# Communication Grammar Vocabulary

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*be*: questions  
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Drinks

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### Communication

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<th>Arranging to meet</th>
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<th>Months Days</th>
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<td>Present continuous: future arrangements Who ...? Why ...?</td>
<td>Travel language</td>
</tr>
<tr>
<td>7</td>
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<td>would like to want to</td>
<td>Train tickets and reservations</td>
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<th>be: past simple How many ...?</th>
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<td>Giving an update</td>
<td>Past simple: regular verbs</td>
<td>Business trips</td>
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<td>8</td>
<td>Talking about holidays</td>
<td>Past simple: irregular verbs (1)</td>
<td>Holiday and travel language</td>
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</table>

#### Communication

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<thead>
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<th>Past simple: irregular verbs (2) Object pronouns</th>
<th>Documents and attachments</th>
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<td>Telephone expressions</td>
</tr>
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<td>9</td>
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<td>Review of present and past tenses</td>
<td>The weather</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
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<th>Comparatives</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Superlatives</td>
<td>Opinions</td>
</tr>
<tr>
<td>10</td>
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<td>Countable and uncountable nouns some/any/no</td>
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</tr>
</tbody>
</table>

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<table>
<thead>
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<th>Suggestions: Shall I/we ...? Let's ...</th>
<th>Sequencing and discussing priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Describing plans</td>
<td>Future with going to</td>
<td>Objectives</td>
</tr>
<tr>
<td>11</td>
<td>Staying at a hotel</td>
<td>have got</td>
<td>Hotel language</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
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<th>Discussing how business is going</th>
<th>Adverbs of manner</th>
<th>Company performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Discussing sales and orders</td>
<td>much/many: questions</td>
<td>Sales and orders Market forces</td>
</tr>
<tr>
<td>12</td>
<td>Shopping</td>
<td>this/these, that/those</td>
<td>Shopping language</td>
</tr>
</tbody>
</table>
1 Welcome

1.1 Meeting people

**Grammar**

- be: present simple

**Vocabulary**

- Introductions
- Alphabet A–Z

---

1 a **Listen to Joe and Claire meeting at the offices of ZY.**

Claire: Hello, I'm Claire Martin.
Joe: Hi, I'm Joe Kent. Nice to meet you.
Claire: Nice to meet you.
Joe: Welcome to ZY Systems.
Claire: Thanks.

b Practise the conversation in pairs. Change roles.

c **Listen and fill in the gaps.**

- **nice**
- **hi**
- **I'm**
- **thanks**
- **welcome**

Ian: Hello. I'm Ian Field.
Sally: Hello. I'm Sally Winters.
Ian: Nice to meet you, Sally. Nice to meet you.
Sally: Nice to meet you.

2 a **PRONUNCIATION** Say the alphabet. Listen and repeat.

- /ei/ A B C D E F G H I J K L M
- /i/ N O P Q R S T U V W X Y Z

b Work with a partner. Student A says a letter. Student B points to it. Take it in turns.

c Which letters have the same sounds? Fill in the chart.

<table>
<thead>
<tr>
<th>/ei/</th>
<th>/i/</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>E</td>
<td>F</td>
</tr>
<tr>
<td>G</td>
<td>H</td>
</tr>
<tr>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td>K</td>
<td>L</td>
</tr>
<tr>
<td>M</td>
<td>N</td>
</tr>
<tr>
<td>O</td>
<td>P</td>
</tr>
<tr>
<td>Q</td>
<td>R</td>
</tr>
<tr>
<td>S</td>
<td>T</td>
</tr>
<tr>
<td>U</td>
<td>V</td>
</tr>
<tr>
<td>W</td>
<td>X</td>
</tr>
<tr>
<td>Y</td>
<td>Z</td>
</tr>
</tbody>
</table>

---

d **Listen.** Put the companies in the order you hear them. Write 1–10 in the boxes.

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Welcome 1

Listen again. Practise saying the company names.

Think of more companies that use letters for their names. Student A says the companies and Student B writes them. Change roles.

Listen to Joe introducing Claire to the team at ZY. Fill in the gaps.

Joe
Hello everyone. This is Claire Martin. 1 She's from IBM. Claire, this is Paul Sampson. 2 from ZY Communications.

Paul
Hello Claire.

Joe
And this is Anne Pol and David Tarn. 3 from ZY Design.

David
Nice to meet you.

Anne
Hello.

Sam
And 4 Sam Pick and this is Lara Kay. 5 from ZY Holdings. So, 6 from New York, Claire?

Claire
Yes. Nice to meet you, everyone.

--- Grammar reference 1

be
I am (I'm) you are (you're)
he is (he's) she is (she's)
we are (we're) they are (they're)


Practise introductions. Use the photos.
This is ... He's/She's from ...

Communication practice 1 --- Page 78. Work in groups of three.

Meet other students in the group and introduce students.
Hello/Hi, I'm ... Nice to meet you.
This is ... He's/She's from ...

USEFUL LANGUAGE

Hello/Hi.
Nice to meet you.
Welcome to ...
Thanks.
I'm Sue Taylor. I'm from TP Software.
This is Peter Elton. He's from LMS.
1.2 Saying where you're from

1 a ✆ Listen to the conversation. Fill in the gaps.

David So, where are you 1 from, Claire?
Claire New York.
David 2. The Big Apple!
Claire Yes! And you, David? Are 3 from Paris?
David No, I'm from Lille. ZY Design, in Lille.
Claire 4 from Lille. And where's Paul from?
David Is 5 from London?

b Practise the conversation in pairs.

c Answer the questions.

