



HANDBOOK
ENGLISH

A2



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0 Introduction

telc English A2 is a standardised examination which measures general language competence at the A2 level of *The Common European Framework of Reference for Languages (CEFR)* using a task-based, communicative approach. *telc* offers this examination in two different versions: the general language version *telc English A2* and *telc English A2 School* for young people aged approximately 12 to 17. Their format is identical. The only difference is the choice of topics. Both examinations are part of our extensive programme of English tests.

telc stands for “The European Language Certificates”. This means that *telc English* examinations have been developed according to European standards, but the name also emphasises that English is only one of eleven languages tested by *telc*.

This handbook aims to describe the objectives of *telc English A2* and *telc English A2 School* as well as the needs of the targeted learner population. It also explains how these were implemented in the development of the test format. *telc*'s claim that this examination is aligned to the CEFR is substantiated using evidence relating both to the examination as a whole and to each individual subtest. The test format, both for receptive and for productive skills, is described in detail, together with the marking criteria and the scoring scheme.

In order to give guidance regarding the kind of vocabulary and grammar on which *telc English A2* and *telc English A2 School* are based, the corresponding lists were collated. The aim of these lists is to help authors of test items and teaching material to select an appropriate level of language. However, they are not suitable as a teaching aid in classes.

This handbook is designed for teachers who wish to prepare their learners for *telc English* examinations as well as for examiners, test constructors, course book writers, heads of language departments in schools, company personnel officers and all those interested in *telc – language tests* and its contribution to the assessment of language competence.

About *telc – language tests*

telc – language tests is the name under which *telc gGmbH*, the non-profit subsidiary of the German Adult Education Association (Deutscher Volkshochschul-Verband, DVV), develops, constructs and distributes over 70 examinations and certificates in, at present, eleven European languages. *telc* is the only provider in Europe to offer a comprehensive selection of tests following a standard design in such a wide range of languages.

telc cooperates with language course providers in almost twenty European countries. In Germany the Regional Federations of the Adult Education Association and many private language schools are authorised examination centres for *telc – language tests*. The all-encompassing guideline for the *telc* programme of examinations and our yardstick for quality-orientated testing is *The Common European Framework of Reference for Languages (CEFR)*. *telc – language tests* consistently align their examinations to this external reference system (cf. Chapter 1.4 of this handbook).

telc is a member of the Association of Language Testers in Europe (ALTE) and as such is committed to upholding its quality standards. The ALTE has developed a system of auditing its members to ensure that their examinations are of the highest possible quality.

All *telc* examinations are measured against ALTE's internationally recognised standards. This begins with the careful construction of each test version. Recognised statistical methods are used on tests-in-construction (pre-testing) in order to find out the suitability and level of difficulty of each individual task so as to be able to differentiate between the candidates with the required amount of selectivity.

Once tests-in-construction have turned into tests-in-action, telc continues its close supervision which culminates in the strict administration of the test itself. The objective validity of the rating scale and the evaluation criteria are further essential benchmarks, as is the reliable communication of the results to candidates and examination centres.

This commitment to excellence demonstrates that telc works towards the highest standards in all areas of language learning, teaching and assessment. It promotes the quality of modern communicative foreign language education and supports the Council of Europe's goals of multilingualism and integration, mutual understanding and mobility within Europe.

1 Background Information

1.1 The telc English A2 Examination

The telc English A2 Examination has five parts which are evaluated separately:

- Language Elements
- Listening Comprehension
- Reading Comprehension
- Writing
- Speaking

The Written Examination consists of

Language Elements

Language Elements, part 1

Test Takers are awarded 0.5 points for each item. The maximum number of points for this subtest is 5.

Language Elements, part 2

Test Takers are awarded 1 point for each item. The maximum number of points for this subtest is 8.

Listening Comprehension

Listening Comprehension, part 1

Test Takers are awarded 2 points for each item. The maximum number of points for this subtest is 10.

Listening Comprehension, part 2

Test Takers are awarded 2 points for each item. The maximum number of points for this subtest is 4.

Listening Comprehension, part 3

Test Takers are awarded 2 points for each item. The maximum number of points for this subtest is 10.

Test takers are awarded a maximum number of 3 points for part 1 and a maximum number of 12 for both part 2 and part 3.

Reading Comprehension

Reading Comprehension, part 1

Test Takers are awarded 2 points for each item. The maximum number of points for this subtest is 8.

Reading Comprehension, part 2

Test Takers are awarded 2 points for each item. The maximum number of points for this subtest is 8.

Reading Comprehension, part 3

Test Takers are awarded 2 points for each item. The maximum number of points for this subtest is 8.

Writing

Test takers are awarded a maximum number of 3 points for each one of the 3 guiding points, as well as for the Communicative Design. Therefore, the maximum number of points for this subtest is 12.

The Oral Examination consists of

Speaking

Test takers are awarded a maximum number of 3 points for part 1 and a maximum number of 12 points each for part 2 and part 3. Therefore, the maximum number of points for this subtest is 27.

Marking the subtest Writing

While the task itself is the focus point for the test taker and has to be constructed carefully, it is even more important to have rating criteria that allow standardised evaluation of the candidates' writing competence.

As far as the rating of written performance is concerned, it is necessary to distinguish between appropriateness in regard to content (guiding points) and form (communicative design). Therefore the following marking criteria were established:

Guiding points:

- 3 points are given if the task has been fulfilled completely and the guiding points can be understood.
- 1.5 points are given if the task has been partly fulfilled but with errors in language and content.
- 0 points are given if the task has not been fulfilled or is incomprehensible.

Communicative Design:

- 3 points are given if the communicative design of the text is appropriate for the type of text.
- 1.5 points are given if the communicative design of the text is only partly appropriate (e.g. salutation missing)
- 0 points are given if the communicative design is inappropriate for the type of text.

The chief aim is the assessment of communicative language competence at level A2. Thus, the corresponding descriptors of *The Common European Framework of Reference for Languages* need to be taken into account and spelling and grammar mistakes are only penalised if comprehension is impaired. In order to ensure that raters are well trained to make this kind of decision, it is necessary to qualify them by offering rater training. In the course of this, each prospective rater must demonstrate the ability to assess test takers' performances adequately using the above-mentioned criteria.

Marking Instructions for A2 WRITING Subtest

Three out of the six guiding points are to be covered appropriately within the given task. Marks are awarded for Task Management and Communicative Design as follows:

	Points	The task
1 2 3	3	has been fulfilled completely and the guiding point can be understood.
	1.5	has been partly fulfilled but with errors in language and content.
	0	has not been fulfilled or is incomprehensible.
CD	Points	The communicative design of the text
	3	is appropriate to the type of text.
	1.5	is only partly appropriate (e.g. salutation missing).
	0	is inappropriate to the type of text.

A maximum of 12 points may be awarded (4x3=12). Raters enter the marks they have chosen for Task Management and Communicative Design in the Marking Area on page 3 of the Answer Sheet S30, together with their Code Number.

• Only for Raters •

Writing

Rater 1

1 1.5 3 1

2 1.5 3 2

3 1.5 3 3

CD 1.5 3 **CD** Code No.

telc Rating

1 1.5 3 1

2 1.5 3 2

3 1.5 3 3

CD 1.5 3 **CD** Code No.

Spelling and grammar mistakes are only penalised if comprehension is impaired. The chief aim is the assessment of communicative language competences at level A2. Thus, the corresponding descriptors of the *Common European Framework of Reference for Languages* need to be taken into account.

Overall Written Production

Can write a series of simple phrases and sentences linked with simple connectors like 'and', 'but' and 'because'. [CEFR, p. 61]

Overall Written Interaction

Can write short, simple formulaic notes relating to matters in areas of immediate need. [CEFR, p. 83]

Notes, Messages & Forms

Can write short, simple notes and messages relating to matters in areas of immediate need. [CEFR, p. 84]

Processing Text

Can copy out short texts in printed or clearly handwritten format. [CEFR, p. 96]

General Linguistic Range

Can produce brief everyday expressions in order to satisfy simple needs of a concrete type: personal details, daily routines, wants and needs, requests for information. Can use basic sentence patterns and communicate with memorised phrases, groups of a few words and formulae about themselves and other people, what they do, places, possessions etc. Has a limited repertoire of short memorised phrases covering predictable survival situations; frequent breakdowns and misunderstandings occur in non-routine situations. [CEFR, p. 110]

Grammatical Accuracy

Uses some simple structures correctly, but still systematically makes basic mistakes – for example tends to mix up tenses and forget to mark agreement; nevertheless, it is usually clear what he/she is trying to say. [CEFR, p. 114]

Orthographic Control

Can copy short sentences on everyday subjects – e.g. directions how to get somewhere.

Can write with reasonable phonetic accuracy (but not necessarily fully standard spelling) short words that are in his/her oral vocabulary. [CEFR, p. 118]

Rating Task Management

Of the six guiding points, consider those three which are most successfully covered for your rating. The CEFR A2 descriptors outline linguistic and sociolinguistic competences. If the candidate's text impairs the reader's comprehension in some way, full marks may not be awarded.

Marking the subtest Speaking

Prospective oral examiners undergo an examiner training which covers matters such as how to behave during the examination and how the candidates' performance should be evaluated, using standardised samples. The sample material originated in benchmarking sessions following the method outlined in the Council of Europe's *Manual for Relating Language Examinations to The Common European Framework of Reference for Languages*.

The Three Speaking Tasks

The three oral tasks require a test taker to demonstrate communicative competence in different ways. They include monologues and dialogues and call upon the candidate to converse both with a (near)-native speaker and with another learner of the target language. The language functions concerned include getting to know each other, exchanging information and planning with consensus finding.

As in the Writing subtest, the ensuing complex examining situation must, for the purposes of standardised evaluation, be divided into content-based and language-based appropriateness. The following assessment criteria have been laid down:

Does the candidate make a contribution to the completion of the task?

- A is given if the answer is YES
- B is given if the answer is PARTLY
- C is given if the answer is NO

Is the quality of language adequate?

To answer this second question, both the contribution to the completion of the task, as well as the quality of language, are taken into account.

Oral Examination

The candidates are marked individually. The examiners first assess their performance on the basis of the way the candidate handles the task, as follows:

Does the candidate make a contribution to the completion of the task?

Yes	A	The task is completed more or less adequately. The candidate shows initiative and makes a positive contribution to the completion of the task, e.g. by asking questions, or making suggestions, and does more than simply respond to the other candidate's utterances. The candidate shows an awareness of the typical phases of the scenario.
Partly	B	The task is completed more or less adequately, but the candidate does not very often show initiative, e.g. by occasionally asking questions, and responds simply to the other candidate's utterances. The candidate shows little awareness of the typical phases of the scenario.
No	C	The candidate makes hardly any contribution to the completion of the task. This is achieved almost exclusively by the other candidate.

The candidate is then assessed on the basis of the quality of the language used.

Is the quality of language adequate?

Yes	The language is generally free of errors. There are no problems understanding the candidate.
More or less	The language contains a number of errors, but there are very few problems understanding the candidate although an occasional checking question may be necessary.
Faulty	The candidate's performance contains a lot of errors so that communication is very limited.
Incomprehensible	The candidate's performance contains so many errors that communication is (almost) impossible.

Determining the Final Score

Part 1

Does the candidate make a contribution to the completion of the task?

Yes	A	3
Partly	B	2
No	C	0

Part 2 and 3

Does the candidate make a contribution to the completion of the task?

Yes

Partly

No

Is the quality of language adequate?

A	Yes	12
B	More or less	9
D	Faulty	4
F	Incomprehensible	0

B	Yes	9
C	More or less	6
E	Faulty	2
F	Incomprehensible	0

0

As in the Writing subtest, these criteria were developed using the corresponding CEFR scales.

Who can receive a certificate?

In order to pass the examination, the candidate must obtain at least 60 points.

If this requirement is met, the grade is calculated according to the following table:

90–100 points	Very Good
80–89.5 points	Good
70–79.5 points	Satisfactory
60–69.5 points	Pass

The entire examination can be retaken as many times as the candidate wishes.

Written Examination

Subtest	Task	Points	Maximum Number of Points
Language Elements			
Part 1	1–10	5	13
Part 2	11–18	8	
Listening Comprehension			
Part 1	19–23	10	24
Part 2	24–25	4	
Part 3	26–30	10	
Reading Comprehension			
Part 1	31–34	8	24
Part 2	35–38	8	
Part 3	39–42	8	
Writing			
Guiding Point 1		3	12
Guiding Point 2		3	
Guiding Point 3		3	
Communicative Design		3	

Oral Examination

Subtest	Task	Points	Maximum Number of Points
Speaking			
Part 1		3	27
Part 2		12	
Part 3		12	
Sub-Total of the Written Examination			73
Sub-Total of the Oral Examination			27
Total Points			100

1.2 Target Audience

telc English A2 and *telc English A2 School* are intended for adults and young learners who

- wish to demonstrate their current language skills or perhaps demonstrate those which they recollect from their time at school.
- wish to communicate their own experiences in daily life and in their leisure and work-related activities.
- wish to prove that they have the linguistic skills needed to attain an internationally recognised documentation of their achievements.
- wish to show their initiative for additional language learning and personal development.
- wish to certify their language abilities and thereby achieve their personal or professional goals.

Candidates at level A2 can

- understand the most important information in everyday conversations, short announcements on the radio and telephone messages,
- extract the most important information from short newspaper texts, everyday announcements and public signs,
- fill in standard forms in shops, banks, offices, etc.
- write notes related to their own surroundings,
- ask and answer informative questions in conversations about everyday topics and
- agree upon things in daily conversations.

1.3 ALTE Minimum Standards

telc has been a regular member of the **Association of Language Testers in Europe (ALTE)** since 1995. The ALTE standards of excellence are applied to every telc examination. Throughout its development, every test phase is calibrated and monitored according to these criteria.

The minimum standards for establishing quality profiles in ALTE examinations are:

Test construction

1. The examination is based on a theoretical construct, e.g. on a model of communicative competence.
2. You can describe the purpose and context of use of the examination, and the population for which the examination is appropriate.
3. You provide criteria for the selection and training of test constructors and expert judgement is involved both in test construction, and in the review and revision of the examinations.
4. Parallel examinations are comparable across different administrations in terms of content, stability, consistency and grade boundaries.
5. If you make a claim that the examination is linked to an external reference system (e.g. the *Common European Framework of Reference for Languages*), then you can provide evidence of alignment to this system.

Administration & Logistics

6. All centres are selected to administer your examination according to clear, transparent, established procedures, and have access to regulations about how to do so.
7. Examination papers are delivered in excellent condition and by secure means of transport to the authorized examination centres. Your examination administration system provides for secure and traceable handling of all examination documents, and confidentiality of all system procedures can be guaranteed.
8. The examination administration system has appropriate support systems (e.g. phone hotline, web services etc).
9. You adequately protect the security and confidentiality of results and certificates, and data relating to them, in line with current data protection legislation, and candidates are informed of their rights to access this data.
10. The examination system provides support for candidates with special needs.

