

**Learning Objectives  
and Test Format**



ENGLISH

B1



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These specifications, comprising the learning objectives and the test format, are the result of a research project carried out at the German Institute for Adult Education (DIE). The project, which co-operated closely with language experts and institutions throughout Europe, was sponsored by the German Federal Ministry of Education, Science, Research and Technology.

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## Contents

<b>1</b>	<b>Preface</b> .....	<b>5</b>
<b>2</b>	<b>Learning Objectives</b> .....	<b>7</b>
<b>2.1</b>	<b>The Individual Components of the Specifications</b> .....	<b>9</b>
<b>2.2</b>	<b>Productive Skills</b> .....	<b>13</b>
<b>2.3</b>	<b>Receptive Skills</b> .....	<b>36</b>
<b>3</b>	<b>Inventories</b> .....	<b>45</b>
<b>3.1</b>	<b>Inventory F - Language Functions</b> .....	<b>47</b>
<b>3.2</b>	<b>Inventory S - Strategies</b> .....	<b>64</b>
<b>3.3</b>	<b>Inventory N - Notions</b> .....	<b>75</b>
<b>3.4</b>	<b>Inventory T - Topics</b> .....	<b>81</b>
<b>3.5</b>	<b>Inventory V - Vocabulary</b> .....	<b>100</b>
<b>3.6</b>	<b>Inventory G - Grammar</b> .....	<b>191</b>
3.6.1	Inventory G I - The Grammar of Spoken and Written Discourse .....	191
3.6.2	Inventory G II - Task-oriented/Notional Grammar .....	198
3.6.3	Inventory G III - Inventory of Grammar .....	215
<b>4</b>	<b>Overall Marking</b> .....	<b>219</b>
4.1	General Principles .....	221
4.2	Points and Grades .....	221



## Preface

The telc English B1 examination was conceptualized, developed and implemented into the system of telc language examinations in the years leading up to 1998 when the telc syllabus for level B1 was first published. Since the first publication of the 'Learning Objectives and Test Format' this telc syllabus had been printed several times. However, for the last few years the publication has been out of print. Due to many requests from many students, teachers and organisers telc is pleased to offer the 'Learning Objectives' for the telc English B1 examination as a PDF document for free download.

telc Test Development

Frankfurt, Germany  
February 2008





# 2

## Learning Objectives



## 2.1 The Individual Components of the Specifications

The main purpose of the specifications is to show how the individual aspects of language competence are integrated (cf. Diagram 1). Although it is necessary to list the specific items in the form of inventories (e.g. language functions in Inventory F or vocabulary in Inventory V) the “scenarios” form the basis for the specifications and as such are the basic starting point for the presentation of the language content. In this way they integrate the individual inventories and prevent them from being viewed as isolated lists.

The following categories are the most important features in the presentation of the learning objectives:

### 2.1.1 Tasks

Tasks are the global category for presenting the learning objectives. The learners take part in communicative verbal interaction in order to complete tasks and achieve certain objectives. The following examples are intended to show that individual items of language, e.g. language functions, are by themselves mostly inadequate for this purpose:

A. wants to find a museum in a town that he is visiting for the first time.

As he does not know the way there he asks a passer-by for help.

Or:

B. would like to spend a day out at the weekend with friends of hers. So she decides to listen to the weather forecast on the radio to decide what to do and where to go.

Or:

C. would like to invite his colleague out for a Greek meal and studies the advertisements in the local newspaper to find a suitable restaurant.

Or:

D. wants to take a language course in Portugal and writes a letter to a language school in Faro asking for information on prices, lessons, accommodation, etc.

These examples of tasks show that a wide range of language items are necessary (topic-based vocabulary, grammar, appropriate strategies, language functions, etc.) in order to communicate effectively in the target language.

The four examples also clearly show all four language skills

- spoken interaction
- listening comprehension
- reading comprehension, and
- writing

Productive skills are based on scenarios, receptive skills on texts.

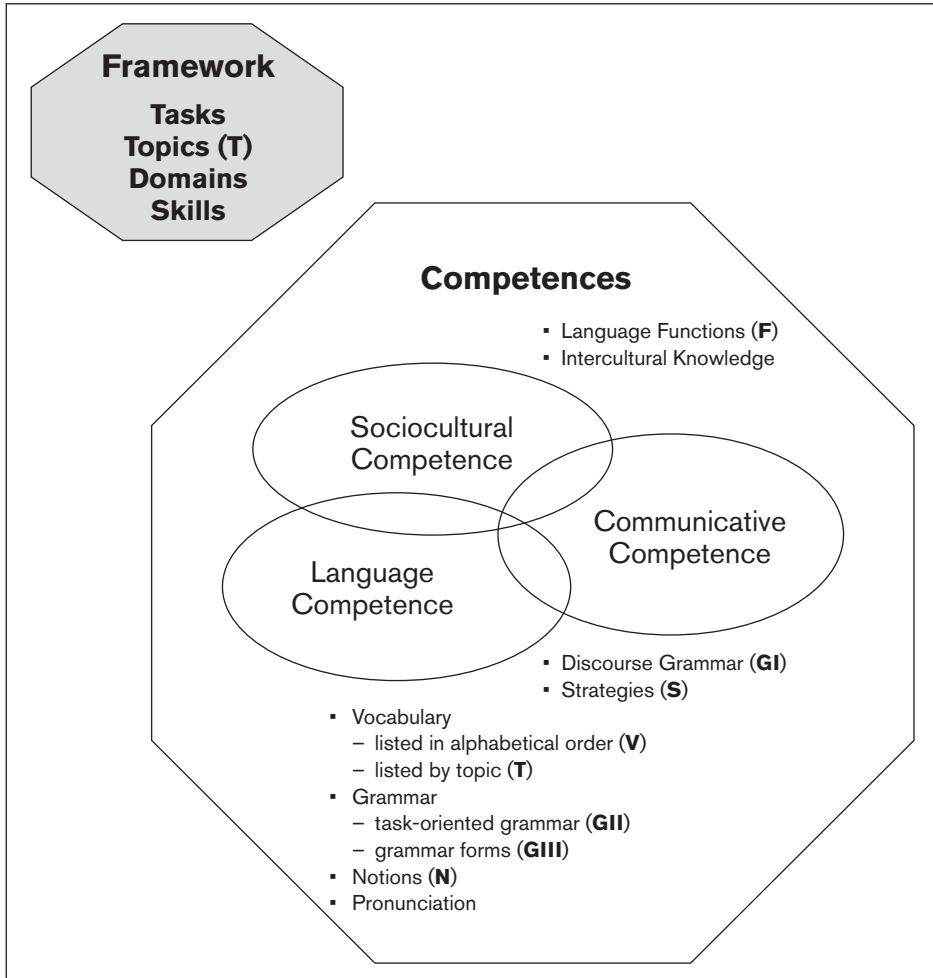


Diagram 1

## 2.1.2 Domains<sup>1</sup>

Language is used within certain domains. In many cases these domains may overlap and are of varying degrees of relevance for learners at level B1. The most important domains are the private and the public domain. The occupational domain assumes here a higher degree of relevance than in the previous general-language certificates, but this does not of course include specialist vocabulary and restricts itself to everyday communication at the workplace.

The following lists show B1 examples within the four domains:

- ***The private domain***
  - everyday conversations with friends,
  - writing an invitation to a birthday party,
  - listening to messages on a telephone answering machine,
  - reading brochures for leisure activities.
- ***The public domain***
  - service encounters in shops and stores,
  - writing a letter to a travel agency,
  - listening to the announcements at the airport,
  - reading posters.
- ***The occupational domain***
  - everyday conversations at the workplace (without specialist vocabulary),
  - writing e-mails or faxes,
  - listening to short instructions on the phone,
  - reading the situations vacant section of the newspaper.
- ***The educational domain***
  - everyday conversations with other learners,
  - writing a letter to a language school,
  - reading language course descriptions.

---

<sup>1</sup> The concept of “domains” has been taken from the Common European Framework of Reference for Languages: learning, teaching, assessment, Council of Europe, 2001.

### 2.1.3 Topics (Inventory T)<sup>2</sup>

Language is also used within various topics (Inventory T), for example

- in an everyday conversation about a flu epidemic  
= T 2.3 illnesses, T 11.3 weather and the climate
- when reading the advertisements section of a daily newspaper  
= T 6.3 places to eat and/or drink, T 7.2 vocational training, adult/further education, T 7.3 language training, T 12.2 holiday arrangements, T 13.2 cultural activities: cinema, theatre, music, exhibitions, etc.

### 2.1.4 Skills

The specifications also have to distinguish between the language skills involved.

This publication contains detailed descriptions of the various productive and receptive skills similar to the can-do-statements in the Council of Europe Framework document. It also gives a number of test examples.

The list covers:

1. Productive Skills
  - Oral interaction
  - Writing
2. Receptive Skills
  - Reading
  - Listening
  - Listening and Watching

Depending on whether the language activity is based on productive or receptive skills, the learners will be using various patterns, without which communication cannot take place. In the area of written and spoken interaction, these patterns are based on scenarios (e.g. asking for information or favour-seeking), in the areas of reading and listening, they relate to certain types of texts (e.g. an advertisement or a weather report on the radio).

---

<sup>2</sup> The code letters for the inventories (T = topics, F = functions, S = strategies) are the same for all certificate languages and are based on the first letter of the English word.

## 2.1.5 Competences and Inventories

The competences required by the learners in order to achieve communication divide up into three – partially overlapping – areas.

- *Sociolinguistic Competence*  
This area covers Language Functions (**Inventory F**) with knowledge of different registers and a basic store of intercultural knowledge
- *Communicative Competence*  
This competence area covers the area of strategies – both discourse and compensation strategies (**Inventory S**) – and discourse grammar (**Inventory G I**).
- *Language Competence*  
This competence area incorporates vocabulary (**Inventory V**), task-oriented grammar (**Inventory G II**), an inventory of grammar forms (**Inventory G III**), notions (**Inventory N**), pronunciation and orthography.

The descriptions of language skills are to be viewed within the framework of scenarios and texts as well as the following inventories:

- Language Functions (Inventory F)
- Notions (Inventory N)
- Strategies (Inventory S)
- Topics (Inventory T)
- Vocabulary (Inventory V)
- Grammar (Inventory G)

## 2.2 Productive Skills

### 2.2.1 Scenarios

The skills **Oral Interaction** and **Written Interaction** are presented on the basis of scenarios.

Scenarios form the basis for the description of the productive skills. Scenarios can be defined as “predictable sequences of communication which acquire their coherence from shared schematic knowledge”. As such, scenarios permit the presentation of individual components of the communicative process within authentic contexts.

Scenarios offer the following advantages:

- Scenarios take place in a given sequence that is dependent on the social and cultural context. The sociocultural and intercultural aspect is an integral component of communication and not an element that is simply “bolted on”.
- Scenarios reveal authentic communication in authentic contexts and are thus much closer to language reality than isolated language functions. Not only do they show language functions within these contexts, they also provide an opportunity to present other individual components (strategies, notions, structures, special intercultural features, different registers, markers, etc.).
- Scenarios incorporate both verbal and non-verbal communication.
- Scenarios make it possible to distinguish between spoken and written communication (cf. the two analyses on p. 26ff).
- Scenarios have the advantage that there is a direct relationship to tasks and thus to activities that can be employed in tests.

The scenarios chosen for telc English B1 were selected from a functional point of view, i.e. on the basis of the language and communication needs of the learners. There are without doubt a large number of other scenarios. but those have been considered to be of little relevance for level B1. Within these constraints, the following scenarios have been chosen and grouped in the following four categories:

Language to influence other people's behaviour	Language for social contacts	Language for exchanging information	Language for exchanging opinions
<b>A</b> Favour-seeking	<b>G</b> “Small talk” / Everyday Conversation	<b>I</b> Explaining, Giving information	<b>L</b> Consensus-Finding
<b>B</b> Complaining	<b>H</b> “Language-in-Action”	<b>J</b> Narrating, Reporting	<b>M</b> Discussion
<b>C</b> Persuading		<b>K</b> Exchanging Information	
<b>D</b> Service encounters			
<b>E</b> Asking for / Giving advice			
<b>F</b> Inviting			



All the above scenarios are relevant within the skill of spoken interaction. For writing purposes, only the shaded scenarios apply.

The following pages show two examples of the scenario Favour-seeking (one spoken interaction, one written example). The two examples have been analysed to reveal the structure and essential features. The oral text has been transcribed in a way as to make it easier to read. The two texts show the following important aspects:

- Scenarios have a sequence of phases that correspond to cultural and social conventions. Observance of this structure makes for successful communication.
- Authentic spoken texts reveal how strategies (cf. Inventory S) and discourse markers (cf. Inventory G I, 3) function within a context.

It is important to realise that the two scenarios that have been analysed for the purpose of this publication can only be seen as examples. Scenarios can be realised in many different ways. This can be clearly demonstrated by changing the framework for the scenario (e.g. a different topic or a different domain), in which case the language output is completely different. If we take for example the scenario Favour-seeking, on which the two examples shown here are based, there are an infinite number of possible ways of completing this scenario. In the example shown here (cf. p. 26 below) a man asks his colleague if he could borrow his credit card so that he can order theatre tickets by phone. A completely different example of the same scenario would be a young woman wishing to borrow a friend's car, or a man asking his neighbour to look after a pet whilst he is away on holiday.

In each of these examples the language used would differ greatly. Consequently, the texts printed in this publication should on no account be used as specimen dialogues for teaching purposes. The examples of scenarios are intended for teachers, not for learners.

For the same reason, the scenario characteristics simply give the main features common to all texts of each scenario, and not specific examples.

Favour-Seeking – Oral Scenario

Text	Phases	Language Elements	
C: Hello Jozef	Opening Phase		Modal verb
J: Hello Chris ... could you do me a great favour.	Initiation Phase	<i>Could you:</i> <i>great:</i> <i>Could you do me a great favour:</i> ...	Intensifier Speech Act: Asking a favour Discourse marker: new phase
C: Yeah.		<i>Yeah:</i>	Non-committal, wait-and-see answer strategy: Playing for time
J: I'm going to book four cinema tickets on the phone	Orientation/ Justification	<i>I'm going to book:</i> <i>I'm going to book:</i>	Formal Grammar: "going to" future Task Grammar: Expressing future time
and they need a credit card number ...		<i>they:</i>	Face-saving strategy
... could you give me your credit card number ...	Elicitation Phase	... <i>Could you:</i> <i>Could you give me your ...:</i>	Discourse marker: new phase Modal verb Speech Act: Asking a favour
they only accept payment by credit card over the phone.	Justification	<i>they:</i>	Face-saving strategy
C: Ah.		<i>Ah:</i>	Non-committal, wait-and-see answer - Strategy: Playing for time
J: I telephoned there and they said they wouldn't do any reservations	Justification	<i>there / they:</i> <i>they said they wouldn't ...:</i> <i>they said they wouldn't ...:</i>	Face-saving strategy Formal Grammar: reported speech Task Grammar: reporting
C: without a card.	Agreement Phase	<i>without a card:</i>	Strategy: overlapping = acceptance
J: Yes, and I could pay you back in cash.		<i>Yes:</i> <i>I could pay ...:</i> <i>I could pay ...:</i>	Noting acceptance Speech Act: offering Strategy: softener
C: Yes ... sure ... no problem at all.	Agreement Phase	<i>Yes .. sure .. no problem at all:</i>	Speech Act: Granting favour (3x)
J: Yes.		<i>Yes:</i>	Phatic communication

Text	Phases	Language Elements	
C: Mm ... I've got this one, which is an Access Card.	<b>Follow-up Information Phase</b>	Mm ... this:	Discourse marker: new phase Context-oriented language - reference
J: And I just tell them your number.		one: which is an Access Card: which is an Access Card: And I just tell them your number: just:	Substitution Formal Grammar - non-defining relative clause Task Grammar - adding information Statement as a question Downtoner
C: You tell them my number ... this one here.		You tell them my number: You tell them my number: this:	Parallel form - turn-taking strategy Interpersonal strategy Context-oriented language - reference
J: And they tell me how much.		one: here: and they tell me how much: and they tell me how much:	Substitution Context-oriented language - space reference Statement as a question Parallel form - turn-taking strategy
C: That's right ... that's all ... that's my name there and that number.		That: That's right: that's my name / that number: there:	(4x) Speech Act: confirming Context-oriented language - reference Context-oriented language - space reference
J: Yes ... and I can settle it.	<b>Closing Phase</b>	Yes: I can settle it: I can settle it: Yes and bring it back:	Phatic communication Speech Act: offer modal (cf. could) ellipsis
C: Yes and bring it back when you're done.		Yeah: just:	Phase marker: new phase downtoner
J: Yeah ... I'll just telephone then.		right / okay:	Phase markers - end of discourse
C: Right ... okay.		Thanks:	Speech Act: expressing thanks
J: Thanks Chris.		Cheers:	Speech Act: responding to thanks
C: Cheers.			

Text	Phases	Language Elements	
Dear Lucy,  I hope that you and Richard had a relaxing summer. How was your trip to Colorado and the Mile-High City? Did the kids get to a major league baseball game?	<b>Opening Phase</b>	<i>I hope ...:</i> <i>How was ...:</i>	Speech Act - expressing hopes Eliciting Information / Softening Strategy
Lucy, I have a quick favour to ask of you. As a "globe-trotter" I know you will understand.	<b>Initiation Phase</b>	<i>Did the ...:</i>	Eliciting Information / Softening Strategy
		<i>Lucy:</i> <i>I have a favour quick:</i> <i>As a "globe-trotter":</i> <i>I know you will understand:</i> <i>close:</i>	Discourse marker - new phase Speech Act: asking a favour downtoner interpersonal strategy, appealing interpersonal strategy, appealing intensifier
My close friend, Astrid Wagner, an electrical engineering student at the Ruhr University in Bochum	<b>Orientation Phase</b>		
is touring Cornwall in September and is planning to spend a few days in the Penzance area.			
Of course she knows that I have family and friends scattered throughout Britain	<b>Justification Phase</b>	<i>Of course:</i>	interpersonal strategy
and asked if I might know of anyone she could stay with.	<b>Elicitation Phase</b>	<i>asked if I might know:</i> <i>asked if I might know:</i> <i>asked if ...:</i> <i>immediately:</i>	(indirect) requesting face-saving strategy reported speech softening strategy
I immediately thought of you and Richard.	<b>Follow-up</b>		
Astrid hasn't finished her travel plans yet but would like to arrive the afternoon of 20 September			
and leave early on 23 September.	<b>Information Phase</b>		
Of course she can change her schedule to accommodate yours.	<b>Persuasion Phase</b>	<i>Of course:</i> <i>she can change her schedule:</i> <i>she can change her schedule:</i> <i>she is rather flexible:</i> <i>rather:</i>	interpersonal strategy: Speech act: offering 1st pre-empt avoidance strategy 2nd pre-empt avoidance strategy intensifier
She is travelling by car, so she is rather flexible.			

Text	Phases	Language Elements	
<p>I think you would really enjoy getting to know Astrid.</p> <p>I wanted you and Richard to meet her the last time you visited Germany, but your stay was too short.</p> <p>She is a very outgoing person, the kids will adore her.</p> <p>You'll have no trouble communicating, her English is outstanding.</p> <p>Please don't feel that you have to entertain her for her entire stay.</p> <p>I know that she can find plenty to do by herself.</p> <p>With the kids back in school, I assume that you will be at home.</p> <p>If not or if your schedule is already full, I understand.</p> <p>Lucy, please call, write or e-mail me as soon as possible so that I know whether or not Astrid can stay with you. (I've included her address, phone number and e-mail address in case you need to contact her at a later date.)</p> <p>I really appreciate your opening your home to Astrid. Tell Richard and the kids "Hi!"</p> <p>Thanks,</p>	<p><b>Closing Phase</b></p>	<p><i>I think: you would really enjoy really;</i></p> <p><i>I wanted .. but your stay...;</i></p> <p><i>She is a very outgoing person the kids will adore her; adore;</i></p> <p><i>You'll have no trouble ...; .. outstanding;</i></p> <p><i>Please don't feel ...;</i></p> <p><i>I know that she can find ..;</i></p> <p><i>I assume that you will be at home; ... I understand;</i></p> <p><i>Lucy; as soon as possible;</i></p> <p><i>I really appreciate: really; Tell Richard and the kids;</i></p>	<p>personal opinion 3rd pre-empt avoidance strategy intensifier</p> <p>avoiding responsibility</p> <p>4th avoidance strategy intensifying</p> <p>5th avoidance strategy intensifying</p> <p>face-saving strategy</p> <p>6th avoidance strategy</p> <p>7th avoidance strategy</p> <p>face-saving strategy</p> <p>discourse phase marker intensifier</p> <p>Speech Act expressing (assumed) thanks intensifier Interpersonal strategy</p>

## 2.2.2 Scenario Characteristics

### A Favour-seeking

#### 1. Discourse Structure / Phases

<b>1. Opening</b>	<b>Greeting as a framing device</b>
<b>2. Initiation</b>	<b>General request to establish the background</b>
<b>3. Justification</b>	<b>Orientation on the background</b>
<b>4. Elicitation</b>	<b>Making the specific request</b>
<b>5. Response</b>	<b>Favour is granted/declined</b>
<b>6. Follow-up</b>	<b>Confirming the procedure</b>
<b>7. Closing</b>	<b>Farewell as a framing device</b>

#### 2. Linguistic Features

##### **Contextual Features**

- Interlocutors acquainted
- Partial shared knowledge
- Face-saving

##### **Grammatical Features**

- Present tense
- Reported speech
- Question forms

##### **Language Functions**

- Requesting
- Responding to requests
- Offering
- Giving reasons

##### **Discourse Features**

- Continuous dialogue
- Overlapping
- Question strategies
- Face-saving strategies
- Prediction

##### **Lexical Features**

- Linking words and phrases
- Reference

## B Complaining

### 1. Discourse Structure / Phases

<b>1. Opening</b>	<b>Greeting as a framing device</b>
<b>2. Orientation</b>	<b>Giving basic background details</b>
<b>3. Specific complaint</b>	<b>Giving specific details of complaint</b>
<b>4. Justification</b>	<b>Explanation of reason for complaint</b>
<b>5. Apology</b>	<b>Acceptance of complaint</b>
<b>6. Follow-up</b>	<b>Agreement on how to solve the problem</b>
<b>7. Closing</b>	<b>Farewell as a framing device</b>

### 2. Linguistic Features

#### **Contextual Features**

- Little shared knowledge

#### **Discourse Features**

- Focussing strategies

#### **Grammatical Feature**

- Modals
- Conditionals

#### **Lexical Features**

- Lexical density
- Reference words

#### **Language Functions**

- Expressing dissatisfaction
- Defining
- Requesting
- Giving reasons
- Expressing what one wants/doesn't want

## C Persuading

### 1. Discourse Structure / Phases

The “Persuading” scenario normally follows on from another scenario, e.g. “discussion”, or “asking a favour”, etc. The discourse consists of an exchange of direct arguments and counterarguments with reasons and comments. At the conclusion of the scenario, one of the interlocutors concedes.

### 2. Linguistic Features

#### Contextual Features

- The speakers usually know each other
- Both speakers are highly motivated

#### Discourse Features

- Interpersonal markers
- Frequent repetition of words/arguments
- Use of emphasis and focussing strategies

#### Grammatical Features

- Question tags
- Marked themes

#### Lexical Features

- Discourse markers
- Relexicalization

#### Language Functions

- Giving reasons
- Expressing disagreement
- Expressing dislike/preference
- Making positive/negative comments
- Conceding
- Reassuring
- Expressing certainty/uncertainty
- Suggesting
- Reacting to suggestions



## D Service Encounters

### 1. Discourse Structure / Phases

1. Offer of service
2. Request for service
3. Transaction
4. Closure / Salutation

### 2. Linguistic Features

#### Contextual Features

- The speakers are rarely acquainted.
- There is a high degree of shared knowledge.

#### Grammatical Features

- Degree of ellipsis and substitution
- Use of 'll future
- Use of past tenses as polite forms

#### Language Functions

- Requesting
- Ordering
- Asking for Information

#### Discourse Features

- Some moves may be non-verbal (e.g. offer of service)
- Politeness /indirectness strategies
- Degree of context-dependent language

#### Lexical Features

- Deixis
- Question strategies

## **E Asking for / Giving Advice**

### **1. Discourse Structure / Phases**

<b>1. Opening Phase</b>	<b>Framing</b>
<b>2. Initiation Phase</b>	<b>General indication</b>
<b>3. Explanation Phase</b>	<b>The speaker explains why the person is being approached for advice.</b>
<b>4. Orientation Phase</b>	<b>The speaker explains the specific problem.</b>
<b>5. Elicitation Phase</b>	<b>The speaker asks for specific advice.</b>
<b>6. Response Phase</b>	<b>The second person responds possibly with checking questions.</b>
<b>7. Follow-up</b>	<b>The specific advice is given.</b>
<b>8. Closing</b>	<b>End of discourse</b>

### **2. Linguistic Features**

#### **Contextual Features**

- The speakers usually know each other.
- Little shared knowledge

#### **Discourse Features**

- Hedging strategies
- Continuous discourse
- Indirectness strategies
- Question strategies
- Focussing strategies

#### **Grammatical Features**

- Conditional forms
- Imperative forms
- Modal forms

#### **Lexical Features**

- High lexical density

#### **Language Functions**

- Asking for/Giving advice
- Giving reasons

## F Inviting

### 1. Discourse Structure / Phases

<b>1. Opening Phase</b>	<b>Framing</b>
<b>2. Checking Phase</b>	<b>Clarifying whether the other person is free/willing</b>
<b>3. Response Phase</b>	<b>The second person gives a response.</b>
<b>4. Orientation Phase</b>	<b>Background information</b>
<b>5. Invitation Phase</b>	<b>Specific invitation</b>
<b>6. Response Phase</b>	<b>Acceptance/non-acceptance of the invitation</b>
<b>7. Follow-up phase</b>	<b>Finalising details</b>
<b>8. Closing Phase</b>	<b>End of discourse</b>

### 2. Linguistic Features

#### Contextual Features

- The speakers usually know each other.

#### Discourse Features

- Face-saving strategies
- Avoidance strategies
- Indirectness strategies

#### Grammatical Features

- Present continuous
- Past continuous (politeness strategy)
- Indirect speech/questions

#### Lexical Features

- High lexical density

#### Language Functions

- Inviting and responding to invitations
- Making suggestions and responding to suggestions
- Giving reasons
- Expressing pleasure/happiness
- Expressing regret/disappointment

## **G “Small talk”/Everyday Conversation**

### **1. Discourse Structure / Phases**

**This scenario has a loose structure but the pattern:**

- 1. Initiation/Elicitation**
- 2. Response/Answer**
- 3. Comment/Evaluation**

**often occurs with frequent changes of topic.**

### **2. Linguistic Features**

#### **Contextual Features**

- There is a relatively high degree of shared knowledge.
- There is a relatively high degree of interest in keeping the conversation going.

#### **Grammatical Features**

- Question tags
- Non-defining relative clauses
- Present continuous
- Informal forms

#### **Language Functions**

- Making positive comments (happiness, etc.)
- Making negative comments (dissatisfaction, etc.)
- Expressing indifference
- Expressing interest

#### **Discourse Features**

- Topic-changing strategies
- Repetition
- Backchanneling
- Phatic communication
- Interpersonal strategies
- Turn-changing strategies
- Hedging strategies
- Asides/self-correction

#### **Lexical Features**

- Connecting words
- Intensifiers
- Interpersonal markers
- Vague language
- Repetition of words/phrases

## H Language-in-Action

### 1. Discourse Structure / Phases

**Language-in-action is language produced by speakers when they are involved in some joint non-verbal activity, e.g. cooking, laying the table, assembling a piece of furniture, etc. This type of scenario does not have clear-cut phases but is characterized by a very loose structure.**

### 2. Linguistic Features

#### Contextual Features

- The speakers' immediate physical context plays a central role.
- The speakers have a high degree of shared knowledge.
- The activity is more important than the language.

#### Grammatical Features

- Ellipsis
- Pronouns (personal, demonstrative)
- Simple sentence structure
- Question tags

#### Language Functions

- Positive comments
- Negative comments

#### Discourse Features

- A very loose structure. The speakers' turns do not necessarily follow a three-part exchange structure (IRF).
- Long pauses between the turns.
- Phatic communication.

#### Lexical Features

- Low lexical density
- Reference words

## I Explaining/Giving Information

### 1. Discourse Structure / Phases

<b>1. Opening Phase</b>	<b>Attracting attention / Opening the discourse</b>
<b>2. Request Phase</b>	<b>Specific request for information</b>
<b>3. Orientation Phase</b>	<b>Establishing the starting point</b>
<b>4. Explanation Phase</b>	<b>Giving the information</b>
<b>5. Checking Phase</b>	<b>Confirming the exchange of information</b>
<b>6. Closing Phase</b>	<b>End of discourse</b>

### 2. Linguistic Features

#### **Contextual Features**

- There is very little (if at all) shared knowledge.
- The speakers are often strangers.

#### **Grammatical Features**

- Affirmative forms
- Modals
- When / If clauses (often incomplete)

#### **Language Functions**

- Giving advice
- Making suggestions / Reacting to suggestions
- Thanking / Reacting to thanks
- Confirming

#### **Discourse Features**

- Checking strategies (for both speakers)
- Vagueness / hedging strategies
- Backchanneling
- Interruptions
- Sentence completions
- Language mostly transactional

#### **Lexical Features**

- Vague language
- Names of places/streets, etc. dominate
- Reference words (demonstratives, place)

## J Narrating / Reporting

### 1. Discourse Structure / Phases

<b>1. Abstract Phase</b>	<b>The speaker establishes her/his wish to tell a story.</b>
<b>2. Orientation Phase</b>	<b>The speaker provides the necessary background information.</b>
<b>3. Plot Phase</b>	<b>The general story is told.</b>
<b>4. Complicating/ unexpected Event</b>	<b>The speaker comes to the point of the story.</b>
<b>5. Resolution Phase</b>	<b>The solution of the problem.</b>
<b>6. Evaluation Phase</b>	<b>The speaker gives a personal comment on what happened.</b>
<b>7. Coda</b>	<b>Return to normal discourse.</b>

### 2. Linguistic Features

#### Contextual Features

- No (or little) shared knowledge.
- One person dominates the discourse

#### Grammatical Features

- Demonstrative pronouns
- Historic Present (Simple and Continuous)
- Simple past
- Ellipsis
- Word order [e.g. cleft/pseudo-cleft sentences]
- Direct speech
- Past Perfect (for orientation)
- Past Continuous (for orientation)

#### Discourse Features

- Dialogic strategies
- Interpersonal strategies
- Motivation strategies
- Focussing strategies

#### Lexical Features

- Lexical density
- Linking words/phrases
- Intensifiers
- Vague language
- Idioms

## **K Exchanging Information**

### **1. Discourse Structure / Phases**

**This scenario has a loose structure consisting of sequences with the three moves:**

- 1. Initiation – question**
- 2. Response – reply**
- 3. Follow-up – comment, elaboration**

### **2. Linguistic Features**

#### **Contextual Features**

- Little shared knowledge

#### **Discourse Features**

- Topic-changing strategies
- Question strategies
- Indirectness strategies

#### **Grammatical Features**

- Question tags
- Question forms
- Indirect questions

#### **Lexical Features**

- High lexical density

#### **Language Functions**

- Positive comments
- Negative comments



## L Consensus-Finding

### 1. Discourse Structure / Phases

- |                               |  |
|-------------------------------|--|
| <b>1. Clarification Phase</b> | <b>The framework is established.</b>                     |
| <b>2. Collection Phase</b>    | <b>Ideas are collected from all the people involved.</b> |
| <b>3. Setting Out Phase</b>   | <b>The programme is set out.</b>                         |
| <b>4. Consensus</b>           | <b>Agreement is achieved.</b>                            |

### 2. Linguistic Features

#### Contextual Features

- There is a high degree of shared knowledge.
- There is a high level of cooperation.
- There is interest in the task.

#### Discourse Features

- Interpersonal strategies
- Vagueness (hedging) strategies
- Interspersed meta-level comments
- Text organisation strategies

#### Grammatical Features

- Ellipsis
- Question tags

#### Lexical Features

- Interpersonal markers
- Textual markers
- Intensifiers

#### Language Functions

- Asking for / Making suggestions
- Accepting / Rejecting suggestions
- Making positive/negative comments
- Stating preferences
- Giving reasons

## **M Discussion**

### **1. Discourse Structure / Phases**

**The discourse incorporates the following exchanges:**

- Input/Topic Orientation – Factual question**
- Response – Personal Opinion**
- Agreement/Disagreement**
- Explanation**
- Evaluation Comments**

### **2. Linguistic Features**

#### **Contextual Features**

- Mutual interest in the topic
- Personal involvement
- Speakers usually know each other.

#### **Grammatical Features**

- (Pseudo-)cleft sentences
- Question tags

#### **Language Functions**

- Expressing agreement/disagreement
- Contrasting/Comparing
- Conceding
- Giving reasons

#### **Discourse Features**

- Focussing strategies
- Turn-giving/Turn-taking strategies
- Backchanneling
- Self-correction
- Interpersonal strategies
- Vagueness / Hedging strategies
- Giving examples

#### **Lexical Features**

- Interpersonal phrases (I mean, you see, you know)
- Intensifiers
- Abstract concepts
- Vagueness words/phrases

- Expressing opinions
- Speculating

### 2.2.3 Oral Communication

**Within the specified scenarios and domains, the learners can use language to**

- **make her/his needs, opinions and feelings understood in language appropriate to the context;**
- **make her/himself understood in language appropriate to the context when responding to questions and requests by giving the required explanations, information or descriptions.**
- **take part in conversations on everyday topics, giving explanations, information, descriptions or expressing opinions.**

The learner can

**- within the framework of social contacts -**

- take an active part in informal conversations
- enter unprepared into conversations of a general nature
- can deal with practical everyday demands, understanding and passing on straightforward factual information
- give straightforward descriptions on everyday topics and topics within their fields of interest

#### **Example:**

The learner can establish and develop social contacts and hold conversations on everyday topics. In order to exchange personal information he/she can elicit and give information on topics such as names, well-being, place of residence, place of origin, family, language-learning experience, trips abroad, etc.

The learner can

**- within the framework of exchanging information, opinions and experience -**

- relate the main ideas and details in a text or diagram.
- communicate with some confidence on everyday topics or topics not related to their areas of interest or their professional field.

- exchange, check and confirm information, deal with less routine situations, and explain what language problems they have.
- express opinions and feelings on abstract, cultural topics such as books, music, etc.).
- maintain a conversation with people they do not know (e.g. visitors) on subjects of immediate relevance or areas related to their interests.
- express and respond to feelings such as interest or lack of interest.
- express belief, opinions, agreement and disagreement politely.
- describe events, real or imagined.
- narrate a story.
- briefly give reasons and explanations for opinions, plans and actions.

### **Example:**

The learner has seen some advertisements with different types of houses and flats for sale or to let and has read one person's opinions as to living in a town or in the country.

He/she then gives and enquires about opinions on the best type of house or flat and the best place to live, and responds in an appropriate way.

The learner can

#### **- when solving tasks in everyday situations -**

- compare and contrast alternatives with the aim of achieving a consensus.
- express opinions and attitudes as regards solutions to problems or achieving a consensus.
- express opinions and attitudes as regards possible solutions or the question of what to do next, giving brief reasons and explanations.
- take part in conversations on everyday topics (e.g. family, hobbies, work, travel, housing, current events).
- deal with most transactions likely to arise whilst travelling, e.g. arranging travel or accommodation.
- elicit and pass on factual information.
- cope with most situations in shops, post offices, banks (e.g. returning/complaining about unsatisfactory or defective goods).

**Example:**

The learner is planning to go on holiday with a friend. With the help of a checklist showing the various things that have to be arranged, he/she discusses with her/his friend the various alternatives and reaches a consensus as to where to go, how to travel, what kind of accommodation, etc.

In the course of the discussion he/she can make suggestions, suggest alternatives, give reasons, ask for her/his partner's ideas, etc.

**2.2.4 Written Communication**

**Within the framework of the relevant scenarios the learner can write personal and semi-formal letters appropriate in content and expression and with an appropriate degree of formal correctness (grammar, orthography).**

The learner can

- write straightforward descriptions on everyday topics within their personal fields of interest.
- write short accounts of experiences describing feelings and reactions.
- summarise, report and give personal opinions about information on everyday topics within their personal fields of interest.

**Example from the Examination:**

The learner has seen an advertisement about joining a travellers club. He/she would like to become a member and responds to the advertisement (cf. p. 46) giving the required information.

- Ask for more details (cost, registration, etc.)
- Reason for your letter.
- Three items of information about yourself.
- Why you would like to join the club.

Besides writing letters the learner can

- pass on information in the form of short notes or brief reports and state reasons for actions.

## INTERTRAVEL

### The International Travellers Club

Do you ever travel abroad? Would you like to meet more people and make more friends when you are in another country?

If so, join INTERTRAVEL! We have club rooms in over 100 European cities.

Send us brief personal details and you will receive full information and membership forms by return of post!

Write today to:

INTERTRAVEL  
P.O. Box 15 63 97  
Leeds, U.K.  
LS17 3SX

## 2.3 Receptive Skills

### 2.3.1 Texts

The learner should be familiarised with authentic texts from the very beginning. The concept of authenticity also refers to texts that have been processed but can still be considered to be original texts by native speakers.

The following **kinds of texts** can be considered suitable for teaching English to adults at level B1:

#### Written Texts

- news items, reports and commentaries, newspaper and magazine articles of general interest
- advertisements, banners, slogans
- factual information texts (leaflets, product information), operating instructions, catalogues, diagrams
- programmes (television, theatre, cinema), schedule of events
- signs in public transport and public buildings, explanations on ticket

machines, etc.

- summaries (television programmes, films, books)
- private or semi-formal letters, letters to the editor, faxes, e-mails
- cartoons and comics
- short stories

### Spoken Texts

- loudspeaker announcements (railway station, airport)
- messages on a telephone-answering machine, (private) telephone calls
- short reports on the radio (traffic news, weather report)
- news items, reports and commentaries of general interest
- non-specialist interviews of general interest
- commercials

### Texts for Listening and Watching

- presentations (e.g. guided tours of a town or museum)
- interviews, chat shows
- television news, commercials
- films

In the classroom the learners should be prepared for the various types of reading and listening comprehension tasks they will be required to deal with in the examination. From their general experience of everyday life they will be aware that depending on the purpose for which they are listening to or reading the text (i.e. the task) they will need to understand and take in the whole of the information in the text, the global message in the text or simply one or two important details in the text.

Accordingly, when learning a foreign language it is important to distinguish between three types of listening and reading skills:

### ***Reading or Listening for Gist***

Gist understanding refers to the main message of a text. At level B1 the opinions and points of view expressed in the text must be explicit.

### ***Reading or Listening for Detail***

This type of comprehension skill requires the learner to understand individual details contained in the text.

## **Selective Reading (Scanning)/Listening**

Selective understanding requires single items to be found as quickly as possible. The listener must pick out the relevant details from the large amount of information given.

### **2.3.2 Reading Comprehension**

**The learner can understand the global message, the intention and function of a text and/or individual details contained in authentic texts.**

#### **Reading for Gist**

The learner can

- recognize significant points in straightforward newspaper articles on familiar topics.
- identify the message / intention in a text.
- understand linking and sequencing (discourse) markers (e.g. “firstly”, “then”, “after”, “finally”, etc.), and use them to follow a report or the overall storyline of a simple story.

#### **Example from the Examination:**

The test consists of five texts and ten headlines. The learner has to find the correct headlines for the five texts, e.g. with

**[4]**

A London furniture company is putting a £1,500 sofa up for sale for £1 – in return for a promise from the buyer to take someone in need into their home at Christmas. Whoever wins the prize will have to nominate someone who is homeless, or living on his own, or is otherwise not going to have much of a Christmas.

- h) Free furniture for Christmas
- i) Shopping centre accident avoided
- j) Help a Homeless Person – and Yourself



**Solution:**

Christmas and furniture are details, the global message is that people can help homeless people and themselves by taking someone in need into their home at Christmas. Headline j) is the correct answer.

**Reading for Detail**

The learner can

- understand important details and the main conclusions of a clearly structured (argumentative, narrative or descriptive) text.
- understand the description of events, feelings and wishes in personal letters well enough to correspond regularly with a pen friend.
- understand a personal letter on familiar topics.
- understand clearly written straightforward operating instructions.
- collate short pieces of information from several sources..

**Example from the Examination:**

Residents of a small Welsh-speaking community have clubbed together to buy the post office and shop, ten years after buying the pub.

