

English guide 1



Profesor: Porfirio Liendo

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Introduction.

English is the most important Language in the world because businesses are performing through this communication channel.

This guide was designed to learn Basic English through skills.

General Skill:

“Develop in students the skills to manage a basic vocabulary and motivate them in basic reading, English pronunciation, reading comprehension, conversation and study of basic grammatical activities”.

Inglés es el idioma más importante en el mundo debido a que permite la realización de los negocios a través de esta comunicación.

Esta guía está diseñada para aprender el inglés básico mediante competencias.

Competencia general:

“Desarrolla en el estudiante la habilidad de manejar un vocabulario básico e incentivar los inicios en la lectura y la pronunciación del inglés, la comprensión lectora, la conversación y el estudio de actividades gramaticales básicas”.

Unit 1.

Competencia I. Identifica los saludos y las presentaciones formales e informales, la conjugación del presente del verbo be. Semana 1 y 2.

Greetings:

Grammar focus

Formal greetings are performing with respect and hierarchy.

Informal greetings are made between friends in a confidence way.

Surname is used for formal greetings.

First name is used for informal greetings.

Formal greeting uses Mr. Mrs. and Miss.

Formal:
In the morning



In the afternoon:



In the evening:

Good evening Mrs. Perez

Good evening Miss. Pink



At night:

Good night Miss. Robinson

Good night Doctor Pet



Informal:



Exercises:

1. Use formal Greeting to Mr. Joel Santana at 9 a.m.
2. Use formal Greeting to Miss. Roberta Requena at 4:30 p.m.
3. Use formal Greeting to Mrs. Maria Estrada at 7:00 p.m. getting
4. Say good bye using formal way to Luis Morao teacher at 11.00 p.m.
5. Say good bye using formal way to Miss. Mariela Matute in the afternoon.
6. Say good bye, using informal way to your partner Stefanie Stuart

Introducing people:

Formal:

Mrs. Copperfield I introduce Miss. Lips

Nice to meet you

Nice to meet you, too



Informal:

Hi, Paul

Theresa, he's Paul

Hi, Lisa



Introducing himself:



Dialogue 1: Kevin introducing her friend in formal way.

Kevin: Good Morning teacher Gonzalez.
Teacher: Good Morning Mr. Red.
Kevin: Teacher, I introduce my Miranda Pearson's friend
Teacher: Nice to meet you Miss. Pearson
Miranda: Nice to meet you teacher Gonzalez.

Exercises:

1) Do formal Introducing for Mr. Charles Smith and Mr. Peter Watson

2) Do formal Introducing Mrs. Pat Towel and Mrs. Petrica Domenico

3) Do informal Introducing Fernando Giro and Carol Cato

4) Introduce John Jason himself.

The verb be:

Grammar focus

The verb is as follow:

I am or I'm

You are or you're

She is or she's

He is or he's

It is or it's (It's often used for things or animals)

We are or we're

They are or they're

Short answers:

Yes, I am, not yes, I'm

No, I'm not, not No, I am not

Yes, she is, not yes, she's

No, she isn't or No, she's not

The verb be

Answer the following personal questions:

- 1) Where are you now?**

- 2) Where is your mother now?**

- 3) Are you at the university?**

- 4) Where is your father now?**

5) What's your mom's name?

6) What's your dad's name?

7) What's your college name?

8) What's your pet's name?

9) Are you in El Silencio now?

10) Is your mom in Margarita now?

Change to negative:

- 1) I am in Caracas
- 2) My mom is in the supermarket
- 3) You're in class.
- 4) My dog is a good pet.
- 5) It's a good city.

Possessive pronouns:

Grammar focus:

Possessive pronouns:

I	my	It	its
You	your	We	our
She	her	They	their
He	his		

Complete with possessive pronouns:

- 1) I'm at home. This is _____ home.
- 2) You are in the school. This is _____ school.
- 3) She is in the park. This is _____ ball.
- 4) He is in the movie. These are _____ candies.
- 5) I am in Caracas. This is _____ uniform.
- 6) They are in Maiquetía. That is _____ house.
- 7) My father is on the street. That is _____ car
- 8) We are in the beach. This is _____ towel.
- 9) My mom is in the kitchen. That is _____ stove
- 10) My brother is in El Junquito. That's _____ cachapas.