Marking & Grading

11. Marking is sufficiently accurate and reliable for the purpose and the type of the examination.
12. You can document and explain how marking is carried out and reliability is estimated, and how data regarding achievement of raters of writing and speaking performances is collected and analysed.

Test analysis

13. You collect and analyse data on an adequate and representative sample of candidates and can

be confident that their achievement is a result of the skills measured in the examination and not influenced by factors like L1, country of origin, gender, age and ethnic origin.

14. Item-level data (e.g. for computing the difficulty, discrimination, reliability and standard errors of measurement of the examination) is collected from an adequate sample of candidates and analysed.

Communication with stakeholders

15. The examination administration system communicates the results of the examinations to candidates and to examination centres (e.g. schools) promptly and clearly.
16. You provide information to stakeholders on the appropriate context, purpose and use of the examination, on its content, and on the overall reliability of the results of the examination.
17. You provide suitable information to stakeholders to help them interpret results and use them appropriately.

1.4 Relevant CEFR Scales

The CEFR provides essential information about the skills needed to successfully complete the examinations *telc English A2* and *telc English A2 School*. The scales in the following chart are incorporated into both examinations, although the amount and intensity of their use varies. The CEFR also includes descriptors which are not relevant for the two examinations. These have been omitted from this chart.

GLOBAL SCALE

Basic User	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his / her background, immediate environment and matters in areas of immediate need.
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LISTENING

OVERALL LISTENING COMPREHENSION	
A2	Can understand enough to be able to meet needs of a concrete type provided speech is clearly and slowly articulated. Can understand phrases and expressions related to areas of most immediate priority (e.g. very basic personal and family information, shopping, local geography, employment) provided speech is clearly and slowly articulated.
UNDERSTANDING CONVERSATION BETWEEN NATIVE SPEAKERS	
A2	Can generally identify the topic of discussion around him / her which is conducted slowly and clearly.

LISTENING TO ANNOUNCEMENTS AND INSTRUCTIONS	
A2	Can catch the main point in short, clear, simple messages and announcements. Can understand simple directions relating to how to get from X to Y, by foot or public transport.

LISTENING TO AUDIO MEDIA AND RECORDINGS	
A2	Can understand and extract the essential information from short recorded passages dealing with predictable everyday matters which are delivered slowly and clearly.

READING

OVERALL READING COMPREHENSION	
A2	Can understand short, simple texts on familiar matters of a concrete type which consist of high frequency everyday or job-related language. Can understand short, simple texts containing the highest frequency vocabulary, including a proportion of shared international vocabulary items.

READING CORRESPONDENCE	
A2	Can understand basic types of standard routine letters and faxes (enquiries, orders, letters of confirmation etc.) on familiar topics. Can understand short, simple personal letters.

READING FOR ORIENTATION	
A2	Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus, reference lists and timetables. Can locate specific information in lists and isolate the information required (e.g. use the "Yellow Pages" to find a service or tradesman). Can understand everyday signs and notices: in public places, such as streets, restaurants, railway stations; in workplaces, such as directions, instructions, hazard warnings.

READING FOR INFORMATION AND ARGUMENT	
A2	Can identify specific information in simpler written material he/she encounters such as letters, brochures and short newspaper articles describing events.

READING INSTRUCTIONS	
A2	Can understand regulations, for example safety, when expressed in simple language. Can understand simple instructions on equipment encountered in everyday life – such as a public telephone.

WRITING

	OVERALL WRITTEN PRODUCTION
A2	Can write a series of simple phrases and sentences linked with simple connectors like “and”, “but” and “because”.
	OVERALL WRITTEN INTERACTION
A2	Can write short, simple formulaic notes relating to matters in areas of immediate need.
	ORTHOGRAPHIC CONTROL
A2	Can copy short sentences on everyday subjects – e.g. directions how to get somewhere. Can write with reasonable phonetic accuracy (but not necessarily fully standard spelling) short words that are in his / her oral vocabulary.
	CREATIVE WRITING
A2	Can write about everyday aspects of his / her environment, e.g. people, places, a job or study experience in linked sentences. Can write very short, basic descriptions of events, past activities and personal experiences. Can write a series of simple phrases and sentences about his / her family, living conditions, educational background, present or most recent job. Can write short, simple imaginary biographies and simple poems about people.

SPEAKING

	OVERALL ORAL PRODUCTION
A2	Can give a simple description or presentation of people, living or working conditions, daily routines, likes / dislikes, etc. as a short series of simple phrases and sentences linked into a list.
	OVERALL SPOKEN INTERACTION
A2	Can interact with reasonable ease in structured situations and short conversations, provided the other person helps if necessary. Can manage simple, routine exchanges without undue effort; can ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters to do with work and free time. Can handle very short social exchanges but is rarely able to understand enough to keep conversation going of his / her own accord.
	PHONOLOGICAL CONTROL
A2	Pronunciation is generally clear enough to be understood despite a noticeable foreign accent, but conversational partners will need to ask for repetition from time to time.

UNDERSTANDING A NATIVE SPEAKER INTERLOCUTOR	
A2	<p>Can understand enough to manage simple, routine exchanges without undue effort. Can generally understand clear, standard speech on familiar matters directed at him / her, provided he / she can ask for repetition or reformulation from time to time.</p> <p>Can understand what is said clearly, slowly and directly to him / her in simple everyday conversation; can be made to understand if the speaker can take the trouble.</p>
CONVERSATION	
A2	<p>Can establish social contact: greetings and farewells; introductions; giving thanks. Can generally understand clear, standard speech on familiar matters directed at him / her, provided he / she can ask for repetition or reformulation from time to time. Can participate in short conversations in routine contexts on topics of interest. Can express how he / she feels in simple terms, and express thanks.</p> <p>Can handle very short social exchanges but is rarely able to understand enough to keep conversation going of his / her own accord, though he / she can be made to understand if the speaker will take the trouble. Can use simple everyday polite forms of greeting and address Can make and respond to invitations, suggestions and apologies. Can say what he / she likes and dislikes.</p>
INFORMAL DISCUSSION (WITH FRIENDS)	
A2	<p>Can generally identify the topic of discussion around him / her which is conducted slowly and clearly. Can discuss what to do in the evening, at the weekend. Can make and respond to suggestions. Can agree and disagree with others.</p> <p>Can discuss everyday practical issues in a simple way when addressed clearly, slowly and directly. Can discuss what to do, where to go and make arrangements to meet.</p>
GOAL-ORIENTED CO-OPERATION (e.g. Repairing a car, discussing a document, organising an event)	
A2	<p>Can understand enough to manage simple, routine tasks without undue effort, asking very simply for repetition when he / she does not understand. Can discuss what to do next, making and responding to suggestions, asking for and giving directions.</p> <p>Can indicate when he / she is following and can be made to understand what is necessary, if the speaker takes the trouble. Can communicate in simple and routine tasks using simple phrases to ask for and provide things, to get simple information and to discuss what to do next.</p>

INFORMATION EXCHANGE	
A2	<p>Can understand enough to manage simple, routine exchanges without undue effort. Can deal with practical everyday demands: finding out and passing on straightforward factual information. Can ask and answer questions about habits and routines. Can ask and answer questions about pastimes and past activities. Can give and follow simple directions and instructions, e.g. explain how to get somewhere.</p> <p>Can communicate in simple and routine tasks requiring a simple and direct exchange of information. Can exchange limited information on familiar and routine operational matters. Can ask and answer questions about what they do at work and in free time. Can ask for and give directions referring to a map or plan. Can ask for and provide personal information.</p>
SUSTAINED MONOLOGUE (DESCRIBING EXPERIENCE)	
A2	<p>Can tell a story or describe something in a simple list of points. Can describe everyday aspects of his / her environment, e.g. people, places, a job or study experience. Can give short, basic descriptions of events and activities. Can describe plans and arrangements, habits and routines, past activities and personal experiences. Can use simple descriptive language to make brief statements about and compare objects and possessions. Can explain what he / she likes or dislikes about something.</p> <p>Can describe his / her family, living conditions, educational background, present or most recent job. Can describe people, places and possessions in simple terms.</p>
ADDRESSING AUDIENCES	
A2	<p>Can give a short, rehearsed presentation on a topic pertinent to his / her everyday life, briefly give reasons and explanations for opinions, plans and actions. Can cope with a limited number of straightforward follow-up questions.</p> <p>Can give a short, rehearsed, basic presentation on a familiar subject. Can answer straightforward follow-up questions if he / she can ask for repetition and if some help with the formulation of his / her reply is possible.</p>

ACROSS SKILLS

	PLANNING
A2	Can recall and rehearse an appropriate set of phrases from his / her repertoire.
	COMPENSATING
A2	Can use an inadequate word from his / her repertoire and use gestures to clarify what he / she wants to say. Can identify what he / she means by pointing to it (e.g. "I'd like this, please").
	GENERAL LINGUISTIC RANGE
A2	Has a repertoire of basic language which enables him / her to deal with everyday situations with predictable content, though he / she will generally have to compromise the message and search for words. Can produce brief everyday expressions in order to satisfy simple needs of a concrete type: personal details, daily routines, wants and needs, requests for information. Can use basic sentence patterns and communicate with memorised phrases, groups of a few words and formulae about themselves and other people, what they do, places, possessions, etc. Has a limited repertoire of short memorised phrases covering predictable survival situations; frequent breakdowns and misunderstandings occur in non-routine situations.
	VOCABULARY RANGE
A2	Has sufficient vocabulary to conduct routine, everyday transactions involving familiar situations and topics. Has a sufficient vocabulary for the expression of basic communicative needs. Has a sufficient vocabulary for coping with simple survival needs.
	VOCABULARY CONTROL
A2	Can control a narrow repertoire dealing with concrete everyday needs.
	GRAMMATICAL ACCURACY
A2	Uses some simple structures correctly, but still systematically makes basic mistakes, e.g. tends to mix up tenses and forgets to mark agreement; nevertheless, it is usually clear what he / she is trying to say.
	SOCIOLINGUISTIC APPROPRIATENESS
A2	Can perform and respond to basic language functions, such as information exchange and requests and express opinions and attitudes in a simple way. Can socialise simply but effectively using the simplest common expressions and following basic routines. Can handle very short social exchanges, using everyday polite forms of greeting and address. Can make and respond to invitations, apologies, etc.

	FLEXIBILITY
A2	<p>Can adapt well-rehearsed memorised simple phrases to particular circumstances through limited lexical substitution.</p> <p>Can expand learned phrases through simple recombinations of their elements.</p>
	COHERENCE AND COHESION
A2	<p>Can use the most frequently occurring connectors to link simple sentences in order to tell a story or describe something as a simple list of points.</p> <p>Can link groups of words with simple connectors like “and”, “but” and “because”.</p>
	SPOKEN FLUENCY
A2	<p>Can make him / herself understood in short contributions, even though pauses, false starts and reformulation are very evident.</p> <p>Can construct phrases on familiar topics with sufficient ease to handle short exchanges, despite very noticeable hesitation and false starts.</p>
	TAKING THE FLOOR (TURNTAKING)
A2	<p>Can use simple techniques to start, maintain, or end a short conversation.</p> <p>Can initiate, maintain and close simple, face-to-face conversation.</p> <p>Can ask for attention.</p>
	COOPERATING
A2	Can indicate when he / she is following.
	ASKING FOR CLARIFICATION
A2	<p>Can ask very simply for repetition when he / she does not understand.</p> <p>Can ask for clarification about key words or phrases not understood using stock phrases.</p>
	PROCESSING TEXT
A2	<p>Can pick out and reproduce key words and phrases or short sentences from a short text within the learner’s limited competence and experience.</p> <p>Can copy out short texts in printed or clearly handwritten format.</p>

2 Test Specifications

telc *English A2* is an examination that measures language competence at level A2 of *The Common European Framework of Reference for Languages*.

2.1 Overview of the Test Format

There are five subtests:

Subtest	Time
Language Elements	15 minutes
Listening Comprehension	Approximately 20 minutes
Reading Comprehension	30 minutes
Writing	15 minutes
Speaking	Approximately 10 minutes

The subtests are divided into parts, as follows:

Subtest Language Elements	
Part 1	Filling the blanks of a short text <ul style="list-style-type: none"> ▪ 10 multiple-choice items ▪ Proving language competence in vocabulary and grammar
Part 2	Filling the blanks of 2 short dialogues <ul style="list-style-type: none"> ▪ 4 matching items for each of the 2 dialogues ▪ Proving language competence in vocabulary and idiomatic dialogue (interactive speech)
Subtest Listening Comprehension	
Part 1	Understanding 5 short audio texts <ul style="list-style-type: none"> ▪ 5 true / false items ▪ Listening for gist
Part 2	Understanding 2 short audio texts <ul style="list-style-type: none"> ▪ 2 true / false items ▪ Listening for detail
Part 3	Understanding 5 short audio texts <ul style="list-style-type: none"> ▪ 5 true / false items ▪ Selective listening

Subtest Reading Comprehension	
Part 1	Understanding the main ideas of 4 newspaper articles <ul style="list-style-type: none"> ▪ 4 matching items ▪ Reading for gist
Part 2	Understanding detailed information in 2 emails, ads, brochures, instruction manuals, etc. <ul style="list-style-type: none"> ▪ 4 true / false items ▪ Reading for detail
Part 3	Understanding specific information from press releases and advertising brochures <ul style="list-style-type: none"> ▪ 4 matching items ▪ Selective reading
Subtest Writing	
	Writing a postcard, email or short letter <ul style="list-style-type: none"> ▪ Choice of 3 out of 6 guiding points
Subtest Speaking	
Part 1	Getting to know each other <ul style="list-style-type: none"> ▪ Task sheet with guiding points ▪ 1 or 2 examiner questions
Part 2	Exchanging information <ul style="list-style-type: none"> ▪ Task sheet with suggested topics ▪ Ask for and give information on a choice of 7 topics from the task sheet
Part 3	Consensus finding <ul style="list-style-type: none"> ▪ Task sheet with guiding points (pictures and topics) ▪ Agree on 2 activities to do together out of the 6 suggested ones

