



Natural Conversation

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**A good way to practice
and develop your
conversation skills.**



Happy English

Natural Conversation

MIDDLE LEVEL

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Unit 14

Public Institutions

D_ialogues

1. Enrollment

Chang: I'd like to enroll in this school.

Mr. Nolan: Here's a pamphlet showing our admission guidelines.

Chang: When is your admission deadline?

Mr. Nolan: The last enrollment day is on July 22nd.

2. Attending School

Ms. Emily: Good morning everyone. Before I walk you through the class rules,
I want you to introduce yourselves first.

Chang: Let me start. Hello. My name is Chang Il Seok.

3. Taking an Exam

Mae: How did you prepare for the exam?

Chang: I stayed up all night to study. Now I think I'm ready.

4. Getting Grades

Chang: Wow. Hard work really pays off. Now I got high grades!

Ben: Congratulations! You deserve it.

Sample Phrases

The following are some useful phrases and sentences that can be used when enrolling and attending school as well as taking exams and getting grades. Practice saying each and add more examples on the list.

- What school do you go to?
- What year are you in?
- My major is...
- I'd like to have some information about this school.
- Can you give me a guide for applying in your school?
- The deadline of admission is on...
- What requirements do I need to submit to get admitted?
- Do I have to take an entrance exam?
- What's your reason why you chose to study in this school?
- Open your books on page...
- Teacher, I have a question...
- Could you please explain it more extensively?
- We don't have a class today.
- We have an exam tomorrow.
- Study hard for the exams.
- May I know my score?
- Thank you for the high grade you gave me.
- I got a scholarship.
- You deserve to have high grades.
- Let's study hard for our future!

C onversation Questions

1. Did you go to a public high school or a private one? Do they have differences?
What are those?
2. What subject do you enjoy studying the most? Why?
3. For you, what qualities make up a great teacher? Explain.
4. If there is something you want to be improved in your school and its system,
what would it be?
5. What is the best memory you've had at school? Tell about it.

Sample Answers

1. I went to a public school. I think there are many differences between public and private schools. There are more students in a public school so the competition is really tight. Also, I think teachers there are more skilled.
2. I enjoy studying history the most. I think it's very interesting. There's a lot to learn about it that we can use in the present day. Although, many students don't like it because it requires a lot of memorization. I still like it.
3. For me, what makes up a great teacher is her passion towards learning and teaching. With passion, a lot of great things can be achieved. She should also be patient, considerate, smart, funny, loving and hardworking.
4. I want our school system to be improved. A lot of times we had problems regarding documents, utilities and facilities.
5. The best memory I've had at school was during our graduation day where my friends cheered at me when I got on the stage because I got a medal.

Role-Playing

School

Role-play the following scenarios.

- A. You have just graduated high school and you want to enroll at a university near your house. Ask the university administrator how you can register as a student.

- B. You are a school teacher and today is the first day of school. Your students are freshmen so you have to tell them the school policies, your classroom rules, the grading system and everything they have to know as a student. You have to establish rapport with them. Introduce yourself first.

- C. You are a senior high student and you've got to have high grades for your college admission. However, one of your teachers gave you a low grade on her subject. You studied hard and you've always had high scores in that subject. You'd like to know why your grade is low. Ask your teacher politely.

- D. You've just enrolled your daughter at Meadows School of Fine Arts, a very prestigious and expensive school. You would like to see the services at that school that you paid for. Ask the school director to give you a tour at the school. Thank him after.

D_ialogues

1. Looking for a Book

Isabella: Hi. I'm looking for a book called, "Owls do Cry".

Ethan: Hello. I'm sorry but we don't have that.

Isabella: Oh... how about "Modern Lovers" by Emma Straub?

Ethan: Ah, yes we have. It's on the second floor.

2. Borrowing a Book

Isabella: I'd like to check out these books.

Anthony: Alright. Do you have a library card?

Isabella: Yes. Here it is.

Anthony: Thanks. These books are due on Friday.

Isabella: Okay. Thanks a lot.



Sample Phrases

The following are useful phrases when looking for and checking out a book at a library. Try to practice saying each and think of more examples.

