


2 How do you spell that?

Spelling

1  Listen to the English alphabet. Practise saying the letters.

	Pronunciation	Memory help	The NATO phonetic alphabet	My phonetic alphabet
A		C/A	Alpha	apple
B		bee 	Bravo	book
C		sea 	Charlie	chicken
D			Delta	dog
E			Echo	engineer
F			Foxtrot	Fal
G		G.I. Jane	Golf	Glue stick, Gold
H		HBO	Hotel	
I			India	Internet
J		JFK	Juliet	
K			Kilo	key
L			Lima	life
M			Mike	Mother, mistake
N			November	newspaper
O			Oscar	
P			Papa	Paper clip
Q		ICQ	Quebec	
R		are	Romeo	Rabbit
S			Sierra	Shap
T			Tango	Torch
U		you 	Uniform	Umbrella
V			Victor	vice - vice; voice - has
W		WWW	Whisky	
X			X-ray - x-ray	
Y		why?	Yankee	Yan
Z			Zulu	

- 2 Say these groups of letters. Why are they in these groups?

1 B C D E G P T V 3 F L M N S X
2 A H J K 4 Q U W

- 3 Which letters are difficult to remember? Think of things to help you remember. Write them in 'Memory help' in the table.

- 4 Invent another phonetic alphabet and write it in the table.

Example


A for apple, B for book, C for coffee, D for ...

- 5 Work with a partner. A – say a word. B – say the first letter.

A Foxtrot.


B That's F.

A That's right.


- 6  Say these company names. Then listen to eight people say who they work for. Write the number next to the correct company name.

☐ BBC ☐ SHV ⁶ ☐ LTV
☐ SAP ² ☐ GEC ³ ☐ NBC
☐ WSY ⁸ ☐ KAO ⁵ ☐ CSX
☐ NKK ☐ CBS ☐ IBM ¹
☐ BTR ⁷ ☐ TJX ⁴ ☐ ICI

- 7 Work with a partner. Test each other. A – say a company name. B – point to the name.

- 8  A visitor spells her name. Listen and fill in line 2 of the form.



- 9  Listen to the receptionist again. Complete the sentences.

1 Good morning
2 What's your name, please?
3 How do you spell that?
4 And your last name?
5 And what company are you with?
6 Thank you. Please have a seat.

- 10 Work with a partner. Act out similar conversations. Use your names and companies. Take turns to fill in lines 3 and 4 of the form in 8.

- 11 Work in two teams. Play a spelling game. Team one – say an English word. Team two – spell it.

Team one battery

Team two B-A-T-T-E-R-Y

VISITORS: 19 April

Visitor no.	First name	Last name	Company	To see
1	Jorma	Makinen	Lidoform	Alberto Rodriguez
2				John Heath
3				
4				
5				
6				

One to a hundred

1 Count around the class.

- 1 Count from 1 to 20. *One, two, three ...*
- 2 Count down from 20. *Twenty, nineteen, eighteen ...*
- 3 Count to 100 in fives. *Five, ten, fifteen ...*
- 4 Count down from 100 in threes. *A hundred, ninety-seven, ninety-four ...*