2.2 Details: Language Elements

Language Elements Part 1	
Structure	Instructions Text Items (multiple choice)
Objective	To assess the candidate's ability to distinguish between correct and incorrect vocabulary use, grammatical structures and parts of speech
Intended operations	Test the knowledge of vocabulary and grammar
Type of task	Filling the blanks with one word out of 3 choices
Number of items	10 (items 1–10)
Channel	Written
Nature of information	A short letter or an email about everyday situations, past experiences, vacations, etc.
Test items	<ul style="list-style-type: none"> ▪ The items test vocabulary and grammar knowledge at level A2. ▪ Each multiple-choice item offers 3 options. ▪ The 3 options must be possible and existing forms, although only one option is correct. ▪ The 3 options must be listed in alphabetical order. ▪ The first blank should not appear in the first words of the text and the following blanks should not be too close together. This is to allow the candidate to identify the situation and follow the logic of the text. ▪ There should be an even distribution of gaps throughout the text. ▪ Each option must be used only once. ▪ Two successive items must be independent from each other to avoid interdependent mistakes.
Item length	3 options of 1–3 words each
Topics	See Inventory T – Topics
Lexical range	See Inventory V – Vocabulary
Level	The language in the text and items must be at level A2
Evaluation	Answer key
Weighting	0.5 points per item

Language Elements Part 2	
Structure	Instructions Texts Items – all letters should be capitalized in order not to give the candidates extra help.
Objective	To assess the candidate's ability to use idiomatic discourse and common colloquialisms (interactive elements of speech).
Intended operations	Use interactive elements in everyday conversations
Type of task	Matching items choosing 4 options out of the 6 provided (2 options serve as distractors).
Number of items	4 in Text 1 (items 11–14) 4 in Text 2 (items 15–18)
Channel	Written
Nature of information	The 2 texts involve different scenarios and are preceded by an indication of the situation. Text 1: A dialogue between 2 people (speaker A and B) involving everyday situations Text 2: A dialogue between 2 people (speaker C and D) involving everyday situations, but different from Text 1
Test items	<ul style="list-style-type: none"> ▪ Items and distractors are all existing words and possible solutions, although only 4 are correct in each given text. ▪ Items and distractors are listed in alphabetical order. ▪ Items are not interchangeable and fit in one blank only. ▪ Blanks in the texts are spaced evenly and placed in the lines of only one speaker in each dialogue, i.e., speaker A or B; C or D. These can be found in any part of the sentence.
Item length	1–3 words
Topics	See Inventory T – Topics
Lexical range	See Inventory V – Vocabulary
Level	The language in the text and items must be at level A2
Evaluation	Answer key
Weighting	1 point per item

2.3 Details: Listening Comprehension

Listening Comprehension Part 1	
Structure	Instructions Audio texts Items
Objective	To assess the candidate's ability to understand the gist of 5 statements made by different speakers on a given topic
Intended operations	Listening for gist
Type of task	True / false items, one item per text
Number of items	5 (items 19–23)
Channel	Text: spoken Instructions and items: written
Type of text	Monologues relating to oneself, one's family, or a general situation
Nature of information	Personal or other peoples' opinions and / or descriptions of a situation on common-knowledge topics
Speaker	A variety of accents from native speakers of English Number of speakers: 1 per audio text Gender / profile: male or female The rate of speech should be clearly articulated and natural sounding, and slightly slower than at more advanced levels.
Test items	The candidate listens to 5 short texts. Each text is played twice. For each text there is one item consisting of one statement. The statement is preceded by the first and surname (common names only) and a short description of the speaker such as his / her profession, using words at the A2 level. The task is to assess the statement as true or false and mark it on the answer sheet with a PLUS (+) for true or a MINUS (-) for false.
Item length	Short description of the speaker: approximately 3 words Statement: approximately 8–12 words
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Vocabulary and grammar of the audio texts should be mostly at level A2. The items must be at level A2.
Evaluation	Answer key
Weighting	2 points per item

Listening Comprehension Part 2	
Structure	Instructions Audio texts Items
Objective	To assess the candidate's ability to understand specific information in voicemail messages, short public announcements or broadcasts
Intended operations	Listening for detail
Type of task	True / false items, one item per text
Number of items	2 (items 24–25)
Channel	Text: spoken Instructions and items: written
Type of text	2 different types of text, e.g., one voicemail message and one excerpt from a radio program.
Nature of information	Excerpts from radio broadcasts on news, commercials, upcoming events, etc.
Speaker	A variety of accents from native speakers of English Number of speakers: 1 per text Gender / profile: male or female
Test items	<ul style="list-style-type: none"> ▪ The candidate listens to 2 short texts. Each text is played twice. ▪ For each voice mail, broadcast or announcement there is one item consisting of a statement. ▪ Each text is contextualized with a brief description of either the type of text, the content, or the speaker. ▪ The description is placed immediately before the statement. ▪ The task is to assess the statement as true or false and mark it on the answer sheet with a PLUS (+) for true or a MINUS (-) for false.
Item length	Contextualization of text: approximately 2–6 words Statement: approximately 8–12 words
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Vocabulary and grammar of the audio texts should be mostly at level A2. The items must be at level A2.
Evaluation	Answer key
Weighting	2 points per item

Listening Comprehension Part 3	
Structure	Instructions Audio texts Items
Objective	To assess the candidate's ability to understand specific details of a spoken message
Intended operations	Selective listening
Type of task	5 true / false items, one item per text
Number of items	5 (items 26–30)
Channel	Text: spoken Instructions and items: written
Type of text	Announcements, also over a public loudspeaker or radio broadcasts
Nature of information	Public announcements at a train station, in a shop, at the airport, etc. Radiobroadcasts on upcoming events, commercials or weather forecasts
Speaker	A variety of accents from native speakers of English Number of speakers: 1 per announcement Gender / profile: male or female
Test items	<ul style="list-style-type: none"> ▪ The candidate hears 5 short texts. Each text is played twice. ▪ For each text there is one item consisting of a statement. ▪ Each statement is preceded by a brief contextualization, such as „ You are at ... and you want to“, followed by „you hear the following“ or „you get the following information“. The task is to assess the statement as true or false and mark it on the answer sheet with a PLUS (+) for true or a MINUS (-) for false. ▪ There should be 1–2 implicit contextualization statements and 3–4 explicit contextualization statements.
Item length	Contextualization: 10-15 words Statement: approximately 8-12 words
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Vocabulary and grammar of the audio texts should be mostly at level A2. The items must be at level A2.
Evaluation	Answer key
Weighting	2 points per item

2.4 Details: Reading Comprehension

Reading Comprehension Part 1	
Structure	Instructions Headlines Texts (Items)
Objective	To assess the candidate's ability to understand the main ideas contained in a text
Intended operations	Reading for gist
Type of task	Matching the headline with the appropriate text, choosing 4 headlines out of the 8 provided (four headlines serve as distractors)
Number of items	Four (items 31–34)
Channel	Written
Type of text	Short articles or excerpts from newspapers and magazines. The texts in Part 1 should be about four different topics. There should be two headlines per topic.
Nature of information	People and places, sports and cultural events
Test items	<ul style="list-style-type: none"> ▪ The 8 headlines reflect the style of a newspaper headline and are listed in alphabetical order. ▪ The 4 correct headlines must summarize the main information of the corresponding articles or excerpts. ▪ The 4 distractors are clearly wrong, yet they should appear plausible, i.e. they should not be clearly out of context or impossible.
Headline length	3–8 words
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Vocabulary and grammar of the articles / excerpts should be mostly at level A2. The items must be at level A2.
Evaluation	Answer key
Weighting	2 points per item

Reading Comprehension Part 2	
Structure	Instructions Texts Items
Objective	To assess the candidate's ability to understand specific information contained in 2 different types of texts
Intended operations	Reading for detail
Type of task	True / false items, 2 items per text
Number of items	2 for text 1 (items 35–36), 2 for text 2 (items 37–38)
Channel	Written
Type of text	Text 1: has the form of an email; Text 2: is formulated as an instruction, tip or recommendation.
Nature of information	Text 1: is written in a personal, semi-formal style; Text 2: is an instruction or recommendation.
Test items	Each item consists of one statement, for which a true / false answer requires careful reading of the text.
Item length	Approximately 10 words
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Vocabulary and grammar of the texts should be mostly at level A2. The items must be at level A2.
Evaluation	Answer key
Weighting	2 points per item

Reading Comprehension Part 3	
Structure	Instructions Texts Items
Objective	To assess the candidate's ability to scan a text searching for specific information
Intended operations	Selective reading
Type of task	Matching the item with the appropriate section of the text. The text is divided into 6 sections, 2 of which serve as distractors.
Number of items	4 (items 39–42)
Channel	Written
Type of text	An approximately page-long text written in a descriptive, formal or semi-formal style, such as texts found in newspapers, magazines, travel brochures, etc.
Nature of information	Public entertainment, leisure and tourism activities
Test items	The 4 items address the candidate and are personalized invitations to search for specific information in the text.
Item length	Between 10 and 15 words
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Vocabulary and grammar of the text can exceed level A2. The items must be at level A2.
Evaluation	Answer key
Weighting	2 points per item

2.5 Details: Writing

Writing	
Structure	Situation Instructions 6 guiding points
Objective	To assess the candidate's ability to write a short text
Intended operations	Writing a postcard, short letter or email
Type of task	Writing a semi-formal or informal postcard, a short letter or an email which is appropriate in content and form
Number of writing tasks	One
Channel	Written
Input text	<ul style="list-style-type: none"> ▪ The task consists of a brief description of the situation, the instructions and 6 guiding points.
Nature of information	The candidate is required to provide information on aspects of everyday life e.g., school, work, holidays, etc.
Text length	<p>Situation: a maximum of 30 words, i.e. a straightforward and simple situation with few words is desirable.</p> <p>Guiding points: up to 10 words per guiding point, a straightforward and simple situation with few words is desirable.</p>
Output text	Candidates are expected to write a postcard, short letter or an email based on the situation described.
Output text length	Candidates are encouraged to demonstrate the best of their writing abilities.
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	The input text should be at level A2 as this is not a reading, but a writing task.
Evaluation	Licensed telc raters Marking criteria for Writing (cf. Mock Examination telc English A2)
Weighting	<p>Task management: 0, 1.5 or 3 points for each guiding point</p> <p>Communicative Design: 0, 1.5 or 3 points</p> <p>12 points in total</p>

2.6 Details: Speaking

Speaking Part 1	
Structure	Examiner – candidate interaction Several prompts One or two examiner questions
Objective	To assess the candidate's ability to give information about him / herself and to answer follow up questions from the examiner
Intended operations	Talking about oneself and answering questions
Type of task	Part 1A: Monologue (the candidate briefly introduces him / herself) Part 1B: Dialogue (the candidate responds to examiner questions)
Time	Approximately 2 minutes
Channel	Written and spoken
Part 1A	
Input: task sheet	<ul style="list-style-type: none"> ▪ Task sheet with several prompts such as: name, family, where you live, job, hobbies, languages, other ideas ▪ Both candidates receive identical task sheets. ▪ The guiding points listed on the task sheet are designed to help the candidate; not all of them need to be covered.
Task	The candidate should briefly talk about him / herself using the prompts on the task sheet as points of departure.
Part 1B	
Input: examiner questions	The examiner asks one or two follow-up questions based on the information the candidate has given.
Task	The candidate should respond to the question(s) in an appropriate manner.
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Prompts and examiner questions must be at level A2.
Evaluation	Licensed telc examiners Marking criteria for Speaking (cf. Mock Examination telc English A2)
Weighting	0, 2 or 3 points

Speaking Part 2	
Structure	Candidates are tested in pairs Task sheet with 7 prompts Instructions
Objective	To assess the candidate's ability to speak to his / her partner, asking for and giving information on the topics provided
Intended operations	Talking about experiences based on the prompts contained in the task sheet
Type of task	Candidates should not simply ask and answer in turn but should talk to each other about the different topics before moving on to the next one.
Time	Approximately 4 minutes
Channel	Written and spoken
Input: task sheet	Task sheet with 7 prompts. Not all prompts need to be talked about.
Task	The candidate should exchange information with his / her partner on several topics.
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Topics of prompts should be appropriate for level A2.
Evaluation	Licensed telc examiners Marking criteria for Speaking (cf. Mock Examination telc English A2)
Weighting	0, 2, 4, 6, 9 or 12 points

Speaking Part 3	
Structure	Candidates are tested in pairs. Situation, task sheet with 6 prompts Instructions
Objective	To assess the candidates' ability to plan an activity together
Intended operations	Making suggestions, reacting to one's partner's suggestions, asking and answering questions with the intent of coming to an agreement
Type of task	Dialogue (the candidates talk to each other)
Time	Approximately 4 minutes
Channel	Written and spoken
Input: task sheet	<ul style="list-style-type: none"> ▪ Task sheet with a brief description of the situation, instructions, six visual prompts (images with captions), and 3 suggested interrogatives. Both candidates receive identical task sheets.
Task	The candidates are asked to plan an activity together (e.g. a trip to the zoo), using the prompts on the task sheet. They are supposed to share ideas, make suggestions and react to each other's input.
Topics	See Inventory T – Topics
Lexical Range	See Inventory V – Vocabulary
Level	Topics of prompts must be appropriate for level A2.
Evaluation	Licensed telc examiners Marking criteria for Speaking (cf. Mock Examination Telc English A2)
Weighting	0, 2, 4, 6, 9 or 12 points

3 Inventories

The following inventories – Topics, Grammar and Vocabulary – were primarily designed for test constructors. When selecting texts and test items, they and the editing team take care to include only such materials that are likely to reflect the learners' range of experience, their needs and interests. For classroom work and test preparation, the inventories are meant to provide a basis for orientation.

3.1 Inventory T – Topics

Topic	Sub-topic
Personal information	<ul style="list-style-type: none"> ▪ Name ▪ Address and telephone number ▪ Age, date, and place of birth ▪ Nationality ▪ Physical appearance ▪ Likes and dislikes
Friends and family	<ul style="list-style-type: none"> ▪ Personal relationships
House and home	<ul style="list-style-type: none"> ▪ Type, size and location of home ▪ House, room and garden ▪ Furniture and household equipment ▪ Pets
Food and drink	<ul style="list-style-type: none"> ▪ Meals, dishes, beverages, snacks ▪ Places to eat and drink ▪ Communicating with waiters
Shopping	<ul style="list-style-type: none"> ▪ Shops, stores, (super)markets ▪ Prices, sizes, quantities, measurements ▪ Communicating with shop personnel
Daily life	<ul style="list-style-type: none"> ▪ Daily routines ▪ Habits ▪ Clothes
Places	<ul style="list-style-type: none"> ▪ Countries and cities ▪ Public spaces and buildings (street, park, stadium, etc.) ▪ Giving directions
Education	<ul style="list-style-type: none"> ▪ Communicating with teaching staff, fellow students, etc.

