

# **Colloquial English**

**Graham Coe**

# **COLLOQUIAL ENGLISH**

---

Graham Coe



**Routledge & Kegan Paul**  
London, Boston and Henley

## To Joan

---

*First published in 1981*

*by Routledge & Kegan Paul Ltd*

*39 Store Street, London WC1E 7DD,*

*9 Park Street, Boston, Mass. 02108, USA, and*

*Broadway House, Newtown Road,*

*Henley-on-Thames, Oxon RG9 1EN*

*Set in 9/11 Linoterm Times by*

*Rowland Phototypesetting, Bury St Edmunds, Suffolk*

*and printed in Great Britain by*

*Lowe & Brydone Printers Ltd, Thetford, Norfolk*

*© Graham Coe 1981*

*No part of this book may be reproduced in*

*any form without permission from the*

*publisher, except for the quotation of brief*

*passages in criticism*

*British Library Cataloguing in Publication Data*

*Coe, Graham*

*Colloquial English. – (Routledge colloquial series).*

*1. English language – Text-books for foreigners*

*2. English language – Spoken English*

*1. Title*

*428.2'4*

*PE1128*

*80-41795*

*ISBN 0-7100-0740-X*

# ACKNOWLEDGMENTS

---

The author and publishers are grateful to the following for permission to reproduce copyright material:

London Transport Ltd for the map of the London Underground and material adapted from the pamphlet 'Underground to Heathrow' (pp. 16-19);

The Consumers Association for illustrations and material adapted from the July 1977 issue of *Which?* (p. 93);

The Post Office for information taken from the Telephone Directory (pp. 122-4).

# INTRODUCTION

---

The aim of this book is to help the student of English as a foreign or second language to use colloquial English. It is for learners anywhere in the world who have completed about three years of English at secondary level (whether recently or some time ago) and who need to revise and improve their speaking and understanding of English for social purposes or for their work.

The book is divided into 18 Units, graded in order of difficulty. Each Unit is built around six or seven short dialogues in which essential functions of colloquial English are practised. Examples of printed material illustrating various uses of English, together with sketches and diagrams, help to reinforce the language in the dialogues. There are numerous practice exercises, some of which need answers. You can check the answers from the Key at the back of the book. Also at the back of the book is a check-list of important words used in the book (the words in the 'boxes') and a list of the main activities around which it is written. There is also a cassette recording of the dialogues. This is an essential part of the course.

If necessary the student can use this book without a teacher, though obviously it is useful to have at least the help of a friend to converse with. For each Unit, read the introduction to the dialogues first. Then read the dialogues (you will need a good dictionary to help you with unfamiliar vocabulary). Listen to the dialogues, then listen to them again, making pauses for repetition. Repeat after each speaker or in the middle of longer sentences. Do this several times. It is a good idea to learn bits of the dialogues by heart. When you know the dialogues well do the practice work (remember this is designed for self-help) and the rest of the work in the Unit. A lot of the practice work, including the comprehension questions, should be done in writing. Choose your answers as far as possible from the

## X INTRODUCTION

dialogues or other material in the same Unit. Check your answers from the Key. But please note that in many exercises various answers are possible. Only one answer is given in the Key – the answer which is closest to the language in that Unit.

*Some practice is given in listening for the changes of tone in certain phrases or sentences. This helps the student to realise that intonation in English helps us to express meaning.*

For teachers who are going to use this book with their students there follow some further brief notes.

Meanwhile, welcome to Arcania, where most of the action in this book takes place.

## FOR THE TEACHER

---

This book spans the intermediate learning stage, from low to high intermediate. It seeks to reinforce and enrich language skills that have probably been neglected, due to the requirements of many a formal English syllabus. It is designed to be of use in any country in the world and will prove especially useful for students in language schools. It is suited for use on a self-help basis which is why more of the mechanical type of exercises are present in the book. But a teacher's guidance and encouragement are, of course, always beneficial.

The dialogues and practice sections have been specially written. They may be regarded as reconstructions of spoken language, edited for the printed page. The material for Further Study has been adapted from typical examples of written English (notices, guide-books, etc).

