AT THE POST OFFICE

Vocabulary

A letter box

A package/parcel

A postal worker

A post box

Mail trolley

A queue

Packing material

Pigeonholes

A padded envelope

A postal van

Registered post

Stamps

The post office

Letterboxes

A letter

Stamp Machine

Post Mark

Scales

What you ask

- Is there a post office near here?
- What time does the post office open?
- Where can I buy stamps?
- Where can I get an envelope, please?
- I would like to send this letter to the US.
- I would like to send this letter special-delivery.
- I would like to send a certified letter.
- I would like to send a parcel to Australia.
- I'd like sixteen stamps for Japan, please.
- Is there a post box near here, please?
- I'd like to send this parcel registered post.
- Do you have any self-adhesive envelopes?
- I've come to collect a parcel, please.

What you hear

- That'll be X amount, please.
- Shall I leave it here for you?
- There's a post box just around the corner.
- Just put your name and address on the back, please.
- Please complete this form.
- This parcel is cash on delivery.
- First class or second class?
- I just need to weigh it on the scales.

Dialogue: The post office

Clerk: Hi, can I help you?
Customer: Yes. I'd like to send this **(1)** _____ to Manchester, please.
Clerk: OK. Could you put it on the **(2)** _____ ?
Customer: All right.
Clerk: That's under 2kg. When did you want it to arrive?
Customer: Erm, a couple of days.
Clerk: If you send it first **(3)** _____ , it'll be delivered the next day; and if you send it second class, it'll arrive within 3-4 days. First class **(4)** _____ are £4, and second class are £2.
Customer: OK. And how much would it be to send it registered **(5)** _____ ?
Clerk: £12, and it's guaranteed to be delivered by 9am the next day.
Customer: OK. That sounds fine. I'll send it registered post then.
Clerk: You need you to fill out this **(6)** _____ with the recipient's details. [He fills out the form.]
Customer: Perfect.
Clerk: So, that's £12 in total, please.
Customer: Here you are.
Clerk: Thank you. Here's your receipt.
Customer: Great. Oh, and where's the post **(7)** _____ , please? I've got some pre-stamped letters I need to send.
Clerk: Just leave them with me and I'll send them for you.
Customer: OK. Great. Thanks a lot. Bye.
Clerk: Bye.

LIVEWORKSHEETS

AT THE CINEMA

Vocabulary

Cinema ("movie theater / theater" in US English)

Seat

Row

Popcorn

Usher

Projector

Cashier

Ticket office

Cinema poster

Screen

3D film

Ticket

Extra words

- **Session** – the 3pm session (for example) is the time when a film is shown at 3pm.
- **Matinee performance** – the times when films are shown in the afternoon (between 2pm and 6pm, more or less)
- **Premiere** – the first time a film is shown at the cinema.
- **Box office** – this word refers to the money collected from ticket sales. For example, if a film makes $300 million at the box office, it makes that amount from ticket sales.
- **Soundtrack** – the music for a film.
- **Ticket stub** – the part of a ticket that you keep after they take off the main part of the ticket.
- **Trailer** – a type of advert for a film that shows what the flim is about.
- **Surround sound speakers** – speakers that project the sound all around you – in front of you and behind you, for example.
- **Snack bar** – a place in a cinema where you can buy food, popcorn, drinks, etc.

Genres of film

- action films, adventure films, comedies, gangster films, crime films, dramas, historical dramas, war films, horror films, musicals, sci-fi films (science-fiction films), westerns

Useful expressions

What you say

- What time does the film start?
- I reserved the tickets online.
- Have you got any seats in the middle row?
- Could you put us a bit further away from the screen?
- Are there any tickets for the six o'clock session?

What you hear

- Where would you like to sit?
- Would you like to sit a bit further forward?
- I'm sorry but there aren't any tickets left for the six o'clock session.

