

Learning English Steps 1-2-3 Study Guide

by
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Video Aided Instruction, Inc.
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Learning English Steps 1-2-3

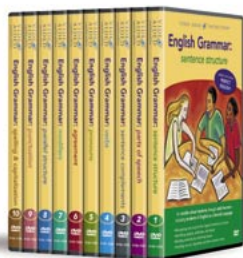
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Learning English Steps 1-2-3 Study Guide

Introduction

Are your English skills standing in the way of your success? Here's the way to improve your English that's quick, easy, and effective – it's your passport to perfect English!

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Now you can make English your language – let Video Aided Instruction show you how!

About the Author

William W. Jex, Ph.D., is the director of the American Language Institute at New York University. For more than 30 years, he has taught American English and cultural perspectives – on three continents! In addition to his bestselling video series, Dr. Jex has authored numerous articles and textbooks for English students and business professionals, as well as works of fiction and poetry.

Learning English Steps 1-2-3 Study Guide

STEP 1 (discs 1-3)

Lesson 1 – The Verb “Be”

Exercise 1

Directions: Write the correct form of the verb “be” (“am,” “is,” “are”).

New York City _____ a large city in the United States of America. It _____
an important city for business and finance. Wall Street _____ in New York City.
It _____ the center for American finance. The New York Stock Exchange and the
American Stock Exchange _____ there. They _____ popular tourist places.

Vocabulary

a	cue	good	mean	return	they
about	dictionary	great	more	review	this
actually	direction	guide	must	right	through
after	director	happy	necessary	round	time
afterward	do	has	new	sad	to
again	doctor	have	next	second	tourist
all	does	having	notice	see	turn
all right	done	he	now	seeing	two
aloud	download	hello	of	sentence	university
am	each	here	off	she	us
America	easy	hi	OK (okay)	so	use
American	English	I	online	some	using
an	exactly	important	open	speak	verb
and	example	in	or	speaking	very
answer	exchange	institute	passage	speech	video
are	exercise	instructor	pause	start	visit
as	every	into	perfect	step	vocabulary
at	finance	is	place	stock	want
back	finish	it	please	stop	we
be	finished	language	popular	story	when
book	first	large	possibility	street	will
business	for	learn	practice	student	with
busy	form	learning	prepare	study	word
carefully	forward	lesson	professor	studying	work
center	from	let	program	take	working
check	fun	like	prompt	teach	write
city	free	listen	read	teacher	writing
clock	get	listening	reading	that	written
code	give	look	red	the	wrote
come	given	make	remember	then	yes
complete	go	making	repeat	there	you
correct	going	me	require	these	your

Lesson 2 – Pronouns with the Verb “Be”

Exercise 2

Directions: Write the sentence with a pronoun.

1. The teacher is busy.
2. Helen is happy.
3. Willy is sad.
4. The student is busy.
5. The clock is round.
6. The book is red.
7. The books are red.
8. The professors are busy.

Vocabulary

aid
banana
basic
continue
favorite
five

focus
four
friend
graphic
instruction
item

know
near
need
noun
number

once
one
our
plural
pronoun

provide
quantity
say
series
singular

subject
three
try
wonderful
worker

Lesson 3 – Contractions with Pronouns and the Verb “Be”

Exercise 3

Directions: Write the sentence with a contraction.

1. I am a doctor.
2. You are a teacher.
3. He is a tourist.
4. She is a dentist.
5. It is a clock.
6. We are professors.
7. You are students.
8. They are tourists.

Vocabulary

become
common

contracted
contraction

dentist
long

often
pen

pencil
short

stuff
sweet

Lesson 4 – Negative Sentences with the Verb “Be”

Exercise 4

Directions: Complete the negative statements.

- | | |
|-------------------------|------------------------|
| 1. I am a professor. | I _____ a president. |
| | I _____ a doctor. |
| 2. You are a doctor. | You _____ a secretary. |
| 3. We are friends. | We _____ enemies. |
| 4. They are biologists. | They _____ conductors. |

Vocabulary

affirmative	can	girl	no	quite	violinist
another	compare	lot	not	secretary	watch
biologist	conductor	man	positive	statement	woman
boy	enemy	negative	president		

Lesson 5 – Contractions and Negative Statements with the Verb “Be”

Exercise 5

Directions: Complete the negative statements with contractions.

- | | |
|-------------------------|--------------------|
| 1. I am a professor. | _____ a president. |
| | _____ a doctor. |
| 2. You are a doctor. | _____ a secretary. |
| | _____ a secretary. |
| 3. We are friends. | _____ enemies. |
| | _____ enemies. |
| | _____ students. |
| 4. They are biologists. | _____ conductors. |
| | _____ conductors. |

Vocabulary

also	consider	marker	pupil	tough
combine	et cetera (etc.)	nice		

Lesson 6 – The Word “In”

Exercise 6

Directions: Write sentences using “in” and the expressions to show place.
Use the correct form of the verb “be.”

1. in America, Los Angeles

in America, New York City

2. in France, Paris

3. in Egypt, Cairo

4. in England, London

5. in Japan, Tokyo

6. in the room, the book

in the room, the computer

7. in the classroom, the students

in the classroom, the teacher

8. in New York City, Wall Street

in New York City, The New York Stock Exchange

Vocabulary

class
classroom
computer
expression

got
illustration
location

possible
preposition
ready

room
show
showing

several
thank
yeah

Lesson 7 – Adjectives

Exercise 7

Directions: Write sentences using the adjectives and nouns in the list.

1. expensive, watch
2. expensive, automobile
3. busy, professor
4. busy, students
5. round, clock
6. unhappy, she
7. red, book
8. red, apple
9. white, egg
10. white, ambulance
11. inexpensive, pencil
12. tall, student

Vocabulary

adjective
already
ambulance
apple
automobile
big
blue

broad
car
change
children
color
describe

egg
expensive
fine
fire
follow
green

inexpensive
interesting
just
lazy
list
little

people
quality
should
small
tall
thing

truck
unhappy
village
well
which
white

Lesson 8 – The Articles “A” and “An”

Exercise 8

Directions: Write complete sentences using a noun and an adjective
Use the correct article (“a,” “an”), or no article.

1. apple, red
2. cars, large
3. tourist, happy
4. ambulance, white

Vocabulary

additional
article
before

but
chance
decide

job
nothing
only

put
tricky
vowel

welcome
yellow

Lesson 9 – The Word “From”

Exercise 9

Directions: Write complete sentences using “from” and the “be” verb.

