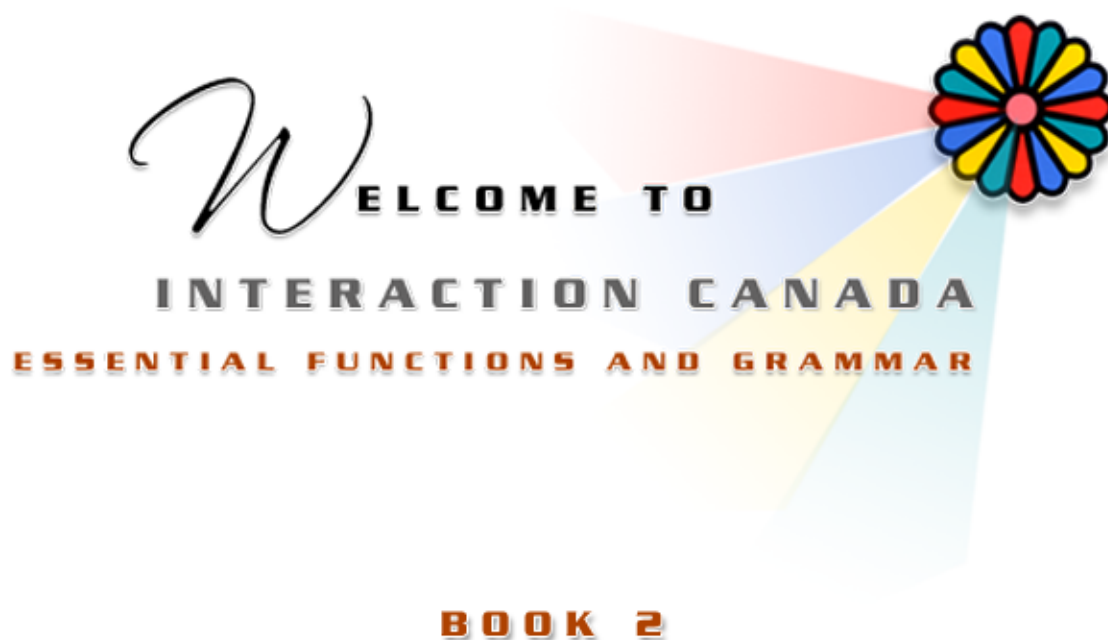




École de la fonction
publique du Canada

Canada School
of Public Service

ÉCOLE DE LA FONCTION
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BOOK 2

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CREDITS

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

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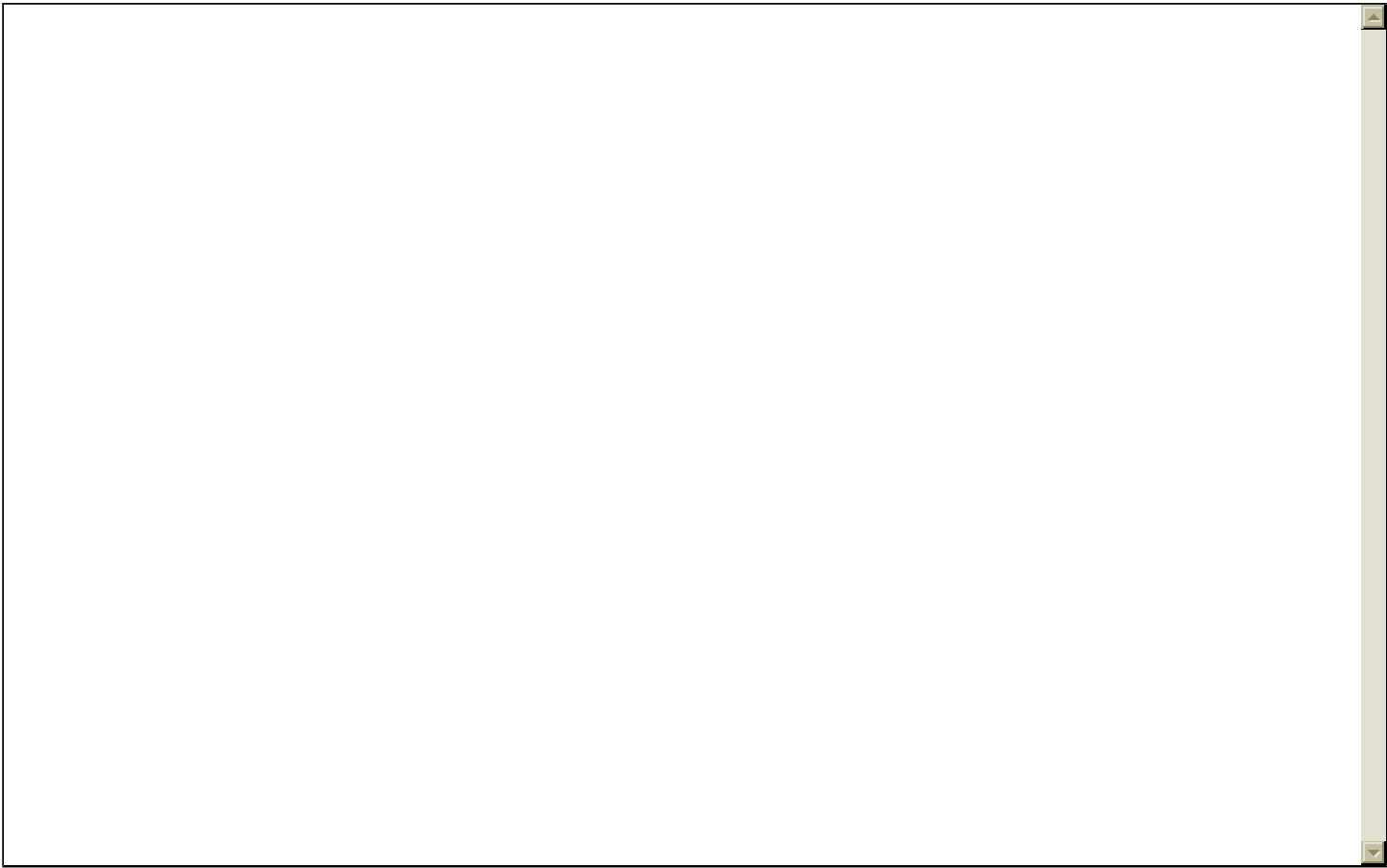
Unit 15

DESCRIBING YOUR JOB

STUDY

SAYING WHAT YOU DO AT WORK

Vocabulary and Expressions



Unit 16

SAYING WHICH ONE

STUDY

ASKING WHICH ONE

Which dictionary **do you want**?

Which one **do you need**?

Which dictionary?

Do you want this one?

Do you mean that one?

SAYING WHICH ONE

This one (here).

That one (over there).

The French-English **one**.

Yes, the one with the green cover.

No, the thin one on the top shelf.

One and Ones

When saying which one, **one** or **ones** can replace the noun.

the blue ^(noun) **book** – the blue **one**

the long ^(noun) **folders** – the long **ones**

the ^(noun) **book** on the shelf – the **one** on the shelf

the ^(noun) **folders** on the desk – the **ones** on the desk

Demonstrative Adjectives

| | Singular | Plural |
|-------------|----------|--------|
| Near | this | these |
| Far | that | those |

Demonstrative adjectives and demonstrative pronouns are the same in English.

adjective

These newspapers are old.

pronoun

These are old newspapers.

Unit 17

