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Canada School
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ELCOME TO

INTERACTION CANADA

ESSENTIAL FUNCTIONS AND GRAMMAR



FOREWORD AND CONTENT SUMMARY

Foreword

This inventory is a reference tool for students and teachers of the COMMUNICATIVE ENGLISH AT WORK PROGRAM (CEWP). It is designed to be used for review purposes at the end of Level B and throughout Level C of CEWP. The inventory consists of two parts.

Part One contains a summary of the content of *INTERFACE CANADA* Books 1 to 8 and Role Playing for Consolidation. The Content Summary includes:

- Functions
- Structures
- Themes/Activities

Part Two contains the Study Pages for each unit in *INTERFACE CANADA* which include:

- Functions and Language
- Structural Paradigms
- Notes on Usage

The Index allows for quick access to the specific language items in this inventory.

CONTENT SUMMARY

• BOOK 1

Unit	Functions	Structures	Themes
1	Talking About Yourself <ul style="list-style-type: none"> Introducing yourself Talking about yourself 		<ul style="list-style-type: none"> Name, job, work, where live, where from
2	Occupations and Professions <ul style="list-style-type: none"> Saying what someone's occupation is Asking what someone's occupation is 	<ul style="list-style-type: none"> To be: affirmative, interrogative, negative a/an Plural of nouns Vocabulary for occupations and professions 	<ul style="list-style-type: none"> Occupations
3	Saying What Things Are <ul style="list-style-type: none"> Saying what something is Saying what things are 	<ul style="list-style-type: none"> Demonstrative pronouns this/that, these/those Vocabulary for office and classroom objects 	
4	Expressing Possession <ul style="list-style-type: none"> Expressing possession 	<ul style="list-style-type: none"> To have Possessive adjectives Possessive forms of nouns Possessive pronouns 	<ul style="list-style-type: none"> Drawing a plan of where you work
5	Alphabet and Spelling <ul style="list-style-type: none"> Saying the alphabet Asking someone how to spell his/her name 		<ul style="list-style-type: none"> Common abbreviations Troublesome letters Spelling bee

6	Social Expressions <ul style="list-style-type: none"> ◦ Saying hello and responding ◦ Saying goodbye and responding ◦ Saying you're sorry and responding ◦ Saying thank you and responding 		<ul style="list-style-type: none"> ◦ Variety of office situations
7	Saying Where Things Are <ul style="list-style-type: none"> ◦ Asking and saying where things are ◦ Checking where things are and responding 	<ul style="list-style-type: none"> ◦ To be: short answers ◦ Prepositions of place: on, in, under, beside, ... 	<ul style="list-style-type: none"> ◦ Location of common office and household objects ◦ Fill the Room game
8	Phoning Someone <ul style="list-style-type: none"> ◦ Asking for phone numbers ◦ Answering the phone ◦ Asking to speak to someone and responding 	<ul style="list-style-type: none"> ◦ Cardinal numbers 1 to 10 	<ul style="list-style-type: none"> ◦ Home and office numbers
9	Getting to Know Someone <ul style="list-style-type: none"> ◦ Asking about someone's occupation ◦ Asking who someone works for ◦ Asking where someone lives ◦ Responding 	<ul style="list-style-type: none"> ◦ Simple present: interrogative, affirmative, negative, short answers ◦ Wh- questions 	<ul style="list-style-type: none"> ◦ Introducing yourself at a meeting
10	Giving Addresses <ul style="list-style-type: none"> ◦ Asking for addresses and responding 	<ul style="list-style-type: none"> ◦ Cardinal numbers above 10 ◦ Vocabulary for addresses 	<ul style="list-style-type: none"> ◦ Home and work addresses ◦ Setting up a mailing list
	Introducing People <ul style="list-style-type: none"> ◦ Talking about family relationships 	<ul style="list-style-type: none"> ◦ Vocabulary for family and work relationships 	<ul style="list-style-type: none"> ◦ Family tree ◦ Organization chart

11	<ul style="list-style-type: none"> Talking about work relationships Introducing people Responding to introductions 		
12	Saying the Time <ul style="list-style-type: none"> Saying what time it is Asking the time 	<ul style="list-style-type: none"> Vocabulary for time 	
13	Asking About People <ul style="list-style-type: none"> Asking who someone is Talking about where someone works and lives 	<ul style="list-style-type: none"> Simple present: interrogative, affirmative, negative, short answer 	<ul style="list-style-type: none"> Jigsaw listening: filling in a chart about people's names, occupation, place of work and residence
14	Asking Someone to Do Something <ul style="list-style-type: none"> Asking someone to do something Asking someone to do something in a more polite way 	<ul style="list-style-type: none"> Imperative: affirmative, negative Can/could/would Object pronouns 	<ul style="list-style-type: none"> Traffic signs

