	Burmese	a Burmese
Burundi	Burundian	a Burundian
Cambodia	Cambodian	a Cambodian
Cameroon	Cameroonian	a Cameroonian
Canada	Canadian	a Canadian
Cape Verde Islands	Cape Verdean	a Cape Verdean
Chad	Chadian	a Chadian
Chile	Chilean	a Chilean
China	Chinese	a Chinese
Colombia	Colombian	a Colombian
Congo	Congolese	a Congolese
Costa Rica	Costa Rican	a Costa Rican
Croatia	Croat <i>or</i> Croatian	a Croat <i>or</i> a Croatian
Cuba	Cuban	a Cuban
Cyprus	Cypriot	a Cypriot
Czech Republic	Czech	a Czech
Denmark	Danish	a Dane
Djibouti	Djiboutian	a Djiboutian
Dominica	Dominican	a Dominican
Dominican Republic	Dominican	a Dominican
Ecuador	Ecuadorean	an Ecuadorean
Egypt	Egyptian	an Egyptian
El Salvador	Salvadorean	a Salvadorean

England	English	an Englishman, an Englishwoman
Eritrea	Eritrean	an Eritrean
Estonia	Estonian	an Estonian
Ethiopia	Ethiopian	an Ethiopian
Fiji	Fijian	a Fijian
Finland	Finnish	a Finn
France	French	a Frenchman, a Frenchwoman
Gabon	Gabonese	a Gabonese
Gambia, the	Gambian	a Gambian
Georgia	Georgian	a Georgian
Germany	German	a German
Ghana	Ghanaian	a Ghanaian
Greece	Greek	a Greek
Grenada	Grenadian	a Grenadian
Guatemala	Guatemalan	a Guatemalan
Guinea	Guinean	a Guinean
Guyana	Guyanese	a Guyanese
Haiti	Haitian	a Haitian
Holland (also Netherlands)	Dutch	a Dutchman, a Dutchwoman
Honduras	Honduran	a Honduran
Hungary	Hungarian	a Hungarian
Iceland	Icelandic	an Icelander
India	Indian	an Indian
Indonesia	Indonesian	an Indonesian
Iran	Iranian	an Iranian
Iraq	Iraqi	an Iraqi
Ireland, Republic of	Irish	an Irishman, an Irishwoman

Israel	Israeli	an Israeli
Italy	Italian	an Italian
Jamaica	Jamaican	a Jamaican
Japan	Japanese	a Japanese
Jordan	Jordanian	a Jordanian
Kazakhstan	Kazakh	a Kazakh
Kenya	Kenyan	a Kenyan
Kuwait	Kuwaiti	a Kuwaiti
Laos	Laotian	a Laotian
Latvia	Latvian	a Latvian
Lebanon	Lebanese	a Lebanese
Liberia	Liberian	a Liberian
Libya	Libyan	a Libyan
Liechtenstein	-	a Liechtensteiner
Lithuania	Lithuanian	a Lithuanian
Luxembourg	-	a Luxembourger
Macedonia	Macedonian	a Macedonian
Madagascar	Malagasy <i>or</i> Madagascan	a Malagasy <i>or</i> a Madagascan
Malawi	Malawian	a Malawian
Malaysia	Malaysian	a Malaysian
Maldives	Maldivian	a Maldivian
Mali	Malian	a Malian
Malta	Maltese	a Maltese
Mauritania	Mauritanian	a Mauritanian
Mauritius	Mauritian	a Mauritian
Mexico	Mexican	a Mexican
Moldova	Moldovan	a Moldovan
Monaco	Monégasque <i>or</i> Monacan	a Monégasque <i>or</i> a Monacan
Mongolia	Mongolian	a Mongolian



Montenegro	Montenegrin	a Montenegrin
Morocco	Moroccan	a Moroccan
Mozambique	Mozambican	a Mozambican
Namibia	Namibian	a Namibian
Nepal	Nepalese	a Nepalese
Netherlands, the (see Holland)	Dutch	a Dutchman, a Dutchwoman, <i>or</i> a Netherlander
New Zealand	New Zealand	a New Zealander
Nicaragua	Nicaraguan	a Nicaraguan
Niger	Nigerien	a Nigerien
Nigeria	Nigerian	a Nigerian
North Korea	North Korean	a North Korean
Norway	Norwegian	a Norwegian
Oman	Omani	an Omani
Pakistan	Pakistani	a Pakistani
Panama	Panamanian	a Panamanian
Papua New Guinea	Papua New Guinean <i>or</i> Guinean	a Papua New Guinean <i>or</i> a Guinean
Paraguay	Paraguayan	a Paraguayan
Peru	Peruvian	a Peruvian
the Philippines	Philippine	a Filipino
Poland	Polish	a Pole
Portugal	Portuguese	a Portuguese
Qatar	Qatari	a Qatari
Romania	Romanian	a Romanian
Russia	Russian	a Russian
Rwanda	Rwandan	a Rwandan
Saudi Arabia	Saudi Arabian <i>or</i> Saudi	a Saudi Arabian <i>or</i> a Saudi
Scotland	Scottish	a Scot

Senegal	Senegalese	a Senegalese
Serbia	Serb <i>or</i> Serbian	a Serb <i>or</i> a Serbian
Seychelles, the	Seychellois	a Seychellois
Sierra Leone	Sierra Leonian	a Sierra Leonian
Singapore	Singaporean	a Singaporean
Slovakia	Slovak	a Slovak
Slovenia	Slovene <i>or</i> Slovenian	a Slovene <i>or</i> a Slovenian
Solomon Islands	-	a Solomon Islander
Somalia	Somali	a Somali
South Africa	South African	a South African
South Korea	South Korean	a South Korean
Spain	Spanish	a Spaniard
Sri Lanka	Sri Lankan	a Sri Lankan
Sudan	Sudanese	a Sudanese
Suriname	Surinamese	a Surinamer <i>or</i> a Surinamese
Swaziland	Swazi	a Swazi
Sweden	Swedish	a Swede
Switzerland	Swiss	a Swiss
Syria	Syrian	a Syrian
Taiwan	Taiwanese	a Taiwanese
Tajikistan	Tajik <i>or</i> Tadjik	a Tajik <i>or</i> a Tadjik
Tanzania	Tanzanian	a Tanzanian
Thailand	Thai	a Thai
Togo	Togolese	a Togolese
Trinidad and Tobago	Trinidadian Tobagan/Tobagonian	a Trinidadian a Tobagan/Tobagonian
Tunisia	Tunisian	a Tunisian
Turkey	Turkish	a Turk

Turkmenistan	Turkmen <i>or</i> Turkoman	a Turkmen <i>or</i> a Turkoman
Tuvalu	Tuvaluan	a Tuvaluan
Uganda	Ugandan	a Ugandan
Ukraine	Ukrainian	a Ukrainian
United Arab Emirates (UAE)	Emirati	an Emirati
United Kingdom (UK)	British	a Briton
United States of America (USA)	American	a US citizen
Uruguay	Uruguayan	a Uruguayan
Uzbekistan	Uzbek	an Uzbek
Vanuata	Vanuatuan	a Vanuatuan
Vatican City	-	-
Venezuela	Venezuelan	a Venezuelan
Vietnam	Vietnamese	a Vietnamese
Wales	Welsh	a Welshman, a Welshwoman
Western Samoa	Western Samoan	a Western Samoan
Yemen	Yemeni	a Yemeni
Yugoslavia	Yugoslav	a Yugoslav
Zaire	Zairean	a Zairean
Zambia	Zambian	a Zambian
Zimbabwe	Zimbabwean	a Zimbabwean

**6. LISTENING PRACTICE** Listen to this video about a country. Answer some question related to the video.

**7. PAIR PRACTICE** Find several pictures of a country or nationality. Ask your pair to guess what country or nationality shown by picture.

# Alphabet

## English Alphabet in General English

The alphabet is used to represent English **in writing**. It is very important to understand that the **letters of the alphabet** which do not always represent the same **sounds** of English. Here is the alphabet pronunciation in General English:

Alphabet Pronunciation				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
[eɪ]	[bi:]	[si:]	[di:]	[i:]
<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
[ef]	[dʒi:]	[eɪtʃ]	[aɪ]	[dʒeɪ]
<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>
[keɪ]	[el]	[em]	[en]	[əʊ]
<b>P</b>	<b>Q</b>	<b>R</b>	<b>S</b>	<b>T</b>
[pi:]	[kju:]	[ɑ:]	[es]	[ti:]
<b>U</b>	<b>V</b>	<b>W</b>		
[ju:]	[vi:]	['dʌbəlju:]		
<b>X</b>	<b>Y</b>	<b>Z</b>		
[eks]	[waɪ]	[zed/zi:]		

## NATO Phonetic Alphabet

The phonetic language is also known as the 'spelling alphabet' or the NATO phonetic alphabet which is used by professional communicators, especially hotel staff, police, military and other emergency and armed forces to clarify letters and spellings. Here is the list of NATO phonetic alphabet:

A-Alpha	N-November
B-Bravo	O-Oscar
C-Charlie	P-Papa
D-Delta	Q-Quebec
E-Echo	R-Romeo
F-Foxtrot	S-Sierra
G-Golf	T-Tango
H-Hotel	U-Uniform
I-India	V-Victor
J-Juliet	W-Whisky
K-Kilo	X-X-ray
L-Lima	Y-Yankee
M-Mike	Z-Zulu

### **Dialogue 4-Spelling Name**

*Practice the conversation with your partner.*

#### **Make a Reservation in Hotel**

**R:** Good morning. Welcome to the Seraton Hotel

**C:** Hi, Good morning. I'd like to make a reservation for this weekend. Do you have any vacancies?

**R:** Yes sir, we have several rooms available and what is the exact date of your arrival?

**C:** The 25th.

**R:** How long will you be staying?

**C:** I'll be staying for three nights.

**R:** How many people is the reservation for?

**C:** Only for me.

**R:** Would you like a single room?

**C:** Yes, please.

**R:** Great. Would you prefer to have a room with a view of the ocean?

**C:** Sure. What's the rate for the room?

**R:** Your room is \$500 per night, Now what name will the reservation be listed under?

**C:** **George Peterson**

**R:** **Could you spell your last name for me, please?**

**C:** **Sure. P-E-T-E-R-S-O-N**

**R:** Could you tell me your telephone number?

**C:** Yes, my phone number is 522-27575.

**R:** Great. Now I'll need your credit card information to reserve the room for you. What type of card is it?

**C:** Visa. The number is 967656521.

**R:** And what is the name of the cardholder?

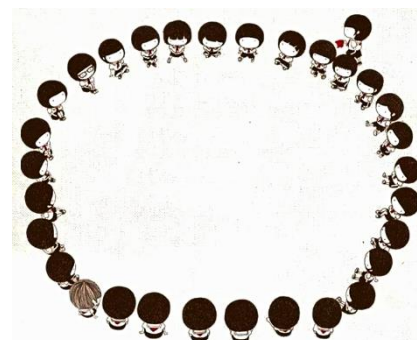
**C:** George Peterson.

