



IAVANTE English Training Programme

Manolo's Business Trip

Level – Advanced

Episode 4: Accepting an Invitation – Manolo Discovers Himself

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Well, it's confirmed that I will be speaking at the conference. There's only a week before I'm off to Scotland and there are so many things to sort out, the hotel, the tickets and of course, my presentation.

The speech

The speech is what worries me most; I just haven't had the time to practise it in English. I'm going to make a mess of it like last time, I just know it.



A godsend

The one thing I have managed to do is to get together my PowerPoint presentation. The Linguistic Services area has already translated it into English. What a godsend they are, so fast and efficient. What would we do without them?

Panic sets in

I just have to find a way around this problem. Maybe I could get them to do an audio recording of my speech in English and I could move my mouth as if it were me speaking it... No, that won't work. As soon as someone stops me to ask me a question I'll be caught out.



Dialogue

The last resort

I've got it! I'll ask the walking encyclopaedia - I mean Datzoides - what to do. He knows the answer to everything.

Manolo

Hey, Datzoides, you're looking very smart today, is that a new tie you're wearing?



Datzoides

You want something, don't you, Manolo?

Manolo

Come on Datzoides, don't be like that. Listen, I have to give a speech in English in Scotland but my English just isn't up to it.

Datzoides

Well, you only have yourself to blame. You should have gone to your English classes.

Manolo

Yes, I know but there's no use crying over spilt milk, there's nothing I can do about that now. Have you got any bright ideas?

Datzoides

Well, if you're not up to giving a speech in English then why don't you find somebody who is and they can stand in for you.



Dialogue

Manolo

Why didn't I think of that? You're a genius Datzoid. Now, let's see, who can speak English the best here? Let me think... You! You speak English better than anyone here. You can speak in my place!

Datzoid

No way Manolo. I've got too many things on my plate at the moment. You'll have to get yourself out of this one.

Manolo

Please, I beg you!

Datzoid

No, I said no, and no means no. But I can give you some good advice: Why don't you use the IAVANTE English Training Programme website? I'm sure it can help you prepare for your trip to Scotland.

Manolo

The English Training what? What website are you talking about? Can you give me the address?

Datzoid

Yeah, write it down, it's:
wat.iavante.es/blogs/etp

Manolo

OK cheers. I'll have a look at it.

Datzoid

You're welcome. Enjoy the experience. It's a really cool site.

Manolo sits down at his computer and goes into the English Training Programme website

Manolo (to himself)

Hey! There's a page here called Manolo's Business Trip! What a coincidence! This might be just what I'm looking for...

Hold on a minute! That guy looks like me!... I can't believe this! It IS me! What's going on here? Am I going mad? HELP! Somebody!

And this, ladies and gentlemen, is what can happen if you don't visit the ETP Blog!



E Mail

Dear Jock

First I would like to express how delighted I was to receive your e mail, it brought back fond memories of the wonderful time we had here in Malaga last year. There is no need to thank me, it was a pleasure.

Now it is my turn to thank you for your kind invitation to speak at your conference. I would consider it an honour to be able to present some of the fascinating developments we have made here in the Andalusian Public Health System in the field of eLearning.

The date you propose would suit me very well as I have no other pressing engagements at that time.

Obviously there is the matter of fees and expenses to discuss before we finally confirm matters. I will forward an estimate of my charges next week but don't worry, they won't be too exorbitant.

I look forward to seeing you at the conference but I hope we will speak before then.

Regards,

Manolo



Exercise 1: Questions and Answers

1. When is Manolo off to Scotland?
2. What is it that worries Manolo the most?
3. What is the one thing he has managed to get together?
4. What is Manolo's initial idea to solve the problem?
5. Who does he turn to as a last resort?
6. What is Datzoid's nickname?
7. How does Manolo compliment Datzoid?
8. Why does Manolo want Datzoid to stand in for him?
9. Is Datzoid busy at the moment?
10. What might happen to you if you don't visit the ETP Blog?



Exercise 2: Listening

Instructions

Listen to the recording and try to write down the complete text.



Exercise 3: Vocabulary and Grammar

Future continuous tense

It's confirmed that **I'll be speaking** at the conference

The future continuous tense is used here to convey that the action that is going to take place in the future is one which is normal and not unexpected.

We'll be flying at a height of 30,000 feet

The main use of this tense is to convey that a continuous action will be taking place at a particular point in time in the future.