• BOOK 2

Unit	Functions	Structures	Themes
15	Describing Your Job <ul style="list-style-type: none"> Saying what you do at work 	<ul style="list-style-type: none"> Vocabulary for saying what you do at work 	<ul style="list-style-type: none"> Guess the Occupation game
16	Saying Which One <ul style="list-style-type: none"> Asking which one Saying which one 	<ul style="list-style-type: none"> One/ones Demonstrative adjectives 	<ul style="list-style-type: none"> Newspaper ads
17	Saying What Someone's Doing <ul style="list-style-type: none"> Saying what people are doing Asking what people are doing Asking if someone's free 	<ul style="list-style-type: none"> Present continuous: affirmative, interrogative, negative, short answers 	<ul style="list-style-type: none"> Charades

18	Leisure Activities <ul style="list-style-type: none"> Asking about leisure activities and responding 	<ul style="list-style-type: none"> Simple present Gerund and infinitive with like and enjoy Vocabulary for leisure activities 	<ul style="list-style-type: none"> Finding out about other students' leisure activities Guess the Pastime game
19	Past Activities <ul style="list-style-type: none"> Describing past activities Asking about past activities 	<ul style="list-style-type: none"> Simple past: affirmative, interrogative, negative, short answers Past time expressions: last night, two days ago, yesterday,... 	<ul style="list-style-type: none"> Memory game
20	Dates <ul style="list-style-type: none"> Talking about days and dates 	<ul style="list-style-type: none"> Days of the week Months and seasons Ordinal numbers Years 	<ul style="list-style-type: none"> Months, seasons, holidays and special days, historical events
21	Finding the Owner <ul style="list-style-type: none"> Asking whose it is 	<ul style="list-style-type: none"> Possessive pronouns 	<ul style="list-style-type: none"> Finding the Owner game
22	Asking for Things <ul style="list-style-type: none"> Asking someone for something Responding Asking if there is any and responding 	<ul style="list-style-type: none"> There is/there are Countable and uncountable nouns Some/any 	<ul style="list-style-type: none"> Jigsaw listening: Asking storeperson for supplies
23	Future Plans <ul style="list-style-type: none"> Talking about future plans Asking about future plans 	<ul style="list-style-type: none"> Future: going to, present continuous Future time expressions: next week, after lunch, tomorrow,... 	
24	Talking About the Weather <ul style="list-style-type: none"> Talking about the temperature Asking about the weather 	<ul style="list-style-type: none"> Intensifiers: very, really, pretty,... Vocabulary for describing the weather 	<ul style="list-style-type: none"> Describing the weather Jigsaw weather report Crossword puzzle on weather vocabulary

25	Giving the Location <ul style="list-style-type: none"> Giving the location Asking where places are 	<ul style="list-style-type: none"> Prepositions of place: between, near, south of,... Vocabulary for places 	<ul style="list-style-type: none"> Jigsaw listening: Locations in a mythical Canadian town
26	Small Talk		<ul style="list-style-type: none"> Small talk about health, weather, family, job, weekend

● BOOK 3

Unit	Functions	Structures	Themes
27	Directing Phone Calls <ul style="list-style-type: none"> Answering the telephone Asking to speak to someone Getting the caller's name Identifying yourself Transferring the call 		<ul style="list-style-type: none"> Receptionist/caller situations
28	Asking About Language <ul style="list-style-type: none"> Asking about pronunciation and spelling Asking about meaning and translation 		<ul style="list-style-type: none"> Short newspaper articles on "Family Jewels" and "Santa Came Early"
29	Describing People <ul style="list-style-type: none"> Asking for a description Giving a description 	<ul style="list-style-type: none"> Vocabulary for age, height, build Adjectives that describe people: pretty, handsome, good-looking,... 	<ul style="list-style-type: none"> Eyewitness game
30	Habits and Routines <ul style="list-style-type: none"> Talking about habits and routines Asking about habits and routines 	<ul style="list-style-type: none"> Simple present Expressions of frequency: once in a while, twice a week, every Thursday,... Adverbs of frequency: always, sometimes, never,... 	<ul style="list-style-type: none"> Personal calendar Habits questionnaire and interview