SAYING WHAT SOMEONE'S DOING

STUDY

PRESENT CONTINUOUS

The present continuous is used to say what someone is doing at the present moment.

Affirmative

| | |
|---------------------------|--------------------------|
| I'm working | I am working |
| you're working | you are working |
| he's/she's working | he/she is working |
| we're working | we are working |
| you're working | you are working |
| they're working | they are working |

Interrogative

am I working
are you working
is he/she working
are we working
are you working
are they working

Negative

| | |
|-------------------------------|-----------------------------|
| I'm not working | you aren't working |
| you're not working | he/she isn't working |
| he's/she's not working | we aren't working |
| we're not working | you aren't working |
| you're not working | they aren't working |
| they're not working | |

Short Answers

| | |
|-----------------|-------------------|
| Yes, I am. | No, I'm not. |
| Yes, you are. | No, you aren't. |
| Yes, he/she is. | No, he/she isn't. |
| ... | ... |

ASKING IF SOMEONE'S FREE

Is Mr. Hernandez **free**?

Do you know if Mr. Hernandez **is free**?

Is Ken **busy**?

Do you know if Ken's **busy**?

Is someone with Ken?

Is anyone with Ken?

RESPONDING

I think so. His door is open.

No, he's not. He's working with Rita on the budget.

Yes, he is. He's talking on the phone.

No, he's free. Go right in.

Yes, Rick is in there.