The people of Llithfaen, Caernarfonshire were determined to prevent their village losing its focal point. Ten years ago they paid £40,000 for the pub, called the Victoria, and now they have helped to keep the shop open. Most of the cost was met by the local council and a European Union grant but the villagers needed to raise a further £6000 to buy the shop from the owner who is retiring.

...

6. The Llithfaen Post Office
- a) closed ten years ago.
  - b) has been saved by the local people.
  - c) has now closed.

**Solution:**

The learner understands that the Llithfaen Post Office has been kept open (6 b).

It is also an important teaching objective that learners at level B1 should be able to use a dictionary. However this aim cannot be incorporated into the test because of the need to maintain the principle of objectivity and because of possible logistical problems at examination centres.

With the help of a dictionary the learner can

- read longer texts on topics of personal interest.
- read newspaper and magazine articles on topics of general interest.
- read simple modern novels and short stories.
- understand texts containing specialist vocabulary within the occupational domain.

## Selective Reading (Scanning)


The learner can

- find and understand relevant information in letters, brochures and advertisements.
- scan short texts, locating relevant details.

## Example from the Examination:

The learner wishes to learn English under certain conditions:

A

<b>INTENSIVE ENGLISH LANGUAGE COURSES</b>		Aldon House Executive Language Centre, Dorchester Road, Yeovil Somerset, BA20 2RH, England
 <p>Experience living in a 19th Century country home with an English Family. Your learning will be non-stop as you are immersed in English culture.</p>	<ul style="list-style-type: none"> <li>• Effective ONE-to-ONE teaching</li> <li>• Individual designed study programme</li> <li>• Over 20 years' experience</li> <li>• 14 study bedrooms</li> <li>• Socialise with guests from the local business community</li> </ul>	

B

<b>EDWARDS LANGUAGE SCHOOL</b>	
	<ul style="list-style-type: none"> <li>• English classes at all levels all year round</li> <li>• Centre for Cambridge and LCCI exams</li> <li>• Convenient for Heathrow &amp; central London</li> <li>• Tailor-made programmes for groups and individuals</li> </ul>
	Recognised by the British Council
<b>38 The Mall London W5 3TJ</b>	

12. You want to learn English for your job and meet people from British companies during the course.

By scanning a number of small ads the learner recognizes that Advertisement A is suitable for her/his needs but not Advertisement B.

### 2.3.3 Listening Comprehension

**The learner can understand the global message and/or specific details of utterances on everyday topics (also at the workplace) made at a normal speed of delivery in a widely used standard variety of English.**

#### Listening for Gist

The learner can

- understand the main points of utterances on everyday matters regularly encountered at work, school, leisure, etc. including short narratives.
- understand the main points of radio news bulletins and simple recorded material on everyday topics delivered relatively slowly and clearly.
- understand linking and sequencing discourse markers like “First”, “Then”, “Finally” and use them to follow a series of information points.

#### Example from the Examination:

The learners hear statements by five different people on the problem of adults who are unable to read or write. They have to decide whether a given sentence reflects the opinion of each person correctly.

Speaker:

*“I can’t really say it’s a serious problem because I haven’t been directly affected by it. But I suppose there must be people who can’t read or write. It could be a problem down in the South. But I don’t understand how big-city people could get by without being able to read.”*

**Solution:**

The first speaker does not know very much about the problem.

The learner understands that the statement is true.

**Listening for Detail**

The learner can

- understand details in recorded material and radio programmes on topics of interest.
- understand the main point and the meaning / intention of utterances made on everyday topics.

**Example from the Examination:**

*The candidates hear a report about Travel-Care, a service that Gatwick Airport offers for travellers with problems. Ruth London, a Travel-Care employee tells a reporter about her work and some of the people she has helped.*

*Reporter: It's a weekday morning at Gatwick Airport. In the offices of Travel-Care, the airport's emergency service for travellers, the week's first case is fast asleep. For the past three days, Tommaso, an 18-year-old Italian, has been trying to avoid the Gatwick Airport police, sleeping wherever he can before being moved on.*

*Ruth London, who used to be a British Airways stewardess, is one of three part-time advisers employed by Travel-Care, would like to do more to help, but Tommaso hasn't made it easy for her.*

*Ruth: He came here on a one-way flight, hoping some relatives in Wales would look after him, but they don't want him. Since then I can only suppose he's been sleeping rough.*

The learner has to decide whether the following statements are true or not.

	YES	NO
46. Travel-Care is a travel organisation giving passengers information about their flights.	<input type="checkbox"/>	<input type="checkbox"/>
47. Ruth London is a stewardess who works for Travel-Care.	<input type="checkbox"/>	<input type="checkbox"/>

### Solution:

The learner understands that Travel-Care is not an organisation giving information about flights and that Ruth London is no longer a stewardess.

### Selective Listening

The learner can

- recognize essential information in public announcements or messages.

### Example from the Examination:

The learners hear the following news item on the radio:

56. *"There has been a serious accident at Birmingham Airport. All flights have been cancelled until six o'clock this evening. Passengers booked on afternoon flights should get in touch with their travel agent as soon as possible for details of new flight arrangements. Passengers for later flights should go to the airport at the usual time."*

The learner has to decide whether the suggested reaction is correct or not.

You are booked on the 19.45 flight to Belfast from Birmingham Airport this evening.

You hear the following report on the radio.

	YES	NO
Do you need to arrive at the airport earlier than normal?	<input type="checkbox"/>	<input type="checkbox"/>

**Solution:**

The learner understands that he/she need not go to the airport earlier than normal.

**2.3.4 Listening and Watching**

Films and television are now part of everyday life and suitable films can be of great use in the language classroom and for self-access language learning. However, because of technical problems in many examination centres, this aspect of language learning cannot yet be tested in the examination.

**The learner can understand the global message and/or specific details of films and television programmes when there are only slight deviations from widely used standard varieties of English.**

The learner can

- understand films where the storyline can be understood with the help of the pictures and action.
- understand the main points of television programmes on topics of general interest (e.g. interviews, news programmes).
- understand the storyline and some parts of a film or a play on stage or on television.

# 3

## Inventories





### 3.1 Inventory F – Language Functions

This section contains a list of language functions (speech acts) important for everyday communication.

The language functions are grouped into five categories:

**F 1 Social contacts****F 2 Expressing feelings and moods****F 3 Expressing attitudes and opinions****F 4 Informing****F 5 Getting people to speak or do things (Suasion)**

This inventory does not claim to be a complete description of interpersonal communication or an exhaustive list of language functions. It serves to illustrate with the help of a number of exponents the most important communicative utterances for learners at level B1. The language functions should be seen as one of many components within the framework of scenarios. The ability to communicate in everyday contexts also requires, for example, a repertoire of appropriate vocabulary, strategies and structures.

In most cases the language functions have been represented not by single exponents but in the more dialogic form of "two-liners" (cue and stimulus), so as to exemplify the interactive character of communication.

Language functions should not be confused with scenarios. The difference becomes clear if we compare the language function F 5.1 *Making a request* with the scenario A *Favour-Seeking*.

The possible F 5.1 exponent: "Can I borrow your car tomorrow?" will obviously not often produce the simple response: "Of course." The form of the request will depend on the value or status of the object being requested and the role relationship between the two interlocutors. Consequently, scenario A will normally be more complex than the simple cue-response pattern of a language function. It will include other phases such as some explanation of the problem, the reason(s) for the request, an information phase to clarify the situation, possible avoidance and face-saving strategies and a final thank-you phase. The language function itself is merely one of a number of phases within the favour-seeking scenario.

## F 1 Social contacts

### F 1.1 Addressing someone and reacting to being addressed

#### F 1.1.1 addressing someone

Excuse me.  
Mr. Smith! Jane!  
I'm sorry to disturb you, but ....

##### *Telephone*

Hello. Is that Mr Smith?

Hello. May I / Can I speak to Mr Smith, please?  
I'd like to speak to Mr Smith.  
Hello, is Mary there?

##### *Letters*

Dear Sir, / Dear Sirs, / Dear Sir or Madam, / Dear John,

#### F 1.1.2 reacting to being addressed

Pardon?  
Yes?  
Yes, can I help you?

##### *Telephone*

Yes, speaking.  
No, this is... .  
Yes, just a moment.  
I'll put you through.  
Sorry, she's not here at the moment.  
No, I'm afraid he's out.  
I'm afraid he's not in at the moment.  
Hold on, I'll get him for you.

### F 1.2 Greeting someone and reacting to greetings

#### F 1.2.1 greeting someone

How do you do?

Good morning.  
Good afternoon.  
Good evening.  
Hello Chris.

Hello. How are you?  
Hi, how are things?

Hi!

#### F 1.2.2 reacting to greetings

How do you do?

Good morning.  
Good afternoon.  
Good evening.  
Hello Jozef.

Very well, thank you/thanks.  
I'm fine / I'm o.k., thanks.  
And how about you?

Hi!

### F 1.3 Introducing oneself and reacting to introductions

#### F 1.3.1 introducing oneself

My name's ... .  
I'm ... .

Do you know Ian?  
Have you met Ian?  
You haven't met Ian, (have you)?  
May I / Can I / Let me introduce myself?

#### F 1.3.2 reacting to introductions

Hello.  
Pleased to meet you.  
Nice to meet you.

Hi!

### F 1.4 Introducing someone and reacting to being introduced

#### F 1.4.1 introducing someone

This is ... .  
Do you know Ian?  
Have you met Ian?  
You haven't met Ian, (have you)?

#### F 1.4.2 reacting to being introduced

Hello.  
Pleased to meet you.  
Nice to meet you.  
How do you do?

May I/Can I/Let me introduce you to Ian.

Hi!  
How are you?

### F 1.5 Enquiring about someone's health and reacting to such enquiries

#### F 1.5.1 enquiring about someone's health

How are you (feeling) today?  
What's the matter?  
Are you ill? / Are you o.k.? / Are you all right?  
How are you feeling?  
How's life?  
How's it going?  
How are things?  
How are things going?  
How are you keeping?  
What did you have? What was wrong with you?

#### F 1.5.2 reacting to enquiries about one's or another person's health

Fine. / O.K. / All right. / Much better, thank you.  
Not very well, I'm afraid.  
Yes/No, I am/feel...  
Could be worse. / Could be better.  
And you?  
Not bad. / Not too bad, actually.  
I'm keeping quite well, thanks.  
  
O.K. apart from ...  
Actually, I'm suffering from ...

### F 1.6 Expressing best wishes/congratulating someone and reacting to good wishes

#### F 1.6.1 expressing best wishes/congratulating

Happy Christmas/New Year/Birthday!  
Many happy returns (of the day).  
Congratulations!  
Well done!

Have a nice holiday.  
Good luck.  
All the best.  
I hope you enjoy yourself.

Cheers!  
Good Health!  
Here's to Jim and Mary.

#### F 1.6.2 reacting to good wishes

Happy Christmas/New Year!  
Thank you.  
Thanks.

Thank you, same to you.

Cheers!

### F 1.7 Expressing compliments/other forms of recognition and reacting to compliments

#### F 1.7.1 expressing compliments/other forms of recognition

Oh, what a good idea!  
What a pleasant surprise!  
That's a nice dress!  
You're a good cook!  
That's beautiful!  
It's absolutely delicious.  
Well done!  
Not bad!  
That looks wonderful, doesn't it?  
Isn't that lovely?  
That's great!

#### F 1.7.2 reacting to compliments/other forms of recognition

I'm glad you like it.  
Oh, do you think so?  
Thanks.  
I'm pleased to hear it.  
  
Oh, do you like it?

### F 1.8 Expressing thanks and reacting to thanks

#### F 1.8.1 expressing thanks

Thanks.  
Thank you very much.

#### F 1.8.2 reacting to thanks

Not at all.  
You're welcome.

Thanks a lot.  
Well thanks. You've been a great help.  
Cheers.  
It's very kind of you.  
I'd like to thank you for your help.

No problem.  
Cheers.  
Don't mention it.  
My pleasure.

## **F 1.9 Apologizing and reacting to apologies**

### **F 1.9.1 apologizing**

I'm sorry. I'm very sorry.  
I do apologize.  
I must apologize for coming late.  
I'm terribly/awfully sorry.  
Please forgive me for ...  
I beg your pardon.  
Pardon!  
I'm sorry, I shouldn't have said that.

### **F 1.9.2 reacting to apologies**

That's all right.  
It doesn't matter.  
Never mind.  
It can't be helped.  
No problem.  
That's O.K. Don't worry about it.

## **F 1.10 Extending invitations/offers and reacting to invitations/offers**

### **F 1.10.1 extending invitations/offers**

Help yourself!  
Mike, just help yourself to a knife and fork.  
Would you like another drink?  
Would you like a cup of tea?  
What would you like?  
Have the fish, you'll like it.  
If you'd care to come, I'll give you a cup of coffee.  
I was thinking of going to a movie. Do you want to come?  
Are you sure you don't want a cigarette?  
Let me get you a drink.  
You can have spaghetti with me.  
Come in!  
Have a beer.  
Here you are!  
Would you like to come to the cinema?

### **F 1.10.2 accepting an invitation/offer**

That's very kind of you.  
Yes, please.

Can I treat you to a ... ?  
Let me get you a ...

Can you join us for coffee ?

Yes, I'd love to.

### **F 1.10.3 declining an invitation/offer**

That's very kind of you, but ...  
(+ reason)  
No, thank you.  
No, I'm afraid I can't ...  
I'm sorry, I can't.

## **F 1.11 Making arrangements to meet**

How about tomorrow evening?  
Can we meet at, say, six?  
Are you free on Tuesday?  
Can we arrange to meet some time next week?  
What about Wednesday at three?  
Let's meet on Sunday.

Sure, it's a date.  
Yes, that would be okay.

Sorry, I can't make it then.  
No, I'm afraid I can't.

**F 1.12 Saying goodbye, taking one's leave****F 1.12.1 saying goodbye, taking one's leave**

Goodbye.  
 Bye bye!  
 Bye!  
 Cheerio!  
 See you later.  
 Good night.  
 Give me a ring (some time).  
 Take care.  
 Have a good trip.  
 Sorry but I just have to run.  
 (Give my) best wishes to ....  
 Give my love/regards to ... .  
 Give me a ring (some time).  
 Keep in touch!

*Letter*

Yours faithfully,  
 Yours sincerely,  
 Yours truly,  
 Yours,  
 Best wishes (from),  
 Love (from),  
 Regards,  
 Kind regards,  
 I'm looking forward to hearing from you soon.

**F 1.12.2 responding to goodbyes**

Goodbye.  
 Bye!  
 Cheerio!  
  
 Good night.  
  
 Thanks. Bye!  
  
 Thank you, I will.  
  
 Will do.  
 Okay, bye!

**F 2 Feelings and moods****F 2.1 Enquiring about and expressing happiness/sadness****F 2.1.1 enquiring about happiness/sadness**

Are you happy about that?

What do you think of that?

How do you feel about that?

**F 2.1.2 expressing happiness**

Great!  
 I'm so/very happy/glad.  
 How nice for you!  
 I'm glad to hear that.  
  
 I'm so/very/really pleased that ...  
 Good for you!  
 Congratulations!  
 You must be (very) happy.  
 I don't know what to say.  
 Aren't you lucky!  
 That was/this is fun!  
 I feel so happy for ... .  
 I'm really happy.

**F 2.1.3 expressing sadness**

I'm sorry to hear that.  
 What/That's a pity.  
 Oh, no! ...  
 How disappointing!

I'm afraid I can't come tonight.  
 I'm sorry, but I can't help you.  
 I'm really upset about it.  
 I was very upset at the thought I'd hurt him.  
 Oh, dear!  
 I feel terrible.  
 Oh! Bad luck!  
 How awful!

Unfortunately, ...  
 It would have been useful.  
 I wish I had ...  
 I was looking forward to meeting you.  
 We regret ... (especially in semi-formal letters).

I just don't know what to say.  
 I'm awfully sorry to hear ...  
 I feel so sorry for ...

## **F 2.2 Enquiring about and expressing satisfaction/dissatisfaction**

### **F 2.2.1 enquiring about satisfaction/dissatisfaction**

What do you think of the new government?

Are you pleased with your exam results?

Are you happy with your new car?

Are you satisfied with the service here?

How was your holiday?

### **F 2.2.2 expressing satisfaction**

That's/was fine/good/nice/not bad.

I'm quite satisfied with ...

I'm quite happy with ...

I'm very pleased with things so far.

### **F 2.2.3 expressing dissatisfaction**

That wasn't very good. / I'm afraid the food wasn't very nice.

It was terrible.

It's too cold.

It's not good enough.

I'm not satisfied with that.

I'm not happy with our Member of Parliament.

I'm tired of this winter weather.

I've had enough of living here.

It's boring.

I'm writing to complain about ...

## **F 2.3 Enquiring about and expressing pleasure/displeasure**

### **F 2.3.1 enquiring about pleasure/displeasure**

What do you think about the place?

How do you find the place?

Do you like it here?

Do you like that?

### **F 2.3.2 expressing pleasure**

I like it here.

I'm very happy with my computer.

I feel wonderful here.

I'm very pleased with everything.

### **F 2.3.3 expressing displeasure**

Oh, it's nothing special.

I (don't) like it here.

I'm not very happy with ...  
 Stop it!  
 That's enough.  
 I'm not very pleased with .....

## **F 2.4 Enquiring about and expressing regret/sympathy**

### **F 2.4.1 enquiring about regret/sympathy**

Do you regret going to live in France?  
 Do you feel sorry for her?

### **F 2.4.2 expressing regret/sympathy**

I feel sorry for him.  
 Sorry to hear things are difficult at the moment.

I wish I'd bought a larger flat.  
 If only I hadn't changed my job.  
 I don't regret a single thing!

## **F 2.5 Enquiring about and expressing surprise/astonishment**

### **F 2.5.1 enquiring about surprise/astonishment**

Did you realise that Brian has lost his driving licence?  
 Didn't you know about the company's plans?  
 Were you surprised to hear the news?

It's quite a surprise, isn't it?

### **F 2.5.2 expressing surprise/astonishment**

Is that all? I thought it would cost more than that.  
 Oh gosh, that's lovely.  
 It's a wonder he didn't break every bone in his body, isn't it?  
 Amazing, isn't it?  
 Good God!  
 I didn't know it had two buttons. I thought it had three.  
 I can hardly believe it.  
 Just imagine that!  
 I didn't expect you to come so early.

## **F 2.6 Enquiring about and expressing hope(s)**

### **F 2.6.1 enquiring about hope(s)**

What are your hopes for the New Year?  
 What are you hoping for Christmas?  
 Are you looking forward to the New Year?  
 What are you hoping for?

What are you looking forward to?

### **F 2.6.2 expressing hope(s)**

I hope (that) he'll come/it won't rain.

I'm looking forward to ...  
 I can't (can hardly) wait for ...  
 Hopefully if it's a nice day we can go for a walk.  
 I hope you'll have time to join me for lunch.  
 I do hope we can avoid further action.  
 I hope that you and Richard had a relaxing summer.

## **F 2.7 Enquiring about and expressing concern/worry/fear**

### **F 2.7.1 enquiring about concern/worry/fear**

Are you worried about the future?  
 Are you afraid of what might happen?  
 What's the matter?  
 You look worried.

### **F 2.7.2 expressing concern/worry/fear**

I'm worried about Jim and my children.  
 I'm not looking forward to getting old.  
 It's Tokyo that worries me.  
 It was really frightening.

**F 2.8 Enquiring about and expressing disappointment****F 2.8.1 enquiring about disappointment**

Are you disappointed with your exam result?  
Are you disappointed?

**F 2.8.2 expressing disappointment**

I am very disappointed.  
Yes, I was very disappointed.  
What a pity!  
Oh no!  
I was sorry to hear the bad news.  
How disappointing!

**F 3 Attitudes and opinions****F 3.1 Enquiring about and expressing interest/lack of interest****F 3.1.1 enquiring about interest/lack of interest**

Are you interested in food?  
Do you like gardens?

**F 3.1.2 expressing interest**

I'm interested in this sauce.

**F 3.1.2 expressing lack of interest**

It's all the same to me.  
It doesn't really bother me.  
It doesn't turn me on.  
I'm not really interested in things like that.

**F 3.2 Enquiring about and expressing approval or disapproval****F 3.2.1 enquiring about approval/disapproval**

What do you think of the government's  
new policy on crime?  
What's your reaction to the news?  
Do you approve of his decision?

**F 3.2.2 expressing approval**

That's/was fine/good/nice/not bad/terrible.

(I'm afraid) that wasn't very good.  
It's too ...  
It's not ... enough.

I'm quite satisfied actually.  
I'm quite happy really.

**F 3.2.3 expressing disapproval**

I can't approve of that.  
I'm not at all happy with their new policy.  
I'm not satisfied with their plans.  
I'm not at all happy with that.  
I'm writing to complain about ...

**F 3.3 Enquiring about and expressing agreement/disagreement****F 3.3.1 enquiring about agreement/disagreement**

I think that's wrong. What about you?

Do you agree?  
What's your opinion?  
How do you feel about that?

It's a good idea to take a few basic  
things in the hand baggage, isn't it?

**F 3.3.2 expressing agreement**

O.K.  
All right.  
Yes, it is/I do.  
Fine.  
I think/believe he's right/wrong.  
So do I. / Nor do I. / Neither do I.  
That's a good idea.  
Sure!  
I'm all/more for ...  
I support ....



It costs 80 pounds. That's a lot, isn't it?

I wouldn't argue with that.  
That's a funny-looking bottle. Yes it is,  
isn't it?  
I quite agree.  
That's true.  
That's right.  
Absolutely.

### F 3.3.3 expressing disagreement

I'm afraid I don't agree.  
I'm sorry, I can't agree.  
I'm against ...

I'm (not) very keen on the idea.  
I doubt whether ...  
It's just the opposite.  
I accept what you say, but ...

## F 3.4 Enquiring about and expressing what one would like to do/wishes

### F 3.4.1 enquiring what someone would like to do/wishes

What would you like to do?  
What do you want to do?  
Would you like to go into town?  
Do you want to have a rest first?

### F 3.4.2 expressing what one would like to do/wishes

I'd like to see that film.  
I'd like a rest.  
I'd love to ...  
I'd really like to ...

We don't want another war/to change your plans.

I wish we could/they wouldn't ...

I'd rather you didn't ...  
I'd rather (not) ...  
I'd prefer to/a ...  
I'm (not) prepared to ...  
Sarah wouldn't go to sleep and wanted to ring her mother.

## F 3.5 Enquiring about and expressing likes/dislikes, empathy

### F 3.5.1 enquiring about likes/dislikes, empathy

Do you like Chinese food?  
You like mushrooms, don't you?  
  
What do you think of the new boss?

### F 3.5.2 expressing likes, empathy

I like/enjoy a good cup of tea/swimming.  
I'll do the driving, I like driving.  
I prefer tea to coffee.  
He's keen on all sports.  
I think it's quite pleasant.  
I love a bacon sandwich in the morning.  
It's very nice. It looks very, very good.  
I love the country, I always have.  
The children like them very much.

### F 3.5.3 expressing dislikes

I don't like her. / I don't like swimming.  
He hates garlic.  
I began to dislike him.

I don't think much of ...  
 I can't stand him.  
 I can't be bothered with all that stress.  
 She's not so keen on pubs actually.  
 That's my favourite book.

### **F 3.6 Enquiring about and stating preferences**

#### **F 3.6.1 enquiring about preferences**

What would you rather do?  
 Would you rather go now or later?  
 What would you prefer?  
 Which do you like better?

#### **F 3.6.2 stating preferences**

I prefer tea to coffee.  
 I'd rather have a cup of tea.

### **F 3.7 Enquiring about and expressing indifference, nonchalance**

#### **F 3.7.1 enquiring about indifference, nonchalance**

Have you any strong opinions on this?  
 Do you mind?  
 Do you object to that?  
 How do you feel about that?

#### **F 3.7.2 expressing indifference, nonchalance**

I don't mind.  
 It doesn't matter.  
 I don't care.  
  
 It's all the same to me.  
 So what?  
 Anything will do.  
 It really doesn't matter.  
 Nothing in particular.

### **F 3.8 Enquiring about and expressing one's intentions, plans**

#### **F 3.8.1 enquiring about someone's intentions, plans**

Are you going to have a starter?  
 Are you thinking of going back on the same train as me tomorrow?  
 What are you going to do?  
 Have you got any plans?  
 When are you planning to leave?

#### **F 3.8.2 expressing one's intentions, plans**

I'm going to have an Old Timer with cheese.  
 I'm going to book four cinema tickets on the phone.  
 I'm planning to spend the weekend in Paris.

### **F 3.9 Enquiring about and expressing opinions**

#### **F 3.9.1 enquiring about someone's opinions**

What do you think?  
 Have you got any ideas on this?  
 What do you think about the new government?

#### **F 3.9.2 expressing one's opinions**

I'm sure/certain you're right.  
 There's no doubt about it.  
  
 Most probably ...  
 We all expect her to win.  
 It must have been ...

### **F 3.10 Enquiring about and expressing degree of certainty**

#### **F 3.10.1 enquiring about the degree of certainty**

Are you sure you want to go?  
 Are you certain you've got the book?  
  
 Surely you don't want to go out in this weather?  
  
 How do you feel about that suggestion?

#### **F 3.10.1 expressing the degree of certainty**

I'm not sure/certain.  
 Perhaps. / Maybe.  
 I don't think ...  
 Do you think so?  
 It depends on the weather, doesn't it?  
 I don't really know whether he was there.

He might/could/may/should/must have been there, but I didn't see him.  
 He might/could/may/should/must be ...  
 It's not certain whether ...  
 I'm not joking.  
 I'm certain you're right.  
 There's no doubt about it.  
 I'm sure I've had this here before.  
 I probably thought you had bought it.  
 We all expect her to win.  
 I suppose they dream of things they've seen during the day.  
 It's possible.  
 It's not that big, I don't think.  
 It's going to be hot tonight, isn't it?

### F 3.11 Enquiring about and expressing degree of importance

#### F 3.11.1 enquiring about the degree of importance

Is it urgent?  
 Is it important?  
 How important is it to you?

#### F 3.11.2 expressing the degree of importance

It's (very) important.  
 We've got to do it (by tomorrow).  
 It's urgent.

immediately  
 at once  
 It's important that we ...  
 It's important for us to ...

### F 3.12 Asking for and expressing confirmation, assurance

#### F 3.12.1 asking for confirmation, assurance

I've done it the wrong way round, haven't I?  
 It's a wonder he didn't break every bone in his body, isn't it?  
 It's all inclusive, isn't it?

#### F 3.12.2 expressing confirming, assurance

That's/You're right.  
 That's it.

Of course.  
 Certainly!  
 I'm sure ...

Seriously, you can come when you want.

### F 3.13 Negating, contradicting

No, I don't think so. I don't really think so.  
 No, (it isn't).  
 But, it's easy.  
 Don't you think it's getting late?  
 It isn't here, it's in the office.  
 I'm sorry. I think you're wrong.  
 No, that's not true, I'm afraid.  
 I'm afraid not.  
 I don't like him at all.  
 I'm afraid I don't agree.  
 It's quite cheap actually.

**F 3.14 Complaining**

It was terrible.  
It's too cold.  
It's not good enough.  
I'm not satisfied with that.  
I'm writing to complain about ...  
I'd like to make a complaint.  
I have a complaint.  
This doesn't work.  
The computer I bought here yesterday  
doesn't work properly.

**F 3.15 Asking whether something is known and responding to such questions****F 3.15.1 Asking whether something is known**

Did you know British Rail have services  
to Amsterdam?  
Did you realise that prices went up by 3%  
last year?  
It's not far to Amsterdam, you know.

**F 3.15.2 Saying something is known**

Yes, I knew that.  
  
Yes I heard that somewhere.  
  
Yes, I know.

**F 3.15.3 Saying something is not known**

I thought Delft was miles from Amsterdam.  
I don't know how I got this honour.  
I don't really know ... You could try  
Littlewoods.  
To be honest I have no idea about rental cars.

**F 4 Informing****F 4.1 Enquiring about and giving names, definitions, identification****F 4.1.1 enquiring about names, definitions, identification**

What is it?  
What's that?  
What's ... in English?  
What's the English for ....?  
What's it called?  
How do you call it?  
Is that the one I saw yesterday?

What's the meaning of ... ?  
What does that mean?

**F 4.1.2 giving names, definitions, identification**

It's/That's/This is a ... .  
It's a kind of ... / It's a sort of ... .  
It's the one with the yellow top.  
They are tourists.  
Jane is my neighbour.

I'd like the green one.  
He/she/It's called .....

It's used to ... It's used for ...

His brother, who is living in America, ...  
The girl talking to John is his sister.  
The hotel (that) I stayed at was cheap.  
The place (where) they go every summer.  
It's the name of a new car, which ... .  
He's the only person I know who ...  
She was the first person to ...  
The car parked at the back isn't yours, is it?

**F 4.2 Asking for and giving a report, a description****F 4.2.1 asking for a report**

What does it say?

What did they say?

What did they tell you?

Does it say anything about the accident?

What was it like?

What happened?

What did they want to know?

What did they tell you to do?

What do you know about our twin town?

**F 4.2.2 giving a report, a description**

And it says in my book the train's quite cheap.

In the "Let's GO" it said that it's difficult to find a reasonably priced meal.

I telephoned there and they said they wouldn't do any reservations.

So I said to him, forget your books for one night.

Tony was saying they should have the heating on by Wednesday.

They told me to leave the building right away.

I told him that ...

I was told that ...

I asked him if/whether ...

He promised/threatened/refused to ...

He replied/complained/agreed/suggested/explained/regretted/admitted that ...

He apologized for ...

He introduced ...

He accepted ...

He interrupted ...

He warned ...

He described ...

He compared ...

He mentioned that ...

**F 4.3 Enquiring about and giving reasons, causes****F 4.3.1 enquiring about reasons, causes**

Why is that?

What's the reason for that?

What was the cause of that?

What caused the accident?

Why are you doing that?

**F 4.3.2 giving reasons, causes**

Cos you just don't have the time.

Mum and Dad went out so we went to Mary's to sleep.

People in public schools get a better education because their parents can afford it.

The only reason they get better education is because there are more teachers.

You see, I'd never get her into a museum to look at art.

Well, simply because she'd like to meet the teachers and find out what we're doing.

That's why they call it Budapest.

We couldn't get there on time because of the weather.

Due to an accident delays can be expected.

Why do you say that?

As my course finishes at the end of June I would be free from 1st July until 30th August.

The road had to be closed as a result of the accident.

I didn't come in because it was so noisy I couldn't hear if anyone said come in.

Luckily a passing motorist offered to help,  
so we were able to change the wheel fairly  
quickly.  
That was the cause of the accident.  
The accident was caused by the bad weather.  
If he hadn't driven so fast, he wouldn't have  
had an accident.  
They left early in order to get there on time.

## **F 4.4 Enquiring about and giving explanations, the purpose and function of something**

### **F 4.4.1 asking for explanations, the purpose and function of something**

Can you explain this to me?  
What's this used for?  
What's the point of that?  
What do you need this for?  
Can you tell me how this works?  
What's this for?  
What's this?  
What do you do with this?  
How does this work?

Could you tell me the way?  
How do I get to the Clinic?  
Do you know how to get to the railway station?

### **F 4.4.2 giving explanations, the purpose and function of something**

It's for writing.  
It's to play with.  
We need it for the children.  
It's a kind of cheese.  
It's a sort of drink.  
It's used/meant for ...

The point of it is to ...  
It's something for ...  
You can ...

You have to go left and then straight on.  
OK, you go up this road for about ten minutes.

## **F 5 Getting people to (not) do things**

### **F 5.1 Requesting/ordering someone to do something and reacting to requests**

#### **F 5.1.1 requesting/ordering someone to do something**

Chris, could you do me a great favour?  
Could you give me your credit card number?  
I just wanted to ask you if you happen  
to have one more stamp?  
Do you have a stamp, by any chance?  
Can I post this second class please?  
Would you mind opening the door for  
me, please?  
Will you give him a message?  
Can you close the window for me, please?  
Would you pass me the sugar, please?

Do you think you could ... ?  
I wonder if you'd mind ... ?  
Would it be possible for you to ... ?

Imperative sentences  
I'd like you to ...  
I want you to ...  
Open the window, can/could/would/will you?

#### **F 5.1.2 acceding to a request, an order**

Yes, sure. No problem at all.  
Of course.  
Yes, certainly.  
Yes, of course.

#### **F 5.1.3 declining requests, orders**

Sorry.  
I'm afraid I can't.  
No, I'm sorry, I won't do that.

**F 5.2 Ordering something, e.g. in a service encounter****F 5.2.1 ordering something**

I'll have the deep fried mushrooms.  
 Can I have cheese on it?  
 Fried mushrooms, please.  
 Right, send that first class, please.  
 I'd like a cab for 2.30 pm, please.

**F 5.2.2 responding to orders**

Okay.  
 Right  
 Yeah, OK.  
 There we are.

**F 5.3 Asking for advice/advising/recommending/warning someone****F 5.3.1 asking for advice**

What would you recommend?

What would you do?

What do you think I should do?  
 Would it be a good idea to change my holiday money here?  
 What advice would you give?

We mustn't arrive too early. They won't be ready for us.

**F 5.3.2 advising/recommending/warning someone**

I would (not) ... (if I were you).  
 Why don't you get some fresh air? It'll do you good.  
 I think you should eat less.  
 I don't think you should drive so fast on these roads.  
 You/They (really) should/shouldn't ...  
 I can't recommend ...

(Be) careful!  
 Mind your head!

You ought to ...  
 My advice is to get to bed earlier.  
 It might/would (not) be a good idea to go to that party tonight.  
 Why not have a lie down? It would do you good.  
 I'd warn you not to drink if you're driving.  
 You'd better have a word with your doctor.  
 It would be better than having an accident.

*Signs*  
 WARNING  
 BEWARE (OF ... !)

**F 5.4 Requesting permission and reacting to requests for permission****F 5.4.1 requesting permission**

Can I have cheese on it?  
 May I smoke here?  
 Could I ask you a favour?  
 I wonder if I might use your phone?  
 Am I allowed to enter the computer room?  
 Do you mind if I come a little earlier?  
 Would/Do you mind if I came a little later?  
 Is it alright for me to ...?  
 Is it O.K. for me to ...?  
 I wonder if I might ...?  
 Can I leave it here?  
 Would it be alright if I came over here on the night?

**F 5.4.2 giving permission**

Yes, of course. If you like.  
 Please do.  
 If you like.  
 Help yourself!  
 Certainly.  
 The pilot says you can go in the cabin.

**F 5.4.3 withholding permission**

Sorry, but ...  
 Please don't do that.  
 I'm sorry, you can't smoke here.  
 I'd rather you didn't.  
 Parking's not allowed on this road.  
 Sorry, you're not allowed to do that.

## F 5.5 Suggesting something and reacting to suggestions

### F 5.5.1 suggesting something

We can go for a city break in Bruges.  
 And you could book rooms in Amsterdam.  
 Well maybe we could do that - go to Amsterdam.  
 You could try perhaps Littlewoods. They might be able to help you.  
 When you get to the centre of town, the best thing is to ask again.  
 If you like, we can go for a meal after the film.  
 It might be an idea to get a programme from the Concert Hall.  
 Shall we start working out where you are going to take her?  
 Why don't we put the film in here?  
 May be you could get a programme.  
 Let's make a date for the weekend.  
 How about tomorrow evening?  
 What about if you take her into town on Saturday morning?  
 Let's go and have a drink.  
 I suggest going to Spain this year.

### F 5.5.2 accepting suggestions

OK, we'll do that.  
 That's a good idea, John.  
 Okay.

Yeah, why not?

Good idea.

Yes let's.

### F 5.5.3 declining suggestions

I'd rather not.

I'd prefer to go to the cinema.  
 Let's go for a drink instead.  
 Well actually, I was thinking of staying in tonight.  
 I don't think it's such a good idea.

## F 5.6 Enquiring whether/saying something is (not) allowed

### F 5.6.1 asking whether something is allowed

Can I park here?  
 Is smoking allowed here?  
 Is it okay to leave the car here?

### F 5.6.2 saying something is allowed

Yes, that's okay.  
 Yes, parking is allowed on this road.  
 Yes, certainly.  
 Yes, sure.  
 I think that's all right.

### F 5.6.3 saying something is not allowed

Parking's not allowed on this road.  
 You can't park there, I'm afraid.  
 You mustn't play loud music after midnight.  
 You're not supposed to leave the office before half past four.  
 I'm afraid not.

*Signs:*  
 DOGS NOT ALLOWED  
 No Smoking/No Parking

## F 5.7 Offering to do something and reacting to such offers

### F 5.7.1 making offers

Can I help you?  
 Let me do it for you.  
 It's warm in here, shall I turn the heating down?  
 I'll do the driving, I like driving.  
 Do you want me to take that?  
 Is there anything I can do to help?  
 I'd really like to help you.

### F 5.7.2 accepting offers

That would be very kind of you.  
 Thank you.  
 That's very kind of you.

### F 5.7.3 declining offers

It's really not necessary.



I could pay you back in cash.  
Yes, she can come with me.  
Do you want to know what that is?

No, thank you.  
No, it's okay, thank you.

## **F 5.8 Promising to do something and reacting to promises**

### **F 5.8.1 promising**

I'll do it (for you tomorrow).  
Don't worry, I will.

I promise I'll be there.  
I promise to help you.  
The work will be done as soon as possible.  
We'll get a car to you as close to the time  
as we can.

### **F 5.8.2 reacting to promises**

Thanks a lot.  
Oh good.  
That's good.

## **3.2 Inventory S – Strategies**

When completing tasks, the learner needs a number of discourse and cooperation (compensation) strategies as listed in the following categories:

### **S 1 Face-to-Face Communication**

#### **S 1.1 Structuring the discourse**

#### **S 1.2 Entering and leaving the discourse (turn-taking)**

#### **S 1.3 Interactional strategies**

#### **S 1.4 Structuring one's own contributions to the discourse**

#### **S 1.5 Formulating one's own contributions to the discourse**

#### **S 1.6 Cooperation strategies to support the continuation of the discourse**

#### **S 1.7 Cooperation strategies to compensate for inadequate language skills**

### **S 2 Mediated Communication**

#### **S 2.1 Strategies on the phone**

#### **S 2.2 Letter writing strategies**

This inventory is based on the work of Geoff Tranter.

## S 1 Face-to-face communication, conversation

### S 1.1 Structuring the discourse

#### S 1.1.1 Opening a conversation

- \* A: **Oh d'you remember Helen?**  
D: Yes.  
A: Helen, her mum never ever makes cakes.
- \* **Well, I'll always remember that time** we were struck by lightning.
- \* **You're saying about** that chap with the newspaper, ....
- \* ... **do you sew?** I used to sew a lot when ...
- \* Have you heard about ....?

#### S 1.1.2 Structuring a conversation, linking

- \* ... to say we were about to land. **Then** ... guess what happened ...
- \* ... all the overhead lockers started rattling. **In the end** we landed safely.
- \* ... it made it seem you weren't going to make it. **Suddenly** there was a loud bang.
- \* ... he didn't tell us the plane would start shuddering; **and the next thing we knew**, ....
- \* Right okay **and the other thing I need** is ...
- \* In the first place, I think ....
- \* Put the cheese on **first** ... **and then** ...

#### S 1.1.3 Ending a conversation

- \* Right ... okay.
- \* ... Okay look forward to seeing you.
- \* A: There we are. C: Lovely.  
A: Thanks very much. C: Thank you  
A: Bye bye. C: Bye bye.
- \* Well it's been nice talking to you.
- \* See you soon.

### S 1.2 Entering and leaving the discourse (turn-taking)

#### S 1.2.1 Starting an utterance

- \* **Well**, you go down Fullarton Road ...
- \* **So** it's a wonder he wasn't hurt, isn't it?
- \* **Actually** I've never visited these places myself so it would be interesting for me, too.
- \* Well you can go inside and eat. That's Sunday afternoon. **Now** if she goes back on Monday morning, ...
- \* Yes, you're right .. **well look**, in a minute we'll know.
- \* Oh. But they're not. **I mean** they knew we were away for that whole week cos I wrote and told them.
- \* **Now** the trouble with these things is you have to get off the main road.
- \* ... I would then have gone to the parking people and said, '**look**' shall I leave the car there?'
- \* **So**, how's work going with you?
- \* **Right**, send that first class please.
- \* **So anyway** erm my cousin Mervin ....

