

# **ENGLISH HANDBOOK**

Intermediate English - Level 4

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,

Víctor Manuel Albores Alcázar

**UDS** Owner

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### **APPEARANCE AND HEALTH**

# VOCABULARY Adjectives to describe hair

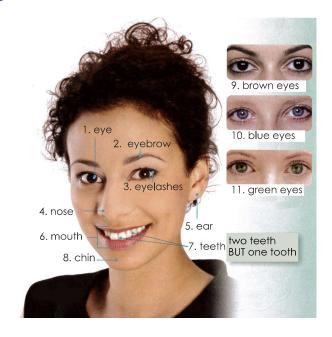
a) 1.1 Read and listen. Then listen again and repeat.



#### **VOCABULARY**

#### The face

b) (4.2) Read and listen. Then listen again and repeat.



#### **GRAMMAR**

Describing people with "be" and "have".

With "be"
Her eyes are blue.
Their hair is grey.

With "have"
She has blue eyes.
They have grey hair.

# LISTENING

c) 14.3 Listen to the descriptions.

Write the number of the conversation in the circle.











#### Remember:

Adjectives come before the nouns they describe. Example: She has blue eyes. NOT She has eyes blue.

Adjectives are never plural.

She has blue eyes. NOT She has eyes blue.

Her eyelashes are long and dark. She has long, dark, eyelashes.

- d) Complete each sentence with the correct form of "be" and "have".
- 1. A: What does your brother look like?
  - B: Well, he \_\_\_ a mustache and wavy hair. And he wears glasses.
- 2. A: What does your mother look like?
  - B: Her hair \_\_\_ curly and black.
- 3. A: What does her father look like?
  - B: He \_\_\_\_ a short, gray beard.

- 4. A: What does his grandmother look like?
  - B: She \_\_\_ curly, gray hair and beautiful eyes.
- 5. A: What does his sister look like?
  - B: His sister? Her hair \_\_\_ long and pretty!
- 6. A: What do your brothers look like?
  - B: They \_\_\_\_ straight, black hair, and they wear glasses.

# LISTENING Describing appearance

- e) A4.4 Read and listen.
  - A: Who's that? She looks familiar.
  - B: Who?
  - A: The woman with the long, dark hair.
  - B: Oh, that's Ivete Sangalo. She's a singer from Brazil.
  - A: No kidding.

#### **SPEAKING**

f) With a partner, change the conversation.
 Talk about the people in the photos. Then change roles.

#### RECYCLE THIS LANGUAGE

He's so good-looking / handsome / old She's very pretty / young / tall Her hair is so wavy / pretty / short His eyes are very blue / dark



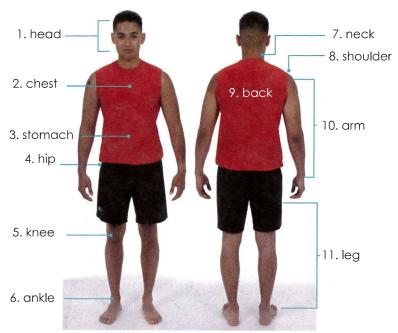






# VOCABULARY Parts of the body

g) A.5 Read and listen. Then listen again and repeat.





#### **VOCABULARY**

h) Follow a classmate's directions. If you make a mistake, sit down.



# LISTENING Accidents and injuries

 $\begin{array}{cc} \text{base form} & \text{past form} \\ \text{burn} \rightarrow \text{burned} \end{array}$ 

hurt → hurt

 $\begin{array}{c} \text{cut} \rightarrow \text{cut} \\ \text{break} \rightarrow \text{broke} \end{array}$ 

fall ightarrow fell

i) 4.6 Read and listen. Then listen again and repeat.









