

CURRICULUM VITAE



In 2008, he carried out his study in the Universitas Negeri Surabaya on English Education and Literature, and he earned his Master degree in 2010. Two years later, he went on his study to doctorate degree in English language teaching at Universitas Negeri Malang. He then earned his doctorate degree in 2017.



Easy Ways to Communicate in English For EFL Learners

Dr. Suhartawan Budianto, S.S., M.Pd



EASY WAYS TO COMMUNICATE IN ENGLISH FOR EFL LEARNERS



Dr. Suhartawan Budianto, S.S., M.Pd



EASY WAYS TO COMMUNICATE IN ENGLISH FOR EFL LEARNERS

Dr. Suhartawan Budianto, S.S., M.Pd



2018

EASY WAYS TO COMMUNICATE IN ENGLISH FOR EFL LEARNERS

Penulis

Dr. Suhartawan Budianto, S.S., M.Pd

Desain Cover

Rio Wednri Wijaya

Layout Isi

Mohammad Soeroso, BE

Lufia, S.H.I.

Rahmat Ade Wijaya, S.Pd

Copyright © 2017 Jakad Publishing
Surabaya

Diterbitkan & Dicetak Oleh

CV. Jakad Publishing Surabaya 2018

Jl. Gayung Kebon Sari I No. 1 Surabaya

Telp/WA. : 085645678944; 081234408577

E-mail : jakadmedia@gmail.com

ISBN : 978-602-61918-9-2

**Hak cipta dilindungi oleh Undang-undang
Ketentuan Pidana Pasal 112 - 119
Undang-undang Nomor 28 Tahun 2014
Tentang Hak Cipta.**

**Dilarang keras menerjemahkan, memfotokopi, atau
memperbanyak sebagian atau seluruh isi buku ini
tanpa izin tertulis dari penerbit**

PREFACE

This book is the first edition which is expected to give many exercises for English learners to explore their ability in speaking English. Speaking materials are provided with some expressions and dialogues that guide learners to apply in the real conversation. This book also contains several sections on each chapter such as pictures and listening, expressions, dialogues, exercises and tasks.

The use of pictures is aimed to attract and stimulate the learners to speak and express their ideas relating to the pictures given. Showing some expression may help the learners to structure their own sentences which can be used in their conversation. Drills, one of the old methods in teaching a foreign language, are still given to meet the needs of learners. Some examples of dialogue are shown to invite learners' creativity in making their own dialogue. Eventually, exercises and tasks are made to measure the learners' comprehensibility in using the materials taught and to evaluate how well the learners are able to apply and adopt the material in the real conversation and dialogue.

As the first edition, this book has many weaknesses and needs improvement in the next edition. For example, the listening sections and role plays can be added to complete the materials for speaking. Therefore, some advice and suggestion are welcome and waited to make this book better. Finally, this book can guide and address the learners to achieve their expectation to speaking English better.

“Be the best wherever you are”

Surabaya, Januari 2018

Dr. Suhartawan Budianto

Easy ways to Communicate ...

ACKNOWLEDGMENTS

First of all, I would like to express my great appreciation to all my teachers and lecturers who have been inspiring me and change my life to be better until this time. They have been teaching and addressing me though they are not with me physically but they are always in my life forever.

I wish also to express my great appreciation and gratitude to my lovely wife Titin, my beloved sons Sony and Sultan, and my beloved mother Suharmi who always escort and encourage me in sadness and happiness.

Finally, I thank to Mr. Junaidi who assisted and made this book published and all English teachers in Faculty of Letters Universitas Dr. Soetomo who have inspired me to accomplish writing this book.

Surabaya, Januari 2018

Dr. Suhartawan Budianto

Easy ways to Communicate ...

CONTENTS

Title Page	i
Preface	iii
Acknowledgments	v
Contents	vii
 Chapter 1	 1
- Good morning! And See you later. (Greetings and Saying good bye)	 1
 Chapter 2	 5
- Please tell me about you, Charlie. (Introducing Yourself)	 5
 Chapter 3	 9
- Attan, This Sony (Introducing People)	9
 Chapter 4	 11
- Let me tell you about my family. (Describing Family)	 11
 Chapter 5	 15
- I always get up early morning because...- (Telling Daily Activity)	 15
 Chapter 6	 27
- I come from Sidoarjo. (Describing Hometown)	 27
 Chapter 7	 31
- Indonesia is a big country. (Describing Indonesia).....	 31
 Chapter 8	 35
- What is this / that? (Naming something)	35

Easy ways to Communicate ...

Chapter 9	39
- This room is white and green. (Saying color/ colour)	39
Chapter 10	43
- Excuse me! Sir, how much is it. (Saying Price)	43
-	
Chapter 11	47
- Where is it? (Describing position of something)/ (Prepositions)	47
Chapter 12	49
- There is/are showing something exists or not)	49
Chapter 13	53
- What is his name? (Asking Person's and People's Names)	53
Chapter 14	57
- Is her mother patient? (Asking Person's and People's Personalities)	57
Chapter 15	61
- Are they in the class? (Telling Person' and People's Position)	61
Chapter 16	67
- Are you a teacher? (Describing Person's and People's occupations)	67
Chapter 17	73
- Tell me where the hospital is? (Showing the directions)	73
Chapter 18	79
- What time is it now? (Telling the time)	79

Easy ways to Communicate ...

Chapter 19	83
- What date is today? (Telling the date)	83
Chapter 20	87
- Can I help you? (Making an offer)	87
Chapter 21	93
- Could you tell me about it? (Making a request)	93
Chapter 22	97
- Stand up and clean the Whiteboard! (Making affirmative)	97
Chapter 23	101
- Don't leave me alone, OK! (Making prohibition).....	101
Chapter 24	103
- I don't like that movie but I like the other one. (Showing liking & disliking)	103
Chapter 25	107
- I can speak more than two languages (ability).	107
Chapter 26	111
- May I go home now? (Making permission) .	111
Chapter 27	115
- It is very cold today. (Talking the weather)..	115
Chapter 28	121
- It's unbelievable. (Expressing Shock and Disbelief)	121
Chapter 29	123
- Agreement, Disagreement, Partial agreement.	123

Easy ways to Communicate ...

Chapter 30	125
- Apologizing	125
Chapter 31	127
- Opinion	127
Chapter 32	129
- Do you always everyday? Aren't you bored? (Simple Present)	129
Chapter 33	131
- Present Continuous	131
Chapter 34	133
- Simple Past	133
Chapter 35	135
- Present Perfect	135
Chapter 36	137
- Future Tense 1.....	137
Chapter 37	139
- Future Tense 2	139
Chapter 38	143
- Sharing News and information	143
Chapter 39	147
- Ending a conversation	147
REFERENCES	151
CURRICULUM VITAE	153

CHAPTER 1

Good morning! And See you later.
(Greetings and Saying good bye)

a. Picture

What do you think about the following pictures?



b. Listening

A: Hi, how are you doing?
B: I'm fine. How about yourself?
A: I'm pretty good. Thanks for asking.
B: No problem. So how have you been?
A: I've been great. What about you?
B: I've been good. I'm in school right now.
A: What school do you go to?
B: I go to PCC.
A: Do you like it there?
B: It's okay. It's a really big campus.
A: Good luck with school.
B: Thank you very much.

c. Some expressions

Using good

Good morning
Good afternoon
Good evening

Good night
Good bye
Good luck

Easy ways to Communicate ...

Using have

Have a nice day

Have a good day

Have a fasting month

Have a nice trip

Have a nice lunch

Have a nice weekend

How are you? I am fine.

How are you? I am OK.

How are you? I am very well

How are you? I am great.

Hi, hello.

Good morning, good afternoon,
good evening.

How are thing?

How is everything?

Very well, thank you and how
are you?

I'm good/okay/alright

Very well, thank you

How is life?

Oh, pretty good

Not too bad, thanks

Fine, thanks

Excellent

How are you?

How are you doing?

How do you do? / Hello

d. Drills

Teacher

: Good morning, how are you

Students : Good

today? Class.

morning, Sir.

Students : We are fine, Sir.

Student A: Good afternoon

Student A: Good evening

Student B: Good afternoon.

Student B: Good evening

How are you today? I am fine

I am OK

I am great

Easy ways to Communicate ...

I am very well
Very well, thank you
and how are you?
I'm good/okay/alright
Very well, thank you
How are you doing? Oh, pretty good
Not too bad, thanks
Fine, thanks
Excellent

e. Dialogues

Teacher : Good morning, class.	Students : Good afternoon, Sir.
Students: Good morning.	Teacher : Good afternoon, students.
Teacher: How are you today?	Students : How are today?
Students: We are fine. How about you today?	Teacher : I am fine. How about you?
Teacher : I'm fine too. Thank you?	Teacher : We are fine too. Thank you.

Sony : Good morning.	Tirta : Good afternoon, Sir.
Attan: Good morning.	Tata : Good afternoon, students.
Sony: How's life?	Tirta : How are you today?
Attan: Oh, pretty good.	Tata : I am fine. How about you?
How about you?	Tirta : We are fine too.
Sony: Excellent. Thank you.	Thank you.

f. Exercises

Teacher :, class.	Students: Good morning, Sir.
-------------------------	---------------------------------

Easy ways to Communicate ...

Teacher: How are you today?	Teacher : Good afternoon, students.
Students : We are..... How about you?	Students : How are you today? Sir
Teacher : I'm fine too. Thank you.	Teacher : I am How about you?
Students :, Sir.	Teacher : We are fine too. Thank you.

g. Tasks

Make the dialogue using greetings.

.....

.....

.....

.....

.....

.....

.....

CHAPTER 2

Please tell me about you, Charlie. (Introducing Yourself)

a. Picture



b. Listening

A: Hi. Are you in this class?

B: Well...yes I am.

A: I'm Bob Mercer. And this is my friend Amy Lane

B; It's nice to meet you. Bob... Amy I'm Mary Stanton.

C: Nice to meet you, too. Who's the teacher?

B: Well, I ...

C: They say she's easy. What's her name, Bob?

A: I don't know.

C: But, the class is hard. Right, Mary?

B: Not for me. I'm the teacher.

c. Some expressions

Good morning, everybody.

I would like to describe about myself.

My name is Charlie.

I am a teacher.

I come from USA.

Now I live at Main Street 4.

My phone number is 8923541

My hobby is watching football.

That is about me, thanks.

Good morning, everybody.

Easy ways to Communicate ...

I would like to describe about myself.

My name is

I am a

I come from

Now I live at

My phone number is

My hobby is

That is about me, thanks.

d. Drills

Wh + H Questions

What is your name?

My name is.....

What's your name?

I am.....

Where are you from?

I am from.....

Where do you come from?

I come from.....

Where do you live?

I live at.....

What's your address?

My address is.....

What is your phone number?

It is.....

What is your hobby?

My hobby is.....

Yes/ No Questions

Are you (name)?

Yes, I am

No, I am not/No, I'm not

Are you from?

Yes, I am

No, I am not / No, I'm not

Do you come from....?

Yes, I do

No, I do not / No, I don't

Do you live in / at.....?

Yes, I do

No, I do not / No, I don't

Is your phone number...?

Yes, it is

Is your hobby.....?	No, it is not
	Yes, it is
	No, it is not
Do you like.....?	Yes, I do
	No, I do not / No, I don't

e. Dialogues

A: Hello, my name is James. What's your name?

B: Hello James, I am Kamil. Nice to meet you.

A: Nice to meet you too

C: Do you like swimming, Alex?

D: Sure. How about you?

C: Yes, I do like it. Can we go swimming this afternoon?

D: It sounds great.

f. Exercises

A: Hi, Sony.....

B: No, but I live in Surabaya.

A: Are you from east java?

B: Yes,..... . By the way, where do you come from,
Shelly?

