



PRONOUNCE[®]

Vocabulary and pronunciation guide



PRONOUNCE[®]

Story A

Another hard day at the restaurant
Dealing with work

We begin with several scenes of Liam at work or talking about work. He arrives late, he deals with a challenging customer, and he expresses his frustration in a phone call with his friend, Mark.

List of Key Phrases

Level 1	Level 2
Liam, you are late!	Liam, you're late again!
That's the third time.	It's happened way too much, Liam.
Be careful!	You'd better watch it!
Can I take your order ?	We've been waiting here for twenty minutes , so yes.
We waited for twenty minutes.	I'm so sorry , I'll make it up to you I promise.
I'm so sorry , I will do my best.	Dude , I just had another rough day at the restaurant.
I just had another hard day at the restaurant.	I just can't put up with it anymore.
I can't stand it there anymore.	The boss is on my back constantly , the customers have no patience , and it just sucks.
Do you want to have coffee later this week and talk about it?	Want to have coffee later this week and talk it over ?

Key Vocabulary

- Level 1**
- to improve (verb) - to make better, stress on second syllable
 - be careful! (interjection) - be cautious
 - to do [sb's] best (verb expression) - to try your hardest
 - can't stand [sth/sb] (verb expression) - can't tolerate

- Level 2**
- to watch it (phrasal verb) - to be careful
 - a rough day (adjective) - difficult, a difficult day
 - put up with (verb expression) - to tolerate
 - to be on [sb's] back (adj expression) - to criticize or nagging someone
 - constantly (adverb) - without stopping
 - that sucks! (verb expression) - informal, to be bad or unpleasant
 - to talk [sth] over (phrasal verb) - to discuss a situation with someone and get their opinion

What's happening with you?
Meeting for a coffee

Liam meets his friend Mark for coffee. Mark talks about his job promotion and encourages Liam to try online dating, but Liam is hesitant.

List of Key Phrases

Level 1	Level 2
What's happening with you ?	What's going on with you ?
Well , I just got promoted .	Well , I just got promoted .
Anyway , I was at that party , and one of the guests happened to be the CEO of Globax .	Was that with your new date ?
So tell me about him.	Anyway , I was at that party , and one of the guests happened to be the CEO of Globax .
I've been meeting people online.	He seemed really interested in what we do .
Your total is eight ninety-five .	So now you need to secure a contract with them and get the project going !
	Online dating may very well be exactly what you need right now !
	I find it more comfortable and I can get to know a few basic things about people before actually meeting in person .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • a guest (noun) – a person invited to an event • a promotion (noun) – advancement in career

Level 2
<ul style="list-style-type: none"> • to be promoted (verb - passive form) - to get a higher position or rank • a date (noun) - a romantic companion • interested in (adj + preposition) - curious, wanting to do • to be at ease (verb expression) - relaxed, comfortable with

List of Key Phrases

Level 1	Level 2
Perhaps I should change my name ?	Perhaps I should use a pseudonym ?
April twelfth nineteen ninety-four .	Favorite pastimes: traveling , photography , health and well-being .
Looking for: male , age twenty-four to thirty-four , non smoker .	Ethnicity: Open to any . Astrological sign: Open to any .
This seems interesting.	Let's see who there is...
Should I write to him ?	Let's give him a like and see what happens .
Looks like Photo Expert is having some special deals !	Oh, looks like Photo Expert is having some special deals !
He is pretty cute .	I'll keep that in mind .
I don't believe in dating apps .	Maybe I'll walk over there and check it out .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • non-smoker (noun) - someone who doesn't smoke • to seem (verb) - to appear, to be probable "this seems interesting!" • to look like (phrasal verb) - to appear, to be probable "it looks like photo expert is having some special deals!" • pretty (adverb) - quite but not extremely "he's pretty cute."

Level 2
<ul style="list-style-type: none"> • a pseudonym (noun) - a false name, silent p, stress on first syllable • a pastime (noun) - hobby, activity done for enjoyment • traveling (noun) - the activity of making journeys • well-being (noun) - a state of feeling healthy and happy • to keep [sth] in mind (verb expression) - to remember information when you are making a decision • to check [sth] out (phrasal verb) - to investigate, get more information about

List of Key Phrases

Level 1	Level 2
I've got to get out of bed .	Gotta get up .
I've only got two more weeks .	Only two weeks left to go !
I think I'm ready .	I think I'm all set .
I should check the building and classroom number before I go .	Better check the building and classroom number before I go though.
Today I'm going to talk about the schedule for the end of this year .	Today we'll be going over the schedule for the end of this year .
The final exams begin on April 7th , that is in two weeks .	Finals begin on the 7th , in two weeks . Last but not least , this Friday , the 26th of March is interview day where you will have the chance to meet recruiters from all over the country .
Finally , this Friday is March 26th which is interview day.	
I've only got two more weeks .	I had to do it last semester when I applied for that internship in October .
I think I'm ready .	Only two weeks left to go !
I've got to get out of bed .	I think I'm all set .
	Today we'll be going over the schedule for the end of this year .

Key Vocabulary

Level 1

- a schedule (noun) = timetable
- a resume (noun) = 3 syllables, work experience, cv
- an internship (noun) = work experience in company
- to apply to (verb) = to send a job request

Level 2

- all set (adjective) = ready, prepared
- to go over (phrasal verb) = to review in detail
- to sign up (phrasal verb) = register

What do you like to do in your free time?

Meeting online

Liam and Megan meet on a dating app and make plans to meet for a coffee. Next, we listen as they meet for the first time face to face.

List of Key Phrases

Level 1	Level 2
So, what do you like to do in your free time ?	I like to travel , I like to go to art galleries , and I spend a lot of time researching things for my work .
How about you ?	Anything to do with photography , art , personal development ...
I also love to travel and visit art exhibitions .	I like to keep up with world events particularly when it comes to people joining together to fight tyrants .
That's a lot of stuff !	I like their vanilla mocha with a shot of espresso !
So , you've already been to Jay's ?	I will definitely remember that!
What's your favorite drink ?	Do you want anything else ?
I will remember that !	I think I'll have a cereal bar , I'm kind of hungry .
Should we order for each other ?	I like to keep up with world events .
I don't know , what are you having ?	I will definitely remember that!
So, what do you like to do in your free time ?	Do you want anything else ?
That's a lot of stuff !	
I don't know , what are you having ?	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to volunteer (verb) = do unpaid work • a cereal bar (noun) = healthy breakfast food • a coffee shop (noun) = café where coffee is served

Level 2
<ul style="list-style-type: none"> • to spend time (verb+noun) = pass time • particularly (adverb) = especially • to keep up with (phrasal verb) = stay informed • to join together (verb) = unite

List of Key Phrases

Level 1	Level 2
How many participants are there today?	So how many participants do we have today?
I think we have six participants.	I believe we have six.
Okay, and where are our changing rooms?	Two male, four female, three adults, one teenager and two kids in the 6 to 10 range.
It is room number 24.	So, your team will be starting at block 4, against Brunswick.
It is on the second floor, in the second hallway to your left.	Let me see... 24 (twenty-four). Second floor, second hallway to your left.
So, what's the program?	Something about a seminar.
I haven't done this in weeks.	Hey, you made it!
How many participants are there today?	Go get changed, and get back here as fast as you can, we're warming up in five!
	Get back here as fast as you can.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> a changing room (noun) = area for changing clothes drills (noun) = training exercises jumping jack (noun) = exercise move squats (noun) = exercise move, crouch down push-up (noun) = arm exercise
Level 2
<ul style="list-style-type: none"> a seminar (noun) = short course as fast as you can (adverb expression) = to do something quickly to warm up (phrasal verb) = to prepare for exercise to make it (verb expression) = to arrive on time

List of Key Phrases

Level 1	Level 2
Excuse me, Mr. Jen kins, you wanted to see me?	I'd like you to know I really appreciate your involvement in the club and the training .
There's an intensive train ing camp in Japan , near Kyoto .	It turns out there's an intensive train ing camp in Japan , near Kyoto .
It is org anized from June 15th (fif teen th) to June 30th (thir tieth).	They have sem inars twice a year for pro miting coach es.
You did a ma zing work !	Would you be in terested in at tending their next ses sion?
I could have beat en that last guy but I lost fo cus.	It runs from June 15th (fif teen th) to the 30th (thir tieth).
	We could cov er the cost of the pro gram and half of your tra vel exp enses.
	Hey , you have a lot on your plate , you won 5 fight s!
	They have sem inars twice a year .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> to (lose) focus (verb) = to lose concentration to think about doing [sth] (verb expression) = consider the possibility to get back to [sb] (phrasal verb) = to talk to someone again, usually on the phone expenses (noun) = costs incurred/reimbursed
Level 2
<ul style="list-style-type: none"> involvement (noun) = to take part in promising (adjective) = showing potential to attend (verb) = to be present at to have a lot on your plate (verb expression) = a large amount of work

List of Key Phrases

Level 1	Level 2
How's the online dating going?	How's the online dating going?
I met someone .	I met someone, actually .
Tell me about her!	We met online and then we got together pretty quickly .
We met online and then we met in person quickly .	We hit it off right away .
We liked each other right away .	I knew this would work out for you!
The law firms offer a great salary , but I knew that.	The law firms offer great pay , but that's nothing new .
But I prefer the not-for-profit .	So , are you tempted ?
Well right now I'm staying open .	But my heart really goes out to the NGOs .
But I want to get this finished .	Maybe you can find an ethical law firm ?
	But really , I just want to get this over with and move on , you know ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • right away (adverb) = immediately • not-for-profit (adjective) = not run for income • to stay open to (phrasal verb) = to consider the possibility • work out for you (expression) = to have desired result

Level 2
<ul style="list-style-type: none"> • actually (adverb) = surprisingly, in fact • to get together (phrasal verb) = meet and socialize • a law firm (noun) = company of lawyers • my heart really goes out to [sb] (expression) = feel sympathy for someone in trouble • NGO (noun) = nongovernmental organization • ethical (adj) = morally right, stress on first syllable • to hit it off (verb expression) = to get on well

List of Key Phrases

Level 1	Level 2
Well, that was a bad flight .	Well, that was kind of a rough flight .
Let's hope our luggage arrives quickly .	I'd hate to keep your mom waiting .
Have you ever been to Springfield before ?	Oh, don't worry about her .
But I've heard a lot of nice things about it.	I've heard a lot of nice things about it, though
So, what was Liam like as a child ?	There isn't that much to do for the younger generations , but for me it's perfect .
Do you have pictures ?	My hairdresser , the grocery store , there's a mall only ten minutes away .
I can show you the photo albums .	So, what was Liam like growing up ?
	He spent most of his time outside in the backyard .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • flight delay (noun) = plane's late departure or arrival • a turbulence (noun) = air disturbance • nearby (adverb) = close • a tree house (noun) = cabin in a tree • a medal (noun) = sport's prize • close to sb (adjective) = to be intimate with someone

Level 2
<ul style="list-style-type: none"> • a rough flight (expression) = a difficult flight • to keep sb waiting (expression) = to make someone wait • a hairdresser (noun) = hair stylist • a backyard (noun) = rear garden area

List of Key Phrases

Level 1	Level 2
Do you want to go for a longer run today?	Are you guys up for a longer run today?
So , did you decide to do that training camp in Japan?	We could head North, cut over to the East about halfway up the Park and then loop back around by the lake .
So, what's it about ?	Will you have time to check out the city ?
It's a busy schedule .	Yeah , they have two afternoons off where we can go do some touristy stuff .
The afternoon programs vary .	I think they even have an organized tour of the city on that first afternoon .
Will you have time to visit the city ?	
I can't wait to hear all about it!	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • a busy schedule (expression) = time is well occupied • can't wait (verb expression) = to be impatient for • to hear all about it (expression) = to know all the details • halfway up (adverb) = in the middle of • to take place (verb) = to happen, to be held • touristy (adjective) = appealing to tourists
Level 2
<ul style="list-style-type: none"> • up for [sth] (expression) = willing, keen • to cut over to (phrasal verb) = to go across an area, a shortcut • loop back around (expression) = to go back to the beginning • to check out (phrasal verb) = to investigate, examine

List of Key Phrases

Level 1	Level 2
Please sit down.	Have a seat.
You seem well qualified!	Imp ressive cred entials!
Why would you like to join WVO?	What makes you want to join WVO?
How would you say that has influenced your work?	How would you say that can show up in your work?
The afternoon pro grams vary .	I'd say the first thing is that it helps me stay fo ocused.
I can work for hours witho ut get ting distracted .	I'm able to work on a task for hours witho ut get ting distracted .
I like challenges , and I love this city so it would be great if I could work here.	I can deal with ad vers ity pretty well witho ut get ting thrown off .
How do you feel about the finance in dustry?	Well , I'm always up for a challenge , and I love this city so it would be great if I could work here.
It helps me con centrate.	Also , you have a great reputa tion so it would be an honor to work for you.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • well qualified (adj) = having good qualifications • to influence (verb) = to have an affect or impact on something • meaning (noun) = to be significant, important

