

# ENGLISH ONE : LET'S PRACTICE ENGLISH

*by* Sukirmiyadi Sukirmiyadi

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# **ENGLISH ONE :**

## **LET'S PRACTICE ENGLISH**

**Sukirmiyadi**



**Penerbit  
Unesa University Press**

**Sukirmiyadi**

## **ENGLISH ONE :** **LET'S PRACTICE ENGLISH**

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## PREFACE

9

This book is especially written for the teaching of English as a foreign language to the learners whose English mastery are about at Elementary up to Intermediate levels. It is designed as the basic of speaking practice to enable the learners practice more and more communicatively. This is a kind of teaching model which is expected to encourage them to communicate their target language as naturally as possible.

Moreover, this book is aimed to fulfill the learner's need whose English competence, (especially of speaking skill) is mostly still quite low. Therefore, the topics of dialogues are selected from different situations and models to enable the learners express their ideas, elaborate them, and then be able to perform in accordance with their own experiences acquired from both the teacher and other resources.

Finally, it is hoped that this simple book will be beneficial and helpful to provide the learners with a very valuable background knowledge of English competence, especially their Speaking skill. Besides, they are capable of producing their own utterances in a real communication.

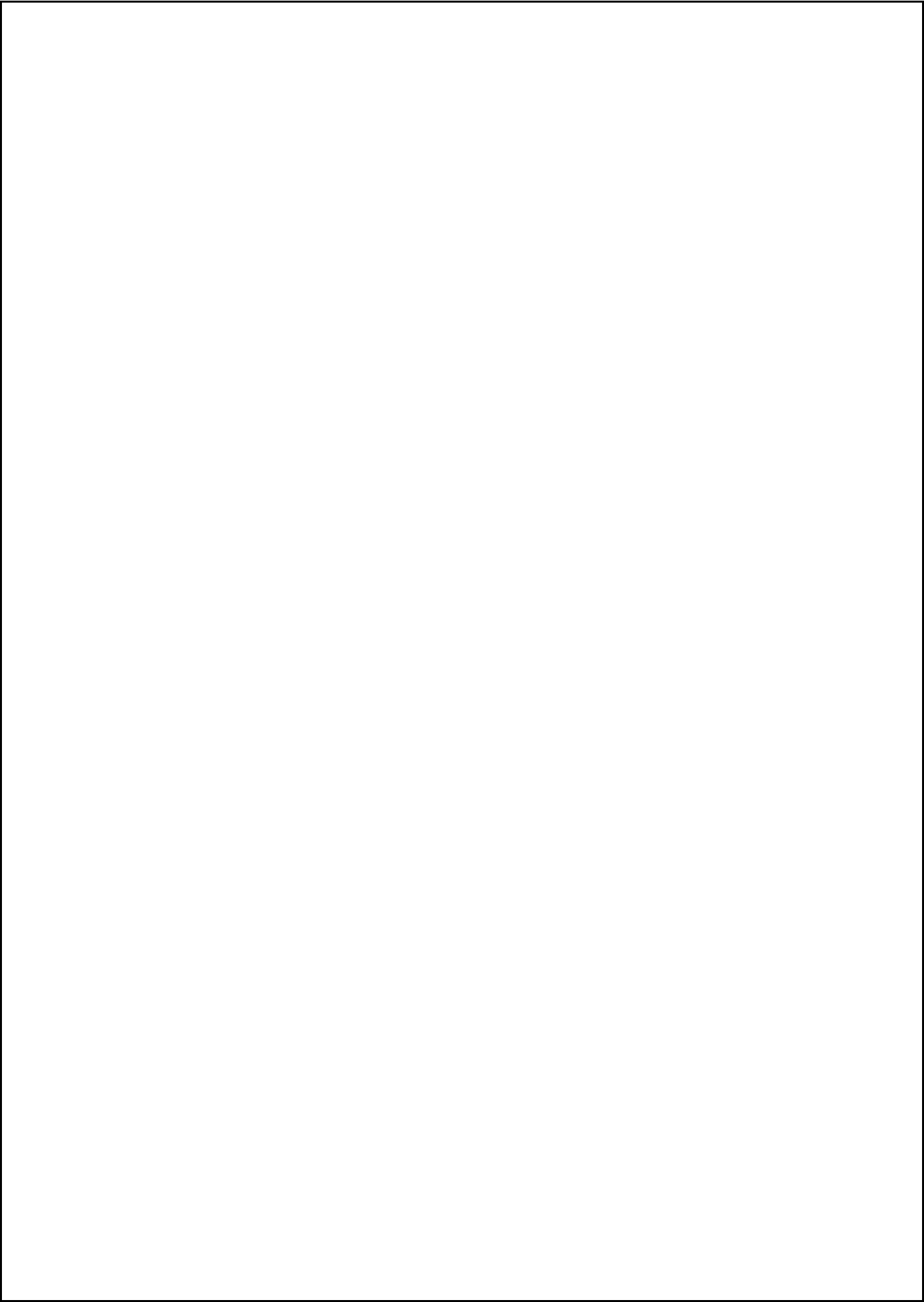
Surabaya, January 27<sup>th</sup>, 2020

*The Writer*



## TABLE OF CONTENT

PREFACE.....	iii
TABLE OF CONTENT.....	v
Unit 1. Meetings and Greetings .....	1
Unit 2. Hello and Goodbye .....	7
Unit 3. Some Polite Remarks .....	11
Unit 4. Please and Thank You .....	15
Unit 5. Dialogue Practice One .....	19
Unit 6. Apologies.....	23
Unit 7. Agreement & Disagreement .....	28
Unit 8. Dialogue Practice Two .....	35
Unit 9. Expressing Opinion .....	39
Unit 10. Requests & Invitation .....	45
Unit 11. Guessing Games & Song Analysis.....	52
Unit 12. Giving Suggestions.....	56
Unit 13. On the Phone .....	60
Unit 14. Making New Acquaintances & Informal Introduction.....	63
Unit 15. Dialogue Practice Three .....	66
Unit 16. Excuse Me & I'm Sorry .....	71
Unit 17. Giving You Opinion, Agreeing, & Disagreeing.....	75
Unit 18. Getting & Giving Advice .....	77
Unit 19. At the Bank.....	81
Unit 20. At the Book Store .....	89
Unit 21. Checking in at a Hotel .....	93
Unit 22. At the Restaurant .....	96
Unit 23. Job's Interview .....	100
Unit 24. What's your Major .....	104
Unit 25. Micky's Home Town .....	107
Unit 26. A Full Scholarship .....	110
REFERENCES .....	114



## UNIT 1 (One): 'Meetings and Greetings'

### A. Introduction

15

It is usual for a third person to perform introductions in English.  
He will say:

1. This is Mr. Johnson ... ; This is Miss Jones (at the same time indicating each person with his hands).

A: How'd you do?

