

CAMBRIDGE ENGLISH **under Naan Muthalvan**

A2 course

Unit 10,11,12,13,14 &15

Prof. Asha P R



UNIT 10-DECISIONS AND PLANS

UNIT 11-COMMUNICATION

UNIT 12-DESCRIBING EXPERIENCES

UNIT 13-PREPARATION AND PROGRESS

UNIT 14-TRANSPORTATION

UNIT 15-THE FUTURE

UNIT 10-DECISIONS AND PLANS

- MY WEEKEND PLAN -



HIKING
SWIMMING
KAYAKING



ROAD TRIP!!!



MOVIES
STARGAZING
CAMPING
DRIVING



SMORES
BBQ
BURGERS
HOTDOGS



- ➡ **Planning is Deciding What to do and How to do**
- ➡ **Thinking in Advance**
- ➡ **It enables to look forward**
- ➡ **Goal oriented**

What about going toI think we should
How about going to I don't think we should

Weekend Activities



going to the
countryside



being creative



baking



cooking



reading

climbing



the cinema



visiting granny



visiting
a farm



drawing



playing at a
friend's house



shopping



sleep over



riding a bike

bowling



visiting a
museum



swimming



going to
a party



writing



the park

MAKING SUGGESTIONS

Making Suggestions

- What about going to...?
- How about going ...?
- Why don't we go ...?
- Couldn't we ...?
- Shall we ...?
- What would you say to ...?
- Don't you think it is a good idea to ...?
- Does it matter if we ...?
- Would you like to ...?
- Let's go to...
- I suggest you/we take...into consideration...
- We could...
- Do you fancy ...
- We might as well...

Agree/Reject

- Yes, I'd like to. / Yes, I'd love to.
- What a good idea!
- Why not? / Brilliant!
- Yes, with pleasure.
- Yes, I feel like taking a walk.
- Yes. That sounds like a good idea.
- Yes, that's not a bad idea.
- Count me in too.
- No, let's not.
- Well, I'd rather...
- I don't feel like it.
- What an awful/bad idea!
- I'm not sure about that idea.
- I'd love to but...
- I don't think it will work. / I don't think I can.
- I'm not very keen on (+_ing)

Work with your partner and match the pairs.

1. What about ...

A I'm busy tomorrow evening.

2. I don't think we ...

B good idea.

3. I agree ...

C tomorrow at lunchtime would be possible for you?

4. That's a ...

D with you.

5. I'm afraid ...

E think so.

6. Do you think ...

F going to an amusement park.

7. I don't ...

G should wait for Friday to make all arrangements.

PLANNING

Do you need to?

Do you have to? (No Choice)



**book a ticket, make a presentation, , apply for leave,
complete your assignments on time, drive a car**

Ans: Yes I have to or No I don't have to

Yes I need to.... Or No I don't need to....



DISCUSSING PLAN


I am **going to**....

We are going to....

He is going to.....



Plan an outing with your friend

- 
- 1.What (you/change) next campaign?
 - 2.We (start) campaign a month before Diwali, not a week before.
 - 3.And we (target) specific age group.
 - 4.How(do) that?
 - 5.We(not/advertise) in newspapers, but we(use) social media.
 - 6.Who (you/target)?
 - 7.We (focus) young working professionals.



UNIT 11


Communication

- ➡ **Talking about communication**
 - ➡ **Making phone calls**
 - ➡ **Writing emails**
- 



UNIT 11

Making Phone Calls

- Landline
 - Mobile phone- zoom, email, whatsapp
 - Face to face
- 



[Expressions]

- May I speak to ...?
- Just a moment, please.
- Hold on, please.
- Who is speaking?
- Who am I talking to?
- Who's this?
- Yes, speaking.



Sample sentences

- A. Identifying yourself on the phone:
 - 1. Hi, this is Kelly Blair, with Blair Associates. I'm calling for Wanda Kirwin.
 - 2. Hi, this is Kelly Blair. I have a one o'clock phone interview with Wanda Kirwin.
 - 3. Good morning. This is Kelly Blair of Blair Associates, and I'm trying to reach Wanda Kirwin.

	Face-to-face	Zoom meeting	Email	Whats App
A You don't need to travel to communicate.				
B You have time to choose your words to explain things clearly.				
C You can understand more easily if your English is not so good.				
D The other person can choose when to reply.				
E You can ask questions and get answers immediately.				
F You can communicate with lots of people at the same time.				
G It's easier to describe things because you can use body language.				
H You don't forget the message because you keep a copy.				
I If there are lots of details, you can take time to look at them.				
J You can communicate with quick replies.				
K You can communicate quietly, so you don't disturb people.				
L You can chat in a friendly way, which helps relationships.				
M You can attach other information, such as pictures.				
N It doesn't need anything to communicate				



Listen to the words. Underline the part of each word that's stressed.

- 1. dis'cuss**
- 2. ques'tion**
- 3. ans'wer**
- 4. re'ply**
- 5. ex'plain**
- 6. 'email**
- 7. un'derstand**
- 8. conver'sation**
- 9. communi'cate**
- 10. communi'cation**



We use these phrases to help us while making phone calls:

Hello. *Could I speak to...*?

May I speak to Mr...?

Who's calling?

Just a moment please.

How can I help you?

I'm calling about...

I was hoping to / I'd like to get an appointment to meet Mr...

When is he available ...?

Would he be free to meet me on ...? Would ... be alright?

Thank you. I can make it on...

