

Book Three

Understanding Spoken English

a focus on everyday language in context



International edition

Susan Boyer

Use with accompanying audio recording

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Spoken
English**

a focus on everyday language in context

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Dear English Language Student,

Welcome to *Book Three* in the ‘*Understanding Spoken English – a focus on everyday language in context*’ series. This book, along with its accompanying audio recording, has been designed to help you to understand English as it is spoken in 'everyday' situations in English speaking environments around the world. As a student of English as a second or foreign language, you are no doubt aware of the difference between the formally presented language of many textbooks and the speech you hear, outside the language classroom, in the English speaking media or in conversations with native English speakers.

As well as introducing and explaining the meaning of many widely used everyday expressions, each unit focuses on other aspects of spoken English, such as the use of articles (*a, an, the*), discourse markers and phrasal verbs. Aspects of pronunciation, such as the contracting and linking of words in conversational speech, are demonstrated within the context of the conversations. You will also learn conversation strategies involved in everyday situations such as giving feedback, negotiating and agreeing and disagreeing politely.

I sincerely hope you enjoy and benefit from using *Understanding Spoken English - a focus on everyday language in context - Book Three*.

Susan Boyer

A note on ‘English’ accents used in the audio recording

The conversations on the accompanying audio recording present speakers with a variety of different English accents as they are encountered in English speaking environments around the world. This is because it is very beneficial for students to become accustomed to the different accents of English speakers encountered in the media, in international business contexts and social situations.

The intention of presenting different accents, however, is not to provide particular models for imitation but to *increase familiarity* with a variety of different accents.

It should be noted that, though the *accents* of the speakers vary, the vocabulary and grammar points presented in each unit of this book are those generally used in all varieties of ‘native speaker’ English.

Please read **IMPORTANT NOTE TO STUDENTS** on the next page.

ABOUT THIS BOOK

Understanding Spoken English- Book Three has been designed so that you can work through it alone, without the help of a teacher, or in a classroom situation with other students. The book contains nine units of work, each based on a conversation about a particular topic. The units are divided into *six parts* that have been designed to introduce unfamiliar language, *step by step*, in a gradual and systematic way. The layout of the book is as follows:

Part 1 - Focus on listening for general understanding

Part 1 introduces the topic and invites you to listen to an everyday conversation and answer a few general questions by putting a tick next to the correct answers. You will be listening for *general* understanding of the conversation only. (You will not need to understand every word.) This is an important step as it will help you to realise that it's not always necessary to hear every word to understand the general meaning of a conversation. In some units, you are asked to check words in a dictionary, so have a dictionary nearby when you are studying.

Part 2 - Focus on reading & finding the meaning

In this section, you will *read* Conversation 1 as you listen again. When you have finished listening, your task is to *compare Conversation 1 with Conversation 2* (which will be next to Conversation 1). Conversation 1 contains the everyday expressions and Conversation 2 contains an interpretation of the expressions in Conversation 1. This section will help you to learn the *meaning* of the everyday expressions.

Part 3 - Focus on listening for detail

Now you will listen to Conversation 1 again and write in the missing words in the spaces as you hear them. Don't worry about spelling as this exercise focuses on your *listening skills* - you can check your spelling later. Listen to the conversation as many times as you like, then check your answers (and spelling) by comparing what you have written with Conversation 1.

Part 4 - Focus on listening and writing for reinforcement

This section reinforces (strengthens) your memory as you listen once more to Conversation 1 and tick the newly learnt everyday expressions on the list as you hear them. Then you are asked to look at the list of expressions (all taken from Conversation 1) and try to remember their meaning. Write in the ones that you can remember, then check your answers by reading Conversation 1 again or checking the reference list at the back of the book. *Writing* the meanings of the newly learnt expressions is a useful way of reinforcing what you have just heard and read.

Part 5 - Focus on language revision - crosswords

Now it's time to test yourself and see what you have learnt by trying the language revision and crossword activity. In this section, you are asked to use the newly learned expressions in a different context. In each unit you are asked to complete sentences with the appropriate expression and complete the crossword. The answers to the exercises can be found in the answer section of this book.

Part 6 - Focus on other aspects of spoken English

In this section, there will be exercises for you to complete and/or cultural advice for you to remember. This section focuses on aspects of spoken English (grammar, pronunciation etc.) that may make it difficult for learners to understand. Each unit focuses on conversation strategies or social conventions used by the speakers in Conversation 1 of that particular unit.

Language Reviews

After Unit 3, Unit 6 and Unit 9 you will find a language review that consists of pictures and sentences containing the 'everyday' expressions, which were introduced in the preceding units, for you to match together. This will help you to see how much you have remembered.

IMPORTANT NOTE TO STUDENTS

Please be aware that the meaning of colloquial language is ***very dependent on the context or situation in which it is used***. 'Understanding Spoken English' has been designed to ***introduce and explain*** the meaning of colloquial expressions used by English speakers in the everyday situations presented in this book. However, because colloquial expressions can have different meanings in different situations, it is not recommended that students of English immediately begin using the newly introduced expressions indiscriminately. It would be much better to spend time becoming familiar with, and understanding the correct meaning of expressions in different situations ***before you use them*** in your conversations.

In this regard, the author and publisher of this book will not be responsible to any person, with regard to the misuse of language, caused directly or indirectly by the information presented in this book.

UNDERSTANDINGSPOKEN ENGLISH – BOOK THREE

CONTENTS

	Pages
UNIT 6 PEOPLE AND RELATIONSHIPS	66 - 74
Conversation with 'everyday' expressions	68
Focus on Spoken Language:	73 - 74
A) Regular and irregular past tense verbs	
B) Discourse markers in story telling	
C) 'So' and 'such' to add emphasis	
Reference Page – Irregular past tense verbs	75
LANGUAGE REVIEW TWO	76 - 77
UNIT 7 TALKING ABOUT SOCIAL ISSUES	78 - 87
Conversation with 'everyday' expressions	80
Focus on Spoken Language:	85 - 87
A) Giving conversational feedback & disagreeing politely	
B) As the saying goes... (more popular sayings)	
C) Grammar - reflexive pronouns	
D) Asking for an opinion with a negative question	
E) Incomplete sentences in spoken language	
Reference Pages – Conversation strategies:	
Agreeing, disagreeing, staying neutral, asking for clarification	88
Discourse Markers	89
UNIT 8 THE MEDIA	90 - 98
Conversation with 'everyday' expressions	92
Focus on Spoken Language:	97 - 98
A) The definite article - review	
B) 'That' to refer back to a previous statement	
C) Open ended questions	
D) 'You <u>get used to</u> it'.	
E) Uses of the verb 'get'	
Reference Page - Phrasal verbs with 'get'	99
UNIT 9 BUSINESS NEGOTIATIONS	100 - 109
Conversation with 'everyday' expressions	102
Focus on Spoken Language:	
A) Forming questions - review of the 'rules' Questions in Spoken English	
B) Telephone introductions	
C) Incomplete sentences in spoken English	
D) Greetings and replies	
E) The Negotiating Process	
LANGUAGE REVIEW THREE	110 - 111
ANSWERS TO EXERCISES AND CROSSWORDS	112 - 123
REFERENCE LISTS - Everyday expressions with definitions	124 - 132
Reference Page – British versus North America spelling conventions	133
Phonemic Chart of English Sounds	134