



- |   |            |
|---|------------|
| 6. Madrid isn't _____ quiet city.                       | 6. a       |
| 7. We bought _____ efficient machine.                   | 7. an      |
| 8. My boss is _____ hour late.                          | 8. an      |
| 9. This is _____ unique opportunity.                    | 9. a       |
| 10. This is _____ FT article.                           | 10. an     |
| 11. You received _____ once-in-a-lifetime opportunity.  | 11. a      |
| 12. He bought _____ special gift.                       | 12. a      |
| 13. They went on _____ one-month trip to Asia.          | 13. a      |
| 14. He advised me to go to _____ hospitable country.    | 14. a      |
| 15. They gave me _____ one-time shot at the job.        | 15. a      |
| 16. I had to stay for _____ one-hour speech.            | 16. a      |
| 17. Did you stay for _____ whole hour?                  | 17. a      |
| 18. Actually, I stayed for _____ hour and _____ half.   | 18. an - a |
| 19. I would like to offer you _____ special assignment. | 19. a      |
| 20. Is it _____ Spanish based position?                 | 20. a      |

## 2. GRAMMAR - THERE + TO BE

PRESENT SIMPLE:	Affirmative Interrogative Negative	<b>There are</b> ten people in the office right now. <b>Are there</b> ten people in the office right now? <b>No, there aren't</b> ten people in the office right now.
FUTURE "WILL":	Affirmative Interrogative Negative	<b>There will be</b> ten people in the office next week <b>Will there be</b> ten people in the office next week <b>No, there won't be</b> ten people in the office next week.
FUTURE GOING TO:	Affirmative Interrogative Negative	<b>There are going to be</b> ten people in the office at 10 am. <b>Are there going to be</b> ten people in the office at 10 am. <b>No, there aren't going to be</b> ten people in the office at 10 am.
PAST SIMPLE:	Affirmative Interrogative Negative	<b>There were</b> ten people in the office yesterday. <b>Were there</b> ten people in the office yesterday. <b>No, there weren't</b> ten people in the office yesterday.
PRESENT PERFECT:	Affirmative Interrogative Negative	<b>There have been</b> ten people in the office today. <b>Have there been</b> ten people in the office today. <b>No, there haven't been</b> ten people in the office today.

**DRILL 2.01: Follow the numbers on the table to form the different options of THERE + To BE.  
It is very important to say the sentences out loud.**

	Affirmative	Negative	Interrogative
Present Simple	5	7	12
Future Will	13	10	3
Future going to	9	2	14
Past simple	1	15	8
Present Perfect	4	6	11

- (There + to be) a new addition to the team.  
EXAMPLE: 1. There was a new addition to the team.  
              2. There isn't going to be a new addition to the team.  
              3. Will there be a new addition to the team?  
              4. CONTINUE....
- (There + to be) ten euros in my pocket.
- (There + to be) a few new employees.

**DRILL 2.02: Fill the gap with the verb in THERE + TO BE in the correct verb tense.**

1. \_\_\_\_\_ a fire drill earlier this morning.
2. \_\_\_\_\_ many parks in Madrid.
3. \_\_\_\_\_ too many accidents last year.
4. \_\_\_\_\_ a prize for those who finish the task on time.
5. \_\_\_\_\_ plenty of food for the next few weeks.
6. \_\_\_\_\_ an end to this crisis?
7. \_\_\_\_\_ any promotions so far this year?
8. No, \_\_\_\_\_ any promotions so far this year.
9. \_\_\_\_\_ a kitchen in your current office?
10. No, \_\_\_\_\_ a kitchen in my current office.

1. there has been
2. there are
3. there were
4. there will be - there is going to be
5. there will be - there is going to be
6. will there be - is there going to be
7. have there been
8. there haven't been
9. is there
10. there isn't

**DRILL 2.03: Ask the questions and respond using THERE + TO BE  
(Say the sentences out loud)**

1. Ask me if (FUT "WILL") apples in the fridge.
2. Respond to your question with NO.
3. Ask me if (FUT "GOING TO") a future for our business.
4. Respond to your question with YES.
  
5. Ask me if (PRES SIM) a doctor in the building.
6. Respond to your question with NO.
7. Ask me if (PRES PERF) a strike so far this month.
8. Respond to your question with NO.
9. Ask me if (PAST SIM) a change to the contract.
10. Respond to your question with YES.
11. Ask me if (FUT "WILL") a bonus this year.
12. Respond to your question with YES.
13. Ask me if (PRES PERF) ten new announcements.
14. Respond to your question with YES.
15. Ask me if (PRES SIM) two cars in the garage.
16. Respond to your question with NO.
17. Ask him if (FUT "GOING TO") to be a meeting.
18. Respond to your question with NO.
19. Ask me if (PAST SIM) rewards for the winners.
20. Respond to your question with YES.