B: How'd you do; Or:...

2. May I introduce you to Mr. Robinson? ... This is Mr. Baker.  
How'd you do — How'd you do

Or (especially in the USA) Pleased to meet you — Pleased to meet you too.

Remember that *How'd you do* is only used after introductions, and it cannot be used for later meetings. If there is no third person to introduce you, say:

May I introduce myself? My name is Peter Brown. I'm from Surabaya;

I'm a new student here; etc

How'd you do? My name is Marry Bell. I'm 18 years old. I graduated

from State Senior High School (SMA 1) Surabaya; etc

### B. Introducing a speaker

If you are introducing a speaker you should say (indicating the speaker with your hand):

Ladies and gentlemen, this is our guest speaker, Professor Green;  
Or....



Ladies and gentlemen, I have great pleasure in introducing our guest speaker, General White.; I'd like to introduce you to .....

### C. The Next Time You Meet

For the next and later meetings, to people whom you know, say:

Good morning (until about lunch-time — 12 mid-day to 1 p.m.)

Good afternoon (till tea-time or just after — 5 to 6 p.m.)

Good evening (till about 9 p.m.)

6

The answers are the same.

6

When you know the person a little better, you may say:

How are you?

The answer will be:

I'm fine, thanks; or: Very well, thank you; not so bad; etc.

6

Remember that the *thank you* or *thanks* should end the phrase, not begin it.

If you are not well and wish to make this known, say: Not very well, or: Not too well, I'm afraid that I've got a flu; etc.

### D. Conversation

11

Mr. Brown : Good morning, Mr. Green. How `are you?

Mr. Green : Very well, thank you. How are `you?

Mr. Brown : Fine, thanks. I don't think you've met my secretary. This is Mr. Green. This is Miss Black.

Mr. Green and Miss Black : How'd you do.

Mr. Green : You have a very nice office here.

Miss Black : Yes, it 'is nice, 'isn't it? I like working here very much.

(The conversation continues, probably about the weather)

(Two days later)

Mr. Green : Good afternoon, Miss Black.

Miss Black : Good afternoon. How are `you today, Mr. Green?

Mr. Green : Not too well, I'm afraid. I must've caught a bit of a cold I think.

Miss Black : Oh [ou], I'm sorry to hear that.

### E. Practice:

- (a) Introduce two people to one another (one of them is a woman).
- (b) Introduce yourself to someone or audience (both written and spoken or orally).

(a) Written: .....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

## **STRUCTURE:**

**A Sentence** means a group of words which consists of at least 1 (one) Subject and 1 (one) Predicate that has meaning.

**A. Nominal Sentence:** Subject + Be\* + Complement:

\*Note: To Be: (1) Simple Present:

‘Is’ (He-She-It); ‘am’ (I); ‘are’ (You-We-They)

(2) Simple Past :

‘Was’ (He-She-It-I); ‘Were’ (You-We-They)

(3) Perfect: a) Present Perfect: He-She-It (Has + been);  
I-You-We-They (Have + been)

b) Past Perfect: Had been (He-She-It- I-You-We-They)

(4) Auxiliary/Modals: Will- can-may-should-would-  
has/have to: ‘BE’

\*NOTE: **Complement** can be Adjective, Adverb or Noun

- a) Adjective: (1) My father is smart and handsome; (2) The students are very diligent; (3) I will be happy any time I get a present from someone; (4) We should be proud of our parent; (5) Several students were absent yesterday
- b) Adverb : (1) I am at the office now (Simple Present)
  - (2) Tuty is kind and helpful
  - (3) I have been here since an hour ago (Present Perfect)

(4) Mr. Andy was in Bandung last week  
(Simple Past).

(5) That lady has been there since 5 am this  
morning

- c) Noun :
- (1) My father is an English teacher
  - (2) Soekarno was our President of Indonesia  
between 1960s and 1970s
  - (3) Johan and Ahmed are class mates
  - (4) John and Robert have been close friends  
for more than 27 years.

**B. Verbal Sentence:**

(1) Subject + Verb: - I go to campus by car; We went to  
the park yesterday;

- Susy enjoys singing in the morning.

(2) Subject + be + V-ing: - The students are studying english  
in class now;

- I was watching TV while my son  
and daughter were playing games.

(3) Subject + Auxiliary/Modals + V-1:

- You should go to the doctor soon;

- My friends must stay in class before they have  
finished their works.

## QUESTION:

**A. Yes/No Question** is a question which has a Yes or No Answer

1) Nominal Sentence:

- You are a student of UPN (+)

Are you a student of UGM? No, I am not/ No, we are not

Are you a student of UPN? Yes, I am/Yes, we are

- Shinta is a smart girl (+)

Is Shinta a lazy girl? No, she is not

Is Shinta a smart girl? Yes, she is

**B. Information Questions:** a Question starts with such as: what-where-who-how-how long-how old-how many, etc

Ex: - Tuty is 19 yers old      Q: How old is Tuty?

- That ladi is my sister      Q: Who is that lady?

