

Chapter 1, Vocabulary 1

1. two
2. nine
3. zero
4. eight
5. three

Chapter 1, Vocabulary 3

1. My first name is Linda: L-I-N-D-A.
2. My last name is Peterson: P-E-T-E-R-S-O-N.
3. My name is John: J-O-H-N.
4. Philip spells his name P-H-I-L-I-P.
5. Our last name is Bradley: B-R-A-D-L-E-Y.

Chapter 1, Grammar 2

1. I'm Jeff Wilson.
2. It's a city in Germany.
3. You are from Greece.
4. I am Japanese.
5. It is a beautiful country.

Chapter 1, Conversation 1

- Where are you from?
- I'm from Mexico.

Chapter 1, Conversation 2

- Hi. My name is Sandra Webster.
- Hello, Ms. Webster. I'm Jessica Kendall.
- Nice to meet you, Ms. Kendall.
- Nice to meet you, too.

Chapter 1, Comprehension 1

Yoshi: Hello, I'm here to see Ellen Hoffman.

Marta: Hi. Your name?

Yoshi: My name is Yoshi Nakamura.

Marta: Ah, yes. I'm Marta. Nice to meet you.

Yoshi: Nice to meet you, too.

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Marta: Ellen, Mr. Nakamura is here.

Yoshi: I'm Yoshi Nakamura.

Ellen: And I'm Ellen Hoffman. Nice to meet you.

Yoshi: Nice to meet you, too.

Ellen: Please.

Yoshi: Thank you.

### **Chapter 1, Comprehension 2**

1. What country are you from?
2. What's your address?
3. What's your phone number?
4. Is your name Sheila?
5. How do you spell that?

### **Chapter 1, Speaking / Role Play**

- Hello, my name is Natalie.
- Hi, my name is Michael.
- Are you from England?
- No, I'm not from England. I'm from Germany. Where are you from?
- I'm from Chicago.
- Ah, you're American?
- Yes, I am.
- It's very nice to meet you, Natalie.
- It's nice to meet you, too, Michael.

### **Chapter 2, Vocabulary 2**

1. I have short, brown hair and I wear glasses.
2. I have short, straight, blond hair.
3. I have short, black, curly hair.
4. I have long, straight hair.
5. I have gray hair and I wear glasses.

### **Chapter 2, Vocabulary 4**

1. My address is 85 Washington Street.

2. Our address is 100 Park Place.
3. Stanley's address is 67 Maple Avenue.
4. Barbara's address is 33 Orchard Street.
5. Brian's address is 18 Clark Street, isn't it?
6. The Friedman's address is 78 Hillside Avenue.

### **Chapter 2, Conversation 1**

- What does Kathy look like?
- She has short, black hair.

### **Chapter 2, Conversation 2**

- Are you married, Carl?
- Yes, I am.
- What's your wife's name?
- It's Gina.
- Do you and Gina have any children?
- Yes, we have a little boy named Tony.
- How old is he?
- He's three.

### **Chapter 2, Comprehension 1**

Michelle: Is that you?

Marta: Yes, it is? Ha-ha. What am I wearing? Look at those pants.

Michelle: And who is this woman with the long dark hair?

Marta: That is my mother.

Michelle: She has a great smile.

Marta: Yes, she does.

Michelle: Hmm. You look like her. You have her eyes. And her smile.

Marta: Thanks.

Michelle: And who is this?

Marta: Who?

Michelle: The tall dark and handsome young man.

Marta: Oh, yes. That's my cousin Mario. And the cute little girls are his daughters.

Michelle: Oh. They are...cute kids.

### **Chapter 2, Speaking / Role Play**

- Do you have any brothers or sisters?

- I have a sister.
- What's her name?
- Her name's Valerie.
- What does she look like?
- She has long, brown hair and dark brown eyes.
- How old is she?
- She's 29.
- Does she look like you?
- Yes, a little.

### **Chapter 3, Vocabulary 1**

1. - What would you like for breakfast?
  - I'd like a glass of orange juice, a banana, toast, and a cup of coffee, please.
2. - What would you like for lunch?
  - I'd like a salad, a hamburger, and a glass of water, please. Also, I'd like cherry pie for dessert.
3. - What would you like for dinner?
  - I'd like chicken and rice and a glass of wine.

