Task 1. Listen and repeat:

@	'at'
.	'dot'
A_B	'underscore'
A-B	'hyphen'
/	'forward slash'
\	'back slash'
00	'double'

Task 2. Read e-mails:

Benson_james@gmail.com

Michael.007@hotmail.co.uk

Julia-roberts2/2@yahoo.com

Brendon_martin55\66@yahoo.co.uk

bob@yahoo.bh

jeffery.amherst@britishcouncil.org

reservations@beachhotelbern.com

LIVEWORKSHEETS

Task 3 Listen and write down e-mails. Spell names.

(*Face to Face starter SB , cd 1, tracks 40 – 41*):

Track 40 = listen and write down e-mails:

1.

2.

3.

4.

Track 41 = listen and write down e-mails

1.

2.

3.

4.

5.

6.

7.

8.

LIVEWORKSHEETS

Task 4. Work with a partner. Speak:

A: Hi, what's your e-mail?

B; Hi, it's alice.benson@gmail.com

A: Sorry, can you repeat that, please?

B: Yes, it's alice.benson@gmail.com.

A: Is it alice.denson@gmail.com?

B: No, it isn't. It's alice.benson@gmail.com

A: Ah, I see. And can you spell 'benson', please?

B:. Sure. It's b-e-n-s-o-n.

A: Ah, right. Thank you!

B: Anytime!

LIVEWORKSHEETS

Useful phrases:

1. We need to hear something again:

Sorry, can you repeat that, please?

Can you say that again, please?

What's your (first name / last name/ phone number) again?

Sorry, I didn't catch that. Did you say (77 88 651)?

2. The speaker is speaking too fast:

Sorry, can you slow down, please?

3. The speaker is speaking quietly:

Sorry, can you speak up, please?

4. We are not sure the information is correct:

Can I just check? What's (your phone number), please?
Can I just check? Is that 900 567 832?
Can I just check? Is that **E** like in 'egg'? is that **O** like in Oslo?
Can I just check? Is that 'Eric' with a C?
How do you spell 'apple'?

Responses: Yes, that's right. //No, it's with a K – 'E-r-i-k'// No, it's not. It's....

5. We start:

Now, just a few (more) questions.

6. We say during the conversation:

Right.	Yes, that's right.
Ok.	Oh, yes.
Sorry?	All right then.
Oh, right.	Great. Thanks

LIVEWORKSHEETS

Task 5 Listen and repeat (*Speakout pre-interm. SB track 3.6*)

Task 6. Fill in the gaps:

Sorry, can you _____ that, please?

Sorry, can you speak ____, please?

Sorry, can you _____ down, please?

Sorry, I didn't _____ that. Did you _____ 'Benson'?

Sorry, can you say that _____, please?

Can I just ____?

What's your _____ number?

Yes, that's _____.

Now, just a few more _____.

Task 7. Find and correct mistakes:

1. Please, can you repeat that, please?
2. What your first name?
3. No, that's right.
4. Now, just a few more answers.
5. Can just I check, please?
6. Sorry, I didn't find that. Did you tell 'apple'?
7. How's your last name again?
8. What do you spell your job title?
9. Sorry, can you speak down, please?
10. Sorry, can you tell up, please?
11. Sorry, can not you say that again, please?

LIVEWORKSHEETS

Task 8. Listen and fill in the gaps

(Face to face starter SB p. 19 ex 6, 9 track 42 'At the employment agency')

6 a) R2.13 Look at the photo. Listen to the interview and complete the form.

http://www.nine2fiveemployment.net/forms

nine2five Employment Agency

first name Amy

surname

married single

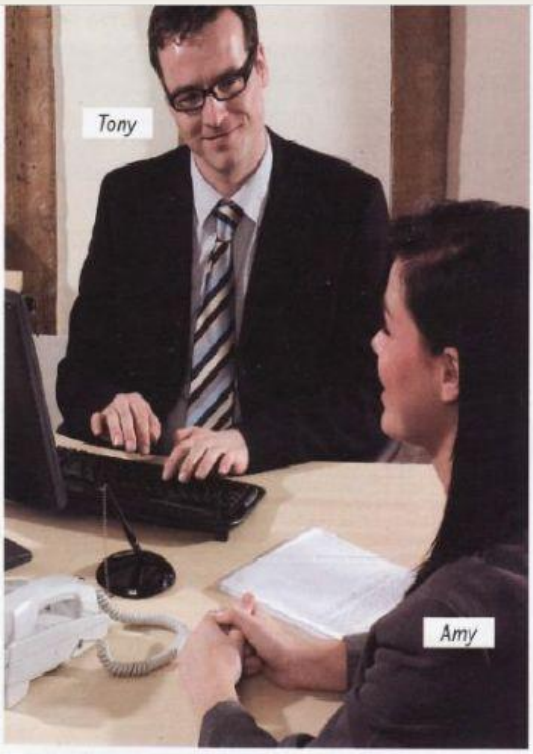
nationality

address Road

Manchester

mobile number

email address



LIVEWORKSHEETS