## EXERCISE:

I. Make your own Sentences: Nominal Sentece Consisting of

A. Subject + Be: is-am-are + Adjective (8 Sentences)

B. Subject + Be: is-am-are + Adverb (8 Sentences)

C. Subject + Be: is-am-are + Noun (8 Sentences)

II. Change the Sentences which you have made above into Simple Past. Use Time Signal when it is Necessary.

preference, e.g. Shall we go by air or by sea? (immediate) Do you prefer travelling by air or by sea? (general)

- (a) Go out or stay at home
- (b) Go by bus or by train
- (c) Two dresses
- (d) Seaside or countryside
- (e) Jazz or classical music
- (f) Indonesian or western pop music
- (g) Life in a town or in the country

3. Answer the following using expressions of (i) approval, (ii) disapproval, (iii) enthusiastic approval, (iv) politeness about the inferior:

What do you think of the new Post Office?; What was your journey to Dieng like?; What about the hotels there?; What's the scenery like there?; Do you like fried rice?; How about the songs in that new film?; Did you enjoy your stay with the Murrays?; I hear you've just been to Las Vegas. Is it worth a visit?

4. Learn and reproduce the Conversation.
5. If you went to England, what things do you think you would like or dislike there, and what things would you find were the same as or different from those in your country?

## Unit 19 (Nineteen): At the Bank

16

### *(Mrs. Green Calls at the Bank)*

Mrs. Green : I'd like you to cash this check for fifty dollars for me, please.

Teller : Do you have an account with us?

Mrs. Green : Yes, my husband and I have a checking account. I also want to deposit these other checks in our account at the same time.

Teller : I see. Have you made out a deposit slip?

*(Mrs. Green hands teller deposit slip with checks for deposit)*

Mrs. Green : I hope I've made it out correctly.

Teller : It seems all right to me. How do you want this other check cashed, Mrs. Green? Will five tens be all right?

Mrs. Green : That will be fine. (Accepts bills) I also want to ask you about starting a savings account. My husband and I have been thinking of opening a small savings account in which we could put aside a few dollars each week.

Teller : The procedure is very simple. You can open a savings account at any time with an initial deposit of five dollars or more. Five dollars is the minimum original deposit. After that you deposit or withdraw money as you wish. You bring your bank book with you each time and the deposit or withdrawal is entered in your book. The account carries interest of 4.5% and the interest is added to your account every six months. That's about all there is to it. If you'd like to open an account, you can talk with the manager or with one of his assistants. They'll be glad to take care of you.

Mrs. Green : Thank you. But I don't believe we are quite ready just yet. However, I do want to speak with someone about

another matter. I received a notice a few days ago from the bank saying that our checking account was overdrawn. With whom should I speak about that?

Teller : You can talk with the manager if you like. There he is, seated at the desk over near the window. He seems to be free at the moment.

(Mrs. Green goes over to manager's desk)

Mrs. Green : How do you do? I'm Mrs. Green. About a month ago my husband and I opened a checking account here, and a few days ago I received a notice from the bank saying that our account was overdrawn.

(Manager, reaching for the telephone)

Manager : Just a minute, Mrs. Green. I'll get the record of your account.

(Telephones, record of Mrs. Green's account is brought to the manager)

Manager : Yes, your account was overdrawn four dollars on the twenty-third of the month.

Mrs. Green : But you didn't return the check to me.

Manager : No, the overdraft was only four dollars so the bank honored the check. In such cases we simply send the client a notice and assume that he will reimburse the bank for the amount of paid. Of course, if the amount is very large, the bank will return the check and refuse to pay it. Apparently, you took care of the matter because your record shows that on the twenty-fifth a deposit was made which easily covered the shortage.

Mrs. Green : Then there is nothing further I have to do about it. Is that correct?

Manager : You will find a charge of two dollars on your next monthly statement, which you will have to pay. That is a



standard charge made by all banks on the case of an overdraft. But otherwise everything has been taken care of we just hope that in the future you won't overdraw your account.

Mrs. Green : I really can't understand it. I kept a very careful record of my checks and the total was much less than we deposited.

Manager : But perhaps your husband also wrote some checks.

Mrs. Green : It's possible. I didn't say anything to him about the account being overdrawn because I was afraid he might be angry.

Manager : It's a join account, Mrs. Green, and carries two signatures. That means that either you or your husband can write checks against it.

Mrs. Green : I don't suppose it's possible to have a join account where my husband would just deposit money and I would write the checks.

Manager : I'm afraid not.

Mrs. Green : It might be a very good idea. You should think about it. Anyway, I'm very sorry to have bothered you. It was very stupid of me.

Manager : it was no bother at all. We are always glad to help you. Why don't you take one of our little booklets along with you? They describe the various services which the bank offers. We have a personal loan department, and we sell travelers' checks. Perhaps someday you or your husband may wish to take out a personal loan.

Mrs. Green : I'm afraid that's my husband's department. He takes care of getting the money; I just spend it. Anyway, my husband says that a bank is a place where they lend you money only when you can prove that you don't need it. Is that correct?

Manager : Not quite. But tell your husband that we shall be glad to do business with him whenever he has need of our services.

Mrs. Green : Thanks. I'll do that. Good-bye.

**a) Exercises for Conversation**

**b) Comprehension Questions**

1. Where does this dialogue take place?
2. What persons take part in this dialogue?
3. What are the duties of the "teller" in a bank?
4. What is the procedure to be followed in a bank in making a deposit?
5. What is the difference between a checking account and a savings account?
6. What interest do most savings accounts draw in banks today?
7. What charge, if any, do banks make for checking accounts?
8. What are some of the advantages of paying for purchases by check rather than in cash?
9. What happens if a person having a checking account overdrawn his account?
10. What is meant by a "join" account?
11. What are "travelers' checks"?
12. What are some of the advantages of using travelers' checks while traveling?
13. Since banks do not charge for many of the services they offer and since they pay interest on all savings accounts, how do they make their profit?
14. What is the procedure to be followed in making a loan at a bank?
15. What interest do banks usually charge on loans?

### **Mrs. Brown Buys Fruit and Vegetables**

Tony : What can I do for you today, Mrs. Brown?

Mrs. Brown : I'd like a dozen nice oranges to use in a fruit salad.