**R:** Alright, Mr. Peterson, your reservation has been made.


**C:** Great, thank you so much.

**R:** My pleasure. Have a nice day.

- 8. GROUP PRACTICE** Work in a large group. Sit in circle. The students ask their next friend's name and ask him/her to spell his/her name. Continue until all students get chance to ask and spell their name.



**9. PAIR PRACTICE** Make your partner's ID card based on information you get from your partner. Ask your partner to spell his/her name.

	<i>FIRST NAME:</i> <i>LAST NAME:</i> <i>NATIVE COUNTRY:</i> <i>ID NUMBER:</i>
	<i>SIGNATURE</i>

**10. GROUP TASK** Work in a group of four. Make a list of students' first name in your group. Then put the names in alphabetical order.

**Example:**

**First Names**

Johnson  
Nancy  
Andrew

**First Names in Alphabetical Order**

Andrew  
Johnson  
Nancy

**First Names**

.....  
.....  
.....  
.....

**First Names in Alphabetical Order**

.....  
.....  
.....  
.....

## LEARNING OBJECTIVES

- ✓ Be able to write the number in English
- ✓ Be able to pronounce the number correctly
- ✓ Be able to use number properly
- ✓ Be able to make an English conversation using number
- ✓ Be able to write the date and time in English
- ✓ Be able to tell schedule and activity during a certain season

# UNIT 2

## NUMBER & TIME



## Cardinal and Ordinal Number

- Cardinal Number** is a **number** that says **how many of something** there are, such as one, two, three, four, five.
- Ordinal Number** is a **number** that tells **the position of something** in a list, such as 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> etc.

Cardinal and Ordinal Number

CARDINAL NUMBERS	ORDINAL NUMBERS
1 = one	1 <sup>st</sup> = first
2 = two	2 <sup>nd</sup> = second
3 = three	3 <sup>rd</sup> = third
4 = four	4 <sup>th</sup> = fourth
5 = five	5 <sup>th</sup> = fifth
6 = six	6 <sup>th</sup> = sixth
7 = seven	7 <sup>th</sup> = seventh
8 = eight	8 <sup>th</sup> = eighth
9 = nine	9 <sup>th</sup> = ninth
10 = ten	10 <sup>th</sup> = tenth
11 = eleven	11 <sup>th</sup> = eleventh
12 = twelve	12 <sup>th</sup> = twelfth
13 = thirteen	13 <sup>th</sup> = thirteenth
14 = fourteen	14 <sup>th</sup> = fourteenth
15 = fifteen	15 <sup>th</sup> = fifteenth
16 = sixteen	16 <sup>th</sup> = sixteenth
17 = seventeen	17 <sup>th</sup> = seventeenth
18 = eighteen	18 <sup>th</sup> = eighteenth
19 = nineteen	19 <sup>th</sup> = nineteenth
20 = twenty	20 <sup>th</sup> = twentieth
21 = twenty one	21 <sup>st</sup> = twenty – first
22 = twenty two	22 <sup>nd</sup> = twenty – second
23 = twenty three	23 <sup>rd</sup> = twenty – third
24 = twenty four	24 <sup>th</sup> = twenty – fourth
25 = twenty five	25 <sup>th</sup> = twenty – fifth
26 = twenty six	26 <sup>th</sup> = twenty – sixth
.....	.....



30 = thirty	30 <sup>th</sup> = thirtieth
31 = thirty one	31 <sup>st</sup> = thirty – first
.....	.....
40 = forty	41 <sup>st</sup> = forty – first
50 = fifty	50 <sup>th</sup> = fiftieth
60 = sixty	60 <sup>th</sup> = sixtieth
70 = seventy	70 <sup>th</sup> = seventieth
80 = eighty	80 <sup>th</sup> = eightieth
90 = ninety	90 <sup>th</sup> = ninetieth
100 = one hundred	100 <sup>th</sup> = hundredth
1000 = one thousand	1000 <sup>th</sup> = thousandth
1.000.000=one million	1.000.000 <sup>th</sup> =one millionth
1.000.000.000=one billion	1.000.000.000 <sup>th</sup> =one billionth

## Fraction

Fraction is a number that can be expressed as a proportion of two whole numbers. Fraction uses cardinal as the numerator and ordinal number as the denominator. If the numerator is plural, the denominator will be plural as well, it should be put “s” in ordinal number.

For example:

- 1/3 = one-third
- 4/3 = four-thirds (plural)
- 1/10 = one-tenth
- 3/10 = three-tenths (plural)
- 2/5 = two-fifths

$\frac{1}{2}$	= one-half / a half
$\frac{1}{4}$	= a quarter
$\frac{3}{4}$	= three quarters

- **Percent (%)**

- 1% = one percent
- 10% = five percent
- etc.

- **Decimal**

- 5.9 = five point nine
- 7.39 = seven point three nine
- 78.98 = seventy eight point nine eight, etc.

**1. INDIVIDUAL TASK** Write the following numbers to English.

1. 25<sup>th</sup> =
2. 75 =
3. 4/6 =
4. 1/3 =
5. 8% =
6. 63.178 =
7. 3/4 =
8. 23<sup>rd</sup> =
9. 1.3 =
10. 375 =

**2. PAIR PRACTICE** Point the number in the box. Your partner will say the number. Check your partner's pronunciation vice versa.

1 = one	1 <sup>st</sup> = first
2 = two	2 <sup>nd</sup> = second
3 = three	3 <sup>rd</sup> = third
4 = four	4 <sup>th</sup> = fourth
5 = five	5 <sup>th</sup> = fifth
6 = six	6 <sup>th</sup> = sixth
7 = seven	7 <sup>th</sup> = seventh
8 = eight	8 <sup>th</sup> = eighth
9 = nine	9 <sup>th</sup> = ninth
10 = ten	10 <sup>th</sup> = tenth
11 = eleven	11 <sup>th</sup> = eleventh
12 = twelve	12 <sup>th</sup> = twelfth
13 = thirteen	13 <sup>th</sup> = thirteenth
14 = fourteen	14 <sup>th</sup> = fourteenth
15 = fifteen	15 <sup>th</sup> = fifteenth
16 = sixteen	16 <sup>th</sup> = sixteenth
17 = seventeen	17 <sup>th</sup> = seventeenth
18 = eighteen	18 <sup>th</sup> = eighteenth
19 = nineteen	19 <sup>th</sup> = nineteenth
20 = twenty	20 <sup>th</sup> = twentieth
21 = twenty one	21 <sup>st</sup> = twenty – first
22 = twenty two	22 <sup>nd</sup> = twenty – second
23 = twenty three	23 <sup>rd</sup> = twenty – third
24 = twenty four	24 <sup>th</sup> = twenty – fourth
25 = twenty five	25 <sup>th</sup> = twenty – fifth
26 = twenty six	26 <sup>th</sup> = twenty – sixth
30 = thirty	30 <sup>th</sup> = thirtieth
31 = thirty one	31 <sup>st</sup> = thirty – first

40 = forty	41 <sup>st</sup> = forty – first
50 = fifty	50 <sup>th</sup> = fiftieth
60 = sixty	60 <sup>th</sup> = sixtieth
70 = seventy	70 <sup>th</sup> = seventieth
80 = eighty	80 <sup>th</sup> = eightieth
90 = ninety	90 <sup>th</sup> = ninetieth
100 = one hundred	100 <sup>th</sup> = hundredth
1000 = one thousand	1000 <sup>th</sup> = thousandth

### 3. PAIR PRACTICE Practice the conversation with your partner.

(+62) 81-555-768

Applicant's Telephone Number

A: What's your telephone number?

B: It's (+62) 81-555-768.

A: I'm sorry. Could you repeat that?

B: Of course. (+62) 81-555-768.

A: Alright, thank you.

B: You are welcome.

Practice the conversation again. This time use the applications below.

(818) 676-9821

Applicant's Telephone Number

(213) 877-8467

Applicant's Telephone Number

## Many, Much, A Few, A Little, Some, Any

### a. Many and Much

- Many is used for countable nouns and it can be used in positive, negative, and interrogative sentence.
- Much is used for uncountable nouns and it can be used in positive, negative, and interrogative sentence.  
e.g. How **much money** have you got? (uncountable noun)  
How **many brothers** do you have? (countable noun)

### b. A Few and A Little

- A few is used for countable nouns and it can be used in positive, negative, and interrogative sentence.
- A little is used for uncountable nouns and it can be used in positive, negative, and interrogative sentence.  
Example: He pours **a little sugar** into his tea. (uncountable noun)

They will finish their task in **a few minutes**. (countable noun)

**c. Some and Any**

- Some is used in positive sentence.
- Any is used in negative and interrogative sentence.