### **Chapter 3, Conversation 1**

- What would you like for dessert?
- I'd like a piece of chocolate cake.

### **Chapter 3, Conversation 2**

- May I take your order?
- We'd like a cheese pizza, please.
- And to drink?
- Iced tea for me, please.
- And I'll have a Coke, please.
- OK. Thank you very much.

### **Chapter 3, Comprehension 1**

Marta: It's lunchtime.

Brian: What would you like? Chinese? Italian? Japanese? Sandwiches? Salads?

Marta: I'd like a sandwich.

Brian: What kind would you like? Turkey? Tuna?

Marta: I'll have a turkey sandwich.

Brian: Would you like a salad?

Marta: Um, no thanks.

Brian: And to drink?

Marta: I'd like coffee please.

Brian: How about dessert?

Marta: No thanks.

Brian: Yes, hello, I'd like to place an order please.

### **Chapter 3, Comprehension 2**

- What would you like for lunch, sir?
- I'd like tomato soup and a hamburger.
- Would you like French fries?
- No, thank you.
- And to drink?
- Just water, please.
- And for you, miss?
- I'd like a chicken sandwich and an apple juice.
- Would you like French fries or a salad?
- Hmm ... maybe a salad.
- Very good. I'll be right back with the water and the apple juice.

### **Chapter 3, Speaking / Role Play**

- Good morning.
- Good morning.
- What would you like for breakfast?
- I'd like eggs and toast, please.
- What kind of eggs would you like?
- Scrambled, please.
- Would you like some coffee?
- No, I'd like some tea, please.
- Very good. I'll be right back.

### **Chapter 4, Vocabulary 3**

1. black
2. blue
3. brown
4. gray
5. orange

6. red
7. yellow
8. white

#### **Chapter 4, Conversation 1**

- Is there only one computer in the office?
- No, there are two.

#### **Chapter 4, Conversation 2**

- What are you doing?
- I'm looking for my folder.
- What color is it?
- It's blue.
- There are some folders here in this desk drawer.
- No, my folder isn't in there.
- Is that it next to the phone?
- Yes, it is. Thank you.

#### **Chapter 4, Comprehension 1**

- Hi, Sandra. Congratulations on your new office.
- Thanks.
- Is it big?
- Yes, it's very big. I have a large desk and two chairs. I have a computer, a printer, a phone --  
the normal things in an office.
- Do you have any pictures on the walls?
- No, but I have a map.
- Do you have any windows?
- Yes, I have two large windows.
- That's sounds nice.
- It is. I love my new office.

#### **Chapter 4, Speaking / Role Play**

- Where's Jack?
- He's in the conference room.
- What is he doing?
- He's getting ready for the presentation.
- Is there a laptop in the room?
- Yes, there is.

- Are the clients here?
- Yes, they are.

### **Chapter 5, Vocabulary 1**

1. It's three o'clock.
2. It's four-forty-five.
3. It's eleven-oh-five.
4. It's four-fifteen.
5. It's one-fifty.
6. It's four-thirty.
7. It's six-twenty.
8. It's four-ten.

### **Chapter 5, Vocabulary 4**

Gina gets up at 6 o'clock every morning.

She gets dressed and then she has breakfast.

She goes to work at eight.

She gets to work at 8:30.

Gina works from 8:30 to five.

At 5 o'clock she goes home.

She gets home at 5:30.

She has dinner at 6:30.

In the evening, Gina reads or watches TV.

She goes to bed at ten o'clock.

### **Chapter 5, Grammar 3**

1. What does Michael do?
2. What are your hours?
3. What day is it?
4. Where does Monica work?
5. What languages do you speak?
6. Do you have the time?
7. Where do Samuel and Ben live?
8. What time does Luis go to work?

### **Chapter 5, Conversation 1**

- What company do you work for?

- I work for Baxter, Inc.

### **Chapter 5, Conversation 2**

- Are you a teacher, Karen?
- No, I'm a reporter.
- Really? Where do you work?
- I work at The New York Tribune.
- What do you write?
- I write news articles.
- That sounds interesting.