While exposing the student to a wide range of colloquial English forms and styles we have naturally had to limit the selection of items to be taught. It is not possible to encompass the whole range of colloquial English patterns and idioms in a short book of this kind. Therefore you should regard this course as a stimulus for developing colloquial skills which can then be used in an infinite number of more specialised activities. Within the functional framework which is linked together (not too tightly) by the events in the book there has been a tacit grading of structural patterns, based on the schedule presented in 'English Grammatical Structure' by L. G. Alexander and others (published by Longman). But it is neither desirable nor, indeed, possible, for the notions of colloquial English to be rigidly tied to structural patterns. Nor has it been possible to exclude some of the more 'difficult' items of vocabulary from the earlier Units. As for the situations, they become gradually more complex towards the

latter part of the book, leading the student into longer dialogues.

In the Introduction a general approach to the use of the book has already been suggested. The basis of the approach is role-playing: the students should think themselves into the roles of the characters in the dialogues. Some of the vocabulary and structure may already have been met by the student in reading texts but the important thing is to transfer this knowledge to active and instinctive use for a variety of practical purposes.

In Unit 17 we have revision of some of the main idiomatic phrases in previous Units, and in Units 17 and 18 there is some attention to more formal elements of discussion which some students may require for business purposes. We are assuming that your students may come from all walks of life and that as young or not-so-young adults they require added confidence in using colloquial English.



## 3

*Comprehension questions*

(a) 20.10 (b) Because another passenger wanted to sit in the same row as his family. (c) Because the passengers suddenly had to fasten their seat belts. (d) No. (e) No. (f) A pen.

*Practice 1*

(1) taken off (2) fasten (3) seat belts (4) change (5) take-off (6) delay (7) steward (8) sure

*Practice 3*

(a) We'll be taking off at . . . (b) We'll be opening the bar in a few minutes (c) We'll be giving out landing cards shortly (d) We'll be landing at Palmville at . . .

*Practice 4*

(a) There's something wrong with (b) Would you mind lending me your earphones?/ Not at all (c) Isn't this my seat? (d) Could I have a soft drink?

*Practice 5*

(a) In the overhead storage compartment. (b) While the aircraft is on the ground, during take-off and landing, in the aircraft toilets and in the non-smoking sections of the cabin. (c) Music, drawing books for children, games for children and adults and reading material. (d) Portable radio and TV sets. (e) Advice on the amount of duty-free goods allowed into each country. (f) They are supplied on board. (g) No.

*Practice 6*

(1) transit (2) transit (3) belongings (4) disembark (5) board (6) aircraft (7) security (8) prohibited

# 1 I'D LIKE TO BOOK A FLIGHT



## Important words

travel agency  
on business  
exhibition  
economy class  
change (v.)  
timetable  
airline

voucher  
receipt  
air terminal  
check in  
reservation  
confirmation

direct (adj.)  
insurance  
premium  
account  
valid  
claim (n.)

It was Monday morning and a lot of people were collecting tickets in the Gold Star travel agency. Among them were Mr and Mrs Taylor and their two children, Sarah and John. They were going on holiday to a small hotel on the coast of Arcania. Arcania is a small country in Asia. It was once under British rule, so many of the people there speak English.

Mr Robert Lee was also in the travel agency. He was going to Arcania as well, but he was going on business. He was going to arrange an exhibition for his company. Mr Lee's company publishes books and he sells books all over the world.

## 2 I'D LIKE TO BOOK A FLIGHT

Mr Taylor had booked his family's air tickets earlier, but Mr Lee hadn't booked his tickets yet.

### DIALOGUE A

*Mr Lee:* I'd like to book a flight to Palmville, please.

*Clerk 1:* Certainly, sir, single or return?

*Mr Lee:* Return, please, economy class. I believe there's a flight next Saturday.

*Clerk 1:* Just a minute, sir, I'll check . . . Sorry, sir, that's fully booked. But you can catch an SAS flight via Copenhagen – you change in Copenhagen.

*Mr Lee:* That sounds all right. Could I see the timetable?

### DIALOGUE B

*Mr Taylor:* I believe our tickets are ready. My name's Taylor.

*Clerk 2:* That's right, sir, here's your folder – air tickets, airline labels, hotel voucher, everything's here. And here's your receipt.

*Mr Taylor:* Fine. What time must we be at the air terminal?

*Clerk 2:* Your flight leaves at 19.30 and you must check in at the terminal two hours before.

### DIALOGUE C

*Mr Lee:* Could you make a hotel reservation for me?

*Clerk 1:* Yes, sir, which hotel?

*Mr Lee:* Hotel Samyra, if possible.

*Clerk 1:* Sorry?

*Mr Lee:* Samyra. S-A-M-Y-R-A.