Work	<ul style="list-style-type: none"> ▪ Jobs ▪ Working hours, conditions of work, pay ▪ Communicating with employers, colleagues, clients, etc.
Health	<ul style="list-style-type: none"> ▪ Body
The natural environment	<ul style="list-style-type: none"> ▪ Plants, animals ▪ Landscape, countryside, seaside ▪ Weather and climate
Media and communications	<ul style="list-style-type: none"> ▪ Press, radio, television, computers, Internet, telephones, multimedia
Leisure activities and entertainment	<ul style="list-style-type: none"> ▪ Hobbies and interests ▪ Cultural activities (cinema, music, theatre, etc.) ▪ Sports and games ▪ Public holidays and festivals
Travel and holidays	<ul style="list-style-type: none"> ▪ Travelling by road, rail, air or ship ▪ Timetables and connections ▪ Travel arrangements ▪ Accommodation, luggage ▪ Sightseeing ▪ Communicating with travel agents, receptionists, etc.
Private and public services	<ul style="list-style-type: none"> ▪ Post office, banks, lost property office, tourist information office

3.2 Inventory G – Grammar

I Verb Forms
A) Infinitive/Base Form <ul style="list-style-type: none"> 1) with “to” 2) without “to”
B) Imperative
C) Participles <ul style="list-style-type: none"> 1) Present Participle <ul style="list-style-type: none"> a) regular b) irregular 2) Past Participle <ul style="list-style-type: none"> a) regular b) irregular
D) Simple forms <ul style="list-style-type: none"> 1) Present Tense <ul style="list-style-type: none"> a) regular b) irregular 2) Past Tense <ul style="list-style-type: none"> a) regular b) irregular 3) 'll Future 4) Conditional Form
E) Perfect Forms <ul style="list-style-type: none"> 1) Present Perfect
F) Progressive Forms <ul style="list-style-type: none"> 1) Present Progressive 2) “going to”
G) Passive Forms <ul style="list-style-type: none"> 1) Present Simple 2) Past Simple
H) Auxiliary Verb Forms <ul style="list-style-type: none"> 1) “be” 2) “have” 3) “do”

I) Modal Verb Forms <ul style="list-style-type: none"> 1) Simple Forms <ul style="list-style-type: none"> a) can b) could c) may d) shall e) should f) would g) must h) need
II Noun Forms
A) Singular/Plural Forms <ul style="list-style-type: none"> 1) regular 2) irregular
B) Singular Forms Only
C) Plural Forms Only
D) Genitive Forms <ul style="list-style-type: none"> 1) singular 2) plural
E) Concord
III Articles
A) The Definite Article
B) The Indefinite Article
C) Zero Article
IV Pronouns
A) Personal Pronouns
B) Possessive Pronouns <ul style="list-style-type: none"> 1) Determiners 2) Nominal function
C) Reflexive Pronouns

D) Demonstrative Pronouns <ol style="list-style-type: none"> 1) Determiners 2) Nominal function
E) Interrogative Pronouns <ol style="list-style-type: none"> 1) Determiners 2) Nominal function 3) With Prepositions
F) Relative Pronouns <ol style="list-style-type: none"> 1) Simple forms <ol style="list-style-type: none"> a) defining b) non-defining c) zero use 2) With prepositions
G) Indefinite Pronouns <ol style="list-style-type: none"> 1) some + compounds 2) any + compounds 3) every + compounds 4) no + compounds 5) none, neither 6) all, both, either, each 7) one
H) Quantifiers <ol style="list-style-type: none"> 1) countable 2) uncountable
V Adjectives
A) Comparison <ol style="list-style-type: none"> 1) suffix forms <ol style="list-style-type: none"> a) regular b) irregular 2) Periphrasis 3) (not) as ... as
VI Adverbs
A) Formation from Adjectives

<ol style="list-style-type: none"> 1) -ly 2) no change 3) irregular
B) Position of Adverbs <ol style="list-style-type: none"> 1) Adverbs of Frequency 2) Adverbs of Manner 3) Adverbs of Time 4) Adverbs of Place 5) Adverbs of Time and Place 6) Discourse Markers
VII Prepositions
VIII Conjunctions
IX Subordinate Clauses
A) Nominal Clauses
B) Relative Clauses <ol style="list-style-type: none"> 1) defining 2) non-defining
C) Adverbial Clauses <ol style="list-style-type: none"> 1) of time 2) of place 3) of purpose 4) of reason or cause 5) of result 6) of condition/concession
D) Reported Speech <ol style="list-style-type: none"> 1) Without tense shift 2) Indirect questions 3) Indirect commands
X Sentence Patterns
A) Subject - Verb <ol style="list-style-type: none"> 1) Pronoun subject

2) Noun subject
3) Infinitive subject
4) Gerund subject
5) "There" as subject
B) Subject - Complement
1) "to be"
2) "sounds/feels/..."
C) Subject - Verb - Direct Object
D) Subject - Verb - Direct Object + Indirect Object
1) two pronouns
2) two nouns
3) noun and pronoun (indirect object)
4) noun and pronoun (direct object)
E) Subject - Verb + Infinitive
1) with "to"
2) without "to"
F) Subject - Verb + "ing" Form
G) Subject - Verb + that/wh-Clause
H) Subject - Verb + wh-Phrases
I) Subject - Verb + Direct Object + Infinitive
J) Adjunct - Subject - Verb + that/wh-Clause
XI Ellipsis and Substitution
A) Question Tags
1) Positive Statement - Negative Tag
2) Negative Statement - Positive Tag
3) Imperatives with Question Tag
4) Positive Statement - Positive Tag
B) Statement - Short Question Responses
1) Positive Statement - Positive Response
2) Negative Statement - Negative Response
C) So/Neither
D) So/Not

3.3 Inventory V — Vocabulary

A

a	What about a nice traditional Sunday Lunch in a pub?
an	Somebody phoned for an ambulance.
a bit	He looks a bit pale.
a little bit	You melt a little bit of butter and garlic.
about	And then you walk for about two hundred yards. Have you got any information about these places? What about a nice traditional Sunday Lunch in a pub? We're thinking about all going down to the Chinese restaurant at about twelve. How about you? / What about you?
above	My parents' flat is just above ours.
accident	He'd had a serious accident and was ill for a long time.
across	The store is just across the street.
address	I've included her address, phone number and e-mail address in case you need to contact her.
adult	This film is only for adults.
advertisement	I am writing in response to your advertisement for a typist.
afraid	Well, that's the smallest size they make I'm afraid.
after	You get used to that after a while.
afternoon	Good afternoon. Can I help you? We can go there in the afternoon.
again	When you get to the traffic lights you turn right again.
against	Many people are against public schools because rich parents can buy private education for their children.
ago	I was in Amsterdam a fortnight ago.
agree	I quite agree.
air	Let's get some fresh air.
air	I quite enjoy travelling by air.
airline	I'm not sure I'd ever fly with that airline again.
airport	She lives right next to the airport.
alarm clock	His alarm clock did not ring.

all	We're thinking about all going down to the Chinese restaurant. With this ticket you can travel on all Dutch, Belgian and Luxembourg railways. There were all sorts of buildings. Is that all? I thought it would cost more than that. You're lucky in Spain, aren't you? You have good weather all the time.
at all	That shouldn't be any problem at all.
all right	It'll be all right. We can do that later. All right?
allow	I'm afraid smoking is not allowed here.
along	We hired a car in Valencia and drove along the Costa Blanca to Alicante.
already	When we finally got to the station, the train had already left.
alright	Alright then. See you later.
also	I speak fluent German and French and also have a working knowledge of Spanish.
always	I love the country, I always have.
a.m.	Breakfast is at 8.00 a.m.
ambulance	Somebody phoned for an ambulance.
among	When you get among a lot of people in the centre of town, the best thing to do is to ask again.
and	Help yourself to a knife and fork. Turn right and it's about half a mile down on the left-hand side.
angry	My father's angry with me because I've damaged the car.
animal	He likes all kinds of animals.
anniversary	It's our wedding anniversary tomorrow.
another	Would you like another drink? I might live for another ten years. So we'll buy it from another firm.
answer	I got no answer from him. He didn't answer any of my questions.
any	Have you got any information about these places? Sorry, I haven't got any. I'd also be very interested in any other material you may have.

	I can't wait any longer.		
anyone	Has anybody/anyone been to see you?		At the traffic lights at the top of the road you turn right.
anything	Is there anything I can do for you?		There's a Rent-a-Car firm at the top, they'll be able to help you.
anywhere	She could go to the cinema anywhere.		Do you remember Betty Loo, she used to work at our company in Spain.
anyway	Anyway, she went to see him one day.		I've left them at home in my shopping bag.
apartment	We prefer to have a holiday apartment rather than stay in a hotel.	at all	Yes ... sure ... no problem at all.
apple	She bought a pound of apples.	at once	Can I do it month by month or do you have to pay for it all at once?
appointment	I have an appointment at three o'clock this afternoon.	attention	Attention, please!
area	There are so many lovely places around the area.	attractive	It used to be an attractive area.
	There are a lot of theatres in the London area.	aunt	She's my favourite aunt.
arm	He's broken his arm.	away	Please do it right away.
arrive	When do we arrive in London?		Don't leave your books on the table. Put them away.
	Astrid would like to arrive on 20th September and leave early on the 23rd.		That's about 25 miles away.
arrival	On our arrival at the airport we discovered that our hotel was 5 km out of town.		He came while I was away.
art	I'd never get them into a museum to look at modern art.	B	
article	Did you read the article about nuclear power in the newspaper this morning?	baby	The baby is now five months old.
as	It's not as difficult as it first seemed.	back	I could pay you back in cash.
	But, as usual, it was nice.		He stood with his back to the wall.
	I have worked as a receptionist in hotels in France and Germany.		She sat at the back of the bus.
	As I mentioned, it's a girl's party – no men welcome!		Bring it back when you're done.
as ... as	Drive down this road as far as you can go.		She goes back on Monday morning.
ask	There's something else I wanted to ask you.	backache	I get backache when I have to pick up heavy things.
	He asked her for a cigarette.	bad	They always have bad dreams when they watch TV late at night..
	She asked me if I knew of anyone she could stay with.		I feel bad about it.
at	At the end of the day he is quite tired.		Not bad!
	I'm having a birthday party next Friday starting at about 8.	worse - worst	Last year we had the the worst summer I can remember.
	I was pretty upset at the time.	bag	I've left my purse at home in my shopping bag.
	They are looking into that at the moment.	ball	She bought a ball for her children to play with.
		bank	Where's the nearest bank?
		bath	I want a room with a bath.
			I'm going to have a bath.
		bathroom	The house has three bathrooms.
		battery	I need a new battery for my radio.

be	It just might be a noisy car going past the window that wakes him up.	black	She was wearing a black dress.
am	I'm from London.	block	My girlfriend lives in that block of flats over there.
is	This is beautiful!	blouse	That's a nice blouse you're wearing!
are	You're right!	blue	The sky is really blue today.
was	This table was made in France.	board	It's £45 for full board.
were	Last year we were on holiday in Spain.	boat	There were lots of boats on the lake.
been	She's never been to Nottingham before.	boil	I'd like to have a boiled egg for breakfast.
beautiful	It's a beautiful area where you live.	book	I've booked a table for eight.. What kind of books do you like to read on holiday?
because	Well, that's a problem then because there's no public transport, I'm afraid.	born	I was born in 1960.
become	Food has become much more expensive in the last few years.	borrow	Can I borrow your pencil, please?
became, become		boss	What's the new boss like?
bed	They're all in bed by eight-thirty.	both	Both books are good. I like both of them.
bedroom	This house has four bedrooms.	bottle	We drank two bottles of wine with our meal last night.
beef	Would you like beef or pork?	bottom	It's at the bottom of the cupboard.
beer	I'll go and sit in a bar somewhere and have a beer.	box	Can you put them in a box, please?
before	I'd never heard that before. We must get to the store before it closes. Try to call me before four fifteen.	boy	The boys were playing football.
behind	There was this big bus or something behind us.	boyfriend	She had an argument with her boyfriend.
believe	I believe you.	bread	I prefer continental bread.
best	Universities should take the best students.	break	Did he break his leg in an accident?
better	It's probably better to get your tickets when you're there.	broke, broken	
between	The hotel was between the station and the centre of town.	breakfast	We usually have breakfast at eight o'clock.
bicycle	I bought a new bicycle yesterday.	bridge	Cross the bridge, and Farm Lane's on your right.
bike	He went for a ride on his bike.	bring	Bring it back when you're done.
big	Cambridge itself is not a very big town.	brought, brought	She brought some family photos with her.
bill	Can I have the bill, please?	brochure	Here are some brochures on camping in Britain.
bird	I could hear the birds singing in the garden.	brother	I could use my brother's car.
birthday	I'm having a birthday party next Friday starting at about eight o'clock.	brother-in-law	I can't stand my brother-in-law, he's so stupid.
bit	And of course the police officer came and I was a bit shocked. It is a bit of a problem. That bit there's the bottom.	brown	Do you like brown bread?
		build	They want to build a house themselves.
		built, built	This house was built in the nineteenth century.
		building	There are all sorts of interesting buildings in the area.
		burn	I've burnt my finger.

burnt, burnt		cancel	I'd like to cancel my flight to Belfast, please.
bus	We'll just leave the car here and go on the bus.	cancelled	The flight was cancelled for technical reasons.
bus station		car	We'll just leave the car here and go on the bus.
bus stop		car park	We left the car in the car park.
business	What kind of business is he in?	card	They only accept payment by credit card over the phone.
busy	I'm busy at the moment.		How many Christmas cards do you usually send?
but	There used to be a swimming pool at Southpool, but it closed a few years ago.	care	I don't care.
butter	You cook some garlic in a bit of butter.		Have a good trip and take care.
buy	That's lovely. Where'd you buy that?	careful	Be careful!
bought	I bought it on holiday in Portugal.	careless	She was very careless and lost her purse.
by	We went there by car.	carry	The only problem we've got is that we have to carry all this luggage.
	They should have the heating on by Wednesday.	case	Can you carry my case?
	They only accept payment by credit card.	cash	I could pay you back in cash.
	Put it by the window, would you?	cat	Do you like cats?
	It was written by Shakespeare.	cent	It cost three dollars and ten cents.
by the way	By the way, have you made any arrangements for your holidays this year?	per cent	VAT is 17% at the moment.
bye	Alright then - Bye!	centimetre	My son's now at least two centimetres taller than me.
C		centre	The Town Hall is right in the centre of town.
café	I'll go and sit in a café somewhere.	central	The shops are very central.
cake	Her mum never ever makes cakes.		Thank God we've got central heating!
call	In the end we had to call the police.	century	This house was built in the nineteenth century.
	He's called Jim.	certain	I'm not certain about that.
	Try to call me before four fifteen.	certainly	Yes, certainly.
	There's a little bottle shop in the city called City Wines.	certificate	He received a certificate when he completed the course.
	I'm calling from the Sports Centre.	chair	The chairs we bought for the dining room are really comfortable.
camera	I'll put those batteries in the other camera.	change	Here's your receipt and change.
camping	We always go camping on holiday.		I have to change trains at Derby.
can	Can you tell me how to get to this place?.		It wasn't possible to change rooms.
	You can't miss it.		I'd like to change some money.
	Can I have cheese on it?	cheap	It's quite cheap actually.
	Can I park here?	check	Could you check the bill, please?
	Yeah, she can come with me.	check in	I need to check in at the airport by half past four.
	Can I help you?	cheers	Cheers!
	We took cans of beer to the party.	cheese	Monterey Jack is an American cheese.