Dialogue: At the cinema

Customer: Three adults and a child for the six-o'clock **(1)** _____ of *Murder at Midnight*, please.
Cinema: Did you want to see it in **(2)** _____ ?
Customer: No, just the normal version, please?
Cinema: OK. Where would you like to sit?
Customer: Somewhere in the **(3)** _____ , if possible.
Cinema: How about row J, seats 10 to 13.
Customer: That sounds perfect. What's the film **(4)** _____ , by the way?
Cinema: Well, it's a sort of murder mystery. It's quite good, I went last week.
Customer: I saw the **(5)** _____ – it looks pretty good. Do you think it'd be suitable for my 15-year-old son?
Cinema: It's rated PG-13, so it'd be fine for him. That'll be £26 please.
Customer: Can I pay by credit card?
Cinema: Of course.
Customer: OK, here you go.
Cinema: Thank you.
Customer: Where are the **(6)** _____, please?
Cinema: Just along the corridor on the right.
Customer: And where can I get some **(7)** _____ ?
Cinema: There's a snack **(8)** _____ just around the corner as you walk in.
Customer: Great. Thanks a lot.
Cinema: Here are your tickets.
Customer: Thanks.

LIVEWORKSHEETS

THE NIGHTCLUB

Vocabulary

Bouncer (a type of security guard at the door)

DJ

Mixing desk

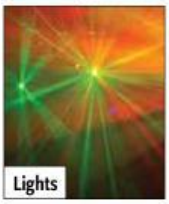
Bar

Bartender

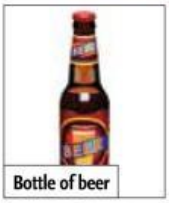
Disco ball

Bar stool

Cloakroom


Lights

Glass of water


Bottle of beer

Glass of wine

Speakers

Stage

Wide-screen TV

Dance floor

Other words

- **Soft drink** – non-alcoholic drinks (Coke, orange juice...)
- **Clientele** – the people who go to the bar / club.
- **Round of drinks** – drinks for everyone in the group you're with.
- **The toilets** – the "gents" for men; the "ladies" for women.
- **Live music** – music performed by a band or singer.
- **On the rocks** – with ice (a whisky on the rocks).
- **Spirits** – vodka, whisky, gin...
- **Pint glass** – a glass that holds about 550 ml.
- **ID** – identity, an identity card (a card with information about your age, name, etc.).

Typical drinks

- Gin and tonic (G&T)
- Vodka and orange (a screwdriver)
- Rum and coke
- Margarita (tequila, Cointreau lime, salt and sugar)
- Scotch & Soda (Scotch whisky and club soda / soda water)

Getting the drinks

- What are you having?
- What can I get you?
- Would you like another drink?
- I'll have a rum and coke, please.
- I'll have the same again, please?
- No, I'm fine, thanks.
- I'll get this round.
- These are on me.
- A pint of lager, please.
- Half a lager, please.

Useful expressions

- The music's a bit loud, isn't it?
- I love this song.
- Have you been here before?
- Do you come here often?
- It's really crowded tonight.
- I think I'm going to head off home.

Dialogue: At the nightclub

Nightclub: Sorry, but we're a bit full. You'll have to wait.
Jackie: OK, erm, what time's the **(1)** _____ open until?
Nightclub: Three am. Could you just stand over there, please?
Friend: I told you we should have gone to that other club.
Jackie: Do you know how long we're going to have to **(2)** _____?
Nightclub: Not long.
Jackie: What sort of **(3)** _____ do they play here?
Nightclub: House, RnB, rap, hip hop... that sort of stuff. *[five minutes later]* All right, you can go in now. Have you got any **(4)** _____ on you?
Jackie: Yes, here you are. *[She gives him her ID card.]*
Nightclub: How old are you?
Jack: Twenty.
Nightclub: All right. You can pay at the **(5)** _____ just inside the club when you go in.
Jackie: How much is it to get in, by the way? I've got this invitation.
Nightclub: That's only **(6)** _____ before 11pm. It's £20 per person, and you get two free **(7)** _____.
Jackie: OK.

