

USING YOUR BOOK

There are three sections in *Encounters - English here and now*. Each section contains nine lessons.

LESSON NUMBER + TITLE
The title indicates the topic or language focus of the lesson.

FOCUS
The key language items in this lesson.

CHECK IT OUT
A reminder to review language from the previous lesson, check your homework, and discuss the 'For next time' activity.

PRONUNCIATION PRACTICE
An opportunity to practice the pronunciation from the previous lesson, as well as the new pronunciation items.

CONSOLIDATION 1
A writing activity to check and consolidate the new language.

COMMUNICATION: LISTENING AND SPEAKING
Photos for speculation and discussion. Conversations in Service English contexts. Activities to develop listening skills.

LESSON 2: RESPONDING TO REQUESTS

FOCUS Making and responding to requests

Which department? I don't know.
What's the problem? The traffic is bad.
When will it finish? I'm not sure.
Where are you? At a metro station./ At a subway station.

Check it out
Foreign friends.

Pronunciation practice

Consolidation 1
Use the cues to write this phone conversation.
A: (answer the phone) _____
B: (identify yourself) _____
A: (ask a question) _____
B: (respond) _____

Focus on the people's feelings.

1
A: Good morning.
B: Good morning. Is that Star Tourism?
A: Yes, it is.
B: Ms Moura, please.
A: Ms Moura, which department?
B: Oh, Sales, I think.
A: Moura... Is Sales Fabiana or Fabiane?
B: Oh... I don't know.
A: Well, I'll try Fabiana. Hold on, please.
B: Thanks.

2
A: Star Tourism.
B: Oh, hello, I have a problem.
A: How can I help?
B: Well, I have an interview...
A: I see. What's the problem?
B: I can't find your office.
A: Where are you now?
B: Ermm... at a metro station.
A: Which one? What's its name?
B: Oh... I'll look...

ROLE-PLAY
An extension of the listening activities, to develop speaking skills.

Role-play

1
A: Hello. I want to speak to the Finance Director.
B: One minute, please.
A: I don't have much time.
B: OK, just a minute.
A: Look, I'm in a hurry...
B: I'm sorry. She is in a meeting.
A: When will it finish?
B: I don't know. I'll check it for you...
A: OK, please hurry...

2
A: Good afternoon. Star Tourism.
B: Good afternoon, I wonder if you can help?
A: Yes, how can I help?
B: I have an appointment.
A: Who is it with?
B: Mr. Mendes. At four.
A: Is there a problem?
B: It's the traffic. I'm in a taxi.
A: Don't worry. I'll tell them you'll be late.
B: Thanks.

Consolidation 2
Match the two parts of these exchanges. Write an extra exchange, using *I'll*...
I'll call her. I'll change the dates. I'll check them out for you. I'll find a cheaper one. I'll look for a bigger one.

A: I can't come on Friday. B: _____
A: I want to speak to the Sales Director. B: _____
A: Is there an earlier flight? B: _____
A: That's too expensive! B: _____
A: That meeting room is too small. B: _____
A: _____ B: _____

Socializing spot

Language back-up
will (intention)
I'll check.
I'll find out.
When will it finish?

Now I can...
■ Understand and respond to requests.
■ Make suggestions.

For next time...
What companies in your city have English names? What type of companies are they? Bring the names to the next lesson.

CONSOLIDATION 2
Further writing activities to use and extend the new language.

NOW I CAN...
The things you can do in English after this lesson.

FOR NEXT TIME
Activities to connect the language in the classroom to English in the world outside.

SOCIALIZING SPOT
Short 'fun' dialogues for listening, acting out and improvising.

LANGUAGE BACK-UP
A summary of key language points from this lesson.

At the end of each section, there is a Language Reference and Language Practice section. These include the key language from the preceding lessons.

STRUCTURAL REFERENCE	
How?	Your ex...
How many?	
How much?	
How often?	
How do you spell it?	
How many people?	
How much does it cost?	
How often do you visit?	
What is your address/job/phone number?	
What's the problem?	
When is the meeting?	
When does the meeting begin?	
Where is your office?	
Why are they late?	
Affirmative singular	Negative singular
I am → I'm	I'm not
You are → You're	You're not/You aren't
He/She/It is → He's/She's/It's	
He/She/It isn't	

LANGUAGE REFERENCE
The key structural and functional grammar from the preceding section, with space to add your own examples or translations.