Level 2
<ul style="list-style-type: none"> • have a seat (expression) = polite form of 'sit down' • credentials (noun) = qualifications • to show up (phrasal verb) = appear, be visible • to work on (phrasal verb) = put effort into, concentrate on • to deal with (phrasal verb) = cope, handle • to get thrown off = to get distracted or confused • a great reputation (noun expression) = high regard, favorable opinion • an honor (noun) = a privilege • to work for (phrasal verb) = to be employed by

List of Key Phrases

Level 1	Level 2
So, when is your flight ?	The flight is at 8:13 am and they say to be there at least two hours beforehand .
The flight is at 8:13 and they say to be there two hours before .	I have a layover in San Francisco .
You need to be at the airport around 6 .	So, would you like me to give you a ride to the airport ?
So, would you like me to drive you to the airport ?	It's about a 45-minute drive but let's count one hour , to be safe .
It's a 45-minute drive but let's count one hour , to be safe .	Do you need me to pick you up ?
	So , by the time I get my luggage and go through customs I'd say I'll be out of the airport around 7:30 .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • a flight (noun) = plane trip • do you mind...? (verb question) = do you object to...? • a layover (noun) = a short stop in a longer journey • to be safe (verb) = to be sure

Level 2
<ul style="list-style-type: none"> • beforehand (adverb) = previously • to give a ride (verb expression) = to take someone in a car • a drive (noun) = a journey by car • to pick up (phrasal verb) = to collect in a vehicle • customs (noun) = government agency • a red eye (noun) = a late-night plane flight

List of Key Phrases

Level 1	Level 2
We were very impressed with your interview .	We'd like you to know we were quite impressed with your interview at the university .
We'd like to offer you a job .	We'd like to offer you a job .
Would you like to visit us , see our offices , and learn more about our firm ?	Of course, we'd cover your expenses , travels , food ...
How does next Friday sound to you ?	Single bed , one night , with continental breakfast ?
I have a room reserved under the name Wilson .	You are in room 42 .
Single bed , one night , with breakfast ?	Second floor to the right when you exit the elevator .
Your room number will be 42	Do you happen to know how to get to Rogers & Young ?
Would you like us to bring your luggage to your room for you ?	Turn right as you go out of the building , walk two blocks , make a left , and you're there !
That won't be necessary , I only have one bag .	Do you happen to know how to get there ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • a block (noun) = a street section • a single bed (noun) = a bed for one person • to get to (verb) = arrive at a location • a stay (noun) = temporary residence

Level 2
<ul style="list-style-type: none"> • to offer a job (verb expression) = to propose to hire someone • a single bed (noun) = a bed for one person • a continental breakfast (noun) = pastry, coffee, juice • litigation (noun) = lawsuit • arbitration (noun) = mediation, settling of a dispute

List of Key Phrases

Level 1	Level 2
Where are you flying to today?	I tried checking in on the machine , but it doesn't seem to recognize my passport .
I have a flight at 8:13 to Kyoto, Japan with a stopover in San Francisco .	Let me check that for you .
Yes , you are on flight 943 to San Francisco with a transfer to flight 33 to Kyoto .	I'm on the 8:13 to Kyoto, Japan with a layover in San Francisco .
Do you have any luggage to check ?	You're allowed one carryon .
Which meal would you like ?	Please make sure your seatbacks and tray tables are in their full upright position and that your seatbelt is correctly fastened .
And would you like anything to drink ?	I see there's one seat left on the 5:20 flight , which is non-stop .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • a stopover (noun) = brief stop on long voyage • to check luggage (verb expression) = to deposit safely in plane • a meal (noun) = moment of eating food • backpack (noun) = bag to carry on back • to fit (verb) = to have the correct dimensions • an overhead compartment (noun) = storage bin above your head • shortly (adverb) = very soon

Level 2
<ul style="list-style-type: none"> • to check in (phrasal verb) = to register luggage • recognize (verb) = identify, admit validity • let me check that (expression) = let me verify • a carryon (noun) = small luggage • a seatback (noun) = back of chair • a tray table (noun) = fold out table • upright (adjective) = vertical • fastened (verb) = secured • non-stop (adjective) = direct flight, with stopping

List of Key Phrases

Level 1	Level 2
Would you like to live with me ?	So , are you thinking we should move in together ?
We are practically living together anyway .	I mean we've already been practically living together anyway .
Well, they're offering me a one-year contract .	I want to tell you about my dilemmas , since you're directly involved .
I know , but the job is all over the world .	I have some of my own I'd like to discuss with you too .
It's going to mean a lot of traveling for one year .	Okay , so this is both super exciting and scary at the same time .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to live together (verb) = cohabit, share a home • all over the world (expression) = in many countries, everywhere • to get engaged (verb) = to promise to get married • a ring (noun) = jewelry worn on the finger • a fundraiser (noun) = charity event to collect funds

Level 2
<ul style="list-style-type: none"> • to move in together (phrasal verb) = to make one's home together • a dilemma (noun) = difficult choice, 3 syllables, stress on 2nd • involved (adjective) = concerned by something • exciting (adj) = causing anticipation, 3 syllables, stress on the 2nd



PRONOUNCE[®]

Story B

List of Key Phrases

Level 1	Level 2
Turn left onto Main Street .	Take your next left onto Main Street .
Nice downtown area.	Nice little downtown.
We're early , our appointment is at 3:30 .	We're a little early , our appointment isn't until 3:30 .
Look at the view !	Um, well it is looking a little run down .
I like the second one best .	The previous owners had it redone just two years ago .
It looks good .	It's equipped with state-of-the-art appliances .
What do you think?	The price is decent , we could afford a few improvements .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • coast (noun) = the land next to the sea • downtown (noun) = the central part of a city • a home decoration shop (noun expr) = a furniture and supplies for home design • in great shape (adj) = in physically good condition, not damaged • redone (verb redo) = to rework a room or building to make it more attractive or useful • an agent (noun) = a real estate agent who represents homeowners

Level 2
<ul style="list-style-type: none"> • run down (adj) = in weak or poor condition • state-of-the-art (adj) = very modern, advanced • decent (adj) = not bad, acceptable

List of Key Phrases

Level 1	Level 2
Do we have to go to city hall ?	Do we have to go to city hall or something ?
Do we need a lawyer ?	I don't think we have to go that far .
It's just a few papers to sign .	It's not like we have kids together or anything .
I'll think about it.	Actually , I was thinking we could keep it and just share it?
I got a call from Best Food Magazine , and a food critic will come in about two months .	I guess I can give it some thought .
It means we need to be at our best !	Okay everyone, listen up!
	I got a call from Best Food Magazine , and they'll be sending a critic this way in about two months .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to break up (phrasal verb) – to end a relationship • the city hall (noun) - the seat of the local government • cottage (noun) – a small house • crew (noun) – group or team • to be past date (verb expr) – the product expiration date has passed • trash (noun) – rubbish, garbage, waste

Level 2
<ul style="list-style-type: none"> • to give it some thought (verb expr) – to reflect or think more about a decision • listen up (interjection) – pay attention or listen

List of Key Phrases

Level 1	Level 2
I was passing this big truck when another car got right behind me .	This is Officer Sanders calling from the 3rd district police station .
What happened ?	What's the matter ?
We stopped him for speeding	We had to pull him over for speeding and bring him in since he's a minor .
You need to come and get him at the station .	We're going to need you to come and pick him up .
I'll be right there .	I'll be right over .
I'm here to get my son .	I'm here to pick up my son .
You must pay the fine before you go .	We're going to need you to pay the fine before you leave though.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to bring [someone] in (phrasal verb) – to transport to a place • a fine (noun) – a financial penalty • lane (noun) – part of road • to get [sb] – to capture or catch someone

Level 2
<ul style="list-style-type: none"> • to be pulled over (passive phrasal verb) – to be asked by the police to move your car to the side of the road • on [sb's] tail (idiom) – to follow someone closely • slow lane (noun) – a section on a highway for slower cars • bummer (noun/slang) – something disappointing • what's the matter? (expr) – what is wrong?

List of Key Phrases

Level 1	Level 2
I'd like to sug gest that we look at our recruitment strategy .	I'd like to sug gest that we revamp our recruitment strategy for the coming year .
First , I'd like to analyze our current needs .	I'd like to analyze our current needs and then I'd like to look at our plans for expansion or reduction .
Any ideas about how to do that ?	Well, I think we need to have a cohesive brand and a compelling story .
I've got some of my staff working on this now .	I've got some members of my staff working on this as we speak .
I'd like to sug gest that we look at our recruitment strategy .	I'd like to sug gest that we revamp our recruitment strategy .
Several steps need to be taken .	That is a wise place to begin .
Any ideas about how to do that ?	I see several steps that need to be taken .

Key Vocabulary

Level 1

- coherent (adj) – aligned, logical
- brand (noun) – product name, trademark
- to attract (verb) – to draw interest
- to get a feel for something (verb expr) – to develop an understanding
- to hire (verb) – to engage someone as an employee

Level 2

- to revamp (verb) – to improve, to renovate
- cohesive (adj) – logically connected
- compelling (adj) – persuasive
- wise (adj) – prudent, sensible

List of Key Phrases

Level 1	Level 2
I wasn't always this way , but I learned .	I wasn't always this way but over time I learned that it just helped everything flow better .
We appreciate your punctuality !	I've been at the same firm for over fifteen years , and I can feel myself getting into a rut .
So, what brings you here ?	I think consulting could be really exciting and I'd appreciate the challenge .
I think consulting could be exciting and challenging .	I just love the collaborative culture that you cultivate .
I'm impressed by your original approaches in the social and financial sectors .	I can really imagine myself thriving at your firm .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • punctuality (noun) – promptness, on time • consulting (noun) – business advice • flow (noun) – movement • bored (adj) – uninterested • impact (noun) – influence, consequence

Level 2
<ul style="list-style-type: none"> • get into a rut (expr) – to seem to be trapped in a non-changing pattern of life or work • collaborative (adj) – done by cooperating • to cultivate (verb) – develop • to thrive (verb) – to grow, to gain in experience • to go with the flow (verb expr) – to have a relaxed approach • pioneering (adj) – innovative • to crave (verb) – to desire, to want

List of Key Phrases

Level 1	Level 2
I'm interested in learning about business models .	I'm really interested in learning about various business models .
I like solving challenging problems with creative solutions .	Consulting provides a unique opportunity to explore and develop new strategies .
Can you tell us about your experience working on teams ?	I've pieced together the required data from the slides .
Working with a team is important .	I've figured out some analytics in order to make my recommendations .
	What is it about consulting that interests you?
	I've figured out some analytics .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • business model (noun) – a plan to run a successful business • bored (adj) – uninterested • deliverable (noun) – final product to be delivered • stakeholders (noun) – person or group with a strong investment and interest • soft skills (noun) – emotional intelligence, human interaction skills • conflict resolution (noun) – negotiation, peacemaking • group dynamics (noun) – how a group interacts • case study (noun) – detailed individual example • insight (noun) – idea, knowledge, understanding
Level 2
<ul style="list-style-type: none"> • to piece together (verb) – to assemble, make coherent • slides (noun) – presentation software pages • analytics (noun) – data that has been collected and analyzed

List of Key Phrases

Level 1	Level 2
Would you prefer a booth or a table ?	Would you prefer to be seated at a booth or a table ?
I think a booth will be more private .	Here is our menu , and you have our specials right here on the blackboard .
This way please!	Would you care for some cocktails to get started ?
Here is our menu , and our specials are on the blackboard .	I'll give you a few minutes to decide .
Sure , what kind of cocktails do you have ?	Have you had a chance to take a look at the cocktail menu ?
Would you like to order now ?	Would you like me to take your orders now or would you like more time ?
I'll give you a few minutes to decide .	Right this way please!
What kind of cocktails do you have ?	Would you like some more time ?
	Have you had a chance to take a look at this ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • a booth (noun) – a boxed-in restaurant table • blackboard (noun) – a school chalkboard • cocktail (noun) – a mixed alcohol drink • waiter (noun) – a person who serves in a restaurant • dry Manhattan (noun) – a type of cocktail made with rye whiskey, dry vermouth and bitters
Level 2
<ul style="list-style-type: none"> • to take a look (verb) – to look casually at something • with a twist (expr) – a cocktail with lemon zest, a garnish • onion rings (noun) – fried and breaded onions • vegan (noun) – a person who eats no animal products • seasonal (adj) – relying on the season

List of Key Phrases

Level 1	Level 2
Thanks a lot for your trust!	Well , we received a lot of applications but yours stood out to us right away .
We're hiring you to work on this project to start .	We just needed to wait to hear back from our prospect .
But after that we'll have plenty of projects for you!	We're hiring you to work on this particular project to start off .
Well , they want me to start as soon as possible .	And I have the three months notice policy at work .
So, what does the job consist of ?	I need to go to HR and try to get out of there as fast as possible .
	Thanks so much for your trust!
	We just needed to wait to hear back .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • relief (noun) – an alleviation or happiness from a pleasing outcome • consist of (phrasal verb) – to be made of, contain, involve

