GOALS
✓ Spell your name
✓ Greet people
✓ Introduce yourself and others
✓ Identify family members
✓ Say your address and phone number
✓ Fill out an application form
✓ Address an envelope
✓ Use the alphabet and numbers
✓ Put names in alphabetical order
✓ Make statements with be
✓ Use possessive adjectives
Listen

Listen and point to the words you hear. Then point to each item in the picture. Listen again and repeat each word.

1. form
2. first name
3. last name
4. street
5. city
6. state
7. zip code
8. area code
9. phone number
10. children
11. son
12. daughter
13. mother
14. wife
15. father
16. husband
1 **Pair Practice** Fill in the blanks with your own names. Then practice the conversation with your partner.

**A:** Good morning. My name is ________.

**B:** Hello. I am __________.

**A:** Nice to meet you.

**B:** Nice to meet you, too.

2 **Group Practice** Introduce yourself to three different students.

3 **Group Practice** Sit in a group of four students. Ask the other students in your group their names and where they are from.

**Example:**

**Student 1:** What’s your name?

**Student 2:** My name is __________.

**Student 1:** Where are you from?

**Student 2:** I am from __________.

---

**Statements with be**

<table>
<thead>
<tr>
<th>Subject</th>
<th>be</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>am</td>
</tr>
<tr>
<td>He/She/It</td>
<td>is</td>
</tr>
<tr>
<td>You/We/They</td>
<td>are</td>
</tr>
</tbody>
</table>
4 Say It Practice the conversations with a partner.

- **A:** What is his name?
  - **B:** His name is Alex Marenko.
- **A:** Where is he from?
  - **B:** He is from Russia.

Practice the conversation again. This time use the ID cards below.

5 Write Fill in the blanks.

1. Lin Tran ________ from ______________________________.
2. Alex Marenko ________ from ______________________________.
3. Ahmed Afar ________ from ______________________________.
4. Marie Joseph ________ from ______________________________.
5. I ________ from ______________________________.
Listen

Listen to the letters of the alphabet. Point to each letter as you hear it. Listen again and repeat each letter.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Group Practice

Work in a large group. Sit in a circle. Each student says one letter of the alphabet. The next person in the circle says the next letter. Continue until your group says every letter of the alphabet.

Say It

Practice the conversation with a partner.

A: Good morning. What's your name?
B: My name is Alex Marenko.
A: Please spell your last name.
B: M-A-R-E-N-K-O.

Fill in the ID card below with your own information. Then practice the conversation again with the information from your ID card.
Listen

Listen for the correct letters. Complete the names.

1. An_el_ Dom_ng_
2. _le_ Ma_e_ _o
3. _o_a Lo_ez

Note: Alphabetical order means in the order of the alphabet.

Example:
1. Angela
2. Bill
3. Carlos

Write

Write the names in alphabetical order.

Lin
Cindy
Marie
Alex

Teamwork Task

Work in teams of five. Make a list of the first names of the students on your team. Then put the names in alphabetical order.

FIRST NAMES
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

FIRST NAMES IN ALPHABETICAL ORDER
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

Homework

Make a list of the people you live or work with. Write their first names in alphabetical order.

Game Time

Write a different letter of the alphabet in each of the boxes below. When your teacher says one of your letters, cross out that letter. When all your letters are crossed out, say “BINGO!”
1. **Listen**  Listen and write one of these words under each person in the picture: son, daughter, father, mother, sister, brother, husband, wife, parents, children.

   **Note:** Use 's after a name or noun to show possession.  Hector’s brother = His brother  My sister’s family = Her family

2. **Pair Practice**  Practice the questions and answers with a partner.

   1. Who is Ramon?  He ______ is Angela’s ________ father ________.
   2. Who is Hector?  ________ is Angela’s ________ ________.
   3. Who is Gloria?  ________ is Angela’s ________ ________.
   4. Who are Juan and Gloria?  ________ are Angela’s ________ ________.
   5. Who are Ramon and Anna?  ________ are Angela’s ________ ________.
   6. Who is Angela’s son?  ________ is Angela’s son.
   7. Who is Angela’s sister?  ________ is Angela’s sister.
   8. Who is Angela’s brother?  ________ is Angela’s brother.
3 Say It  Practice the conversation with two classmates.

A: This is my husband, Hector.
B: Hello, Hector. Nice to meet you.
C: Nice to meet you, too.

husband

Practice the conversation again with your classmates. This time use the pictures below.

1. daughter
2. friend
3. brother

Culture Tip

Introductions
For informal introductions, use only the first name.
Example: This is my friend, Dimitri.
For more formal introductions, or business introductions, use first and last names or titles.
Example: This is my teacher, Eric Ryan.

4 Group Practice  Work in groups of four or five. Introduce one of your classmates to another classmate.
Example: Student 1: This is my classmate. His/Her name is _______.
Student 2: Hello _______. Nice to meet you.

