

GETTING INTERNATIONAL.- Session 2.- Getting used to it.

Situation

Read the text and listen to the situation.



Lourdes and **Susana** are finally in London! They had some difficulties finding **Gema's** house but with a little bit of patience and their few words in English they managed to get to their destination.

Today is a really important day since they start their internship at the company. They get up very early, have some breakfast and take a taxi to British Corporation, the company they are going "to work for".

When they get to the office, they go to the reception desk and ask for **Mr. Parker**, the Business manager and their new boss.

Lourdes: Good morning, we are **Lourdes Serrano** and **Susana Moreno**. We're starting an internship here, could we talk to **Mr. Parker**, please?

Mr. Parker comes immediately, he's tall and slim, he has got blonde hair and blue eyes and in the girls' opinion...

Lourdes and Susana: He is **gorgeous!** (very enthusiastically).

Lourdes and Susana introduce themselves and Mr. Parker shows them around the company so that they meet the rest of their colleagues.

Think about it

And you? Do you know how to introduce yourself in English? Enter the forum and introduce yourself to the rest of students and your teacher.



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[Aviso Legal](#)

1.- What to say: Meeting new people.

Quotation

"You meet people who forget you. You forget people you meet. But sometimes you meet those people you can't forget. Those are your friends."
Unknown author.

Situation

Read the text and listen to the situation.



In their tour around the office, **Mr. Parker** introduces the girls to the rest of their colleagues and **shows them around** the different departments. They start at the Sales Department where they meet **Francesco**, an Italian boy; they follow with the IT Department where they meet **Karen** and **Steve**, who are British, and they end up at the Human Resources Department, where **Miss Brown** asks them some questions to fill in some application forms and asks them to fill in other documents.

Miss Brown: What's your name?

Lourdes: My name's **Lourdes Serrano**.

Miss Brown: Is "Serrano" your surname that is, family name?

Lourdes: Yes, it is.

Miss Brown: Ok. **Ms. Serrano**, Where were you born?

Lourdes: I was born in Spain. I'm Spanish.

Miss Brown: When were you born?

Lourdes: I was born on August 26th, 1990.

Miss Brown: Could you please tell me what's your address at home?

Lourdes: My address is number 34, Alcalá street. Badajoz (Spain).

Miss Brown: Have you already got an address here in London?

Lourdes: Yes, I have. It's 20 Paddington Lane WC2H 7LA. London

Miss Brown: Great, What's your home telephone number?

Lourdes: My telephone number is 00 34 924245638

Miss Brown: Have you got a mobile phone?

Lourdes: Yes, It's 00 34 654768749

Miss Brown: Are you married?

Lourdes: No. I'm not. I'm single.

Miss Brown: Do you suffer from any illness?

Lourdes: No, I don't, though I'm allergic to nuts.

Miss Brown: Ok, Ms. Serrano I think that's all for now. Thank you very much.

Lourdes: You're welcome, bye.

Think about it

Write in the forum.

Do you like meeting new people? Why? Why not?

Do you usually get nervous when meeting new people? Why? Why not?

What do you usually do when you are new in a place, do you go and introduce yourself or do you wait for people to come to you? Why?

1.1.- Talking about yourself.

When meeting new people, it is quite normal to talk about oneself since after all, this is what meeting people consists of. Here you will find some useful phrases for you to ask, and others to help you introduce yourself so that you can interact with other people in English.