A:.....Jakarta.

g. Tasks

Make a dialogue by using some expressions like in Part C
(drills)

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

Easy ways to Communicate ...

CHAPTER 3

Attan, this is Sony (Introducing People)

a. Picture



b. Listening

A: Sally, this is my friend Steve. Steve, this is Sally

B: Hi Sally. Nice to meet you.

C: Nice to meet you, too.

c. Some expressions

Introducing others:

Here are expressions to introduce others:

Jack, please meet Nicolas.

Jack, have you met Nicolas?

I'd like you to meet Liza.

I'd like to introduce you to Betty.

Leila, this is Barbara. Barbara this is Leila.

Useful responses when introducing yourself or other people:

Nice to meet you.

Pleased to meet you.

Happy to meet you.

How do you do?

d. Drills

.....This is

Easy ways to Communicate ...

Hi.....

Nice to meet you

Hi.....

Nice to meet you too

.....This is

Hello.....

Pleased to meet you

Hello

Pleased to meet you too

e. Dialogues

Alex is talking to the new manager and his assistant.

Notice how they introduce themselves:

Alex: Hi! My name is Alex Litterman, the
new manager.

William: Hi! I'm William O'Brian. Nice to
meet you, Mr Alex Litterman.

John: William, please meet Mr Steve
Lynch, my assistant

Jack: How do you do?

Nicolas: How do you do?

f. Exercises

Please make a group consisting three persons (A, B, and C).

First, A introduces B to C.

Second, B introduces A to C

Third, C introduces A to B

g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

CHAPTER 4

Let me tell you about my family. (Describing Family)

a. Picture



b. Listening

brother-in-law	parents	stepmother	son-in-law
niece	adopted	cousins	nephews

1. My niece is so cute. I think she looks like me
2. I get along pretty well with myShe's actually pretty nice.
3. I was little. I used to spend a lot of time with my.....They were like my brothers and sisters
4. Everybody had a great time at my sister wedding. My.....was even dancing on the tables. What a nut.
5. I'm not in a hurry to have kids yet. I spend a lot of time with my..... and I know they can be handful.
6. Ted and Jane are really happy to have Lina. They Made herwhen she was just three months old.
7. Betty's daughter got married yesterday. Her.....is a lawyer.
8. Mymet when they were in high school. They've been married for twenty-five years.

c. Some expressions

Family members

Father

Easy ways to Communicate ...

Mother
Brother
Sister
Husband
Wife
Son
Daughter

d. Drills

I would like to describe about my family.

If you are still single this is the ways to say:

I am single

There are 5 persons in my family.

I have one sister and one brother

My sister is a nurse.

And my brother is a student.

My father is a civil servant.

And my mother is a house wife

If you are married this is the ways to say:

I would like to describe about my family.

I am married

There are 3 persons in my family.

I have one son

My wife is a nurse.

If you are still single this is the ways to say:

I am single

There are persons in my family.

I have sister and brother

My sister is a

And my brother is a

My father is a

And my mother is a

I am single

There are persons in my family.

I have sister and Brother/I have no sister /I
have no brother
My sister is a
And my brother is a
My Dad is a
And my Mom is a
Can you tell me about your family,..... ?

Wh + H Questions

How many brothers and sisters do you have?	I have sister and Brother I have no sister I have no brother
What is brother?	He is a
What is sister?	She is a
What is your father?	He is a
What is your mother?	She is a

Yes/ No Questions

Do you have a brother?	Yes, I do. I have.....brother. No, I do not / No, I don't
Do you have a sister?	Yes, I do. I have.....sister No, I do not / No, I don't
Is your brother a pilot?	Yes, he is. No, he is not / No, he isn't
Is your sister a doctor?	Yes, she is. No, she is not / No, she isn't
Is your father a driver?	Yes, he is. No, he is not / No, he isn't
Is your mother a secretary?	Yes, she is. No, she is not / No, she isn't

e. Dialogues

Teacher : Hi, Good morning, class. How are you today?
Students : Good morning, Sir.

Easy ways to Communicate ...

Teacher : How are you today?
Students : We are fine. How about you?
Teacher : I am great, thanks. OK, I would like to describe
about my family
I would like to describe about my family.
I am married
There are 4 persons in my family.
I have two sons
My wife is a nurse.

f. Exercise

I would like to describe about my family.
I am married
There are 4 persons in my family.
I have two sons
My wife is a nurse.

I would like to describe about my family.
I am single
There are persons in my family.
I havebrother(s) andsister(s)
My dad is a.....
And my mom is a

g. Tasks

Make a dialogue relating to the jobs and profession.

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

CHAPTER 5

I always get up early morning
because.....(Telling Daily Activity)

a. Picture



b. Listening

1. What time does the man get up in the morning?
 - A. At 5.15 o'clock
 - B. At 5 45 o'clock
 - C. At 5.30 o'clock
 - D. At 5 o'clock
2. What does the man do after getting up in the morning?
 - A. He works on the computer
 - B. He takes a bath
 - C. He has breakfast
 - D. He makes up his bed room
3. Why does he get up very early?
 - A. To take his kids to school
 - B. To watch TV
 - C. To help his wife to cook
 - D. To catch the bus
4. How long does he need to go to the bus station from his house?
 - A. Twenty five minutes

Easy ways to Communicate ...

- B. Twenty six minutes
 - C. Twenty minutes
 - D. Two minutes
5. How long does the bus need to reach his office?
- A. Two hours
 - B. Four hours
 - C. An hour
 - D. 25 minutes
6. What time does he get out work?
- A. Around 6 o'clock
 - B. Around 5 o'clock
 - C. Around 4 o'clock
 - D. Around 3 o'clock
7. What does he do at 6 p.m.?
- A. He has dinner
 - B. He goes home
 - C. He has lunch
 - D. He listens the radio
8. What does he do with his wife to their kids?
- A. They help to do the homework
 - B. They play a game on computer
 - C. They play with their kids
 - D. They discuss something
9. Does his wife read something after having dinner?
- A. Yes, she is
 - B. Yes, she does
 - C. No, she do not
 - D. No, she is not
10. What do the man and his wife do before 10 o'clock?
- A. They watch TV and talk

- B. They watch movie and talk
 - C. They play cards and talk
 - D. They listen music and talk
11. What time does he stop his activity in the night?
- A. At one or three o'clock
 - B. At one or four o'clock
 - C. At one or two o'clock
 - D. At one or twelve o'clock
12. Does he enjoy what he does?
- A. No, he is not
 - B. No, he do not
 - C. Yes, he is
 - D. Yes, he does
13. Are his wife's jobs easy to do?
- A. Yes, they do
 - B. Yes, they are
 - C. No, they do not
 - D. No, they are not
14. Which of the following is NOT his wife do every day?
- A. taking kids to school
 - B. Playing piano
 - C. Buying some groceries
 - D. Taking kids for piano lesson
15. Is he a lucky man?
- A. Yes, he does
 - B. Yes, he is
 - C. No, he does not
 - D. No, he is not

Make sentences from following the Everyday Activities



get up



take a shower



brush my teeth



floss my teeth



Shave



get dressed



wash my face



put on makeup



brush my hair



comb my hair



make the bed



get undressed

Easy ways to Communicate ...



take a bath



go to bed



Sleep



**make
breakfast**



make lunch



cook/make dinner



eat/have breakfast



eat/have lunch



eat/have dinner

Everyday Activities



1 get up 2 take a shower 3 brush my* teeth 4 shave 5 get dressed 6 wash my* face 7 put on makeup 8 brush my* hair 9 comb my* hair 10 make the bed

* my, his, her, our, your, their

11 get undressed 12 take a bath 13 go to bed 14 sleep 15 make breakfast 16 make lunch 17 cook/make dinner 18 eat/have breakfast 19 eat/have lunch 20 eat/have dinner

Easy ways to Communicate ...



1 clean the apartment/ clean the house 2 wash the dishes 3 do the laundry 4 iron 5 feed the baby 6 feed the cat 7 walk the dog 8 study 9 go to work 10 go to school 11 drive to work 12 take the bus to school 13 work 14 leave work 15 go to the store 16 come home/get home

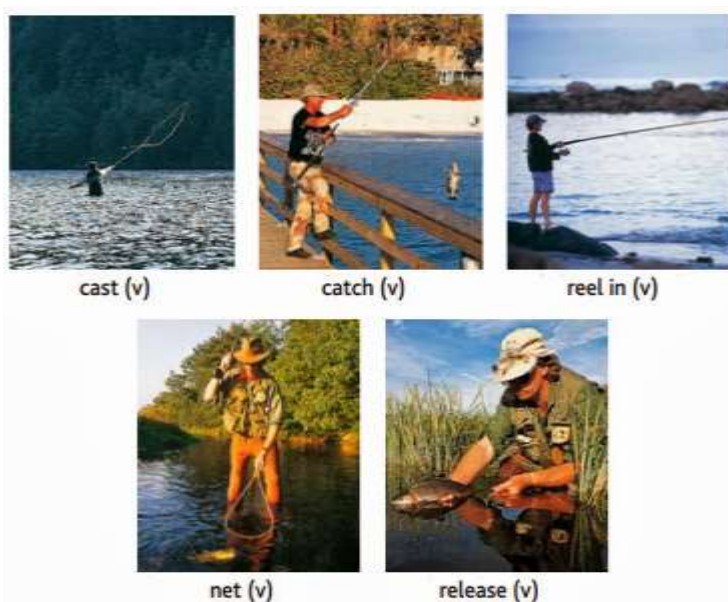
Easy ways to Communicate ...

LEISURE ACTIVITIES



1 watch TV 2 listen to the radio 3 listen to music 4 read a book 5 read the newspaper 6 play 7 play cards 8 play basketball 9 play the guitar 10 practice the piano 11 exercise 12 swim 13 plant flowers 14 use the computer 15 write a letter 16 relax

Easy ways to Communicate ...



c. Some expressions

Wake up	Have a	Pray	Watch TV
Get up	breakfast	Go home	Study
Take a bath	Go to work / go	Take a rest	Go to bed.
Pray	to school	Help parents	
	Study at school		

Conjunctions

And	Afterward	Then
And then	After that	

d. Drills

Wake up
Get up
Take a bath
Pray

Easy ways to Communicate ...

I Have a breakfast
Go to work / go to school
Study at school and then
Pray
Go home
Take a rest
Help my parents
Watch TV
Study
Go to bed.

Wake up
Get up
Take a bath
Pray
Have a breakfast
Go to work / go to school

I don't Study at school and then
Pray
Go home
Take a rest
Help my parents
Watch TV
Study
Go to bed.

Wake up early every morning
Get up early every morning
Take a bath every morning
Pray every morning
Have a breakfast every morning
Go to work / go to school every morning

Do I/you/they/we	Study at school ?
	Pray
	Go home
	Take a rest
	Help my parents every day
	Watch TV every night
	Study every day
	Go to bed at 10 every night
	Wake up
	Get up
	Take a bath
	Pray
	Have a breakfast
	Go to work / go to school

Does she/he	Study at school ?
	Pray
	Go home
	Take a rest
	Help my parents
	Watch TV
	Study
	Go to bed.

e. Dialogues

A : Morning, Tom.

B : Morning Julia. How is your sleep?

A : Nice. Hey, do you always have your breakfast every morning?

B : Not always. I have no time to do it at home.

A : Oh I think you must have it.

B : Yes you're right. I have it at the office.

f. Exercises

1.you always watch TV in the afternoon?
2. She usuallyto office by taxi.
3.he study every night?
4. Itmatter.
5. Theyknow how to do the test.

g. Tasks

Make the dialogue about daily activity.

.....

.....

.....

.....

.....

.....

.....

