

## CONTENTS

Introduction

x

### PART 1: HANDLING SOCIAL CONVENTIONS

#### PROGRAM 15

<b>TASK 25:</b>	<b>Accepting an offer or invitation.</b>	
	Situation 1: In a clothing store.....	2
	Situation 2: At the office .....	3
<b>TASK 26:</b>	<b>Refusing an offer or invitation.</b>	
	Situation 1: At home .....	4
	Situation 2: At the office .....	5
<b>TASK 27:</b>	<b>Responding to courtesies extended by others.</b>	
	Situation 1: At home .....	6
	Situation 2: At the office .....	7
	<b>Check-Up 1 (Tasks 25-27, Situation 1)</b> .....	8
	<b>Check-Up 2 (Tasks 25-27, Situation 2)</b> .....	9

#### PROGRAM 16

<b>TASK 28:</b>	<b>Expressing gratitude.</b>	
	Situation 1: At an industrial plant.....	12
	Situation 2: At the train station.....	13
<b>TASK 29:</b>	<b>Expressing sympathy.</b>	
	Situation 1: At an industrial plant.....	14
	Situation 2: At the train station.....	15
<b>TASK 30:</b>	<b>Making polite suggestions.</b>	
	Situation 1: At an industrial plant.....	16
	Situation 2: At the train station.....	17
	<b>Check-Up 1 (Tasks 28-30, Situation 1)</b> .....	18
	<b>Check-Up 2 (Tasks 28-30, Situation 2)</b> .....	19

#### PROGRAM 17 (ENRICHMENT)

<b>TASK 25:</b>	<b>Accepting an offer or invitation.</b>	
	Situation: At the park.....	22
<b>TASK 26:</b>	<b>Refusing an offer or invitation.</b>	
	Situation: At the park.....	23
<b>TASK 27:</b>	<b>Responding to courtesies extended by others.</b>	
	Situation: At the park.....	24
	<b>Conversation</b> .....	25
	<b>Check-Up</b> .....	26

<b>TASK 28:</b>	<b>Expressing gratitude.</b>	
	Situation: On a street corner .....	27
<b>TASK 29:</b>	<b>Expressing sympathy.</b>	
	Situation: On a street corner .....	28
<b>TASK 30:</b>	<b>Making polite suggestions.</b>	
	Situation: On a street corner .....	29
	Conversation .....	30
	Check-Up .....	31

**PROGRAM 18**

<b>TASK 31:</b>	<b>Giving and seeking permission to do something.</b>	
	Situation 1: At home .....	34
	Situation 2: At the office .....	35
<b>TASK 32:</b>	<b>Asking a favor or being asked to do a favor.</b>	
	Situation 1: At home .....	36
	Situation 2: At the office .....	37
<b>TASK 33:</b>	<b>Making apologies for past events.</b>	
	Situation 1: At home .....	38
	Situation 2: At the office .....	39
	Check-Up 1 (Tasks 31-33, Situation 1) .....	40
	Check-Up 2 (Tasks 31-33, Situation 2) .....	41

**PROGRAM 19**

<b>TASK 34:</b>	<b>Requesting others to do something.</b>	
	Situation 1: In a dress shop .....	44
	Situation 2: At the office .....	45
<b>TASK 35:</b>	<b>Expressing preference.</b>	
	Situation 1: In a dress shop .....	46
	Situation 2: At the office .....	47
<b>TASK 36:</b>	<b>Asking for advice about social courtesies.</b>	
	Situation 1: In a dress shop .....	48
	Situation 2: At the office .....	49
	Check-Up 1 (Tasks 34-36, Situation 1) .....	50
	Check-Up 2 (Tasks 34-36, Situation 2) .....	51

**PROGRAM 20 (ENRICHMENT)**

<b>TASK 31:</b>	<b>Giving and seeking permission to do something.</b>	
	Situation: At the hotel .....	54
<b>TASK 32:</b>	<b>Asking a favor or being asked to do a favor.</b>	
	Situation: At the hotel .....	55
<b>TASK 33:</b>	<b>Making apologies for past events.</b>	
	Situation: At the hotel .....	56
	Conversation .....	57
	Check-Up .....	58

<b>TASK 34:</b>	<b>Requesting others to do something.</b>	
	Situation: At a restaurant .....	59
<b>TASK 35:</b>	<b>Expressing preference.</b>	
	Situation: At a restaurant .....	60
<b>TASK 36:</b>	<b>Asking for advice about social courtesies.</b>	
	Situation: At a restaurant .....	61
	Conversation .....	62
	Check-Up .....	63

**PROGRAM 21 (REVIEW)**

TASKS 25, 26, 27 .....	66
TASKS 28, 29, 30 .....	67
TASKS 31, 32, 33 .....	69
TASKS 34, 35, 36 .....	70
<b>INTERPLAY ("In an Architect's Office") .....</b>	<b>72</b>