1. I, United States
I, Thailand
2. Professor Hill, China
3. Maria and Helen, Sweden
Maria and Helen, Thailand
Maria and Helen, Korea
4. The violinist, Los Angeles
5. We, Colombia
6. You, Vietnam
7. They, Korea
8. The instructors, New York City

Vocabulary

best
completely
country

few
home
home country

however
indicate
motherland

origin
school

simple
usually

Lesson 10 – Questions and Answers with the Verb “Be”

Exercise 10

Directions: Write complete questions from the statements.

1. David is from New York.

2. Maria is from San Francisco.

3. You are from Paris.

4. She's from Tehran.

5. Maria's from Dakar.

6. They're from Beijing.

Vocabulary

bay

beautiful

both

construction

disc

east

end

how

information

island

ocean

peninsula

question

reach

state

switch

west

Lesson 11 – Short Answers and Contractions with the Verb “Be”

Exercise 11

Directions: Write the answers to the questions.

Use both the long form and contractions when appropriate.

1. Is San Francisco in California?

Yes, _____

2. Is Maria from Texas?

No, _____

No, _____

No, _____

3. Is San Francisco a peninsula?

Yes, _____

4. Are San Francisco and Oakland cities?

Yes, _____

5. Is Wall Street in Mexico?

No, _____

No, _____

No, _____

6. Are Helen and David in Hollywood?

No, _____

No, _____

No, _____

Vocabulary

appropriate

response

summary

Lesson 12 – Long Answers with the Verb “Be”

Exercise 12

Directions: Write the long answer and the short answer for each question.

- | | |
|----------------------------------|--------------------------|
| 1. Is San Francisco a peninsula? | Yes, _____
Yes, _____ |
| 2. Is Los Angeles a city? | Yes, _____
Yes, _____ |
| 3. Is Paris an island? | No, _____
No, _____ |
| 4. Is New York City a state? | No, _____
No, _____ |
| 5. Is London a city? | Yes, _____
Yes, _____ |
| 6. Is Paris in Mexico? | No, _____
No, _____ |

Vocabulary

| point

| respond

| specific

Lesson 13 – Demonstrative Pronouns

Exercise 13

Directions: Write short sentences using the demonstrative pronouns:

Use "this" or "these" for **NEAR** and "that" or "those" for **FAR**.

NEAR:

1. staple

2. books

3. mailing labels

4. book

5. envelope

FAR:

6. calculator

7. stapler

8. file folders

9. staples

Vocabulary

attention
calculator
cell phone
cup
demonstrate

demonstrative
diagram
dining
eat
eating

envelope
excellent
far
file folders
fork

glass
hold
introduce
knife
mailing label

napkin
object
paper clip
pay
picture

plate
spoon
stapler
staples
those

Lesson 14 – The “Wh” Question Words

Exercise 14

Directions: Write the answers for the questions (“who,” “what,” “where”).

- | | |
|----------------------------------|---|
| 1. Who’s your favorite actor? | (Tom Cruise) _____ |
| 2. What’s your occupation (job)? | (professor) _____ |
| 3. Where are Willy and Helen? | (in the classroom) _____
(in the room) _____ |
| 4. Who’s your best friend? | (Maria) _____ |
| 5. What’s the date? | (27th of June) _____ |
| 6. Who’s your teacher? | (Professor Chung) _____ |
| 7. Where are Ivan and Masayo? | (in the restaurant) _____ |
| 8. Where are you from? | (Ukraine) _____ |

Vocabulary

actor
date
door
idea
July

June
Mrs.
my
occupation

party
regular
restaurant
Saturday

signal
Sunday
today
Tuesday

what
where
who
whom

Lesson 15 – The Vocabulary of Time

Exercise 15

Directions: Write the answers to “what” questions using time expressions.

1. What’s the fourth month of the year? (April) _____
2. What’s your address? (12 Main Street) _____
3. What’s the price? (twenty dollars) _____
4. What’s the time? (three o’clock) _____
5. What time is it? (ten o’clock) _____
6. What’s the day? (Monday) _____
7. What day is it? (Thursday) _____
8. What’s today? (Saturday) _____

Vocabulary

address
April
August
cardinal
day
December
dollar
eight

eighth
eleven
eleventh
February
fifth
fourth
Friday
include

January
main
March
May
Monday
month
nine

ninth
November
o’clock
October
opportunity
ordinal
price

September
seven
seventh
six
sixth
ten
tenth

third
Thursday
twelfth
twelve
Wednesday
week
year

Lesson 16 – Other Verbs

Exercise 16

Directions: Write the correct form of the verb to complete the sentence.

1. live Mr. Dalton _____ in New York City.
2. like He _____ the city very much.
3. go He often _____ to the theater and the museum.
4. like He also _____ baseball games.
5. live Ms. Robinson _____ in Los Angeles.
6. like She _____ the ocean and the beaches.
7. go She often _____ to New York.
8. visit And she usually _____ Mr. Dalton.
9. like She _____ baseball, too.
10. go So they often _____ to the baseball games together.

Vocabulary

ballpoint
baseball
beach
begin

contain
couple
game
help

live
Mr.
Ms.
much

museum
other
present

rollerball
summer
tense

theater
together
too

Lesson 17 – Other Verbs, New Verbs, and Irregular Verbs

Exercise 17

Directions: Complete the sentences using the verbs and pronouns.

1. live, Mr. Dalton _____ in New York City.
2. visit, I _____ Professor Chung.
 _____ New York City.
3. go, we _____ to Shanghai each year.
4. like, they _____ the theaters and museums.
5. live, he _____ in Moscow.
6. visit, she _____ me on New Year's.
7. live, we _____ in Paris.
8. go, they _____ to London for the theater.

Vocabulary

airplane

creative

deal

imagination

irregular

Lesson 18 – New Verbs and Spelling Hints

Exercise 18

Directions: Complete each sentence by writing the correct form of the verb.

- | | |
|--------------|--|
| 1. listen | The teacher _____ to the student. |
| 2. study | Willy _____ the English language. |
| 3. read | He _____ English every day. |
| 4. answer | Professor Simona _____ the student's questions. |
| 5. teach | He usually _____ basic English. |
| 6. write | He often _____ on the blackboard. |
| 7. draw | The students sometimes _____ on the blackboard. |
| 8. speak | The teacher and the students _____ in the classroom. |
| 9. do | Most students _____ their homework. |
| 10. have | Helen _____ two pencils and a pen. |
| 11. use | She often _____ her pen in class. |
| 12. practice | The students _____ English every day. |

Vocabulary

baker
batter
blackboard
board
bride
case
chalk

chalkboard
cheek
consonant
course
dish
draw
groom

her
hint
homework
kiss
letter
marry
mix

most
night
promised
quiz
slowly
sometimes

spelling
television
their
useful
wash
without

Lesson 19 – Comparing the Verb “Be” with Other Verbs

Exercise 19

Directions: Use the “be” verb and other verbs to complete the sentences.
Use the proper form of each verb.

