



# Lesson 1: Greetings

## READING AND DISCUSSION SECTION



### PICTURE ASSIGNMENT



Look at the pictures below and answer the questions.

**PICTURE A**



**PICTURE B**



**PICTURE C**



**Questions:**

1. What kind of communication is shown in Picture A?
2. What type of communication is shown in Picture B?
3. What form of communication is shown in Picture C?
4. What form of communication do you prefer? Why?

**Answers:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Answer:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SELECTION BOX**

- A. Letter Writing
- B. Telephoning (phoning)
- C. E-mailing

**PRE-READING**

1. Do you ever send or receive e-mails?

\_\_\_\_\_

2. a) If you answered "yes," to question number 1, then answer these questions:

How many e-mails do you send each week?

\_\_\_\_\_

How many e-mails do you receive each week?

\_\_\_\_\_

Do you use a computer, a cell phone, or both?

\_\_\_\_\_

b) If you answered "no," to question number 1, then answer these questions:

Why don't you use e-mail?

\_\_\_\_\_

How do you keep in touch with your friends and family?

\_\_\_\_\_

3. What are some good points and some bad points about each of the following?

E-mail: Good point (+): \_\_\_\_\_

Bad point (-): \_\_\_\_\_

Letter: Good point (+): \_\_\_\_\_

Bad point (-): \_\_\_\_\_

Phone call: Good point (+): \_\_\_\_\_

Bad point (-): \_\_\_\_\_



**PRE-READING**

**Activity:** Complete the chart below by interviewing your teacher and three classmates about e-mails, letters, and phone calls. Use the following questions.

**Question 1:** Do you send or receive emails? If "Yes", how do you send them (Cell phone or computer)? If "No", why not?

Q1 Answer:

**Question 2:** How many "communications" (e-mails or letters or phone calls) do you receive each week?

Q2 Answer:

Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

**Question 3:** How many "communications" (e-mails or letters or phone calls) do you send each week?

Q3 Answer:

Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

**Question 4:** Who do you communicate with most often by e-mail, letter, or phone call?

Q4 Answer:

Q1 Answer:

Q2 Answer:

Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

Q3 Answer:

Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

Q4 Answer:

Q1 Answer:

Q2 Answer:

Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

Q3 Answer:

Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

Q4 Answer:

Q1 Answer:

Q2 Answer:

Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

Q3 Answer:

