English for European trade unionists

Level One
Study Guide

The ETUI-REHS is financially supported by the European Commission
UNIT 1  INTRODUCTIONS

Study Guide

Exercise 1.1  Introductions

For example: chair, door, ceiling, whiteboard, man, woman, head, hand, ear, eyes, nose, fingers, thumb, shirt, jacket, belt, trousers, hair, light, coat hook.

Exercise 1.2

<table>
<thead>
<tr>
<th>Name</th>
<th>Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim</td>
<td>Glasgow</td>
</tr>
<tr>
<td>Paul</td>
<td>Birmingham</td>
</tr>
<tr>
<td>Edna</td>
<td>London</td>
</tr>
<tr>
<td>John</td>
<td>Manchester</td>
</tr>
</tbody>
</table>

Exercise 1.3  The alphabet

A a  B b  C c  D d  E e  F f  G g  H h  I i
J j  K k  L l  M m  N n  O o  P p  Q q  R r
S s  T t  U u  V v  W w  X x  Y y  Z z

Exercise 1.4.1

1. In the reception area of a hotel or conference centre. (In fact this picture was taken in the reception area of part of Northumbria University).
2. They are checking in (for a conference, or into a hotel).
3. Receptionist, guests, man, woman, coat hanger, electric fan, pen, book (register), jacket.
**Exercise 1.5.2  Countries and Cities**

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Vienna</td>
</tr>
<tr>
<td>Belgium</td>
<td>Brussels</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Sofia</td>
</tr>
<tr>
<td>Croatia</td>
<td>Zagreb</td>
</tr>
<tr>
<td>Cyprus</td>
<td>Nicosia</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Prague</td>
</tr>
<tr>
<td>Denmark</td>
<td>Copenhagen</td>
</tr>
<tr>
<td>Estonia</td>
<td>Tallinn</td>
</tr>
<tr>
<td>Finland</td>
<td>Helsinki</td>
</tr>
<tr>
<td>France</td>
<td>Paris</td>
</tr>
<tr>
<td>FYROM*</td>
<td>Skopje</td>
</tr>
<tr>
<td>Germany</td>
<td>Berlin</td>
</tr>
<tr>
<td>Greece</td>
<td>Athens</td>
</tr>
<tr>
<td>Hungary</td>
<td>Budapest</td>
</tr>
<tr>
<td>Ireland</td>
<td>Dublin</td>
</tr>
<tr>
<td>Italy</td>
<td>Rome</td>
</tr>
<tr>
<td>Latvia</td>
<td>Riga</td>
</tr>
<tr>
<td>Lithuania</td>
<td>Vilnius</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>Malta</td>
<td>Valletta</td>
</tr>
<tr>
<td>Netherlands</td>
<td>Amsterdam</td>
</tr>
<tr>
<td>Poland</td>
<td>Warsaw</td>
</tr>
<tr>
<td>Portugal</td>
<td>Lisbon</td>
</tr>
<tr>
<td>Romania</td>
<td>Bucharest</td>
</tr>
<tr>
<td>Slovak Republic</td>
<td>Bratislava</td>
</tr>
<tr>
<td>Slovenia</td>
<td>Ljubljana</td>
</tr>
<tr>
<td>Spain</td>
<td>Madrid</td>
</tr>
<tr>
<td>Sweden</td>
<td>Stockholm</td>
</tr>
<tr>
<td>Turkey</td>
<td>Ankara</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>London</td>
</tr>
</tbody>
</table>

**Exercise 1.6.1  Countries and People**

C  France  
A  Romania  
D  Germany  
B  Italy

**Exercise 1.6.2  Country and nationality**

<table>
<thead>
<tr>
<th>Country/area</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Britain (UK)</td>
<td>British</td>
</tr>
<tr>
<td>Italy</td>
<td>Italian</td>
</tr>
<tr>
<td>Slovenia</td>
<td>Slovenian</td>
</tr>
<tr>
<td>Finland</td>
<td>Finnish</td>
</tr>
<tr>
<td>Spain</td>
<td>Spanish</td>
</tr>
<tr>
<td>Belgium</td>
<td>Belgian</td>
</tr>
</tbody>
</table>
Exercise 1.7.1  
**a and an**

1. She’s a shop floor team leader.
2. She’s a technician.
3. He’s a secretary.
4. I’m an accountant.
5. She’s an engineer.
6. He’s a receptionist.
7. He’s a forklift driver.
8. He’s an administrative officer.
9. I’m an electrician.
10. She’s a mechanic.