Translate to English using Possessive pronouns:

1. Este es my libro

2. Este es tu cuaderno

3. Aquel es tu lápiz

4. Este es nuestro pizarrón

5. Este es su perro (su de ella)

6. Aquel es mi apartamento

7. Aquel es su mercado (de él)

8. Esta es nuestra maestra

Competencia 2.. Conoce los números Ordinales y Cardinales y deletrea en Inglés. Semana 3.

Cardinal Numbers



1	One	11	Eleven	21	Twenty One
2	Two	12	Twelve	22	Twenty two
3	Three	13	Thirteen	23	Twenty three
4	Four	14	Fourteen	30	Thirty
5	Five	15	Fifteen	40	Forty
6	Six	16	Sixteen	50	Fifty
7	Seven	17	Seventeen	60	Sixty
8	Eight	18	Eighteen	70	Seventy
9	Nine	19	Nineteen	80	eighty
10	Ten	20	twenty	90	ninety
				100	One hundred



Cardinal numbers:

Write in letters the following numbers:

11

23

13

44

21

33

23

54

31

43

33

64

41

53

73

84

51

63

83

94

10

103

53

104

61

93

3

4

1

19

18

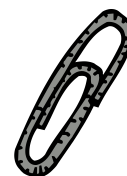
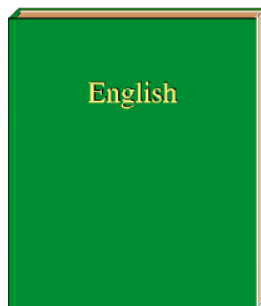
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English alphabet:

A	Ei	J	Je	S	Es
B	Bi	K	Ke	T	Ti
C	Ci	L	El	U	Iu
D	Di	M	Em	V	Vi
E	I	N	En	W	Dabliu
F	Ef	O	Ou	X	Ex
G	Yi	P	Pi	Y	Uai
H	Eich	Q	Kiu	Z	Zi
I	Ai	R	Ar		

Competencia 3. Identifica objetos de profesiones y oficios en su ambiente laboral. Semana 3.

Write the name to each object (see the words in next page):



Classroom things:

Basket	papelera
Glue	pega
Whiteboard	pizarròn
Book	libro
Bulletin board	cartelera
Clip	clip
Desk	pupitre
Eraser	borrador
Lamp	lámpara
Marker	marcador
Notebook	cuaderno
Pen	bolígrafo
Pencil	lápiz
Hole Punch	perforador
Rubber	goma de borrar
Ruler	regla
Sharpener	sacapuntas
Scissors	tijeras
Staple remover	saca grapas
Stapler	engrapadora
Tape	cinta adhesiva
Tipex	tipex
Suitcase	maletín
Sheets	hojas de papel



Indefinite Articles A/An:

Grammar focus:

If the next word begins with consonant we'll write a

If the next word begins with vocal we'll write an

Complete using a or an:

- 1) I'm _____ student.
- 2) You're _____ doctor
- 3) It's _____ elephant
- 4) It's _____ eraser
- 5) It's _____ car.
- 6) This is _____ monster.
- 7) That is _____ excellent friend.

Unit 2

Competencia 4. Conoce los países, nacionalidades e idiomas. Semana 4.

Countries, nationalities and languages.



Complete the following exercises following the example:

Country	Where are you from?	Nationality	Language
Australia	I'm from Australia	I'm Australian	I speak English
Argentina		I'm Argentine	
Belgium	I'm from Belgium		
Brazil			I speak Portuguese
Canada			I speak English or French
Chile			I speak Spanish
China		I'm Chinese	
Colombia			
Costa Rica			
Cuba			
Ecuador		I'm Ecuadorian	
England			

France			
Korea			
Germany		I' m German	
Greece			
Russia			
Holland		I'm Dutchman	
Egypt			
Italy			
Jamaica			
Japan			
Mexico			
Panama		I'm Panamanian	
U.S.A.			
Venezuela			

Competencia 5. Aprende a disculparse, dar gracias y pedir permisos. Semana 4.