Level 2
<ul style="list-style-type: none"> • application (noun) – an official request for a job • stood out (phrasal verb) – to be better than other similar things or people • prospect (noun) – a possible future customer • notice (noun) - the amount of time that you must work before leaving your job

List of Key Phrases

Level 1	Level 2
Okay everyone, here it is!	The Olive Garden on 36th Street comes off as a low-key family diner.
Let's see what they say.	While it remains unassuming in its simple and natural décor.
The staff is kind, patient and extremely attentive to the guests' needs.	To top this off, the drinks menu is comprehensive and fun and also contains a few very original items which are well worth a taste.
The menu is neither too long nor too basic.	A low-key family diner.
We're fully booked for the next two weeks!	It's neither too long nor too basic.
	The staff is kind and patient.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> attentive (adj) – pay attention, courteous, considerate at first glance (expr) – to see something initially fully booked (adj) – no vacancies, no places available
Level 2
<ul style="list-style-type: none"> to come off as (phrasal verb) – to appear, to give the impression diner (noun) – a typical American restaurant unassuming (adj) – modest, not attracting attention well worth (adv) – deserving, valuable a taste (noun) – a try, a sample low key (adj) – quiet, calm, not attracting attention

List of Key Phrases

Level 1	Level 2
Some things that are sweet and savory .	I'd be happy to go to the wine shop .
We still need napkins and paper plates .	I think his favorite is Burgundy .
That will be a total of 237 dollars and 53 cents .	Sweet and savory , and let's try to have it as healthy as possible .
Let's make a list and go to the grocery store .	What's your status ?
They have kitchen supplies there.	We're still going to need napkins and paper plates .
	I think it's in an aisle near the back , near the cleaning products .
	They have kitchen utensils there and I'm pretty sure it's in the same aisle .
	Did you find everything you were looking for today?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • savory (adj) – salty, not sweet • napkin (noun) – cloth or paper used while eating • snack (noun) – something small to eat

Level 2
<ul style="list-style-type: none"> • wine shop (noun) – store that sells wine • aisle (noun) – section of shelves in a supermarket • utensil (noun) – a tool for use in the kitchen

List of Key Phrases

Level 1	Level 2
You chose a great bottle .	Brandon , we are here to celebrate you tonight!
That must have impressed my brother .	I'll get the bottle opener .
The guy at the wine shop helped .	Emma , can I top up your glass , too?
So, Brandon , how do you feel?	Honestly , I'm still processing the whole thing .
I think this is an important moment in my career .	I mean I really think this is a turning point in my career .
Let's toast to that!	I finally feel like I am getting to a place in life that I always imagined .
I want to celebrate all night long!	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • toast (noun) – to celebrate with a drink • all night long (adv) – throughout the whole night • bottle opener (noun) – tool used to remove bottle caps or corks

Level 2
<ul style="list-style-type: none"> • to top up (phrasal verb) – to refill something • a turning point (noun) – a decisive moment • journey (noun) – progress, passage • in the mood (adj) – feel like doing something

List of Key Phrases

Level 1	Level 2
Ok, ready to do this?	I mean I'm not overjoyed but I think we are making the best choice for both of us .
Let's make sure we have all the documents .	Let's just make sure we have all the documents in order .
The most important is that we've both signed .	Let's read through it together .
Who do we give it to ?	Who do we submit it to ?
Let's go ask .	We've checked over everything at least three times .
We are just bringing our decree for divorce .	
You've signed all the documents ?	
We've checked everything .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • decree (noun) - an official statement • clerk (noun) – a person who works in an office • chance (noun) – an opportunity or occasion to do something

Level 2
<ul style="list-style-type: none"> • overjoyed (adj) – extremely happy, usually placed after verb • to read through sth (phrasal verb) – to review fully • to submit (verb) – to give or surrender something • to check over (phrasal verb) – to examine, inspect • unlikely (adj) – not probable

List of Key Phrases

Level 1	Level 2
I just cut my self bad!	The wound looks really bad!
It's bleeding ev erywhere!	I was in the ki tchen chop ping on ions for di nner and I cut my thumb .
Okay stay calm.	It's bleeding all ov er!
Have you put your thumb under water?	E asy for you to say!
First rinse the wound .	Have you run your thumb under water?
I paid \$170 but they said your insur ance would pay for it.	F irst thing to do is rinse out the cut .
Did you keep the bill?	M aybe he can drive me to the hos pital.
That's e asy to say!	T hen I got two st itches
	They had me pay \$170
	They said your insur ance would cover it .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • cloth (noun) – a small piece of fabric for cleaning • to rinse (verb) – to use soap and water to clean • bill (noun) – a document requesting payment

Level 2
<ul style="list-style-type: none"> • wound (noun) – a damaged area of the body • to run sth under water (verb expr) – to pass a wound under running tap water • to rinse out (phrasal verb) – to wash with water until it is clean • stitches (noun) – sutures • to cover it (verb) – sth reimbursed by insurance

List of Key Phrases

Level 1	Level 2
Can we include these ?	I prefer to warn you that the dish washer is a little run down .
The dish washer is getting old .	What about the air conditioning unit ?
It's in perfect condition.	We had that re placed two years ago .
Now for the de posit .	Do you think you could manage ten percent ?
What about ten percent ?	We have a home inspection con tingency of seven days on here .
Okay, special conditions: any other requests ?	Can these be included ?
I understand your mortgage is approved ?	What do you think of a 30-day settlement period ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • deposit (noun) - partial payment • mortgage (noun) – monthly payment for a property (house, apartment, etc.)

Level 2
<ul style="list-style-type: none"> • run down (adj) – in poor condition • air conditioning unit (noun) - a device that cools the air • home inspection contingency (noun) – an agreement that allows the buyer to the right to have the home inspected before purchase • settlement period (noun) – period of time that allows for the transfer of ownership

List of Key Phrases

Level 1	Level 2
Oh, these appetizers are very good!	Oh, these appetizers are delicious!
Did you try one of the cocktails ?	I'm trying not to fill up on them though.
Ok , let's look at the menu .	Let's take a glance at the menu .
I'm glad you were able to come tonight	I think I'll stick with a classic mojito .
I'm happy you joined our firm before I retired!	I'm having a blast, Donna
	I can see that you were well appreciated by your colleagues

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • appetizer (noun) - small portion before a meal • to get to know someone (verb expr) – to become familiar with
Level 2
<ul style="list-style-type: none"> • to fill up on (phrasal verb) – to eat something until you are full • to take a glance (verb expr) - to look quickly at something • to stick with (phrasal verb) – to stay with, not deviate from • have a blast (expr) – to enjoy yourself a lot • mixologist (noun) - a person who mixes cocktails



PRONOUNCE[®]

Story C

So, you're in the consulting business?

New prospect

Mark meets a potential new client during a cocktail party. He tells his colleague Donna about it back at his consulting firm.

List of Key Phrases

Level 1	Level 2
Mark, I'd like you to meet Drew from the Globax corporation.	Mark , I'd like you to meet Drew from Globax , Drew , Mark , from BLZ consulting .
You are in the consulting business ?	So, you're in the consulting business ?
I've been working at BLZ for a few years now .	That's right , I've been working at BLZ for a few years now
Do you enjoy it ?	It's a large-scale project involving several hundred employees .
What do you specialize in ?	Well I'd be more than happy to put you in contact .
Financial IT systems .	Give me a call next week !
He is really interested in our services .	It seems like he would be really interested in our services .
We are looking for a consulting team	How did you pull that off ?
	We happen to be looking for a consulting team

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • consultant (noun) – an advisor on business, strategy, and innovation. • to specialize (verb) – to be an expert in something • to chat (verb) –to talk casually or talk online • to give someone your card (verb expression) – to give your business card to someone, part of networking

Level 2
<ul style="list-style-type: none"> • corporation (noun) – a business • to modernize (verb) – to bring something up to date, improve • large scale (adj) – big, extensive

List of Key Phrases

Level 1	Level 2
I have hundreds of emails to read and write .	I have to catch up on hundreds of emails .
So we have 48 users within the firm	Oh, same old same old .
100 users by the end of the quarter .	We currently have 48 active users within the firm , 20 of which engage regularly
That sounds promising!	Our objective is to reach 100 users by the end of the quarter
How are you planning to do this?	So that wraps up our meeting .
Can you tell us more about the event?	The server was down yesterday afternoon
	How are you planning to go about it?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • server (noun) – main computer in a network • user (noun) – person using a machine, computer, software, etc. • content (noun) – substance, ideas, contained in something; or data, information, text • promising (adj) – showing possibility, likely to do well • to launch (verb) – in marketing: to put a product on the market, to make it available • campaign (noun) – in marketing: promotion
Level 2
<ul style="list-style-type: none"> • same old same old (expression) – remains the same • to catch up on (phrasal verb) – to finish something you are behind on • to give a briefing (verb expr) – to organize a meeting before an event to give information or instruction • word of mouth (noun) – person recommendation • to kick off (phrasal verb) – to begin something • to wrap up [sth] (phrasal verb) – to conclude, to summarize • intriguing (adj) – interesting, curious

I want it to be close to the ocean.
Making decisions at home and at work

First, we hear Donna and her husband discussing criteria for their new home. Next, Donna discusses promoting Mark with her CEO.

List of Key Phrases

Level 1	Level 2
I want it to be close to the O cean.	I want it to be within walking distance of the O cean.
Of course , honey , we've already agreed .	Well , let's imagine if our kids have their own kids someday
Let's imagine if our kids have their own kids someday	If we want to have everybody over for the holidays
If we want to have guests for the holidays	But I agree , might as well be prepared .
But I agree that we should be prepared .	I'd love to have a workshop so we can do DIY projects .
I think he deserves it .	He'd be the youngest consultant ever to become senior manager in this company .
He has an ability to create contacts .	
That means a lot .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • kids (noun) – informal word for child • guest (noun) – person invited to a home or event • the holidays (noun) – festivities, official days off, religious celebrations • a plus (noun) – a benefit, an advantage • absolutely (interjection) – enthusiastic “yes”

Level 2
<ul style="list-style-type: none"> • to have [sb] over – to receive a guest • diy (noun) – do it yourself • walk-in closet (noun) – room used for storing clothes • a great asset (noun) – an important advantage, employee • clearly (adv) – obviously • to vouch for [sb] (verb) – to give support or defend someone • to prove (verb) - to demonstrate conclusively • got what it takes (expr) – to be qualified

List of Key Phrases

Level 1	Level 2
I would like to get some feedback about me as a manager .	I'd like to get some feedback about me as a manager .
You offer us opportunities that are very useful .	Yeah , I've really appreciated your coaching style of leadership .
I enjoy our meetings and your responsiveness .	I think the whole HR department truly takes the time to consider our needs .
Can you identify any possible improvements ?	Can you identify any areas where we could improve things ?
We've been making progress over the years .	I know that we've been making progress in this area over the years .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • annual review (noun) – yearly work evaluation • feedback (noun) – opinions, comments, criticism • responsiveness (noun) – quick reaction • work schedule (noun) – timetable or plan of tasks • to work from home (verb expr) – to do one's job from their home
Level 2
<ul style="list-style-type: none"> • in terms of (preposition) – in relation to • take the time to do [sth](expr) – to make careful effort to do • to advocate (verb) – to recommend or promote something • insight (noun) – understanding, knowledge • to set up [sth] (phrasal verb) – to organize • to sit down with [sb] (phrasal verb) – to enter into negotiations with

List of Key Phrases

Level 1	Level 2
Are you finding ways to distract yourself .	But it's fine , it's a common decision and we both feel good about it .
Not really , I don't have time and there's always a lot to do .	Still , that's a lot on your plate !
Do you have trouble trusting him ?	Are you finding ways to distract yourself and do things that feel good , just for you ?
He has always been reliable .	Not so much , I feel like I don't really have time and there's always so much to do .
We've just been so busy .	It feels like only minutes ago he was just a little baby , and now he wants to drive my car ?
Busy in our individual lives .	Are you having trouble trusting him ?
We want to remain friends .	He's always been reliable

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to distract (verb) – to divert someone's attention • to borrow (verb) – to take or use temporarily • reliable (adj) – reliable, dependable • to take a trip (verb expr) – to go on a journey

Level 2
<ul style="list-style-type: none"> • to turn [age] (verb) – to reach an age, to celebrate an age • out of town (adverb) – away from home • to break up (phrasal verb) – to separate, to end a relationship • to have a lot on your plate (verb expr) – to be overburdened, to have a lot going on, overwhelmed • to drift apart (verb) – to separate gradually

