



# Materials and Exercises

W27-2020

## CONTENT

- |                       |                       |                     |
|-----------------------|-----------------------|---------------------|
| 1. Common mistakes    | 4. Listening Exercise | 7. Micro MBA        |
| 2. Grammar            | 5. Phrasal Verbs      | 8. Pronunciation    |
| 3. General Vocabulary | 6. Common Expressions | 9. Reading Exercise |

## 1. COMMON MISTAKES

### AGREEMENT

"To agree" is a VERB in English.

Do you agree with me?

Yes, I agree with you.

No, I don't agree with you.

~~Are you agreed with me?~~

~~Yes I am agreed with you.~~

~~No, I am not agreed with you.~~

In formal speech we can say:

Are we all in agreement with the HR director?

Yes, we are all in agreement.

### DRILL 1.01: Ask the questions and respond. (Say the sentences out loud.)

- |   |   |
|---|---|
| 1. Ask me if I agree with your opinions.      | 1. Do you agree with my opinions?               |
| 2. Respond to your question with NO.          | 2. No, I don't agree with your opinion.         |
| 3. Ask me if she usually agrees with him.     | 3. Does she usually agree with him?             |
| 4. Respond to your question with YES.         | 4. Yes, she usually agrees with him.            |
| 5. Ask me if they have agreed with the terms. | 5. Have they agreed with the terms?             |
| 6. Respond to your question with NO.          | 6. No, they haven't agreed with the terms.      |
| 7. Ask me if we agreed with them.             | 7. Did we agree with them?                      |
| 8. Respond to your question with YES.         | 8. Yes, we agreed with them.                    |
| 9. Ask me if the team agrees with the client. | 9. Does the team agree with the client?         |
| 10. Respond to your question with NO.         | 10. No, the team doesn't agree with the client. |

### DRILL 1.02: Ask the questions and respond. (Say the sentences out loud.)

- |   |  |
|---|--|
| 1. Ask me if I disagree with your parents.          | 1. Do you disagree with my parents?                  |
| 2. Respond to your question with NO.                | 2. No, I don't disagree with your parents.           |
| 3. Ask me if she usually agrees with her neighbors. | 3. Does she usually disagree with her neighbors?     |
| 4. Respond to your question with YES.               | 4. Yes, she usually disagrees with her neighbors.    |
| 5. Ask me if they will agree with the conditions.   | 5. Will they agree with the conditions?              |
| 6. Respond to your question with NO.                | 6. No, they won't agree with the conditions.         |
| 7. Ask me if we agreed to reschedule the meeting.   | 7. Did we agree to reschedule the meeting?           |
| 8. Respond to your question with YES.               | 8. Yes, we agreed to reschedule the meeting.         |
| 9. Ask me if the manager agrees with her proposal.  | 9. Does the manager agree with the proposal?         |
| 10. Respond to your question with NO.               | 10. No, the manager doesn't agree with the proposal. |

### DRILL 1.03: Transform the following sentences using the formal version.

- |  |  |
|--|--|
| 1. I agree with the headmaster.              | 1. I am in agreement with the headmaster.              |
| 2. Did they agree with the new action plan?  | 2. Were they in agreement with the new action plan?    |
| 3. I didn't agree with the senior managers.  | 3. I wasn't in agreement with the senior managers.     |
| 4. Has she disagreed with you in the past?   | 4. Has she been in disagreement with you in the past?  |
| 5. We have agreed to cover the cost.         | 5. We have been in agreement to cover the cost.        |
| 6. You will disagree with his proposal.      | 6. You will be in disagreement with his proposal.      |
| 7. We are going to agree with all the terms. | 7. We are going to be in agreement with all the terms. |
| 8. Could you agree with me at least once?    | 8. Could you be in agreement with me at least once?    |
| 9. The people disagree with the government.  | 9. The people are in disagreement with the government. |
| 10. Do we all agree on this?                 | 10. Are we all in agreement on this?                   |

## 2. GRAMMAR - INTERROGATIVES

The Interrogative is one of the most important grammar sections in business English. You need to be able to ask questions fluently, confidently and correctly in any situation. Good questions not only clarify issues, they raise your profile, so let's review:

THE ESSENTIALS - here are all the basic and intermediate question words you need to know.

