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# Speak NOW

COMMUNICATE *with* CONFIDENCE

WORKBOOK



- Vocabulary
- Reading and Writing
- Video-based Listening
- Grammar



OXFORD



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# Lesson 1: Vocabulary

## Part 1

Complete the conversation with your own answers. In class, practice the conversations with a partner.

New teacher: Hi! What's your first name?

You: \_\_\_\_\_

New teacher: And what's your last name?

You: \_\_\_\_\_

New teacher: What's your middle name?

You: \_\_\_\_\_

New teacher: Great. Thanks. It's nice to meet you.

## Part 2

Choose the best word or phrase to complete each conversation. In class, practice the conversations with a partner.

1.

Yuko: (Hi, Mao. / How are you doing, Mao?)

Mao: Fine, thanks.

Yuko: Oh, my train is here.

Mao: (Fine, thanks. / OK. Good night.)

2.

Ms. Anders: (Hey / Hello), Ms. Kim.

Ms. Kim: How is everything?

Ms. Anders: Everything is great, thank you. How are you?

Ms. Kim: (Good. / I'm fine, thank you.)

3.

Francis: Hi, Andy. How are things?

Andy: I'm all right. You?

Francis: (Not bad. / I'm fine, thank you.)

4.

Melissa: (Good night / Goodbye), Professor Ramos.

Ms. Ramos: Goodbye, Melissa.

## Part 1

Read the letter below.

**University of America**  
**Where every student is special.**

3256 22nd Street  
Minneapolis, Minnesota 55416  
800-852-7946

Ms. Renee Maria Smith  
254 Larry Lane  
St. Petersburg, Florida 33701-4313  
April 29, 2013

Dear Ms. Smith,  
Congratulations! It is my pleasure to tell you that you have been accepted to University of America. To keep your place in the University of America's class entering August 2013 and graduating May 2017, please fill in the form and send it to us.  
Again, let me say congratulations. I wish you the best in your studies at University of America.  
Sincerely,  
Mr. Andre Fiori  
Director of Admissions

Complete the sentences.

1. Her first name is \_\_\_\_\_.
2. Her middle name is \_\_\_\_\_.
3. Her last name is \_\_\_\_\_.
4. This is a formal \_\_\_\_\_.
5. The last name of the Director of Admissions is \_\_\_\_\_.

 **PAIR WORK** Discuss the questions.

In your country, is it difficult to get into university? Do most people want to go to university? Give reasons for your answers.

## Part 2

Write a short, formal letter to Mr. Fiori. Tell him you are happy you can go to his university.

## Part 3

In a group, share what you have written to Mr. Fiori. What are some different reasons why your classmates are happy about attending his university?

# Lesson 2: Vocabulary

## Part 1

Match the words from the box to their definitions.

classmate    teacher    friend    neighbor    relative    colleague    boss    stranger

1. A person you work with is a \_\_\_\_\_.
2. Someone you don't know at all is a \_\_\_\_\_.
3. Someone who lives near you is a \_\_\_\_\_.
4. One of the people you study with is a \_\_\_\_\_.
5. The person who tells you what to do at your job is your \_\_\_\_\_.
6. The person who helps you learn in class is your \_\_\_\_\_.
7. A person such as your mother's mother is a \_\_\_\_\_.
8. Someone you like to spend time with is a \_\_\_\_\_.

## Part 2

How often do you see the people in Part 1? Put them in order from most often to least often. In class, talk about your ideas with a partner.

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## Part 3

Write the words from Part 1 to complete the first sentence in each conversation. Then write what the second person says. In class, practice the conversations with a partner.

1.

**Yukiko:** Excuse me, Ralph. This is my \_\_\_\_\_. We work together at Oxford University Press.

**Ralph:** \_\_\_\_\_.

2.

**YeQuing:** Hi, Bak. I'd like you to meet my \_\_\_\_\_. We first met 10 years ago.

**Bak:** \_\_\_\_\_.

3.