1. He burned his finger 2. She hurt her back

3. She cut her hand 4. He broke his arm

5. He fell down

#### LISTENING

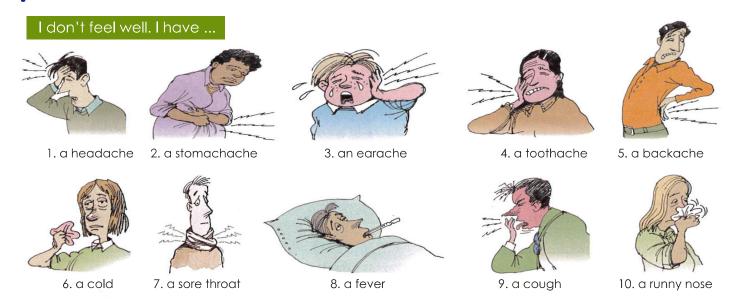
j) (4.7) Listen to the conversations. Write each injury. Then listen again and check your work.

- 1. She burned her arm.
- 2. He \_\_\_\_\_\_.
- 3. She \_\_\_\_\_\_.
- 4. He \_\_\_\_\_.
- 5. She \_\_\_\_\_.
  6. He \_\_\_\_\_.

#### **VOCABULARY**

#### **Ailments**

k) (4.8) Read and listen. Then listen again and repeat.



#### **SPEAKING**

I) Imagine you have an ailment. Tell your partner about it. Use the vocabulary. Practice three times.

#### **VOCABULARY**

#### **Remedies**

m) 4.9 Read and listen. Then listen again and repeat.



1. take something



2. lie down



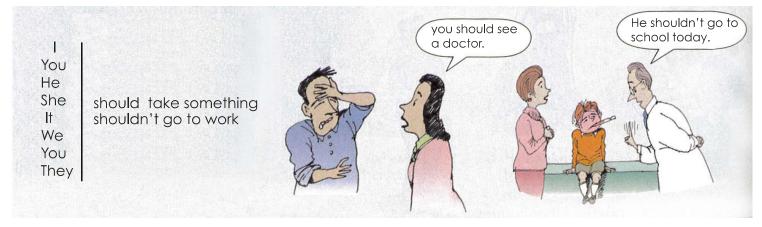
3. have some tea



4. see a dcotor/ see a dentist

#### **GRAMMAR**

Modal: "should" + base form for suggestions



#### LISTENING

n) Listen to the conversations. Check the correct ailments. Then complete the suggestion for a remedy each person gives. Use "should".

	a cold	a fever	a headache	a stomachache	a sore throat	a backache	a toothache	Remedy
1								She should take something
2								Не
3								She
4								Не
5								She
6								Не

#### **SPEAKING**

o) Work with a partner. Listen to your partner's ailments. Suggest remedies. Use should / shouldn't.

#### **PARTNER'S A ailments**

#### **PARTNER'S B ailments**

1. I have a backache.

- 1. I have a bad toothache.
- 2. I don't feel well. I think a have a fever.
- 2. I have a sorethroat.
- 3. My son doesn't feel well. He has a cough. 3. My wife feels really bad. She has a stomachache.

# LISTENING Suggest a remedy

p) (4.11) Read and listen.

A: I don't feel well.

B: What's wrong?

A: I have a headache

B: Oh, that's too bad. You really should take something.

A: Good idea. Thanks

B: I hope you feel better.

#### **SPEAKING**

a) With a partner, change the conversation in o). Suggest a remedy with "should". Then change roels.

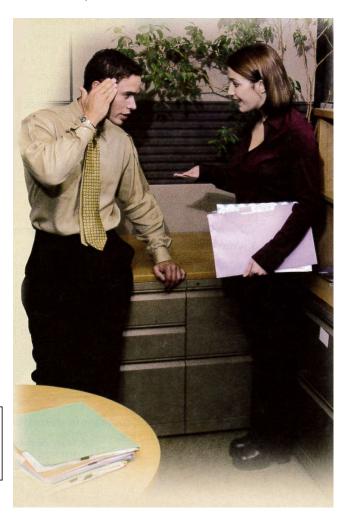
#### Ways to say that you're sick

I don't feel well I feel terrible

I don't feel so good

#### Ideas

 $\sqrt{go}$  to bed  $\mathbf{x}$  go to class  $\checkmark$  take a nap **x** exercise