Choice the correct answer in B and place the number in A:

- | | |
|-----------------------------|--------------------|
| _____ Thank you | 1. Yes, you may |
| _____ I apologize | 2. No you can't |
| _____ May I help you? | 3. You're welcome. |
| _____ Can I open the door? | 4. That's O.K. |
| _____ Thanks | |
| _____ Sorry | |
| _____ May I stand up? | |
| _____ Thank you very much | |
| _____ I'm sorry | |
| _____ May I go to bathroom? | |
| _____ Can I drink water? | |
| _____ I beg your pardon | |
| _____ Thank you so much | |
| _____ I'm so sorry | |
| _____ May I go out? | |
| _____ Pardon me | |

Singular and Plural

Grammar focus:

Words in English become plural adhering **s** but if the word finishes in **ch, ss, sh, x** we will adhere **es**. If the word finishes in **y** we will change **i** in instead of **y** and add **es**.

Irregular plural:

Singular	Plural
Child	Children
Man	Men
Woman	Women
Person	People
Foot	Feet
Tooth	Teeth
Mouse	Mice
Species	Species
Sheep	Sheep
Fish	Fish
Knife	Knives
Wife	Wives
Wolf	Wolves

Change to plural the following:

Lorry

Dress

Wolf

Address

Egg

Glass

Pencil

Dish

Man

Watch

Notebook

Match

Chair

Orange

Woman

Pillow

Knife

Fly

Beach

Waitress

Teacher

Student

City

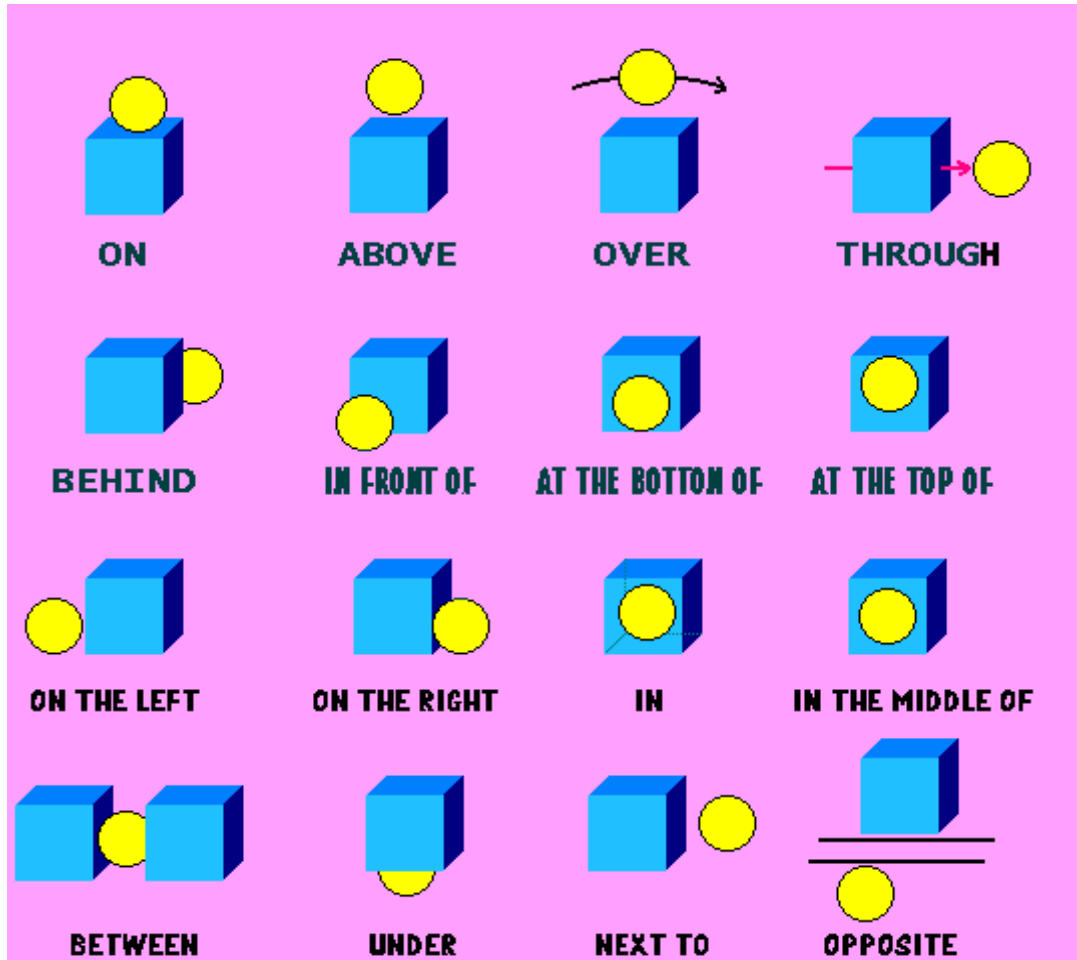
Bus

Lunch

Box

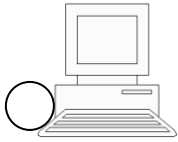
Competencia 6. Conoce preposiciones de lugar y tiempo Semana 5.

Prepositions of places:

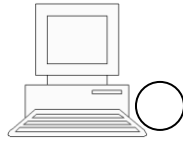


Write where is the ball located with respect to the computer?

1



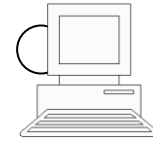