#### S 1.2.2 Interjection, interrupting

- \* B: White City Estate Little Tennis Street. Don't you know Nottingham?  
A: No
- \* Well, you go down Fullarton Road ...  
... **what, down Old Belair, and around ...?**
- \* ... And her little friend said ..?  
Where was this .. on the same road?
- \* V: Yeah! We had it all ready and it's - it's easy to make it [S: **Great!**] in advance you see.
- \* Excuse me.
- \* Could I come in there?

- \* Can I say something?
- \* I'm sorry but ....

### S 1.2.3 Indicating a wish to continue (holding the floor)

- \* Just one moment, please.
- \* Just a minute.
- \* Just let me finish what I was going to say.

### S 1.2.4 Ending the utterance

- \* ... and **that's** erm **about it**.
- \* ... coming back from Hong Kong, well landing in Bahrain **actually**,
- \* ... um I don't know where you can try for Bath **actually**.
- \* It's the best place to have an accident **anyway**.
- \* How fast were you going **then**?
- \* It's more in the winter they have concerts but it's possible you'll have to look at the programme **really**.
- \* Oh I see **right okay**.
- \* I don't know actually it might be nice to spend a couple of hours in London **anyway**.
- \* **Right okay** and the other thing I need is ...

## S 1.3 Interactional strategies

### S 1.3.1 Showing that you are following a person's discourse (backchanneling)

- \* S1 er ... since this pair have arrived [S2: **mm**] I've had very, very little time.
- \* He wakes up with nightmares and that. [S2: **Does he?**]
- \* From here you're going to go [S2: **Yeah.**] back towards the city. [S2: **Right.**]
- \* S1: Lights turn right. S2: Turn right. **Yeah**.
- \* It's Tokyo that worries me. [S2: **Yes.**] They're waiting for a big one, [S2: **Yeah**] aren't they?
- \* The Old Timer burger, but I'm gonna have cheese with it. S2: **Oh right**.
- \* Well ... I would be going from Paddington to Victoria. S2: **I see, yes**.
- \* But I would probably say go down to Covent Garden or something, [S2: **Yes**] cos I've got the cross-London transfer anyway. [S2: **Ah-ha**] [S3: **Mm**]
- \* And their daughter's in Australia, and they've never been to Australia to see her. S2: **Oh, haven't they?**

### S 1.3.2 Encouraging someone to continue

- \* Do go on.
- \* Don't let me interrupt you.

### S 1.3.3 Indicating that you are coming to an end

- \* Finally, ....
- \* Just one more thing, ...
- \* To sum up, ...

### S 1.3.4 Overlapping another person's utterance

- \* S1: And I just tell them your number.  
S2: You tell them my number ... this one here.
- \* S1: They've got a dog and they don't feel they can leave the dogs with the neighbours.  
S2: leave her with anybody, no.

### S 1.3.5 Completing another person's utterance

- \* S1: Are you still playing er  
S2: guitar
- \* S1: I telephoned there and they said they wouldn't do any reservations  
S2: without a card.

**S 1.3.6 Dialogic strategies in a monologic context**

- \* ... every time we go to Ireland we erm, **you know**, look for good musicians.
- \* ... and er do quite a lot of listening and **of course** we still buy a lot of records.
- \* ... but, erm, there's not actually anybody to play with around here, **you know**.
- \* We could have a party with spaghetti or beans on toast, **couldn't we?** It'd be much easier, **wouldn't it?**
- \* ... **do you remember?** I suppose we were about 50 miles out and **like** dropping.
- \* ... we were about to land. Then ... **guess what happened** ...
- \* ... And you can't get back because there's cars behind you, **you see**.

**S 1.3.7 Shared knowledge**

- \* A social something we have left out **of course** is a trip around the University itself and it's a beautiful area, **isn't it?**
  - \* **You wanted it** hard boiled, **didn't you?**
  - \* It's really nice round there. I might just sort of **you know** go for a little wander.
  - \* It's that garlic cheese, **you know**.
- A: Well, **of course**, people who go to the vet's are [B: Mm] interested in cats and dogs, **aren't they?**

**S 1.3.8 Adopting your partner's wording**

- \* S1: Lights **turn right**.
- S2: **Turn right**. Yeah.
- \* S1: And I just **tell them your number**.
- S2: You **tell them my number** ... this one here
- \* S1: No no **it was in my own car**.
- S2: Oh **it was in your own car**.

**S 1.4 Structuring one's own contributions to the discourse****S 1.4.1 Giving examples**

- \* So it could easily be **like** one to 15 ...
- \* B: But I would probably **say** go down to Covent Garden or something [C: Yes] cos I've got the cross-London transfer anyway. [C: Ah-ha] [A: Mm]
- \* No, if I'd had, **say**, an hour to wait, I would then have gone to the parking people
- \* ... And equipment **like** switches and things like that.
- \* Because as well as being a grand old house it's also got **like** a museum inside.

**S 1.4.2 Returning to the topic**

- \* **Anyway**, the plane kept descending; the whole plane was, you know,
- \* Yeah in Switzerland as well yeah .... **So** we're looking in there and we can't find any Magnum ice cream.
- \* **Anyway** she went to see him and she said ...

**S 1.4.3 Changing the topic**

- \* The title 'supervisor', **by the way**, is the same to me. Isn't it to you?
- \* It's just the process though ... **do you sew?** I used to sew a lot when ...
- \* There's something else I wanted to say.
- \* **Talking of** computers, ....
- \* **That reminds me**, ....

**S 1.4.4 Asides**

- \* Right ... just ... erm ... **what the best way** ... yeah .. Go right away to the top.
- \* Very, very thin pancakes - about - um - **I don't know how many** - four or five I think.

**S 1.4.5 Self-correction**

- \* No, I don't play very much now, **no, not at all**.
- \* ... coming back from Hong Kong, **well** landing in Bahrain **actually**,
- \* They're trying too hard the other way, **or well** not too hard.
- \* She likes all kinds of music, classical - **mainly classical, I think**.
- \* ... Well, the company's dividing into - er - **three, well - I suppose - four really**.

## S 1.5 Formulating one's own contributions

### S 1.5.1 Focussing

- \* Well they had a big one in '81, it was fun **it was**.
- \* I'm going to have er ... an Old Timer with cheese **I am**.
- \* **It's Tokyo that** worries me [A: Yes] they're waiting for a big one [A: Yeah] aren't they,
- \* **Is that the one where** they have the toilets marked with er gentlemen,
- \* **The only problem** I suppose if we do go by train **is** ...
- \* Now **the trouble with these things is** you have to get off the main road
- \* And **the only reason** they get better education **is** because the staff-student ratio is better
- \* Possibly yeah, but **the thing is** I've booked my taxi from Maidstone at a later time.
- \* But - um - **the main thing is** that AT&T is - is - really in the business of ...
- \* **It's not that it's** the parking and trying to find things
- \* **The only thing is** when I opened ....
- \* Of course, **what I don't know is** he's knocking at the front door
- \* ... **what was really unnerving was** that the crew were nowhere to be seen.
- \* And it's that's not **I mean** it's not always a good thing cos they should take the best students
- \* and **I mean the truth of the matter is** it's not that it's so much that public schools should be abolished
- \* Actually I've never visited these places **myself** so it would be interesting for me.
- \* All right, so he **himself** is not a supervisor and he is in the same rank as Bob, yeah?
- \* Well it's so cheap you know, **this is the thing**.

### S 1.5.2 Emphasising

- \* ... but, erm, there's not **actually** anybody to play with around here, you know.
- \* ... But since this pair have arrived [B: mm] we've had **very, very** little time.
- \* cos you **just** don't have the time, and with the new house ...
- \* But this one guy **this is true** there was a guy down there.
- \* It certainly could yes, **that's a fact**.
- \* It made me realize how lucky we were. I'm not sure I'd fly with that airline again **ever**.
- \* **Ever since**, I've never felt all that happy while a plane's landed.

### S 1.5.3 Avoidance, hedging strategies

#### S 1.5.3.1 Avoiding a topic

- \* I'd like to ask you something else.
- [Other topic-changing exponents as in S 1.4.3 above]

#### S 1.5.3.2 Avoiding precise answers, giving precise details

- \* ... wakes up with nightmares **and that**.
- \* ... some nights we change beds **about three or four** times.
- \* ... or it just might be a car, noisy car going past the window **or something**, ...
- \* ... and er they were on the top floor the fourth, four storeys **I think**.
- ... do you remember? **I suppose** we were **about** 50 miles out and like dropping
- \* ... when there's one teacher to 45 children **or whatever** you know.
- \* ... and er there was this big bus **or something** behind us you know.
- \* She can have a diet coke **or something**.
- \* I don't particularly like **that kind of thing**.
- \* We've got a cultural evening on Saturday, either a play **or something like that**.
- \* He said **something like** oh we don't stock them **or something**.
- \* But I would probably go down to Covent Garden **or something**, cos I've got the cross-London transfer.
- \* Now the trouble with **these things** is you have to get off the main road.
- \* ... And equipment **like** switches and things like that.
- \* Very, very thin pancakes - **about** - um - I don't know how many - four or five, **I think**.

#### S 1.5.3.3 Avoiding giving an answer, committing yourself

- \* It made me realize how lucky we were. **I'm not sure** I'd fly with that airline again ever.
- \* **I think** I'm going to have a veggy one wiith barbecue sauce on it.

- \* Do you know the way to the railway station? S2: I don't but **I would imagine** that's the way I came down.
- \* ... So that they stay together, **I suppose**.

#### S 1.5.3.4 **Avoiding giving your opinion**

- \* The only problem **I suppose** if we do go by train is ...
- \* **Apparently** it was his party no it was his party-piece because the police told me that he'd done it very often.
- \* **I'm not sure** it's worth visiting.
- \* **Apparently** erm someone's moving well to a new job.

#### S 1.5.3.5 **Avoiding problems, tension (face-saving)**

[cf. Topic-changing exponents as in S 1. 4.3 above]

[cf. Politeness strategies as in S 1.5.4 below]

#### S 1.5.3.6 **Avoiding specific words, phrases**

- \* ... with a real thump. Then the crew, stewardesses **and things**, ...
- \* When we looked at the tail of the plane there was a gaping hole on **the sort of fin bit**.
- \* ... he looked pretty - erm - you know he wasn't bleeding **or anything**.
- \* **That bit there's** the bottom.
- \* [A: Yeah] rather than ringing the taxi up [A: Yeah yeah] rearranging it and **things**.

#### S 1.5.4 **Politeness (Indirectness) strategies**

- \* It's quite cheap **actually**.
- \* ... and erm I **was wondering** whether to have a veggy burger or the normal burger.
- \* B: Um have you **by any chance** got anything on Bath?
- \* I'm **awfully** sorry, we haven't ... um I don't know where you can try for Bath actually.
- \* She's not so keen on pubs **actually**, she doesn't drink.
- \* So I **was wondering**, would it be all right if I came over here on the night? What d'you reckon?
- \* I just wanted to ask you if you happen to have one more stamp, **do you by any chance?**
- \* No. I couldn't take your last but one. S2: **Well** the last one **actually** - that would be my last one.

#### S 1.5.5 **Downtoning**

- \* Yeah ... I'll **just** telephone then.
- \* ... suddenly appeared all smiling and we filed out all looking **a bit** pale.
- \* Could you **just** tell us the way to the station, please?
- \* So it was **a bit of** a miracle he wasn't hurt wasn't it?
- \* ... when I've had people to stay they **quite** like going to Wollaton Hall.
- \* It's really nice round there I might **just sort of** you know go for a little wander.
- \* It's **only** a little appetizer.
- \* No bother to me, 'cos I **happened to have** in my side pack a spare vest and socks you see.

#### S 1.5.6 **Question Strategies**

##### S 1.5.6.1 **Direct Questions:**

- \* Do you know the way to the railway station?
- \* How much was it?

##### S 1.5.6.2 **Indirect Questions**

- \* Can you tell me how to get to this place?
- \* So I was wondering, would it be all right if I came over here on the night? What d'you reckon?
- \* I just wanted to ask you if you happen to have one more stamp, do you by any chance?
- \* Are you thinking of going back on the same train as me tomorrow then **or what?**

##### S 1.5.6.3 **Confirmation Questions**

- \* I suppose they take up a lot of time, don't they, children?
- \* They're waiting for a big one, aren't they?
- \* I'm gonna have the deep fried mushrooms, you like mushrooms, don't you?

- \* You don't do cider, do you?
- \* So it was a bit of a miracle he wasn't hurt, wasn't it?

S 1.5.6.4

**Alternative Questions**

- \* One piece of toast or two Mike?
- \* Are you going today **or** tomorrow?
- \* Is Delft in Holland **or** Belgium?

S 1.5.6.5

**Negative Questions**

- \* **Don't you** know Nottingham?
- \* **Isn't it** good?

S 1.5.6.6

**Implied Questions**

- \* I thought you were touring the country at one point.
- \* ... and erm I was wondering whether to have a veggy burger or the normal burger.

S 1.5.6.7

**Answering one's own questions**

- \* Where was this .. on the same road?
- \* And do you have to do the cheese first and ... no, you put it on all at once and pile it at the top first.

**S 1.6****Cooperation strategies to support the continuation of the discourse****S 1.6.1****Orientation, help strategies**

S 1.6.1.1

**Orientation in terms of the time framework**

- \* **He'd had** a serious accident and was in hospital for a long time.
- \* It was **when I'd just passed** my driving test.
- \* ... and **I was taking** her to the dentist and **I was coming down** Southport Road near the police station.
- \* **I was coming** down Southport Road near the police station.
- \* **He was standing** on the third floor when it happened.

S 1.6.1.2

**Giving extra information**

- \* He wrote a letter to Diane, **who was in Europe**.
- \* Mm ... I've got this one, **which is an Access Card**.
- \* The hotel was situated on a very busy highway, **which** was very noisy at night.
- \* I am at present in my second year at Dortmund Technical College, **where I am studying hotel management**.

S 1.6.1.3

**Checking in advance**

- \* S1: **Oh d'you remember Helen?**  
S2: Yes.  
S1: Well, Helen, her mum never makes cakes.
- \* S1: **What are you doing tonight?**  
S2: Nothing. Why?  
S1: I was thinking of going to a movie, do you want to come?
- \* A: **Do you remember Betty Loo? She used to work at Wanchai.** [S2: Uhuh.]  
We thought she could come over with her husband.
- \* Carol, **you remember Carol?**

**S 1.6.2****Intensifying for the purpose of increasing/maintaining the listener's interest**

- \* 'Cos it's **right** the other side of town.
- \* It looked like we were flying **right** into it. It was **really** frightening.
- \* Anyway, the plane kept descending; the **whole** plane was, you know, really quiet.
- \* What was **really** unnerving was that the crew were nowhere to be seen.
- \* The whole plane was **really** quiet ... it was **quite** strange.
- \* I **quite** agree.
- \* It's **absolutely** delicious.



**S 1.6.3 Phatic communication**

- \* I've been there. [S2: Yeah.] I've been to Taunton. [S2: Yes, yeah.] Yeah.
  - \* I've been to Exeter. Stayed in Exeter for a few days, [S2: Yes.] Yeah, quite nice. Quite nice.
  - \* It was nice, wasn't it, yeah. [S2: Ah.] [S3: Oh it was.] It was lovely, yeah, lovely.
- S2:: Yes, it was lovely.]

**S 1.6.4 Checking**

- \* From here you're going to go back towards the city. **Right?**  
**What, down Old Belair, and around ...?**
- \* Yeah, keep going straight, past the racecourse to the roundabout. **You know the big roundabout?**
- \* Don't do cider, do you?
- \* **Sorry?**
- \* Well, it's that way, **alright?**
- \* **Did you say** the castle?
- \* All right, so he himself is not a supervisor and he is in the same rank as Bob, **yeah?**
- \* .... But not matching each other, **if you understand what I mean.**
- \* It's all right **then, eh?**

**S 1.7 Cooperation strategies to compensate for inadequate language skills**
**S 1.7.1 Your partner's skills are inadequate to understand what you are saying**  
**Simplification of your own language**

- \* So he wrote her a letter and explained that he was going to take a trip with Carol. B: **Eh?**
- \* He wrote a letter to Diane, who was in Europe, and told her that he was planning to take a trip, with Carol, the woman he had just met. B: I don't understand.

**S 1.7.1.2 Saying everything twice**

- \* [Simple repeat]
- \* [Simple repeat more slowly]
- \* I said ....
- \* What I said was, ....

**S 1.7.1.3 Rephrasing individual words**

- \* It's a kind of ...
- \* It's a sort of ...
- \* It's something like a ....
- \* It's used for ....

**S 1.7.1.4 Checking**

- \* Are you with me?
- \* Can you follow?
- \* Is that clear?
- \* Do you see what I mean?

**S 1.7.1.5 Spelling difficult words**

- \* It's spelt ....

**S 1.7.2 Your partner's skills are inadequate to express her/himself adequately****S 1.7.2.1 Asking for repetition**

- \* Sorry, where does she live?
- \* Sorry, what did you say his name was?

**S 1.7.2.2 Offering assistance in phrasing**

- \* Do you mean ....?
- \* Perhaps you mean ....
- \* I think you probably mean ....

S 1.7.2.3

**Checking**

- \* Are you trying to say ....?
- \* Do you mean ....?

S 1.7.2.4

**Signalling non-understanding**

- \* I couldn't quite follow that.
- \* How do you mean?
- \* I didn't quite understand what you were trying to say.

**S 1.7.3****Your skills are inadequate to express yourself adequately**

S 1.7.3.1

**Paraphrasing**

- \* It's a kind of ...
- \* It's a sort of ...
- \* It's used for ...

S 1.7.3.2

**Use of similar words**

- \* It's something like a ....
- \* It's a kind of ...
- \* It's a sort of ...

S 1.7.3.3

**Correcting yourself**

- \* I'm trying to say ....
- \* What I mean is ...
- \* Sorry, I'll start again.
- \* I'll try and say that again.

S 1.7.3.4

**Expressing that you do not know a word/ have forgotten a word**

- \* I don't know how to say it in English.
- \* I don't know what you call it/what it's called in English.
- \* I don't know the word in English.
- \* In (French, German, Italian, etc.) we say .....
- \* What's the English for .... ?
- \* What's .... in English?
- \* How do you say .... in English?
- \* What do you call ... you know .. a .... in English?

S 1.7.3.5

**Asking if you have been understood**

- \* Am I making myself clear?
- \* Could you understand?
- \* Can you understand what I'm trying to say?

**S 1.7.4****Your listening skills are inadequate to follow correctly**

S 1.7.4.1

**Signalling non-understanding**

- \* Eh?
- \* Sorry, I don't understand.
- \* What was that?

S 1.7.4.2

**Asking for repetition**

- \* One more time please.
- \* Did you say ....?
- \* Sorry, what did you say?
- \* Where did you say he lives?
- \* Once again, please?

S 1.7.4.3

**Asking for confirmation that you have acoustically understood/have understood the context**

- \* Did you say ....?
- \* Have I understood right? Did you say ...?

- S 1.7.4.4 **Asking for clarification**
- \* Sorry, what does ... mean?
  - \* What do you mean by ...?
  - \* What is ...? I don't know the word.
- S 1.7.4.5 **Asking someone to spell a word**
- \* Sorry, how do you spell that?
  - \* Sorry, could you spell that for me, please?
- S 1.7.4.6 **Asking for something to be written down**
- \* Could you write that down for me, please?
- S 1.7.4.7 **Asking someone to speak more slowly**
- \* Could you speak a little more slowly, please?
  - \* Sorry, that was a little bit too fast.
  - \* Not so fast, please.

## S 2 Mediated Communication

### S 2.1 Strategies on the phone

#### S 2.1.1 Opening a conversation

- \* Leeds 73 46 85
- \* Hello. This is .... speaking.

#### S 2.1.2 Asking for a person

- \* Can I speak to ..., please?
- \* Could you put me through to ....?
- \* I'd like to speak to ..., please.
- \* Extension 289, please?
- \* Can I have extension 389, please?
- \* Hello, is that Ms Thomson?

#### S 2.1.3 Asking someone to wait

- \* Hold the line, please.
- \* Just a moment, I'll put you through.

#### S 2.1.4 Asking whether you can be heard and understood

- \* Can you hear me?
- \* Are you still there?
- \* Can you understand me okay? It's a bad line.

#### S 2.1.5 Giving signals that you can hear and understand

[Backchanneling strategies as in 3.1 above]

#### S 2.1.6 Announcing you will phone again later

- \* I'll call back later.
- \* I'll give you a ring tomorrow.

#### S 2.1.7 Closing a conversation

- \* Anyway, look forward to hearing from you.
- \* Thanks for phoning.
- \* Give me a ring some time.

#### S 2.1.8 Compensating for lack of visual communication, orientation strategies

[Giving extra information in order to facilitate understanding.]

## **S 2.2 Letter writing strategies**

### **S 2.2.1 Addressing, opening**

#### **S 2.2.1.1 Addressing**

- \* Dear Mr Finnegan,
- \* Dear Customer Consultancy Service,
  
- \* Dear Lucy, \* Dear Jean, \* Dear Sue, \* Dear Rachael,
- \* Dear Sir, Dear Madam,
- \* Dear Sir,

#### **S 2.2.1.2 Opening**

- \* **I am writing in response to** an advertisement for a temporary summer typist/receptionist.
- \* **I was very interested to read your** ad "Inline for Idiots" in this month's issue of Easy PC.
- \* **I am writing this formal letter** of complaint regarding the package holiday.

### **S 2.2.2 Structuring a letter**

[cf. S 2.1.2 above]

### **S 2.2.3 Closing**

- \* I look forward to hearing from you.
- \* Thanking you in anticipation.
- \* We send our best wishes to you, and hope to hear from you soon.
- \* I look forward to hearing from you as soon as possible.
- \* Love, Marie
- \* Thank you,
- \* Sincerely yours,
- \* Love from Gillian
- \* Thanks,
- \* See you next week,
- \* Yours,

### **S 2.2.4 Orientation strategies**

[Giving extra information in order to facilitate understanding.]

### 3.3 Inventory N – Notions

The exponents listed in this inventory can be used in many different contexts and are not tied to any particular topics. The selection of items is not exhaustive, the purpose of the exponents being to serve as an example of the type of language involved. As in Inventory F (Language Functions) some of the exponents are presented as two-liners (cue – response).

The list consists of the following categories:

**N 1 Descriptions**

**N 2 Possession, Belonging**

**N 3 Place (Location, Direction)**

**N 4 Time**

**N 5 Manner**

**N 6 Number, Quantity**

**N 7 Possibility, Ability, Capability**

**N 8 Necessity, Obligation**

**N 9 Conditions**

**N 10 Comparison**

**N 11 Availability**

## N 1 Descriptions

What's (it) like?

What does it look like?

Who does he look like?

What sort/kind of food is it?

Which person was it?

What does it taste like?

What does it smell like?

It was so noisy.

A nice young lady came to see me.

That looks very nice.

He looks like my grandfather.

Have you seen today's paper?

Can I have a second-class stamp, please?

It's a kind of cream cheese.

He made a sort of Christmas cake.

The woman dressed in white.

The woman standing at the bar.

It tastes good.

It smells nice.

## N 2 Possession, Belonging

### N 2.1 Possession

Whose book is this?

Whose gloves are these?

Who does it belong to?

Who owns that house over there ?

Who's the owner of this car?

It's mine/yours/his/hers.

They're ours/yours/theirs.

It's my/your/his/her book.

It belongs to John.

It's John's car.

I'd love a room of my own.

She's probably not going to be in her own home for a year.

Was this in the driving school car or your own?

Well, Mum and Dad went out, so we went to Mary's to sleep.

He's gone to the doctor's.

That's one of Auntie Mary's.

Mandy's mother took the children to school.

Signs:

PRIVATE PROPERTY

LOST PROPERTY (OFFICE)

### N 2.2 Being part of

Which team is he in?

What part of London would you be in?

He's in our football team.

She's the European Member of Parliament for our area.

## N 3 Place

### N 3.1 Location

Where is ...?

How far is it?

It's here/there/over there.

round/near/through/at/next to

between/behind/inside

in front/in front of/outside

above/beyond/behind/in front of  
 They're on the (left/right)/straight on  
 He's at home/work/church/school.  
 He's at a party.  
 He's at the doctor's.  
 He's in town/London.  
 He's at Bill's.  
 That's the place where they ...  
 He stood against the wall.  
 in the north / south / east / west  
 The outside/inside/front/back  
 He's not in. He's out.

### N 3.2 Direction

Where are you going?  
 Where's he gone?  
 Where is he from?

on/under/opposite/in/over  
 He's gone to ...  
 He comes (is) from London.  
 They're going home.  
 out of, past, from  
 They've gone away.  
 going up/down  
 They've gone back to the house.  
 Go along North Street and then  
 turn left/right.  
 to / into  
 straight on  
 He comes (is) from London.

### N 4 Time

When's your appointment?  
 What time does the train leave?  
 When does the next train leave?  
 How long does it take?  
 How often do you go?

DAYS OF THE WEEK, DATES  
 TIMES OF DAY  
 MONTHS, SEASONS  
 It's on Monday at 4 o'clock.  
 during / while  
 by then / by now  
 after / till / until / before  
 since/yet/already  
 at the same time  
 yesterday / the day before  
 yesterday / today / two days ago  
 this week / this month / this year  
 for two days / since Tuesday  
 tonight / the night before  
 last night / last week / last year / last month  
 last Monday  
 in 1977  
 next week / next year/ next weekend  
 tomorrow / the day after tomorrow  
 in two weeks' time  
 at the moment  
 in the morning/afternoon/evening  
 at night

How long does it take?

It takes an hour.

Does he ever come late?

never/sometimes/often/always/

Have you ever tried Indian food?

(not always)/usually/

They come once/twice/x times a week.

every day/again

immediately/at once

## **N 5 Manner**

### **ADVERBS OF MANNER**

quickly / slowly / fast

He writes like a child.

in a friendly way

with difficulty

## **N 6 Number / Quantity**

### **CARDINAL AND ORDINAL NUMBERS**

#### **MATHEMATICAL OPERATIONS**

#### **TELEPHONE NUMBERS**

a few / a lot of / plenty of / several

all / both / none / neither

much / many

zero / nought / o

some / any

a pound of / two kilograms of / a pint of

a piece of, a bottle of / a pair of

each / every

## **N 7 Possibility / Ability / Capability**

### **N 7.1 Expressing Ability / Capability**

You can phone from here.

He's unable to come.

They'll be able to help you.

There's no way that he'll manage it.

I could read when I was three.

All I could see was his face.

John could have helped us.

You could find out what's on at the Theatre Royal.

You can't miss it.

non-swimmers

He's very good at his job.

### **N 7.2 Expressing Possibility**

It's impossible.

Or it just might be a noisy car.

I may have to go to France for a few days.

He may have missed the bus.



We had no idea what could have happened.  
 The plane could have been delayed by fog.  
 It's possible that he might come tomorrow.  
 He's not likely to come as late as this.  
 Maybe you could get a programme from the office.  
 Perhaps you could arrange to meet some of your friends.  
 You're probably right.  
 Possibly, but the problem is I've already booked my ticket.

## N 8 Necessity / Obligation

### N 8.1 Expressing Necessity

Do I really need to go?  
 Do I have to do this?

Must I finish this today?  
 Have we got to go now?

Is it really necessary to get a new tv?

We don't have to leave until tomorrow.  
 I've got to manage my money to look after myself in my old age.  
 And then you have to go left.  
 I need to go to the railway station.  
 It has to be ready by tomorrow.  
 You must finish it.  
 You needn't do it right away, but if you could finish it by lunchtime.  
 You need a 10p piece for the telephone.  
 You don't need to take three suitcases, do you?  
 It's (un)necessary.  
 You're supposed/expected to ...  
 They made me/forced me to ...  
 I should have gone on another twenty yards.  
 I needn't have gone to the station to meet her.  
 It's a must.

### N 8.2 Expressing Obligation

Do you have to leave?

Ought I to do this?  
 Should I do this right away?  
 Should I have done that?  
 Is it my job to clear this away?  
 Is it up to me to finish it?  
 Have I got to do this?  
 Am I expected to do this?  
 Am I supposed to do this?

I have to leave right away. I promised to be home by seven.  
 You ought(n't) to drink and drive.  
 You should(n't) have told them.

It's up to you to do it.  
 It's your job to look after the garden.  
 You've got to pay for the damage you caused.  
 I'm not expected to do a lot of overtime, am I?  
 You're supposed to be there by ten, you know.  
 They made me do it.

## N 9 Conditions

If you take that road, that takes you into Chorley.  
 If you need help, just give me a ring.  
 If you come I'll help you.  
 If he had time he would come.  
 If you took the train you'd be there by about six.  
 If I were you, I'd stay at home.  
 No, if I'd had an hour to wait, I would have gone to the car park.  
 I won't help unless ...

I'll only go to the cinema if I can choose the film.  
I'd (only) ... if ...  
If you want to stay overnight I'll reserve the spare  
bedroom for you.  
If you can't come, let me know.

It depends.  
It's okay as long as you're careful.

## N 10 Comparisons

Since when do guests of 2-star hotels get better service?  
It was worse in that part of the country.  
That makes it more difficult.  
Yes well she could go and look at something more  
interesting.  
There might be some but it's less likely than on other nights.  
It's no cheaper or dearer either way.

I should have gone a few yards further on and then  
turned left.  
Is that all, God, I thought it would cost more than that.  
My youngest daughter was about five years old.  
When you get into the centre of town the best thing to  
do is to ask again.  
The most uncomfortable thing was the fact there was no  
air-conditioning.  
The one nearest to the road .  
Is this the smallest you've got?  
You could do that if you got the earliest train in the morning.

It's not as difficult as it first seemed.  
As far as you can go.  
I look forward to hearing from you as soon as possible.  
I'm interested in this sauce. I want to know if it's the  
same as a Hollandaise.

It's something like ...  
Compared to ... it's ...  
It's a kind of vegetable.

## N 11 Availability

Do you have, er have you got pineapple juice?  
We've got no forms for you to do it month by month.  
Have you got any written information about these places?  
There's also a lot of local folk music.  
Cos there's no shelter there, is there?

### 3.4 Inventory T – Topics

Inventory T lists the relevant topic areas for learners preparing for telc English B1. The items in each of the topics have been taken from the alphabetical vocabulary list (Inventory V). All the topics in this inventory may be used for test purposes. For classroom work this list of topics and vocabulary will merely form a “common-core” basis and will need to be further developed and extended to meet the individual needs and interests of the learners.

The following 16 topic areas form the specifications for telc English B1:

- T 1 Personal identification**
- T 2 Human body, health and bodycare**
- T 3 Home and housing, accommodation**
- T 4 Places**
- T 5 Everyday life**
- T 6 Food and drink**
- T 7 Education, training and learning**
- T 8 Occupation, profession, job**
- T 9 Economy, commerce and trade, the consumer**
- T 10 Commercial and public services**
- T 11 The natural environment**
- T 12 Travel**
- T 13 Spare time, leisure, entertainment**
- T 14 Media, communications**
- T 15 Society, state, government**
- T 16 Relationships with other people(s) and cultures**

**T 1      Personal identification**

**T 1.1    name, address, marital status, sex, date and place of birth, age**

name	age	adult / man / woman
first name	six years old	baby / child
surname	born	boy / girl
last name		
Mr / Ms / Mrs		
married / single	sex	address
divorced / separated		number
wife / husband		

**T 1.2    nationality**

British / American (cf. Vocabulary List)	language
national / nationality	foreign
passport	identity card
citizen	

**T 1.3    physical appearance**

tall / short / small	fat / thin / slim	pretty
medium height	old / young	attractive
dark / fair		handsome
		good-looking
		beautiful
beard / haircut	look like	ugly

**T 1.4    family, personal relationships**

family / relatives		
husband / wife		
parents	parents-in-law	
father / mother	father-in-law / mother-in-law	Mum / Dad
daughter / son	daughter-in-law / son-in-law	
grandparents		
grandfather / grandmother		granddad / grandma
granddaughter / grandson		
grandchild		
brother / sister	brother-in-law / sister-in-law	
child, children		engaged / married / single
baby		divorced / separated
aunt / uncle		partner
	colleague	friend / boyfriend / girlfriend

## T 2 Human body, health and bodycare

### T 2.1 body, personal hygiene

arm	foot	neck
back	hair	nose
blood	hand	shoulder
body	head	skin
ear	heart	stomach
eye	knee	tooth
face	leg	throat
finger	mouth	
wash	water	
have a bath	soap	
have a shower		
dry	towel	
to get my hair cut	haircut	
to get my hair done	comb	
shave	shaver	
clean my teeth	toothbrush	
	toothpaste	
clean / dirty	handkerchief	
weigh / weight		
diet	health food	

### T 2.2 state of health, medical treatment

feel	doctor	examination
tired	dentist	test
cold / hot	chemist	
ill / sick	go to the doctor's	treat
healthy / unhealthy	specialist	treatment
fine / well / better	nurse	take medicine
suffer from	ambulance	drug
fit	hospital	operation
weak	appointment	advice
stiff	medical insurance	diet
suffer from		
recover		
get better		
conscious / unconscious		

### T 2.3 illness, accident, handicap

illness	have an accident	blind
backache	send for an ambulance	discriminate
headache	call the police	glasses
stomachache	pain	handicapped

toothache  
catch a cold  
flu'  
cough  
a sore throat  
a stiff neck  
a temperature  
sick  
call a doctor  
trouble

hurt  
cut  
fall  
badly injured  
break a leg  
danger / dangerous / safe  
serious  
die

stick

**T 2.4    smoking, drugs**

smoke a pipe  
smoking  
a light  
allowed  
smoke a pipe  
non-smoker

drugs  
addict

**T 3        Home and housing, accommodation**

**T 3.1     type, size and location of home**

house  
flat  
block of flats  
apartment  
move (v.)

floor  
first floor  
ground floor  
basement  
cellar

in the suburbs  
(town) (city) centre  
in the centre of town

lift  
  
garden  
gate  
wall  
balcony  
garage

little/small  
big  
old  
new  
modern  
comfortable  
quiet  
noisy

in the country  
  
on the left  
on the right  
on the corner

street  
road

private  
  
move

north  
south  
east  
west

near  
next to  
opposite

**T 3.2     rooms**

room  
kitchen  
dining-room  
living-room  
lounge  
bedroom  
spare room

bathroom  
toilet

cellar

hall  
stairs  
upstairs  
downstairs

**T 3.3 rent, other expenses**

rent	cash	expensive
electricity	account	cheap
gas	per cent	high
heating		low
water	afford	average
	cost	
	charge	

**T 3.4 furniture and equipment**

furniture	cooker	cup
chair	freezer	saucer
table	microwave	knife
cupboard	washing machine	fork
desk	iron	spoon
shelf		dish
bed	door	plate
blanket	lock	serviette / napkin
sheet	key	
pillow		light
	curtain	lamp
shower	furnished	
bath		electric(al)
mirror	picture	
towel		glass
		wood
comfortable		plastic
		steel

**T 4 Places****T 4.1 country**

country	
Britain	area
United States	
[cf. list of countries]	abroad

**T 4.2 city**

city	road	part of town
town	street	city centre
capital	square	town centre
suburb		

**T 4.3 type, size and location of place**

place	sea	north
town	port	south
village	river	east
city		west
		to the north of ..
in the centre	large	in the south

central

(on the) river  
close to the coastarea  
distance  
local

small

distance  
localnear  
outside

in the middle of ...

beautiful  
pleasant  
clean  
dirty  
attractive**T 4.4 public services, buildings, etc.**building  
tourist information office  
railway stationpolice station  
Town HallLadies'  
Gentlemen  
toilets

lost property office

entrance  
exitstreet  
road  
square  
bridge

church

electricity  
gas

container

market

museum  
theatre  
librarycastle  
parkpost office  
(tele)phone box

swimming pool

car park

**T 5 Everyday life****T 5.1 habits, daily routine**wake up / get up  
wash  
wash the dishes  
do the washing uphave a bath / shower  
shavehave breakfast / lunch / tea / dinner  
make breakfast / lunch / tea / dinner  
cook the dinnergo to work  
get homego for a walk  
go out  
stay at home

stay at home

habit

spend the day

make the beds  
do the shopping  
go shopping

go to bed

**T 5.2 clothes**

clothes

coat  
hat  
jacket

suit

trousers

blouse  
dress  
skirt  
tightsbutton  
pocketcolour  
sizecotton  
leather



jeans  
shorts  
pullover

shoe  
sock  
stocking

shirt  
tie

put on  
take off  
wear

wool / woollen

umbrella  
wallet

## T 6 Food and drink

### T 6.1 food, meals, dishes

hungry  
food

meal  
breakfast  
continental breakfast  
lunch  
dinner  
supper  
tea  
snack

honey  
jam

starter  
soup  
sauce  
sugar

dish

frozen food  
tinned food  
tin

prepare a meal  
boil  
cook  
fry

bread  
toast  
sandwich  
rolls

butter  
cream  
cheese

cake  
biscuit

ice-cream  
sweet  
chocolate

pepper  
garlic  
salt  
curry

nuts

it smells good  
it tastes sour  
delicious  
bitter  
sweet  
sour

fruit  
apple  
chips  
grape  
grapefruit  
mushrooms  
onion  
orange  
pear  
potato  
salad  
tomato  
vegetables

meat  
beef  
burger  
chicken  
egg  
fish  
ham  
hamburger  
lamb  
pork  
sausage  
steak

fish

### T 6.2 drinks, beverages

thirsty  
drink  
milk  
tea  
coffee  
bottle  
cup  
glass  
mix

alcohol  
alcoholic  
beer  
wine  
red wine  
white wine

non-alcoholic  
soft drink  
fruit juice  
ice  
mineral water  
coke  
juice  
orange juice  
grapefruit juice  
pure apple juice

**T 6.3    places to eat and/or drink**

restaurant	menu	book a table
bar	speciality	reserve
café		reservation
pub	service	pay
snack bar	order	bill
takeaway	waiter/waitress	
self-service	serve	VAT
Chinese		tip

**T 7    Education, training and learning**

**T 7.1    school, college, university**

education	higher education	teach
school	college	teacher
children	university	
class	study	
learn	course	ball pen
learn to write	degree	pen
take a test	student	pencil
examination		
pass an exam	subject	board
fail an exam	history	desk
certificate	maths	
	English	points
lesson	foreign languages	
expert	science	
specialist		
school holidays	public school	
	state school	

**T 7.2    vocational training, adult/further education**

evening class	take a course	train
adult education	part-time	training
college	full-time	trainer
centre		
technical college	practical	
further education		
night school		

**T 7.3    language training**

language	an English course	test
foreign languages	join a course	examination
speak English	Technical English	certificate
native language	Business English	
knowledge of a language	beginner	grammar
learn by heart	level	rule
speak	conversation class	comma
	translation class	sentence
native speaker	lesson	text
speak fluent French		text book
fluently	exercise	dictionary
a working knowledge of Spanish	translation	cassette

well  
mistake  
correct  
repeat  
explain

expression

translate

mean  
meaning  
the English word for ..

understand

recorder  
video recorder  
spell  
exercise  
translation  
translate  
practice  
pronounce

## T 8 Occupation, profession, job

### T 8.1 occupation, type of job, vocational qualifications

work  
job  
work as ... / for ..  
work at ... / in ...  
profession  
living

partner  
employer  
employee  
manager  
director

skilful  
practice  
professional skills  
type

join a company

to apply for a job  
application for a job  
change jobs

interview for a job  
experience  
driving licence  
skill

doctor  
housewife / househusband  
clerk  
assistant  
salesman / saleswoman  
workman  
worker  
typist  
receptionist  
businessman  
pilot  
director  
waiter / waitress  
teacher  
secretary  
scientist  
engineer

### T 8.2 conditions of work, working hours, holidays

office  
bank  
hotel  
shop  
factory

8 hours a day / 40 hours a week

hard work

paid holiday  
holiday / vacation  
public holidays

working conditions  
dangerous

conditions  
admit  
company  
employer  
employee  
lunch break  
tea break

free time

colleague

pension  
health insurance

flexi-time  
full-time  
part-time

fired  
notice

interesting  
difficult

### T 8.3 pay, wages, salaries

earn  
pay  
wage  
salary  
average wage  
get £100 a week/ £5,000 a year

a rise

tax

insurance

**T 8.4      unemployment**

apply	unemployment	fire
application	unemployed	
	youth	

**T 8.5      trade unions**

group	on strike	member
meeting		
	business	
agree	trade union	
agreement	colleague	

**T 9      Economy, commerce and trade, the consumer**

**T 9.1      shopping, traditional and new forms of shopping**

shopping	pay	shop
buy	receipt	store / department store
sell	complain	supermarket
hire		
serve	exchange	
charge	payment	chemist's
no extra charge	credit card	hairdresser
cheap	cheque / check	
expensive	cash	
	special offer	customer
for sale	cost	
sales	price	manager
	purse	shop assistant
second-hand	wallet	salesman / saleswoman
		salesperson
tax	add	self-service
VAT	bill	
	madam	garage
enquiries	sir	petrol station
quality	open	shopping bag
	shut/closed	box