Yes, Rick is with him.

Unit 18

LEISURE ACTIVITIES

STUDY

VOCABULARY FOR LEISURE ACTIVITIES

Sports and Outdoor Activities

playing hockey
skiing
hiking/camping
cycling
doing fitness exercises
 e.g. jogging, going to the gym, aerobics
swimming
skating
going for walks
watching sports on TV

Hobbies

collecting stamps, coins, ...
building model airplanes, boats, ...
doing pottery
weaving
knitting/sewing
making furniture
working in the garden/gardening
painting/drawing/sculpting
playing a musical instrument
working around the house/on the car
cooking/baking
reading
doing crosswords/jigsaw puzzles

Cultural Activities

movies
opera
ballet
concerts
plays/theatre
museums/art galleries
watching TV

Other

visiting friends
entertaining
playing cards/games
going to restaurants/clubs
doing volunteer work

ASKING ABOUT LEISURE ACTIVITIES

What do you do in your spare time?

How do you spend your leisure time?

What does Helen like to do in her free time?

What kinds of things does she like doing?

Do you have any hobbies?

Do you play any sports?

More Specific

Do you like to play golf?

Do you enjoy working around the house?

Do you (ever) play cards?

TALKING ABOUT LEISURE ACTIVITIES

We often use the simple present to talk about leisure activities.

I ski and I play tennis.

She collects stamps.

I play the piano.

Gerunds and Infinitives

A **gerund** is the "**-ing**" form of the verb used as a noun.

e.g. driving
singing
playing

An **infinitive** is the base form of the verb usually used with **to**.

to drive
to sing
to play

Like can be followed by a gerund or an infinitive.

I like **watching** TV.

She likes **to work** in the garden.

Enjoy can only be followed by a gerund.

I enjoy **going** for long walks.

He enjoys **reading** novels.

Unit 19

PAST ACTIVITIES

STUDY

| Simple Past | |
|--|--|
| <p>Regular: Add (e)d</p> <p>arrive – arrived clean – cleaned cook – cooked decide – decided fix – fixed install – installed invite – invited listen – listened order – ordered organize – organized show – showed wash – washed watch – watched work – worked</p> <p>To work</p> <p>I worked you worked he/she worked</p> <p>we worked you worked they worked</p> | <p>Irregular</p> <p>do – did drink – drank eat – ate find – found get up – got up go – went have – had leave – left make – made pay – paid read – read sit – sat take – took tell – told</p> <p>To drink</p> <p>I drank You drank he/she drank</p> <p>we drank you drank they drank</p> |

| To be |
|--|
| <p>I was you were he/she was</p> <p>we were you were they were</p> |

SIMPLE PAST

| | To work | To be |
|----------------------|---|---|
| Interrogative | <p>did + subject + infinitive</p> <p>did I work?</p> <p>did you work?</p> <p>did he/she work?</p> <p>...</p> | <p>was I?</p> <p>were you?</p> <p>was he/she?</p> <p>...</p> |
| Negative | <p>I didn't work</p> <p>you didn't work</p> <p>he/she didn't work</p> <p>...</p> <p>didn't = did not</p> | <p>I wasn't</p> <p>you weren't</p> <p>he/she wasn't</p> <p>...</p> <p>wasn't = was not weren't = were not</p> |
| Short Answers | <p>Did you work last night?</p> <p>Yes, I did. No, I didn't.</p> | <p>Were you busy?</p> <p>Yes, I was. No, I wasn't.</p> |

| Past Time Expressions | |
|------------------------------|---------------------------------|
| last Wednesday | yesterday |
| last night | |
| last week | |
| last month | yesterday morning |
| last year | yesterday afternoon |
| four days ago | the day before yesterday |
| two months ago | |

Unit 20

DATES

STUDY

ASKING ABOUT DAYS AND DATES

What day is it today?

What's today?

What's the date today?

What's today's date?

When's your birthday?

SAYING DAYS AND DATES

It's Monday.

It's the tenth.

It's December the 10th*.

It's December 10.

It's in December.

It's in the spring.

On Wednesday.