What...?	What's that?
Who...?	Who's coming to the party?
Where...?	Where are my glasses?
When...?	When will they arrive?
Why...?	Why are you here?
Whose...?	Whose book is this?
Which...?	Which one is yours?
Where are you from?	Where is Tom from?
How are you?	How are you today?
What time is it?	What time is the lesson?
What's the weather like?	What's the weather like?
What colour is it?	What colour is your Ferrari?
What are you doing?	What are they doing?
Where are you going?	Where are you going?
How old are you?	How old is the Queen?
What is ... like?	What is your son like?
What ... look like?	What does he look like?
How many...?	How many dogs do you have?
How much...?	How much money do I have?
How do you spell..?	How do you spell Edinburgh?
Do you usually...?	Do you usually drink wine?
Do you ever...?	Do you ever go to the gym?
How often....?	How often do you swim?
Do you like...?	Do you like coffee?
Do you enjoy....?	Do you enjoy skiing?
Do you agree...?	Do you agree with Mike?
What kind of .....?	What kind of phone is it?

THE BIG FIVE - here are the question words that advanced speakers often forget or express incorrectly. Pay particular attention to the question order.

Whose...?	Whose book is this?
Which...?	Which one is yours?

What is ... like?  
What ... look like?  
How often....?

What is your son like?  
What does he look like?  
How often do you swim?

**DRILL 2.01: What's the question for the following responses.**

1. That is a table.
2. Those are pens and pencils.
3. I was born in Scotland.
4. They are the new investors.
5. The computer is on the bookshelf.
6. My birthday is on the 9th of November.
7. I came because you asked me.
8. The building is ours.
9. He is in his mid-fifties.
10. It's not this car, it's that car.

1. What's that?
2. What are those?
3. Where were you born?
4. Who are they?
5. Where is the computer?
6. When is your birthday?
7. Why did you come?
8. Whose is the building?
6. How old is he?
10. Which car is it?

**DRILL 2.02: What's the question for the following responses.**

1. I am buying that car over there.
2. I am a little stressed out lately.
3. I am from Manchester.
4. There are three pens in the box.
5. This is ours.
6. He is my friend's boss.
7. It's ten thirty in the morning.
8. It is cold and humid in England.
9. He went to London last week.
10. The car is yellow.

1. Which car are you buying?
4. How are you?
2. Where are you from?
5. How many pens are there in the box?
9. Whose is this?
3. Who is he?
5. What time is it?
7. What's the weather like in England?
4. Where did he go last week?
9. What colour is the car?

**DRILL 2.03: What's the question for the following responses.**

1. I am celebrating my success.
2. The meeting will be at 6 pm.
3. They are going to Ibiza this evening.
4. She is twenty years old.
5. He is controversial and unlikable.
6. She likes working at the company.
7. They like their new boss.
8. He is playing tennis with his brother.
9. They are very efficient as a team.
10. He goes to the cinema twice a month.

1. What are you doing?
6. What time will the meeting be?
3. Where are they going this evening?
5. How old is she?
7. What is he like?
5. Does she like working at the company?
6. Do they like their new boss?
2. What is he doing?
9. What are they like as a team?
10. How often does he go to the cinema?

**DRILL 2.04: What's the question for the following responses.**

1. The office is modern and minimalist.
2. There are three cars in the garage.
3. That poster is purple.
4. There were some people at the venue.
5. They are fat and unhealthy.
6. She is very beautiful and elegant.
7. There is a lot of pollution in the city center.
8. We enjoy listening to music while we work.
9. It is spelt N-E-W Y-O-R-K
10. I usually go the gym before work.

1. What is the office like?
2. How many cars are there in the garage?
3. What color is that poster?
4. How many people were there at the venue?
5. What do they look like?
6. What does she look like?
7. How much pollution is there in the city center?
8. Do you enjoy listening to music while you work?
9. How do you spell New York?
10. Do you usually go to the gym before work?