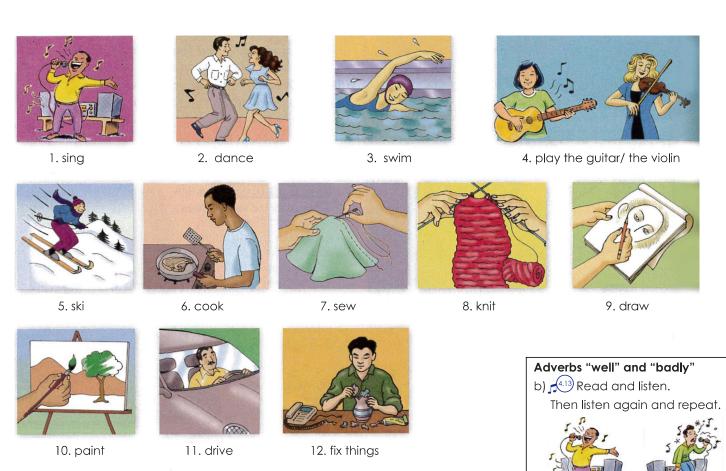


#### **ABILITIES AND REQUESTS**

#### **VOCABULARY**

#### **Abilities**

a) 1 Read and listen. Then listen again and repat.



Tom sings well Ryan sings badly

#### **WRITING**

c) Write three things you do well and three things you do badly. Example: I sing well, I dance badly.

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

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

 3. \_\_\_\_\_\_
 3. \_\_\_\_\_\_

# **SPEAKING**

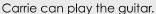
d) Tell your partner about your abilities. Use your sentences from a) with "and" and "but".

"I sing well, but I dance badly" "I draw well, and I paint well, too."

#### "Can" and "can't" for ability

We use "can" or "can't" + the base form of a verb to talk about ability.







Josie can't cook.

Questions
Can you play the guitar
Can he speak English

Short Answers
Yes, I can. / No, I can't.
Yes, he can. / No, he can't.

Use "can" or "can't" with "well" to indicate degree of ability Example: she can play the guitar, but she can't play it very well.

can't= can not= cannot

e) Complete ead	ch conversation with "	can" or "can't	t" and the bas	se form of a verb.	
1. A:	you	_ the guitar?	4. A:	Gloria	_ English well.
B: Yes, I	But I don't plo	ay well.	B: No, she	She ne	eds this class.
	_ Gwen well? She swims ve			your mother knits very well.	Ś
	your brother			your siste	

#### LISTENING

### Discuss your abilities

f) Read and listen.

A: Can you draw?

B: Actually, yes, I can. Can you?

A: No, I can't.

B: Really, that's too bad.

#### **SPEAKING**

g) With a partner, personalize the conversation. Discuss your abilities. Then change roles.



#### Too + adjective

"Too" makes an adjective stronger. It usually gives it a negative meaning.

Example: I'm too busy. I can't talk right now.

Example: I'm too tired. Let's not go to the movies.

Example: It's too late. I should go to bed.

h) Complete each sentence. Use "too" and an adjective.

Be careful!

Don't use "too" with a positive adjective.

She's so pretty.

NOT She's too pretty!



1. I don't want these shoes.
They're \_\_\_\_\_



2. It's \_\_\_\_\_ today.
She can't go swimming.



3. I'm \_\_\_\_\_\_ I can't read right now



4. He doesn't want that shirt. It's \_\_\_\_\_



5. I can't talk right now.



6. It's \_\_\_\_\_ for a movie.
We should go to bed.

#### LISTENING

#### **Decline** an invitation

i) 4.15 Read and listen.

A: Hey, Sue. Let's go to a movie.

B: I'm really sorry, Paul, but I'm too busy.

A: That's ok. Maybe some other time.



#### **SPEAKING**

j) With a partner, change the conversation. Suggest a different activity. Use the vocabulary and the photos. Then change roles.