Example: I have **some agendas** for tomorrow. (positive sentence)

Do have **any idea**? (interrogative sentence)

**4. INDIVIDUAL TASK** Fill in the blank by using much/many then make sentence using the words given.

**1. ...chairs = many chairs**

**Sentence: I see many chairs in your house.**

2. ...sugar
3. ...mice
4. ...traffic
5. ...mistakes
6. ...cups
7. ...homework
8. ...people
9. ...sweets
10. ...money

**5. INDIVIDUAL TASK** Fill in the blank the incomplete sentences below by using a little or a few.

1. He speaks ... Spanish, so we were able to find a nice room in Madrid.
2. There are only ... bananas left in the box.
3. We need ... butter for this cake.
4. The teacher gives us ... time to prepare before a test.
5. There are only ... days left to hand in the reports.
6. I bought ... apples in this shop.
7. Could I have ... milk in my coffee, please?
8. Look! There are ... mice on the roof.
9. We saw ... people at the bus stop.
10. We have ... ketchup and ... sausages left.

**6. INDIVIDUAL TASK** Fill in the blank the incomplete sentences below by using some or any.

1. Have you got ... tomatoes?
2. There are ... exercise books on the floor.

3. Did you get the ketchup? No, they didn't have ....
4. You should eat ... fresh fruit.
5. We had to wait for ... minutes.
6. Is there ... lemonade left?
7. They didn't sing ... songs.
8. Here are ... cornflakes, but there isn't ... milk.
9. I'm looking for ... good music.
10. There is no butter in the fridge. Let's go and get ...

**7. PAIR PRACTICE** Practice the conversation below with a partner then make your own conversation with your partner.

**A:** Where can I find the sweaters?

**B:** Our sweaters are in the back, near the jackets. Here, I'll show you.

**A:** Can you show me where they are?

**B:** Sure, follow me.

**A:** Can I try this on? Where is the fitting room?

**B:** It's in the corner, in the back.

**A:** Thank you. Do you have it in another size? This one is too big.

**B:** Let me check in the back. This is a size medium. How is it?

**A:** It looks good, thank you. Is there another color?

**B:** *Yes, here you are. How many sweaters will you take?*

**A:** I need three sweaters. How much does this cost?

**B:** For one sweater is seventy thousand rupiahs (Rp 70.000).

**A:** Is there a discount?

**B:** Yes, it's twenty percent (20%) off today!

**A:** Is there any tax?

**B:** Yes, it is included in the cost. The tax is ten percent (10%). It will be added at the cash register.

**A:** Thank you, I will take them!

**B:** Ok. Your total is one hundred and eighty nine thousand rupiahs. (Rp 189.000).

**A:** Ok I'll pay now.

**B:** Thank you Sir.

# Date and Time

## Lesson

## 2

### Day, Month, and Season

#### VOCABULARY BUILDING

DAY	MONTH		SEASON
SUNDAY	January	August	Spring
MONDAY	February	September	Summer
TUESDAY	March	October	Autumn / Fall
WEDNESDAY	April	November	Winter
THURSDAY	May	December	Rainy Season
FRIDAY	June		Dry Season
SATURDAY	July		

#### 8. INDIVIDUAL TASK Find months on the random words below.

HMYGOQC JANUARY KQP  
GACVGKWMK OVRKY SRF  
RRGUFDOFQVTS DY YBI  
OCTOBER S SEPTEMBER  
ZHOYJCKACMJC DQSDQ  
AEVTUEAUPBUBIBNXF  
XGXVNMPGMELMALWHH  
WJEFEBRUARYDKJMKZ  
IHTTQEISYFLCXVZJM  
BCXRTRLTJSDDUEVNC

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

#### 9. INDIVIDUAL TASK Translate the following dates to English.

Example:

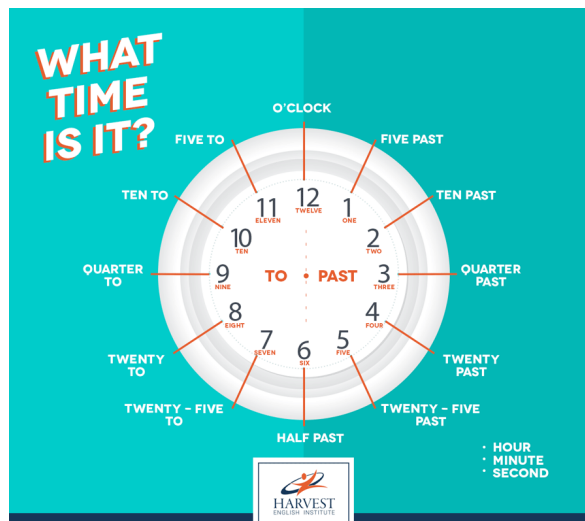
1. Rabu, 20 Agustus 2019 → Wednesday, 20<sup>th</sup> of August 2019
2. Selasa, 15 Desember 1996 →
3. Minggu, 1 Januari 2001 →
4. Kamis, 3 November 2011 →
5. Jumat, 13 September 1995 →
6. Sabtu, 9 Juli 2013 →
7. Senin, 22 April 2012 →

#### 10.

#### Sneaking Time

Choose 1 season you like. Tell your activities during that season.

# Telling Time



## 'Past' or 'To'

- With minutes 1 – 29, we say it's **past** the hour.  
Example: "It's ten **past** three", or 3:10.
- With minutes 31 – 59, we say **to** (the next hour).  
Example: It's ten **to** four". or 3.50.

## 'Quarter' or 'Half'

- At minute 15, we say it's "**quarter past**".  
Example: 7:15, we say it's "**quarter past** seven".
- At minute 45, we say it's "**quarter to**" the next hour.  
Example 5:45, we say it's "**quarter to** six".
- At minute 30, we say it's "**half past**".  
Example 9:30, we would say it's "**half past** nine".

## 'A.M.' or 'P.M.' and 'O'clock'

- For hours 0 through 12, we call this "**A.M.**".  
Example: 7:00 A.M. "It's seven **A.M.**".
- For hours 12 to 24, we call this "**P.M.**".  
Example, 14:00 P.M., we say "It's two **P.M.**".

*"A.M." stands for "Ante Meridiem" (Latin). And "P.M." stands for "Post Meridiem" (Latin)*

- We only say "**o'clock**" at the exact hour.

### 'Noon' or 'Midday' or 'Midnight'

- At hour 12, we say it's "noon/midday". "Noon"/"Midday" is 12:00 P.M.
- "Midnight" is 12:00 A.M. (The start of a new day or 24 hour cycle.)

### 11. INDIVIDUAL TASK Write the time below in English.



### 12. PAIR PRACTICE Work in pair. Ask your partner's daily schedule. Write your partner's schedule with a format below. Present your partner's schedule to all students in the class.

Day and Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



## LEARNING OBJECTIVES

- ✓ Be able to use the pronoun properly
- ✓ Be able to tell daily activity
- ✓ Be able to translate sentence to English using Simple Present Tense
- ✓ Be able to describe something or someone using Simple Present Tense
- ✓ Be able to make a story using Simple Present Tense
- ✓ Be able to match the job with its definition

# UNIT 3

## SIMPLE PRESENT TENSE & JOBS



# Simple Present Tense (Verbal)

## Lesson

# 1

### Pronoun

subject	object	possessive adjective	possessive pronoun	reflexive or intensive pronoun
I	me	my	mine	myself
you	you	your	yours	yourself
they	them	their	theirs	themselves
we	us	our	ours	ourselves
he	him	his	his	himself
she	her	her	hers	herself
it	it	its	its	itself
John	John	John's	John's	himself
Students	Students	Students'	Students'	themselves

#### Example:

1. Subject pronoun : **Nancy** does not like milk. **She** asks Linda to take lemon tea.
2. Object pronoun : Mary wants to meet **him** soon.
3. Possessive adjective : Did you find **my** bag?
4. Possessive pronoun : This bag is not **mine**.
5. Reflexive pronoun : She can take care of **herself**.

#### 1. INDIVIDUAL TASK Complete the sentences below with correct pronouns.

1. My name is Smith. \_\_\_\_\_ am English. This is my family.
2. My mother's name is Angie. \_\_\_\_\_ is from Germany.
3. Jake is hurt because Bill hits **(he)**.
4. Richard receives a letter from **(she)** today.
5. Mrs. William wants to see **(you)** homework.
6. Can Jack bring over **(he)** baseball cards?
7. We will fix **(she)** bike tomorrow.
8. **(You)** t-shirt is not blue.
9. That bag looks like **(he)**.
10. They hurt **(he)** on the stairs.

# Simple Present Tense (Verbal)

## Functions:

- a. Repeated actions  
**Example:** They **always** finish their task late.
- b. Simple statements of fact  
**Example:** I **study** in Oxford University.
- c. World truths  
**Example:** Water **boils** at 100<sup>0</sup> Celsius.
- d. With verbs of the senses and mental processes  
The simple present tense is used for many verbs of thinking, feeling and sensing.  
The most common words are:  
  
like   love   prefer   know   understand  
  
hate   need   want   believe   remember  
  
see   hear   taste   smell   Look

**Example:** He **does not want** to speak to you again.

### Pattern

- (+) S + V1 <sub>s/es</sub>
- (-) S + don't/doesn't + V1
- (?) Do/does + S + V1?

### Note

- I, you, they, we → **(do/don't)**
- She, he, it use → **(does/doesn't)**

## Adverb Used in Simple Present Tense

always	sometimes	never
usually	seldom	ever
often	rarely	once / one time
once a week	twice	everytime

## Examples:

1. (+) I take the guest's order.  
 (-) I don't take the guest's order.  
 (?) Do you take the guest's order?

2. (+) She plays guitar.  
(-)She doesn't play guitar.  
(?) Does she play guitar?

