Khadijah Alaidarous

English 102
T6: Developing interpersonal skills

Name:
Section:
Trainee's number:

Vocabulary :

Complete these sentences by filling in the correct form (noun, verb, adjective or adverb) of the missing word. Do not use capital letters.

You can use the word building table that you completed in Session 5 to help you.
Example: The first-aider has responsibility for anyone who is ill or injured at work. (responsible)

a. Tomorrow there is a training course about using the new safety …… (equip)

b. Please could you check that I filled in the application form …… (correct)

c. The …… man went to hospital by ambulance. (injure)

d. Magda is responsible for …… the company's transport services to make sure that goods are delivered on time. (coordinate)

e. It's important to eat …… and exercise regularly. (health)

f. The …… of our employees is very important to the company. (safe)

Listening

Why is the director talking to Mariam? Choose the correct answer:

a. She's checking that Mariam is doing her job correctly.
b. She's checking that Mariam is happy in her new job.
c. She's checking that Mariam knows the names of all the office staff.

Grammar
Look at these questions.
Q. Who is Noha El-Gohsein?
Answer. She's the woman ***who gave the presentation*** on health and safety last week.

Q. What's the name of the woman ***who took notes*** at the staff meeting yesterday?
Answer. Her name's Salwa Linjawi.

Notice how we use **who** gave the presentation ... and **who** took notes to describe the women. These phrases are called 'defining relative clauses'. They add extra information to a sentence by defining a noun.
Relative clauses are introduced by a relative pronoun (usually who, which or that; where is also possible).

LIVEWORKSHEETS

Khadijah Alaidarous

With defining relative clauses we use who or that to talk about people. For example:

- She's the woman who gave the presentation on health and safety last week.
- She's the woman that gave the presentation on health and safety last week.

We can use that or which to talk about **things**:

- The fire that started last night caused more than 500,000 SAR of damage.
- The fire which started last night caused more than 500,000 SAR of damage.

We use where to talk about **place**s:

- The assembly point is the place where people go and wait when the fire alarm sounds.

WARNING!

The relative pronoun replaces the subject or object of the clause.

We do not repeat the subject or object. For example:

- The fire which it started last night caused more than 500,000 SAR of damage.
- The fire which started last night it caused more than 500,000 SAR of damage.
- The woman who I met at the conference works for Sony.

During the first few weeks in her new job Mariam had to learn about office systems. Her boss gave her lots of information and she asked her colleagues lots of questions.

Read the sentences and choose which relative pronouns are possible. Sometimes more than one choice is possible:

who that which where

a. This is the form …… you fill in if you have an accident.

b. Each department has a fire warden …… has to make sure that everybody leaves the building if the fire alarm sounds.

c. The paper …… we use for the photocopier is in the drawer.

d. What's the name of the person …… has responsibility for giving first aid?

e. Is it near the place …… I had my interview?

f. This is the phone number …… you call if you're ill and not able to come to work.

g. The man …… interviewed you works in our head office.

h. There's 10% discount for staff …… have worked with the company for more than six months.

i. The woman …… came into the office just now is chair of the board of directors.

j. I'm looking for something …… I can clean my computer screen with.

LIVEWORKSHEETS

Khadijah Alaidarous

Reading

Here is some important advice to keep you out of trouble with the locals (and the police!) while visiting London.

• Don't cook food in your hotel room. If you do, the manager may ask you to leave the hotel. There are many good restaurants in London that serve halal food and have Arabic-speaking staff.

• Don't smoke in your hotel room if you're staying in a non-smoking room. If you do, you might receive a large cleaning bill when you check out! If you want to smoke, ask for a smoking room.

• Don't drop rubbish in the street, including chewing gum and cigarettes. If you do, you could pay a fine! Put your rubbish in a bin or take it home with you.

• Join the queue if you're waiting for a bus or to pay for something in a shop. Pushing to the front will make you very unpopular with the locals!

• Don't try bargaining when you are paying for goods in a shop. If you do, the shopkeeper may get angry. It's acceptable to bargain in a street market, however.

• Leave a tip if you are having a meal, taking a taxi ride or having a haircut. For meals it's about 10% but check first if service is included on your bill. For taxi rides it's about 10% or a couple of pounds (£2) if it's a short journey, and at the barber's or hairdresser's it's usual to add a little extra. It's also common to tip tour guides and hotel staff, but that's all!

• Wear a seat belt in a private car, taxi or limousine. And, if you are driving, don't use a mobile phone. These are not just good safety habits – they are law in the UK!

