



PASIÓN POR EDUCAR

ENGLISH HANDBOOK

Basic English - Level 1

Learning English opens
the doors to the world
and your future.



Dear Teacher and Student,

It is a great pleasure for me to provide you with this valuable English handbook, which was created to organize your work in order to be more efficient and successful in the classroom. Language is our primary source of communication. It is the system through which we share our ideas and thoughts with others. There are thousands of languages in the world.

Countries have their own national languages in addition to a variety of local languages spoken and understood by their people in different regions. However, English is undoubtedly one of the most spoken ones. There are several factors that make the English language essential to communication in our current time. First of all, it is the most common foreign language. This means that two people who come from different countries (for example, a Mexican and a German) use English as a common language to communicate.

That is why everyone needs to learn English in order to get in touch on an international level. Speaking English will help you communicate with people from countries all over the world, not just English-speaking ones. English is also essential to the field of education.

In fact, in many countries students are taught and encouraged to learn English as a second language as most of the research and studies are written in English. In the same way, at a University level, students study almost all their subjects in English in order to make the material more accessible to international students. What is more, with good understanding and communication in English, you can travel around the world.

As a result, UDS must motivate and encourage students to learn English. Our success lies in the quality and expertise of our teachers. Teachers need to be passionate about their work and to have excellent subject knowledge. It is teaching quality together with student's effort that will determine the future adult's success in life.

I do really hope you will enjoy this handbook and thanks for being part of this successful team!

Sincerely,

A handwritten signature in black ink, appearing to read 'Victor Manuel Albores Alcázar', with a stylized flourish at the end.

Víctor Manuel Albores Alcázar
UDS Owner


TABLE OF CONTENTS

TOPIC 1: Nice to Meet you	p. 1
TOPIC 2: What is your name?	p. 3
TOPIC 3: Where are you from?	p. 6
TOPIC 4: What is your job?	p. 8
TOPIC 5: Where are they?	p. 10
TOPIC 6: What`s in your bag?	p. 11
TOPIC 7: Personal Information	p. 13
TOPIC 8: How old is she?	p. 16
TOPIC 9: Family	p. 18
TOPIC 10: Describe your relatives	p. 22
Grammar Booster	p. 24
Irregular Verbs	p. 31

NICE TO MEET YOU

LISTENING

Hello!

a)  1.1 Look at the photo. Read and listen to conversation 1.

b) Fill in the gaps with I, my, you or your.

Sue: Hello, ___ name`s Sue.
What`s ___ name?


Mario: Hello, ___ `m Mario.

Sue: Nice to meet ___.

Mario: ___too.

c) Practice conversation 1 with four students. Use your name.

LISTENING

d)  1.2 Read and listen to conversation 2.

e) Fill in the gaps with I, my, you or your.

Adam: Hi, Meg.

Meg: Hi, Adam. How are ___?

Adam: ___`m fine, thanks.


And ___?

Meg: ___`m OK, Thanks.

f) Practice conversation 2 with four students. Use your name.

LISTENING

Introducing people

g)  1.3 Read and listen to conversation 3.

