SSPA SECTION III - EVERYDAY ENGLISH CONVERSATION

Liveworksheet-ready PDF: worksheet + speaking cards + grammar + translanguaging

Prepared from the uploaded Section III everyday English material and the SSPA tactical training toolkit.
Use in Liveworksheets: upload this PDF, then place text boxes over blanks, dropdowns for matching, and speaking/audio submission tasks over the speaking cards.

Teacher quick plan

Stage	Time	Task	Language focus
Warm-up	10 min	Match situations with useful phrases.	Greetings, polite requests
Controlled practice	20 min	Gap-fill, sentence building, dialogue ordering.	can/could, would like, WH-questions
Translanguaging support	10 min	Plan answers in Mongolian, then convert key phrases into English.	Meaning before accuracy
Speaking cards	35 min	Pair role-plays. Rotate cards every 4-5 minutes.	Fluency, confidence, repair phrases
Reflection	15 min	Exit ticket: 3 phrases I can use at work/travel.	Self-assessment

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Cleaned text bank - core phrases from Section III

Teacher use: read aloud, shadow, substitute names/places/times, then role-play. Монгол тайлбар хэрэгтэй үед эхлээд утгыг нь монголоор ярилцаад дараа нь англиар хэлүүлнэ.

Situation	Core English phrases	Монгол зорилго
1. What is your name?	Excuse me, what's your name? / My name is Bayar. / What's yours? / Do you know what time it is? / What did you say?	Нэр асуух, өөрийгөө танилцуулах, цаг асуух
2. Where are you from?	Where are you from? / I was born in Cambridge, but I live in Glasgow. / What's it like? / I'm from Istanbul.	Хаанаас ирсэн, ямар газар болохыг асуух
3. Asking for directions	Can you tell me the way to the bank? / Turn left at the end of this street. / Go as far as the roundabout. / The bank's on the left.	Зүг чиг асуух, заах
4. Talking about weather	How are you today? / It's chucking down again. / It's very cold. / The weather forecast said it will brighten up. / What's the weather like in Russia now?	Цаг агаарын small talk
5. Making an appointment	I would like to make an appointment. / What day would be best for you? / Are mornings or afternoons best? / Can you bring an outline?	Уулзалтын цаг товлох
6. Phone call at work	Hello, SSPA, this is SSgt Bayar speaking. How may I help you? / Could I speak to Maj. Dorj, please? / I'm afraid he is out of the office. / Would you like me to take a message?	Ажлын утас авах, мессеж авах
7. At the restaurant	Can we have a table for two, please? / Are you ready to order? / Would you like anything to drink? / Can we have the bill, please?	Зоогийн газар захиалга өгөх
8. Doctor's visit	What seems to be the problem? / I have a bad cough and a sore throat. / How long have you had these symptoms? / Get plenty of rest.	Эмчид шинж тэмдэг хэлэх
9. Hotel reservation	I'd like to make a reservation. / Do you need a room with one bed or two? / What time are check-in and check-out? / Breakfast is included.	Зочид буудал захиалах
10. Describing appearance	What does he look like? / He's quite tall. / He has light brown eyes. / I think I know who you're talking about.	Гадаад төрх дүрслэх
11. At the airport	Can I have your ticket, please? / Would you like a window or an aisle seat? / Please step through the scanner. / Do you have anything to declare?	Нисэх буудал, шалгалт, гааль
12. Making a purchase	Are there souvenirs in this store? / I'm looking for gifts. / Is there anything you can recommend? / May I look around?	Дэлгүүрт худалдан авалт
13. Money exchange	I need some foreign currency. / What's the rate of exchange? / How about commission? / There's no commission. / Please change $2000 for me.	Валют солилцоо

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Airport vocabulary from the text

English	Монгол	English	Монгол
airport	нисэх буудал	flight	нислэг
passport	паспорт	ticket	тасалбар
boarding pass	суудлын тасалбар	gate	хаалга
security check	аюулгүйн шалгалт	customs	гааль
baggage/luggage	ачаа	carry-on bag	гар тээш
check-in counter	бүртгэлийн хэсэг	on time	цагтаа
delayed	хойшилсон	cancelled	цуцлагдсан
aisle seat	захын суудал	window seat	цонхны суудал

