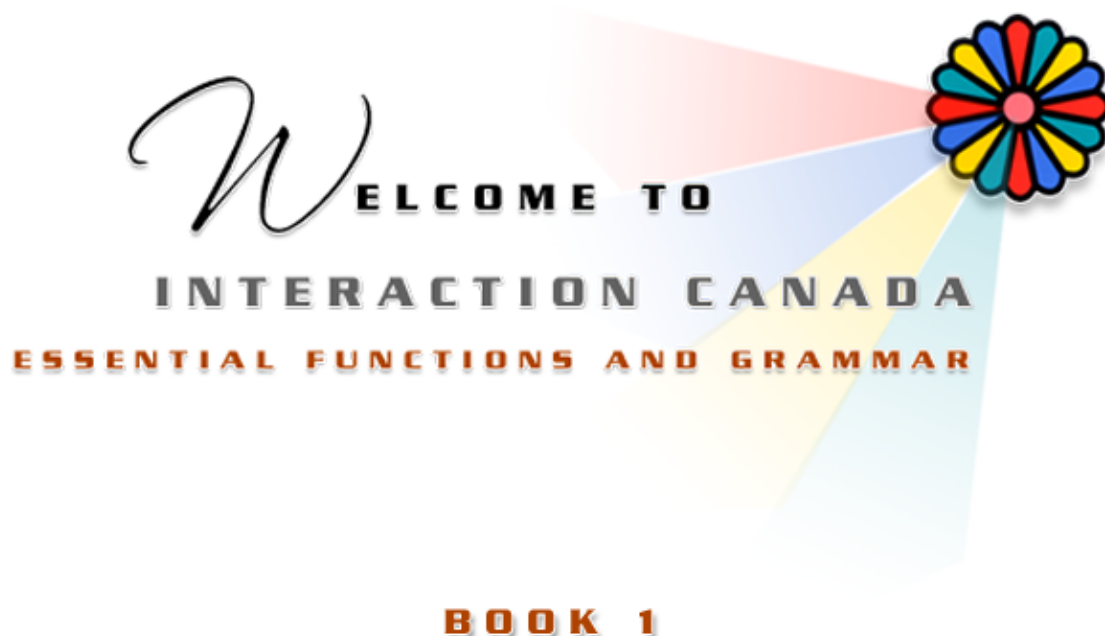




École de la fonction
publique du Canada

Canada School
of Public Service

ÉCOLE DE LA FONCTION
PUBLIQUE DU CANADA
CANADA SCHOOL
OF PUBLIC SERVICE



BOOK 1

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CREDITS

Development and Learning Technologies Directorate
Language Training Centre
Canada School of Public Service

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Unit 1

TALKING ABOUT YOURSELF

STUDY

INTRODUCING YOURSELF

Hi. I'm Brenda Murphy.
Hello. My name is Brenda Murphy.
Hi. My name's Brenda Murphy.

RESPONDING

Pleased to meet you. I'm Richard Garneau.
Hello, Brenda. I'm Isabelle Picard. **Nice to meet you.**

TALKING ABOUT YOURSELF

My name's _____

I'm a/an _____

I work for _____

I live in _____

I'm from _____

Unit 2

OCCUPATIONS AND PROFESSIONS

STUDY

SAYING WHAT SOMEONE'S OCCUPATION IS

Indefinite Article, "a/an"

Plural of Nouns

Use "a" before consonant sounds.

I'm **a** teacher.
You're **a** student.
He's **a** union executive.

Use "an" before vowel sounds.

She's **an** accountant.
He's **an** engineer.
She's **an** honourable judge.

General rule: Add "s" or "es"

clerk clerks
technician technicians
inspector inspectors
secretary secretaries
waitress waitresses

Verb "to be"

Affirmative		Interrogative	Negative	
I'm	I am	am I?	I'm not	
you're	you are	are you?	you're not	you aren't
he's/she's/it's	he/she/it is	is he/she/it?	he's/she's/it's not	he/she/it isn't
we're	we are	are we?	we're not	we aren't
you're	you are	are you?	you're not	you aren't
they're	they are	are they?	they're not	they aren't

OCCUPATIONS AND PROFESSIONS

accountant	engineer	painter
architect	farmer	pharmacist
auditor	florist	photographer
baker	journalist	plumber
barber	lawyer	scientist
butcher	letter carrier	stock broker
carpenter	librarian	tailor
cashier	mechanic	teacher
dentist	musician	truck driver
doctor	nurse	typist
electrician	optometrist	veterinarian

Unit 3

SAYING WHAT THINGS ARE

STUDY

ASKING WHAT SOMETHING IS

What's this?
What's that?