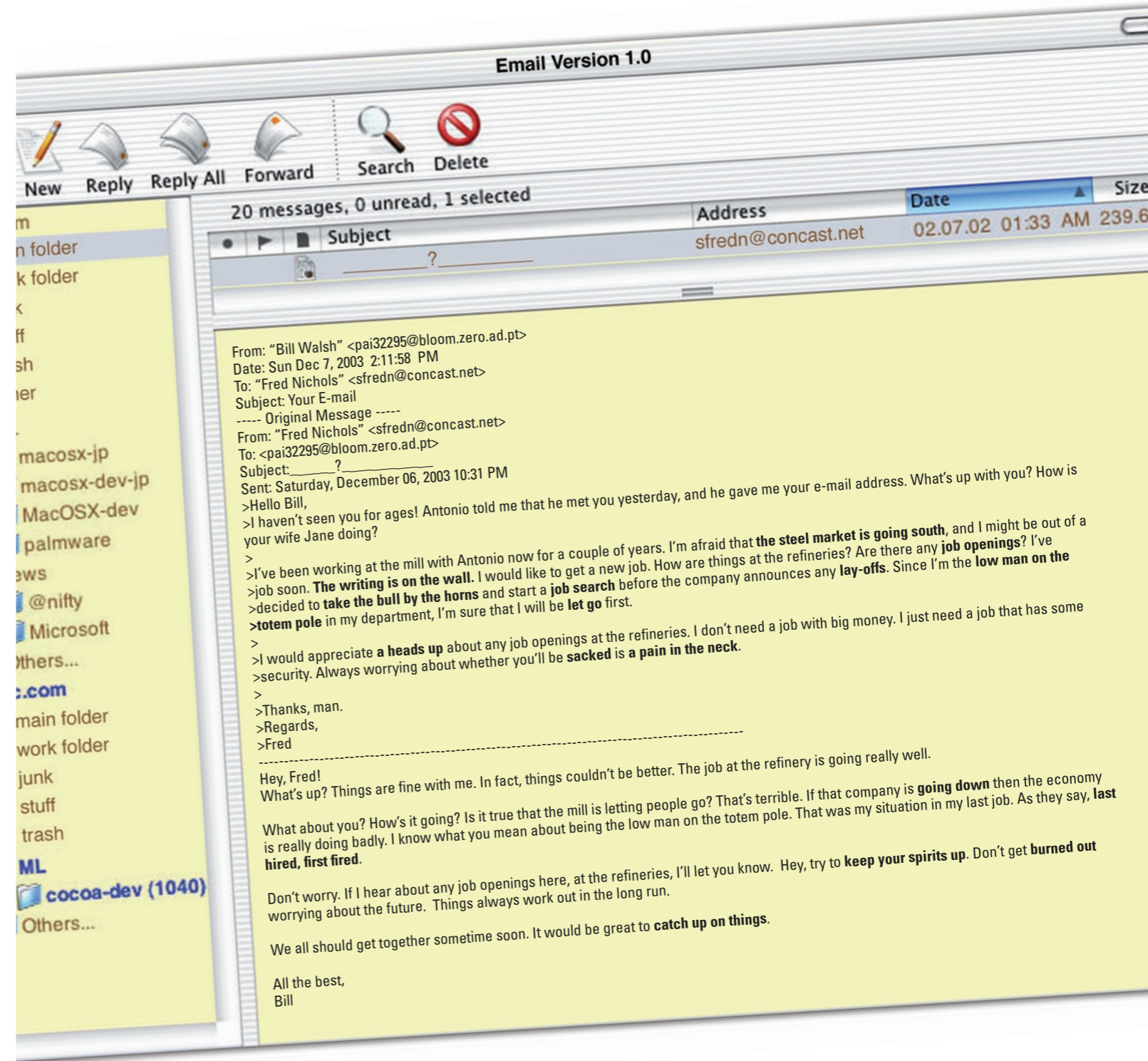
Emails: \_\_\_\_\_  
 Letters: \_\_\_\_\_  
 Phone Calls: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

Q4 Answer:

**READING**

Read the text of the two e-mails.

**Please note: Words and expressions that are hi-lighted are new vocabulary and new idioms. Often the hi-lighted words or phrases are used in specific vocabulary assignments later in the lesson.**



**COMPREHENSION**

**Finding the Subject:**

The e-mail from Fred Nichols did not have a subject (title).

Look at the four subjects below and select the best one for Fred's e-mail:

From: "Fred Nichols" <sfredn@concast.net>  
 Date: Saturday, December 06, 2003, 10:31 pm  
 To: "Bill Walsh" <pai32295@bloom.zero.ad.pt>  
 Subject: \_\_\_\_\_

**SELECTION BOX**

I'm going on vacation!  
 I have a new job!  
 I am going to retire!  
 I am in a job search!

**New Vocabulary and Idioms: Quick Quiz**

**1. The market is going south:**

- (A) The market is doing badly
- (B) The market is going on a holiday
- (C) Sales are up

**7. Low man on the totem pole:**

- (A) The least experienced worker
- (B) The most important worker
- (C) The shortest worker

**13. Last hired, first fired:**

- (A) The senior worker is fired first
- (B) The newest worker is fired first
- (C) The law protects the worker

**2. The writing is on the wall:**

- (A) Someone is writing graffiti
- (B) There is a billboard ahead
- (C) It is clear what will happen

**8. Let go:**

- (A) Hired
- (B) Re-hired
- (C) Fired

**14. Keep your spirits up:**

- (A) Talk with ghosts
- (B) Keep drinking alcohol
- (C) Don't get depressed

**3. Job opening(s):**

- (A) A job is, or jobs are, available
- (B) A job is, or jobs are, being lost
- (C) The company is firing people