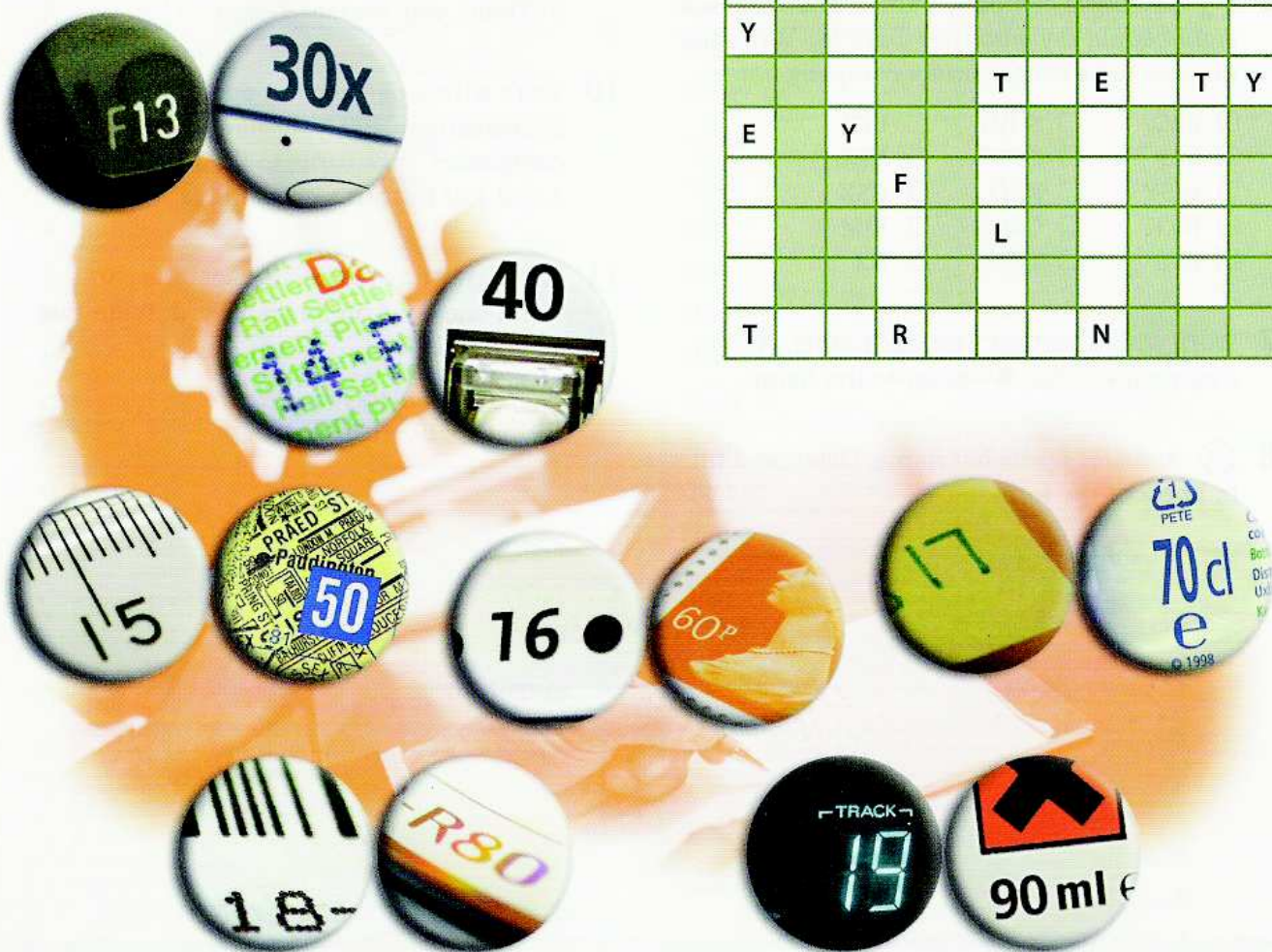
You can find the numbers on page 116.

2 Listen and write the numbers.

- | | | |
|---------|---------|---------|
| 1 | 4 | 7 |
| 2 | 5 | |
| 3 | 6 | |

3 Practise saying these numbers. Change the syllable stress.

14 fourteen 40 forty



4 Play bingo with two or three students.

A – say the numbers in the box.

14, 45, 21, 83, 11, 76, 13, 54, 7, 16, 50, 67, 28,
98, 30, 89, 17, 48, 71, 6, 12, 38, 70, 8, 69

B – look at file 3 on page 103.

C – look at file 20 on page 107.


D – look at file 34 on page 114.

5 Complete the puzzle. Write these numbers in words.

1	10	11	12	2	20	3	13
90	4	40	5	50	16	7	8


F				S			T			N
		F		V						
	W						O			
Y										
				T		E		T	Y	
E		Y								
			F							
				L						
T			R			N				

Checking an order

- 1  Look at this order for some equipment. Some information on the order is wrong. Listen to a telephone call and correct the mistakes.

	Quantity	Item	Ref. / Part no.
1	16	S-hooks	IE-983
2	85	Size 12 U-bolts	MTG/62
3	72	Spring clamps	Q8236
4	40	Nylon ropes	Y-958
5	64	G-clips	WRA577
6	80	Size 18 washers	JSH 86

Contents	page
 hooks	5
 bolts	9
 clips and clamps	13
 ropes	19
 springs	23
 washers	29

- 2  Match each comment to the correct reply. Then listen again and check your answers.

- 1 There are six items.
- 2 Are you ready? *d*
- 3 Sixteen? *e*
- 4 ... MTJ slash six two. *a*
- 5 How many again? *b*
- 6 And that's it.

- a Slash six two. OK, got it.
- b OK, so that's ...
- c All right, what are they?
- d Yes, ready.
- e That's right, sixteen.
- f Fourteen.

- 3 Work with a partner.

A – look at the information below.

B – look at file 12 on page 105.

A

This is your order. It's correct. Your partner has a copy, but it has some mistakes. Read your order so they can correct it.

QUANTITY	ITEM	REF. / PART NO.
18	S-hooks	EI-143
60	Size 10 Q-bolts	MTJ/62
12	Spring clamps	Q8236
23	Nylon ropes	Y-742
32	E-clips	WRA644
40	Size 14 washers	GSH 21