

Ministry of Education – Pranburi Office

Pranburi, Prachuap Kirikhan, Thailand



English for Everyday Conversation Module for School Officers and Staff

“2012: An English Speaking Year”

18th – 19th of May 2012

Name _____ Position _____

School _____

TABLE OF CONTENTS

Reasons to learn English	3
Introductions	4
Greetings	5
Introducing other people.....	7
Saying Goodbyes.....	8
Thanks & Expression of Gratitude.....	8
Telling Time.....	9
At the Airport.....	10
Giving Directions.....	11
At the Market.....	12
Identifying People.....	12
Asking Information.....	13
WH Questions.....	14
Talking About Family.....	18
Apologizing.....	19
Showing a Lot of Interest.....	19
Expressing Goodbye & Farewells.....	19
Answering an Office Telephone.....	20
Ending a Phone Conversation.....	20
Weekends- Asking About What People Did.....	21
Tongue Twisters.....	21
Notes	22

English Communication

People must have a clear purpose in learning English. They must know why they want to learn English. The awareness of the reason for learning gives you the right motivation and focus. English can be learned for several purposes. It would be a good idea to identify one's reason to learn English in order to encourage oneself to continue learning English every time. Perhaps one's purpose is more mundane, more down-to earth-concerned with daily life of a modest person. One may just want to run a supermarket selling a range of everyday products. Here too, you will need to know English to deal with you more valuable customers.

Whatever the reason you have to learn English, you will never regret to have done it. English is one of the most widely language spoken around the world as well as the most taught. Many people learn English as their foreign or second language and it is the lingua franca of business. If you learn English, you will be able to get ahead professionally. Employers usually value their employees who handle many foreign languages. The following list shows some of the main reason why learn English language is very important today.

REASONS TO LEARN ENGLISH

- Many books, newspapers, airports and air-traffic control, technology, sports, pop music and advertising have the English as the dominant language.
- In general, the universal language on the Internet is the English.
- The majority of the electronically stored information around the world is in English.
- English is one of the easiest languages to learn and to use for its simple alphabet, easy words, short words and easy plurals.
- You can travel to any English speaking country without the need of have a translator. Usually, if you don't know the language your trip would be hard and maybe you wouldn't enjoy it.

- Nowadays in the competitive job market it is necessary to speak English. So if you learn English you will have a better chance of getting a job that pays more.
- Learn English will help you to communicate with relatives, in-laws or friends who speak a different language. English is also helpful if you are going to move to a different country because it is a “global language”.
- A lot of educational information is in English; therefore to have access to this material or maybe communicate with other students it is necessary to have knowledge of English.
- It is necessary to learn English if you are planning to study at a foreign university or school. Usually many educational institutions will provide you preparatory courses to improve your English language skills but you have to have at least a medium level of knowledge.
- Citizens must prepare for ASEAN as single community by 2015 and English will be a very important language of the community.

Communication- Daily Expressions

From learning these expressions, learners will be able to use very important communication phrases and expressions which native speakers normally use in English conversations or dialogues. Also, learning these expressions will help to make students sound more natural and polite.

Introductions

Name: BILL	Name: JENNY
Hello. My name's Peter. What's your name?	I'm Jenny.
Where are you from Janet?	I'm from Kuala Lumpur. Where are you from?
I'm from Bangkok. Are you Malaysian?	Yes, I am. Are you Thai?
Yes, I am.	

Find a partner and fill in the blanks.

Name: _____	Name: _____
Hello. My name's _____. What's your _____?	I'm _____.
_____ are you from _____?	I'm from _____. Where are you from?
I'm from _____. Are you _____?	Yes, I am. Are you _____?
No, I'm not. I am a _____.	Oh, I'm sorry.

English Greeting Expressions

There are many ways of greeting people, both formal and informal. The speaker's task is to choose the appropriate one for the situation. It is also useful to know lots of different ones so as to not repeat yourself when you meet a number of people at the same time. As with any other aspect, you need to be careful about using informal expressions with people who you do not know well or whose rank or status is higher than yours.

