

**Paul Dummett** and **Jake Hughes**

Series Adviser **Catherine Walter**

# Navigate

**Coursebook**  
with video

**Beginner → A1**

**OXFORD**

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**OXFORD**  
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- Describe rooms and furniture
- Explain problems
- Write a hotel review

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# First meetings



## 1.1 On business or on holiday?

GOALS ■ Introduce yourself ■ Ask questions with *be*

Listening & Speaking saying *hello*



1a 1.1 ))) Listen and read.

Hi, I'm Paul.



Hello, I'm Alisa.



b Work with a partner. Say your name.

2a 1.2 ))) Listen and note the stress.

P *Hi, I'm Paul.*

A *Hello. I'm Alisa. Nice to meet you, Paul.*

P *And you.*

b 1.3 ))) Listen and repeat.

c Practise the conversation with a partner. Use your names.

3 Work with another partner. Practise the conversation.

A *Hello, I'm ...*







B *Hi. I'm ...*

A *Nice to ... you, ...*

B *And ...*

**Grammar & Listening** verb *be* (I/you)

4 1.4 ))) Listen to three conversations. Tick (✓) the correct box for each person.

Name	on business	on holiday	to study
 Paul	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Havva	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Josué	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Alisa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Sunil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Julie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5a 1.5 ))) Listen to Havva and Paul again. Complete the questions and answers.

H Are you here on <sup>1</sup> \_\_\_\_\_?  
 P <sup>2</sup> \_\_\_\_\_, I am. And <sup>3</sup> \_\_\_\_\_? Are you here on business?  
 H <sup>4</sup> \_\_\_\_\_, I'm not. I'm on <sup>5</sup> \_\_\_\_\_.

b 1.6 ))) Listen, check and repeat.

6 Complete the Grammar focus box. Use exercise 5 to help you.

**GRAMMAR FOCUS** verb *be* (I/you)

Positive (+)		
I	<sup>1</sup> _____ (am)	Paul.
You	're (are)	here on holiday.
Negative (-)		
I	'm not (am not)	here on holiday.
You	aren't (are not)	here to study.
Questions (?)		
<sup>2</sup> _____	you	Alisa?
Short answers		
(+) Yes,	I	<sup>3</sup> _____.
(-) No,	I	'm <sup>4</sup> _____.

→ Grammar Reference page 116

7a Complete the conversation between Sunil (S) and Julie (J).

S Hello, I' <sup>1</sup> \_\_\_\_\_ Sunil.  
 J Hi, I' <sup>2</sup> \_\_\_\_\_ Julie.  
 S Nice to meet you, Julie.  
 J And you. <sup>3</sup> \_\_\_\_\_ you here on holiday?  
 S No, I' <sup>4</sup> \_\_\_\_\_ . I' <sup>5</sup> \_\_\_\_\_ here to study.  
 And you? <sup>6</sup> \_\_\_\_\_ you on holiday?  
 J Yes, I' <sup>7</sup> \_\_\_\_\_ .

b 1.7 ))) Listen and check your answers.

8a Put the lines in the correct order to make a conversation.

- No, I'm not. I'm here on holiday.
- I'm Paul. Nice to meet you, Julie.
- And you. Are you here on business, Paul?
- 1 Hi, I'm Julie.
- Yes, I am. And you? Are you here on business?

b Work with a partner. Practise the conversation in exercise 8a.

9 Work with a partner. Take turns to introduce yourself.

Use the prompts to help you.

- A Hello, ...
- B Hi, ...
- A Nice to meet you, ...
- B You too. ... here on business / on holiday / to study?
- A Yes, ... / No, ... And you?
- B I'm here ...

**LISTENING SKILLS** recognizing questions



The word order helps you to recognize statements and questions.

Statement: *You are* on holiday.

Question: *Are you* on holiday?