1. Will there be apples in the fridge?
2. No, there won't be apples in the fridge.
3. Is there going to be a future for our business?
  
4. Yes, there is going to be a future in online business.
5. Is there a doctor in the building?
6. No, there isn't a doctor in the building.
7. Has there been a strike so far this month.
8. No, there hasn't been a strike so far this month.
9. Was there a change to the contract?
10. Yes, there was a change to the contract.
11. Will there be a bonus this year?
12. Yes, there will be a bonus at the end.
13. Have there been ten new announcements?
14. Yes there have been ten new announcements.
15. Are there two cars in the garage?
16. No, there aren't two cars in the garage.
17. Is there going to be a meeting?
18. No, there isn't going to be a lunch meeting?
19. Were there rewards for the winners?
20. Yes, there were rewards for the winners.

### 3. GENERAL VOCABULARY

#### THE UNIVERSE

All of space and time and their contents, including planets, stars, galaxies.

#### GALAXY

System of stars bound together by gravity, an example is The Milky Way in which our solar system exists.

#### COMET

Icy body that, when passing close to the Sun, warms and begins to release gases which appear as a tail.

#### ASTEROID

Small, rocky objects that orbit a sun.

#### METEOR

A small body of space matter that enters the earth's atmosphere, glowing as a result of friction.

#### METEORITE

A piece of rock or metal that has fallen to the earth's surface from outer space as a meteor.

#### EXTRA-TERRESTRIAL

Of or from outside the earth or its atmosphere.

### DRILL 3.01: Complete the sentence with the best option. (Say the sentences out loud)

1. From the moment of the Big Bang the \_\_\_\_\_ has been expanding.
2. Do you believe that there are \_\_\_\_\_ living on planet Earth.
3. There are more than 100 billion stars in our \_\_\_\_\_.
4. Between Mars and Jupiter there is an \_\_\_\_\_ belt.
5. A \_\_\_\_\_ hitting the planet caused the extinction of the dinosaurs.
6. On my god! A \_\_\_\_\_ has just fallen into our garden.
7. Some physicists believe there are many millions of \_\_\_\_\_ in the multiverse.
8. Halley's \_\_\_\_\_ is visible from Earth every 75 to 76 years.
9. Jupiter's gravity sucks all the \_\_\_\_\_ from the solar system, keeping us safe.
10. In the film Armageddon an enormous \_\_\_\_\_ enters Earth's atmosphere

1. universe
2. extra-terrestrials
3. galaxy
4. asteroid
5. meteor
6. meteorite
7. universes
8. comet
9. asteroids
10. meteor

### 4. LISTENING EXERCISE

Go to the following link and listen to the video.

[https://www.youtube.com/watch?v=gfCc7ZJjHiM&list=PLKSi40WEKtMxykDBP8\\_vrC6bKXotys8KJ](https://www.youtube.com/watch?v=gfCc7ZJjHiM&list=PLKSi40WEKtMxykDBP8_vrC6bKXotys8KJ)

It is the first episode of the series "Cosmos" with Carl Sagan:

Cosmos: is a thirteen-part television series.

It deals with scientific subjects, including the origin of life and a perspective of our place in the universe.

At the time, the most widely watched series in the history of American public television.

It is available on Youtube.

### 5. BUSINESS EXPRESSIONS

#### COMMON EXPRESSIONS:

- Modern, using the most recent ideas and methods.

#### STATE OF THE ART

*It was a unique opportunity to work with a brilliant team using S\_O\_T\_A technology*

- Total commitment to an objective, leaving no possibility of retreat.

#### BURN THE BOATS

*There was no turning back now.*

*She was B\_T\_B.*

### DRILL 5.01: Fill the gap with the best business expression.

1. We have just invested in \_\_\_\_\_ machinery for our factory.
2. When we moved the family to Spain we sold our house and \_\_\_\_\_.
3. You need \_\_\_\_\_ software to protect yourself from new cyberattacks.
4. Always be polite when you resign from a company. Never\_\_\_\_\_.
5. Amazon has \_\_\_\_\_ logistics processes.
6. You won't sell anything to that client again, you've \_\_\_\_\_.

