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## Preface

This workbook has been designed for the E.S.L learners who study English as a second language. It depicts basic writing techniques, tenses & grammatical structures

The aim of this workbook is to ameliorate basic Writing skill in all forms like article writing, dialogues, writing, picture stories, letters, applications, essays and short topics, so that learner can become effective writer.

The workbook based upon different Activities, Exercises, picture stories and comprehensive Worksheets & Listening activities.

This workbook will help learners to use writing techniques, given ideas, comprehensive vocabularies in the improvement & development of speak writing, Listening & Speaking skills, so that learner can establish the link with the basic writing to professional writing.

Required is extended to the reader of this book to kindly overlook the typing errors which they may find in some places with an assurance of their rectification. In the next revised edition.

Being an author of this book I keep a hope this workbook will contribute substantially to better need and improvement of the learner of all writings' skill.

# The British Institute

**Dear Students:**

I would like to warm acclaim to all of you in my Institute TBI. I am quite certain that you must have had a splendid atmosphere here. It really gives me an immense pleasure to share my past experience and expertise with you.

Well, I have associated with **TESOL** field since 2006. I have designed many curriculums of English language and literature for the schools and as well as for the language institutes. I have travelled across the Pakistan to train ELT practitioners. I hold a master degree in English Literature.



Imtiaz Shahab

Best wishes to everyone...



**Activity: Write down your daily routine by using the given vocabularies.**

I get up **at about** six O'clock and then I wash face and hands and then I perform ablution and then I go to Masjid and then ...

<b>Routine Vocabularies</b>
Get up
Wash face & hands
Perform ablution
Perform Namaz
Have Breakfast
After that / then
Go to office
Come back
Take some rest
Watch TV
Do Home chores
Use Mobile
Send messages
Read messages
Chit chat with friends
Come TBI
Take language class
Leave center
Operate computer
Use internet
at about / at around
Go to bed

**Activity: Write down your 10 free time activities by using given vocabularies.**

When I am free , I do different activities such as;

Sometimes I read Islamic books, sometimes I play games...

Read Islamic Books
Read poetry
Take rest
Watch Cricket
Watch funny movies
Meet friends
Go shopping
Play games
Ride bike
Fly kite
Play marbles
Stitch clothes
Read stories
Read news papers
Watch Programme
Operate Computer
Listen to music
Make fun
Forward/read messages

## Desires, Dreams, Likes & Dislikes

### Write down your ten keen desires.

e.g. I want to / wanna go abroad.

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

### Write down ten actions you enjoy doing.

e.g. I enjoy diving very much.

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

### Do you love / like...

1. ...Chocolate \_\_\_\_\_
2. ...Cold drinks/Coffee \_\_\_\_\_
3. ...Fast Food \_\_\_\_\_
4. ... Ice cream? \_\_\_\_\_
5. ... Laptop/Smartphone \_\_\_\_\_
6. ...Seaside/Water park/Museum \_\_\_\_\_

### Do you love / like...

1. Having a cold shower? \_\_\_\_\_
2. Going for long walks? \_\_\_\_\_
3. Cleaning room? \_\_\_\_\_
4. Getting up at dawn? \_\_\_\_\_
5. Shopping? \_\_\_\_\_
6. Revising for exams? \_\_\_\_\_

# The British Institute

## STEP WISE INTRODUCTION IN THE PRESENTATION AREA

### Step# 1

#### Taa'uuz / Tasmia

- I seek protection in Allah from Satan the Rejected one.
- In the name of Allah, most gracious and most merciful

### Step# 2

#### Salutation

- Assalam U Alaikum & Good Morning / Afternoon / Evening to my respectable teacher, my friends, & classmates.

### Step# 3

#### Self Introductions (Complete name & Residence)

- This is / I am / My Self is \_\_\_\_\_ & I am from \_\_\_\_\_.

### Step# 4

#### POSSESSIONS

- I have medium height, I have fair complexion, I have short-black hair.

### Step# 5

#### Education / Qualification

- My Qualification is \_\_\_\_\_,
- I have done \_\_\_\_\_ in \_\_\_\_\_.
- Currently, I am working as well as learning \_\_\_\_\_.