**DRILL 2.05: What's the question for the following responses.**

- |  |  |
|--|--|
| 1. I visit the factory three times a year.       | 1. How often do you visit the factory?               |
| 2. I go to the shops very often.                 | 2. How often do you go to the shops?                 |
| 3. She goes to London a few times a week..       | 3. How often does she go to London?                  |
| 4. I like relaxing by the sea at the weekend.    | 4. What do you like to do at the weekend?            |
| 10. They were young and full of life a year ago. | 10. What were they like a year ago?                  |
| 6. There is a lot of milk in the pantry.         | 6. How much milk is there in the pantry.             |
| 7. I enjoy meeting with friends at the weekend.  | 7. Do you enjoy meeting with friends at the weekend? |
| 8. It is very hot in Madrid in the summer.       | 8. What's the weather like in Madrid in the summer?  |
| 9. It's a sports car.                            | 9. What type of car is it?                           |
| 10. I use a desktop computer.                    | 10. What type of computer do you use?                |

**3. GENERAL VOCABULARY**

**ACTION VERBS FOR SPORTS**

<p><b>PLAY</b></p> <p>basketball rugby squash soccer / football table football chess cards</p>	<p><b>GO</b></p> <p>skiing running / jogging hiking bowling sailing swimming riding</p>	<p><b>DO</b></p> <p>ballet yoga pilates athletics karate judo aerobics</p>
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**PRACTICE**

You don't "practice" sports. You practice skills or specific routines or techniques.  
For example: I play golf, but I practice my golf swing.

**DRILL 3.01: Complete the sentence with PRACTICE, PLAY, DO or GO. ( Say the sentences out loud. )**

- |  |               |
|--|---------------|
| 1. She _____ bridge with her friends last night.     | 1. played     |
| 2. He _____ fishing in the lake every year.          | 2. goes       |
| 3. They _____ bowling with their kids last Sunday.   | 3. went       |
| 4. She has been _____ her ballet pirouette everyday. | 4. practicing |
| 5. We _____ golf on Saturday mornings.               | 5. play       |
| 6. She _____ zoomba each Wednesday.                  | 6. does       |
| 7. We _____ hockey from time to time.                | 7. play       |
| 8. I need to _____ my tennis serve.                  | 8. practice   |
| 9. You _____ ping pong very well.                    | 9. play       |
| 10. He _____ tai chi at sunrise.                     | 10. does      |
| 11. They _____ hiking in the mountains last holiday. | 11. went      |
| 12. I _____ canoeing twice this year.                | 12. go        |

## 4. LISTENING EXERCISE

Go to the following link and listen to the video.

<https://www.youtube.com/watch?v=0Bo-RA0sGLU>

**DRILL 4.01: Find out some facts about Elon Musk. What is the questions for the following answers.**

- |  |  |
|--|--|
| 1. He was born on the 28th of June, 1971.  | 1. When was he born?   |
| 2. Musk's parents were Canadian and South African  | 2. Where were Musk's parents from?                           |
| 3. He was 20 years old when he moved to the US.  | 3. How old was he when he moved to the US?                   |
| 4. He launched PayPal and sold it to eBay for \$1.5 billion.                                     | 4. How much did he sell PayPal for?                          |
| 5. People think that he is self-disciplined, self-efficient and cooperative.                     | 5. What is he like?  |
| 6. Musk has founded eight companies to date.   | 6. How many companies has he founded?                        |
| 7. He founded Zip2, PayPal, SpaceX, Tesla, Hyperloop, OpenAI, Neuralink, and The Boring Company. | 7. Which companies did he found?                             |
| 8. Elon Musk exercises once or twice a day to keep healthy.                                      | 8. How often does Elon Musk exercise?                        |
| 9. The Tesla Roadster that Musk sent to space was his.   | 9. Whose car was the Tesla Roadster that Musk sent to space? |
| 10. Elon Musk has 46 billion dollars.  | 10. How much money does he have?                             |
| 11. Elon Musk is well-built and tall.  | 11. What does he look like?                                  |

## 5. PHRASAL VERBS

- To do movements and stretching to get your body ready for exercise.

- You should always W\_\_\_U\_\_\_ before playing rugby.

**to warm up**

- To do exercise, routines and sessions.