*Clerk 1:* I see. OK, we'll get confirmation as soon as possible.

### DIALOGUE D

*Mrs Taylor:* How long does the flight take? It's a direct flight, isn't it?

*Clerk 2:* Yes, the travelling time is nine and a half hours. You arrive in Palmville just after 11.00 am local time. Your connecting flight to Port Merlin leaves two hours later.

*Mrs Taylor:* I hope we don't miss it.

**DIALOGUE E**

*Mr Lee:* I'd like to pay by cheque. Is that all right?

*Clerk 1:* Yes, sir, if you have a banker's card.

*Mr Lee:* Oh yes, here you are.

*Clerk 1:* Right. Thank you, sir.

**DIALOGUE F**

*Mr Taylor:* Oh, one more thing. Is our travel insurance all right?

*Clerk 2:* Yes, sir. The premium was included in our account.

*Mr Taylor:* And it's valid for the full two weeks?

*Clerk 2:* Oh, yes. In fact you're covered for seventeen days. And there's a claims form in your folder.

**Notes**

economy class: Most airlines have at least two classes of travel, first class and economy class, which is cheaper.

a folder: A big, strong envelope.

a voucher: This is a piece of paper which says that you have paid for something. You can use it instead of money to pay for food, travel, etc.

the air terminal: An airline office in the city.

a banker's card: This card proves that the bank will support your cheque payment.

the premium: Money which you pay when you take out insurance.

a claims form: You fill in a claims form if you want to claim under your insurance.

**COMPREHENSION QUESTIONS**

- Why do people in Arcania speak English?
- Why was Mr Lee going to Arcania?
- What was Mr Lee going to do in Copenhagen?
- Had Mr Taylor paid for his family's holiday?
- When did the Taylor family have to check in at the air terminal?
- Where did the Taylors have to change?
- How long did the Taylors' travel insurance last?

### PRACTICE 1

Fill in the missing words.

Mr Lee was going to fly (1) ..... Copenhagen to Arcania. He was going there to arrange a book (2) ..... He asked the clerk for a hotel (3) ..... in Palmville. When he paid for his ticket he showed his (4) .....

When the Taylors went to the (5) ..... they collected a (6) ..... full of travel papers. The clerk gave them the (7) ..... for their payment. When Mr Taylor asked the clerk about their (8) ..... he told them it was (9) ..... for over two weeks. The (10) ..... was included in the (11) ..... that he had received.

### PRACTICE 2

Practise this dialogue with the clerk (B).

A: I believe there's a (n) .....

B: That's right, sir. It leaves at 10.20.

A: OK, could you make a reservation for me?

B: Certainly, sir, single or return?

SAS flight  
direct flight  
flight via Palmville  
connecting flight

### PRACTICE 3

The clerk (B) is answering you. What did you say to him?

A: .....

B: Yes sir, they're in this folder.

A: .....

B: That's all right, sir. I'll give you a receipt.

A: .....

B: Two hours before the flight, sir.

**PRACTICE 4**

Which sentences (including one-word sentences) in the dialogues mean:

- (a) The flight takes nine and a half hours.
- (b) That's a good plan.
- (c) Very good!
- (d) Could you please repeat that.
- (e) Please take it.
- (f) Your insurance lasts .....
- (g) I understand.
- (h) I nearly forgot to mention something.

**FURTHER STUDY**

Here is part of an airline timetable.

Day	Mon										Tue										Wed													
Flight No. Aircraft Class	KF 901 747 F-Y	KE 701 A300 F-Y	KL 703 A300 F-Y	KE 721 A300 F-Y	KE 723 707 F-Y	KE 743 707 F-Y	KE 741 707 F-Y	KE 761 707 F-Y	K1 701 A300 F-Y	K1 701 A300 F-Y	K1 721 733 707 F-Y	K1 731 707 F-Y	K1 741 707 F-Y	K1 757 707 F-Y	K1 618 A300 F-Y	K1 801 707 F-Y	K1 703 721 723 707 F-Y	K1 743 707 F-Y	K1 761 707 F-Y	K1 701 A300 F-Y	K1 701 A300 F-Y	K1 721 733 707 F-Y	K1 731 707 F-Y	K1 741 707 F-Y	K1 757 707 F-Y	K1 618 A300 F-Y	K1 801 707 F-Y	K1 703 721 723 707 F-Y	K1 743 707 F-Y	K1 761 707 F-Y	K1 701 A300 F-Y			
Tokyo	Dp	1720	1050	1310							1720	1330																	1720	1330				
Nagoya	Dp									1130																								
Osaka	Dp				1100	1350			1800			1100			1800	1355	1550					1100	1350									1800		
Fukuoka	Dp							1450	1140					1450	1140														1450	1140				
Pusan	Ar Dp								1220	1915				1220	1915	1510 1550															1220	1915		
Cheju	Ar																									1630								
Seoul	Ar	1930	1300	1540	1230	1520	1600			1110	1940	1540	1210	1600			1720	1930	1540	1230	1520	1600												