# RECYCLE THIS LANGUAGE

How about tomorrow / this weekend / this evening / at 6:00?

Sounds great!

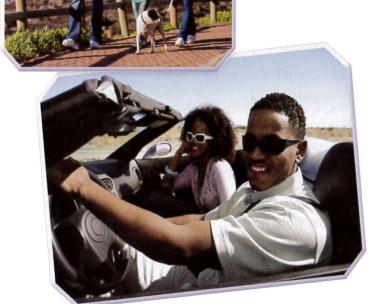
I'm not hungry.

I'm too tired / busy / full.

It's too early / late.

It's too windy / hot / cold / rainy today.





#### **GRAMMAR**

Polite requests with "could you" + base form

- Use "could you" and the base form of a verb to make a request. Example: could you wash the dishes?
- Use "please" to make a request more polite. Example: Could you please wash the dishes?

#### LISTENING

#### **Favors**

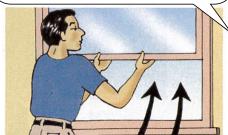
k) 📶 Read and listen. Then listen again and repeat.

1. Could you please help me? )

(2. Could you please open the window?)

(3. Could you please close the door?







Could you please turn on the light?)



Also: turn on the stove/computer



Also: turn off the microwave/light

(5. Could you please turn off the TV?) (6. Could you please hand me the glasses?)



Also: hand me my sweater/book

I) Complete the polite requests. Use "could you please". Use the vocabulary and other verbs you know.

1. It's a little hot in here. Could you please open the window? 2. I have a headache. the TV? 3. \_\_\_\_\_ my jacket? I'm going for a walk. 4. I'm going to bed. \_\_\_\_\_ the computer? 5. I want to read a book. \_\_\_\_\_ my glasses? 6. \_\_\_\_\_shopping? We need milk. 7. I'm busy right now. \_\_\_\_\_ the garbage? 8. Let's watch a movie. \_\_\_\_\_the TV?

# LISTENING

m) J4.17 Listen to the conversations. Then complete each request.

- 1. Could you close the window, please?
- 2. Could you \_\_\_\_\_?
- 3. Could you please\_\_\_\_\_\_?
- 4. Could you please \_\_\_\_ ?
- 5. Could you \_\_\_\_\_\_?

### **LISTENING**

# Ask for and agree to do a favor

n) (4.18) Read and listen.

A: Could you do me a favor?

B: Of course.

A: It's very cold. Could you please close the window?

B: Sure. No problem.

#### Ways to agree to a request

Sure.

No problem.

Of course.

My pleasure.

Ok.

### **SPEAKING**

o) With a partner, change the conversation. Ask for a different favor. Then change roles.