**T 9.2      prices, currencies, sizes, measurements, quantities**

centimetre	weigh / weight	price
metre	gram(me)	coin
kilometre	kilo(gram)	money
mile	ounce (oz., ozs.)	note
inch	pound (lb., lbs.)	cheque
foot	ton	change
yard		pound (£)
	half a	penny (p)
gallon	a quarter of a	pence
litre	three quarters of	dollar
pint	a pound of	cent

amount	a bit of	20p each
total	a lot of	20p a pound
	a pair of	per cent
	a little	bank card / credit card
	a packet of	traveller's cheques
increase	a piece of	
put up	a box of	rate of exchange
		small change
four point five		
three times seven		inclusive

### T 9.3 agriculture, trade, industry

automatic	firm	science
computer	company	scientist
	president	technology
trade	partner	technical
business	department	industry
economic	branch	factory
		an industrial area
develop	energy	produce
development	electricity	product
engineer	steam power	machines
engineering	coal	
farm		
field		

## T 10 Commercial and public services

### T 10.1 post

stamp	first class	post
letter	second class	postcard
parcel	send by post	form
express	post office	receive
postman		envelope
		writing paper

### T 10.2 banks, insurance companies

bank	change money	clerk
branch	pay	
	payment	
		manager
account		
savings	coin	
save	money	insurance
credit card	note	medical insurance
cheque	cash	health insurance
traveller's cheque	pound [cf. word list]	pension
per cent (percent)		

**T 11    The natural environment**

**T 11.1   plants, animals**

tree	dog	farm animals
fruit tree	animals	chicken
flower	pets	cow
rose	cat	horse
	dog	lamb
	mouse	sheep
vegetable		turkey
potato	fruit	
lettuce	apple	insect
onion	grape	
mushrooms	grapefruit	fish
tomato	orange	
	pear	bird
		wild animals
		wild life

**T 11.2   landscape, countryside**

country	sea	scenery
countryside	ocean	
mountain		
hill	coast	sky
valley	sand	star
	river	
woods		
forest	lake	
land	area	
earth	field	
	grass	
air	island	

**T 11.3   weather, climate**

weather	air	warm
fine	fresh	hot
rain	wind	cold
snow	storm	
	windy	cool
cloud	stormy	fresh
cloudy	thunderstorm	freezing
dull	thunder	
fog	calm	stars
		moon
foggy		sun
		sunshine
bright	wet	sunrise
fine		sunset
		shine
sky	temperature	sunny
grey	twenty degrees	

blue  
clear

ten degrees below zero  
heat

change

### T 11.4 environment

environment

protect  
protection

power  
energy  
nuclear  
oil

fresh air

electricity  
coal  
water power

earth

waste  
container

smog

nature  
natural

flood

poison

smoke

pollute  
pollution  
ruin  
spoil

noise

protest  
against  
warning  
warn

progress

## T 12 Travel

### T 12.1 traffic, public and private transport, timetables and connections

travel

timetable

public transport

journey

leave

bus

abroad

departure

tram

first/second-class ticket

arrive

train

a return ticket

arrival

railway

a single ticket

connect

plane

bus stop

connection

the tube

bus station

direct

underground

queue

delayed

taxi

delay

get off / on

cancel

catch (v.)

late / on time

miss (v.)

direction

change

service

fly

by air

airport

pilot

Gate 8

steward

stewardess

airline

check in

early

flight

lounge

land

local time

flight attendant

duty-free

port

ferry

boat

life-jacket

private transport

car

motorbike

bike

lorry / truck

on foot

road

motorway

have an accident

traffic

traffic lights

speed limit

map

passenger

tyre

petrol

Can you pick me up?  
distance

bend  
garage  
route  
motorway exit  
traffic sign  
turning  
rush hour

## T 12.2 holiday arrangements

holiday  
vacation  
arrangement  
brochure  
travel  
travel agent  
day trip  
journey

information  
details  
enquiries  
  
date  
  
seaside

reserve  
reservation  
book

## T 12.3 accommodation, luggage, living in a hotel, guest house

book  
reserve a room  
single/double room  
apartment  
bath  
shower  
with / without bath  
separate bathroom  
television  
number  
key  
ground/first floor  
quiet  
view  
cancel  
confirm  
full / rooms free  
pay

bill  
service  
wake (up)  
bell  
the porter can carry your cases

hotel  
guest house  
  
bed and breakfast  
full/half board  
breakfast  
continental breakfast  
restaurant  
breakfast  
lunch  
dinner  
evening meal

restaurant  
bar

reception  
receptionist  
landlady  
guest

arrangement  
recommend  
brochure

put up

pack / unpack  
bag  
baggage  
case  
hand baggage  
luggage  
suitcase

camping  
tent

complain  
complaint

## T 12.4 sightseeing

sightseeing  
the sights

tourist  
theatre  
town hall

postcard

guide  
guided tour  
guide book

visit

castle  
art gallery  
ruin  
museum

century



## T 13 Spare time, leisure, entertainment

### T 13.1 hobbies and interests

free time	take pictures	cinema
spare time	make films	film
activities	taking photographs	theatre
hobbies	camera	show
leisure	develop	
listen to the radio		reading
watch television / TV / a video		book
watch the news	listen to music	newspaper
programme	the words of a song	magazine
	CD	story
cassette	CD player	
	cassette	
cooking	cassette recorder	sport
drawing	hi-fi	play football
sewing		swimming
	play an instrument	sailing
	playing the piano	activities
	sing/singing	walking
go on a tour	dance	match
go to the seaside	band	win
go camping		lose
travelling		boat
	interest	fishing
toy	interested in	

### T 13.2 cultural activities: cinema, theatre, music, exhibitions, etc.

cinema	theatre	read poems
film	the stage	books
	performance	short stories
a sex film	a good play	
action films	the first scene	written by
a silent film	actor / actress	
a film star	in the front row	humour
film director	tickets	
screen	programme	
exciting		
daily newspaper	music	art gallery
weekly papers	cassette	museum
magazine	concert	painting
popular papers	guitar	
article	concert hall	
advertisements	musical	
	piano	
	pop music	
	record	
	song	

### T 13.3 sports, fitness

sports	club	team
fitness	sports club	captain

keep fit  
active  
activities

exercise

ride a horse  
ride a bicycle

sportsman  
sportswoman

sports centre  
member of a club

go for a walk  
running  
go climbing

ball  
golf  
football

go for a swim  
go swimming

## **T 13.4 games**

game  
player  
beat  
defeat  
football crowd  
football match  
team

a car race  
rules of the game  
sporting event

cup  
result

football  
tennis  
golf

## **T 13.5 public holidays, festivals**

public holiday  
bank holiday

party

custom

Christmas  
Christmas card  
Christmas present  
Christmas Day  
Merry Christmas!

Good Friday  
Easter  
Easter Sunday

New Year  
New Year's Day

Happy birthday!  
Many happy returns of the day

## **T 14 Media, communications**

### **T 14.1 press, radio, television**

television / TV  
actors and actresses  
programme  
news programme

switch on / off

radio

newspaper  
daily  
weekly  
Sunday paper  
article  
advertisement  
news

magazine

### **T 14.2 telephone, fax**

telephone  
line  
busy  
engaged  
connect

phone  
ring  
give you a call  
  
local call

fax  
paper  
send by fax

put through  
message  
hold the line

long-distance call  
operator

### T 14.3 computers, multimedia

computer  
notebook  
laptop  
disk  
e-mail  
hardware  
printer  
mouse  
memory  
calculator

software  
programme / program  
text programme  
information  
  
internet  
  
powerful

multimedia  
video  
tape  
stereo  
tape recorder  
video recorder  
record/video a film  
on tape

## T 15 Society, state, government

### T 15.1 political organisations and parties

society  
freedom  
system  
state  
popular  
  
nation  
  
king  
queen

politics  
political  
politician  
in power  
struggle for power  
party  
support  
argument  
fight  
rights  
progress

parliament  
Member of Parliament  
Prime Minister  
elect  
election  
vote  
government  
democratic  
  
president  
discussion

### T 15.2 public administration

official  
minister  
  
form

title  
local government  
government  
town council  
mayor

civil servant

### T 15.3 social security, social matters and problems

social  
problem  
society

unemployment  
social security  
social policy

poor

### T 15.4 living conditions, standard of living

conditions  
  
expensive  
cheap  
  
poor

cost of living  
  
  
  
enough

rich

prices

afford

to earn

**T 15.5    population**

nation  
race problems  
citizen  
nation  
national  
nationality

mixed nationalities  
people  
immigrant  
immigration  
passport  
identity card

minority

**T 15.6    law and legal affairs, police**

police  
policeman / policewoman  
police officer  
uniform  
call the police  
on duty

crime  
kill  
murder  
shoot  
steal  
drug  
discrimination

court  
judge  
lawyer  
guilty  
tell the truth  
prove  
fine  
warn  
warning  
punish  
punishment  
fair  
criminal  
crime  
scene of the crime

official  
identity card  
control  
protect  
protection

gun  
poison

law

arrest

trouble  
freedom

prison  
prisoner

allowed

**T 15.7    church and religion**

church  
religion  
priest

Sunday  
religious  
service  
believe

Christmas  
Easter

**T 15.8    military**

army  
air force  
soldier  
uniform  
officer

bomb  
weapon  
nuclear  
  
gun

war  
peace

fight

defeat  
enemy  
guard  
defend

protect  
shoot  
kill  
weapon

**T 16 Relationships with other people(s) and cultures****T 16.1 neighbouring countries and regions, twinning**

foreign  
foreigner

international  
twinning  
twin town

exchange visit  
school exchange  
twin school

**T 16.2 immigration**

foreigner  
passport  
immigration  
immigrant

race  
nationality  
border  
identity card

permit  
discriminate  
discrimination  
minority

**T 16.3 mother tongue, other languages**

native language  
foreign language  
second language

translate  
course

**T 16.4 customs**

custom  
tradition  
traditional

### 3.5 Inventory V – Vocabulary

The inventory of vocabulary lists the lexical items for the spoken and written exponents in the other inventories.

The list of lexical items is primarily intended for test purposes rather than for the teaching context. Both for the classroom and for self-tuition purposes the vocabulary needs to be further developed to meet individual needs and interests. With reference to the telc English B1 examination, the inventory of lexical items can be considered the minimum vocabulary requirement: the authentic texts for reading and listening comprehension may go beyond this list of vocabulary but not the test items themselves.

The vocabulary was chosen on a functional basis in keeping with the pragmatic communicative approach of telc English B1, the aspect of everyday communication playing a much greater role than pure frequency criteria. As a consequence, there is a clear weighting towards lexical items than can be used in several different contexts.

“Obsolete” words such as *atomic* and *record player* were deleted and new words have been included to meet the requirements of the new topic areas, e.g. *disc* and *fax* for the topic “media and communications”.

The implementation of the scenario-based approach and the special features of spoken discourse made it necessary to include new items and additional exponents for existing items, particularly in connection with discourse markers, e.g. *now*, *actually*, *anyway*.

The list distinguishes between headwords and derivations (which are in italics). The derivations, which have not been included in the total number of items, are either compound words or words formed by affixation, as exemplified below:

**accept**

*acceptable*

**advantage**

*disadvantage*

**bed**

*bedroom*

**tooth***toothache**toothbrush***wash***washing**washing machine*

At the end of the list there are a number of words grouped by category. These words are an integral part of the inventory of lexical items.

American alternatives for items in the list have also been indicated in the list, but not included in the overall total.

**Introduction:**

The following list of lexical items represents the vocabulary that is available for test purposes. There are three sections:

- I) a list of lexical items;
- II) a list of affixes used in the list of lexical items. These can also be used with the headwords to form other word derivations for test purposes.
- III) a list of word categories with exponents that are an integral part of the list.

**List of Lexical Items**

The following list of words consists of

- a) **headwords**: these words are on the left-hand side of the first column;
- b) **exponents** for each headword showing the semantic uses: these are in the second column;
- c) **derivations** from the headwords that are also receptive elements of the word list. These include:
  - i) the past simple and past participle forms of irregular verbs;
  - ii) irregular plural forms;
  - iii) derivations on the basis of prefixes and suffixes;
  - iv) words that can be combined to form collocations within the same semantic field;
  - v) variations in American English.

These items are in italics on the right-hand side of the first column.

a/an		What about a nice traditional Sunday Lunch in a pub? Somebody phoned for an ambulance.
able	<i>unable</i> <i>disabled</i>	They might be able to help you. They were unable to come due to the bad weather. I think the government should do more for disabled people.
about		And then you walk for about two hundred yards. Have you got any information about these places? What about a nice traditional Sunday Lunch in a pub? We're thinking about all going down to the Chinese restaurant at about twelve.
above		My parents' flat is just above ours.
abroad		We're going abroad for our holiday again next year.
absolutely		Absolutely right!
accept	<i>acceptable</i>	They only accept payment by credit card over the phone. Mistakes like that are just not acceptable.
accident		He'd had a serious accident and was ill for a long time.
according to		According to the weather report it's going to be sunny and dry tomorrow.
account		Where do you have your bank account?
ache		I woke up this morning with terrible toothache.
across		The store is just across the street. We took the ferry across to France.
act	<i>action</i> <i>active</i> <i>activity</i> <i>actor/actress</i>	Our neighbours have been acting strangely recently. I like action films. My father-in-law leads a very active life. Our club offers a number of spare-time activities for people of all ages. A lot of our friends are actors and actresses.
actually		Actually, I've never visited these places myself so it would be interesting for me. We were coming back from Hong Kong, well landing in Bahrain actually. Well, it is the last one actually. And it's actually lovely to just be in the village, you know.
addict		Drug addicts need a lot of money.
address		I've included her address, phone number and e-mail address in case you need to contact her.
adult		This film is only for adults.
advantage	<i>disadvantage</i>	This job has many advantages. And what are the disadvantages?



advertisement <i>advert</i> <i>ad</i>	I am writing in response to your advertisement for a typist. The weekend papers are usually full of adverts. I'm running an ad in the paper and I have to stay near the phone.
advice <i>advise</i>	I need some advice. Who would be the best person to advise us?
afford	People in public schools only get a better education because their parents can afford it.
afraid afraid of	Well, that's the smallest size they make I'm afraid. He's afraid of the dark.
after	You get used to that after a while.
afternoon	Good afternoon. Can I help you? We can go there in the afternoon.
again	When you get to the traffic lights you turn right again.
against	Many people are against public schools because rich parents can buy private education for their children. Put it against the wall, would you? There's still quite a lot of discrimination against handicapped people.
ago	I was in Amsterdam a fortnight ago.
agree <i>agreement</i> <i>disagree</i> <i>disagreement</i>	I quite agree. We came to an agreement. I quite often disagree with my boss. What's the reason for the disagreement?
air <i>air force</i>	Let's get some fresh air. I quite enjoy travelling by air. I used to be in the air force.
airline <i>airport</i> <i>alarm clock</i>	I'm not sure I'd ever fly with that airline again. She lives right next to the airport. His alarm clock did not ring.
alcohol <i>alcoholic</i> <i>non-alcoholic</i>	Alcohol is bad for your health. This bar does not sell alcoholic drinks. Are there any non-alcoholic drinks? I have to drive home.
alike	The two sisters are very much alike.
alive	Are your grandparents still alive?
all	We're thinking about all going down to the Chinese restaurant. With this ticket you can travel on all Dutch, Belgian and Luxembourg railways. There were all sorts of buildings. Is that all? I thought it would cost more than that. Thanks very much, that's all then.

at all	You're lucky in Spain, aren't you? You have good weather all the time.
all right	That shouldn't be any problem at all.
	It'll be all right.
	We can do that later. All right?
<i>alright</i>	Alright then. See you later.
all the same	All the same, I think you'd better take a taxi.
allow	I'm afraid smoking is not allowed here.
along	I saw two men walking along the road.
	We hired a car in Valencia and drove along the Costa Blanca to Alicante.
already	When we finally got to the station, the train had already left.
<i>alright</i>	Alright then. See you later.
also	I speak fluent German and French and also have a working knowledge of Spanish.
although	And although we complained at reception every evening, nothing happened.
always	I love the country, I always have.
a.m.	The train leaves at 8.00 a.m.
ambulance	Somebody phoned for an ambulance.
among	When you get among a lot of people in the centre of town, the best thing to do is to ask again.
and	Help yourself to a knife and fork.
	Turn right and it's about half a mile down on the left-hand side.
angry	My father's angry with me because I've damaged the car.
animal	He likes all kinds of animals.
anniversary	It's our wedding anniversary tomorrow.
announce	Hurry! They've just announced the arrival of the train from Paris.
<i>announcement</i>	
another	Would you like another drink?
	I might live for another ten years.
	So we'll buy it from another firm.
answer	I got no answer from him.
	He didn't answer any of my questions.
any	Have you got any information about these places?
	Sorry, I haven't got any.
	I'd also be very interested in any other material you may have.
	I can't wait any longer.

<i>anybody/anyone</i>	Has anybody/anyone been to see you?
<i>anything</i>	Is there anything I can do for you?
<i>anywhere</i>	She could go to the cinema anywhere.
anyway	He probably won't mind anyway. Anyway, she went to see him one day.
apart	Apart from the bad weather, we had a good holiday.
apartment	We prefer to have a holiday apartment rather than stay in a hotel.
apologise	I apologise for the mistake.
apparently	Apparently, the accident was due to the cold weather.
appear	He suddenly appeared around the corner.
apple	She bought a pound of apples.
apply	Have you applied for a new job?
<i>application</i>	He sent off his letter of application at the weekend.
appointment	I have an appointment at three o'clock this afternoon.
area	There are so many lovely places around the area. There are a lot of theatres in the London area.
argue	Don't argue with him!
<i>argument</i>	She's had an argument with her boyfriend.
arm	He's broken his arm.
army	He joined the army when he was 17.
around	So it shows the surrounding villages around Chorley. We're just walking around. I'll be at your office around five o'clock.
arrange	Perhaps you could arrange to meet some of your friends.
<i>arrangement</i>	By the way, have you made any arrangements for your holidays this year?
arrest	The man was arrested outside the bank.
arrive	When do we arrive in London?
<i>arrival</i>	Astrid would like to arrive on 20th September and leave early on the 23rd. On our arrival at the airport we discovered that our hotel was 5 km out of town.
art	I'd never get them into a museum to look at modern art.
<i>artist</i>	There's an interesting collection of paintings by 20th century artists at our local museum this month.
article	Did you read the article about nuclear power in the newspaper this morning?

as	It's not as difficult as it first seemed. But, as usual, it was nice. I have worked as a receptionist in hotels in France and Germany. As I mentioned, it's a girls' party - no men welcome!
as ... as	Drive down this road as far as you can go.
as if	He looks as if he is ill.
as well	We are going to Amsterdam now as well. I speak fluent German and French as well as my native English.
ask	There's something else I wanted to ask you. He asked her for a cigarette. She asked me if I knew of anyone she could stay with.
assistant	Ask an assistant to help you.
at	At the end of the day he is quite tired. I'm having a birthday party next Friday starting at about 8. I was pretty upset at the time. They are looking into that at the moment. At the traffic lights at the top of the road you turn right. There's a Rent-a-Car firm at the top, they'll be able to help you. At present I'm in my second year at a Technical College in the South of France. Do you remember Betty Loo, she used to work at our company in Spain. I've left them at home in my shopping bag. That looks very nice, put it on and let's have a look at you. She's good at what she does. Yes ... sure ... no problem at all. Can I do it month by month or do you have to pay for it all at once?
<i>at all</i> <i>at once</i>	
attention	Can I have your attention, please? Attention, please!
attractive	It used to be an attractive area.
aunt	She's my favourite aunt.
automatic	That shop entrance has automatic doors.
avoid	You should try to avoid the dangerous areas of town. Some mistakes are actually avoidable. The accident was unavoidable, I'm afraid.
<i>avoidable</i> <i>unavoidable</i>	
aware	I'm aware of all the problems. I was unaware that there was anybody in the building.
<i>unaware</i>	
away	Please do it right away. Don't leave your books on the table. Put them away. That's about 25 miles away. He came while I was away.
baby	The baby is now five months old.
babysit	I've promised to babysit for the neighbours this evening. Mom and Dad went out and left us with the babysitter. My children earn a few pounds each month babysitting for the neighbours.
<i>babysitter</i> <i>babysitting</i>	

back	I could pay you back in cash. He stood with his back to the wall. She sat at the back of the bus. Bring it back when you're done. She goes back on Monday morning. I get backache when I have to pick up heavy things.
<i>backache</i>	
bad	They always have bad dreams when they watch TV late at night. I feel bad about it. Not bad!
<i>worse - worst</i>	Last year we had the the worst summer I can remember.
bag	I've left my purse at home in my shopping bag.
baggage	Your money was in your hand baggage, was it?
ball	She bought a ball for her children to play with.
band	A lot of dance bands play in pubs too.
bank	Where's the nearest bank?
bar	I'll go and sit in a bar somewhere and have a beer.
bath	I want a room with a bath. I'm going to have a bath.
<i>bathroom</i>	The house has three bathrooms.
battery	I need a new battery for my radio.
be	It just might be a noisy car going past the window that wakes him up. It's going to be hot tonight. Be careful! I'm from London. This is beautiful! This table was made in France. Last year we were on holiday in Spain. She's never been to Nottingham before. Is that being used?
beautiful	It's a beautiful area where you live.
because	Well, that's a problem then because there's no public transport, I'm afraid.
<i>because of</i>	We couldn't drive right through to Switzerland because of the weather.
become	Food has become much more expensive in the last few years.
<i>became, become</i>	
bed	They're all in bed by eight-thirty. We tried out various bed and breakfast places on our holiday. It's time you went to bed.
<i>bedroom</i>	This house has four bedrooms.
beef	Would you like beef or pork?

beer	I'll go and sit in a bar somewhere and have a beer.
before	I'd never heard that before. We must get to the store before it closes. Try to call me before four fifteen. He did it the day before yesterday.
begin <i>began, begun beginning beginner</i>	When does the film begin? She began to read when she was four. I missed the beginning of the film. I've joined the French for Beginners class.
behind	There was this big bus or something behind us.
believe	I believe you.
bell	For service please ring the bell.
belong	Who does this book belong to?
below	Those people live in the flat below. It's ten degrees below zero.
bend	You go round the left hand bend.
besides  <i>best better 'd better</i>	It's too late. Besides, we haven't got the time anyway.  Universities should take the best students. It's probably better to get your tickets when you're there. I think you'd better start the rice.
between	The hotel was between the station and the centre of town. What's the difference between a two-star and a three-star hotel?
bicycle <i>bike</i>	I bought a new bicycle yesterday. He went for a ride on his bike.
big	Cambridge itself is not a very big town.
bill	Can I have the bill, please?
bird	I could hear the birds singing in the garden.
birthday	I'm having a birthday party next Friday starting at about eight o'clock.
biscuit	Do you want a biscuit?
bit	And of course the police officer came and I was a bit shocked. It is a bit of a problem. It depends on the weather a bit, doesn't it? That bit there's the bottom.
bitter	It left a bitter taste.

black	She was wearing a black dress.
blind	He's been blind since he was born.
block	My girlfriend lives in that block of flats over there.
blouse	That's a nice blouse you're wearing!
blue	The sky is really blue today.
board	Could you write the word on the board? It's £45 for full board.
boat	There were lots of boats on the lake.
body	They found a dead body in the car.
boil	I'd like to have a boiled egg for breakfast.
bomb	He was afraid there might be a bomb under his bed.
book	I've booked a table for eight.. What kind of books do you like to read on holiday?
border	It took hours to get across the border because the custom officers were on strike.
boring <i>bored</i>	We had a really boring lesson yesterday. We were so bored, we left the party after an hour.
born	I was born in 1960.
borrow	Can I borrow your pencil, please?
boss	What's the new boss like?
both	Both books are good. I like both of them.
bother	The noise doesn't bother me at all. Oh, I don't know. I can't be bothered.
bottle	We drank two bottles of wine with our meal last night.
bottom	It's at the bottom of the cupboard.
box	Can you put them in a box, please?
boy <i>boyfriend</i>	The boys were playing football. She had an argument with her boyfriend.
branch	Our company has a branch in Frankfurt.
bread	I prefer continental bread.

break		Let's have a break now. Did he break his leg in an accident?
	<i>broke, broken</i>	Unfortunately our photocopying machine has broken down.
break down		We usually have breakfast at eight o'clock.
breakfast		Cross the bridge, and Farm Lane's on your right.
bridge		The weather will be bright and sunny until the weekend.
bright		Bring it back when you're done. She brought some family photos with her. It's not easy to bring up a family today.
bring	<i>brought, brought</i>	Here are some brochures on camping in Britain.
bring up		I could use my brother's car. I can't stand my brother-in-law, he's so stupid.
brochure		Do you like brown bread?
brother	<i>brother-in-law</i>	They want to build a house themselves. This house was built in the nineteenth century. There are all sorts of interesting buildings in the area.
brown		What kind of burger would you like?
build	<i>built, built</i>	Be careful! Don't burn the cake. I've burnt my finger.
building		We'll just leave the car here and go on the bus.
burger		What kind of business is he in?
burn	<i>burnt, burnt</i>	I'm busy at the moment.
bus		There used to be a swimming pool at Southpool, but it closed a few years ago.
business		You cook some garlic in a bit of butter.
busy		There's a button missing on your coat.
but		That's lovely. Where'd you buy that? I bought it on holiday in Portugal.
butter	<i>bought, bought</i>	We went there by car. They should have the heating on by Wednesday. They only accept payment by credit card. Have you by any chance got anything on Bath? Put it by the window, would you? I went there by myself. It was written by Shakespeare. By the way, have you made any arrangements for your holidays this year?
button		
buy		
by		



bye	Alright then - Bye!
café	I'll go and sit in a café somewhere.
cake	Her mum never ever makes cakes. It was actually going to be a Christmas cake.
calculator	I never use a calculator, do you?
call	In the end we had to call the police. He's called Jim. Try to call me before four fifteen. There's a little bottle shop in the city called City Wines. I'm calling from the Sports Centre. I'll try and give you a call.
calm	She's a very calm person.
camera	I'll put those batteries in the other camera.
camping	We always go camping on holiday.
can <i>could, been able to</i>	Can you tell me how to get to this place? You can't miss it. Can I have cheese on it? Can I park here? Yeah, she can come with me. Can I help you? I can't be bothered with that. You can't have done that already.
can	We took cans of beer to the party.
cancel	I'd like to cancel my flight to Belfast, please. The flight was cancelled for technical reasons.
capital	Bonn used to be the captial of Germany.
car <i>car park</i>	We'll just leave the car here and go on the bus. We left the car in the car park.
card	They only accept payment by credit card over the phone. How many Christmas cards do you usually send?
care  <i>careful careless</i>	I don't care. Can you take care of my dog for me? Have a good trip and take care. Be careful! She was very careless and lost her purse.
carry	The only problem we've got is carrying luggage.

case	I'll take an umbrella with me in case it rains. In that case, I'll have to take the early train. I wouldn't have had time to take it in any case. Can you carry my case?
cash	I could pay you back in cash. I need to cash one of these travellers cheques.
cassette <i>cassette recorder</i>	I've got that on cassette. I wish our teacher would use the cassette recorder more often.
castle	I don't know whether you've heard of Clitheroe, there's a castle there.
cat	Do you like cats?
cause	What was the cause of the fire? The fire was caused by a child playing with matches.
cellar	Unfortunately, we haven't got a cellar in our new house.
cent <i>per cent</i>	It cost three dollars and ten cents. VAT is 17 per cent at the moment.
centimetre	My son's now at least two centimetres taller than me.
centre <i>central</i>	The Town Hall is right in the centre of town. The new Sports Centre is not far from here. The shops are very central. Thank God we've got central heating!
century	This house was built in the nineteenth century.
certain <i>certainly</i>	I'm not certain about that. He's certain to come late. Yes, certainly.
certificate	He received a certificate when he completed the course.
chair	The chairs we bought for the dining room are really comfortable.
chance	Have you by any chance got anything on Bath? It's my only chance of getting my weight down.
change	Here's your receipt and change. I have to change trains at Derby. It wasn't possible to change rooms. I'd like to change some money. A motorist stopped and offered to help, so we were able to change the wheel fairly quickly.
charge	They charged me £3 for the book. There is no extra charge for children.
cheap	It's quite cheap actually.

check		Could you check the bill, please?
check in	<i>check</i>	I paid by check (US) I need to check in at the airport by half past four.
cheers		Cheers!
cheese		Monterey Jack is an American cheese.
chemist		Is there a chemist's near here?
cheque		I paid by cheque.
chicken		I'll have chicken and chips.
child		When I was a child I used to collect stamps.
	<i>children</i>	They've got three children.
chips		Fish and chips, please.
chocolate		I love chocolate. Yeah, I'll go and sit in a café and eat chocolates.
choice		You have the choice of boiled potatoes or chips.
choose		I can't decide. You choose.
	<i>chose, chosen</i>	She chose the biggest.
Christmas		Christmas Day was quite sunny and we went for a walk.
church		Do you think she'd like to go to church on Sunday morning?
cigarette		Are you sure you don't want a cigarette?
cinema		Let's go to the cinema and see the latest James Bond film.
citizen		Only American citizens can become President of the USA.
city		Paris is a beautiful city.
civil servant		My brother-in-law's a civil servant. He works for the local council.
class		The biggest class has about twenty students.
		Send that first class, please.
	<i>classroom</i>	There are so many people in our course, we need a larger classroom.
clean		Can I have a clean cup? Could you clean the windows, please?
clear		Everything's quite clear to me now. The sky was so clear we could see the hills in the distance.
clerk		The best thing would be to ask the bank clerk for help.
clever		It was quite clever the way he did it.

climb		He spends most of his holidays climbing.
clock		We had to work round the clock. His alarm clock did not ring. It's nearly eight o'clock.
close		We must get into the supermarket before it closes.
clothes		I think you probably like the sort of clothes I like.
cloud	<i>cloudy</i>	There wasn't a cloud in the sky. It was cloudy at first and sunny later in the day.
club		He's a member of the local football club.
coast		She lives on the coast.
coat		You need a coat.
coffee		Would you like a cup of coffee?
cold		It's a cold day. I've got a terrible cold.
colleague		I enjoy working with my colleagues.
collect	<i>collection</i>	My brother collects stamps. There's an interesting collection of paintings by 20th century artists at our local museum this month.
college		At present I'm in my second year at the Technical College in Geneva.
colour		That's a lovely colour.
comb		I must buy a comb for my hair. Marg combed her hair, and then she went to sleep.
come	<i>came, come</i>	I saw him coming up the street. I didn't come in because it was so noisy. I'll come and pick you up. What time will you be coming home? When I came out everybody was looking at me.
comfortable	<i>uncomfortable</i>	This chair is very comfortable. I find long journeys by car very uncomfortable. I prefer to travel by rail.
comma		I never know where to put commas.
common		It's quite common to use first names in England. They have nothing in common.
company		Well, it's a big company.
compare		We compared different models before we finally bought this car.

complain <i>complaint</i>	Although we complained at reception every evening nothing happened. I am writing this letter of complaint because of the holiday I booked through your agency.
computer	Can you work with a computer? I can type 80 words per minute and have had experience with several computer programmes.
concert	Do they have concerts on Sundays?
condition	That company offers good working conditions. The car is still in good condition.
confirm <i>confirmation</i>	I'd like to confirm my reservation. I first booked the room by phone and then sent the confirmation by fax.
Congratulations!	Congratulations!
connect <i>connection</i>	I'll connect you to Mr Smith. There's no direct connection between Dover and Hull.
container	We now have containers for waste paper all over town.
continent <i>continental</i>	I've been to all five continents. This hotel only offers continental breakfast.
continue	Please continue with your story.
control	We've got everything under control. It's used to control the temperature.
conversation	We had quite an interesting conversation.
cook	Do you like cooking? How would you like it cooked?
cool	It was quite cool this morning.
copy	Can you copy this for me, please? How many copies of the book have you sold?
corner	You come to a right turn with the Magpie pub on the corner. It's in the corner of the room.
correct	Correct all your mistakes, please. That's not quite correct.
cos	We're spending our weekend in Amsterdam 'cos there's lots to do.
cost <i>cost, cost</i>	What was the cost of the hotel? It costs 80 pence.
cotton	It's made of cotton. This is a cotton shirt.

cough	You have a nasty cough. I've been coughing all night.
could	We could have a party with spaghetti. Could you tell us the way to the station, please? All I could see was his face. I couldn't come yesterday. Perhaps you could arrange to meet some of your friends. We had no idea what could have happened.
council	My brother-in-law's a civil servant. He works for the local council.
country	I love the country, I always have. Cambridge is in the east of the country.
couple	It might be nice to spend a couple of hours in London. Peter and Susan are a nice couple.
course	I've just joined a French course for beginners.
<i>of course</i>	Jill went with me of course.
court	He had to appear in court.
cow	Friends of ours have a small farm in Wales with a few cows and sheep.
cream	Do you want cream with your coffee?
ice cream	I love ice cream.
<i>credit card</i>	Could you give me your credit card number?
crime	Stealing is a crime.
criminal	The criminals were sent to prison.
cross	Cross Market Street, then take the first on the right.
crowd	There was a big crowd at the football match.
<i>crowded</i>	Does it get crowded in the summer down there?
cup	Would you like a cup of coffee? The Italians won the Football World Cup in 1986. The cup fell on the floor and broke.
cupboard	She took some cups out of the cupboard.
curtains	It's getting dark. We'd better close the curtains.
custom	It's the custom to give presents at Christmas.
customer	They treat their customers very well.
customs	We went straight through customs.

cut		She cut the cake in half. Where can I get my hair cut?
	<i>cut, cut</i>	
Dad		Mum and Dad went out and left us with the babysitter.
damage		Don't damage the car. We will pay for any damage caused.
dance		They went to a dance. They danced all night.
danger		DANGER! It's a dangerous area.
	<i>dangerous</i>	
dark		She's got dark hair. Her eyes are dark blue. It's getting dark. We'd better close the curtains.
date		Can we change the date to the 30th of May?
daughter		My youngest daughter is five years old.
day		You could go to Brugge for the day. I ordered a daily newspaper.
	<i>daily</i>	
dead		He was already dead when the ambulance came.
dear		Dear Mary, ...
death		We were all shocked to hear of my brother's death.
decide		It's difficult to decide between the two. It was a difficult decision to make.
	<i>decision</i>	
deep		The lake's 60 feet deep at this end.
definitely		Definitely! I definitely will be there.
degree		He got a good degree at university. It's ten degrees below zero.
delay		There was a delay of ten minutes. The plane was delayed because of fog.
delicious		The meal was absolutely delicious.
dentist		I had to go to the dentist's yesterday.
department		He works in the Sales Department. There's a new department store in town.

departure	We waited for over an hour in the departure lounge.
depend	It depends on the weather a bit, doesn't it?
describe <i>description</i>	Can you describe it for me, please? Our holiday hotel sent me a description of the area where we're going to stay.
desk	I've bought a new desk for my computer.
detail	Can you give me some more details, please?
develop <i>development</i>	I'd like to have this film developed. The development of new products costs a lot of money.
device	This is a very useful device.
dictionary	I had to look up a couple of words in the dictionary.
<i>did</i>	Did they wake up during the night?
die	Seven people died in the accident.
diet	I'll have to go on a diet.
different <i>difference</i>	The two sisters are quite different. What's the difference?
difficult	It wasn't as difficult as it first seemed.
dining room	The dining room was quite small.
dinner	We had dinner at six.
direct	You can get a direct flight to London.
direction	We couldn't understand the directions he gave us. Which direction did she come from?
director	She was the director of a language school in Spain.
dirty	Take your dirty shoes off before you come in the house.
disappear	The animals disappeared into the woods.
disappoint <i>disappointed</i> <i>disappointing</i>	Don't disappoint me, please. I was very disappointed. How disappointing!
discriminate <i>discrimination</i>	Many companies still discriminate against women. There's still quite a lot of discrimination against handicapped people.
discuss <i>discussion</i>	We need to discuss the problem. We had a discussion on this subject last week.



dish	Could you pass me a dish for the soup? Who'll help me wash the dishes?
disk	I've got the information on disk.
distance	I live within walking distance of my office. Can I make a long-distance call?
divorced	My parents got divorced last year.
do <i>did, done</i>	Do you know the way to the railway station? The best thing to do is to ask again. Do you speak English? What do you do for a living? How do you do? That'll do, thank you. Could you do me a favour? So do I. I did a bit of shopping after work.
doctor	I had to go to the doctor's because I wasn't feeling very well.
dog	They've got a dog to protect the house when they're out.
dollar	- How much does it cost? - Ten dollars.
door	A student came and knocked on my door.
double	We'd like a double room with shower, please.
doubt	I doubt that very much. There's no doubt about it.
down  <i>downstairs</i>	Go down here for about half a mile. He ran down the road. Why don't you lie down for a few minutes? He fell down the stairs. Shall I turn the heating down? They were running downstairs.
draw <i>drew, drawn</i>	Can you draw it for me?
dream	I had a dream about you last night. I dreamed I was flying.
dress <i>get dressed</i>	She was wearing a pink dress at the party. Get dressed! Breakfast's ready.
drink <i>drank, drunk</i>	I'll go and sit in a bar somewhere and drink beer. He drank ten glasses of beer and now he's drunk. Would you like another drink?
drive	Do either of you drive?

	<i>drove, driven</i>	I've never driven that car.
drop		Don't drop it, it'll break.
drug		Drugs are one of the most serious problems at the moment. He looks as though he's been taking drugs. The doctor has put me on drugs.
dry		Tomorrow will be sunny and dry. I have to dry my hair before I can go out..
	<i>hair drier</i>	It's always a good idea to take a hair drier with you on holiday.
due		Due to an accident, delays can be expected.
dull		November's usually a dull month.
during		I never sleep during the day.
duty		She's not on duty today. It's a duty-free shop.
each		It's £49 return each. Each of the rooms has colour television. We don't really like each other.
ear		My ear's hurting.
	<i>earache</i>	I've got terrible earache this morning.
early		There is an early flight. She woke up early in the morning.
earn		How much do you earn?
earth		People used to believe the earth was flat.
Easter		Easter Monday is a public holiday in England.
easy		It's very easy.
eat		How about something to eat?
	<i>ate, eaten</i>	He eats far too many chocolates.
economic		The country's economic situation is bad.
education		I want my children to have a good education.
effect		It had no effect on her.
effort		He made a great effort to be on time.
egg		I always have an egg for breakfast at the weekend.
either		Do either of you drive? You can have either beer or wine.

<i>neither</i>	Neither of us was able to translate the letter.
elect <i>election</i>	The Americans elect their President every four years. The Labour Party won the last election.
electric(al) electricity	That shop sells electrical goods. The electricity has been turned off.
else	What else could she do? There's something else I wanted to ask you.
e-mail	Please call, write or e-mail me as soon as possible.
embarrassing	I found it quite embarrassing.
employ <i>employee</i> <i>employer</i>	The local factory used to employ over five hundred people. That company has about 500 employees. He is a difficult employer to work for.
empty	My glass is empty. Is there any more wine?
end	There was a sharp bend at the end of the village. In the end we landed safely. When does the show end?
enemy	It took them a long time to defeat the enemy.
energy	We should try to save energy in the home. She has a lot of energy.
engaged	She's engaged to be married. I tried to phone you yesterday, but your phone was always engaged.
engine	There's something wrong with the engine.
engineer engineering	She's an engineer at a British company in France. She's an electrical engineering student at the University in Lyons.
enjoy	We enjoyed ourselves at the party. I enjoyed the dinner very much.
enough	There's not enough time. He's not quick enough. We haven't got enough room in our house.
enquiries <i>inquiries</i>	Ask at "Enquiries" for the information you need.
entrance	You go out of the front entrance and turn right up Southport Road.
envelope	I need twenty envelopes.
environment	We must do more to protect the environment.

equal	All people are equal.
equipment	AT&T is in the business of making telephone equipment.
especially	We used to cycle down to the river, especially on foggy days.
even	Even then, it would take me about three months. It was never like that years ago, even on a Saturday. It's too late for dinner now, even if they arrive in the next half hour or so.
evening	Good evening. In the evening you could go to the Theatre Royal.
event	He likes watching sporting events on television.
eventually	Well, eventually he came home.
ever	Have you ever been there? I don't think I'll ever forget it. Will you stay in Germany for ever?
every	There's a session every Sunday night in Cambridge in a pub. The Americans elect their President every four years.
<i>everybody</i>	When I came out everybody was looking at me.
<i>everyone</i>	Everyone helped to clean up the room after the party, so it didn't take very long after all.
<i>everything</i>	Everything was really very funny.
<i>everywhere</i>	Everywhere you go people speak English.
exact	What's the exact time?
<i>exactly</i>	The twins look exactly the same.
examine	The doctor examined me.
<i>examination</i>	At the end of the school year you will have an examination.
	A close examination showed absolutely no mistakes.
<i>examiner</i>	The examiner will ask you some questions.
example	Can you give me an example, please? For example,....
excellent	It's very good - excellent.
exception	We can't make any exceptions.
exchange	You can always exchange the book for another one. Do you think it's a fair exchange? We visited Ireland on a school exchange visit.
exciting	There was an exciting film on TV last night.
excuse	Excuse me. I must try and find a good excuse for getting home late.
exercise	These grammar exercises are difficult.

