



UNIT 5:

- ◆ Learn and practice vocabulary related to planning and rearranging meetings
- ◆ Listen to conversation about rescheduling meetings
- ◆ Read a short passage about meetings in workplace
- ◆ Practice using the Simple Future Tense

Warm-Up



- ☑ Are you always on time for meetings?
- ☑ What are some good reasons to cancel a meeting?
- ☑ How do you feel when other people are late for a meeting?

A. VOCABULARY

AI. Read the following dialogues and then match them to the pictures.

Dave: Hi, Grace. Sorry I will be late. I'm in heavy traffic on the highway.

Grace: No worries, Dave.

Matt: Hi Robert. I tried to call you earlier. Your secretary said you were in a meeting.

Robert: That's right. It was a very important meeting.

Mark: Hello, Mr Thomas.
Can I speak with Jane?

Mr Thomas: I am sorry. Her flight was delayed due to stormy weather. She has not arrived yet.

Mr Brown: Hello Catherine. I wonder if we can meet tomorrow instead of today. I need to see the dentist this afternoon.

Catherine: That's alright. We can meet tomorrow.

Joseph: Hi, Susan. I will be late for about 30 minutes. My car ran out of gas on the way.

Susan: Alright, Joseph.
Thanks for calling me.

Justin: Clara, could you please tell my boss I will arrive in 5 minutes. I am getting copies of the report for the meeting.

Clara: Yes, sure I will tell him.

A2. Look at the following pictures. Discuss the abilities needed of each job at the picture.



A3. Discuss your answers with a partner. Do you have the same answers?

A4. Discuss the meaning of the following words.

No	Words	Meaning
1	Arrange	organize or make plans for a future event
2	Postpone	Plan for something to take place at a time later than that first scheduled
3	Reschedule	Change the time of a planned event
4	Delay	Make someone or something late or slow
5	Cancel	Announce that a planned event will not take place
6	Decline	Refuse an invitation

7	Appointment	An arrangement to meet someone at a particular time and place
8	Set up	Plan or arrange a meeting
9	agenda	List of items or topics to be discussed at a meeting
10	Conference call	A telephone call in which someone talks to several people at the same time

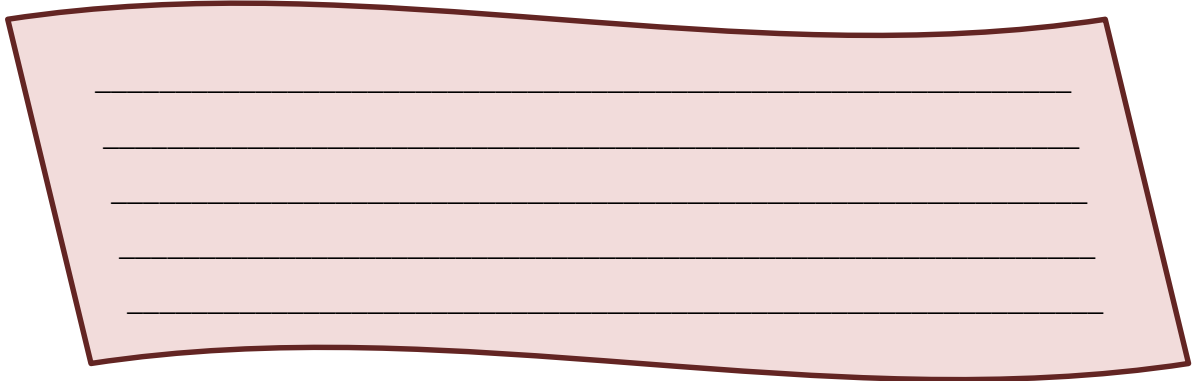
A 5. Fill in the blanks of the following sentences with the words in A4 above. (More than one answer could be correct)

1. We will have 8 topics on the ----- so the meeting will be one hour long.
2. Some of the committee members cannot attend the meeting in person, let's have a ----- instead.
3. We have to ----- our appointment with the boss. He will not be in the office today.
4. Grace says she has to ----- the invitation for dinner because she has other plans tonight.
5. Andrew has ----- the trip for another time because he cannot reserve the flight for this week.
6. Please do not be late for the exam. The school does not allow students to begin the exam with a -----.
7. It is better to make an ----- with the doctor before we go to the clinic.
8. Departments ----- a meeting every week to update one another with the latest news.

A 6. Listen and repeat the words after your teacher in exercise A4.

B. LISTENING

B1. Listen to the dialogue between Dave and Cynthia. Take notes of some words that you hear.