chemist	Is there a chemist's near here?		
cheque	I paid by cheque.		
chicken	I'll have chicken and chips.		
child	When I was a child I used to collect stamps.		
children	They've got three children.		
chips	Fish and chips, please.		
chocolate	I love chocolate.		
choose	I can't decide. You choose.		
chose, chosen	She chose the biggest.		
Christmas	Christmas Day was quite sunny and we went for a walk.		
church	Do you think she'd like to go to church on Sunday morning?		
cigarette	Are you sure you don't want a cigarette?		
cinema	Let's go to the cinema and see the latest James Bond film.		
city	Paris is a beautiful city.		
class	The biggest class has about twenty students. Send that first class please.		
classroom	There are so many people in our course, we need a larger classroom.		
clean	Can I have a clean cup? Could you clean the windows, please?		
clear	Everything's quite clear to me now. The sky was so clear we could see the hills in the distance.		
clock	His alarm clock did not ring. It's nearly eight o'clock.		
close	We must get into the supermarket before it closes.		
	closed		
clothes	I think you probably like the sort of clothes I like.		
cloud	There wasn't a cloud in the sky.		
	cloudy		
	It was cloudy at first and sunny later in the day.		
coat	You need a coat.		
coffee	Would you like a cup of coffee?		
cold	It's a cold day. I've got a terrible cold.		
colour	That's a lovely colour.		
come	I saw him coming up the street.		
			I didn't come in because it was so noisy.
			What time will you be coming home?
			When I came out everybody was looking at me.
			I wouldn't come back and live in a big town.
		comfortable	This chair is very comfortable.
		uncomfortable	I find long journeys by car very uncomfortable. I prefer to travel by rail.
		complain	Although we complained at reception every evening nothing happened.
		computer	Can you work with a computer?
		concert	Do they have concerts on Sundays?
		condition	That company offers good working conditions.
		Congratulations!	Congratulations!
		connect	I'll connect you to Mr Smith.
		contact	Please contact me if you have any questions.
		conversation	We had quite an interesting conversation.
		cook	Do you like cooking? How would you like it cooked?
		cool	It was quite cool this morning.
		corner	You come to a right turn with the Magpie pub on the corner.
		correct	That's not quite correct.
		cost	What was the cost of the hotel? It costs 80 pence.
		cotton	It's made of cotton.
		cough	You have a nasty cough.
		could	We could have a party with spaghetti. Could you tell us the way to the station, please? All I could see was his face. I couldn't come yesterday.
		country	I love the country, I always have. Cambridge is in the east of the country.
		course	I've just joined a French course for beginners.
		of course	Jill went with me of course.
		cream	Do you want cream with your coffee?
		ice cream	I love ice cream.

credit card	Could you give me your credit card number?
cup	Would you like a cup of coffee? The cup fell on the floor and broke.
customer	They treat their customers very well.
customs	We went straight through customs.
cut	She cut the cake in half.
D	
damage	We will pay for any damage caused.
dance	They went to a dance. They danced all night.
danger	DANGER!
dark	She's got dark hair. Her eyes are dark blue. It's getting dark. We'd better close the curtains.
date	Can we change the date to the 30th of May?
daughter	My youngest daughter is five years old.
day	You could go to Brugge for the day.
dead	He was already dead when the ambulance came.
dear	Dear Mary, ...
death	We were all shocked to hear of my brother's death.
decide	It's difficult to decide between the two.
deep	The lake's 60 feet deep at this end.
degree	He got a good degree at university. It's ten degrees below zero.
delay	There was a delay of ten minutes.
delayed	The plane was delayed because of fog.
delicious	The meal was absolutely delicious.
dentist	I had to go to the dentist's yesterday.
department	He works in the Sales Department.
department store	There's a new department store in town.
departure	We waited for over an hour in the departure lounge.
depend	It depends on the weather a bit, doesn't it?
device	This is a very useful device.

dictionary	I had to look up a couple of words in the dictionary.
did	Did they wake up during the night?
die	Seven people died in the accident.
different	The two sisters are quite different.
difference	What's the difference?
difficult	It wasn't as difficult as it first seemed.
dining room	The dining room was quite small.
dinner	We had dinner at six.
direct	You can get a direct flight to London.
direction	Which direction did she come from?
dirty	Take your dirty shoes off before you come in the house.
disappointed	I was very disappointed.
divorced	My parents got divorced last year.
do	Do you know the way to the railway station? The best thing to do is to ask again. Do you speak English? What do you do for a living? How do you do? That'll do, thank you. So do I.
doctor	I had to go to the doctor's because I wasn't feeling very well.
dog	They've got a dog to protect the house when they're out.
dollar	How much does it cost? Ten dollars.
door	A student came and knocked on my door.
double	We'd like a double room with shower, please.
doubt	There's no doubt about it.
down	Go down here for about half a mile. He ran down the road. Why don't you lie down for a few minutes? He fell down the stairs. Shall I turn the heating down?
downstairs	They were running downstairs.
dress	She was wearing a pink dress at the party.
get dressed	Get dressed! Breakfast's ready.
drink	He drank ten glasses of beer and now he's drunk. Would you like another drink?

drive	Do either of you drive?		He's not quick enough.
drove, driven	I took my driving test last week.		We haven't got enough room in our house.
dry	Tomorrow will be sunny and dry. I have to dry my hair before I can go out..	entrance	You go out of the front entrance and turn right up Southport Road.
hair drier	It's always a good idea to take a hair drier with you on holiday.	even	Even then, it would take me about three months.
dull	November's usually a dull month.		It was never like that years ago, even on a Saturday.
during	I never sleep during the day.		It's too late for dinner now, even if they arrive in the next half hour or so.
E		evening	Good evening.
each	They are £49 each. Each of the rooms has colour television.		In the evening you could go to the Theatre Royal.
ear	My ear's hurting.	ever	Have you ever been there? I don't think I'll ever forget it.
earache	I've got terrible earache this morning.	every	There's a session on every Sunday night.
early	There is an early flight. She woke up early in the morning.	everybody	When I came out everybody was looking at me.
earn	How much do you earn?	everyone	Everyone helped to clean up the room after the party, so it didn't take very long after all.
east		everything	Everything was really very funny.
Easter	Easter Monday is a public holiday in England.	everywhere	Everywhere you go people speak English.
easy	It's very easy.	exactly	The twins look exactly the same.
eat	How about something to eat? ate, eaten He ate far too many chocolates.	examination	At the end of the school year you will have an examination.
egg	I always have an egg for breakfast at the weekend.	example	For example,....
electric(al)	That shop sells electrical goods.	exchange	We visited Ireland on a school exchange visit.
electricity	The electricity has been turned off.	excuse	Excuse me.
else	What else could she do?	exercise	These grammar exercises are difficult.
e-mail	Please call, write or e-mail me as soon as possible.	exit	We got out through the exit at the back of the store.
empty	My glass is empty. Is there any more wine?	expensive	It was quite expensive as well.
end	There was a sharp bend at the end of the village. When does the show end?	explain	Can you explain it to me?
engaged	She's engaged to be married. I tried to phone you yesterday, but your phone was always engaged.	eye	Susan's got light blue eyes.
engine	There's something wrong with the engine.	F	
engineer	She's an engineer at a British company in France.	face	All I could see was his face.
enjoy	We enjoyed ourselves at the party. I enjoyed the dinner very much.	factory	The chocolate factory closed a couple of years ago.
enough	There's not enough time.	fair	It would be only fair. She's got fair hair.

fairly	This computer's fairly easy to use, so I don't think you'll have any problems.	fire	Have you finished your work? There was a fire in the centre of town last night.
faithfully	Yours faithfully, ...	firm	There's a Rent-a-Car firm at the top of the road.
fall	Careful, don't fall down the stairs.	first	I've seen it made for the first time today. First go straight down this road. Then take the first left through to the ring road. Jack is his first name. I bought ten first class stamps when I was in town today.
fell, fallen	Mary went with me of course in case I fell.	fish	We had fish and chips for lunch.
family	This friend of mine brought photographs of the family with her.	fishing	My brother loves to go fishing down by the river.
famous	She was very famous for her paintings.	flat	Is that a private flat?
far	As far as you can go.	flight	Have a good flight!
farm	They have a small farm in Wales.	floor	We were given separate rooms on completely different floors. The cup fell on the floor and broke.
fast	How fast were you going then? He's got a fast car.	flower	She picked some flowers from the garden.
father	Her father retired last year.	flu	My husband can't go to work this week. He's got the flu.
favour	Hello Chris ... Could you do me a great favour?	fly	I'm not sure I'd fly with that airline again .
favourite	The Beatles are my favourite pop group.	flew, flown	
feel	I'm sure this camera's got no batteries in. It feels extremely light to me. I'm feeling quite hungry.	fog	There was a lot of fog this morning.
feeling	No, it was a strange sort of feeling walking into that place.	foggy	We used to cycle down to the river, especially on foggy days.
ferry	We took the ferry across to France.	follow	They were all following me.
few	A few days later I was picking my daughter up again from school. There were very few people there.	food	Thank you, especially for the food. It was delicious.
field	We went for a walk across the fields.	foot	Are you on foot or by car? Oh, he's touching my feet. He's about six feet tall.
fill	Can you fill my glass, please?	football	The boys were playing football.
fill in	Could you help me to fill in this form?	for	I'll just draw it for you. I've seen it made for the first time today. You'll be late for the train. It's the same price for the two of us. Then you walk for about two hundred yards. She'll want to rest for a little while. Yeah, take her for a diet coke somewhere.
film	Why don't I put your film in here?		
find	Where can I find a chemist's? He used to find it quite interesting.		
find out	I'm trying to find out where he lives.		
fine	The weather is fine. I'm feeling fine. It'll be fine. How are you? We're fine, I'm pleased to say.		
finger	Put it there, look, where my finger is.		
finish	Do you want to call me at home when you've finished? My course finishes at the end of June.		

	What if we want to go for a swim? I think it'll be too warm in here for her. We are having fish for dinner today. Thank you for phoning.		
foreign	So far I've always had foreign cars.	furniture	She's bought some new furniture for the dining room.
foreigner	Everyone is a foreigner somewhere.	future	Be more careful in future!
forget	I shall never forget the time I went to Hungary.	G	
forgot, forgotten	I forgot where the village was, but it was very pretty.	gallon	How many litres are there to a gallon?
fork	Help yourself to a knife and fork.	game	I should like to congratulate you on the game.
form	They'll send you a form to fill in.	garage	I'm just going to the garage to get some petrol. I wish I had a garage for the car.
forward	I look forward to hearing from you as soon as possible.	garden	They have a beautiful garden.
free	This is a free country. I got a free ticket.	gas	We've got gas central heating.
fresh	Have some fresh orange juice. Let's get some fresh air.	gate	The flight to Frankfurt? Gate 8.
fridge	We need a new fridge.	gentlemen	Ladies and gentlemen, may I please have your attention?
friend	So can you tell us how old your friend is?	get	How do I get to Kensington Road?
friendly	She's a very friendly person.	have got	Well, I've got the other camera.
unfriendly	He spoke to us in a very unfriendly way.	have got to	They've got to take on extra work
from	We were coming back from Hong Kong. I'm not from Chorley. You could get a programme from the Concert Hall. The company closes from the first of August to the twenty-second. Love, from ... I'm looking forward to hearing from you.	get	She only gets upset when she's feeling unwell. We could get the train to Bruges. It's probably better to get your tickets when you're there. It might be an idea then to get a programme from the Concert Hall. When did you get back? He was quite ill, but he's getting better now. So, I got up and went to the door.
front	I went to the front door.	get off	Get off the bus at the station.
in front of	The station is in front of you.	get in	It's quite hard actually to get in.
fruit	Would you like some fruit juice?	get dressed	Get dressed! Breakfast's ready.
fry	Fry the garlic and then put the mushrooms in the saucepan.	get married	I'm getting married in the morning.
fried	Fried beef in mushroom sauce.	girl	I'd had a joke with one of the girls, you know.
full	The hotel's full this week.	girlfriend	My son seems to come home with a different girlfriend every week!
full-time	I normally work full-time, but I've just got a part-time job at the moment.	give	Give me that please!
fun	We had a lot of fun at the party.	gave, given	They gave us separate rooms on completely different floors.
funny	It was quite funny though with the Christmas cake, wasn't it?	glad	Glad to see you.
		glass	It's made of glass. A big glass of orange juice with lots of ice.
		glasses	She wears glasses when she drives.

go	Drive straight on as far as you can go. I can't really say that all this is going to work. Are you thinking of going back on the same train as me tomorrow then? Go down there about half a mile. What if we want to go for a swim? I'm going home in a minute. The pilot says you can go in the cabin. Well, you can go inside and eat. You can go into Rivington to see the museum.
go left	You want to go left again down towards Akers.
go out	Well, Mum and Dad went out so we went to Mary's to sleep.
go out of	You go out of the entrance and turn right up Southport Road.
go round	Yes, it's beautiful. I'd love to go round there.
go shopping	Pamela likes to go shopping.
go to sleep	Sarah couldn't go to sleep, and she wanted to ring Mum.
go up	The prices have gone up 3% in the last twelve months.
gold	It's made of gold.
good	Good idea! It's very nice, it looks very, very good. I want it in good order. Very good. There's something else I wanted to ask you. That's very good. Have a good time. Have a good night.
goodbye	I'm afraid it's time to say goodbye.
gram(me)	There are about 450 grams to a British pound.
grandfather	He looks like Willy Carson's grandfather, you know.
granddad	
grandmother	Elsa has never seen her grandmother.
grandma	
grandchildren	They've got four grandchildren.
grandparents	John lives with his grandparents.
granddaughter	She is one of her granddaughters.

grandson	Their youngest grandson is called Ken.
grape	She loves grapes with cheese.
great	Yeah, the party was great.
green	Oh, I want the green one.
grey	The sky is grey and cloudy today.
ground	It fell to the ground and broke.
ground floor	We live on the ground floor.
group	A group of children has just arrived.
grow	It grows quickly.
grow up	I grew up in the city. I'm a city boy.
guest	Since when do guests of 2-star hotels get better service?
guest house	They found a nice little guest house near Halifax.
guide	It's a good guide. We had a charming guide on our tour.
guided	We went on a guided tour of Paris.
guy	I need a couple of strong guys to help me with this furniture.