		You need more exercise to keep fit.
exit		We got out through the exit at the back of the store.
expect		Do you expect the plane to arrive on time?
expensive		It was quite expensive as well.
experience		I can type and have had experience working with several computer programmes.
<i>experienced</i>		He's a very experienced teacher.
expert		She's an expert on that subject.
explain		Can you explain it to me?
<i>explanation</i>		Your explanation helped me to understand the problem.
express		She could not express her feelings.
		There's an express letter for you.
expression		What's the English expression for that?
extra		You'll have to take on this extra work.
eye		Susan's got light blue eyes.
face		All I could see was his face.
fact		That's a fact!
in fact		Mm, in fact it was a big piece and I had to cut it in half.
		It shouldn't be any problem at all in fact.
factory		The chocolate factory closed a couple of years ago.
fail		I'm afraid I failed my driving test.
fair		It would be only fair.
		She's got fair hair.
fairly		This computer's fairly easy to use, so I don't think you'll have any problems.
faithfully		Yours faithfully, ...
fall		Careful, don't fall down the stairs.
<i>fell, fallen</i>		Mary went with me of course in case I fell.
family		This friend of mine brought photographs of the family with her.
		My family holiday was extremely boring.
famous		She was very famous for her paintings.
far		As far as you can go.
		Because the meals are so far apart I feel hungry most of the time.
<i>farther</i>		And farther on again is the fishing beach.

<i>further</i>	I should have gone a few yards further on and then turned left.
farm	They have a small farm in Wales.
fast	How fast were you going then? He's got a fast car.
fat	The doctor says I'm getting too fat.
father	Her father retired last year.
fault	It's not my fault.
favour	Hello Chris ... Could you do me a great favour?
favourite	The Beatles are my favourite pop group.
fax	Send it by fax. It's quicker.
fed up	I'm getting very fed up with my job.
feel	I'm sure this camera's got no batteries in. It feels extremely light to me. I'm feeling quite hungry.
<i>felt, felt</i> <i>feeling</i>	I felt strange. No, it was a strange sort of feeling walking into that place.
ferry	We took the ferry across to France.
few	A few days later I was picking my daughter up again from school. There were very few people there.
field	We went for a walk across the fields.
file	I've got all the information I need on this file.
fill	Can you fill my glass, please?
fill in	Could you help me to fill in this form?
film	Why don't I put your film in here? Have you seen the latest James Bond film?
finally	They finally arrived just after midnight. Finally put a little bit of cream on the top.
find	Where can I find a chemist's?
<i>found, found</i>	He found it quite interesting.
find out	Depending on what you find out. I'm trying to find out where he lives.
fine	The weather is fine. I'm feeling fine. It'll be fine. - How are you? - We're fine, I'm pleased to say. Yesterday I got a parking fine.

finger		Put it there, look, where my finger is.
finish		Do you want to call me at home when you've finished? My course finishes at the end of June. Have you finished your work?
fire		There was a fire in the centre of town last night. The secretary was fired.
firm		There's a Rent-a-Car firm at the top of the road.
first		I've seen it made for the first time today. When we got on the plane they took me on first. First go straight down this road. Then take the first left through to the ring road. It's not as difficult as it first seemed. Jack is his first name. I bought ten first class stamps when I was in town today.
fish	<i>fishing</i>	We had fish and chips for lunch. My brother loves to go fishing down by the river.
fit	<i>fitness</i>	Oh, it's a long way. I hope you feel fit. There's a new fitness club at the end of our street.
flat		Is that a private flat? It's flat you know, it's not hilly like Wales.
flexi-time		She works flexi-time.
flight		Have a good flight!
flight attendant		Can you call the flight attendant?
floor		We were given separate rooms on completely different floors. The cup fell on the floor and broke.
flower		She picked some flowers from the garden.
flu		My husband can't go to work this week. He's got the flu.
fluent	<i>fluently</i>	I speak fluent German and French as well as English. Do you speak Spanish fluently?
fly	<i>flew, flown</i>	How long had we been flying, about half way, weren't we? I'm not sure I'd fly with that airline again.
fog	<i>foggy</i>	There was a lot of fog this morning. We used to cycle down to the river, especially on foggy days.
follow		They were all following me. I'm sorry, I don't quite follow.
food		Thank you, especially for the food. It was delicious.

foot		Are you on foot or by car?
	<i>feet</i>	Oh, he's touching my feet. He's about six feet tall.
football		The boys were playing football.
for		I'll just draw it for you. I've seen it made for the first time today. You'll be late for the train. It's the same price for the two of us. Then you walk for about two hundred yards. She'll want to rest for a little while. Yeah, take her for a diet coke somewhere. What if we want to go for a swim? I think it'll be too warm in here for her. Is that all right for salad? We are having fish for dinner today. Thank you for phoning. So we've only got the ones that are for sale. That's for me to spend, is it?
air force		I used to be in the air force.
foreign		So far I've always had foreign cars.
	<i>foreigner</i>	Everyone is a foreigner somewhere.
forest		They're on holiday in the Black Forest.
forget		I shall never forget the time I went to Hungary.
	<i>forgot, forgotten</i>	I have forgotten where the village was, but there was a sharp bend.
fork		Help yourself to a knife and fork.
form		They'll send you a form to fill in.
formal		I'm writing this formal letter of complaint regarding the holiday we booked.
	<i>informal</i>	She wrote an informal letter.
fortnight		I was in Amsterdam a fortnight ago.
fortunately		Fortunately there were no other cars on the road at that time.
	<i>unfortunately</i>	Unfortunately our photocopying machine has broken down.
forward		I look forward to hearing from you as soon as possible.
free		I'll be free for the next fifteen minutes. This is a free country. I got a free ticket.
	<i>freedom</i>	They had been given complete freedom.
freeze		According to the weather report it's going to freeze tonight.
	<i>froze, frozen</i>	We've still got a lot of frozen food in the fridge.
	<i>freezing</i>	It's freezing. Please close the door.



<i>freezer</i>	The meat's in the freezer.
fresh	Have some fresh orange juice. Let's get some fresh air.
fridge	We need a new fridge.
friend	So can you tell us how old your friend is?
<i>friendly</i>	She's a very friendly person.
<i>unfriendly</i>	He spoke to us in a very unfriendly way.
frighten	All sorts of things frighten him, you know.
<i>frightening</i>	It was really frightening.
from	We were coming back from Hong Kong. I'm not from Chorley. You could get a programme from the Concert Hall. The company closes from the first of August to the twenty-second. Love from ... I'm looking forward to hearing from you.
front	I went to the front door. I was sitting at the front.
<i>in front of</i>	The station is in front of you.
fruit	Would you like some fruit juice?
fry	Fry the garlic and then put the mushrooms in the saucepan.
<i>fried</i>	Fried beef in mushroom sauce.
full	The hotel's full this week.
<i>full-time</i>	I normally work full-time, but I've just got a part-time job at the moment.
fun	We had a lot of fun at the party.
<i>funny</i>	It was quite funny though with the Christmas cake, wasn't it? That's a funny-looking bottle.
furniture	She's bought some new furniture for the dining room.
furnished	The flat was nicely furnished.
<i>further</i>	I should have gone a few yards further on and then turned left.
future	Be more careful in future! I would also get useful experience for the future.
gallery	That's a really interesting place. It's a museum, an art gallery and a leisure centre.
gallon	How many litres are there to a gallon?
game	I should like to congratulate you on the game.
garage	I'm just going to the garage to get some petrol. I wish I had a garage for the car.

garden	They have a beautiful garden.
garlic	Mmm ... I can smell garlic.
gas	We've got gas central heating.
gate	Go down this road till you see some big iron gates. The flight to Frankfurt? Gate 8.
general	In general we would probably have been quite comfortable at the Pondview Hotel.
<i>generally</i>	It was generally very quiet and the weather was excellent.
gentlemen	Is that the building where they have the toilets marked "Gentlemen"?
get	How do I get to Kensington Road?
<i>got, got</i>	She only gets upset when she's feeling unwell. We could get the train to Bruges. It's probably better to get your tickets when you're there. It might be an idea then to get a programme from the Concert Hall. I'm going to get my hair cut. Well, I've got the other camera. They've got to take on extra work
get on	When we got on the plane they took me on first.
get off	Get off the bus at the station.
get in	It's quite hard actually to get in.
get used to	You must get used to this.
<i>get in touch</i>	I just wanted to see how we can get in touch.
get together	We could get together at five fifteen when I've finished work.
get back	When did you get back?
get rid of	I had to get rid of my old bike.
get dressed	Get dressed! Breakfast's ready.
get married	I'm getting married in the morning.
get ready	Get ready! We have to leave in a few minutes.
get better	He was quite ill, but he's getting better now.
get up	So, I got up and went to the door.
girl	I'd had a joke with one of the girls, you know.
<i>girlfriend</i>	My son seems to come home with a different girlfriend every week!
give	He gave us his map.
<i>gave, given</i>	So I'll try and give you a call. He gave me a ring last night. We were given separate rooms on completely different floors.
give up	Have you given up smoking?
glad	Glad to see you. I'd be glad to help you any time.
glass	It's made of glass. A big glass of orange juice with lots of ice.
glasses	She wears glasses when she drives.

go	Drive straight on as far as you can go. I can't really say that all this is going to work. That one needs to go first class. So, how's work going with you? Go away!
<i>went, gone</i>	Are you thinking of going back on the same train as me tomorrow then? Go down there about half a mile. What if we want to go for a swim? I'm going home in a minute. The pilot says you can go in the cabin. Well, you can go inside and eat. You can go into Rivington to see the museum. You want to go left again down towards Akers. The food has gone off. Go on then, put the fruit in here. You see, I should have gone on another twenty yards. When are you going on holiday? Well, Mum and Dad went out so we went to Mary's to sleep. You go out of the entrance and turn right up Southport Road. You want to go right all the way up until you pass the post office. Yes, it's beautiful. I'd love to go round there. Pamela likes to go shopping. Yeah. And then you go straight on. I went through the door. Sarah wouldn't go to sleep, and she wanted to ring Mum. Okay. Go up to the bridge, and that's on Farm Lane. The prices have gone up 3% in the last twelve months. It goes well with those trousers.
go away	
go back	
go down	
go for	
go home	
go in	
go inside	
go into	
go left	
go off	
go on	
go on	
go on holiday	
go out	
go out of	
<i>go right</i>	
go round	
go shopping	
go straight on	
go through	
go to sleep	
go up	
go up	
go with	
God	Oh my God, it happened in front of the police station. Good God, that must have been difficult. Thank God we've got central heating!
gold	It's made of gold. The sign was written in gold letters.
golf	We play golf at least twice a week.
good	He's very good at sleeping. Good idea! It's very nice, it looks very, very good. I want it in good order. Very good. There's something else I wanted to ask you. That's very good. Have a good time. Have a good night. He's good-looking.
<i>better, best</i>	
good-looking	
<i>good night</i>	Good night.
<i>good morning</i>	Good morning.
Good Friday	We left on Good Friday.
goodbye	I'm afraid it's time to say goodbye.

government	What do you think of the new government?
gram(me)	There are about 450 grams to a British pound.
grammar	Look it up in your grammar book.
grandfather	He looks like Willy Carson's grandfather, you know.
<i>granddad</i>	
<i>grandmother</i>	Elsa has never seen her grandmother.
<i>grandma</i>	
<i>grandchildren</i>	They've got four grandchildren.
<i>grandparents</i>	John lives with his grandparents.
<i>granddaughter</i>	She is one of her granddaughters.
<i>grandson</i>	Their youngest grandson is called Ken.
grape	She loves grapes with cheese.
grapefruit	John always has grapefruit juice for breakfast.
grass	Keep off the grass.
great	Yeah, it was great. Hello Chris ... Could you do me a great favour? Great! Let's go out to Trent Lock then. That would be nice.
green	Oh, I want the green one.
grey	The sky is grey and cloudy today. My hair's starting to turn grey.
ground	We live on the ground floor. It fell to the ground and broke.
group	A group of children has just arrived.
grow	It grows quickly.
<i>grew, grown</i>	She grows vegetable in her little garden.
grow up	And I mean I grew up in the city. I'm a city boy.
guess	The flight attendant said we were about to land. Then ... guess what happened. Well, I guess this is all our news at the present time.
guest	Since when do guests of 2-star hotels get better service?
<i>guest house</i>	They found a nice little guest house near Halifax.
guide	It's a good guide. We had a charming guide on our tour.
<i>guided</i>	We went on a guided tour of Paris.
guilty	He was found guilty of murder and sent to prison.
guitar	Do you still play the guitar?

gun	They had no guns.
<i>guy</i>	I need a couple of strong guys to help me with this furniture.
gym	He spent every evening training at the gym.
habit	Everybody has got good and bad habits.
hair	Mary combed her hair, and then she went to sleep.
hairdresser	I've got to go to the hairdresser's.
<i>haircut</i>	I need a haircut.
half	Go down there about half a mile.
<i>halves</i>	How long had we been flying, about half way weren't we? Yeah, it was about an hour or hour and a half. She only needs half of that anyway. Mm, in fact it was a big piece and you cut it in half. It's a half pound of butter. Well, in these places, you breakfast at eight, well, half past eight.
hall	It might be an idea then to get a programme from the Concert Hall. He came into the hall through the front door.
ham	She made a lovely ham and cheese salad.
hamburger	I'm afraid I just don't like hamburgers.
hand	He cut his hand. Ah, I see, that was in your hand baggage, was it? Turn right and it's about half a mile down on the left-hand side.
handicapped	A friend of mine has got a handicapped daughter.
handkerchief	Sorry, have you got a paper handkerchief?
<i>hanky</i>	
handsome	He was a tall, dark, handsome man.
hang	The picture is hanging on the wall. Oh, hang on.
<i>hanged, hung</i>	
happen	The flight attendant told us we were about to land. Then ... guess what happened. Lucky for me the police had seen it happen.
happy	Ever since, I've never felt really happy while a plane's landed. Happy Birthday!
hard	It's quite hard to get in actually. They're trying too hard. You wanted it hard boiled, didn't you?
hardly	You could hardly walk around there.

hardware		Computer hardware has become a little less expensive.
hat		It's cold outside. You'd better put a hat on.
hate		I hate milk.
have		I just don't have the time.
	<i>had, had</i>	D'you know I'm sure I've had this here before. Right, well you can have breakfast with me. We could have a party with spaghetti or beans on toast, couldn't we? They took me on the plane first because they'd had to lift me on you know. Tony was saying they should have the heating on by Wednesday. Can I have a second class stamp please? She is having a haircut.
have a look		I had a shower before breakfast.
	<i>have got</i>	Maybe we'll go there tomorrow and have a look.
have to		Well, I've got the other camera.
		I have to stay near the phone.
		Good God, that must have been terrible.
	<i>have got to</i>	You've got to pay for this one, the other brochures are free of charge.
	<i>had better</i>	I'd better leave now.
he		He gave us this map.
head		He hurt his head when he fell.
	<i>headache</i>	I've got a terrible headache.
health		The children are all in good health.
	<i>health food</i>	Health food is good for you.
	<i>healthy</i>	She's hardly ever ill. She is very healthy.
hear		I didn't hear a thing.
	<i>heard, heard</i>	Well, I'd never heard that before. We send our best wishes to you and hope to hear from you soon.
heart		It broke her heart.
heating		Tony was saying they should have the heating on by Wednesday.
heavy		Your suitcase is very heavy.
hello		Hello Chris ... Could you do me a great favour?
help		Can I help you? Mike, help yourself to a knife and fork. You've been a great help.
	<i>helpful</i>	The instructions weren't very helpful.
her		He'd never seen her. So we thought she could come over with her husband. So he wrote her a letter.
	<i>hers</i>	It's hers.
	<i>herself</i>	She wanted to make them herself, but she never really knew how.

		She threw herself in the lake.
here		There's not actually anybody to play with around here, you know. Why don't I put your film in here? Here we go then. Can you come up here for a minute? Thank you. Here's your receipt and 50. 60. 75 change Here you are.
Hi		Hi!
hi-fi		We've just bought some new hi-fi equipment.
high		This is a very high building. The prices are not very high, are they?
hill	<i>hilly</i>	Just follow your nose up the hill till you come to the Town Hall. It's flat you know it's not hilly like Wales, but you get used to that.
him	<i>himself</i>	All sorts of things frighten him, you know. I went up to him afterwards. He got himself a whisky. He hurt himself when he fell.
hire		We hired a car in Valencia and toured along the Costa Blanca as far as Alicante.
his		All I could see was his face. It's his.
history		History was my favourite subject at school.
hit	<i>hit hit</i>	He hit me with a stick. I'd hit him and lucky for me the police had seen it happen.
hobby		John has got quite a lot of interesting hobbies.
hold	<i>held, held</i>	She was holding the baby in her arms. Hold on. Hold the line please. In case I don't get hold of you on the phone.
hole		He fell into a deep hole.
holiday	<i>holidays</i>	October 3rd is a public holiday in Germany. As you're on holiday at the moment I thought I'd send you a card. We had a lovely holiday. When do the school holidays begin?
home		I was taking the children home. She's probably not going to be in her own home for a year or so. I've left them at home in my shopping bag. Please come home. When did you get home last night?

honest		To be honest I have no idea on rental cars.
<i>honestly</i>		Honestly, I can't help you.
honey		Sheila loves milk with honey.
hope		Oh, it's a long way. I hope you feel fit.
<i>hopefully</i>		There was no hope for them. Hopefully it'll be a nice day.
horse		He was seen riding a horse.
hospital		Not all that long since, perhaps ten years ago this friend of mine was in hospital.
hot		It should be quite hot inside. It's boiling hot. I wouldn't recommend the hot curry. Try a mild one.
hotel		Our hotel was 5 km out of town.
hour		Yeah, it was about an hour or hour and a half.
<i>quarter of an hour</i>		It said 'Five miles an hour'.
<i>half an hour</i>		That takes about quarter of an hour, twenty minutes. Lyme Regis is half an hour's run.
house		Is that a private house?
<i>housewife</i>		You still hear people say: "She's only a housewife!"
<i>househusband</i>		
how		Can you tell me how to get to this place? Now, how are we going to carry all these over? Wow, how much is that? How far's Brugge from Amsterdam? It made me realize how lucky we were. How would you like it cooked? How long ago was that? How fast were you going then? How old were the children? So, how's work going with you? How many passengers? How do you spell Loescher, is it L-O-E-S-C-H-E-R? I'd like to know how you do it then.
humour		He's got a good sense of humour.
hungry		No, I'm getting quite hungry now, actually.
hurry		I'm in a hurry. Hurry up! It's getting late.
hurt		So it was a wonder he wasn't hurt, wasn't it?
<i>hurt, hurt</i>		Is this the tooth that hurts?
husband		So we thought she could come over with her husband.



I		I'll do the driving, I like driving.
ice	<i>ice-cream</i>	Orange juice in a big glass with lots of ice. I love that ice-cream called Magnum.
idea		She just had no idea. Oh, look! What a good idea.
identity card		The police wanted to see everybody's identity card.
if		No, well, yeah, if you want to use the film at some other time. I just wanted to ask you if you happen to have one more stamp. No, if I'd had, say, an hour to wait, I would then have gone to the car park.
ignore		Ignore them.
ill	<i>illness</i>	He's ill in bed. During his last illness we only saw him once or twice.
	<i>illegal</i>	Illegal immigration from other parts of the world is increasing from year to year.
imagine	<i>imagination</i>	I would imagine that's the way I came here. What this country needs is politicians with more imagination.
immediately		Come home immediately!
immigrant	<i>immigration</i>	The number of immigrants has increased in the last ten years. The government wants to stop illegal immigration.
important	<i>unimportant</i>	It was important to find out everything. For my partner money is relatively unimportant.
	<i>impossible</i>	It's so dark in here, it's almost impossible to read.
improve	<i>improvement</i>	We could improve it if you give us time. He is showing great improvement.
in		There's a concert every Sunday night in a pub in Cambridge. Well, they had a big one in '81. I used to be in the air force. The pilot was sitting in one of the seats. Why don't I put your film in here? In the end we landed safely. It's warm in here, shall I turn the heating down? Yes, you're right, well look, in a minute we'll know. Her son was in hospital. You're sitting in the wrong place there. Cook some garlic in a little bit of butter. Actually, in the recipe it says cream cheese. I suppose in a way he's like me. It rained in the afternoon. I'll have fried beef in mushroom sauce. <i>in case</i> Jeanne went with me of course in case I fell.

<i>in cash</i>	Yes, and I could pay you back in cash.
<i>in fact</i>	Mm, in fact it was a big piece and I had to cut it in half.
<i>in front of</i>	The station is in front of you.
<i>in general</i>	In general we would probably have been quite comfortable at the Pondview Hotel.
<i>in love</i>	I think she was in love with the young man.
<i>in order</i>	I want it in good order.
in spite of	They went for a walk in spite of the rain.
inch	The car moved forward inch by inch.
include	Does the price include service and tips?
<i>inclusive</i>	It's all inclusive, isn't it?
increase	The number of visitors to Britain has increased. There was a large increase in the number of visitors.
industry	There is a lot of industry in Leeds. Leeds is an industrial town.
<i>industrial</i>	
<i>informal</i>	She wrote an informal letter.
information	Have you got any written information about these places?
injured	A number of people were seriously injured.
insect	There were hundreds of insects all around the lake.
inside	Yeah, they're inside there now. The inside of the house was newly decorated. Well, you can go inside and eat.
instead	Yeah, but then it'll cost about £220 pounds each instead of £30. Instead we were given separate rooms on completely different floors.
instructions	We've got the instructions anyway.
instrument	She can play a number of instruments.
insurance	You often get better treatment if you have private health insurance.
intelligent	They're very intelligent students.
interest	That covers all the places of interest as well.
<i>interested</i>	We would be interested to hear about your plans.
<i>interested in</i>	I'm interested in this sauce. I want to know if it's the same as a Hollandaise.
	There are some interesting people who get there.
<i>interesting</i>	That's really interesting. It's a museum, an art gallery.
international	It's an international meeting.
internet	In a few years' time most people will be on the internet.

interrupt	Don't interrupt me, please, I haven't finished. We turned round and he actually interrupted his phone-call to talk to us. It's impossible to work here without any interruptions.
<i>interruption</i>	
interview	She had an interview at 10 a.m.
into	When he goes into the office he's never quite sure where he's going to be sent. If you take that road, that takes you into Chorley. Change your dollars into pounds at the airport.
introduce	They stopped and introduced us to their daughter.
invite	He invited us to his birthday party. Thanks a lot for the invitation to your party.
<i>invitation</i>	
iron	It's made of iron. Don't forget to switch off the iron before you leave. You should iron that blouse before wearing it.
island	It's a big island.
it	We listen to it quite a lot. And that's about it. It's raining. It doesn't often rain here. It's a long way to town. It was quite funny though with the Christmas cake, wasn't it? It depends. It should be quite hot inside. Would you believe it? That's it. That's right.
<i>its</i>	Its museums are said to be very attractive.
<i>itself</i>	Cambridge itself is not a very big town anyway.
jacket	What colour's your jacket? The flight attendant showed them how to use their life-jackets.
<i>life-jacket</i>	
jam	We had coffee, bread and jam for breakfast.
jeans	Where can I get some good jeans?
job	I think he's found the right job.
join	He joined the company three years ago. I've joined the French for Beginners course. Will you join us for a drink?
joke	Oh, you're joking, it's our speciality of the house. I had a joke with one of the girls.
journey	I remember that journey, it was terrible.
judge	Judges are chosen by the government.

juice		Can I have orange juice in a large glass with lots of ice?
just		I just don't have the time. Just go down this road as far as you can. I'll just telephone then. I've just taken you through Budapest.
keen on		She's not so keen on pubs actually, she doesn't drink.
keep	<i>kept, kept</i>	Keep going straight on, past the station as far as the roundabout. I'd love to keep this bottle. I wish we could keep it. And I kept thinking, I wonder where we are now. Oh, fine actually. Yes, yes, it keeps us pretty busy. Where do you keep your bottles?
key		We lost our car key somewhere in town.
kill		Millions were killed in the Second World War.
kilo(gram)	<i>kilometre</i>	I'd like a kilo of fresh strawberries. We discovered that our hotel was 5 km out of town.
kind		What kind of music does she like? The area's kind of hilly with lots of little villages. That was very kind of you.
king		There aren't many European countries that still have kings and queens.
kiss		I gave her a kiss. In some countries people often kiss each other when they meet.
kitchen		Help yourselves to food and drinks in the kitchen.
knee		Have you hurt your knee?
knife	<i>knives</i>	Mike, help yourself to a knife and fork.
knock		A student came and knocked on the door.
know	<i>knew, known</i>	You know the big block of flats? She always wanted to make them herself, but she never really knew how. And it's actually lovely to just be in the village, you know.
knowledge		I have a working knowledge of Spanish.
lady		'A nice young lady came to see me', he said.
lake		Perhaps a walk around the lake on Sunday evening.
lamb		There's beef, pork or lamb for lunch.
lamp		She bought a new lamp for the living-room.
land		In the end we landed safely.

language	Welsh is my first language.
laptop	He takes his laptop with him everywhere.
large	There's a large map of Chorley here.
last	What did you do last night? And then we just got the last train back. Last time I saw it it was in perfect condition.
<i>last name</i>	And what's her last name?
at last	There you are at last. When did you last see him? The play lasted two hours.
late	Yes, we were late as usual. And a few days later I was picking my daughter up again from school. I've booked my taxi from Maidstone at a later time. They arrived late.
latest	He's got all the latest software.
lately	I haven't seen much of her lately.
laugh	She laughed at me.
law	There's a law against it.
<i>-in-law</i>	John's my son-in-law.
lawyer	We know a good lawyer.
lazy	I've got one colleague who's really lazy.
lead	The guide led us to the entrance.
<i>led, led</i>	
learn	How many languages did you learn at school?
least	We chose the least expensive restaurant we could find.
at least	There were at least 500 people. At least as far as the difference between a 3-star and a 2-star hotel is concerned.
leather	I have to wear leather shoes.
leave	We'll just leave the car here and go on the train. That's right, but if she ever leaves she can always change the address. And a supersaver to Nottingham, also return leaving today.
<i>left, left</i>	I've left them at home in my shopping bag. And I've got one left.
left	Turn left and on your right there's Notts County's football ground. You go down here and take the third left. Number two, the one on the left. Turn right and it's about half a mile down on the left-hand side.

leg		She broke her leg a year ago.
legal	<i>illegal</i>	There are not many legal ways of making a lot of money quickly. It's illegal to drive when you've been drinking.
leisure		We've got an all seasons leisure centre here in Chorley.
lend	<i>lent, lent</i>	Can you lend me some money?
less		It's more or less finished now. It'll be less of a problem. There might be some, but it's less likely than on other nights.
lesson		We have two English lessons a week.
let	<i>let, let</i>	It's all right, they've just let me drive for a while. Let's go and have a drink. Let me know. That looks very nice, put it on and let's have a look at you. Let's assume that she arrives on Friday.
letter		So he wrote her a letter and explained that he was going to take a trip with Carol.
library		The library opens from 10 a.m. to 4 p.m.
licence		I need a TV licence for my Mum. He lost his driving licence for three months.
lie	<i>lay, lain</i>	The paper was lying on the table. Why don't you lie down?
life	<i>lives</i>	And just village life, no lights in the village, but it's not far where I go in the winter. If you'd led a nice quiet life and hadn't drunk or smoked, you'd be much healthier now. It would be a great surprise - after the life you've led.
lift		They had to lift me on the plane. Can I give you a lift? You can use the lift.
light		I'm sure this camera's got no batteries in. It feels extremely light to me. At the traffic lights at the top of the road you turn right. There are no lights in the village. Have you got a light, please?
like		Oh Mummy doesn't worry about anything like that. Well she's like Aubrey was. I'll do the driving, I like driving. It was absolutely fantastic. I felt like a VIP. How would you like it cooked? Would you like another drink?

		<p>You're probably right. Be interesting to see what he looks like.          What's it like?          That's if you go for like 17 days.          It looked like we were flying right into it.          And providing services like British Telecom do.          There were people like Rob Lummel.          It's flat you know, it's not hilly like Wales.</p>
likely	<i>unlikely</i>	<p>There might be some, but it's less likely than on other nights.          He's unlikely to come so late.</p>
line		<p>I was coming down Southport Road near the police station and there was a line of traffic.          Hold the line please. All our operators are currently busy.          The line was engaged all afternoon.          Don't step over this line.</p>
list		<p>There's also a lot of local folk music - maybe you could get lists of who's playing there.          Please put me on your mailing list for this kind of new software.</p>
listen		<p>Do you still listen to Scottish music?          Listen! Why don't we meet again tomorrow?</p>
little	<i>a little bit</i>	<p>It's nice, quiet, you know, just a little village with six hundred people.          I've got very little time.          There's very little to do here.          You melt a little bit of butter and garlic.</p>
live		<p>Where we live is fantastic, you know.          I might live for another ten years.</p>
living	<i>living-room</i>	<p>What do you do for a living?          They were sitting in the living-room, when suddenly the lamp fell down.</p>
local		<p>There's also a lot of local folk music - maybe you could get lists of who's playing there.          It's only a local call. It doesn't cost much.          What's their local time?</p>
lock		<p>Lock the door so that no one can come in.          I must have left the key in the lock.</p>
lonely		<p>Pat sometimes feels very lonely.</p>
long		<p>Yeah. How long ago was that?          Well that's a long way then.          They've all closed down. There used to be one at Southpool, but that closed a long time ago.          He didn't stay long.          She made a long-distance call.</p>
look		<p>That looks very nice, put it on and let's have a look at you.          Oh, look! What a good idea.          Maybe we'll go there tomorrow and have a look.</p>

		It looked like we were flying right into it. It was really frightening. He looks like his father. Yes, you're right . Well, look, in a minute we'll know. We left the plane all looking a bit pale. Does it look nice?
look after		I've got to manage my money to look after myself in my old age.
look at		You see I'd never get her into a museum to look at art.
look for		I'm looking for my glasses.
	<i>look forward to</i>	Okay, look forward to seeing you.
look into		G&E are looking into that at the moment.
	<i>look like</i>	It'll be interesting to see what he looks like.
look out		Look out!
lorry		All the lorry drivers were on strike.
lose		And now the company is losing 40,000 jobs.
	<i>lost, lost</i>	If we are lost, we can ask again once we're at the station. We lost the game. I've lost my keys.
lot		We listen to Irish music quite a lot. That's a lot, isn't it?
		But it's got a lot of garlic in anyway.
	<i>lots</i>	There are lots of caravan parks in the area. We were just spending our weekend in Amsterdam 'cos there's lots to do. Yeah, in a big glass with lots of ice.
loud		Suddenly there was a loud noise.
love		I'd love to keep this bottle. I wish we could keep it. I think she was in love with the sales manager. I love the country, I always have. Love, from ...
lovely		It was lovely, wasn't it? It's a lovely colour. Lovely, thank you.
lounge		Coffee will be served in the lounge. We had to wait for ages in the Departure Lounge.
low		That's low down.
luck		I've had a lot of bad luck recently. It made me realize how lucky we were.
	<i>lucky</i>	I'd run him over and lucky for me the police had seen it happen, you see.
	<i>luckily</i>	Luckily a motorist stopped to help, so we were able to change the wheel fairly quickly.
luggage		The only problem we've got then is carrying the luggage.
lunch		What about a nice traditional Sunday lunch in a pub?
	<i>lunchtime</i>	Sunday morning church, Sunday lunchtime the pub, for the meal more than the drink!



machine	But unfortunately our photocopying machine has broken down.
mad	Well, it says here you would be mad to come to Flanders.
madam	Can I help you, madam? Dear Sir or Madam, ...
magazine	Is this a woman's magazine?
main	And then you're in the main street. But the main thing is that ... You have to get off the main road.
<i>mainly</i>	She likes all kinds of music, classical - mainly classical, I think.
make	Her mum never makes cakes. I don't think I can make it this morning. Yes, I would, thank you, but make it a small one. AT & T is really in the business at the moment of making equipment for telecommunications. Make sure you've locked the door. I think you've made a mistake. Which makes it more difficult. It made me realize how lucky we were.
<i>made, made</i>	
<i>made of</i>	It's made of wood.
man	There was a young man with us that had been in our hotel.
<i>men</i>	
manage	I managed to be a good teacher, but I wasn't popular. Can you manage? I've got to manage my money to look after myself in my old age. She's the manager of our department.
<i>manager</i>	
many	I don't know how many - four or five, I think. There are so many lovely places round the area.
map	You're going to buy this map? It's £1.25, please.
mark	Follow Route 31 South and it's clearly marked about 5 miles along to the right.
market	There's a market in the centre of town every Wednesday.
married	My sister's getting married next year.
marvellous	Marvellous, wasn't it?
match	Have you got a match? I was watching the football match on television last night.
maths	Is she good at maths?
material	What sort of material is it?

matter	What's the matter? We're all having the same thing, so it won't matter, Matilde, don't worry.
may	I may have time tomorrow afternoon. I'll try and give you a ring then. May I use your phone?
Mayor	The new museum was opened by the Mayor.
me	Try to call me before four fifteen if you can.
meal	It's difficult to find a reasonably priced meal.
mean	Are you sure you want to go, I mean, we can go for a city break in Bruges.
meant, meant	What does this word mean?
	What do you mean?
meaning	The meaning isn't really clear. He's really mean.
meat	I don't eat as much meat as I used to do.
medical	You should take out medical insurance before you go.
medicine	My daughter's studying medicine.
medium	How do you want your steak? Rare, medium or well done?
meet	We could have a walk around the lake on Sunday evening and then meet some friends for a drink.
met, met	You haven't met Ian, have you?
meeting	There's a meeting at four.
member	He's been a member of the golf club for a long time now.
memory	My memory is getting worse and worse. The visit to my old school brought back lots of memories.
mention	Oh no, we haven't mentioned that yet. As I mentioned, the next meeting will be on Tuesday.
menu	Could I have the menu, please?
merry	Merry Christmas!
message	Could you give her a message?
metal	No, it's not plastic, it's metal.
method	That's not a very good method.
metre	It's about 200 metres from here.
microwave	I don't know what I would do without the microwave. It's so useful.

middle	You' find it in the middle row of shelves.
midnight	And she got in after midnight!
might	I don't know. Actually it might be nice to spend a couple of hours in London anyway.
mile	Turn right and it's about half a mile down on the left-hand side.
milk	Do you want milk in your tea?
million	There are millions of them.
mind	He probably won't mind anyway. Would you mind if I opened the window? Mind the door. They've changed their minds once again. I just can't make up my mind.
mine	And Emma, a friend of mine, brought these photographs out.
mineral water	Can I have mineral water, please?
minister	Who's the prime minister of India?
minority	There are about 250 minority languages in the European Union.
minute	Can you come up here for a minute? I can type 80 words per minute. I'm seven minutes on the bus away from West Bay. I'm going home in a minute.
mirror	Look at yourself in the mirror.
miss	Do you miss the city? Yeah, you can't miss it. I missed the bus. My bag is missing.
Miss	Miss Smith
mistake	They've just realised they've made a mistake.
mix	Can I have pineapple juice mixed with white wine?
modern	It's a very modern building.
moment	And there's a Picasso exhibition on at the moment.
money	Have you got any money on you?
month	We were in Sydney a month ago.
mood	The boss is in a bad mood again.

moon	It must be full moon.
more	That makes it more difficult. I thought it would cost more than that.
morning	If you got the earliest train in the morning, you'd arrive by lunchtime. Do you think she'd like to go to church on Sunday morning?
most	It's the most expensive hotel in town. Most people don't realise how easy it is to learn a foreign language. I wonder which is the language with the most words?
mother <i>mother-in-law</i>	Her mother lives just down the road. My mother-in-law makes this sort of cake as well.
motorbike	She goes to work on her motorbike.
motorway	There was a terrible accident on the motorway last night.
mountain	We spent our holidays in the mountains last year.
mouth	Open your mouth, please.
mouse <i>mice</i>	You use the left button on the mouse.
move <i>movie</i>	It was so crowded you couldn't move. They've moved to London.  I was thinking of going to a movie, do you want to come?
Mr	Could I speak to Mr Tanaka, please?
Mrs	This is Mrs Haak's office.
Ms	It's 'Ms', not 'Mrs'.
much	I don't want too much rice, thank you. Alright. Thank you very much. How much was it? He's much happier now.
multimedia	My son wants a multimedia computer for Christmas.
Mum	Well, Mum and Dad went out, so we went to Mary's to sleep.
murder	They were sent to prison for murder.
museum	It's a museum and an art gallery.
mushroom	I'll have the deep fried mushrooms.
music <i>musician</i>	Yeah. Mm. What kind of music does she like? There are a lot of good musicians in Ireland.

musical		We went to a musical when we were in London.
must	<i>had to, had to</i>	There must be something interesting on TV tonight. You must get used to this. You mustn't touch that key.
my	<i>myself</i>	I could borrow my brother's car. Actually I've never visited these places myself. I've got to manage my money to look after myself in my old age.
name	<i>first name</i> <i>last name</i>	That's right ... that's my name there and that's the number. My first name originally came from Scotland. Do you know her last name?
narrow		Some of the roads in Scotland are very narrow.
nation	<i>national</i> <i>nationality</i>	50 years ago the whole nation used to listen to the Queen's Christmas speech on the radio. We usually buy a national newspaper. There are a lot of foreign nationals in this area. What nationality is he?
native		English is my native language.
nature	<i>natural</i>	I saw an interesting nature programme on TV. It's quite natural.
near	<i>nearest</i>	I was coming down Southport Road near the police station. Where's the nearest telephone?
nearby		There are one or two very nice pubs nearby.
nearly		Are you nearly ready?
necessary	<i>unnecessary</i>	That's okay, it's not necessary. That was quite unnecessary.
neck		I've got a pain in my neck.
need	<i>needn't</i> <i>don't need to</i>	I need to go to the railway station. Could you tell me the way? Right okay and the other thing I need is a TV licence form. You needn't come, if you don't want to. You don't need to do that now.
neighbour		What are your neighbours like?
neither		Neither of us want to go there. - I don't like him. - Neither do I. Neither my parents nor my brother are coming to visit us at Christmas.
nervous		I was so nervous before the interview.
never		Well, I'd never heard that before.
new		You just don't have the time with the new house and the garden.

news	Have you heard the news? Switch on the TV. It's time for the news. Can I have a look at your newspaper?
<i>newspaper</i>	
next	Yes, and the next thing we wanted to ask you is how to get to the Castle Museum. I'm having a birthday party next Friday starting at about 8. He turned left, instead of going on to the next road. The post office is next to the bank.
<i>next to</i>	
nice	It was nice, wasn't it!
night	What did you do last night? Do they sleep all night without waking up? But then you've got to add 50 pounds a night for the hotel rooms. So on Friday night we'll have a drink at the Salutation, alright? The hotel was next to a very busy motorway which was very noisy at night. We stayed in a hotel over night. Good night.
no	No, it's quite good. Yes ... sure ... no problem at all. No smoking. There's no one here at all! I went to the front door, nobody there. - What are you doing? - Nothing really. Where did you go last night? - Nowhere. We stayed at home.
<i>no one</i> <i>nobody</i> <i>nothing</i> <i>nowhere</i>	
noise	What a terrible noise! It was so noisy I couldn't hear if anyone said "come in".
<i>noisy</i>	
none	None of them are here.
nonsense	I don't believe that. That's nonsense.
nor	I wouldn't do it. - Nor would I. Neither my parents nor my brother are coming to visit us at Christmas.
normal	I was wondering whether to have a vegetarian burger or the normal burger. Jamie, normally, you put him in his bed and he's gone.
<i>normally</i>	
north	It is the Venice of the north of Europe. We live north-east of Paris. He has got a northern accent.
<i>north-east</i> <i>northern</i>	
nose	The man with the big nose.
not	Well I mean, Holland's only small, it's not a big place. She's not so keen on pubs, actually she doesn't drink. - Go for a drink maybe? - Yeah why not. No, I don't play very much now, no, not at all. - Thanks for your help. - Not at all.

note	A five pound note. Make a note of his address, please. Could you note it down for me?
notice	He didn't notice the mistake. Have you heard? The boss's secretary has given in her notice.
now	Are you ready now? Now, how are we going to carry all these over? Well, it should have recovered by now. The postman came just now.
nuclear	More and more people are against nuclear power.
number	He lives at house number two, the one on the left. A number of people left before the end of the play. I've included her address, phone number and e-mail address in case you need to contact her.
nurse	She's a nurse at the local hospital.
nut	Would you like some nuts with your wine?
obviously	They obviously won't come now.
occasionally	I occasionally have a glass of wine, but normally I don't drink alcohol.
occupied	I'm afraid the room is still occupied.
o'clock	It's six o'clock.
of	It is the Venice of the north of Europe. I'll give you a cup of coffee. A village of 5000 people. They've got a daughter of fifteen. It closes from the first of August to the twenty-second.
of course	- Could I borrow your pen? - Yes, of course. Of course, what I didn't know was that the post had already arrived.
off	And Kensington Road's off to the right. Turn the lights off when you go to bed. A week today I shall be off to Munich. I walked off and left him. We went off for a trip.
offer	I offered to help. I'll make you an offer.
office	I'm not at the office at the moment.
officer	And of course the police officer came and I was a bit shocked.
official	What's your official title?

often	The police told me that he'd often done that. How often do you use a computer?
oil	Does your car use much oil?
OK / okay	OK, you go up this road and turn left at the corner. Yeah, that's okay. Right okay, and the other thing I need is a form for a TV licence.
old	There were all sorts of buildings, you know, little old cottages, ... How old were the children? So can you tell us how old your friend is? I've got to manage my money to look after myself in my old age.
on	Turn left and on your right there's Notts Country's football ground there. He was standing on the fourth floor. Yeah, we'll just leave the car behind and go on the train. Can I have cheese on it? You could find out what's on at the Theatre Royal. The theatres are closed generally on Sundays. I think we should turn on the heating. And then you press it down on the top. I haven't got that much money on me. As you're on holiday at the moment I thought I'd send you a note in case I don't get you on the phone. Dogs, cats and so on. Have you by any chance got anything on Bath? There's somewhere else nice on the way to Amsterdam. I hope you'll have time to join me for lunch at noon on the 20th. House number two, the one on the left.
once	She was here once and I was baking one of those cakes. Can I do it month by month or do you have to pay for it all at once? - How often do you see him? - Once in a while. Can you try it once more, please?
one	One of the pilots said you're looking down on Budapest. No, I've bought one. Well, do you want to have this one? One more time, please. We've seen far too little of one another since you moved to Chicago in '92. You said you wanted the little ones as well. And then one day we were in the local cinema.
onion	And you put an onion and some pepper in the saucepan.
only	The only problem that we've got then is carrying the luggage. She only needs half of that anyway. You could rent a car, yeah. I mean it's only four miles. I've only just arrived.
open	Shall we open a bottle? On a Sunday a lot of the little Covent Garden places are open. The shops usually open about eleven o'clock.



operation	She's gone into hospital for an operation.
operator	Hold the line please. All our operators are currently busy.
opinion	What's your opinion, John?
opportunity	I don't have many opportunities to go abroad.
opposite	He went in the opposite direction. The hotel is opposite the post office. What's the opposite of 'big'?
or	OK ... Are you on foot or by car? Are you thinking of going back on the same train as me tomorrow then or what? She's not so keen on pubs actually, she can have a diet coke or something.
orange	Would you like some orange juice?
order	Are you ready to order? She's learning English in order to get a better job. The machine is out of order.
ordinary	It's nothing special, it's just an ordinary computer.
organize / organise	Who's organizing the meeting? She's always very well-organised.
<i>organization</i>	It's an organization to help the poor.
<i>organisation</i>	The organisation of the company.
original	The original plan was better than this one.
<i>originally</i>	I originally came from the south of the country.
other	No, well, yeah, if you want to use the film at some other time. Fortunately there were no other cars on the road at the time. They don't see each other very much. Right okay, and the other thing I need is a form for a TV licence. I saw John the other day at the station.
otherwise	You'd better take the umbrella, otherwise you might get wet.
ought to	You ought to have done it sooner. It ought to be here tomorrow.
ounce (oz.)	About 6 ounces of butter, yeah.
our	On arrival at the airport we discovered that our hotel was 5 km out of town. It's our speciality of the house Is that their car? - No, it's ours.
<i>ours</i>	We enjoyed ourselves very much.
<i>ourselves</i>	We didn't do it ourselves.
out	You go out of the entrance and turn right up Southport Road. I'm afraid she's out at the moment.