General greetings (Formal)

Hello!	Hello!
How are you?	I'm good. I'm great. I'm fine. I'm very well.
How are you doing?	
How's everything (going)?	

General greetings (Informal)

Hi.	Hi.
What's up?	So so. I'm OK. I'm happy. I'm sad. Not too bad.
Good to see you.	
How are things (with you)?	
How's it going?	

Greeting a person you haven't seen for a long time (Formal)

It has been a long time.
What have you been up to all these years?
It's always a pleasure to see you.
How long has it been?
I'm so happy to see you again.

Greeting a person you haven't seen for a long time (Informal)

How come I never see you?
Long time no see.
Where have you been hiding?


Example:

Person 1	Person 2
Hello, Jane. How are you?	Very well. I'm so happy to see you again.
Me as well. What have you been up to all these years?	I lived in America since I got married.
That's nice to hear.	How about you? How things are going with you?
Things went well with me. I am a company CEO now.	That's great.

Find a partner. Create a conversation similar from above.

Person 1	Person 2

Introducing other people

Person 1	Person 2
This is my friend, Lora.	Hi Lora. I'm Carl.
Nice to meet you.	Nice to meet you too.
Or you can say this:	
This is my friend, Lora. Lora this is my brother, Carl.	

This is my brother, _____.

my sister, _____.

my mother, Mrs. _____.

my teacher, Ms. _____.

my friend, _____.

my boss, Mr./Mrs./Ms. _____.

my father, Mr. _____.

my husband/wife.

my student, _____.

my co-worker, _____.

These are my parents.

Saying Goodbye

Person 1	Person 2
Goodbye, _____. See you tomorrow.	Bye bye, _____. Have a nice day.
Thanks as well.	Thanks.

Have a nice/good day.

Have a nice/good evening/night/time.

Thanks and Expressions of Gratitude

Most languages have an automatic response to thanks. The British do not automatically respond to thanks, but Americans do. A response is not necessary in British English, but is becoming more frequent. In the past, “*You’re welcome*” sounded very American. Nowadays it’s common in Britain too. Another common response in Britain is “*No problem (at all)*”. Remember that “*Please*” is not an acceptable response to thanks in either Britain or the USA.

Thanking someone

Thanks.
Thank you.
Thanks a lot.
Thank you very much.
Thank you very much indeed.
It was very kind of you.
I appreciate your help.
You’ve been very helpful.

Thanking someone who tries to help

Thanks anyway.
Thank you for (looking).
Thanks for (trying).

Responding to thanks

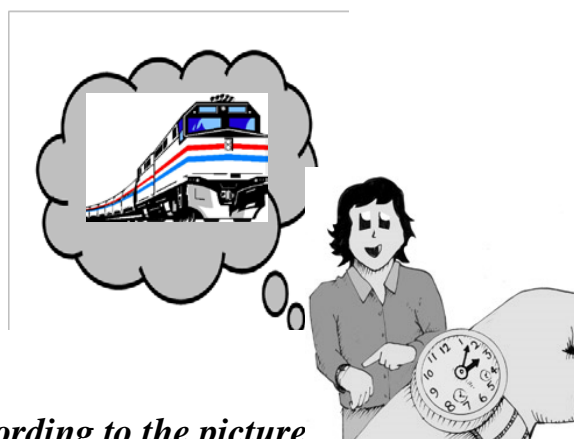
You’re welcome. (US)
Not at all. (formal, UK)
Don’t mention it.
It’s my pleasure.
It was nothing.
That’s alright/OK.
No problem.
Anytime.

Telling Time

Person 1	Person 2
Excuse me. Can you tell me the time, please?	Yes, of course. It's seven o'clock.
Thank you.	No problem.

Person 1	Person 2
Excuse me. What time does the bus leave?	It leaves at 9:30 am.

