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Patrick: Do you have one?

Michelle: Nope. Not yet.

Patrick: Don't you think they are useful?

Michelle: Of course they are. But I try to *keep track of* things in my head. It's a good exercise for challenging my memories and *organizational skills*.

Patrick: I used to do that, too.

Michelle: Really?

Patrick: But I don't do it anymore.

Michelle: Why not?

Patrick: I don't want to spend too much mental energy on memorizing *appointments* and people's phone numbers.

Michelle: I agree. I'm really bad with numbers and often forget phone numbers and miss important *appointments*.

Patrick: I hate feeling irresponsible.

Michelle: I hate showing up late for meetings.

Patrick: A while ago, I scheduled a physical during my office hour.

Michelle: Oh, no!

Patrick: Thank goodness my student called to *confirm* our *appointment*...

Michelle: ...or else you would have kept him waiting.

Patrick: This student suggested that I buy a *day planner*...

Michelle: ...to help you *stay on top of things*.

Patrick: *To stay on top of things* means to have everything under control.

Michelle: Punctuality is very important in today's society.

Patrick: Soon we'll spend a lesson talking about the importance of punctuality.

Michelle: Now let's teach our listeners how to use a *day planner*, so they can also *stay on top of things*.

Patrick: All right. Let's pretend that I'm inviting Michelle to dinner on Friday, March 15th.

Michelle: Before setting a time with Patrick, I have to flip to my calendar and look under March 15th to see if I am free that night.

Patrick: Let's pretend that Michelle has a dentist *appointment* at 4:30pm.

Michelle: So I would tell Patrick, "I would love to have dinner with you on Friday night. But can we meet around 6:30pm because I have a dentist *appointment* at 4:30pm?"

Patrick: If a 6:30 dinner is fine with me, I would say, "6:30 sounds perfect. Let's eat at Gratz, this Italian restaurant on Main Street."

Michelle: I would write in my *day planner* the name of the restaurant and the meeting time.

Patrick: Of course, being a considerate person, I would give Michelle the address and the phone number of the restaurant, in case she doesn't know how to get there.

Michelle: I would enter all this information in the address/telephone directory of the *day planner*.

Patrick: Then everything is all set for Friday night.

Michelle: You see, a *day planner* helps you ~~keep~~ *things organized*.

Patrick: That's right.

Michelle: However, it's still important to *confirm* your appointments...

Patrick: ...in case the other party forgets.

Michelle: If you are *organized*, you can help others *stay on top of things*.

Patrick: In Michelle's case, I definitely need to *confirm* our dinner *appointment*.

Michelle: Patrick! Why do you always make fun of me?

Patrick: Because I love you! Now I'm going to play "Because I Love You," for Michelle.

Michelle: Here is "Because I Love You."

Music

Patrick: That was "Because I Love You."

Michelle: Pat, *day planners* can make useful presents.

Patrick: You're right. Thanks for the idea.

Michelle: No problem.

Patrick: In the States, *day planners* come in all sizes, shapes, and styles.

Michelle: Some come in an expensive leather, zipper binder...

Patrick: ...and some have an elegant Victorian tapestry binder.

Michelle: My friend owns a *day planner* that has everything from a calendar to an atlas to a monthly spending plan.

Patrick: Wow!

Michelle: She puts everything in her *day planner*. She says, "My entire life is in this *organizer*."

Patrick: So, what happens if she were to lose her *day planner*?

Michelle: Then she would feel completely lost.

Patrick: Michelle, do you think it's healthy to become so dependent on a *day planner*?

Michelle: Probably not. A *day planner* is just a tool that helps you stay *organized*.

Patrick: Kind of like using a wallet to keep your money, credit cards, and driver's license.

Michelle: Right! A wallet doesn't make you *organized*.

Patrick: You use a wallet to help you keep *organized*.

Michelle: The idea is learning to manage and *organize* your life and belongings.

Patrick: In the States, companies that manufacture *day planners* also host seminars that teach their clients how to use the *day planners* to effectively manage time and accomplish tasks.

Michelle: As we said before, "Time management is the way to success."

Patrick: Speaking of time, let's review.

Michelle: *day planner*  
*appointment*  
*confirm*  
*organizer*  
*organizational skills*  
*organize*  
*Keep track of ...*

*Stay on top of things*

*Lose track of...*

Patrick: Nowadays, it's fashionable to carry a *day planner*.

Michelle: Because most people want to stay and appear *organized*.

Patrick: They don't want to lose control.

Michelle: Patrick and I would like to help our listeners *stay on top of things*.

Patrick: So in the near future, PEN will also introduce a *day planner* and host seminars on time management.

Michelle: Make sure to tune in for more information.

Patrick: We will end today's PEN with Edie Brickell & New Bohemians' "Beat The Time."

Michelle: Until next time...

Patrick: ...take care!

Music



## *~ Lesson 2 ~*

### It's Time For A Change

#### **The Education:**

It's time for a change.  
something different  
Don't ruin the suspense!  
Don't ruin the surprise!  
"yes" or "no" questions

#### **The Entertainment:**

Patrick: So, Michelle, you were back in the States for almost a month.

Michelle: That's right. I went back to gather more material for PEN.

Patrick: And what did you bring back?

Michelle: Some pretty useful stuff, like music, books, and a bunch of new ideas.

