

Complete these sentences by filling in the correct word. Remember to use capital letters for days of the week and months!

We are going on holiday in We leave on for a week. We leave at in the morning.

AUG						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUG						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



I start my new job in

FEB						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

The week starts on a from 7 until

FEB						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



The package will be delivered on Day: Date: 7 Jul

The package will
Be delivered on
Mon. 7th Jul at
seven forty five

*You may sometimes see dates shown as follows:

05/11/2014 or 05/11/14 = day, month, year

This is the **British** way of showing the date for: 5th November, 2014

Each month is given a number, starting with January and ending with December:

January = 1, February = 2, March = 3, April = 4, May = 5, June = 6, July = 7, August = 8, September = 9, October = 10, November = 11, December = 12

NOTE: in the **USA** they do this slightly differently!

05/11/2014 or 05/11/14 = month, day, year

The USA way of showing the date for: 11th May, 2014

Using the BRITISH way of writing dates, write out these dates in full

1. 24/09/19 Day: Month: Year:

2. 02/02/20 Day: Month: Year:

3. 31/12/12 Day: Month: Year:

*Times are also given in different ways.

1) Using an analogue clock or watch We can say:

Three fifteen. OR A quarter past three

2) Using a digital clock or watch We can say:

Three forty five. OR A quarter to four.

These times do not tell you if it is in the morning or the afternoon!

If you see the letters 'am', e.g. 9:35 am = you will know this is in the morning.

If you see the letters 'pm', e.g. 5:05 pm = you will know this is in the afternoon

3) A digital clock or watch using the 24 hour times We can say:

Fourteen thirty OR Two thirty (in the afternoon). OR Half past two (in the afternoon)

NOTE: when a 24 hour clock is used, the times between 0 and 12:59 are all in the morning. As soon as you see 13:00 you know it's the afternoon!

A simple way of remembering the time is to deduct 12 from any high numbers, e.g.

20:30 = 8:30 (evening) 17:15 = 5:15 (afternoon)

Look at the following times, then write it in words:

10:30 :

9:15:

7:45:

Listening:

Ohoud is a businesswoman. She is working too hard. She has meetings all day long without a break and then goes home to be with her family. She is very tired.

Listen to her and Choose the correct answers:

1. Ohoud feels everyday.

- a. excited
- b. motivated
- c. inspired
- d. tired

2. Ohoud tells us about her day on

- a. Monday
- b. Wednesday
- c. Friday
- d. Sunday

3. She goes through a typical day in

- a. July
- b. April
- c. June
- d. November

4. Her meetings start at

- a. 7:00
- b. 18:00
- c. 09:00
- d. 08:00

5. She is late for her meeting with Alia. She arrives at

- a. 09:15
- b. 09:00
- c. 09:30
- d. 09:45

6. The 10:00 meeting is in the

- a. coffee shop
- b. restaurant
- c. board room
- d. Aramco

7. She has to go out of the office for a meeting with Aramco at

- a. 1 o'clock
- b. 1:30 pm
- c. 13:00
- d. 1:30 am

8. Her last meeting of the day is at to discuss the Saudi airline project.

- a. 5 o'clock
- b. 17:15
- c. five fifteen
- d. half past five

Reading:

Women's lives are very stressful. We try to be everything to everybody. A daughter, a wife, a grandmother, a worker, a colleague, a housewife, a mother amongst many other roles. But we need to find a balance between our roles. One way we can do this is in our worklives.

6 things successful women should do for other women

1. Be a mentor

When there is a new person in the company, be a mentor! Help them to settle in. Introduce them to others. Be friendly. Help them to understand that they have to balance their home and work life. All work and no play makes you a dull person!

2. Don't always have meetings in the office

People relax more out of the office. Find somewhere more informal. A coffee shop. A restaurant.

People will talk more freely out of the office.

3. Help others up the work ladder

When you are looking for new staff to fill a job, start with the people you already know. You know their strengths and weaknesses. Don't waste time and money looking outside your company until you are sure they are not already under your nose!

4. Form a support network

Organise monthly meetings either face to face or online discussions to share what your problems are. Women are great at finding solutions! Sharing is caring.

5. Give compliments

Tell someone they are doing well. Reassure colleagues who seem to be stressed and not coping well. Everyone benefits from a "well done!" comment.

6. Admit your mistakes

If you have made a mistake, be the FIRST one to admit it! Don't let it be found out by others. This is very stressful. Do not be ashamed to admit that you have made a mistake. And don't feel you have to get it right all the time! Sharing with others will help you realize that we ALL make mistakes.

Read the article again and choose your answers carefully. You can choose more than one answer.