# RECYCLE THIS LANGUAGE

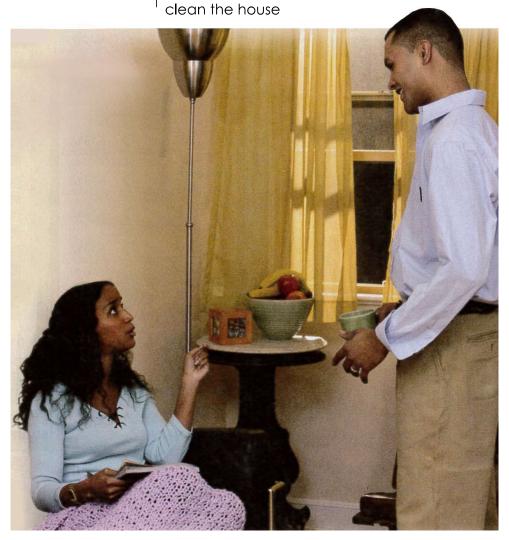
turn on the \_\_\_ turn off the \_\_\_

open the \_\_\_ close the \_\_\_

hand me my\_

help me do the laundry make dinner take out the garbage

wash the dishes



#### **READING**

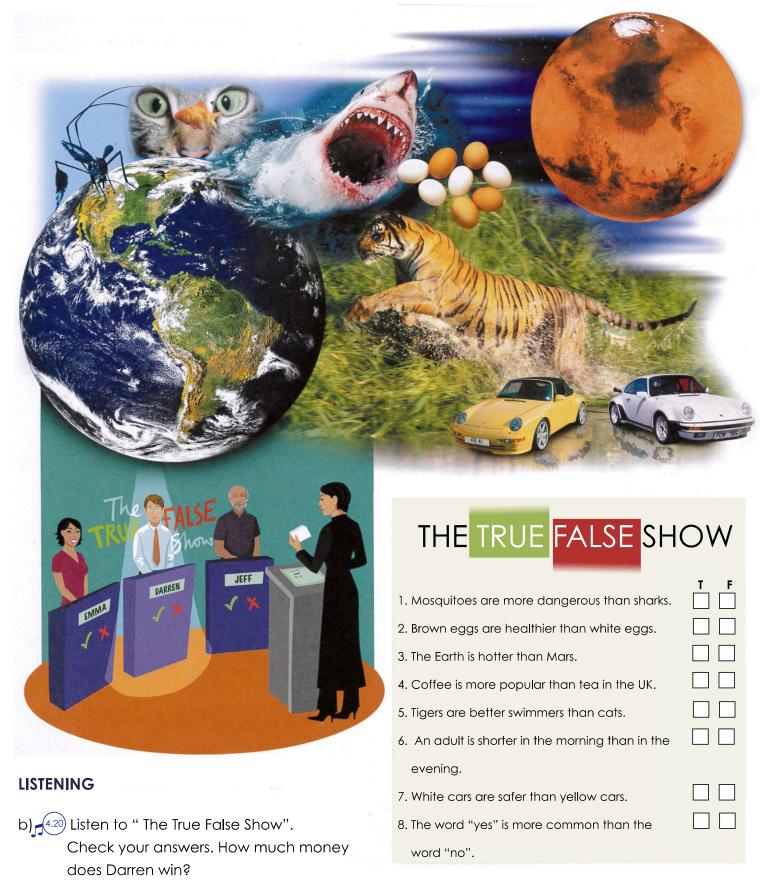
p) (4.19) Read and listen to the article.



4. At sixteen months,\_\_\_\_\_

#### THE TRUE FALSE SHOW

a) In pairs look at the sentences from "The True False Show". Write T (true) or F (false).



#### The comparatives

Comparatives are used to compare two things and to highlight the superiority, inferiority or equality of one term to another.

SUPERIORITY	EQUALITY	INFERIORITY
a) short adjectives.*  adjective + -ER THAN Example: Peter is taller than Sandra. b) Long adjectives.*  MORE + adjective + THEN Example: A Ferrari is more expensive than a Mini.	short and long adjectives:  AS + adjective + AS Example: English is as easy as German.	short and long adjective:  LESS+adj + THAN  Example: July is less  cold than January.

<sup>\*</sup>short adjectives are 1-syllable adjectives and 2-syllable adjectives ending in –y (ex: pretty).

long adjectives: all the other adjectives.

### Orthographic changes:

- If the adjective ends in "y" the "y" becomes "i": heavy- heavier.
- If the adjective ends in "e" only an "r" is needed: wise-wiser.
- If the adjective ends with a "single vowel + consonant" the consonant is doubled and you ad "er": big-bigger.

#### Irregular forms:

These adjectives and adverbs have irregular comparative forms.