Friend: *[in the nightclub]* Pretty busy, isn't it?
Jackie: Yeah. Hey, I'll get the drinks. What are you having?
Friend: A whisky and coke. Do you know where the **(8)** _____ is?
Jackie: I think it's just by the entrance.
Friend: I'm going to leave my coat.
Jackie: Good idea. Oh, I love this song. I'm going down to the dance **(9)** _____.
Friend: I'll see you there!

LIVEWORKSHEETS

AT THE COFFEE SHOP

Vocabulary

Coffee shop

Waiter / waitress

Cup of coffee

Muffin

Cup cake

Sandwich

Doughnut / Donut

Soft drink

Chair / seat

Apron

Menu

Bar

Cash-till

Bill ("check" in US English)

Customer

Types of coffee

Espresso (a type of coffee that is quite strong)

Americano (an espresso with water added so it isn't so strong)

White coffee (coffee with milk)

Black coffee (with no milk)

Decaf / decaffeinated coffee (coffee with no caffeine)

Cappuccino (coffee with frothy milk and powdered chocolate)

Latte (caffè latte) (a shot of espresso coffee and frothy, steamed milk)

Skinny latte (a latte with skimmed milk)

Mocha (a latte with chocolate syrup.)

What you say

- Could I have a drop of milk with that, please?
- Is this chair taken?
- Is anyone sitting here?
- Is this chair free?
- Where are the toilets, please?

What you hear

- Can I take your order, please?
- What would you like to drink?
- Would you like anything to eat?
- Would you like any sugar or saccharine with that?

Types of milk

- Skimmed milk (almost no fat)
- Semi-skimmed milk (half and half)
- Whole milk (full fat)

Dialogue: At the coffee shop

Assistant: Good afternoon. Can I take your order?
Jerry: Yes, I'll have a **(1)** _____ and a decaf latte.
Assistant: Regular, medium or **(2)** _____ ?
Jerry: Regular for both, please.
Assistant: Would you like skimmed **(3)** _____ ?
Jerry: Semi-skimmed for the cappuccino and whole milk for the **(4)** _____ , please.
Assistant: And any hazelnut or vanilla?
Jerry: No, thanks.
Assistant: Would you like anything to **(5)** _____ with that?
Jerry: Yes, a piece of the cheese cake and a chocolate muffin, please.
Assistant: Is this to take away or have **(6)** _____ ?
Jerry: To take away, please.
Assistant: That's £16.99, please.
Jerry: Here you are. *[He hands him a £50-note.]*
Assistant: Oh, I'm sorry but I don't have any **(7)** _____ . Have you got anything smaller?
Jerry: Erm, let me see, oh yes, here's a £20-note.
Assistant: Great thanks a lot.
Jerry: Where's the **(8)** _____ , please?
Assistant: It's just over there on the table. Here's your change.
Jerry: Great. Thanks.
Assistant: Thank you, and have a nice day.
Jerry: Thanks, bye.

LIVEWORKSHEETS

THE BUSINESS TRIP

Useful words

Mobile phone / smartphone

Passport

Taxi

Flight attendant

Airport

Carry-on baggage / hand luggage

Chauffeur

Aeroplane / airplane

Suit

Tie

Trouser press

Travel iron

Hairdryer

Washbag

Shoe polish

Laptop

Tablet (computer)

