



IAVANTE English Training Programme

Manolo's Business Trip

Level - Intermediate

Episode 4: Accepting an Invitation – Manolo Discovers Himself

Everything's confirmed

Well, it's confirmed that I'll speak at the conference. There's only a week before I'm off to Scotland and there are so many things to organise, 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 organize 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 solution to 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 found 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 isn't good enough.

Datzoides

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

Manolo

Yes, I know but it's too late, there's nothing I can do about that now. Have you got any bright ideas?

Datzoides

Well, if you're not able to give a speech in English then why don't you find somebody who is and they can replace you.

Manolo

Why didn't I think of that? You're a genius Datzoides. 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!



Dialogue

Datzoide

No way Manolo. I'm too busy at the moment. You'll have to find the solution yourself.

Manolo

Please, I beg you!

Datzoide

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?

Datzoide

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

Manolo

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

Datzoide

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 most?
3. What is the one thing he has managed to organize?
4. What is Manolo's initial idea to solve the problem?
5. Who does he think of as a last resort?
6. What is Datzoidé's nickname?
7. How does Manolo compliment Datzoidé?
8. Why does Manolo want Datzoidé to take his place?
9. Is Datzoidé 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 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

Well, it's _____ that I'll speak at the _____. There's _____ a week before I'm _____ to Scotland and there are _____ many things to _____, the hotel, the _____ and of _____, my presentation.

The speech

The speech is _____ worries me _____; I _____ haven't _____ the time to _____ it in English. I'm going to make a _____ of it _____ last time, I just _____ it.

A godsend

The one thing I have _____ to do is to _____ my PowerPoint presentation. The Linguistic _____ area has _____ translated it into _____. What a _____ they are, so _____ and _____. What would we do _____ them?

Panic sets in

I _____ have to find a _____ to this _____. _____ I _____ get them to do an audio _____ of my _____ in English and I _____ move my mouth _____ it were me speaking it... No, that won't work. _____ someone _____ me to ask me a question I'll be _____.

The last resort

_____ ! I'll ask the walking _____ - I _____ Datzoide - what to _____. He knows the _____ to _____.

Manolo

Hey, Datzoide, you're _____ very _____ today, is _____ a new _____ you're _____?

Datzoide

You _____ something, _____, Manolo?



Manolo

_____ Datzoides, _____ be _____ that. _____, I have to _____ a _____ in English in Scotland but my English isn't good enough.

Datzoides

_____, you _____ have _____ to _____. You _____ have _____ to your English _____.

Manolo

Yes, I _____ but it's _____ late, there's _____ I _____ do _____ that _____. Have you _____ any _____ ideas?

Datzoides

Well, _____ you're not _____ to give a _____ in English then _____ don't you find _____ who _____ and they can _____ you.

Manolo

Why _____ I think of _____? _____ a _____ Datzoides. Now, _____, who _____ speak _____ the _____ here? _____... You! You speak English _____ than _____ here. You can _____ in my _____!

Datzoides

_____ Manolo. I'm _____ at the _____. _____ have to _____ the _____ yourself.

Manolo

Please, I _____ you!

Datzoides

No, I said no, and no _____ no. But I can _____ you _____ good _____: Why _____ you use the IAVANTE English _____ Programme _____? I'm _____ it can _____ you _____ for your _____ to _____.

Manolo

The English Training _____? What website are you _____ about? Can you _____ me the _____?

Datzoides

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

Manolo

OK _____. I'll _____ a _____ at _____.

Datzoides



_____. Enjoy the _____. _____ a really _____ site.

Manolo (to himself)

Hey! There's a _____ here _____ Manolo's Business Trip! What a _____!
This _____ be _____ what I'm _____ for...

_____ a minute! That _____ looks _____ me!... I can't _____
this! _____ IS me! What's _____ here? Am I going _____?
HELP! _____!

**And _____, ladies and _____, is what _____ happen _____ you
don't _____ the _____!**



Exercise 3: Vocabulary and Grammar

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?

Find out

I'll be **found out**

The meaning of this separable phrasal verb is to discover some information.

I need to **find out** what time the film starts

Look smart

You're **looking** very **smart** today

When describing the appearance of something it is common to use the verb 'to look' plus an adjective:

I saw the trailer to that film you wanted to see, it **looks** very **boring**

If you wish to describe the sound or an explanation of something then use the verb 'to sound' plus an adjective:

Cold play's new single **sounds** **great**

Jane's proposal **sounds** **interesting**

To say that there is a similarity between one things sound or appearance and another follow these two verbs by 'like' and the similar object:



You **look like** my brother

Cold play's new single **sounds like** another song I heard

The verbs 'to taste' and 'to smell' can be used in exactly the same way as 'to look' and 'to sound'.

Good enough

When using the word 'enough' remember that when with an adjective, 'enough' goes after the adjective and when with a noun 'enough' goes before the noun:

I'm not **rich enough** to buy a Porsche

I haven't got **enough money** to buy a Porsche

Just

I **just** know it

The word 'just' has several different uses in English. We have already looked at its use with the present perfect tense in Episode 2. Its meaning in the phrase above is 'simply'. This is a very common meaning of 'just' as an adjective. However, it can have other meanings depending on the context in which it is used.