List of Key Phrases

Level 1	Level 2
Where are you going ?	Where are you headed ?
I'm going for a hike .	Going for a hike .
Once long ago , when I was a kid .	Once a really long time ago , when I was a kid .
Great idea!	I'm hoping to get away from civilization for a bit .
Be careful of bears!	Do you already have a wilderness permit ?
Do you have a wilderness camping permit ?	I'm planning to hike and camp for the next three days .
I'm planning to hike and camp for three days .	I'll need to see some identification and we only take cash or check .
Ok, here's my ID card and I'll pay in cash .	
You are all set .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • hike (noun) – a walk in a hilly area • the outdoors (noun) – nature, open air • park ranger (noun) – a person working in a forest or preserved area • camping permit (noun) – a document authorizing camping • wildlife (noun) – animals and plants • campfire (noun) – outdoor fire
Level 2
<ul style="list-style-type: none"> • fond of doing [sth] (adj) – to enjoy an activity • redwoods (noun) – a type of tree, a national park in California • fee (noun) – a price for entry or registration • non-refundable (adj) – will not be reimbursed • non-transferable (adj) – cannot be transmitted to someone else • forest fire (noun) – fire in a woodland area

List of Key Phrases

Level 1	Level 2
So how was it?	The landscape is incredible , and so diverse !
Oh it was incredible !	The waterfalls are breath taking.
What did you like about it ?	The sequoia trees are unbelievable .
Did you see any wildlife ?	Did you get to see any wildlife ?
It was far away .	I saw a couple brown bears from a safe distance .
Was it crowded ?	I think I may have seen a mountain lion but I'm not sure .
That's another great thing about this trip !	I couldn't really make out what it was .
I didn't have to wait to get in .	And was it crowded ?
Were there forest fires ?	I hardly had to wait to get in .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • eagle (noun) – a large, strong bird • squirrel (noun) – a tree-dwelling rodent • deer (noun) – a large animal that lives in forests • brown bear (noun) – a north American mammal • mountain lion (noun) – a large wild cat • high season (noun) – the period with the greatest activity • campground (noun) – an area dedicated to camping
Level 2
<ul style="list-style-type: none"> • waterfall (noun) – steep cascade of falling water • breathtaking (adj) – beautiful, incredible, stunning • to blend in (verb) – be camouflaged, to match, to fit • surroundings (adj) – all around, in the area • troubled (adj) – to have difficulties, personal problems

List of Key Phrases

Level 1	Level 2
I've been working at the same firm for fifteen years .	The most sought-after jobs right now are data engineer
Those all sound interesting .	data engineer , solutions architect and product designer
Have you considered working as a consultant ?	Those all sound interesting to me .
Who knows what you might find .	I think what I'm looking for most is diversity .
I started out as a programmer .	Have you ever considered working for a consulting firm ?
Sure, let me transfer your call .	Actually, I hadn't thought of that .
	Oh, I'm sorry but that position has just been filled .
	Actually, I hadn't thought of that .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • credentials (noun) – qualifications • data engineer (noun) - a person who collects and makes accessible data • solutions architect (noun) – a person who finds IT solutions to business needs • product designer (noun) – a person who creates or develops products • résumé (noun) – cv, summary of work experience
Level 2
<ul style="list-style-type: none"> • sought after (adj) – desired, desirable

List of Key Phrases

Level 1	Level 2
This one has experience in Java .	It looks like they've been involved in charity work .
They seem to have done charity work .	15 years at Tech Co , 5 years managing a team , seeking new challenges .
I wonder why they left .	This means this person is loyal , has a lot of experience , management skills .
Where did they study ?	Where did they go to school ?
Number 3 has experience but changes jobs too much , may not stay with us.	What about leisure time ?
Number 6 doesn't have that much experience .	So, what are we left with ?
Seems like they'd like our company .	It could be an asset in our case since we deal with a variety of clients .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • Java (noun) – a programming language • people skills (noun) – relationship and communication skills • charity work (noun) – work done for charitable cause, volunteering • loyal (adj) – allegiance, commitment • skeptical (adj) - doubting

Level 2
<ul style="list-style-type: none"> • leisure time (noun) – free time • introvert (noun/adj) – reserved, maybe shy, enjoys being alone • to give a shot (verb expr) – to try • to stick around (phrasal verb) – to stay some place

List of Key Phrases

Level 1	Level 2
Let's talk about the case-study part of the interview .	I propose that we jump into the case-study part of the interview .
Would you like a break before we start the case interview ?	Would you like a quick break before we move on to the case interview ?
I'm ready to be creative.	I'm going to jump right in .
I'm going to tell you a little about the project I am currently leading .	Let me just launch the presentation .
I'll give you about 45 minutes to review the slides .	I think that about wraps up our interview .
How does that sound ?	It has been great getting to know you .
I have enjoyed meeting you .	Do you have any final thoughts or questions ?
Do you have any final thoughts or questions ?	

Key Vocabulary

Level 1

- case study (noun) – a detailed example
- a break (noun) – a pause in an activity
- to jump right in (verb expr) – to get involved with something or a conversation; to start something quickly

Level 2

- to get one's creative juices flowing (verb expr) – to start thinking creatively
- key insights (noun) - main findings collected from data research
- be in touch (verb expr) – make contact

It's strange to think you're leaving soon.

Preparing for retirement

Donna and Mark discuss the final steps to put in place before Donna retires and share their feelings about her upcoming retirement.

List of Key Phrases

Level 1	Level 2
It's strange to think you're leaving soon .	It's strange to think you're going to be leaving soon .
Such a huge change , and so soon .	Such a huge change coming up , and so soon .
I think I want to hire Emma .	Well , we still have a few days left so let's make the most out of them!
I think she's the perfect fit for this job .	So, what are your thoughts on the recruitment project?
She was much better than the others .	I'm pretty confident I want to go with Emma .
Let's not get our hopes up .	I couldn't agree more .
So when exactly are you leaving?	She really stood out .
	Let's not count our chickens before they hatch!
	I'll be packing my things throughout the week .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • strange (adj) – unusual • perfect fit (noun) – compatible • to pack (verb) – to fill suitcases, bags, boxes, etc.
Level 2
<ul style="list-style-type: none"> • confident (adj) – self-assured, certain • to stand out (phrasal verb) – be noticeable, remarkable • to go for (phrasal verb) – to choose • to count your chickens before they hatch (expr) – to depend on something prematurely • loose end (noun) – unfinished business • to take over (phrasal verb) – to take control of, to be responsible for • to keep tabs on (verb expr) – to monitor, to watch • in your power (adverb) – within your control

List of Key Phrases

Level 1	Level 2
Let's begin by brain storming ideas .	So let's start by brain storming ideas .
I think Donna likes cock tails.	Let's make sure they go easy on the al cohol though!
That would be fun!	Did you say she was buy ing a house?
So what about the gift?	The problem with a paint ing is that it's really per sonal.
How about a paint ing?	I'm think ing around 50 peo ple and no more than 2 hours .
I'm res ponsible for or ganizing a ret irement par ty at work for a col league.	We don't want ev eryone to get wasted .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • committee (noun) - group working on a specific issue • to brainstorm (verb) – to come up with ideas • a deck (noun) – wooden platform attached to a house • event planner (noun) – a person who organizes events • bartender (noun) – person who serves behind a bar
Level 2
<ul style="list-style-type: none"> • lightly (adv) – little, carefully • good point (noun) – helpful idea or positive trait • to get drunk (verb) – to drink alcohol until intoxicated • painting (noun) – work of art, picture

List of Key Phrases

Level 1	Level 2
Let's take a train downtown and then take a taxi.	Ready as ever!
Traffic is horrible at this time.	Do you want to take my car or a cab?
Let's try to catch the express train.	Let's take a commuter train downtown and then take a cab from there.
14th Street is closed to traffic.	Traffic is horrible at this hour.
We have 4000 users worldwide.	So, we should take line 1 Southbound.
	Let's try to catch the express train.
	Just so you know, there's a lot of construction along the way.
	Thanks for letting us know.
	We may go for a full overhaul of the whole system.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • traffic (noun) – cars on the road • express train (noun) – train that does not make local stops • to meet requirements (verb expr) – to be sufficient, appropriate • that works (verb expr) – used to express agreement
Level 2
<ul style="list-style-type: none"> • cab (noun) – taxi • commuter train (noun) – a train that is connected to the suburbs • ready as ever (expr) – completely ready • construction (noun) – an area being worked on • back road (noun) – not a main route • full overhaul (noun) – when the complete system is disassembled and changed • worldwide (adj) - spanning the world • a call for tender (noun) – invitation for businesses to bid or make an offer

List of Key Phrases

Level 1	Level 2
I'm calling to say we've decided to hire BLZ consulting .	I'm calling to say we've decided to go with BLZ consulting for our IT overhaul project .
Thanks so much for your trust .	You've got a bright future ahead of you, young man!
I just got a call from Drew .	Too bad you're leaving us ; I wish we could have collaborated on this project!
They've accepted our offer!	It's actually the best possible time for me to leave!
You're going to have a great career!	I know the firm is in good hands , with a great agenda for the coming year!
Too bad you're leaving us .	I'll keep tabs on the project from afar, trust me .
I wish we could have done this project together!	We'll be in touch!
I know the firm is in good hands!	When can you get started?
I'm calling to say we've decided to hire you .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to accept an offer (expr) – to say yes to something • too bad (interjection) – informal way to say “that’s unfortunate” • in good hands (expr) – in the care of a trustworthy person • to compensate (verb) – to reimburse • the head (noun) – the leader, director

Level 2
<ul style="list-style-type: none"> • to go with (phrasal verb) – to choose to join • to let [sb] down (phrasal verb) – to disappoint, fail • a bright future (noun expr) – a positive, successful future • ideal (adj) – perfect • get back to [sb] (phrasal verb) – respond to someone or return a phone call

List of Key Phrases

Level 1	Level 2
Excuse me, can I have everyone's attention ?	I wanted to say a few words tonight .
In the last few years I've spent a lot of time with Donna .	Over the last few years I've gotten to know Donna more closely .
I hope that you come by to see us sometimes , my friend .	Yeah , I had a great time .
I met some new people and had some really nice conversations .	I got to know some people who I hadn't met before and had some really nice conversations .
So, Donna , how do you like your gift ?	Aw, you're gonna need the energy as we ramp up the intensity on our Globax project .
Can I have everyone's attention ?	I know my husband is thrilled about them .
	That was very thoughtful of you .
	I had some really nice conversations .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to say a few words (verb expr) – make a short speech • mentor (noun) – advisor, teacher • hallway (noun) – corridor • on a regular basis (adv) – regularly • to come by (phrasal verb) – to make a short visit • sunset (noun) – when the night arrives, and the sun disappears • front porch (noun) – a structure attached to the front of house, usually covered
Level 2
<ul style="list-style-type: none"> • to recognize (verb) – to identify, acknowledge • to cross paths (verb) – to encounter someone unexpectedly • compassionate (adj) – understanding, kind, sympathetic • positive influence (noun) – the positive impact you have on other people • to ramp up (phrasal verb) – to accelerate, intensify, increase • deck chair (noun) – a chair for use outside • to test [sth] out – to try, to use experimentally • thrilled (adj) – excited, very happy



PRONOUNCE[®]

Story D

List of Key Phrases

Level 1	Level 2
Can you come here for a minute ?	Can you come into my office for a minute ?
I'm just doing my job .	The fact that you got us this big prospect is quite an achievement , you know .
We think you are ready for a promotion .	I know , but this kind of job is more what senior managers do .
I've heard really positive things about your work .	That's true , I'm sorry , maybe I shouldn't have .
I met the CEO of Globax last week .	We think you may be ready to be promoted .
That would be an honor !	How does that sound to you ?
It's been a pleasure working with all of you .	I've arranged a meeting for you on the 22nd , that's in two days .
	You've gone above and beyond what was expected of you .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • contribution (noun) – time or money given to a cause or project • to propose a toast (verb) – to offer to honor someone with a drink • to say a few words (verb) – to make a short speech

Level 2
<ul style="list-style-type: none"> • achievement (noun) – accomplishment, a success • just doing my job (expr) – a humble response to praise • above and beyond (prep) – to do more than expected • unshakeable (adj) – firm, strong

List of Key Phrases

Level 1	Level 2
Why did you come to the office today ?	So , what brings you to the office today ?
Well , as you know , my retirement date is soon .	Well , as you know , my retirement date is fast approaching .
I'd like to look at my financial situation .	I'd like to check-in about my overall financial picture before I take the big leap .
Let me just find your file .	Let me just pull up your file .
Didn't you open a retirement savings account .	You set up a retirement savings account quite a long time ago , right ?
Would you say that my investments will allow me to do this ?	I started putting aside 10% of my income every month .
Yes , I think you have made good choices .	Typically we advise our clients to plan on withdrawing around 4% .
	Would you say that my investments have been on track for that goal ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • file (noun) – folder for keeping information • retirement savings account (noun) – a tax advantaged account to save money for retirement • youth (noun) – state of being young, young people • withdraw (verb) – to take money from an account • financial portfolio (noun) – several financial assets owned by one investor • investment (noun) – money devoted to something • mutual fund (noun) – an investment program
Level 2
<ul style="list-style-type: none"> • fast approaching (expr) – is coming soon or closer • to check in (phrasal verb) – to get recent updates, to verify • financial picture (expr) – a complete view of your net worth • overall (adj) – total, global • the big leap (noun) – a big career change • to pull up (phrasal verb) – to look at something on a screen • to set up (phrasal verb) – to organize, to put in place • to put aside (phrasal verb) – money: to save and not use • on track (expr) – as planned

