

FOCUS Personal information

What's your/his/her name? Where are you from?
When did you arrive? Are you (American)?

Check it out
How's your English?

Pronunciation practice

Consolidation 1

Complete your personal details.

First name _____ Family name _____
Address _____
City _____ State _____
Country _____
Telephone _____ Cellphone _____
E-mail _____ Date of birth _____
Nationality _____

Communication: listening and speaking

Focus on the personal information.

A



V: Good morning.
B: Good morning. Can I help you?
V: Yes. I have an appointment.
B: What's your name?
V: Milton. Daniel Milton. Here's my card.
B: Oh, thank you. Who is it with, Mr Milton?
V: With Marcela Nobre.
B: Oh, just a minute...
Oh, I'm afraid there's a problem.
V: A problem?
B: Yes, I'm afraid Marcela isn't here today.
V: Not here?
B: No. She's on a business trip.
V: Well, when will she be back?
B: I'm not sure. But her assistant is here.
V: OK. What's her name?
B: No, his name! Her assistant is Vicente Santos.
V: OK, thanks!

Role-play

B



V: Hello.
B: Hi. Are you the new intern?
V: Yes, I am. I'm here for six weeks.
B: Welcome! What's your name?
V: Oh, sorry. Fiona. Fiona Cameron. And you?
B: Hi, Fiona. I'm Andre. Where are you from?
V: From Aberdeen.
B: Where's that?
V: It's in Scotland.
B: Oh of course. So you are Scottish.
V: No, actually! I'm English. But I live in Scotland.
B: Oh, I see. When did you arrive here?
V: At the weekend.
B: So you are new! What can I do to help?
V: Well...

Role-play one of the conversations.

Consolidation 2

Choose the correct phrases to complete the phone conversation.

Add the final line.

an appointment a problem my card time your name

V: I have _____ with Ms Caetano.
B: What's _____?
V: Gibson, Charles Gibson. Here's _____.
B: What _____ is your appointment?
V: At 3.30.
B: OK, Mr Gibson. Oh, there's _____.
V: Oh, no!

Language back-up

Question words

What...?
When...?
Where...?
Which...?
Who...?
Why...?
How...?

Socializing spot

Hi
Hello.
Do you work here?
Yes, I do. And you?
No, I'm a visitor. And you?

Now I can...

- Exchange personal information.
- Ask for further information.
- Understand detailed information.

For next time...

How many foreign people do you know? Why are they here? What are they doing?
Bring this to the next lesson.