

## Unit 4

### Polite Conversation with a lonely Neighbour

*The doorbell rings*

- Ms Redmond: Oh hello, Mr Darcy. Do come in.  
 Mr Darcy: Thank you, Ms Redmond. I just thought I’d drop in to see how you are.  
 Ms Redmond: Well that’s very kind of you. I’m fine, thanks. How are you?  
 Mr Darcy: Oh, not too bad, not too bad at all really.  
 Ms Redmond: Well that’s good! Uh, would you like a cup of tea?  
 Mr Darcy: I’d love one, thanks.  
 Ms Redmond: OK, make yourself at home. I’ll be right back.  
*Ms Redmond disappears into the kitchen and returns with tea and biscuits*  
 Ms Redmond: Here you are. Milk and sugar?  
 Mr Darcy: No, thanks, but I’ll have a biscuit.  
 Ms Redmond: Help yourself. The chocolate ones are nice.  
 Mr Darcy: Yes, they’re my favourites.  
 Ms Redmond: Good. So, how are things?  
 Mr Darcy: Fine, fine. ... Yes, things are fine with me. It’s lovely weather, isn’t it?  
 Ms Redmond: Uh, yes, it’s very mild.  
 (silence)  
 ... Oh Mr Darcy, I’m terribly sorry but I have some guests coming to dinner this evening and I’ve just noticed the time. Would you mind ...?  
 Mr Darcy: Mind? Not at all. I’d love to come. Thank you very much.  
 Ms Redmond: Er, you’re welcome!

### Polite/Standard Phrases

#### Speaker A

- Nice/Pleased to meet you.
- Hi, nice to see you.
- How are you?/How are things?
- Would you like to have dinner with me?
- Come in.
- Have a seat.
- Make yourself at home.
- Would you like a drink?
- Could you pass me the sugar, please?
- Thanks./Thank you.
- Cheers! / Here’s to your very good health!
- I’m sorry! / I beg your pardon!
- Pardon? / Sorry?
- After you.
- Have a nice time/day/evening, etc.
- Goodbye. / Bye-bye. / Bye. / See you. / See you soon. / See you later.

#### Speaker B

- Nice/Pleased to meet you, too.
- Nice to see you, too.
- Fine, thanks. And you?/Fine, thanks. And with you?
- I’d love to. / I’m afraid I can’t today, I have to....
- Thanks./Thank you.
- Yes, please. / No, thanks./No, thank you.
- Certainly. Here you are.
- You’re welcome. / My pleasure. / Don’t mention it.
- Cheers! / Here’s to your very good health!
- It’s OK. / No problem. / It doesn’t matter.
- I said, ...
- Thank you.
- Thanks, (the) same to you. / Thanks, you too.
- Goodbye. / Bye-bye. / Bye. / See you. / See you soon. / See you later.

## Personal Pronouns

Nominative Case (the subject)	Objective Case (the object)	Possessive Adjective	Possessive Pronoun
I	me	my	mine
you	you	your	yours
he	him	his	his
she	her	her (+ noun)	hers (no noun)
it	it	its	its
we	us	our	ours
you	you	your	yours
they	them	their	theirs

1. Pronouns used as subjects must be in the nominative case

- **I** love animals.
- **You** live in Germany.
- **He/She** watches TV.
- **It** has a long tail.
- **We** read books.
- **They** eat a lot of pasta.

2. Pronouns used as objects must be in the objective case

- The doctor examines **him**.
- Her colleagues love **her**.
- We hope to see **you** at the party.
- Our parents are proud of **us**.

3. Pronouns used after prepositions must be in the objective case

- Let me talk **to him**.
- She makes coffee **for me**.
- I live **with them**.
- He smiled **at her**.
- They are interested **in us**.

4. Possessive Adjectives are used with a noun:

- This is **my boat**.
- These are **our interests**.
- That’s **her cousin**.
- It’s **your turn**.

5. Possessive Pronouns are used without a noun:

- It’s not **yours**, it’s **mine**.
- A: Whose books are these?      B: They’re **ours**.

Note:

We say *friends/colleagues* etc **of mine/yours/his/hers/its/ours/theirs**, NOT ... *of me/you/her* etc.





C. my/mine your/yours her/hers our/ours their/theirs

Example: We live in my (mine/my) house.