5 Pair Practice  Show photographs of your family members or friends to your partner. Tell your partner about the people in the pictures.
Example: She is my sister. Her name is Lola.
Word Help: Marital status

single  married  divorced

Culture Tip: Wedding Rings
In the U.S. married people usually wear a wedding ring on the fourth finger of their left hand. Where do people wear wedding rings in your country?

6 Say It Practice the conversations with a partner.

A: Is Angela married?
B: Yes, she is.

A: Is Lin married?
B: No, she's single.

Angela  Lin

Practice the conversations again. This time use the pictures below.

Hector  Marie  Cindy

Chapter 1  Personal Information
**GRAMMAR CHECK**

**be: Contractions**

<table>
<thead>
<tr>
<th>Full Form</th>
<th>Contraction</th>
<th>Example Sentences</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am</td>
<td>I'm</td>
<td>I'm a student.</td>
</tr>
<tr>
<td>you are</td>
<td>you're</td>
<td>You're from Brazil.</td>
</tr>
<tr>
<td>he is</td>
<td>he's</td>
<td>He's my husband.</td>
</tr>
<tr>
<td>she is</td>
<td>she's</td>
<td>She's my mother.</td>
</tr>
<tr>
<td>it is</td>
<td>it's</td>
<td>It's my phone number.</td>
</tr>
<tr>
<td>we are</td>
<td>we're</td>
<td>We're brothers.</td>
</tr>
<tr>
<td>they are</td>
<td>they're</td>
<td>They're my parents.</td>
</tr>
</tbody>
</table>

**Check Point:**
- Use contractions for questions, too:
  - What is = What's
  - Who is = Who's
  - Who is = Who's

**Listen**

Listen and circle the words or contractions you hear.

1. (She is / She's) my mother.
2. (What is / What's) your name?
3. (You are / You're) my friend.
4. (They are / They're) from Japan.
5. (It is / It's) a pencil.
6. (We are / We're) students.
7. (I am / I'm) Chiara.
8. (He is / He's) my son.

**Write**

Write each sentence using contractions.

1. She is my friend.  
   She's my friend.
2. He is my brother.  
   He's my brother.
3. They are my parents.  
   They're my parents.
4. We are a family.  
   We're students.
5. You are a student.  
   You're my student.
6. I am a mother.  
   I'm Chiara.

**Teamwork Task**

Work in teams of 3 or 4. Choose one student volunteer. On a piece of paper, draw a family tree for the student volunteer. Ask the volunteer questions to fill in the family tree. Ask about wife/husband, parents, children, brothers, and sisters. Write their names in the family tree. Then write sentences about the people in the volunteer's family.

**Example:** Linda is Albert's wife.

**Game Time**

Your teacher will write the name of someone in his/her family on the board. Ask questions to find out who the person is.

**Example:** Is she your wife? Is she your mother?
1. **Listen**  Listen and repeat the numbers.

<table>
<thead>
<tr>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>zero</td>
<td>one</td>
<td>two</td>
<td>three</td>
<td>four</td>
<td>five</td>
<td>six</td>
<td>seven</td>
<td>eight</td>
<td>nine</td>
<td>ten</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eleven</td>
<td>twelve</td>
<td>thirteen</td>
<td>fourteen</td>
<td>fifteen</td>
<td>sixteen</td>
<td>seventeen</td>
<td>eighteen</td>
<td>nineteen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td>60</td>
<td>70</td>
<td>80</td>
<td>90</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>twenty</td>
<td>thirty</td>
<td>forty</td>
<td>fifty</td>
<td>sixty</td>
<td>seventy</td>
<td>eighty</td>
<td>ninety</td>
<td>one hundred</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Pair Practice**  Point to numbers in the box. Your partner will say the numbers. Check your partner's pronunciation. Then your partner points and you say the numbers.

3. **Say It**  Practice the conversation with a partner.

A: I need information for your job application form.
B: OK.
A: What is your address?
B: It's 235 Apple Street.
A: And your city and state?
B: Santa Monica, California.
A: And what's your zip code?
B: It's 90405.

Practice the conversation again. This time use the applications below.

---

**JOB APPLICATION**

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
</tbody>
</table>

---

**JOB APPLICATION**

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
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</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
</tbody>
</table>

---

**JOB APPLICATION**

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
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<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
</tbody>
</table>
Listen
Listen to the addresses. Write the missing numbers.
1. __ __ Clark Street
2. __ __ __ Brown Street
3. __ __ East End Avenue
4. Apartment __ __
5. __ __ __ River Street
6. __ __ __ Avenue A

Say It
Practice the conversation with a partner.

A: What's your telephone number?
B: It's 555-3412.
A: I'm sorry. Could you repeat that?
B: Yes. 555-3412.
A: And your area code?
B: (818).