Talking about yourself

Common questions	Translation
Hello/Hi, my name's X, what's your name?	Hola, me llamo X, ¿cómo te llamas?
Hi, how are you?	Hola, ¿qué tal?
Where are you from?	¿De dónde eres?
What do you do for a living?	¿Cómo te ganas la vida? ¿A qué te dedicas?
What nationality are you?	¿Cuál es tu nacionalidad?
Where do you live?	¿Dónde vives?
What's your telephone number?	¿Cuál es tu número de teléfono?
What's your job?	¿En qué trabajas?
What do you usually do in your free / spare time?	¿Qué sueles hacer en tu tiempo libre?
What's your address?	¿Dónde vives? ¿Cuál es tu dirección?
Common answers	Translation
Hi, nice to meet you.	Hola, encantado / encantada de conocerte.
It was nice meeting you, bye!	Ha sido un placer, hasta la próxima.
My name's X and I'm X years old.	Me llamo X y tengo X años.
I live in London.	Vivo en Londres.
My address is number 8, Princess Avenue.	Mi dirección es Princess Avenue, número 8.
My home telephone / mobile number is...	Mi fijo es... / mi móvil es...
I've got 2 brothers and one sister.	Tengo dos hermanos y una hermana.
I'm an only child.	Soy hijo único / hija única.
I'm a teacher / an engineer.	Soy profesor, soy ingeniero.
I'm English.	Soy Inglés / Inglesa.
I'm single / married / engaged.	Estoy soltero o soltera / casado o casada / comprometido o comprometida.
I love / enjoy playing basketball / travelling.	Me encanta jugar al baloncesto / viajar.
In my free time I usually read books.	En mi tiempo libre suelo leer.
My favourite film / book is ...	Mi película favorita / libro favorito es.
I'm good at painting / languages...	Se me da bien pintar / se me dan bien los idiomas.

I'm interested in politics.

Me interesa / me gusta la política.

A step ahead

Watch these videos to listen to people introducing themselves. In the first one, you will learn how to introduce yourself in an informal situation, whereas in the second one, you'll listen to what to say when looking for a job. Have fun!



[Text summary](#)



[Text summary](#)

Imagine you are new at British Corporation. Think about what you would say to introduce yourself in an informal way. When you are ready, enter the forum and record your voice. Try to sound natural.

2.- How to say it: Past simple versus Past continuous.

Think about it

Read the following sentences carefully. What is the difference between them?

- ✓ *When he arrived, we had lunch.*
- ✓ *When he arrived, we were having lunch.*



Usage.

The past continuous tense expresses an action at a **particular moment** in the past. The action started before that moment, but has not finished. For example, *yesterday I watched a film on TV*. The film started at 7 pm and finished at 9pm; therefore, I can say that *at 7.30 pm I was watching a film on TV*.

Moreover, We often use the past continuous tense to "set the scene" in stories. We use it to describe the background situation at the moment when the action begins, whereas we use the past simple to introduce an action which interrupts the longer one. Often, the story starts with the past continuous tense and then moves into the simple past tense. Here is an example: *Mr. Parker was working hard in his office. It was raining. The wind was blowing, when he suddenly heard a noise.*

To conclude, remember that there are some verbs that **can't be used in the continuous form** in English. For further information, review unit 1, session 1, section 2.2.

Translation

[Click here to read the Spanish version.](#)

You should know

[Click here to review a little bit on the the Past Simple or Past Continuous Form.](#)

[Past Simple and Continuous.](#)

2.1.- Used to/Would.

Think about it

Read the sentences. Do you notice a difference?

- ✔ *When I was a child, I used to go to school every day.*
- ✔ *When I was a child, I went to Italy three times with my parents.*

The **past simple**, **would** + infinitive, and **used to** + infinitive are all possible ways to talk about the past.

You can use **would** to talk about regular or repeated past actions. It sometimes suggests a feeling of nostalgia so it is often used to talk about personal memories.

- ✔ *Every day my friends and I would play after school.*
- ✔ *I would go cycling to school every day.*

You rarely use **would** with this meaning in the negative or question form.

You can use **used to** like **would** for regular or repeated past actions, and also for past states or situations. You can use **used to** in negative forms and in question forms.

- ✔ *Children didn't use to have mobile phones.*
- ✔ *Did you use to like going to school?*



Translation

Click to read the Spanish translation.

Think about it

Look at the sentences below; they are all in the past simple. Read them and discuss these questions.

1. Which sentences could be changed to would + verb?
2. Which sentences could be changed to used to + verb?
3. What does this tell you about how to use these two structures?

- ✔ I believed in ghosts.
- ✔ I was afraid of spiders.
- ✔ I had long hair.
- ✔ I started learning English.
- ✔ I went to school every day.
- ✔ I didn't like fish.

