

# I CERTIFICATE

in

Spoken and  
Written English

NSW  
SWE



**NSW AMES**

WORKBOOK

# Contents

<b>Unit 1</b>	<b>Module A Learning strategies</b>	
	• Learning plans	1
	• Preparing for study	4
<b>Unit 2</b>	<b>Module B Personal information</b>	
	• Personal details	5
	• Giving personal details	12
	• Form filling	14
<b>Unit 3</b>	<b>Module C Transactions</b>	
	• Shopping	19
	• At the medical centre	24
	• Buying clothes	26
	• Asking for information	34
<b>Unit 4</b>	<b>Module D Information texts</b>	
	• What we buy	37
	• How much is it?	41
	• An excursion	45
	• What's the weather like?	47
	• At work	50
<b>Unit 5</b>	<b>Module E Short informal exchanges</b>	
	• Conversations	55
	• Chatting about the weekend and holidays	59
<b>Unit 6</b>	<b>Modules F and G Descriptions</b>	
	• Describing people	63
	• Describing jobs	68
	• Describing where we live	72
<b>Unit 7</b>	<b>Module H Telephone exchanges</b>	
	• Telephone messages	75
<b>Unit 8</b>	<b>Module I Spoken and written instructions</b>	
	• Using machines	81
	• Giving directions	83
	• Beach safety	87
<b>Unit 9</b>	<b>Module J Spoken recounts</b>	
	• Excursion to the library	91
	• Life stories	93
	• Working lives	96
<b>Unit 10</b>	<b>Modules K Written recounts</b>	
	• Accident reports	99
	• Sharing stories with friends	103
	<b>Transcripts</b>	109
	<b>Answers</b>	123

Note  This icon displays CD number and track number.