B2. Listen to the dialogue in B1 again and answer the following questions.



1. Who does Dave work for?
 - a. Power International
 - b. Geltech
 - c. Cynthia

2. Why is Cynthia calling Dave?
 - a. To tell him about her CEO
 - b. To postpone their meeting
 - c. To ask him to dinner

3. Is Cynthia available on Monday?
 - a. Yes
 - b. No
 - c. Doesn't say

4. What time will Dave and Cynthia meet?
 - a. On Tuesday
 - b. On Wednesday
 - c. At 2 p.m.

5. Who is the CEO?
 - a. Cynthia's boss
 - b. Cynthia's friend
 - c. Dave's boss

B2. Listen to the following dialogue between two people who need to change their plans. Listen and fill in the blanks below.



Man: Hi Becky. How are you?

Woman: Hi, Trever. Pretty good. Are you still (1) -----later today?

Man: That's why I am calling. I'm afraid I will have to (2) ----- dinner.

Woman: Cancel it? Why?

Man: I'm really (3) -----, but I have to work late. I have a conference call with our head office in (4) -----.

Woman: Well, maybe we could just put it off until you finish work.

Man: OK, could you delay dinner until (5) -----.

Woman: Sure. Should I call the (6) -----? I reserved a table at The Golden Palace.

Man: OK. Try to move the reservation back a few hours.

Woman: Great. I'm so happy we only have to delay dinner, not cancel it.

Man: Me too. I'll see you there at 9.

C. READING

C1. Read and study the following note by a company, explaining the company's meeting regulations to new employees.

Welcome to newcomers!

We hope you had a great start with the company in your first day!

Please kindly read our company's meeting regulations. Feel free to let us know if you have any questions.

Meetings can happen every day in our company. Meetings are held for many number of reasons. The boss might call for an all-departments meeting to update the staff on new rules and regulations. A single department might have its own meeting to discuss ongoing or upcoming projects. Two departments that are working together on a project might schedule a meeting to share their experience or update the results. The possibilities are almost limitless.

It is very important that all the people who attend the meeting are prepared. We are very strict and expect all employees to attend the meetings and be punctual. If employees are unable to attend a meeting, they are required to leave a note or call the secretaries no later than 5 pm on the day before. Any changes to the meeting schedules such as new date and time or cancelation are announced to the employees via email. Please make sure you have notifications activated for your email so that you do not miss such announcements.

C2. Read the passage again and choose whether the following statements are true or false.

1. Only the boss can call for a meeting in the company. T F
2. It is not important if the employees are not on time for a meeting. T F
3. Employees receive an email if there are any changes to the meeting schedules.
T F
4. If unable to attend a meeting, employees should inform the secretaries up to 5 minutes before the meeting. T F
5. Employees are recommended to make sure they receive all emails about meeting schedules.
T F



C3. Read the following article. Circle any words that you do not understand.

Telephone Etiquette

Etiquette: Noun

Etiquette is the rules of behavior in a situation. By following the correct etiquette, you will be polite and will avoid confusion. Telephone etiquette means the normal way to speak on the phone.

Making a phone call, or even answering one, in a foreign language can be scary. To help you feel more confident, read our tips on phone etiquette.

1. Remember the person you are talking to cannot see you. This may seem obvious, but think about it a little more. When you talk face to face with someone, you can watch their body language. You will know if they are busy or tired. Try not to get angry if they do not understand you.
2. Use standard phrases. When answering the phone, use a clear tone and introduce yourself and/or the company you work for. If the person has been listening to the phone ringing for a while, they may not be paying attention. Think of your introduction as a verbal handshake.
3. Always be polite. If you want something, even to talk to another person, use a phrase like "Could I speak to ... please?". If you do not understand the other person, just say "I'm sorry, could you speak more slowly?"
4. Smile and be positive. If you are unsure of something, ask the other person to explain it again. This will save you making mistake. People are always happy to help, and they can hear you smile!

C4. Read the article again and choose the best answer to the following questions.