Complete this table by choosing the correct sentence.
Read the advice again and make notes in the table. Use the examples to help you.

	Do	Don't
Hotel room	1.Go to a halal restaurant 2.	1.Cook food in your hotel room 2.
Rubbish		
Queuing		
Bargaining		
Tipping		
Seat belts		

LIVEWORKSHEETS

Khadijah Alaidarous

Grammar task

Think about the actions in the table. Which of them are supported by rules or laws and which are just about behaving politely? Which of them can you choose to do (or choose not to do)?

Now choose the best verbs to complete the sentences. Use the notes in your table to help you:

Can -- should -- shouldn't -- have to -- don't have to -- mustn't

a. & b. You …… tip waiters, taxi drivers and hairdressers. You …… tip waiters if service is included on your bill (but you can if you want to).

c. & d. You …… drop rubbish in the street. You …… throw it in a rubbish bin.

e. & f. You …… cook in your hotel room. You …… buy halal food in many restaurants and hotels.

g. & h. You …… push to the front of a queue. You …… join the queue and wait your turn.

i. & j. You …… wear a seat belt in a private car, taxi or limousine and, if you are driving, you …… use your mobile phone.

k. & l. You …… bargain in a shop but you …… bargain in a street market.

m. You …… smoke in a non-smoking room.

Vocabulary task
Choose the best word to match the definition:

acceptable common unpopular

a. An adjective that means something or someone is not liked. .....

b. An adjective that means that something is okay. .....

c. An adjective that means that something is usual, everyday behaviour. .....

Adjective	opposite
Unpopular	
Acceptable	
Common	
usual	

LIVEWORKSHEETS

Khadijah Alaidarous

Reading script

Translate the following words into Arabic.

Word	Arabic translation	Word	Arabic translation
Similar		Alternative	
Contrasting			

Now study these sentences:

1. There are many good restaurants in London that serve halal meat. There are many good restaurants that have Arabic-speaking staff.

These sentences have similar ideas which we can add together. *We join the sentences with and.*
There are many good restaurants in London that serve halal meat and have Arabic-speaking staff.

2. You shouldn't bargain in a shop. It's okay to bargain in a street market.

These sentences have different or contrasting ideas. *We join them with but* to show the contrast.
You shouldn't bargain in a shop but it's okay to bargain in a street market.

3. You can put your rubbish in a bin. You can take your rubbish home with you. These sentences give the reader a choice, or alternative. We join these sentences with or.

You can put your rubbish in a bin or you can take it home with you.

Look at the rules for linking sentences. Choose the correct word.

and but or

To link similar ideas we use ……..

To link contrasting ideas we use ……..

To link alternative ideas we use ……..

Q: Look at the rules for linking sentences. Write the correct word:

and but or

a. It's easy to get around London by underground …… much cheaper than taking a taxi

b. Driving in London is quite easy …… it's difficult to find somewhere to park.

c. If you want to leave London for the day, you could hire a car …… catch a train.

d. Compared to Saudi Arabia, cars in the UK are cheap …… petrol is very expensive.

e. There are many good restaurants in London …… not all of them serve halal food.

f. In the summer it's nice to buy a takeaway meal …… sit in one of the big London parks to eat it.

LIVEWORKSHEETS

Khadijah Alaidarous

g. You can eat in the hotel restaurant ……. walk to a nearby restaurant.

h. In a restaurant it's usual to tip about 10% ……. check first if service is already included on your bill.

Listening task
Choose the best answer.

1. Wahid's boss is angry because: .....
a. Wahid can't get up on time in the mornings. b. Wahid was late for work today.
c. Wahid is often late for work.)

2. Wahid is often late for work: .....
a. because he thinks it's not important to be on time. b. because of the bus timetable.
c. because he can't get up early in the morning.

3. Peter suggests that: .....
a. Wahid catches an earlier bus. B. Wahid speaks to his boss about the bus timetable.
c. Wahid looks for a new job.

4. Wahid thinks the suggestions are a good idea because: .....
a. He likes working late. b. His bus doesn't leave until the evening.
c. He has to wait half an hour for his bus home.

Look at how we make suggestions.

Why don't you + verb (without to)
e.g. Why don't you speak to her again and tell her about the bus timetable.

You could + verb (without to)
e.g. You could ask if it's possible to come in a few minutes late some days. And maybe you could work a little later in the afternoon.

How about _ing
e.g. How about making an appointment to meet Mrs Harman again tomorrow?

LIVEWORKSHEETS