

• **THE ALPHABET**

Letter	Phonetic	Pronunciation	Letter	Phonetic	Pronunciation
A	[eɪ]	« ey »	N	[ɛn]	« en »
B	[bi:]	« bi »	O	[oʊ]	« o »
C	[ci:]	« si »	P	[pi:]	« pi »
D	[di:]	« di »	Q	[kju:]	« kiu »
E	[i:]	« i »	R	[a:]	« ar »
F	[ɛf]	« ef »	S	[ɛs]	« es »
G	[dzi]	« dji »	T	[ti:]	« ti »
H	[ɛɪtʃ]	« eytch »	U	[ju:]	« you »
I	[ai]	« aïe »	V	[vi:]	« vi »
J	[dzeɪ]	« djeille »	W	[dʌbəlju:]	« doble you »
K	[keɪ]	« keille »	X	[ɛks]	« ex »
L	[ɛl]	« el »	Y	[wai]	« wai »
M	[ɛm]	« em »	Z	[zed/zi:]	« zed / zi »

SOUNDS THAT RHYME

AJKH – « ey »
 BCDEGPTV - « i »
 FLMNSXZ - « eh »
 IY – « aïe »
 QUW – « you »
 O – « o »
 R – « ar »

• **DAYS OF THE WEEK**

- MONDAY
- TUESDAY
- WEDNESDAY
- THURSDAY
- FRIDAY
- SATURDAY
- SUNDAY

MONTHS OF THE YEAR

- JANUARY
- FEBRUARY
- MARCH
- APRIL
- MAY
- JUNE
- JULY
- AUGUST
- SEPTEMBER
- OCTOBER
- NOVEMBER
- DECEMBER

SEASONS

- WINTER
- SPRING
- SUMMER
- AUTUMN/FALL

• **PRONOUNS**

	Subject Pronoun	Object Pronoun	Possessive adjective (determiner)	Possessive Pronoun	Reflexive or Intensive pronoun
1st person singular	I	me	my	mine	myself
2nd person singular	you	you	your	yours	yourself
3rd person singular, male	he	him	his	his	himself
3rd person singular, female	she	her	her	her	herself
3rd person singular, neutral	it	it	its		itself
1st person plural	we	us	our	ours	ourselves
2nd person plural	you	you	your	yours	yourselves
3rd person plural	they	them	their	theirs	themselves

• COMMON PHRASES

GREETINGS & INTRODUCTIONS	SELF, FAMILY AND FRIENDS	LOCATION AND ORIGIN
<ul style="list-style-type: none"> • How are you? • I'm fine thank you, and you? • How do you do? • Not bad. And you? • It's good to see you. • How's it going? • What's new? • It's nice to meet you/ Pleased to meet you. • What is your name? • Hi, my name is..... And you? • Good morning • Good afternoon • Good evening • Good night 	<ul style="list-style-type: none"> • I am 30 years old • How old are you? • I have a brother and a sister • I have a daughter and 2 sons • I have a wife/ husband • I am married • Do you have a family? • Do you have any children? • I am separated • I am divorced • I am single • I have 6 cousins • I have 2 aunts and 2 uncles 	<ul style="list-style-type: none"> • Where are you from? • Where do you come from? • I am from France • I come from France • We're from the UK • I am French • Where do you live? • I live in France • I live in a house/an apartment

WORK	HOBBIES	OFFERING, ASKING & THANKING
<ul style="list-style-type: none"> • What do you do? • Where do you work? • I am a teacher • I work in education • I work as an engineer • I have worked at for..... years/since (date). • Who do you work for? • I work for..... 	<ul style="list-style-type: none"> • What do you do in your spare/free time? • What are your hobbies? • I'm interested in current affairs • I enjoy playing football • I like swimming • I love watching movies • I like reading • I really like to cook/cooking • I do yoga • I play tennis • I practice karate • I go skiing 	<ul style="list-style-type: none"> • Can I help you? • Would you like something to eat/drink? • Do you have the time? • Thank you for your help • You've been very helpful • Could you give me a hand? • Thanks very much • You are welcome • No problem • Do you need a hand? • Yes please.