Practice the conversation again. This time use the applications below.

Group Practice
Work in groups of three. Ask the other students in your group their phone numbers. (You can give your real telephone number or make up a telephone number.) Write each person's name and telephone number below.

Name ____________________________ Phone number ____________________________
Name ____________________________ Phone number ____________________________
Name ____________________________ Phone number ____________________________
Possessive Adjectives

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Possessive Adjective</th>
<th>Example Sentences</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>my</td>
<td>My name is Eric.</td>
</tr>
<tr>
<td>you</td>
<td>your</td>
<td>Your area code is (212).</td>
</tr>
<tr>
<td>he</td>
<td>his</td>
<td>His teacher is American.</td>
</tr>
<tr>
<td>she</td>
<td>her</td>
<td>Her brother is a student.</td>
</tr>
<tr>
<td>it</td>
<td>its</td>
<td>Its tail is black.</td>
</tr>
<tr>
<td>we</td>
<td>our</td>
<td>Our native country is Brazil.</td>
</tr>
<tr>
<td>they</td>
<td>their</td>
<td>Their house is in San Francisco.</td>
</tr>
</tbody>
</table>

7 Write Write the correct possessive adjectives.

1. You are Laura. name is Laura.
2. She is from Mexico. native country is Mexico.
3. We live in Seattle. city is Seattle.
4. They live in Apartment 12. apartment number is 12.
5. I live in Texas. state is Texas.

8 Say It Practice the conversation with a partner.

A: What’s his address?
B: His address is 454 Capital Street.
A: And what’s his city and state?
B: Tallahassee, Florida.
A: What’s his telephone number?
B: His telephone number is (850) 555-9328.

Fill in the application with your own information. Then practice the conversation again. This time use the information from your job application.
Culture Tip

Titles
In formal situations, use one of these titles before a person’s name:
Mr. = A man (Mr. is pronounced mister.)
Ms. = A woman (Ms. is pronounced miz.)
Miss = A single woman (Miss is pronounced miss.)
Mrs. = A married woman (Mrs. is pronounced missuz)

THE BIG DEAL DEPT. STORE

EMPLOYEE DIRECTORY

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Maria Calvo</td>
<td>124 Center Street, Pasadena, CA</td>
<td>(626) 555-7746</td>
</tr>
<tr>
<td>Mr. Richard Klein</td>
<td>75 Third Avenue, Apt. 1A, Los Angeles, CA</td>
<td>(213) 555-3277</td>
</tr>
<tr>
<td>Mr. James Miller</td>
<td>36 North Street, Apt. 3B, Venice, CA</td>
<td>(310) 555-0457</td>
</tr>
<tr>
<td>Mrs. Mary Lynn Pitt</td>
<td>100 Park Avenue, Canoga Park, CA</td>
<td>(818) 555-1369</td>
</tr>
<tr>
<td>Ms. Reiko Yoda</td>
<td>54 Front Street, Manhattan Beach, CA</td>
<td>(323) 555-4476</td>
</tr>
</tbody>
</table>

9 Write Use the employee directory to answer the questions.
   1. What is Mr. Miller’s area code?  His area code is (310) ________.
   2. What is Miss Calvo’s address?  ____________________________.
   3. What is Mr. Klein’s telephone number?  ________________________.
   4. What is Mrs. Pitt’s city?  ____________________________.
   5. What is Ms. Yoda’s area code?  ____________________________.
   6. What is Mr. Miller’s address?  ____________________________.

10 Pair Practice Work with a partner. Ask and answer the questions in Exercise 9. Then ask and answer more questions about the employee directory.
11. **Listen**  Listen and write the missing letters and numbers on the envelope.

G. Simmons
236 Fox Ave.
Springfield, N.Y. 13553

**Return address**

Mr. Bill L_w_s
___ Br_a_Avenue
A__tl__, Te___s 7_7__

**Mailing address**

Name
Street
City, State, Zip

12. **Pair Practice**  Work with a partner. Ask your partner his/her name, street, city, state, and zip code. Fill in the mailing address with the information your partner gives you. Then put your return address at the top. You can use your real address, or you can make up an address. Then exchange books with a partner to check your partner’s work.

------

------

------

------

**Game Time**

Write a number from one to twenty in each box below. When your teacher says one of the numbers, cross the number out. When all of your numbers are crossed out, say “BINGO!”

|   |   |   |   |
1. **Listen and Read**  Listen to the story. Then read the story.

   **My Family**
   My name is Angela Domingo. I'm married. My husband's name is Hector. We're from Mexico, but Los Angeles, California, is our home now.
   Our son, Juan, is eight years old. Gloria is our daughter. She's six. Our address is 215 West Second Street. Our telephone number is (818) 555-3412.
   My sister is in Los Angeles, too. Her name is Rosa Lopez. She's single. My brother is here, too. His name is Tomas. He's divorced. My family is happy in Los Angeles.