Exercise 1.8  
**Who do you work for?**

Per  
I work for Eriksson in Malmo in Sweden.

Anne-Marie  
What’s your job?

Per  
I’m a maintenance engineer.

Anne-Marie  
Which union do you belong to?

Per  
I am a member of the IF Metall union. What about you Anne-Marie, do you belong to a union?

Anne-Marie  
Yes, I work for the Confédération Générale du Travail (CGT) as a Union Regional Officer.

Per  
Where do you work?

Anne-Marie  
I work in Toulouse in France.
Exercise 1.10 Where are they from? What do they do?

1. Juan Antonio is from Spain. He is Spanish.
2. His friends Hans and Charlotte are from Germany. They are German.
3. Silvio is a regional officer for the Unione Italiana del Lavoro (UIL).
4. Norbert is a shop steward.
5. Kam is from Belgium. He is a safety rep (safety representative).
6. Anya is from Germany. She is an engineer.
7. Her friend Flavio is from Italy.
8. Heidi and Brigitte are from Lille, in France.
9. They are French.
10. Gabor is a maintenance engineer.

Exercise 1.10.1 True or False?

1. No, he isn’t. He’s a shop steward.
2. No, he isn’t. He’s from Belgium.
3. Yes, he is.
4. Yes, he is.
5. No, she isn’t. She’s French.
6. No, she isn’t. She’s from Germany.
7. Yes, he is.
8. No, she isn’t. She’s from Germany.
9. Yes, he is.
10. No, they aren’t. They’re from France.

Exercise 1.12 The United Kingdom

1. Four countries make up the UK: England, Scotland, Wales and Northern Ireland.
2. The largest country is England (in size and population).
3. Yes, and some people speak other languages in addition, for example Urdu or Bengali.
4. The population of the United Kingdom is about 60 million.
UNIT 2 FAMILIES

Study Guide

WORKING WITH VOCABULARY  Numbers higher than 100

100  one hundred / a hundred
200  two hundred
203  two hundred and three
516  five hundred and sixteen
789  seven hundred and eighty-nine
960  nine hundred and sixty
1,000  one thousand
1,001  one thousand and one
1,450  one thousand, four hundred and fifty
2,020  two thousand and twenty
100,000  one hundred thousand / a hundred thousand
1,000,000  one million / a million

Exercise 2.6  Jobs

1.   F
2.   G
3.   H
4.   I
5.   D
6.   B
7.   J
8.   E
9.   A
10.  C
Exercise 2.10  Possessives

The rule for *his, her, my, our, your, their.*

*His,* etc. normally match the subject of the sentence, not the following noun.

Thus:

He...  his...  He visits his grandmother every week.

She...  her...  She likes her grandfather a lot.

I...  my...  I see my aunt and uncle at Christmas.

We...  our...  We visit our daughter once a month.

You...  your...  Have you your room key with you?

They...  their...  They have a television in their bedroom.

It...  its...  The union has its head office in London.

I...  my...  I buy my vegetables in the local market.

He...  his...  He works on his computer every day.

She...  her...  She sees her manager on a Monday.