For example:

It can be used as an adjective meaning fair, right or correct:

The decision was **just**

Or it can be used as an adverb meaning barely or hardly:

I could **just** see over the wall

Or it can have the meaning of precisely or exactly:

That's **just** what I wanted

Manage

The one thing I have **managed** to do is to organize my PowerPoint presentation

The verb 'manage' is a useful alternative to "can" or "be able to" in some contexts and adds the feeling that effort was involved in completing a task:



I **managed** to get all the housework done in one hour

Used with 'can' it is a common way to explain that you are able or unable to cope with a situation:

I **can't manage** this table by myself, could you help me move it?

Manage also has the meaning of to run an event or business:

He **manages** a shop in the centre



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 organizar, 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, 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 funcionará. 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 es lo suficientemente bueno.

Datzoido

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



Manolo

Sí, ya lo sé, pero es demasiado tarde, ya no hay nada que hacer ¿Se te ocurre alguna idea brillante?

Datzoide

Bueno, si no eres capaz de dar un discurso en inglés entonces ¿por qué no buscas a alguien que sí lo sea 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 encontrar la solución tú mismo.

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) What is the meaning of the inseparable phrasal verb, 'be off'?'
 - a) Tired
 - b) Leave
 - c) Wrong
 - d) Lost

- 2) What would be the correct English translation to the following phrase, 'Me pillarán'?'
 - a) I'll be found
 - b) I'll be got out
 - c) I'll be missed
 - d) I'll be found out

- 3) Which one of the following phrasal verbs could be used to say that someone has a similar physical appearance to someone else?
 - a) Look for
 - b) Look like
 - c) Look up
 - d) Sound like

- 4) What advice does Datoide give to Manolo in order to get his presentation ready?
 - a) To use a simultaneous translator
 - b) To buy 'Inglés con mil palabras'
 - c) To visit the IAVANTE English Training website
 - d) To see if Justin can go in his place

- 5) Match the following phrases from the episode
 - a) That guy
 - b) Am I
 - c) What a godsend
 - d) You should have gone
 - 1) they are, so fast and efficient.
 - 2) to your English classes.
 - 3) going mad?
 - 4) looks like me!



6) Find the sentence where 'enough' is NOT in the correct place

- a) Manolo is too busy now and doesn't have enough time to rehearse with Los Badulaques.
- b) My English isn't enough good.
- c) This car isn't big enough to fit in all of Manolo's children.
- d) Obama has enough knowledge to take the right decisions.

7) Match the following synonyms.

- | | |
|---------------|--------------|
| a) godsend | 1) go crazy |
| b) efficient | 2) blessing |
| c) go mad | 3) talk |
| d) conference | 4) competent |

8) What preposition is missing from the following sentence?

'No way Manolo. I'm too busy _____ the moment. You'll have to find the solution yourself.'

- a) in
- b) on
- c) for
- d) at

9) Is this sentence true or false?

Datzoide has a walking encyclopaedia.

10) Which of the following phrasal verbs means 'to discover some information'?

- a) find out
- b) look for
- c) let go
- d) look out



End of Episode 4



Key to exercises

Exercise 1: Questions and Answers

1. He is off to Scotland shortly.
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 thinks of Datzoides 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 Datzoides speaks English better than anyone.
9. Yes, he is very busy at the moment.
10. You might go mad like Manolo.

Exercise 2: Listening/Exercise 4: Translation

Everything's confirmed

Well, it's **confirmed** that I'll speak at the **conference**. There's **only** a week before I'm **off** to Scotland and there are **so** many things to **organise**, the hotel, the **tickets** and of **course**, my presentation.

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 organizar, el hotel, los billetes, y por supuesto, mi presentación.

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.

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, lo sé.

A godsend

The one thing I have **managed** to do is to **organize** 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?

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?



Panic sets in

I **just** have to find a **solution** to 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 **found out**.

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 funcionará. En cuanto alguien me pare para hacerme una pregunta me pillarán.

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**.

El último recurso

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

Manolo

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

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

Datzoides

You **want** something, **don't you**, Manolo?

Quieres algo, ¿verdad, Manolo?

Manolo

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

Venga Datzoides, no seas así. Mira, tengo que dar un discurso en inglés en Escocia pero mi inglés, simplemente, no es suficientemente bueno.

Datzoides

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

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

Manolo

Yes, I **know** but it's **too** late, there's **nothing** I **can** do **about** that **now**.

Have you **got** any **bright** ideas?

Sí, ya lo sé, pero es demasiado tarde, ya no hay nada que hacer ¿Se te ocurre alguna idea brillante?

Datzoides

Well, **if** you're not **able** to give a **speech** in English then **why** don't you find **somebody** who **is** and they can **replace** you.

Bueno, si no eres capaz de dar un discurso en inglés entonces por qué no buscas a alguien que sí lo sea y que pueda sustituirte.



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**!

Por qué no pensé en eso, eres un genio Datzoid. 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!

Datzoid

No way Manolo. I'm **too busy** at the **moment**. **You'll** have to **find** the **solution** yourself.

Ni hablar Manolo. Ahora estoy demasiado ocupado. Tendrás que encontrar la solución tú mismo.

Manolo

Please, I **beg** you!

Por favor, ¡te lo suplico!

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**.

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

Manolo

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

¿El English Training qué? ¿De qué página web hablas? ¿Me puedes dar la dirección?

Datzoid

Yeah, **write** it **down**, it's:

wat.iavante.es/blogs/etp

Si, apúntalo, es:

wat.iavante.es/blogs/etp

Manolo

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

Vale, gracias. Le echaré un vistazo.

Datzoid

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

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

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)

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

(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...

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**

¡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!

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 de Programa de Formación en Inglés!

Exercise 5: Quiz

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