CHAPTER 6

I come from Sidoarjo. (Describing Hometown)

a. Picture



b. Listening

Some people are talking about why they like where they live. Write the missing words.

convenience spaces trails suburbs transportation

Easy ways to Communicate ...

countryside traffic parking trees

1. What do I like about living in the city? Oh, lots of things. First of all, there's lots of shops and movie theaters. And you have public.....to get around, which is good, because there isn't muchif you drive a car. (Mark)
2. I don't mind working in the city, but I like living in the It's nice quiet and there's more grass and You still get some of theof the city, like stores, coffee shops, and movie theaters, but not the noise or..... (Bo)
3. What I like best about living in theis the wide-openand the fresh air. There's lots of green trees and hiking..... We don't have a shopping mall or a big supermarket, but there is a nice country store that sells organic fruits and vegetables and fresh bread. (Raoul)

c. Some expressions

Hello, good morning everyone.

Let me tell you about my hometown.

I come from Sidoarjo

Sidoarjo is very large.

Sidoarjo is located in the south of Surabaya.

The weather is very hot. It's about 28-32 degrees Celsius

The people are very friendly.

There are some transportation such as train, taxi, motorcycle and many more.

There are also some public facilities like hospital, universities, sport centers, supermarkets or malls, airport, banks and so on.

Most people in Sidoarjo are fabric and company workers.

d. Drills

Is Sidoarjo very large?

Is Sidoarjo located in the south of Surabaya.

Is the weather very hot.

Are the people very friendly.

Are there some transportation such as train, taxi, motorcycle and many more.

Are there some public facilities like universities, and sport centers?

hospital, supermarkets

Are the most people in Sidoarjo are fabric and company workers?

Is (city or town) very large?

Is (city or town) very small?

Is (city or town) located in the south of (city or town)?

Is (city or town) located in the north of (city or town)?

Is the weather very hot?

Is the weather very cool?

Are the people very friendly?

Are the people very nice?

Are there some transportation such as train, taxi, motorcycle and many more?

Are there some public facilities like universities, and sport centers hospital, supermarkets?

Are many people in (city or town) fabric and company workers?

e. Dialogues

A : Hello

B : Hi, I am Sony

A : My name is Sultan. Nice to meet you

B : Nice to meet you too. By the way, where are you from?

Easy ways to Communicate ...

A : I am from Surabaya. What about you, Sultan?

B : Jakarta. Can you tell me about Surabaya?

A : Sure.

f. Exercises

Describe your hometown to your partner. You have to select your own hometown or your favorite town / city.

g. Tasks

Make the dialogue.

.....

.....

.....

.....

.....

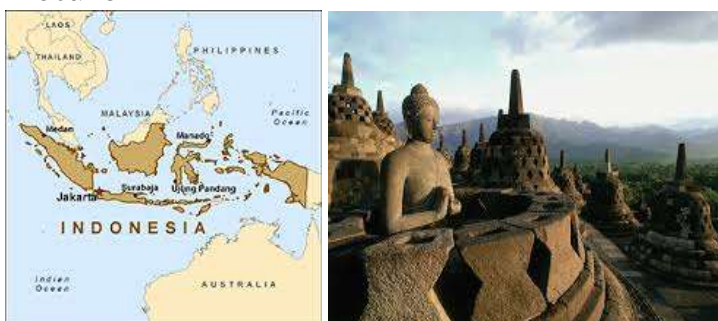
.....

.....

CHAPTER 7

Indonesia is a big country. (Describing Indonesia)

a. Picture



b. Listening

abroad

stared

advice

locals

foreigner

healthy

open

gesture

1. I was in Spain for about a month. I regret spending so much time with my friends from home. I wish I'd gone out more alone, so I could meet some..... (Rob)

Easy ways to Communicate ...

2. I went to Korea, and I can't speak any Korean, so I had toto let people know what I wanted. Like, Iat pictures of food on the menu to order in a restaurant. I wish I'd learned the language a little. (Helga)
3. I went to US by myself. If you're going to travel..... my.....is to go with a friend. Sometimes I really got scared because I was alone. I should have gone with someone else. (Jung Ja)
4. I traveled in Mongolia, and I really felt like peopleat me when I walked down the street. But I think people were just curious. I did look different. (Yusef)
5. I was in New Zealand. It was really cool. Everyone was so friendly there, so..... And there was nature everywhere. I felt so.....when I was there. (Junko)

c. Some expressions

Good morning

I would like to describe my country.

I come from Indonesia

Indonesia is a big country.

It's located in the south east Asia.

There are five big islands in Indonesia

They are Kalimantan, Sulawesi, Sumatra, java, and Irian Jaya.

And there are a thousand others small island.

There are two sessions; wet and dry session.

The weather is hot.

The population is about 250 million.

It has a lot of interesting culture.

d. Drills

Thank you very much

Hi / hello

I would like to describe my country.
Let describe my lovely country

I come from Indonesia

Indonesia is a big country.
Indonesia is a huge country.

It's located in the south East Asia.

The weather is hot.
The weather is cool.

The population is about 250 million.

It has a lot of interesting culture.

e. Dialogues

The City and the Country

David: How do you like living in the big city?

Maria: There are many things that are better than living in the country!

David: Can you give me some examples?

Maria: Well, it certainly is more interesting than the country. There is so much more to do and see!

David: Yes, but the city is more dangerous than the country.

Maria: That's true. People in the city aren't as open and friendly as those in the countryside.

David: I'm sure that the country is more relaxed, too!

Maria: Yes, the city is busier than the country. However, the country is much slower than the city.

Easy ways to Communicate ...

David: I think that's a good thing!

Maria: Oh, I don't. The country is so slow and boring! It's much more boring than the city.

David: How about the cost of living? Is the country cheaper than the city?

Maria: Oh, yes. The city is more expensive than the country.

David: Life in the country is also much healthier than in the city.

Maria: Yes, it's cleaner and less dangerous in the country. But, the city is so much more exciting. It's faster, crazier and more fun than the country.

David: I think YOU are crazy for moving to the city.

Maria: Well, I'm young now. Maybe when I'm married and have children I'll move back to the country.

f. Exercises

Tell everything about Indonesia dealing with weather, people, culture etc.

g. Tasks

Make a dialogue describing a country.

.....

.....

.....

.....

.....

.....

.....

CHAPTER 8

What is this / that? (Naming something)

a. Picture



b. Some expressions

This is a table.

This is not a table.



Is this a table?

What is this?

That is a table.

That is not a table.

Is that a table?

What is that?

Easy ways to Communicate ...

It is a table.
It is not a table.
Is it a table?
What is it?

c. Drills

This is a car

..... (-)
..... (?)
..... (?)

This is not a car

..... (-)
..... (?)
..... (?)

That is a tree

..... (-)
..... (?)
..... (?)

That is not a tree

..... (-)
..... (?)
..... (?)

It is a laptop

..... (-)
..... (?)
..... (?)

It is not a laptop

..... (-)
..... (?)
..... (?)

By using, these following words, please make sentences using this, that, and it.

1. House
2. Classroom
3. Flag

d. Dialogues

Linda : Morning, Julian.

Julian : Morning Linda. Look! You have many stuffs in your room?

Linda : Well, you're right.

Julian : What is this?

Linda : This is a new camera.

Julian : it is beautiful.

Linda : Thanks

e. Exercises

Please interview your partner (using this, that, and it) what she/he has in her/his

1. Table
2. Classroom
3. House

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 9

This room is white and green. (Saying color/colour)

a. Picture



b. Some expressions

This car is black.



This car is not black.

Is this car black?

What color is this car?

That house is yellow

That house is not yellow

Is that house yellow?

What color is that house?

It is blue.

Easy ways to Communicate ...

It is not blue.
Is it blue?
What color is it?

c. Drills

That flower is pink.

..... (-)
..... (?)
..... (?)

This book is brown

..... (-)
..... (?)
..... (?)

It is red.

..... (-)
..... (?)
..... (?)

d. Dialogues

A : Hi James, you look exited today.

B : Yes I am. I just get a gift from my Dad.

A : Nice, What is that?

B : It is a bicycle.

A : Wow, what color is it?

B : It is white and yellow.

e. Exercises

Please interview your partner (using this, that, and it) what she/he has in her/his

Easy ways to Communicate ...

1. Bag



2. Shoes



3. Wallet



4. T-shirt



f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 10

Excuse me! Sir, how much is it. (Saying Price)

a. Picture



Easy ways to Communicate ...



b. Some expressions

100 = One hundred

700 = Seven hundred

885 = Eight hundred
and eighty five

1.000 = one thousand

4.000 = four thousand

6.360 = six thousand
three hundred and
sixty

10.000 = ten thousand

90.000= nine thousand

22.000= twenty two thousand

100.000= one hundred
thousand

555.000= five hundred fifty
five thousand

1.000.000= one million

18.000.000= eighteen million

This magic jar is Rp. 400.000,-

This magic jar is not Rp. 400.000,-

Is this magic jar Rp. 400.000,-?

How much is this?

That dictionary is Rp. 55.000,-

That dictionary is Rp. 55.000,-

Is that dictionary Rp. 55.000,-?

How much is that?

It is Rp. 76.000,-

It is Rp. 76.000,-

Is it Rp. 76.000,-?

How much is it?

c. Drills

This helmet is Rp. 380.000,-	(+)
.....	(-)
.....	(?)
.....	(?)
That bicycle is Rp 1.500.000,-	(+)
.....	(-)
.....	(?)
.....	(?)
It is Rp. 50.000.000,-	(+)
.....	(-)
.....	(?)
.....	(?)

d. Dialogues

A : Good morning, can I help you?
C : I hope so. I'm looking for a television.
A : The Toshiba TV5 is on special offer this week.
C : How much is it?
A : Only \$299.95.
C : It's a little expensive. Do you have a cheaper one?
A; Yes. This one's only \$150.
C : What make is it?
A : It's a Panasonic.
C : I like it, but it's still a little too expensive. Is there any chance of a discount?
A : Hmmmmm, OK, we can do it for \$140.
C : Great, I'll take it. Do you accept credit cards?
A :Yes we do.

e. Exercises

How much is it?
That's 5 \$ altogether.

Easy ways to Communicate ...

How much is this sweater?
That's 15 \$ altogether.

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 11

Where is it? (Describing position of something)

a. Picture



b. Some expressions

This school is near the main street.

This school is not near the main street.

Is this school near the main street?

Where is this school located?

That laptop is on the table

That laptop is not on the table

Is that laptop on the table?

Where is that laptop located?

It is behind you.

It is not behind you.

Is it behind you?

Where is it?

c. Drills

This supermarket is across the street

..... (-)
..... (?)
..... (?)

Easy ways to Communicate ...

That cat is on the tree.

..... (-)

..... (?)

..... (?)

It is in the bed room.

..... (-)

..... (?)

..... (?)

d. Dialogues

A : Excuse me, could you tell me where the toilet, please?

B : Sure. It is on that corner, near the garden.

A : Thanks

B : No problem.

e. Exercises

Please interview your partner (using this, that, and it) what she/he has in her/his

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

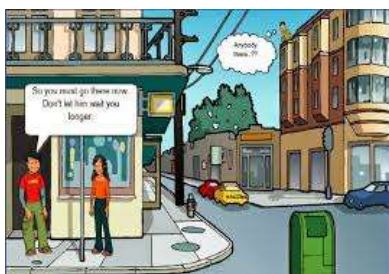
.....

.....

CHAPTER 12

There is / are (showing something exists or not)

a. Picture



b. Listening

A : Hello

B : Diana, this is Sandy

A : Oh... Sandy. It's two o'clock in the morning! What's wrong?

B : Diana, I'm scared

A : Scared? Why are you scared this time?

B : There's a noise downstairs. I'm sure there's someone in the house. I'm really scared

A : Sandy.

B : Diana, there's a burglar in the house. I'm sure there is

A : oh Sandy. It's probably your cat again.

C : MEOW

Easy ways to Communicate ...