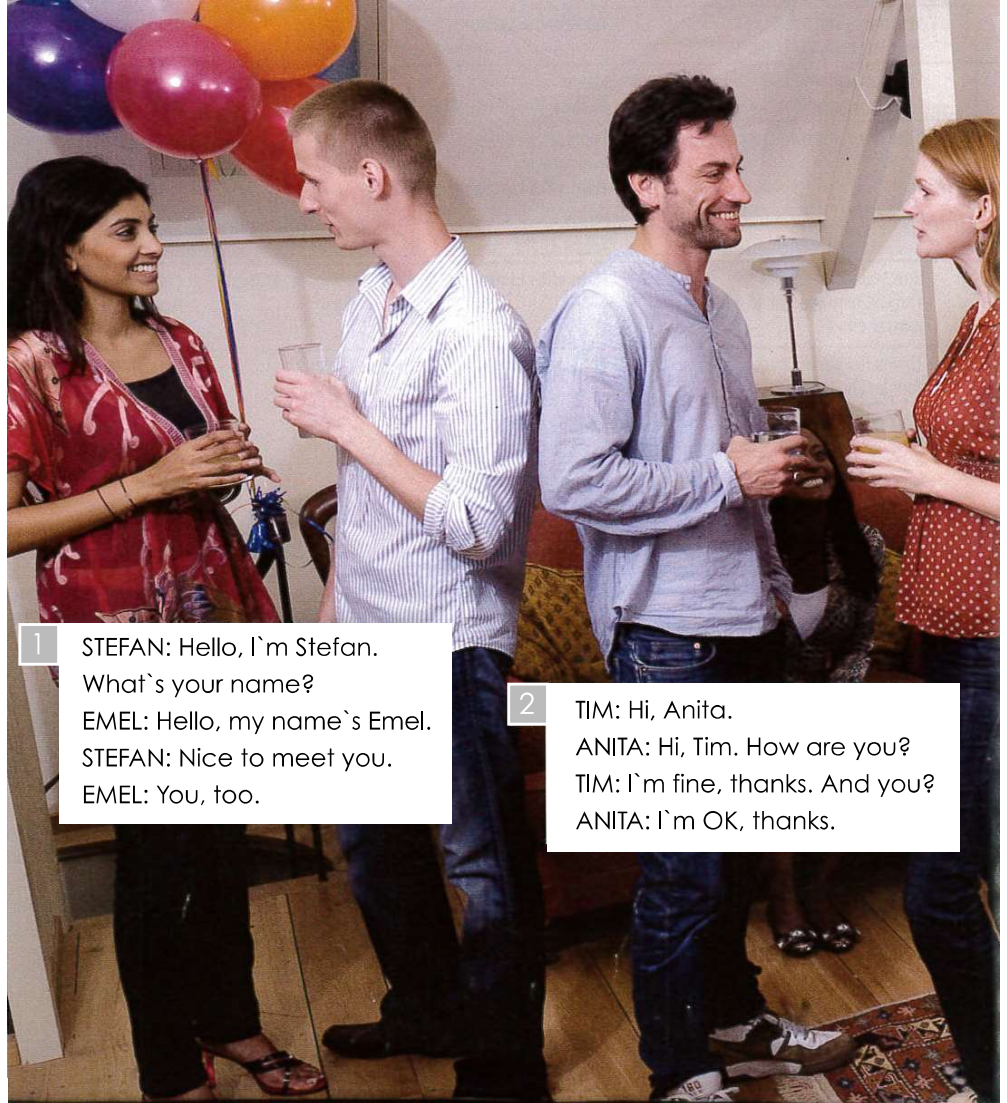
h) Practice conversation 3. Use your names.

LISTENING

Goodbye!

i)  1.4 Read and listen to conversation 4.

j) Practice conversation 4. Use your names.



1 STEFAN: Hello, I`m Stefan.
What`s your name?
EMEL: Hello, my name`s Emel.
STEFAN: Nice to meet you.
EMEL: You, too.

2 TIM: Hi, Anita.
ANITA: Hi, Tim. How are you?
TIM: I`m fine, thanks. And you?
ANITA: I`m OK, thanks.




3 NINA: Polly, this is David.
POLLY: Hello, David. Nice to meet you.
DAVID: You, too.

4 LUCY: Goodbye, Miki.
MIKI: Bye, Lucy. See you soon.
LUCY: Yes, see you.

Good morning → 12:00
Good afternoon 12:00 - 6:00 p.m.
Good evening 6:00 p.m. →

LISTENING

k)  1.5 Listen and number the words.

Goodbye.

Bye.

Goodnight.

See you.

See you on Saturday.


See you tomorrow.

 1



LISTENING

Numbers 0-12

l)  1.6 Listen and repeat.

0 zero

1 one

2 two

3 three

4 four

5 five

6 six

7 seven

8 eight

9 nine

10 ten

11 eleven


12 twelve

m) Write the next number in words.

- Two, four, six, _____.
- Four, _____, twelve, sixteen.
- One, _____, three, four, five.
- Twelve, _____, ten, nine, _____.
- Six, _____, eighteen, twenty-four.


LISTENING

Phone numbers

n)  1.7 Read and listen to these questions and answers. Listen again and practice.



LISTENING

o)  1.8 Listen to three conversations. Write the phone numbers.

1. _____

2. _____

3. _____

p) Work in pairs. Compare answers.

WHAT IS YOUR NAME?

