



ENGLISH

UNIT FIFTEEN

ELEMENTARY COURSE

WITH THE INSPIRE ACADEMY

A scenic photograph of a coastal area. In the foreground, there are large, layered rock formations in the water. In the middle ground, a large, multi-story building with a castle-like appearance, including a tower and a conical roof, is built on a rocky cliffside. The sea is a deep blue, and the sky is clear. A few small boats are visible in the water.

POLITE PHRASES

ADDRESSING PEOPLE

MISS

for a girl, or a woman who is not married

MRS

for a woman who is married

MS

for a woman, when you do not know if she is married

Madame

for a woman when you do not know her sur-name

MR

for a man

MASTER

for a young boy

SIR

for a man, when you don't know his name

+ surname
or family name
or last name

+ surname/
family name/
last name

For example, if you write a letter to someone you don't know, you write:

"Dear Sir / Madame"

If you write to two people who are married, you write:

"Dear Mr & Mrs Smith"

ENDING A LETTER OR SAYING GOODBYE

KIND REGARDS

to finish a letter or email

YOURS SINCERELY

to finish a letter or email

SEE YOU SOON

to say goodbye, or to finish an informal message

SEE YOU LATER

to say goodbye, if you will see the person very soon after

HAVE A GOOD DAY

to say goodbye, or at the end of a message

IT WAS NICE TO MEET YOU

to say goodbye, when you enjoyed meeting the person

LISTEN TO THE CONVERSATION AND ANSWER THE QUESTIONS



Good afternoon Mrs Suarez. Where is your husband Mr Danny Suarez?

He is swimming right now. We can meet you at 7 pm this evening?

That is perfect. Thank you. See you later!

Have a good afternoon.

1) At what time did this conversation happen : 11pm / 6 am / 1pm?

2) Name one mistake in the second line :

2.FILL IN THE GAPS

• Hello Brown. How are you and your wife?

• to meet at 10am?

• I look forwards to your reply.

..... ,


Sandra Jones


• Dear,

Let me introduce myself;.....

• Excuse me, Jenkins. What date is your wedding?

• It is on Good bye.

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 07.78.03.89.86

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