B : Oops. You're right. Sorry. Never mind. Good night.
Diana.

A : Good night, Sandy

c. Some expressions

There is a teacher in the class

There is not a teacher in the class



Is there a teacher in the class?

What is there in the class?

There are many students in the class.

There are not many students in the class.

Are there many students in the class?

What are there in the class?

d. Drills

There is a meeting today in the office

..... (-)

..... (?)

..... (?)

There are some fruit in the basket.

..... (-)

..... (?)

..... (?)

e. Dialogues

Excuse me. Is there a bank near here?

Yes. There's a bank on the corner.

f. Exercises

Please interview your partner (using there is and are)



g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 13

What is his name? (Asking Person's and People's Names)

a. Picture

Dialogue 1: Two students in a language school café.

A: Hi! I'm Hong lei. What's your name?

B: Hello, Hong Lei. My name's Ricky.

A: Hi Ricky. Are you a new student here?

B: Yes, I had my first lesson this morning. Are you a new student too?

A: No, I've been here for six months.

B: Six months. That's a long time.

A: It's not so long really. What class are you in? Intermediate or ...?

B: Intermediate Three. And what about you?

A: I'm in Advanced One. Who's your teacher?

B: I can't remember her name, but she's got curly red hair.

A: Ah! Does she wear glasses?

B: Yes, I think so.

A: That's probably Anne Wallis.

B: Yes that's right. Do you know her? Is she your teacher too?

A: No. But she taught me last term. How long have you been here?

B: Only a week.

A: Wow, not long. Where do you live? With a family?

B: Well, I'm staying at the YMCA at the moment. I'm looking for somewhere more permanent. Do you know of any good places?

A: Yes. Actually my friend has a spare room in here apartment and she's looking for a flatmate. Would you like her phone number?

B: That would be great! Thanks for your help. Can I buy you coffee?



b. Some expressions

I am (name)

I am not (name)

Am I (name)?

What is my name?

You are John.

You are not John.

Are you John?

What is your name?

He is

He is not

Is he?

What is his name?

She is

She is not

Is she?

What is her name?.

c. Drills

What is your name?

What is his name?

What is her name?

What is your sister's name?

What is your brother's name?

What are their names?

Are you Smith?

Is he Tirta?

Is she Rara?

Are they Sony and Sultan?

d. Dialogues

A : Excuse me. May I know your name?

B : Well, I am Centa. And what's your name?

A : I'm Zidan. Nice to meet you

B : Nice to meet you too.

e. Exercises

Please interview your partner (using this, that, and it) what she/he has in her/his

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...


CHAPTER 14

Is her mother patient? (Asking Person's and People's Personalities)


a. Picture



b. Listening

 Write the missing words.


sincere
dependable
honest



1. I think friends have to be honest. I can't stand it when my friends don't tell the truth. If my friends are _____ I know they're _____, too. I can count on them, you know?

Angela


shy
outgoing
friendly



2. I seem to end up with people who are a lot more _____ than I am—the friendly type, you know, talkative and _____. I'm kind of _____ and quiet myself, so I let them do the talking.

David


kind-hearted
easygoing
mature



3. I like people who are _____, but _____ enough to be responsible for themselves. Life can be so stressful. I need people who are _____ and can help me when I'm in trouble.

Amy

critical
assertive
cheerful



4. I have a lot of friends on my soccer team who are pretty _____—even aggressive. But we win a lot, so that makes me happy. I'm usually _____, so I don't like being with people who are too _____—always complaining about things.

Ali

c. Some expressions and Vocabulary

I am rich

He is

You are smart

She is.....

They are.....

It is

We are.....

Aggressive

Famous

Restless

Agoraphobic

Fearless

Rich

Ambidextrous

Fertile

Righteous

Ambitious

Fragile

Ritzy

Amoral

Frank

Romantic

Angelic

Functional

Rustic

Brainy

Gabby

Ruthless

Breathless

Generous

Sassy

Busy

Gifted

Secretive

Calm

Helpful

Sedate

Easy ways to Communicate ...

Capable	Hesitant	Shy
Careless	Innocent	Sleepy
Cautious	Inquisitive	Somber
Cheerful	Insane	Stingy
Clever	Jaunty	Stupid
Common	Juicy	Super
Complete	Macho	Swanky
Concerned	Manly	Tame
Crazy	Modern	Tawdry
Curious	Mushy	Terrific
Dead	Naughty	Testy
Deep	Odd	Uninterested
Delightful	Old	Vague
Determined	Open	Verdant
Different	Outstanding	Vivacious
Diligent	Perky	Wacky
Energetic	Poor	Wandering
Erratic	Powerful	Wild
Evil	Puzzled	Womanly
Exuberant	Real	Wrong

d. Drills

I	am
You	are
They	are
We	are

Easy ways to Communicate ...

He is
She is
It is

Am I

Are you
we
they

Is she
he
it
Bayu

e. Dialogues

A : Hi, James. Do you our new English teacher, Mr, Ryan?

B : Yes. Why?

A : What do you think about him?

B : I think he is cool and smart.

A : You are right.

f. Exercises

Please interview your partner (using this, that, and it) what she/he has in her/his

g. Tasks

Make the dialogue

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

CHAPTER 15

Are they in the class? (Telling Person' and People's Position)

a. Picture



b. Some expressions and Vocabulary

I am at home	He is
You are at work	She is.....
They are.....	It is
We are.....	

At home At work At school In the class In the office
In the library

Preposition	Meaning	Examples
Above	higher than or over	The sun is above the clouds.
Across	from one side to the other	It's dangerous to run across the road.
After	<ul style="list-style-type: none"> • following something • later than 	<ul style="list-style-type: none"> • The boy ran after the ball. • I'll phone you after lunch.
Against	<ul style="list-style-type: none"> • in opposition to • in contact with 	<ul style="list-style-type: none"> • Stealing is against the law. • The sofa is against the wall.
Along	from one end to the other	They are walking along the street.
Among	surrounded by	Peter was among the spectators.
Around	<ul style="list-style-type: none"> • in a circle • near, approximately 	<ul style="list-style-type: none"> • He walked around the table. • It costs around 50 euros.
Before	<ul style="list-style-type: none"> • earlier than 	<ul style="list-style-type: none"> • The day before

Easy ways to Communicate ...

	• in front of	yesterday. • He bowed before the king.
Behind	at the back of	Passengers sit behind the driver.
Below	lower than	His shorts are below his knees.
Beneath	under	The pen was beneath the books.
Beside	next to	The bank is beside the cinema.
Between	in the space separating two things	Mary sat between Tom and Jane.
By	near, at the side of	The restaurant is by the river.
Close to	near	The school is near the church.
Down	from higher to lower	She pulled down the blind.
From	where something starts or originates	The wind is blowing from the north.
In	at a point within an area	The pen is in the drawer.
In front of	directly before	The child ran out in front of the bus.
Inside	on the inner part of	The bird is inside the cage.
Into	enter a closed space	He went into the shop.
Near	close to	The school is near

Easy ways to Communicate ...

		the church.
next to	beside	The bank is next to the cinema.
Off	down or away from	He fell off the horse.
On	in a position touching a surface	The plate is on the table.
Onto	move to a position on a surface	The cat jumped onto the roof of the car.
Opposite	facing, on the other side	Eva sat opposite Tom at the table.
Out of	<ul style="list-style-type: none"> • move from a closed space • without 	<ul style="list-style-type: none"> • He got out of the taxi. • She's out of work.
Outside	opposite of inside	The garden is outside the house.
Over	<ul style="list-style-type: none"> • above/across • on the surface of 	<ul style="list-style-type: none"> • The plane flew over the Atlantic. • She put a sheet over the furniture.
Past	beyond	She drove past the supermarket.
Round	in a circular movement	The earth moves round the sun.
Through	from one side to the other	The Seine flows through Paris.
Throughout	in every part of	The virus spread throughout the

Easy ways to Communicate ...

To	in the direct of / towards	country. On the way to the station.
Towards	in the direction of	The child ran towards her father.
Under	beneath, below	Water flows under the bridge.
Underneath	beneath	There was dust underneath the rug.
Up	towards or in a higher position	She walked up the stairs.

c. Drills

I	am in the class
You	are
They	are.....
We	are
He	is
She	is
It	is
Am	I.....
Are	you..... we..... they.....
Is	she..... he..... it..... Bayu.....

d. Dialogues

A: Good morning, Harun. Where is Alex?

B: Sorry, I don't know. Please ask Samsul.

A: Ok, no problem.

A: Samsul, where is Alex?

B: he is in the canteen with Rita.

A: OK, thanks.

B: Anytime.

e. Exercises

Please interview your partner about her/his position

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 16

Are you a teacher? (Describing Person's and People's occupations)

a. Picture



b. Listening

Listening 1

Vocabulary. **Occupations**

a doctor a homemaker a lawyer a nurse a secretary
a student a manager an engineer an artis

Conversation 3

Read and Listen to the conversation

A: Nice party

B: Yeah, it's great

A: So what do you do, Nadia?

B: I'm a nurse. What about you?

A: I'm an engineer.

Listening 2

1. I'm in international business. I go to other countries all the time, but somehow all the airports look the same. travel
2. I'm a teacher. I feel that, in a way, the future of my students is in my hands. That's a heavy feeling. _____
3. Being the boss is all about making decisions. The big office is nice, too, though. _____
4. I'm a lawyer at a big firm. I work a lot, but it's worth it when payday comes around! _____
5. I'm a nurse. I love helping people get better, but sometimes I don't get home until late at night. _____
6. I'm a firefighter. All of us really count on each other during a fire. _____
7. I'm a police officer. My wife worries about me, but I'm always careful. And I carry a gun. _____
8. Working at home is great. I'm my own boss and I don't have to go anywhere to get to work. _____

c. Some expressions

I am a teacher

You are students

They are.....

We are.....

Accountant

Actor

air steward

Architect

Assistant

personal assistant

shop assistant

Author

Baker

He is

She is.....

It is

Barman / Barmaid /
Bar Person

Builder

Businessman /
Businesswoman /
Executive

Butcher

Caretaker

Chef

Civil Servant

Easy ways to Communicate ...

Clerk	Fishmonger
Computer operator / Programmer	Flight attendant
Cook	Hairdresser
Decorator	Head teacher
Dentist	Jeweler
Designer	Journalist
Director	Judge
Company director	Lawyer
Film director	Lecturer
Doctor	Manager
Driver bus / taxi / train driver	Miner
Garbageman (refuse collector)	Musician
Economist	News Reader / News Presenter
Editor	Nurse
Electrician	Optician
Engineer	Painter
Farmer	Photographer
Fisherman	Pilot
	Plumber

Easy ways to Communicate ...

police officer	Solicitor
Politician	Surgeon
Porter	Tailor
Printer	Teacher
Prison officer / warder	Telephonist
Receptionist	Telephone Operator
Sailor	Travel Agent
Salesman / Saleswoman / Salesperson	TV cameraman
Scientist	TV presenter
Secretary	Vet
Soldier	Waiter
	Writer

d. Drills

I	am
You	are
They	are
We	are
He	is
She	is
It	is
m	I
	you
Are	we
	they

Is she
 he
 it
 Bayu

e. Dialogues

A: Ronaldo is very rich and famous. What is he?

B: He is a football player.

A: Oh, I see

A: You always travel many interesting places in the world.

B: Yes. I really enjoy my job.

A: What are you, George?

B: Well, I am steward.

B: sound good.

f. Exercises

Describe what they are? e.g. He is a manager.



Easy ways to Communicate ...



g. Tasks
Make the dialogue

.....

.....

.....

.....

.....

.....

CHAPTER 18

Tell me where the hospital is? (Showing the directions)

a. Picture



b. Listening

Listening

Write the missing words and phrases!