**9. A heads up:**

- (A) A warning
- (B) A cup of coffee
- (C) A baseball pop fly

**15. Burned out:**

- (A) Get tired and want to quit
- (B) Put out a cigarette
- (C) A house that caught fire

**4. Take the bull by the horns:**

- (A) Directly confront a problem
- (B) Avoid responsibility
- (C) Give up

**10. Sacked:**

- (A) Hired
- (B) Re-hired
- (C) Fired

**16. Catch up on things:**

- (A) Discuss each others' lives
- (B) Play baseball
- (C) Talk about politics

**5. Job search:**

- (A) A company is closing
- (B) To look for a new job
- (C) To stay with the same company

**11. A pain in the neck:**

- (A) A sore neck
- (B) A warning about a problem
- (C) A difficult problem or person

**6. Lay-off(s):**

- (A) A company is hiring
- (B) Temporary unemployment
- (C) Employees are being lazy

**12. Going down:**

- (A) Getting worse
- (B) Broken
- (C) On holiday

**QUESTIONS**

**True or False:**

1. \_\_\_ Bill is doing a job search.
2. \_\_\_ Fred has been sacked.
3. \_\_\_ Bill will tell Fred if there are any job openings.
4. \_\_\_ The steel market is getting bad.

**Comprehension Questions:**

1. How long has Fred worked at the steel mill?

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2. What are the reasons that Fred is worried about being fired?

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3. Is Bill happy with his job at the refineries? How can you tell?

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4. What advice does Bill give Fred?

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**Additional Questions:**

Is unemployment a problem in your country? Are you worried about getting a job in the future?

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**VOCABULARY**

Select five words from the reading and use them to complete the chart below.

<b>WORD</b>	1	2	3	4	5
<b>WORD TYPE</b>					
<b>DEFINITION</b>					
<b>PICTURE</b>					
<b>USE IT IN A SENTENCE</b>					
<b>ONE SYNONYM (=) OR ONE ANTONYM (OPPOSITE)</b>					

**WRITING ASSIGNMENT**



**PRE-WRITING**

A. What are two typical opening questions for an e-mail?

**Examples:** *How is it going? How are you? What's up with you?*

1. \_\_\_\_\_
2. \_\_\_\_\_

B. What are four typical problems that adults might have?

**Examples:** *boyfriend/girlfriend problems; money problems; etc.*

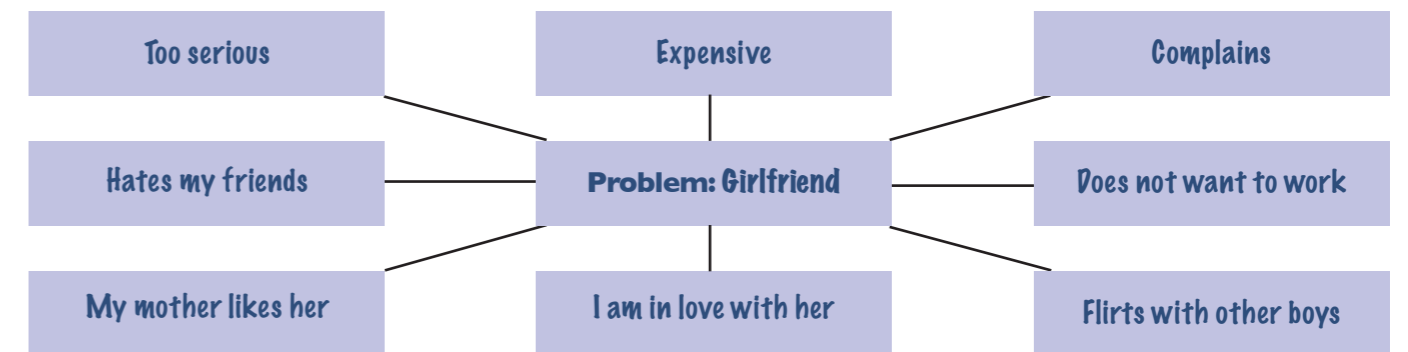
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