H

hair	Mary combed her hair, and then she went to sleep.
hairdresser	I've got to go to the hairdresser's.
haircut	I need a haircut.
half	Go down there about half a mile. Yeah, it was about an hour or hour and a half. It's a half pound of butter.
ham	She made a lovely ham and cheese salad.
hamburger	I'm afraid I just don't like hamburgers.
hand	He cut his hand. Ah, I see, that was in your hand baggage, was it?
handicapped	A friend of mine has got a handicapped daughter.
happen	The flight attendant told us we were about to land. Then ... guess what happened.
happy	Happy Birthday!
hard	It's quite hard to get in actually. They're trying too hard.
hardware	Computer hardware has become a little less expensive.

hat	It's cold outside. You should put a hat on.	hill	Just follow your nose up the hill till you come to the Town Hall.
have	I just don't have the time. Right, well you can have breakfast with me. We could have a party with spaghetti or beans on toast, couldn't we? I'll have the deep fried mushrooms with an Old Timer Burger. Can I have a second class stamp please? She is having a haircut.	him	All sorts of things frighten him, you know. I went up to him afterwards.
have got	had I had a shower before breakfast.	himself	He got himself a drink.
have got to	Well, I've got the other camera.	hire	We hired a car in Valencia and toured along the Costa Blance as far as Alicante.
have to	You've got to pay for this one, the other brochures are free of charge.	his	All I could see was his face.
he	I have to stay near the phone.	history	History was my favourite subject at school.
head	He gave us this map.	hobby	John has got quite a lot of interesting hobbies.
headache	He hurt his head when he fell.	hold	Hold the line please.
healthy	I've got a terrible headache.	holiday	October 3rd is a public holiday in Germany. We had a lovely holiday.
hear	She's hardly ever ill. She is very healthy.	holidays	When do the school holidays begin?
heard, heard	I didn't hear a thing.	home	I've left them at home in my shopping bag. Please come home. When did you get home last night?
heart	Well, have never heard that before.	hope	Oh, it's a long way. I hope you feel fit.
heating	It broke her heart.	horse	Let's go and see Jane's horses.
heavy	Tony was saying they should have the heating on by Wednesday.	hospital	She had to stay in hospital for three weeks.
hello	Your suitcase is very heavy.	hot	It should be quite hot inside.
help	Hello Chris ... Could you do me a great favour?	hotel	Our hotel was 5 km out of town.
help!!!	Can I help you?	hour	Yeah, it was about an hour or hour and a half. half an hour Lyme Regis is half an hour's run. quarter of an hour That takes about quarter of an hour, twenty minutes.
her	Mike, help yourself to a knife and fork.	house	Is that a private house?
hers	Can you see her?	housewife	You still hear people say: "She's only a housewife!"
herself	It's hers.	how	Can you tell me how to get to this place? How would you like it cooked? How fast were you going then? How do you spell Loescher, is it L-O-E-S-C-H-E-R?
here	She wanted to make them herself, but she never really knew how. She threw herself in the lake.	how far	How far's Brugge from Amsterdam?
hi-fi	Can you come up here for a minute? Thank you. Here's your receipt and 50. 60. 75 change Here you are.	how many	How many passengers?
high	We've just bought some new hi-fi equip.m.ent.	how much	How much does it cost?
	This is a very high building. The prices are not very high, are they?	how old	How old are your children?

hungry	No, I'm getting quite hungry now, actually.
hurry	I'm in a hurry. Hurry up! It's getting late.
hurt	Is this the tooth that hurts?
husband	So we thought she could come over with her husband.
I	
I	I'll do the driving, I like driving.
ice	Orange juice in a big glass with lots of ice, please.
ice-cream	I love that ice-cream called Magnum.
idea	Oh, look! What a good idea.
identity card	The police wanted to see everybody's identity card.
if	If you feel sick, don't go to school.
ill	He's ill in bed.
illness	During his last illness we only saw him once or twice.
important	It was important to find out everything.
unimportant	For my partner money is relatively unimportant.
impossible	It's so dark in here, it's almost impossible to read.
in	It's warm in here, shall I turn the heating down? Yes, you're right, well look, in a minute we'll know. Her son was in hospital. You're sitting in the wrong place there. Cook some garlic in a little bit of butter. Actually, in the recipe it says cream cheese. It rained in the afternoon.
in front of	The station is in front of you.
inch	The car moved forward inch by inch.
information	Have you got any written information about these places?
inside	Children! Go inside and eat now!
insurance	You often get better treatment if you have private health insurance.
interested	We would be interested to hear about your plans.

interested in	I'm interested in this sauce. I want to know if it's the same as a Hollandaise.
interesting	It's such an interesting book!
international	It's an international meeting.
into	She drove into the city centre. Change your dollars into pounds at the airport.
invite	He invited us to his birthday party.
invitation	Thanks a lot for the invitation to your party.
iron	It's made of iron.
island	It's a big island.
it	We listen to it quite a lot. And that's about it. It's raining. It doesn't often rain here. It's a long way to town. It depends. That's it.
J	
jacket	What colour's your jacket?
jam	We had coffee, bread and jam for breakfast.
jeans	Where can I get some good jeans?
job	I think he's found the right job.
juice	Can I have orange juice in a large glass with lots of ice?
just	Just go down this road as far as you can, then turn left.
K	
keep	I'd love to keep this bottle.
key	We lost our car key somewhere in town.
kill	Millions were killed in the Second World War.
kilo(gram)	I'd like a kilo of fresh strawberries.
kilometre	We discovered that our hotel was 5 km out of town.
kind	What kind of music does she like? That was very kind of you.
king	There aren't many European countries that still have kings and queens.
kiss	I gave her a kiss.

kitchen	Help yourselves to food and drinks in the kitchen.	left, left	I've left them at home in my shopping bag.
knife	Mike, help yourself to a knife and fork.	left	Turn left and on your right there's Notts Country's football ground.
	knives		You go down here and take the third left.
know	You know Adam, don't you? And it's actually lovely to just be in the village, you know.	leg	Number two, the one on the left.
	knew, known	lend	She broke her leg a year ago. Can you lend me some money?
		lent, lent	
L		less	Now I have less time than I used to.
lady	'A nice young lady came to see me,' he said.	lesson	We have two English lessons a week.
lake	Perhaps we could go for a walk around the lake on Sunday evening.	let	Let me drive for a while. Let's go and have a drink. Let me know.
lamb	There's beef, pork or lamb for lunch.	letter	So he wrote her a letter and explained that he was going to take a trip with Carol.
lamp	She bought a new lamp for the living-room.	library	The library opens from 10 a.m. to 4 p.m.
land	In the end we landed safely.	licence	I need a TV licence for my Mum. He lost his driving licence for three months.
language	Welsh is my first language.	lie	The paper was lying on the table.
large	There's a large map of Chorley here.	lie down	Why don't you lie down?
last	What did you do last night? And then we just took the last train back. Last time I saw it it was in perfect condition. When did you last see him? The play lasted two hours.	life	Isn't life wonderful?
	last name	lift	They had to lift me on the plane. You can use the lift. Can I give you a lift?
at last	And what's her last name? There you are at last!	light	At the traffic lights at the top of the road you turn right. There are no lights in the village. Have you got a light, please?
late	Yes, we were late as usual.	like	She doesn't worry about anything like that. Well she's like Aubrey was. I'll do the driving, I like driving. Would you like another drink? What's it like?
	later	listen	Do you still listen to Scottish music?
latest	Talk to you later! He's got all the latest software.	little	It's nice and quiet, you know, just a little village with six hundred people. I've got very little time. There's very little to do here.
laugh	She laughed at me.	a little bit	You melt a little bit of butter and garlic, that's all.
law	There's a law against it.	litre	Let's take the two litre bottle.
-in-law	John's my son-in-law.		
lawyer	We know a good lawyer.		
learn	How many languages did you learn at school?		
least	We chose the least expensive restaurant we could find.		
	at least		
leather	There were at least 500 people. I have to wear leather shoes.		
leave	We'll just leave the car here and go on the train.		

live	I live in Frankfurt. What about you?
living	What do you do for a living?
living-room	They were sitting in the living-room, when suddenly the lamp fell down.
local	It's only a local call. It doesn't cost much. What's their local time?
lock	Lock the door so that no one can come in.
long	How long ago was that? Well that's a long way then. That shop closed a long time ago. He didn't stay long.
long-distance	She made a long-distance call.
look	That looks very nice, put it on and let's have a look at you. Yes, you're right. Well, look, in a minute we'll know.
look at	You see I'd never get her into a museum to look at art.
look forward to	I look forward to seeing you.
look like	He looks like his father.
lose	And now the company is losing 40,000 jobs.
lost, lost	If we are lost, we can ask again once we're at the station. We lost the game. I've lost my keys.
a lot	That's a lot, isn't it? This sauce has got a lot of garlic in it!
loud	Suddenly there was a loud noise.
love	I'd love to keep this bottle. I wish we could keep it. I love the country, I always have.
low	Those chairs are too low for our table.
lucky	It made me realize how lucky we are.
luggage	The only problem we've got then is carrying the luggage.
lunch	What about a nice traditional Sunday lunch in a pub?
lunchtime	Would you like to go for a walk at lunchtime?
M	
machine	But unfortunately our photocopying machine has broken down.
madam	Can I help you, madam?

magazine	I prefer magazines to newspapers.
main	And then you're in the main street. But the main thing is that ... You have to get off the main road.
make	Her mum never makes cakes. I think you've made a mistake.
made of	It's made of wood.
man	See the man with the hat over there?
men	There are too many men in politics. We need more women!
manager	She's the manager of our department.
many	I don't know how many – four or five, I think. There are so many lovely places round the area.
map	You're going to buy this map? It's £1.25, please.
market	There's a market in the centre of town every Wednesday.
married	My sister's getting married next year.
match	I was watching the football match on television last night.
maths	Is she good at maths?
material	What sort of material is it?
matter	What's the matter?
may	I may have time tomorrow afternoon, but I'm not sure. May I use your phone?
me	Try to call me before four fifteen if you can.
meal	It's difficult to find a reasonably priced meal.
mean	What does this word mean?
meant, meant	I meant this one, not that one!
meat	I don't eat as much meat as I used to.
medical	You should take out medical insurance before you go.
medicine	My daughter's studying medicine.
meet	We could have a walk around the lake on Sunday evening and then meet some friends for a drink.
met	You haven't met Ian, have you?
meeting	There's a meeting at four.
menu	Could I have the menu, please?
merry	Merry Christmas!
message	Could you give her a message?

metal	No, it's not plastic, it's metal.				They've moved to London.
metre	It's about 200 metres from here.		Mr		Could I speak to Mr Tanaka, please?
middle	Let's get a seat in the middle.		Mrs		This is Mrs Haak's office.
midnight	She came home after midnight!		Ms		It's 'Ms', not 'Mrs'.
mile	Turn right and it's about half a mile down on the left-hand side.		much		I don't want too much rice, thank you. Alright. Thank you very much. How much was it? He's much happier now.
milk	Do you want milk in your tea?		music		What kind of music does she like?
million	There are millions of them.		must		There must be something interesting on TV tonight.
mind	He probably won't mind anyway.		had to, had to		I had to get used to it.
mine	Emma, a friend of mine, took these photographs.		mustn't		You mustn't touch that key.
mineral water	Can I have mineral water, please?		my		I could borrow my brother's car.
minute	I can type 80 words per minute. Can you come up here for a minute? I'm going home in a minute.		myself		Actually I've never visited these places myself.
miss	Do you miss the city? I missed the bus. My bag is missing!		N		
mistake	They've just realised they've made a mistake.		name		That's right ... that's my name there and that's the number.
modern	It's a very modern building.		first name		My first name originally came from Scotland.
moment	And there's a Picasso exhibition on at the moment.		last name		Do you know her last name?
money	Have you got any money on you?		narrow		Some of the roads in Scotland are very narrow.
month	We were in Sydney a month ago.		national		We usually buy a national newspaper.
more	That makes it more difficult. I thought it would cost more than that.		nature		I saw an interesting nature programme on TV.
morning	If you got the earliest train in the morning, you'd arrive by lunchtime. Do you think she'd like to go to church on Sunday morning?		natural		It's quite natural.
most	It's the most expensive hotel in town. Most people don't realise how easy it is to learn a foreign language. I wonder which is the language with the most words?		near		I was coming down Southport Road near the police station.
mother	Her mother lives just down the road.		nearest		Where's the nearest post office?
mother-in-law	My mother-in-law makes this sort of cake as well.		nearly		Are you nearly ready?
motorbike	She goes to work on her motorbike.		necessary		That's okay, it's not necessary.
motorway	There was a terrible accident on the motorway last night.		unnecessary		That was quite unnecessary.
mountain	We spent our holidays in the mountains last year.		need		I need a new dress. I need to go to the railway station. Could you tell me the way?
mouth	Open your mouth, please.		neighbour		What are your neighbours like?
move	It was so crowded you couldn't move.		never		I never drink milk.
			new		You just don't have the time with the new house and the garden.
			news		Have you heard the news? Switch on the TV. It's time for the news.
			newspaper		Can I have a look at your newspaper?

next	Yes, and the next thing we wanted to ask you is how to get to the Castle Museum. My birthday is next Friday.
next to	The post office is next to the bank.
nice	It was nice, wasn't it!
night	What did you do last night? Do they sleep all night without waking up? But then you've got to add £50 pounds a night for the hotel rooms. So on Friday night we'll have a drink at the Salutation, alright? Good night.
no	No, it's quite good. Yes ... sure ... no problem at all. No smoking.
nobody	I went to the front door but nobody was there.
no one	There's no one here at all!
nothing	What you doing? Nothing really.
nowhere	Where did you go last night? Nowhere. We stayed at home.
noise	What a terrible noise!
noisy	It was so noisy I couldn't hear if anyone said "come in".
none	None of them are here.
nor	I wouldn't do it. Nor would she.
normal	Should I eat the vegetarian burger or the normal burger?
normally	Jamie, normally, you put him in his bed and he's gone.
north	It is the Venice of the North of Europe.
north-east	We live north-east of Paris.
nose	See the man with the big nose?
not	Well it's not a big country. She's not so keen on pubs, actually she doesn't drink. Go shopping together? Yeah, why not. Thanks for your help. Not at all.
note	Do you have a £5 pound note?
now	Are you ready now? Now, how are we going to carry all that?

number	He lives at house number two, the one on the left. A number of people left before the end of the play. I've included her address, phone number and e-mail address in case you need to contact her.
nurse	She's a nurse at the local hospital.
O	
o'clock	It's six o'clock.
of	It is the Venice of the north of Europe. I'll give you a cup of coffee. It closes from the first of August to the twenty-second.
of course	Could I borrow your pen? Yes, of course.
off	Turn the lights off when you go to bed.
offer	I offered to help. I'll make you an offer.
office	I'm not at the office at the moment..
often	I don't go to the cinema very often. How often do you use a computer?
oil	Does your car use much oil?
OK / okay	OK, you go up this road and turn left at the corner. Yeah, that's okay.
old	There were all sorts of buildings, you know, little old cottages, ... How old were the children?
on	Turn left and on your right there's Notts Country's football ground there. Their flat is on the fourth floor. Can I have cheese on it? You could find out what's on at the Theatre Royal. The shops are closed on Sundays. She's on holiday at the moment. She's on her way to Amsterdam.
once	She was here only once. Can you try it once more, please?
at once	Can I do it month by month or do you have to pay for it all at once?
one	Well, do you want to have this one?