LISTENING

The alphabet

a)  Listen and say the alphabet.

Aa Bb Cc Dd Ee Ff Gg

Hh Ii Jj Kk Ll Mm Nn

Oo Pp Qq Rr Ss Tt Uu

Vv Ww Xx Yy Zz*


* Pronunciation

(zed)
BrE = /zedz/
(zi)
AmE = /zi:z/

c)  Listen. Circle the correct spelling.
Then spell each name aloud.

1	Green	Greene	Grin
2	Leigh	Lee	Li
3	Katharine	Katherine	Catharine

LISTENING

e)  Listen to the conversations.
Write the names.

1. _____

2. _____

3. _____

LISTENING

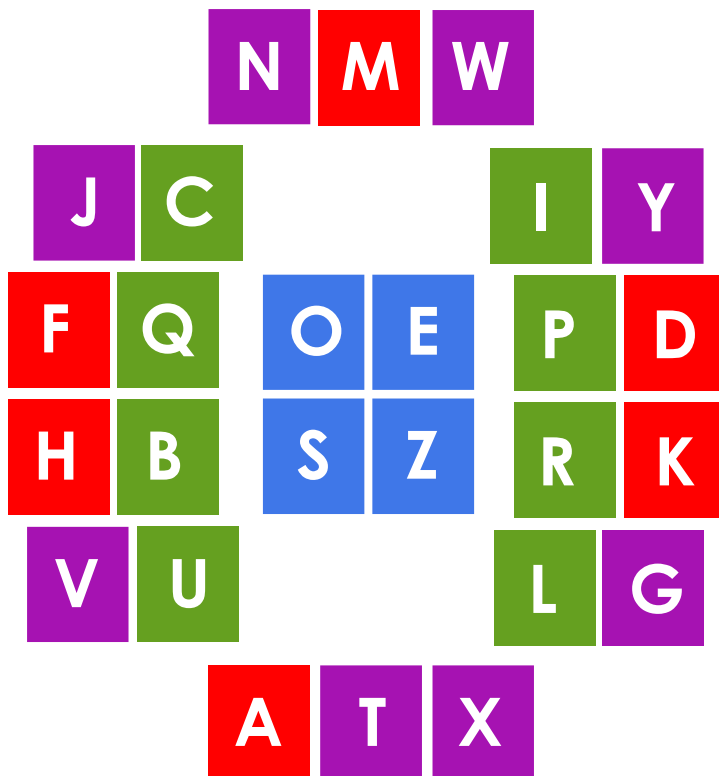
b)  Listen. Circle the letter you hear.

1 [A] [K] 4 [U] [O] 7 [F] [X] 10 [J] [G] 13 [D] [G]

2 [B] [E] 5 [B] [Z] 8 [X] [S] 11 [L] [N] 14 [H] [K]

3 [M] [N] 6 [T] [C] 9 [Z] [V] 12 [K] [J] 15 [P] [E]

d) Read 10 letters aloud to your partner.
Point to the letters you hear.



GRAMMAR

Proper nouns

The names of people and places are proper nouns. Use a capital letter to begin a proper noun. Example: Melanie Pepper, New Delhi, Nicaragua.

Common nouns

Other nouns are common nouns. Use a lowercase letter to begin a common noun. Example: morning, doctor, student.

Capital letters:
ABC
Lowercase letters:
abc

f) Circle the proper nouns. Underline the common nouns.

- | | | |
|---------------|-----------|-------------|
| 1. Mary Chase | 3. name | 5. partners |
| 2. letter | 4. France | 6. alphabet |

g) Check the common nouns. Capitalize the proper nouns.