1. I hate \_\_\_\_\_ (your/yours) dog.
2. You know \_\_\_\_\_ (my/mine) friend.
3. They’re colleagues of \_\_\_\_\_ (our/ours).
4. Ruth likes \_\_\_\_\_ (her/hers) teacher but Mary dislikes \_\_\_\_\_ (hers/her).
5. They go to \_\_\_\_\_ (their/theirs) boss’s house.
6. You give \_\_\_\_\_ (their/theirs) to \_\_\_\_\_ (ours/our).
7. You see \_\_\_\_\_ (hers/her) and she sees \_\_\_\_\_ (your/yours).
8. I phone \_\_\_\_\_ (your/yours) company and you phone \_\_\_\_\_ (mine/my).
9. I think that’s Judy’s car. Yes, it’s \_\_\_\_\_ (her/hers).
10. Michael and Paul are friends of \_\_\_\_\_ (our/ours) brother’s.

D. Change the following sentences. Use ‘s, s’ or of

Example: They’re legs. (the woman / the women / the table)

*They’re the woman’s legs. / They’re the women’s legs. / They’re the legs of the table.*

1. It’s the back. (the man / the bus)
2. It’s the heart. (the poet / the city)
3. They’re the headquarters. (the inspectors / the company)
4. It’s a ball. (the child / the children / the footballers)
5. It’s food. (the dog / the cats / the year)
6. It’s a computer. (the lady / the ladies)
7. They’re keys. (the secretary / the secretaries / the keyboard)
8. It’s the foot. (the patient / the bed)
9. It’s the newspaper. (Tom / Monday)
10. They’re hands. (the girls / the clock)
11. It’s the bottom. (the baby / the page)
12. They’re employees. (the bosses / the boss / Caroline)
13. That’s the title. (the men / the film)
14. They’re exams. (the lecturers students / this year)
15. It’s the committee. (the gentlemen / the teachers)

E. Give the polite/standard responses to the following phrases

1. Would you like to have lunch with me on Friday? (*positive answer*)
2. Would you like a cup of coffee? (*positive answer*)
3. How are you?
4. Cheers!
5. Pleased to meet you.
6. Oh, I’m terribly sorry!
7. Thank you very much.
8. Could you pass me the milk, please?
9. Would you like to come to the cinema with me on Saturday night? (*negative answer*)
10. Have a nice day.

F. You receive a visit from a friend or stranger. Choose a partner and prepare your own dialogues using as many polite/standard phrases as possible. Practise your dialogue until you are ready to present it to the class without the help of your notes.

## Teach & Study

### Chronological Vocabulary List

This vocabulary list is ordered chronologically. All words and phrases are translated as they are used in the course book.

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#### Unit 4

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<b>polite</b>	höflich
<b>conversation</b>	Gespräch, Unterhaltung, Konversation
<b>lonely</b>	einsam
<b>neighbour</b>	Nachbar
<b>doorbell</b>	Türklingel, Türglocke
<b>... the doorbell rings</b>	... es klingelt/läutet (an der Tür)
<b>(do) come in</b>	kommen Sie herein
<b>Ms</b>	Frau (Familienstand unbekannt)
<b>just</b>	einfach
<b>to think (past: <i>thought</i>)</b>	denken
<b>to drop in on sb</b>	bei jdm vorbeischaun
<b>very kind</b>	sehr liebenswürdig/freundlich/nett
<b>of</b>	von
<b>uh</b>	äh
<b>would you like ...?</b>	möchten Sie ...?
<b>I'd love one</b>	sehr gerne
<b>to make oneself at home</b>	es sich gemütlich machen
<b>I'll (= I will) be right back</b>	ich bin gleich wieder da
<b>to disappear</b>	verschwinden
<b>kitchen</b>	Küche
<b>to return</b>	zurückkehren, zurückkommen
<b>biscuit</b>	Keks
<b>here you are</b>	bitte sehr
<b>milk</b>	Milch
<b>sugar</b>	Zucker
<b>I'll have</b>	ich nehme
<b>help yourself</b>	bedienen Sie sich
<b>the chocolate ones</b>	die Schokoladen(kekse)
<b>they're my favourites</b>	die esse ich am liebsten
<b>lovely weather</b>	herrliches Wetter
<b>mild</b>	mild
<b>silence</b>	Schweigen
<b>I'm terribly sorry</b>	es tut mir fürchterlich Leid
<b>guest</b>	Gast
<b>dinner</b>	Essen, Abendessen
<b>this evening</b>	heute Abend
<b>just</b>	gerade
<b>to notice the time</b>	sehen wie spät es ist
<b>would you mind ...?</b>	würde es Ihnen was ausmachen ...?, würden Sie ...?
<b>I'd love to come</b>	ich würde sehr gerne kommen
<b>er</b>	äh

