



IAVANTE English Training Programme

Manolo's Business Trip

Level – Basic

Episode 4: Accepting an Invitation – Manolo Discovers Himself

Everything's confirmed

It's confirmed. I have to speak at the conference in Scotland. There are a lot of things to do, the hotel, the tickets and my presentation!

The speech

I'm worried about my speech.



Help

But at least I've got my Powerpoint presentation. The Linguistic Services area is helping me a lot!

Panic

But I don't know what to do about my speech!

The last resort

I know! I'll ask Datzoidé what to do. He knows the answer to everything.

Manolo

Hey, Datzoidé, can you help me?



Dialogue



Datzoide

Help you with what? Manolo

Manolo

Well, I have to give a speech in English in Scotland but my English isn't very good.

Datzoide

Well, why don't you go to your English classes?

Manolo

Yes, I know I never go, but there's not much I can do about that now. Have you got any ideas?

Datzoide

Well, if you can't give a speech in English then why don't you find somebody who can do it for you?

Manolo

Why didn't I think of that? Thank you, Datzoide. Now, who speaks English well here? Let me think... You! You speak English very well. You can do it!

Datzoide

No, Manolo. I've got too many things to do at the moment. You have to do it.

Manolo

Please, Datzoide!



Dialogue

Datzoide

No, I can't. I'm sorry. But why don't you look at the IAVANTE English Training Programme website? It can help you prepare for your trip to Scotland.

Manolo

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

Datzoide

OK, it's:
wat.iavante.es/blogs/etp

Manolo

OK. I'll look at it. Thanks.

Datzoide

You're welcome.

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's this! This is perfect...

Wait a minute! Is that me? I don't believe it! It IS me! Am I mad? HELP! Somebody!

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



E Mail

Dear Jock

Thank you for your e mail. We had a good time in Malaga last year. It was a pleasure to have you here.

I would be very happy to present what we are doing here in the Andalusian Public Health System in the field of eLearning.

The date you propose is fine for me.

I will send an estimate of my fees next week, OK?

I look forward to seeing you at the conference.

Regards,

Manolo



Exercise 1: Questions and Answers

1. Does Manolo have to go to Scotland?
2. What does Manolo have to do in Scotland?
3. Is he worried about his speech?
4. Is the Linguistic Services area helping him a lot?
5. Who knows the answer to everything?
6. Does he ask Datzoidé to help him?
7. Can Datzoidé help Manolo?
8. Does Manolo go to his English classes?
9. Why can't Datzoidé help Manolo?
10. What can help Manolo?



Exercise 2: Listening

Instructions

Listen to the recording and try to identify the words which are missing from the text.

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

Everything's confirmed

It's confirmed. I _____ to speak at the conference in Scotland. There are a lot of things to _____, the hotel, the tickets and my presentation!

The speech

I am worried _____ my speech.

Help

But at least _____ got my Powerpoint presentation. The Linguistic Services area is helping me a _____.

Panic

But I don't know _____ to do about my speech!

The last resort

I know! _____ ask Datzoide what to do. He knows the _____ to everything.

Manolo

Hey, Datzoide, _____ you _____ me?

Datzoide

Help _____ with _____? Manolo

Manolo

Well, I have to give a _____ in English in Scotland but my English _____ very good.

Datzoide

Well, why _____ you go to _____ English classes?

Manolo

Yes, I _____ I never go, but _____ not much I can do about that now. Have you got any _____?



Datzoide

Well, if you _____ give a speech in English then _____ don't you find somebody who can do it for you?

Manolo

Why didn't I think of _____? Thank you, Datzoide. Now, _____ speaks English well here? Let _____ think... You! You speak English very well. You can _____ it!

Datzoide

No Manolo. I've _____ too many things to do at the moment. You _____ to do it.

Manolo

_____, Datzoide!

Datzoide

No, I can't. I'm _____. But why don't you _____ at the IAVANTE English Training Programme _____? It can help you prepare for your _____ to Scotland.

Manolo

The English Training what? What website? Can you _____ me the _____?

