


# 1.4 Speaking and writing

GOALS ■ Ask for personal information and check you understand ■ Write a personal profile

## Listening & Speaking asking for personal information and checking you understand

- 1 Work with a partner. Look at the advert and answer the questions.
  - 1 What is the course?
  - 2 Who is it for?
  - 3 When and where is it?
- 2 1.13 ))) Listen to a conversation between a student and a receptionist. Complete the form.

 Eastfield Adult College

Name	1 <u>Antonio</u> RUSSO
Nationality	2 _____
Job	3 _____
Type of website (please circle)	4 Business / Fun
Email address	5 _____

- 3a 1.14 ))) Listen to the first part of the conversation again and complete the receptionist's questions.
  - 1 \_\_\_\_\_ your name?
  - 2 \_\_\_\_\_ your nationality?
  - 3 \_\_\_\_\_ your job?
  - 4 \_\_\_\_\_ the website for business or for fun?
  - 5 \_\_\_\_\_ your email address?

- b Check your answers in the Language for speaking (1) box.

### LANGUAGE FOR SPEAKING (1) asking for personal information

What's your name?

What's your nationality?

What's your job?

What's your email address?

- c 1.15 ))) Listen to the questions in exercise 3a and repeat.
- 4a 1.16 ))) Listen to the second part of the conversation again. What are the missing words?
 

A It's antonio@russorest.com.  
 R 1 \_\_\_\_\_, can you 2 \_\_\_\_\_ that, please?  
 A Yes, Antonio - A-N-T-O-N-I-O - at russorest dot com.  
 R 3 \_\_\_\_\_ do you 4 \_\_\_\_\_ 'russorest'?  
 A R-U-double S-O-R-E-S-T  
 R OK. Great. Thanks. Now, the cost of the course is ...

## MAKE YOUR OWN WEBSITE FOR BUSINESS OR FUN

BEGINNERS' COURSE - ALL WELCOME

**INTERESTED?**

Please send us a short description of yourself and your reason for attending the course.

**Location:** Eastfield Adult College  
**Start date:** 12th January **Time:** 6.00 - 7.30 p.m.

- b Check your answers in the Language for speaking (2) box.

### LANGUAGE FOR SPEAKING (2) checking you understand

Sorry, can you repeat that, please?

How do you spell that?

How do you spell 'russorest'?

- c 1.17 ))) Listen to the questions in exercise 4b and repeat.

- 5a Match questions 1-7 to answers a-g.

- |  |   |
|--|---|
| 1 What's your name?                        | a J-O-E-L-K-U-B-I.                          |
| 2 Sorry, can you repeat your name?         | b It's a website for my friends and family. |
| 3 What's your job?                         | c joelkubi@mailbox.com.                     |
| 4 What's your nationality?                 | d I'm Czech.                                |
| 5 What's your email address?               | e Joel Kubicek.                             |
| 6 How do you spell 'joelkubi'?             | f I'm a car mechanic.                       |
| 7 Is your website for business or for fun? | g Yes, I'm Joel Kubicek.                    |

- b Work with a partner. Take turns to practise the questions and answers in exercise 5a.

- 6 Work with a partner. Take turns to ask and answer personal information questions. Student A, turn to page 126. Student B, turn to page 132.

## Reading & Writing a personal profile

- 7 Work with a partner. Look at the advert in exercise 1 again. What details do you think they want?
- 8a Read Cristina's profile for the course and complete the form. Compare your answers with a partner.

**PROFILE: CRISTINA OLIVEIRA** ✕



My name's Cristina Oliveira. I'm Australian, but my parents are Portuguese. I'm an artist and designer, but I'm unemployed at the moment. My skills are art, design and communicating with people. I'm fluent in Portuguese and I'm a beginner in French. The website is for my art and design work.

<b>Name</b>	1 _____ Oliveira
<b>Nationality</b>	2 _____
<b>Date of birth</b>	30th November 1980
<b>Home address</b>	25 Melrose Street East, Toronto, M4D ZV9, Canada
<b>Job</b>	3 _____ and 4 _____, but unemployed at the moment
<b>Skills</b>	5 _____, 6 _____, communicating with people
<b>Languages</b>	7 _____ (fluent), French (basic)
<b>Type of website</b>	Business – for 8 _____

- b Work with a partner. Answer the questions.
- 1 What is Cristina's normal job? What is her situation now?
  - 2 Are Cristina's Portuguese and French  
a very good    b OK    c not very good?
- 9 Look at Cristina's profile and form again. Find examples of capital letters for 1–6.
- 1 people's names *Cristina Oliveira*
  - 2 beginning of a sentence
  - 3 towns and countries
  - 4 nationalities
  - 5 languages
  - 6 days of week or months

- 10 Work with a partner. Put nine capital letters in the correct places in this profile. Use exercise 9 and the Language for writing box to help you.



i am a student at columbia university. ✕  
my saturday job is at a chinese  
supermarket called jing jing foods.

### LANGUAGE FOR WRITING using capital letters

We use capital letters for:

people's names	<i>Petra Park</i>
companies	<i>Brown's Café</i>
universities	<i>Manchester University</i>
beginning of a sentence	<i>My brother is a doctor.</i>
towns and countries	<i>Buenos Aires, Argentina</i>
nationalities and languages	<i>British, Chinese, Spanish</i>
days of week and months	<i>Monday 14th July</i>
the pronoun 'I'	<i>Kasper and I are good friends.</i>

- 11a Work with a partner. Use Antonio's form to write a personal profile like Cristina's.



<b>Name</b>	Antonio Russo
<b>Nationality</b>	Italian
<b>Date of birth</b>	1st May 1985
<b>Home address</b>	210 Lakeview Road, Toronto, M4B 1B3
<b>Job</b>	Restaurant owner
<b>Skills</b>	Cooking, business management
<b>Languages</b>	English (fluent) and Italian (fluent)
<b>Type of website</b>	Business – for restaurant

- b Work with a different partner. Compare your profiles for Antonio.

- 12a **TASK** Write a similar profile of yourself. Use capital letters in the correct places.

- b Swap profiles with a partner. Check the capital letters.