On the 10th of January.

| Days of the Week | | Months of the Year | | Seasons |
|------------------|----------|--------------------|-----------|-------------|
| Monday | Friday | January | July | spring |
| Tuesday | Saturday | February | August | summer |
| Wednesday | Sunday | March | September | fall/autumn |
| Thursday | | April | October | winter |
| | | May | November | |
| | | June | December | |

ORDINAL NUMBERS

Ordinal numbers are used when **saying** the date. Note they are not always written.

| | | | |
|--------------------|------------------------|--------------------------|---------------------------|
| 1st first | 8th eighth | 15th fifteenth | 22nd twenty-second |
| 2nd second | 9th ninth | 16th sixteenth | 23rd twenty-third |
| 3rd third | 10th tenth | 17th seventeenth | 24th twenty-fourth |
| 4th fourth | 11th eleventh | 18th eighteenth | 25th twenty-fifth |
| 5th fifth | 12th twelfth | 19th nineteenth | ... |
| 6th sixth | 13th thirteenth | 20th twentieth | 30th thirtieth |
| 7th seventh | 14th fourteenth | 21st twenty-first | 31st thirty-first |

*Note the letters after the number change with the value of the number - **1st, 2nd, 3rd, 4th**, etc. ([back](#))

Unit 21

FINDING THE OWNER

STUDY

ASKING WHOSE IT IS

I found this calculator on my desk.
Do you know who it belongs to?
Do you know whose it is ?

Whose calculator is this?

Is this Brent's calculator?

Is this (calculator) yours?

Does this (calculator) **belong to** you?

RESPONDING

Yes, it's Patrick's.
 No, I don't.

I think it belongs to Jane.

I think it's Gordon's.
 It looks like Gordon's.
 It could be Gordon's.

Ask Marilyn. Maybe it's hers.

Yes it is.

No, it isn't (mine).

Yes, it does.
 No, it doesn't.

| Possessive Pronouns | |
|---------------------|--------|
| Singular | Plural |
| mine | ours |
| yours | yours |
| his/hers | theirs |

Unit 22

ASKING FOR THINGS

STUDY

ASKING SOMEONE FOR SOMETHING

Do you have a stamp / an envelope?

(Have you) got any aspirins?

RESPONDING

Yes, I do.

Sure. Here you go.

Yes. Here you are.

No, I don't, but maybe Jan does

No, I don't, but I think Jan does

I don't have any aspirins, **but I have** some cold tablets.

ASKING IF THERE IS ANY

Do we have any cream?

Have we got any cream?

RESPONDING

No, we don't have any (more).

No, I don't think so.

Is there ... ?
Are there ... ?

There's ... *
There're ... **

Is there a clean spoon around here?

Is there any sugar?

Are there any napkins?

Yes, there's one on the table.

Yes, there's some on the counter.

No, there isn't any (left).

Sorry, there're none left.

Yes, there're some beside the coffee pot.

No, there aren't any (more).

***There's** is sometimes used with plural nouns in spoken English. It is considered to be sub-standard. I think **there's** some clean **glasses** in the cupboard. (back)

****There're** is sometimes spoken in informal situations but is generally not used when writing. Use **there are**. (back)

Countable and Uncountable Nouns

Countable nouns can be counted and have a plural form.

We say:

| | |
|-------------------|-----------------------|
| one pencil | two pencils |
| a pencil | three pencils |
| an egg | (some) pencils |
| | (some) eggs |

Uncountable nouns cannot be counted and have no plural form.

We say:

| | |
|-------|-------------------|
| water | some water |
|-------|-------------------|

Examples of uncountable nouns:

| | |
|-------|------|
| paper | ink |
| sugar | milk |
| glue | tea |

Some and Any—A and An

"Some" is generally used in affirmative sentences.

There's **some** paper beside the photocopier

There are **some** copies in my filing cabinet.

"Any" is generally used in questions and negatives.

Do you have **any** paper clips?

There aren't **any** binders left.

Sometimes **some** and **any** are omitted.

We need **(some)** labels for these files.
Do you have **(any)** books on English pronunciation?

"A" is used before singular countable nouns beginning with a consonant.

There's **a** copy on the desk.

Is there **a** pen and **a** pencil?

"An" is used before singular countable nouns beginning with a vowel.

There's **an** envelope in the drawer.

Isn't there **an** envelope and a stamp?

Unit 23

FUTURE PLANS

STUDY

Some Ways to Express the Future

Going To*

I'm **going to** work overtime this evening.
You're **going to** work overtime this evening.
He/She's **going to** work overtime this evening.

We're **going to** work overtime this evening.
You're **going to** work overtime this evening.
They're **going to** work overtime this evening.

When **going to** is used to express the future, it is often pronounced **gonna***.

He's **gonna** call you tonight around eight o'clock.