Get off	blocks	take	corner
Get on	get	go down	catch

1. Washington Park? Let's see. Take the number 8 bus and get off on Jefferson Street.
2. The library? Um, you can walk there from here. It's only three _____.
3. The stadium is kind of far. _____ the freeway and take the Seventh Avenue exit.
4. The post? That's easy. Just _____ that street over there. It'll be on your left.
5. The university? Mm, I think the best way is to _____ the subway. It's on The Green Line.

Easy ways to Communicate ...

6. I think you have to take a taxi to get to the airport. You can _____ one in front of your home.
7. The zoo? Ahh. I think there's a train that goes there. You can _____ it at Central Station.
8. Oh, the supermarket? It's right around the _____.

c. Some expressions

Useful phrases to express location:

To face (is facing, faces)

To be opposite (is opposite, are opposite)

On, at, in

Under, beneath

Over, on top of

At the top of, on the site of, at the bottom of

Inside

Outside

Beside, next to, near, in between

In back of, in the middle of, in front of

(to) (on) the left (of), (to) (on) the right (of)

Across from

(at) (on) the corner of

At the end of

To be located (is located)

To be situated (is situated)

To lie (lies, lie)

Pay attention to the use of directions in these sentences

The wind from the north is cold

(note: *north* is a noun in this sentence)

(Mexico is to the south of the United States

(note: *south of* means lying farther outside)

The northern part of England is called Scotland

(note: *northern* is an adjective of north, it means situated in the north)

d. Drills

I	am
You	are
They	are
We	are
He	is
She	is
It	is

Am	I
	you.....
Are	we.....
	they.....

Is	she.....
	he.....
	it.....
	Bayu.....

e. Dialogues

Jack : Hi Peter. Can you tell me a little bit about your current job?

Peter: Certainly What would you like to know?

Jack : First of all, what do you work as?

Peter: I work as a computer technician at Schuller's and Co

Jack : What do your responsibilities include?

Peter: I'm responsible for systems administration and in-house programming.

Jack : What sort of problems do you deal with on a day-to-day basis?

Easy ways to Communicate ...

Peter: Oh, there are always lots of small system glitches. I also provide information on a need-to-know basis for employees.

Jack : What else does your job involve?

Peter: Well, as I said, for part of my job I have to develop in-house programs for special company tasks.

Jack : Do you have to produce any reports?

Peter: No, I just have to make sure that everything is in good working order.

Jack : Do you ever attend meetings?

Peter: Yes, I attend organizational meetings at the end of the month.

Jack : Thanks for all the information, Peter. It sounds like you have an interesting job.

Peter: Yes, it's very interesting, but stressful, too!

f. Exercises

A: What do you do for a living?

A: What is your occupation?

B: I'm a ____ (mechanic) _____.

A: A ____ (mechanic) _____? That must be a lot of work.

B: It is. Every day I ____ (fix) _____ (cars) _____.

A: How interesting. How many ____ (cars) _____ do you ____ (fix) _____?

B: I ____ (fix) _____ about ____ (8) _____ (cars) _____ every day.

Match the occupation with the daily activity.

Occupation

1. Mechanic
2. Teacher

Activity

- a. catch fish
- b. take pictures

Easy ways to Communicate ...

- | | |
|------------------|-----------------------|
| 3. Dentist | c. fix cars |
| 4. Doctor/Nurse | d. cook meals |
| 5. Journalist | e. pull teeth |
| 6. Fisherman | f. plant flowers |
| 7. Gardener | g. put out fires |
| 8. Chef/Cook | h. take care of |
| 9. Fire fighter | patients |
| 10. Photographer | i. teach classes |
| | j. write news stories |

g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

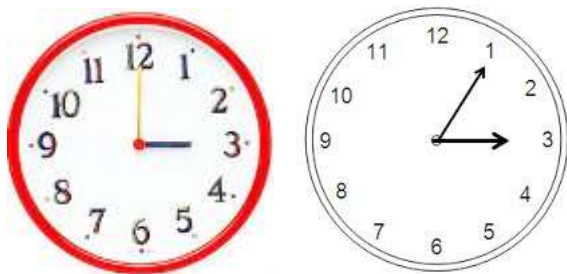
.....

Easy ways to Communicate ...

CHAPTER 19

What time is it now? (Telling the time)

a. Picture



b. Listening

2:00 = It's two o'clock

2:07 = It's two-oh-seven

2:15 = It's two-fifteen or a quarter after two

2:25 = It's two-twenty-five or twenty-five after two

2:30 = It's two-thirty or half past two

2:45 = It's two-forty-five or a quarter to three

2:55 = It's two-fifty-five or five to three

c. Some expressions

a quarter	= 15	to
minutes		before
a half	= 30	after
minutes		p.m.
past		a.m.

It is a quarter past two

It is a half past four

It is ten to five

It is twenty before nine.

How to tell the time in English?

There are two common ways of telling the time in English.
For 2:40 you can use one of these two ways.

Digital: the easier way - "**Two forty** "

Classical: you say the minutes first then the hour - "**twenty to three**"

Here are the different ways to ask for and tell the time.

Asking about the time:

What	time is it?
	time do you make it?
	's the time?
Have you got	the right time?

Telling the time:

Digital	It's ...	It's ...
2.00	two o'clock	two
2.06	six minutes past two	two oh six
2.09	nine minutes past two	two oh nine
2.12	twelve past two	two twelve
2.15	a quarter past two	two fifteen
2.20	twenty past two	two twenty
2.25	twenty-five past two	two twenty-five

2.30	half past two	two thirty
2.35	twenty-five to three	two thirty-five
2.40	twenty to three	two forty
2.45	a quarter to three	two forty-five
2.50	ten to three	two fifty
2.55	five to three	two fifty-five
2.57	three minutes to three	two fifty-seven
2.58	nearly three o'clock	two fifty-eight
3.00	three o'clock	three

Example:

Question: What's the time, please?

Answer: It's two o'clock.

d. Drills

A: Morning, Mr. Toni.

B: Hi Lala, You are late again.

A: Very sorry. I won't do it again.

B: What time do you get up today?

A: I overslept this morning.

e. Exercise



f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 20

What date is today? (Telling the date)

a. Picture



b. Listening

Ordinal Number 1-12

First

Second

Third

Forth

Fifth

Sixth

Seventh

Eight

Ninth

Tenth

Eleventh

Twelfth

c. Some expressions

1= first	13= thirteenth
2= second	14= fourteenth
3= third	15=fifteenth
4= fourth	16=sixteenth
5= fifth	17=seventeenth
6= sixth	18=eighteenth
7= seventh	19=nineteenth
8= eighth	20=twentieth
9= ninth	21=twenty first
10= tenth	22=twenty second
11= eleventh	30= thirtieth
12= twelfth	31=thirty first

d. Drills

What date is today?	It is
What date is yesterday?	It is.....
What date is tomorrow?	It is.....

When were you born?
When was he born?
When was your sister born?

e. Dialogues

A: Hi Bella, what date is today?
B: Come on, you don't know that. It is 21 June.
A: Oh no, I almost forgot that tomorrow is my brother's birthday.
B: Really. What are you going to give him?
A: I have no idea. What do you think?

f. Exercises

How to ask the day or date

- What day is it please? ■ It's
- What date is it please? ■ It's the of
- What's the date today please? ■ It's theof

g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 21

Can I help you? (Making an offer)

a. Picture



b. Listening

Dialogue 3: Visiting a friend

Hostess: Come and sit down. Would you like a drink?

Guest: Oh, yes please! I'd love a gin and tonic.

Hostess: Do you like olives? Or would you prefer crisps?

Guest: Oh, just olives please. What music is this?

Hostess: Do you like it? It's Irish music?

Guest: It's great! Where did you get the CD?

Hostess: Erm - I think it was in the CD shop in the Mall. Have you been there?

Guest: Yes. I buy a lot of stuff from there. It's a good shop, isn't it?

Hostess: Yes. Hey, I've got some photos of our holiday in Ireland. Would you like to see them?

Guest: Why not? I'd love to!

c. Some expressions

How to make offers in English?

Easy ways to Communicate ...

It is common that English speakers make offers in conversations in order to be polite and helpful. When they do so they use these expressions:

Can I... ?

Shall I... ?

Would you like ... ?

How about ...?

English learner must be able to make offers as well as accept or reject them. The following are useful expressions to do so.

Making offers:

Can	I	help you?
Shall		get you some juice?
Would you like		a glass of water ?
How about		some pizza?

Examples:

"Can I help you?"

"Shall I open the window for you?"

"Would you like another cup of coffee?"

"Would you like me to clean the board?"

"How about a juice? "

Remember:

Shall, can and **will** are followed by the verb without to.

Example:

"Can I **help** you?"

"Shall I **bring** you the mobile phone?"

Shall is more formal than **can**.

Would you like... is followed either by a noun, or by the verb with **to**.

Example:

"Would you like **some tea** ?"

"Would you like **to drink** some coffee?"

Responding to offers

Accepting	Declining
Yes please. I'd like to. That would be very kind of you. Yes please, that would be lovely. Yes please, I'd love to. If you wouldn't mind. If you could. Thank you, that would be great.	It's OK, I can do it myself. Don't worry, I'll do it. No, thanks No, thank you

Examples:

"Can I help you?"

"**No thanks**, I'm just having a look." (With a shop assistant.)

"Can I help you?"

"Do you know where the post office is."

"Shall I help you with your maths problem?"

"Yes, please. **That would be very nice** of you."

"Would you like a cup of tea?"

"**No thanks**." Or, "**No thank you**."

Easy ways to Communicate ...

"Would you like another piece of cake?"

"Yes please, that would be nice ."

"Yes please, I'd love one."

"Would you like me to do the the ironing for you?"

"If you wouldn't mind."

"If you could."

"I'll do the washing, if you like."

"It's OK, I can do it."

"Don't worry, I'll do it."

"Thank you, that would be great."

Offering to older people:

Would you like a cup of coffee, Mr Green?

Should I get you a bottle of water?

Could I offer you a glass of lemonade, Mrs Lina?

Would you care for some salad?

Offering to friends:

Want some?

Have some

Chocolate?

Glass of lemonade?

Grab some for yourself

d. Drills

Would you like a cup of coffee, Mr Green?

a bottle of water?

a glass of lemonade, Mrs Lina?

some salad?

e. Dialogues

"Hi!" – "Hello!"

"Are you hungry?" – "No, I'm not."

"Are you thirsty?" – "Yes, I am."

"Would you like a lemonade?" – "Yes, please."

"Here's your lemonade." – "Thank you." – "You're welcome."

"Goodbye." – "Bye."

Person 1: Can I get you something to drink?

Person 2: Yes, that would be nice. Thank you.

Person 1: May I offer you some tea?

Person 2: Thank you.

f. Exercises

Can I get you some ...?

Would you like some ...?

May I offer you some ...?

Would you like me to get you some?

How about some ...?

What about some ...?

What do you say about some ...?

Are you up for some ...?

g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 22

Could you tell me about it? (Making a request)

a. Picture



b. Listening

Can you show me your photo album, ?

Will you lend me your book, ?

Could you possibly show me the way to the post office, ?

Would you help me with this exercise, ?

Would you mind lending me your pen, ?

c. Some expressions

Making and responding to a request

It's important to be polite when you ask for something.

You can make a request by using:

Easy ways to Communicate ...

can you ...?
could you ...?
will you ...?
would you mind ...?

Here are some examples of how to make a request..

Can you Will you Could you possibly	open the door for me, please?
would you mind	opening the door for me ?

Making Request:

Can you show me your photo album, please?
Will you lend me your book, please?
Could you possibly show me the way to the post office, please?
Would you help me with this exercise, please?
Would you mind lending me your pen, please?

Responding to request:

Sure here you are.
Okey.
No, I'm sorry I need it
I'm afraid I can't.