1. What type of word is etiquette?
 - a. A verb
 - b. A noun
 - c. Doesn't say
2. What is telephone etiquette?
 - a. The rules of behavior in a situation
 - b. The normal way to speak on the phone
 - c. A noun
3. What may seem obvious?
 - a. The person you are talking to can't see you
 - b. That you should think about it a little more
 - c. The rules of telephone etiquette
4. When you answer the phone, what should you do?
 - a. Say hello
 - b. Ask the caller who they are
 - c. Introduce yourself and/or your company
5. How should you act on the phone?
 - a. Quick
 - b. Quiet
 - c. Polite

6. What is a verbal handshake?
- Your introduction
 - Your name
 - An insult

D. GRAMMAR

The Simple Future Tense

D1. The use of the Simple Future Tense

- ◆ We use the simple future to talk about an action or event that will happen in the future.
Example:
 - It **will rain** tomorrow.
 - I **will study** English this weekend.
 - The sun **will rise** at 6:30 tomorrow.
- ◆ The simple future tense is also used to make a prediction or give a warning.
 - Don't lift that heavy box. You **will hurt** your back.
 - If you don't arrive on time, we **will not wait** for you.
- ◆ The simple future tense can also be used to express a spontaneous decision.
 - You dropped your bag. I **will get** it for you.



D2. Pattern of the Simple Future Tense:

- (+) Subject + will + bare infinitive
- (-) Subject + will not (won't) + bare infinitive
- (?) Will + subject + bare infinitive

D3. Complete the sentences with verbs in the simple future tense:

1. The train -----at 11:45. (to leave)
2. My ski instructor believes it -----in the mountains tomorrow. (to snow)
3. I ----- my friend on Sunday. (to meet)
4. They ----- to Bangkok on Friday evening at 8 p.m. (to fly)
5. Wait! I ----- you to the train station. (to drive)
6. The English class ----- at 10:00. (to start)
7. I ----- my sister in April. (to see)
8. Look at the clouds! It ----- in a few minutes. (to rain)
9. Listen! There is somebody at the door. I ----- the door for you. (to open)
10. She ----- the email after lunch today. (to write)

D4. Construct the sentences and fill in the blanks using be pattern.

1. She / remember / us.

(+) _____

(-) _____

(?) _____

2. You / be / in Australia.

(+) _____

(-) _____

(?) _____

3. I / buy / bread.

(+) _____

(-) _____

(?) _____

4. We / empty / the bin.

(+) _____

(-) _____

(?) _____

5. They / share / their sweets.

(+) _____


(-) _____

(?) _____

E. HOMEWORK

Write an email to a friend. In the email include the following information: (Use the vocabulary and sentences you learned in the lesson)

- ◆ Greet your friend
- ◆ Tell your friend that you will not be able to go out with him/her for dinner tonight and explain why.
- ◆ Suggest a new time for dinner
- ◆ Apologise for not being able to go to dinner

To:	
Subject:	
From:	
Send	Attach 



- Review vocabulary related to meetings
- Listen to conversation on job interview
- Read a short passage on memos in work place
- Review and practice using the Simple Future Tense and Sentence Pattern

Warm-up



- Would you like to apply for a job after graduation or you would rather continue your studies?
- What do you know about job interviews?
- Do you think it is important to prepare for a job interview?

A. VOCABULARY

A1. Find six verbs often used with a *meeting* to make useful phrases. Look from left to right as well as up and down. Write the verbs in the blanks. One example has been written for you.

D	E	⁴ P	K	Y	E	S	F	B	A
C	¹ H	O	L	D	X	X	N	W	T
F	C	S	J	W	N	C	W	D	C
K	D	T	G	Q	E	E	K	A	C
U	R	P	N	A	⁵ C	H	⁶ A	I	R
A	I	O	X	G	E	B	T	C	N
³ C	A	N	C	E	L	M	T	N	H
Q	K	E	S	N	Y	K	E	H	W
L	R	S	V	G	D	L	N	T	R
² A	R	R	A	N	G	E	D	D	F

- 1 to hold _____
- 2 to _____
- 3 to _____
- 4 to _____
- 5 to _____
- 6 to _____
- } a meeting

A2. Match the verbs (1-6) with phrases below.

- A ----- to hold a meeting at a later time or date other than first planned
- B ----1----- to have a meeting
- C ----- to organize a meeting
- D ----- to lead a meeting
- E ----- to decide not to hold a meeting and tell people this
- F ----- to go to a meeting

A3. Now use the verbs 1 to 6 to complete the sentences.

1. If Peter can't get here by 5, couldn't we just ----- our meeting and have it early next week instead?
2. Could you ----- a team meeting for next Wednesday at 4 pm?

3. We have decided to ----- the meeting. Instead, could you just email me your comments?
4. I have to ----- a lot of meetings and spend a lot of time talking about work. Unfortunately, I cannot actually get on with my work as I don't have enough time.
5. It's important that the team knows about these changes. Let's ----- a meeting and give everyone the details.
6. I'm going to ----- our meeting this morning so I will make sure that we stick to the agenda and we finish on time.

A4. Listen and repeat the words after your teacher.