**2. INDIVIDUAL TASK** Complete the blank sentence using the word in a bracket.

1. I \_\_\_\_\_ at a bank (work).
2. She \_\_\_\_\_ with her parents (live).
3. Cows \_\_\_\_\_ on grass (feed).
4. He \_\_\_\_\_ a handsome salary (earn).
5. Janet \_\_\_\_\_ to be a singer (want).
6. Emily \_\_\_\_\_ delicious cookies (make).
7. Mary and her husband \_\_\_\_\_ in Singapore (live).
8. Rian and Sue \_\_\_\_\_ to play card games (like).
9. Sophia \_\_\_\_\_ English very well (speak).
10. Martin \_\_\_\_\_ for a walk in the morning (go).

**3. INDIVIDUAL TASK** Translate the following sentences below to English.

1. Mereka sering mengunjungi kami.
2. Ayah saya bekerja setiap hari.
3. Martin selalu menceritakan cerita lucu.
4. Denny berenang dua kali seminggu.
5. Jenny tidak pernah menolong saya.
6. Donny berkunjung ke hotel setiap bulan.
7. Dosen saya mengajar Bahasa Inggris setiap hari Senin.
8. Apakah kamu pergi ke perpustakaan hari ini?
9. Dian tidak datang terlambat hari ini.
10. Mereka tidak mendapatkan kesempatan untuk menjawab pertanyaan.

**4. SPEAKING TIME** Make a list of your daily activities. Tell it to your friends in front of the class.

# Simple Present Tense (Nominal) & Jobs

## Lesson 2

### Simple Present Tense (Nominal)

**Function:** to describe something or human.

#### Pattern

- (+) S + is/am/are + Complement
- (-) S + is/am/are + not + Complement
- (?) is/am/are + S + Complement?

**Nb:** *complement (adjective, noun, adverb)*

#### Note

- |               |   |       |
|---------------|---|-------|
| I             | → | (am)  |
| She, he, it   | → | (is)  |
| You, they, we | → | (are) |

#### Example:

1. (+) I am hungry.  
(-) I am not hungry.  
(?) Are you hungry?
2. (+) She is a doctor.  
(-) She is not a doctor.  
(?) Is she a doctor?

# Personality

## VOCABULARY BUILDING

**DESCRIBING  
PEOPLE'S CHARACTERS**

**good-tempered**

- polite
- friendly
- trustworthy
- honest
- generous
- hardworking
- cheerful
- funny
- helpful
- kind
- sensitive

**What is he / she like?**

**He is** \_\_\_\_\_

- supportive
- nice
- thankful
- jealous
- selfish
- worried
- sincere
- crazy

- mean
- modest
- shy
- outgoing
- sociable
- naughty
- have a good sense of humour

**bad-tempered**

- rude
- unfriendly
- unreliable
- dishonest
- stingy
- lazy
- angry
- anxious
- unhelpful
- unkind
- insensitive

# Appearance

## VOCABULARY BUILDING

Appearance	Height	Weight and Build	Hair	Eyes	Age
attractive	tall	Thin	dark	blue	young
good looking	short	Slim	black	grey	middle-aged
beautiful	average height	Slender	brown	green	Old
handsome	medium height	Skinny	chestnut	dark	grow-up
lovely	middle height	underweight	red	light blue	Adult
pretty		plump	auburn	dark grey	Child
cute		chubby	blond	greyish blue	Kid
nice		Stout	light	dark brown	little (boy/girl)
plain		overweight	fair	big/large eyes	Teenager
homely		obese	white	bright eyes	

unattractive	Fat	grey	expressive eyes
ugly	medium-build	long	sharp eyes
elegant	strong	short	nearsighted
fashionable	muscular	medium-length	shortsighted
neat	athletic	shoulder-length	blind
clean	Weak	straight	eyeglasses
tidy	feeble	curly	
untidy		wavy	
dirty		thick	
filthy		thinning	
		bald	
		shiny	
		smooth	

**5. INDIVIDUAL TASK** Use **is/am/are** to complete the sentence below.

1. John has a pet. It \_\_\_\_ a puppy. It \_\_\_\_ small.
2. The students \_\_\_\_ at Seraton hotel.
3. This village \_\_\_\_ beautiful and the people \_\_\_\_ friendly.
4. The ship \_\_\_\_ so big and famous.
5. This hotel \_\_\_\_ luxurious.

**6. INDIVIDUAL TASK** Read the example text below. Describe one person you like.

**An Inspiring Friend**

My best friend is Andrew and he is my classmate. We go to school together. He comes from an educated family. His father is a school principal and his mother is a lecturer. He is punctual, well-educated, and has good manners. He is really hard working. He always does his homework. He is also well-dressed and well-behaved. All teachers have a high opinion of him. Andrew has a well-built body. He is gentle but fearless. He takes part in all sports, scout, trekking and mountaineering activities. He has a good heart. He is truthful, honest and obedient. He also plays the guitar, and he makes his parents very proud of him. He inspires me to work harder. He keeps me away from bad company. I am happy to have such a friend like him.

### Game Time

Make two line. Each group get 10 minutes to guess the answer.

Section 1: Group 1 get a clue then describe about that clue. Group 2 guess who/what is described.

Section 2: Group 2 describe the clue and group 1 guess the answer.

***The winner will be a group with shortest time and highest point.***

### Chain Story

Sit in a circle. Choose a leader to start the story. The next students continue the story until all students have chance to tell the story. The last student will make the ending of the story.

## Jobs

### VOCABULARY BUILDING

a baker	a plumber
a butcher	a policeman/policewoman
a carpenter	a postman
a surgeon	a secretary
a farmer	a singer
a fireman	a soldier
a gardener	a taxi driver
a hairdresser	a receptionist
a journalist	a waiter / waitress
a judge	a room attendant
a lawyer	an engineer
a mason	a flight attendant
a mechanic	a pilot
a painter	a doctor
an actor / actress	a nurse
a shoe-shine boy	a dentist
a tailor	a vet
a midwife	a goldsmith
a teacher	a lecturer
a scientist	a sailor



## 7. INDIVIDUAL TASK Match the jobs with their definitions.

<b>A</b>	Butcher
<b>B</b>	Plumber
<b>C</b>	Counselor
<b>D</b>	Personal assistant
<b>E</b>	Sailor
<b>F</b>	Civil servant
<b>G</b>	Pharmacist
<b>H</b>	Travel agent
<b>I</b>	Firefighter
<b>J</b>	Scientist
<b>K</b>	Screenwriter
<b>L</b>	Librarian
<b>M</b>	Caretaker
<b>N</b>	Psychologist
<b>O</b>	Jeweler
<b>P</b>	Lecturer
<b>Q</b>	Carpenter
<b>R</b>	Translator
<b>S</b>	Judge
<b>T</b>	Vet
<b>U</b>	Lawyer
<b>V</b>	Receptionist

	a person who works in government offices or who is employed by the government
	person who puts out fires
	person who is trained to give medical care to animals
	someone who gives people advice on where to spend their holidays
	doctor who does operations or surgery in a hospital
	female worker whose job is to clean up rooms in a hotel
	tries to find out why people behave in certain way
	someone who works as a secretary for a single person
	someone whose job is to make clothes that fit perfectly for a customer
	someone whose job is to advise people and help them with problem
	a person who prepares meat and sells it
	person who designs and creates buildings, bridges, etc.
	someone whose job is to welcome guest at hotel
	person who works on a ship
	person who works in a laboratory and does experiments
	repairs broken pipes, heating and the water system in your house
	person whose job it is to advise people about legal problems and defend them in court
	person who teaches at a university
	someone who prepares medicine in a house or hospital
	someone who looks after buildings, especially schools, hospitals and other public houses
	person who makes things out of wood and repairs them
	someone who buys, sells and repairs rings, bracelets, necklaces etc.

<b>W</b>	Surgeon
<b>X</b>	Chambermaid
<b>Y</b>	Tailor
<b>Z</b>	Engineer

	someone who changes writing into another language
	official who is in control of a court and decides how criminals should be punished
	person who cares for books and lends them to people
	someone who writes scripts for films and plays

- ✓ Be able to differentiate the use of Present Tense and Present Continuous Tense
- ✓ Be able to make sentences using Present Continuous Tense
- ✓ Be able to complete the sentence using Past Tense
- ✓ Be able to make and perform a conversation about the worst experience
- ✓ Be able to retell an unforgettable moment

## Simple Present Continuous Tense & Past Tense



# Simple Present Continuous Tense

## Lesson 1

### Simple Present Continuous Tense

#### Functions:

- to describe an action that is going on at this moment

**Example:** She is studying English now.

- to describe an action that is going on during this period of time

**Example:** Are you still working for the same company?

#### Pattern

(+) S + is/am/are + V<sub>ing</sub>

(-) S + is/am/are + not + V<sub>ing</sub>

(?) is/am/are + S + V<sub>ing</sub>?

#### Note

I → (am)

She, he, it → (is)

You, they, we → (are)

#### Adverb used in Present Continuous

now

at present

at the moment

still

etc.

### Verbs which are not usually used in Simple Present Continuous Tense:

Senses / Perception	Opinion	Mental States	Emotions / Desires	Measurement	Others
to feel to hear to see to smell to taste	to assume to believe to consider to doubt to feel to think  to find  to suppose	to forget to imagine to know to mean to notice to recognize to remember to understand	to envy to fear to dislike to hate to hope to like  to love  to mind  to prefer to regret to want to wish	to contain to cost to hold to measure to weigh	to have (to possess) to seem to look (resemble) to be (in most cases)

#### Examples

(+) Jenny is listening to her teacher's explanation now.

(-) Jenny is not listening to her teacher's explanation now.

(?) Is Jenny listening to her teacher's explanation now?

### Game Time

**Be ready class.**

Complete the sentence based on clue given by using Present Continuous Tense.