**PRACTICE 5**

Passenger (A) is in Osaka. Complete the following dialogue with the clerk (B).

A: ..... Cheju, please.

## 6 I'D LIKE TO BOOK A FLIGHT

**B:** Certainly, sir, single or return?

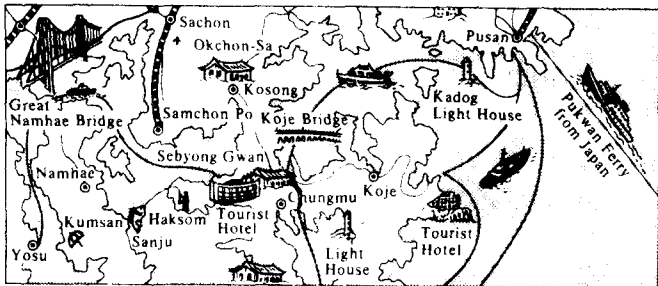
**A:** Return, please, economy class. .... next Monday.

**B:** Just a minute, I'll check . . . Sorry sir, there's no flight on Monday. But there's .....

**A:** That ..... all right. How long .....?

**B:** .....

Here is a map with some information about travel.



Tourist Map of the Hallyo Coast

### Transportation

By	From Seoul	Frequency	Duration	Fare
Express bus	Pusan	6.30- 17.50 (10 min. intervals)	5 hrs 20 min.	US \$15

### Hydrofoil

From	To	Frequency	Duration	Fare
Pusan	Chungmu	6 times/day	1½ hrs	US \$8.50
Chungmu	Yosu	3 times/day	1¾ hrs	US \$9.20

### Important words

express bus  
hydrofoil  
ferry  
cabin  
fare

*How to get there***Express bus/Hydrofoil**

A fast and comfortable express bus runs from Seoul to Pusan in less than 5½ hours. In Pusan you can change to the hydrofoil for Chungmu or Yosu. There are connections by air or by ferry (with cabins) between Pusan and Japan.

**Notes**

a hydrofoil: A hydrofoil stands up on the water. Compare this with a hovercraft, which flies on a layer of air.

a cabin: A private room on a ship.

**PRACTICE 6**

Two friends, (A) and (B), are talking in Seoul. Complete their conversation.

A: I'm going on ..... next week.

B: Oh? Where to?

A: To Chungmu.

B: Where's that?

A: On the .....

B: How are you going there?

A: Well, I'm catching the ..... bus to Pusan – they run every ..... Then I'll catch the ..... It's really very cheap – the ..... from Pusan to Chungmu is less than ..... And it only takes .....

Talking about insurance.

Here is part of an insurance certificate.

**Section A**

Medical and additional expenses. Age limit seventy-five. 50 per cent additional premium for ages over seventy but not exceeding seventy-five.

Maximum any one person £4000.

Special cancellation cover – air fare.



**Section B**

Personal accident. Age limit seventy-five.

Maximum any one person £25000.

Children aged under sixteen – maximum £5000.

**Section C**

Baggage and personal effects. Personal money.

Group discount is allowed  
for parties of three or  
more insured under one  
certificate

Total sum insured £.....  
Names of insured persons:  
.....  
.....  
.....

**Notes**

cancellation cover: Insurance against cancelling something.

personal effects: Things that you own

discount: A sum taken off the price

**Important words**

certificate  
medical  
expenses  
maximum  
cancel(lation)  
personal effects  
baggage  
discount

**PRACTICE 7**

(A) is talking to (B) about this company's insurance. Which of his statements are completely correct?

- (a) You can't get travel insurance if you're over seventy.
- (b) If you want medical insurance you can insure for any amount.
- (c) If a husband and wife insure together they can get a discount.
- (d) Anyone who has an accident can claim up to £25000.
- (e) Some people can claim if they have to cancel their air ticket.