1. be Professor Simona _____ in the classroom now.
2. speak Helen and Willy _____ English well.
3. listen They _____ to the lessons very carefully.
4. do Professor Chung _____ the lessons on the blackboard.
5. study Ivan often _____ at the library.
6. practice The students _____ the English lessons at night.
7. watch Masayo _____ TV every morning.
8. kiss Mrs. Hill _____ her children every night.
9. teach The teacher _____ English grammar.
10. draw The children _____ pictures in their rooms.
11. like Ms. Robinson _____ New York City and baseball games.

Vocabulary

difficult
driver

evening
grammar

immigrant

library

morning

problem

Lesson 20 – Prepositions

Exercise 20

Directions: Write the answers to the questions.

1. Where am I? (behind the desk) _____
2. Where are the books? (on the desk) _____
3. Where's the pen? (on the desk) _____
4. Where's the pencil? (on the desk) _____
5. Where's the book? (upon the desk) _____
6. Where's the pencil? (beside the books) _____
7. Where's the teacher? (in front of the bookcase) _____

Vocabulary

above
action
behind
beneath
beside

between
bookcase
by
circle

close
desk
diary
front

hard
missed
move
on

over
position
regard
same

stand
under
upon
within

Lesson 21 – More Question Words

Exercise 21

Directions: Write the answers to the questions.

1. Hello, how are you? (fine) _____
2. How is she? (all right) _____
3. How long is the desk? (three feet) _____
4. How long is the lesson? (two hours) _____
5. How long is the book? (200 pages) _____
6. How tall is the boy? (almost five feet) _____

Vocabulary

almost
because

better
chicken

feel
feeling

feet
height

page
pound

size
suitable

Learning English Steps 1-2-3 Study Guide

Lesson 22 – Question Words with Time Expressions

Exercise 22

Directions: Write the answers to the questions. Use the given question words.

- | | | |
|--|--------------|-------|
| 1. She's from Japan. | (where) | _____ |
| 2. My favorite actress is Sandra Dove. | (who) | _____ |
| 3. The teacher's from Spain. | (where) | _____ |
| 4. His favorite movie is <i>The Prince</i> . | (what) | _____ |
| 5. I'm six feet tall. | (how tall) | _____ |
| 6. Her birthday's in July. | (when) | _____ |
| 7. The professor's from Italy. | (where) | _____ |
| 8. The fire truck is red. | (what color) | _____ |
| 9. My address is 125 Elm Street. | (what) | _____ |
| 10. My phone number is 777-8825. | (what) | _____ |

Vocabulary

actress
ask
amount
appointment
birthday

bread
cinema
condition
definition
holiday

meeting
men
movie
particular

period
person
phone
reason

regarding
reunion
slow
vacation

Lesson 23 – The Use of “Have” and “Has”

Exercise 23

Directions: Complete the sentences using the proper form of the verb “have.”

1. Salim _____ an Arabic dictionary.
2. Maya _____ three notebooks for school.
3. We _____ seven students in our English class.
4. Masayo and Maria _____ long hair.
5. Carlos _____ a blue suit and a white shirt.
6. Professor Chung _____ a doctorate in philosophy.
7. Mrs. Ortiz _____ a career in business.
8. You _____ three minutes to learn this lesson.
9. They _____ very clever friends.
10. I _____ a dictionary and a thesaurus.

Vocabulary

career
chapter
clever
doctorate

hair
hundred
minute
money

notebook
philosophy
pocket
proper

quick
rapid
shirt

situation
suit
thesaurus

Lesson 24 – More Present Tense Verbs

Exercise 24

Directions: This exercise is a dictation. You must write the sentences.
Follow the instructions in the program.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Vocabulary

assign
dictation

eraser
order

pronounce
pronunciation

refer
remind

test
while

Lesson 25 – Frequency Words or Frequency Adverbs

Exercise 25

Directions: Write three sentences using three different frequency adverbs and pronouns.

1. David always studies in the morning.

2. Professor Hill usually speaks slowly in class.

3. Students never sleep in the classroom.

4. Helen always writes her homework at night.

5. I always do my homework.

Vocabulary

adverb
always
approximate
beginning

bring
construct
create
decent

different
during
explain
frequency

modify
never
percentage
precede

rarely
seldom
sleep
train

Lesson 26 – Frequency Adverbs with the Verb “Be”

Exercise 26

Directions: Write sentences with the correct “be” verb, frequency adverb, and possessive adjective.

- | | | | |
|---------|---------|------------|-------|
| 1. I | usually | house | _____ |
| 2. She | never | car | _____ |
| 3. They | often | classroom | _____ |
| 4. You | always | room | _____ |
| 5. We | often | hotel | _____ |
| 6. She | seldom | automobile | _____ |
| 7. It | never | place | _____ |
| 8. He | always | room | _____ |

Vocabulary

any
cafeteria
clinic
descriptive

ever
frequently
further
his

hospital
hotel
house

its
late
office

possession
possessive
variation

Lesson 27 – Negative Statements with Other Verbs

Exercise 27

Directions: Change the sentences to negative. Use contractions.

- | | |
|---|-------|
| 1. Robert fries eggs every day. | _____ |
| 2. They boil eggs in a pot. | _____ |
| 3. She makes stew every Saturday. | _____ |
| 4. The cook uses potatoes in his stews. | _____ |
| 5. Maria makes coffee every morning. | _____ |
| 6. We eat spaghetti with tomato sauce. | _____ |
| 7. The baker bakes bread in an oven. | _____ |

Vocabulary

bake
boil
carrot
cereal
coffee

comparison
cook
emphasis
fry

general
milk
normally
omelette

oven
pan
pea
pot

potato
sauce
spaghetti
stay

stew
tomato
truthful
water

Lesson 28 – “Yes” and “No” Questions and Answers

Exercise 28

Directions: Use the given expression to write a question and a short answer.

1. speak Italian, they (yes)

speak Italian, he (yes)

2. bake bread at home, he (no)

bake bread at home, he (yes)

3. pronounce words carefully, she (yes)

4. give examinations at the clinic, they (yes)

5. correct English exercises, she (no)

6. play the violin regularly, we (no)

7. study the piano, she (yes)

8. boil eggs for breakfast each morning, they (no)

9. cook for his girlfriend, they (no)

Vocabulary

borrow
breakfast
cat
clearly

copy
dinner
dog
everything

examination
fly
girlfriend

patient
piano
play

regularly
treat
whole

Lesson 29 – Comparing “Be” Verb Questions with Other Verb Questions

Exercise 29

Directions: Write “be” verb questions or other verb questions.