• PREPOSITIONS – IN, ON, and AT

TIME		PLACE
Centuries: the 1600s Decades: the 90s Years: 1956, 2015 Months: June, August Weeks: 2 weeks Period of the day: morning Unit of time: 10 seconds, 5 minutes	<p>IN GENERAL - BIGGER</p>	Countries: France, the UK Cities/towns: Lyon, London Neighbourhoods: Confluence, Chinatown
Days: Monday, my birthday, Christmas Day, New Year's Day Dates: 20 th July	<p>ON MORE SPECIFIC - SMALLER</p>	Streets & Avenues: Nelson Street, Electric Avenue
Point in time: 9am, 10 to 5 Specific periods: the weekend, Christmas, New Year	<p>AT VERY SPECIFIC - SMALLEST</p>	Addresses: 232 Nelson Street Specific locations: the theatre, home (but "in hospital"!)

SOME IRREGULAR VERBS

Infinitive	Past simple	Past participle	Infinitive	Past simple	Past participle
be	was/were	been	let	let	let
beat	beat	beaten	lie	lay	lain
become	became	become	light	lit	lit
begin	began	begun	lose	lost	lost
bite	bite	bitten	make	made	made
blow	blew	blown	mean	meant	meant
break	broke	broken	meet	met	met
bring	brought	brought	pay	paid	paid
build	built	built	put	put	put
buy	bought	bought	read (reed)*	read (red)*	read (red)*
catch	caught	caught	ride	rode	ridden
choose	chose	chosen	ring	rang	rung
come	came	come	rise	rose	risen
cost	cost	cost	run	ran	run
cut	cut	cut	say	said	said
do	did	done	see	saw	seen
draw	drew	drawn	sell	sold	sold
drink	drank	drunk	send	sent	sent
drive	drove	driven	shine	shone	shone
eat	ate	eaten	shoot	shot	shot
fall	fell	fallen	show	showed	shown
feel	felt	felt	shut	shut	shut
fight	fought	fought	sing	sang	sung
find	found	found	sit	sat	sat
fly	flew	flown	sleep	slept	slept
forget	forgot	forgotten	speak	spoke	spoken
get	got	got	spend	spent	spent
give	gave	given	stand	stood	stood
go	went	gone	steal	stole	stolen
grow	grew	grown	swim	swam	swum
hang	hung	hung	take	took	taken
have	had	had	teach	taught	taught
hear	heard	heard	tear	tore	torn
hide	hid	hidden	tell	told	told
hit	hit	hit	think	thought	thought
hold	held	held	throw	threw	thrown
hurt	hurt	hurt	understand	understood	understood
keep	kept	kept	wake	woke	woken
know	knew	known	wear	wore	worn
leave	left	left	win	won	won
lend	lent	lent	write	wrote	written
learn	learned or learnt				

• IRREGULAR VERBS

Putting verbs with similar characteristics together can help you to remember them
 In these groups, the past simple and past participle are the same (*pronunciation):

cost → cost
 cut → cut
 hit → hit
 hurt → hurt
 let → let
 put → put
 shut → shut

bring → brought (brɔ:rt)*
 buy → bought (bɔ:rt)*
 fight → fought (fɔ:rt)*
 think → thought (θɔ:rt)*
 catch → caught (kɔ:rt)*
 teach → taught (tɔ:rt)*

find → found
 have → had
 hear → heard
 hold → held
 read → read (red)*
 say → said (sed)*

sell → sold
 tell → told

pay → paid
 make → made

stand → stood
 understand → understood

lend → lent
 send → sent
 spend → spent
 build → built

lose → lost
 shoot → shot
 get → got
 light → lit
 sit → sat

burn → burnt
 learn → learnt
 smell → smelt

keep → kept
 sleep → slept

feel → felt
 leave → left
 meet → met
 dream → dreamt (dremt)*
 mean → meant (ment)*