B. LISTENING

B1. Listen to the dialogue and then answer the questions below.

1. Which department does James want to work in?

2. Does James like Blade Computers?

3. Where does James study?

4. Does Ms. Rowe like that university?

5. When is James' graduation?

6. Will Ms. Rowe give James a job?

B2. Listen to the dialogue and fill in the blanks.

Woman: Good Morning, I'm Ms. Rowe. Please come in.

Man: Thank you, (1) ----- to meet you. I'm James Constable.

Woman: You're here to apply for a job in our sales (2) -----, right?

Man: Yes, I am. I am a great fan of Blade Computers and all of your (3) -----.

Woman: Good. In your cover letter it says you are a student. What is your (4) -----?

Man: I am studying (5) ----- and marketing at London University.

Woman: that's a very good school. When do you graduate?

Man: I graduate in September. I want to start work as soon as (6) -----.

Woman: Your C.V. is very good. We can give you a job.

Man: Great. I really want to work here.

C. READING

CI. Read the following memo. Then, answer the questions below.

Hi all,

First off, let me just say that everyone has been performing extraordinarily well of late. That being said, I just want to put a few things out there for everyone to keep in mind as we move forward. These helpful hints have to do with policies regarding punctuality and break times.

- Our work day begins at 9 a.m. This means everyone.
- If you are going to be late, and have a valid reason, please phone our secretary and let her know.
- You will not be penalized for being late with a valid cause.
- Coffee breaks are scheduled at 10:30 a.m. and 3 p.m. respectively.
- Coffee breaks are 15 minutes in duration, no exceptions.
- The work day ends at 5 p.m. Once again, this means everyone.
- If you must leave early, you are to inform your supervisor and approval is up to them.

If everyone follows these firm rules, we will continue to have a happy, safe and productive working environment. Thanks for taking the time to read this memo.

Sincerely,

Roberta Sanders
Chief Supervisor

1. Who is Roberta?

.....

2. How long is the work day?

.....

3. How long do coffee breaks last?

.....

4. What time is the second coffee break?

.....

5. When is it OK to be late for work?

.....

6. When can an employee leave early?

.....

D. GRAMMAR

D1. Complete the sentences with verbs in the simple future tense.

1. We ----- (do) this together.
2. Next year ----- (be) very exciting.
3. People ----- (invent) new things.
4. I ----- (be) in Rome next week.
5. They ----- (probably finish) tomorrow.
6. You ----- (find) your bag.
7. It ----- (be) sunny tomorrow.
8. The next game ----- (be) hard to win.
9. I ----- (speak) with him about you.
10. You ----- (send) Kate the pictures.



D2. Unscramble the sentences using the Present Simple Tense.

1. children / in / morning / school / the / go / to

2. does / sister / downtown / not / work / my

3. at / dinner / he / night / eats

4. bakes / she / cakes / the / weekend / on

5. have / Wednesday / we / on / class / afternoons

6. goes / at / he / to work / 7 am

7. in / she / homework / evening / does / the / her

8. movies / the / you / in / watch / evenings

E. HOMEWORK

Speaking Practice:

With one of your classmates, practice answering to questions for a job interview. Record the two conversations and submit them to the teacher.

You can use the following questions for the conversation:

- What is your name?
- What do you study at university?
- When will you graduate?
- Please tell me one interesting thing about yourself.

A. VOCABULARY

A1. Look at the following pictures. They show some tools that can be used during a presentation. Match the tools with the pictures.

- Whiteboard
- PowerPoint slides
- Image/video projector
- Flip chart



A2. Discuss the following questions with your partners:

- Which of the tools from A1 would you like to use in a presentation? Why?
- In your opinion, which tool is the most useful one?

A 3. Discuss the meaning of the following words.

No	Meaning	Words
1	Presentation	A demonstration or display of a product or idea
2	Discussion	The action or process of talking about something in order to reach a decision or to exchange ideas.
3	Brief	Short and concise, using a few words
4	Introduce	To put something into use, operation, or a place for the first time
5	Prepare	To make or get something or someone ready for something that will happen in the future
6	Confidence	The quality of being certain of your abilities
7	Audience	The group of people together in one place to watch or listen to a play, film, someone speaking, etc.
8	Topic	A subject that is discussed, written about, or studied
9	Purpose	The reason you do something
10	Greeting	Something friendly or polite that you say or do when you meet or welcome someone

A 4. Fill in the blanks of the following sentences with the words in A3 above.