1. the lesson, be, hard
2. the man, go, Arizona
3. the instructor, speak, carefully
4. we, play, the piano
5. they, study, English
6. the airplane, be, large
7. it, fly, to London
8. you, want, an omelette
9. I, need, help

Vocabulary

binary
calcium
choice

coat
false
fast

frame
hear
invert

jacket
newspaper
niacin

quickly
smart
still

suggest
tea
true

Lesson 30 – The Verb “Be” in the Past Tense

Exercise 30

Directions: Change the Present Tense sentence to a Past Tense sentence. Use a past time expression.

1. Maria is at the library. (last night)
2. The professor is in the office. (a day ago)
3. We are in the classroom. (last week)
4. I am in the kitchen. (last year)
5. You are in your automobile. (last night)
6. They are in the restaurant. (two days ago)
7. The doctor is in the clinic. (a month ago)
8. Maria and Harold are at the baseball game. (last weekend)

Vocabulary

ago
familiar

kitchen
laboratory

last
park

past
talk

weekend
yesterday

STEP 2 (discs 4–6)

Lesson 31 – “There Is” and “There Are”

Exercise 31

Directions: Write the short answer for each question. Use the reading passage from this lesson.

1. Were Mr. and Mrs. Amir in a supermarket yesterday? _____
2. Were they surprised at the large variety of things? _____
3. Was Mr. Amir happy? _____
4. Was Mrs. Amir excited about the airplanes? _____
5. Were there canned fruit and vegetables in the store? _____
6. Were there packages and bottles in the store? _____
7. Was Mr. Amir sad? _____
8. Was almost everything in a package or a jar? _____

Vocabulary

aspect	drink	fruit	refrigerator	speed	syrup
beef	excite	grocery	rhythm	spice	table
beer	exist	hungry	roast	store	things
bottle	existence	imitate	rule	sugar	thirsty
container	food	jar	selection	supermarket	variety
cookie	freeze	meat	special	surprise	vegetable
cracker	frozen	package			

Lesson 32 – “Wh” Question Words and Other Verbs in the Present Tense

Exercise 32

Directions: Write a question for each statement.

1. Frederick works from nine to five. _____
2. Henry studies in the morning. _____
3. The sun rises at six in summer. _____
4. We borrow books at the library. _____
5. Maria eats breakfast at seven o'clock. _____
6. We have class in the classroom. _____
7. I teach at eight o'clock every day. _____
8. I work about eight hours each day. _____

Vocabulary

awake

memorize

rise

sun

task

Lesson 33 – Nouns

Exercise 33

Directions: Identify the plural noun in each sentence. Underline each plural noun.
Read each sentence aloud.

1. There are usually 12 pencils in a package.
2. There were many dishes on the desk.
3. There were two glasses on the desk.
4. There were also two knives on the desk.
5. Professor and Mrs. Hill have several children.
6. The yardstick is three feet.
7. You use the wool of sheep for clothes.
8. New York and Los Angeles are two large American cities.
9. Paris and Madrid are fine places for tourists.
10. More than 20 tomatoes went into that sauce.
11. Children must always be careful with matches.
12. There are many fish in the sea.

Vocabulary

around
authority
baby
box
careful

child
clothes
clothing
combination
dirty

field
fish
foot
full
group

identify
key
many
match
mouse

mouth
sea
sheep
teeth
thief

tooth
unruly
wife
wool
yardstick

Lesson 34 – Count and Non-Count Nouns

Exercise 34

Directions: Complete the sentences by using the nouns on the left.

Write "a" or "an" before singular count nouns, and "some" before non-count nouns.

- | | |
|----------------|--|
| 1. ink | I need _____. |
| 2. child | _____ is in the class. |
| 3. information | We want _____. |
| 4. stew | Maria prefers _____. |
| 5. milk | I drink _____ every day. |
| 6. egg | _____ is in the refrigerator. |
| 7. juice | The children want _____. |
| 8. homework | We complete _____ every day. |
| 9. music | The students like _____ while they work. |

Vocabulary

advice
bacon
butter
cheese
count

cream
determiners
furniture
ink
juice

lamb
magnesium
mail
metal
music

name
note
orange
paper

pepper
pork
prefer
salt

similar
soup
steel
substance

Lesson 35 – “Have,” “Need,” and “Want”

Exercise 35

Directions: Complete each sentence with a verb from the list below. Use an infinitive (to) verb in each case.

Verbs

buy go practice run

1. Rebecca wants _____ to San Francisco.
2. The pupils need _____ English every day.
3. The students also need _____ English every day.
4. Harold has _____ to catch the airplane.
5. He needs _____ to Los Angeles.

Vocabulary

buy	haircut	necessity	sandwich	suntan
catch	infinitive	powerful	shoe	weak
desire	loan	receive	strong	wine
either	lucky	run		

Lesson 36 – The Special Verb Phrase “Would Like”

Exercise 36

Directions: Write the sentences using “I would like” or “we would like.”

- | | | |
|----------------------------|----|-------|
| 1. a glass of beer | I | _____ |
| 2. to go to the movies | We | _____ |
| 3. to go to dinner | I | _____ |
| 4. to eat an omelette | We | _____ |
| 5. to visit Professor Hill | I | _____ |
| 6. a new pair of shoes | We | _____ |
| 7. some tea | I | _____ |
| 8. something to drink | We | _____ |
| 9. to go to a party | I | _____ |
| 10. a trip to London | We | _____ |

Vocabulary

Coca Cola® Coke®	cocnert formation	grape pair	polite request	tickets trip
---------------------	----------------------	---------------	-------------------	-----------------

Lesson 37 – Other Verbs in the Past Tense

Exercise 37

Directions: Using the verbs given, complete the sentences first in the Present Tense, and then in the Past Tense.

Verbs

ask cook help talk walk watch work

1. I _____ to Professor Simona every morning.
I _____ to Professor Simona yesterday morning.
2. We _____ to school every day.
We _____ to school yesterday.
3. I _____ Professor Chung clean the board every day.
I _____ Professor Chung clean the board yesterday.
4. She _____ in the library every evening.
She _____ in the library last evening.
5. We _____ breakfast at seven every day.
We _____ breakfast at seven last Monday.
6. They _____ Professor Hill questions each day.
They _____ Professor Hill questions yesterday.
7. You _____ television every evening.
You _____ television yesterday evening.