- I'm looking for the book entitled...
- Can you help me find this book?
- You can only borrow books at a specific amount of time.
- Hi. I'd like to check out this book.
- You may return the borrowed books at the return box in front of the library.
- That book is in the multimedia and internet section.
- You can find that book on the third floor.
- I'd like to apply for a library card.
- Can you tell me where the children's section is?
- I'm checking all these books out.
- Sorry to say but you can only check out 3 books at a time.
- This book is overdue so you have to pay a fine.
- I'm sorry but general reference books cannot be checked out.
- When do I have to return this book?
- How much is the late fine?
- You have to return this book on...
- I'd like to renew my library card.

C conversation Questions

1. Are you fond of borrowing books at a library? If yes, where?
2. Is checking out a book at a library easy? Are the librarians/staffs friendly?
3. What is your favorite section at the library (ex. History, Science, Non-fiction)?
4. Who is/are your favorite author/s? Explain why you like him/her/them.
5. If you will be asked to work as a school librarian, would you do it? Explain.

Sample Answers

1. Yes, I love borrowing books at a library. My country's national library is just near my home so that's where I always read and borrow books.
2. It is easy to borrow books if you have a library card and I.D. For me, it's already very easy since I always visit a certain library and the staffs there already know me. They are very friendly.
3. My favorite section at the library is the children's section because I love reading stories meant for kids/teenagers alike. I feel young and refreshed whenever I read Dr. Seuss, C.S. Lewis and Roald Dahl stories/books.
4. My favorite authors are Dr. Seuss and Edgar Allan Poe. I like Dr. Seuss for his imaginative writing techniques and inspiring stories. I like Poe because of his mystery and macabre tales. Both of them are masters in their genres.
5. Yes I would volunteer as a librarian but only for a short time. I'd be willing to volunteer to help people and to learn more by reading. However, it will just be short because I also need money for my bills.

Role-Playing

Library



Role-play the following scenarios.

- A. You are a student and you need to find a reference book immediately for your homework. You went to the school library but you can't find one. Ask the librarian where you can find it and if you can check it out.

- B. You are a student and you have an assignment to draw a map of your school library. You were able to draw it but you don't know how to label it. Ask a staff about the names of each section there.

- C. It's your first time to borrow a book from your school library. Ask the librarian how many books you can borrow, how long you can borrow them, etc.

- D. You are a librarian. A student wants to check out a book but he doesn't have a library card and I.D. yet. Ask him to submit the requirements first.

D_ialogues

1. Opening an Account

Joaquin: Hi. I'd like to open an account.

Teresa: Please fill up this form first. Have your requirements prepared.

2. Depositing Money

Chantal: Hello. I'd like to make a deposit to my savings account.

Rina: Please get a cash deposit slip first and fill it up.

3. Withdrawing Money

Kate: How much can I withdraw at ATMs?

Nate: You may only withdraw up to \$1,000 per day.

4. Applying for a Loan

Valerie: Hi. I'd like to apply for a business loan.

Tanya: You have to submit your application along with your requirements.

Sample Phrases

The following are some useful expressions related to banking. Practice each and think of other examples that you can add on the list.

- I'd like to open a deposit account.
- What are the requirements in opening up a new bank account?
- We'd like to apply for a mortgage.
- I've had my account for over fifteen years.
- I'd like to pay this check into my account.
- Please wait for me. I would just withdraw some money.
- Hi. The ATM machine outside won't accept my PIN.
- I'd like to apply for a loan.
- How can I deposit money on someone's account?
- Please submit two proofs of ID; telephone bill, driver's license, credit card statement etc.
- Can I please have your account details?
- The money would be in your account after 3 working days.
- It will just take five minutes for me to process the information.
- Please go to a teller to deposit your money.
- What kind of account would you like to apply for?
- How can I apply for a car loan?
- I'd like to request a debit card.

C onversation Questions

1. Do you have your own bank account? Did you find a hard time applying for it?
2. Would you like to work in a bank? Why/why not?
3. Do you agree that bank hours make it very difficult for working people to go there?
4. What banking services do you use the most?
5. Do you think banks help people to save money?
6. Where do you think is a safer place to keep your money – at the bank or under the bed? Why?