

Contents:

CD-ROM 1 - Beginner Level 1:

	Video Story	Grammar	Vocabulary	Other
Units 1 and 2	<p>Hello, how are you? Teresa meets a colleague and a friend.</p>	<ul style="list-style-type: none"> • Subject pronouns • Use of the familiar and polite forms of 'you' • Numbers 0 - 20 	<ul style="list-style-type: none"> • Greetings • How are you? • Farewells 	<ul style="list-style-type: none"> • say hello both formally and informally • ask the question, "How are you?" • answer the question, "How are you?" • ask how a third person is • say goodbye
Assignment 1 – Formal and informal greetings				
Units 3 and 4	<p>My name's Richard Spencer goes to the offices of Elite Fashion Spain for a meeting.</p>	<ul style="list-style-type: none"> • Nouns and articles • Countries and capital cities • Numbers 21 - 99 	<ul style="list-style-type: none"> • Alphabet 	<ul style="list-style-type: none"> • Give a suitable greeting • Give the purpose of the visit • Demonstrate understanding regarding the purpose of the visit • Ask someone for their name / name of their company • Give their name / name of their company • Request repetition • Spell names
Assignment 2 – A visitor to your company				

	Video Story	Grammar	Vocabulary	Other
Units 5 and 6	About yourself Teresa del Valle and Richard Spencer meet for the first time.	<ul style="list-style-type: none"> • Present tense of regular verbs • Present tense of 'tener' and 'ser' • Nationalities 	<ul style="list-style-type: none"> • Professions • Places of work • Personal information 	<ul style="list-style-type: none"> • Greet someone and introduce yourself • Express pleasure at meeting someone • Enquire about someone's job title / role in the company • Give your job title / role in the company • Ask for personal details • Give personal details
Assignment 3 – Talking about yourself				
Units 7 and 8	Checking into the hotel A hotel guest gives his details and checks on meal times.	<ul style="list-style-type: none"> • Asking questions • Telling the time • Ordinal numbers (1st, 2nd, 3rd etc) 	<ul style="list-style-type: none"> • Hotel accommodation • Hotel facilities 	<ul style="list-style-type: none"> • Greet reception staff and introduce yourself • Discuss details of the reservation • Request information about hotel prices • Understand information given about hotel prices • Request information about hotel services • Understand information given about hotel services • Request repetition and slower delivery
Assignment 4 – Booking a hotel room				
Units 9 and 10	A bite to eat A customer orders something to eat and drink in a bar.	<ul style="list-style-type: none"> • Simple adjectives • More on asking questions 	<ul style="list-style-type: none"> • Drinks • Tapas 	<ul style="list-style-type: none"> • Ask what is available • Order something to eat • Order something to drink • Request the bill • Understand prices and local currency
Assignment 5 – Ordering in a bar				

CD-ROM 2 - Beginner Level 2:

	Video Story	Grammar	Vocabulary	Other
Units 1 and 2	<p>Where's the...? A hotel guest asks the hotel receptionist about facilities in the hotel and where they are located.</p>	<ul style="list-style-type: none"> • Commands (imperatives) • Simple negatives 	<ul style="list-style-type: none"> • Hotel facilities • Where is / are ...? • Directions 	<ul style="list-style-type: none"> • Attract someone's attention • Ask about hotel facilities • Ask where things are • Say you are looking for something • Understand given directions • Say thank you
Assignment 1 – Asking the way				
Units 3 and 4	<p>Around town Richard Spencer asks for directions to several places around town.</p>	<ul style="list-style-type: none"> • Prepositions for location (to, in, at etc) 	<ul style="list-style-type: none"> • Places around town 	<ul style="list-style-type: none"> • Attract someone's attention • Ask where something is • Understand given directions • Give directions • Ask how far away something is
Assignment 2 – Directions around town				
Units 5 and 6	<p>Booking a flight Richard Spencer calls to book a flight from Madrid to London Heathrow.</p>	<ul style="list-style-type: none"> • Numbers 100+ • Date 	<ul style="list-style-type: none"> • Days and times of day • Travel by plane 	<ul style="list-style-type: none"> • Make a flight reservation request • Give specific flight information i.e. dates, times, ticket type • Give personal details • Ask for clarification • Understand travel information and details