Exercise 2.11

1. I visit my aunt each month.
2. The children see their father at the weekend.
3. She has a computer in her house.
4. We have a new computer in our office.
5. The company has its head office in Brussels.
6. He has his room key in his pocket.
7. She has her room key in her bag.
8. The government makes its decision next week.
9. The football team plays its first match tomorrow.
10. Have you your ticket with you?
Exercise 2.12

*Work with a partner. Say the following dates:*

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1492</td>
<td>Fourteen ninety-two</td>
</tr>
<tr>
<td>1666</td>
<td>Sixteen sixty-six</td>
</tr>
<tr>
<td>1789</td>
<td>Seventeen eighty-nine</td>
</tr>
<tr>
<td>1920</td>
<td>Nineteen twenty</td>
</tr>
<tr>
<td>1973</td>
<td>Nineteen seventy-three</td>
</tr>
<tr>
<td>1999</td>
<td>Nineteen ninety-nine</td>
</tr>
<tr>
<td>2001</td>
<td>Two thousand and one</td>
</tr>
<tr>
<td>2008</td>
<td>Two thousand and eight</td>
</tr>
</tbody>
</table>

Exercise 2.15  The verb “to have”

1. I’ve got a flat, but I haven’t got a garden.
2. They haven’t got a house, but they have got a flat.
3. Has she got a computer?
4. Have you got a car?
5. Have they got a dishwasher?
6. Has he got a mobile phone?
7. She hasn’t got a motorcycle, but she has got a bicycle.
8. We haven’t got a garage.
9. Have they got a laptop?
10. Have you got a DVD player?

Exercise 2.18  Dialogue

Edna: Hello, my name’s Edna Brown.
Pablo: My name’s Pablo. Pleased to meet you.
Edna: Pleased to meet you. Where are you from?
Pablo: Spain. What about you?
Edna: From London. I’m a postal worker. What’s your job?
Pablo: I’m an engineer.
Edna: Which union are you from?
Pablo: I’m a member of Comisiones Obreras. Which union are you from?

Edna: I’m from Unite. What about your family, Pablo? Are you married?

Pablo: Yes. I am. Have you got a family?

Edna: Yes, my husband’s name is Darren. We have a son and two daughters.

Pablo: That’s nice. Would you like to join me for a drink in the bar?

Edna: Thanks very much. A drink in the bar sounds a good idea.

Exercise 2.19  Families in Europe

1. False - EU27 population is almost 500 million
2. True
3. True
4. False - The average age for a woman to have her first baby is almost 30 years.
5. True
UNIT 3 ROUTINES

Study Guide

Exercise 3.2  Times of the day

1. I wake up at 7 o’clock in the morning.
2. I eat breakfast at 7.15 a.m.
3. I go to work at 7.45.
4. I answer my e-mails at 8.30 a.m.
5. I have lunch at midday.
6. I watch T.V. at 9.00 o’clock.
7. I go to bed at 11.00 p.m.

Exercise 3.5  Steve and Pat’s routines

Steve:  8.30  Arrive at work. Plan the day.
        9.00  Tour the factory.
        10.00 Have a meeting.
        11.00 Work in the storeroom.
        1.00  Have lunch.
        2.00  Work in the storeroom.
        5.00  Have a meeting.

Pat:  8.30  Arrive at the bank.
      9.00  Phone the union office. Then work in the foreign exchange department.
      10.00 Coffee break.
      12.30 Have lunch.
      2.00  Meeting with the personnel officer.
      5.00  Go home.
Transcript

Well, I'm Steve and I'm a health and safety rep in a factory. Well, I arrive in the office at about eight thirty and plan the day. Then at nine o'clock I tour the factory to check on everything. Then at ten o'clock I usually have a meeting. From eleven o'clock I work in the storeroom until one o'clock, when I have lunch. Then at two o'clock I work in the storeroom again. At five o'clock I often have another meeting.

I'm Pat. I'm a workplace rep in a bank. I usually arrive at the bank at eight thirty. At nine o'clock I usually phone the union office for any news. Then I work in the foreign exchange department until ten o'clock. At ten o'clock I have a coffee break. I have lunch at twelve thirty. After lunch, at two o'clock, I sometimes have a meeting with the personnel officer about staff training. After that I work in the foreign exchange department again. I go home at five o'clock.