(Tony, the clerk, pointing to where the oranges are)

Tony : Do you want Florida or California oranges?

Mrs. Brown : Which do you think are better, Tony?

Tony : Florida oranges are juicer, but some people like navel oranges for a fruit salad. They have no seeds, and are easier to peel and cut up.

Mrs. Brown : Then pick me out a dozen navel oranges. Incidentally, the oranges you sold me last week were so green that I've still got half of them home in the refrigerator.

Tony : If you keep them in your refrigerator they'll never get ripe. Leave them out where it's warmer and they'll soon ripen.

Mrs. Brown : I also want some bananas. How do you sell them?

Tony : They're ten cents a pound. How many do you want?

Mrs. Brown : Give me about half a dozen. I also want three or four ripe pears and half a dozen good eating apples. I suppose I should also buy some cooking apples. It's been a long time since I baked my husband a good apple pie, and he's crazy about apple pie. Do you have any good cooking apples?

Tony : These Western apples are good for baking pies.

Mrs. Brown : They look green. How do you sell them?

Tony : Fifteen cents a pound. They're plenty ripe. They have a lot of juice and are a good baking apple.

44  
Mrs. Brown : I also want some vegetables.

Tony : Do you need anything else in the fruit line? We have some nice tangerines just in from Florida. Grapefruit? Melons? Peaches? Plums?

Mrs. Brown : No, nothing, thank you. Now, as to vegetables, give me a sack of potatoes. Pick out small ones, please. The large ones are sometimes not very good at this time of year.

Tony : We don't sell potatoes by the sack anymore. We sell them by the pound. How many pounds do you want about four or five pounds?

35  
Mrs. Brown : All right. But can you send these things to me? I don't think I'll be able to carry so much.

Tony : Don't worry about that. They boy can deliver everything to your apartment within an hour.

Mrs. Brown : Then I may as well order a few more things while I'm at it. How is your cabbage today, Tony? Pick me out a good, solid head — not too small and not too large. I could also use a couple of cucumbers if they're nice. Are they solid? May I see them?

Tony : Here are the cucumbers. Help yourself. Pick out what you want, Mrs. Brown.

Mrs. Brown : How are the tomatoes? I'd like about half a dozen. But be sure they're ripe and have no spoiled spots on them. The last ones you sold me were not good at all. I had to throw half of them away.

30

Tony : I'm sorry. I'll tell you what I'll do. I'll put in one or two extra ones today and not charge you.

Mrs. Brown : Thank you, Tony. I believe that's about all.

Tony : How about some fresh asparagus? We just got a new shipment this morning. Do you need any carrots? Onions?

Mrs. Brown : No, we eat very little asparagus at our house, and my husband is allergic to carrots. At least he thinks he is. He says he itches all over after he eats them. Do you think that's possible? Onions I never buy. I can't stand their odor.

Tony : But onions are good for you, Mrs. Brown. They make you strong. We have onions or garlic at our house almost every meal.

Mrs. Brown : I am very aware of that fact, Tony.

34

Tony : Onions are like apples. You know the old saying: "An apple a day keeps the doctor away."

Mrs. Brown : Yes, and an onion a day will keep everyone away.

**a) Exercises for Conversation**

**b) Comprehension Questions**

1. Where does the dialogue take place?
2. Does this dialogue take place between a man and a woman or between two women?
3. What is the difference between California and Florida oranges?
4. Does an orange have a thick peel or a thin peel?
5. What other fruits that you know have a thick peel?
6. What fruits that you know are easy to peel?
7. What fruits go bad very quickly if not kept in a cool place?
8. What fruits go bad if placed in the refrigerator?
9. What is the difference between “eating apples” and “baking apples”?
10. How many ounces are there in a pound?
11. How many pints are there in a quart?
12. How many quarts are there in a gallon? How many pints?
13. Why do we speak of a “head of lettuce” or a “head of cabbage”?
14. What are your favorite vegetables?
15. How does Mrs. Brown on this dialogue answer Tony’s remark to the effect that an apple a day keeps the doctor away?

## Unit 20 (Twenty): *At the Bookstore*

(Clerk, greeting Mrs. Clark)

Clerk : <sup>5</sup> Good afternoon! May I help you?

Mrs. Clark : <sup>5</sup> Thank you I was just looking over your collection of books to see whether there was something that interested.

Clerk : We have all the latest novels. We get new ones almost every week.

Mrs. Clark : These are all books which you lend out, aren't they?

Clerk : Yes, these are all part of our lending library collection. The section you are looking at contains the fiction; the section to your left has nonfiction, and a little farther on are the detective stories.

Mrs. Clark : What must one do in order to borrow a book?

Clerk : You must first become a member. That simply means that you leave a dollar deposit and gives us your name and address. You then pay fifteen cents for each book which you withdraw. You are allowed to keep the book for three days. If you keep the book longer than three days, you pay ten cents for each additional day.

Mrs. Clark : What happens if after a few weeks I don't wish to continue as a member or I don't want to borrow anymore books?

Clerk : You notify us that you are discontinuing your membership, and we return your dollar to you. The dollar which you leave is simply a deposit; it is not a membership fee.

- Mrs. Clark : It sounds quite reasonable. I think I'd like to become a member.
- Clerk : Very good. I'll make out a card for you will you come to my desk, please? Have you decided upon some book which you'd like to take with you?
- Mrs. Clark : I'm going to take two books — a detective story for my husband to read and this latest novel by Updyke for myself. Everyone seems to be reading this Updyke book, so I suppose I'd better read it too. At my bridge club if one doesn't keep up with all the latest novels, one is left out of the conversation entirely.
- Clerk : I'm sure you'll like the book. Most people tell me that they have enjoyed it very much, although some readers have said that they thought it was very much overrated. The book has been on the best-seller list for more than two months now.
- Mrs. Clark : If it is so popular, how does it happen that you have two copies of it in on your shelves? I should think that there would be such a demand for it that it would be constantly in circulation.
- Clerk : There is a very great demand for it. But, as in the case of all very popular books, we have at least seven or eight copies circulating constantly. Otherwise there would rarely be a copy available for anyone. However, if there is ever a particular book you want to read and someone already has it out, you simply put in a reserve for it, and as soon as it comes on again we hold it for you.
- Mrs. Clark : I see that you also sell new books. Occasionally, I want to give a book as a gift to some friend.