Things to remember about making a request:

1. "Would you mind..." is followed by a gerund (verb+ing)
Example: "Would you mind **lending** me your book? "
2. The response to the following request:
A: "Would you mind giving me your book? "
is either
B: "No, I don't mind." (which is a **positive response** to the request. It means that I accept to lend you my book)
or "Yes." (which is a **negative response** to the request. It

- means that I don't want to lend you my book.)
3. **Could** is more polite than **can**.

d. Drills

Modals of Request in English (Can, Will, Could, May and Would you mind...?)

e. Dialogues

David and Mr. Iverson don't know each other. Do they?
David: Good morning, can I speak to Mr. Iverson, please?
Secretary: May I know who is calling, please?
David: David Williams.
Secretary: Please hold on for a moment. I'll see if Mr. Iverson is available...Please speak on. Mr. Iverson is on the line.
David: Hi Michael, how are you?
Michael: Hello, David, I'm fine. How are you?
David: Fine, thanks. I need your help, David. Could you lend me some money, please?
Michael: How much? David: Three hundred dollars.
Michael: Certainly. Can you send someone to collect the money?
David: I'll come myself. I'll be there in half an hour. Thanks Michael.
Michael: Most welcome. See you then.

f. Exercises

...Could I use your phone?
...Might I possibly use your phone?
...Sorry to trouble you, but do you mind
if I use your phone?
...Would you mind if I used your phone?
...May I use your phone?
...Can I use your phone?

Easy ways to Communicate ...

...I wonder if I could use your phone.

g. Tasks

Make the dialogue:

.....

.....

.....

.....

.....

.....

.....

CHAPTER 23

Stand up and clean the Whiteboard! (Making affirmative)

a. Picture



b. Listening

Vocabulary. Classroom Commands

Stand up

Go to the board

Sit down

Raise your hand

Open your book

Close your book

c. Some expressions

Open the door

Turn on the lamp

Read this book

Take this drug

Be careful

Be quite

Be nice

Be smart

Giving an order:

Give me that!

Be quiet!

Don't sit there!

Do it right now, will you!

Stop it, I tell you!

Will you hurry up!

I order you to get out!

Easy ways to Communicate ...

Will you please stop
talking!
Would you please sit
down!

Do you mind not singing!
You must wait here!

d. Drills

Don'tthis newspaper. I still need it later.
....., please. I need your help.
..... her that I plan to visit her this evening.
Don't be I am only joking.
Don'tThere are still others who haven't had
their dinner..
.....me! I am drowning
Please.....it to Any. She's going to use it.
Don'tnow. You haven't finished it yet.
.....me, please. I want to know about it.
Don'thim, please. I am afraid he will be angry with
me.

e. Dialogues

A: Don't wake up late. Otherwise you will be late to go to
school
B: Yes Mum,

f. Exercises

BASIL: Excuse me, I'm sorry to you. Would you
mind to that table?
MR WAREING: What?
BASIL: Could I ask you please to to that table over
there?
MR WAREING: But...
BASIL: I'm so sorry to you.

MR WAREING: We're halfway through...

BASIL: Thank you so much.

MR WAREING: Yes, but...

BASIL: This is Lord Melbury's table, you see.

MR WAREING: What?

BASIL: Lord Melbury. When he stays with us he always sits at this table.

MR WAREING: Well, why did they put us here?

BASIL: Ah, an oversight... on my wife's part. I'm so sorry. He's only just arrived, you see. Would you mind? Polly! -

Would you these people to that table? Thank you, thank you so much.

BASIL: Come on! Come on!.. Thank you. Ah, Lord Melbury! Do please this way...your lordship... I have your table over here by the window...as usual. Just here... thank you so much.

MELBURY: Thank you, thank you very much...

BASIL: I'm so sorry! Oh my Lord! Oh my God!

MR WAREING: I think he's killed him!

BASIL: Get on with your meals! Thank you so much.

g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 24

Don't leave me alone, OK! (Making prohibition)

a. Picture



b. Listen some expressions

Don't leave me alone

Don't drive too fast

Don't go home late

Don't believe him

Don't be lazy

Don't be crazy

Don't be late

Don't be stupid

Expressing prohibition

To express prohibition the following expressions are used.

To express prohibition you can use:

It is **prohibited** to ...

You **aren't allowed** to ...

You **mustn't** ...

You **aren't permitted** to ...

It is **forbidden** to ...

Examples:

Parking is strictly **prohibited** between these gates.

Students **aren't allowed** to come too late to school.

Drivers **mustn't** park their cars here.

It is **forbidden** to walk on grass.

Smoking **isn't permitted** in hospitals.

People **aren't permitted** to throw rubbish here.

c. Drills

Easy ways to Communicate ...

Don't
Don't drive too fast
Don't go home late
Don't believe him

Don't be
Don't be crazy
Don't be late
Don't be stupid

d. Dialogues

The security agent:	Hey, you. What are you doing here? You aren't allowed to enter this building.
Mr O'Brian:	Sorry, but I have an appointment with Dr Leila O'Biran. She's my daughter.
The security agent:	Show me your ID card please.
Mr O'Brian:	Here you are, sir.
The security agent:	Well...That sounds OK. Dr Leila O'Brian is in the 3rd floor. You can take the lift sir.

e. Exercises

Please make 5 sentences which are asking someone to do something.

f. Tasks

Make the dialogue:

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

CHAPTER 25

I don't like that movie but I like the other one.
(Showing liking & disliking)

a. Picture



b. Listening

A: Tell me, what do you enjoy doing in your spare time?

B: I enjoy drawing and painting.

A: You know how to draw and paint?

B: Yes, I do.

A: When did you learn how to do that?

B: I learned back in high school.

A: Oh, so you took an art class?

B: Yeah, I loved that class.

c. Some expressions

Expressing likes:

I like people who are sociable

I enjoy someone who is funny

I really like an honest person

I like it when people are reliable

I like it when someone is easygoing

I like it when a person is punctual

I love it when my mother cooks my favorite meal

Easy ways to Communicate ...

Expressing dislikes:

I don't like people who leave things all over place
I hate people who are always late
I think people who blow smoke in your face are disgusting
I can't stand it when people blow smoke in my face
I hate it when people chew gum while they are talking
It bothers me when someone talks impolitely

d. Drills

I like.....	She likes.....
You like.....	He likes
They like.....	Ponco likes.....
We like	

e. Dialogues

A: Whoa, look at all those ice cream choices!
B: Yes, that is a lot of choices. What is your favorite?
A: I love anything with chocolate the best.
B: I like chocolate myself.
A: Is there any kind of ice cream you don't like?
B: I really don't like any ice cream with nuts in it.
A: I haven't ever cared for that myself.
B: Have you ever had garlic ice cream?
A: That sounds absolutely disgusting!
B: It was. Let's stick with the regular choices today, though.

f. Exercises

A: There are so many flavors of ice cream to choose from!
B: Yes, there must be about a hundred. Do you have a favorite?
A: I love fruit flavored ices the best.
B: Yes, fresh fruit flavored is the best ever.
A: What is your least favorite ice cream?
B: I don't like peppermint ice cream.
A: Yes, I know what you mean.

B: One time, I tried garlic ice cream.

A: That could be interesting.

B: That doesn't sound like a good choice for today. Let's order!

g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 26

I speak more than 3 languages. (Ability)

a. Picture



b. Listening

A: Excuse Richard Sorry to bother you. Do you have a minute?

B: Sure. Margaret. What's up?

A: There's a poster for the office talent show on the fridge. You and I are dance partners. I don't understand.

B: Oh, yeah, the talent show. Come on. Everybody has to participate.

A: But I can't dance

Easy ways to Communicate ...

B: Sure you can. Everybody can dance.

A: that's not true. I can't

B: You can learn, I am a good teacher.

A: Richard, this is impossible. You have to understand. I can't dance.

B: Margaret, tell you want. Let's go dancing tonight. We can practice, OK?

A: Well...

B: Trust me. What's your address? Pick you up at night?

c. **Some expressions**

How to express ability

To express that someone has the power or skill to do something, can and be able are used.

Examples:

I can't help you. I am busy.

I'm unable to help you.

When I was young I was able to earn my living pretty well;

I could work hard. Now I can't. I'm too old.

I can stand on my head for five minutes.

Can you speak Arabic?

Yes, I can.

Expressing ability

In the present:

Express ability in the present as follows:

I can speak good English.

I can't stand on my head.

In the past

Express ability in the past as follows

I was unable to visit him.

I couldn't eat at all when I was ill.

In the future

Express ability in the future as follows

I will be able to buy a house when I get a good job.

The teacher can assist you after class if you have any questions.

Things to remember:

Can is always followed by an infinitive without "to."

Examples:

I can ride my bike and I can drive a car, but I can't drive a lorry.

Can in the past is *was able* or *could*

Examples:

When I was young I was able to earn my living pretty well.

Now I can't; I'm too old.

I couldn't hear what he was saying.

Can in the future is *will be able*.

Example:

When I finish my studies, I will be able to find a job.

d. Drills

I can

You can

They could.....

We could

She can

He could

e. Dialogues

- | | |
|---------------------------------------|---|
| 1. Can you play the piano? | Yes, but not very well. |
| 2. How about the guitar? | (I can play) a little. |
| 3. Can Billy ride a bike? | No, he can't. He's too young. |
| 4. Does Abby speak Mandarin? | Yes, she speaks very well. |
| 5. Do you sing? | Not really. I have no talent in that area. |
| 6. Is Connie good at dancing? | Yes, she's a great dancer. |
| 7. Do you know how to use a computer? | Of course! |

CHAPTER 27

May I go home now? (Asking permission)

a. Picture



b. Some expressions

Asking for and giving permission:

When you ask for permission to use something that belongs to someone else you have to do your best to be polite. It is desirable to use the word "**please**."

Asking for Permission:

Can I go out, please?

May I open the window, please?

Please, **can** I have a look at your photo album?

Please, **may** I taste that hot spicy couscous dish?

Do you mind if I smoke?

Would you mind if I asked you something?

Easy ways to Communicate ...

Is it okay if I sit here?

Would it be all right if I borrowed your mobile Phone?

Giving Permission:

Yes, please do.

Sure, go ahead.

Sure.

No problem.

Please feel free.

Refusing to give permission:

No, please don't.

I'm sorry, but that's not possible.

I'm afraid, but you can't.

Dialogue:

Liza, eight years old, is asking her mother for permission to use the computer...

Liza: Please mum, can I use the computer?

Her mother: No, dear you can't. It's time to go to bed.

Liza: May I read a story before I sleep?

Her mother: Sure! But try to sleep early.

Liza: Thanks a lot mummy.

c. Drills

Can I.....?

May I

Please, can I

Please, may I

Do you mind if

Would you mind if I

Is it okay if I.....?

Would it be all right if I.....?

d. Dialogues

On the Train

Armand: Excuse me. Would you mind my opening that window?

Bryan: Not at all, please go ahead.

Armand: Thank you. It's very hot here.

Bryan: True. Can I take some water from your pitcher?

Armand: Certainly. Can I have that magazine for a while?

Bryan: I'm sorry, I haven't finished reading it. I'll give it to you as soon as I've finished.

Armand: Thank you.

Between Friends

Roman: HI Bobby! Would you mind I kept this here?

Bobby: Not at all.

Roman: I'll come back around eleven. Is it ok?

Bobby: Fine. I may not be here then. But Cindy will be.

Roman: Fine. Shall I keep it in that corner?

Bobby: Oh, yes. It's safer there.

e. Exercises

Make 3 expressions of asking permissions

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 28

It is very cold today (Talking the Weather)

a. Picture



b. Listening

A: I wish it was a nicer day today.

B: That is true. I hope it doesn't rain.

A: It wouldn't rain in the middle of the summer.

B: It wouldn't seem right if it started raining right now.

