

Greenwood Canada

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Use of English

Lesson Reference Manual

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Chapter 1 Names

Asking about names p1

e.g. Hi, my name is Carol. And you?

Family names, first names p2

e.g. My full name is Carol Smith.

Chapter 2 Addressing People

Mr. Mrs. Ms. p1

e.g. Mr. Wong, Ms. Jones, Mrs. Brown

Single, married p2

e.g. Single – Miss Lawless

Married – Mrs. Brown

Chapter 3 Greetings

Hello Hi p1

e.g. Hi! How are you?

I'm doing fine. Thank you.

Chapter 4 Using Numbers

Numbers	p1
e.g. 10, 20, 30, ... 99 ten, twenty, thirty,...ninety-nine	
More Numbers	p2
e.g. 10,000 ten thousand	
More Numbers	p2a
e.g. 301 three hundred and one	
Plus, minus	p3
e.g. $1 + 2 = 3$ one plus two is three	
Drills with numbers	p4
(multiple choices in picking the right numbers) e.g. voice: two thousand one hundred and six must pick: 2,106	
Numbering	p5
e.g. first, second, third...	
More numbering	p6
e.g. No. 1, No. 2,...	

Chapter 5 Contact Details

Contact objects	p1
e.g. phone, company, school	
Contact sentences	p2
e.g. What is your phone number?	
Drills	p3
(multiple choices in picking the right objects)	
e.g. voice: phone number	
must pick: the picture of a phone	

Chapter 6 Addresses

Asking for addresses	p1
e.g. Where do you live?	
Asking for addresses	p2
e.g. Where do you work?	
Asking for addresses	p3
e.g. Where is your school?	

Chapter 7 Days of the Week, Months

Days of the week	p1
e.g. Monday, Tuesday, ...	
Month of the year	p2
e.g. January, February, ...	

Chapter 8 Dates

Dates of a month	p1
e.g. 1 st , 2 nd , 3 rd , ...	
Dates of a month	p2
e.g. February 21, 2004	
Drills	p3
(multiple choices in picking the right dates)	
e.g. voice: January first, 2003	
must pick: Jan 1, 2003	

Chapter 9 Offer of Service, Offer of Help

Help sentences	p1
e.g. Can I help you?	
Asking for direction	p2
e.g. Where is the City Hall?	
Helping people	p3
e.g. Would you like to take a bus?	

Chapter 10 Hospitality

Serving people	p1
e.g. Would you like some tea?	
Yes, please. Thank you very much!	
Serving people	p2
e.g. Would you like some coffee?	
Would you like some orange juice?	

Chapter 11 Prices & Quantities

Useful words	p1
e.g. a dozen, a gallon	
Useful words	p2
e.g. discount, original price	
Distance	p3
e.g. a mile, a kilometre	

Chapter 12 Instructions & Labels

Useful words	p1
e.g. No Smoking	
Useful words	p2
e.g. Wet Paint	
Useful words	p3
e.g. left hand, right hand	

Chapter 13 Requests & Making Requests

Useful sentences	p1
e.g. Can I have some milk? Please?	
Useful sentences	p2
e.g. Can I have the menu please?	
Useful sentences	p2a
e.g. Sorry, we don't have any more tea.	
More useful sentences	p3
e.g. Can you tell me where the washroom is please?	
Polite sentences	p4
e.g. Excuse me! May I have the pen please?	

Chapter 14 Time

Time words	p1
e.g. hours, minutes	
Time words	p2
e.g. 7 o'clock in the morning	
Time words	p2a
e.g. 9:30 in the evening	
Telling time	p3
e.g. quarter to seven	
Drills	p4
(multiple choices in picking the right time)	
e.g. voice: Twelve noon	
must pick: 12 noon	

Chapter 15 Code Numbers & Prices

Codes	p1
e.g. 16 - 30	
"16 dash 30"	
Long numbers	p2
e.g. 8647	
is read as "eight-six forty-seven"	
Prices	p3
e.g. \$14.05	
is read as "fourteen dollars and five cents"	
More prices	p3a
e.g. \$0.01	
is read as "one penny"	

Drills p4

(multiple choices in picking the right code or price)

e.g. voice: Sixty-three at five

must pick: 63@5

Chapter 16 Family & Work Information

Family tree p1

e.g. grandfather, husband

Family members p1a

e.g. daughter, son

Work organization p2

e.g. president, manager

Occupations p3

e.g. accountant, doctor

Work sentences p4

e.g. I work for the Greenwood Company.

Chapter 17 Filling in Application Forms

Application form p1

e.g. name, address, sex, age

Teacher's Notes

USE OF ENGLISH is designed as "survivor English" for the beginner students.

These lessons are suitable for teachers using a “blended” learning approach where regular classroom teaching is supported by outside-of-classroom e-learning. The accompanying web assignments allow students to do homework that teachers can monitor.

USE OF ENGLISH uses a “book” metaphor. This “book” is divided into 17 chapters. Each chapter concentrates on one specific area of survival needs.

There are many creative and exciting ways to incorporate *USE OF ENGLISH* into a blended classroom/e-learning teaching. The Greenwood development team hopes that you find these lessons a valuable addition to your teaching resource materials. If you have any questions or suggestions, we would be happy to hear from you.

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