C. Which of the above problems have you experienced? Put a check (✓) by those which you have experienced.

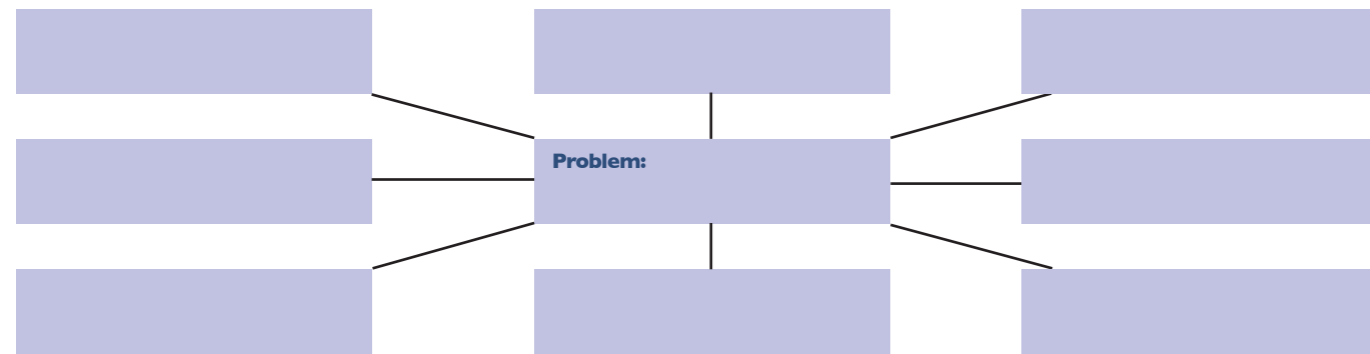
D. Now make a word/phrase spider that helps to describe one of the problems:

**Example:**



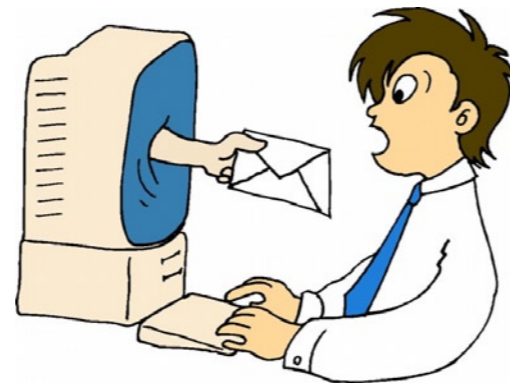
**PRE-WRITING**

**Now You Try**



**A.** Using your word/phrase spider and your opening questions, write an e-mail asking for advice. Include a description of your problem. Looking at the e-mail exchange between Fred and Bill in the reading section will help you.

**AI:** To write a description of your problem, use your word/phrase spider. Taking the example word/phrase spider, a description of a girlfriend problem might be the following:



*The problem is my girlfriend. She's too serious. She always complains about everything. On top of that she always wants to go shopping and have me pay for her clothes. She is too expensive! If she had a job, she could help pay for her shopping, but she doesn't want to work. Oh, and she says she hates my friends! Also, what makes me really angry is that when we go out to clubs she flirts with other men! What can I do? Despite all of this I do love her, and my mother likes her a lot.*

EMAIL	
<b>To:</b> <small>(partners name)</small>	<b>Subject:</b> <small>(problem)</small>

- B.** Now exchange papers with a partner. You will write a response to your partner's problem and your partner will write a response to your problem.
- C.** First, write the problem in the box below. Then brainstorm possible solutions to the problem. Decide which solution you will give your friend. Put a check in the box by the solution you have chosen.