Vocabulary

brisket bus clean select wait walk
boss choose expand

Lesson 38 – More Verbs in the Past Tense

Exercise 38

Directions: Using the verbs given, complete the sentences first in the Past Tense.

Verbs

arrive
cook

enjoy
finish

play
sign

study
touch

work

1. Maria _____ English last evening.
2. She _____ the class very much last evening.
3. Mr. Dalton _____ at the baseball game very late yesterday.
4. The student _____ the letter last night.
5. The violinist _____ the violin yesterday evening.
6. They _____ very hard yesterday.
7. Professor and Mrs. Hill _____ a large dinner for the students last evening.
8. The students _____ the examination yesterday afternoon.
9. I _____ the elephant in the zoo yesterday.

Vocabulary

add
afternoon
arrive
camel

column
contract
cough
elephant

enjoy
erase
invite

laugh
post
rain

shave
sign
smile

taste
touch
zoo

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Lesson 39 – Irregular Verbs in the Past Tense

Exercise 39

Directions: Write the Past Tense sentences using the appropriate time expressions.

1. Maria goes to a concert every month. (two days ago)

2. She enjoys music. (last evening)

3. Maya and Willy work in the house every day. (yesterday morning)

4. I have a cup of tea every evening. (last evening)

5. The students see Mrs. Cruz almost every night. (last night)

6. We eat breakfast early on Sunday. (last Sunday)

7. The students stand in line in the cafeteria. (yesterday)

Vocabulary

bench
chair

irregular verb
line

opera
sit

sure
traffic

Web page

Lesson 40 – Negative Past Tense Verbs – “Did Not”

Exercise 40

Directions: In this exercise, write affirmative and negative answers to the questions as indicated. First, write the short answer; second, write the complete answer.

1. Did Maria cook the pasta yesterday? (affirmative)

2. Did we go to the theater last night? (affirmative)

Did we go to the theater last night? (negative)

3. Did Robert and Maria go to San Francisco last month? (negative)

4. Did the professor write the lesson? (affirmative)

5. Did I come to class yesterday? (affirmative)

6. Did Ms. Robinson go to the baseball game? (negative)

7. Did Alain talk in the class yesterday? (negative)

8. Did he see Maya yesterday afternoon? (negative)

Vocabulary

alas
auxiliary

football
grade

luck
lunch

pasta
radio

truth

Lesson 41 – “Wh” Question Words with the Past Tense

Exercise 41

Directions: Write an appropriate Past Tense “wh” word question for each sentence.

Use: “where,” “when,” “what time,” “why.”

1. Yukiko needed some cash. (why) _____
2. She needed to make a deposit. (why) _____
3. Yukiko went to the bank last Tuesday. (where) _____

Yukiko went to the bank last Tuesday. (when) _____

4. She went on her lunch break. (what time) _____
She went on her lunch break. (when) _____
5. She went to the bank about 12:15. (what time) _____

Vocabulary

account
ATM
automatic
bank
branch
break

card
cash
deposit
drive
drop
endorse

enough
enter
excuse
experience
explanation
facsimile

fax
filled out
forgot
gasoline
head
handbag

keep
leave
machine
midnight
out
slip

slot
teller
transaction
type
withdraw
withdrawal

Lesson 42 – The Imperative: Commands, Requests, and Instructions

Exercise 42

Directions: Write complete commands, requests, or instructions using the verbs given.
Use the information from the banking passage in Lesson 41 to write your sentences.

1. go _____
2. make _____
3. get _____
4. go _____
5. fill out _____
6. endorse _____
7. put _____
8. put _____
9. enter _____
10. put _____

Vocabulary

command
imperative
inclusive

laptop
oral

penny
print

smoke
total

window
wish

Lesson 43 – The Words “Some” and “Any”

Exercise 43

Directions: Complete each sentences. Use: “someone,” “somebody,” “something,” “somewhere.”

1. _____ left the door open.
2. The Hills want to go _____.
3. _____ is missing from this list.
4. He wanted _____ to be the director.
5. Yukiko went _____ to get cash.
6. They drove _____ over the weekend.
7. Maria loves _____, but she won’t tell us.
8. The manager told _____ to do the job.
9. Yussuf walked _____ after dinner.
10. Raul put _____ in the envelope.

Vocabulary

anybody
anyone
anything
anywhere
assistant

compound
in general
known
love
manager

matter
message
missing
plant

software
somebody
someone
something

somewhere
teenage
tell
unknown

Lesson 44 – Object Pronouns

Exercise 44

Directions: Complete the sentences using the appropriate object pronouns.
Use the information from the passage in this lesson.

1. The next time Yukiko went to the bank, she didn't use _____.
2. She wanted to purchase _____.
3. She had to wait in _____ until the teller was free.
4. There were eight tellers serving the customers in _____.
5. Yukiko walked to teller window number three. She purchased _____.
6. She signed _____ in front of the teller.
7. Then the teller put _____ into _____.
8. She gave _____ to Yukiko.

Vocabulary

brief
certain

checkbook
customer

object pronouns
precise

purchase
receipt

serve
traveler's checks

Lesson 45 – Possessive Nouns

Exercise 45

Directions: Write sentences using the names of *your* relatives with possessive nouns.

1. sister _____
2. father _____
3. uncle _____
4. aunt _____
5. mother _____
6. brother _____
7. grandfather _____
8. grandmother _____

Vocabulary

air	broken	digital	lost	partly	sparkling
amazing	brother	famous	mechanical	personal	stale
apostrophe	building	fragrance	member	printer	take up
audible	camera	grandfather	modern	relative	tongue
aunt	capable	grandmother	mother	ring	wake
belong	cloudy	hardly	nature	rough	weather
bicycle	collective	inanimate	pager		

Lesson 46 – Possessive Adjectives and Possessive Pronouns

Exercise 46

Directions: Complete the sentences using the appropriate possessive adjective or possessive pronoun.

1. Robert has a book. _____ book is *War and Peace*.
2. Raul and Marta own jackets. Marta's jacket is blue. _____ is brown.
3. Marta is married. _____ husband is an engineer.
4. Yukiko has a bank account. _____ account is large.
5. Hideo also has an account, but _____ is quite small.
6. Mrs. Hill's children are grown up. _____ children are adults.
7. Professor and Mrs. Hill have three children. They want _____ children to succeed.
8. The cat (unknown gender) often sleeps on the chair. _____ chair is soft.
9. The professor (male) enjoys the students.
The students pay attention to _____ lectures.
10. The professor (male) prepares _____ lectures carefully.