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3



4



5



6



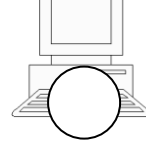
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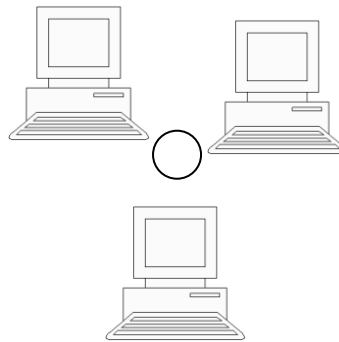
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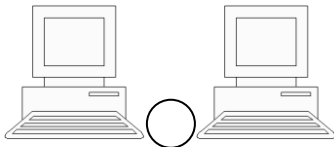
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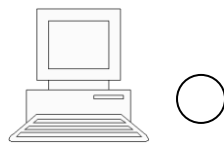
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13



14



1. The ball is on the left the computer.

Competencia 7. Aprende la hora en inglés (forma americana). Semana 6.

Learning Time in English: (American way)

Grammar focus

Time in English: There are 2 kinds of English time:

1) American time: we use first the hour and then we use the minutes. Example: It's two fourteen.

2) English time: in the first half we say the minutes that it has past. For example: It's fourteen past two. In the second half we say the minutes remaining to next hour. Example: It's fourteen to six.

3) In both cases we say O'clock when we have an exact time, quarter when we have 15 minutes and half when we have 30 minutes.

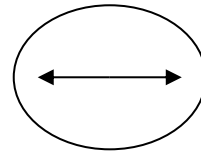
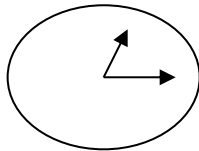
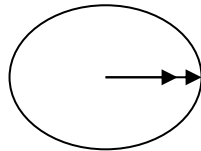
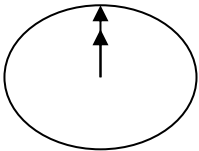
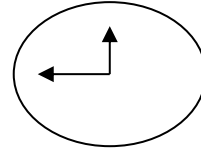
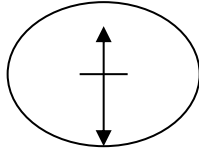
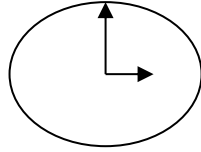
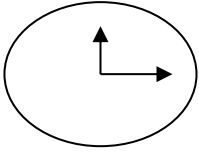
Write: What time is it?

a) 10:02
b) 11:10
c) 5:24
d) 7:13
e) 12:11
f) 1:15
g) 2:00
h) 3:15

i) 4:30

j) 2:35

k) 3:41



Unit 4.