1 Where's David from?  
2 Where's Paul from? 
3 Where's Claire from? 
4 Where are you from?

2 a Work with a partner. Can you guess where the people are from?

1 Brad Carrington  
2 Hans Schwartz  
3 Jan Grabowski  
4 Maria Gonzales  
5 Shen Lin  
6 Nathalie Lemaire  
7 Pedro da Silva  
8 Alison Smith

b ✆ Listen and check your answers.

c Work with a partner. Take it in turns to ask questions about the people in 2a.

A Where's Brad Carrington from?
B He's from the USA.

d ✆ PRONUNCIATION Listen to the countries in 2a. Write them in the chart.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Oo</td>
<td>Ooo</td>
<td>oO</td>
<td>oOO</td>
<td>oOOO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brazil</td>
</tr>
</tbody>
</table>

--- Grammar reference 1 and 8

Questions with where and be

Where are you/they from?
Where's he/she from?
(Where's = Where is)
Are you from London?
Is he from London?
Where are the cities? Fill in the gaps.

north south east west centre

1. Toulon is in the south of France, near Marseille.
2. Madrid is in the _______ of Spain.
3. Beijing is in the _______ of China.
4. Chester is in the _______ of the UK, near Manchester.

Listen and check your answers.


Ask questions about cities in your country or in other countries. Test your partner!

A Where’s ... ?
B It’s in the north/south/east/west of ... (near ... ).

Work with a partner. Student A chooses a city from 3a. Student B asks questions. Take it in turns.

A Where are you from?
B Toulon.
A Toulon? Where’s that?
B It’s in the south of France, near Marseille.

Communication practice 2 --> Page 78. Work with a partner.

Do any cities or regions in your country have a different name or pronunciation in English? Write and say their English names.

Talk to other students in the group. Find out where they’re from.

USEFUL LANGUAGE

I’m from Macau.
Macau? Where’s that?
It’s in China, near Hong Kong.

Where are you from?
I’m from Bremen, in the north of Germany.

Countries
Brazil China France Germany Poland Spain the UK the USA
1.3 Offering and asking for drinks

a Write the drinks (a–f) under the pictures on the menu.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>apple juice</td>
<td>b</td>
<td>coffee</td>
<td>c</td>
<td>iced tea</td>
</tr>
<tr>
<td>d</td>
<td>mineral water</td>
<td>e</td>
<td>orange juice</td>
<td>f</td>
<td>tea</td>
</tr>
</tbody>
</table>

1 coffee

2

3

4

5

6

b PRONUNCIATION Put the drinks under the correct stress marks.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Oo</td>
<td>0</td>
<td>4</td>
<td>Oo</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Oo</td>
<td>0</td>
<td>5</td>
<td>Oo</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Ooo</td>
<td>0a</td>
<td>6</td>
<td>Oo</td>
<td></td>
</tr>
</tbody>
</table>
Welcome 1

Welcome

Communication practice 3
Work with a partner.

How many drinks do you know in English?
Write them in the chart.

Drinks

<table>
<thead>
<tr>
<th>Drinks</th>
</tr>
</thead>
<tbody>
<tr>
<td>coffee</td>
</tr>
<tr>
<td>orange juice</td>
</tr>
<tr>
<td>mineral water</td>
</tr>
</tbody>
</table>

a

Would you like a drink?
Yes, please. / No, thanks.
Could I have a/an ... , please?
Yes. / Sure.
Milk? Sugar?
With milk, please. No sugar.
No sugar.

Drinks

Coffee    tea    (mineral) water
Orange juice    apple juice    iced tea

USEFUL LANGUAGE

Would you like a drink?
Yes, please. / No, thanks.
Could I have a/an ... , please?
Yes. / Sure.
Milk? Sugar?
With milk, please. No sugar.
No sugar.

Drinks

Coffee    tea    (mineral) water
Orange juice    apple juice    iced tea

Note: Mineral water can be still or sparkling.

Could I have mineral water, please?
Still or sparkling?

Welcome

Grammar reference 4

Use a before consonants: a coffee
Use an before vowels: an orange juice

Grammar practice 10
Now listen to six people. What drinks (a–f) from 1a do they ask for?

1 [ ] 2 [ ] 3 [ ] 4 [ ]
5 [ ] 6 [ ]

Listen again. Write the drinks in the chart.

<table>
<thead>
<tr>
<th>Drinks</th>
</tr>
</thead>
<tbody>
<tr>
<td>coffee</td>
</tr>
<tr>
<td>an</td>
</tr>
</tbody>
</table>

Welcome

Grammar practice

Listen to the conversation. Fill in the gaps.

Joe 1 Would you like a drink, Claire?
Claire 2 ............... , please. Could I have a tea?
Joe Yes. Milk? Sugar?
Claire With milk, 3 ............... . No sugar.
Joe OK. And Anne?
Anne 4 ............... I have an orange juice, please?
Joe Sure.

Pronunciation

How do you say a and an in these sentences? Listen and repeat.

1 Could I have a coffee, please?
   /ə/
2 Could I have an orange juice?
   /ən/

Communicate saying the sentences.

Vocabulary practice

Would you like a drink?
Yes, please. / No, thanks.
Could I have a/an ... , please?
Yes. / Sure.
Milk? Sugar?
With milk, please. No sugar.
No sugar.

Drinks

Coffee    tea    (mineral) water
Orange juice    apple juice    iced tea

Note: Mineral water can be still or sparkling.

Could I have mineral water, please?
Still or sparkling?