It's half past _____.
It's quarter past _____.
It's quarter to _____.
It's ten to _____.
It's quarter to _____.
It's _____ o'clock
morning, afternoon, evening, midnight
leave/depart, arrive



Find a partner. Fill in the conversation table according to the picture.

Person 1	Person 2

At the Airport (*Checking In*)

Person 1	Person 2
Good morning. Can I have your ticket, please?	Here you are.
Thank you. Would you like smoking or non-smoking?	Non-smoking, please.
Would you like a window or an aisle seat?	An aisle seat, please.
Do you have any hand carry baggage?	Yes, this suitcase and this carry-on bag.
Here's your boarding pass. Have a nice flight.	Thank you.

At the Airport (*Passport Control*)

Person 1	Person 2
Good morning. Can I see your passport?	Here you are.
Thank you very much. Are you a tourist or on business?	I'm a tourist.
That's fine. Have a pleasant stay.	Thank you.

Key Vocabulary

Can I have your ticket?
window, aisle seat
bag
flight

smoking, non-smoking
baggage, suitcase, carry-on
boarding pass
tourist, business

Giving Direction

Person 1	Person 2
Excuse me. Is there a bank near here?	Yes. There's a bank on the corner.
Thank you.	You're welcome.
Or you can say this to give exact direction:	
Excuse me. Is there a supermarket near here?	Yes. There's one near here.
How do I get there?	At the traffic lights, take the first left and go straight on. It's on the left, opposite of 7/11.
Is it far?	Not really.
Thank you.	Don't mention it.

Key Vocabulary

on the corner

straight on

near / far

behind

on the left

straight ahead

opposite

the first/second/third..... street

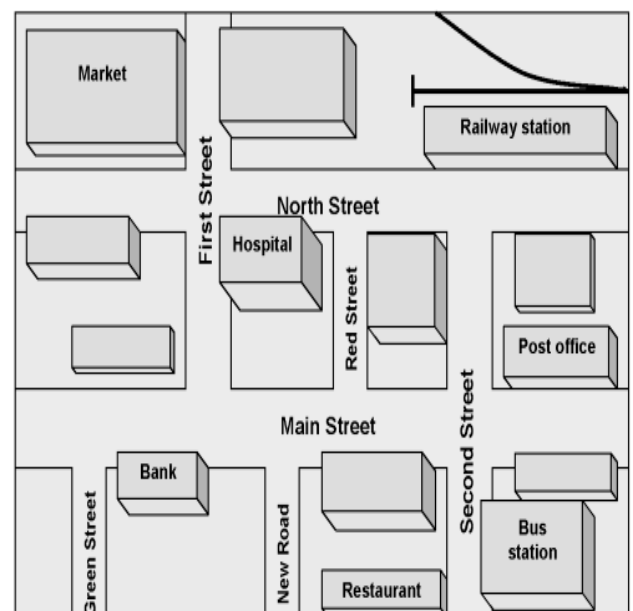
on the right

traffic lights

beside

Give directions using the picture.

Person 1	Person 2



At the wet and dry (*flea*) market

Person 1 (Buyer)	Person 2 (Seller)
How much is a kilo of pork?	It's 90.00 Baht per kilo.
Can I have 3 kilos of pork please.	Sure. Here are your 3 kilos of pork. It's 270.00 Baht.
Here's my payment, it's 500 Baht.	You're change is 230.00 Baht. Thanks.
Thank you too.	

Key Vocabulary

kilo

payment

change

pork/beef/chicken

meat

vegetables

broccoli

cabbage

half kilo

Identifying People and Things

This is Ross Brown.

That is Ms. Martin.

Ross is a writer.

Ms. Martin is a teacher.

Gail is an artist.

He is a photographer.

She is a secretary.

He's a dentist.

She's a doctor.

I am a computer programmer.

I'm a businessman.

I'm a businesswoman.