### Step# 6

#### Family

- In my family there is my father, mother, \_\_\_\_\_ brothers & \_\_\_\_\_ sisters including me,
- My father is a general employee & my mother is a good house wife.
- My younger brother studies in \_\_\_\_\_, my sister studies in \_\_\_\_\_.
- I am student at a college \_\_\_\_\_, and as well as I \_\_\_\_\_.

### Step# 7

#### Hobbies

- I like reading story books, I like Web-browsing / Internet-Surfing, I like going on picnic

### Step# 8

#### Like / Dislike

- I like Fast Food, I like Chicken Noodles, I like Chocolates, and I like Coca-Cola & Sting.
- I dislike Vegetables, I dislike Long Bus Journey & I dislike taking medicines.

### Step# 9

#### Future Plans / Ambitions

- I want to become a news anchor, I want to go abroad & I want to buy an Apartment.

### Step# 10

#### Starting Topic / Presentation

- I would like to start my topic now, my topic is \_\_\_\_\_,

### Step# 11

#### Ending Presentations / Closing

- And that's all in my opinion; I hope you must have understood.

## **Activity: Write down about a good Muslim.**

A good Muslim is the one who performs Namaz daily who keeps fast who ....

Performs Namaz daily
Recites the Holy Quran
Keeps fast
Pays Zakat
Performs duty with honesty & integrity
Behaves well
Respects everyone
Speaks the truth
Obeys elders
Starts work with name of Allah
Never deceives any one
Never Fights
Never backbites
Protects the rights of others
Follows the Sunnat
Preaches Islam
Follows Shariyat
Is not extravagant

**good Son/Daughter.**

A good Son / Daughter is the one who obeys parents / who takes care of parents.....

# The British Institute

**Activity: Famous & Alive  
Favourite Celebrity /  
Personality:**

*The Favourite person can be chosen  
from one of these categories...*

1. Sports man / Athletes
2. Actor / Actress
3. Cricketer / Footballer
4. Singer
5. Drama Artist

**Verb to Have / Has      Verb to Be**

Fair complexion	Famous
Tanned complexion	Well known
Dark complexion	Popular
Attractive eyes	Helpful
Goo-goo eyes	Decent
Hollowed eyes	Pompous
Tall height	Energetic
Medium height	Great
Small height	Powerful
Slim & Smart figure	Attractive
Bulky / Healthy figure	Handsome
Long hair	Beautiful
Short hair	Very funny
Blond hair	Good comedian
Curly hair	Friendly
Shiny hair	Intelligent
Silky hair	Always speaks the truth
Thin / thick Beard	Active
Short Moustache	Energetic
Long Moustache	Generous
	Jolly

*Here is an example how to describe your Favourite celebrity / Personality*

- 1) **Physical Appearance**
- 2) **Achievements**
- 3) **Family / Education**
- 4) **Bank balance / Properties**

Good / Sweet voice	Gorgeous
Heart touching personality	Sympathetic
Good speaking style	Knowledgeable
Big muscles & arms	Lenient/polite

There are countless personalities in this world but the personality whom I like most .He is“Wasim Akram”

He **is** Pak’s Ex Cricketer & Captain. He **has** fair complexion, he **has** Tall height, he **has** bulky & smart figure, he **has** Attractive eyes, he **has** Black, thick & shiny hair, he **has** good smile, he **has** 500plus wickets in test matches & ODI, he **has** lots of man of the Match & man of the Series awards, he **has** lots of properties, he **has** many villas & apartments in Pak, he also **has** lots of farmhouses, Car showrooms & also some shares in different business. He **has** master degree & also cricket academy certificate. he has his own cricket academy

# The British Institute

## Activity: Favourite Celebrity:

*Define the followings of your Favourite Celebrity.*

# Physical Appearance Achievements Bank balance / Properties

## *Paste Picture*

*Of your*

## *Favourite Celebrity*

## Physical/External Appearance

## Achievements

# The British Institute

## Topic: Importance of English Language in the 21<sup>st</sup> Century.

English is a primitive & Global language, which is globally spoken in all over the world,

English is used at lots of places, in offices, universities, colleges, schools, hospitals, and shopping malls and so on...