Example:

Clue: She (work)

Correct answer: She is working now.

*The winner will be the fastest person who complete more sentences correctly.*

**1. INDIVIDUAL TASK** Complete these sentences with either the simple present or present continuous of verbs in brackets.

**Example:**

David never \_\_\_\_\_ (to clean) up after his mess.

David never cleans up after his mess.

1. Jenny \_\_\_\_\_ (to prepare) dinner at the moment.
2. I \_\_\_\_\_ (to talk) with my friend now.
3. We \_\_\_\_\_ (to have) a briefing every Monday morning.
4. \_\_\_\_\_ (he/to play) basketball now?
5. Look! Our cat \_\_\_\_\_ (to sleep) now.
6. What time \_\_\_\_\_ (the bank / to open)
7. \_\_\_\_\_ (you / to come) to the party?
8. \_\_\_\_\_ (you / to kid) me now?
9. I'm really sorry dear, but you \_\_\_\_\_ (not/to meet) our criteria.
10. Everyone \_\_\_\_\_ (to work) on the project now.

**2. INDIVIDUAL TASK** Go outside. Write what everyone is doing right now. At least 5 activities. Then, present your survey in front of the class.

# Simple Past Tense

## Lesson

## 2

### Simple Past Tense (Verbal)

**Function:** to tell the past event, activity, or experience.

#### Pattern

(+) S + V2

(-) S + did not + V1

(?) Did + S + V1?

#### Adverb used in Simple Past Tense

last week, last month, last...

Yesterday

this morning, this...

two days ago,...ago

etc.

#### Example

(+) He worked at Patria Villa last year.

(-) He did not work at Patria Villa last year.

(?) Did he work at Patria Villa last year?

### VOCABULARY BUILDING Regular and Irregular Verbs

Main Verb (V1)	Past Form (V2)	Participle (V3)
arise	arose	Arisen
bet	Bet	Bet
begin	began	Begun
bend	bent	Bent
blow	Blew	Blown
break	broke	Broken
bring	brought	Brought
build	built	Built
buy	bought	Bought
catch	caught	Caught
choose	chose	Chosen
come	came	Come

cost	Cost	Cost
cut	Cut	Cut
deal	dealt	Dealt
do	Did	Done
dream	dreamt	Dreamt
drink	drank	Drunk
drive	drove	Driven
draw	drew	Drawn
eat	Ate	Eaten
fall	Fell	Fallen
feel	Felt	Felt
freeze	froze	Frozen
forbid	forbade	Forbidden
be ( am, is, are)	was, were	Been
fly	Flew	Flown
give	gave	Given
get	Got	Got
go	went	Gone
grow	grew	Grown
have	Had	Had
hide	Hid	Hidden
hit	Hit	Hit
hold	Held	Held
hurt	Hurt	Hurt
keep	Kept	Kept
kick	Kick	Kick
know	knew	Known
leave	Left	Left
lend	Lent	Lent
let	Let	Let
lie	Lay	Lain



loose	Lost	Lost
make	made	Made
mean	meant	Meant
put	Put	Put
run	Ran	Run
rise	Rose	Risen
ride	rode	Riden
say	Said	Said
set	Set	Set
sit	Sat	Sit
sink	sank	Sunk
show	showed	Shown
sleep	slept	Slept
speak	spoke	Spoken
spend	spent	Spent
sweep	swept	Swept
see	Saw	Seen
sell	Sold	Sold
shut	Shut	Shut
sing	sang	Sung
stand	stood	Stood
steal	stole	Stolen
tell	Told	Told
take	took	Taken
tear	Tore	Torn
teach	taught	Taught
think	thought	Thought
throw	threw	Thrown
understand	understood	Understood
wear	wore	Worn
write	wrote	Written

### 3. INDIVIDUAL TASK Complete these sentences with Simple Past Tense of verbs in brackets.

1. It was warm, so I \_\_\_\_\_ off my coat. (take)
2. The film wasn't very good. I \_\_\_\_\_ it very much. (not/enjoy)
3. I knew Sarah was very busy, so I \_\_\_\_\_ her. (not/disturb)
4. I was very tired, so I \_\_\_\_\_ to bed early. (go)
5. The bed was very comfortable. I \_\_\_\_\_ very well. (sleep)
6. Sue was hungry, so she \_\_\_\_\_ anything. (eat)
7. It was a funny situation but nobody \_\_\_\_\_ (laugh)
8. The window was open and a bird \_\_\_\_\_ into the room. (fly)
9. The hotel was very expensive. It \_\_\_\_\_ very much. (cost)
10. I was in a hurry, so I \_\_\_\_\_ time to phone you. (not/have)

## Simple Past Tense (Nominal)

### Pattern

- (+) S + was/were + Complement
- (-) S + was/were + not + Complement
- (?) was/were + S + Complement?

**Nb:** *complement (adjective, noun, adverb)*

### Note

- I, he, she, it → **(was)**
- You, they, we → **(were)**

### Adverb used in Simple Past Tense

last week, last month, last...
Yesterday
this morning, this...
two days ago,...ago
etc.

### Example

- (+) She was busy last night.
- (-) She was not busy last night.
- (?) Was she busy last night?

**4. INDIVIDUAL TASK** Complete the sentence with Simple Past Tense.

1. Olive and Sarah \_\_\_\_\_ at the swimming pool yesterday.
2. The receptionist \_\_\_\_\_ busy because there \_\_\_\_\_ many guests who made a reservation last week.
3. Yesterday, the guests \_\_\_\_\_ interested in cooking Balinese food.
4. Her performance last night \_\_\_\_\_ excellent.
5. She \_\_\_\_\_ (not/tired) so she worked again yesterday.

**5. PAIR PRACTICE** Make a conversation about the worst experience you had. Perform the conversation with your partner in front of the class.

**Story  
Telling**

Retell your moment that cannot be forgotten.

## LEARNING OBJECTIVES

- ✓ Be able to complete the sentence using Simple Future Tense
- ✓ Be able to tell a plan and prediction using Simple Future Tense
- ✓ Be able to differentiate the use of 'will' and 'be going to'

# UNIT 5

## SIMPLE FUTURE TENSE



# Simple Future Tense (Will)

## Lesson 1

### Simple Future Tense Verbal (Will)

**Functions:** to predict something, to do something spontaneously, and to show willingness.

**Example-Prediction:**

They will lose the game

**Example-Spontaneous Action:**

The room is so dirty, I will clean it later.

**Example: Showing willingness:**

I will not do this.

#### Pattern

- (+) S + will + V1
- (-) S + will not + V1
- (?) Will + S + V1?

#### Adverb Used in Simple Future Tense

tomorrow	next time, next week, etc.
later	after
tonight	soon
two days later, etc.	etc.

#### Example

- (+) They will lose his job.
- (-) They will not lose his job.
- (?) Will they lose his job?

### Simple Future Tense Nominal (Will)

#### Pattern

- (+) S + Will be + C (adjective, noun, or adverb)
- (-) S + Will be + not + C (adjective, noun, or adverb)
- (?) Will + S + be + C (adjective, noun, or adverb)?

**Example:**

- (+) She will be busy tomorrow.
- (-) She will not be busy tomorrow.
- (?) Will she be lazy tomorrow?

## 1. INDIVIDUAL TASK

### 1. Put the verbs in brackets into the future simple

1. I (know) \_\_\_\_\_ the result in a week
2. You (be) \_\_\_\_\_ in Rome tonight
3. You (have) \_\_\_\_\_ time to help me tomorrow?
4. It (matter) \_\_\_\_\_ if I don't come home till morning?
5. Do you think that he (recognize) \_\_\_\_\_ me?
6. Unless he runs he (not catch) \_\_\_\_\_ the train
7. He (lend) \_\_\_\_\_ it to you if you ask him
8. I hope I (find) \_\_\_\_\_ it.
9. I am sure that you (like) \_\_\_\_\_ our new house
10. I wonder how many of us still (be) \_\_\_\_\_ here next year.
11. He (believe) \_\_\_\_\_ whatever you tell him
12. I (remember) \_\_\_\_\_ this day all my life
13. I hope he (buy) \_\_\_\_\_ wine
14. What your father (say) \_\_\_\_\_ when he hears about this accident?
15. he (not say) \_\_\_\_\_ much but he (not borrow) me the car again
16. She (have) \$3000 a year when she is twenty-one
17. He (mind) \_\_\_\_\_ if I bring my dog?
18. Paper (no be) \_\_\_\_\_ delivered to your company
19. The President (drive) \_\_\_\_\_ along the High Street in an open car.
20. I (see) \_\_\_\_\_ her tomorrow?
21. The window cleaner (not come) \_\_\_\_\_ at 8 tomorrow

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### 2. Write these sentences, putting the verbs into the future simple

1. I am sure he (not be) \_\_\_\_\_ late.
2. How long (the journey take) \_\_\_\_\_ ?
3. I suppose (she be) \_\_\_\_\_ in London next week
4. John (phone) \_\_\_\_\_ your office for you
5. (There be) \_\_\_\_\_ many people at the meeting?
6. What time \_\_\_\_\_ (this movie start)?
7. He (never agree) \_\_\_\_\_ to your idea.

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# Simple Future Tense (Be going to)

## Lesson 2

### Simple Future Tense Verbal (Be going to)

**Function:** to tell about fix plan / decision and there is fact / evidence.

**Example-telling fix plan/decision:**

I'm going to study at Oxford University next month. I have got scholarship there.

**Example-showing fact / evidence:**

He is going to fall off his bike.

Pattern	Adverb Used in Simple Future Tense	
	tomorrow	next time, next week, etc.
	later	after
	tonight	soon
	two days later, etc.	etc.
(+ ) S + (is/am/are) + going to + V1		
(- ) S + (is/am/are) + not + going to + V1		
( ? ) (is/am/are) + S + going to + V1 ?		