I'm not a mechanic.

We are writers.

They are engineers.

You are a student.

You are students.

This is an apple.

This is a banana.

That is an orange.

That is not a tomato.

It is a telephone.

It's a horse.

It's not an airplane.

It's not a stapler.

Asking for Information

Where is Mr. King?

He is over there.

Where is Ms. Knight?

She's (right) here.

Where's Johnny?

He's out of the office.

He's on leave.

He's on break.

He's absent.

When is he going to arrive?

He will arrive after a few minutes

He will arrive next week/month.

When's the movie?

It's at 9:00.

When's lunch?

Lunch is at noon.

How is the food?

It's delicious/tasty/salty/too sweet.

How was the meeting?

It was interesting/ boring/ tiring.

Asking Simple Questions

Very Simple - Yes/No Questions

Are you from California?

Yes, I am.

Is he a doctor?

No, he isn't.

Is this free?

Yes, it is.

Do you like apples?

Yes, I do.

Does she live in Pranburi?

No, she doesn't.

More examples -Yes/No Questions

Is she going to the dance?

Yes, she is.

Are they flying home?

No, they're taking the bus.

Are you coming to the party?

No, I have other plans.

WH Question Words

We use question words to ask certain types of questions (question word questions). We often refer to them as WH words because they include the letters WH (for example Why, How).

Question Word	Function	Example
what	asking for information about something	What is your name?
	asking for repetition or confirmation	What? I can't hear you. You did what?
what...for	asking for a reason, asking why	What did you do that for?
when	asking about time	When did he leave?
where	asking in or at what place or position	Where do they live?
which	asking about choice	Which color do you want?
who	asking what or which person or people (subject)	Who opened the door?
whom	asking what or which person or people (object)	Whom did you see?
whose	asking about ownership	Whose are these keys?

		Whose turn is it?
why	asking for reason, asking what...for	Why do you say that?
why don't	making a suggestion	Why don't I help you?
how	asking about manner	How does this work?
	asking about condition or quality	How was your exam?
how + adj/adv	asking about extent or degree	see examples below
how far	distance	How far is Pattaya from Bangkok?
how long	length (time or space)	How long will it take?
how many	quantity (countable)	How many cars are there?
how much	quantity (uncountable)	How much money do you have?
how old	age	How old are you?
how come (informal)	asking for reason, asking why	How come I can't see her?

Examples of simple - WH questions

What do you do (as an occupation)?	I'm a computer programmer.
What do you do on the weekends?	I usually stay home and watch TV.
Where are you from?	I'm from Bali, Indonesia.
Where do you live?	I live in Phnom Penh, Cambodia.
	I live at the Chateau Apartments.
How do you say that in English?	I don't know. /
How do you spell your name?	It's S-I-M-O-N.
How do you know Mr. Amos?	He's my teacher.
	He's my co-worker.
How many apples do you have?	I have three apples.
How many sheets of paper do you need?	I need 6 sheets of paper.
How much is this?	It's two hundred fifty baht.
How much do I need to go to Chiang mai?	You need 8,000 baht.
How much salt should I add?	Just a few drops.
	Just add some more drops.

*Practice using **wh** question words to make questions. Change the statements to questions using the question word in parenthesis. Check verb tense.*

Person 1 (Asking question)	Person 2 (Answering the question)
(what) <u>What time did the train arrive?</u>	The train arrived at ten o'clock.
(when)	They do their homework at night.
(who)	Mr. Poom came to the party alone.
(where)	The car is across the street from the house.

Which one do you like, the red blouse or the blue blouse?	
How does she feel after she took a nap?	
(what)	That is an English book.
(how long)	She talked to him for an hour.
What does she study at the university?	
How long did the party last?	
(how much)	The electricity bill was 439.00 baht last month.
(what)	She was eating a sandwich last night.
What is she doing?	
How many cars do your parents have?	
(when)	They are coming to visit tomorrow.
(where)	He is going to the temple now.
Why don't you get up early?	
How often do you go shopping?	
(what kind)	They are eating Spanish food.
(why)	I am late because of the heavy traffic.