Datzoide

OK, _____:
wat.iavante.es/blogs/_____

Manolo

OK. I'll look at _____. Thanks.

Datzoide

_____ welcome.

Manolo (to himself)

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

Hey! There's a _____ here called Manolo's Business Trip! What's _____! This is perfect....

Wait a _____! Is that me?..... I don't _____ it! It IS me! Am I _____? HELP! Somebody!

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



Exercise 3: Vocabulary and Grammar

Forming Questions

In Episode 2 we learned that you can form a question with the auxiliary verb 'Do'.

We can also use a 'Question Word' before 'Do' to form a question.

The most common 'Question Words' are

Who
What
Why
Where
When
How

Does Manolo live in Malaga?
Yes, he does

Or you can ask

Where does Manolo live?
He lives in Malaga

The structure is as follows:

Question Word + Auxiliary verb + Subject + Verb in base form + (Object / Adverb)

The auxiliary verb 'Do' and the verb 'to do' can be used together in the same sentence. But you can't have two auxiliary verbs together.

What do you do?
I am a teacher

What does Manolo do?
He is a doctor

Remember the main auxiliary verbs are; 'Do', 'Have' and 'Be'



Can

Also Auxiliary verbs are not used with other modal verbs and 'Can' is an example of a modal verb (or modal auxiliary verb).

Can you help me?
No, I can't

Why can't you help me?
I've got too many things to do at the moment

The modal verb 'Can' does not change in the third person.

I can
You can
He can
She can
It can
We can
You can
They can

Will (The Future Tense)

'Will' is an example of another modal verb and it is used to express the future simple tense in English. The future can also be expressed using 'going to' (to be covered later).

As before, the same structure applies:

Will you help me?
Yes, I will

When will you help me?
I'll help you after the class

Also, 'Will' does not change in the third person.

I will
You will
He will
She will
It will
We will
You will
They will



The negative is formed by adding 'not', **I will not**. But more commonly the contracted form is used; "I won't"

I won't
You won't
He/She/It won't
We won't
You won't
They won't

Countable and Uncountable nouns

Countable nouns are nouns that can be counted (e.g. **a book, two friends, three cars**, etc.). A countable noun may be preceded by **a** or **an** in the singular and **-s** or **-es** in the plural.

Uncountable nouns refer to things that can't be counted (e.g. **money, water, snow, rice**, etc.) Uncountable nouns are **not** preceded by **a** or **an** and have no plural form.

Quantifiers

Quantifiers are words that are used to state the quantity or amount of something without stating the actual number.

Quantifiers can be used with countable or uncountable nouns but they must agree with the noun. 'Much' and 'Many' are examples of quantifiers that must agree with the noun. ('Many' for countable nouns and, 'Much' for uncountable nouns).

I don't drink much coffee

I've got too many things to do at the moment

However there are some quantifiers which can be used with both countable and uncountable nouns.

'A lot of' is an example of a quantifier that can be used with both countable and uncountable nouns.

He has a lot of money

There are a lot of things to do, the hotel, the tickets and my presentation

	Countable Nouns	Uncountable Nouns	-
much		x	I don't have much money.
many	x	-	I don't have many apples.
few*	x	-	We know few people in the area. I would like to get to know more.
a few**	x	-	We know a few people in the area. I know enough people to keep me happy.
little*	-	x	I know little English. I am going to have a problem getting around England.
a little**	-	x	I know a little English, at least enough to get around England.
a lot of	x	x	She has a lot of friends.
enough	x	x	I have enough money.
plenty	x	x	I have plenty of money.

** a few/a little - means that there are not a lot of something, but there is enough



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.

Everything's confirmed

Está confirmado. Tengo que hablar en una conferencia en Escocia. Hay muchas cosas que hacer, el hotel, los billetes y ¡mi presentación!

The speech

Estoy preocupado por mi discurso.

Help

Pero al menos tengo mi presentación Powerpoint. ¡El área de servicios lingüísticos me está ayudando mucho!

Panic

¡Pero no sé que hacer con mi discurso!