List of Key Phrases

Level 1	Level 2
We've got a busy day ahead of us!	We're going to need five people to stay here and do some cold calling and emailing .
We're going to need five people to stay here.	We've got about 350 people to contact.
We have 350 people to contact.	We need ten people handing out leaflets.
We need ten people handing out leaflets.	And we've got 3000 of those.
And there are 3000 leaflets.	Have you made a decision on who you will be voting for in the next election?
Yes, I have, and I don't have time to talk right now.	I've been considering voting for Anderson actually.
I was not aware of that.	Do you think he will be able to improve our public transportation system?
That is his top priority!	That is definitely his top priority!
Well I got rejected about 20 times.	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to volunteer (verb) – doing unpaid (charity) work • to graduate (verb) – to complete a university degree • political campaign (noun) – publicity operation for a politician • busy day ahead (expr) – lots of things to do today • to hand out (verb) – to distribute • leaflet (noun) – brochure, flyer • upcoming (adj) – imminent, soon approaching • to run for office (verb expr) – to try and get elected for a public position • public transportation system (noun) – network of local transportation • top priority (noun) – more urgent consideration • to get rejected (verb) – to be refused, denied, turned down
Level 2
<ul style="list-style-type: none"> • cold calling (noun) – making unsolicited calls • to spare a few minutes (verb expr) – give a little time • to vow (verb) – promise to do something

List of Key Phrases

Level 1	Level 2
The objective of this meeting is to evaluate how the company is doing .	The objective of this meeting is to get an idea of how the company is doing .
We will keep it short .	We're gonna try and keep it short , under an hour .
Please open your documents to page 3.	The floor is yours, Angie!
We obtained excellent results in the second quarter .	We delivered outstanding results in the second quarter .
Look at the chart at the top of the page .	I wanna share some of the highlights .
	Take a look at the chart at the top of the page .
	As you can see , our work in the IT sector is up 70% .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • quarterly report (noun) – summary of company’s financial statements • Q2 – second quarter • keep it short (expr) – take a small amount of time • chief financial office (noun) – CFO; senior financial manager • overview (noun) – summary, outline • to go ahead (verb) – to do something as planned • to obtain (verb) - to get something, to acquire • chart (noun) – table, graph • IT sector (noun) – companies who work in information technology • to grow (verb) – revenue: to increase • health industry (noun) – services and organizations working on all health subjects • operating margin (noun) – the percentage of profit a company produces after subtracting costs • cash flow (noun) – the amount of money moving in and out of a business
Level 2
<ul style="list-style-type: none"> • to get an idea (verb expr) – to have an understanding • under an hour (adv) – less than one hour • the floor is yours (expr) – free to speak or ask questions • Outstanding (adj) – exceptionally good • Highlights (noun) – the best parts of something

List of Key Phrases

Level 1	Level 2
Mark, have a seat .	I hope we manage to keep in touch after I retire .
I'm feeling proud and thankful for the opportunity you've just given me.	Ok, so, let's get this started!
How many years have you worked with us?	My approach throughout our time working together has been to check in with you regularly .
I've really enjoyed working with you .	Today our goal is really to look at how things have been going for you this year .
I hope we stay in contact after I retire .	I admit that it has been challenging .
How are you feeling about your new role as a Senior Manager?	As you know , I'm someone who seeks out challenges , so it suits me .
	Going from my small team of 3 to a team of 15 is quite a leap .
	I've really enjoyed working with you .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to distract (verb) – to divert someone's attention • proud (adj) – pleased, satisfied • thankful (adj) – grateful, appreciating • to stay in contact (verb expr) – maintain contact with someone • to admit (verb) – to confess, acknowledge • curious (adj) – interested, keen to know more • to lead (verb) – to guide, head • to bring together (phrasal verb) – to cause people to join or meet
Level 2
<ul style="list-style-type: none"> • to keep in touch (verb expr) – to maintain contact with someone • throughout (prep) – during all of • to seek out (phrasal verb) – to search, hunt • quite a leap (expr) – a drastic change

List of Key Phrases

Level 1	Level 2
It's been hard!	It's been rough!
I'm stressed about my final exams , this waitering job is annoying ...	I'm feeling really stressed about my finals coming up , this waitering job is driving me nuts ...
May I take your order?	Can I take your order?
You need to relax , take a deep breath , and just wait .	You just need to relax , take a deep breath , see what happens .
And you , what's going on with you?	But tell me about you , what's going on with you?
Are you coming this weekend?	We haven't seen you much at the club , but you should totally come!
I've been training for weeks .	It will make for a nice change of pace .
It will be a nice change .	Have you been seeing anybody?
Ok, let's get you an account on this dating app .	Tell you what: let's set you up an account on this dating app .
Nah , I don't have enough time .	You can't only focus on your work , it'll kill you!

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • struggle (noun) – difficulty, challenge • stressed (adj) – nervous, anxious, emotional • large vanilla latte (noun) – large size creamy coffee with vanilla • matcha (noun) – a green powder used to make teas • to take a deep breath (verb expr) – to take a deep inhalation • idiot (noun) – a stupid person
Level 2
<ul style="list-style-type: none"> • coming right up! – bringing someone something • drive someone nuts (expr) – to make someone go crazy • dumb (adj) – lacking intelligence

List of Key Phrases

Level 1	Level 2
That problem with Nate yesterday was a little scary .	That episode with Nate yesterday was a little scary but it ended well .
I suppose it happens to everyone .	Guess it happens to the best of us .
No regrets?	He's going to fend for himself soon , so that was a good test .
I know your work has been exciting for you recently .	No second thoughts?
But I'm ready for something new .	I know your work has been particularly exciting for you lately .
I think I'm going to miss going to plays when we move .	But I'm ready to move on .
	Hey, we'd better get going , the play starts in 20 minutes!

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • scary (adj) – alarming, frightening • on his own (expr) – without help • campus (noun) – university setting • to sign the sale (verb expr) – to formalize the sales agreement • a play (noun) – a theatre performance • supporting actor (noun) – performer, not the lead • the set (noun) – the stage, setting of performance • well-written (adj) – good writing style • city life (noun) – urban lifestyle

Level 2
<ul style="list-style-type: none"> • episode (noun) – incident, event • to fend for himself (verb expr) – manage, cope alone • second thoughts (noun) – doubts, regrets • dream come true (noun) – desires become reality • mind-blowing (adj) – impressive, amazing • extravagant (adj) – lavish, exaggerated • to move on (phrasal verb) – to accept change

List of Key Phrases

Level 1	Level 2
I think you've seen enough of the firm for today .	I think you've seen enough of the firm for now .
They will both be joining the international arbitration department .	I'd like you to meet a few of the people you would be working with .
I'd love that , I've never been to Madison before .	Would you like it if we showed you around town this evening ?
Do you like Irish pubs ?	So , it's on the corner of Pine Street and 3rd Ave .
It's five blocks from here .	It's about five blocks from here .
How about we meet there at 6 ?	So , what's it like working at Rogers & Young ?
It's hard work but the people are kind and very supportive !	It's hard working but people are kind and very supportive !
There's a creative energy that I really enjoy .	There's a creative energy that I find really stimulating .
It does sound really interesting !	But the most exciting for me is this new international arbitration department .
I've never been there before .	I'll definitely think about it !

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to go out (phrasal verb) – to do entertaining outside of the home • a drink (noun) – a beverage, an alcoholic beverage • Irish pub (noun) – Irish-themed bar serving alcohol • supportive (adj) – emotionally helpful
Level 2
<ul style="list-style-type: none"> • to join the firm (verb expr) – to become an employee of a company • to show around (phrasal verb) – to act as a guide for someone visiting • hard working (adj) – diligent, engaged, regular work • stimulating (adj) – enjoyable, exciting, or interesting

List of Key Phrases

Level 1	Level 2
Yeah, that's a bit dark!	Yeah, gruesome!
I'll be making my decision soon , it's really tempting!	So , are you going to go on that trip to Japan?
I like it a lot!	I'll be making my decision soon , but it's really tempting!
I understand why you'd like it .	It's definitely more optimistic than that last one , more colorful too .
I like how it changes colors .	I like how it changes colors depending on where we are standing!
So, tell me about your new girlfriend .	Well , you told me she was a photographer and that she was into personal development?
What do you want to know?	Well, right now I'm thinking I'd love to bring her here .
In fact , I'd love to bring her to this museum .	We don't see each other much , but when we do we have lots to talk about .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • open air museum (noun expr) – an outdoor museum • bunker (noun) – a protective embankment • dark (adj) – relating to grim or depressing circumstances • to symbolize (verb) – to serve a symbol, to represent • tempting (adj) – attractive, appealing • colorful (adj) – with many colors • personal development (expr) – the assessment and development of personal skills and qualities
Level 2
<ul style="list-style-type: none"> • gruesome (adj) – horrible, repellent • optimistic (adj) – positive, confident • to get along (phrasal verb) – to be friends, to be aligned • noncommittal (adj) – indecisive • piece of art (noun) - artwork

List of Key Phrases

Level 1	Level 2
Would you like some coffee or tea ?	Would either of you care for some coffee or tea ?
Tell me more about your ideas on our request .	So, Mark, tell me more about how you would respond to our request .
This could take time and you'd probably have a variety of responses .	Well , the first step would be to run an audit .
That's when the IT team could start implementing.	We would also create a survey where we would collect all the complaints .
How much time do you think this might take?	This could take time and you'd probably have a wide range of responses .
The first step would be an audit .	That's why we would need to work closely with the project managers .
	That's when the IT team would come in and start implementing.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • end user (non) – final consumer • chart (noun) – data table, graph • workshop (noun) – seminar, class • rollout (noun) – launch of product or program
Level 2
<ul style="list-style-type: none"> • wide range (noun) – a great variety

List of Key Phrases

Level 1	Level 2
So, I visited Rogers & Young last week , and it was amazing !	So, I visited Rogers & Young last week , and I have to say it was amazing !
They want me to be a part of it.	And second of all it's still a large firm , and I wanted to work for a nonprofit .
I wanted to work for a nonprofit .	Well , do you have any other options ?
Well , do you have other options ?	Plus , I'm really feeling like things could pick up with Megan .
Maybe she'd be willing to move ?	Maybe she'd be open to moving ?
I hadn't thought of that .	I hadn't considered that .
So I need flour, eggs, mustard and veggies	Ok I gotta pick up flour, eggs, mustard and veggies .
I can't decide .	Already the fact that they covered my expenses was great .
And your total will be \$7.93 .	And your total comes to \$7.93 .
They are opening a new division .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • a new division (noun) – a new department • honey! (interjection) – a term of endearment • to work with (phrasal verb) – to cooperate with, collaborate • willing (adj) – voluntary, enthusiastic • flour (noun) – ground cereal used for baking • veggies (noun) – informal term for vegetables • make a donation (expr) – make a contribution, give money to a charity

Level 2
<ul style="list-style-type: none"> • a big fan (noun expr) – to like something very much • what's the deal? (expr) – when you want to know about something • perk (noun) – the benefit of a job

List of Key Phrases

Level 1	Level 2
Information technology strategies , policies and procedures .	Implemented information technology strategies , policies and procedures .
System audits .	Prepared annual budgets .
Coordinated with user departments and data centers .	Improved quality of service by establishing and enforcing organization standards .
We already have enough resources for this .	Implemented disaster recovery and back-up procedures .
What about their training management ability?	Coordinated resources and timetables with user departments
How many do we have left?	Defined , delivered and supported strategic plans for implementing information technologies.
Should we take a coffee break?	We also need to be looking out for their ability to manage training.
	Should we go for a coffee break?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to establish (verb) – to create, to install • stability (noun) – security, firmness • top of the pile (expr) – of high importance or priority

Level 2
<ul style="list-style-type: none"> • to jump around (phrasal verb) – to change jobs frequently • to set aside (phrasal verb) – to put to the side • timetable (noun) - schedule

List of Key Phrases

Level 1	Level 2
How long have you been here ?	I couldn't sleep so I fig ured I'd just come early so at least I wouldn't stress about getting here.
I couldn't sleep so I decided to come early .	I had a hard time sleeping too .
That way I wouldn't stress about getting here .	Can't wait for this to be over with .
Can't wait for this to be finished .	I've always struggled to understand what the teacher was talking about .
I've always had difficulty understanding .	Yeah but you've made up for it by studying a ton!
Yeah but you've studied a lot!	Better go use the bathroom one more time before the test starts!
I'm sure you'll do great!	After the bell rings , you will have exactly 3 hours to complete this test .
Better go use the bathroom one more time!	If you have any questions about the procedure , please ask them now .
I think I did okay .	
I didn't sleep well either.	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to sleep well (verb expr) – to have a restful night of sleep • good grades (noun) – favorable notes in school • expulsion (noun) – removal from school • to go by so fast (phrasal expr) – to have time pass quickly • to guess (verb) – to estimate knowledge • to cost [sth] – to entail the loss of something
Level 2
<ul style="list-style-type: none"> • to struggle (verb) – to have difficulty with • a ton (adv) – a lot • seal the lip (expr) – to close by sticking