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> 1. ^M marie | <input type="checkbox"/> 3. sarah browne | <input type="checkbox"/> 5. canada |
| <input type="checkbox"/> 2. partner | <input type="checkbox"/> 4. teacher | <input type="checkbox"/> 6. noun |

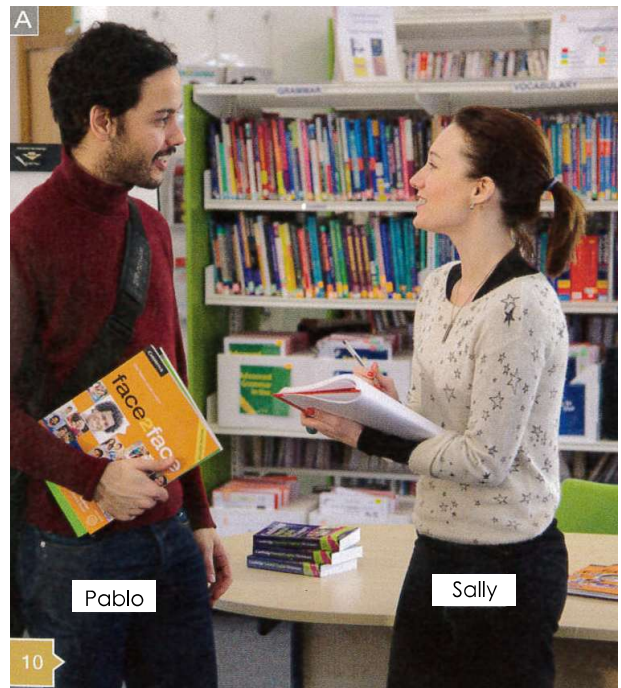
What is your first name?

h) Look at the photo. Match the teacher's questions 1-3 to the student's answers a-c.

1. What is your first name, please?
 2. What is your last name?
 3. How do you spell that?
- a. Ortega.
b. O-r-t-e-g-a
c. It is Pablo.

LISTENING

i)  Listen and check your answers.



j) Choose a or b.

1. A: Hi, Erin.

B: _____

- | |
|---|
| <p>a. Hello.
b. What's your name?</p> |
|---|

2. A: How do you spell your last name?

B: _____

- | |
|-------------------------------------|
| <p>a. Cooper
b. C-O-O-P-E-R</p> |
|-------------------------------------|

3. A: What's your name?

B: _____

- | |
|--|
| <p>a. Lily.
b. Nice to meet you.</p> |
|--|

4. A: My name is Dylan Adams.

B: _____

- | |
|---|
| <p>a. I don't understand.
b. I'm Kyle Williams.</p> |
|---|

5. A: Hello. I'm Paul

B: _____

- | |
|---|
| <p>a. Nice to meet you.
b. Nice to meet you, too.</p> |
|---|

6. A: What's your name?

B: _____

- | |
|---------------------------------|
| <p>a. Rose.
b. R-O-S-E.</p> |
|---------------------------------|

GRAMMAR

Verb to be (singular)

AFFIRMATIVE (+)

I'm (= I am)	I'm British.
you're (= you are)	You're a student.
he's (= he is)	He's German.
she's (= she is)	She's Brazilian.
it's (= it is)	It's American.

We use it for a thing (a car, a book, etc.)
Example: a German car, an English book.

NEGATIVE (-)

I'm not (= I am not)	I'm not American.
you aren't (= are not)	You aren't a teacher.
he isn't (= is not)	He isn't from Berlin.
she isn't (= is not)	She isn't Australian.
it isn't (= is not)	It isn't a Mercedes.

TIPS: We can also say "you're not", "he's not" and "it's not".
Example: you're not a teacher.

YES/NO QUESTIONS (?)	SHORT ANSWER
Am I in this class?	Yes, you are. No, you aren't.
Are you from Russia?	Yes, I am. No, I'm not.
Is he a doctor?	Yes, he is. No, he isn't.
Is she Italian?	Yes, she is. No, she isn't.
Is it Japanese?	Yes, it is. No, it isn't.

TIPS: We can also say: "No, you're not". "No, he's not".
"No, she's not" and "No, it's not".
We can't say "Yes, you're", "Yes, I'm", "Yes, he's".

WHERE ARE YOU FROM?

Countries

a) Look at the map. Match these countries to 1-12.

Italy Brazil Russia the USA Germany Egypt Australia Mexico Turkey the UK China Spain



b) Work in pairs. Look again at the map. Say a number. Your partner says the country. Example:

What's number 2? Mexico

LISTENING

Countries and nationalities

c) 1.14 Listen.

I'm from Italy

I'm Italian

Italy
Brazil
Russia
the US
Germany
Egypt
Australia
Mexico
Turkey
the UK
Spain
China
Japan
France
Colombia

Italian
Brazilian
Russian
American
German
Egyptian
Australian
Mexican
Turkish
British
Spanish
Chinese
Japanese
French
Colombian

LISTENING

d) 1.15 Look at the photo of Stefan and Emel. Listen to the conversation and fill in the gaps.