I am going to the gym to W\_\_\_ O\_\_\_ with my personal trainer.

**to work out**

- To beat someone in competition so they are no longer in it.

Liverpool was K\_\_\_ O\_\_\_ of the Champions League by Atletico de Madrid.

**to knock out**

- To force someone to leave a place or organization.

They K\_\_\_\_\_ him O\_\_\_\_\_ of the team because he was causing trouble.

**to kick out**

- To begin something

The conferences K\_\_\_\_\_ O\_\_\_\_\_ with an opening ceremony.

**to kick off**

PREVIOUS SESSIONS:

W25-2020

to win over - to beat up

W26-2020

to slip on - to dress up - to take bac

### DRILL 5.01: Fill in the blanks using the phrasal verbs above.

- |   |                       |
|---|-----------------------|
| 1. We are going to a formal party. We need to _____.                | 1. dress up           |
| 2. The meeting _____ with an introduction by the CEO.               | 2. kicked off         |
| 3. The Russians were _____ by the Americans at the Olympics.        | 3. knocked out        |
| 4. He goes to the gym to _____ and get fit.                         | 4. work out           |
| 5. You feel stiff because you didn't _____ before playing football. | 5. warm up            |
| 6. She is _____ herself _____ for forgetting to invite him.         | 6. beating herself up |
| 7. They _____ the clothes that didn't fit.                          | 7. took back          |
| 8. They usually _____ before exercising.                            | 8. warm up            |
| 9. Was she _____ of the company for stealing?                       | 9. kicked out         |
| 10. I will _____ some clothes and we can leave.                     | 10. slip on           |

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

- |   |   |
|---|---|
| 1. Ask me if she kicked him out of her apartment.     | 1. Did she kick him out of her apartment?           |
| 2. Respond to your question with YES.                 | 2. Yes, she kicked him out of her apartment?        |
| 3. Ask me if he beat himself up for missing the trip. | 3. Did he beat himself up for missing the trip?     |
| 4. Respond to your question with YES.                 | 4. Yes, he beat himself up for missing the trip.    |
| 5. Ask me if I won over the children quickly.         | 5. Did you win over the children quickly?           |
| 6. Respond to your question with YES.                 | 6. Yes, I won over the the children quickly.        |
| 7. Ask me if we kicked off the meeting with a toast.  | 7. Did you kick off the meeting with a toast?       |
| 8. Respond to your question with NO.                  | 8. No, we didn't kick off the meeting with a toast. |
| 9. Ask me if they were knocked out of the league.     | 9. Were they knocked out of the League?             |
| 10. Respond to your question with NO.                 | 10. No, they weren't knocked out of the league.     |
| 11. Ask me if we slipped on an informal outfit.       | 11. Did you slip on an informal outfit?             |
| 12. Respond to your question with YES.                | 12. Yes, I slipped on an informal outfit.           |
| 13. Ask me if she warms up before doing yoga.         | 13. Does she warm up before doing yoga?             |
| 14. Respond to your question with NO.                 | 14. No, she doesn't warm up before doing yoga.      |
| 15. Ask me if I work out several times a week.        | 15. Do you work out several times a week?           |
| 16. Respond to your question with NO.                 | 16. No, I don't work out several times a week.      |

## 6. COMMON EXPRESSIONS

- To be or put oneself in another person's situation or predicament.

You need to put yourself I\_\_\_\_T\_\_\_\_S\_\_\_\_ of your customers

### put yourself in my shoes

- To feel overwhelmed and threatened by the unknown situation  
(An abyss is something that is bottomless and frightening.)

When I was fired it was like S\_\_\_\_\_ I\_\_\_\_\_ the A\_\_\_\_\_.

### to stare into the abyss

- To be are about to enter into a very frightening or threatening situation.

He took some bad decisions and was on the E\_\_\_\_\_ of the A\_\_\_\_\_.

### to be on the edge of the abyss

- The level at which someone experiences pain.