- Good/well- better. Example: the garden looks better now.
- Bad/ badly- worse. Example: is your teacher better? No, she is worse.
- Far/ further. Example: It's a long walk form here to the station. Further than I think.
- \* further= can also mean "more" or "additional". Example: for further information check the website.

c) Complete the sentences using a comparative form.
1. It's too noisy here. Can we go somewhere (quiet) <u>quieter?</u>
2. The coffee is very weak. I like it a bit (strong)
3. The hotel is surprisingly big. I expected it to be (small)
4. The hotel is surprisingly cheap. I expected it to be (expensive)
5. The weather is too cold in this country. I'd like to live somewhere (warm)
6. My job is a bit boring sometimes. I'd like to do something (exciting)
7. I'm surprised how easy it is to use the computer. I thought it would be (difficult)
8. Your work isn't very good. I'm sure you can do (good)
9. Don't worry. The situation isn't so bad. It could be (bad)
10. I'm surprised we got here so quickly. I expected the journey to take (long)

11. You're talk	king very loudly.Can you speak a bit (quietly)	š	
12. You're star	nding too near the camera. Can you move a bit	t (far)	away?
13. You were	a bit depressed but you look (happy)	today.	
d)Complete	the sentences using asas.		
<ul><li>2. My salary is</li><li>3. You know c</li></ul>	all but you are taller. I'm not as tall as you.  high but yours is higher. My salary isn't  bit about cars but I know more. You don't		·
5. I feel tired o	rvous but you are more. I'm not and you too. I'm		· ·
e) Rewrite the	ese sentences so that they have the same meani	ing.	
•	nger than he looks. Jack isn't as old as he looks.		
	nd as much money as you. You		
	is nearer than I thought. The station isn't oesn't cost as much as I expected. The meal		
	s than before. I don't		
	't as long as it was. She has		
Personality o	adjectives		
f) Match the	adjectives of personality with their meaning.		
Aggressive c	areful stylish friendly generous quiet serious		
•	person is open and kind		
	person doesn't make mistakes or have acc		
	person thinks a lot and doesn't make jokes.		
	person doesn't talk a lot.		
	person likes giving people things. person dresses well.		
	person likes arguing and can be violent.		
LISTENING			
a) (4.21) Listor	n to the radio program about car colors and pers	sonality Listen once	and write the colors in
g) (4.21) Lister the c		ourding. Listerr office	CANA WINE THE COIOIS III
car color	personality		
1. yellow			

### **SPEAKING**

h) Work in pairs. Think of three people you know who have a car.

What color are their cars? Is their personality the same as in the chart?

(more popular with women than men)

\_\_\_\_\_ (very popular with doctors)
more \_\_\_\_\_ than normal

\_\_\_\_\_ (popular with business people)

#### **READING**

i) Read the article and complete each heading with a phrase.

# **EXTREME LIVING**

Welcome to the coldest, highest, and hottest places in the world!

\_ country in the world.

How do people live in Mali, West Africa, where the temperature is often 50°? John Baxter, a BBC journalist in Mali, says, "People get up very early and they don't move very much in the afternoon.

Surprisingly, they wear a lot of clothes (usually cotton) as this helps them not to get dehydrated. Houses are very hot and don't have air conditioning- the best place to sleep is on the roof!



- j) Read the article again and answer these questions.
- 1. Where do people wear a lot of cotton clothes?
- 2. Where is a good place to play golf?
- 3. Where do people sleep on the roof?
- 4. Where can you have a problem with your nose?
- 5. Where do you need to be careful in spring?
- 6. Where is a bad place to drink a lot of alcohol?



#### capital city in the world.

La Paz in Bolivia is 4,090 metres above sea level. It can be difficult to breath because there isn't much oxygen. Liz Tremlett, a travel agent who lives there says, "When people arrive at El Alto airport we sometimes need to give them oxygen". It is also the worst place to be if you drink too much beer. The next day you feel terrible because you get more dehydrated. But La Paz is a very good place to play golf. At this altitude, when you hit a golf ball it goes further!

## place in the world.

Can you imagine living in a place which is four times colder than your freezer? This is Yakutia in Siberia, where in winter it is often -50° or lower. Valeria Usimenko, a housewife, says,

"After a few minutes outside your nose fills with ice. It snows a lot and there is always a lot of ice and snow on top of the houses. The most dangerous time is the spring- when the ice falls it can kill people! The winter is very boring because we can't go out much. A lot of babies are born here in the autumn!"