EMEL: Where are you from?
STEFAN: I'm from _____. And you?
EMEL: I'm from _____.

e) Complete the chart.

Question	Short answer	Negative
_____ you English?	No, I _____.	I _____ English.
_____ they from Spain?	Yes, they _____.	_____
_____ she Portuguese?	No, she _____.	She _____ Portuguese.
_____ he on business?	Yes, he _____.	_____

SPEAKING

Where are you from?

g) Ask other students.

Where are you from?

I'm Italian. I'm from Venice.

In pairs, ask about the people and things in the pictures.

Where is it from?

It is from Ireland.

Where are they from?

They are from...

I don't know.



LISTENING

h) Listen and number the picture 1-4.



LISTENING

i) Listen again and complete the dialogues.

1. A: Are you _____?
B: No, I'm _____. I'm from Edinburgh.

2. A: Where are you from?
B: We're from _____.
A: Are you on holiday?
B: No, we aren't. We're on business.

3. A: Where's she from? Is she _____?
B: No, she isn't. She's _____. She's from Buenos Aires.

4. A: Mmm, delicious. Is it _____?
B: No, it isn't. It's _____.

f) In pairs, do the quiz.

The World Quiz

Hello Cześć!

Where are these cities?

a Kraków _____

b Glasgow _____

c Boston _____

d Shanghai _____

e Bangkok _____

!Holaj

Bom dia!

WHAT IS YOUR JOB?

LISTENING


Jobs

a)  Work in pairs. Match these jobs to pictures a-i.

a manager a doctor a teacher a sales assistant an actor / an actress A waiter / a waitress a taxi driver a musician a police officer




LISTENING

b)  Look at the photo of Tina and Matt. Listen and match these names to photos 1-4 on Tina's computer.

Sofia Marco Emma Gary

LISTENING

c)  Listen again. Complete the table.

	Gary	Marco	Emma	Sofia
country	Australia			
job	a doctor			

d) Look again at the table.

1. Is Gary a musician?
2. Is Marco from Mexico?
3. Is Emma an actress?
4. Is Sofia Italian?
5. Are you from Russia?
6. Is your watch Japanese?

Tick (✓) the correct answers.

- | | |
|-----------------|-------------------|
| a. Yes, he is. | b. No, he isn't. |
| a. Yes, he is. | b. No, he isn't. |
| a. Yes, she is. | b. No, she isn't. |
| a. Yes, she is. | b. No, she isn't. |
| a. Yes, I am. | b. No, I'm not. |
| a. Yes, it is. | b. No, it isn't. |



Tina

Matt

GRAMMAR

Indefinite article "a"

We use "a" with nouns that begin with a consonant sound. Example: a trumpet.

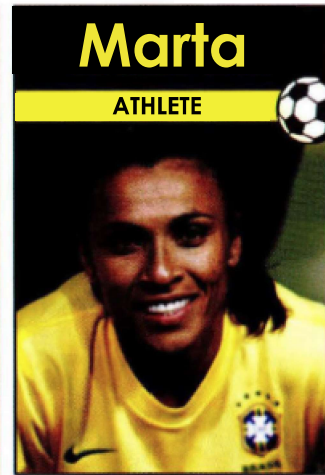
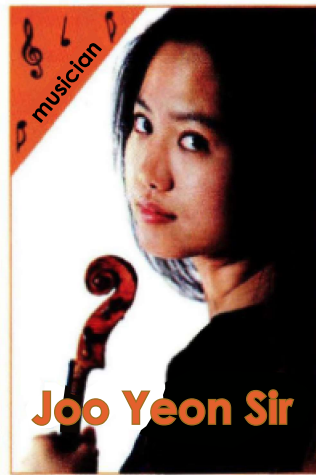
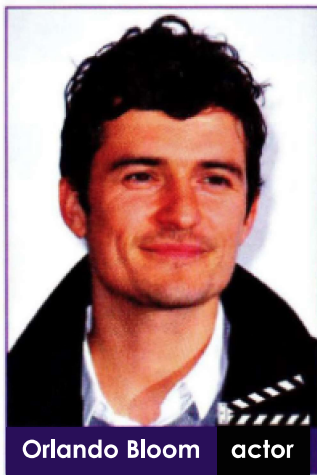
Indefinite article "an"

We use "an" with nouns that begin with a vowel sound. Example: an animal.

e) Write the article "a" or "an" for each occupation.

