

## Tutorial 7: Developing interpersonal skills 2

**Lesson objectives:** Students will be able to:

- \*recognize some types of written communication
- \*read and understand postcards
- \*differentiate between the use of present simple and present continuous
- \*learn vocabulary related to written communication

**Reading activity**

Read the post card below then answer the following questions:

Hi Nadia,  
I am having a wonderful holiday! The weather is lovely  
and cool and the people here are so friendly.  
I go shopping every day.  
The hotel is near to a big park and I go for a walk there  
every day.  
It's beautiful!

Wish you were here!

Lots of love  
Your friend Fatima

Nadia Tuma  
House 3  
Ali Reza Midinah Road  
Jeddah  
Kingdom of Saudi arabia

Q: Read the postcard. Choose the correct answer.









1. Nadia is Fatima's :      a. mother      b. friend      c. sister
2. Fatima is on :      a. sick leave      b. a work assignment      c. holiday
3. Fatima is visiting :      a. friendly place      b. shopping mall      c. park
4. Every day, Fatima goes:      a. shopping      b. walking      c. all of the above
5. Fatima is staying at:      a. an hotel      b. a friend's house      c. a hostel

**Vocabulary Activity:**

The following are different types of written communications, Listen ,practice and translate:

	Type of written communication	Translation		Type of written communication	Translation
1	Happy Eid card		5	Letter	
2	Postcard		6	Get well card	
3	Thank you card		7	Congratulations card	
4	Email		8	Party invitation	

Match the written communication with the picture.

1. 
  - a. Congratulations card
  - b. Party invitation
  - c. Get well card
2. 
  - a. postcard
  - b. letter
  - c. email
3. 
  - a. Thank you card
  - b. Congratulations Card
  - c. Happy Eid card
4. 
  - a. email
  - b. postcard
  - c. letter
5. 
  - a. Thank you card
  - b. Congratulations card
  - c. Party invitation
6. 
  - a. Congratulations card
  - b. Thank you card
  - c. Get well card
7. 
  - a. Thank you card
  - b. Congratulations card
  - c. Party invitation
8. 
  - a. postcard
  - b. letter
  - c. Happy Eid card

Complete the sentences using the words provided:

postcard	Happy Eid	Thank you	Invitation.	Get well card	email
		Congratulations.	Letter.		

1. Here is an \_\_\_\_\_ to my party.
2. I write a \_\_\_\_\_ card to my favourite teacher.
3. My friend gives me a \_\_\_\_\_ card when I am ill.
4. Fatima writes an \_\_\_\_\_ on her computer.
5. My aunt always sends a \_\_\_\_\_ when she is on holiday.
6. My mother sometimes gets a \_\_\_\_\_ from her sister.
7. She gets a \_\_\_\_\_ card when she passes her exam.
8. Nur gives a \_\_\_\_\_ card to her friend at the end of Ramadam.

### Listening activity

Click the link below and listen to the conversation

<https://youtu.be/jnILs9ZWZ24>

Tick ✓ ( **Choose yes/ no** ) when you hear the correct sentence.

- |   |     |    |
|---|-----|----|
| 1- a. Eman is here today.                       | Yes | No |
| b. Eman isn't here today.                       | Yes | No |
| 2- a. Oh dear! Let's send her a Thank you card! | Yes | No |
| b. Oh dear! Let's send her a Get well card!.    | Yes | No |
| 3- a. What sort of party?                       | Yes | No |
| b. What sort of card?                           | Yes | No |
| 4- a. It's a party invitation.                  | Yes | No |
| b. It's a birthday card.                        | Yes | No |
| 5- a. Hi, Ibtisam! What are you buying?         | Yes | No |
| b. Hi, Eman! What are you doing here?           | Yes | No |
| 6- a. A birthday card.                          | Yes | No |
| b. Congratulations card.                        | Yes | No |

Listen again and answer with true or false.