### **Chapter 5, Comprehension 1**

- Where do you work, Matt?
- I work at Computer City.
- Really? What do you do?
- I'm a salesman. I meet clients and sell computers and printers.
- Do you sell laptops, too?
- Yes, of course.

### **Chapter 5, Speaking / Role Play**

- Hello and welcome.
- Thank you.
- So you work at Selectronics.
- Yes, I do.
- What is your job there?
- I'm an engineer.
- What do you do?
- I design MP3 and CD players.
- Do you like your work?
- Yes, it's interesting.

### **Chapter 6, Quiz 3**

1.
  - Hello, I'm Michael Lambert. I have an appointment with Mr. Wyeth.
  - How do you spell your last name?
  - L-A-M-B-E-R-T.
  - Oh, yes. I have it here. Mr. Wyeth will be right with you.



- Thank you.

2.

- What do you want for breakfast, Katie?

- Could you make some coffee?

- Sure. Do you want some toast, too?

- No, thank you.

3.

- Lisa, I need the Grant file for my meeting.

- It's on your desk, isn't it?

- I don't see it ...

- Maybe next to the printer?

- Ah, yes, here it is. Thanks.

4.

- May I help you?

- Yes, how much is this suit?

- It's \$600.

- OK. Thank you.

5.

- When would you like to go on vacation?

- From July 20th to the 30th.

- Flights are expensive in July, you know.

- I know. That's OK.

### **Chapter 7, Vocabulary 2**

1. My birthday is April 2nd.

2. Today is September 23rd.

3. We're going on vacation January 17th.

4. The meeting is on May 30th.

5. Anita is leaving the 1st of October.

6. We're coming back June 22nd.

### **Chapter 7, Grammar 2**

- What do you do at work, Paula?

- Usually, I read articles and write reports. Sometimes I write e-mail to clients.

- Do you meet with clients, too?

- No, never.

- Do you like your job?

- Yes, but I don't like the hours. I always work late.
- Do you work on weekends?
- Sometimes.

### **Chapter 7, Conversation 1**

- When are you going on vacation?
- We're leaving on February 8th.

### **Chapter 7, Conversation 2**

- Can you meet with me tomorrow?
- I'm afraid I can't. I'm busy all day tomorrow.
- So what day is good for you?
- Let's see. I'm free Friday morning.
- I'm busy Friday. How about Monday afternoon?
- I'm unavailable Monday from noon to 3:00. I'm free after that.
- So Monday at 4:30?
- Perfect. Let's meet in my office.

### **Chapter 7, Comprehension 1**

- Hi, Anna, What are you doing on your birthday?
- Well, my birthday is on Wednesday, so I'm working.
- That's no fun. Are you celebrating on the weekend?
- Yes, I'm going out on Saturday with some friends.
- Where are you going?
- We're going to that new Japanese restaurant on 8th Avenue.
- Oh, I hear it's great.
- Hey, do you want to join us, Janice?
- I'm afraid I can't on Saturday.
- Then let's meet next week.
- Sure. Are you free Thursday?
- Yes, I am. Call me.
- OK. Have a happy birthday!

### **Chapter 7, Speaking / Role-Play**

- When are you going on vacation?
- We're leaving next Wednesday.
- And when are you coming back?

- On the 28th.
- Where are you going?
- We're going to Montreal and Quebec City.
- Oh, those cities are beautiful.
- Yes, we're really excited.
- Well, have a wonderful trip.
- Thank you.

### **Chapter 8, Grammar 1**

- Do you know how to get to the art museum from here?
- Sure. Walk down Hart Street, then turn left on Benton Street. Go past the school and turn left again on Fuller Street.
- OK, so left on Benton, past the school, then left again on Fuller.
- That's right. And after that, walk three blocks to Dexter Street. After you pass the supermarket, it's on your right.
- Got it. Thanks a lot.

### **Chapter 8, Conversation 1**

- How do I get to the bookstore?
- Make a right at the traffic light.

