Beginners
Booklet
The Alphabet

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m
n o p q r s t u v w x y z
Aa Bb Cc Dd Ee Ff Gg Hh
Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr
Ss Tt Uu Vv Ww Xx Yy Zz

Numbers

0   zero          11  eleven
1   one           12  twelve
2   two           13  thirteen
3   three         14  fourteen
4   four          15  fifteen
5   five          16  sixteen
6   six           17  seventeen
7   seven         18  eighteen
8   eight         19  nineteen
9   nine          20  twenty
10  ten

30  thirty
40  fourty
50  fifty
60  sixty
70  seventy
80  eighty
90  ninety
100 one hundred
Handwriting

ABCDEFGHIJKLMNOPQRSTUVWXYZ

JKLMNOPQR

STUVWXYZ

abcdefghijklmnopqrstuvwxyz

mno

Trace the numbers:

0000 1111

2222 3333

4444 5555

6666 7777

8888 9999

10101010
Copy the alphabet in CAPITAL LETTERS

A A A  B B B  C C C
D D D  E E E  F F F
G G G  H H H  I I I
J J J  K K K  L L L
M M M  N N N  O O O
P P P  Q Q Q  R R R
S S S  T T T  U U U
V V V  W W W  X X X
Y Y Y  Z Z Z  

Tracing Guide

A B C D  E F G H  I J K L M N  O P Q R  S T U V  W X Y Z
a b c d  e f g h  i j k l m n  o p q r  s t u v  w x y z
Copy the alphabet in Lower Case Letters

Aa
Bb
Cc
Dd
Ee
Ff
Gg
Hh
Ii
Jj
Kk
Ll
Mm
Nn
Oo
Pp
Qq
Rr
Ss
Tt
Uu
Vv
Ww
Xx
Yy
Zz
24 / 11 / 2019
Days of the Week

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Months of the year

2. February 8. August
3. March 9. September
4. April 10. October
5. May 11. November
6. June 12. December
Time

O'clock:

Quarter past:

Twenty past:
Half past:

Twenty to:

Quarter to:
Useful Phrases

Starting a conversation

Informal greetings

Hello!

(A universal greeting that works for every conversation.)

Hi!

(A neutral and friendly greeting.)

Hey!

(An informal and relaxed greeting.)

Formal greetings

For a more formal way to greet someone, use the model "good + [time of day]":

Good morning! (for any time before noon.)

Good afternoon! (used between noon and 5-6 p.m.)

Good evening! (Any time after 6 p.m.)
Introductions

My name is ..... What's your name?

If you met somebody once before, but you do not remember their name, you can say this:

I'm sorry, I don't remember your name. You are... ?

(This is a bit more informal.)

If you want to introduce a person to someone else, you can simply say:

Please meet + [name]

Please meet my friend Tom! (Formal introduction)

This is + [name]

This is Tom! (Common introduction)

Now that you have introduced yourself, here is how to respond to someone’s introduction:

Nice to meet you! (The most common)

Pleasure to meet you! (Simple and polite)

It’s a pleasure! (Informal, but nice)
Small Talk

Small talk is common in many English-speaking countries, especially in the United States, Canada and England. It is considered polite to add small talk to the beginning of the conversation before talking about the subject of the conversation, whether it is personal or professional.

There are several ways to ask someone how they are doing:

How are you? / How are you doing?  (Neutral)

How’s it going?  (More informal)

How are things?  (Informal)

What’s up?  (Very informal)

Responses

Instead, a simple answer and a “how are you” in return is usually enough:

I’m well. How are you?

It’s going well, thank you. How are you doing?

Fine, thanks. And yourself?
Asking and Answering Questions

Are you having a good day?

Did you just get to the office?

Have you seen my email?

How is your day going?

When did you arrive at the office?

What do you think about that email I sent?

If you don’t understand something, let’s say a word or even some idea relating to your conversation, you could say:

I’m sorry, I don’t understand. Could you please repeat that?

I’m sorry, I don’t understand. Could you please explain that? or even...

If you simply didn’t hear something, just say it like this:

I’m sorry, I didn’t hear that. Could you please repeat?

I’m sorry, I didn’t catch that. Could you please repeat? or even...

Can you say it again, please?
Bringing the Conversation to a Close

To finish a conversation:

*If you are late, say:*

I have to get going. / It's time for me to go.

(This is polite and neutral.)

I have to run; can we continue later?

(This is more informal, but also polite.)

*And if you have all the information you’d wanted:*

Thank you so much for your help!

(A very common and useful expression)

Got it, thanks!

(Very informal and friendly)

I think I have everything I need, thank you!

(This is formal and may come across as rude if you don’t thank the person after, so use it with caution.)
Using Small Talk to End a Conversation

Small talk can be used at the end of the conversation too!
Before saying goodbye, it is polite to say something like...

Have a good day!
(This works in any situation.)

Enjoy your day!
(This one is a bit more formal.)

Good luck!
(If the person needs it; it will depend on the situation.)

Talk to you soon!
(This is neutral and does not necessarily mean that you will
really talk to the person soon.)

Great seeing you / Great talking to you!
(This is informal yet common.)

Catch you later! (This is very informal and fun.)

Saying Goodbye

This one is easy. You really cannot go wrong with just a simple
“goodbye” or “bye.” You can also use any small talk expression to
complement your goodbye. For example:

Bye! Have a good day!

Catch you later!    Bye-bye!    Good night!