#### The superlatives

Superlatives are used to express the highest degree of quality. We use a superlative adjective to describe extreme quality of one thing/person in a group of things/people.

SUPERLATIVE OF SUPERIORITY	
SHORT ADJECTIVES:	LONG ADJECTIVES:
THE + adjective + EST Example: Tom is the tallest boy of the school.	THE MOST + adjective Example: This is the most pleasant place on Earth.

#### SUPERLATIVE OF INFERIORITY

SHORT ADJECTIVES AND LONG ADJECTIVES:

THE LEAST + adjective

Example: This is the least interesting movie of the year.

- After superlatives we use "in" with places (towns, buildings, etc.) Example: what is the longest river in the world?
- We also use "in" for organizations and groups of people (a class/ team/ company) Example: Who is the best student in the class?
- We use "of" for a period of time.
   Example: What is the hottest month of the year?

# Irregular forms

Good→the best

Example: She's the best singer in the world.

Bad→the worst

Example: He's the worst football player.

Far→farthest

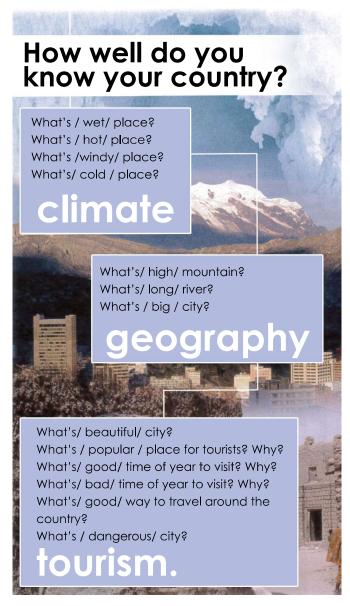
Example: Seattle is the farthest city form here.

k) Complete the sentences. Use a superlative + a preposition	on ("in" or "of").
1. It's a very nice room. It	the hotel.
2. It's a very cheap restaurant. It's	the town.
3. It was a very happy day. It was	my life.
4. She's a very intelligent student. She	the class.
5. It's a very valuable painting. It	the gallery

•	the sentences. Use a su		
1. We staye	ed at		hotel in the town (cheap).
2. Our hotel was			than all the others in the town (cheap).
			(large)
4. What's _			river in the world? (long).
		today (happy).	
			day of my life (bad).
			sport in your country? (popular).
9 This is			mountain in the world (high).
10. I prefer th	nis chair to the other one	e. It's	holidays we have ever had (enjoyable). (comfortable).
m) Complet	e the chart.		
Adjective	Comparative	Superlative	
cold	colder	the coldest	
high	higher		
hot	hotter		
dangerous	the most dangerous		
good bad	better worse		
	'	1	
n) Complete	e the questions with supe	erlative adjectives and	choose the correct answers.
World Capita	als Quiz		
	ecapital city Madrid c. Rome	in the world? (noisy)	
2. What's the	e capital city	in the world? (big)	
a. Buenos Ai	res b. Mexico City c. To	okyo	
3. What's the	ecapital city	in the world? (dry)	
a. Nairobi I	o. Lagos c. Cairo		
4. What's the	e capital city	in the world (expensiv	e) ś
a. London	b. Tokyo c. Washingtor	า	
5. What's the	e capital city	in the world? (safe)	
a. Copenha	gen b. Canberra c. (	Oslo	
6. What's the	e capital cit	y in the world? (crowd	ed)
a. Beijing b	. Bangkok c. New Delh	i	

#### **SPEAKING**

o) In pairs or small groups, ask and answer these questions about your country. What's the wettest place? I think it's...



#### LISTENING

p) 14.22 Listen to each conversation. Write the item that people are talking about. Then listen again and circle the adjective that the salesperson uses to describe the product.