Grammar explanation / Дүрмийн тайлбар

Grammar	Form	Meaning / Монгол тайлбар	Examples
WH-questions	What/Where/When/How long + verb/be + subject?	Мэдээлэл асуух: юу, хаана, хэзээ, хэр удаан.	What is your name? / Where are you from?
Be verb	I am / You are / He is / It is	Нэр, байршил, байдал, цаг агаар хэлнэ.	I'm from Russia. / It is very cold.
Polite requests	Can/Could I...? Can/Could you...?	Эелдэг хүсэлт. Could = илүү албан.	Could I speak to Maj. Dorj?
Would like	I would like + noun/to verb	"Би ... хүсэж байна" гэсэн эелдэг хэлбэр.	I would like to make an appointment.
There is/are	There is + singular / There are + plural	"Байна/байдаг" гэж газар, зүйл хэлнэ.	There are souvenirs.
Imperatives	Verb + object / Please + verb	Заавар өгөх: эргэ, тавь, алх.	Turn left. / Please step through the scanner.
Present perfect	have/has + past participle	Туршлага эсвэл одоог хүртэл үргэлжилсэн байдал.	Have you ever been to Canada?
Future forms	will + verb / be going to + verb	Ирээдүйн төлөвлөгөө, амлалт.	The goods will be delivered tomorrow.

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Translanguaging strategy / Хос хэлээр дэмжих арга

• Think in Mongolian first: “Би юу хэлэх гээд байна?” Then choose 3-5 English keywords.
• Use a Mongolian planning box before speaking: Зорилго - Хүн - Газар - Цаг - Асуух зүйл.
• Allow short repair phrases: “How do you say ___ in English?” / “Sorry, could you repeat that?”
• Recast, do not interrupt: student says “I want room Friday Sunday”; teacher replies “Good: I’d like to reserve a room from Friday to Sunday.”
• Operational English focus: clarity, politeness, and safe instructions first; perfect grammar later.

Mongolian thought	English output
Нэрийг нь асуу.	Excuse me, what’s your name?
Тэр хаанаас ирснийг асуу.	Where are you from?
Зүүн эргээд шулуун яв гэж хэл.	Turn left and go straight.
Уулзалтын цаг авмаар байна.	I would like to make an appointment.
Дарга өрөөндөө байхгүй байна.	I’m afraid he is out of the office.
Мэдүүлэх зүйл байна уу?	Do you have anything to declare?

LIVEWORKSHEETS

Student worksheet - Liveworksheet upload pages

Name: _____ Unit/Section: _____ Date: _____

Task 1. Match the situation with the phrase

Situation	Phrase
1. You answer an office phone.	A. Do you have anything to declare?
2. You are at customs.	B. Hello, SSPA, this is ___ speaking.
3. You need directions.	C. I have a sore throat and a headache.
4. You are sick.	D. Can you tell me the way to the bank?
5. You reserve a hotel room.	E. I'd like to make a reservation.

Answers: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Task 2. Fill in the blanks

1. Excuse me, what's _____ name?
2. I _____ like to make an appointment.
3. Could I _____ to Maj. Dorj, please?
4. Please step _____ the scanner.
5. What is the purpose _____ your visit?
6. I'm looking _____ gifts for my family.
7. What's the rate _____ exchange?
8. How long have you _____ these symptoms?

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Task 3. Build polite requests

Basic idea	Make it polite
ticket / please	Can I have your ticket, please?
speak / Maj. Dorj	_____
table / two	_____
bill / please	_____
window seat	_____
directions / bank	_____

Task 4. Dialogue ordering

___ Passenger: An aisle seat, please.
___ Service agent: Do you have any baggage?
___ Service agent: Good morning. Can I have your ticket, please?
___ Passenger: Here you are.
___ Service agent: Here's your boarding pass. Have a nice flight.
___ Service agent: Would you like a window or an aisle seat?

Task 5. Translanguaging speaking planner

Монгол төлөвлөгөө	English sentence
Би хэнтэй ярьж байна вэ?	_____
Юу хүсэж байна вэ?	_____
Хэзээ/хаана?	_____
Ямар асуулт асуух вэ?	_____
Яаж эелдэг дуусгах вэ?	_____

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Task 6. Mini role-play challenge

Choose one card. Speak for 60-90 seconds with a partner. You may use Mongolian for planning, but the final conversation should be mostly English.
Useful repair phrases: Sorry, could you repeat that? / What did you say? / How do you say ___ in English? / Let me check. / One moment, please.

Tactical communication worksheet

Drill 1: The SSPA Phone Response
Officer: "Hello, SSPA, this is (Rank) (Name) speaking. How may I help you?"
Caller: "This is Maj. Janet Arnolds. Could I speak to Maj. Dorj, please?"
Officer: "I'm afraid Maj. Dorj is _____ of the office. Would you like me to _____ a message?"
Drill 2: Security & Customs Interception

English command	Монгол утга
Please step through the scanner.	Сканнераар нэвтэрнэ үү.
Do you have any coins in your pocket?	Халаасанд чинь зоос байна уу?
Are you here on business?	Та ажлаар явж байна уу?
Have you brought any food into the country?	Хүнсний зүйл авч ирсэн үү?

