

# Contents

<b>Introductions</b>	
1 Hello & goodbye	4
2 Names & nicknames	6
<b>Numbers &amp; time</b>	
3 Numbers & figures	8
4 Asking the time	10
<b>Out &amp; about</b>	
5 Finding the way	12
6 Shopping	14
7 Money & mail	16
<b>Free time</b>	
8 Going out	18
9 Talking about sport	20
10 Talking about TV	22
<b>Help!</b>	
11 Giving & getting help	24
12 Pharmacy & doctor's	26
<b>Travel</b>	
13 Air travel	28
14 Lost & found	30
15 Using public transport	32
16 Hiring & driving a car	34
<b>Eating out &amp; at a hotel</b>	
17 At the pub	36
18 Eating out	38
19 At a hotel	40
20 How does it work?	42
21 Making complaints	44
<b>In conversation</b>	
22 Sorry!	46
23 Small talk	48
24 Congratulations	50
25 Inviting & replying	52
26 Saying no!	54
27 Asking politely	56
28 Giving an opinion	58
29 Making compliments	60
<b>Writing &amp; calling</b>	
30 Say it in writing	62
31 FYI - Essential abbreviations	64
32 On the phone	66
<b>In class</b>	
33 In class	68
<b>Word fields</b>	
Numbers, times & dates	70
Buildings & places	71
Sports	72
Television	73
Illnesses & medicines	74
Names & titles	75
Cars & car hire	76
Cars & driving	76
Diner Menu	77
Food & drinks	78
Conversion tables	79
Days & months	79
Letter of complaint	80
Abbreviations	81
<b>Essential phrases</b>	
Talking about sport	82
Talking about TV	83
Saying no!	84
Asking politely	85
Giving opinions	86
Making compliments	87