	Maybe some Friday evening you might be free to come out for supper. Is this the way out?
outside	It was really black outside. We were standing outside the hotel. We're eight miles outside of town.
over	On your left you'll see the bridge over the river. She wants the chair over here rather than over there. Our bedroom is over the living room. I've got students from all over the world. There were over 200 people in the room. When is the meeting over?
own	Was that the driving school car or your own? Were you on your own at the time? Do you own your house or do you pay rent? Who is the owner of the car outside?
owner	
pack	We still have to pack everything. Have you unpacked yet?
unpack	
packet	Can you bring me a packet of biscuits from the supermarket?
page	On page 363, it says that it's difficult to find a reasonably priced meal in Bruges.
pain	I've got a terrible pain in my leg.
paint	We painted the kitchen ourselves. What colour paint do you want? This picture was painted by Picasso. The museum has a lot of modern paintings on show.
painting	
pair	I need a pair of black shoes.
paper	I have an ad in the paper and I have to stay near the phone. Do you need another piece of paper? Is that really made of paper?
parcel	Would you take this parcel to the post office for me?
pardon	Pardon?
parents	The people in public schools get a better education because their parents can afford it. I'll never forget the first time I met my parents-in-law.
parents-in-law	
park	Well, have you been to Ashley Hall, the Elizabethan Hall in the park? I went down to the car park I'd always used before. It's very difficult to park in the city centre.
parliament	We had a tour of the Houses of Parliament while we were in London.

part	What part of London would you be in? I didn't take part in the meeting. She works part-time.
<i>part-time</i>	
partner	Bring your partner along to the party. We've got business partners all over Europe.
party	We could have a party, couldn't we? Which party do you think is going to win the election?
pass	It was when I'd just passed my driving test. Can you pass the salt, please? Go all the way up to the top until you pass the bank.
passenger	He said, 'Get in the passenger seat', and he drove me to the police station.
passport	I need a new passport.
past	Or it just might be a noisy car going past the window that wakes him up. It's half past three. That's all in the past.
pay	Do you have to pay for it all at once? Yes, and I could pay you back in cash. They only accept payment by credit card.
<i>paid, paid payment</i>	
peace	He's done a lot for world peace. I love it here. It's so peaceful.
<i>peaceful</i>	
pen	Can you lend me your pen?
pence (penny)	It cost sixty pence.
pencil	Do you want a pen or a pencil?
pension	My pensions's about 75% of my last salary.
people	It's a nice, quiet, little village - six hundred people.
pepper	Could I have the salt and pepper, please?
<i>per cent (percent)</i>	I got over seventy per cent in the last test.
perfect	It's a perfect day for a walk, isn't it?
performance	When's the next performance?
perhaps	Perhaps a walk around the lake on Sunday evening.
permit	I had to get a permit to work abroad.
person	The flat will sleep up to eight persons.
personal	That's my personal opinion. Personally, I don't believe what he says.
<i>personally</i>	

petrol <i>gasoline</i>	How far is it to the nearest petrol station?
pet	Pets aren't allowed in this building.
phone	I'm going to book four cinema tickets on the phone. Thank you for phoning up to invite me. I definitely will be there.
photocopy	Unfortunately our photocopying machine has broken down.
photograph / photo	Well, I've got the camera, so we can take lots of photographs in the pub. And Emma, this friend of mine, brought photographs of the family through the years.
piano	Can you play the piano?
pick	Could you pick the newspaper up for me? Be ready at ten and I'll come and pick you up.
picture	I want to put up some more pictures.
piece	Would you like one piece of toast or two? I need a clean piece of paper.
pill	Take two pills with a glass of water.
pillow	How many pillows do you have, one, two?
pilot	One of the pilots said, 'You're looking down on Budapest'.
pint	A pint of bitter, please.
pity	That's a pity.
place	Can you tell me how to get to this place? You're sitting in the wrong place there. Have you got any written information about these places? The meeting will take place at eight o'clock.
plan	What are your plans for tomorrow? I'm planning to spend a few days in the Penzance area.
plane	What time's your plane tomorrow?
plastic	I don't like plastic cups.
plate	Can I have a different plate for the cheese?
platform <i>track (U.S.)</i>	The train to Manchester leaves from platform 5.
play	Yeah, a lot of bands play in pubs too. We can have a cultural evening on Saturday, either a play or a musical, something like that.

<i>player</i>	She bought a ball for her children to play with. Bobby Charlton was a great player.
pleasant	The colours are pleasant, aren't they?
please	Yes, please! I'd like a cab for 2.30 p.m., please.
pleased	Pleased to meet you. Are you pleased with your new flat?
plenty	Don't worry. We have plenty of time.
p.m.	Our flight leaves at 4 p.m.
pocket	This coat hasn't got enough pockets.
poem	Have you ever read any poems by Keats?
point	What's the point of this? What's your point of view? You get four points for the last question. My teacher pointed out all the mistakes I'd made.
poisonous	Don't eat that! It's poisonous.
police	Lucky for me the police had seen it happen, you see. I was coming down Southport Road near the police station.
<i>policeman</i> <i>policewoman</i> <i>police officer</i>	
polite	The shop assistant was very polite. Is it impolite to eat just with a fork?
<i>impolite</i>	
politics	I never talk about religion and politics. What's your opinion of the main political parties?
<i>political</i> <i>politician</i>	He's a real politician. He always tries to avoid answering difficult questions.
poor	The people here are very poor.
pop	Her mother hates pop music.
popular	He's not very popular with his colleagues.
pork	Sweet and sour pork you said, wasn't it?
port	The boat couldn't enter the port because of the bad weather.
possible	Would it be possible to change my ticket? Could you possibly help me?
<i>possibly</i> <i>impossible</i>	It's almost impossible to learn a language if you don't practise everyday.
post	Can I post this second class please?

*postcard*  
*post office*  
*postman*  
*postwoman*

Can you send it by post today, please?  
I think I'll send this postcard to Ann.  
Where's the nearest post office?

potato

*potatoes*

How many potatoes do you want ?

pound

It's £ 49 pounds return each.  
It's a half pound of butter, I think, I put in that.

power

*powerful*

There was a power cut because of the storm last night.  
The Labour Party came to power in 1997.  
A lot of people are against nuclear power.  
That's a very powerful computer.

practice

*practise*

I'm out of practice.  
She practises the piano every night.

practical

My brother's not a very practical person.

prefer

I prefer coffee to tea.

prepare

I need to prepare for my test tomorrow.

present

Did you get a Christmas present from Terry?  
He's not in the office at present.  
Well, I guess this is all our news at the present time.

president

She's president of the company.  
The American president is on a visit to China.

press

And then you press the button.

pretty

We've got some really pretty flowers in our garden.

price

It's the same price for the two of us.

priest

I had a word with our local priest after the Sunday service.

prime minister

Who's the prime minister of India?

print

Please print your name in capital letters here.  
I just want to print this out from the computer.  
I need a new printer. This one doesn't print letters properly.

prison

*prisoner*

He's been in prison for 3 years.  
As a social worker I have to visit prisoners in the local prison.

private

Is that a private house or flat?  
You can't go in there - it's private!

prize

I won a prize for this photograph.

probably	You're probably right.
problem	The only problem we've got then is carrying the luggage. It is a bit of a problem. Yeah. Sure. No problem. The problem is I've forgotten my wallet.
produce <i>product</i> <i>production</i>	What kind of machines does the company produce? They've come out with a new product.
profession <i>professional</i>	He's got an unusual profession. It's not very professional to arrive late. It's interesting to know how the professionals do it.
programme <i>program (U.S.)</i>	It might be an idea then to get a programme from the Concert Hall. What text program do you use on your computer?
progress	Have you made any progress with your book?
promise	I promised to finish it by Monday.
pronounce	How do you pronounce your name?
properly	I'm afraid it wasn't done properly the first time.
property	Have you checked at the lost property office?
protect <i>protection</i>	We need to protect our things while we're on holiday. In summer I always have to wear sun glasses as protection against the sun.
protest	All the neighbours are protesting against the new highway.
proud	Your mother would be proud of you.
prove	That doesn't prove anything.
provide	Who's going to provide the food and drinks for the party?
pub	What about a nice traditional Sunday lunch in a pub?
public	State schools should have just as much money as public schools. We had to take a taxi because there was no public transport.
pull	Look at the sign. You have to pull the door, not push it!
pullover	What a lovely pullover!
punish <i>punishment</i>	People should be punished for things like that! Some people think the punishment that criminals get is not enough.
pure	The restaurant served pure orange juice, which was delicious.

purpose		What's the purpose of this? I'm sure you didn't do it on purpose.
purse		I put my tickets in my purse.
push		Look at the sign. You have to pull the door, not push it! Please stop pushing!
put		Just put the batteries in that camera.
<i>put, put</i>		He put it by the window.
put on		That looks very nice, put it on and let's have a look at you.
put back		Did you remember to put the clocks back last night?
put down		I've put my name down for the football team.
put off		I'll have to put our meeting off till next week, I'm afraid.
put through		I'll put you through.
put up		Can you put us up for the night?
put up		They're always putting up the prices.
quality		This coat is very expensive, but it's very high quality.
quarter		That takes about quarter of an hour, twenty minutes. It's about three quarters of a mile to my house. It's quarter past ten.
queen		You might have been able to look forward to a telegram from the Queen.
question		Could I ask you a question? I'm afraid it's out of the question.
queue		We had to stand in a queue for hours to get tickets for the theatre. We always have to queue for the cinema.
quick		Lucy, I have a quick favour to ask.
<i>quickly</i>		Thanks for phoning back so quickly.
quiet		It's a nice, quiet, little village, you know, six hundred people. It was generally very quiet.
quite		It's quite cheap actually. I quite agree that people in public schools get a better education. When I've had people to stay, they quite like going to Wollaton Hall. It's not quite the same thing to me. And it's quite a big change when you go to - er - to live in these small country places.
race		There were race problems in parts of London a few years ago.
<i>racist</i>		Politicians on the right often suggest racist policies.
<i>racism</i>		You find racism all over the world.
radio		Did you hear the news on the radio?
rail		But they do a Benelux tour rail card.
<i>railway</i>		Do you know the way to the railway station, please?



rain	It rained all afternoon. We had a lot of rain at the weekend.
rather	She said she wants the television over here rather than over there. It's rather cold this morning, isn't it? I'd rather go to the theatre.
reach	We reached Manchester at 10 o'clock. Can you reach the shelf?
ready	Be ready at ten and I'll come and pick you up. Are you ready to order? Lunch will be ready by about 12.20.
realise / realize	I never realised that you made it. It made me realize how lucky we were.
really	I don't really know ... you could try perhaps Pickfords in Littlewoods, ... ... and Covent Garden's really nice. Have you ever been there? - Do you miss the city? - Not really. - Then you add a lot of double cream. - Really?
reason	And the only reason they get better education is because there are more teachers. I'm very lucky, for the simple reason that I've always been healthy.
reasonable <i>reasonably</i>	That's a reasonable price. He's quite a reasonable person. It's difficult to find a reasonably priced meal.
receipt	Can I have a receipt, please?
<i>receive</i>	Many thanks for your letter, which I received on Monday.
recently	I recently took my driving test - and passed, of course!
reception <i>receptionist</i>	There's a message for you at reception. In previous summer holidays I have worked as a receptionist in hotels in France and Germany.
recipe	Actually, in the recipe it says Greek cheese - which I like.
recognize	I'm sure I would recognize her if I saw her.
recommend	The Pondview was recommended as a three-star hotel.
record <i>tape recorder</i> <i>video recorder</i>	We've bought a lot of records over the last few years. We're going out tonight, so we'll have to record the film on video. Tape recorders are now found in most classrooms. We have decided never to buy a video recorder!
recover	Have you fully recovered now?

red	Because of all the accidents the police have put up a red sign saying 'Danger'.
reduce <i>reduction</i>	The United States want to reduce the number of nuclear weapons. In the last few years there's been a large reduction in the money paid to unemployed people.
refuse	He refused to come.
regards (pl.)	Give him my best regards. With kind regards, ...
regret	We regret the mistake and apologize for the problems caused.
relative <i>relatively</i>	Fortunately all my relatives live in the south of the country. I'm a relative beginner in this area and need a little help. I found Italian relatively easy to learn.
relaxing	- Well, two hours is just nice, isn't it? - Yes, it'll be quite relaxing on a Sunday.
religion <i>religious</i>	What is the main religion in your country? Is she a religious person?
remember	Oh, do you remember Helen? Well, I'll always remember that time we were struck by lightning. Remember me to your brother.
remind	You remind me of my sister. Please remind me to phone him.
rent	You can rent a car at the garage at the top of the street. How much rent do you have to pay?
repair	Can you repair this for me, please?
repeat	Could you repeat that, please?
reply	Did you get a reply to your letter? He didn't reply to my question.
report	I read the report in the newspaper this morning.
reserve <i>reservation</i>	Have you reserved a table for tomorrow? I telephoned there and they said they don't do any reservations.
rest	OK. Let's assume that she arrives on Friday she'll want to rest for a little while. What shall we do the rest of the day?
restaurant	So we're thinking about all going down to the Chinese restaurant at about twelve.
result	Have you heard the football results? I lost my wallet and as a result I had to apply for a new identity card.

retire		Her father retired last year.
	<i>retired</i>	My father's been retired for at least ten years now.
	<i>retirement</i>	I'd like to take early retirement if I can.
return		Yeah, it's £49 return each. Many happy returns of the day! We return home next week. He still hasn't returned the book I lent him.
	<i>rid</i>	I had to get rid of my old bike.
right		I think he's ended up in the right job. You're probably right. It's the third street on the right. Turn right and it's about half a mile down on the left-hand side. Absolutely right. Oh I see, right okay. When you see the post office, it will be on your right-hand side. I'm just talking with Rowena right now. That's right, that's right, but if she ever leaves she can always change the address. Is that all right? - No, you'll have to do two separate ones.   - Right. ... What next? - We've now got to take on extra work.   - Oh, right! Maybe some Friday evening you might be free to come out for supper, right? We went right round this ring road. I suppose we did twenty miles.
ring	<i>rang, rung</i>	Sarah wouldn't go to sleep, and she wanted to ring Mum. It was just as well the policewoman rang up. He isn't in at the moment. Could you ring back later? Why do some people put rings in their ears?
rise	<i>rose, risen</i>	Food prices seem to rise faster every year.
risk		You shouldn't take so many risks, it's not worth it. He's always risking his life for other people.
	<i>risky</i>	That's a bit risky, isn't it?
river		How deep is the river here?
road		At the traffic lights at the top of the road you turn right.
roll		We got rolls with jam and honey for breakfast.
room		I'd like a room with a shower. There's not enough room in my office.
rose		My parents' garden is full of roses.
rough		The ferry crossing wasn't all that pleasant 'cos the sea was really very rough.

round		You go round the left hand bend and follow the signs for Dover. Sorry I've done it the wrong way round. Yes, it's beautiful. I'd love to go round there. It's really nice round there. I'd love to travel right round the world. Come and sit round the table. He turned round when he heard his name.
row		We managed to get tickets for the front row.
ruin		The castle is just a ruin now. The storm ruined everything. Don't ruin her chances of getting the job.
rule		Not many people understand the rules of cricket.
run	<i>ran, run</i>	He ran as fast as he could. They have run out of money. Can you help? How often do the trains to Oxford run? It's about forty minutes' run in the car. I nearly ran over someone on the way here. My brother runs a small computer firm in Holland. We went for a run in the woods. What do you think is the best thing to do, in the long run?
rush hour		I would avoid the rush hour if I were you.
sad		I was quite sad to hear that your mother is seriously ill.
safe	<i>safely safety</i>	Is it safe here? In the end we landed safely. Safety first!
salad		What kind of salad would you like?
salary		I'm still on the same salary as I was five years ago.
sale		A street map. I've only got one that's for sale I'm afraid at the moment.
sales	<i>salesman salesperson saleswoman</i>	I bought this furniture in the sales.
salt		Would you pass the salt, please?
same	<i>all the same</i>	Are you thinking of going back on the same train as me then? - Look after yourself! - Same to you. All the same, I think you'd better take a taxi.
sandwich		I wasn't very hungry, so I just had a sandwich at lunchtime.
satisfy	<i>satisfied</i>	We always put a little bit of garlic in, you know, just to satisfy Jonathan. I'm not very satisfied with his work.

sauce		I'll have chicken, chicken in mushroom sauce.
saucer		We need one more cup and saucer.
sausage		How many sausages would you like?
save		We've to save a lot of money if we want to visit our friends in Australia. The ambulance arrived in time to save the driver's life.
say	<i>said, said</i>	It says in my book the train's quite cheap. No, if I'd had, say, an hour to wait, I would then have gone to the car park. Tony was saying they should have the heating on by Wednesday. How do you say that in English? I telephoned there and they said they wouldn't do any reservations. It's said to be three hundred years old.
school		A few days later I was picking my daughter up from school.
science	<i>scientist</i>	I never liked science at school. There are not so many jobs for scientists at the moment.
sea	<i>seaside</i>	Are you near the sea where you are living now? We spent the weekend at the seaside.
season		There's an all seasons leisure centre in Chorley.
seat		He said, "Get in the passenger seat", and drove me to the police station. The Eurostar's usually quite full so it would be best to book a seat.
second		Can I have a second class stamp please? The phone rang just a few seconds later.
second-hand		I never buy new cars, I always get them second-hand.
secretary		I can never find a thing when my secretary's on holiday.
security		The cost of social security increases from year to year.
see	<i>saw, seen</i>	We'll have to go and see the Tales of Robin Hood. You'll see the station in front of you. I wasn't going very fast, you see. Anyway, she went to see him one day. We'll see what we can do. ..., if you see what I mean? Oh, I see. The heating in my room isn't working properly. Could you see to it? See you later. Okay, look forward to seeing you.
seem		We haven't got any outdoor swimming-pools. We don't seem to have the weather here. It wasn't as difficult as it first seemed. She seems happy, doesn't she?

self		I'll do it myself. They didn't believe me until they had seen it themselves. Is this a self-service restaurant?
	<i>selves</i> <i>self-service</i>	
sell		Is there a shop round here that sells foreign newspapers?
	<i>sold, sold</i>	
send		I think they'll send you a form. I sent it first class.
	<i>sent, sent</i>	
sense		She has a good sense of humour.
sensible		It wouldn't really be sensible to wait much longer.
sensitive		Have you got anything for sensitive skin?
sentence		I didn't quite understand that last sentence.
separate		My brother and his wife separated last month. Can we have a separate plate for the cake?
serious		He had a serious accident a few years ago.
	<i>seriously</i>	Seriously, I don't think we can afford a larger flat. He was seriously injured in the accident.
serve		We had to wait ages to be served. This book will serve you as a useful guide.
	<i>servant</i>	My brother's a civil servant. He works for the local council.
service		British Rail run services to Amsterdam from Liverpool Street and Victoria stations. The service is very good here. My car needs a service every 10,000 kilometres.
	<i>self-service</i>	I had a word with our local priest after the Sunday service. Is this a self-service restaurant?
several		There were several people there that I hadn't met before.
sex		There's too much sex on TV nowadays. She was wearing a very sexy dress.
	<i>sexy</i>	
shake		When do you normally shake hands? The whole plane shook and a few people started shouting.
	<i>shook, shaken</i>	
shall		It's warm in here. Shall I turn the heating down? Where shall we go for a meal?
shape		That's a strange shape, isn't it?
share		Let's share this bottle of wine, shall we? Here you are. This is your share.
sharp		I need a sharp knife. Have you got one?
shave		Do you shave every day? He bought an electric shaver.
	<i>shaver</i>	

she		I was speaking to Betty and she told me the news.
sheep		We saw lots of sheep while driving through Scotland.
sheet		Have you got a clean sheet of paper? The hotel changed the sheets every second day.
shelf	<i>shelves</i>	Put the book back on the shelf, please. You'll find the shaving cream on the second row of shelves.
shine	<i>shone, shone</i>	We were lucky. The sun shone for most of our holiday.
shirt		I need a clean shirt.
shock	<i>shocked</i>	His death was a shock to us all. And of course the police officer came and I was a bit shocked.
shoe		Take your shoes off please, before you come into the house.
shoot	<i>shot, shot</i>	A man was shot outside the theatre last night.
shop	<i>shop assistant</i> <i>shopping</i> <i>shopping bag</i>	I got it at a little bottle shop in the city called City Wines. Ask the shop assistant to help you. I need to do a bit of shopping before I go home. I've left my purse at home in my shopping bag.
short	<i>shorts</i>	I saw him a short time ago. These trousers are too short for me. I'm a bit short of money at the moment. I prefer to wear shorts in summer.
should		That's what we should do. I should have gone a few yards further on and then turned left. Then the hospital should be on that road. You shouldn't have told us.
shoulder		I need a shoulder to cry on.
shout		He shouted "Stop!"
show	<i>showed, shown</i>	There was a good show on TV last night. I showed my passport at the border.
shower		I had a shower when I got home. The weather report says showers in all areas.
shut	<i>shut, shut</i>	Shut the door, please.
sick		I felt seasick coming across on the ferry. I'm sick and tired of cleaning the flat.

side		Turn right and the post office is about half a mile down on the left-hand side. Whose side are you on?
sights	<i>sightseeing</i>	We went to Rome last year to see the sights. If you go to Paris you should start with a sightseeing tour.
sign		Why can't the traffic signs be the same in all countries? There were no signs to show me the way. Would you please sign here?
silver		The knives and spoons are made of silver.
similar		We both have similar interests.
simple	<i>simply</i>	This computer is quite simple to use. Well, she went to the school simply because she wanted to meet the teachers.
since		I haven't seen him since Monday. We haven't been there since I was a boy.
sincerely		Yours sincerely, ...
sing	<i>sang, sung singer</i>	Jenny used to sing with a pop group. Everyone sang "Happy Birthday". I'd love to be a professional singer.
single		Have you got a single room with a shower? A single to Glasgow, please. There are more and more single parents today.
sir		Dear Sir, ...
sister	<i>sister-in-law</i>	Have you heard of the Brontë sisters? We're going to spend our next holidays at my sister-in-law's.
sit	<i>sat, sat babysitting</i>	I'll go and sit in a café. Sit down ... you're all right then? I'm afraid you sat in the wrong place there. My children earn a few pounds each month babysitting for the neighbours.
situation		The situation seems to be getting worse.
size		What size shoes do you take? It's the same size as my old car.
skill	<i>skillful</i>	Computer skills are becoming more and more important today. My father's very skillful with a camera.
skiing		Do you do a lot of skiing?
skin		I've got very sensitive skin.
skirt		She bought a new skirt for the wedding.



sky		There was a clear sky last night.
sleep	<i>slept, slept</i>	Do the children sleep all night without waking up?
slim		You're looking a lot slimmer these days.
slow	<i>slowly</i>	Because of the traffic it was a very slow journey. Could you please speak a little more slowly?
small		It's quite a big change when you go to live in these small country places. Have you got any small change?
smell	<i>smelt, smelt</i>	Mmm ... I can smell garlic. That smells delicious! There was a terrible smell coming in from outside.
smile		Don't forget to smile at the camera. She has a very nice smile.
smoke	<i>smoker</i>  <i>non-smoker</i>	Please don't smoke in this part of the restaurant. It's a no-smoking area. There was a lot of smoke from the factories. There were so many smokers in the room, I had to go out and get some fresh air. I wish there were more restaurants for non-smokers.
snack	<i>snack bar</i>	I try to avoid having snacks between meals. Is there a good snack bar round here?
snow		There hasn't been much snow this year. It's been snowing all night.
so		So I think it's okay as long as one is careful, very careful. I don't think so. She's not so keen on pubs actually. So much depends on what you find out. I didn't come in because it was so noisy. So, how's work going with you? Alright. Just give me the number so I remember. It was so cold that we couldn't go out. There hasn't been much rain so far. - I think we should have a break. - So do I. I told you so. This was not possible to change so we spent the next seven nights sharing our bed with our three children.
soap		There was no soap in the bathroom.
social		We still have to solve a large number of social problems. I fully support the government's social policies.
society		British society changed a lot during the eighties.
sock		My grandmother always sends me socks for Christmas!

soft software	The bed was so soft, I couldn't sleep very well. I need a lot of software for my computer.
soldier	The government has decided to reduce the number of soldiers.
some	There are some interesting characters who get there. If you want to use the film at some other time, just let me know. Perhaps you could arrange to meet some of your friends. You have to cook some garlic in a little bit of butter. Maybe some Friday evening you might be free to come out for supper, right? I need some advice about which computer software to buy. Have you got a moment?
<i>somebody</i>	Somebody sent for an ambulance.
<i>someone</i>	Is there someone here who could help me?
<i>somehow</i>	I'll get to the airport somehow.
<i>something</i>	Somehow I don't understand what he's talking about. Yes, well, Jen could go and look at something more interesting while you go to the pub. She can have a diet coke or something. There must be something on. There's something else I wanted to ask you.
sometimes	Sometimes you don't have time to unpack all your luggage when you arrive.
<i>somewhere</i>	Yeah, I'll go and sit in a café, a street terrace bar somewhere.
son	Not all that long since, this friend of mine, her son was in hospital.
<i>son-in-law</i>	What does your son-in-law do for a living?
song	I heard a lovely song on the radio this morning.
soon	See you soon! Let me know as soon as you're ready. The sooner the better. Sooner or later we'll find a cheaper flat.
sore	I've got a sore throat.
sorry	I'm sorry, I can't come this evening. Sorry, but I think you're wrong.
sort	You mustn't bother about this sort of thing. Aubrey was the sort of person who would help anybody in trouble. What sort of cheese would you like?
<i>sorts</i>	There were all sorts of buildings there, you know, little old cottages, ...
sound	So, no that, that sounds quite promising, really. We heard a strange sound. Turn the sound up, I can't hear the news.
soup	We started the meal with chicken soup.
sour	I'll have sweet and sour pork.

south		Our village is just south of Nottingham. We always spend our holidays in the south of France. Our neighbours have gone to live in southern Germany.
	<i>southern</i>	
space		It's difficult to find a parking space in town. Our flat is so small there's not enough space to invite friends to stay. Space travel may be quite normal in the 21st century.
spare		You can spend the night in our spare room, if you like. I wish I had more spare time. I always have a spare pair of glasses in the car.
speak		How many languages do you speak? Have you spoken to the manager about it?
	<i>spoke, spoken</i>	
special		It was a special offer. There was no special reason for going there. My doctor sent me to see a specialist. It's the speciality of the house.
	<i>specialist speciality</i>	
speech		The Prime Minister made an important speech last night.
speed		There's a speed limit of 50 mph on this part of the road.
spell		How do you spell Loescher, is it L-O-E-S-C-H-E-R?
	<i>spelt, spelt</i>	
spend		It might be nice to spend a couple of hours in London anyway. What did you spend the money on?
	<i>spent, spent</i>	
spoil		The bad weather spoilt our day. Grandparents often spoil children.
	<i>spoilt, spoilt</i>	
spoon		Waiter, could you bring me a clean spoon?
sport		Do you do much sport?
square		I met him by chance in the middle of Trafalgar Square.
stage		From our seats we had a good view of the stage.
stairs		He's just gone up the stairs. The bathroom's upstairs. This house has a downstairs toilet.
	<i>upstairs downstairs</i>	
stamp		Can I have a second class stamp, please?
stand		He was standing outside the pub. I can't stand people who smoke in restaurants.
	<i>stood, stood</i>	
star		It was too cloudy to see the stars last night. The Pondview was recommended as a three-star hotel. Who's your favourite film star?

start	What time do you start work in the morning? Look, it's starting to rain. He suddenly started shouting. These are all ancient pubs, that's a good start. I'm having a birthday party next Friday starting at about eight.
starter	Mm, are you going to have a starter?
state	State schools should get just as much money as public schools. The kitchen's in a terrible state.
station	Do you know the way to the railway station? The accident happened in front of the police station. Excuse me, is there a petrol station near here?
stay	Are you staying with friends? I have to stay near the phone.
steak	How would you like your steak?
steal	My wallet's been stolen.
<i>stole, stolen</i>	
steel	We've bought some modern steel furniture for our living-room.
steep	The road up to our hotel was quite steep.
step	How many steps are there up to the church?
stereo	I've just bought a stereo video recorder.
steward	My brother works as a steward for British Airways.
<i>stewardess</i>	
stick	Since my father came out of hospital he's had to use a stick for getting around.
stiff	I got a stiff neck from sitting near the open window.
still	Do you still listen to Scottish music? Still, I suppose they had a good time.
stocking	She had to buy a new pair of stockings.
stomach	My brother suffers from stomach problems.
<i>stomachache</i>	
stop	I waited for him at the bus stop. Luckily a passing motorist stopped and offered to help. I tried to stop him from driving home from the pub.
store	There's a new department store in the centre of town.
storm	We drove through a terrible storm on our way home last night. It was a very stormy night.
<i>stormy</i>	

story		He told us the story about his uncle.
straight		Go straight down this road and turn right at the lights. I'll do it straight away. And then you have to go left and then straight on.
strange	<i>strangely</i>	No, it was a strange sort of feeling walking into that place. Strangely enough I met the same people again the following year.
stranger		Sorry I can't help you, I'm a stranger here myself.
street		Have you got a street map of Chorley?
stress	<i>stressful</i>	A lot of people complain about stress at work. Sorry to hear life is so stressful.
strike		We couldn't get home last night because of the rail strike. The teachers haven't been on strike for a long time.
strong		I need a couple of strong guys to help me carry this furniture.
study	<i>student</i>	What did you study at university? How many students were there on the course? Astrid is an electrical engineering student at Lyons University.
stuff		Old chairs and tables and that kind of stuff.
stupid		That's a stupid idea.
subject		How many subjects did you take at school?
suburbs		We now live in the suburbs.
success	<i>successful</i> <i>unsuccessful</i>	The course was a great success. He wasn't very successful at his job.
such		I'm quite fond of foreign food, such as curries and stuff like that. I've never heard such nonsense.
sudden	<i>suddenly</i>	There was a sudden thunderstorm. Suddenly there was a loud noise.
suffer		My brother suffers from stomach problems.
sugar		Pass the sugar, would you?
suggest	<i>suggestion</i>	Well, you know, Alice and I were just suggesting having a meal at the Chinese restaurant. What else did we say - what other suggestions?
suit		That's a nice suit you're wearing. That dress suits you. Tuesday would suit me fine.

<i>suitable</i> <i>unsuitable</i>	I don't think they've found a suitable flat yet. That film is not suitable for young children.
suitcase	My suitcase got lost somewhere between London and Chicago.
sun <i>sunny</i> <i>sunshine</i>	We went south this year to enjoy a holiday in the sun. Christmas Day was quite sunny. We had a wonderful holiday with lots of sunshine every day.
supermarket	I bought the red wine at our local supermarket.
supper	Maybe some Friday evening you might be free to come out for supper, right?
support	Which political party do you support? I offered my support for his plans.
suppose	I suppose we were about 50 miles out. I don't suppose you can lend me £50, can you? I was supposed to go to the doctor's this morning. - Will they be playing today? - I suppose so.
sure	Yes ... sure ... no problem at all. I'm not sure it's worth visiting. Are you sure you don't want a drink?
surely	Can you make sure that the door has been locked? Surely you're not going to wear jeans for the concert, are you? Yeah, that looks right, surely.
surname	I'm sorry, can you spell your surname for me?
surprise <i>surprised</i> <i>surprising</i>	It was a nice surprise to meet them again. I was very surprised to get a letter from him. It was surprising how cheap the holiday actually was.
sweet	I'll have sweet and sour pork with rice, please. Would you like a sweet?
swim <i>swam, swum</i>  <i>swimming pool</i> <i>swimsuit</i>	What if we want to go for a swim? I'm afraid I can't swim. Do you want to go swimming this afternoon? Is there a swimming pool near here? If we go to the south of France I'll have to buy a new swimsuit.
switch	Where's the switch for the lamp? Switch on the TV. It's time for the news.
system	I can never understand the system for getting underground train tickets.
table	Good evening, I've booked a table for four. The name's Brown.
take <i>took, taken</i>	Which course are you taking? Are you taking the later train? If you take that road, that takes you into Chorley. It takes about quarter of an hour, twenty minutes.

		<p>Why don't you take your umbrella with you?          I'm afraid she's not here at the moment. Can I take a message?          Take your time, there's no hurry.          We had to take a taxi.          How often do you have to take these pills?          How many photos did you take at the wedding?          When are you taking your driving test?          He told her that he was planning to take a trip.          My youngest daughter was about five years old and I took her to the dentist.          Take off your shoes before you go into the house.          We didn't take part in the discussion.          The meeting will take place at eight o'clock.          There's an Indian takeaway round the corner.</p>
take off		
take part		
take place		
takeaway		
talk		<p>We were just talking about the air force.          So I have to talk to Hamish.          I'm just talking with Rowena right now.          We listened to a talk on social problems.</p>
tall		He's very tall.
tape		Have you got the music on tape?
taste		<p>This soup has a strange taste.          This tastes good. What is it?</p>
tax		Are taxes high in your country?
taxi		We had to take a taxi because there was no public transport to our hotel.
tea		<p>Can I offer you a cup of tea?          What's for tea?</p>
teach		Who taught you to swim?
	<i>taught, taught</i>	
	<i>teacher</i>	What do you think of our new teacher?
team		<p>Did your team win last Saturday?          I like working in a team.</p>
technical		<p>We need a technical expert to help us solve this problem.          I've just started a course in Technical English.</p>
technology		He works in the field of space technology.
telephone		Is there a public telephone near here?
	<i>phone</i>	I'll phone you tomorrow.
television		What's on television tonight?
	<i>TV</i>	We've just bought a new TV.
tell		Can you tell me how to get to this place?
	<i>told, told</i>	I need to go to the railway station. Could you tell me the way?

	Can you tell me the time? He can tell really good jokes. It's a secret, I'm not going to tell you. So can you tell us how old your friend is? I told him to phone back later.
temperature	I think I've got a temperature. What's the temperature today?
tend	He tends to forget names.
tennis	There's a tennis match on TV this afternoon.
tent	I hate sleeping in tents.
terrible <i>terribly</i>	The weather's been terrible so far this year. I'm terribly sorry.
test	- I passed my driving test last week. - Congratulations!
text	I can't understand this text.
than	I thought it would cost more than that.
thank	Alright, thank you very much. - Would you like a drink? - Yes, I would, thank you, but make it a small one. Thank you. Here's your receipt. OK. Well thanks. You've been a great help. Let's go and have a drink. No thanks. Thanks a lot. Many thanks for your help.
that	That's the young lady that came to see me. What's that? That's right. No, you have that one. I can't really say that all this is going to work. I remember that journey. We took a taxi so that we would get to the airport in time.
the	Could you just tell us the way to the station, please? The sooner, the better.
theatre	The theatres are closed generally on Sundays.
their <i>theirs</i>	Their daughter's in Australia, and they've never been to Australia to see her. Somebody actually broke their neck. We'll take our car, and they can take theirs.
them <i>themselves</i>	Mm, yes, the children like them very much. They didn't believe me until they had seen it themselves.
then	Then ... guess what happened next! How fast were you going then?