31	Giving Personal Data <ul style="list-style-type: none"> Asking for personal data and responding 		<ul style="list-style-type: none"> Employee identification card Filling in forms for health club, language school, health clinic Identifying famous people
32	Temporary Situations <ul style="list-style-type: none"> Talking about temporary situations 	<ul style="list-style-type: none"> Present continuous Time expressions for temporary situations: today, for the time being, this week,... Contrast of simple present and present continuous 	<ul style="list-style-type: none"> Jigsaw listening: employees at Telemar Imports filling in for employees who are away "Celebrities" TV show interviews with famous people
33	Giving Directions <ul style="list-style-type: none"> Asking for directions Giving directions 	<ul style="list-style-type: none"> Vocabulary for directions: up, along, on your right,... 	<ul style="list-style-type: none"> Inside an office building, on the street Getting around Toronto and New York City
34	Past Actions and Events <ul style="list-style-type: none"> Talking about past events 	<ul style="list-style-type: none"> Simple past: interrogative, negative, short answers, wh-questions 	<ul style="list-style-type: none"> Newspaper article on employee getting an incentive award Jigsaw listening about a business trip
35	Ability <ul style="list-style-type: none"> Talking about ability 	<ul style="list-style-type: none"> Simple present Can, could, was able to Adverbs of manner 	<ul style="list-style-type: none"> Activities students can/can't/could do
36	Making Appointments <ul style="list-style-type: none"> Asking for an appointment Suggesting a time and responding 		<ul style="list-style-type: none"> Appointment calendar for executive of International Steel Making appointments for blood test, changing car insurance, haircut, tune-up, etc.

• **BOOK 4**

Unit	Functions	Structures	Themes
37	Giving Assurance <ul style="list-style-type: none"> Giving assurance 	<ul style="list-style-type: none"> Will future: affirmative, negative Time expressions: today, shortly, soon,... Future time clauses and connectors: when, as soon as, before,... Direct and indirect objects 	
38	Describing Things <ul style="list-style-type: none"> Asking for a description Giving a description 		<ul style="list-style-type: none"> Ad for house for sale Garage Sale phone-in radio program
39	Asking Permission <ul style="list-style-type: none"> Asking permission Giving reasons Giving and refusing permission 	<ul style="list-style-type: none"> Modals: can, could, may Have to 	
40	Making Comparisons <ul style="list-style-type: none"> Comparing one thing with another Comparing within a group 	<ul style="list-style-type: none"> Comparatives Intensifiers: a bit, a little, slightly,... Superlatives 	<ul style="list-style-type: none"> Radio commercials Comparing hotels, cameras, video clubs, airlines, retirement savings plans, copiers, TVs, apartments. Trivia Quiz
41	Social Expressions <ul style="list-style-type: none"> Offering good wishes Special greetings Apologizing and responding Offering sympathy 		

42	Telling What Happened <ul style="list-style-type: none"> Telling what happened 	<ul style="list-style-type: none"> Past continuous: affirmative, interrogative, negative Past time clauses and connectors: while, after, and,... Contrast of simple past and past continuous 	<ul style="list-style-type: none"> Newspaper article, "Angry Wife Shoots at Husband" Jigsaw listening: Computer manufacturing company robbed of new design for a home computer. Police interview four suspects and a witness.
43	Leaving and Taking a Message <ul style="list-style-type: none"> Offering to take a message Leaving a message Checking information 	<ul style="list-style-type: none"> Can, could, would 	<ul style="list-style-type: none"> Filling in telephone message forms
44	Talking About Intentions <ul style="list-style-type: none"> Asking about intentions Talking about intentions 	<ul style="list-style-type: none"> Conditional sentences If and unless 	<ul style="list-style-type: none"> Conversations about buying a new house or car, going to Mexico, planning a 40th anniversary party, etc.