UNIT 11-COMMUNICATION

A decorative graphic featuring a blue border with geometric shapes like circles and triangles. In the center, the text "EMAIL WRITING" is written in a blue, italicized, serif font. Above the text, there are three vertical bars in blue, yellow, and green. The background has a light blue wavy pattern.

EMAIL WRITING





WHAT IS AN EMAIL

- Email is currently the most used communication channel in the business environment , as business rely on it heavily for sending messages across long distances in a short time .

From: sender@abcmail.com

Sender's address(From)

To: receiver@xyzmail.com

Receiver's address (To)

Date: 6 December 2016

Date

Subject: About the format of email writing

Subject of email

(A blank line)

Dear/Respected Friend/Sir,

Salutation

Body of the email must contains complete sentences. Each topic should be told or asked in new paragraph. Use 'Please let me know' when need a reply and 'Kindly' or 'Please' for asking help.

Body

Regards,

Complimentary Close

Sender's name

Name of the sender ate the end of the email

From: Sender's email id

To: Recipient's email id

Cc: Other individuals receiving the same mail with visible ids

Bcc: Other individuals receiving the same mail with invisible ids

Subject: Title or the reason of writing mail

Salutation: Words like Dear, Respected, Hi etc.

Main body: the main content of the email

1. Introduction
2. Matter in detail
3. Conclusion

Closing: Ending Statement

Attachments: Attached Files with emails

Signature Line: Sender's name, signature, and other details of contact

TYPES OF EMAILS

- ▣ Formal Email
- ▣ Semi - Formal Email
- ▣ Informal Email

DEFINITIONS

FORMAL EMAIL :

An email written for business communication or professional use comes under this category. The email written for any government department, school authority, company or any officers are the formal emails. Use of polite and formal words, the reason for writing mail, clarity, proper greeting and closing are some of the rules of the formal email.

SEMI – FORMAL EMAIL :

An email written for any teammates or colleague is the semi-formal email. One can use friendly language but have to maintain the limit and the decency. The length, proper greetings and closing and clarity are some of the rules of the semi-formal emails.

A decorative background featuring a variety of colorful, stylized flowers and leaves. The flowers are in shades of blue, yellow, orange, red, and pink, with some having white dots. The leaves are in shades of green and yellow. The overall style is soft and artistic, with a white background.

INFORMAL EMAIL :

An email written for any friends, family members or relatives comes under this category. Use of polite, friendly and casual words along with proper greetings and closings are some of the rules of the informal emails.

FORMAL EMAIL SAMPLE

A MAIL FOR RESIGNATION

To : XYZ@gmail.com

CC / BCC : (optional)

Subject : Resignation letter

Dear Sir ,

Please accept this mail as a notice that I am leaving my position with its organization . As per norm of the company I've to give a month notice before resigning . I hope you will get a good replacement for me within this time period . I really appreciate the opportunities that I have been given to me to help me grow . Wish you and the company the best in the future . Please let me know what to expect as far as my final work schedule and the employee benefits . Please let me know in case of any assistance for the Above .

Kindly look into the matter .

Thanks and Regards

LMN

(Project Head)



SEMI FORMAL EMAIL SAMPLE

WRITING A EMAIL TO INFORM YOUR CLASSMATES REGARDING INTRA – COLLEGE QUIZ COMPETITION .

To: XYZ@gmail.com

CC/BCC: (optional)

Subject: Intra-college Quiz Competition.

Hello Everyone!

This is to inform you guys that an intra-college quiz competition is going to be held in our college on Nov 25 from 11:30 am in Hall – 01. Everyone is therefore asked to take part in the competition so that our department can win. For further queries, feel free to contact me.

Thanks

LMN

(Class Representative)



INFORMAL EMAIL SAMPLE

SUPPOSE YOU HAVE TO WRITE AN EMAIL TO YOUR FRIEND INVITING HIM OR HER TO YOUR BIRTHDAY PARTY .

To: XYZ@gmail.com

CC/BCC:

Subject: Invitation to a birthday party

Hi XYZ!

Hope this mail finds you in the best of your time. I am very happy to invite you to my birthday party on Nov 03 at ABC Hotel from 7:00 pm to 10:00 pm. The theme of the birthday party is 'Pirate of the Caribbean'. It would be great if you come and join us at the party. We will have a great time and fun together.

See You Soon

LMN

Useful Email Phrases

Useful email expression for email to explain the reason for writing your email:

- I am writing to ask for ...
- I am writing regarding
- I am writing with regard to ...
- With reference to...

Informal expressions:

- Just a quick question about...
- I was wondering if...
- I wanted to let you know that...

Useful email expressions for making a request:

- Could you please let me know if?
- I would appreciate it if you could ...
- Could we arrange ..?
- Please let me know if ...

Informal expressions:

- I was just wondering if ...
- Would you mind?
- Can/Could you?



These phrases can be helpful while writing emails.

I'm writing with reference to your new assignment ...

This is to inform you .../confirm ... This is to let you know ...

Thank you for your mail concerning the ... Thanks for your mail about the ...

I would be grateful if you could confirm your attendance. Please let me know if you will be attending.

Unfortunately, / I'm afraid, I can't attend ... I'm sorry I won't be able to attend ...



We use these words to describe experiences

- That was **good/bad**.
- She has many **excellent** ideas.
- Horror movies are **scary**.
- The comedian was **funny**.
- Rock climbing is **hard**.
- Boat riding is **easy** and **relaxing**.
- Sometimes work can be **tough**.
- Office parties are sometimes **crazy**.



[This Photo](#) by Unknown Author is licensed under [CC BY](#)