CONTENTS

1. INTRODUCING YOURSELF

- Business introductions
- Introducing your position and company

2. TRAVELLING – general vocabulary

- Ordering a taxi telephoning for a taxi, means of transport
- In a hotel check-in /check-out
- At the airport
- At the train station- buying a ticket

3. MONEY – general vocabulary; at the bank

4. FOOD – general expressions

• At the restaurant -booking a table, ordering food & drinks, paying

5. SHOPPING – general vocabulary and expressions

6. TELEPHONE ENGLISH – useful expressions

- Leaving/Taking a message
- Making an appointment

7. EXPLAING PROBLEMS

- Everyday problems
- Problems at the workplace

8. HEALTH

- Illnesses and diseases; Injuries
- At the doctor's office
- At the pharmacy

9. FEELINGS AND EMOTIONS

• Useful vocabulary to describe the way you feel about sth