Competencia 8. Enumera los días y meses del año. Semana 7.

Days

Learning days and months



Months:



Unit 5

Competencia 9. Identifica las acciones que se están realizando. Semana 7 y 8..

Present Continues:

Grammar focus:

Present Continues includes the be verb plus gerund .

Gerund is a verb which finishes with **ing**

Make sentences under the picture what is the people doing according to the drawing:

Driving
Swimming
Reading
Reading
Studying
Sleeping
Riding
Making
Working

drinking
speaking
dancing
singing
eating
playing
Watching
Shopping



She is riding a horse







Answer:

What are you doing in your university?

What are you doing in the park?

What are you doing in your home?

What are you doing in the movie?

Is your Mom studying here?

Is your brother studying here?

Is your Dad playing Tennis?

Change to negative:

- 1) I´m living in N.Y.
- 2) Peter is studying here
- 3) My is drinking milk
- 4) You´re studying in Merida.

Fred

My name is Fred. I am living with my family in San Antonio de Los Altos. I am studying in an Institute in Caracas. I am learning English and Math on Wednesdays and Fridays. I am learning the rest of the subjects on Monday, Tuesdays and Thursdays. I am learning Sports on Saturdays and I am studying Computing on Fridays. The classmate is eating their feed at 9:30 a.m. We are leaving to our home at 12:30 pm. I am getting to my home at 1:45 p.m. I am taking my lunch at 2:30 p.m. after the bath. Then I´m studying and playing Vice City and The Sims IV.

Choice the correct letter:

Is Fred living with his family?	a. Yes, he is	b. No, he isn't	c. Yes, I am
Where is Fred living?	a. In San Antonio	b. In Caracas	c. In Maracay
Where is Fred studying?	a. In San Antonio	b. In Caracas	c. In Maracay
Is Fred studying Sport on Fridays?	a. Yes, he is	b. No, he isn't	c. Yes, I am
Is Fred studying Biology on Tuesdays?	a. Yes, he is	b. No, he isn't	c. Yes, I am
What classes is Fred studying on Fridays?	a. Sport	b. Math	c. English
Is the classmate learning English on Saturdays?	a. Yes, it is	b. No, it isn't	c. Yes, they are
Is the classmate eating at 8:30 a.m.?	a. Yes, it is	b. No, it isn't	c. Yes, they are
At what time is Fred leaving to his home?	a. 1:30	b. 12:30	c. 2:30
At what time is Fred getting to his home?	a. 1:30	b. 12:30	c. 1:45
Is Fred eating before taking a bath?	a. Yes, he is	b. No, he isn't	c. Yes, I am
What is Fred doing after taking a bath?	a. Studying	b. taking a lunch	c. Nothing

Simple Present: Semana 9 y 10..

Competencia 10. Aprende acciones que se realizan como rutina

Grammar focus:

Simple Present includes the following AUXILIARS

I, you, we and they..... do

She, he and itdoes

.....
For third person: she, he or it we place **s** for almost all verbs. If the verb finishes in **ch, sh, x, ss, o,** we will place **es**. If the verb finishes in **y** but before letter is a consonant we will change **y** for **i** and place **es**. If the verb finishes in **y** but before letter is a vocal we will place **s**.

Dialogue 2: I study in a university.

Rosemary: Hi Paul. Where do you go?

Paul : I go to the university,

Rosemary; Really? Where do you study?

Paul : I study in Omaha University. What about you?

Rosemary: Oh. I don't` study. I help my dad in his work, but I'm going to study next year.

Paul : I invite you to the movie.

Rosemary: I'm so sorry. I need to work.