1. Women have many roles in their lives. These include:

- a. daughter
- b. son
- c. wife
- d. father
- e. worker

2. To be a mentor means we need to:

- a. work hard at work only
- b. find a balance between work and home
- c. try and be a good daughter only
- d. be friendly

3. Meetings can be informal too! These can be held:

- a. at the office
- b. in coffee shops
- c. in restaurants
- d. in the boardroom

4. Networks that support each other can help you to:

- a. find the cause of a problem
- b. help you get over the effect of a problem
- c. find a solution to your problem
- d. share a problem and get others to give you advice

5. Feel good factor is easily achieved by:

- a. telling someone they look good
- b. telling someone their work is good
- c. telling someone that something is incorrect and they are lazy
- d. scolding someone in front of their colleagues for an error

6. No one is right all the time, so:

- a. if you make a mistake admit it
- b. try to cover up your mistakes
- c. say that a mistake was not yours
- d. share the mistake so others don't repeat it

* Two colleagues send emails to each other. Nourah has been told that she needs to visit a customer on the day she already has an appointment. She has to change the appointment but not let Areej feel she is less important.

They have known each other for two years and know a little about each other's families.

In English we can change a formal email into a semi-formal email by including mention of our families and some personal details. It is still formal because we are dealing with a work related appointment but we finish the email with a semi-formal ending to the email.

	Formal	Semi-formal	Informal
Beginning	Dear	Dear	Hi
Ending	Yours sincerely Yours faithfully	Kind regards Regards	Love Hugs

Read the three emails and complete the statements:

Nourah

To: Areej
Date: 5 August 2014 12:44
Subject: Meeting on Sunday 10 August 2014

Dear Areej
I hope you and your family are well, especially your mother. I hope her operation was a success.
We have a meeting booked for Sunday 10 August 2014 at 10:30 am. Unfortunately our country Director is visiting at that time. I'm sorry but I need to change our appointment.
Can you make Monday 11 August 2014 at 10:30 am?
Apologies
Kind regards
Nourah

Areej

To: Nourah
Date: 5 August 2014 12:55
Subject: Re: Meeting on Sunday 10 August 2014

Dear Nourah
Yes I am well. My mother is fine now.
Thanks for your email. Sorry I also have a meeting on Monday 11 August at 10:30 am. I'm free at 11:30 am on the same day. Can you make that time? Is that any good for you?
Kind regards
Areej



1. Nourah sent Areej a **Semi-formal email / formal email / informal email**
2. Nourah wanted to find out about **Areej's family / apologise and change an appointment / have lunch at Pizza Hut**
3. Areej and Nourah emailed each other on **5 August 2014 / 10 August 2014 / 11 August 2014**
4. Nourah wanted to change the meeting from **Monday to Sunday / Sunday to Monday / Monday to Tuesday**
5. Areej suggested they meet at **12:55 / 10:30 / 11:30**

In English we use the words:

Can you + possibility

Could you + possibility

It is easy to get confused with the difference between 'can' and 'could' but an easy way to think about them is '**ability**' vs '**possibility**'. They are similar ideas. If you have the ability to do something, then it is possible for you to do it (but there might be something stopping you).

Both 'can' and 'could' are used to express various kinds of possibility, ability, permission and potential.

Example: *Can you change the appointment to Friday?*

Explanation: Is there the possibility of moving the appointment because there is

no other appointment that day

Example: *Can you change the time to 11:30 am?*

Explanation: Is there the possibility of moving the appointment time because there is no other appointment at that time

Example: *Could I borrow the dictionary please?*

Explanation: In contrast this is more to do with ability first, but also possibility because you can see the dictionary in someone's possession and you need it.

*In English we use:

I'm sorry I + a reason

I'm sorry I need to change our appointment. I have to be out of the office that day.

*In English we use these adverbs of frequency to find out how many times someone does something.

Example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Swim	Self study 1 Hour	Swim	Self study 2 Hours	Swim tutorial 2 Hours	Self study 1 Hour	Gym

How often do you swim? 3 times a week.

How often do you go to the gym? once a week.

How much time do you spend on self study? 4 hours a week.

NOTE: we use these words to mean the times we do something:

after that we just say the number, e.g. three times, four times

*In Self study 3, we looked at the **present continuous** for talking about events happening now or around now, with a focus on the present.

For example: She's writing the report now.

The present continuous is also useful when you talk about fixed future plans, especially plans and arrangements with other people.

For example:

Woman 1: What are you doing this afternoon?

Woman 2: I'm meeting Fatima to talk about our project

Man 3: Are you coming to the restaurant this evening?

Man 4: No, sorry, I'm working late with my supervisor.

With this kind of future plan, it is also possible to use “going to” and have the same meaning.

For example:

Woman 1: What are you going to do this afternoon?

Woman 2: I'm going to meet Fatima to talk about our project

Read the questions and write the answers with a future plan meaning. Use the verb between brackets.

Example: What are you doing on Friday?

I'm swimming on Friday. I'm going to swim on Friday.

1. Are you going home now?

No, I / (work) until 6 o'clock.

2. When are you going to the coffee shop?

I / (go) when I finish this work.

3. It's Afnan's wedding party on Friday. Are you coming?

Yes, I / (come)

4. What are you doing this evening?

I / (study) my English course.

Notice: when a question has the verb ending in -ing, you need to answer with a verb using -ing.