English helps us to study; **it also helps us** to talk with other nationalities like Korean, Japanese, Chinese & so on. **English also helps us** to use many technologies; **it also helps us** to preach Islam.



**Activity:** Write down your point of view about “Importance of English Language”.

**English helps us to pass the interviews...**

English also helps us to get good jobs,

*To pass the interviews*

*To get white collar jobs*

*To study abroad*

*To get higher education*

*To teach*

*To use internet*

*To use Computer*

*To use Mobiles*

*To learn Computers*

*To pass tests/Exams*

*To prepare notes*

*To spread business*

*In import & export business*

*In management field*

*In Business dealing*

*In advertisement*

*In exploring web-sites*

*In getting online lectures*

# The British Institute

## WhatsApp to a Friend



November 18<sup>th</sup>

Hi Sania,

I am ship-shape; I hope you are also safe and sound. Nowadays, I'm extremely busy doing lots of different activities.

Nowadays, I'm learning English Language in The British Institute. I'm also learning driving.

I'm going to Dolmen Mall Hyper Star for shopping on the next weekend. I would like to invite you to come with me.

Please tell me, what are you doing nowadays? I'm sending you some of my birthday pictures.

Please reply fast

Regards

Yours Friend

Ayesha

## Choose the words from the box.

- ❖ Reading Literature.
- ❖ Learning English.
- ❖ Doing Graphics course.
- ❖ Learning Driving.
- ❖ Learning Beautician course.
- ❖ Applying for a job.
- ❖ Preparing for medical test.
- ❖ Decorating home.
- ❖ Painting walls.
- ❖ Teaching.

## WhatsApp Reply

# The British Institute

Activity: I've done it!

Choose one of these topics



*I am going to a marriage ceremony.*



*I am going for an interview for a job.*

*I am going on Picnic.*

## Ideas to be Used

Packed some clothes  
Had shower  
Bought a cake  
Cleaned my shoes  
Turned off gas.  
Bought tickets  
Turned off the lights  
Washed my hair  
Closed all the windows  
Cleaned my flat  
Packed my tooth brush  
Bought some food  
Cleaned my teeth  
Kept all the testimonials  
Prepared for questions  
Sprayed perfume  
Put on tie / nice shoes

*I am going for an interview tomorrow, so I have done many things, such as I have had shower, I have also cleaned my shoes...*

## JUST / ALREADY / YET

### MAKE SENTENCES

1. My Father has \_\_\_\_\_ come home.
2. We have \_\_\_\_\_ finished the project.
3. The students haven't entered in the class \_\_\_\_\_.
4. She has \_\_\_\_\_ charged mobile.
5. The teacher has \_\_\_\_\_ come in the classroom.
6. My mother has not made the meal \_\_\_\_\_.

### Answer The Question Using JUST/ALREADY/YET.

1. Have you not written the composition for the English Lesson?  
(**YET**) \_\_\_\_\_
2. Have you studied for the Geography exam yet?  
(**Already**) \_\_\_\_\_
3. Have you prepared the meal for the guests?  
(**Just**) \_\_\_\_\_
4. Has Ali taken the dress from the tailor yet?  
(**YET**) \_\_\_\_\_
5. Has your father bought the news paper & bread yet?  
(**Just**) \_\_\_\_\_

### Fill in the blanks with JUST / ALREADY / YET

1. I've \_\_\_\_\_ heard that Mr. Brown had an accident. His wife told me a minute ago.
2. A: You can't go out before you finish your homework.  
B: Oh, mum I've \_\_\_\_\_ finished my homework.
3. Teacher: have you finished answering all the questions \_\_\_\_\_?
4. A: do you want me to help you with the washing up?  
: You are too late I have \_\_\_\_\_ done the washing up.
5. A: where is your father?  
B: He has \_\_\_\_\_ arrived home. He is taking off his coat now.

Activity: Put the correct 3<sup>rd</sup> form in the blanks.