Who is studying?

a) Paul b) Rosemary c) both

Does Paul study in a L.A. University?

a) Yes, he does b) No, he doesn't c) Yes, she does

Does Rosemary work?

a) Yes, he does b) No, he doesn't c) Yes, she does

Does Paul work?

a) Yes, he does b) No, he doesn't c) Yes, she does

Does Paul invite to Rosemary?

a) Yes, he does b) No, he doesn't c) Yes, she does

Do they go to the movie?

a) Yes, they do b) No, they don't c) Yes, she does

Simple Present sentences. Answer the following personal questions:

What do you do in the park?
What do you do at the university?
Where do I live?
What does Peter do in his house?
When does your mother take a shower?
What do you do?
What does your father read?
What does your sister play in her college?
What do you eat on Sundays?
Where does your dog drink on Thursday?
Where do you play soccer?
When do you speak English?

Answer using short answers:

Do you study in Caracas?

Do you make cakes in class?

Do you take a shower after class?

Do you eat sandwiches at the university?

Change to negative:

- 1) I live with you.
- 2) She prefers me
- 3) My teacher loves the student

%	Adverb of Frequency	Example
100%	Always	I always study after class
90%	Usually	I usually walk to work
80%	Normally / Generally	I normally get good marks
70%	Often / Frequently	I often read in bed at night
50%	Sometimes	I sometimes sing in the shower
30%	Occasionally	I occasionally go to bed late
10%	Seldom	I seldom put salt on my food
5%	Hardly ever / Rarely	I hardly ever get angry
0%	Never	Vegetarians never eat meat

Subject + Adverb + Main Verb Daniel always passes his exams.	Subject + BE + Adverb He is always happy.
--	---

Answer the following questions?

- 1) What do you sometimes eat at home?
- 2) What do seldon do in this college?
- 3) What do you ofen do in the park?

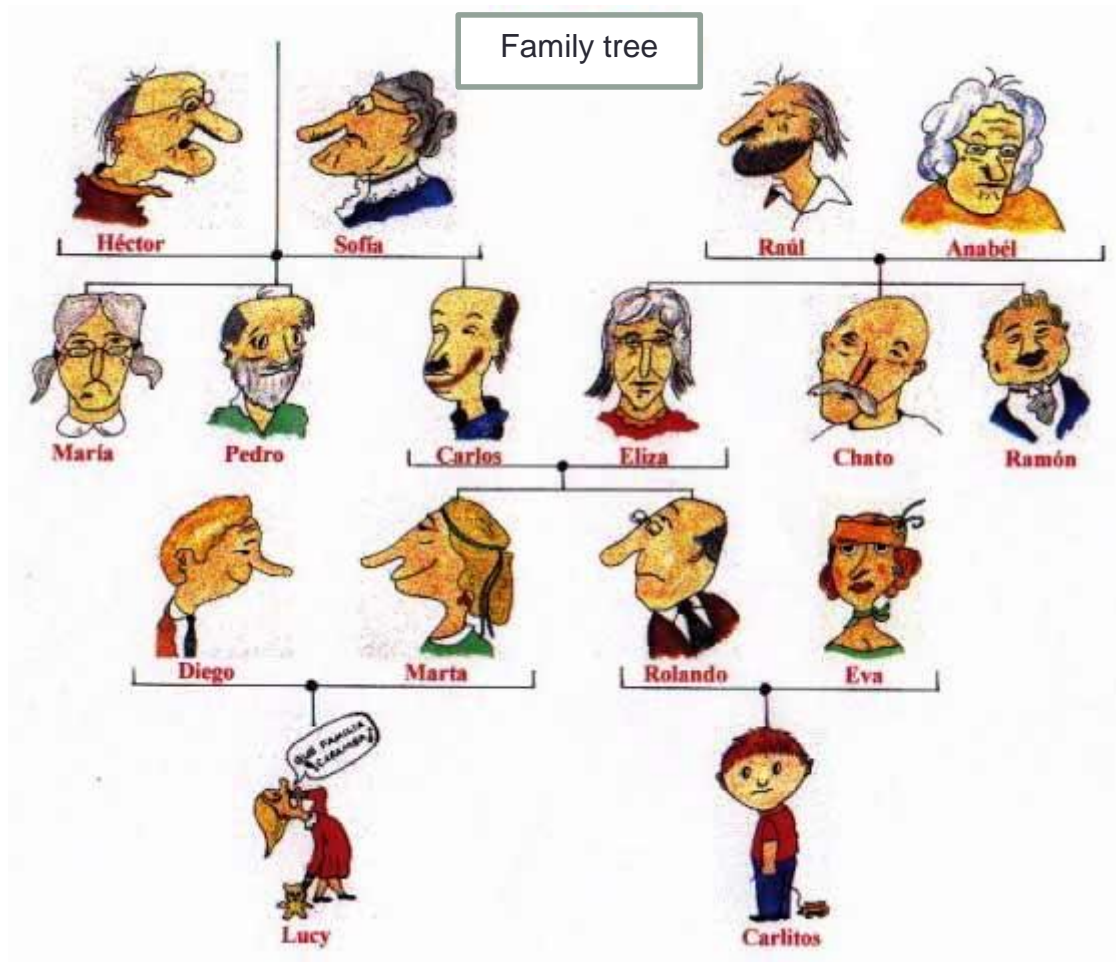
Unit 6. Semana 11.