1. state of the art
2. burnt our boats
3. state of the art
4. burn your boats
5. state of the art
6. burnt your boats

### **DRILL 5.02: Ask the questions and respond. (Say the sentences out loud)**

- |   |  |
|---|--|
| 1. Ask me if my company has state of the art software.  | 1. Does your company have state of the art software? |
| 2. Respond to your question with NO.                    | 2. No, it doesn't have state of the art software.    |
| 3. Ask me if I have ever burnt my boats.                | 3. Have you ever burnt your boats?                   |
| 4. Respond to your question with YES.                   | 4. Yes, I have burnt my boats                        |
| 5. Ask me if state of the art machinery is fundamental. | 5. Is state of the art machinery fundamental.        |
| 6. Respond to your question with YES.                   | 6. Yes, state of the art machinery is fundamental.   |
| 7. Ask me if it is wise to burn your boats.             | 7. Is it wise to burn your boats?                    |
| 8. Respond to your question with NO.                    | 8. No, it isn't wise to burn your boats.             |

### **DRILL 5.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)**

1. \_\_\_\_\_  
2. \_\_\_\_\_

## **6. PHRASAL VERBS**

- |   |              |
|---|--------------|
| - To contact someone by telephone who tried to contact you earlier<br><i>I can't speak now I will C____ you B____ in ten minutes.</i>     | to call back |
| - To stop using a telephone at the end of a conversation<br><i>That is so rude, she H____ U____ without saying goodbye.</i>               | to hang up   |
| - To retreat or to return to a previous situation or condition.<br><i>We have almost reached the end, there's no point in T____ B____</i> | to turn back |

### **DRILL 6.01: Fill in the blanks. (Say the sentences out loud)**

- |  |                 |
|--|-----------------|
| 1. Sorry I can't speak now, what time should I ____ you ____?              | 1. call back    |
| 2. We almost reached the summit but the weather was so bad we had to ____  | 2. turn back    |
| 3. If you ____ I will never call your office again.                        | 3. hang up      |
| 4. The contract has been sent to the client, there's no ____ now.          | 4. turning back |
| 5. Thanks for calling, he's busy, he says he will ____ in five minutes.    | 5. call back    |
| 6. Don't let them ____ the phone until they have bought atleast ten boxes. | 6. hang up      |

### **DRILL 6.02: Change the verb tense in the following sentences. (Say the sentences out loud)**

| call back | hang up | turn back |

- |   |                               |
|---|-------------------------------|
| 1. He called you back five minutes ago. (FUTURE "WILL")                   | 1. He will call you back...   |
| 2. She hung up the phone. (FUTURE "GOING TO")                             | 2. She is going to hang up... |
| 3. They turned back because it was too dangerous. (FUTURE "WILL")         | 3. They will turn back...     |
| 4. I'll call you back as soon as I have some more news. (PAST SIMPLE)     | 4. I called you back....      |
| 5. The CEO will not turn back after investing \$10 million. (PAST SIMPLE) | 5. The CEO didn't turn back   |
| 6. I won't hang up.(PAST SIMPLE)  | 6. I didn't hang up.          |



## **7. MICRO MBA**

### **FORMAL BUSINESS EMAILS**

GREETING	Dear Mr. Hill/Dear Ms. Clarke
INTRODUCTION	With reference to your e-mail of 4th April...
REASON	We are writing to...
GOOD NEWS	We are delighted to confirm that...

BAD NEWS	<i>We regret to inform you that...</i>
REQUEST	<i>We would appreciate it if you could...</i>
ATTACHMENT	<i>Please find attached...</i>
CLOSE	<i>If you have any questions please do not hesitate to contact us.</i>
GOODBYE	<i>Yours sincerely/Kind regards</i>

### DRILL 7.01: Fill in the blanks. (Say the sentences out loud)

1. \_\_\_\_\_ Mr. Lennon,
2. \_\_\_\_\_ our recent conversation about the project in Valencia.
3. \_\_\_\_\_ to inform you that the assessment has been completed.
4. \_\_\_\_\_ to confirm that we can now proceed with the construction.
5. \_\_\_\_\_ if you could confirm your availability for a legal discussion.
6. \_\_\_\_\_ a copy of the signed contract.
7. \_\_\_\_\_, please do not hesitate to contact me.
8. Yours \_\_\_\_\_
9. Mr. McCartney.

1. Dear
2. With reference to
3. We are writing
4. We are delighted
5. We would appreciate it...
6. Please find attached...
7. If you have any questions.
8. sincerely,
- 9.

## 8. PRONUNCIATION

PLANETS	Mercury	/merkiury/
Venus	/vin əs/	
Earth	/ərz/	
Mars	/mars/	
Jupiter	/djupitər/	
Saturn	/satərn/	
Uranus	/iurein əs/	
Neptune	/neptiun/	

### DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. Mercury takes 59 days to rotate but only 88 days to circle the Sun.
2. Venus is the hottest planet and one of the brightest objects in the sky.
3. Mars is the red planet, it is a dusty, cold world with a thin atmosphere.
4. Jupiter is a massive planet, twice the size of all other planets combined.
5. Neptune is now the most distant planet and is a cold and dark world nearly 3 billion miles from the Sun.

## 9. READING EXERCISE

Now please go to Chapter 1 of The Adventures of Ana Badiola.

Read the text carefully and make sure you understand everything.  
 Take note of all the vocabulary, phrasal verbs, expressions etc. in context.  
 Make sure you can answer the ten comprehension questions.

Have you ever resigned from a job?  
 How did you feel the night before?