	<p>And then one day we were in the local pub.          Alright then. Bye!          Now then, what about you two?</p>
there	<p>You turn right here. Takes you straight into town.          There you are.          Your toast is there, Mum.          How could we get there?          Do you want me to come down there?          You can still find them here and there.          There's something else I wanted to ask you.</p>
these	<p>Actually I've never visited these places myself.          How much do these cost?</p>
they	<p>I'm going to book four cinema tickets on the phone and they need a credit card number.          You could try perhaps Pickfords in Littlewoods, they might be able to help you.          And their daughter's in Australia, and they've never been to Australia to see her.</p>
thin	<p>Is your father ill? He's got very thin.</p>
thing	<p>What's this thing called in English?          I didn't hear a thing.          ... and the next thing we knew, ....          The best thing to do is to ask again when you get into the centre of town.          You mustn't bother about this sort of thing.          Well, it's so cheap, you know, this is the thing.          But the thing is, I've booked my taxi from Maidstone at a later time.          You know, switches and things like that.          Right okay and the other thing I need is a form for a TV licence.          Yes, and the next thing we wanted to ask you is ...</p>
think	<p>They were on the top floor, the fourth, four storeys, I think.          I don't think so.          She likes all kinds of music, classical - mainly classical, I think.          Do you think she'd like to go to church on Sunday morning?          It should fit there 'cos it's not that big, I don't think.          I don't think I can make it this morning.          So we - we're thinking about all going down to the Chinese restaurant at about twelve.          Are you thinking of going back on the same train as me tomorrow then or what?          I was thinking of going to a movie, do you want to come?          He never thinks of other people.          What do you think of our new teacher?          I thought Delft was miles from Amsterdam.</p>
<i>thought, thought</i>	
thirsty	<p>Are you thirsty? Do you want a drink?</p>
this	<p>Can I post this second class please?          Well, this is what we usually do.</p>

And this student came and knocked on the door.  
 Mm ... I've got this one, which is a Visa Card.  
 OK, you go up this road.  
 You mustn't bother about this sort of thing.  
 Oh, this is beautiful!  
 And Emma, this friend of mine, brought these photographs out of the family  
 through the years.  
 I don't think I can make it this morning.  
 Well, it's so cheap, you know, this is the thing.  
 Is this the smallest you've got?

those		Your new jacket goes well with those trousers.
though		It was quite funny, though. You look as though you've been on holiday. I'd still like to go for a walk even though it's raining.
throat		I've got a sore throat.
through		I went through the door into the garden. Did you get through to your office?
thunder	<i>thunderstorm</i>	Suddenly there was the sound of thunder. Did you hear the thunderstorm last night?
ticket		I'm going to book four cinema tickets on the phone and they need a credit card number.
tidy	<i>untidy</i>	I always wish I could keep my desk tidy. My children are so untidy. They never clean their rooms.
tie		I do like your new tie!
tight		These trousers are much too tight.
tights		She had to buy a new pair of tights.
till	<i>until</i>	Let's wait till he comes tomorrow. Walk down the road until you come to the bridge.
time		What's the time? What time did she go to sleep? If you want to use the film at some other time, just let me know. It's about time! I'm sorry, I don't have time to help you. He'd had a serious accident and was in hospital for a long time. She's coming to England for about the fourth time. Was that the first time? We're going to stay here for the time being. He does that all the time. At that time they didn't have computers, of course. By this time he was very tired. Fortunately there were no other cars on the road at the time. So we just want to buy the TV licence for a month at a time.

		<p>Have a good time!</p> <p>Our lessons never start on time.</p> <p>Thanks to you we arrived at the airport in time for our flight.</p> <p>We go there from time to time, but not really all that often.</p> <p>I'll have to come again another time.</p> <p>I shall never forget the time we had a big party in our flat.</p> <p>That was a long time ago.</p> <p>I'll see them in a few days' time.</p> <p>Christmas is a time for inviting friends.</p> <p>I don't have much spare time these days.</p>
timetable		Have you got a copy of the bus timetable?
tip		Did you give the waiter a tip?
tired		<p>Why don't you go to bed if you're so tired?</p> <p>I'm tired of hearing the same old story.</p>
title		What's the title of the book you're reading?
to		<p>How do I get to Kensington Road?</p> <p>And their daughter's in Australia, and they've never been to Australia to see her.</p> <p>Why don't you go to bed if you're tired?</p> <p>The course runs from Monday to Friday.</p> <p>I gave it to Bob.</p> <p>So I have to talk to Hamish.</p> <p>Explain it to me now, please.</p> <p>- What's the time? - It's about a quarter to seven.</p> <p>I prefer coffee to tea, don't you?</p> <p>Sarah wouldn't go to sleep.</p> <p>She wanted to ring Mum.</p> <p>Do you think she'd like to go to church on Sunday morning?</p> <p>I'm here to help you.</p> <p>So it'd give you about two hours then to play around with.</p> <p>Are you ready to order?</p> <p>I was the first to leave.</p>
toast	<i>toaster</i>	<p>One piece of toast or two?</p> <p>We must get a new toaster. This one always burns the bread.</p>
today		What are you doing today?
together		<p>We went on holiday together.</p> <p>We could get together at five fifteen when I'm finished.</p>
toilet		Where are the toilets?
tomato	<i>tomatoes</i>	<p>Do you like tomato soup?</p> <p>Can I have a pound of those tomatoes, please?</p>
tomorrow		<p>Maybe we'll go there tomorrow and have a look.</p> <p>I'm seeing him the day after tomorrow.</p>

tonight	What are you doing tonight? I hope I can sleep well tonight.
too	I can speak Spanish, too. The car's too expensive, we're going to sell it next month.
tooth teeth toothache toothbrush toothpaste	My tooth is hurting. Do you clean your teeth after every meal? I've got terrible toothache. Don't forget to pack your toothbrush! I need a tube of toothpaste. Is there a shop near here?
top	At the traffic lights at the top of the hill you turn right. The suitcase is on top of the cupboard. We had to clean the house from top to bottom. They were living on the top floor.
topic	The weather's a favourite topic in England.
touch	Please don't touch the fruit! I just wanted to see how we can get in touch with them after all these years. Keep in touch.
tour tourist	How much are the sightseeing tours? We went to the tourist information office to find a suitable hotel.
towards	You want to go left again down towards Brussels. I'm going to be in this area again towards the end of the year.
towel	I had to ask reception to bring clean towels.
town	Cambridge itself is not a very big town. The best thing to do would be to ask again when you get to the town centre. Just go up the hill till you come to the Town Hall right in the centre of town. I got myself a new coat when I was in town today. If I were you I wouldn't drive into town, I'd take the bus. We're eight miles outside of town.
trade trade union	Trade was very bad last year. The book trade would actually interest me very much.  Have you ever been a member of a trade union?
tradition traditional	I wish we would keep more of the old traditions. What about a nice traditional Sunday lunch in a pub?
traffic traffic lights	There's a lot of traffic on the road today.. I was coming down Southport Road near the police station and there was a line of traffic. When you get to the traffic lights you turn right again.
train	What time does the train to Brussels leave? Are you going by train? Are you thinking of going back on the same train as me tomorrow?

train		He's training to be a lawyer.
	<i>trainer</i>	Our language trainer has recommended a language school in the north of Spain.
	<i>training</i>	My company has sent me on a new training course.
tram		How did you get here? By tram?
translate		I was wondering, could you translate this letter for me into French?
	<i>translation</i>	This translation is terrible. Who did it?
transport		We had to take a taxi to the airport as there was no public transport.
travel		What's the best way to travel from London to Edinburgh?
		Do you often travel by air?
	<i>traveller</i>	Should I take traveller's cheques or use my credit card?
	<i>travelling</i>	He has to do a lot of travelling in his job.
treat		She doesn't treat her secretary very well.
		What was the name of the doctor who treated you?
	<i>treatment</i>	As an official visitor I got special treatment.
		You often get better treatment if you have private health insurance.
tree		Our house is quite dark because of the trees in our neighbour's garden.
trip		And he told her that he was planning to take a trip with Carol, the woman he had just met.
trouble		They've had a lot of trouble with their health recently.
		What's the trouble?
		The trouble is that he's lazy.
		It'll be no trouble to meet you at the airport.
		He's in trouble with the police again.
trousers		I need a new pair of trousers.
		These trousers don't go with the jacket.
truck		The road was so narrow, we had to follow a truck all the way into town.
true		It's a true story.
truly		Yours truly, ...
	<i>truth</i>	Why don't you tell her the truth?
		The truth of the matter is ...
trust		I'm afraid I don't trust them.
try		I tried to call you yesterday, but you were out.
		Try using a better pen.
	<i>try on</i>	Can I try on this dress?
	<i>try out</i>	She tried out the new software.
turkey		Would you like a turkey sandwich?
turn		It's my turn now.
		You come to a right turn with the Magpie pub on the corner.

	At the traffic lights at the top of the hill you turn right. Turn the TV and the lights off when you go to bed. Could you turn the heating up, I feel cold. Take the second turning on the left.
<i>turning</i>	
<i>TV</i>	I saw an excellent film on TV last night.
twice	I've seen him twice since the party.
twin	Our adult education centre has got a twin college in Italy.
<i>twinning</i>	The twinning arrangements were made over ten years ago.
type	What type of cheese do you want? How fast can you type?
<i>typist</i>	I have worked as a typist in hotels in France and Germany.
tyre	I need to buy some new tyres for my car.
umbrella	I'll take an umbrella with me in case it rains.
uncle	We're going to visit my uncle in Spain next week.
unconscious	He'd had a serious accident and he was unconscious for a long time.
under	It's under the table. Children under twelve travel free. Don't worry, it's all under control.
underground	Most big cities now have an underground railway system.
understand	I'm sorry, I don't understand.
<i>understood,</i> <i>understood</i>	You will, I'm sure, understand that I am not satisfied with your service. ... if you understand what I mean.
<i>unemployed</i> <i>unemployment</i>	He's been unemployed for the last six months. Unemployment is still rising.
<i>unfortunately</i>	Unfortunately our photocopying machine has broken down.
<i>unfriendly</i>	The man I spoke to was very unfriendly.
<i>unhealthy</i>	Many people lead unhealthy lives these days.
uniform	Some schoolchildren still have to wear uniforms in England.
union	She's just joined the union. There are about 250 minority languages in the European Union.
university	She studied engineering at university.
unless	I won't lend you the money unless you promise to pay it back next week.
<i>unlike</i>	It's unlike you to be so quiet. Is something wrong?

<i>unlikely</i>	It's unlikely to rain today.
<i>unlucky</i>	Many people think thirteen is an unlucky number.
<i>unpack</i>	Sometimes you don't have time to unpack all your luggage when you arrive.
<i>until</i>	I'm staying until tomorrow. You go down this road until you get to the pub.
up	OK, you go up this road to the top of the hill.
upset	I was quite upset when I heard the terrible news.
<i>upstairs</i>	The toilet's upstairs.
urgent	I have an urgent message for Mr Thomas.
<i>urgently</i>	I urgently need your help.
us	Could you lend us the car for the weekend?
use	Can I use your dictionary?
<i>useful</i>	Let me give you some useful advice.
<i>useless</i>	This software is completely useless.
used	I'm not used to this kind of work.
used to	I used to smoke 50 cigarettes a day.
usual	Just print out the letter in the usual way. But as usual it was nice to visit my brother in Rome again.
<i>usually</i>	Well, this is what we usually do.
<i>vacation</i>	Many Americans only have two weeks vacation a year.
valley	We spent our last holiday in the Rhone Valley.
various	And they'd already made their plans for various trips before they arrived.
VAT	All our prices include VAT (Value Added Tax).
vegetable	Would you prefer vegetables or a salad, madam?
vegetarian	Do you have a vegetarian menu?
very	The dress was very expensive.
vet	We had to take our dog to the vet.
video	Shall we rent a video tonight? Did you remember to video the football match last night?
view	We had a beautiful room with a wonderful view of the coast. It depends on your point of view.
village	It's nice and quiet, you know, just a little village with about six hundred people.

visit		Actually, I've never visited these places myself, so it would be interesting for me.
	<i>visitor</i>	This is my first visit to London. Does it get crowded in the summer down there with visitors and that?
vote		How did you vote in the last election?
	<i>voter</i>	A lot of voters can't decide which party to vote for.
wage(s)		The unions are trying to get wage increases for their members. Wages are no longer increasing as much as they used to do.
wait		They stopped and waited for us and introduced us to their daughter. No, if I'd had, say, an hour to wait, I would then have gone to the car park.
waiter		The service was excellent and we left the waiter a tip.
	<i>waitress</i>	The breakfast waitress at the hotel was very friendly.
wake up		Do the children sleep all night without waking up?
	<i>woke, woken</i>	
walk		You turn right at the traffic lights and then you walk for about two hundred metres. Christmas Day was quite sunny, so we went for a walk. We often go walking at the weekend.
wall		Our neighbours have built a high wall around their garden.
wallet		I've lost my wallet. I've no idea where it could be.
want		Are you sure you don't want a drink? Well, do you want to have this one?
war		Millions of people were killed in the last war.
warm		It's warm in here. Shall I turn the heating down?
warn		The policeman warned us not to leave our car there.
	<i>warning</i>	There was a warning sign on the wall.
	<i>was, were</i>	[cf. "be"]
wash		If you want to wash your hands, the bathroom's at the end of the hall.
	<i>washing</i>	When do you do your washing?
	<i>washing up</i>	Can you help me with the washing up?
	<i>washing machine</i>	I'm afraid our washing machine has broken down.
waste		Don't waste my time! We produce too much waste these days. We now have containers for waste paper all over town.
watch		Let's watch a video tonight. What's the time? My watch has stopped.
water		Can I have mineral water, please?



way	<p>Could you just tell us the way to the station, please?</p> <p>Oh, it's a long way. Hope you feel fit.</p> <p>I like the way you do your hair.</p> <p>By the way, have you made any arrangements for your holidays this year?</p> <p>He spoke to me in a very friendly way.</p>
we	<p>Christmas Day was quite sunny so we went for a walk.</p> <p>Yes, we haven't got any outdoor swimming-pools. We don't seem to have the weather here.</p>
weak	She felt very weak after her long illness.
weapon	The US government wants to reduce the number of nuclear weapons.
wear	She wore a green dress for the party.
<i>wore, worn</i>	
weather	<p>What beautiful weather!</p> <p>You're lucky in Spain, aren't you? You have good weather all the time.</p>
wedding	I went to four weddings last summer.
week	<p>See you next week!</p> <p>A week today I shall be off to Munich.</p>
<i>weekday</i>	On weekdays it's not allowed to park on this road.
<i>weekend</i>	Weekend train tickets are usually a little cheaper.
<i>weekly</i>	I normally do my weekly shopping on Friday evening.
weigh	How much do you weigh?
<i>weight</i>	It's my only chance of getting my weight down, you see.
welcome	<p>Welcome to Wales!</p> <p>Welcome home!</p> <p>They gave the Queen a warm welcome.</p> <p>- Thank you. - You're welcome!</p>
well	<p>I'm very well, thank you.</p> <p>He speaks English very well.</p> <p>Well done.</p> <p>Yeah, it goes well with those trousers.</p> <p>Well, do you want to have this one?</p> <p>Okay, you have them in Spain as well.</p> <p>- They've all gone now. - Right. Oh well. Thank you.</p> <p>Yeah, I hadn't noticed that - might well be.</p> <p>We were coming back from Hong Kong, well landing in Bahrain actually.</p>
wet	I forgot my umbrella and got very wet.
west	<p>The sun goes down in the west.</p> <p>Los Angeles is west of New York.</p> <p>Our house is to the west of here.</p> <p>London's theatres are in the West End.</p>
what	What did you do last night?

What time did she go to sleep?  
Yes, that's what I'm doing  
What kind of music does she like?  
What about a nice traditional Sunday lunch in a pub?  
Oh, look! What a good idea.  
What colour is it?

wheel                      Luckily a passing motorist offered to help, so we were able to change the wheel fairly quickly.

when                     When do we arrive?  
When you get to the traffic lights you turn right again.

where                    Where are you going, David?  
Where do you live?  
Where are you from?  
Stay where you are, please.

whether                   I don't know whether you've heard of Clitheroe.  
I can't decide whether to have a vegetarian burger or the normal burger.

which                   Which book do you want?  
We went through the airport onto a special road which then goes round a bend.  
Many thanks for your letter, which I received on Monday.

while                    She could go and look at something more interesting while you go to the museum.  
They let me drive for a while.

white                    I'd like a glass of white wine, please.

who                      Who told you that?  
Who did you visit?  
Who did you give it to?  
He wrote a letter to Diane, who was in Europe.

whole                    The whole plane shook and a few people started shouting.  
You don't have to look after her the whole time. I know that she can find plenty to do by herself.

whose                   Whose book is this?

why                      Why don't you just come up here for a minute?  
Why do you say that?

wide                     I drove slowly on until we reached a slightly wider part of the road.

wife                      I don't think you've met my wife, have you?

wild                      The weather was really wild on the coast.

will                      He'll be happy to hear that.  
Will you sign here, please?

<i>won't</i>	When you see the museum, the hotel will be on your right-hand side. He probably won't mind anyway. The car won't start.
win <i>won, won</i>	I won £5 playing cards last night.
wind <i>windy</i>	There was a strong wind last night. We had quite a few windy days while we were in France.
window	Just put it by the window.
wine	Would you prefer white or red wine?
winter	We often visit our friends in Austria in the winter.
wish	With best wishes, ... I wish I could help you.
with	How much money have you got with you? I'm not sure I'd fly with that airline again. I'll have a normal burger with mushrooms. I tried to cut the meat with a knife. We stayed with friends. What's the matter with you? It's very difficult to work with all the noise.
within	Do you live within walking distance?
without	A room with or without a bath?
woman <i>women</i>	He went to the south of France with Carol, the woman he had just met.
wonder	And I kept thinking I wonder where we are now. I was wondering whether you could help me. It's a wonder he didn't break every bone in his body, isn't it?
wonderful	Looks wonderful, doesn't it?
wood <i>wooden</i>	All the furniture in our house is made of wood. After lunch we decided to go for a walk in the woods. I prefer wooden furniture.
wool <i>woollen</i>	Is this pullover made of wool? The trouble with woollen clothes is that they are difficult to wash.
word	Do you know the words of that song? What's the English word for ... ? ... in other words ... I can type 80 words per minute.
work	Do you like this kind of work? So, how's work going with you?

	<p>My brother's been out of work for nearly a year now.          What time do you go to work in the morning?          That's a beautiful piece of work.          He works for Lloyd's.          Do you remember Betty Loo, she used to work at Wanchai.          I can't really say that all this is going to work.          I have had experience working with several computer programmes.          I also have a working knowledge of Spanish.          You're a fast worker!</p>
<i>worker</i>	
world	He thinks he's the best driver in the world.
worry	Oh Mum doesn't worry about anything like that. Don't worry, we'll solve the problem.
<i>worried</i>	He's quite worried 'cos he hasn't heard from his father for several months.
<i>worse - worst</i>	[cf. bad]
worth	How much is that old lamp worth? I'm not sure it's worth visiting.
would	I telephoned there and they said they wouldn't do any reservations. Would you wait here, please? Would you like another drink? I thought it would cost more than that. Sarah wouldn't go to sleep, and she wanted to ring Mum.
wrap	Could you wrap the present for me, please?
write	He wrote a letter to Diane, who was in Europe.
<i>wrote, written</i>	Could you write the address down for me, please? Have you got any written information about these places?
wrong	Excuse me. You're going the wrong way. I'm afraid you're wrong. It's wrong to steal. There's nothing wrong with your car. Something has gone wrong.
yard	And then you walk for about two hundred yards.
year	Not all that long since, perhaps ten years ago this friend of mine was in hospital. My youngest daughter is about five years old.
yellow	It's dangerous to pass the traffic lights while they are yellow.
yes	Yes, certainly. Yes please. - It's a nice, quiet, little village, six hundred people. - Oh yes.
yesterday	I saw him yesterday. She started her new job the day before yesterday.

yet	They haven't arrived yet. Have you finished your work yet?
you	Do you still listen to Scottish music? You can't smoke in here.
young	She's still a young girl. She's too young to go out alone.
your	Is this your suitcase?
<i>yours</i>	Is it yours?
	Yours sincerely, ...
<i>yourself</i>	Mike, help yourself to a knife and fork. Can you do it yourself?
<i>yourselves</i>	I hope you enjoy yourselves.

## List of Word Derivations with Affixes

The following examples have been taken from the list of items in Section I). The various affixes and suffixes can also be applied to other headwords in the list or form other derivations that may be used in test material.

### A) Suffixes

<b>-able</b>	(adjectives)	<i>acceptable</i>	<i>avoidable</i>	<i>suitable</i>	
<b>-al</b>	(noun)	<i>arrival</i>			
	(adjectives)	<i>central</i> <i>natural</i>	<i>continental</i> <i>political</i>	<i>industrial</i> <i>professional</i>	<i>national</i> <i>traditional</i>
<b>-ed</b>	(adjectives)	<i>bored</i> <i>retired</i>	<i>crowded</i> <i>worried</i>	<i>experienced</i>	<i>fried</i>
<b>-ee</b>	(noun)	<i>employee</i>			
<b>-en</b>	(adjectives)	<i>wooden</i>	<i>woollen</i>		
<b>-ence</b>	(noun)	<i>difference</i>			
<b>-er</b>	(noun) - people	<i>beginner</i> <i>player</i> <i>teacher</i>	<i>employer</i> <i>prisoner</i> <i>traveller</i>	<i>examiner</i> <i>singer</i> <i>voter</i>	<i>manager</i> <i>smoker</i> <i>worker</i>
	(noun) - things	<i>freezer</i> <i>toaster</i> <i>actress</i>	<i>printer</i>	<i>shaver</i>	<i>starter</i>
<b>-ess</b>			<i>waitress</i>		
<b>-ful</b>	(adjectives)	<i>careful</i> <i>stressful</i>	<i>helpful</i>	<i>peaceful</i>	<i>powerful</i>
<b>-ian</b>	(noun)	<i>musician</i>	<i>politician</i>		
<b>-ic</b>	(adjectives)	<i>alcoholic</i>			
<b>-ing</b>	(noun)	<i>beginning</i> <i>meaning</i> <i>travelling</i> <i>freezing</i>	<i>building</i> <i>painting</i> <i>warning</i> <i>surprising</i>	<i>feeling</i> <i>shopping</i>	<i>fishing</i> <i>training</i>
	(adjectives)				
<b>-ist</b>	(noun)	<i>artist</i> <i>specialist</i> <i>typist</i>	<i>racist</i>	<i>receptionist</i>	<i>scientist</i>
<b>-ive</b>	(adjectives)	<i>active</i>	<i>inclusive</i>		
<b>-ity</b>	(noun)	<i>activity</i>	<i>nationality</i>	<i>speciality</i>	
<b>-less</b>	(adjectives)	<i>careless</i>	<i>useless</i>		

<b>-ly</b>	(adverbs)	<i>seriously</i> <i>originally</i> <i>quickly</i> <i>suddenly</i>	<i>exactly</i> <i>personally</i> <i>safely</i> <i>urgently</i>	<i>fluently</i> <i>possibly</i> <i>simply</i> <i>usually</i>	<i>honestly</i> <i>reasonably</i> <i>strangely</i>
	(adjectives)	<i>daily</i>	<i>friendly</i>	<i>weekly</i>	
<b>-ment</b>	(noun)	<i>agreement</i> <i>disagreement</i> <i>treatment</i>	<i>argument</i> <i>payment</i>	<i>arrangement</i> <i>punishment</i>	<i>development</i> <i>retirement</i>
<b>-ness</b>	(noun)	<i>fitness</i>	<i>illness</i>		
<b>-or</b>	(noun)	<i>actor</i>	<i>visitor</i>		
<b>-ous</b>	(adjectives)	<i>dangerous</i>	<i>religious</i>		
<b>-sion</b>	(noun)	<i>decision</i>	<i>discussion</i>	<i>expression</i>	
<b>-t</b>	(noun)	<i>complaint</i>	<i>product</i>	<i>weight</i>	
<b>-tion</b>	(noun)	<i>action</i> <i>connection</i> <i>explanation</i> <i>production</i> <i>translation</i>	<i>application</i> <i>discrimination</i> <i>imagination</i> <i>protection</i>	<i>collection</i> <i>election</i> <i>invitation</i> <i>reduction</i>	<i>confirmation</i> <i>examination</i> <i>organisation</i> <i>suggestion</i>
<b>-y</b>	(adjectives)	<i>cloudy</i> <i>noisy</i> <i>lucky</i>	<i>foggy</i> <i>funny</i> <i>sexy</i>	<i>stormy</i> <i>healthy</i>	<i>windy</i> <i>hilly</i>

## B) Prefixes

<b>dis-</b>	<i>disabled</i>	<i>disadvantage</i>	<i>disagree</i>	
<b>il-</b>	<i>illegal</i>			
<b>im-</b>	<i>impolite</i>	<i>impossible</i>	<i>impossible</i>	
<b>in-</b>	<i>informal</i>			
<b>non-</b>	<i>non-alcoholic</i>	<i>non-smoker</i>		
<b>un-</b>	<i>unable</i> <i>unemployed</i> <i>unlikely</i> <i>untidy</i> <i>unlike</i> <i>unpack</i>	<i>unavoidable</i> <i>unfortunately</i> <i>unlucky</i>	<i>unaware</i> <i>unfriendly</i> <i>unsuccessful</i>	<i>uncomfortable</i> <i>unhealthy</i> <i>unsuitable</i>

List of Extra Word Categories

The following words have been grouped into categories. They are additional to the words in the word list in Section I).

Countries	Adjective/ Language	Numbers	Months	Seasons	Days of Week
America	American	zero/nought/ oh	January	spring	Monday
Australia	Australian	one	February	summer	Tuesday
Britain	British	two	March	autumn	Wednesday
Canada	Canadian	three	April	winter	Thursday
England	English	four	May		Friday
India	Indian	five	June		Saturday
Ireland	Irish	six	July		Sunday
New Zealand	New Zealand	seven	August		
Northern Ireland	Northern Irish	eight	September		
Scotland	Scottish	nine	October		
South Africa	South African	ten	November		
Wales	Welsh	eleven	December		
		twelve			
Asia	Asian	thirteen		US words	
Austria	Austrian	fourteen			
Belgium	Belgian	fifteen		check	
Bulgaria	Bulgarian	sixteen		downtown	
China	Chinese	seventeen		elevator	
Croatia	Croatian	eighteen		fall	
Denmark	Danish	nineteen		gasoline	
Europe	European	twenty		guy	
Finland	Finnish	twenty-one		inquiries	
France	French	thirty		track	
Germany	German	forty		vacation	
Greece	Greek	fifty			
Hungary	Hungarian	sixty			
Italy	Italian	seventy			
Japan	Japanese	eighty			
Norway	Norwegian	ninety			
Poland	Polish	one hundred			
Portugal	Portuguese	one thousand			
Romania	Romanian	one million			
Russia	Russian	first			
Slovakia	Slovakian	second			
Slovenia	Slovenian	third			
Spain	Spanish	fourth			
Sweden	Swedish	fifth			
Switzerland	Swiss	sixth			
The Czech Republic	Czech	(to 31st)			
The Netherlands	Dutch				
Turkey	Turkish				



## 3.6 Inventory G – Grammar

### 3.6.1 Inventory G I – The Grammar of Spoken and Written Discourse

- 1 Sentence Position**
  - A Theme**
  - B Tails**
- 2 Cohesion**
  - A Reference**
  - B Ellipsis**
  - C Substitution**
- 3 Markers**
  - A Discourse Boundary Markers**
  - B Interpersonal Markers**
  - C Hedging Markers**
  - D Vivid Language**

The inventories of grammar (G I, G II, G III) are based on the work of Geoff Tranter.

#### 0 Introduction

*The purpose of discourse grammar is to establish and to maintain the context in which the discourse is taking place by orientating the listener as to the main intentions of the speaker. This is done in several ways:*

- \* *by locating the framework for each sentence within the discourse by appropriate positioning of the important information, e.g. front or end position (cf. Section 1 below) for focussing purposes,*
- \* *by means of cohesive devices (cf. Section 2 below), or*
- \* *by the use of discourse markers (cf. Section 3 below)*

#### 1 Sentence Position

*For the listener, the position of the various components of the discourse elements within the sentence establishes the content focus. This focus can be indicated by fronting (theme) or repetition of the component in the final position (tails).*

##### A) Theme

*The theme is the starting point for the clause and thus indicates to the listener what the clause is about. There are two types of theme:*

- *the subject of the clause (Section 1)*
- *various kinds of adjuncts (Section 2)*

## 1) Signalling what the text is about

*In this section the theme is the subject of the sentence.*

### a) Subject as an unmarked theme

- \* I don't understand.
- \* I'll have the deep fried mushrooms with erm an Old Timer Burger.
- \* I'm going to book four cinema tickets on the phone and they need a credit card number.

### b) Keeping the same subject

#### i) repetition

- \* **We** went in ... to the little sweetshop just up the road here and **we** walked straight in the door.

#### ii) use of passive

- \* Yeah, **they're** okay, **they're not made** on the premises though.

### c) Taking a part of the preceding text

- \* I'm going to book four cinema tickets on the phone and **they** need a credit card number.
- \* I was picking **my daughter** up again from school and **she** had one or two friends in the back.

## 2) Specifying/changing the framework for the interpretation of the following clause

*In this section the theme is not the subject of the clause but another element that provides the content focus and/or the personal perspective on the part of the speaker.*

### a) adjuncts

#### i) textual

- \* **So** he wrote her a letter and explained that he was going to take a trip with Carol.
- \* **Well**, I'll always remember that time we were struck by lightning.
- \* **Anyway**, the plane kept descending; the whole plane was, you know, ...
- \* **Ever since**, I've never felt all that happy while a plane's landed.
- \* **When we looked at the tail of the plane** there was a gaping hole on the sort of fin bit.
- \* Turn left and **on your right** there's Notts Country's football ground ...

#### ii) interpersonal

- \* **Fortunately** there were no other cars on the road at the time.
- \* .... but **unfortunately** our photocopying machine has broken down.
- \* ... **to be honest** I have no idea on rental cars 'cos I don't actually deal with that.
- \* **Strangely enough** you get used to that after a while.
- \* **Actually** I've never visited these places myself so it would be interesting for me.

### b) thematic equivative

- \* Of course, **what I don't know is** he's knocking at the front door.
- \* **What was really unnerving was** that the crew were nowhere to be seen.
- \* And **what he did was** - it's quite clever - we got the salmon - ...

### c) predicated theme (heads)

- \* ... and **it isn't the exercise** that does it, it's the fact that the meals are so far apart.

**d) preposed theme**

- \* **Carol**, you remember Carol?
- \* **Jamie**, normally you put him in his cot and he's ... he's gone [B: mm]

**e) thematised comment**

- \* **It's a wonder** he didn't break every bone in his body, isn't it?

**B) Tails**

*The focus of the clause is indicated by repetition at the end of the clause*

- \* I'm going to have er ... an Old Timer with cheese, **I am**.
- \* She's a lovely girl, **our Susan**.
- \* It's a speciality, **that**.
- \* They do, I suppose, take up a lot of time, don't they, **children**?

**2 Cohesion**

*Cohesion refers to the various means of creating linguistic cohesion within the discourse. The methods include:*

- Reference (cf. Section A below);
- Ellipsis (cf. Section B below);
- Substitution (cf. Section C below);

*Cohesion is based on the principle of shared knowledge either anaphoric (i.e. reference to information already given in the text) or exophoric (i.e. reference based on knowledge of the world).*

**A) Reference**

*Reference is based on content known to the listener from ideas, information, etc. previously mentioned in the discourse in the text) or shared knowledge (including schematic knowledge).*

**1) time reference**

- \* **Then** the crew, stewardesses and things, suddenly appeared all smiling.
- \* ... **a few days later** I was picking my daughter up again from school.
- \* Well, I'll always remember **that time** we were struck by lightning.

**2) space reference**

- \* You tell them my number ... this one **here**.
- \* That's right ... that's all ... that's my name **there** and that number.
- \* Yeah, keep going straight, **past the racecourse** to the roundabout.
- \* And Kensington Road's off **to the right**.
- \* Yeah, they're okay, they're not made **on the premises** though.

**3) reference to persons / things****a) by use of the definite article**

- \* ... really quiet ... it was quite eerie ... then **the pilot** came through.
- \* ... all the time. It was pitch black outside, they'd dimmed **the lights** for landing.
- \* What was really unnerving was that **the crew** were nowhere to be seen.
- \* ... with Carol, **the woman** he had just met.

**b) by use of personal pronouns**

- \* So **he** wrote **her** a letter and explained that **he** was going to take a trip with Carol.
- \* ... with Carol, the woman **he** had just met.
- \* **He** wrote a letter to Diane, who was in Europe.
- \* ... and told **her** that **he** was planning to take a trip,

**c) by use of demonstrative pronouns**

- \* Well, I'll always remember **that** time we were struck by lightning.
- \* It made me realize how lucky we were. I'm not sure I'd fly with **that** airline again ever.
- \* What's **that**?
- \* That's right ... that's all ... **that's** my name there and **that** number.
- \* Mm ... I've got **this** one, which is a Visa Card.

**B) Ellipsis**

*Ellipsis refers to the omission of words (lexical or grammatical) that are unnecessary as a result of the listener's knowledge of the context, either from the previous part of the discourse or on the basis of her/his knowledge of the world. As a consequence they make an important contribution to the interpersonal character of the interchange.*

- \* I'm awfully sorry, we **haven't** ... um I don't know where you can try for Bath actually.
- \* You **haven't**, no.
- \* Yes and **bring** it back when you're done.
- \* And they tell me **how much**.
- \* Carol, **you remember** Carol?
- \* **Don't** do cider, do you?

**C) Substitution**

*Substitution refers to the avoidance of a repetition of words or phrases by using universal words such as "one", "do", etc. As with ellipsis the use of substitution promotes the interpersonal character of the discourse.*

**1) nominal**

- \* Oh right. I'm gonna have I think I'm gonna have a veggy **one** wiith barbecue sauce on it.
- \* Erm can I have erm mineral water sparkling **one**.
- \* You tell them my number ... this **one** here.
- \* So we've only got the **ones** that are for sale.
- \* And there should be a few little **ones** around you know.

**2) verbal**

- \* Of course you **do** and you're glad to.
- \* Yeah it **does**, **doesn't** it?
- \* So you **don't** ... **Does** he?

**3) clausal**

- \* I believe **so** I believe ... she threw herself in the lake drowned herself in the lake.
- \* Don't think **so**.
  
- \* **Nor** do I.
- \* **So** will I.

### 3 Markers

Markers indicate the perspective of the sections of a discourse. The specifications cover the following types of marker:

- A) **Boundary markers** that indicate the start and/or end of the various phases of a scenario (cf. Section A) below);
- B) **Interpersonal markers** that promote the interaction and interpersonal atmosphere of the discourse (cf. Section B) below);
- C) **Hedging markers** that indicate the speaker's wish to avoid precision, commitment or personal opinion (cf. Section C) below);
- D) **Vivid language markers** that aim to increase the motivation of the listener by involving her/him in the interaction or by the use of intensifiers (cf. Section D) below).

#### A) Discourse Boundary Markers

Discourse boundary markers are adjuncts that indicate the start and finish of the various sections of the discourse. In this way they help the listener to follow the structure of the discourse more easily. Markers are used to indicate the start and the end of the various phases of the discourse, to show insertion sequences, to indicate a change of mode on the part of the speaker e.g. self-correction, asides, etc. or to change the subject by, for example, returning to a topic that has been dealt with in a previous section of the discourse.

##### 1) Starting markers

- \* **Well**, I'll always remember that time we were struck by lightning.
- \* ... coming back from Hong Kong, **well** landing in Bahrain actually.
- \* **Anyway**, the plane kept descending; the whole plane was, you know, ...
- \* It made it seem you weren't going to make it. **Suddenly** there was a loud bang.
- \* **So** he wrote her a letter and explained that he was going to take a trip with Carol.
- \* **Actually** I've never visited these places myself so it would be interesting for me too.
- \* **Now**, how are we going to carry all these over?
- \* ... **well** I do enough travelling anyway. **I mean** I get to big cities now and again anyway.
- \* **Right**, we'll do that then
- \* Oh, fine actually. Yes, yes, keeps us pretty busy. **Well**, the company's dividing into – er – three, **well** – I suppose – four really.
- \* **So** can you tell us how old your friend is?

##### 2) End markers

- \* All right, I'll have er I'll have a normal burger **then** with barbecued beans.
- \* ... coming back from Hong Kong, well landing in Bahrain **actually**.
- \* I don't know **actually**. It might be nice to spend a couple of hours in London **anyway**.
- \* **Right okay**, and the other thing I need is ...

#### B) Interpersonal Markers

Interpersonal markers are used to establish and maintain the personal relationship between the speakers.

##### 1) Backchanneling

Backchanneling indicates to the speaker that you are listening and are following the discourse.

- \* It's flat you know it's er not hilly like Wales but **(mm)** you get used to that strangely enough after a while.
- \* ... and he was from a village called Rudston on the Scarborough coast (oh yeah) Bridlington way **(Yes)**.
- \* we should get stock **(mm)** early July (yeah) anyway so that's a month to get to Italy
- \* **Wasn't he?**
- \* **Yeah it does doesn't it?**

- \* We could have a party with spaghetti or beans on toast, **couldn't we?** It'd be much easier, **wouldn't it?**

## 2) Empathizing

*Empathizers further the interpersonal relationship between the speakers by involving the listener in the content. This can be done in different ways:*

### a) Explaining

*The speaker tries to ensure that the listener is able to follow the discourse by explaining the content as the discourse progresses.*

- \* And you can't get back because there's cars behind you, **you see**.
- \* I don't like the, I like three buttons, **you see** ....
- \* ... it wasn't so bad that, but they all followed behind us, **you see**.
- \* ... no bother to me, ,cos I happened to have in my side pack a spare vest and socks, **you see**.
- \* Yeah, well it's usually the things you require first, **you see**, ...

### b) Listener knows/agrees

*The speaker tries to ensure that the listener is able to follow the discourse by relating the content to her/his world of experience.*

- \* Anyway, the plane kept descending; the whole plane was, **you know**, ...
- \* ... there were all sorts of buildings **you know** little old cottages.
- \* Well it's so cheap **you know**, this is the thing.
- \* And **of course** the police officer came and I was a bit shocked.
- \* ... and she went with me **of course** in case I fell.
- \* ... and **of course** I went to the front door, nobody there - ...

### c) Question tags

*The speaker maintains the listener's active involvement in the discourse by asking confirmation questions in the form of question tags.*

- \* Don't do cider, **do you?**
- \* I'm gonna have the deep fried mushrooms, you like mushrooms, **don't you?**
- \* It's lovely, **isn't it?**
- \* Amazing, **isn't it?**
- \* Looks wonderful, **doesn't it?**
- \* It was nice, **wasn't it?**

## 3) Dialogic markers

*Dialogic markers are used to maintain the listener's involvement in a lengthy piece of monologic discourse, e.g. narrating, without her/his active participation.*

- \* .... to say we were about to land. Then ... **guess what happened** ...
- \* but this one guy ((laughs)) **this is true** there was a guy down down in Mega. and that town got you know it really got really badly hit, ... there were all sorts of buildings **you know** little old cottages.
- \* **Of course**, what I don't know is he's knocking at the front door.

### C) Hedging Markers

*Hedging markers indicate the speaker's desire to avoid committing her/himself with regard to an opinion, numbers, words and/or expressions, etc. Hedging is helpful in many different situations. Maybe the speaker does not know the adequate word or expression, maybe it is not convenient to be straightforward, or maybe he/she thinks the listener is not acquainted with a certain topic or terminology and therefore does not want to place her/him in a face-threatening position.*

- \* Do you remember? I suppose we were **about** 50 miles out.
- \* .... with a real thump. Then the crew, stewardesses **and things**, ...
- \* When we looked at the tail of the plane there was a gaping hole on the **sort of fin bit**.
- \* It made me realize how lucky we were. **I'm not sure** I'd fly with that airline again ever.
- \* But I would probably say go down to Covent Garden **or something** [ Yes).
- \* She's not so keen on pubs actually she doesn't drink (laughs) she can have a diet coke **or something**.
- \* We've had a cultural evening on Saturday either a play or a musical **thing something like that**.
- \* And then left ... it's **a bit** complicated really, I ...
- \* It depends on the weather **a bit** doesn't it?
- \* ... and you mustn't bother about this **sort of thing** but I was pretty upset at the time.
- \* Where do you keep your detergents **and stuff**?
- \* ... but basically you know how we didn't kill each other and all **things like that** .
- \* ... and er there was this big bus **or something** behind us you know and her little friend said ...

### D) Vivid Language

*Vivid language aims to increase the listener's involvement by making the content more accessible and immediate and/or by emphasizing and intensifying the content and interpersonal involvement.*

#### 1) demonstratives

- \* ... and **this** student came and knocked on the door.
- \* ... and er there was **this** big bus or something behind us you know.
- \* ... and Emma, **this** friend of mine, brought **these** photographs out, of the family through the years, ...

#### 2) repetition

- \* ... this bullet went **round and round and round**.
- \* It's very nice, Dad, it looks **very, very** good.

