



Appointments

8.1 Two meetings	
want to talk about the new	

8.2 Months

January, February, March ...

First, second, third ...

Thirteenth, twenty-first ... 8.4 Dates

May the tenth

8.5 Clock times

What time is it now?

One twenty-five.

8.6 Scheduling a r

Can we meet on the 21st? Yes, that's fine. Sorry, I'm busy then. How about

2:00 p.m.? Is your office OK?

advertising

can't make it catalog client come up contract

expenses same topic

MODULE 8.1

LISTENING Printing of this

o 65 John Cheever calls two clients. Listen to the conversations and check (1) the correct box for each conversation.

Speaking practice

Something's come up.

8.8 On the p

Special days

		Conversation 1	Conversation .
The meeting is about	the new product. the new contract.		
The meeting is on	August 12th. August 20th.		
The meeting is at	10:30 a.m. 2:00 p.m.		
The meeting is at	John's office. his client's office.		

SPEAKING

2 Work with a partner. Take turns asking and answering.

What's the meeting about? What date is it?

What time is it?

Where is it?

Months

READING

1 Complete the calendar. Use the months in the box.

December August March June October

¹ January	² February	3	4 April
5 May	6	7 July	8
⁹ September	10	¹¹ November	12

LISTENING

2 066 Listen and check. Then listen and repeat the months.

MODULE 8.3

Ordinal numbers

SPEAKING

1 0 67 Listen and repeat.

1st first	2nd second	3rd third	4th fourth
5th fifth	6th sixth	7th seventh	8th eighth
9th ninth	10th tenth	11th eleventh	12th twelfth

2 068 Listen and repeat.

13th thirteenth	14th fourteenth	15th fifteenth	16th sixteenth
17th seventeenth	18th eighteenth	19th nineteenth	20th twentieth
21st twenty-first	22nd twenty-second		

- 3 0 69 Try saying these numbers. Then listen and check.
 - 23rd 24th 25th 26th 27th 28th 29th 30th 31st
 - Work with a partner. Take turns asking and answering like this:
 - A Which number comes before tenth?
- after

- B Ninth.
- A How do you spell it?
- B N-I-N-T-H.
- A Right.

That's not quite right. Try again.

MODULE 8.4

Dates

SPEAKING

- 1 Work with a partner. Can you say these dates?
 May 10th July 21st September 1st November 16th
- 2 0 70 Listen and check.
- 3 Work with a partner. Take turns asking and answering these questions.

What's the date today? It's ...

When's your birthday? It's ...

When is New Year's Day?

What's an important date for you? Why?

Clock times

SPEAKING

1 © 71 Do you remember how to say these times? Listen and check.













2 072 Now say these times. Then listen and check.













LISTENING

3 0 73 Listen and complete the three conversations with the times.

- 1 A What time's the meeting?
 - В
 - A What time is it now?
 - Oh, let's go!
 - A Right.
- 2 A When's the meeting?
 - A What time is it now?
 - A OK. See you there.
- 3 A What time's the meeting?
 - A What time is it now?
 - A Oh no, we're late!



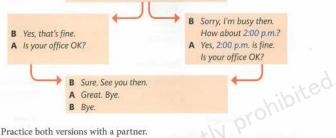
SPEAKING

- 4 0 73 Listen again and check. Then practice with a partner.
- 5 Practice again using your own ideas.

Scheduling a meeting

LISTENING

- 74 Listen to the conversation. There are two versions.
 - A Hi, John. It's Mary.
 - B Hi, Mary. What can I do for you?
 - A I want to talk about the new catalog. Can we meet on the 21st?
 - B Let's see, Thursday the 21st. What time?
 - A How about 10:00 a.m.?



SPEAKING

- 2 Practice both versions with a partner.
- 3 Practice again. Take turns being Speaker A. Use the information below and your own names. Write the dates and times on the calendar.

	Topic	Da	ate (day)	Time		Notes for Spea	ker B
	the new produc	ts 18	th (Monday)	10:30 a.i	m. I	time OK	
f thi	advertising	6tl	h (Wednesday)	2:00 p.n	9.7.	time not OK – suggest differe	
	sales	12	th (Tuesday)	4:00 p.n	3 .	time not OK – suggest differe	
ring o'	expenses	29	th (Friday)	9:15 a.m	. 1	time OK	
rinting .	September		4			3.692	NI C
	Monday Tu	esday	Wednesday	Thursday	Friday	Saturday	Sunday
					14	-	-

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Practice with one or two new partners. Use your own ideas.

Getting together

SPEAKING

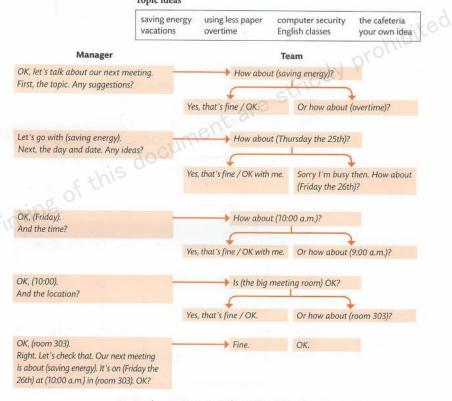
1 Work in groups of 3-4. You are at a department meeting now. You have a few minutes at the end to schedule the next meeting. Decide the topic of the meeting, the day and date, the time, and the location.

Choose a department manager. The department manager starts the discussion, takes notes, and writes the information below.

Topic	
Day / Date	
Time	
Location	

Topic ideas

saving energy	using less paper	computer security	the cafeteria	
vacations	overtime	English classes	your own idea	



2 Do the activity again with a different department manager.

LISTENING

On the phone - Something's come up

- 1 0.75 Eileen Mays calls her co-worker, Ed Gardner. Listen and complete the conversation.
 - A Hi, Ed. It's Eileen.
 - B Hi, Eileen. What can I do for you?
 - A It's about our meeting tomorrow. I'm afraid I can't _______1 it. Something's come up.
 - B That's 2 bad.
 - A Can we meet next week, same day, same time?
 - B Just a moment, I'll ______3 ... Yes, that's OK.
 - A Terrific. I'm ______ sorry about that.
 - B No problem. Bye.

SPEAKING

- 2 Practice the conversation with a partner.
- 3 Practice again. Change the words in blue. Use the words below and/or your own ideas.

this afternoon make it Hang on Don't worry about it

MODULE 8.9

READING

Culture corner - Special days

1 Work with a partner. Match these American special days with the correct dates.

Father's Day Halloween Independence Day Mother's Day Valentine's Day Thanksgiving

Christmas Day

February 14th the second Sunday in May the third Sunday in June July 4th October 31st the fourth Thursday in

November
December 25th



SPEAKING

2 Ask your teacher:

What do people do on (Independence Day)? Do people work on (Independence Day)?

3 Work in groups of three or four. Make a list of special days and dates in your country. Write them on the board. What do people do on those days?