*Problem:* \_\_\_\_\_

**Solutions:**

<b>1</b> _____ <input type="checkbox"/>	<b>4</b> _____ <input type="checkbox"/>
<b>2</b> _____ <input type="checkbox"/>	<b>5</b> _____ <input type="checkbox"/>
<b>3</b> _____ <input type="checkbox"/>	<b>6</b> _____ <input type="checkbox"/>

Now write your response:

EMAIL
<p><b>Dear,</b> _____ :</p> <p style="text-align: center;"><small>(partners name)</small></p> <p>I am sorry to hear about your problem with _____.</p> <p style="text-align: right;"><small>(name of problem)</small></p> <p>I gave it some thought, and I think that you should... _____</p> <p style="text-align: right;"><small>(write the solution or solutions here)</small></p> <p>_____</p> <p>This is the best solution, because... _____</p> <p style="text-align: right;"><small>(explain!)</small></p> <p>_____</p> <p>Please tell me how everything goes. Keep me posted! Get a hold of me if you need any more help. Best wishes! Regards,</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><small>(your name)</small></p>

**PEER EDITING**

Give your first draft to a classmate and have him or her check it for errors.

**1. Finding mistakes**

*Wud you leke to join my on a wekend getaway to a fabulus city?*

**2. Correcting mistakes**

*Would you like to join me on a weekend getaway to a fabulous city?*

**3. Final draft**



*Would you like to join me on a weekend getaway to a fabulous city?*

**Have your peer editor edit your paper and complete the following chart.** 

- Spelling has been checked. Yes
- Grammar has been checked. Yes
- Punctuation has been checked. Yes

**Have your peer editor check his or her answer to this question:**

Do you understand the writing?

- Yes, I do understand! 
- No, I do not understand. 

*If you checked "No, I do not understand" please explain to your partner why.*

Peer Editor's Signature: \_\_\_\_\_  
(Sign)



**EXPRESSIONS AND FUNCTIONS FOR SPEAKING**



**EXPRESSIONS FOR GREETINGS**

Put the replies in the appropriate category below:

SELECTION BOX			
<i>Replies (two of these do not fit in the categories above! Guess which ones.)</i>			
Couldn't be better.	Not much.	Not bad.	Pretty good.
All right.	Same old, same old.	Nothing.	Lots of things.
Too much to tell.	I've been busy.	Same as before.	He/She is doing great.
Hey, Keiji!	I haven't seen you for ages.	I don't know, I haven't seen him/her.	
I'm okay.	I've been studying hard.	I'm fine.	

**GREETING QUESTIONS**

**REPLIES**

- How have you been? \_\_\_\_\_
- How are you doing? \_\_\_\_\_
- How is \_\_\_\_\_ doing? \_\_\_\_\_
- How are things? \_\_\_\_\_
- How's it going? \_\_\_\_\_
- What's Up? \_\_\_\_\_
- What's going on? \_\_\_\_\_
- What's up with you? \_\_\_\_\_
- What have you been up to lately? \_\_\_\_\_
- What's new? \_\_\_\_\_
- What's new with you? \_\_\_\_\_



Which two statements above do not fit in either category?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**FUNCTIONS FOR SPEAKING**

**I. Examples of Greeting an Acquaintance or Friend:**

A: Hello, Keiji. How have you been?  
 B: Pretty good, thank you. And how have you been?  
 A: Great.

A: It's good to see you again.  
 B: It's good to see you, too.

A: You're looking well.  
 B: Thanks. I have been trying to take care of myself.

A: You look like you've lost weight.  
 B: Thanks. I have been working out at the gym a few times a week.

**Your turn:**

Make a simple conversation in the space below. Pretend that a friend is greeting you.

A: Hey, \_\_\_\_\_ long time no see. How have you been?  
 B: \_\_\_\_\_  
 A: \_\_\_\_\_

**II. Asking about someone's family:**

A: Keiji, how are your parents these days?  
 B: Oh, they are doing fine. Both of them are enjoying retirement.  
 A: That's good, please give them my regards.

A: How are your brothers and sisters?  
 B: They are all doing well. My youngest brother just got into his first choice for a university.  
 A: Did he? Good for him!

A: How is your sister doing at her new job?  
 B: Not bad. In fact, she loves her new job.  
 A: Good!