Vocabulary

adult	condominium	grow	inhabit	occupy	spend
apartment	convertible	grown up	intelligent	overhead	succeed
bed	corner	high	lecture	own	tire
bedroom	engineer	highlight	light	reply	turn on
believe	flat	huband	lock	sofa	unlock
brown	final	idiom	married	soft	wheel

Lesson 47 – The Present Continuous Tense

Exercise 47

Directions: Write Present Continuous Tense sentences using the given words.

1. the adult ... the piano ... play _____
2. Yukiko ... some cash ... deposit _____
3. the women ... on the peninsula ... live _____
4. Raul ... a long passage ... read _____
5. Rebecca ... for her children ... provide _____
6. Mina and Farah ... all of their savings ... withdraw _____
7. Eva ... a bank account ... open _____
8. Hideo and Yukiko ... their yen ... exchange _____

Vocabulary

activity	limit	present progressive tense	savings
bill	peculiar	reverse	yen
call	present continuous tense		

Lesson 48 – More Present Continuous Tense

Exercise 48

Directions: Using the given verbs, complete the sentences first in the Present Continuous Tense.

Verbs

become
change

drop
fall

get
grow

improve
increase

rise

1. The number of people in the world is _____.
2. Nowadays, foreign language instruction _____.
3. Everything _____. Nothing stays the same.
4. The world economy _____ worse every day.
5. Nowadays, medical knowledge _____ rapidly.
6. Children of today _____ smarter.
Children of today _____ smarter.
7. The number of jobs these days _____.
8. Supermarket prices _____ very fast.
Supermarket prices _____ very fast.

Vocabulary

act
approximately
build
associate
coin
collect

completion
dialogue
economy
express
event

fall
foreign
happen
improve
increase

involve
knowledge
master
medical
monitor

nowadays
occur
physician
process
season

semester
stamp
thesis
world
worse

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Lesson 49 – “Wh” Question Words with the Present Continuous Tense

Exercise 49

Directions: Write questions for each statement. Use: “who,” “what,” “where.”

1. Yukiko is buying traveler’s checks. _____
2. Yukiko is making a deposit at First National Bank.

3. Maria is using the internet. _____
4. The Hills are moving into a new house.

5. Willy and Maya are buying a sofa. _____
6. They are moving their desks. _____
7. The cat is sleeping on their bed. _____

Vocabulary

correspond

could

Internet

of course

relate

Lesson 50 – Comparing the Present and Present Continuous Tenses

Exercise 50

Directions: Write the main verb and the verb tense for each sentence.

For the verb tense, use: *Present*, *Present Continuous*, or *Past*.

	<u>MAIN VERB:</u>	<u>VERB TENSE:</u>
1. Gerard is a bus driver in the city.	_____	_____
2. He isn't driving a bus today, however.	_____	_____
3. Today is his day off.	_____	_____
4. He usually takes Wednesdays off.	_____	_____
5. But this month he is taking Saturdays off.	_____	_____
6. He is also taking tomorrow off.	_____	_____
7. So what is Gerard doing now?	_____	_____
8. He's sleeping in.	_____	_____
9. Although his alarm clock went off an hour ago...	_____	_____
10. Gerard is still asleep.	_____	_____
11. What's Gerard doing on his day off?	_____	_____
12. He's sleeping in.	_____	_____

Vocabulary

alarm
bell
bomb
detail

glasses
go off
might
part

phrase
phrasal verb
sleep in
take off

thus
tie
tomorrow
two-word verb

unique
went off

Lesson 51 – Review of the Present and Present Continuous Tenses

Exercise 51

Directions: Complete the sentences in the Present or Present Continuous Tense, changing the verb to a **negative** form.

1. They _____ (deposit) money in their account every day.
2. Hideo and Yukiko _____ (reconcile) their checkbooks now.
3. The bankers _____ usually _____ (treat) their customers badly.
4. He _____ (exchange) his dollars on Wednesday.
5. Maria _____ (withdraw) money from her account every month.
6. She _____ (audit) her bank statement right this minute.
7. Hideo and Yukiko _____ usually _____ (treat) their clients badly.
8. Most customers _____ (build) on their savings accounts.
9. They _____ (use) their savings right now.
10. The bankers _____ (audit) their daily activity now.

Vocabulary

audit
badly
bank statement

clients
daily
environment

kind
locale

officer
pay attention

reconcile
reputation

Lesson 52 – The Past Continuous Tense

Exercise 52

Directions: Write Past Continuous Tense sentences, using the given time and activity done by Maria yesterday.

1. at seven o'clock, had breakfast _____
2. at noon, ate lunch _____
3. at three, took a nap _____
4. at ten o'clock in the morning, read a newspaper _____
5. at midnight, slept soundly _____
6. at eight in the evening, had dinner _____
7. at four, washed some clothes _____
8. at 6 o'clock, watched television _____

Vocabulary

airline
airport
bag
bar
doze

evacuate
flight
imaginary
make-believe

midday
mention
nap
noon

police
scare
seats
security

slept
soundly
suddenly
unreal

Lesson 53 – More Past Continuous Tense

Exercise 53

Directions: Write the correct form of the given verb using the Past Continuous Tense.
Pay attention to spelling.

1. Hideo _____ (reconcile) his account.
2. The bankers _____ (treat) their clients very kindly.
3. Maria _____ (exchange) her money at the teller's window.
4. The travelers _____ (wait) to check their bags.
5. Raul _____ (have) a drink at the bar when the flight arrived.
6. Our friends _____ (eat) pizza in the cafeteria when the flight departed.
7. They _____ (practice) their English with the waiter.
8. Both passengers _____ (run) to the gate when the flight left.
9. Masayo _____ (use) the ATM when the security police arrived.
10. The visitors _____ (arrive) from Cairo when the airport closed.

Vocabulary

accident
announce
background
Cairo

cancel
clause
depart
fair

kindly
magazine
main clause
miss

passenger
perspective
pizza

took off
visitor
waiter

Lesson 54 – The Past Continuous Tense with the Simple Past Tense

Exercise 54

Directions: Write the correct form of the given verb, using the Past Continuous Tense or Simple Past Tense. If you can use the verb in the Past Continuous Tense, do so.

1. They _____ (taste) the spaghetti.
2. The bankers _____ (treat) their clients quite nicely.
3. Hideo _____ (exchange) his yen when the police arrived.
4. Maria _____ (hear) the alarm go off.
5. Maria and Yukiko _____ (hate) the bomb scare at the airport.
6. Two children _____ (wait) to board their airplane.
7. The police _____ (evacuate) the airport.
8. They _____ (want) to protect the passengers.
9. The airport personnel _____ (clean) the waiting area.
10. They _____ (need) to finish their work before morning.