Present Continuous Tense

The present continuous (**be + V-ing**) is often used to express the future:

- when there is a future time expression

I'm working **tonight**.
They're having a meeting **tomorrow**.
I'm doing my income tax **this weekend**.

- with verbs of movement such as **come, go, arrive** and **leave**

He's coming to town.
They're going to a conference.

ASKING ABOUT FUTURE PLANS

What are you doing tonight?
What are you going to do tonight?

Do you have any plans for the weekend?
(Have you) got any plans for the weekend?

| Future Time Expressions | |
|-------------------------|--------------------------|
| tonight | next week |
| | next month |
| tomorrow | next year |
| | next spring, summer,... |
| | next Monday, Tuesday,... |
| tomorrow morning | after work |
| tomorrow afternoon | after lunch |
| tomorrow evening | after supper |
| tomorrow night | after the party |
| | after the meeting |

* Pronounce **going to** as **gonna** only in informal situations. **Gonna** is never used in memos, letters or other official office documents. Sometimes you will see **gonna** used in the comics in the newspaper. ([back](#))

Unit 24

TALKING ABOUT THE WEATHER

STUDY

TALKING ABOUT THE TEMPERATURE

What's the temperature?
What temperature is it?

It's plus 5 (degrees) Celsius.
It's minus 10 (degrees) Celsius.

It's 15 above.
It's 15 below.
It's 15 (degrees) Fahrenheit.

ASKING ABOUT THE WEATHER DESCRIBING THE WEATHER

What's it like out?

What's the weather like?

How's the weather?

Is it cold out?

Is it going to snow?
Is it raining?
Is it snowing?

It's very hot.
It's quite warm.
It's pretty cool/chilly.

It's sunny.
It's cloudy.
It's foggy.

It's snowing.
It's raining.
It's clouding over.

Yes, it is. And it's really windy too.

I don't think so. It's clearing up.

| Intensifiers | | |
|--|----------------|------|
| Intensifiers are words which express degree. | | |
| pretty quite | very really | just |

Unit 25

GIVING THE LOCATION

STUDY

Names of Places

| | | | |
|-------------|--------------|----------------|-----------------|
| bank | drugstore | museum | school |
| bookstore | fire station | park | shopping centre |
| bus station | hospital | police station | supermarket |
| church | | | train station |

Prepositions of Place

| | |
|----------------|--------------------------|
| in | on the corner of |
| on | around the corner from |
| between | across (the street) from |
| opposite | north/south/east/west of |
| near/ close to | two blocks from |
| next to | |

ASKING WHERE PLACES ARE

RESPONDING

Where's the train station in Toronto?

It's right downtown, near the waterfront.

What street is Dave's Steak House on?

It's on James Street, around the corner from the Royalmount Theatre.

Do you know where Mr. O'Brien lives?

Yes. He lives on Kensington, north of Selby.

Is there a public library **in your area?**
Is there a public library **where you live?**

Yes, there's one just two blocks from our place.

Is there a drugstore **around here?**

Yes. It's right across the street from the bank.

Unit 26

SMALL TALK

STUDY

MAKING SMALL TALK

WEEKEND

| Opening | Responding |
|----------------------------------|---|
| (Got) any plans for the weekend? | No, not really. How about you? |
| (Did you) have a nice weekend? | Not bad. Yeah, it was great. |
| How was your weekend? | Quiet. Yours? Wonderful! (And) you? Fantastic! Yours? (Too) busy, and you? |

WORK

| Opening | Responding |
|------------------|---|
| How's work? | Fine. We're quite busy, though. |
| Working hard? | (Yes,) always. It never stops. Not too hard. |
| Busy these days? | No, things're pretty slow right now. Oh, yeah! We're (really) swamped. |

FAMILY

Opening

How're the kids?

How's everybody at home?

Responding

OK. School keeps them pretty busy.

Just fine, thanks.

WEATHER

Opening

Is it ever nice out!

It's getting cold, isn't it?

(Is it) cold enough for you?

Isn't it a beautiful day?

Responding

Yeah, it's really warm for a change.

Yeah, winter's on its way.

Sure is. Too cold.

(Just) lovely/wonderful/perfect.

HEALTH

Opening

How're you feeling?

How're you doing?

Are you feeling better?

Is your cold any better?

Responding

Not great. I've got a cold.

Not too bad.

Pretty good. Thanks.

(Yes), much better thanks.

No, I just can't get rid of it.