**Inger:** Hi. I'm Inger, and this is my \_\_\_\_\_. I live in 4A, and he lives in 5B.

**David:** \_\_\_\_\_.

## Part 1

Read the application.

### Homestay Application



**YOU** First Name: Qing Middle Name: (none) Last name: Zhao  
 Birthday: January 15, 1993 Age: 20 Gender: M F  
 Grade in school: 3rd year of university  
 Where are you from? China  
 I have been to another country. (Where? I went to Australia. How long? I went for one week. Who with? I went with my family.)  
**Your English** Where do you study English? my university  
 When did you start to study English? elementary school  
 Do you like English? Yes, I love it.  
**Homestay** Alone? No Other students in the house? Yes  
 I want to live in London or Yorkshire in the U.K.  
 Program: 3 months  
 I heard about this program from a teacher and my friend.

Mark the statements **T** (True) or **F** (False).

- \_\_\_\_\_ 1. His name is Qing Zhao.
- \_\_\_\_\_ 2. Qing is from Yorkshire.
- \_\_\_\_\_ 3. Qing wants to live with other students.
- \_\_\_\_\_ 4. Qing loves English.
- \_\_\_\_\_ 5. Qing wants to go to Australia.
- \_\_\_\_\_ 6. Qing wants to go to another country for 13 months

**PAIR WORK** With a partner, correct the false statements.

## Part 2

Imagine you want to have a homestay in an English-speaking country. Write sentences to introduce yourself. Include the same kind of information as the above application.

## Part 3

In class, compare your reasons for wanting to participate in a homestay program with your classmates' reasons.

# Lesson 3: Vocabulary

## Part 1

Write one or two words to complete each way of communicating. If a word is not needed, write an X.

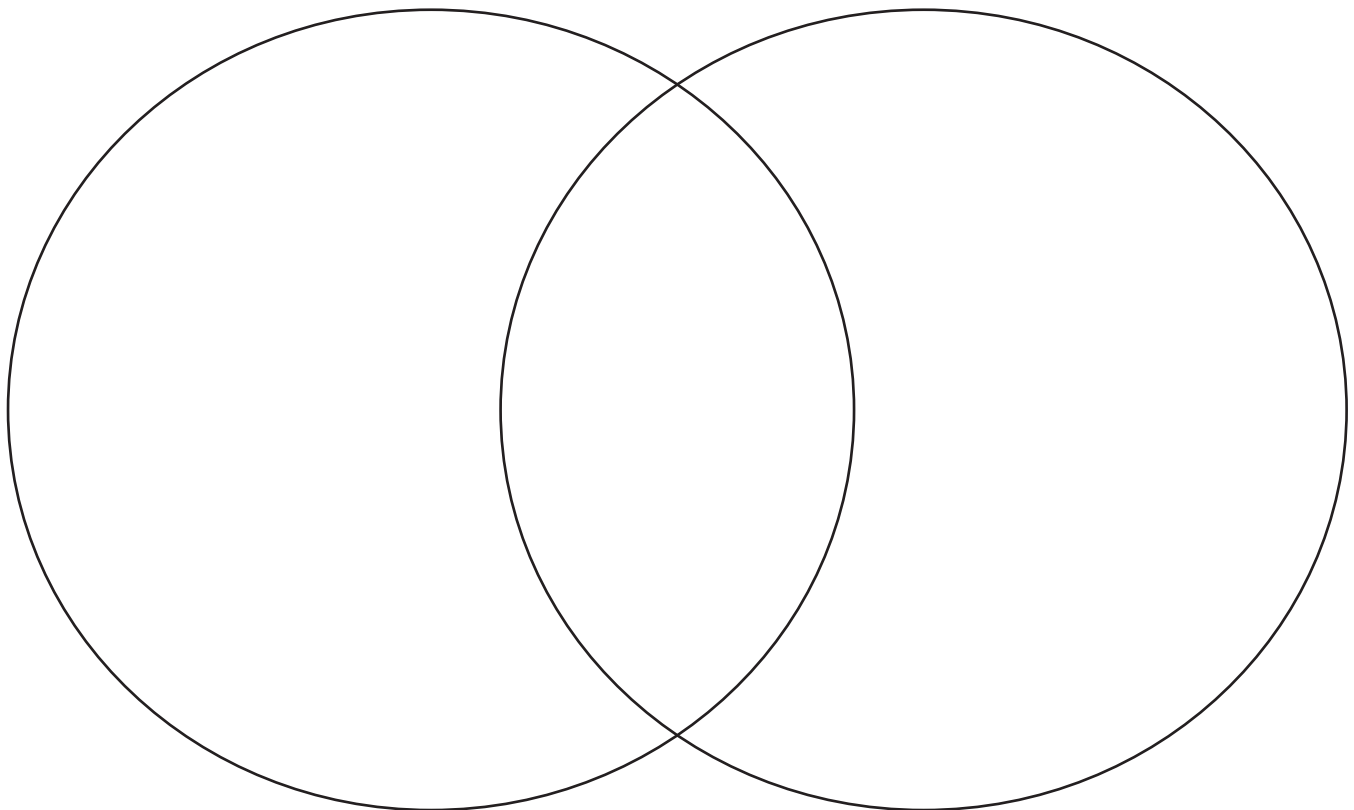
- |                          |                         |
|--------------------------|-------------------------|
| 1. _____ an e-mail       | 5. _____ video chat     |
| 2. _____ a text          | 6. _____ social network |
| 3. _____ in person       | 7. _____ a letter       |
| 4. _____ instant message | 8. _____ on the phone   |