Think about it

Give your opinion in the forum:

- ✔ Where did you use to go to school? How did you get there?
- ✔ Do you remember any of your teachers? Were there any you particularly liked or disliked?
- ✔ Did you do anything naughty? Were you caught and punished?
- ✔ What did you use to do before of after school or during the breaks?

2.2.- Now you put it into practice (I).

Are you ready to test what you have learned? Let's give it a go.



Now it's your turn

Put the verb into the correct form, past continuous or past simple. Use contractions where possible.

1. When the post man (arrive), I (have a shower).
2. While my sister (study), my boyfriend (make) some muffins.
3. I (go) to the dentist 3 days ago because I (have) a terrible toothache.
4. Ryan (arrive) at Kara's house a little before 10 o'clock, but she (not/be) there. She (study) for her final exam.
5. When I (be) 8, I (eat) cookies every evening.
6. He (miss) the bus because he (talk) with some friends.
7. The burglars (come) into the house while the man (sleep).
8. I (drink) a glass of orange juice at ten. I'm not thirsty now.
9. When I (walk) into the busy office, the secretary (talk) on the phone, several clerks (work) at their desks, and two managers (discuss) methods to improve customer service.
10. (you write) the composition last Monday?
11. My grandfather (not/be) at home when he (fall) down the stairs.
12. The children (play) in their room when their mother (call) them.
13. I (not/understand) what they (talk) about.
14. Rachel (live) in London for more than two years. In fact, she (live) there when.
15. When it (start) to rain, our cat (want) to come inside.

Submit



Now it's your turn



Choose the correct answer to complete the sentence. The children _____ often help me make a cake. They still do sometimes.

- used to.
- would.
- either used to / would.

You _____ like him... Yes, but now I hate him!

- used to.
- would.

either used to / would.

I remember we _____ go camping every summer when I was a child.

used to.

would.

either used to / would.

He _____ be a very good footballer, until he broke his ankle.

used to.

would.

either used to / would.

When we were children, we _____ on holiday to France twice.

went.

used to go.

would go.

A step ahead

If you want more information and practice on the structure **Used to** and **Didn't use to**, check out the following website. You can listen to the programme and do the exercises.

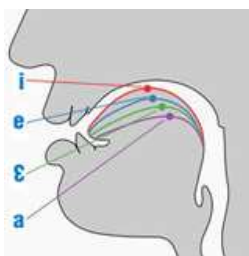
[Grammar challenge: Used to.](#)

2.3.- Pronunciation. The third Person Singular (II): Voiced sounds.

Think about it

Take a look at these sentences and answer, what do they have in common?

- ✓ *He works in an office.*
- ✓ *She plays the piano.*
- ✓ *Paul tries to work hard every day.*



Translation

[Click here to read the Spanish version.](#)

Voiced sounds.

1. The -(e)s of the simple present tense is pronounced as /z/ after a voiced sound, except /z/, /zh/, and /j/. The **voiced sounds** are sounds that are produced by vibration of the vocal chords. The voiced sounds in English are:
 - a. All vowels.
 - b. /b/, /g/, j sound (as in *judge*), /l/, /m/, /n/, /r/, voiced th (as in *bathe*), /v/, ng (as in *bang*), zh sound (as in *measure*), z sound (as in *buzz*).
 Examples: *plays, sees, goes, robs, hangs, calls, rams, learns, blurs, clothes, receives.*
2. However, when a word ends in /s/, /sh/, /ch/, /z/, /j/ the -es is pronounced as a separate syllable: / ɪz/. Therefore, if a verb ends in one of these sounds, the present tense will have one more syllable than the simple form.

Examples:

 - ✓ *fix (1 syllable)-->fixes (2 syllables).*
 - ✓ *kiss (1 syllable)-->kisses (2 syllables).*
 - ✓ *wash (1 syllable)-->washes (2 syllables).*
 - ✓ *watch (1 syllable)-->watches (2 syllables).*
 - ✓ *damage (2 syllables)-->damages (3 syllables).*
 - ✓ *memorize (3 syllables)-->memorizes (4 syllables).*
 - ✓ *exercise (3 syllables)-->exercises (4 syllables).*

Translation

[Click here to read the Spanish version.](#)

2.4.- Now you put it into practice (II).