They **ll be having** dinner at that time so phone later

Be off

There's only a week before **I'm off** to Scotland

One of the meanings of this inseparable phrasal verb is 'to leave'.

I'm off now, see you tomorrow

Its other uses are to say that some food or drink is bad:

Smell this milk, do you think it's **off**?

Or to convey that a person's attitude is rather negative:

He **was** a bit **off**, is something wrong?



Caught out

I'll be **caught out**

The meaning of this separable phrasal verb is to be caught doing something you shouldn't be. However, it isn't usually used to refer to being apprehended doing something very bad, such as a crime. When used literally it means that you lost in a ball game because somebody caught a ball that you hit.

He tried to cheat at cards but they **caught him out**

The cricket match didn't go so well, I was **caught out**

Be up to

My English just **isn't up to it**

The meaning of this inseparable phrasal verb is to convey that a skill or person is not at a required level.

He's not **up to** running 10 kilometres

Other meanings of this verb can be 'to decide' or 'to take responsibility' and 'to be doing' something.

It's **up to** you, I don't mind what we do tonight

What **are you up to** on Friday night?

Crying over spilt milk

Yes, I know but there's **no use crying over spilt milk**

This expression conveys that it's too late to worry about something bad that has already happened because the situation cannot be changed.

It was an accident but what's done is done, **there's no use crying over spilt milk**

Stand in

They can **stand in** for you

The meaning of this inseparable phrasal verb is to take the place of another person in order to do something that was planned for them to do.

Who **stands in** for you when you're on holiday?



Too many things on my plate

I've got **too many things on my plate** at the moment

This expression conveys that someone is more involved in or responsible for different matters than they would like.

Sorry, I have to cancel our date, I just have **too many things on my plate** right now



Exercise 4: Translation

Instructions

Try to translate the following sentences into English.

Make a note of them. In this way you can check your spelling too.

Todo está confirmado

Bueno, ya está confirmado que hablaré en la conferencia. Sólo queda una semana antes de que me marche a Escocia y hay tantas cosas que solucionar, el hotel, los billetes, y por supuesto, mi presentación.

El discurso

El discurso es lo que más me preocupa; simplemente no he tenido tiempo para practicarlo en inglés. Voy a echarlo a perder como la última vez, es que lo sé.

Una bendición del cielo

Lo que sí he conseguido hacer es organizar mi presentación en PowerPoint. El área de Servicios Lingüísticos ya lo ha traducido al inglés. Qué bendición del cielo son, tan rápidos y eficientes. ¿Qué haríamos sin ellos?

Cunde el pánico

Tengo que encontrar una solución a este problema. Quizá podría conseguir que hagan una grabación en audio de mi discurso y podría mover la boca como si lo estuviera diciendo yo... No, eso no iba a funcionar. En cuanto alguien me pare para hacerme una pregunta me pillarán.

El último recurso

¡Ya lo tengo! Le preguntaré a la enciclopedia ambulante - quiero decir a Datzoido - qué hacer. El sabe la respuesta a todo.

Manolo

Oye Datzoido, se te ve muy elegante hoy, ¿llevas una corbata nueva?

Datzoido

Quieres algo, ¿verdad, Manolo?

Manolo

Venga Datzoido, no seas así. Mira, tengo que dar un discurso en inglés en Escocia pero mi inglés, simplemente, no da la talla.



Datzoide

Bueno, sólo puedes echarte la culpa a ti mismo. Deberías haber ido a tus clases de inglés.

Manolo

Sí, ya lo sé, pero no sirve de nada lamentarse, ¿qué se le va a hacer? ¿Se te ocurre alguna idea brillante?

Datzoide

Bueno, si no estás preparado para dar un discurso en inglés entonces ¿por qué no buscas a alguien que sí lo esté y que pueda sustituirte?

Manolo

¿Por qué no pensé en eso? Eres un genio, Datzoide. Ahora, vamos a ver, ¿quién es el que mejor sabe hablar inglés aquí? Déjame pensar... ¡Tú! Tú hablas inglés mejor que nadie aquí. ¡Puedes hablar en mi lugar!

Datzoide

Ni hablar Manolo. Ahora estoy demasiado ocupado. Tendrás que arreglártelas tú solito esta vez.

Manolo

Por favor, ¡te lo suplico!

Datzoide

No, dije que no, y no quiere decir no. Pero te puedo dar un buen consejo: ¿Por qué no utilizas la página web del Programa de Formación en Inglés de IAVANTE? Estoy seguro de que te puede ayudar para prepararte para tu viaje a Escocia.