- | | | |
|-----------------------|-------------------------|-------------------------|
| 1. I`m ___ architect. | 3. He`s not ___ banker. | 5. She is ___ singer. |
| 2. She`s ___ student. | 4. He is ___ musician. | 6. I`m not ___ athlete. |

f) Read the names and occupations. Write affirmative and negative statements.



- | | |
|--|-----------------------|
| 1. Orlando Bloom <u>is an actor. He`s not a singer</u> | 3. Joo Yeon Sir _____ |
| 2. Luis Miguel _____ | 4. Marta _____ |

g) Read about Casey Affleck.



Casey Affleck is a famous actor. He`s also a writer. And he`s a director, too. Three occupations! The name of one of his movies is *Gone Baby Gone*. Casey Affleck is the main actor, but he`s not the director. He`s the director for *I`m Still Here*.



h) Now answer the questions. Tick the boxes.

1. What are Casey Affleck`s occupations?

- artist photographer director
 actor singer writer

2. In the movie *I`m Still Here*, Casy Affleck is the:

- singer actor director

i) Circle the occupation that is not spelt correctly.

- | | | | |
|----------------------|-------------|----------|------------------|
| engin ner | doctor | arkitect | athlete |
| sh ef | banker | teacher | singer |
| scientist | fotographer | musician | manager |
| writer | pilot | actor | flight attendant |

Now write the words correctly.

WHERE ARE THEY?

GRAMMAR

Verb to be (plural)

AFFIRMATIVE (+)

we`re (= we are)	We`re in a small hotel.
you`re (= you are)	You`re from the UK.
they`re (= they are)	They`re very big.

NEGATIVE (-)

we aren`t (= are not)	We aren`t in the hotel now.
you aren`t (= are not)	You aren`t from Turkey.
they aren`t (= are not)	They aren`t very expensive.

YES/NO QUESTIONS (?)

Are we in room 216?

Are you in London?

Are they in a big hotel?

SHORT ANSWER

Yes, you are.
No, you aren`t.

Yes, we are.
No, we aren`t.

Yes, they are.
No, they aren`t.

LISTENING

a)  Listen and write the contractions: I`m, we`re, aren`t, etc.

1. We aren`t from Italy, _____ from Spain.
2. _____ a new hotel, but it _____ very nice.
3. _____ a doctor and he _____ married.
4. You _____ Australian, _____ American.
5. _____ a manager and _____ a musician.
6. _____ actors, but they _____ very good.

b) Complete each statement with a singular or plural form of "be".

1. I _____ a writer.
2. She _____ not a pilot.
3. We _____ doctors.
4. They _____ not scientists.
5. We _____ managers.
6. He _____ a singer.

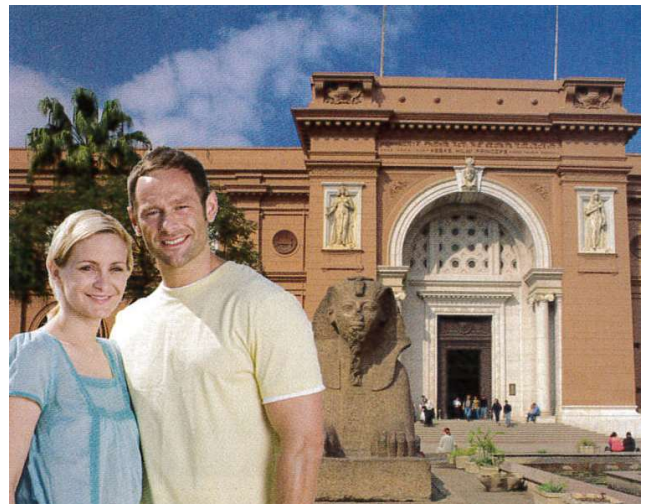
READING

c) Read the email. Where are Liz and Steve? Choose the correct words.