- The concert attracted a large ----- last week. Many people from different cities were there.
- It is always good to have a ----- introduction when you start the meeting. People get bored if the introduction is long.
- I always ----- myself when I meet people in a meeting for the first time.
- It is very common to shake hands or bow for ----- when you meet people for the first time.
- I am very confused because I listened to the whole conference but I do not understand the ----- of their study.
- The teacher asked us to decide about the ----- of our presentation and ----- a plan for it.

A 5. Listen and repeat the words after your teacher in exercise A3.



B. LISTENING

B1. Listen to the following dialogue and fill in the blanks.

Gordon: Hey, Tony. What are you working on?

Tony: Hi Gordon. I'm working on a (1) ----- for our next meeting.

Gordon: Ok, I hate giving presentations. I am always (2) -----.

Tony: You shouldn't be. If you prepare well, it can be great fun.

Gordon: Do you have any (3) ----- that could help me?

Tony: Yes. First, you should write down what you want your audience to know when you (4) ----- the presentation.

Gordon: Ok. What else?

Tony: Next, you should think about your (5) ----- . You need to remember that as well as the people listening to you, your presentation is also for the people who listen to them.

Gordon: Why will that help me?

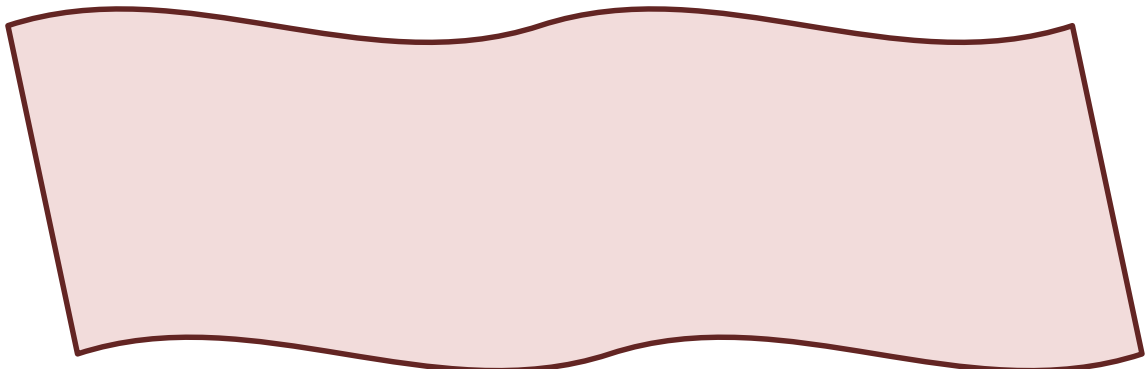
Tony: if you know who your audience is, you can prepare for any (6) ----- they ask. Knowing you are well prepared will give you (7) -----.

Gordon: Hmm, that's interesting. What questions should I ask to find out about my audience?

Tony: I start by asking "what do they want to (8) -----?" and "why do they want me to tell them?"

Gordon: Those are great tips. Thanks, Tony.

B2. Listen to the following presentation and take a note about some words that you can hear.