#### 3) intensifiers

- \* suddenly appeared **all** smiling and we filed out all looking a bit pale.
- \* and the **whole** aircraft shook; a few people started screaming.
- \* What was **really** unnerving was that the crew were nowhere to be seen.
- \* Anyway, the plane kept descending; the **whole** plane was, you know, ...
- \* .... **really** quiet ... it was **quite** eerie ... then the pilot came through.
- \* ... right into where the two pilots were it was **absolutely** fantastic.
- \* **Absolutely** right.
- \* Yeah I tell you what, Queen Street today drove me **absolutely** mad you know.

#### 4) Historic Present

- \* and of course I went to the front door, nobody there – ah – so, round to the back door.  
Nobody. Of course, what I **don't know** is he's **knocking** at the front door getting no answer, going round to the back cos he **knows** about the two do
- \* ... So we're **looking** in there and we **can't** find any Magnums so we **turn** round.  
and he actually **interrupts** his phone-call to say you know what **you're looking** for.

## 3.6.2 Inventory G II - Task-oriented / Notional Grammar

- 1 Expressing Time
- 2 Expressing Quantity
- 3 Expressing Spatial Relationships
- 4 Describing / Defining
- 5 Expressing Modality
- 6 Hypothesizing
- 7 Expressing Belonging / Possession
- 8 Making Comparisons
- 9 Expressing Causal Relationships
- 10 Conceding
- 11 Reporting
- 12 Giving Information
- 13 Negating
- 14 Eliciting Information
- 15 Giving Instructions
- 16 Making Comments / Exclamations

### 0 Introduction

*This section aims to present grammar on a semantic, notional level indicating the way grammar can be used for the purpose of completing tasks. The list has been structured according to such tasks. All the structures have been taken from the Inventory of Grammar forms. It is not intended to be an exhaustive list. The exponents have simply been chosen to give examples of each of the categories.*

### 1 Expressing Time

#### A) Point of time

##### 1) Time of Day

I'd like a cab for **2.30 pm**, please.  
Try to call me before **four fifteen**.

##### 2) Dates

The shop closes from **the tenth of August to the twenty-second**.  
She would like to arrive the afternoon of **20 September** and leave  
early on **23 September**.  
Can we change the date to the **31st of May**?

##### 3) Adverbials

##### a) adverbs

He went to Nottingham **yesterday**.  
... with Carol, the woman he had **just** met.  
There are a lot of night clubs there **now**.  
I went up to him **afterwards**.



## b) adverbial phrases

Maybe we'll go there **tomorrow morning** and have a look.  
Did they wake up **last night**?  
Let's assume she arrives **on Friday**.

## c) time clauses

**When I came out**, everybody was looking at me.  
Can you help me with this suitcase **before you leave**?  
**After we'd finished**, we went for a meal.

## B) Duration

## a) adverbial phrases

She'll want to rest **for a little while**.  
Well, I suppose they dream of things they've seen **during the day**.  
We don't get the tickets **until Friday**.

## b) time clauses

Well she could go and look at something more interesting **while you go for a drink**.  
Just follow your nose up the hill **till you come to the Town Hall**.  
We can't do anything **until you arrive**.

## c) other forms

I'm taking **a month's** holiday at Christmas.  
He's just had **two weeks'** holiday in France.

## C) Frequency

## a) adverbs

**Sometimes** you don't have time to unpack all your luggage when you arrive.  
Ever since, I've **never** felt all that happy while a plane's landed.  
The police told me that he'd done it **very often**.

## b) adverbial phrases

We complained at the front desk **every evening**.  
She's coming to England **for about the fourth time**.  
The Americans elect their President **every four years**.

## c) time clauses

I always go to the theatre **whenever I'm in London**.  
I try to visit my parents **as often as I can**.

## D) Sequence

## a) ordinal numbers

Was that **the first time** you've ever been in the cabin?  
You go down here and you take the **third** left.  
He was standing on **the third floor** when it happened.

## b) adverbs

**And then** you go straight ...  
Evening meal at six, and perhaps a snack **after that**.

## E) Time Frames

## 1) Past Time

a) Orientation  
(within past time)

It was when **I'd just passed** my driving test.  
... with Carol, the woman he **had just met**.  
He'd **had** a serious accident and was in hospital for a long time.  
I **was coming** down Southport Road near the police station.  
She was here and I **was making** one of those cakes.  
He **was standing** on the third floor when it happened.  
And a few days later I **was picking** my daughter up from school.

**b) Events/States/  
Activities  
(Definite Past)**

This student **came** and **knocked** on the door.  
And of course the police officer **came** and I **was** a bit shocked.  
Anyway, she **went** to see him one day and she **said** 'Has anybody  
been to see you?'.

... and he **says** 'No but a right nice young lady came to see me,'  
he said.

... and Emma brought these photographs out and **he's looking** at  
them and he said ...

**c) Indefinite Past**

**I've left** them at home in my shopping bag.

There used to be a swimming baths at Southpool but **they've**  
all **closed** down now.

When **I've had** people to stay, they quite like going to Wollaton  
Hall.

**d) Ceased Habits/States**

There **used to be** a swimming pool at Southpool but they've all  
closed down now.

I **used to be** in the air force.

Her grandmother always **used to** bake cakes and she would go  
and watch, you know.

**e) Past >> Future**

We **were about to** land.

**2) Present Time**

**a) Past >> Present**

Ever since, **I've** never **felt** all that happy while a plane's landed.

**Have you heard** of the Bronte sisters?

And their daughter's in Australia, and **they've never been** to  
Australia to see her.

Well, **have you been** to Ashley Hall, the Elizabethan Hall in the park?

Oh no, we **haven't mentioned** that yet.

**b) General Present**

She **doesn't drink**. She can have a diet coke.

We normally **get up** at about half past six.

**You're always going** to the pub!

**You're always watching** TV! Why don't you join a sports club?

It'd do you good.

If you take that road, **that takes** you into Chorley.

The Calais-Dover ferries **take** about 90 minutes.

**c) The "now" Present**

i. activities/events

We're **thinking** about all going down to the Chinese restaurant.

**I'm calling** from the Sports Centre.

**I'm just talking** with Rowena right now.

ii. temporary habits

Oxford and Cambridge **are** almost **discriminating** against public  
schools now.

No **I'm getting** quite hungry now actually.

We're **staying** with my parents at the moment.

iii. states

She **likes** all kinds of music.

I **love** the country I always have.

**Do you remember** Betty Loo, she used to work at Wanchai.

### 3) Future Time

#### a) Present >> Future

i. Events/activities/

What **are you doing** tonight?

**I'm going** home in a minute.

**She's coming** to England for about the fourth time.

ii. Timetable

The train **leaves** at 15.24 and **gets into** Lille at 18.47.

personal/official

The school holidays **start** next week.

We **arrive back** about midnight.

#### b) Functional

i. ordering:

**I'll have** the deep fried mushrooms with an Old Timer Burger.

ii. promising:

**We'll get** a car to you as close to the time as we can.

iii. offering:

**I'll do** the driving, I like driving.

iv. arranging:

Yeah **we'll just leave** the car behind and go on the bus.

v. prediction:

**It's going to be** hot tonight.

**It'll be** fine.

vi. requesting:

**Will you give** him a message?

vii. certainty:

Yeah, thank you for phoning up, **I** definitely **will be** there.

viii. willingness:

Here's your map. **I'll just give** you your change.

**I'm not going to** tell you.

#### c) Others

about to

**I'm just about to** leave.

## 2 Expressing Quantity

### A) Plurality

#### 1) plurals

I'm going to book four cinema **tickets** on the phone.

The **children** like them very much.

#### 2) nouns always plural

I think you probably like the sort of **clothes** I like.

When she came out, **people** were looking at her.

Many **thanks** for your letter, which I received on Monday.

The coat goes well with those **trousers**.

#### 3) nouns always singular

Have you got any written **information** about these places?

Well, I guess this is all our **news** at the present time.

Can I have **cheese** on it?

So, how's **work** going with you?

She likes all kinds of **music**.

#### 4) concord

The average **family uses** a pound of butter per week.

My **family are** coming to visit us next week.

### B) Countability

#### 1) a/an [countable]

I don't know whether you've heard of Clitheroe, there's **a castle** there.

That place is really interesting - It's a museum and **an** art gallery

I need **some** advice.

You have to cook **some** garlic in a little bit of butter.

Have you got **any** written information about these places?

I haven't got **any** more news on that.

#### 2) some/any [uncountable]

## C) Quantifying

### 1) Numbers

Thank you. Here's your receipt and **50, 60, 75** change.  
And then you walk for about **two hundred** yards.  
Cambridge itself is not a very big town anyway - it's only **a hundred thousand** people.

### 2) Zero

She just had **no** idea.  
There's **no** public transport, I'm afraid.  
We haven't got **any** outdoor swimming-pools. We don't seem to have the weather here.  
I telephoned there and they said they wouldn't do **any** reservations.  
**Neither** of them can come.  
I didn't see **either** of them.

I'm afraid there are **none** left.  
I haven't seen **any of them** since the weekend.

### 3) Quantities

[countables]

And **a few** days later I was picking my daughter up again from school.  
I bought a lot of records over the last **few** years.

Perhaps you could arrange to meet **some** of your friends.  
Oh, we've got **some** more instructions.

There aren't **many** good programmes on TV at the moment.  
I don't write **many** letters, I haven't got the time.

**Several** of my friends are going abroad this year.  
There are **several** words in this letter that I don't understand. Can you help?

I've bought **a lot of** records over the last few years.  
**A lot of** bands play in pubs round here.  
There were **plenty of** things to do.

### 4) Quantities

[uncountables]

We'll have **a little** time before the party starts.  
Put **a little** salt on the potatoes.

You have to cook **some** garlic in a little bit of butter.  
I think she does **some** excellent work for them.

Er I don't want too **much** rice.  
There's **not much** time left.

Do you do **a lot of** skiing?  
I suppose children take up **a lot of** time, don't they?

Don't worry about Brian, he's got **plenty of** money.  
We've still got **plenty of** time. It's only half past.

### 5) Inclusive

Sometimes you don't have time to unpack **all** your luggage when you arrive.  
With this ticket you can travel on **all** Dutch, Belgian and Luxembourg railways.

**Every** time we go to Ireland we buy a lot of records.  
 When I came out **everybody** was looking at me.  
 He was on television and **everything** was really very funny.

**Each child** received a gift at Christmas.  
**Each time** we tried something went wrong.

I've read **both** of these books.  
 Are **both** of you coming to the party?  
 He made the same mistake **both times**.

## 6) any, some, no + compounds

### a) any

#### ii. Negatives

Have you got **any** written information about these places?  
 Has **anybody** been to see you?  
 Um, have you by any chance got **anything** on Bath?

I telephoned there and they said they wouldn't do **any** reservations.  
 There's not actually **anybody** to play with around here, you know.  
 She doesn't worry about **anything** like that.

#### iii. Indefinite

I'd also be very interested in **any** other material you have.  
**Anything** will do.  
 It was so noisy I couldn't hear if **anyone** said come in.

### b) some

#### i. Offering

Would you like **some** more potatoes?  
 Have **some** more coffee.

#### ii. Requesting

Could you give me **some** help?  
**Could I have some more coffee?**  
 I'd like **something** typically Welsh.

#### iii. Definite

We've got **some** more instructions.  
 Yes well you could go and look at **something** more interesting  
 while we have a drink.  
**Someone** who's not a computer expert.  
**Sombody** sent for an ambulance.

### c) no

Fortunately there were **no** other cars on the road at the time.  
 There's **no** public transport, I'm afraid.  
 There was **nobody** on the plane but me.  
**Nothing** was done to solve the problem.  
**No one** ever invites him to their parties.

## 7) Phrasal Quantifiers

One **piece of** toast or two, Mike?  
 She only needs **half of** that, anyway.  
 A **half pound of** butter, I think, I put in that.  
 About 6 **ounces of** butter.  
 They cost 50p a **pound**.  
 I would also receive **£50 a week**.

## 8) Others

### a) both / either / neither

We've **both** said we need to get away from it all.  
 Which would you like? **Both** of them.

Do **either** of you drive?  
Which would you like? **Either** of them. It doesn't matter.

**Neither** of them could drive.  
Which would you prefer? **Neither** of them.

## b) all / any / none

Which do you want? **All** of them.

Which would you prefer? **Any** of them will do.  
He could have asked **any** of the people there.

Which would you like? **None** of them.  
**None of them** are here. They all left half an hour ago.

## 3 Expressing Spatial Relationships

### A) Location

#### 1) Adverbs

You turn left **here**.  
That's my name **there**.  
Because as well as being a grand old house it's also got a museum **inside**.  
It was really dark **outside**.

#### 2) Prepositional Phrases

There was this big bus or something **behind us** you know.  
I was **in Amsterdam** a fortnight ago.  
When you see the Hall, it will be **on your right-hand side**.  
Our hotel was 5 km **out of town**.

### B) Direction

#### 1) Adverbs

I'm going **home** in a minute.

#### 2) Prepositional Phrases

We're thinking about going down **to the Chinese restaurant** at about twelve.  
Just follow your nose **up the hill** till you come to the Town Hall.  
Go **out of the entrance**, turn right up Southport Road.

### C) Distance

#### 1) Adverbs

I don't think it's **far**.

#### 2) Phrases

Delft isn't **far from Amsterdam**, is it?  
It is **a long way**, yes.  
And then you walk **for about two hundred yards**.

#### 3) Clauses

Just follow your nose up the hill **till you come to the Town Hall**.  
Go up this road **as far as you can go**.

## 4 Describing/Defining

### A) Describing People / Things

#### 1) Adjectives

I didn't come in because it was so **noisy**.  
A **nice young** lady came to see me, he said.

Can I have a **second-class** stamp, please?  
 That **looks very nice**.  
 Have you seen **today's** paper?

## 2) Phrases

### a) Prepositions

Do you know the way **to the railway station**?  
 People **like Rob Lummel**.

### b) Phrases

It's a lady **dressed in white**.  
 There's a little bottle shop in the city **called City Wines**.

Who's the new man **working in the office next door**?  
 That woman **standing at the bar** is our new sales manager.

There's not actually anybody **to play with** around here, you know.

## 3) Clauses

### a) Important information/Defining/Identifying

#### i. People

That's the young lady **that came to see me** when I was in bed.  
 And there are people like that **who** are very good at what they do.  
 ... with Carol, the woman he had just met.

#### ii. Things

The other thing **that** we used to do **that** Bernard mentioned is ....  
 I'd also be very interested in any other material **which** makes sense  
 to someone who's not a computer expert.  
 Is this the smallest you've got?

#### iii. Places

The place **where** we're staying is actually quite pleasant.  
 That must be the hotel **where** we spent our last holiday.

#### iv. Time

Was that the first time you've ever been in the cabin?  
 That was the year we went to the States.

### b) Additional information/Elaborating

#### i. People

He wrote a letter to Diane, **who was in Europe**.  
 My parents, **who retired last year**, have gone to live in Spain.

#### ii. Things

Mm ... I've got this one, **which is a Visa Card**.  
 The hotel was situated on a very busy highway, **which** was very  
 noisy at night.  
 I am at present in my second year at Dortmund Technical College  
**where I am studying hotel management**.

## B) Describing Activities

### 1) Adverbs

We were able to change the wheel fairly **quickly**.  
 In the end we landed **safely**.  
 How **fast** were you going?  
 I'm having to work **hard** preparing for the exam.

### 2) Adverbial Phrases

Sorry, I've done it **the wrong way round**, have I?  
 He welcomed us in **a very friendly way**.  
 She is travelling **by car**.

I felt **like a V-I-P**.  
Don't do it **like that**. Watch how I do it.

### 3) Clauses

These days, they don't repair cars **like they used to**.  
Don't do it like that. Watch **how I do it**.

### C) Modifying

#### 1) Intensifiers

It's **absolutely** delicious.  
It was **really** quiet.  
It's **quite** cheap actually.  
I got **more and more** frustrated.

They **quite** like going to Wollaton Hall.  
I **quite** agree.

#### 2) Downtoners

We were all looking **a bit** pale.  
Ever since, I've never felt **all that** happy while a plane's landed.  
It's **fairly** simple to do.  
We have to be **a bit** careful with these books now.  
We were able to change the wheel **fairly** quickly.  
It's **not quite** the same thing to me.  
Yeah ... I'll **just** telephone then.  
I can't **really** say that all this is going to work.

### D) Describing personal opinions, attitudes/Comments

#### 1) adverbs

**Actually** I've never visited these places myself so it would be interesting for me.  
**Fortunately** there were no other cars on the road at the time.  
**Luckily** a passing motorist stopped and offered to help.  
**Unfortunately** our photocopying machine has broken down.

#### 2) phrases

**To be honest** I have no idea on rental cars.  
**Strangely enough** you get used to that after a while.

#### 3) clauses

**As far as I can see**, there's no way we can afford a new car.  
**As far as I'm concerned**, it doesn't matter where we go this evening.

## 5 Expressing Modality

### A) Expressing Ability / Certainty / Permission / Possibility

#### 1) Possibility / Speculating

##### a) Modal verbs

Or it just **might be** a noisy car going past the window or something that wakes him up.  
I **may** have to go to France for a few days.

If you hadn't drunk or smoked, you **might have been able to** look forward to a telegram from the Queen.

He **may have** missed the bus.

We had no idea what **could have happened**.

The plane **could have been delayed** by fog.

##### b) Phrases

It's **possible** that he **might** come tomorrow.  
He's not **likely** to come as late as this.



## c) Adverbs

There's also a lot of local folk music - **maybe** you could get lists of who's playing there.

**Perhaps** you could arrange to meet some of your friends.

You're **probably** right.

**Possibly**, but the problem is I've already booked my ticket.

## 2) Expressing Certainty / Assumption

## a) Modal verbs

There **must be** something on at the theatre.

He **can't be** there already!

That **shouldn't be** any problem at all in fact.

It's five past nine. The shop **ought to be** open by now.

It's now ten o'clock. We **could finish** the work by lunch time if we're lucky.

He probably won't mind anyway. He **ll be** eating it too.

I **must have said** something funny about flying.

I said you **can't have done** that already.

They **should have reached** the hotel by now.

She **ought to have arrived** by now. The journey normally only takes about two hours.

Don't worry! They **ll have arrived** safely.

The ferry left at nine, so I suppose they **could have got** as far as Paris by now.

## b) Phrases

They're **certain to** arrive early. They always do.

Is he **likely to** finish the translation on time?

**It's possible** that the journey may take a little longer than usual.

## c) Adverbs

They **ll certainly** give you any help you need.

They **ll surely be** able to get there by midnight!

She's **probably** not going to be in her own home for the next twelve months.

## 3) Expressing Ability

## a) Modal verbs

I **can** smell garlic.

You **can't** miss it.

All I **could** see was his face.

I **could** read when I was three.

Yes, and I **could** pay you back in cash.

If you take her into town on Saturday morning you **could** find out what's on at the Theatre Royal.

John **could have** helped us.

## b) Phrases

You could try Littlewoods. They might **be able to** help you.

We **were able to** change the wheel fairly quickly.

There's a Rent-a-Car firm up the road. They **ll be able to** help you.

## 4) Expressing Permission

## a) Modal verbs

**Can I** have cheese on it?

**May I** smoke?

**Could I** ask you a favour?

I wonder if I **might** use your phone?

I'm sorry, **you can't** smoke here.  
 The pilot says you **can** go in the cabin.  
**We mustn't** arrive too early. They won't be ready for us.

## b) Phrases

Parking's **not allowed** on this road.  
**Were** you **allowed** to drive your father's car?  
 Pets **are not allowed** in that hotel.

## B) Expressing Obligation / Necessity / Degree of Commitment

### 1) Expressing Obligation

#### a) Modal verbs

You **must be** there by six o'clock at the latest.  
 You've **got to** pay for the damage you caused.  
 The universities **should** take the best students, I quite agree.  
 You **ought to** be there now. They're waiting for you.  
 I **have to** leave now. I promised to be home for dinner.  
 You **should have** told the police all the details.  
 You **ought to have** stopped when you saw the accident.

## b) Phrases

I'm **not expected to** do a lot of overtime, am I?  
 You're **supposed to** be there by ten, you know.

### 2) Expressing Necessity

#### a) Modal verbs

I **need to** go to the railway station. Could you tell me the way?  
 And then you **have to** go left, and then straight on.  
 I've **got to** manage my money to look after myself in my old age.  
 We've both said **we need to** get away from it all.  
 You **needn't** do it right away, but if you could finish it by lunchtime.  
 You **don't need to** take three suitcases, do you?  
 We **don't have to** leave until tomorrow.  
 I **haven't got to** finish this until next week.  
  
 I **should have gone** on another twenty yards.  
 I **needn't have** gone to the station to meet her.

## b) Phrases

**Is it** really **necessary to** get a new TV?

### 3) Expressing Commitment

#### a) Promising

Be ready at ten and **I'll come** and pick you up.

#### b) Intention

**I'll go** and sit in a café, street terrace bar somewhere and drink beer and eat chocolates.  
**I may come** round later.  
 Mm, **are you going to** have a starter, what **are you going to have**?

#### c) Offering

**I'll do** the driving, I like driving.  
 Well, **you can have** spaghetti with me.  
 It's warm in here, **shall I turn** the heating down?  
**Can I** help you?  
**Would you like** another drink?  
**Do you want me to** take that?  
**Do you want** some more wine?

#### d) Willingness

I telephoned them and they **wouldn't do** any reservations without a credit card number.

- Sarah **wouldn't go** to sleep, she wanted to ring her mother.  
I'm **not going to** tell you.
- e) Advice/warning**
- You shouldn't have told us, you should have said** you made it.
- You should go** by public transport.  
**You ought to go** on a diet.  
I think **you'd better** start the rice.
- f) Requesting**
- Can I** have a second-class stamp, please?  
**Can you** tell me how to get to this place?  
Hello Chris ... **could you** do me a great favour?  
**Would you** mind opening the door for me, please?
- 6 Hypothesizing**
- A) About the Past**
- 1) Wishes**
- I wish I hadn't** left school at sixteen.  
**If only I'd** learned foreign languages when I was younger.
- 2) Conditions**
- If you hadn't drunk or smoked**, you might have been able to look forward to a telegram from the Queen.  
No, **if I'd had** an hour to wait, I would have gone to the car park.
- 3) Others**
- He looked **as if** he had been on holiday.  
He looked **as if** he were seriously ill.
- B) About the Present**
- 1) Wishes**
- I wish I had** enough money to buy a new car.  
**I wish you wouldn't** drive so fast.  
**I'd love to** keep this bottle. **I wish we could** keep it.
- 2) Conditions**
- If you took** the train **you'd be** there by about six.  
**If I were** you, **I'd stay** at home.
- If you take** that road, **that takes** you into Chorley.
- 3) Others**
- I feel **as if** I were getting a cold.
- C) About the Future**
- 1) Hopes**
- I hope you'll have** time to join me for lunch.  
**We hope to** hear from you soon.
- 2) Conditions**
- If you want to stay overnight **I'll reserve** the spare bedroom for you.  
**If you want** extra people then **you'll have to** take on extra work.
- 7 Expressing Belonging / Possession**
- 1. Pronouns**
- Well, why don't I put **my** batteries in **your** camera?  
Ten years ago this friend **of mine**, **her** son was in hospital.
- 2. Genitive 's/s'**
- Just take a **Sainsbury's** bag.  
Well, Mum and Dad went out so we went to **Mary's** to sleep,

Lyme Regis is **half an hour's run**.  
That's one of **Auntie Mary's**.  
**Mandy's** mummy took the children to school.  
He's gone to **the doctor's**.

I forgot to get the **cat's** food.

### 3. Others

Was this in the driving school car or **your own**?  
It was in **my own car**.  
She's probably not going to be in **her own home** for a year.  
I'd love **a room of my own**.

What **part of** London would you be actually in?  
She's the European **Member of** Parliament for our area.

## 8 Making Comparisons

### 1) Comparatives/Superlatives

Since when do guests of two-star hotels get **better** service?  
It was **worse** in that part of the country.  
That makes it **more difficult**.  
Yes well she could go and look at something **more interesting**.  
There might be some but it's **less likely than** on other nights.  
It's no **cheaper** or **dearer** either way.

I should have gone a few yards **further** on and then turned left.  
Is that all, God, I thought it would cost **more than** that.

My **youngest** daughter was about five years old and I was taking her to the dentist.  
When you get into the centre of town **the best** thing to do is to ask again.  
The **most uncomfortable** thing was the fact there was no air-conditioning in the rooms.  
The one **nearest to** the road.  
Is this **the smallest** you've got?  
You could do that if you got the **earliest train** in the morning.

### 2) Phrases

It's not **as difficult as** it first seemed.  
**As far as** you can go.  
I look forward to hearing from you **as soon as** possible.  
I'm interested in this sauce. I want to know if it's **the same as** a Hollandaise.

### 3) Clauses

And providing services **like BNT do**.

## 9 Expressing Causal Relationships

### A) Giving reasons

#### 1) preposition

We couldn't get there on time **because of** the weather.  
**Due to** an accident delays can be expected.

#### 2) phrases

And **the only reason** they get better education is because the staff-student-ratio is better.

#### 3) clauses

I didn't come in **because** it was so noisy I couldn't hear if anyone said come in.

So Friday night we'll have a drink at the Salutation and the Old Trip **'cos** they're nearby, alright?  
 He said the top side of that river is Buda and the other side is Pest.  
**That's why** they call it Budapest.  
**Why** do you say that?  
 Well, Mum and Dad went out **so** we went to Mary's to sleep.  
**As** my course finishes at the end of June I would be free from 1st July until 30th August.

## B) Expressing the purpose of something

### 1) prepositions

What's that **for**?  
 It's **for** making a cup of tea in the mornings.  
 I'd never get her into a museum **to** look at art.

### 2) clauses

Please call, write or e-mail me as soon as possible **so that** I know whether or not Astrid can stay with you.  
 I've included her address, phone number and e-mail address **in case** you need to contact her.

## C) Stating the result

### 1) prepositions

**Due to** the weather delays can be expected.  
 The road had to be closed **as a result of** the accident.

### 2) adverbs

### 3) clauses

I didn't come in because it was **so noisy** I couldn't hear if anyone said come in.  
 Luckily a passing motorist stopped and offered to help, **so** we were able to change the wheel fairly quickly.

## D) Others

We **had** the house painted only last year.  
 Where do you **get** your hair done?  
 My holiday **was** extremely uncomfortable and **the cause of** many headaches.  
 It **made it seem** you weren't going to make it.

## 10 Conceding

### 1) prepositions

**Despite** this problem we had a lovely holiday and really enjoyed the sunshine.

### 2) adverbs

I don't know actually it might be nice to spend a couple of hours in London **anyway**.

### 3) clauses

**Although** the castle is actually very disappointing.  
 And **although** we complained at the front desk every evening nothing happened.  
 It is a long way, yeah.

## 11 Reporting

### 1) Reporting statements/facts

#### a) adverbs

**Apparently** he said the IRA had put a bomb under his bed.

## b) clauses

I telephoned there and **they said** they wouldn't do any reservations.  
 Tony **was saying** they should have the heating on by Wednesday.  
 And **it says** in my book the train's quite cheap.  
 In the Let's Go **it said** that it's difficult to find a reasonably priced meal.  
 Anyway, she went to see him one day and **she said** 'Has anybody been to see you?'  
 The pilot **says** you can go in the cabin you see.  
 The police **told me that** he'd done it before.  
 He **told** her that he was planning to take a trip.

## c) functional

Luckily a passing motorist stopped and **offered** to help.  
 So he wrote her a letter and **explained** that he was going to take a trip with Carol.  
 He **promised** to help us.  
 He **apologized** for coming late.

## d) others

He's **said to have been** ill for quite a long time.  
 It's **said to be** one of the best restaurants in the south.  
 She's **thought to be coming** later.  
 They're **supposed to be** somewhere on the continent at the moment.  
 He **asked me to** help him with his homework.  
 They'd **like to know when** they can come.  
 It's John on the phone. He **wants to know when** that letter will be ready.

## 2) Reporting questions

## 3) Reporting commands

They **told me to** turn left at the roundabout.  
 The boss **has asked me to** look after the office while she's away.  
 I **was told to** arrive on time or else.

## 12 Giving Information

## 1) Neutral

My youngest daughter was about five years old and I was taking her to the dentist.  
 Their daughter's in Australia, and they've never been to Australia to see her.

Nothing **was done** to solve the problem.  
 The Pondview **was recommended** as a three-star hotel.  
 There used to be one at Southpool but it **was closed** a long time ago.

**There's** something else I wanted to ask you.  
**There's** a large map of Chorley here.

## 2) Emphatic

It **is** a bit of a problem.  
 It **does** get pretty hot in here actually.

## 3) Focussing

**It's Tokyo that** worries me.  
**It's more in the winter** they have concerts but it's possible you'll have to look at the programme.  
**What you need to do** is to write a letter to the hotel and complain about the room.  
**That's why** they call it Budapest.  
 Well **this is what** we usually do.  
**That's where** I got it.

**There's** something else I wanted to ask you.

**The only problem** we've got then is carrying luggage.

Possibly yes, but **the thing is**, I've booked my taxi from Maidstone at a later time.

### 13 Negating

#### 1) Neutral

We **won't** have to worry about booking and organizing everything.

I telephoned there and they said they **wouldn't** do any reservations.

I'm sorry, it **can't be** done.

The translation **won't be** finished until tomorrow.

**There aren't** many people in this department any more.

**There isn't** a good restaurant anywhere near here.

#### 2) Emphatic

I am **not** going to tell you.

#### 3) Focussing

**That isn't where** we went.

Of course, **what I didn't know was** that he was knocking at the front door.

**It's not** so much the flat **that** I don't like. It's the area.

**What I can't do** is carry your luggage.

### 14 Eliciting Information

Oh, that's lovely. **Where** did you buy that?

**What** are you doing tonight?

**When** are you going to leave?

**Who** did you give it to?

**What** is he talking **about**?

**Why can't** you ever arrive on time?

**Can you tell me how** to get to this place?

So **can you tell us how** old your friend is?

**Do you think** she'd like to go to church on Sunday morning?

**I don't know whether** you've heard of Clitheroe. There's a castle there.

**Is that where** you went on holiday last year?

**Is that how** you wanted it - hard-boiled?

**Is that the one** you wanted?

**Why is it that** you can never arrive on time?

**Where is it that** you are going?

**Who is it** that hasn't paid?

Is Delft in Holland **or** Belgium?

Are you going today **or** tomorrow?

**Are you** ready now?

**Have you heard** of the Bronte sisters?

**Could we** rent a car?

**Don't you** know Nottingham?

What about the Royal Concert Hall? **Do they** have concerts on Sundays?

**I just wanted to ask you if** you happen to have one more stamp?  
**Can you tell me if** John's arrived yet?

You're not thinking of going back tomorrow, **are you**?  
Oh, you don't really want to know, **do you**?  
It depends on the weather a bit, **doesn't it**?  
It'd be much easier, **wouldn't it**?  
I'm going to have the deep fried mushrooms. You like mushrooms, **don't you**?

**Is it you that's** going abroad for a couple of years?  
**Is that the place** where the food is so cheap?

We're going later. **What about you**?  
I'm going to have a coffee. **How about you**?

## 15 Giving Instructions

**Hold** the line please. All our operators are currently busy.  
So I said to him, **forget** your books for one night, **throw** a party next weekend.  
When you come to a T junction **turn** right. **Go** down there about half a mile.

**Don't tell** me.  
It says **don't stay** in Bruges.  
**Don't bring** me a present, **just bring** yourself and a bottle.  
**Let's** go and have a drink.

Help me with this suitcase, **would you**?  
Don't drive too fast, **will you**?

**Why don't you just - can you come** up here for a minute?  
**Just put** it by the window or something.  
Alright - **Just give** me the number so I remember.

## 16 Making Comments/Exclamations

### 1) Phatic communication

That's interesting.  
That's nice .

### 2) Backchanneling

Yeah, it does, doesn't it?  
Oh, haven't they?

### 3) Responding to ideas

What a good idea.  
Isn't that a pity?  
He's very nice, isn't he?  
Yes, it's so cold outside, isn't it?  
And isn't that lovely?  
It's a worry, isn't it?  
It's lovely, isn't it?  
Oh, yes, that's right.



### 3.6.3 Inventory G III – Inventory of Grammar

- 1 Verb Forms**
- 2 Noun Forms**
- 3 Articles**
- 4 Pronouns**
- 5 Adjectives**
- 6 Adverbs**
- 7 Prepositions**
- 8 Conjunctions**
- 9 Subordinate Clauses**
- 10 Sentence Patterns**
- 11 Ellipsis and Substitution**

#### **1 Verb Forms**

##### **A) Infinitive/Base Form**

- 1) with “to”**
- 2) without “to”**

##### **B) Imperative**

- 1) Normal Imperative**
- 2) Persuasive Imperative**
- 3) Softened Infinitive**

##### **C) Participles**

##### **1) Present Participle**

- a) regular
- b) irregular

##### **2) Past Participle**

- a) regular
- b) irregular

##### **D) Simple forms**

##### **1) Present Tense**

- a) regular
- b) irregular

##### **2) Past Tense**

- a) regular
- b) irregular

##### **3) 'll Future**

##### **4) Conditional Form**

##### **E) Perfect Forms**

- 1) Present Perfect**
- 2) Past Perfect**
- 3) Perfect Infinitives**
- 4) Past Conditional**

##### **F) Progressive Forms**

- 1) Present Progressive**
- 2) 'going to'**
- 3) Past Progressive**
- 4) Present Perfect Progressive**
- 5) Past Perfect Progressive**
- 6) 'll Future Progressive**
- 7) Infinitive Progressive**

**8) Perfect Infinitive Progressive****G) Passive Forms****1) Present Simple****2) Present Progressive****3) Past Simple****4) Past Progressive****5) Past Perfect Simple****6) 'Il Future****7) Conditional****8) Passive Infinitive****9) Perfect Passive Infinitive****H) Auxiliary Verb Forms****1) "be"****2) "have"****3) "do"****I) Modal Verb Forms****1) Simple Forms**

- a) can
- b) could
- c) may
- d) might
- e) shall
- f) should
- g) ought to
- h) had better
- i) will
- j) would
- k) must
- l) need

**2) Perfect Forms****3) Progressive Forms****4) Progressive Perfect Forms****2 Noun Forms****A) Singular/Plural Forms**

- 1) regular
- 2) irregular

**B) Singular Forms Only****C) Plural Forms Only****D) Genitive Forms**

- 1) singular
- 2) plural

**E) Concord****3 Articles****A) The Definite Article****B) The Indefinite Article****C) Zero Article****4 Pronouns****A) Personal Pronouns****B) Possessive Pronouns**

- 1) Determiners
- 2) Nominal function

**C) Reflexive Pronouns****D) Demonstrative Pronouns**

- 1) Determiners
- 2) Nominal function

**E) Interrogative Pronouns**

- 1) Determiners
- 2) Nominal function
- 3) With Prepositions

**F) Relative Pronouns****1) Simple forms**

- a) defining
- b) non-defining
- c) zero use

**2) With prepositions****G) Indefinite Pronouns**

- 1) some + compounds
- 2) any + compounds
- 3) every + compounds
- 4) no + compounds
- 5) none, neither
- 6) all, both, either, each
- 7) one

**H) Quantifiers**

- 1) countable
- 2) uncountable

**5 Adjectives****A) Comparison****1) suffix forms**

- a) regular
- b) irregular

**2) Periphrasis****3) (not) as ... as****6 Adverbs****A) Formation from Adjectives**

- 1) -ly
- 2) no change
- 3) irregular

**B) Position of Adverbs**

- 1) Adverbs of Frequency
- 2) Adverbs of Manner
- 3) Adverbs of Time
- 4) Adverbs of Place
- 5) Adverbs of Time and Place

**6) Discourse Markers****7 Prepositions****8 Conjunctions****9 Subordinate Clauses****A) Nominal Clauses****B) Relative Clauses**

- 1) defining
- 2) non-defining

**C) Adverbial Clauses**

- 1) of time
- 2) of place
- 3) of purpose
- 4) of reason or cause
- 5) of result
- 6) of manner, comparison
- 7) of condition/concession

**D) Reported Speech**

- 1) Without tense shift
- 2) With tense shift
- 3) Indirect questions
- 4) Indirect commands

**10 Sentence Patterns****A) Subject - Verb**

- 1) Pronoun subject
- 2) Noun subject
- 3) Infinitive subject
- 4) Gerund subject
- 5) "There" as subject

**B) Subject - Complement**

- 1) "to be"
- 2) "sounds/feels/..."

**C) Subject - Verb - Direct Object**

**D) Subject - Verb - Direct Object + Indirect Object**

- 1) two pronouns
- 2) two nouns
- 3) noun and pronoun (indirect object)
- 4) noun and pronoun (direct object)

**E) Subject - Verb + Infinitive**

- 1) with “to”
- 2) without “to”

**F) Subject - Verb + “ing” Form****G) Subject - Verb + that/wh- Clause****H) Subject - Verb + wh-Phrases****I) Subject - Verb + Direct Object + Infinitive****J) Adjunct - Subject - Verb + that/wh- Clause****11 Ellipsis and Substitution****A) Question Tags****1) Positive Statement - Negative Tag****2) Negative Statement - Positive Tag****3) Imperatives with Question Tag****4) Positive Statement - Positive Tag****B) Statement - Short Question Responses****1) Positive Statement - Positive Response****2) Negative Statement - Negative Response****C) So/Neither****D) So/Not**

# 4

**Overall Marking**



## 4.1 General Principles

The content of the examinations is based solely on the learning objectives described in this publication. The framework of the examination and the guidelines for running the examinations are also laid down and uniform for all examinations.

The learning objectives are described not only to facilitate the selection of teaching material and to provide guidelines for test constructors, but also to allow the candidates to know the demands which will be made of them during the examination and the level of language competence expected of them. The marking of the written and oral examinations is also based on the learning objectives. The performance of the candidates is assessed with the learning objectives as a basis.

In order to be able to mark the written and oral performance of the candidates as reliably and objectively as possible, detailed examiner training is carried out. This prepares the examiners for the examinations they will be in charge of and also makes it possible to reach an international consensus as to the level the candidates are expected to achieve.

The guidelines for marking as well as the instructions for the marking procedure are also attached to the mock examinations. These and the descriptions of the learning objectives are available to the public.

## 4.2 Points and Grades

A maximum total of 300 points can be awarded for the whole examination. The sub-tests Reading Comprehension, Listening Comprehension and Oral Communication are equally weighted with a possible maximum total of 75 points for each sub-test. In addition a maximum total of 30 points can be awarded for the sub-test Language Elements and a maximum total of 45 points for the sub-test Letter- Writing.

In order to pass the examination as a whole, the candidate must gain 60% of the maximum possible total in the written as well as in the oral examination. This is 135 points in the written examination and 45 points in the oral examination.

If a pass mark is gained for the examination as a whole, then the number of points for the written examination is added to the number of points for the oral examination and the grade calculated according to the following table:

180 - 209.5 points	pass
210 - 239.5 points	satisfactory
240 - 269.5 points	good
270 - 300 points	very good

A candidate who does not pass one of the two parts (written/oral) can retake this part during the course of the calendar year of the examination or the calendar year following. A candidate who takes only one of the two parts (written/oral) can retake the other part during the course of the calendar year of the examination or the calendar year following. The entire examination can be retaken as many times as the candidate wishes, e.g. to gain a better grade.

### Test Format

Sub-Test	Aim	Type of Test	Marks	Time in minutes
WRITTEN EXAMINATION				
1 Reading Comprehension				
1.1	Reading for Gist	5 multiple-choice items	25	90
1.2	Reading for Detail	5 multiple-choice items	25	
1.3	Selective Reading	10 multiple-choice items	25	
2 Language Element				
2.1	Part A	10 multiple-choice items	15	
2.2	Part B	10 multiple-choice items	15	
Break				20
3 Listening Comprehension				
3.1	Listening for Gist	5 true/false items	25	max 30
3.2	Listening for Detail	10 true/false items	25	
3.3	Selective Listening	5 true/false items	25	
4 Letter-Writing		4 guiding points	45	30
ORAL EXAMINATION				
1 Social Contacts		examination with two candidates, alternatively with one candidate	75	appr 15
2 Topic-Based Conversation				
3 Task				





## **Learning Objectives and Test Format**

# ENGLISH

Standardised examinations, objective marking criteria and well-defined and clearly described task-oriented question papers – these are the prominent features of the European Language Certificates.

These features as well as the format of the examinations are identical for all the languages concerned. The specifications presented here contain all the necessary information on the Certificate in English for teachers, examiners, test item and course book writers, and, of course, for the individual learner, the language co-ordinators in companies and teaching centres, and for all personnel managers.