List of Key Phrases

Level 1	Level 2
I've decided to accept your job offer .	We're very happy to have you join us!
We're very happy to have you!	Why don't you come on down next week so we can go over your contract.
Can you come next week so we can go over your contract ?	Well we'll be having our monthly meeting but that could be a great opportunity for you to meet the team .
That could be an opportunity to meet the team .	Are you sure you're okay with this ?
Are you sure you agree ?	I love the idea of starting afresh .
I've been here for a long time .	Well I'm going next Tuesday to meet the team and look through my contract .
I love the idea of a new start .	Well I'm supposed to have lunch with a client , but maybe I can move it back .
Well , I'm going next Tuesday to meet the team and study my contract .	I'm going there next week to check it out .
Well , I'm supposed to have lunch with a client , but maybe I can change the date .	You've been so supportive .
You deserve this!	I've been in this city for a long time now .
I'll introduce you!	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to accept the job (verb expr) – to agree to work • to introduce someone to (verb) – to make acquainted
Level 2
<ul style="list-style-type: none"> • to go over a contract (phrasal verb expr) – to review again in detail • to start afresh (verb expr) – to begin again • to pop back (expr) – to return to some place very quickly • to look through (phrasal verb) – to search through, review • to come along (phrasal verb) – to join, to go with

List of Key Phrases

Level 1	Level 2
What's the news on the house ?	You know , this firm has been a huge part of my life .
We're going there this weekend to start moving in .	But I really feel ready for a different pace and different opportunities .
Another reason to celebrate !	What's the update on the house ?
Let's toast to that !	Now's my turn to say a few words .
Now's my turn to speak .	She always had an eye on innovative practices and helped accompany our firm in the development of some excellent approaches .
As we've heard today , Donna has been an extremely important member of this company .	That still help this company remain a leader in the market today .
Let's raise our glasses to Donna !	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> persevering (adj) – enduring, keep trying to make a difference (verb) – have an impact to raise a glass to someone (expr) – to wish someone happiness

Level 2
<ul style="list-style-type: none"> to recognize (verb) – to identify, acknowledge the big day (noun) – the day of an important occasion pace (noun) - speed, rhythm to make some touch ups (expr) – to make some minor changes influential (adj) – having power, influence cutthroat (noun) – ruthless competitor



PRONOUNCE[®]

Story E

Go to the boardwalk and head north.

A bike ride

Emma and a friend are going for a bike ride and a picnic in the city.

List of Key Phrases

Level 1	Level 2
So , have you planned the itinerary ?	So , have you planned out the itinerary ?
You're exactly right , I have !	You're damn right I have !
Go to the boardwalk and head north .	We work our way to the boardwalk and head north .
We ride north for about 8 miles .	Should we bring lunch , or do you want to eat out ?
By that time , it will be lunchtime so we can take a lunch break .	I'd rather pack a lunch if it's okay with you .
I prefer to pack a lunch if it's okay with you .	That way we don't have to worry about finding a place and waiting in line .
Sounds like a plan .	We can just stop and eat wherever and whenever we like .
We have a few options , but we can discuss that later .	Sounds like a great plan to me.
Do you want to go on or would you rather start back ?	We have a few options , but we can discuss that when the time comes .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • itinerary (noun) – travel plan • to head (verb) – to go in the direction of • boardwalk (noun) – waterfront promenade • lunchtime (noun) – hour when midday meal is usually eaten • to pack a lunch (verb) – to prepare a box or bag lunch for eating out • bike pump (noun) – a device the inflates bike tires • ride (noun) – an informal trip

Level 2
<ul style="list-style-type: none"> • To work our way (expr) – to proceed in a certain direction • To eat out (phrasal verb) – to eat outside of one's home

List of Key Phrases

Level 1	Level 2
Did your client pay you?	Has your client paid you yet ?
No , they didn't .	No , they haven't , actually .
It has been months ; I don't know what to do .	It's been several months , I'm not sure what to do .
Well maybe you should call them and keep insisting .	Have you heard from them recently?
What was the amount again?	No, not in the past two weeks , but they said they would send the payment before the end of the week .
It was two thousand three hundred and fifty dollars . (It was \$2,350.)	Well, if I were you , I'd call them back and keep insisting .
I'll contact accounting right now and call you back as soon as possible .	Get payment upfront .
	I'll get in touch with accounting right now and get back to you !

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • To insist (verb) – be adamant, persist • Nervous (adj) – uneasy, apprehensive • Payment (noun) – money paid or to be paid • Amount (noun) – quantity, total

Level 2
<ul style="list-style-type: none"> • Upfront (adj) – payment made in advance • Late fees (noun) – charge for a missed deadline • To remind [sb) – to make someone think of something

List of Key Phrases

Level 1	Level 2
She's in room 356 .	Let me look her up .
Walk across the lobby , turn right and you'll find the elevators .	Walk across the lobby , make a right and you'll find the elevators .
Take elevator B to the third floor .	Take elevator B to the third floor , make a left .
Do you know any other entrances ?	Make a left and follow signs for Surgery .
This is where most relatives meet .	I'm actually meeting my sister first .
How long will you be here ?	Do you know if there are any other entrances where she could be waiting ?
What about the operation?	So mom, how long do you think this will take ?
It's pretty simple .	They say it takes anywhere from 3 to 5 days , depending on how quickly we recover .
Okay, so how long does it take ?	About three to four hours on average .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • Hip (noun) – anatomy: the joint that connects the thigh to the upper body • Joint (noun) – a place in your body where two bones are connected • Hip replacement (noun) – a surgery to replace the hip with a prosthesis • Lobby (noun) – the entrance room of a building • Elevator (noun) – a lift for carrying people • Entrance (noun) – the way into a building • To Walk across (verb expr) – to cross from one place to another on foot • Relative (noun) – family member • To Recover (verb) – to regain health • Operation (noun) - medical intervention, surgery • Surgeon (noun) - a doctor who performs surgery • Incision (noun) – a surgical cut • Damaged (adj) – physically harmed • Artificial (adj) –man-made, not natural
Level 2
<ul style="list-style-type: none"> • Implant (noun) – something implanted in a person's body

I'm just too busy with work right now.

Relationship Issues

Emma and Brandon have decided to end their relationship. They need to discuss the details and understand the steps to the process. Also, Emma's son would like to use the car to go to a party.

List of Key Phrases

Level 1	Level 2
I'm just too busy with work right now .	So , have you thought anymore about what we said ?
I can't take care of you as I would like .	Right , so what are your thoughts ?
Yeah , I know , you've told me that already.	Actually , I think I agree with you .
I don't think we need that , but we'll see .	I can't take care of you like I'd want to.
Mom , I got invited to a party this weekend .	I have too much on my plate .
Well , it's in another town , about an hour drive .	Do we need a lawyer ?
And who will be driving ?	I don't think we need that , but we'll see later on .
	Well , it's out of town , about an hour drive from here .
	My friends would be psyched to see me driving !
	I'll give it some thought .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • A civil union (noun) - a legal contract between two people • To break up (phrasal verb) – to end a romantic relationship • To make sense (verb expr) – to be logical • Romantically (adv) – with love and affection • Totally (interjection) – slang: yes, absolutely • Official (adj) – with authority, formal • License (noun) – driving permit
Level 2
<ul style="list-style-type: none"> • To move on (phrasal verb) – to accept change • Psyched (adj) – excited, enthusiastic

There will be many workshops.
Attending a conference

Megan is attending an Art Therapy Conference at the local art museum where she will get to hear speakers and attend workshops.

List of Key Phrases

Level 1	Level 2
Just follow the signs !	Good morning , I'm here to attend the conference .
Sure , enjoy the conference .	Sure , it's right down the hall to your left , in the conference room .
Welcome to the 15th annual conference on Art Therapy .	Just follow the signs !
There will be many workshops for you all to share your experience .	Sure , enjoy the conference and have a nice day .
Our first keynote speaker is a founder of our community .	Welcome to the 15th annual conference on Art Therapy .
Let's start with introductions .	I'm sure most of you know her at least by name , if not personally .
	Let's start with a round of introductions .
	I've been an art therapist for five years now .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to distract (verb) – to divert someone’s attention • conference (noun) – convention, big meeting • conference room (noun) – a big room where meetings are held • to follow (verb) – to go in the same direction as something or someone • to enjoy (verb) – to get pleasure from • annual (adj) – happening once ever year • art therapy (noun) – treatment through creativity • workshop (noun) – seminar, class • keynote speaker (noun) – person who gives the opening speech • founder (noun) – person who establishes something • warm welcome (noun) – friendly, enthusiastic reception • therapist (noun) – psychiatrist or someone who gives therapy • to let go (verb expr) – to release, to relax • spontaneously (adv) – without planning
Level 2
<ul style="list-style-type: none"> • world renowned (adj) – famous all over the world • field (noun) – area of expertise • well-being (noun) – health and happiness • at the forefront (adv) – in an important position

List of Key Phrases

Level 1	Level 2
So, tell me about him!	How's life treating you?
I was annoyed and I was discouraged .	Remember I'm your brother , I can read your mind !
I don't trust those apps .	It was getting annoying , and I was getting discouraged .
Have you met in person ?	Not too stressed with everything going on ?
Are you stressed with everything happening ?	A little stressed , but I'm dealing with it okay .
A little stressed , but I'm doing okay .	It's really more of a transition .
It's really a transition .	We both agree that we're just better off as friends .
Well , if there's anything I can do .	I think both of us will feel more free and available once the separation becomes official .
	Well , if there's anything I can do to help out .
	Thanks, Sis , it means a lot to me .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to meet (verb) – to become acquainted • to match (verb) – to go with harmoniously • annoyed (adj) – irritated, angry • discouraged (adj) – no longer confident or hopeful • martial arts (noun) – combat discipline • to connect (verb) – to feel close to someone • stressed (adj) – worried and nervous • transition (noun) – a change • separation (noun) – when a couple stop living together • to mean a lot (verb expr) – to be appreciated
Level 2
<ul style="list-style-type: none"> • how's life treating you? (expr) – how are you? • to read [sb's] mind (verb expr) – to guess someone's intentions or thoughts • tons of (noun) – a large quantity of something

You can apply for some good schools.

School counselor

Emma and her son, Alex, meet with the school counselor to discuss his options and plans following high school.

List of Key Phrases

Level 1	Level 2
So, let's look at your file .	So, let's open your file here.
You've been doing well .	You've been doing very well , Alex, congratulations!
You can apply for some good schools .	You can definitely apply for top schools .
Do you know where you'd like to go to school ?	Do you already have an idea of where you'd like to go to school ?
Or what kind of work you'd like to do ?	Maybe a career in business would pique your interest ?
Perhaps a career in business might interest you?	It's so early , you still have plenty of time in front of you .
It's quite early , you still have time .	Is there a particular school you're interested in , or a place you'd like to be ?
Is there a school you're interested in ?	That definitely makes sense .
Sure, that makes sense .	You know most people go away to school .
Should we meet again next month ?	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • eagle (noun) – a large, strong bird • school counselor (noun) – person employed to advise students • psat (noun) – a college entrance exam in the us • career (noun) – profession • management (noun) – supervision of people • can't say (expr) – used to say you don't know or don't think something • cousin (noun) – relative, child of an aunt or uncle • to go away to school (verb expr) – to move to a different city just for studies
Level 2
<ul style="list-style-type: none"> • to pique [sb's] interest (verb expr) – make curious • no rush! (expr) – used to tell someone there is no hurry to complete a task

Let's start with a little relaxation.
Art Therapy Workshop

Megan is running an art therapy workshop where participants do some relaxation and then some free painting on canvas. She also talks to her brother about taking photos for a charity event.