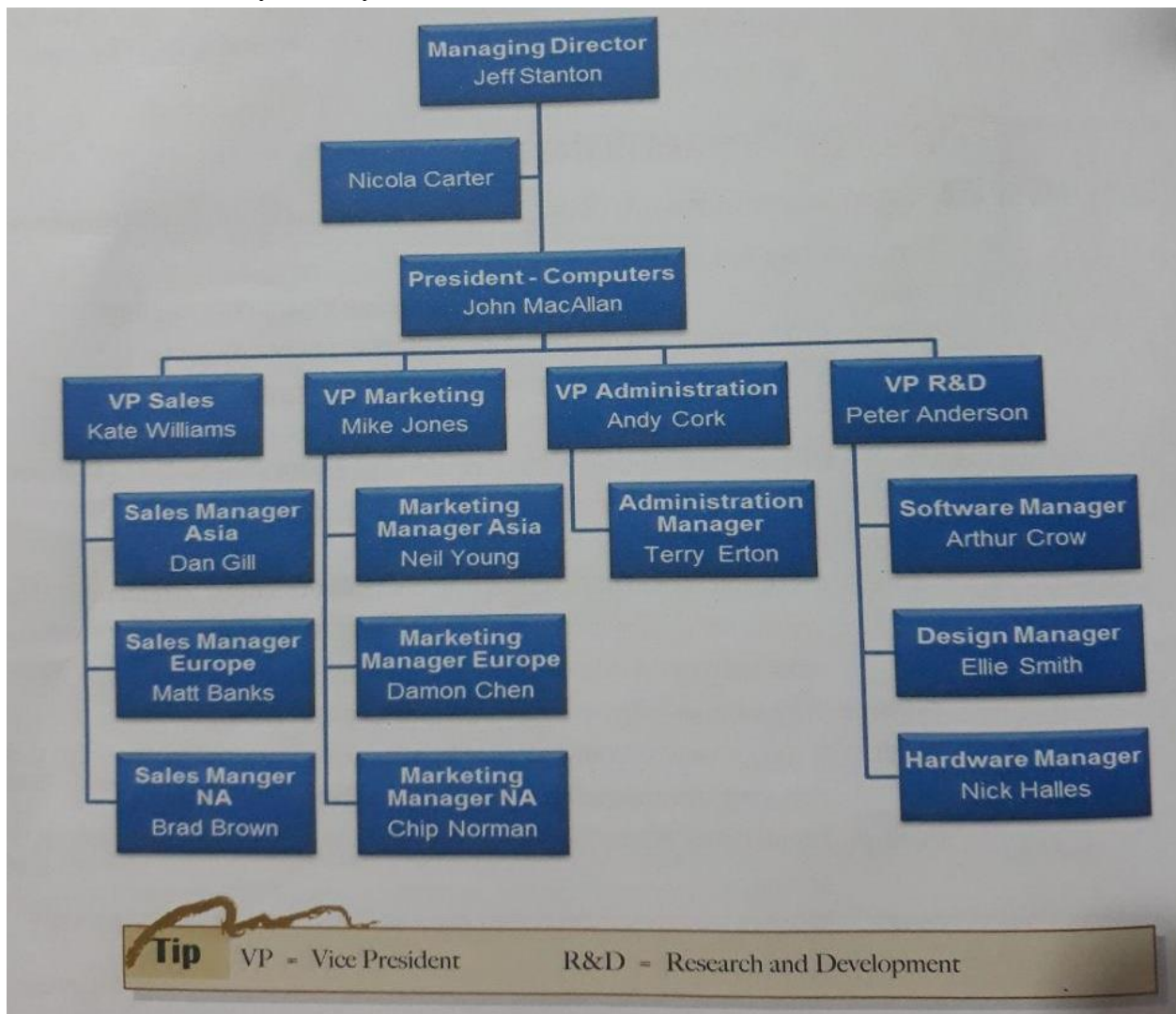


B3. Listen to the presentation again and then answer the following questions:

1. Who is Dan Gill?
 - a. The CEO of Stanton Industries
 - b. The head of Asian sales
 - c. An Asian
2. What is his presentation about?
 - a. Asian sales
 - b. The company and its latest product lines
 - c. Dan Gill
3. According to the speaker, how long is the presentation?
 - a. Ten minutes
 - b. Twenty minutes
 - c. Not mentioned
4. Can people ask questions?
 - a. No, Dan has to leave early.
 - b. Not mentioned
 - c. Yes, after the presentation
5. How many sections does the presentation have?
 - a. Five
 - b. Ten
 - c. Not mentioned

C. READING

- C1.** Read the following slide from a presentation which is used to introduce the company.
Circle any words you don't know.



- C2.** Read the presentation again and answer the questions below.

- Which division of Stanton Industries is the slide about?
 - Sales
 - Hotels
 - Computers
- What is Nicola Carter's position?
 - Assistant to Mr. Stanton
 - Assistant to Mr. MacAllan
 - Mr. MacAllan's boss
- Who does Matt Banks report to?
 - Dan Gill
 - Kate Williams

- c. No way of knowing
- 4. What does NA stand for?
 - a. No idea
 - b. Not allowed
 - c. North America
- 5. How many departments report to the President?
 - a. Four
 - b. Twenty
 - c. Twenty-one



D. GRAMMAR

First Conditional

D1. The Use of the First Conditional

We Use the First Conditional to refer to a possible condition and its results. These sentences are based on facts, and they are used to make statements about the real world, and about particular situations.

- If it rains, you will get wet.
- If you don't hurry, you will miss the bus.

D2. The pattern of the First Conditional

If clause (condition)	Main clause (result)
If + simple present tense	simple future tense
If it rains	you will get wet

Tip: you can write the First Conditional in two different ways. You can put 'if clause' before the 'main clause' OR you can put the 'main clause' before the 'if clause':

If it rains, you will get wet.

You will get wet if it rains.



D3. Complete the sentences with the correct verb forms.