Hi Alice and Mike

Thanks for your email. Steve and I¹ isn`t/ aren`t in London now, we² `s/ `re in Cairo! It³ `s/ `re a very beautiful city. The people⁴ is/ are very friendly and the restaurants⁵ isn`t / aren`t very expensive. We⁶ `re / `s in a big hotel near the Egyptian Museum. The rooms⁷ is/ are very nice, but the hotel⁸ isn`t/ aren`t cheap. It⁹ `s/ `re very hot here too!

Love Liz and Steve



WHAT`S IN YOUR BAG?

GRAMMAR

Plurals



SINGULAR

a chair a table
a thing a boy



PLURAL

+ -s
chairs tables
things boys

+ -es
watches sandwiches

y → -ies
diaries babies

irregular
men women
people

a watch a sandwich

a diary a baby

a man a woman
a person

a) Circle the correct word.

1. I am (an artist / artists / artist).
2. We are (a flight attendant / flight attendants / flight attendant).
3. She is (banker / a banker / bankers).
4. They are (a writer / writers / writer).
- 5 He is (a teacher / man / surgeon).

TIP: We also add **-es** to words ending in -s, -ss, -sh, -x and -z: bus → buses, class → classes, etc.

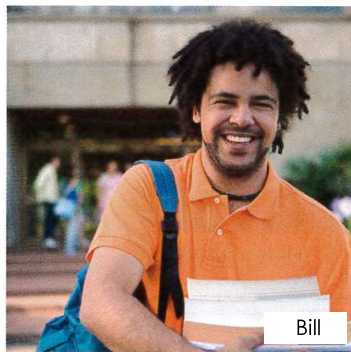
LISTENING

b) Listen to three people in London. Tick (✓) the things in their bags.



Linda

A
books ✓
a dictionary
a computer
a notebook
pens
pencils
a mobile
a sandwich



Bill

B
a mobile
photos
a diary
a pen
books
an umbrella
an apple
sandwiches



Caroline

C
a camera
a mobile
books
a watch
a notebook
pens
a pencil
an umbrella

SPEAKING

c) Now practice! Work in groups. Say what`s in your bag, use there is / there are. See below.

GRAMMAR

There is / there are

POSITIVE (+)

SINGULAR There`s a big new shopping centre.
There`s an airport in Bristol.
























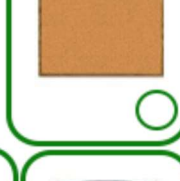




PLURAL There are five theatres.
There are a lot of old buildings.

NEGATIVE (-)

There isn`t a station near here.
There aren`t any good restaurants near here.

Classroom objects

d) Match the classroom objects to their names.

			1. book	
			2. pencil	
			3. bag	
			4. pen	
			5. glue	
			6. door	
			7. paper	
			8. desk	
			9. ruler	
			10. eraser	
			11. paint	
			12. marker	
			13. crayon	
			14. scissors	
			15. globe	
			16. window	
			17. stapler	
			18. notebook	
			19. corrector	
			20. compasses	
			21. calculator	
			22. blackboard	
			23. whiteboard	
			24. basket	
			25. calendar	
			26. push pin	
			27. pencil case	
			28. pencil sharpener	
			29. bulletin board	
			30. paper clip	

SPEAKING

e) Practice in pairs.

A: What is this?

B: It is a pencil.

A: Is this a desk?

B: No, it isn't. It's a marker.

A: Is this a notebook?

