

UNIT 1 Names and Titles

1. Getting Ready

Are these first names or last names? Write them in the chart. Then add two more names to each list.

David	Kennedy	Susan	Cruise	Nancy	Bob
Brian	Abrams	Jackson	Smith	Wilson	Tom

First names	Last names
David	Kennedy

2. Let's Listen

What is the correct name of the hotel guest? Circle the correct answer.



- | | | |
|---|---|--|
| 1. a. Mary Carter
b. <u>Maria</u> Carter | 3. a. Harry Wilson
b. Harvey Wilson | 5. a. Louis Jackson
b. Louise Jackson |
| 2. a. Suzanna Smith
b. Susan Smith | 4. a. Joseph Abrams
b. Joseph Abramson | 6. a. Marlene Cruise
b. Marley Cruise |

3. Let's Listen

Task 1

Cindy's father is taking phone messages for her. Listen and complete the forms.

1.	HERE'S WHO CALLED Name: _____ Telephone: _____ Here's the message: ☐ Please call. ☐ He/She will call you.	2.	HERE'S WHO CALLED Name: _____ Telephone: _____ Here's the message: ☐ Please call. ☐ He/She will call you.
3.	HERE'S WHO CALLED Name: _____ Telephone: _____ Here's the message: ☐ Please call. ☐ He/She will call you.	4.	HERE'S WHO CALLED Name: _____ Telephone: _____ Here's the message: ☐ Please call. ☐ He/She will call you.

Task 2

Listen again. Circle the correct answer.

- | | |
|---|---|
| 1. Bob knows Cindy from _____.
a. work
b. school
c. home | 3. Cindy can't take the call because she is _____.
a. busy
b. asleep
c. not home |
| 2. _____ is the person who answers the phone.
a. Tom
b. Cindy
c. Nancy | 4. The caller is Cindy's _____.
a. boss
b. teacher
c. friend |

4. Let's Listen

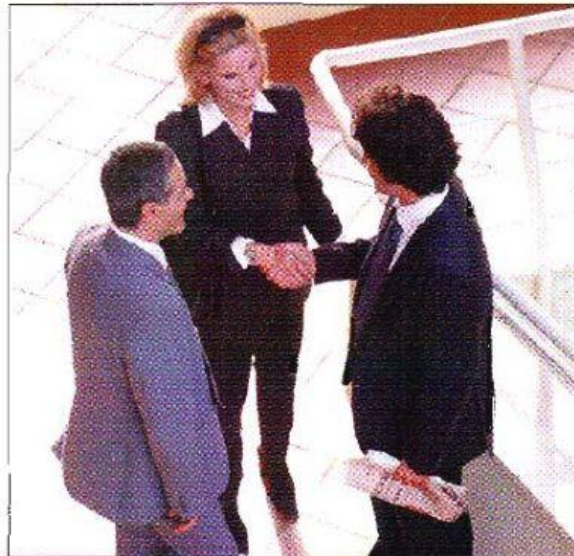
Task 1

We usually use a title (Ms., Mr., Mrs., Miss, Dr., Professor) with a last name, but not with a first name, in formal greetings.

	Correct	Incorrect
Formal:	Good morning, Ms. Smith.	X Good morning, Ms. Mary.
Informal:	Good morning, Mary.	X Good morning, Smith.

Listen. Are the woman's greetings formal or informal? Check (✓) the correct answer.

	Formal	Informal
1.	☐	☒
2.	☒	☐
3.	☐	☒
4.	☐	☒
5.	☒	☐
6.	☐	☒
7.	☐	☒
8.	☐	☒



Task 2

Listen again. What name does each person use? Circle the correct answer.

- | | | | |
|---------------|----------------|-------------|----------------|
| 1. a. Damien | 3. a. Rob | 5. a. Smith | 7. a. Abrams |
| b. David | b. Bob | b. Schmidt | b. Abraham |
| 2. a. Jackson | 4. a. Michelle | 6. a. James | 8. a. Steinway |
| b. Johnson | b. Marcia | b. John | b. Steinberg |

Over to You: What's your name?

Task 1

Talk to four classmates. Find out their names and telephone numbers.
Ask these questions and write the answers in the chart.

Excuse me. What's your first name?

How do you spell that?

What's your last name?

What's your telephone number?

	First name	Last name	Telephone number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Task 2

Choose the name of a famous person. Talk to three classmates and find out the names they chose.

Example: A: Who did you choose?

B: I chose _____.

A: How do you spell that?

B: _____.