### **Chapter 8, Conversation 2**

- Excuse me. How do I get to Harvard University?
- Take the Red Line at South Station.
- Where do I get off?
- At Harvard Square Station.
- Oh, I see Harvard Square here on the map. That's six stops.
- Yes, that's right.
- Thank you very much.
- You're welcome.

### **Chapter 8, Comprehension 1**

Man: Excuse me.

Woman: Yes?

Man: Do you know where the train station is?

Woman: Yes, Go straight for five blocks then make a right at the post office.

Man: Five blocks then right at the post office.

Woman: Yes. Onto Maple Street.

Man: OK.

Woman: The train station is down one block on your left.

Man: Thanks a lot.

Woman: No problem.

### **Chapter 8, Speaking / Role Play**

- Hello, Clothing Empire.
- Yes, hi. Where are you located, please?
- We're located at 200 Hamilton Street.
- How do I get there from Route 28?
- Take Exit 3 West. Go two blocks. At the traffic light, turn right onto Main Street.
- Exit 3 West. Right on Main Street.
- Then go through three traffic lights, and turn left on Hamilton.
- Three lights. Left on Hamilton.
- That's right. We're on the right side.
- Great. Thank you very much.
- You're welcome.

### **Chapter 9, Vocabulary 1**

1. The socks are four seventy-five.
2. Those sneakers are seventy-nine dollars.
3. The wool suit is three hundred-fifty dollars.
4. The black gloves are twenty-five dollars and seventy-five cents.
5. The sweater is nineteen ninety-nine.
6. The silk tie is fifty-eight fifty.

### **Chapter 9, Vocabulary 3**

1. shoes
2. shorts
3. skirt
4. sneakers
5. socks
6. suit
7. shirt
8. sweater

### **Chapter 9, Conversation 1**

- What kind of gloves are you looking for?
- I'm looking for leather ones.

### **Chapter 9, Conversation 2**

- Excuse me, how much are these pants?
- They're \$59.00.
- How about this sweater?
- It's \$25.00. Would you like to try it on?
- Yes, please. Do you have it in small?
- Sorry, we only have medium, large, and extra-large.
- Thanks, anyway.

### **Chapter 9, Comprehension 1**

Woman: Hi, Can I help you?

Man: I'd like to buy some T-shirts. How much are they?

Woman: They're fifteen dollars each.

Man: Do you have this one in large?

Woman: Yes, we have all sizes.

Man: And that one. Do you have it in red?

Woman: We have red, blue, and black.

Man: Great. I'd like this one in black and that one in red. And large please.

Woman: No problem

Man: Do you take Visa cards?

Woman: We do take Visa cards. Sorry, which one would you like in black?

Man: That one.

Woman: OK. No problem.

### **Chapter 9, Speaking / Role Play**

- Thank you for calling Clothing Express. May I take your order?
- Yes, I'd like the Cityscape shoes, item number 45702.
- What size?
- Eight, please.
- I'm sorry, we don't have them in size 8.
- OK. Thank you.
- Your next item?
- Nothing else. That's all, thank you.

- Well, thank you for calling Clothing Express.
- Good-bye.

### **Chapter 10, Vocabulary 2**

1. Could you please tell Joanne that Matthew called?
2. Hi, Susan, it's David. I can't meet for dinner tonight. I have to work late. Could we meet later this week?
3. I'm sorry, but Kathy is out of town until tomorrow. I'll tell her you called.

### **Chapter 10, Vocabulary 3**

1. Good afternoon, this is Helen Parker from RTX, Inc. May I please speak to Michael Drake?
2. Just tell Henry that Sam called, OK?
3. Could you tell Mr. Jennings that Stan Taylor from Gordon Associates called?
4. Hi, Bill, it's Joe. Is Gary there?
5. Hi, this is Marie. May I speak to Linda?
6. Could you please tell Mr. Bartlett that Anna called?

### **Chapter 10, Conversation 1**

- Would you like to meet Friday morning?
- I'm sorry, but Friday isn't good for me.

### **Chapter 10, Conversation 2**

- Good morning. May I speak with Emily Randall, please?
- I'm sorry, she's not in the office. Would you like to leave a message?
- Do you know what time she'll be back?
- No, I'm sorry. I don't know.
- That's OK. Could you please tell her Bridget Davis called?
- Of course. And your number, Ms. Davis?
- She has my number.
- OK. I'll give her the message.