1. If she (invite) me, I (go).
2. If it (rain), we (cancel) the match.
3. If I (get) a promotion, I (buy) a car.
4. If she (be late), we (go) without her.
5. If you (ask) more politely, I (buy) you a coffee.
6. If he (win) the first prize, his mother (be) happy.

D4. Turn the two statements into single sentences using the first conditional.

1. It will rain tomorrow. / I will stay home.

2. I will fail the test. / I will not study.

3. He will finish the letter. / He will have time

4. We will go to the beach tomorrow. / It will not be too hot.

5. I have to stay late at work. / I will have a late dinner.

E. HOMEWORK

Revise your writing assignment about your dream job. Use the vocabulary, grammar and structures you have learned.



- ◆ Learn vocabulary related to politely sharing opinions
- ◆ Listen to conversation on sharing opinions
- ◆ Read a short passage on exchanging agreement and disagreement
- ◆ Review and practice grammar

Warm-up



- Do you like sharing your opinion after presentations?
- Do you think it is important to share your opinion with others?
- How do you think we can share our opinions politely?

A. VOCABULARY

A1. Here are a variety of topics. Look at them, and then write your opinion for each picture.

<p style="text-align: center;">Fast Food</p> <p style="text-align: center;">1</p>  <p>My opinion:</p>	<p style="text-align: center;">Sports</p> <p style="text-align: center;">2</p>  <p>My opinion:</p>
<p style="text-align: center;">Online Games</p> <p style="text-align: center;">3</p>  <p>My opinion:</p>	<p style="text-align: center;">Cooking</p> <p style="text-align: center;">4</p>  <p>My opinion:</p>

A2. Now ask your partner and ask him/her about their opinion of the topics and take note.

A3. Compare your opinion with their opinion. Do you agree with them? If not, why not?

A 4. Discuss the meaning of the following words.

No	Meaning	Words
1	Opinion	A thought or belief about something or someone
2	Meaning	The meaning of something is what it expresses or represents
3	Exchange	To give and receive something (for example opinion) from someone
4	Idea	A suggestion or plan for doing something
5	Unsure	Not certain or having doubts
6	Partially	Not completely
7	Repeat	To say something more than once
8	Neutral	Having no opinion of agreement or disagreement about something
9	Disagree	To not have the same opinion or idea
10	Objection	Act of expressing disagreement or dislike about something

A 5. Fill in the blanks of the following e-mail written by a chef who would like to get a job in Australia using the words in A3 above.

- Everybody agreed with the plan for the new project. There was only one member who had an ----- to the plan.
- I could not accept the result of the test completely, so I just agreed -----.
- My parents were ----- about the price of the car so we told the customer we were not certain.
- The teacher spoke so quickly so I asked her to ----- the question because I could not understand its -----.
- Our boss always asks about my ----- at the end of the meetings.
- My colleague ----- with my opinion about the solution for the company's problems, but we agreed to ----- our ideas and try again.
- I always try to stay ----- and do not agree or disagree when there is an argument between people in a meeting.

A 6. Listen and repeat the words after your teacher in exercise A4.



B. LISTENING

BI. Listen to the dialogue between Dale, Alf and Kate and then answer the following questions.

1. What does Dale think they need to do to ship on time?
 - a. Pack the units
 - b. Make sense
 - c. Improve quality control
2. What does Alf want from Dale?
 - a. Proof that he is right
 - b. A back-up
 - c. An opinion
3. According to Dale's report, how many times do they assemble each unit?
 - a. At least twice
 - b. Once
 - c. Reassemble
4. How does Alf suggest they fix the problem?
 - a. By looking at Dale's figures
 - b. By solving the problem
 - c. By using more workers
5. Does Kate agree with Alf?
 - a. Yes
 - b. No
 - c. Not mentioned
6. How does Dale want to solve the problem?
 - a. By using more workers
 - b. By training the workers better
 - c. Both a and b

B2. Listen to the dialogue again and fill in the blank below:

Dale : In order to ship on time, we need to rapidly improve our quality control.

Alf : Is that just your (1) -----, Dale, or do you have any figures to back you up?

Dale : Thank you, Alf. Yes, I do have figures. If you look at page two of my report, you will see that most of our delays are caused by the need to (2) ----- each unit at least (3) ----- because some of the parts are faulty.

Kate : I'm sorry, does that make sense?

Dale : I mean, because we aren't finding the (4) ----- when the parts arrive at the factory, we are (5) -----the units using bad parts. Then when we test them before packing, we find the problem and have to send the unit back to have the part changed.

Kate : I see. So, you mean we need to improve our (6) -----quality control.

Dale : That's right. Now, has anyone got any opinions on how we can do that?