Competencia 11. Conoce los integrantes de la familia

The family

Choose the correct answer in B and place the number in A			
	A		B
	Madre	1	Godfather
	Sobrina	2	Niece
	Ahijada	3	uncle
	Tio	4	brother in law
	Papito	5	Step daughter
	Padrino	6	sister
	Cuñado	7	godmother
	Hijo	8	sister in law
	Nuera	9	Mother
	Tia	10	aunt
	Hermana	11	Daddy
	Hija	12	Daughter in law
	Prima	13	Daughter
	Hermanastra	14	Goddaughter
	Ahijado	15	son
	Mama	16	wife
	Esposa	17	grandson
	Abuela	18	grandmother
	Suegra	19	father in law
	Madrastra	20	nephew
	Nieto	21	stepbrother
	Padre	22	cousin
	Marido	23	Stepmother
	Abuelo	24	godson
	Sobrino	25	mom
	Suegro	26	husband
	Madrina	27	sister in law
	Hermanastro	28	mother in law
	Cuñada	29	Father
	Cuñada	30	Grandpa

Complete and place relation with respect to Rolando:



Draw your family tree choosing only one branch:

Competencia 12. Describe profesiones y ocupaciones.Semana 12.

Occupations

Dentist Climber	Dentista Alpinista	Dustman Watchman Siderurgical worker	Barrendero Vigilante Obrero siderurgica
Hunter Air traffic Controller	Cazador Controlador aéreo	Sheriff Judge Bellman Gasman Waiter Architect Tailor Cashier	Cherif Comisario Botones Bombero(gasolinero) Mesonero Arquitecto Sastre Cajero
Astronomer Train driver Nurse Veterinary Cowboy Driver	Astronauta Maquinista Enfermera Veterinario Vaquero Conductor		
Gold worker Clerk Cook Scientific Draughtsman Builder Math teacher Bus driver Taxi driver	Trabajador del oro Empleado Cocinero Cientifico Dibujante Albañil Prof. Matemática Conductor autobus Taxista	Cameraman Solderer Disc jockey Move man Priest Carpenter Doctor Teacher Secretary	Camarógrafo Soldador Disquero Hombre mudanza Cura Carpintero Médico Maestro Saecretaria
Mechanic Firefighter Hairdresser Painter Cleaner Postman Journalist Plumber Police	Mecánico Bombero Peluquera Pintor Obrero Iompieza Cartero Periodista Plomero Policia	Businessman Cook man Waitress Nun Florist Servant Housewife Painter Fisherman	Hombre negocios Cocinero Mesonera Monja Florista Sirvienta Ama de casa Pintor Pescador
soldier		Farmer Musician Baker Butcher Photographer Thief Massager	Granjero Musico Panadero Carnicero Fotógrafo Ladrón Masajista