<b>you’re welcome</b>	bitte
<b>standard phrases</b>	standard Redewendungen
<b>nice/pleased to meet you</b>	nett,/freut mich, Sie/dich kennen zu lernen
<b>hi, nice to see you</b>	hi, schön Sie/dich zu sehen
<b>how are things?</b>	wie geht’s denn so?
<b>would you like to have dinner with me?</b>	möchten Sie/möchtest du mit mir zu Abend essen?
<b>I’m afraid I can’t today, I have to ...</b>	leider kann ich heute nicht, ich muss ...
<b>have a seat</b>	setz dich / nehmen Sie Platz
<b>make yourself at home</b>	mach es dir gemütlich / Fühlen Sie sich wie zu Hause
<b>would you like a drink?</b>	möchten Sie/möchtest du etwas trinken?
<b>yes, please / no, thanks/no, thank you</b>	ja, bitte / nein, danke
<b>could you pass me ..., please?</b>	könnten Sie/könntest du mir bitte ... reichen?
<b>certainly. Here you are</b>	selbstverständlich. Bitte sehr ( <b>Not</b> ‘please’!)
<b>my pleasure / don’t mention it</b>	gern geschehen / nichts zu danken / nicht der Rede wert
<b>cheers! / here’s to your very good health!</b>	prost! / zum Wohl! / auf dich/Sie! / prosit!
<b>I’m sorry! / I beg your pardon!</b>	entschuldigung! / es tut mir Leid!
<b>it’s OK / no problem / it doesn’t matter</b>	kein Problem / macht nichts
<b>pardon? / sorry?</b>	wie bitte?
<b>I said, ...</b>	ich sagte, ...
<b>after you</b>	nach Ihnen
<b>have a nice time/day/evening</b>	viel Vergnügen / einen schönen Tag/Abend noch
<b>thanks, (the) same to you/you too</b>	danke, gleichfalls
<b>goodbye / bye-bye / bye /</b>	auf Wiedersehen / tschüs
<b>see you / see you soon / see you later</b>	bis dann/bald/später
<b>personal pronoun</b>	Personalpronomen
<b>subject</b>	Subjekt, Satzgegenstand
<b>object</b>	Objekt
<b>possessive adjective</b>	Possessivpronomen, besitzanzeigendes Fürwort
<b>possessive pronoun</b>	Possessivpronomen, besitzanzeigendes Fürwort
<b>me, you, him, her, us, you, them</b>	mich/mir, dich/dir/Sie/Ihnen, ihn/ihm, sie/ihr, uns, euch, sie/ihnen
<b>my, your, his, her, our, your, their</b>	mein(e), dein(e)/Ihr(e), sein(e), ihr(e), unser(e), eu(e)r(e), ihr(e)
<b>mine, yours, his, hers, ours, yours, theirs</b>	meine(r,s), deine(r,s)/Ihre(r,s), seine(r,s), ihre(r,s), unsere(r,s), eure(r,s), ihre(r,s)
<b>must</b>	müssen
<b>tail</b>	Schwanz
<b>to live</b>	leben; wohnen
<b>to read</b>	lesen
<b>to watch TV</b>	fernsehen
<b>pasta</b>	Nudeln, Teigwaren
<b>doctor</b>	Arzt, Ärztin
<b>to examine sb</b>	jdn untersuchen
<b>to hope</b>	hoffen
<b>party</b>	Party, Feier
<b>colleague</b>	(Arbeits)kollege, -in, Mitarbeiter(in)
<b>parents</b>	Eltern
<b>to be proud of sb</b>	stolz auf jdn sein
<b>preposition</b>	Verhältniswort, Präposition
<b>to talk to sb</b>	mit jdm reden/sprechen
<b>to make coffee</b>	Kaffee kochen
<b>to smile at sb</b>	jdn anlächeln