The last resort

¡Ya sé! Le preguntaré a Datzoido qué hacer. Él sabe la respuesta de todo.

Manolo

Hey, Datzoido, ¿puedes ayudarme?

Datzoido

¿Ayudarte con qué Manolo?

Manolo

Bueno, tengo que dar un discurso en inglés en Escocia pero mi inglés no es muy bueno.

Datzoido

Bueno, ¿por qué no vas a tus clases de inglés?

Manolo

Sí, sé que nunca voy, pero ya no puedo hacer nada. ¿Tienes alguna idea?

Datzoido

Bueno, si no puedes dar un discurso en inglés, ¿por qué no encuentras a alguien que lo haga por ti?



Manolo

¿Por qué no pensé en eso? Gracias Datzoidé. Ahora, ¿quién de aquí habla bien inglés? Déjame pensar... ¡Tú! Tú hablas inglés muy bien. ¡Tú puedes hacerlo!

Datzoidé

No, Manolo. Tengo muchas cosas que hacer ahora mismo. Tienes que hacerlo tú.

Manolo

¡Por favor, Datzoidé!

Datzoidé

No, no puedo. Lo siento. Pero ¿por qué no miras la web de IAVANTE English Training Programme? Te puede ayudar a prepararte para tu viaje a Escocia.

Manolo

¿El English Training qué? ¿Qué web? ¿Puedes darme la dirección?

Datzoidé

Vale, es:
wat.iavante.es/blogs/etp

Manolo

Vale. Lo miraré. Gracias.

Datzoidé

De nada.

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

Manolo (to himself)

¡Vaya! ¡Aquí hay una página llamada El Viaje de Negocios de Manolo! ¿Qué es esto? Esto es perfecto...

¡Un momento! ¿Ese soy yo? ... ¡No me lo creo! ¡Sí que soy yo! ¿Estoy loco?
¡Socorro! ¡Alguien!

¡Y esto, damas y caballeros, es lo que puede ocurrir si no visitas el ETP blog!



Exercise 5: Quiz

1) Which one of the following questions is correct?

- a) Where you live?
- b) Where live you?
- c) Where do you live?
- d) Where you do live?

2) Match the following question words in English with the correct Spanish translation

- | | |
|----------|------------|
| a) Who | 1) Qué |
| b) What | 2) Cómo |
| c) Why | 3) Quién |
| d) When | 4) Cuando |
| e) Where | 5) Por qué |
| f) How | 6) Dónde |

3) Which one of the following questions is correct?

- a) What does this mean in Spanish?
- b) What does mean this in Spanish?
- c) What means this in Spanish?
- d) What this mean in Spanish?

4) Which one of the following sentences is correct?

- a) Can you help me?
- b) Can you help I?
- c) You can help me?
- d) You can help I?

5) Which one of the following phrases is correct?

- a) Worried with something
- b) Worried about something
- c) Worried at something
- d) Worried for something



6) Match the following words with one of a similar meaning

- | | |
|------------|----------|
| a) Mad | 1) Talk |
| b) Speak | 2) Crazy |
| c) Perfect | 3) A lot |
| d) Many | 4) Ideal |

7) Which one of the following sentences is **not** correct?

- a) I don't drink many coffee.
- b) I have too many things to do.
- c) I don't drink much coffee.
- d) I don't have much money.

8) Which one of the following words is a countable noun?

- a) Money
- b) People
- c) Water
- d) Coffee

9) Which one of the following words is an uncountable noun?

- a) Friend
- b) Book
- c) Car
- d) Snow

10) Which one of the following sentences is correct?

- a) I speak the English very well.
- b) I speak very well the English.
- c) I speak English very well.
- d) I speak very well English.



End of Episode 4



Key to exercises

Exercise 1: Questions and Answers

1. Yes, he does.
2. He has to speak at a conference.
3. Yes, he is.
4. Yes, it is.
5. Datzoido knows the answer to everything.
6. Yes, he does.
7. No, he can't.
8. No, he doesn't /No, Manolo never goes to his English classes.
9. Because he has got too many things to do at the moment.
- 10 The IAVANTE English Training Programme website can help Manolo.