You need to have a high P\_\_\_\_\_ T\_\_\_\_\_ if you want to start your own business

### pain threshold

PREVIOUS SESSIONS:

W25-2020

no-win situation - to beat about the bush

W26-2020

instant fashion - just in time - high street - carbon copy - word of mouth

**DRILL 6.01: Fill the gap with the best expression. This exercise includes expressions from the last two lessons.**

- |  |                              |
|--|------------------------------|
| 1. She went to the _____ to buy some shoes.                                | 1. high street               |
| 2. She felt like she was _____ when she lost her job.                      | 2. staring into the abyss    |
| 3. He has a very low _____. He gives up very quickly.                      | 3. pain threshold            |
| 4. We produce _____. Production starts only when an order has been placed. | 4. just in time              |
| 5. Please get to the point! Stop _____.                                    | 5. beating about the bush    |
| 6. You should _____ to realise that she is in a no-win situation.          | 6. put yourself in her shoes |
| 7. He was at _____ with so many crises in his life.                        | 7. the edge of the abyss     |
| 8. Both solutions have bad consequences. It's a _____ situation.           | 8. no-win situation          |
| 9. The franchise shops are _____ of the first store.                       | 9. carbon copies             |

**DRILL 6.02: Ask the questions and respond. (Say the sentences out loud.)**

- |   |  |
|---|--|
| 1. Ask me if she has a high pain threshold              | 1. Does she have a high pain threshold?              |
| 2. Respond to your question with NO.                    | 2. No, she doesn't have a high pain threshold.       |
| 3. Ask me if I have ever stared into the abyss.         | 3. Have you ever stared into the abyss?              |
| 4. Respond to your question with YES.                   | 4. Yes, I have stared in the abyss.                  |
| 5. Ask me if my boss was beating about the bush.        | 5. Was your boss beating about the bush?             |
| 6. Respond to your question with YES.                   | 6. Yes, my boss was beating about the bush.          |
| 7. Ask me if I have tried to put myself in his shoes.   | 7. Have you tried to put yourself in his shoes?      |
| 8. Respond to your question with NO.                    | 8. No, I haven't tried to put myself in his shoes.   |
| 9. Ask me if this is a no-win situation.                | 9. Is this a no-win situation?                       |
| 10. Respond to your question with NO.                   | 10. No, this isn't a no-win situation.               |
| 11. Ask me if he is on the edge of the abyss.           | 11. Is he on the edge of the abyss?                  |
| 12. Respond to your question with YES.                  | 12. Yes, he is on the edge of the abyss.             |
| 13. Ask me if I have visited the high street this week. | 13. Have you visited the high street this week?      |
| 14. Respond to your question with NO.                   | 14. No, I haven't visited the high street this week. |

**DRILL 6.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**7. MICRO MBA**

**STARTING A BUSINESS**

What characteristics do you think are necessary for a person wanting start his/her own business?  
In the listening exercise Elon Musk described three characteristics of a successful entrepreneur:

1. Have a high pain threshold
2. Understand the customer

- DETERMINATION  
RESILIENCE
- EMPATHY

INNOVATION

3. Constantly seek criticism

PATIENCE

HUMILITY

**DRILL 7.01: What other characteristics make a successful entrepreneur?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**8. PRONUNCIATION**

FAMOUS PEOPLE

Lewis Hamilton	/lúis/ /hamilton/
Andy Murray	/ándi/ /mærry/
David Beckham	/déivid/ /béckəm/
Usain Bolt	/iusein/ /bolt/
Tiger Woods	/táiger/ /úuds/
Serena Williams	/serína/ /wíliams/

**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.

**Who said these quotes?**

1. There are better starters than me but I'm a strong finisher. (athlete)
- 2- It is not the opponent you fear, it is the failure itself, knowing how near you were but just out of reach. (male tennis player)
3. I really think a champion is defined not by their wins, but by how they recover when they fall. (female tennis player)
4. Nothing amazes me anymore. (footballer)
5. Green and black go well together, don't they? (golfer)
6. You just need to be accepted for who you are and be proud of who you are and that is what I'm trying to do. (F1 racing driver)

1. Usain Bolt
2. Andy Murray
3. Serena Williams
4. David Beckham
5. Tiger Woods
6. Lewis Hamilton

**9. READING EXERCISE**

**Now please go to chapter 13 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.