# HAVE YOU EVER...?



Have you ever \_\_\_\_\_ by  
Plane.  
**(Travel)**



Have you ever \_\_\_\_\_  
Golf.  
**(Play)**



Have you ever \_\_\_\_\_  
Pizza.  
**(Eat)**



Have you ever \_\_\_\_\_  
Taj Mahal.  
**(Visit)**



Have you ever \_\_\_\_\_  
Mahira Khan.  
**(Meet)**



Have you ever \_\_\_\_\_  
Horse.  
**(Ride)**



Have you ever \_\_\_\_\_  
**(Cruise)**



Have you ever \_\_\_\_\_  
Windows.  
**(Install)**



Have you ever \_\_\_\_\_  
Mobile /Laptop.  
**(Repair)**

S.No.	Present Form	Past Form	Past Participle Form	Meaning
1.	Abide	Abode	Abode	
2.	Awake	Awoke	Awoke / Awoken	
3.	Bear	Bore	Borne	
4.	Bring	Brought	Brought	
5.	Buy	Bought	Bought	
6.	Catch	Caught	Caught	
7.	Come	Came	Come	
8.	Choose	Chose	Chosen	
9.	Do	Did	Done	
10.	Drink	Drank	Drunk	
11.	Drive	Drove	Driven	
12.	Eat	Ate	Eaten	
13.	Fall	Fell	Fallen	
14.	Feel	Felt	Felt	
15.	Find	Found	Found	
16.	Fly	Flew	Flown	
17.	Get	Got	Got / Gotten	
18.	Give	Gave	Given	
19.	Go	Went	Gone	
20.	Hide	Hid	Hidden	
21.	Keep	Kept	Kept	
22.	Know	Knew	Known	
23.	Leave	Left	Left	
24.	Lose	Lost	Lost	
25.	Make	Made	Made	
26.	Meet	Met	Met	
27.	Pay	Paid	Paid	
28.	Ride	Rode	Ridden	
29.	Run	Ran	Run	
30.	See	Saw	Seen	
31.	Sing	Sang	Sung	
32.	Sleep	Slept	Slept	
33.	Speak	Spoke	Spoken	
34.	Spend	Spent	Spent	
35.	Stand	Stood	Stood	
36.	Take	Took	Taken	
37.	Tell	Told	Told	
38.	Think	Thought	Thought	
39.	Wear	Wore	Worn	

## Problem Verbs

The Verbs like **Lie / Lay, Rise / Raise & Sit / Set** cause problems even for *Native English Speakers.*

Present Form	Past Form	Past Participle	Present Participle	Meaning
Lie	Lay	Lain	Lying	
Raise	Raised	Raised	Raising	
Rise	Rose	Risen	Rising	
Set	Set	Set	Setting	
Sit	Sat	Sat	Sitting	

## Weak Verbs

S.No.	Present Form	Past Form	Past Participle Form	Meaning
1.	Burst	Burst	Burst	
2.	Cost	Cost	Cost	
3.	Cut	Cut	Cut	
4.	Hit	Hit	Hit	
5.	Hurt	Hurt	Hurt	
6.	Let	Let	Let	
7.	Put	Put	Put	
8.	Shut	Shut	Shut	
9.	Spread	Spread	Spread	
10.	Set	Set	Set	

## (Regular Verbs)

○ Write the Past Simple form of the verbs below in the correct column.

submit ☈ worry ☈ finish ☈ start ☈ phone ☈ call ☈ visit ☈ marry ☈ listen ☈ cry  
 ☈ play ☈ hate ☈ climb ☈ live ☈ arrive ☈ talk ☈ look ☈ stay ☈ ask ☈ clean ☈  
 ☈ travel ☈ like ☈ walk ☈ carry ☈ stop ☈ mix ☈ plan ☈ decide ☈ tidy ☈ beg

- d	- ed	cons + y - ied	double cons + - ed



# The British Institute

## At the Mall



**PARKING  
AREA**

**GROCERY  
STORES**

**FASHION  
MAN**

**GIFT&TOYS  
SHOP**

**FASHION  
CHILDREN**

**FOOTWEAR**

**JEWELLER  
Y SHOP**

**FASHION  
WOMEN**

**COSMETICS  
SHOP**

**FOOD  
COURT**

# The British Institute

## At the Mall

Last Sunday, me and my friend decided to go to Saima Paari Mall

# The British Institute

## Activity: I felt really... Or I was .../We were...

1. Here are some sentences from stories. Can you find Other words? Which describe people's feelings? Write them in the table.