	They're talking about	Adjectives
1		light/ fast/ cheap
2		light /warm/ beautiful
3		tall /beautiful / affordable
4		light / easy to use / affordable

100 and enough	
- "Too" and "enough" modify adjectives, adverbs and nouns.	
"Too" means more than what is needed. "Enough" means sufficient.	
Examples (adjectives): He is too old to play football with the kids.  Dave is intelligent enough to do the right thing	g.
Examples (adverbs): You're not working fast enough. I don't have enough time.	
Examples (nouns): He has too many friends. He has too much patience.	
- "Enough" comes after adjectives and adverbs: Example (adjective): He isn't old enough to watch this program. Example (adverb): We're not walking quickly enough.	
- "Enough" may also precede nouns: Example: We have enough money.	
- "Too" comes before adjectives and adverbs: Example (adjective): It's too hot to wear that coat. Example (adverb): I was driving too fast.	
- "Too" may also come before nouns when it is used with the expressio and "too many". "Too much" is used before uncountable nouns. Example: There is too much salt in this food.	ns "too much"
- "Too many" is used before countable nouns. Example: There are too many students in this classroom.	
<ul> <li>q) Read the conversations between customers and salespeople. Then Use "too" or "enough" and an adjective from the list.</li> </ul>	complete each conversation.
<ol> <li>A: My photocopier is I'm ready for an upgrade!</li> <li>B: Ok. I have several models that are very fast. How much do you</li> </ol>	want to spend?
<ul><li>2. A: These jeans aren't They're very uncomfortable.</li><li>B: I'm sorry. Let me get you a larger size. Here you go.</li></ul>	
3. A: I like these portable speakers, but they really aren't f B: Then check out this pair. They're lighter, and you can have then	n for \$20.
4. A: Are you sure this microwave is ? I'm a pretty busy gu B: Absolutely. The X11 is our fastest model. And I can give you a gr	
<ul><li>5. A: How about this fan? Listen. It's very quiet.</li><li>B: That's definitely for my bedroom. And it's very afforce</li></ul>	able. I'll take it.  Heavy Light Quiet
6. A: This jacket is a real bargain, sir. It's only \$692.	Slow Small
B: \$692? That's I don't want to spend that much.	SHUIII

#### THEY DRESS WELL BUT THEY DRIVE BADLY

#### READING

a) Read the article. Where are the three people living? Complete the gaps with the following cities:

Milan Riojaneiro

Tokyo

Los Angeles

Barcelona

Sydney

# The inside story

Three people who live abroad Talk about their "new countries".



Nuria from Spain lives in

Driving 8/10 I was surprised-people drive quite slowly. People use their cars for everything. You never see people walking in the street.

Social life 5/10 People don't go out

during the week because they work very hard. It's normal to work twelve hours a day and people usually only have one or two weeks' holiday. Work is the most important thing here, more important than family and social life.

**People 9/10** People are really nice here. It's easy to talk to them. And in shops the shop assistants are very helpful. They always say "Have a good day!".





Monica from Argentina lives in

Safety 10/10 There is almost no crime here. You can walk safely in the city late at night. And you can leave things in your car and nobody steals them!

**Driving 7/10** People drive carefully, but the big problem is that there aren't any street names. It's impossible to find where you wan to go. Even taxi drivers don't know! Also traffic lights are horizontal and they are difficult to see.



**People 7/10** They are shy and they speak very quietly. But when they drink some of them change completely! Last Friday night I went out with people from work and we ended up in a karaoke bar. My boss is usually quite serious but he sang "My Way" very loudly and badly.



Kevin from the UK lives in

Clothes 8/10 Appearance is very important. Everybody dresses well, but especially the men. They are very elegant and wear very stylish clothes. It is easy to see here there weren't any who the British people are here!

Food 9/10 They love food and it is fantastic! But times are changing. Today many people under 35 can't cook. Supermarkets are full of food now which you can put in the microwave. When I first came to live McDonald's but now they are everywhere.

**Driving 5/10** People here are in love with their cars and they drive very fast. Even the nicest people become more aggressive when they drive.