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Speaking cards - print, cut, rotate

Instruction: One student is A, one student is B. Read the situation, use target phrases, then change details such as place, time, rank, item, flight, hotel, or symptom.

CARD 1: Introduce yourself Scenario: You meet a foreign officer at SSPA. Ask name, say your name, ask the time. Use: What's your name? / My name is ___. / What's yours? / It's ___. Translanguaging: Намайг ___ гэдэг. Хэдэн цаг болж байна?	CARD 2: Where are you from? Scenario: Talk with a visitor. Ask birthplace, current city, and what the city is like. Use: Where are you from? / I was born in ___. / I live in ___. / What's it like? Translanguaging: Та хаанаас ирсэн бэ? Ямархуу газар вэ?
CARD 3: Give directions Scenario: A visitor asks the way to the bank/checkpoint/gate. Use: Turn left/right. / Go straight. / It's on the left/right. / At the traffic lights. Translanguaging: Баруун/зүүн эргэ. Шулуун яв. Тойрог дээр.	CARD 4: Weather small talk Scenario: Start a conversation about today's weather and compare it with Mongolia. Use: It's cold/rainy/windy. / What's the weather like in ___? / It will brighten up. Translanguaging: Өнөөдөр салхитай/хүйтэн/дулаан байна.

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CARD 5: Make an appointment Scenario: Call to arrange a project meeting with a supervisor. Use: I would like to make an appointment. / Monday is available. / What day is best? Translanguaging: Уулзалтын цаг товлох гэсэн юм.	CARD 6: Work phone call Scenario: Answer the phone at SSPA and take a message for an officer who is out. Use: Hello, SSPA, this is __ speaking. / Could I speak to __? / Would you like me to take a message? Translanguaging: Хэн залгасан? Хэнд? Яаралтай юу?
CARD 7: Restaurant order Scenario: Order food, drinks, and ask for the bill. Use: Can we have a table for two? / I'd like __. / Can we have the bill? Translanguaging: Хоолны нэрийг эхлээд монголоор төлөвлөөд англиар хэл.	CARD 8: Doctor visit Scenario: Explain symptoms to a doctor after three days of illness. Use: I have a cough/sore throat/headache. / How long have you had it? Translanguaging: Ханиалга, хоолой өвдөх, толгой өвдөх, ядаргаа.

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CARD 9: Hotel reservation Scenario: Reserve one room from Friday to Sunday and ask about facilities. Use: I'd like to make a reservation. / Do you have a room with one bed? / What time is check-in? Translanguaging: Огноо + хүний тоо + өрөөний төрөл + төлбөр.	CARD 10: Describe appearance Scenario: Describe a new trainee so your partner can guess the person. Use: What does he/she look like? / He is tall. / She has brown eyes. Translanguaging: Элдэг, төвийг сахисан үг хэрэглэ.
CARD 11: Airport check-in Scenario: Check in for a flight. Choose an aisle/window seat and check baggage. Use: Can I have your ticket? / Would you like a window or aisle seat? / Here's your boarding pass. Translanguaging: Цонхны суудал / захын суудал / гар тээш.	CARD 12: Security check Scenario: A scanner beeps because you forgot keys in your pocket. Use: Please step through the scanner. / Put your keys in this bin. / No problem. Translanguaging: Түлхүүрээ сагсанд хий. Дахин алх.

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CARD 13: Passport control Scenario: Answer immigration questions: purpose, length of stay, hotel. Use: What is the purpose of your visit? / I'm here on business. / I'll stay for three weeks. Translanguaging: Зорилго + хугацаа + байрлах газар.	CARD 14: Customs declaration Scenario: Officer asks if you have anything to declare. Ask about food or gifts. Use: Do you have anything to declare? / I'm not sure. / No, nothing. Translanguaging: Мэдүүлэх зүйл байна уу? Би сайн мэдэхгүй байна.
CARD 15: Shop purchase Scenario: Buy souvenirs for family and ask for recommendations. Use: I'm looking for gifts. / Is there anything you can recommend? / May I look around? Translanguaging: Cashmere, magnet, tea, chocolate, keychain.	CARD 16: Money exchange Scenario: Exchange tugrug to dollars. Ask about rate and commission. Use: What's the exchange rate? / Is there commission? / Please change $___ for me. Translanguaging: Тоогоо удаан хэл. Найзаасаа монголоор тусламж авч болно.

LIVEWORKSHEETS