#### Example

(+) He is going to go to cruise line next month.

(-) He is not going to go to cruise line next month.

(?) Is he going to go to cruise line next month?

## Simple Future Tense Nominal (Be going to)

### Pattern

(+) S + (is/am/are) + going to + be + C  
(adjective, noun, or adverb)

(-) S + (is/am/are) + not + going to + be + C  
(adjective, noun, or adverb)

(?)(is/am/are) + S + going to + be + C  
(adjective, noun, or adverb)?

### Adverb Used in Simple Future Tense

tomorrow	next time, next week, etc.
later	after
tonight	soon
two days later, etc.	etc.

### Example

(+) You are going to be bartender next week.

(-) You are not going to be bartender next week.

(?) Are you going to be bartender next week?



## 2. INDIVIDUAL TASK

### TO BE GOING TO vs WILL

<b>Going to</b>	<i>Future plan – decided before time of speaking</i>	I am going to leave next week
	<i>Future result from evidence</i>	He is going to fall off his bike
<b>Will</b>	<i>Future willingness</i>	I won't do it.
	<i>Sudden decision made at time of speaking</i>	I'll phone her now.

### 4. Complete the sentences in Future with "going to"

1. Question: What (change \ you) \_\_\_\_\_ in the next campaign?
2. Answer: We (start) \_\_\_\_\_ planning the campaign earlier.
3. And we (focus) \_\_\_\_\_ on a specific target group.
4. Question: How (do\you) \_\_\_\_\_ that?
5. Answer: We (cram\not) \_\_\_\_\_ that much information into our campaign
6. Instead, the campaign (leave) \_\_\_\_\_ just one clear message.
7. Question: Which target group (reach\you) \_\_\_\_\_?
8. Answer: Our next campaign (target) \_\_\_\_\_ at housewives aged 30 to 40
9. Question: How (get\ you) \_\_\_\_\_ these prospects to buy our products?
10. Answer: The campaign (make) \_\_\_\_\_ clear that these products can make life a lot easier for the housewife.

**5. Write the correct form of going to, will**

1. "Why is Shella getting a passport?" "She \_\_\_\_\_ live in Spain for a year
2. I know she \_\_\_\_\_ (not) agree with this idea.
3. I think the film \_\_\_\_\_ (be) a big success.
4. I don't feel very well this morning. " Oh dear. \_\_\_\_\_ I look after the children for you?"
5. The managing director \_\_\_\_\_ sack two hundred people next month.
6. There's someone at the door. " Ok, I \_\_\_\_\_ answer it"
7. She \_\_\_\_\_ never see her parents again
8. "Is that your new stereo?" "Yes, but it doesn't work. I \_\_\_\_\_ to take it back to the shop!"
9. I think the exam \_\_\_\_\_ be easy.
10. "I see Hannah and Peter together a lot." " Yes, they \_\_\_\_\_ get married"
11. You \_\_\_\_\_ probably have a really good time.
12. The dog looks ill. I think it \_\_\_\_\_ be sick.

## Speaking Practice

### Conversation cards

What do you think the weather *will be* tomorrow? Give your prediction.

What are you *going to do* tomorrow? Describe your plans to the class.

What are you *doing* tonight? What fixed appointments do you have?

Where do you see yourself ten years from now? Explain.

Do you think doctors will clone people in the future? If so, do you agree? Explain.

Will pollution make the Earth uninhabitable? Discuss.

Do you think scientists will find a cure for AIDS and cancer?

Do you think people will live longer? What is positive or negative about it?

Will robots ever replace humans? If so, in what way?

Do you think the world will be better or worse for future generations? Explain.

How do you think your country will change in the future?

If you're single, when are you going to get married?

How will transportation and travel change in the future? Give your views.

Do you think aliens will ever visit the Earth? When? What will happen?

What kind of job would you like to do in the future? How much will you earn?

Do you believe in fortune tellers or horoscopes? Why or why not?

What new inventions would you like to see in the future? Give reasons.

Do you think you will ever travel, live or work abroad? Talk about it.



4



5



6



7



8



9



3



2



1

#	Do you think this will happen? Discuss.	yes	no	maybe
	A nuclear war will destroy the Earth.			
	Aliens will invade the Earth.			
	Flying cars will solve the problem of traffic jams.			
	Global warming will wipe out many animal species.			
	Overpopulation will lead to mandatory euthanasia at 70.			
	People will live for 150 years or more.			
	Robots will take over routine household tasks.			
	Scientists will invent a time machine.			
	There will be a friendly alien encounter.			
	Tourists will go on space holidays.			
	Transporters (like in Star Trek) will be used.			

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10



11

## LEARNING OBJECTIVES

- ✓ Be able to complete the sentence using Present Perfect Tense
- ✓ Be able to ask and answer question using Present Perfect Tense
- ✓ Be able to check a partner's grammatical mistake
- ✓ Be able to use modal aux to describe a job
- ✓ Be able to make a response using modal aux
- ✓ Be able to differentiate the use of each modal aux

# UNIT 6

## PRESENT PERFECT TENSE & MODAL AUXILIARY

EVER  
ETNEVER  
ALREADY  
JUST SINCE

shall must could might will  
ought to may would should can

# Present Perfect Tense

## Lesson

# 1

## Present Perfect Tense

### Present Perfect Tense



**"has" or "have" + [Past Participle]**

John **has started** his homework.

They **have fixed** the broken window.

activity started in the  
past (and might  
continue to the present)

past

present

future

#### Adverb Used in Present Perfect Tense

just

yet

already

since




for

so far

ever/never



## PATTERN:

	Structure	○ S+ has/have + V3
	Example	○ She <b>has written</b> an essay.
	Structure	○ S+ has/have + not + V3
	Example	○ She <b>has not written</b> an essay.
	Structure	○ Has/have+ S + V3 +... ?
	Example	○ <b>Has she written</b> an essay?

### USAGE

How long?

The work that has recently been completed.

Time period that has not finished.

To describe the specific moment of time.

### EXAMPLES

I **have been** at work **for** six hours.

He **has just cooked** the meal.

She **has drunk** two cups of tea **today**.

We **have lived** in this house **since** 2015.

## 1. INDIVIDUAL TASK Complete the sentence below using Present Perfect Tense.

1. You \_\_\_\_\_ (watch) this movie twice.
2. Rian and Reza \_\_\_\_\_ (not/travel) to Singapore yet.
3. Felicia \_\_\_\_\_ (be) to Australia five times.
4. They \_\_\_\_\_ (never/finish) his duty on time.
5. Zara \_\_\_\_\_ (live) in London since 1995.
6. \_\_\_\_\_ (you/ever/work) in a cruise ship?
7. My parents \_\_\_\_\_ (just/eat) their meal.
8. Dinda \_\_\_\_\_ (write) the story for 3 hours.
9. Corona Virus \_\_\_\_\_ (kill) many people.
10. The students \_\_\_\_\_ (study) English since they were 9 years old.

## 2. PAIR PRACTICE Ask your partner questions on cards. Check your partner's answer and write the grammar mistake found.

### Conversation Cards

Have you ever been abroad? Where have you been? Which country would you like to visit and why?	Have you ever ridden a horse? An elephant? A camel? A motorbike? Anything else? Talk about it.	Have you travelled by plane or ship? Which do you prefer? Explain.
Have you ever seen a ghost? Do you believe in ghost? Talk about it.	Have you ever bought a lottery or lotto ticket? Have you ever won anything?	Have you ever visited a fortune teller? Talk about it.
Have you ever been camping? Where did you go? Did you like it? Talk about it.	Have you ever cheated on an exam? How did you do it? Talk about it.	Have you ever been to an amusement park? What were your favourite rides? Talk about it.
Have you ever broken a bone or been in hospital? Talk about it.	Have you ever done anything that you really regretted? (= to be sorry or sad about something) What was it?	Have you ever been to the zoo? Which animals did you like most? Explain why.
Have you ever met a celebrity? Who was it? Talk about it.	Have you ever performed in public? (sing on stage, play music, act in a play, speak in public, etc.) Talk about it.	Have you ever been on the radio or on TV? Talk about it.
Have you ever told a big lie to someone close to you? Tell the class if you want.	Have you ever seen a tornado or another natural disaster? What other natural disasters do you know? Make a list.	Have you ever called a woman 'sir' or a man 'madam'? What happened?

# Modal Auxiliary

## Lesson

## 2

### Modal Auxiliary

<b>can</b>	ability, permission, offer, request, theoretical possibility
<b>could</b>	past ability, polite request, possibility, suggestion
<b>can't</b>	lack of ability, prohibition
<b>must</b>	obligation (we feel it is necessary to do sth), strong advice
<b>mustn't</b>	prohibition
<b>have to</b>	obligation coming from outside (rule, regulation, law etc)
<b>don't have to</b>	lack of necessity
<b>should/ought to</b>	advice
<b>may</b>	possibility, permission (formal), request (formal)
<b>might</b>	possibility, permission (formal), request (formal)
<b>shall</b>	offer, suggestion ( only with I and we)

#### Pattern

- (+) S + Modal aux + V<sub>1</sub>
- (-) S + Modal aux + not + V<sub>1</sub>
- (?) Modal aux + S + V<sub>1</sub>?



### Special Focus-2 modal in a sentence

**Must:** have to (present) had to (past tense)

**Can:** be able to  
(is/am/are-present)  
(was/were-past)

- I would like to **be able** to sing. (NOT I would like to can sing.)
- I **had to** work hard in these days. (NOT I musted work hard in these days.)

### Example:

1. I **can** swim across the river.
2. May I leave the room now?
3. I please talk to Mr. Smith?
4. I thought he might be at home.
5. I shall need the money next week.
6. Will you lend me your book for a week?
7. We should obey the laws.
8. She would sit for hours listening to your explanation.
9. You must improve your speaking.
10. We ought to love our parents.