only	One day I will look for another job. He was only 18 when he wrote that.	parents-in-law	I'll never forget the first time I met my parents-in-law.
open	The shops usually open about eleven o'clock.	park	I love the flowers in that park. There is a car park down the road. It's very difficult to park in the city centre.
opposite	The hotel is opposite the post office. What's the opposite of 'big'?	part	What part of London is that?
or	Did you get here by train or by car?	part-time	She works part-time.
orange	Would you like some orange juice?	partner	Bring your partner along to the party.
order	The machine is out of order.	party	We could have a party, couldn't we?
other	This one or the other one?	pass	I passed my driving test! Can you pass the salt, please?
our	This is our son. ours Is that their car? No, it's ours.	passport	I need a new passport.
ourselves	We enjoyed ourselves very much.	past	It's half past three. That's all in the past.
out	You go out of the entrance and turn right up Southport Road. Is this the way out?	pay	Do you have to pay for it all at once? Yes, and I could pay you back in cash.
outside	You can only smoke outside.	peace	He's done a lot for world peace.
over	On your left you'll see the bridge over the river. She wants to sit down over there. Our bedroom is over the living room. I've got students from all over the world. There were over 200 people in the room.	pen	Can you lend me your pen?
P		pence (penny)	It cost sixty pence.
pack	We still have to pack everything.	pencil	Do you want a pen or a pencil?
unpack	Have you unpacked yet?	people	It's a nice, quiet, little village – six hundred people.
packet	Can you bring me a packet of biscuits from the supermarket.	pepper	Could I have the salt and pepper, please?
page	On page 363, it says that it's difficult to find a reasonably priced meal in Bruges.	perhaps	Perhaps I will ask her to have lunch with me.
pain	I've got a terrible pain in my leg.	person	The flat will sleep up to eight persons.
paint	This picture was painted by Picasso.	petrol	How far is it to the nearest petrol station?
painting	The museum has a lot of modern paintings on show.	gasoline	
pair	I need a pair of black shoes.	phone	I'm going to book four cinema tickets on the phone. Thank you for phoning up to invite me. I definitely will be there.
paper	Do you need another piece of paper? Is that really made of paper?	photograph / photo	Well, I've got the camera, so we can take lots of photographs in the pub.
parcel	Would you take this parcel to the post office for me?	picture	Can you take a picture of me?
pardon	Pardon? What did you say?	piece	Would you like one piece of toast or two? I need a clean piece of paper.
parents	My parents were born in Russia.	pill	Take two pills with a glass of water.
		pint	A pint of bitter, please.
		pity	That's a pity.
		place	Can you tell me how to get to this place?

	You're sitting in the wrong place.
	Have you got any written information about these places?
plan	What are your plans for tomorrow? I'm planning to spend a few days in the Penzance area.
plane	What time's your plane tomorrow?
plastic	I don't like plastic cups.
plate	Can I have a different plate for the cheese?
platform	The train to Manchester leaves from platform 5.
play	Let's play cards!
	player Bobby Charlton was a great player.
pleasant	The colours are pleasant, aren't they?
please	Yes, please!
pleased	Pleased to meet you. Are you pleased with your new flat?
p.m.	Lunch is at 1 p.m.
pocket	This coat hasn't got enough pockets.
police	The police station is over there.
	policeman
	policewoman
polite	The shop assistant was very polite.
	impolite Is it impolite to eat just with a fork?
political	What's your opinion of the main political parties?
poor	The people here are very poor.
pork	Sweet and sour pork is my favorite.
port	The boat couldn't enter the port because of the bad weather.
possible	Would it be possible to change my ticket?
	impossible It's almost impossible to learn a language if you don't practise everyday.
post	Can you send it by post today, please?
	postcard I think I'll send this postcard to Ann.
	post office Where's the nearest post office?
	postman
	postwoman
potato	How many potatoes do you want ?
pound	It's 49 pounds per ticket.
practice	I'm out of practice.
prefer	I prefer coffee to tea.

prepare	I need to prepare for my test tomorrow.
present	Did you get a Christmas present from Terry?
president	She's president of the company. The American President is on a visit to China.
press	And then you press the button.
price	It's the same price for the two of us.
prime minister	Who's the prime minister of India?
private	You can't go in there – it's private!
probably	You're probably right.
problem	It is a bit of a problem. Sure. No problem. The problem is I've forgotten my wallet.
programme	Let's get a programme from the Concert Hall.
promise	I promised to finish it by Monday.
pronounce	How do you pronounce your name?
property	Have you checked at the lost property office?
pub	What about a nice traditional Sunday lunch in a pub?
public	We had to take a taxi because there was no public transport.
pull	Look at the sign. You have to pull the door, not push it!
pullover	What a lovely pullover!
purse	I put my tickets in my purse.
push	Look at the sign. You have to pull the door, not push it! Please stop pushing!
put	Just put new batteries in the camera and it will work again.
put back	Did you put the book back on the shelf?
put on	That looks very nice, put it on and let's have a look at you.
Q	
quality	This coat is very expensive, but it's also very high quality.
quarter	That takes about a quarter of an hour, twenty minutes. It's about three quarters of a mile to my house.

	It's a quarter past ten.		
queen	This is the balcony the king and the queen always stand on.	regards (pl.)	Give him my best regards. With kind regards, ...
question	Could I ask you a question?	remember	Oh, do you remember Helen? Well, I'll always remember that holiday in Spain.
queue	We had to stand in a queue for hours to get tickets for the theatre.	rent	You can rent a car at the garage at the top of the street. How much rent do you have to pay?
quick	Quick! Before they are gone!	repair	Can you repair this for me, please?
	quickly Thanks for phoning back so quickly.	repeat	Could you repeat that, please?
quiet	It's a nice, quiet, little village, you know, six hundred people.	rest	I'm tired. I want to rest for a little while. What shall we do the rest of the day?
quite	It's quite cheap actually.	restaurant	So we're thinking about all going down to the Chinese restaurant at about twelve.
R		return	Yeah, it's £49 return each.
radio	Did you hear the news on the radio?	right	I think he's ended up in the right job. You're probably right. It's the third street on the right.
railway	Do you know the way to the railway station, please?	ring	He isn't in at the moment. Could you ring back later?
rain	It rained all afternoon.	rang, rung	Tom just rang up. Please call him back.
	raincoat Why don't you put on your raincoat?	river	How deep is the river here?
rather	It's rather cold this morning, isn't? I'd rather go to the theatre.	road	At the traffic lights at the top of the road you turn right.
reach	We reached Manchester at 10 o'clock.	roll	We got rolls with jam and honey for breakfast.
read	I love to read books.	room	I'd like a room with a shower. There's not enough room in my office.
ready	Be ready at ten and I'll come and pick you up. Are you ready to order? Lunch will ready by about 12.20.	round	He turned round when he heard his name.
really	I don't really know ... you could try perhaps Pickfords in Littlewoods, and Covent Garden's really nice. Have you ever been there? Do you miss the city? Not really. Then you add a lot of double cream. Really?	run	Run as fast as you can!
reason	And the only reason they get better education is because there are more teachers.	ran, run	The dog ran to the door.
receipt	Can I have a receipt, please?	S	
reception	There's a message for you at reception.	sad	I was quite sad to hear that your mother is seriously ill.
	receptionist In previous summer holidays I have worked as a receptionist in hotels in France and Germany.	safe	Is it safe here?
recommend	The Pondview was recommended as a 3-star hotel.	safely	In the end we landed safely.
red	Because of all the accidents the police have put up a red sign saying 'Danger'.	salad	What kind of salad would you like?
		salary	I'm still on the same salary as I was five years ago.
		salt	Would you pass the salt, please?
		same	Are you thinking of going back on the same train as me then?

sandwich	I wasn't very hungry, so I just had a sandwich at lunchtime.		
satisfied	I'm not very satisfied with his work.	self-service	Is this a self-service restaurant?
saucer	We need one more cup and saucer.	shall	It's warm in here. Shall I turn the heating down?
sausage	How many sausages would you like?		Where shall we go for a meal?
save	We have to save a lot of money if we want to visit our friends in Australia.	shave	Do you shave every day?
say	How do you say that in English?	shaver	He bought an electric shaver.
school	My daughter is in school.	she	I was speaking to Betty and she told me the news.
sea	Are you near the sea where you are living now?	shirt	I need a clean shirt.
seaside	We spent the weekend at the seaside.	shock	His death was a shock to us all.
seat	The Eurostar's usually quite full so it would be best to book a seat.	shocked	And of course the police officer came and I was a bit shocked.
second	Can I have a second class ticket please?	shoe	Take your shoes off please, before you come into the house.
	The phone rang just a few seconds later.	shop	I bought it at a little shop in the city.
secretary	I can never find a thing when my secretary's on holiday.	shop assistant	Ask the shop assistant to help you.
see	You'll see the station in front of you.	shopping	I need to do a bit of shopping before I go home.
	I wasn't going very fast, you see.	shopping bag	I've left my purse at home in my shopping bag.
	Anyway, she went to see him one day.	short	I saw him a short time ago.
	..., if you see what I mean?		These trousers are too short for me.
	Oh, I see.	shorts	I prefer to wear shorts in summer.
	See you later.	should	That's what we should do.
seem	It wasn't as difficult as it first seemed.	show	There was a good show on TV last night.
	She seems happy, doesn't she?		I had to show my passport at the border.
self	I'll do it myself.	shower	I took a shower when I got home.
selves	They didn't believe me until they had seen it themselves.		There may be some showers in the afternoon.
self-service	Is this a self-service restaurant?	shut	Shut the door, please.
sell	Is there a shop round here that sells foreign newspapers?	sick	I felt seasick coming across on the ferry.
sold, sold	I sold some of my clothes at the second hand store.	side	Turn right and the post office is about half a mile down on the left-hand side.
send	I think they'll send you a form.	sights	We went to Rome last year to see the sights.
sent, sent	I sent it back yesterday.	sightseeing	If you go to Paris you should start with a sightseeing tour.
serious	He had a serious accident a few years ago.	sign	Why can't the traffic signs be the same in all countries?
service	British Rail run services to Amsterdam from Liverpool Street and Victoria stations.		There were no signs to show me the way.
	The service is very good here.		Would you please sign here?

since	I haven't seen him since Monday. We haven't been there since I was a boy.	smoker	There were so many smokers in the room, I had to go out and get some fresh air.
sincerely	Yours sincerely, ...	non-smoker	I wish there were more restaurants for non-smokers.
sing	Jenny used to sing with a pop group.	snack	I try to avoid having snacks between meals.
sang, sung	Everyone sang "Happy Birthday".	snack bar	Is there a good snack bar round here?
singer	I'd love to be a professional singer.	snow	There hasn't been much snow this year.
single	Have you got a single room with a shower? A single to Glasgow, please. There are more and more single parents today.	so	So I think it's okay as long as one is careful, very careful. I don't think so. So much depends on what you find out. I didn't come in because it was so noisy. It was so cold that we couldn't go out. I think we should have a break. So do I. I told you so.
sir	Excuse me, Sir ...	soap	There was no soap in the bathroom.
sister	Have you heard of the Brontë sisters?	social	We still have to solve a large number of social problems.
sister-in-law	We're going to spend our next holidays at my sister-in-law's.	sock	My grandmother always sends me socks for Christmas!
sit	I'll go and sit in a café. I'm afraid you're sitting in the wrong place there.	soft	The bed was so soft, I couldn't sleep very well.
sat, sat	I sat in the front row.	software	I need a lot of software for my computer.
situation	The situation seems to be getting worse.	some	Perhaps you could arrange to meet some of your friends. You have to cook some garlic in a little bit of butter.
size	What size shoes do you take? It's the same size as my old car.	somebody	Somebody sent for an ambulance.
skiing	Do you do a lot of skiing?	somehow	I'll get to the airport somehow.
skin	I've got very sensitive skin.	someone	Is there someone here who could help me?
skirt	She bought a new skirt for the wedding.	something	Yes, well, Jen could go and look at something more interesting while you go to the pub. She can have a diet coke or something. There's something else I wanted to ask you.
sky	There was a clear sky last night.	sometimes	Sometimes you don't have time to unpack all your luggage when you arrive.
sleep	Do the children sleep all night without waking up?		
slept, slept	Jan slept for over ten hours!		
slim	You're looking a lot slimmer these days.		
slow	Because of the traffic it was a very slow journey.		
slowly	Could you please speak a little more slowly?		
small	It's quite a big change when you go to live in these small country places.		
small change	Have you got any small change?		
smell	Mmm ... I can smell garlic.		
smelt, smelt	I can tell you, it smelt delicious!		
smoke	Please don't smoke in this part of the restaurant. It's a no-smoking area. There was a lot of smoke from the factories.		

somewhere	Yeah, I'll go and sit in a café, somewhere down the road.	start	What time do you start work in the morning? Look, it's starting to rain. He suddenly started shouting. I'm having a birthday party next Friday starting at about 8.
son	Her son was taken to hospital.	state	The state should pay for it. The kitchen's in a terrible state.
son-in-law	What does your son-in-law do for a living?	station	Do you know the way to the railway station? The accident happened in front of the police station. Excuse me, is there a petrol station near here?
song	I heard a lovely song on the radio this morning.	stay	Are you staying with friends? I want to stay a little longer.
soon	See you soon! Let me know as soon as you're ready. Sooner or later we'll find a cheaper flat.	steak	How would you like your steak?
sore	I've got a sore throat.	steal	stole, stolen My wallet was stolen.
sorry	I'm sorry, I can't come this evening. Sorry, but I think you're wrong.	still	Do you still listen to Scottish music?
sort	Aubrey was the sort of person who would help anybody in trouble. What sort of cheese would you like?	stocking	She had to buy a new pair of stockings.
soup	We started the meal with chicken soup.	stomach	My brother suffers from stomach problems.
south	Our village is just south of Nottingham. We always spend our holidays in the South of France.	stomachache	She says she has a stomachache and doesn't want to go to school.
spare	I wish I had more spare time.	stop	I waited for him at the bus stop. Luckily a passing motorist stopped and offered to help. I tried to stop him from driving home from the pub.
speak	How many languages do you speak?	store	There's a new department store in the centre of town.
spoke, spoken	Have you spoken to the manager about it?	storm	We drove through a terrible storm on our way home last night.
special	It was a special offer. There was no special reason for going there.	stormy	It was a very stormy night.
spell	How do you spell Loescher, is it L-O-E-S-C-H-E-R?	story	He told us the story about his uncle.
spelt, spelt	I spelt my name but he still wrote it wrong.	straight	Go straight down this road and turn right at the lights. I'll do it straight away.
spend	It might be nice to spend a couple of hours in London.	strange	No, it was a strange sort of feeling walking into that place.
spent, spent	Yes, but last time I spent all my money there.	stranger	Sorry I can't help you, I'm a stranger here myself.
spoon	Waiter, could you bring me a clean spoon?	street	Have you got a street map of Chorley?
sport	Do you do much sport?	strike	We couldn't get home last night because of the rail strike.
stairs	He's just gone up the stairs.		
upstairs	The bathroom's upstairs.		
downstairs	This house has a downstairs toilet.		
stamp	Can I have a second class stamp, please?		
stand	He was standing outside the pub.		
stood, stood	I stood at the station waiting for him.		