- Clerk : We carry all the new books for sale. The lending library is just a small part of our business. We have a complete stock of Modern Library books, Pocket Books, all the current magazines. We sell greeting cards for all occasions. We generally get every new book as soon as it is published. (Picking up a package from his desk) Here are some books which just arrived this morning. This one may interest you: *How to Torture Your Husband*.
- Mrs. Clark : No, thanks, I have my own system. But, by the way, do you have a book on big-game hunting just published recently, written by a man named Hunter? I read about it in the Book Review section of last Sunday's *Times*. It's for my husband, not for me. He's interested in crazy things like that.
- Clerk : We don't have that particular book, but it may be coming in. if you have just read the review, it's no doubt a new book. I can let you know if it comes in, or I can order it for you.
- Mrs. Clark : Don't bother. I can probably find it on your shelves later.
- Clerk : Shall I wrap these books for you, madam, or do you want to carry them under your arm? There was nothing else today, was there? Greeting cards, stationery, gift articles?
- Mrs. Clark : That will be all. I have to pay you the dollar deposit on the lending library membership. You also want to take down my name and address.

**a) Exercises for Conversation**

**b) Comprehension Questions**

1. Where does the dialogue take place?
2. Between what two persons does this dialogue take place?
3. What is meant by a “lending library”?
4. What is the difference between a public library and a rental library?
5. What different types of writing may be classified as “fiction”?
6. What different types of writing may be classified as “nonfiction”?
7. What is the charge usually made for withdrawal of books from a store rental library?
8. What charge, if any, is made for the withdrawal of books from a public library?
9. How long can you keep a book borrowed from a public library before having to return it?
10. Why are detective stories so popular with many readers?
11. Do you yourself read many or few detective stories?
12. What other articles besides books are sold in the store in the above dialogue?
13. Why does Mrs. Clark say she doesn’t need to read the book, *How to Torture Your Husband*?
14. On what different occasions is it customary to send greeting cards?
15. What is meant by “best-seller list”?

## Unit 21 (Twenty One): *Checking In at a Hotel*

- Mr. Reese : I would like a room for tonight.
- Clerk : Single or double?
- Mr. Reese : Single, please.
- Clerk : Do you have a reservation?
- Mr. Reese : I wrote you last week from New York but I didn't receive an answer.
- Clerk : What is your name, please?
- Mr. Reese : Reese. Benjamin H. Reese.
- (Room clerk, examining sheet of paper)
- Clerk : Yes, we received your letter, Mr. Reese. We have a room reserved for you. We weired you last Tuesday that we would hold a room on your name.
- Mr. Reese : That's strange. I never received any telegram. However, I left New York on Tuesday night and went first to Philadelphia. It's possible your telegram arrived after I left. I wanted a room with private bath.
- Clerk : This particular room has a private bath.
- Mr. Reese : Is it an inside room or an outside room? I prefer an outside room, as I mentioned to you in my letter.
- Clerk : It's an outside room on the eight floor -- Room 816.
- Mr. Reese : And what is the price of the room?
- Clerk : Fifteen dollars a day.

3

Mr. Reese : I don't suppose you have anything cheaper.

Clerk : All outside rooms with bath are fifteen dollars and up. I can give you an inside room without bath at twelve-fifty. It's a room on the top floor, has plenty of air and light.

Mr. Reese : Where is the bathroom?

Clerk : The bathroom is down the hall a short distance. You can take a look at the room if you like.

Mr. Reese : I think I prefer the outside room. I assume that it's quiet and that the street noises won't bother me. I don't sleep too well.

Clerk : It's on the Eleventh Avenue side of the hotel. Eleventh Avenue has little traffic, and is a very quiet street. Besides, on the eighth floor you don't hear much noise anyway. How long do you plan to stay, Mr. Reese?

Mr. Reese : Probably until about Wednesday. According to my present plans I'll be checking out sometime Wednesday morning.

Clerk : Will you sign the register, please? The bellboy will take your bags and show you to your room. Are you here on business, Mr. Reese?

Mr. Reese : It's partly business and partly pleasure. This is my first trip to Washington and I'm very eager to see the city. So I may spend the first day or two just sightseeing. By the way, do you have a dining room in the hotel?

Clerk : Yes, we do.

Mr. Reese : At what time do you serve meals?

Clerk : We serve breakfast from eight o'clock to eleven; we serve lunch from twelve to three-thirty, and we serve dinner from five to eight.

Mr. Reese : That doesn't leave much time to see the city, does it?

**a) Exercises for Conversation**

**b) Comprehension Questions**

1. Does the above dialogue take place in a hotel or in a restaurant?
2. Between what two persons does the dialogue take place?
3. What do we call the person who works at the desk of a hotel and has a charge of renting the rooms?
4. What is the difference between a single room and a double room?
5. Why is it often necessary to make a reservation in advance for a hotel room?
6. What does the hotel usually do after it receives your request for reservation?
7. Why did Mr. Reese not receive any answer to his request for a reservation?
8. What kind of room did Mr. Reese ask for?
9. Which is more expensive: a room with bath or a room without bath?
10. Which do you prefer when staying in a hotel: an inside room or an outside room?
11. What is the average price today in the usual hotel of a private room with bath?
12. What is meant by the terms "to check in" and "to check out" when speaking of hotels?
13. What are the duties of a bellboy and the room clerk in a hotel?
14. What is Mr. Reese's comment when the room clerk tells him in detail the various hours at which meals are served?

## Unit 22 (Twenty Two): *At the Restaurant*

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### Mr. Miles Dines at a Restaurant

Waiter : May I take your order, sir?

Mr. Miles : I haven't seen a menu yet; may I have one, please?

Waiter : I'm sorry. I thought that the hostess who seated you had given you a menu.

