

• THE ALPHABET

Letter	Phonetic	Pronunciation	Letter	Phonetic	Pronunciation
Α	[ei]	« ey »	N	[<u>εn</u>]	« en »
В	[<u>bi:</u>]	« bi »	О	[00]	« o »
С	[<u>ci:</u>]	« si »	Р	[<u>pi:</u>]	« pi »
D	[di:]	« di »	Q	[kju:]	« <u>kiu</u> »
Е	[<u>i:</u>]	«i»	R	[<u>a:</u>]	« ar »
F	[<u>εf</u>]	« ef »	S	[<u>83</u>]	« es »
G	[dzi]	« dji »	Т	[ti:]	«ti»
Н	[eɪtʃ]	« eytch »	U	[<u>ju:</u>]	« you »
1	[ai]	« aïe »	V	[<u>vi:</u>]	« vi »
J	[dzei]	« djeille »	W	[dʌbəljuː]	« doble <u>you</u> »
K	[kei]	« keille »	Х	[<u>ɛks</u>]	« ex »
L	[<u>ɛ</u>]]	« el »	Υ	[wai]	« <u>waï</u> »
М	[<u>εm</u>]	« em »	Z	[zed/ <u>zi:</u>]	« zed / <u>zi</u> »

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
- JULYAUGUST
- SEPTEMBER
- OCTOBER
- OCTOBERNOVEMBER
- DECEMBER

SEASONS

- WINTER
- SPRING
- SUMMER
- AUTUMN/FALL

• PRONOUNS

	Subject Pronoun	Object Pronoun	Possessive adjective (determiner)	Possessive Pronoun	Reflexive or Intensive pronoun
1st person singular	T	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

- 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
- What is your name?
- Hi, my name is...... And you?
- Good morning
- Good afternoon
- Good evening
- Good night

SELF, FAMILY AND FRIENDS

- 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

LOCATION AND ORIGIN

- 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

- 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.....

HOBBIES

- 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

OFFERING, ASKING & THANKING

- 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.

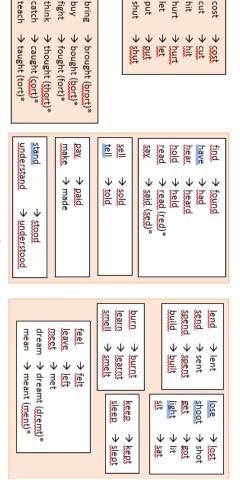
• PREPOSITIONS - IN, ON, and AT

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

• IRREGULAR VERBS

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learned or learnt		lend	lent	lent	write	wrote	written
		learn	learned or	r learnt	*pronunciation		

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



cost cut hit hurt let put shut

Here the past simple and past participle are different:

think

buy fight

drive > drove driven ride > rode ridden rise > rose risen write > wrote written beat > beat beaten bite > bit bitten hide > hid hidden		
	beat bite hide	drive ride rise write
driven ridden risen written beaten bitten hidden	→ beat → bit → hid	→ drove → rode → rose → wrote
	beaten bitten hidden	driven ridden risen written

steal speak → spoke choose → chose

→ stole → woke

chosen spoken stolen woken

break → broke

broken

wake

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

fly

→ flew

flown

throw → threw know → knew

thrown grown

known blown

show

→ showed

drawn shown

→ drew

grow blow

→ grew

→ blew

become	come	
→ became	→ came	
become	come	

begin	→ began	begun
drink	→ drank	drunk
swim	→ swam	muws
ring	→ rang	rung
sing	→ sang	gung
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 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

- \rightarrow 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)?

KEEP CALM AND LEARN ENGLISH

• 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 ?
- \rightarrow 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?
- \rightarrow I'm so sorry we got cut off.

• Taking a message

- → Can I take a message?
- → Can you spell that please?
- \rightarrow 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 ...