Suit bag / carrier

More words

- **Business trip** – a trip abroad (or to another city) in order to meet clients / do deals, etc.
- **Boarding card** – a card with information about your flight. You need it to get on the plane.
- **Delayed** – if a flight is "delayed", it leaves later than planned.
- **Cancelled** – if a flight is "cancelled", it doesn't leave, often because of a problem.
- **Book a flight** – to reserve a ticket in advance so you can go somewhere by plane.
- **Reserve a hotel room** – to arrange to have a room in a hotel on a specific day.
- **Departure time** – the time a plane, etc. is supposed to leave.
- **Arrival time** – the time a plane, etc. is supposed to arrive at its destination.
- **Overnight trip** – a short journey that requires you to stay in a hotel for one night.
- **Check in to a hotel** – when you "check in", you tell the person at the front desk that you've arrived, give them your credit card details, etc. When you leave, you "check out".
- **Economy class** – the least expensive seating area in a plane.
- **Business class** – the second most expensive seating area in a plane.
- **First class** – the most expensive seating area in a plane.
- **Executive lounge** – a waiting room at an airport for business and first class passengers.
- **Receipt** – a piece of paper with information about something you bought.
- **Expenses** – the money you can spend on a trip.
- **Hotel suite** – a luxurious room (or set of rooms)
- **Take off** – when a plane "takes off", it leaves the ground in a controlled manner.
- **Land** – when a plane "lands", it comes down to the ground in a controlled manner.

Dialogue: The trip

Randy and Flynn are in a rock band. They're at the airport waiting to board a flight to fly to New York for a meeting with a record company. [Complete the text with the correct verbs.]
R=Randy F=Flynn

R: This is fantastic. I've never been in the executive lounge before.
F: Just one of the perks of flying business class....
R: So, who **(1)** _____ for the plane tickets?
F: Mum.
R: Great. She's so kind. You've **(2)** _____ a room at the Hilton, haven't you?
F: Yep! A suite!
R: I bet there's wifi in the room, cable TV and one of those trouser presses!
F: And 24 hour room service.
R: Fantastic. But I **(3)** _____ a bit bad about your mum paying for everything.
F: Oh don't worry. She only paid for the flights. You're paying for the hotel.
R: What?
F: I **(4)** _____ your credit card.
R: I can't afford a room at the Hilton.
F: Relax! We're about to sign a major **record deal**. We'll be millionaires by Monday.
R: I hope so!
F: Right, so we've got a **tight** schedule. Once we check into the hotel we have to **(5)** _____ straight to a business lunch with Rocco. He's the head of the studio.
R: Don't you think you should **take it easy with** the champagne? That's your fourth glass. You don't want to have a **hangover** for the meeting.
F: Of course I do! We're a rock band. In fact, I'm **(6)** _____ to get really drunk at the meeting and **shout abuse at** Rocco in the middle of the restaurant. He'll love it!
R: Really?
F: Yeah, and I'm planning to **trash** the hotel room before we check out. And maybe **(7)** _____ the TV into the pool.
R: Not on my credit card you're not!
F: Hey, what's with the **suit** and tie? You should be wearing some tight leather trousers like mine. It's much more rock n' roll!
R: No thanks.
F: Oh, and I've booked a limousine to pick us up at the airport.
R: Am I paying for that too? Cancel it! Let's **(8)** _____ a taxi.
F: We can't pull up to the Hilton in a taxi!
R: *[Sigh]* Just remember to **(9)** _____ the receipts, so I can claim everything as expenses.
F: Rock stars don't keep receipts.
R: Hey, time to board. Got your boarding pass and passport?
F: Yep. Oh, and just so you know, I'm planning to **make a scene** on the plane. Hopefully I'll be arrested when we land. Just think of the **publicity**!

GLOSSARY

a record deal *n*
a contract that a band or singer signs with a music company
tight *adj*
if a schedule is "tight", there's very little time to complete everything
to take it easy *exp*
to relax; to do something more slowly and calmly
a hangover *n*
a headache and bad feeling someone has after drinking too much alcohol
to shout abuse at *exp*
to say rude words at someone in a loud voice
to trash *n*
if someone "trashes" a hotel room (for example), they completely destroy it
a suit *n*
clothing that consists of a jacket and trousers (or skirt) of the same material and colour
make a scene *exp*
if someone "makes a scene", they make a lot of noise / shout / break things, etc.
publicity *n*
if you get "publicity", newspapers or TV stations write about something that you've done or said

LIVEWORKSHEETS