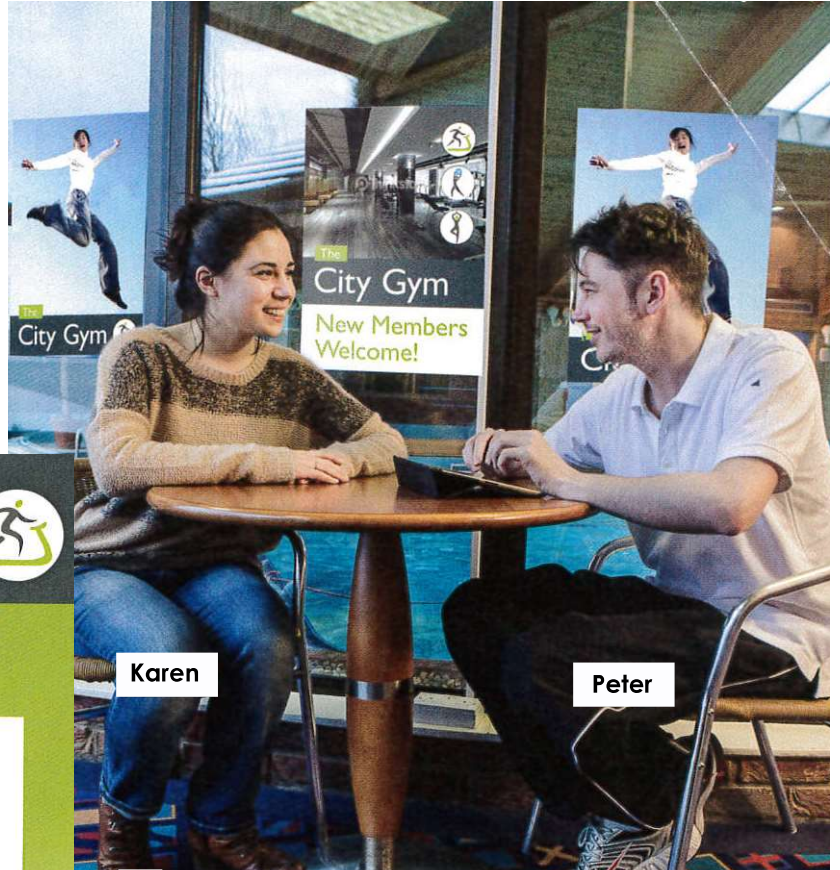
B: Yes, it is.

PERSONAL INFORMATION

LISTENING

a)  Listen to the photo. Karen wants to join The City Gym. Listen to her conversation with Peter. Tick (✓) the questions when you hear them.

1. What's your first name, please?
2. What's your surname?
3. What's your nationality?
4. What's your address?
5. What's your mobile number?
6. What's your mail address?



b)  Listen again and complete form A.

A

The City Gym 

New Member Form

first name Karen

surname _____

nationality _____

address _____ Road

Liverpool

mobile number _____

email address _____

The City Gym, 12 Morton Street, Liverpool L8 3RF

c) Work in pairs. Interview your partner and fill in form B.

Email addresses


- . dot
- @ at
- hyphen
- _ underscore



To: eve.smith@webmail.com

eve dot smith at webmail dot com

B

The City Gym 

New Member Form

first name _____

surname _____

nationality _____

address _____

mobile number _____

email address _____

The City Gym, 12 Morton Street, Liverpool L8 3RF

GRAMMAR

Subject pronouns and possessive adjectives

subject pronouns	I	you	he	she	it	we	you	they
possessive adjectives	my	your	his	her	its	our	your	their

We use the subject pronouns with verbs. Examples: you listen, they read, etc. We use the possessive adjectives with nouns: my sister, your family, their cat, etc.

Example: I'm Mary and this is Sid, my husband.

Example: Her husband's name is Nick and he's a doctor.

Example: These are their two children - our grandchildren.

Example: It's a very nice photo, I think.

Possessive`s

- We use a name (Nick, etc.) or a noun for a person (sister, etc.) + `s for the possessive.

Example: Fiona is Nick`s wife. It`s my sister`s car.

- We can also use `s with other nouns for people.

Example: it`s my teacher`s car. It`s his friend`s camera., etc.

- For plural nouns, we write s`.

Example: he`s my friends` son.

TIPS: `s can mean "is" or the possessive.

Example: Anne`s my sister. (`s = is); Kevin is Nick`s son. (`s = possessive).

d) Complete the questions.



1 A: What`s his address?

B: 11 Main Street



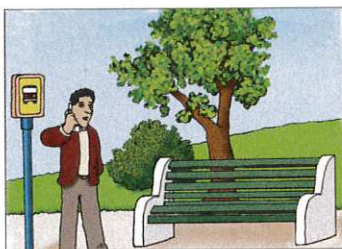
2 A: _____ phone number?

B: 22-63-140



3 A: _____ address?

B: 18 Bank Street.



4 A: _____ phone number?

B: 878-456-0055



5 A: _____ e-mail address?

B: It`s sgast@mp.net.



6 A: _____ phone number?

B: 44-78-35.