List of Key Phrases

Level 1	Level 2
I hope you are all feeling good today!	So today we are going to look at the notion of first thought best thought.
Let's start with a little relaxation.	Let's start with a little relaxation exercise.
Please lie down on your back.	Lie down comfortably on your backs on the yoga mats.
Does everyone have a paintbrush ?	Close your eyes for a few minutes.
I think I'm improving.	Try to release any unnecessary tension you may find.
I just got a phone call from a non-profit.	I really think I'm improving my flow.
I hope you are all feeling good today!	So today we are going to look at the notion of first thought best thought.
Let's start with a little relaxation.	Let's start with a little relaxation exercise.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to lie down (verb) – to recline • yoga mat (noun) – padded floor covering used for yoga • to breathe deeply (verb expr) – to take air deep in your lungs to relax • toes (noun) – anatomy; digits of the foot • to release tension (verb expr) – to relax or reduce stress • paintbrush (noun) – a tool used for painting • canvas (noun) – a fabric for painting • judgement (noun) – opinion, assessment • to find out (phrasal verb) – to discover, learn about • to look for (phrasal verb) – to search

Level 2
<ul style="list-style-type: none"> • notion (noun) – idea, concept • scalp (noun) – head • freely (adv) – without reservation • flow (noun) – movement • to turn out (phrasal verb) – to happen in an unexpected way

List of Key Phrases

Level 1	Level 2
A-Z Caterers how can I help you ?	Hi I'm going to be catering a large-scale event .
I'd like to either rent or buy .	I have a list of items I'd like to either rent or purchase .
More than five hundred .	And how many people do you have on your guest list ?
Un fortunately , we don't know the exact number .	Un fortunately , we won't ever know the exact number since it's an open invitation .
It's an open invitation .	In that case it's best to plan for six hundred just in case .
In that case it's best to plan for six hundred .	Would you be interested in our all-inclusive events catering package ?
Guests start arriving at 2 pm .	Refer to me if you have any issues .
We are ready at 1 pm just in case .	
Come to me if you have any problems .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • fundraiser (noun) – a charity event • to cater (verb) – to provide food for an event • caterer (noun) – a person or company that provides food • to rent (verb) – to pay to use something temporarily • guest list (noun) – list of everyone invited • unfortunately (adv) – regrettably • open invitation (noun) – invitation that doesn't require confirmation • just in case (expr) – if that should happen
Level 2
<ul style="list-style-type: none"> • all-inclusive (adj) – with all costs prepaid • venue (noun) – a place where public events happen • to aim (verb) – to intend

List of Key Phrases

Level 1	Level 2
Well, I'm sure it will be positive .	I feel like we haven't had a real chat in ages .
And you had a job interview, right ?	I had this food critic come to the restaurant the other day .
I think it went quite well .	I'm impatiently waiting to read the review .
Should we look at the calendar and try to set some dates ?	Well , I'm sure the feedback will be positive .
I suppose we should .	And you had a job interview, didn't you?
Is that ok with you ?	Should we take a look at the calendar and try to set some dates ?
If it is required .	I guess that's just how it is, Brandon .
Ok so when would you be available?	Another thing to think about is the property division .
How about next Thursday ?	And then clearly identify who gets what .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • caffeine (noun) - stimulant in coffee and tea • food critic (noun) – someone who reviews restaurants • review (noun) – an article that critiques something • whoa! (interjection) – wow! • no-fault (adj) – without blame • to not get along (verb) – to not be friends • property division (noun) – the distribution of items during a divorce • court (noun) – the place for law proceedings • to do an inventory (noun) – to make a list of items

Level 2
<ul style="list-style-type: none"> • impatiently (adv) – restlessly, without patience • to work for [sb] (phrasal verb) – to be convenient, suitable

He's been bothering everybody.
At the fundraiser

Megan and Brandon are busy at the fundraiser, but they find time to meet and discuss how things are going for both, including one difficult guest.

List of Key Phrases

Level 1	Level 2
His accent is really strong so I'm having difficulties understanding him .	So, how's it going with the new pastry guy ?
Luckily , he doesn't have to talk very much.	He seems good at his job .
How about you , did you find a solution ?	His accent is really thick so I'm having a hard time understanding him.
That made it easier !	Did you figure out how to deal with your missing SD card ?
Yeah , he's been bothering everybody .	Yeah , he's been getting on everybody's nerves .
Do you know who he is ?	So , everyone is feeling a little awkward about him.
So, everyone is feeling a little uncomfortable .	He keeps coming up to me and complaining about the food, too .
Did you bring business cards ?	Hopefully we'll get more work out of it.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • pastry (noun) – baked food item • guy (noun) – informal: man, boy • beard (noun) – facial hair on chin • canapé (noun) – a type of appetizer • to take a picture (verb expr) – to capture something on camera • to complain (verb) – be critical, express unhappiness • compliment (noun) – nice, flattering comment • I was wondering (expr) – to be curious about something

Level 2
<ul style="list-style-type: none"> • awkward (adj) - uncomfortable • to get on [sb's] nerves (verb expr) – to irritate, bother, disturb • thick accent (noun) – heavy foreign or regional accent

We just have to sign the document.

Making it official

Emma and Brandon are at city hall to submit their documents and make their divorce official.

List of Key Phrases

Level 1	Level 2
Everything looks ready .	Everything looks set .
We just have to sign the document .	All the documents are in the file .
Do you have a pen ?	We have to sign in several locations .
Yes , I'm sure I have one here in my bag .	I'll go first .
Here is a blue one .	You just follow this hallway down to the very end and it is the last door on the left .
You'll follow this hallway and it is the last door on the left .	I believe there is someone in the office at the moment but it is getting close to lunch time .
Oh, ok , we'll hurry up then!	Oh, ok , we'll get a move on then!
We did it.	I know we checked those documents a billion times .
I felt pretty confident .	But I completely expected her to find a problem .
But I can get worried too.	You are always very thorough .
	True, true but it means you get things done .
	You get things done correctly and completely .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to officialize (verb) – to make something official • city hall (noun) – location of municipal government • to submit (verb) – to give forms and documents • decree (noun) – official order • clerk (noun) – receptionist, employee • hallway (noun) – corridor • thorough (adj) – careful, takes care • worried (adj) - anxious

Level 2
<ul style="list-style-type: none"> • a billion times (expr) – many times • feel confident (adj) – assured, certain

List of Key Phrases

Level 1	Level 2
How are things today?	Last time you had a lot on your plate !
I'm doing better .	How have things been going ?
She thinks he can apply for the top schools .	She's thinking he can apply for the top schools .
How has that been going ?	In some strange way it's brought us closer together as friends .
Have you been doing things for yourself ?	Have you been succeeding at doing things for yourself ?
I started seeing everything more clearly .	I went on a long bike ride last week with a friend .
I went on a bike ride last week .	I'd say I've been taking better care of myself .
Globally I've been taking better care of myself .	I've been applying for different jobs .
I applied for different jobs and my interviews went well .	My interviews have been going really well for the most part .
Well , it looks like you're doing well !	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • life coach (noun) – a wellness professional who helps people make progress • guidance counselor (noun) – an advisor in school • liberating (adj) – giving a sense of freedom • Yosemite (proper noun) – an American national park • satisfying (adj) – pleasing, rewarding, fulfilling • bike ride (noun) – a bicycle journey • to take care of yourself (verb expr) – to tend to one's own needs

Level 2
<ul style="list-style-type: none"> • release (noun) – freedom • in a strange way (expr) – in way that is unusual or unexpected • on the professional end (expr) – concerning professional subjects • to be on the brink of [sth] (expr) – something is about to happen

We all really appreciated working with you.

NGO Job Offer

The NGO Megan worked for at the event liked her work and would like to offer her a longer contract.

List of Key Phrases

Level 1	Level 2
The people were so nice .	I wanted you to know we all really appreciated working with you .
I felt sup por ted by you .	Not only was it really easy besides you really did an amazing job .
We all really appreciated working with you .	Glad I could be of service!
Glad I could help .	The reason I'm calling is that the top management also noticed the quality of your work .
We have events like this around the world .	We have events like this worldwide as well as other smaller events .
This means quite a bit of traveling .	And we'd need someone to do some groundwork .
Would that be okay with you ?	
I love to travel .	
Why don't you think about it?	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • year-long (adj) – lasting for one year • supported (adj) – endorsed, helped, believed • appreciated (adj) – valued or welcomed • shot (noun) – photos • top management (noun) – highest lever of business leadership

Level 2
<ul style="list-style-type: none"> • groundwork (noun) – work done in preparation • worldwide (adj) – all over the world

List of Key Phrases

Level 1	Level 2
That takes time to adjust to !	So, do you have any restrictions or things to be careful about ?
What's hard is remembering all these things .	That takes time to get used to !
What are you looking forward to the most ?	What's hard is remembering all these things .
I hate being stuck at home .	I'm not supposed to fall of course that's obvious who falls on purpose !
What about you, Megan ?	Maybe you can use some sort of walking aid , like crutches or a cane .
	What are you looking forward to the most ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • surgery (noun)- surgical intervention • be careful (interjection) – be cautious or prudent • to cross my legs (verb expr) – to put one leg over the other • to adjust (verb) – to become familiar with a new situation • obvious (adj) – easy to understand • crutch (noun) – a stick with handle you can use when you are injured • cane (noun) – a long stick used to help one walk • average (noun) – the standard amount or level • to look forward to (phrasal verb) – to be happy about something going to happen • stuck at home (adj) – unable to move • to propose (verb) – to ask someone to marry you
Level 2
<ul style="list-style-type: none"> • on a daily basis (adv) – every day • stir crazy (adj) – restless, board



PRONOUNCE[®]

Story F

Brandon gets offered a catering job for a non-profit organization. He calls his sister Megan to tell her about it and discuss visiting their mother in the hospital.

List of Key Phrases

Level 1	Level 2
I really like your work .	Hi Gina, yes, I've heard of your organization, and I really admire your work .
Don't worry, I won't be long .	Oh, that's fine, I'll only be a minute .
I'd love to!	I'd be honored !
Would that be okay ?	Would that work for you ?
I don't want to bother you.	I don't want to hold you back .
You can call me between 9 and 11 am to morrow .	Is there a better time for you to talk ?
Guess what happened ?	I'm available to morrow morning between 9 and 11 am .
So happy for you!	Guess what just came up ?
	Hey, so when can we go visit mom at the hospital ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • non-profit (adj) – a business not run for profit • don't worry (expr) – used to reassure someone • to be long (verb expr) – to take a long time to happen • to bother (verb) – to disturb or annoy

Level 2
<ul style="list-style-type: none"> • to admire [sth] (verb) – to be impressed by • to cater (verb) – to provide food for an event or party • fundraiser (noun) – an event organized to collect money • to hold [sb] back (phrasal verb) – to prevent someone from progressing • to come up (phrasal verb) – to appear, occur • to work for [sb] – to be employed by someone

I've never done this before.
On a dating app

Liam and Megan match on a dating app and begin getting to know each other then they have their first date over coffee.

List of Key Phrases

Level 1	Level 2
I'd like to work for an NGO .	Yeah , it's a little frustrating at times but at least I try .
I'd be happy to talk about it.	So , what kind of a lawyer are you looking to become ?
I can't this week because I have to prepare for an event .	I'd love to hear more about that...
What about next Tuesday around 4 ?	I'd be more than happy to talk about it.
I'm looking forward to it.	I'm not available this week because I have an event to prepare for.
This feels strange ...	So , it's a fundraiser for a Non-Governmental Organization called Children of the Earth .
I've never done this before .	Let's say next Tuesday around 4 ?
That's for sure !	This is a bit awkward ...

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to match (verb) – to go well together • frustrating (adj) – causing annoyance or making someone upset • meaning (noun) – to have significance

Level 2
<ul style="list-style-type: none"> • to heal (verb) – to recover, to get better • inequality (noun) - social injustice • over coffee (adv) – to discuss while having coffee together • to be intrigued (verb) – to be curious, fascinated • to hook [sb] up – to provide an opportunity or connection • date (noun) – romantic meeting • awkward (adj) – clumsy, uncomfortable

There is nothing to worry about.
Visiting mom in the hospital

Brandon and Megan meet to visit their mother in the hospital where she is waiting to get hip surgery. They get information from the doctor about the surgery and the recovery time.

List of Key Phrases

Level 1	Level 2
I never know what to say in these situations.	I never know how to behave in these situations.
I always feel strange in hospitals .	I always feel awkward in hospitals .
Let's not stay too long .	Well , it's the thought that counts , as they say .
It's probably not a good idea .	And I'm sure mom will be very happy to see us.
They keep checking on me.	Let's try and keep this short, okay?
They even gave me a little chocolate .	This is standard procedure , we do it all the time .
There is nothing to worry about .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • hip (noun) – anatomy: the joint that connects the thigh to the upper body • hip replacement (noun) – a surgery to replace the hip with a prosthesis • to feel strange (verb expr) – to feel something is wrong or unusual • nurse (noun) – healthcare worker

Level 2
<ul style="list-style-type: none"> • it's the thought that counts (expr) – grateful for something even unimportant • to check in on [sb] (phrasal verb) – to verify someone is doing ok • surgery (noun) – medical intervention, operation • general anesthesia (noun) – induced unconsciousness

List of Key Phrases

Level 1	Level 2
Great to see you, please sit down.	Thanks for hiring me!
So, tell me about your event .	Well , I've been to your restaurant several times .
Finally, the concert starts at 8:00 pm .	I must admit I'm a bit of a fan !
They have an outdoor space and a dining hall .	I haven't had a chance to tell you yet, we've been so busy !
People could move around .	Anyway, let's get down to business .
Will you want some food during the concert ?	So , we're expecting around 500 people , and a few celebrities !
	What's the venue ?
	Mostly drinks , maybe some light snacks .
	I'd recommend holding back on alcohol for as long as possible .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • celebrities (noun pl) – famous people • banquet (noun) – ceremonial dinner • light snack (noun) – food eaten between meals or during a party

Level 2
<ul style="list-style-type: none"> • to get down to business (expr) – to begin discussing business matters • venue (noun) – the place of an event; building, etc. • to book (verb) – to reserve • to hang out (phrasal verb) – to spend time • to hold back on [sth] (phrasal verb) – to withhold

List of Key Phrases

Level 1	Level 2
I'm feeling good about it.	There's lots to or ganize but I'm feeling good about how things are going right now .
The two of you are talented people!	Brandon has lots of ex per ience and he's such a great chef .
I'm ex ci ted to par ti cipate!	I must say I'm really impressed too!
It may end later but we won't need you after ten .	Both of you are really talented people!
Anything you'd like me to know?	So, tell me about the event .
	It may go later but we won't be needing you after ten .
	Anything in particular you'd like me to focus on?