Alf : Hmm, I understand the problem now. What would happen if we were to (7) ----- more workers to incoming quality control? That should solve the problem, shouldn't it?

Kate : sorry to (8) -----, Alf. Looking at Dale's figures, it seems we have ten people doing this already, and we still have problems. We need a different solution.

Dale : I completely agree Kate. The problem isn't the numbr of people doing the quality control, it's the work they do.

Alf : do you mean that we could solve the problem by (9) ----- them better?

Dale : Exactly. If we teach them to (10) ----- the problems more efficiently, we can reduce the number of errors.

Kate : Well, Dale, Alf, I think we have a solution. Dale, can you go to the factory to train the workers?

Dale : it would be a pleasure. Thank you. Now, let's move on to the next item on our (11) -----.

C. READING

C1. Read the following dialogue and answer the following questions:

Neil: Hey Kate, have you heard?

Kate: Heard what? What are you talking about, Neil?

Neil: The government wants to increase taxes.

Kate: Well, in my opinion, that's a good idea. The country needs more money to help the unemployed.

Neil: I completely disagree with you. I'd like to get money for doing nothing, but I work hard instead.

Kate: That makes no sense. People want to work, but the global economy is really bad at the moment.

Neil: OK, you have a point. What's your opinion about giving money to the banks?

Kate: That's more difficult. I really think that it is important that the banks survive, But it annoys me when bankers get large bonuses.

Neil: You're right. It is a very difficult issue. I suppose that is why the government needs to increase taxes!

Kate: Sorry, I didn't catch your meaning.

Neil: Well, if the government needs to pay big bonuses to bankers, they need more money from everybody else!

Kate: Hahaha, that's true. I hadn't thought of it like that before.

1. Why is Neil angry?

2. Does Neil agree with Kate? Explain.

3. Why does Kate think Neil is wrong about the people who aren't working?

4. Do Neil and Kate agree about giving money to Banks?

5. Why does Neil think the government needs to increase taxes?

C2. Practice reading the dialogue in C1 with a partner.

D. GRAMMAR



Review

DI. Complete the sentences with correct form of verbs in the simple present, present perfect or simple future tense.

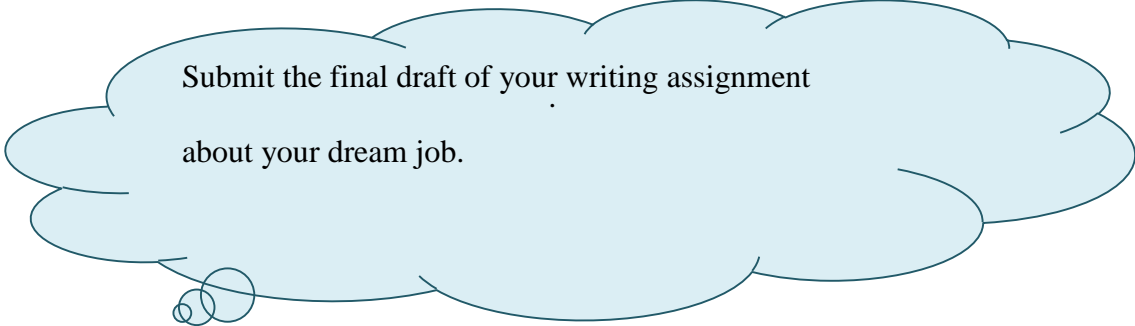
1. He ----- (text) you as soon as he's on the bus in one hour.
2. They ----- (live) in Bangkok for more than 10 years.
3. Julie ----- (be) late tomorrow evening, so I've booked a table at a restaurant for 10pm.
4. Mr. Brown ----- (work) here for 2 years.
5. The manager ----- (write) many e-mails every day.
6. She ----- (let) us know later, when she's ready to leave.
7. We usually ----- (buy) many things from the supermarket on weekends.
8. I ----- (drive) my own car to work on Fridays.
9. I ----- (get) up early tomorrow morning and finish the report then.
10. I ----- (meet) my classmates since we graduated in 2013.



D2. Complete the sentences using the first conditional pattern.

1. If we ----- (wait) here, we ----- (be) late.
2. If the weather ----- (not/improve) , we ----- (not/have) a picnic.
3. If I -----(not/go) to bed early, I ----- (be) tired tomorrow.
4. If we -----(eat) all this cake, we -----(feel) sick.
5. I -----(buy) a new dress if I -----(have) enough money.
6. She -----(take) a taxi if it -----(rain).

E. HOMEWORK



Submit the final draft of your writing assignment
about your dream job.