Exercise 3.9.3

A  3
B  4
C  1
D  2

Exercise 3.10  The final ‘s’

A final –s is added to the 3rd person singular of the verb, in the present simple tense:

he, she, it  starts   eats    drinks    sleeps
but
I, we, you, they  start   eat    drink    sleep

1. starts
2. starts
3. start
4. start
5. start
6. starts
7. starts
8. start
9. starts
10. starts
Exercise 3.11  Negative forms

11. Alison doesn't go to Head Office on Wednesday. She goes on Monday.
12. Alison doesn't go to the Sports Club on Sunday. She goes on Tuesday.
13. Steve doesn't start work at nine. He starts work at half past eight.
14. Carla doesn't start work at half past eight. He starts work at 2.00 p.m.
15. Pablo doesn't start work at nine. He starts work at 5.00 p.m.
16. Flavio doesn't come from Germany. He comes from Italy.
17. Edna doesn't have one daughter. She has a son and two daughters.
18. Alison doesn't visit her family on Monday. She visits them on Sunday.
19. Pablo doesn't belong to the union Unite. He is a member of Comisiones Obreras.
20. Anya doesn't come from Italy. She comes from Germany.

Exercise 3.12  Tom's routine

1. Yes, he does. Or Yes, he works full-time.
2. No, each day is different.
3. He starts work at nine (o’clock).
4. He checks his letters, e-mails and faxes.
5. Next he goes to a meeting or sees about any problems in regional workplaces
6. He travels fifty to a hundred miles a day.
7. He writes reports of the meetings and problems.
8. At the weekend, he runs training sessions or attends conferences.

Transcript

Tom Smith

Well, I work full-time for the union. Every day is different. I try to arrive at the office at nine. Then I check the letters, e-mails and any faxes and I write some e-mails and letters.

Then I go to a meeting or see about any problems at any of the workplaces in the region. Sometimes I travel fifty to a hundred miles in the day. When I return to the office, I write reports on the meetings and the problems. Sometimes I run a training session at the weekend. I also attend regional and national conferences.
Exercise 3.17 Working hours in Britain

1. On average full time workers work 39.5 hours a week.
2. 20% work more than 45 hours a week.
3. EU workers have 25-30 days paid leave a year.
4. 22nd February, 2008
UNIT 4 SPARE TIME

Study Guide

Exercise 4.1.1 Hobbies and sports

a. skiing
b. running
c. golf
d. fishing
e. aerobics
f. basketball
g. cycling
h. tennis
i. football

Exercise 4.1.2

a. drums
b. saxophone
c. guitar
d. piano

Exercise 4.3 Spare time activities

1. spare time
2. television
3. tennis
4. Thursday
5. interesting
6. drink
Exercise 4.5  Television in the UK

False - UK TV services are available on digital terrestrial, satellite, internet streaming and cable systems.

True
False - only two channels; CBBC and CBeebies

True
False - they do not.

Exercise 4.7.1  the ‘-ing’ form of verbs

Normally –ing is simply added to the base verb,
e.g. play → playing

In these examples if the verb ends in –m, or –n, then they are doubled,
e.g. swim → swimming; run → running

If the verb ends in –e, then the –e is deleted, e.g. write → writing

1. playing
2. playing
3. swimming
4. watching
5. riding
6. running
7. writing
8. watching
9. playing
10. writing

Exercise 4.8  Leisure time

➢ belong
➢ goes
➢ likes
➢ meet
➢ have
➢ plays
Exercise 4.9  Present simple tense – negative

1. No, I don’t like cycling. I like fishing.
2. No, he doesn’t work in a factory. He works in an office.
3. No, she doesn’t clean the house every Saturday. She cleans it every Friday evening.
4. No, she doesn’t visit her relatives every Sunday. She visits them every Saturday.
5. No, I don’t listen to jazz every day, but I listen nearly every day.
6. No, they don’t watch television every evening. They only watch at weekends.
7. No, he doesn’t like watching old Westerns. He likes watching detective films.
8. No, I don’t like watching football on television. I like watching tennis (on television).
9. No, he doesn’t play basketball. He plays football.
10. No, I don’t like cooking. I like gardening.

