

## Unit 2.- Communication Activities.



### Situation

Read the text and listen to the situation.

It's soon at the office but the girls are really excited. The weekend is here!

They're going to be test yours presentation in English in front of a lot of people. They didn't really think it was going to be that easy. It was very hard at first, answering that questionnaire and thinking of speaking in front of all those strangers... I have to tell you I haven't slept at night for a few days."

Eva had no idea her friend was so anxious about this whole thing: "Really? I was a little bit worried too. We thought we were never going to be able to do it.



### Think about it

**What have you learned in the work unit 2? Can you...?**

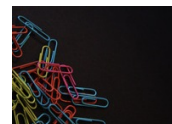
- ✓ Talk about the past simple and past continuous.
  - ✦ Using Regular verbs.
  - ✦ Using Irregular verbs.
- ✓ Pronunciation of past tenses.
- ✓ Imperatives.
- ✓ Adverbs of frequency.
- ✓ Write an informal and a formal email.
- ✓ Write an informal and a formal letter.
- ✓ Types of formal and business letters.
- ✓ Vocabulary: Talk about business idioms: manufacturer, distributor, suppliers, refund, offer, discount,...
- ✓ Give a short oral presentation.

Show Feedback

If you answered no to some of the questions above, it would be a good idea to revise the unit before getting on with the final tasks.

# 1.- Reading exercise.

Let's read the following letter and then do the exercise.



**Situation:** The administration department at London headquarters has requested to buy new folders. Peter Holter, responsible for office supplies, has seen in "Everything at Work Time" magazine a very interesting announcement in this regard. So he has decided to send a formal letter requesting information to the attention of Mr. Smith, head of sales to make a request.

Read the letter, identify its basic items in it and do the following exercise.

Office Supplies Ltd.  
518 Remington Street  
Downtown DW3 4TS

Everything News Ltd.  
324 South Street  
Birmingham BR2 7DF

20rd November, 2021

For the attention of Mr. Smith

Dear Mr. Smith,

I saw your advertisement in "Everything at Work Time"

We are interested in buying folders for our offices in Spain. We would be grateful if you could inform us about available colours, the different sizes you could offer us, and the different materials you use to manufacture them. We would also like to know your current prices and any possible discount you could offer us.

Looking forward to hearing from you.

Yours sincerely,

**Ms. Peter Holter**  
Office Supplies



## Now it's your turn

Fill in the gaps.

Could you identify the basic items in the previous letter?

*Addresser's data / Addressee's data / Date / Attention line / Complimentary close / Signature / Body of the letter / Date / Salutation.*

Everything News Ltd.  
324 South Street  
Birmingham BR2 7DF



Office Supplies Ltd. 518 Remington Street Downtown DW3 4TS	
Dear Mr. Smith,	
For the attention of Mr. Smith	
Ms. Peter Holter	
20rd November, 2021	
We are interested in buying folders for our offices in Spain. We would be grateful if you could inform us about available colours, the different sizes you could offer us, and the different materials you use to manufacture them. We would also like to know your current prices and any possible discount you could offer us.	

Submit



## Now it's your turn

Let's read the following email and answer the questions.

Committee Meeting - acatur@acatur.org

Mensaje Opciones

Enviar Pegar

Calibri (Cu... 11 A<sup>+</sup> A<sup>-</sup> A<sup>x</sup>

Adjuntar archivo Insertar vínculo... Tabla Imágenes Firma Recortar Comprobar nombre

De: acatur@acatur.org (ACATUR)

Para: John\_Smith@rrcompany.co.uk

CC:

CCO: R\_silver@rrcompany.co.uk

Asunto: Committee Meeting

**Good morning,**

I'm afraid Mr. Smith will not be in January and so he can't attend the committee meeting on 26<sup>th</sup> January. Could it be put off to the following week? Please, check your availability and suggest a date and time.

Thank you.

Jane Lister  
Sales Department

1. Who sends the email? [redacted]
2. To whom is it sent? [redacted]
3. When is it sent? [redacted]
4. Why is it sent? [redacted]
5. Does this message have a blind carbon copy (BCC)? [redacted]
6. Does this message have a carbon copy (CC)? [redacted]

Submit

## 2.- Listening exercise.



### Now it's your turn

You are going to hear the following words in a conversation. Do you know what the words mean? What do you think the conversation is about?

*enclosing / for / enquiry / pleased / further / forward*

Now listen to the conversation and fill in the gaps with the best word in each space.



- a. We have pleasure in  our new brochure.
- b. Thank you  your  on the 22nd April 2020.
- c. We will be  to give you further information about our discounts.
- d. We look  to receiving your order.

Submit

- a. We have pleasure in enclosing our new brochure.
- b. Thank you for your enquiry on the 22nd April 2020.
- c. We will be pleased to give you further information about our discounts.
- d. We look forward to receiving your order.

## 3.- Speaking exercise.

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Now, practise the **speaking skill** answering the next questions:

If you want you **can record** your conversation and listen to you later to improve this speaking skill.



### Questions to answer in speaking skills.

Would you like to work as an intern in London? Why? Why don't you?

When do you want to work as an intern?

Did you work as an intern before in any country?

What's good about living in cities?

Which is the best city to visit in Castilla and León? Why?

If you could choose to visit a city, you've never been to, which one would you choose? Why?

Would you prefer to live in a modern city or in a city with lots of history? Why?

Are there any advantages to living in a small town rather than in a big city?

Do you think it is better for children to grow up in the city or in the countryside?

That's the end of this speaking skill.

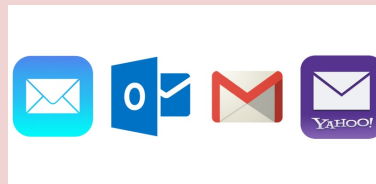
## 4.- Writing exercise.



### Writing\_1

#### 1. Write in the forum:

Imagine you're working as an intern in RR company Ltd. in London for two weeks and you receive an email from Joan, your English teacher at the language school, asking some questions. **Reply to his email** and include the following informal information:



- ✔ Greeting.
- ✔ Thank him for sending an email.
- ✔ Inform him about the experience, the city, the places you have visited or those you would like to know.
- ✔ Your experience learning English.
- ✔ Farewell.



### Writing\_2

Write an email and translate in English the next request to English

Buenos días,  
 He visto su anuncio de presentación del sistema Yis 720 en el Times Journal del 10 de junio.  
 Creo que su sistema puede ser justo lo que necesita nuestra empresa. Por favor, envíeme más inform otros sistemas que puedan ser apropiados para nuestras necesidades. Tenemos veinte empleados y adn planta las 24 horas del día, siete días a la semana.  
 Puede enviarme la información por correo a la dirección anterior o llamarme al 222-2222.  
 Gracias,  
 R. Partter

Good morning,

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Show Feedback

Good morning,

I saw your advertisement introducing the Yis 720 in the Times Journal of 10th June. I think your system may be just what our company needs. Please send me more information on the Yis 720 or other systems that may be appropriate for our needs. We have twenty employees and run our plant 24 hours per day, seven days a week.

You could mail the information to me at the above address or call me at 222-2222.

Thank you,

R. Partter

## Appendix.- Licenses of resources.

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### Licenses of resources.

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
	By: Krissy Venosdale. License: CC by-nc-sa 2 2.0. From: <a href="http://www.flickr.com/photos/venosdale/4617152976/">http://www.flickr.com/photos/venosdale/4617152976/</a>		By: Ashley Webb. License: CC by 2.0. From: <a href="http://www.flickr.com/photos/xlordashx/5353213986/">http://www.flickr.com/photos/xlordashx/5353213986/</a>
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