2. **Read**  Read the sentences. Circle *True* or *False*.

   1. Hector is Angela's husband.        **True**  **False**
   2. Gloria is 8 years old.             **True**  **False**
   3. Angela's area code is (518).       **True**  **False**
   4. Rosa Lopez is Angela's mother.     **True**  **False**
   5. Rosa is married.                   **True**  **False**
   6. Angela's brother is divorced.      **True**  **False**

3. **Write**  Write about *your* family. Follow Angela's example.

   My name is ____________________________, I am ____________________________.
   I am from ____________________________, but ____________________________, my home now.
4 Best Answer Bubble the correct answer.

1. Where are you from?
   a) Fine, thank you. b) Mexico.
   ○ ○

2. Are you married?
   a) Yes, I are married. b) Yes, I am married.
   ○ ○

3. Please spell your name.
   a) L-I-N. b) Thank you.
   ○ ○

4. Who is he?
   a) He's my brother. b) He is my daughter.
   ○ ○

5. What's your area code?
   a) 555-3454. b) It's (310).
   ○ ○

5 Write Write the words for the numbered items in the picture.

APPLICATION FORM
FOR NEW AND RETURNING STUDENTS

Mr. □ Mrs. □ Mr. □ Miss □

First Name: Jennifer  Last Name: Smith
Street Address: 678 Miller Street
City: Brooklyn  State: New York  Zip Code: 11235
Phone Number: (718) 555-3452

1. first name
2. 
3. 
4. 
5. 
6. 
7. 
8. 

18 Chapter 1 Personal Information
6 **Pair Practice** Read the information. Work with a partner to address the envelope from Lin Tran to her friend.

Hello. My name is Lin Tran. I live at 229 Park Avenue. I live in Los Angeles, California. My zip code is 91303. I am writing to my friend. His first name is Michael. His last name is Lawson. He lives in Miami, Florida. His address is 141 Grove Street. His zip code is 33176.

7 **Write** Write your personal information in the student registration form.

**APPLICATION FORM**

**FOR NEW AND RETURNING STUDENTS**

Mr. □  Mrs. □  Ms. □  Miss □

First Name: ___________________  Last Name: ___________________

Street Address: ___________________

City: ___________________  State: ___________________

Zip Code: __________  Phone Number: ( ____ ) __________

Signature: ___________________

**INTERNET IDEA**

Search the Internet for information about your name. Use one or more of these search words: *name, meaning, origin*. What does your name mean? What country/culture is it from? Tell your class about your name.
**Pronunciation** Short \(i\) and long \(e\)

A. Listen to the word pairs. The first word has the short \(i\) sound (/i/ as in *it*). The second word has the long \(e\) sound (/e/ as in *eat*).

1. is ease
2. hit heat
3. its eats
4. sit seat
5. fill feel
6. sick seek
7. itch each
8. live leave

B. Listen and circle the word you hear.

**Teamwork Task** Work with a large group to create a directory of names, addresses, and telephone numbers of all the students on your team.

A. Each person writes their first and last name on an index card.
B. The group works together to alphabetize the cards by last names.
C. Make a directory of your group on a sheet of paper. Write the list in alphabetical order. Make sure the directory has all of this information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvarez, Manuel</td>
<td>45 Avenue Z</td>
<td>(718) 555-9436</td>
</tr>
<tr>
<td></td>
<td>Bronx, New York 10457</td>
<td></td>
</tr>
</tbody>
</table>

D. You can make a copy of the directory for everyone on your team.

**I can . . .**

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>spell my name.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>greet people.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>introduce myself and others.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>identify family members.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>say my address and phone number.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fill out an application form.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>address an envelope.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>use the alphabet and numbers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>alphabetize names.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>make statements with be.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>use possessive adjectives.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 = not well 2 = OK 3 = very well
Write the missing words in the cartoon story. Use these words: meet, are, My, Her, She's, from, I'm, they, single, parents.

Alberto: Good Morning. (1) ____ name is Alberto.
Rosa: Hi. (2) ____ Rosa.

Alberto: Nice to (3) ____ you, Rosa.
Rosa: Nice to meet you, too.

Alberto: And who (4) ____ you?
Rosa: (5) ____ my very good friend.
(6) ____ name is Cindy.

Alberto: Where are you (7) ____?
Cindy: Right here in Los Angeles. I'm a native Californian.

Alberto: How about your (8) ____?
Are they from L.A. too?
Cindy: Yes, (9) ____ are.

Alberto: And your . . . husband? Are you married, Cindy?
Cindy: No, Alberto, I'm (10) _____. How about you?

Group Practice Work in groups of three. Practice the story.