• BOOK 5

Unit	Functions	Structures	Themes
45	Polite Requests <ul style="list-style-type: none"> Making polite requests 	<ul style="list-style-type: none"> Can, could, will, would Mind + gerund Direct and indirect objects To and for, with indirect objects 	
46	Cost and Quantity <ul style="list-style-type: none"> Cost and quantity Asking about cost and quantity and responding 	<ul style="list-style-type: none"> How much, how many Expressions of quantity: much, many, a few,... Vocabulary for cost and quantity 	<ul style="list-style-type: none"> Newspaper ad about cost of grocery items Crossword puzzle Planning a party

47	Arriving for an Appointment <ul style="list-style-type: none"> ◦ Greeting a client ◦ Saying you have an appointment ◦ Announcing a client's arrival ◦ Saying you're free/not free ◦ Telling a client to go in ◦ Asking a client to wait ◦ Welcoming a client to your office ◦ Stating the purpose of the appointment 		<ul style="list-style-type: none"> ◦ Appointment with company director ◦ Seeing an accountant about tax exemptions
48	Ongoing Situations <ul style="list-style-type: none"> ◦ Talking about ongoing situations 	<ul style="list-style-type: none"> ◦ Present perfect: affirmative, negative, interrogative ◦ Present perfect continuous: affirmative, negative, interrogative ◦ Time expressions indicating ongoing situations: for a week, since yesterday, all day long,... 	<ul style="list-style-type: none"> ◦ Radio show "What's Up?": interviewing people doing unusual things (e.g., wheelchair marathon across country, beating a previous record, etc.)
49	Showing How <ul style="list-style-type: none"> ◦ Asking for instructions ◦ Giving instructions ◦ Giving warnings 	<ul style="list-style-type: none"> ◦ Connectors: then, next, after that,... ◦ Two-word verbs 	<ul style="list-style-type: none"> ◦ Using a VCR ◦ Getting a suntan without burning ◦ What to do in case of fire
50	Health <ul style="list-style-type: none"> ◦ Parts of the body ◦ Saying you're not well ◦ Expressing sympathy ◦ Offering advice 	<ul style="list-style-type: none"> ◦ Should, ought to ◦ Vocabulary for parts of the body, head and face 	<ul style="list-style-type: none"> ◦ Exercises for different parts of body ◦ Common ailments ◦ Word association ◦ Offering advice for common ailments

51	Social Expressions <ul style="list-style-type: none"> Greeting someone you haven't seen in a while Introducing people and responding Leave-taking and sending regards 		<ul style="list-style-type: none"> Going on a training course
52	Talking About the Recent Past <ul style="list-style-type: none"> Talking about the recent past 	<ul style="list-style-type: none"> Simple past and present perfect Time expressions used with recent past: so far, this week, recently,... 	<ul style="list-style-type: none"> Conversations about an activity you participated in (e.g. sports tournament), somewhere you've been (e.g. trip, restaurant), something you read (e.g. book, article), something you saw (e.g. show, movie, TV), something that happened to you or to someone you know (e.g. accident, break-in, winning something)

● BOOK 6

Unit	Functions	Structures	Themes
53	Explaining How to Get Somewhere <ul style="list-style-type: none"> Giving directions for going by car Giving directions for going by bus/subway 		<ul style="list-style-type: none"> Street maps Treasure hunt

54	Making Inquiries <ul style="list-style-type: none"> Opening an inquiry Asking for information Asking for information in a more polite way 	<ul style="list-style-type: none"> Wh- questions Yes-no questions Indirect questions: yes-no and wh- 	<ul style="list-style-type: none"> White-water rafting tour Inquiring about ads Car maintenance course Responding to phone inquiries at hospital, recreation centre, cable, car rentals, etc. Phoning for information on library, bank, airline, etc.
55	Offering Help <ul style="list-style-type: none"> Offering general help Offering help with specific things Accepting and declining offers of help 		<ul style="list-style-type: none"> Moving Variety of everyday work and home activities
56	Remembering the Past <ul style="list-style-type: none"> Talking about the past Asking about the past 	<ul style="list-style-type: none"> Used to, would, could, had to 	<ul style="list-style-type: none"> The "good old days" Radio show, "Down Memory Lane" interviews
57	Speculating <ul style="list-style-type: none"> Speculating about the present situation Expressing possibility Expressing probability 	<ul style="list-style-type: none"> Could be, may be, might be Must be, can't be, have got to be 	<ul style="list-style-type: none"> Discussing reasons why someone is late for a meeting
58	Looking for People and Things <ul style="list-style-type: none"> Asking where someone or something is Giving reasons 	<ul style="list-style-type: none"> Have to, want to, need (to), be supposed to Indirect questions 	<ul style="list-style-type: none"> Looking for people and things at work (e.g. Mr. Greenberg, leave forms) Lost and Found Office