Exercise 4.10  wh- questions

1. When does Eva go swimming?
2. When does Pierre play the trumpet?
3. Where does Julia play the guitar?
4. Where does Henri work?
5. Where does Karin work?
6. Where do Flavio and Lucille live?
7. Where do Pablo and his wife live?
8. When do Anton and Roger start work?
9. When does Yolande start work?
10. When does Alicia have a lot of meetings?

Exercise 4.11  Steve’s hobbies

Jim’s questions:

- What do you grow?
- When do you work in the garden?
- When do you cycle?
- Where do you go?
Exercise 4.13  Announcements

a) Now in The Windsor Room (1st Floor)
b) To: Carla Lopriore: We have an urgent message for you
c) Now at 7.00 p.m. (Not at 6.30 p.m.). In the Buckingham Room

Exercise 4.14  Spare time activities in the UK

9. There are 11 leisure activities mentioned.

<table>
<thead>
<tr>
<th>Physical activity</th>
<th>Watching/ listening activities</th>
<th>Information-gathering activities</th>
<th>Socialising activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>sport</td>
<td>watching television</td>
<td>computer</td>
<td>going for meals in restaurants with friends/ family</td>
</tr>
<tr>
<td>football</td>
<td>listening to the radio</td>
<td>browsing the internet</td>
<td>Going for a drink in a bar with family/friends</td>
</tr>
<tr>
<td>running</td>
<td>computer</td>
<td>genealogy</td>
<td>genealogy</td>
</tr>
<tr>
<td>clubbing (dancing)</td>
<td>browsing on the internet</td>
<td></td>
<td>internet</td>
</tr>
<tr>
<td>gardening</td>
<td>sport/football/ running</td>
<td></td>
<td>clubbing</td>
</tr>
</tbody>
</table>

Exercise 4.16

1. arrived, was
2. travelled, enjoyed
3. finished, was
4. finished, was
5. visited, was
6. invited, were
7. played, were
8. listened
9. watched
10. returned
Exercise 4.17

1. worked, stayed
2. played
3. attended, was
4. travelled
5. was, hurried, arrived
6. married, visited
7. watched, was, finished
8. joined, enjoyed
9. cycled, listened
10. walked

Exercise 4.18

- visited
- attended
- toured
- stayed
- liked
- enjoyed
UNIT 5  FOOD AND DRINK

Study Guide

Exercise 5.1  Food categories

<table>
<thead>
<tr>
<th></th>
<th>meat</th>
<th>lamb</th>
<th>steak</th>
<th>chicken</th>
<th>sausages</th>
</tr>
</thead>
<tbody>
<tr>
<td>fish</td>
<td>salmon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>vegetables</td>
<td>potatoes</td>
<td>carrots</td>
<td>peas</td>
<td></td>
</tr>
<tr>
<td>fruit</td>
<td>apple</td>
<td>orange</td>
<td>banana</td>
<td>pear</td>
<td></td>
</tr>
<tr>
<td></td>
<td>salad</td>
<td>lettuce</td>
<td>tomato</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>dairy</td>
<td>milk</td>
<td>yoghurt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exercise 5.4.1  Talking about food - Quantities

<table>
<thead>
<tr>
<th>How many?</th>
<th></th>
<th>How much?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>eggs</td>
<td></td>
<td>yoghurt</td>
<td>apple juice</td>
</tr>
<tr>
<td>apples</td>
<td></td>
<td>chicken</td>
<td>curry</td>
</tr>
<tr>
<td>pears</td>
<td></td>
<td>ham</td>
<td>steak</td>
</tr>
<tr>
<td>potatoes</td>
<td></td>
<td>milk</td>
<td>bread</td>
</tr>
<tr>
<td>carrots</td>
<td></td>
<td>coffee</td>
<td>tea</td>
</tr>
<tr>
<td>tomatoes</td>
<td></td>
<td>pasta</td>
<td>sugar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>salad</td>
<td>rice</td>
</tr>
</tbody>
</table>
Exercise 5.5  May I have a .................?