- |  |         |          |
|--|---------|----------|
| 1. Iqbal and Safia are at work.              | a. true | b. false |
| 2. Eman is ill at home.                      | a. true | b. false |
| 3. Iqbal wants to send her a get well card.  | a. true | b. false |
| 4. They can buy a card after school.         | a. true | b. false |
| 5. Nur has a party invitation.               | a. true | b. false |
| 6. The party is at 8pm.                      | a. true | b. false |
| 7. Eshraq is buying a card.                  | a. true | b. false |
| 8. Ibtisam is buying a Congratulations card. | a. true | b. false |
| 9. The card is for Ibtisam's sister.         | a. true | b. false |
| 10. Today her sister gets her exam results.  | a. true | b. false |

Listen and fill in the missing word.

- |                                     |           |            |           |
|-------------------------------------|-----------|------------|-----------|
| 1. Iqbal and Safia are at _____.    | a. school | b. college | c. home   |
| 2. She's _____ home in bed.         | a. at     | b. an      | c. a      |
| 3. Let's _____ her a Get well card! | a. end    | b. get     | c. send   |
| 4. Look what _____ got!             | a. I'd    | b. I've    | c. I'm    |
| 5. What sort of _____ ?             | a. card   | b. car     | c. can    |
| 6. Wow! When is _____ party?        | a. that   | b. the     | c. a      |
| 7. What _____ you doing here?       | a. 're    | b. at      | c. are    |
| 8. Who is it _____ ?                | a. for ?  | b. fore ?  | c. four ? |

### Grammar point:

Remember When we *talk about activities that we do or someone does* everyday, we use the **present simple tense**.

For example:

Everyday, I **write** e-mails to my friends.

**Remember** We add 's' to the verb when we talk about people with *he* or *she*. She **talks** to her friends all the time.

**Remember** for verbs which end in 'ch' and 'o' we add 'es'.

Example: In the evenings, she **watches** TV

after she **does** her homework.

When we talk about something that is happening now or we are in the process of doing, we use the **present continuous** tense. We write the present continuous by using the helping verb 'am, is + verb + 'ing' ending.

For example:

I am sending this message now.

send/sending

At this moment, she is e-mailing her friend .

email/e-mailing

Note: if a verb ends in the letter 'e', you drop the 'e' before 'ing'.

write/writing

skype/skyping

Q: Read the following sentences and decide which tense are they:

1. She goes to the market every day.
  - a. Present simple
  - b. present continuous
2. She's going to the market now.
  - a. Present simple
  - b. present continuous
3. He drives to work every day.
  - a. Present simple
  - b. present continuous
4. He's driving to work now.
  - a. Present simple
  - b. present continuous
5. I study English every day.
  - a. Present simple
  - b. present continuous
6. I'm studying English now.
  - a. Present simple
  - b. present continuous
7. I write emails every day.
  - a. Present simple
  - b. present continuous
8. I'm writing an email now.
  - a. Present simple
  - b. present continuous



Listen again and write the correct verb from the selection below:

Drives    going    studying    writing.    goes.    Driving    write.    study
--

1. She \_\_\_\_\_ to the market every day.
2. She's \_\_\_\_\_ to the market now.
3. He \_\_\_\_\_ to work every day
4. He's \_\_\_\_\_ to work now.
5. I \_\_\_\_\_ English every day.
6. I'm \_\_\_\_\_ now.
7. I \_\_\_\_\_ emails every day.
8. I'm \_\_\_\_\_ now.

Vocabulary activity:

1. a stamp



2. an envelope



3. a paper



4. To write




5. To send




6. To receive




Use the vocabulary below to complete the sentences:

1. I use paper and +  when I write a letter. ....

2. I need an envelope and  to send a letter. ....

3. I need a pen and a  to write a letter. ....

4. I  letters every day. ....

5. Sometimes I  important letters. ....

Lesson review:

Read the correspondence and answer the questions.

Please come to my party!  
When?  
On Saturday 23rd July 2014 Where?  
21 b Assad Avenue, Riyadh What time?  
19.30h

1. What kind of correspondence is this? \_\_\_\_\_
2. When is the party? \_\_\_\_\_
3. Where is the party? \_\_\_\_\_
4. At what time is the party \_\_\_\_\_

Use the simple present and the present continuous tense. Write 5 answers for each question.

1. What do you do every day?

Example: I get up every day.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

2. What does Nahia do every day?

Example: She goes to college every day.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

3. What are you doing now?

Example: I'm watching the TV now.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

4. What's Nahia doing now?

Example: She's studying English now.



*kalaidarous*

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_