59	Similarities and Differences <ul style="list-style-type: none"> Talking about similarities Talking about differences 	<ul style="list-style-type: none"> Both, neither...nor Intensifiers: a bit, rather, very,... 	<ul style="list-style-type: none"> Comparing houses, Canada and the US, American and foreign cars, dogs and cats, having your own business and working for someone else
60	Arranging to Meet With Someone <ul style="list-style-type: none"> Asking to meet with someone Suggesting a time Agreeing to the time Saying it's not convenient 	<ul style="list-style-type: none"> Should, ought to Have to, need to, have got to 	<ul style="list-style-type: none"> Meeting with a colleague to discuss public relations campaign, new staffing policy, work schedules, next year's budget Arranging a visit of a computer specialist to the Calgary office, meeting specialist at reception, the meeting

● BOOK 7

Unit	Functions	Structures	Themes
61	Hypothetical Situations <ul style="list-style-type: none"> Talking about hypothetical situations Asking about hypothetical situations 	<ul style="list-style-type: none"> Conditionals: improbable and more probable Openers for asking about hypothetical situations 	<ul style="list-style-type: none"> Career choices, job changes Expressing point of view on hypothetical situations on variety of government laws and regulations
62	Satisfaction and Dissatisfaction <ul style="list-style-type: none"> Asking about satisfaction Expressing satisfaction and dissatisfaction 		<ul style="list-style-type: none"> Job satisfaction Survey on satisfaction with language school, car, city, bus service or other topic of interest

63	Referring People <ul style="list-style-type: none"> Referring people 		<ul style="list-style-type: none"> Asking for information at work, being referred to someone else Supplying information to employees of insurance company Supplying information to clients of community health centre
64	Past Experience <ul style="list-style-type: none"> Talking about past experience 	<ul style="list-style-type: none"> Present perfect, simple past, used to Time expressions used with past experience: ever, before, a few times 	<ul style="list-style-type: none"> General topics Radio interviews on prison escape of "Bullethead Bennet"
65	Getting Together <ul style="list-style-type: none"> Responding to an invitation Inviting 		<ul style="list-style-type: none"> Invitations to general social activities Role play based on conference on "Stress in the Workplace"
66	Opinions and Reactions <ul style="list-style-type: none"> Asking for an opinion Expressing an opinion Giving no opinion Agreeing Disagreeing Acknowledging an opinion 	<ul style="list-style-type: none"> So/too Neither/either 	<ul style="list-style-type: none"> Flexible work schedule May-December marriage Conducting opinion poll on controversial topic
67	Skills and Know-How <ul style="list-style-type: none"> Asking about skills Talking about skills 	<ul style="list-style-type: none"> Gerunds 	<ul style="list-style-type: none"> Job skills Survey on communication / learning / co-ordination / creative / organizational skills Choosing performers for staff variety show

68	Relaying a Message <ul style="list-style-type: none"> Relaying requests Relaying information 	<ul style="list-style-type: none"> Infinitives Reported statements 	<ul style="list-style-type: none"> Arranging to view a new film on employee benefits

• BOOK 8

Unit	Functions	Structures	Themes
69	Making Suggestions <ul style="list-style-type: none"> Making suggestions Expressing disagreement Making alternative suggestions 	<ul style="list-style-type: none"> Should, could Instead 	<ul style="list-style-type: none"> Increasing productivity at work
70	Interests and Preferences <ul style="list-style-type: none"> Saying what you like Saying what you don't like Expressing preferences 	<ul style="list-style-type: none"> Gerunds 	<ul style="list-style-type: none"> Personal, leisure interests, past and present "Personal" ads
71	Offering Encouragement <ul style="list-style-type: none"> Expressing indecision Expressing your concerns Offering encouragement 	<ul style="list-style-type: none"> Yet/still What, the thing that 	<ul style="list-style-type: none"> Career, work and personal concerns
72	Giving Feedback <ul style="list-style-type: none"> Giving positive feedback Giving negative feedback 	<ul style="list-style-type: none"> Should/shouldn't have Could have 	<ul style="list-style-type: none"> Feedback on performance at work