Now it's your turn

-(e)s pronounced as [z].

Read these words aloud. Make an effort to pronounce the final -(e)s sound:

Allows	Endangers	Plays
Annoys	Favours	Pretends
Appears	Fears	Reads
Approves	Goes	Removes
Arrives	Grades	Repels
Attends	Has	Roams
Belongs	Hears	Sags
Calls	Hinders	Says
Cries	Joins	Seems
Dazzles	Knows	Sees
Decides	Leaves	Sighs
Defends	Lives	Snores
Delays	Maintains	Survives



Submit

A step ahead

Click on the link below to listen to the pronunciation of the previous words:

[Pronunciation exercise.](#)

3.- Words you need: Parts of a company.



As you already know, most companies are divided into different departments and sections, all of them with workers carrying out different tasks. Let's take a look at the most common ones.

Vocabulary related to the parts of a company

Parts of a company	Translation
Departments	Departamentos
Human Resources.	Recursos Humanos.
Research and Development.	I + D.
IT Information technology.	Informática.
Production.	Producción.
Finance.	Contabilidad.
Marketing.	Marketing.
Sales.	Ventas.
Customer service.	Atención al cliente.
Logistics.	Logística.
Purchasing.	Compras.
Jobs / positions	Cargos
Secretary.	Secretario / Secretaria.
Manager.	Gerente, administrador.
Deputy manager.	Sub-gerente, segundo de abordo.
Director.	Director.
Accountant.	Contable.
Intern.	Becario / Becaria.
Analyst.	Analista.
Designer.	Diseñador.
Chairman / president.	Presidente.
Commercial agent.	Comercial.
Cleaning staff.	Plantilla de limpieza.
Caretaker.	Conserje.
Other facilities	Otras instalaciones
Parking lot.	Aparcamiento.
Reception desk.	Mostrador de recepción.
Cafeteria / Canteen.	Cafetería.
Lifts (British English) / Elevators (American English).	Ascensores.

Vending machine.	Máquina expendedora.
Toilets (B.E.) / Restrooms (A.E.).	Baños.
Staff room.	Sala de personal.
Cleaning room.	Cuarto de la limpieza.
Copy machine.	Fotocopiadora.

3.1.- Now you put it into practice (III).



Now it's your turn



Match up the following departments to what they do.

Human Resources → Research and Development → IT Information technology → Production → Logistics → Finance → Marketing → Sales → Customers.

Responsible for taking care of customers needs.

Responsible for making the product.

Responsible for selling the product.

Responsible for how the product is launched.

Responsible for hiring and dealing with staff.

Responsible for the company's network and computers.

Responsible for payments, bills and expenses.

Responsible for developing and improving the product.

Responsible for the shipping and handling of the product.



Now it's your turn

There are different posts in a company. Fill in the gaps with the right job.

Analyst → designer → chairperson → partner → secretary → manager → commercial agent → accountant → receptionist → cleaning staff.

Amancio Ortega is the of Indetex.

Our will visit your business soon.

I work as a at the Royal Hotel.

Please, contact my to arrange our next meeting.

Sam works at Bank of America as a financial .

I would like to speak to the of the sales department.

Oh, sorry, you are right. The has made a mistake in the bill.


The of our company logo has been awarded a prize.

Mr. Fox has been my business and my friend for over 20 years.

My office has been refurbished. Now I need the to tidy up the mess.

Appendix.- Licenses of resources.

Licenses of resources used in session 2. "Getting used

Resources (1)	Resources information (1)	Resources (2)
	<p>By: Aidan Jones. License: CC by-sa 2.0. From: http://www.flickr.com/photos/aidan_jones/3575000735</p>	
	<p>By: Ian Aberle. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/ianaberle/4185095125/</p>	
	<p>By: Badseed. License: CC by-sa 3.0. From: http://commons.wikimedia.org/wiki/File:Cardinal_vowel_tongue_position-front.svg</p>	
	<p>By: Idiolector. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/idiolector/3164431662/</p>	