	Video Story	Grammar	Vocabulary	Other
Assignment 3 – Booking a flight to Lisbon				
Units 7 and 8	<p>Getting to the airport Richard Spencer is travelling to the airport. First he catches the metro and then he takes the airport shuttle bus to the terminal.</p>	<ul style="list-style-type: none"> • Present tense of some irregular verbs 	<ul style="list-style-type: none"> • Types of transport • Travel by train 	<ul style="list-style-type: none"> • Attract someone's attention • Purchase a ticket to travel • Understand prices • Enquire about frequency of trains and buses
Assignment 4 – Buying a train ticket				
Units 9 and 10	<p>Checking in Richard Spencer is at the airport checking in for his flight to London Heathrow.</p>	<ul style="list-style-type: none"> • Possessive adjectives (my, your etc) • Impersonal verb - gustar 	<ul style="list-style-type: none"> • Places around the airport • Travel by plane 	<ul style="list-style-type: none"> • Ask where something is • Respond to questions about travel documentation • Respond to questions about luggage • Request specific seating on the plane • Understand information given regarding boarding
Assignment 5 – Checking in for a flight to Madrid				

CD-ROM 3 - Lower Intermediate Level 1:

	Video Story	Grammar	Vocabulary	Other
Units 1 and 2	<p>Meeting people Richard Spencer makes small talk with another hotel guest in the hotel bar.</p>	<ul style="list-style-type: none"> • More adjectives • Verbs conocer and saber 	<ul style="list-style-type: none"> • Attracting attention • Personal information • Purpose of visit • Do you speak...? • Offering 	<ul style="list-style-type: none"> • Attract someone's attention • Make polite requests • Ask for and give personal information • Make polite small talk • Talk about your country and the country you are visiting • Offer beverages
Assignment 1 – Meeting up				
Units 3 and 4	<p>Meeting up again Richard Spencer returns to visit Elite Fashion to talk about marketing his company's product range in their catalogue.</p>	<ul style="list-style-type: none"> • Preterite tense • Reflexive verbs 	<ul style="list-style-type: none"> • Greetings • Introductions • Job titles / responsibilities • Departments 	<ul style="list-style-type: none"> • Welcome and greet someone both formally and informally • Introduce people both formally and informally • Talk in the past tense • Talk about job titles and responsibilities • Ask about a journey • Talk about the business trip
Assignment 2 – Welcoming a visitor back				

	Video Story	Grammar	Vocabulary	Other
Units 5 and 6	Can I speak to...? Richard Spencer calls Elite Fashion. He wants to speak to the marketing director.	<ul style="list-style-type: none"> • Direct object pronouns 	<ul style="list-style-type: none"> • Asking to speak to someone • Who's calling? • Can you spell...? • I'll put you through • Leaving a message 	<ul style="list-style-type: none"> • Use an appropriate telephone greeting • Ask to speak to someone on the telephone • Give your name and the name of your company • Spell your name and the name of your company • Respond accordingly when someone is not available • Ask to leave a message • Say you will call back
Assignment 3 – Making a telephone call				
Units 7 and 8	Eating out Richard Spencer is having dinner in the hotel restaurant.	<ul style="list-style-type: none"> • Future tense 	<ul style="list-style-type: none"> • Around the menu • Starters • Main courses • Desserts • Drinks 	<ul style="list-style-type: none"> • Ask for a suitable table • Order a starter, main course and dessert • Ask for a recommendation • Say how you would like something cooked • Order something to drink • Ask what is available • Order coffee • Ask for the bill
Assignment 4 – Ordering at the restaurant				
Units 9 and 10	Sightseeing Richard Spencer goes to the Tourist Information Office. He enquires about the best sights to see in Madrid over the weekend.	<ul style="list-style-type: none"> • Indirect object pronouns 	<ul style="list-style-type: none"> • Public places around a town • Famous sights around Madrid 	<ul style="list-style-type: none"> • Ask for recommendations • Say how long you are staying • Ask about bookings • Ask about opening and closing times • Ask for a guide / tourist leaflet

	Video Story	Grammar	Vocabulary	Other
Assignment 5 – A weekend in Granada				

CD-ROM 4 - Lower Intermediate Level 2:

	Video Story	Grammar	Vocabulary	Other
Units 1 and 2	<p>Catching the train Richard Spencer goes to the train station. He wants to travel to Seville.</p>	<ul style="list-style-type: none"> • Prepositions used with time 	<ul style="list-style-type: none"> • Ticket types • Places around the station • On the train 	<ul style="list-style-type: none"> • Ask about the times of trains to a specified destination • Ask how long a journey takes • Specify a particular time of day for travelling • Ask if you have to change trains • Specify a type of ticket and in which class • Ask about facilities on the train • Follow instructions
Assignment 1 – Buying a train ticket				
Units 3 and 4	<p>What does it look like? Richard Spencer has left his bag on the train. He goes to the lost property office to find it.</p>	<ul style="list-style-type: none"> • More on adjectives 	<ul style="list-style-type: none"> • Colours • Materials • Shapes • Patterns • Accessories 	<ul style="list-style-type: none"> • Ask for help • Say you have lost something • Describe the thing you have lost - colour, material • List contents of a bag • Give personal details
Assignment 2 – Describing a lost item				
Units 5 and 6	<p>How does it work? Teresa shows her colleague Paloma how to use the new photocopier.</p>	<ul style="list-style-type: none"> • More on giving commands (imperative forms) 	<ul style="list-style-type: none"> • Verbs for commands • Office equipment • Positions • Sequence words 	<ul style="list-style-type: none"> • Ask how something works • Give instructions using sequencing - first, next, then... • Use commands - place, press, call, switch on... • Describe a piece of equipment