Manolo

¿El qué de formación en inglés? ¿De qué página web estás hablando? ¿Me puedes dar la dirección?

Datzoide

Si, apúntalo, es:
wat.iavante.es/blogs/etp

Manolo

Vale, gracias. Le echaré un vistazo.

Datzoide

De nada. Disfruta de la experiencia. Es una web realmente guay.



Manolo se sienta a su ordenador y se mete en la página web del Programa de Formación en Inglés

Manolo (a sí mismo)

¡Hey! ¡Hay una página aquí llamada El Viaje de Negocios de Manolo! ¡Menuda coincidencia! Esto puede que sea justo lo que estoy buscando...

¡Espera un momento! ¡Ese tío se parece a mí!... ¡No me lo puedo creer! Es que ¡SOY YO! ¿Qué está pasando aquí? ¿Me estoy volviendo loco? ¡SOCORRO! ¡Alguien!

¡Y esto, damas y caballeros, es lo que puede ocurrir si no visitas el blog de Programa de Formación en Inglés!



Exercise 5: Quiz

1. Which of the following is NOT a correct use of the future continuous tense?

- a) We'll be flying at a height of 20,000 feet.
- b) She'll be having lunch at that time.
- c) I'll be meeting them before lunch.
- d) They'll be doing it yesterday.

2. Which one of the following sentences, which include the phrasal verb 'to be up to', does NOT have the meaning of 'good enough'? (But is still correct)

- a) He's just not up to playing tennis today.
- b) I'm afraid my French isn't up to making a speech.
- c) I don't mind, it's up to you.
- d) Is he up to the job?

3. Which of the following is the correct definition of the idiomatic expression 'There's no use crying over spilt milk'?

- a) You shouldn't worry about mistakes you have made because you can't change the past
- b) Tears aren't a good substitute for milk in your coffee
- c) Tears don't clean the floor well
- d) You shouldn't cry about insignificant things

4. If you have 'too many things on your plate at the moment' what are you?

- Greedy
- Busy
- Rich
- Nosey

5. 'My colleague stands in _____ me when I'm on holiday.'
Which of the following is the correct missing preposition? (Stand in = Substitute)

- a) with
- b) on
- c) to
- d) for



6. Which of the following is NOT a correct use of the phrasal verb 'be off'?

- a) There's only a week before I'm off on holiday.
- b) I'm off now, see you tomorrow.
- c) Smell this cheese, do you think it's off?
- d) She's off the house.

7. Match up the following sentences taken from Episode 4

- | | |
|-----------------------------|---------------------------|
| a) There are so many | 1) very smart today. |
| b) The speech is what | 2) so fast and efficient. |
| c) What a godsend they are, | 3) worries me most. |
| d) You're looking | 4) things to sort out. |

8. When saying a web address, e.g. wat.iavante.es/blogs/etp, which of the following is correct?

- a) w a t dot iavante dot es slash blogs slash e t p
- b) w a t point iavante point e s slash blogs slash e t p
- c) wat dot iavante dot e s bar blogs bar e t p
- d) w a t dot iavante dot e s slash blogs slash e t p

9. Which of the following is not a correct definition of the word 'cool'?

- a) A low temperature
- b) Calm under pressure
- c) Nice
- d) Frozen

10. The ETP blog can help you avoid all of the following except one. Which one?

- a) Going mad like Manolo
- b) Making a mess of a presentation in English
- c) Letting your English level drop
- d) Making the same old mistakes when using English



End of Episode 4



Key to exercises

Exercise 1: Questions and Answers

1. He is off to Scotland in one week's time.
2. The speech is what worries him most.
3. The one thing he has managed to do is to get together his PowerPoint presentation.
4. His initial idea is to mime to a recording.
5. He turns to Datzoidé as a last resort.
6. His nickname is 'the walking encyclopaedia'.
7. He compliments him by telling him he's looking very smart.
8. Because Datzoidé speaks English better than anyone.
9. Yes, he has a lot on his plate at the moment.
10. You might go mad like Manolo.

Exercise 2: Listening/Exercise 4: Translation

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**¡Y esto, damas y caballeros, es lo que puede ocurrir si no visitas el blog de Programa
de Formación en Inglés!**

Exercise 5: Quiz

- 1) d
- 2) c
- 3) a
- 4) b
- 5) d
- 6) d
- 7) a-4, b-3, c-2, d-1
- 8) d
- 9) d
- 10) a