Verb list

LISTA DE VERBOS REGULARES EN INGLÉS

	<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>	<i>spanish</i>
1.	add /æd/	added	added	añadir, sumar
2.	agree /ə'gri:/	agreed	agreed	estar de acuerdo, acordar
3.	allow /ə'laʊ/	allowed	allowed	permitir
4.	answer /'ɑ:nsə(r)/	answered	answered	responder
5.	appear /ə'piə(r)/	appeared	appeared	aparecer
6.	arrive /ə'raɪv/	arrived	arrived	llegar
7.	ask /ɑ:sk/	asked	asked	preguntar
8.	believe /bɪ'li:v/	believed	believed	creer
9.	belong /bɪ'lɒŋ/	belonged	belonged	pertenecer
10.	borrow /'bɒrəʊ/	borrowed	borrowed	pedir prestado
11.	breathe /bri:ð/	breathed	breathed	respirar
12.	call /kɔ:l/	called	called	llamar, telefonar
13.	carry /'kæri/	carried	carried	llevar, transportar
14.	change /tʃeɪndʒ/	changed	changed	cambiar
15.	clean /kli:n/	cleaned	cleaned	limpiar
16.	close /kləʊz/	closed	closed	cerrar
17.	consider /kə'nsɪdə(r)/	considered	considered	considerar
18.	cover /'kʌvə(r)/	covered	covered	cubrir
19.	cross /krɒs/	crossed	crossed	cruzar
20.	cry /kraɪ/	cried	cried	llorar, gritar
21.	dance /dɑ:ns/	danced	danced	bailar
22.	decide /dɪ'saɪd/	decided	decided	decidir
23.	destroy /dɪ'strɔɪ/	destroyed	destroyed	destruir
24.	develop /dɪ'veləp/	developed	developed	desarrollar
25.	die /daɪ/	died	died	morirse
26.	discover /dɪ'skʌvə(r)/	discovered	discovered	descubrir
27.	dress /dres/	dressed	dressed	vestirse
28.	drop /drɒp/	dropped	dropped	dejar caer
29.	earn /ɜ:n/	earned	earned	percibir (salario)
30.	end /end/	ended	ended	finalizar, acabar, terminar
31.	enjoy /ɪn'dʒɔɪ/	enjoyed	enjoyed	disfrutar
32.	enter /'entə(r)/	entered	entered	entrar en, hacerse socio de
33.	explain /ɪk'spleɪn/	explained	explained	explicar
34.	fail /feɪl/	failed	failed	fallar, fracasar, suspender
35.	fill /fɪl/	filled	filled	llenar
36.	finish /'fɪnɪʃ/	finished	finished	terminar
37.	follow /'fɒləʊ/	followed	followed	seguir
38.	form /fɔ:m/	formed	formed	formar
39.	happen /'hæpən/	happened	happened	sucedee, ocurrir
40.	help /help/	helped	helped	ayudar
41.	hope /həʊp/	hoped	hoped	anhelar, esperar
42.	increase /ɪn'kri:s/	increased	increased	aumentar

Infinitive	Present Participle	Past	Past Participle
<i>(to + verb)</i>	<i>(the -ing form)</i>	<i>(Yesterday I ...)</i>	<i>(I had ... She has ... You have ...)</i>
begin	beginning	began	begun
blow	blowing	blew	blown
break	breaking	broke	broken
bring	bringing	brought	brought
burst	bursting	burst	burst
buy	buying	bought	bought
catch	catching	caught	caught
choose	choosing	chose	chosen
come	coming	came	come
cost	costing	cost	cost
do	doing	did	done
draw	drawing	drew	drawn
drink	drinking	drank	drunk
drive	driving	drove	driven
eat	eating	ate	eaten
fall	falling	fell	fallen
feel	feeling	felt	felt
find	finding	found	found
freeze	freezing	froze	frozen
get	getting	got	got (or gotten)
give	giving	gave	given
go	going	went	gone
grow	growing	grew	grown
hold	holding	held	held
keep	keeping	kept	kept
know	knowing	knew	known
lay (to place)	laying	laid	laid
lead	leading	led	led
leave	leaving	left	left