When I ran against one of my school friends at the mall after five years, I felt really **surprised** to see him. He was too fat



**Excited**

When I saw the end of PK movie. I felt really **gloomy and sad** because Amir Khan went back to his planet.

It was very late at night.

When I saw a black cat on the road, I was **frightened / scared**



When Pakistan won the match against India, I felt really **happy and excited**.

2. Talk about something that happened to you. Include the sentence in the bubble.

I felt really .....!

# The British Institute

Activity: Write down the suitable second forms of verbs in gaps...

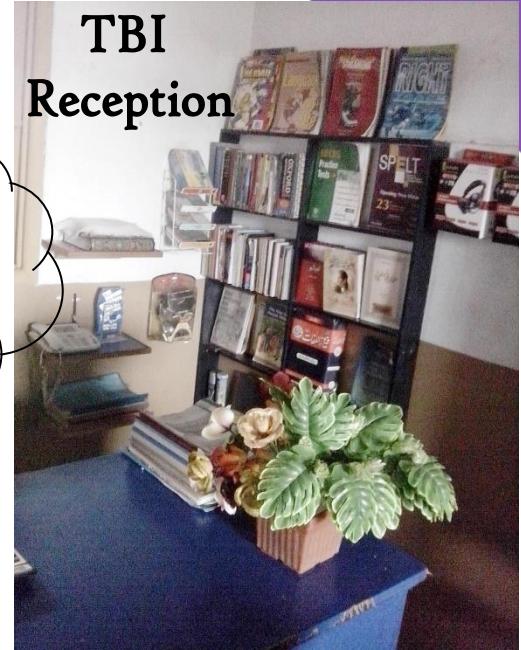
Present Form	Past Form	Read The Sentences And Fill In The Blanks With The Correct And 2 <sup>nd</sup> Forms Of The Verbs In The List.
<b>Leave</b>		1. Last night John _____ some postcards to send his cousins for the New Year.
<b>Find</b>		2. I and my family _____ to Turkey for summer holidays.
<b>Buy</b>		3. Rachel _____ her old car to a car dealer last month.
<b>Grow</b>		4. Thomas was in his bed when he _____ a terrifying noise.
<b>Meet</b>		5. Mrs. Khan _____ work early last Monday because her son was very ill.
<b>Fight</b>		6. His father _____ his bicycle to the town when he was in village.
<b>Catch</b>		7. Tony _____ Brian at school this morning because Brian treated him in a rude way.
<b>Take</b>		8. After I searched the internet for three hours, I _____ a nice picture for my Science project.
<b>Sell</b>		9. The detective _____ the robber easily because he had videos from the security camera of the Bank.
<b>Teach</b>		10. I wanted to go to the fancy dress party on Saturday so I _____ this pirate costume from the shopping center.
<b>Go</b>		11. When my uncle was 20 he lived on a farm. He _____ vegetables & raise cattle there.
<b>Wear</b>		12. The school bell _____ while we were having a discussion about the Merits & De-merits of Mobile phones.
<b>Hear</b>		13. She _____ a nice white suit for the meeting last Tuesday. She looked so beautiful in it.
<b>Win</b>		14. Our school organized a trip to "Mazar-e-Quaid" last year and we _____ lots of photographs of the site there.
<b>steal</b>		15. The police is taking this man to prison because he _____ a very precious diamond from the Museum.
<b>Write</b>		16. Their music teacher _____ them a very nice folk song this afternoon.
<b>Ring</b>		17. While Sidra was walking on back street she _____ her favourite singer. She was so shocked and excited that she could only say "Hello".
		18. Germany's fans were very happy yesterday evening because their

## Activity: Past Progressive Tense



When I went to Bank last Friday...  
I saw a watchman  
He was wearing blue uniform & standing at the entrance ...