What's this called (in English)?
Do you know what this is?

RESPONDING

It's a notebook.
That's a notebook.
This is a notebook.

ASKING WHAT THINGS ARE

What're these?*

What're those?*

What're these called (in English)?*

Do you know what these are?

RESPONDING

They're paper clips.
Those are paper clips.
These are paper clips.

Yes, they're memo pads.
No, I don't (know).

Demonstrative Pronouns		
	Singular	Plural
Near	this	these
Far	that	those

ITEMS FOUND IN THE OFFICE OR CLASSROOM	
Supplies	Equipment
book	calculator
box	cassette
calendar	computer
eraser	fax machine
map	projector
memo pad	tape-recorder
notebook	telephone
paperclips	scanner
pen	printer
pencil	
pencil sharpener	
ruler	
scissors	
Furniture	Other
bookcase	blackboard
coat rack	bulletin board
desk	clock
filing cabinet	door
shelf	key
	phone book
	schedule
	wastebasket
	watch
	window

* **What're** is usually not abbreviated when writing.

Unit 4

EXPRESSING POSSESSION

STUDY

Verb "to have"

I have a tape-recorder.
You have a tape-recorder.
He has a tape-recorder.
She has a tape-recorder.
We have a tape-recorder.
You have a tape-recorder.
They have a tape-recorder.

Possessive Adjectives

It's **my** tape-recorder.
 It's **your** tape-recorder.
 It's **his** tape-recorder.
 It's **her** tape-recorder.
 It's **our** tape-recorder.
 It's **your** tape-recorder.
 It's **their** tape-recorder.

Possessive Pronouns

It's **mine**.
 It's **yours**.
 It's **his**.
 It's **hers**.
 It's **ours**.
 It's **yours**.
 It's **theirs**.

Possessive Forms of Nouns

With singular nouns, add **apostrophe "s"**.

the **secretary's** desk
Mr. Carling's phone

With plural nouns, add only an **apostrophe**.

the **employees'** lounge
 the **Wilson's'** car

In English, possessive adjectives and pronouns refer to the **owner**.

It's Sue's office. – It's her office. – It's Sue's.
 It's hers.

It's Jack's office. – It's his office. – It's Jack's.
 It's his.

Unit 5

ALPHABET AND SPELLING

STUDY

THE ALPHABET

Aa	Bb	Cc	Dd	Ee	Ff	Gg	Hh	Ii
Jj	Kk	Ll	Mm	Nn	Oo	Pp	Qq	
Rr	Ss	Tt	Uu	Vv	Ww	Xx	Yy	Zz

ASKING SOMEONE HOW TO SPELL HIS / HER NAME

How do you spell your last name?

Can you spell your first name, please?

Is that Rossy with a Y?

(With a) B as in Barbara?

RESPONDING

Brennan. B-R-E- double N-A-N.

D-O-M-E-N-I-C.

Yes. It is.

No. V as in Vincent.

Unit 6

SOCIAL EXPRESSIONS

STUDY

SAYING HELLO

Hi. How are you?	Fine thanks. And you?
Hello, Charles.	Hi. How're things?
How're you doing?	Not bad.
How's it going?	Pretty good. Yourself?

SAYING GOODBYE

Goodbye.	See you.
See you later.	Bye. Have a good day.
Have a nice weekend.	Thanks. You too.
See you tomorrow.	O.K. Bye.

SAYING YOU'RE SORRY

I'm sorry.	No problem.
Oh, excuse me.	It's O.K.
Pardon me.	That's all right.
Sorry.	That's O.K.

SAYING THANK YOU

Thank you.	You're welcome.
Thanks a lot.	You're very welcome.
Thanks.	Don't mention it.
Thank you very much.	Not at all. My pleasure.

Unit 7

SAYING WHERE THINGS ARE

STUDY

ASKING WHERE THINGS ARE

Where's the new phonebook?