1

(Waiter hands menu to customer)

Waiter : Here is one, sir.

(Mr. Miles, looking at menu)

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Mr. Miles : There are so many different dishes listed that it is hard to decide.

Waiter : The à la carte dishes are on the left. The regular dinners are on the right-hand page.

Mr. Miles : I'll have the regular dinner. I'm pretty hungry. With the regular dinner I get appetizer, soup, and so forth. Isn't that the idea?

Waiter : Yes, sir. The regular dinner includes appetizer, soup, salad, choice of dessert, tea or coffee.

Mr. Miles : Is there any particular dish you would recommend?

Waiter : The roast beef is very good tonight. We also have several good chicken dishes, if you like chicken. We have roast chicken with dressing, Southern-fried chicken, chicken livers in casserole...

Mr. Miles : I'm not very fond of chicken.

1 Waiter : 1 How about fish? Fish is one of the specialties of the house. We have filet of sole, flounder, baked shad, halibut au gratin.

Mr. Miles : What is this minute steak that's on the menu?

Waiter : It's a small steak cooked over a grill. Of course, it's not a porterhouse or tenderloin steak. But it's steak. I believe it must be a cut of round steak. It's pounded flat with something heavy in order to make it tender.

Mr. Miles : I think I'll try that. For vegetables, give me french-fried potatoes and stewed corn.

Waiter : How do you want your steak — rare, medium, or well done?

Mr. Miles : Well done, please. What salad do I get with the dinner?

Waiter : You have a choice of lettuce and tomato or cucumber and beets. You also have a choice of appetizer and soup. What appetizer would you like to have?

Mr. Miles : What appetizer do you have?

Waiter : The appetizers are there at the top of the page. You can have shrimp cocktail, fresh fruit cocktail, tomato juice, clam juice, antipasto...

Mr. Miles : I'll have the fruit cocktail. I'll also have the cream of mushroom soup and the lettuce and tomato salad.

Waiter : What kind of dressing would you like on your salad: French, Russian, mayonnaise?

Mr. Miles : French dressing, please. That steak won't take long to prepare, will it? I'm pretty hungry.

Waiter : It will be ready as soon as you finish your appetizer and soup.

(Waiter brings appetizer, soup. Later serves salad, steak, etc. returns at conclusion of meal)

<sup>1</sup> Waiter : <sup>1</sup> Are you ready to order dessert, sir? How did you find your steak?

Mr. Miles : Oh, it wasn't too difficult. I just moved aside one of the french-fried potatoes and there it was hiding underneath.

Waiter : You mean it was rather small. I warned you that it wasn't a porterhouse or sirloin steak.

Mr. Miles : It really wasn't half bad. I was only kidding.

Waiter : But why didn't you call me over and say something about it? I could have taken it back to the kitchen and brought you something else.

Mr. Miles : The fact that I was so hungry probably made it seem smaller than it really was. What do you have for dessert?

Waiter : We have pie, chocolate pudding, rice pudding, ice cream, French pastry, chocolate layer cake...

Mr. Miles : What kind of pie do you have?

Waiter : Apple, peach, pineapple, custard, pumpkin, mince...

Mr. Miles : I'll have peach pie à la mode and coffee.

Waiter : Here is your check, sir. You can pay the cashier on your way out.



**a) Exercises for Conversation**

**b) Comprehension Questions**

1. Where does the above dialogue take place?
2. Between what two people does the dialogue take place?
3. What is the function of a “hostess” in a restaurant?
4. What is meant by an “à la carte” menu?
5. What different courses are usually included in the “regular dinner” at a restaurant?
6. Do you seldom or often eat in restaurants?
7. Is it more expensive or less expensive to eat in restaurants than at home?
8. What do we call the person who waits on you in a restaurant?
9. In what different forms are potatoes served in American restaurants?
10. What different types of fish dishes, served in restaurants, can you name?
11. When eating in a restaurant, what is your favorite appetizer? Soup? Salad?
12. What did the diner in the dialogue above say when the waiter asked him how he “found” his steak?
13. What different desserts are usually served in the typical American restaurant?
14. What is your favorite dessert?
15. In most restaurants is it customary to pay the waiter or the cashier?

## **Unit 23 (Twenty Three): *Job's Interview***

### **The Personnel Manager Interviews Mr. Sloan, Who is Applying for a Job**

Personnel Manager : Sit down, please, Mr. Sloan. We have your letter in answer to your advertisement. I'd like to talk with you about your qualifications for the position.

(Mr. Sloan, taking a seat)

Mr. Sloan : I suppose you have received a great many replies to your advertisement.

Personnel Manager : I haven't counted the exact numbers of replies, but I would say that at least fifty persons answered. Naturally, many who wrote don't have the qualifications we require — but we have picked out the ten or twelve best replies and plan to interview these applicants. Your letter was among the ten or twelve we picked out.

Mr. Sloan : I am very glad to know that my letter was acceptable. It is sometimes very difficult to answer a newspaper advertisement well.

Personnel Manager : As to your letter, Mr. Sloan, I would say that it was one of the best we received. I am always amazed at the poor letters most people write when applying for a position. They use any old kind of writing paper that seems to be handy. They write illegibly and include many personal factors which are not important. At the same time, they fail to state simply and clearly their qualifications for the job. Incidentally, you mentioned in your letter that you had already done considerable work in selling.

Mr. Sloan : I was Field Representative for five years of one of the large commercial schools. I enrolled new students for the school.

Personnel Manager : What did your work consist of exactly?

Mr. Sloan : The school supplied me with leads, which were generally simply the names of prospective students who had telephoned or written to the school requesting information. I had to visit such student in their homes, talk with their parents, and so forth. The job also involved some public relations work, since I had to visit high schools and talk with student groups about the advantages of commercial training.

Personnel Manager : This job for which we are interviewing applicants is somewhat similar — except, of course; you would be selling typewriters rather than commercial courses. We pay a straight commission of ten per cent on all sales, with a drawing account of one hundred dollars a week to start. Your school experience would be very useful, since in this job you would also call upon schools and colleges. You would visit typing classes, demonstrate new machines, and talk with school officials and commercial teachers in an effort to interest them in buying our typewriters. The job occasionally involves some travelling.