When I came TBI yesterday ... Sir was sitting at reception...



### Cloud one:

Cashier was counting Cash

He was dealing Customers

People were waiting for their turns

An account opening officer was opening account.

He was receiving the Account Form.

He was asking for CNIC to customers.

People were filling the Account Form.

BM was working on Laptop.

### Cloud two:

Sir Imtiaz was \_\_\_\_\_ parents.

He was \_\_\_\_\_ blue shirt, black pants & nice tie

He was \_\_\_\_\_ office work.

Someone was \_\_\_\_\_ on reception chairs

He was \_\_\_\_\_ TBI language book

He was \_\_\_\_\_ to another \_\_\_\_\_.

I also saw Computer Lab, some students were \_\_\_\_\_.

Some students were \_\_\_\_\_ theory class,

Some students were \_\_\_\_\_ projects on different Software.

# The British Institute



When I went  
to the park...

Last year, when I  
went to the  
museum...

Make the paragraph of above clouds.

## A topic example idea

When I went to a Park

I saw lots of people there.

I saw a guard he was wearing

Blue uniform he was checking

Tickets and parking area.

People were standing on

Different stalls...

Children were playing .....

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# The British Institute

## Activity: Question Words

Suppose you went to a marriage ceremony... Make the Questions from the table & paragraph.

## Activity: Read the following paragraph & make the W/H questions.

Last Sunday it was my cousin's marriage ceremony therefore I went there.

I went with my family. We went by coaster. We arrived at about half past nine or quarter to ten.

I wore a beautiful formal embroidered kurta & shalwar. I went to the “**Sky Banquet**” it was a well-decorated palace, there were lots of waiters. I met my relatives & cousins. The dinner was very fabulous & delicious; there were **Biryani**, **BBQ**, dessert & Soft drink.

I had a great fun. I saw Bride & Groom; the Groom was wearing a beautiful Turban, and Sherwani. We came back home very late.



What
When
Why
Where
How
With whom

What did you do last Sunday
Where did you go last Sunday
With whom did you...?

## Activity: Write down the W/H questions here...

## Activity: W/H questions

**Read the following questions & answer them in your words...**



What did you wear? / Which kind of dresses did the students wear?

How was your farewell party?

What did other students do on farewell party?

How did you feel that day?  
How were feelings of your teachers?

What was the menu in buffet?  
What presents did students give to the teachers?

**Activity: Write down the answers of above W/H questions here...**

# The British Institute

## Activity: Future Plans

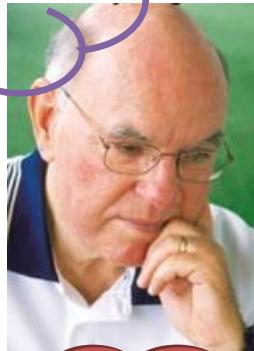
**I will ...**

- 1. Look at these boxes. What are the thoughts are there. Continue them...



**In Vacations...**  
**I will...**

**After retirement**  
**I will...**



**After English Course...**  
**I will....**

**After University....**  
**I will.....**



- Select any cloud and continue them by using future Indefinite tense...


## What will happen?

### Vocabulary To Use

- \_\_\_\_\_ meet a tall stranger.
- \_\_\_\_\_ Like him
- \_\_\_\_\_ Fall in love.
- \_\_\_\_\_ Be happy.
- \_\_\_\_\_ stay together.
- \_\_\_\_\_ leave him.
- \_\_\_\_\_ Long journey
- \_\_\_\_\_ a foreign country.
- \_\_\_\_\_ a house.
- \_\_\_\_\_ married.

#### **Yours Future**

*You'll meet someone special, and you'll go on a long journey. A tall stranger will give you some money, and you'll use it to buy something you need. Before the end of the year, you'll find a very old friend and he will tell you something important, and than your life will suddenly change...*

**Write dialogues between a customer and a palmist.**

# The British Institute

## Activity: Future Progressive/Future perfect

## *Will be doing*

## 1. *What will you be doing in the next five years?*

Do job \_\_\_\_\_?