Where're the extra chairs?*

RESPONDING

It's on Fred's desk.

They're in the basement.

Prepositions of Place		
on	in front of	far from
in/inside	behind	in the middle of
under	near	between
beside		

CHECKING WHERE THINGS ARE

Is the water fountain **near** the elevators?

Are the boxes **beside** the bookshelf?

RESPONDING

Short answers with the verb "to be"

Yes, it is.

No, it isn't. It's behind the receptionist's desk.

Yes, they are.

No, they aren't. They're under the table.

* Some people consider **Where's** with a plural to be substandard English even though it is heard, use **Where're** instead. Note that **Where's** should not be written either and that **Where are** should be used instead.

Unit 8

PHONING SOMEONE

STUDY

NUMBERS

1 one	2 two	3 three	4 four	5 five
6 six	7 seven	8 eight	9 nine	10 ten
0 zero	In phone numbers, 0 can be said "zero" or "oh."			

ASKING FOR PHONE NUMBERS

- What's your phone number?
- What's your phone number at home?
- What's your phone number at work?
- What's your phone number at the office?
- Do you know/have Steve's phone number?

PHONING SOMEONE

Answering the Phone	Asking to Speak to Someone	Responding
Hello.	Hello. Is Barbara there, please? Can I speak to Barbara, please? Could I speak to Barbara, please?	Yes. Just a minute please. One moment please. I'm sorry, Barbara's not here right now. I'm sorry, she's not in at the moment.

Unit 9

GETTING TO KNOW SOMEONE

STUDY

GETTING TO KNOW SOMEONE

ASKING ABOUT SOMEONE'S OCCUPATION

What do you do?
What kind of work do you do?
What do you do for a living?

RESPONDING

I'm a technical analyst.

ASKING WHO SOMEONE WORKS FOR

Do you work for the government?
Which department do you work for?
What department do you work for?
Where do you work?
What company do you work for?

RESPONDING

Yes, I do.
I work for External Affairs.
I'm with External Affairs.
I work for Empire Products.

ASKING WHERE SOMEONE LIVES

Do you live in Montréal?

Where do you live?

Where're you from?

RESPONDING

Yes, I do.

No, I don't. I live in Sherbrooke.

I live in Detroit.

I'm from Rimouski. I'm here for language training.

SIMPLE PRESENT

Interrogative	Affirmative	Negative
do I work?	I work	I don't work
do you work?	you work	you don't work
does he/she/it work?	he/she/it works	he/she/it doesn't work
do we work?	we work	we don't work
do you work?	you work	you don't work
do they work?	they work	they don't work
	Short Answers	
	Yes, I do.	No, I don't.
	Yes, we do.	No, we don't.
For wh-questions , add the question word to the interrogative.		
Where do you work?		
What do you do?		

Unit 10

GIVING ADDRESSES

STUDY

NUMBERS GREATER THAN TEN

11 eleven	20 twenty	29 twenty-nine
12 twelve	21 twenty-one	30 thirty
13 thirteen	22 twenty-two	31 thirty-one
14 fourteen	23 twenty-three	40 forty
15 fifteen	24 twenty-four	50 fifty
16 sixteen	25 twenty-five	60 sixty
17 seventeen	26 twenty-six	70 seventy
18 eighteen	27 twenty-seven	80 eighty
19 nineteen	28 twenty-eight	90 ninety
100 a/one hundred	1 000* \$1,000**	a/one thousand a/one thousand (dollars)
101 a/one hundred and one	1 000 000* \$1,000,000**	a/one million a/one million (dollars)
120 a/one hundred and twenty	1 000 000 000* \$1,000,000,000**	a/one billion a/one billion (dollars)

Vocabulary for Addresses

Avenue ... Ave.
Boulevard ... Blvd.
Court ... Crt.
Crescent ... Cres.
Drive ... Dr.
Driveway ... Drwy.
Parkway ... Pkwy.
Place ... Pl.
Road ... Rd.
Square ... Sq.
Street ... St.
Terrace ... Ter.

ASKING FOR ADDRESSES

RESPONDING

What's your home address?
What's your address at home?

(It's) 2350 Willow Rd.

Is there an apartment number?

No, there isn't.
Yes, it's 10.

What's your work address?
What's your address at work?

(It's) 9257 Fourth St.