A: It would be weird if it started raining in ninety degree weather.

B: Any rain right now would be pointless.

A: That's right, it really would be.

B: I want it to cool down some.

A: I know what you mean, I can't wait until it's winter.

B: Winter is great. I wish it didn't get so cold sometimes though.

A: I would rather deal with the winter than the summer.

B: I feel the same way.

c. Some expressions

People commonly ask about the weather by saying:

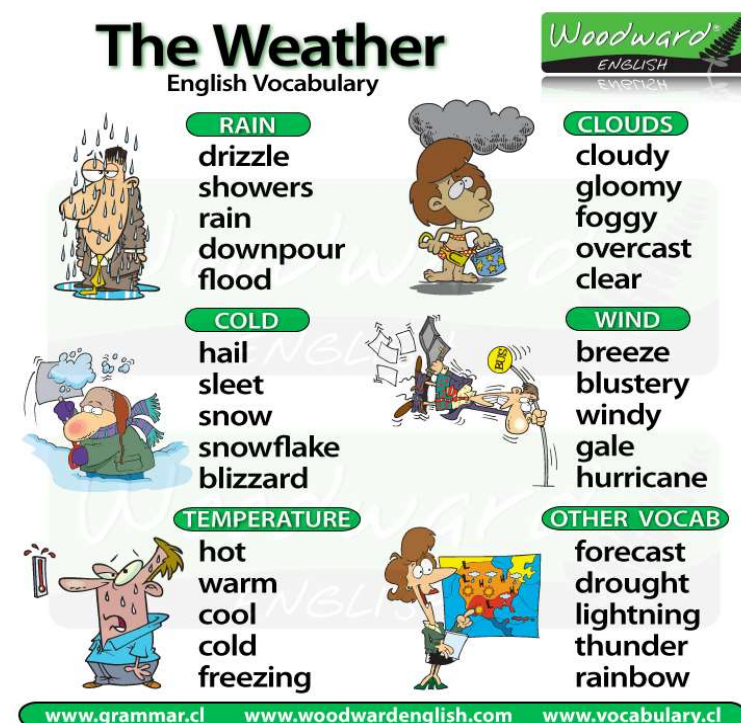
What's it like out(side)?

How's the weather?

What's the weather like?

What's the temperature?

What's the weather forecast?



Vocabulary about the weather in English

We have divided this vocabulary into different categories to make it easier. We have:

Clear or Cloudy – Types of Rain – Cold stuff – Types of Wind – Mixed Vocabulary

Clear or Cloudy

Bright	: (adjective) full of light; when the sun is shining strongly
Sunny	: (adjective) the sun is shining and there are no clouds
Clear	: (adjective) without clouds
Fine	: (adjective) not raining, clear sky
Partially cloudy	: (adjective) when there is a mixture of both blue sky and clouds
Cloudy	: (adjective) with many clouds in the sky
Overcast	: (adjective) covered with cloud; dull
Gloomy	: (adjective) with dark clouds and dull light; some people consider this weather depressing

Sometimes the cloud lowers to ground level and it becomes harder to see...

Fog (noun)/ **foggy** (adjective): thick cloud close to land

Mist (noun) / **misty** (adjective): light fog, often on the sea or caused by drizzle

Haze (noun) / **hazy** (adjective): light mist, usually caused by heat

Types of Rain

Damp	: (adjective) slightly wet (often after the rain has stopped)
Drizzle	: (verb/noun) to rain lightly with very fine drops
Shower	: (noun) a short period of rain
Rain	: (verb/noun) water that falls from the clouds in drops
Downpour	: (noun) heavy rain
Pour	: (verb) to have heavy rain
It's raining cats and dogs	: (Idiom) To rain heavily
Torrential rain	: (noun) very heavy rain

Easy ways to Communicate ...

Flood : (verb/noun) to become covered
in water usually due to
excessive rain

Cold stuff

Hail : (verb) when frozen rain falls as small balls of
ice (hailstones).

Hailstones : (noun) the small hard balls of ice that fall
from the sky

Snow : (noun/verb) frozen rain that falls from the sky
as soft snowflakes

Snowflake : (noun) an individual piece of snow

Sleet : (noun/verb) snow or hail mixed with rain
(often with some wind)

Blizzard : (noun) severe snowstorm with strong winds

Types of Wind

Breeze : a gentle wind (often nice or
refreshing)

Blustery : blowing (strong) gusts of
wind

Windy : continual wind.

Gale : a very strong wind

Hurricane/cyclone/typhoon : a spiral arrangement of
thunderstorms that produce
winds and heavy rain.

**What's the difference between a hurricane, a typhoon
and a cyclone?**

They are the same thing just with different names because
of the region they are in.

Atlantic/Northeast Pacific = **a hurricane**

Northwest Pacific = **a typhoon**

Southern Hemisphere = **a cyclone**

Tornado: (noun) strong violent circular winds in a small
area; a rapidly revolving column of air

In United States the word **twister** is often used instead of **tornado**.

The Temperature in English

We have created an entire page about the temperature in English including the different ways of saying how hot or cold it is.

d. Dialogues

A: It's an ugly day today.

B: I know. I think it may rain.

A: It's the middle of summer, it shouldn't rain today.

B: That would be weird.

A: Yeah, especially since it's ninety degrees outside.

B: I know, it would be horrible if it rained and it was hot outside.

A: Yes, it would be.

B: I really wish it wasn't so hot every day.

A: Me too. I can't wait until winter.

B: I like winter too, but sometimes it gets too cold.

A: I'd rather be cold than hot.

B: Me too.

e. Exercises

Look at the pictures for clues and put these weather words into the correct gaps: hot, raining, windy, sun, sunny, blowing, cloud, rain, wind, cloudy, rainy, shining, cold



- The sun is today.
- It is today.
- The earth needs the.
- The weather is great today. It's nice and.

Easy ways to Communicate ...

- The wind is today.
- It will be tomorrow.
- The strong will come from the south.



- It will tomorrow.
- The weather will be next week.
- The will come from the north.
- The temperature will be very - 5 below freezing.

- It is hard today.
- It will tomorrow.
- It will probably be for the whole day tomorrow.



- I hope it won't be tomorrow.
- Look at that

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

CHAPTER 29

Expressing Shock and Disbelief

a. Picture



b. Some expressions

Expressing shock and disbelief

It is sometimes difficult to say how you feel in unexpected situations, such as natural disasters, bad news ..., especially when you feel sad.

Here's a list of some common expressions to help you express

- shock
- and disbelief.

Shock:

I was	shocked to hear... stunned by... taken aback by...
... came as	a complete shock.
I'm in	

Examples:

- I was shocked to hear the news.
- I was stunned / taken aback by the news

Easy ways to Communicate ...

- I was completely taken aback by his behavior.
- I was just stunned by her clothes.
- The news came as a complete shock.
- We're all in complete shock.

Disbelief:

I (just)	can't believe... can't imagine...
It's	unbelievable. incredible.

Examples:

- I just can't believe he won the race.
- It's unbelievable that they got married
- I just can't imagine they were able to get along with each other.

c. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 30

Agreement,disagreement, and Partial Agreement

a. Picture



b. Some expressions

Expressing agreement and disagreement

Saying that you agree:

Yes, I agree with you
I'm sure you're right
That's right (quite true)
I think so too
I absolutely agree
That's exactly what I think
Yes, I suppose so
I don't have any objections

Saying that you don't agree:

We will never agree
Not at all/Not really
I disagree
I think that's nonsense

Saying that you don't agree politely:

I see your point, but ...
Yes, may be, but ...
I don't entirely agree with ...
You may be right, but ...
Do you think so?
I see what you mean, but ...
To some extent, yes, but ...

Easy ways to Communicate ...

I don't think so
I don't agree with you
I'm not sure I agree with you
I don't like the idea

Making a conclusion:

In conclusion
We state that ...
Therefore To conclude
On the whole

We can conclude ...
From the statement From the facts above
On this basis, we agree that ...

Agreeing with an opinion:

I agree with this opinion.
I completely agree with this view.
This is absolutely right.
I couldn't / can't agree more.

Partial agreement:

I agree with this point of view, but...
This idea is right, but...
I agree with you, but...

Disagreeing with an opinion:

I'm afraid. I can't agree with you.
I disagree with you.
I don't agree with you.
I'm not sure I agree with you
I think you're wrong

c. Tasks

Make the dialogue

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

CHAPTER 31

Apologizing

a. Picture



b. Some expressions

Apologizing

To apologize is to tell someone that you are sorry for having done something that has caused him inconvenience or unhappiness:

Examples:

I must apologize to Isabel for my late arrival.

I'd like to apologize for my trouble making.

Trains may be subject to delay on the northern line. We apologize for any inconvenience caused.

Here are some expressions you can use to make and respond to apologies

Making apologies:

Easy ways to Communicate ...

- I do apologize for...
- I must apologize for...
- I apologize for...
- I'd like to apologize for...
- I am so sorry for...
- I shouldn't have...
- It's all my fault.
- I'm ashamed of...
- Please, forgive me for...
- Excuse me for ...
- I'm terribly sorry for...
- Pardon me for this...
- Please, forgive me for my....
- Please, accept my apologies for...

Accepting apologies:

- That's all right.
- Never mind.
- Don't apologize.
- It doesn't matter.
- Don't worry about it.
- Don't mention it.
- That's OK.
- I quite understand.
- You couldn't help it.
- Forget about it.
- Don't worry about it.
- No harm done.

Remember:

"I'd like to apologize" is the short form of "I would like to apologize"

c. Drills

I do apologize for...	That's all right.
I must apologize for...	Never mind.
I apologize for...	Don't apologize.
I'd like to apologize for...	It doesn't matter.
I am so sorry for...	Don't worry about it.

d. Task

Make the dialogue

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

CHAPTER 32

Opinion

a. Picture



b. Some expressions

Expressing opinion

I think...

As far as I'm concerned,...

To my mind,...

According to me,...

As I see it, ...

It seems to me that...

In my point of view / my opinion,....

From my point of view...

I am of the opinion that...

I take the view that. ..

My personal view is that...

In my experience...

As far as I understand / can see/see it,...

Expressing of opinions:

In my opinion, ...

I personally believe ...

I personally think ...

I personally feel ...

Not everyone will agree with me, but ...

To my mind ...

From my point of view ...

Easy ways to Communicate ...

As I see it ...
I think ...
I believe ...
I feel ...
I am certain/sure/positive/convinced
I agree
I disagree
It seems that ...
Well, personally ...
If I had my way, I would ...
What I'm more concerned with is ...
In my case
Absolutely

c. Dialogues

A: This car is very nice. What do you think?
B: Well, you right. But I think it is not safe for the common driver.
A: Why?
B: The engine is too strong. It is difficult to control the pedals.

d. Exercises

Complete the following sentences with expressions
I personally think ...
I personally feel ...
Not everyone will agree with me, but ...
To my mind ...

e. Tasks

Make the dialogue

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

CHAPTER 33

Simple Present

a. Picture



b. Listening

1. Who are they?
2. What are they talking about?
3. Where are they?

c. Drills

I	wake up at 7 o'clock this morning
You	take a bath
They	have breakfast
We	go to school
He	studies
She	has lunch
It	goes home

I	don't	wake up at 7 o'clock
You	don't	take a bath
They	don't	have breakfast
We	don't	go to school
He	doesn't	study
She	doesn't	have lunch
It	doesn't	go home

Easy ways to Communicate ...

	I	wake?
	You	take a bath?
Do	They	have breakfast?
	We	go to school?
	He	study?
Does	She	has lunch?
	It	goes home?

d. Dialogues

A: Could you tell me what you do at 7 P.M.?

B: I usually watch TV. How about you?

A: I do my homework

B: That's good

e. Exercises

1.your mum know your boy friend's name?
2. Helia.....like the man beside you.
3. Theygenerous.
4.you late to come to the meeting?