Visit \_\_\_\_\_?

Earn \_\_\_\_\_?

Pass \_\_\_\_\_?

Live in \_\_\_\_\_?

Buy / purchase \_\_\_\_\_



*Use Future Progressive tense with above verbs.*

In the next five years, I will be doing job as a Media Reporter

*What will you have done / completed in the next decade?*

## *Will have done*

In the next decade, I will have completed my studies.

## Listening Activity

### 1.1 HELLO GOODBYE

A: Hello, I'm Sam.

B: Oh, hello. I'm Anna.

A: Where are you from, Anna?

B: I'm from \_\_\_\_\_.

A: Hello.

C: Oh, hi. I'm \_\_\_\_\_.

I'm a student here.

A: Oh, really? My name's Sam.

A: Oh, hi, \_\_\_\_\_. How are you?

D: I'm fine. How are you?

A: Oh, I'm OK.

A: Hello. My name's Sam.

E: Hi, I'm John. I'm a \_\_\_\_\_ here.

A: Oh, really? Where are you from?

E: I'm from \_\_\_\_\_.

### 1.2 PHOTOS

This is my car. It's a

\_\_\_\_\_, it's very old. This is my \_\_\_\_\_. It's very small. And this is my friend Nina. She's from \_\_\_\_\_. Oh, and this is my friend \_\_\_\_\_.

He's from \_\_\_\_\_.

London and he's a student.

### 2.2 HOW OLD ARE THEY?

1. My name's \_\_\_\_\_. I'm nine years old, and I'm from Germany.

2. My name's Olga. I'm 16, and I'm from \_\_\_\_\_.

3. Hello. My name's \_\_\_\_\_.

I'm 18 years old, and I'm from the United States.

4. This is Kumiko. She's one year old, and she's from \_\_\_\_\_.

5. My name is \_\_\_\_\_.

I'm 20, and I'm from Italy.

### 2.3 PARENTS AND CHILDREN:

1. My names' Paul. I'm \_\_\_\_\_ and my wife is a doctor. We have two \_\_\_\_\_. My daughter is 8 and my son is just 3.

2. My name's \_\_\_\_\_. I'm 19 years old and I'm a student at university. I have one brother, his \_\_\_\_\_. My mother's a teacher, and my father's a \_\_\_\_\_.

### 2.4 WHO'S WHO?

**A.** is Donna. She's a police officer, she's 20, she's from \_\_\_\_\_

and she has a grey car. **B.** is James. He's a student, he's 17, he's from I \_\_\_\_\_ and he has a red car. **C.** is Ali. She's a singer, she's 19, she's from \_\_\_\_\_

and she has a \_\_\_\_\_. And **D.** is bob.

He's a waiter, he's 18 years old, he's from England and he has a \_\_\_\_\_.

## PHRASE BOOK: GOOD MORNING

A Fine, thanks.

1. A Good afternoon.  
B Good afternoon.
2. A Good evening, sir.  
B Good Evening  
\_\_\_\_\_, please.
3. A Good night.
4. B Good night. See you tomorrow.

## 3.1 SORRY

- A A \_\_\_\_\_ – Hello. How are you?  
B I'm not Jane, I'm Cathy.  
A Oh, yes, sorry. Cathy, hello.  
How are you?
- B. A Excuse me. Two \_\_\_\_\_ please.  
B Actually, I'm not a waiter.  
I'm a customer.  
A Oh, I'm sorry.
- C. A Oh, good. \_\_\_\_\_ Hello.  
The Hilton Hotel, please.  
B Sorry. This isn't a taxi. It's my car.  
A Oh, I'm so sorry.
- D. A oh, is that your baby? Isn't she lovely? What's her name?

B He isn't a girl, \_\_\_\_\_.

He's a boy.

A Oh, of course. Isn't he lovely?

- E. A So where are you from?  
\_\_\_\_\_?

B no, we aren't American.

We're English.

A Oh, you're English.