**PART 2: INTERACTING IN SOCIAL AND BUSINESS SETTINGS**

**PROGRAM 22**

<b>TASK 37:</b>	<b>Making an appointment for a meeting.</b>	
	Situation 1: Phone call to set up an appointment .....	78
	Situation 2: Store owner makes a business call .....	79
<b>TASK 38:</b>	<b>Cancelling an appointment.</b>	
	Situation 1: Phone call cancelling an appointment .....	80
	Situation 2: Store owner makes a business call .....	81
<b>TASK 39:</b>	<b>Introducing yourself or being introduced at a meeting.</b>	
	Situation 1: At a conference .....	82
	Situation 2: At a sales conference .....	83
	Check-Up 1 (Tasks 37-39, Situation 1) .....	84
	Check-Up 2 (Tasks 37-39, Situation 2) .....	85

**PROGRAM 23**

<b>REVIEW:</b>	<b>TASKS 37, 38, 39 .....</b>	<b>88</b>
<b>TASK 40:</b>	<b>Taking part in a business meeting.</b>	
	Situation 1: At a sales conference .....	92
	Situation 2: At a sales conference .....	93
<b>TASK 41:</b>	<b>Finding out about agreement and disagreement.</b>	
	Situation 1: At a conference .....	94
	Situation 2: At a sales conference .....	95
	Check-Up 1 (Tasks 40-41, Situation 1) .....	96
	Check-Up 2 (Tasks 40-41, Situation 2) .....	97

## PROGRAM 24 (ENRICHMENT)

TASK 37:	<b>Making an appointment for a meeting.</b> Situation: Making a doctor's appointment.....	100
TASK 38:	<b>Cancelling an appointment.</b> Situation: At the doctor's office .....	101
	Conversation .....	102
	Check-Up .....	103
TASK 39:	<b>Introducing yourself or being introduced at a meeting.</b> Situation: At a medical conference .....	104
TASK 40:	<b>Taking part in a business meeting.</b> Situation: At a medical conference .....	105
TASK 41:	<b>Finding out about agreement and disagreement.</b> Situation: At a medical conference .....	106
	Conversation .....	107
	Check-Up .....	108

## PROGRAM 25

TASK 42:	<b>Making a phone call to transact business.</b> Situation 1: Setting up a meeting by phone..... Situation 2: Making a business phone call .....	112 113
TASK 43:	<b>Attending an international (multi-cultural) meeting.</b> Situation 1: At the office .....	114
	Situation 2: At a conference .....	115
	Check-Up 1 (Tasks 42-43, Situation 1) .....	116
	Check-Up 2 (Tasks 42-43, Situation 2) .....	117

## PROGRAM 26

TASK 44:	<b>Expressing whether something is considered possible or impossible.</b> Situation 1: At the office .....	120
	Situation 2: At a conference .....	121
TASK 45:	<b>Finding out whether others are obliged to do something.</b> Situation 1: At the office .....	122
	Situation 2: At a conference .....	123
	Check-Up 1 (Tasks 44-45, Situation 1) .....	124
	Check-Up 2 (Tasks 44-45, Situation 2) .....	125

## PROGRAM 27 (ENRICHMENT)

TASK 42:	<b>Making a phone call to transact business.</b> Situation: Making a business phone call .....	128
TASK 43:	<b>Attending an international (multi-cultural) meeting.</b> Situation: At the office .....	129

<b>TASK 44:</b>	<b>Expressing whether something is considered possible or impossible.</b>	
	Situation: At the office .....	130
<b>TASK 45:</b>	<b>Finding out whether others are obliged to do something.</b>	
	Situation: At the office .....	131
	Conversation (Tasks 42-43) .....	132
	Conversation (Task 44-45) .....	133
	Check-Up (Tasks 42-43) .....	134
	Check-Up (Tasks 44-45) .....	135

#### PROGRAM 28

<b>TASK 46:</b>	<b>Expressing gratitude for someone's hospitality.</b>	
	Situation 1: At a party .....	138
	Situation 2: Saying goodbye to a friend .....	139
<b>TASK 47:</b>	<b>Making a social telephone call.</b>	
	Situation 1: Phone call inviting someone to a party .....	140
	Situation 2: Friends talking on the phone .....	141
	Check-Up 1 (Tasks 46-47, Situation 1) .....	142
	Check-Up 2 (Tasks 46-47, Situation 2) .....	143

#### PROGRAM 29

<b>TASK 48:</b>	<b>Expressing emotional feelings.</b>	
	Situation 1: At a party .....	146
	Situation 2: At a restaurant .....	147
	Conversation .....	148

#### TASKS 46, 47, 48 (ENRICHMENT)

<b>TASK 46:</b>	<b>Expressing gratitude for someone's hospitality.</b>	
	Situation: After the party .....	150
<b>TASK 47:</b>	<b>Making a social telephone call.</b>	
	Situation: Phone call inviting someone to a party .....	151
<b>TASK 48:</b>	<b>Expressing emotional feelings.</b>	
	Situation: At a party .....	152
	Conversation .....	153
	Check-Up .....	154

#### PROGRAM 30 (REVIEW)

<b>TASKS 37, 38</b> .....	158
<b>TASKS 40, 41, 42</b> .....	159
<b>TASKS 46, 47</b> .....	160
<b>INTERPLAY ("At a Business Meeting")</b> .....	162