What's your postal code?
What's the postal code?

(It's) H2Z 3H4.

* Use spaces, not commas, to separate *general numbers* of 1 000 or more into groups of three numbers.

** Commas are used by the Government of Canada and banks on *cheques* and other *financial documents* to separate groups of three numbers. Also note the dollar sign goes before the number.

Note: In addresses and telephone numbers there is no space between numbers; e.g. 12488 First St., 555-1111.

Unit 11

INTRODUCING PEOPLE

STUDY

Family Members

husband wife	parents	<div><div></div><div></div></div>	mother father
sister brother	children	<div><div></div><div></div></div>	son daughter
aunt uncle	grandparents	<div><div></div><div></div></div>	grandmother grandfather
cousin niece nephew	grandchildren	<div><div></div><div></div></div>	grandson granddaughter
mother-in-law brother-in-law	great- grandfather great- granddaughter		
...	...		

INTRODUCING PEOPLE

Carl, this is my wife, Marge.

Carl, meet my wife, Marge.

Carl, I'd like you to meet my wife, Marge.



RESPONDING TO INTRODUCTIONS

Hello, Marge. Pleased to meet you.

Hi, Marge.

How do you do, Marge.



Hi, Carl. Pleased to meet you too.

Hi. Nice to meet you.

How do you do.

Unit 12

SAYING THE TIME

STUDY

ASKING THE TIME

Informal

What time is it?
What's the time?
Do you know what time it is?

It's one o'clock.

It's a quarter after two.

More formal

Can you tell me the time, please?
Excuse me, do you have the time?
Pardon me, have you got the time?

Sure. It's ten to three.
Yes. It's five thirty.

It's twenty after four.
Sure. It's (a) quarter to six.

GIVING THE EXACT TIME

It's exactly two fifteen.
It's four o'clock sharp.
It's four o'clock on the dot.

a.m. and p.m.
a.m. – in the morning
p.m. – in the afternoon / evening

Unit 13

ASKING ABOUT PEOPLE

STUDY

ASKING WHO SOMEONE IS

Who's that?

Who's that woman **over there?**

Is that Mr. Harper's wife?

Isn't that Mr. Harper's wife?

That's Mr. Harper's wife, **isn't it?**

Are they Jack's parents?

Aren't they Jack's parents?

Those are Jack's parents, **aren't they?**

RESPONDING

She's Robert's new assistant.

That's Robert's new assistant.

Yes, it is.

Yes, that's her.

No, it isn't. **That's** Mrs. Epstein.

Yes, they are.

No, they aren't.

ASKING WHERE SOMEONE WORKS

Does he work here?

Do they work for the government?

What does she do (for a living)?

What department do they work for?

RESPONDING

No, he works across the street.

No, they don't. They're private consultants.

She's an engineer. **She works for** I.R.C.

They're with Communications Canada.

ASKING WHERE SOMEONE LIVES

Does she live around here?

Doesn't he live in Toronto?

He lives in Toronto, **doesn't he?**

Don't they live in the country?

They live in the country, **don't they?**

Where do they live?

RESPONDING

Yes, she does. She lives near the university.

No, he doesn't. He lives in Hamilton.

Yes, they do. They live on a farm.

In the west end.

SIMPLE PRESENT

Interrogative	Affirmative	Negative
does he/she live?	he/she lives	he/she doesn't live
do they live?	they live	they don't live
Negative Interrogative	Short Answers	
doesn't he/she live?	Yes, he does.	No, he doesn't.
don't they live?	Yes, they do.	No, they don't.

Unit 14

ASKING SOMEONE TO DO SOMETHING

STUDY

ASKING SOMEONE TO DO SOMETHING

Affirmative

Open your books.

Now **turn on** the tape-recorder.

Negative

Don't open your books.

Don't turn on the tape-recorder **yet**.

ASKING SOMEONE TO DO SOMETHING IN A MORE POLITE WAY

Can, **Could** and **Would** are used when asking someone to do something in a polite way.

Can is sometimes considered less polite than **could** and **would**.

Can/Could/Would you close the door, **please**?
Can/Could/Would you please close the door?

Object Pronouns

singular

me

you

him/her/it

plural

us

you

them

Could you call **me** back after lunch?

Don't leave **it** there.