Vocabulary

abnormal
attribute
care
category
discriminate
emotion

emphasize
hate
heard
initial
medial
middle

normal
personnel
protect
punctuation
restrict
restriction

sense
separate
sequence
smell
subordinate

subordinate clause
think
thought
understand
worry

Lesson 55 – More Uses of the Verb “Have”

Exercise 55

Directions: Using the best of the “have” expressions provided, complete the sentences in the correct tense.

1. have a good flight · have a party · have a look · have a ball · have a talk
We _____ last night. All of the guests enjoyed themselves.
We _____ last night. All of the guests enjoyed themselves.
2. have a good meal · have a cigar · have a good flight · have a great lunch
The children returned from the cafeteria. They said that they _____.
The children returned from the cafeteria. They said that they _____.
3. have a snack · have a cigarette · have a swim · have a cigar
Maria and Raul ate in the restaurant which did not permit smoking. After dinner, Raul _____ outside.
Maria and Raul ate in the restaurant which did not permit smoking. After dinner, Raul _____ outside.
4. have a cup of coffee · have a chat · have a swim · have a good flight
Hideo likes physical exercise. Every morning he usually _____.
5. have a pleasant journey · have a swim · have a good flight · have a drink
The passengers went to the bar to _____.
6. have a cup of coffee · have a swim · have a snack · have a good flight
Would you like to go to the café with me to _____?
Would you like to go to the café with me to _____?
7. have a ball · have a look · have a party · have a cigar · have a good meal
They heard a loud noise outside the restaurant, so they went outside to _____.
8. have a pleasant journey · have a party · have a good flight · have a drink
My daughter flew to Paris yesterday. I hope she _____.
My daughter flew to Paris yesterday. I hope she _____.
9. have a look · have a chat · have a talk · have a swim · have a snack
Raul and Maria wanted to talk about everything; they went to the garden to _____.
Raul and Maria wanted to talk about everything; they went to the garden to _____.
10. have a look · have a cigar · have a pleasant journey · have a talk
I guess Raul wanted to _____ with her.

Vocabulary

baggage
ball
Belgrade
birth
bite

blond
chat
cigarette
daughter
detector

flew
garden
guess
journey
noise

outside
pleasant
porter
rest

snack
swim
toy
young

Lesson 56 – Adverbs of Intensity or Amount: “Too,” “Very,” and “Enough”

Exercise 56

Directions: Answer the questions using the words in parentheses with “enough.”

1. Why can't Maya go to the movie? (old)

2. Why can't Raul go on vacation? (money)

3. Why can't we sit in the garden? (warm)

4. Why can't they join the team? (experience)

5. Why doesn't Professor Chung want the job? (time)

6. Why didn't we stop studying? (learn)

7. Why can't we lift the carton? (strong)

Vocabulary

although
blouse
body
bridge
burn
carton

climb
cold
complicated
concentration
concerto
dangerous

distance
dress
entire
heavy
hot
ice

imagine
intensity
join
ladder
lift
maturity

odor
old
piquant
poor
pour
skirt

sing
song
spicy
team
warm
wear

Lesson 57 – The Future Tense

Exercise 57

Directions: Write the Future Tense verbs, using the given form.

Form I

use "be" + "going to" + verb

1. The visitors _____ (go) to a restaurant tonight.
2. Tanya _____ (pick us up) at eight o'clock.
3. They _____ (order) an appetizer with their drink.
4. We _____ (have) fish for dinner this evening.
5. I _____ (meet) my friends at Alfredo's tomorrow.

Form II

use "will" + verb

6. Professor Hill and Mrs. Zirnis _____ (order) for everybody.
7. Yukiko _____ (invite) Hideo to the party.
8. She _____ (order) the entire dinner for both of us.
9. They _____ (take) the bus to the restaurant.
10. The menu on Friday _____ (be) a special one.

Vocabulary

appetizer
cocktail
future

guest
luncheon
meet

menu
pick
pick up

reservation
section

shall
taxi

tonight
waitress

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Lesson 58 – Comparing the Present and Future Tenses

Exercise 58

Directions: Write the “wh” question for each statement.

The underlined words signal which “wh” question word you should use.

1. Yukiko usually drives to work every day.

2. Hideo is riding with Yukiko to save energy.

3. She is going to drive to Boston on Monday.

4. They will drive to Boston next week. _____
5. The students are taking driving lessons now.

6. They will practice driving tomorrow. _____
7. Maya rides to work with Yukiko. _____
8. They are going to look under the hood.

9. Hideo and Yukiko will drive to Boston for the party.

10. I never take a taxi to work.

Vocabulary

Boston
energy
expert
expressway
extra

fact
hers
high school
hood

in fact
inversion
moment
probably

ride
rush
save
seat

side
suburb
trunk
wrong

Lesson 59 – Special Uses of “Will”

Exercise 59

Directions: Answer the questions using the given cues.

1. What will they do tomorrow? (take a ride / probably)

2. When will they leave? (by 10 AM / expect)

3. Where will they stay in Boston? (at the Ritz / certain)

4. What will the students say? (nothing / probably)

5. When do you think they'll write the report? (by Tuesday / sure)

6. Where will the event take place? (at the airport / expect)

7. What will the children do? (want to return / think)

Vocabulary

clear
company
decision
election
expect

glad
gladly
intention
modal auxiliaries
offer

parent
predict
profit
promise
repay

report
shut
ski
skiing
superior

take place
tennis
vary
volition

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Lesson 60 – Using “May,” “Might,” and “Maybe”

Exercise 60

Directions: Write Future Tense sentences using expressions like “tomorrow,” “next week,” “next month,” “this afternoon,” “tonight,” “next year,” etc. Use: “may,” “might,” and “maybe.”

1. dine at Alfredo's _____
2. take a driving examination _____
3. open a savings account _____
4. deliver the mail _____
5. exchange some money _____
6. order a drink at the bar _____
7. have an appetizer with our cocktails _____
8. go to the “no smoking” section _____
9. get married _____
10. do Exercise 25 _____

Vocabulary

carrier
carry
deliver

dine
distinguish
indoors

mail carrier
maybe
picnic

raincoat
slight

snow
soccer

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STEP 3 (discs 7–9)

Lessons 61–83

Directions: Designed to help you begin using English everyday in the workplace, the remaining lessons in *Learning English Steps 1-2-3* (which together constitute **step 3**) emphasize listening and speaking in business situations. They don't require written responses. For your reference, we have included lists of the new vocabulary words and idioms introduced in each lesson.