Mr. Sloan : I am prepared to travel if necessary. As I stated in my letter, I have my own car.

Personnel Manager : That is important. We give you an allowance for all automobile and traveling expenses.

- Mr. Sloan : I am sure that I could do the work well. I also feel that I have the necessary qualifications.
- Personnel Manager : Frankly, Mr. Sloan, I was very favorably impressed by your letter. Since talking with you I feel even more strongly that you are perhaps the right man for the job. However, we naturally want to interview the remainder of the applicants before we make any final decision.
- Mr. Sloan : I included the names of several references in my letter. I can also send you copies of personal recommendations from my last two employers.
- Personnel Manager : Incidentally, in that connection, the young man whom I interviewed just before you sent along two letters of reference with his application. One was from the minister of his church and the other from his Sunday School teacher. I told him that the two references proved that he was a good person on Sundays but I was more interested in his conduct on weekdays. He laughed and thought it was a good joke. If we decide to hire you, Mr. Sloan, when could you start working?
- Mr. Sloan : I could start almost immediately. I would like to give my present employer a week or ten days' notice, but otherwise I would be free to begin anytime.
- Personnel Manager : That's fine. (Rising to indicate end of interview) You'll no doubt hear from us, Mr. Sloan, within the next few days. As soon as we have interviewed the remainder of the applicants we will make our final decision. We can telephone you or send you a telegram. Thank you very much for coming in to see us. It has been a real pleasure to talk with you.
- Mr. Sloan : Thank you, sir! Then I'll wait to hear from you.

**a) Exercises for conversation**

**b) Comprehension Questions**

1. Where does the dialogue take place?
2. What advertisement has Mr. Sloan answered?
3. According to the personnel manager, do most people write good letters or poor letters of application?
4. What are some of the requisites of a good letter of application?
5. Have you seldom or often had reason to write a letter of application?
6. What experience in selling had Mr. Sloan had previously?
7. What type of work was he applying for?
8. What salary did the job pay?
9. Why did the personnel manager not hire Mr. Sloan immediately?
10. Do you feel that Mr. Sloan was well qualified or poorly qualified for the job?
11. Was the personnel manager favorably or unfavorably impressed by Mr. Sloan's letter of application?
12. What two letters of reference had the previous applicant sent along with his letter of application?
13. Why did the personnel manager feel that further references are necessary?
14. What allowance do most companies give their salesmen for automobile expenses?
15. What is meant by a "drawing account"?

## Unit 24 (Twenty Four): *What's Your Major?*

### a) Section I. Presentation

It's June now, and Bill Patterson and John Corcoran are going to finish their freshman year. Soon they'll be sophomores. Bill wants to major in modern languages. In his junior year, he wants to take Russian. In his senior year, he wants to study a little Chinese. Someday he wants to be a language teacher. John has decided to major in something else — Chemistry. After graduation he wants to get a job as a chemist somewhere. Bill and John are going to have their final examinations next week. John's worried about his German exam. He didn't attend every class. Sometimes he cut classes. But he isn't worried about anything else. Bill always tries to attend every class. He's a good student, but he's worried about his English exam. His English teacher is Professor Charles M. McCarthy. M stands for Mark — his middle name. Professor McCarthy said that he's going to give a difficult examination. English is a required subject. German isn't required. It's an elective. Bill has three English classes a week. He'll get three credits for English. John has to German classes. He'll get two credits for German course. Of course, they have to pass the final examination

### b) Section II. Application Dialogue

#### Listen and repeat

- I've decided on my major — modern languages. I think I'd like to become a language teacher some day.
- That'd be interesting. I suppose languages are easy for you.
- Yes. None of my language courses have been difficult.
- Well, I'm taking German this semester. I don't think I'll pass it. I doubt that I can pass the final exam.

- What's the trouble
- I can't tell what the instructor is saying. I suppose he speaks too fast.
- That's too bad.
- <sup>50</sup> I don't want to major in languages. I want to major in something else — chemistry. I want to get a job some place as a chemist. I believe it'll be interesting.
- Yes. And profitable, too. I understand chemists make <sup>37</sup> a lot of money.
- I'm afraid I won't make much money at first.
- Not to change the subjects, but have you got any classes this afternoon?
- No. I had my last class this morning.
- When's your first exam?
- Next Tuesday. Each of my Profs said he's going to give a difficult exam. I'm worried.
- Do you have Professor McCarthy?
- Professor James McCarthy?
- No. Charles McCarthy. He's my English Prof.
- No. I have someone else. Why?
- Well, one day last week he said his exam was going to be pretty hard. No one thinks we can pass it. We're afraid it's going to be terribly difficult.

- Well, I'm worried about German. I haven't attended very many classes.
- I try to attend every class. I don't like to cut class.
- Yes. I suppose nothing is more important than our classes.
- How about having lunch with me?
- I'm sorry. But someone is waiting for me.
- Oh? Your girl friend?
- No. No one wants to be my girl friend. I'm too serious. Harry's waiting for me at the library. He's going to help me with German.
- Harry Baker?
- Yes. He's the smartest guy in my class. You can't find a smarter guy anywhere. Someday he's going to be an important man.
- Yes. I suppose so. Let's have dinner together.
- All right. Let's go some place downtown.
- O.K. Any place will be all right.



## **Unit 25 (Twenty Five): *Micky's Home Town***

### **a) *Section I. Presentation***

Micky's home town is Fukushima City, which is the capital of Fukushima Prefecture in Northern Japan. His father, who runs a small bookkeeping school, is also a university professor. He teaches in the commerce department of the university that's near his home. Micky has been telling Bill a lot about Japan. They've become very good friends. The people who live in Bill's home town are like those in Fukushima. They're thrifty but good-hearted and friendly, too. Bill comes from a middle-class family. His father, who works for an advertising company, has an income of over ten-thousand dollars a year. Bill's sister reminds Micky of his own sister. Both of them are studying various things. Bill's sister goes to cooking school and driving school. Micky's sister goes to flower-arranging school and music school. She's studying the samisen and the Koto. Bill has asked Micky for a book that tells about Japanese customs and habits. He wants to learn about his friend's country.