73	Expressing Wishes <ul style="list-style-type: none"> Expressing wishes not likely to be fulfilled Expressing wishes more likely to be fulfilled 	<ul style="list-style-type: none"> Wish + simple past Hope Conditionals: improbable/contrary to fact 	<ul style="list-style-type: none"> Call-in radio show, "What's Your Wish?" Special hopes and wishes regarding physical appearance/health, job/career, relationships, financial and social status, etc.
74	Making Complaints <ul style="list-style-type: none"> Making complaints Handling complaints Expressing frustration 	<ul style="list-style-type: none"> Will 	<ul style="list-style-type: none"> Home and work complaints Employment agency complains to contractor of soundproofing company about work done
75	Expressing Regrets <ul style="list-style-type: none"> Expressing regret about past decisions Expressing satisfaction about past decisions 	<ul style="list-style-type: none"> Wish + had + past participle Should have Conditionals contrary to fact in the past 	<ul style="list-style-type: none"> Work and personal situations Article on stay-at-home father
76	Completing Tasks <ul style="list-style-type: none"> Asking about the completion of tasks Saying something's finished Saying something's not finished 	<ul style="list-style-type: none"> Gerunds Adverbs of degree: not quite, almost, all,... 	<ul style="list-style-type: none"> Tasks assigned while supervisor away Work tasks Committee preparing for sales convention reports on progress

● ROLE PLAYING FOR CONSOLIDATION

Unit	Functions	Structures	Themes
1	Small Talk <ul style="list-style-type: none"> Making small talk about: job, transportation, accommodations, news, weather, holidays 	<ul style="list-style-type: none"> Simple present, present continuous, simple past, present perfect 	<ul style="list-style-type: none"> Discussion on small talk, what it is, when and topics Small talk role plays

2	Describing Your Job <ul style="list-style-type: none"> ◦ Stating your responsibilities ◦ Describing your job tasks ◦ Commenting on your job 	<ul style="list-style-type: none"> ◦ Simple present tense ◦ Have to 	<ul style="list-style-type: none"> ◦ Students' own jobs ◦ Competition posters
3	Requesting <ul style="list-style-type: none"> ◦ Making requests ◦ Refusing tactfully ◦ Asking for something ◦ Asking permission/authorization ◦ Asking to meet/speak with someone ◦ Asking someone to do something 	<ul style="list-style-type: none"> ◦ Can/could/would... mind ◦ Should, have to, need to ◦ Appreciate, would like, want 	<ul style="list-style-type: none"> ◦ Activities to determine types of requests, levels of politeness ◦ Situations in students' own jobs where they make requests
4	Describing People <ul style="list-style-type: none"> ◦ Describing personality and character ◦ Describing physical appearance: build, hair, age, height, distinguishing features 	<ul style="list-style-type: none"> ◦ Adjectives of description ◦ Simple present tense ◦ Comparisons 	<ul style="list-style-type: none"> ◦ Discussions on personality traits and physical characteristics, formal and informal descriptions
5	Explaining How <ul style="list-style-type: none"> ◦ Giving instructions on how to do things 	<ul style="list-style-type: none"> ◦ If + will ◦ Connectors (first, next, etc.) ◦ Imperative voice ◦ Simple present 	<ul style="list-style-type: none"> ◦ Operating coffee vending machine ◦ Explaining everyday activities at home and at work
6	Describing Your Workplace <ul style="list-style-type: none"> ◦ Describing your work location: building, location, surroundings, facilities, office space ◦ Describing your work area: furniture, decor, equipment,... 		<ul style="list-style-type: none"> ◦ Students describe own workplace

7	Giving Information at Work <ul style="list-style-type: none"> Business greetings (in person and on the phone) Giving information Delaying giving information Referring 	<ul style="list-style-type: none"> Can, could, had better Will, might, have to, need to 	<ul style="list-style-type: none"> Discussion about giving information Getting information from travel agency about a trip Work-related information requests Students' own requests for information at work
8	Describing Things at Work <ul style="list-style-type: none"> Describing things: size, colour, shape, composition, function, brand,... Other ways of describing things 	<ul style="list-style-type: none"> Adjectives 	<ul style="list-style-type: none"> Office equipment Students' own workplace
9	Reaching a Consensus <ul style="list-style-type: none"> Making suggestions and responding (agreeing, disagreeing, suggesting alternatives) Expressing opinions and responding 		<ul style="list-style-type: none"> Finding solutions to problems such as absenteeism, lottery winnings, theft, no-smoking policy ignored, burnout Choosing best candidate for a job Wilderness camping: choosing what to bring