Lesson 61 – Introductions – Self

Vocabulary

accept	formal	informal	news	salesperson
acquaintance	concerning	interactive	owner	serious
advance	courtesy	interview	pleased as punch	sorry
apply	coworker	introduction	plenty	sport
arrived	delay	marketing	producer	supervisor
challenging	duplicate	mastered	purpose	title
colleague	efficient	meaning	reflect	typical
file	enthusiastic	myself	rep	widely
forget	hope	neutral	(representative)	workplace

Lesson 62 – Introductions – Others

Vocabulary

contact	department	especially	hobby	mental
database	duty	first name	last name	screen

Lesson 63 – Greetings

Vocabulary

affair	fluent	honest	level	resource
engaging	formula	interest	ma'am	successful
enthusiasm	greeting	lately	million	

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Lesson 64 – Business Greeting Strategies

Vocabulary

actual
allow
attitude
awful
bad
operator

broke
character
complain
downsizing
elevator

bought
employee
employer
fantastic
found out

hip
lousy
memo
(memorandum)
mood

productive
rotten
strategy
terrible
update

Lesson 65 – Developing Business Associations

Vocabulary

association
develop

extend
indeed

interchange
later

relationship
sales

social
ventures

Lesson 66 – Developing Business Association Strategies

Vocabulary

ages
analyze
appreciate
concern

conversation
cultural
down
ears

expectation
father
firm
illness

joint
nasty
paperwork
publishing

role
role play
sir
sometime

sound
strengthen
survive
venture

Lesson 67 – Requests and Responses

Vocabulary

advise
arm
assist

document
expense
favor

hurry
lend
mind

nervous
pattern
print out

prospective
sick
steak

trouble
turn off
would

Lesson 68 – Variations of Requests and Responses

Vocabulary

away
block
briefcase
cabinet

comfortable
cyborg
deadline
farther

format
grateful
halfway
left

photocopier
postage
quarter
rather

reserve
slightly
soda
station wagon

ticket
wonder
wristwatch

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Lesson 69 – Offers to Assist

Vocabulary

approach
awfully
bother
courier
downstairs

downtown
due
fetch
jammed
less

manage
muffin
owe
proposal
real

refuse
refusal
retrieve
safety pin
sewing

till (until)
wallet
willing
you bet
zipper

Lesson 70 – Seeking Permission

Vocabulary

age
agency
dependable
edit

get along
go ahead
impossible

interact
permission
permit

project
repeatedly
rude

schedule
seek
sharpen

soften
spreadsheet
tournament

Lesson 71 – Seeking Permission – Advanced

Vocabulary

advantage
agent
agree
airfare

allergic
early
embarrassed
following

get a kick out of
husband
imposition

perform
plan
presentation

roommate
stuffy
travel

Lesson 72 – Complaints

Vocabulary

ad
(advertisement)
bold
booked

campaign
complaint
data processing

forgotten
misunderstanding
previous

private
quicker
reschedule

send
service
simply

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Lesson 73 – Responding to Complaints

Vocabulary

alternative
anticipate
apology
changes
correction

delivered
departmental
difference
diplomacy
draft

elaborately
eliminate
error
extremely

immediately
messenger
minimize
murder

oversight
procedure
quote
realize

remedy
slip up
solution
stupid

Lesson 74 – Apologies

Vocabulary

afraid
assume
blame
fault

forgive
gently
imaginative
naturally

never mind
off the hook
organization
related

repair
resentment
scratch
slip the mind

sold out
straightforward
understandable

Lesson 75 – Delicate Communication

Vocabulary

acquainted
annoying
arise
beg
bind
bit
blow

calendar
communication
confirm
critical
delicate
discover
distribute

dying
goal
handwritten
headache
infect
irritating

itinerary
kid
laser
mess up
misplace
original

pardon
picky
reaction
semiformal
sensitive
solve

someplace
sticky
suggestion
vexing
virus
yourself

Lesson 76 – Business Telephone Fundamentals

Vocabulary

agenda
arrange
confirmation

convenient
discuss
double check

figure
fundamental
issue

receptionist
record
relevant

set up
soon
urgent

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Lesson 77 – Business Telephone Situations

Vocabulary

acceptance	arrangement	excited	memory	proceed	toward
advantageous	available	excitement	mutually	react	undertake
affect	beneficial	formalization	operation	respect	underway
ahead	development	initiate	potential	staff	urge
approve	encouragement	map			

Lesson 78 – Communication for Supervisors

Vocabulary

accomplished	contribute	distracted	handbook	organize	rally
annoyed	control	effective	inconsistent	orientation	remarkable
antagonize	cooperative	effort	insult	out-of-sorts	rumor
buzz	cordial	executive	insultingly	performance	system
challenge	design	extraordinary	intrude	praise	teamwork
consistent					

Lesson 79 – Getting to Know Your Colleagues

Vocabulary

analyst	corporation	Europe	intrusive	presumptuous	safe
atmosphere	demonstration	headquarters	leader	purchasing	touchy
buffet	distinguished	higher	living	query	transfer
commercial	division	human	local	recall	vice-president
confess	eastern	indirect	obvious	resources	workgroup
convention	elicit	inquire	older		

Lesson 80 – Teamwork Concerns

Vocabulary

brainstorm	divide	initiative	overall	stages	timeline
by way of	egomaniac	lead	pain in the neck	stick	trite
charge	enterprise	manner	pressure	strength	valuable
cost-cutting	exceptional	method	relocation	talent	various
designate	harmonious	ourselves	shy	themselves	weakness
diplomatic	hypothetical	outline	specialty		

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Lesson 81 – Personnel Issues

Vocabulary

absence
acceptable
accomplishment
accuracy

behavior
burdensome
clarification
clarify

excessive
explore
factual
incident

intransigence
the last straw
least
leave out of the loop

objective
piece
recent

remitting
tardiness
technique

Lesson 82 – Job Interviews

Vocabulary

ability
amicable
apparent
appearance
area
assess
attend
attributes
back-office
began
causes

certificate
childhood
college
common sense
competitor
credit
culture
current
degree
demanding
dry

education
efficiently
exaggerate
family
financial
flexible
floor
greatest
humor
incidentally

industry
interpersonal
irrelevant
merchandise
outlets
overview
perfection
personableness
preparation
prepared

programmer
promoted
reference
relations
responsibility
retail
scene
services
spare
sports

stimulate
stimulation
summarize
telemarketing
tired
trade
training
trying
unfortunately
varied

Lesson 83 – Promotions

Vocabulary

ad lib
adequately
alliance
attract
balance
compensation

competence
coup
earnings
establish
expected
the extra mile

generic
government
grant
handle
improvement
improvise

logic
the long haul
management
market
market share
measurable

promotion
publicity
raise
rate
recognize
salary

secure
sort
steady
visibility
wide