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 34

Present Continues

a. Picture



b. Some expressions

c. Drills

I	am	waking
You	are	taking a bath
They	are	having breakfast
We	are	going to school
He	is	studying
She	is	having lunch
It	is	going home

I	am not	waking
You	are not	taking a bath
They	are not	having breakfast
We	are not	going to school
He	is not	studying
She	is not	having lunch
It	is not	going home

Am	I	waking
Are you		taking a bath

Easy ways to Communicate ...

Are	They	having breakfast	
Are	We	going to school	?
Is	He	studying	
Is	She	having lunch	
Is	It	going home	

d. Dialogues

A: Hi, what are you doing here?

B: Nothing.

A: Where's Mary?

B: She is at library reading a novel.

e. Exercises

1. My sistervisiting some relatives.
2. Westudying English.
3. Alilistening a music.
4.George coming to the meeting today?

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 35

Simple Past

a. Picture



b. Some expressions

c. Drills

I		woke up this morning.
You		took a bath
They		had breakfast
We		went school
He		studied
She		had lunch
It		went home

I		weak
You		take a bath
They		have breakfast
We	didn't	go to school
He		study
She		have lunch
It		go home

I	didn't	weak
---	--------	------

Easy ways to Communicate ...

You	didn't	take a bath
They	didn't	have breakfast
We	didn't	go to school
He	didn't	study
She	didn't	have lunch
It	didn't	go home

d. Dialogues

A: How did you break your arm?

B: I slipped on the ice while I was crossing the street in front of the dorm.

A: I'm sure you met Carol Jones at the party last night.

B: I don't remember her. What did she wear?

e. Exercises

1. I (buy) a new car last week.
2. They (stand) behind me last night.
3. It (rain) last night.
4. The police (shut) the robber last month

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

CHAPTER 36

Present Perfect

a. Listening

A: Hello?

B: Hi, Alan? Where have you been? I haven't seen you for days.

A: Well, I have been sick since Monday.

B: Oh, no. What's wrong?

A: I've had a terrible backache all week.

B: I'm sorry to hear that. Hope you feel better soon.

A: Thanks, Pam.

b. Some expressions

A: How many tests have you taken since the beginning of the semester?

B: I have taken two tests.

A: How long have you live here?

B: Since 2010

c. Drills

I have studied

You have invited

They have helped

We have taken

She has

He has

It has

d. Dialogues

A: Have you finished your homework?

B: Not yet. And you?

Easy ways to Communicate ...

A: I have. You know the teacher won't forgive you because you haven't completed her task.

B: Really. What should I do?

e. Exercises

Libraries today are different from those in the 1980s. For example, the contents of libraries (change)greatly through the year. In the 1800s, libraries (be)simply collection of books. However, today most libraries (become)multimedia centers that contain tapes, computers.

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

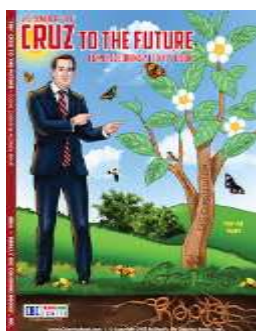
.....

.....

CHAPTER 37

Future Tense 1

a. Picture



b. Listening

Teacher: Ok. Now imagine this experiment. You're in a supermarket, and the floor is black and white squares. There's a sign that says WALK ON BLACK SQUARES ONLY DO NOT WALK ON WHITE SQUARES

Out of a hundred people, how many will obey, and how many won't? What's your prediction?... Vicky, what do you think? Will they stay on the black squares?

Vicky: Well... I don't think very many will obey the sign. Maybe about twenty or thirty.

B: No, I think a lot more will. Maybe about seventy. people are like sheep.

Teacher: OK. Now imagine another experiment. There's a sign on a box that says DO NOT TOUCH TYHIS BOX. How many people will touch it, and how many won't?

Sandra: I think most of them will touch it. Maybe about eighty or ninety.

C: I agree with Sandra. They won't touch it . If someone's watching, but most people if no one's around.

Vicky: This sounds really interesting. Will we ever get to do an experiment like that in this class?

Easy ways to Communicate ...

Teacher: Yes you will. Tomorrow, in fact. We'll meet at 8.30 A.M. at Fred's Supermarket on Second Street. And Vicky, can you do me a favor? Will you please bring along your camera?

c. Some expressions

I will send this package two hours later.

They will give the answer soon

Mr. Smith will call you out tonight.

d. Drills

I	wake
You	take a bath
They	have breakfast
We	will not – be not going to go to school
He	study
She	have lunch
It	go home

e. Dialogues

A: Charles, there's a call for you?

B: A minute Mum. I am coming.

A: Hurry up!

B: Fine. I will go down.

f. Exercises

A: The phone's ringing

B: I.....get it

A: I don't understand this problem.

B: Ask your teacher about it. She.....help you.

g. Tasks

Make the dialogue

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

CHAPTER 38

Future Tense 2

a. Picture



b. Listening

B: I need to see Dr. Taylor.

A: How about three-fifteen this afternoon?

B: This afternoon? Gosh, I'm going to be in a meeting until five. Is tomorrow possibility?

A: Let's see... How about ten-thirty tomorrow morning?

B: Ten-thirty tomorrow? Yes. That's fine. Thank you

A: You're welcome. See you then. Good bye

B: Bye

c. Some expressions

I am going to invite my old friends in that party

You are going to go to school next year.

He is going to see the concert next week.

d. Drills

I am going to	learn English more help my parents tomorrow go fishing next week.
---------------	---

We are going to	play football tonight. buy a new house next year visit Lombok tomorrow.
-----------------	---

I	wake
You	take a bath
They	have breakfast
We	will not – be not going to go to school
He	study
She	have lunch
It	go home

I	weak
You	take a bath
They	have breakfast
Will	We go to school ?
	He study
	She have lunch
	It go home

I	wake
You	take a bath
They	have breakfast
Are / is/ am---	We going to go to school ?
	He study
	She have lunch
	It go home

e. Dialogues

A: Have you got an invitation from Rony?
B: Oh, yes I got it yesterday. Are you going to come?
A: Certainly. What about you?
B: OK, I will you up at 7.

f. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 39

Sharing New and Information

a. Picture



b. Listening

A: Did you hear the news?

B: What happened?

A: Our cousin went into labor and had her baby last week.

B: She did? Why didn't anyone tell me?

A: I would've thought that somebody would have told you.

B: No, I had no idea.

A: Well, she did, her baby was 8 pounds 6 ounces.

B: Oh my God, that's great!

A: Are you going to go and visit her and the baby?

B: I think that I might.

A: Good! I just thought I'd let you know.

B: Thanks for telling me.

c. Some expressions

Did you hear the news?

→ What happened?

Have you heard what happened? → Heard what?

d. Drills

Did you know that.....

Did you hear that

Has someone told you that.....

Did she tell you.....

e. Dialogues

A: Have you heard what happened?

B: Heard what?

A: Debrah already had her baby.

B: I didn't know that.

A: I thought you knew.

B: I honestly didn't know.

A: The baby was 8 pounds 6 ounces.

B: That's good to hear.

A: Will you go and visit them?

B: Of course I will.

A: I just wanted to give you the good news.

B: Thanks for letting me know.

A: Have you heard the news?

B: I haven't heard anything.

A: Debrah had her baby last week.

B: Nobody told me.

A: I thought you heard.

B: I really wasn't told anything.

A: She was a cute 8 pounds 6 ounces.

B: Wow, how exciting.

A: I know, you should really go and see her and the baby.

B: Of course I will.

A: I just wanted to let you know what happened.

B: I appreciate that.

f. Exercises

Make 5 sentences informing the news.

g. Tasks

Make the dialogue

.....

.....

.....

.....

.....

.....

.....

Easy ways to Communicate ...

CHAPTER 40

Ending Conversation

a. Picture



b. Listening

A: I'll talk to you later.

B: What's the rush?

A: I have to get off the phone now.

B: I'm not ready to get off the phone with you.

A: There are other things I need to take care of.

B: What is it that you need to do?

A: Please don't be nosey.

B: I'm not being nosey, it's just a question.

A: You don't need to worry about that.

B: That was mean to say.

A: I am very sorry, but I must go.

B: I guess.

c. Some expressions

OK, see you tomorrow/ next week/ next month/ next year

See you around

See you soon

See you later

Easy ways to Communicate ...

Good bye
Good night
Cheerio
Bye

Leaving and saying goodbye

All right, everyone, it's
time to head off.
Anyway, guys I'm going
to make a move.
Ok, everyone, it's time to
leave you.
See you later / tomorrow /
soon.
Talk to you later!

**If you want to say
goodbye in a hurry**

I'm so sorry, I've got to
rush off / run / hurry!
I'm afraid I'm going to
have to rush off / run /
hurry!

**Saying goodbye politely
after meeting someone**

Nice to see you.
It's been lovely to see
you.
It was great to see you.
Good to see you.
Have a lovely / nice
evening.
Have a good day.

**Saying goodbye to your
hosts**

Thanks very much for
dinner/ lunch - it was lovely!
Thank you very much for
having me.

Other ways to say goodbye

Take care
Bye!

Bye Bye!
Later man / bro!
Have a good one!
It's time to be going!
So Long!

Slang Goodbyes

Catch you later
Peace! / Peace out
I'm out!

Smell you later

Final goodbye

Farewell (when you intend
never to see your
interlocutor again)

d. Drills

Bye	→ Bye
See you	→ See you
See you tomorrow	→ Ok then see you

e. Dialogues

Goodbye, Mr. President. / Bye, Mr. Defoe. / Bye-bye, honey. See you tomorrow.
Bye, Sara. See you. / See you soon. / See you around., etc.
Thank you for your purchase. Have a nice day!
I look forward to seeing you in Santa Barbara. Goodbye.
It was nice meeting you, Ms. Batista. Bye.

f. Exercises

A: OK Mike. I have to go now. Thanks for your help
B: Anytime
A: Bye Mike. See you
B: See you.

g. Tasks

Make the dialogue

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

Easy ways to Communicate ...

REFERENCES

- Azar, Betty Schramper. 1989. Understanding and Using English Grammar 2nd Edition. New Jersey: Englewood Cliffs
<http://www.eslfast.com/robot/topics/smalltalk/smalltalk.htm>
- Richard, Jack C. 2007. Interchange English for International Communication. Cambridge University Press
- Robbin, Jill and MacNeill, Andrew. 2007. Impact Listening. Pearson Longman Asia Ltd. Hongkong: Quarry Bay.
www.tecahingenglish.org.uk

Easy ways to Communicate ...

CURRICULUM VITAE



Dr. Suhartawan Budianto, S.S., M.Pd was born in Sidoarjo on December 06th 1976. He has been teaching English since he started studying in bachelor degree in English Department, Faculty of Letters, Dr. Soetomo University in 1998. In 1998, he taught in several English courses; Citra English Course, AMECC (American English Communication), and Lentera Ilmu Indonesia. He also taught in some senior high schools (SMA Negeri 1 Sidoarjo, SMA Negeri Gedangan, and SMA Negeri Taman) as an extracurricular of English program in 1999 until 2001.

After earning his bachelor degree, he was accepted as an English Lecturer at the Dr. Soetomo University in Surabaya. He teaches courses relating to speaking and writing skill. He also spends his time teaching few universities in Surabaya such as Universitas Pembangunan Nasional/UPN, Univeristas Muhammadiyah Surabaya /UNMUH, STIKES Karangmenjangan.

In 2008, he carried out his study in the Universitas Negeri Surabaya on English Education and Literature, and he earned his Master degree in 2010. Two years later, he went on his study to doctorate degree in English language teaching at Universitas Negeri Malang. He then earned his doctorate degree in 2017.

The Easy Way to Communicate in English for Beginners