## Part 2

Do you do each activity in Part 1 alone, with another person, or sometimes alone and sometimes with another person? Write each activity in the correct place in the diagram.

**Always Alone**

**Always with Another Person**



In class, compare answers with a partner.

A: I usually write an e-mail alone. How about you?

B: I do, too.

## Part 1

Read the class description below.

### Communication 101

Professor Ahmad  
Education Building, Room 423  
Tuesdays and Thursdays 8:30-10 p.m.  
Open to all students

How do you communicate with people? Do you write a letter or an e-mail? Do you send a text or talk on the phone? Do you like to meet in person or chat with video? Is there one way of communication that is better than another?

In this class, we will talk about how we communicate, and we will talk about how people of different ages and in different situations communicate in different ways. We will also look at how communication has changed in the last 100 years.

Answer the questions.

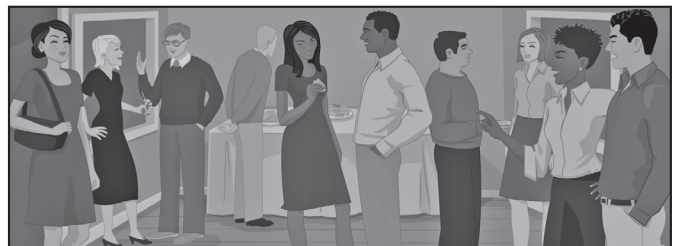
1. Who is teaching the class? \_\_\_\_\_
2. How many hours a week does the class meet? \_\_\_\_\_
3. What is the name of the class? \_\_\_\_\_
4. What changes will the students study? \_\_\_\_\_
5. Who can take this class? \_\_\_\_\_

**PAIR WORK** Discuss the questions.

1. Do you want to take this class? Give reasons for your answer.
2. What classes are you taking now?
3. What kind of classes do you like to take?
4. Are classes a good way to meet new people? Why?

## Part 2

Imagine you are going to make a weekly chat time so new students can meet each other. Will there be food? When and where will it meet? Who can come? Write a description like the one above.



## Part 3

Share your weekly chat ideas with a partner. Talk about other ways new students can meet each other.