## 1. SPEAKING PRACTICE Guess the Job.

One student describes the job description. Use modal expression. The rest students guess the job described.

### Example:

You **must** teach the student. You **have to** wear uniform. What job is this? Teacher.

## 2. SPEAKING PRACTICE Shall we?

Work in pair. Make some statements. Bring the statements into the class. Let's see how your friends respond to your statements.

**Example:** It's hot here.

**Response:** Shall we open the window?

### 3. INDIVIDUAL TASK

*Choose the most appropriate modal auxiliary for each sentence.*

1. Don't worry, Mr. Westmond, I promise, I \_\_\_\_\_ (may/will) pick up the documents from the ministry first thing tomorrow morning.
2. I \_\_\_\_\_ (can/could) type very fast when I was in college. I'm much slower now.
3. I'm sorry, Mrs. Martinez, the rules state that you \_\_\_\_\_ (may/can) visit your uncle in Ohio, but you \_\_\_\_\_ (won't/can't) stay longer than six months.
4. I don't know if I can, but I \_\_\_\_\_ (might/will) go to Toronto next week.
5. If you come to visit us next summer, you \_\_\_\_\_ (can/will) stay in the guesthouse.
6. Jane usually takes two courses each semester, but this semester he said he \_\_\_\_\_ (could/might) try to take three.
7. If Ashot looks out his back window, he \_\_\_\_\_ (could/can) see the Caspian Sea.
8. When Jack was younger, he \_\_\_\_\_ (might/could) ride 30 km on his bicycle in an afternoon.
9. If you want to, you \_\_\_\_\_ (can/may) have a swim in the pool before dinner.
10. Next week I \_\_\_\_\_ (could/may) take a trip into the Sonora Desert.
11. The exam \_\_\_\_\_ (can't / might) be easy. You never know.
12. It \_\_\_\_\_ (may / can't) be true about the sauropod dinosaur living in Lake Télé in the Congo. It's impossible.
13. I \_\_\_\_\_ (can't / might) go to the party but I'm not sure yet.
14. She \_\_\_\_\_ (can't / could) steal things from shops. She's rich and famous.
15. He \_\_\_\_\_ (can't / may) be from the USA. He doesn't speak English.

## LEARNING OBJECTIVES

- ✓ Be able to write a cover letter
- ✓ Be able to write a CV or resume
- ✓ Be able to do interview with a partner
- ✓ Be able to report the interview result

# UNIT 7

## Applying for a Job



# Cover Letter & Resume

## Lesson 1

### Cover Letter Vs Application Letter

No	Cover Letter	Application Letter
1	Containing a brief introduction	Containing a more extensive introduction and
2	3 to 4 sentences	Depends on how long the introduction is
3	Containing job seeker's work experiences, education, accomplishments, type of organizations (best qualifications)	Containing job seeker's work history or professional experience
4	Attracting recruiter / hiring manager's attention to review the resume	Substituting the resume (similar purpose to resume)
5	It is used when the employer requires to submit it (when there is an job posting)	It could be sent to several employers (when there isn't job posting)
6	It is used to express interest in employment	It is used for employment purposes or for applying academic program/internship program
7	It must be followed by a resume	It may not always include a resume

#### Example of Cover Letter Work History:

Prior to working at Genex Engineering, I was executive secretary to the COO at Boomer Industrial Hose Inc. and started my career as a receptionist/ secretary for the Sales Manager at Geny Oil Corp. 10 years ago in Texas.

No need to add more to your work history in a cover letter as it is thoroughly covered in the accompanying resume.

#### Example of Application Letter Work History:

At Genex Engineering, I handle all of the duties required of your position and much more as executive assistant to the president and CEO for the past four years. In addition to providing secretarial and administrative support to the president, I train other secretaries to support other high-level executives and regularly speak at conventions and manage trade shows. My responsibilities also include creating presentations and proposals, arranging travel for all the executives, generating reports and taking responsibility for confidential company documents. I spearheaded modifications in IT that generated increased profitability for Genex and implemented a variety of upgrades in our accounting procedures dramatically cutting costs in that department.

## COVER LETTER FORMAT

- Date, name, full mailing address of employer.
- Contact person – name and title with a salutation (Dear Mr./Mrs.).
- First Paragraph – a direct opening statement which identifies your objectives..
- Second Paragraph – highlighting your experience and a quick summary of relevant experience.
- Third Paragraph – a combination of brief conclusion and contact information.
- Closing salutation (Yours Sincerely,).
- Ending with signature and written name below.

## SPECIAL POINTS OF A COVER LETTER

1. Use **quality plain white A4** paper and use **basic fonts** – Arial, Calibri, Tahoma. Use more white space around edges of the page and clear space between paragraphs or sections.
2. **Start with your name, contact details** and do not forget to **date the letter**.
3. Address it to the person who is relevant – it is better than to start with **Dear Sir/Madam**. If you do not know for sure who will read your letter, email to the contact person, and ask.
4. First write a sentence about **the way you knew about the job** – this is valuable information for the company to choose how to advertise.
5. No matter who reads your cover letter, the employer will consider it as an example of your grammar knowledge and writing skills. Make sure **no grammatical mistakes** find place in it and think about making spelling perfect. Get another person, better two or three friends, to read your letter before you send it to employer.
6. Be friendly and professional. **Write short** and to the point, but include something innovative to make it sound interesting.
7. **End by** saying that you are available for interview. Don't forget to **sign the letter**.
8. **Keep copies** of sent letters– when getting to an interview it is useful to know what you wrote. It makes next letters easier to write.

## Cover Letter Example

Your Name  
222 Every Road, Any Town, AA1 1BB

---

Mrs Jane Smith  
ABC Company  
All Streets  
Any Town  
YY1 1ZZ

(Date)

Dear Sir/Madam,

Application for the role of (job title)

I would like to apply for the role of (job title) on board (name of cruise ship). I have seen your advertisement in (which publication/online and when).

I am experienced in providing good customer service to many different people and I have worked in many supporting type roles from concierge to restaurant work, reception duties etc. I like the buzz of being able to provide good service and to ensure that my guests have a good holiday experience.

I have travelled many times for personal and business reasons and I have no issue with being away from home for long periods of time. I am organised and pay attention to detail, I like to ensure that I do the best that I can in my work. I have excellent communication skills and work well in a team environment.

My CV shows in detail my skills and experiences, if you have any questions relating to my previous work history, please do not hesitate to contact me and I will be happy to answer any questions that you have.

Thank you for reading my CV and covering letter and I look forward to hearing from you.

Yours sincerely

NAME SURNAME

### 1. INDIVIDUAL TASK Write your own cover letter.

## Curriculum Vitae (CV) Vs Resume

CV	Resume
2 to 3 pages depending on your experience	1 page or max. 2
Mainly used for academic purpose (applying a research program, a PH.D., or joining the staff university)	Written for a regular job in a company
An academic diary where you include all your academic qualifications, achievements, and certifications. It is universal in nature as it can be updated as you go	Created (or at least customized) for each job you're applying for, and has a bigger focus on your professional achievements, rather than academic

### What does include on a CV?

1. Full name
2. Contact information
3. Professional title
4. Research interests
5. Education
6. Publications (both academic papers and books)
7. Teaching or lecturing experience
8. Work experience
9. Conferences and courses
10. Skills
11. Certificates
12. Languages
13. Grants of fellowships
14. References

### What does include on a resume?

1. Full name
2. Your job title, or the name of the position you're applying for
3. Contact information
4. Resume summary or objective
5. Work experience
6. Education
7. Relevant skills
8. Languages and proficiency
9. Relevant certifications and interests (if any)



## Example of CV:

# Elizabeth Smith

Marketing Lecturer

Experienced academic with two publications regarding Digital Marketing and Search Engine Optimization, holding a BA in Business Administration and a MSc. in Business Analytics from Northwestern University.

elizabeth.smith@novoresume.com

123-456-7891

Colorado, United States

elizabeth-smith.com

linkedin.com/in/elizabeth.smith

## RESEARCH INTERESTS

Search Engine OptimizationContent CreationClient Recruitment and RetentionInternational Marketing

## EDUCATION

### Ph.D. in Marketing

Columbia Business School

08/2019 – Present

Research Area

- Extending Social Perception Theories to Advertising and Search Engines Context

### MSc in Business Analytics

Kellog School of Management

08/2016 – 06/2018

Courses & Dissertation

- Data Analysis
- Brand Management
- Machine Learning
- Dissertation: The Effect of Social Media Content in Search Engine Optimization

Magna Cum Laude

### BA in Business Administration

Colorado State University

08/2014 – 06/2016

Dissertation

- The Effect of Search Engine Optimization in Digital Marketing

Summa Cum Laude

## PUBLICATIONS

Book

### Search Engine Optimization: Digital Marketing New Wave

Author(s)

Elizabeth Smith & Richard Doe

2018

Penguin Publishing

Academic Article

### Digital Marketing Implications of Content Management and Distribuiton

Author(s)

Elizabeth Smith & Richard Doe

March, 2017

Journal of Marketing

## CONFERENCES & COURSES

AMA Cincinnati's Trailblazer Series (2019)

American Marketing Association

Adobe Marketing Summit (08/2018)

Adobe Inc.

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## TEACHING EXPERIENCE

### Lecturer in Introduction to Digital Marketing

Colorado State University

08/2018 – Present

## WORK EXPERIENCE

### Search Engine Marketing Specialist

Hub Digital Agency

05/2016 – 05/2019

#### Achievements

- Utilized SEO principles and successfully audited over 200 websites from 5 different niches: Fashion, Education, Human Resources, E-commerce, Art & Culture.
- Increased lead generation of the agency by 20% within the first 6 months by creating 4 "How-to" guides on the blog.
- Contributed to the increase by 35% of new clients in 2017 compared to 2016.