	Video Story	Grammar	Vocabulary	Other
Assignment 3 – Instructions for using the printer				
Units 7 and 8	Problems in the hotel Richard Spencer has some problems at the hotel he is staying in.	<ul style="list-style-type: none"> • Perfect tense 	<ul style="list-style-type: none"> • It doesn't work... • Items in the hotel room • Problems with the bill 	<ul style="list-style-type: none"> • Say something doesn't work • Ask for someone to fix something • Ask for something to be sent to your room • Ask for the bill • Query an amount on the bill • Say how you wish to pay
Assignment 4 – Reporting problems at the hotel				
Units 9 and 10	Leaving a message Richard Spencer calls Elite Fashion and asks to speak to Mr Santiago Martín. He leaves a message with the receptionist.	<ul style="list-style-type: none"> • Radical changing verbs • Conditional tense for polite requests 	<ul style="list-style-type: none"> • Is ... available? • Can I have extension...? • I'll put you through • Leaving a message • When will ... be available? 	<ul style="list-style-type: none"> • Ask if someone is available • Give your name and company name • Ask when someone will back at the office • Ask if someone can call you back • Give your telephone number
Assignment 5 – Calling and leaving a message				

CD-ROM 5 - Lower Intermediate Level 3:

	Video Story	Grammar	Vocabulary	Other
Units 1 and 2	<p>Buying Euros Richard Spencer goes to the bank. He wants to take out some money using his Visa card.</p>	<ul style="list-style-type: none"> • Gender of Nouns 	<ul style="list-style-type: none"> • Money related vocabulary • Around the bank 	<ul style="list-style-type: none"> • Ask if you can withdraw money using a credit card • Ask about the current exchange rate • Understand details about commission rates • Specify the amount you wish to withdraw • Ask how long something will take • Understand given instructions and directions • Specify the money denominations you require
Assignment 1 – At the bank				
Units 3 and 4	<p>At the department store Teresa del Valle is shopping at the department store. First she goes to look at clothes and then to the shoe department.</p>	<ul style="list-style-type: none"> • Comparative Adjectives and Adverbs 	<ul style="list-style-type: none"> • Clothes and Footwear • Colours • Materials • Styles • Patterns 	<ul style="list-style-type: none"> • Say what you are looking for • Give a description of what you are looking for • Give details of size • Talk about what you like and dislike • Say which colour you like • Describe how something feels on • Ask for a bigger / smaller size • Follow instructions and directions • Ask how much something is • Ask if you can pay by credit card
Assignment 2 – Buying clothes				

	Video Story	Grammar	Vocabulary	Other
Units 5 and 6	<p>What did you do at the weekend? Teresa and Richard talk about what they did at the weekend.</p>	<ul style="list-style-type: none"> • Superlative Adjectives and Adverbs 	<ul style="list-style-type: none"> • Places of interest and leisure • Leisure activities 	<ul style="list-style-type: none"> • Describe something you did in the past • Say where you went • Give an opinion using the past tense
Assignment 3 – A weekend in Barcelona				
Units 7 and 8	<p>Eating out with a friend Teresa and Richard have dinner together in a restaurant.</p>	<ul style="list-style-type: none"> • Impersonal Verbs 	<ul style="list-style-type: none"> • Around the restaurant • Menu • Descriptions of food • Opinions on food and drink 	<ul style="list-style-type: none"> • Give details of your reservation • Give your preferred seating arrangement • Ask someone what they think about the menu • Give recommendations off the menu • Say what you want to have as a starter • Say what you want to have as a main course • Ask about preferences • Ask about drinks • Give your opinion on the meal • Order coffee
Assignment 4 – An evening out				
Units 9 and 10	<p>I'd like to order Mrs Vivanco calls Elite Fashion to place an order from their catalogue. The receptionist puts her through.</p>	<ul style="list-style-type: none"> • Imperfect Tense 	<ul style="list-style-type: none"> • Account details • Order descriptions • Delivery 	<ul style="list-style-type: none"> • Give your account details • Confirm your personal details • Give model descriptions • Give catalogue reference numbers • Say how many you want • Say which colour you want • Understand prices, order reference numbers and delivery details

	Video Story	Grammar	Vocabulary	Other
Assignment 5 – A telephone order				