### **Chapter 10, Comprehension 1**

Brian: Ellen, do you have a minute?

Ellen: Sure.

Brian: When would you like to talk about the Schiffer report?

Ellen: Can we meet at 4:00 o'clock?

Brian: Sorry, I can't make it at 4:00. A client is coming in. How about 3:00 o'clock?

Ellen: No, that won't work. I have another meeting then. What about tomorrow morning?

Brian: Before or after the presentation?

Ellen: Before. Let's see. The media events planner will be here at 11:00.

Brian: So we can meet at 10:30 and then go to the presentation together.

Ellen: That sounds good.

Brian: OK. I'll see you tomorrow morning, then.

### **Chapter 10, Speaking / Role Play**

- Hello. May I speak to Mr. Wells, please?
- I'm sorry, he's not available. Would you like to leave a message?
- Yes, my name is Michael Blake. I need to cancel my appointment with Mr. Wells today.
- Would you like to reschedule, Mr. Blake?
- Yes, please.
- Are you free next Tuesday?
- No, unfortunately, I'm not.
- Would Thursday work for you?
- Yes, any time Thursday would be fine.
- Mr. Wells can see you at 10:00.
- Great. Thank you very much.

### **Chapter 11, Vocabulary 2**

1. What's the weather like in Buenos Aires in January?
2. What's the temperature outside?
3. Do you want to go swimming?
4. How was the weather yesterday?
5. What's the weather forecast for tomorrow?

### **Chapter 11, Conversation 1**

- What do you like to do in the summer?
- I like to go swimming in the ocean.

### **Chapter 11, Conversation 2**

- What are you doing after work today?
- I'm not doing anything. What about you?
- I'm going to the new Thai restaurant.
- Oh, I love Thai food.
- Would you like to come with me?

- Sure. What time are you going?
- How about 6 o'clock?
- OK. Sounds great.

### **Chapter 11, Comprehension 1**

It's 8:00 a.m. It's a beautiful Saturday morning here in New York City. It's sunny and warm. The temperature in Central Park is 70 degrees. The high for today is a pleasant 80 degrees. It's a perfect day for a picnic. Enjoy the nice weather today. Tomorrow doesn't look as good. It's going to be cloudy and windy with a 75% chance of rain.

### **Chapter 11, Comprehension 2**

- So, Lorraine, what do you like to do in your free time?
- Well, I like sports.
- Really? I do, too. What sports do you like?
- In the winter I go skiing and snowboarding a lot. I really love to ski.
- I ski, but I don't snowboard. I also like to run and ride my bike.
- Do you play soccer or basketball?
- I play soccer. I'm on a team in town.
- Really? I am, too. Can I see you play sometime?
- Sure. We have a game at Franklin Field tomorrow night at 6:00.
- Great! See you there, Andrew.

### **Chapter 11, Speaking Role / Play**

- Are you doing anything Saturday night?
- No, I don't have any plans.
- Do you want to go out?
- I'd love to.
- Do you want to see a movie?
- No, nothing interesting is playing right now.
- Then let's go dancing instead.
- That sounds great.
- 8 o'clock at your place? Is that OK?
- 8 o'clock is perfect. See you then.

### **Chapter 12, Quiz 3**

1.
  - Are you going home after work?



- No, I'm going to a tennis match.
- Can I come with you?
- Sure.

2.

- Excuse me. How do I get to the Science Museum?
- Transfer to the C train at 9th Street.
- How many stops is it on the C train?
- Eight stops. The Science Museum is next to the Blake Hotel.

3.

- Emily, can I try on your red skirt?
- Sure. It's in the closet.

4.

- Hi, may I speak to Rick Hughes, please?
- I'm sorry. Mr. Hughes is out of the office. Would you like to leave a message?
- Yes. Could you please tell him Amanda from Rex Consulting called?

5.

- The weather is perfect today.
- I know. The ocean is beautiful.
- Do you want to go swimming?
- I'd love to!