C Yeah, that's right. We're from London.

## 3.2 IS THIS SEAT FREE?

A Excuse me. Is this your \_\_\_\_\_?

B Oh. Yes, it is. Thanks. Are you a student here?

A Yes. Yes, I am. My name's Mark.

B Hi. I'm Sonia.

A Hi, Sonia. Um, is this seat free?

B Yes, of course.

## 4.2 BIRTHDAY PRESENTS:

1. A Here's a present for you.  
B Hmm, what is it? ... It's a \_\_\_\_\_! Oh, thank you!
2. A Here you are. Happy birthday.  
Ooh, thanks

## **CONVERSATION QUESTIONS**

- 1) Hello, how are you?
- 2) Can I have your name please? / Can I catch your name please? / May I know your name please?
- 3) What do you do, by the way?
- 4) How do you pass your free time/leisure time /spare time? / What do you do in your free time?
- 5) What are you doing nowadays?
- 6) What are you interested in?
- 7) What are you fond of?
- 8) What are you good at?
- 9) What are you weak in?
- 10) Where do you live? Where is your home?
- 11) How many siblings do you have? / How many brothers / sisters do you have?
- 12) What's your number in your family?
- 13) How is your father by nature? / How is your mother by nature?
- 14) What does your father do? / What is your father job?
- 15) How many friends do you have?
- 16) Who is your best friend?
- 17) Why do you like him / her? Describe your friend's quality.
- 18) Whom do you love most in your family?
- 19) Who loves you most in your family?
- 20) With whom do you share your secrets?
- 21) When do you get gloomy?
- 22) When do you get happy?
- 23) When do you feel shy?
- 24) Why do you feel shy?
- 25) What is your qualification?
- 26) What are your further intentions?
- 27) What job do you do? / What is your job?
- 28) Where do you work?
- 29) What is your post / designation?
- 30) How long have you been working there?
- 31) How much experience do you have?
- 32) What have you learnt so far?
- 33) How many picnic places have you visited in Karachi?
- 34) Have you ever participated in any competition?
- 35) How many computer courses have you done so far?
- 36) Do you know how to operate computer?

- 37) Do you know how to use Internet?
- 38) Do you have Social account?
- 39) How long have you been using this social account?
- 40) How long have you been living in Orangi Town?

- 41) What are your *aims / goals / ambitions / dreams* in life?
- 42) How is your life going on?
- 43) How is your study going on?
- 44) How is your job going on?
- 45) Why are you learning English?
- 46) What will you do after learning English?
- 47) What will you do after completing Education?
- 48) How will you celebrate coming Eid?
- 49) Do you want to go abroad for a Job?
- 50) Why do you want to go for a job?
- 51) Where do you want to go for a job?
- 52) How was your last weekend by the way?
- 53) How did you spend your last weekend?
- 54) Where did you go last Sunday?
- 55) With whom did you spend last Sunday?
- 56) From where did you complete Matric / Inter / Graduation?
- 57) What was your faculty in Matric / College / University life?
- 58) What was your Favourite subject in your school / College / University Life?
- 59) Can you tell me the importance of Computer in this Era?
- 60) How can we brush up our English Language? / How can we enhance our English Language?
- 61) What is your opinion about a good Muslim?
- 62) What's your point of view about Importance of Education in this Era?
- 63) Why is English important for everyone in the 21st Century?
- 64) What's your opinion about social media, like Facebook, Instagram and etc?
- 65) What are your responsibilities at your home?
- 66) What kinds of "PEOPLE" do you like most?
- 67) What kinds of "FESTIVALS" do you like most?
- 68) What kinds of "PARTIES / FUNCTIONS" do you like most?
- 69) What kinds of "MOVIES" do you like most?
- 70) What kinds of "SONGS" do you like most?
- 71) What kinds of "PLACES / PICNIC POINTS" do you like most?
- 72) What kinds of "FOODS" do you like most?
- 73) What kinds of "SPORTS" do you like most?
- 74) If you become Prime Minister of Pakistan for two days, what will you do?
- 75) What country would you like to visit first? Why?