strong	I need a couple of strong guys to help me carry this furniture.		It takes about quarter of an hour, twenty minutes.
student	How many students were there on the course?		Why don't you take your umbrella with you?
stuff	Old chairs and tables and that kind of stuff.		I'm afraid she's not here at the moment. Can I take a message?
stupid	That's a stupid idea.		Take your time, there's no hurry.
such	I'm quite fond of foreign food, such as curries and stuff like that.		We had to take a taxi.
suddenly	Suddenly there was a loud noise.		How often do you have to take these pills?
sugar	Pass the sugar, would you?		How many photos did you take at the wedding?
suggest	I suggest we have a meal at the Chinese restaurant.		When are you taking your driving test?
suit	That's a nice suit you're wearing. That dress suits you. Tuesday would suit me fine.		He told her that he was planning to take a trip.
suitcase	My suitcase got lost somewhere between London and Chicago.	took, taken	I took my daughter to the dentist for the first time when she was four years old.
sun	We went south this year to enjoy a holiday in the sun.	take off	Take off your shoes before you go into the house.
sunny	Christmas Day was quite sunny.	talk	We were just talking about the neighbors.
supermarket	I bought it at our local supermarket.	tall	So I have to talk to Hamish. He's very tall.
supper	Maybe some Friday evening you might be free to come out for supper, right?	taste	This tastes good. What is it?
sure	Yes ... sure ... no problem at all. I'm not sure I want to see it.	tax	Are taxes high in your country?
surname	I'm sorry, can you spell your surname for me?	taxi	We had to take a taxi because there was no public transport to our hotel.
surprise	It was a nice surprise to meet them again.	tea	Can I offer you a cup of tea?
sweet	That cake is to sweet for me.	teach	It's not easy to teach your children right from wrong.
swim	What if we want to go for a swim? I'm afraid I can't swim. Do you want to go swimming this afternoon?	taught, taught	Who taught you to swim?
swimming pool	Is there a swimming pool near here?	teacher	What do you think of our new teacher?
swimsuit	If we go to the South of France I'll have to buy a new swimsuit.	team	Did your team win last Saturday?
T		telephone	Is there a public telephone near here?
table	Good evening, I've booked a table for four. The name's Brown.	phone	I'll phone you tomorrow.
take	Which course are you taking? Are you taking the later train? If you take that road, that takes you into Chorley.	television	What's on television tonight?
		TV	We've just bought a new TV.
		tell	Can you tell me how to get to this place? Can you tell me the time? He can tell really good jokes. It's a secret, I'm not going to tell you. So can you tell us how old your friend is?

told, told	I told him to phone back later.
temperature	I don't feel good. I think I've got a temperature. What's the temperature today?
terrible	The weather is terrible, always cold and rainy.
test	I passed my driving test last week. Congratulations!
than	I thought it would cost more than that.
thank	Alright, thank you very much. Thank you. Here's your receipt. No thanks. Thanks a lot. Many thanks for your help.
that	That's the young lady that came to see me. What's that? That's right. I remember that journey. We took a taxi so that we would get to the airport in time.
the	Could you just tell us the way to the station, please?
theatre	This is the oldest theatre in town.
their	Their daughter's in Australia.
theirs	We'll take our car, and they can take theirs.
them	The children like them very much.
themselves	They didn't believe me until they had seen it themselves.
then	Do your homework first. Then you can play outside.
there	There you are. Your toast is there, Mum. How could we get there? Do you want me to come down there? There's something else I wanted to ask you.
these	Actually I've never visited these places myself. How much do these cost?
they	Ask Ben and Jerry. They always have good ideas.
thin	Is your father ill? He's got very thin.
thing	What's this thing called in English?

think	The best thing to do is to ask again when you get into the centre of town. I think they live on the top floor. I don't think so. She likes all kinds of music, I think. Do you think she'd like to go to church on Sunday morning? What do you think of our new teacher?
thought, thought	I thought Delft was miles from Amsterdam.
thirsty	Are you thirsty? Would you like some water?
this	Oh, this is beautiful! Is this the smallest you've got?
those	Your new jacket goes well with those trousers.
throat	I've got a sore throat.
through	I went through the door into the garden.
thunder	Suddenly there was the sound of thunder.
thunderstorm	Did you hear the thunderstorm last night?
ticket	I'm going to book four cinema tickets on the phone and they need a credit card number.
ticket office	The ticket office is closed.
tights	She had to buy a new pair of tights.
till	Let's wait till he comes tomorrow.
time	What's the time? What time did she go to sleep? I'm sorry, I don't have time to help you. He was in hospital for a long time. She's coming to England for about the fourth time. Was that the first time? He does that all the time. Have a good time! Our lessons never start on time. I'll have to come again another time. I shall never forget the time we had a big party in our flat. That was a long time ago.
timetable	Have you got a copy of the bus timetable?
tip	Did you give the waiter a tip?

tired	Why don't you go to bed if you're so tired?	tram	How did you get here? By tram?
to	How do I get to Kensington Road? I gave it to Bob. Explain it to me now, please. What's the time? It's about a quarter to seven.	translate	I was wondering, could you translate this letter into French for me?
toast	One piece of toast or two?	travel	What's the best way to travel from London to Edinburgh?
today	What are you doing today?	traveller's cheque	Should I take traveller's cheques or use my credit card?
together	We went on holiday together.	tree	Our house is quite dark because of the trees in our neighbour's garden.
toilet	Where are the toilets?	trip	Have a good trip!
tomato	Do you like tomato soup?	trouble	What's the trouble? The trouble is that he's lazy.
tomorrow	Maybe we'll go there tomorrow.	trousers	I need a new pair of trousers. These trousers don't go with the jacket.
tonight	What are you doing tonight? I hope I can sleep well tonight.	true	It's a true story.
too	I can speak Spanish, too. The car's too expensive, we're going to sell it next month.	try	I tried to call you yesterday, but you were out.
tooth	My tooth is hurting. Healthy teeth are important.	try on	Can I try on this dress?
toothache	I've got a terrible toothache.	turn	It's my turn now. At the traffic lights you turn right. Turn the TV and the lights off when you go to bed. Could you turn the heating up, I feel cold.
top	The suitcase is on top of the cupboard. They were living on the top floor.	TV	I saw an excellent film on TV last night.
tour	How much are the sightseeing tours?	type	What type of cheese do you want? How fast can you type?
tourist	We went to the tourist information office to find a suitable hotel.	tyre	I need to buy some new tyres for my car.
towel	I had to ask reception to bring clean towels.	U	
town	Cambridge itself is not a very big town. I got myself a new coat when I was in town today. If I were you I wouldn't drive into town, I'd take the bus. We're eight miles outside of town.	umbrella	I'll take an umbrella with me in case it rains.
town hall	Just go up the hill till you come to the Town Hall right in the centre of town.	uncle	We're going to visit my uncle in Spain next week.
traffic	There's a lot of traffic on the road today.	under	It's under the table. Children under twelve travel free.
traffic lights	When you get to the traffic lights you turn right again.	underground	Most big cities now have an underground railway system.
train	What time does the train to Brussels leave? Are you going by train? He's training to be a lawyer.	understand	I'm sorry, I don't understand.
training	My company has sent me on a new training course.	unemployed	He's been unemployed for the last six months.
		unfortunately	Unfortunately our photocopying machine has broken down.
		unfriendly	The man I spoke to was very unfriendly.

unhealthy	Many people lead unhealthy lives these days.
university	She studied engineering at university.
unlucky	Many people think thirteen is an unlucky number.
until	I'm staying until tomorrow. You go down this road until you get to the pub.
up	OK, you go up this road to the top of the hill.
upset	I was quite upset when I heard the terrible news.
upstairs	The toilet's upstairs.
urgent	I have an urgent message for Mr Thomas.
us	Could you lend us the car for the weekend?
use	Can I use your dictionary?
useful	Let me give you some useful advice.
useless	This software is completely useless.
used	I'm not used to this kind of work.
used to	I used to smoke 50 cigarettes a day. Now I'm a non-smoker.
usually	Well, this is what we usually do.
V	
vacation	Many Americans only have two weeks vacation a year.
valley	We spent our last holiday in the Rhone Valley.
VAT	All our prices include VAT.
vegetable	Would you prefer vegetables or a salad, madam?
very	The dress was very expensive.
view	We had a beautiful room with a wonderful view of the coast.
village	It's nice and quiet, you know, just a little village with about six hundred people.
visit	Aunt Hilli is coming to visit us tomorrow.
visitor	Does it get crowded in the summer with all the visitors?
vote	How did you vote in the last election?
W	
wait	They stopped and waited for us.

waiter	The service was excellent and we left the waiter a tip.
waitress	The breakfast waitress at the hotel was very friendly.
wake up	Do the children sleep all night without waking up?
woke, woken	The alarm clock woke me up.
walk	You turn right at the traffic lights and then you walk for about two hundred metres. Christmas Day was quite sunny, so we went for a walk.
walking	We often go walking at the weekend.
wall	Our neighbours have built a high wall around their garden.
wallet	I've lost my wallet. I've no idea where it could be.
want	Well, do you want to have this one?
war	Millions of people were killed in the last war.
warm	It's warm in here. Shall I turn the heating down?
warning	There was a warning sign on the wall.
was, were	[cf. "be"]
wash	If you want to wash your hands, the bathroom's at the end of the hall.
washing	When do you do your washing?
washing up	Can you help me with the washing up?
washing machine	I'm afraid our washing machine has broken down.
watch	Let's watch a good film tonight. What's the time? My watch has stopped.
water	Can I have mineral water, please?
way	Could you just tell us the way to the station, please? Oh, it's a long way. Hope you feel fit. I like the way you do your hair. By the way, have you made any arrangements for your holidays this year? He spoke to me in a very friendly way.
we	Christmas Day was quite sunny so we went for a walk. Yes, we haven't got any outdoor swimming-pools. We don't seem to have the weather here.

weather	What beautiful weather!		Will you sign here, please?
week	See you next week!		When you see the museum, the hotel will be on your right-hand side.
weekday	On weekdays it's not allowed to park on this road.		He probably won't mind anyway.
weekend	Weekend train tickets are usually a little cheaper.		The car won't start.
welcome	Welcome to Wales! Welcome home!	win	It's hard to win at this game.
well	I'm very well, thank you. Well, do you want to have this one?	won, won	I won £5 playing cards last night.
well done	Well done, good job!	wind	There was a stong wind last night.
wet	I forgot my umbrella and got very wet.	windy	We had quite a few windy days while we were in France.
west	The sun goes down in the west.	window	Just put it by the window.
what	What did you do last night? What time did she go to sleep? Yes, that's what I'm doing What kind of music does she like? What about a nice traditional Sunday lunch in a pub? What a good idea! What colour is it?	wine	Would you prefer white or red wine?
when	When do we arrive? When you get to the traffic lights you turn right again.	winter	We often visit our friends in Austria in the winter.
where	Where are you going, David? Where do you live? Where are you from? Stay where you are, please.	wish	With best wishes, ... I wish I could help you.
which	Which book do you want?	with	How much money have you got with you? I'm not sure I'd fly with that airline again. I'll have a normal burger with mushrooms. We stayed with friends. What's the matter with you? It's very difficult to work with all the noise.
while	She could go and look at something more interesting while you go to the museum.	without	A room with or without a bath?
white	I'd like a glass of white wine, please.	woman	He went to the South of France with Amy, a very nice woman.
who	Who told you that? Who did you visit? Who did you give it to? He wrote a letter to Diane, who was in Europe.	women	There should be more women in top positions.
whose	Whose book is this?	wonderful	It looks wonderful, doesn't it?
why	Why don't you just come up here for a minute? Why do you say that?	wood	All the furniture in our house is made of wood. After lunch we decided to go for a walk in the woods.
wide	I drove slowly on until we reached a slightly wider part of the road.	wool	Is this pullover made of wool?
wife	I don't think you've met my wife, have you?	word	What's the English word for ... ? ... in other words ... I can type 80 words per minute.
will	He'll be happy to hear that.	work	Do you like this kind of work? So, how's work? My brother's been out of work for nearly a year now. He works for Lloyds's. Do you remember Betty Loo, she used to work at Wanchai.

	I have had experience working with several computer programmes.
worker	You're a fast worker!
world	He thinks he's the best driver in the world.
worry	Oh Mum doesn't worry about anything like that. Don't worry, we'll solve the problem.
worse - worst	[cf. bad]
would	Would you wait here, please? Would you like another drink? I thought it would cost more than that.
write down	Could you write the address down for me, please?
wrong	Excuse me. You're going the wrong way. I'm afraid you're wrong. There's nothing wrong with your car.
Y	
yard	And then you walk for about two hundred yards.
year	We will go there again next year. My youngest daughter is about five years old.
yellow	It's dangerous to pass the traffic lights while they are yellow.
yes	Yes, certainly. Yes please.
yesterday	I saw him yesterday.
yet	They haven't arrived yet. Have you finished your work yet?
you	Do you still listen to Scottish music? You can't smoke in here.
young	She's still a young girl. She's too young to go out alone.
your	Is this your suitcase?
yours	Is it yours? Yours sincerely, ...
yourself	Mike, help yourself to a knife and fork. Can you do it yourself?
yourselves	I hope you enjoy yourselves.
Z	
zero	

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HANDBOOK

ENGLISH A2

telc English A2 is a standardised examination which measures general language competence at level A2 of the *Common European Framework of Reference for Languages (CEFR)* using a task-based, communicative approach.

The *telc English A2 Handbook* is designed for teachers who wish to prepare their learners for telc English examinations as well as for examiners, heads of language departments in schools and other ELT professionals.

The Handbook explains the structure and specifications of the examination and how the listening, reading, writing and speaking components are assessed alongside the relevant CEFR scales. To give those preparing to take the examination the best support possible, there are also inventories of topics, grammar and vocabulary.