Here the past simple and past participle are different:

drive → drove → driven
 ride → rode → ridden
 rise → rose → risen
 write → wrote → written

beat → beat → beaten
 bite → bite → bitten
 hide → hid → hidden

break → broke → broken
 choose → chose → chosen
 speak → spoke → spoken
 steal → stole → stolen
 wake → woke → woken

blow → blew → blown
 grow → grew → grown
 know → knew → known
 throw → threw → thrown
 fly → flew → flown
 draw → drew → drawn
 show → showed → shown

eat → ate → eaten
 fall → fell → fallen
 forget → forgot → forgotten
 give → gave → given
 see → saw → seen
 take → took → taken

come → came → come
 become → became → become

begin → began → begun
 drink → drank → drunk
 swim → swam → swum
 ring → rang → rung
 sing → sang → sung
 run → ran → run

● **Introducing Yourself**

- Hello. /Hi. I'm ...
- Hello. / Hi. My name is ...
- I don't think we've met. I'm ...

● **Exchanging greetings**

- Nice to meet you.
- I'm very pleased to meet you
- I'm delighted to meet you.
- Nice / Good / Great to see you again.

● **Offering**

- Why don't I ... ?
- I'll ...
- I can ... if you want.
- Leave it with me.
- No worries, I can handle that.
- Do you need any help ?

● **Accepting**

- That would be great/nice.
- I'd be delighted to.
- OK, I'll ...
- Excellent, what should I (+infinitive) ?

● **Declining**

- I'd love to, but I'm afraid I ...
- Sorry, but I can't ...
- Thanks, but ...
- Sorry, but I'm busy /a bit tied up with ...

● **Asking about work/life**

- What about you ?
- What have you been doing/been up to ?
- How is work ?
- How's life treating you ?
- How is business (with you) ?
- Are you still (playing rugby) ?

● **Talking about social plans**

→ **Questions**

- What have you got on this weekend/this evening/tonight?
- What are you up to tonight/at the weekend?
- What are you doing (this weekend)?
- Anything planned for (the weekend)?
- Are you taking any time off (in the summer)?

→ **Responses**

- We're off to (London).
- We'll probably see a film/catch a movie.
- I'm supposed to be (helping a friend).
- Nothing special.
- It depends on (my colleagues/the weather).



● Suggesting

- What/How about (verb+ing) ?
- Why don't we (+ infinitive) ?
- Maybe we should (+ infinitive) ?
- Maybe/Perhaps we could (+ infinitive) ...
- Couldn't we (+ infinitive) ...
- Have you thought about (verb+ing) ...
- We could always (+ infinitive) ...

● Reaching a Decision

- Does everyone agree ?
- Are we all agreed ?
- Is everyone happy with that ?

Useful Language for Emails

● Beginnings

- Dear Madam/Sir (when you don't know the name)
- Dear Tom
- Dear Mr/Mrs/Ms Smith (formal)
(Mr. – Male / Mrs. & Ms – Female)
- Hi (informal)

● Endings

- Speak to you soon. (informal)
- I look forward to hearing from you.
- I am looking forward to hearing from you (more formal)
- Kind / Best regards / wishes
- Yours sincerely / faithfully (very formal)

Useful Language for Telephone calls

● Receiving calls

- How can I help you ?
- Can I ask the name of your company ?
- Can you repeat the name of your company ?
- Who shall I say is calling ?
- Sorry, who did you say you wanted to speak to ?
- Sorry, where are you calling from ?

● If you can't understand

- Could you repeat that please ?
- Sorry, what was that ?
- I'm sorry but the line's bad / I can hardly hear you.
- Could you speak up a little, please ?
- I'm so sorry we got cut off.

● Taking a message

- Can I take a message ?
- Can you spell that please ?
- So the number is 0342 989 5341.
- OK, no problem. I'll leave that for him.
- Would you like to leave a message ?
- Can I read that back to you ?
- So that's ...