

# 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	30 thirty
3	three	14	fourteen	40 forty
4	four	15	fifteen	50 fifty
5	five	16	sixteen	60 sixty
6	six			70 seventy
7	seven	17	seventeen	80 eighty
8	eight	18	eighteen	90 ninety
9	nine	19	nineteen	100 one hundred
10	ten	20	twenty	

# Handwriting

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

Trace the numbers.

0 0 0 0 1 1 1 1

2 2 2 2 3 3 3 3

4 4 4 4 5 5 5 5

6 6 6 6 7 7 7 7

8 8 8 8 9 9 9 9

10 10 10 10

# 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

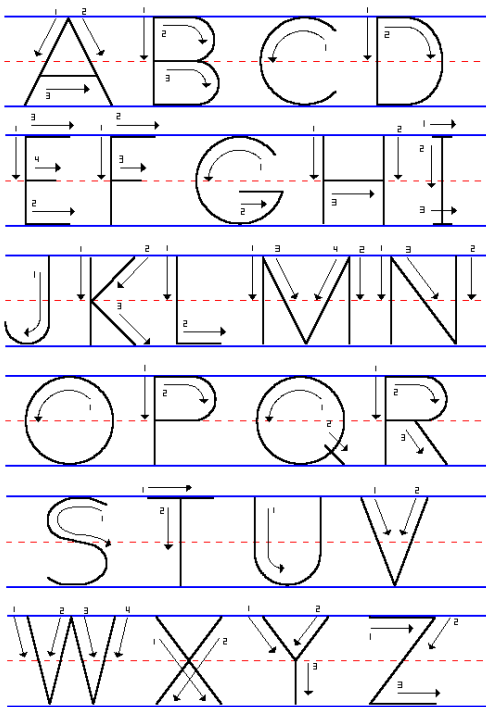
W W W

X X X

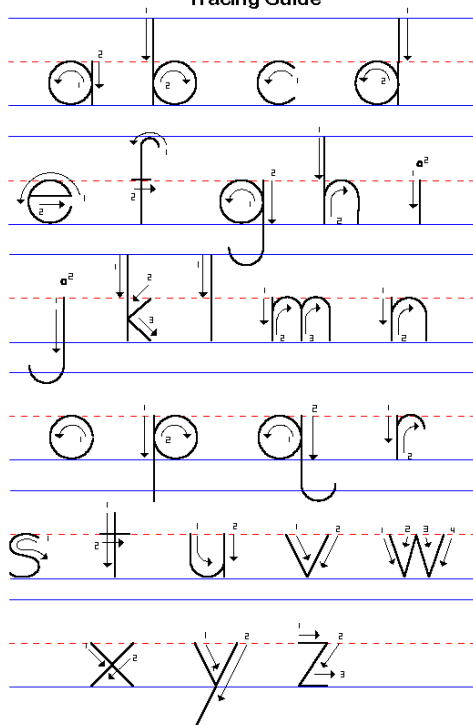
Y Y Y

Z Z Z

Tracing Guide



Tracing Guide



# 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

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

• • e • h •

j k l • • • q •

• • u v w x y z

# Dates

## Calendar

<b>2020</b>						
JANUARY		FEBRUARY		MARCH		
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
APRIL		MAY		JUNE		
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
JULY		AUGUST		SEPTEMBER		
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
OCTOBER		NOVEMBER		DECEMBER		
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Month

2020 FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

www.free-printable-calendar.com

## week

MARCH 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18	19	20	21

## day

January 2020

8
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Wednesday

date

24 / 11 / 2019

day

24

month

11

year

2019

## Days of the Week

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

## Months of the year

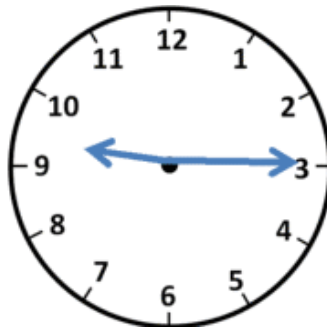
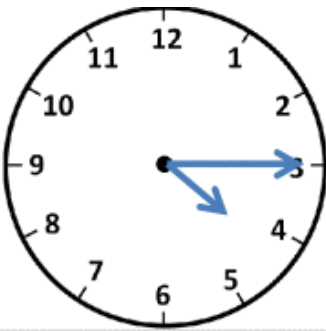
- |                    |                     |
|--------------------|---------------------|
| 1. <b>January</b>  | 7. <b>July</b>      |
| 2. <b>February</b> | 8. <b>August</b>    |
| 3. <b>March</b>    | 9. <b>September</b> |
| 4. <b>April</b>    | 10. <b>October</b>  |
| 5. <b>May</b>      | 11. <b>November</b> |
| 6. <b>June</b>     | 12. <b>December</b> |

# Time

O'clock:



Quarter past:

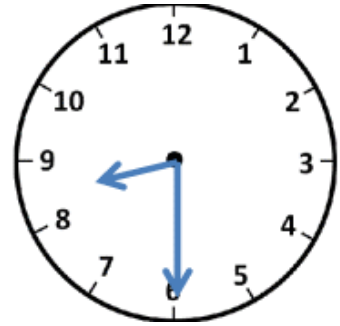
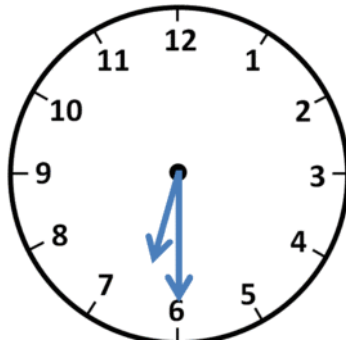
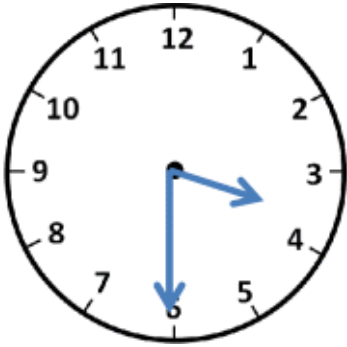


Twenty past:





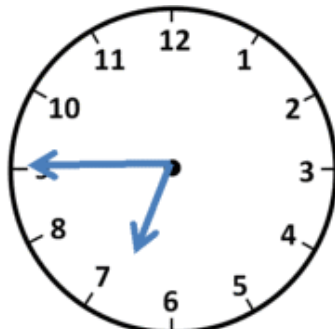
Half past:



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!**

# Notes