LESSON 1	
1. Wh-questions	
Who Why When Where What	
Use these Wh- question words to ask about the following.	
a.	Somebody's reason for learning English.
b.	The date of your friend's birthday.
c.	The identity of a person in a photo.
d.	The time in New York now.
e.	Your colleague's address.
Write one more question with each of the wh- words.	
f.	
g.	
h.	

LANGUAGE PRACTICE
Extra activities for every lesson, including short reading texts, to do as homework.

bus stop	
corner	
downtown	
hotel	
metro station	
place	
private house	
street	
subway	
Health	Your translation/examples
drops	
infection	
tired	
to hurt	
to rest	
Offices	Your translation/examples
appointment	
assistant	
business district	
business trip	
Finance Director	
intern	
interview	
manager	

LANGUAGE REFERENCE: VOCABULARY
Key vocabulary from the preceding section, organized in word groups, with space to add your own translations and extra items.

PLUS
An alphabetical list of key words.

AUDIO for personal practice.

- Pronunciation practice: listen and repeat
- Socializing spot: listen, repeat and improvise
- Conversations: listening fluency + pause and repeat
- Gapped conversations: listen and interact

Both in class with your teacher, and at home, *Encounters - English here and now* provides on-going support for practical language learning.

CONTENTS

The course follows a cyclical language syllabus. Language items are introduced and practiced in one lesson, and then used again in different contexts throughout the course. Some lessons focus on the structures of the English language. Others are more functional: they help you to communicate in different situations. A third group are topic-based: they develop relevant vocabulary to use in everyday situations.

SECTION A

Lessons	Focus	Page
1: Names and greetings	Personal information	8-9
2: Responding to requests	Making and responding to requests	10-11
3: Asking for and giving help	Requesting and responding	12-13
4: Checking details	Checking details	14-15
5: Suggestions and explanations	Making and responding to suggestions	16-17
6: Places	Describing places	18-19
7: Personal experiences	Discussing personal experiences	20-21
8: Questions and explanations	Asking for and giving explanations	22-23
9: Putting it together	Key language functions	24-25
LANGUAGE REFERENCE		26-28
LANGUAGE PRACTICE LESSONS 1 TO 9		29-34
QUICK CHECK: WORD GROUPS		35

CD 1 TRACKS

Each lesson contains four tracks, in the same sequence.

A Pronunciation Practice

B Socializing Spot

C Conversations (full versions)

D Conversations (gapped versions to interact)

There is no audio for Lesson 9.

Lessons	Tracks	Lessons	Tracks
1	02-05	7	26-29
2	06-09	8	30-33
3	10-13	10	34-37
4	14-17	11	38-41
5	18-21	12	42-45
6	22-25	13	46-49

SECTION B

Lessons	Focus	Page
10: Places and directions	Checking places and directions	36-37
11: Comparisons	Comparing places and experiences	38-39
12: Shopping	Countable and uncountable nouns	40-41
13: Fixing appointments	Checking details (time)	42-43
14: Complaints and solutions	Making and reacting to complaints	44-45
15: Past events	Discussing past events	46-47
16: Requests	Checking details	48-49
17: Problems and solutions	Discussing problems	50-51
18: Putting it together again	More language functions	52-53

LANGUAGE REFERENCE	54-55
LANGUAGE PRACTICE LESSONS 10 TO 18	56-60
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CD 2 TRACKS

Each lesson contains four tracks, in the same sequence.

A Pronunciation Practice

B Socializing Spot

C Conversations (full versions)

D Conversations (gapped versions to interact)

There is no audio for Lessons 18, 25, 26 or 27.

Lessons	Tracks	Lessons	Tracks
14	02-05	20	22-25
15	06-09	21	26-29
16	10-13	22	30-33
17	14-17	23	34-37
19	18-21	24	38-41

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20: Instructions and sequencing	Instructions and directions + sequencing	64-65
21: Shopping: making choices	Comparing	66-67
22: Food and drink: checking details	Likes and dislikes	68-69
23: Discussing problems	Getting detailed information	70-71
24: Plans and requests	Discussing options	72-73
25: Putting it together: plans and problems	Role-play and writing	74-75
26: Putting it together: travel and tourism	Reading, role-play and writing	76-77
27: Communicate in English	Functional communication	78-79

LANGUAGE REFERENCE	80-81
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