Patrick: That's great. Any personal gifts for your dear brother?

Michelle: Of course I bought you presents.

Patrick: What? What did you bring back for me?

Michelle: Well, the usual. Candies, magazines, the latest computer programs, and some new clothes.

Patrick: Thanks, but I was sort of hoping for *something different*.

Michelle: What! How ungrateful of you!

Patrick: Oh, you know what I mean. You always bring me the same types of gifts.

Michelle: So you have grown tired of my presents?

Patrick: No, not really, but I just think *it's time for a change*.

Michelle: What kind of change?

Patrick: Anything.

Michelle: Well, I do have something unusual coming from the States.

Patrick: Really? Is it big? Did you ship it?

Michelle: It's definitely big but I didn't ship it.

Patrick: Did you air mail it?

Michelle: Kind of. It's coming in on a plane.

Patrick: Oh, I'm so excited. You sent me a big package from the States.

Michelle: Humm...

Patrick: Well, what did you get me?

Michelle: It's for you as well as for our listeners.

Patrick: That's even better. I love sharing my presents. But do you think our listeners will like this gift?

Michelle: I hope so. It's certainly a very unusual thing to give as a present.

Patrick: Oh, I love *surprises*. Listeners, aren't you excited, too?

Michelle: Pat, calm down. I have to tell--

Patrick: Tell us about the gift, Michelle. Actually, don't tell us. It might *ruin the suspense*. Let's guess. Listeners, help me guess.

Michelle: Patrick, I have to tell--

Patrick: Oh, I have an idea. Let's ~~try~~ *something different* on PEN. Let's play a game.

Michelle: Yes, I agree. *It's time for a change.* What game are we going to play?

Patrick: A guessing game. I will ask you questions about the gift.

Michelle: That's stupid. All you have to do is ask me what the gift is, and the game is over.

Patrick: No, no, no. There is a rule.

Michelle: What rule?

Patrick: I can only ask "yes" or "no" questions. In other words, you can only answer "yes" or "no."

Michelle: I understand. So you can't ask me, "What's the color of the gift?"

Patrick: Right, I can only ask, "Is the color of the gift red?"

Michelle: Sounds fun. Let's play.

Patrick: Before we start, let's begin our lesson.

Michelle: *It's time for a change.  
something different  
Don't ruin the suspense!  
Don't ruin the surprise!  
"yes" or "no" questions*

Patrick: Great, now we'll listen to "Things Ain't Like They Used To Be," by UB 40.

Music

Michelle: That was "Things Ain't Like They Used To Be."

Patrick: Time to start our game. Michelle, is the present as big as I am?

Michelle: Yes.

Patrick: Wow, that's huge. Does it move?

Michelle: Yes.

Patrick: Is it a PEN mobile?

Michelle: Nope. By the way, listeners, this is a good opportunity to learn how to form "yes" or "no" questions. So pay attention.

Patrick: Is it a huge TV screen?

Michelle: No, sorry.

Patrick: Can it talk or make noises?

Michelle: Yes.

Patrick: Is it a huge speaker so we can broadcast PEN?

Michelle: No, it's not a huge speaker but yes, it can broadcast PEN. It can sing too.

Patrick: Strange. Too strange. Oh, I know. Is it a giant karaoke machine?

Michelle: No.

Patrick: Help, listeners! I have no idea what this present is.

Michelle: Any more questions or do you give up?

Patrick: Not yet. I don't give up that easily. Let's see. It can move, it can sing, it can broadcast PEN. Michelle, is it alive?

Michelle: Yes.

Patrick: And it's as big as me. Michelle, what kind of scary gift did you bring me?

Michelle: It's our friend, Alex.

Patrick: No kidding. Listeners, Alex is our friend from school. He is also bilingual like Michelle and me.

Michelle: I told him about PEN and he was very excited for us. Then I showed him a few letters that our listeners wrote us.

Patrick: And he became even more excited and decided to join us. Is that right?

Michelle: Yes, that's correct.

Patrick: So in the future, we're going to have a new host on PEN.

Michelle: Someone who speaks English and Chinese and also sings well.

Patrick: Oh, this is a wonderful present. I'm sure our listeners will love him.

Michelle: Listeners, make sure you give Alex your warmest welcome when he joins us.

Patrick: He will introduce different aspects of the American culture to us.

Michelle: He can talk about his work experiences with some of the largest American companies, such as IBM and JP Morgan.

Patrick: In addition, he can sing and make PEN even more interesting.

Michelle: As we said before, "PEN is growing and changing everyday."

Patrick: Remember the quote, "Nothing endures but change."

Michelle: So we believe that *it's time for a change* and Alex is just the thing.

Patrick: The only bad part is that we *ruined the surprise* for our listeners.

Michelle: No, not we. You did.

Patrick: Stop kidding around. Let's review our short lesson. We sure spent a lot of time playing the game.

Michelle: That's OK. It's edutainment. Also I believe our listeners learned how to form "yes" or "no" questions.



Patrick: Here is our lesson.

*It's time for a change.  
something different  
Don't ruin the suspense!  
Don't ruin the surprise!  
"yes" or "no" questions*

Michelle: Soon we'll have a new friend, Alex.

Patrick: Now let's end today's PEN with "A Friend Like Me."

Michelle: Talk to you later. Bye.

Music