- A can of Coke/beer, please.
- I’d like a piece of cake/bread/cheese.
- May I have a jar of coffee.
- A slice of cake/bread, please.
- I’d like a packet of tea/coffee.
- May I have a loaf of bread.
- A bag of sugar/flour please.
- I’d like a bottle of olive oil/beer, please.
- A slice of bread/cake, please.
- I’d like a carton of milk/cream.

Exercise 5.7  In the restaurant

Waiter:  For you, madam?
Alison:  Oh, melon, please, to start with and then the roast turkey.
Waiter:  Any vegetables?
Alison:  Roast potatoes, peas and carrots, please.
Waiter:  And for dessert?
Alison:  Fresh fruit salad, please.
Waiter:  For you, sir?
John:  Steak, please.
Waiter:  Any vegetables?
John:  Jacket potatoes and green salad, please.
Waiter:  Green salad. And for dessert?
John:  Ice cream, please.
Waiter:  And for you, sir?
Tom:  Steak again, please, with chips, carrots and peas. And cheese and biscuits to follow.
Waiter:  Thank you, sir.
Waiter:  Roast turkey for you, madam. One more slice?
Alison  No, that’s enough. And just one roast potato, thank you.
Waiter:  Your steak, sir. Would you like some butter on your jacket potatoes, sir?
John:  Yes, please. And some cream cheese as well, please.
Exercise 5.8.1  Taking friends to a restaurant

1. (k) order an aperitif
2. (c) ask to see the menu
3. (a) study the menu
4. (f) order the food
5. (d) choose what to drink
6. (j) eat the first course (or starter)
7. (i) eat the main course
8. (e) eat the dessert
9. (g) drink coffee
10. (h) ask for the bill
11. (b) pay the bill

Exercise 5.9  The past simple tense

1. made, wrote, wrote
2. went, ate, saw
3. wrote, won
4. went, ate
5. bought
6. went, spent
7. swam, won
8. came, went
9. wrote, made, thought
10. made, got

Exercise 5.10  My journey to work

Jack:  left, caught, arrived, took

Marie: left, caught, arrived, left, caught
Exercise 5.11  Favourite dishes

Definitions of places to eat and drink

café: (abbreviation of cafeteria) a small restaurant that serves drinks and light meals.
canteen: the place in a school, factory, office etc. where the people who work there can get meals.
restaurant: place where you can buy and eat a meal.
pub: (abbreviation of public house) a place where people go to have a drink and meet their friends. Pubs can serve alcoholic drinks, and they also often serve food.
bar: a place where you can buy and drink (especially alcoholic) drinks and sometimes have something to eat. This can often be part of a hotel or restaurant. It is also the word in English that describes the counter (in a pub, for example) where drinks are served.

snack bar: a type of small café where you can buy a snack, or quick meal, such as a sandwich.
takeaway: (or take-away) a restaurant that sells food that you buy and take to eat at home or somewhere else.
fish and chip shop: a place (usually in the UK) where you can buy freshly fried fish (cooked in batter) and chips, as well as a range of other deep-fried food. The shops usually operate only as ‘takeaways’, but there are also fish and chip restaurants where you can eat on the premises.

Exercise 5.12  Food and drink in the UK

1. The government is encouraging people to eat more healthily, to eat less red meat and at least 5 portions of fruit and vegetables each day, and to take regular exercise daily.
2. Microwave ovens and freezers
5. They usually serve English food and the meals are often good value.
Dear Julia,

I had a tour of the factory on Tuesday. I wanted to see if the new Health and Safety systems were in operation and I am pleased to say they were.

On Thursday I’m going to have a meeting with the shop stewards to talk about the accident last month. Then I’m going to see the management on Friday at 8.00 a.m.

Can you come to the management meeting?

Kind regards,

Pablo