Talking about Family

One is older.

One brother is older (than me).

One is younger.

I have one sister.

I'm number three.

Asking about family

How many brothers and sisters do you have?

What number are you?

He's the oldest (of five children).

She's the youngest.

Cindy doesn't have any brothers or sisters.

Jared is an only child.

How many children do you have?

We have two. One son and one daughter.

Do you have any kids?

No, I'm not married.

Describing People

Personality and Appearance

Tell me about your father.

What kind of person is he?

What does your mother look like?

Description

Well, he's very friendly, smart and funny.

He's young, short and handsome.

She's tall, thin and beautiful.

She has curly red hair and a cute smile.

How about your little sister?

She has blonde hair and wears glasses.

Everybody likes her.

What does he look like?

He has straight black hair and green eyes.

Apologizing

I'm sorry...

I'm very sorry...

I'm terribly sorry...

Excuse me...

I apologize...

Pardon me...

I'm afraid...

Showing a lot of interest

Wow!

Really?

(That's) interesting!

(That's) fantastic!

Expressing Goodbyes and Farewells

Simple good-byes (Formal)

Good-bye

Keep/Stay in touch.

It was nice meeting you.

I hope to see you soon.

Simple good-byes (Informal)

Bye.

See you.

Talk to you later.

Catch up with you later.

Nice seeing you.

Leaving a place (Formal)

I have to leave here by noon.

Is it okay if we leave your home at 9pm?

What do you say we leave work a little earlier today?

Would you mind if I leave the dinner before it ends?

I need to depart for the airport in one hour.

Leaving a place (Informal)

I got to go now.

I'll be leaving from the office in 20 minutes.

How about we jet off to the shops now?

I'm afraid I have to head off now.

Let's get off work early.

Answering an office telephone

Person 1 (Person calling)	Person 2 (Person being called)
	Hello! Good morning. You're calling <i>Hua hin School</i> . How may I help you?
Hello! Good morning. This is Mr. Khom, May I talk to the director please?	I'm sorry Mr. Khom, the director is on the meeting right now. Would you like to leave a message?
Yes. Please note the director that I would like to confirm my meeting with him tomorrow.	Sure.
Thank you very much.	You're welcome.
Or you may use this:	
	Thank you for calling Tedsaban Hua Hin School. This is Ms. Karen. How may I help you?
Hello! Good afternoon. This is Mr. Jo. May I talk to Ms. Mel, please?	One moment, please.
Thank you.	

Is this Mr. Cheng?

Yes, it is.

May I talk to _____.

(Yes) speaking.

Ending a phone conversation

OK, I think that's everything I need.

OK, I think I've got all the details

Thanks. You've been very helpful.

Thanks very much for your help.

Bye bye. Goodbye.

Weekends - Asking about what people did?

People often like to ask each other how they spent their holidays or weekend. There are a number of ways to both ask and answer questions about it.

How was...?

How was your weekend?

It was lovely. How was yours?	(great)
It was terrible.	(really bad)
It was nice.	(fine)
A bit boring.	(not very interesting)

Tongue Twisters

She sells sea-shells on the sea-shore.
The shells she sells are sea-shells, I'm sure.
For if she sells sea-shells on the sea-shore
Then I'm sure she sells sea-shore shells.

Peter Piper picked a peck of pickled peppers.
A peck of pickled peppers Peter Piper picked.
If Peter Piper picked a peck of pickled peppers,
Where's the peck of pickled peppers Peter Piper picked?

Betty Botter bought a bit of butter.
The butter Betty Botter bought was a bit bitter
And made her batter bitter.
But a bit of better butter makes better batter.
So Betty Botter bought a bit of better butter
Making Betty Botter's bitter batter better.