Exercise 2: Listening/Exercise 4: Translation

Everything's confirmed

It's confirmed. I **have** to speak at the conference in Scotland. There are a lot of things to **do**, the hotel, the tickets and my presentation!

Está confirmado. Tengo que hablar en la conferencia en Escocia. Hay muchas cosas que hacer, el hotel, los tickets, y ¡mi presentación!

The speech

I am worried **about** my speech.

Estoy preocupado por mi discurso.

Help

But at least I've got my Powerpoint presentation. The Linguistic Services area is helping me a **lot**.

Pero al menos tengo mi presentación Powerpoint. El área de Servicios Lingüísticos me está ayudando mucho.

Panic

But I don't know **what** to do about my speech!

¡Pero no se qué hacer con mi discurso!

The last resort

I know! I'll ask Datzoido what to do. He knows the **answer** to everything.

¡Ya se! Le preguntaré a Datzoido qué hacer. Él sabe la respuesta a todo.

Manolo

Hey, Datzoido, **Can** you **help** me?

Hey, Datzoido, ¿Puedes ayudarme?



Datzoide

Help **you** with **what**? Manolo
¿Ayudarte con qué Manolo?

Manolo

Well, I have to give a **speech** in English in Scotland but my English **isn't** very good.

Bueno, tengo que dar un discurso en inglés en Escocia pero mi inglés no es muy bueno.

Datzoide

Well, why **don't** you go to **your** English classes?
Bueno, ¿por qué no vas a tus clases de inglés?

Manolo

Yes, I **know** I never go, but **there's** not much I can do about that now. Have you got any **ideas**?

Sí, se que nunca voy, pero ya no hay nada que pueda hacer. ¿Tienes alguna idea?

Datzoide

Well, if you **can't** give a speech in English then **why** don't you find somebody who can do it for you?

Bueno, si tu no puedes dar un discurso en inglés entonces, ¿por qué no encuentras a alguien que lo de por ti?

Manolo

Why didn't I think of **that**? Thank you, Datzoide. Now, **who** speaks English well here? Let **me** think... You! You speak English very well. You can **do** it!

¿Por qué no pensé en eso? Gracias Datzoide. Ahora, ¿quién habla inglés bien aquí? Déjame pensar... ¡Tú! Tú hablas inglés muy bien. ¡Tú puedes hacerlo!

Datzoide

No, Manolo. I've **got** too many things to do at the moment. You **have** to do it.
No, Manolo. Tengo demasiadas cosas que hacer en este momento. Tú tienes que hacerlo.

Manolo

Please, Datzoide!
¡Por favor, Datzoide!

Datzoide

No, I can't. I'm **sorry**. But why don't you **look** at the IAVANTE English Training Programme **website**? It can help you prepare for your **trip** to Scotland.

No, no puedo. Lo siento. Pero ¿por qué no miras la web del Programa de Formación en Inglés de IAVANTE? Te puede ayudar a prepararte para tu viaje a Escocia.

Manolo

The English Training what? What website? Can you **give** me the **address**?
¿Qué Programa? ¿Qué página web? ¿Puedes darme la dirección?



Datzoide

OK, **it's**:

wat.iavante.es/blogs/etp

Vale, es:

wat.iavante.es/blogs/etp

Manolo

OK. I'll look at **it**. Thanks.

Vale. La miraré. Gracias.

Datzoide

You're welcome.

De nada.

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

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

Manolo (to himself)

(a sí mismo)

Hey! There's a **page** here called Manolo's Business Trip! What's **this**! This is perfect....

Hey! ¡Hay una página aquí llamada El viaje de negocios de Manolo! ¡Qué es esto! Esto es perfecto...

Wait a **minute**! Is that me?..... I don't **believe** it! It IS me! Am I **Mad**? HELP! Somebody!

¡Espera un momento! ¿Ese soy yo?... ¡No me lo creo! ¡SOY yo! ¿Estoy loco? ¡AYUDA! ¡ALGUIEN!

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

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

Exercise 5: Quiz

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