**Your turn:**

Make a simple conversation asking a friend about his or her family.

A: \_\_\_\_\_  
 B: Oh, he is doing pretty well.  
 A: \_\_\_\_\_

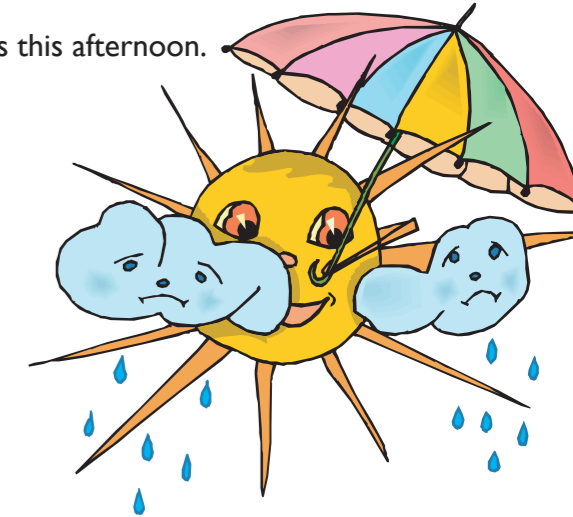
**III. Commenting on the weather**

A: Beautiful morning, isn't it?  
 B: Yes, it's lovely.

A: It looks like we might be in for some rain.  
 B: Yes, the weather report said there was a good chance of showers this afternoon.

A: Horrible weather we're having.  
 B: Yes, there is a lot of rain, but it should clear up by this evening.

A: My, it's getting warm out.  
 B: Yes, I think summer is almost here.



**Your turn:**

Make a simple conversation discussing the weather.

A: Gorgeous afternoon isn't it?  
 B: \_\_\_\_\_

**IV. Ending a conversation**

A: Well, I have to get going. I don't want to be late for class.  
 B: It was good talking to you. We should get together sometime soon.  
 A: Yes, that would be good. Maybe we could meet after school on Friday.  
 B: Okay, I will e-mail you and we can set up a time and place.  
 A: Great. Until Friday then.  
 B: Sure, I will be in touch.

**Your turn:**

Write a good ending for a conversation.

A: \_\_\_\_\_

B: It was fun talking with you. \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

**IV. How to carry on a telephone conversation.**

**CASUAL**

A: Hello, is Leticia there?  
 B: Yes, you're talking to her!  
 A: Oh, hey, I'm glad I got ahold of you. This is Janice.  
 B: Oh, hello Janice. How have you been?



B: Well, it was good catching up on things. I've gotta go now.  
 A: Yeah, it was good talking with you. Take care!  
 B: You, too. Bye.  
 A: Good-bye.

**FORMAL (BUSINESS)**

A: Hello. This is Leticia Rudy. Is Ms. Robinson in?  
 B: Hello. This is Janice Robinson.  
 A: Hello Ms. Robinson, I am Leticia Rudy. We spoke at the meeting yesterday.  
 B: Oh, yes, hello Ms. Rudy, what may I do for you?

A: I will get back to you with the details on Monday.  
 B: Very good. I look forward to hearing from you.  
 A: Good-bye.  
 B: Good-bye.



**Your turn:**

Write your own telephone conversation.

Will this be ( ) casual or ( ) formal?

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

⋮

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_



**CHECKING YOUR UNDERSTANDING**

**Statements/Questions and Responses:**

Match the statement or question with the most appropriate response.

**STATEMENT/QUESTION:**

- \_\_\_1. Hello Bob, how have you been?
- \_\_\_2. How is your little sister doing?
- \_\_\_3. My, the weather is getting colder isn't it?
- \_\_\_4. Well, it's been good catching up on things with you, but I have to go now.
- \_\_\_5. Hello, is Aya there?

**SELECTION BOX**

- A. Okay, see you later.
- B. Yes, she is. I'll get her for you.
- C. She's been having a great time at college.
- D. Yeah, soon it'll be winter.
- E. Terrible. I've been sick all week.