### **b) *Section II. Application dialogue***

#### **Listen and repeat**

A : Where do you come from?

B : Pardon me?

A : I asked where you come from.

B : Oh, I come from a town in Northern Japan.

A : What's it like?

B : Well, the people who live there are very thrifty. But they're good-hearted, too.

- A : What do you think of the people here?
- B : They remind me of the people I grew up with. I like them a lot.
- A : That's good. But I suppose we're quite different from the people in your home town.
- B : Yes, you are. That's why you're so interesting. A few minutes ago I saw a little boy that was wearing a cowboy suit. Who was that?
- A : That was my brother. He's the one I was telling you about. He's in the second grade now. By the way, how are your English classes coming?
- B : Not so good. They're getting pretty difficult. The lesson that deals with relative pronouns is pretty hard. Can you recommend a book that's good on relatives?
- A : Sorry, I can't. But what's the trouble?
- B : Well, in Japanese we don't have relative pronouns. They're a real stumbling block. For example, you say, "The people that you saw were some of my students."
- A : What do you say in Japanese?
- B : Literally, we say, "The you-saw people were some of my students".
- A : Well, English shouldn't be so difficult. Just put *you saw* after *people*.
- B : I know. But it's still confusing. Anyway, here's a copy of the book you wanted. It tells about Japanese customs.
- A : Thanks. Oh, here's a picture of Japanese garden. There're some steppingstones across the pond.

B : By the way, is your sister home now?

A : No, she's at cooking school now. Then she's going to meet my dad at work.

B : Oh? What does your father do?

A : He works for an advertising company. He's in the planning department. How about your father?

B : He runs a small bookkeeping school. He teaches at a university, too.

A : Who does he teach at his school?

B : University students and a few housewives.

A : I see. Well, I have to go downtown now. <sup>7</sup> Would you like to come along?

B : I'd like to. But I want to see your sister. I think I'll wait for her.

## **Unit 276 (Twenty Six): *A Full Scholarship***

### ***a) Section I. Presentation***

Hiroko Nakagawa has gotten a full scholarship to study in the United States. She applied directly to University of Pennsylvania, where she wants to continue studying journalism. Her scholarship includes tuition, board, and traveling expenses. She had to fill out a lot of papers and get a few signatures and recommendations. She's already finished making most of her preparations. She's already gotten her passport, but she hasn't gotten her visa yet. She hasn't bought her boat ticket, either. Everyone thinks it strange that she's decided to go by boat. The truth is that she's afraid of planes. She's afraid her plane might crash. The other day Hiroko ran into one of her American friends at a coffee shop on the Ginza. He was surprised that she was still in Japan. He thought that she had already gone to the States. She explained that she hadn't gotten her visa yet. She said that she had plenty of time, so she wasn't in a hurry. She was going to spend the summer in Japan. Then she was going to leave for the States. She plans to be at the University of Pennsylvania for two or three years, so now she's visiting her old friends and saying good-bye. She has a lot of free time, so she's enjoying herself seeing movies and doing other interesting things, too. Yesterday she saw an interesting thriller downtown. There was another movie, too---a rather uninteresting Western. Hiroko doesn't like Westerns. She doesn't like "chambara" movies, either. This afternoon she plans to see a documentary movie about Africa. It's a travelogue, so she thinks she'll enjoy it very much.

**b) Section II. Application dialogue**

A : Well, hello! Are you still here? Haven't you gone to the States yet?

B : No. Not yet. I have lots of time, so I'm not in a hurry.

A : Have you finished making your preparations?

B : Most of them. I've already gotten my passport, but <sup>43</sup> I haven't gotten my visa yet. I haven't bought my boat ticket, either.

A : Your what?

B : My boat ticket. I'm going by boat. <sup>49</sup> I don't like planes.

A : I don't, either. I'm afraid they might crash.

B : I am, too.

A : You're going by boat. Then, I suppose it'll take a couple of weeks.

B : Yes. Perhaps fifteen or sixteen days.

A : Then, you'll have to leave around the middle of August, won't you?

B : That's right. Classes begin in the middle of September, so I want to get there a few days ahead of time.

A : Are you going to board at the university?

B : I haven't decided yet. I lived in my college dormitory here, but I didn't like dormitory life.

A : Neither did I. You'd probably prefer living in an apartment, wouldn't you?

- B : Yes. But I don't think I'd have enough money. I'd like to board with an American family. Then I can learn something about American family life.
- A : That's a good idea. I know a family near the university. I'll give you their address. You can look them up.
- B : Thanks a lot. I'd appreciate it.
- A : Here it is. 274 Elm Street. Mr. and Mrs. Jim Grant. By the way, what are you going to study at Penn?
- B : I want to continue studying journalism. I'm entering the graduate school.
- A : When did you begin studying journalism?
- B : In my junior year.
- A : Are you paying your own way?
- B : My own what?
- A : Your own way. Are you paying your expenses yourself?
- B : No. I was fortunate enough to get a full scholarship.
- A : A Fulbright Scholarship?
- B : No. I applied directly to the University of Pennsylvania.
- A : Did you have any trouble getting it?
- B : No. I just got the necessary papers. Then I filled them out and sent them.
- A : That's fine. I suppose you've been pretty busy lately.
- B : A little. But I have a lot of free time, too. I've been seeing a lot of movies lately.

A : A lot of what?

B : Movies. Yesterday I saw a thriller downtown. There was a Western, too. The thriller was good, but I don't enjoy Westerns.

A : I don't either. I don't like "Chambara" movies, either.

B : Neither do I. What kind do you like?

A : I enjoy seeing documentary films.

B : Then, you'd enjoy the travelogue playing at the Palace Theater. Shall we go and see it?

A : I have a dental appointment this afternoon, so I can't go today. Let's go tomorrow.

B : All right.

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