Key Vocabulary

- Level 1**
- specifics (noun pl) – the exact details
 - picture (noun) – photograph
 - talented (adj) – gifted, showing talent
 - speech (noun) – declaration
 - throughout (prep) – during all of something

- Level 2**
- catering (noun) – food service
 - in good hands (expr) – in the care of a trustworthy person
 - dynamic (adj) – energetic, active
 - welcome (adj) – happily received, appreciated

List of Key Phrases

Level 1	Level 2
How may I help you?	Hi, I'm looking to upgrade my whole set so I'm going to need a couple lenses .
That sounds very exciting!	So, I'll probably need at least a 24-70mm and a 16-35 for group shots .
What kind of photography do you do ?	You've got that right!
I don't know if I can afford it.	You may also want a 35mm with wide aperture for candid shots .
30% off the third lens .	I don't know if I can afford so many at once though.
I can offer you a discount .	Would you like to take a look at our filters ?
	That makes sense , yes.

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to upgrade (verb) – to acquire new software or equipment • lens (noun) – light gathering device of a camera • filter (noun) – a screen or layer that absorbs light • tripod (noun) – a three-legged stand to support a camera • shot (noun) – photograph • wide aperture (noun) – when your lens is more open, letting more light reach the sensor • candid (adj) – informal, not posed • lighting (noun) – the light level • to afford (verb) – to have enough money • off (adv) – at a discount • polarizing (adj) – used to increase contrast in photos • shallow (adj) – superficial, not deep • depth of field (noun) – part of image in focus • discount (noun) – at a reduced price • accessories (noun) – extra equipment items
Level 2
<ul style="list-style-type: none"> • package deal (noun) – all-inclusive offer • bright (adj) – a lot of light • to knock off (phrasal verb) – to reduce the price

Let's take a look at what's playing
Out to the movies

Megan and Liam are going on a date to the movies. They are trying to decide what movie they will see and how they will get to the movie theatre.

List of Key Phrases

Level 1	Level 2
So, what would you like to do tonight?	So, what would you like to do for our night out ?
How about a movie?	What kind of movies are you into ?
I haven't been to the movies in a long time !	Well, let's take a look at what's playing .
That's a great idea !	It also depends on the theater , the distance , show times , etc.
What kind of movies do you like ?	Do you know how to get there ?
I agree !	I think it's three blocks up and then five blocks over to the left .
I think it's three blocks up and then five blocks over .	Should we go grab a bite ?
Let's do this again soon .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • blockbuster (noun) – popular movie • indie (adj) – independent or alternative • foreign film (noun) – movie made in another country • classic film (noun) – films regarded as timeless and well appreciated • the plot (noun) – the context and story of a film • starving (adj) – very hungry

Level 2
<ul style="list-style-type: none"> • in ages (noun) – in a long time • mood (noun) – atmosphere or feeling • to pull out (phrasal verb) – to take out and use • for (someone's) taste (expr) – in someone's opinion • twist (noun) – an unexpected event or change in a story • director (noun) – a person responsible for making a film • to grab a bite (verb expr) – to get something to eat

Let's look for flight fares!
Planning a trip

Megan and Liam are planning a trip to visit Liam's mother in Springfield. They consider their different traveling options and decide to book a flight.

List of Key Phrases

Level 1	Level 2
We could drive there but it's a 12-hour drive .	We could drive there but it will take 12 hours .
Or we could fly , it would save us a day or two .	Or we could fly , it would definitely gain us a day or two .
Also , what about transportation once we're there ?	How much is the flight ?
Mom could pick us up .	Also, how do we get around once we're there ?
I'm sure she'd let us use her car .	I'm sure she'd let us borrow her car .
Let's look for flight fares !	If we book far enough in advance , the airline I usually take has really good deals .
If we book enough in advance .	What I like about flying is how much time it would save us .
The airline I usually take has really good reductions .	There's a round trip for two for 130 bucks .
I agree with you .	I've seen better but it's not so bad .
There's a round trip flight for two for 130 dollars .	If we factor in the time , it saves us , and most likely at least one if not two meals I think we can handle it .
	Okay what do you think , should I book these tickets now ?

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • cool (adj) – easy-going, relaxed • stuff (noun) – things • to manage [sth] (verb) – to be able to do • confident (adj) – self-assured, certain

Level 2
<ul style="list-style-type: none"> • to gain (verb) – to get more of something • to borrow (verb) – to use temporarily • to check out [sth] (phrasal verb) – to look at in detail • to factor in (phrasal verb) – to include, take into consideration

Well, you can visit anytime!
Taking a trip

Megan and Liam arrive by plane in Springfield to visit Liam’s mother. They visit the town where he grew up and Megan gets to know his mother.

List of Key Phrases

Level 1	Level 2
We had to wait a long time before takeoff , but otherwise it was uneventful .	How did your flight go?
We were sitting next to a couple with a little girl .	Well , we stayed on the tarmac for like an hour before takeoff but other than that it was pretty uneventful .
Sorry Megan , I can be a little too curious sometimes .	We were sitting next to this couple with the cutest little girl .
Liam is always reminding me of that .	Sorry Megan , I can be a little nosy sometimes .
And this is where I went to school .	Liam never fails to call me out on that .
Did you like it here ?	The first year was a little hard , we’d just moved here so I didn’t know anybody .
Do you still see them ?	Have you kept in touch with them ?
It was great to meet you, Megan .	It’s been great to meet you, Megan .
Well , you can visit anytime!	Well , you can come back and visit whenever you’d like !
How was your flight ?	That’s so kind of you !

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • uneventful (adj) – easy, tranquil • curious (adj) – inquisitive, interested • childhood (noun) – early youth • neighborhood (noun) – local area, quarter • homemade (adj) – made at home • jam (noun) – fruit conserve

Level 2
<ul style="list-style-type: none"> • tarmac (noun) – tarred surface • tic tac toe (noun) – a simple game with x’s and o’s • nosy (adj) – over inquisitive, overly interested

Tomorrow's the big day.
Pressure

Brandon is under a lot of pressure as he anticipates the visit from the food critic and prepares for the fundraiser. He checks in with both his kitchen manager, Dina, and the fundraiser organizer, Gina.

List of Key Phrases

Level 1	Level 2
Tomorrow's the big day .	Yep , and we're all set !
Yep , and everything's ready .	I'm really counting on you to manage the kitchen .
I'll probably be busy speaking with the critic , etc.	I'll probably be busy coming and going ...
I don't know what I would do without youchatting with the critic , etc.
I think so!	We're going to make this a great experience !
Do you need anything else ?	So , are we all set for the event ?
Could you be present at the staff meeting in the morning ?	Do you think it's possible for us to come and drop off the heavier stuff the day before ?
My schedule is full but I can find a few minutes .	I'm sure that can be arranged .
	Is there anything else you might need ?
	My schedule is pretty full but I can squeeze in a few minutes .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • under pressure (expr) – in a state of stress or anxiety • food critic (noun) – someone who analyzes and reviews restaurants • to count on [sb] (phrasal verb) – to rely on, trust

Level 2
<ul style="list-style-type: none"> • to replenish (verb) – to refill • walk-in cooler (noun) – a refrigerator that can be walked into • to be in prime condition (verb expr) – to be of high quality • crew (noun) – team • to be present at (verb) – to attend something • briefing (noun) – information session

List of Key Phrases

Level 1	Level 2
It's a standard procedure...	So , my mom's in the hospital for a hip replacement.
...but hospitals make me nervous .	It's fine, kind of a standard procedure.
I went to visit her every day .	but I'm not big on hospitals , ya know .
We're still friends .	Emma and I are breaking up .
First , the basic warm up .	We just don't have enough time for each other right now .
Let's do it .	I got hired to do the catering for a large fund raising event .
Relax your arms and hips , move them from side to side .	Relax your arms and hips and push them from side to side .

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • cardio (noun) – a type of physical exercise • abs (noun pl) – short for abdominal muscles • warm up (noun) – a preparatory exercise • weight (noun) – body mass • from side to side (adverb) – back and forth movement
Level 2
<ul style="list-style-type: none"> • to realize (verb) – to become aware of

List of Key Phrases

Level 1	Level 2
Are you serious ?	We talked about this two days ago .
We confirmed this two days ago !	Is there no way you can make it ?
I thought you said the 22nd !	This is my cousin's wedding .
Is there any way you can make it ?	I can't miss that !
I ordered 150 cases .	Listen , I have at least two contacts to give you , people I've worked with before .
I understood 115 .	Do you have a piece of paper ?
My apologies once again .	It was all in the email I sent you two weeks ago .
	I suppose I should have called to confirm .
	It's nice doing business with you , and my apologies once again !

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • pastry (noun) – a food item of baked dough • pastry chef (noun) – a cook who specializes in patisserie • cousin (noun) – the child of an aunt or uncle • wedding (noun) – the marriage ceremony • case of wine (noun) – a box of 3 to 6 bottles of wine

Level 2
<ul style="list-style-type: none"> • screwed (adj) – in trouble

List of Key Phrases

Level 1	Level 2
How's it going for you?	Well, our pastry guy had a last-minute family issue so he couldn't make it .
Also, I forgot to bring an extra SD card .	I haven't really had the time to get used to my new equipment but it's still exciting to use it !
I have to transfer to my computer .	But as long as I stay on top of it , I should be fine .
The guy's on his way right now .	So, what are you going to do about the pastry guy ?
Crossing my fingers .	He said he has a friend he works with regularly and has full confidence in .
Do you feel good about your shots so far ?	
I see what you mean .	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to have an issue (verb expr) - to have problems or difficulties • to trust (verb) – to have confidence in something or someone • to cross one's fingers (expr) – to wish for luck

Level 2
<ul style="list-style-type: none"> • to (not) make it (verb) – to be able (or not) to do or attend something • to be short on [sth] (verb expr) – to not have enough • to work out (phrasal verb) – to resolve • actually (adv) – for real, surprisingly

List of Key Phrases

Level 1	Level 2
I didn't sleep well the first week .	So how have you been since the operation?
Now I'm used to it.	Well , it took me a while to get used to sleeping on my back with a pillow between my legs .
That must be a relief!	He says it's important for my recovery .
I also have good news !	The pain is fading away .
A food critic came to my restaurant .	You were in so much pain before the operation!
They gave my restaurant three stars and an amazing article !	It's so nice to be able to move around again .
	We're booked for the next two weeks nonstop !

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • physical therapist (noun) – a person who performs physiotherapy • pain (noun) – a sensation of discomfort • relief (noun) – a pleasing change • checkup (noun) – a routine medical exam

Level 2
<ul style="list-style-type: none"> • exhausted (adj) – tired physically or mentally • to fade away (phrase verb) – to disappear slowly • supposedly (adv) – used to imply that you don't completely believe something to be true

List of Key Phrases

Level 1	Level 2
A celebration of all we've accomplished and everything we will do in the future .	We've all been looking forward to our three years of hard work culminating in this beautiful graduation ceremony .
Thanks for coming everyone!	A celebration of all we've accomplished up to this point and everything we will undertake in the future .
I wouldn't have missed it for anything!	I wouldn't have missed it for the world !
We're so proud of you, my friend !	We're all so proud of you, my friend !
Now let's celebrate!	Well , we've been dating for a few months now...
What did you want to tell me ?	And I know I want to spend the rest of my life with you .
Uh-Oh , where is this going ?	You can think about it if you need time .
Awwww , that's so sweet .	
I don't know what to say !	
You can think about it.	

Key Vocabulary

Level 1
<ul style="list-style-type: none"> • to live together (verb) = cohabit, share a home • to graduate (verb) – to complete school successfully • graduation (noun) – a formal event to deliver diplomas or completion certifications • to accomplish (verb) – to reach a goal

Level 2
<ul style="list-style-type: none"> • co-chair (noun) – someone who leads jointly • to culminate in [sth] (verb) – to end • to undertake (verb) – to commit to doing