### Marketing Intern

ABC Agency

05/2015 – 12/2015

#### Achievements

- Increased social media presence of the company by 23% in the last 3 months.
- Drafted a new on-boarding email process that increased the email open rate from 31% to 36%.
- Created 2 marketing-related articles per month which had on average 150 social media shares each increasing brand awareness.

## CERTIFICATES

Hootsuite Social Marketing Certification (03/2019)

Google Ads Certification (08/2018)

## VOLUNTEER EXPERIENCE

### Social Media Volunteer

Help Africa

10/2014 – 05/2017

#### Tasks/Achievements

- Created "Do you really care?" campaign on Facebook and Twitter that raised \$130,000 in donations for the cause during the 3rd and 4th quarters of 2016.

## GENERAL SKILLS

SEO & SEM

Wordpress

HTML & CSS

CRO and A/B Testing

Keyword Optimization

Web Analytics

Email Marketing

Project/Campaign Management

Verbal and Written Communication

Public Speaking

## LANGUAGES

English  
*Native*

Spanish  
*Full Professional Proficiency*

French  
*Limited Working Proficiency*

Italian  
*Limited Working Proficiency*

## Example of Resume:

# Elizabeth Smith

## SEO and Marketing Professional

Experienced marketing professional with two publications regarding Digital Marketing and Search Engine Optimization, holding a BA in Business Administration and a MSc. in Business Analytics from Northwestern University.

✉ elizabeth.smith@novoresume.com

📞 123-456-7891

📍 Colorado, United States

🌐 elizabeth-smith.com

🌐 linkedin.com/in/elizabeth.smith

## WORK EXPERIENCE

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## INTERESTS

SEO

Leadership

Social Media Management

Content Marketing

## 2. INDIVIDUAL TASK Write your own CV or resume. See the example above.

## Job Interview

is your opportunity to further highlight the information on your resume and show an employer the person behind the skills and experience. Being well-prepared can make it easier to impress an interviewer

### HOW TO PASS AN INTERVIEW:

1. Conduct thorough research
2. Dress for the job you want
3. Take your time
4. Bring a notepad and pen
5. Use facts and figures to demonstrate your achievements
6. Be prepared for difficult questions
7. Prepare your own questions

#### 1. Conduct thorough research

Research the company to discovering several information mission and values. Show to the interviewer that you have an understanding of the business, knowledge of the industry or some insight into the direction the company may be heading. Then, showcase how your skills and experience would benefit them in reaching their goals.

If you know the names of the interviewers, you can look them up on the company's staff pages or professional networking platforms to better understand their background and how it may impact their hiring decision. For example, you may discover that your interviewer started in the same position you're interviewing for. You could use this information to ask them questions about their experience in the role and what additional qualification they think the role requires.

#### 2. Dress for the job you want

What you wear to an interview helps an interviewer to determine your professionalism and suitability for their workplace. Choose an outfit that is professional and comfortable to help you feel confident during the interview. It's best to wear clothing that is just a step up from the organization's standard dress code. While you research the company, you can also search for images of their employees online to determine what their dress code may be. For example, if a workplace prefers business casual, your interview outfit should be business professional.

### 3. Take your time

You may have many qualifications you want to discuss during your interview, but consider taking a deep breath before providing your answer. Taking this time to relax and organize your thoughts can demonstrate thoughtfulness during your interview.

Be sure to listen to each question and prompt carefully as well. Try to discuss only the most relevant qualifications for a given question to ensure your answers are succinct. Clearly and slowly include one or two skills and experiences at a time to ensure the interviewer understands each qualification.

Additionally, if you don't understand a question, you can ask for further clarification before answering. You can also ask if you have answered a question fully to check whether your answer is detailed enough. This may also prompt the interviewer to ask you a follow-up question about an experience you just described.

### 4. Bring a notepad and pen

Come with a notepad and pen to make notes in the interview, including interviewers' names and anything important that comes up in the course of the conversation. This step can show that you are detail-oriented and organized as well as provide you notes to refer back to later and help you write your post-interview thank-you note. While you take notes, be sure to stay engaged with the interviewer, making eye contact when you speak to them and nodding as they speak to you.

### 5. Use facts and figures to demonstrate your achievements

When you're answering questions about what you have achieved in previous roles, use data to back up your statements. For example, if you have experience in sales, explain that you were responsible for increasing sales by 20% in that role. If you have had success with previous customers, give details of your positive feedback and how your customer satisfaction rating has been consistently higher than average.

### 6. Be prepared for difficult questions

Review some of the most common and tough interview questions to prepare quality answers to use in your interview. This step can help you feel more confident in your answers and have a better idea of qualifications you will highlight throughout the interview. Here are a few questions you may consider planning for:

- **What is your biggest weakness?** Identify a professional weakness and explain how you are working (or worked) to improve it or plan to if hired for the position. For example, if you struggle with time management, explain how you have created a series of reminders on your calendar to ensure that you meet deadlines and have monitored your time when working to ensure you fit everything in. If you find it hard to speak in public, describe how you have started to push yourself to contribute to meetings more

and are working on your presentation skills to make you more comfortable getting up in front of a group.

- **Why are you leaving your current job?** Give an answer that is as honest as possible but still discusses your employer in a positive light. Focus on how you want to develop your career, learn new skills or complete training to gain more advanced qualifications.
- **Tell me about yourself.** This question is a chance for you to showcase your most relevant personal qualities and highlight what makes you a strong candidate for the role. Discuss three or four of your character traits and explain how they will help you succeed in the role.
- **Discuss a time when you had to overcome a challenge at work.** Identify a specific obstacle you faced in the past and describe the constructive actions you took to resolve it. For example, you might cite dealing with a complaint from a client. Explain the situation and the cause of the complaint, what steps you took to remedy it and how you addressed and resolved it, making sure it wouldn't happen again.
- **How do you handle stress?** Stress is a component in many jobs, employers want to know you'll handle it constructively with a good attitude to maintain good company culture. You can answer this question by explaining how you typically respond with an example to support it.

**Example:** *"Communication is key for me in stressful situations, even if over-communicating is necessary to ensure everyone is on the same page. For example, I was working on a project with another team and we found there was duplicate work being done. By scheduling a weekly standup and keeping open lines of honest communication with our teams and managers, we pushed the project forward and ended up contributing to a significant company goal in a big way."*

- **What have been your most positive and negative management experiences?**  
Employers might ask you this question to understand what you like and dislike in certain management styles. This might help them decide whether or not you would be a good fit under a certain manager. You should answer this question honestly and as tactfully as possible.

**Example:** *"One of my past managers, while very talented, tended to manage our team's work closely with little flexibility on how things were to be done. It made me feel like I wasn't trusted and there wasn't much room for process improvement. My most recent manager was terrific at listening to my needs and helping me get the resources I needed to achieve my goals. I thrive under managers who create a collaborative, trusting team environment."*

- **Why do you want to work here?**

Employers often ask this question to make sure you've put thought and research into your decision to seek employment at their company. This question might be particularly important if you're changing industries or job roles.

**Example:** *"When I began looking for a new position, I purposefully sought out companies that are committed to integrity, philanthropy and innovation, and your company ranks at the top of the list. Your company has always been forward-focused"*

*and used technology to help improve the customer experience, and I'm looking for an opportunity where I can put my passion for great UX to work."*

- **Why should we hire you?**

Employers might ask this question to understand what differentiates you from other candidates they might be interviewing. To answer, explain how your experience, skills and attributes make you the best fit for the job. Make sure to carefully review the job description beforehand to understand what qualities they're looking for.

**Example:** *"You should hire me for my passion and proven abilities in organization for office efficiency. In my previous role as an administrative assistant, I came up with a plan to reorganize the office supply closet by category. Because items were easier to find, we placed fewer orders and saved 30% on office supplies year-over-year. I'm excited to bring my skills to this role."*

## **7. Prepare your own questions**

Many interviewers ask if you have any questions near the end of the interview, and it's always helpful to have a few relevant questions to help you learn more about the role and the company. This step shows that you are prepared and have been considering the role carefully.

Here are some examples that you can adapt to suit your industry:

1. *What does it take to succeed in this role?*
2. *What is the biggest challenge facing your department right now?*
3. *Who would I be working with?*
4. *What are the opportunities for professional development in this role?*
5. *How do you evaluate performance for this role?*
6. *Can you give some examples of the kind of projects I'd be working on?*

# The world of work

## Job Interview – Interview a classmate

**Part I.** Read the questionnaire carefully and answer the questions about yourself.

1. Tell me about yourself. Describe your personality.
2. What are your strengths? Best skills?
3. What is your major weakness?
4. What are your career goals? Future plans?
5. What things are most important to you in a work situation?
6. What would be your dream job? Why?
7. What do you think, is the worst job in the world?
8. Would you describe yourself as a workaholic?
9. Where do you see yourself being in five years? Ten years?
10. When you were a child, what job did you want to have when you were older? Why?
11. What jobs in your country are considered to be good jobs? Why?
12. If you had a choice, would you prefer to work alone or as part of a team? Why?
14. What are your hobbies?
15. What salary are you expecting?



**Part II.** After you have answered the questions about you, interview a partner. When you have finished the oral practice, write a short paragraph about his/her answers on the interview.

### Example:

I interviewed Leslie Adkins. She is 21 years old and lives in Toronto. She defines herself as a responsible and hard-working woman. She said she always studies hard and does her homework. She is good at computers and knows how to use Microsoft Excel. Her weakness is that she is talkative and likes to gossip. Furthermore, In the future she wants to study for a Masters degree. She plans to start her own business selling clothes. On the other hand, she wants a job near her home. And she wants to work with friendly people. In addition, she likes to work alone because she works harder alone. Her hobby is cheerleading. Finally, She expects a salary between \$1.200 and \$1500 per month.