<b>to be interested in sb</b>	sich für jdn interessieren
<b>with</b>	mit
<b>boat</b>	Boot
<b>cousin</b>	Cousin, Cousine, Vetter
<b>interest</b>	Interesse; Hobby
<b>it’s your turn</b>	du bist dran
<b>without</b>	ohne
<b>beautiful</b>	schön
<b>isn’t it?</b>	ist es nicht? / nicht wahr?
<b>next week</b>	nächste Woche
<b>toy</b>	Spielzeug
<b>more than</b>	mehr als
<b>business</b>	Geschäft; Betrieb, Firma; Branche
<b>apostrophe</b>	Apostroph
<b>report</b>	Bericht
<b>to be interesting</b>	interessant sein
<b>trainer</b>	Dresseur(in)
<b>nurse</b>	Krankenschwester; Krankenpfleger
<b>name</b>	Name
<b>nurse’s uniform</b>	Schwestertracht
<b>thing</b>	Ding, Gegenstand; Sache
<b>idea</b>	Idee; Gedanke; Vorstellung
<b>to miss sth</b>	etw verpassen/versäumen
<b>beginning</b>	Anfang
<b>to sit (past: sat)</b>	sitzen
<b>in the back of the car</b>	hinten im Auto
<b>do you know ...?</b>	kennen Sie/kennst du ...?
<b>cause</b>	Ursache, Grund
<b>failure</b>	Scheitern, Versagen
<b>committee</b>	Ausschuss, Komitee
<b>aim</b>	Ziel, Absicht
<b>time phrase</b>	Zeitangabe
<b>period of time</b>	Zeitspanne, Zeitraum, Periode
<b>edition</b>	Ausgabe
<b>fascinating</b>	faszinierend
<b>month</b>	Monat
<b>sales</b>	Absatz; Verkaufszahlen
<b>high</b>	hoch
<b>from tomorrow</b>	ab morgen
<b>place</b>	Ort
<b>capital (city)</b>	Hauptstadt
<b>infrastructure</b>	Infrastruktur
<b>to stay overnight</b>	übernachten
<b>last night</b>	letzte Nacht
<b>to pronounce sth</b>	etw aussprechen
<b>final</b>	letzte(r,s)
<b>to need sth</b>	etw brauchen
<b>experiment</b>	Experiment, Versuch
<b>famous</b>	berühmt
<b>engineer</b>	Ingenieur
<b>to remember sth</b>	sich merken; sich an etw erinnern
<b>whose?</b>	wessen?

<b>which?</b>	welche(r,s)?
<b>too polite</b>	zu höflich
<b>to forget sth (past: <i>forgot</i>)</b>	etw vergessen
<b>smile</b>	Lächeln
<b>to show sb sth</b>	jdm etw zeigen
<b>poem</b>	Gedicht
<b>to give sb a kiss (= to kiss sb)</b>	jdn küssen, jdm einen Kuss geben
<b>letter</b>	Brief, Schreiben
<b>to hate sb/sth</b>	jdn/etw hassen
<b>to dislike sb</b>	jdn nicht mögen, jdn nicht leiden können
<b>to phone sb</b>	jdn anrufen
<b>back</b>	Rücken; hinten
<b>headquarters</b>	Polizeidirektion; Hauptsitz
<b>inspector</b>	Inspektor(in)
<b>food</b>	Futter; Essen, Nahrung
<b>key</b>	Schlüssel; Taste
<b>keyboard</b>	Tastatur
<b>foot</b>	Fuß
<b>foot (of bed)</b>	Fußende
<b>hand (on clock)</b>	Zeiger
<b>bottom (person)</b>	Hinterteil
<b>bottom (of page)</b>	Seitenende
<b>exam</b>	Prüfung
<b>lecturer</b>	Dozent(in); Lehrbeauftragte(r)
<b>year</b>	Jahr; Schuljahr; Studienjahr
<b>gentleman</b>	Gentleman; Herr
<b>response</b>	Antwort
<b>to have lunch</b>	zu Mittag essen
<b>to receive sth</b>	etw erhalten
<b>visit</b>	Besuch
<b>stranger</b>	Fremde(r)
<b>to prepare sth</b>	etw vorbereiten
<b>sb's own ...</b>	jds eigene(r,s)
<b>dialogue</b>	Dialog
<b>notes</b>	Notizen, Aufzeichnungen