1 Are these statements or questions? Add a full stop (.) to the statements and a question mark (?) to the questions.

- 1 Hello. Are you Angela
- 2 You're here on business
- 3 Are you here to study
- 4 I am here on business
- 5 Are you on holiday

2a 1.8 ))) Listen. Are they statements (S) or questions (Q)?

- 1  S    2     3     4     5

b Compare your answers with a partner.



# 1.2 Where are you from?

**GOALS** ■ Say countries and numbers 1-10 ■ Talk about where you're from

## Vocabulary numbers 1-10, countries

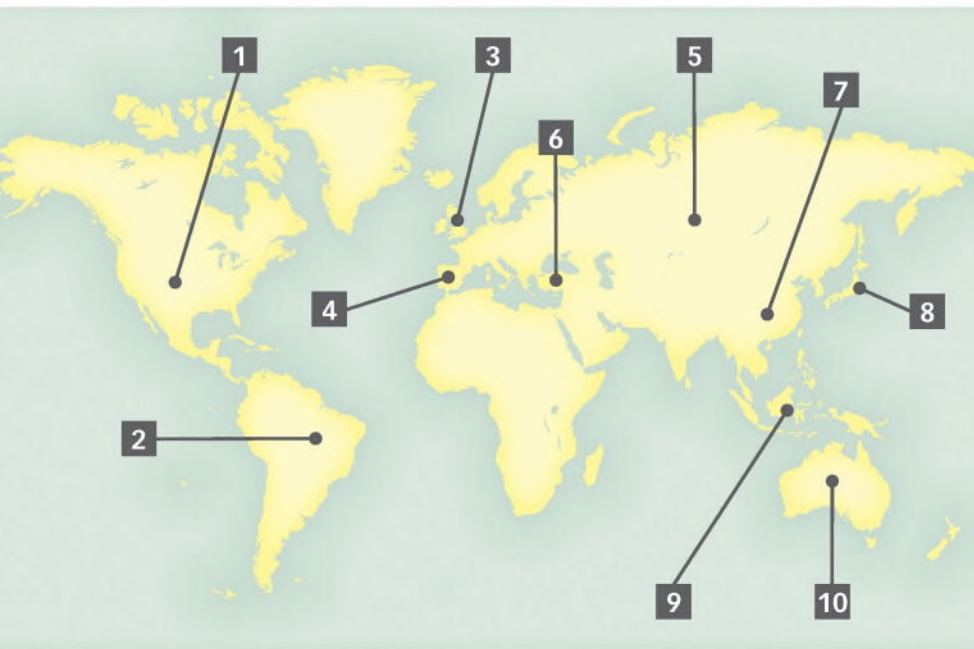
**1a 1.9** ))) Listen to the numbers. Write the correct number next to each word.

two	___	eight	___
five	___	six	___
four	___	nine	___
one	<u>1</u>	ten	___
three	___	seven	___

**b 1.9** ))) Listen again and repeat the numbers.

**2a** Match the countries in the box to numbers 1-10 on the map.

Australia 10 Brazil China Indonesia Japan  
Russia Spain Turkey the UK the USA



**b 1.10** ))) Listen and check your answers.

## PRONUNCIATION saying names of countries

**3a 1.11** ))) Listen and mark the stress on the countries in exercise 2.

Australia ● Brazil ●

**b 1.11** ))) Listen again and repeat.

**4** Work with a partner. Look at the map again. Student A, say a number. Student B, say the name of the country.

**5a** Work with a partner. Look at the map in exercise 2 again. Complete the chart with the countries on the map.

Country	Population
1 <u>China</u>	~ 1,400,000,000
2 _____	~ 320,000,000
3 _____	~ 255,000,000
4 _____	~ 205,000,000
5 _____	~ 147,000,000
6 _____	~ 127,000,000
7 _____	~ 78,000,000
8 _____	~ 65,000,000
9 _____	~ 46,000,000
10 _____	~ 24,000,000

**b** Work in small groups. Compare answers.  
*I think number one is China.*

**c 1.12** ))) Listen and check your answers.

## Grammar & Speaking verb *be* (we/you)

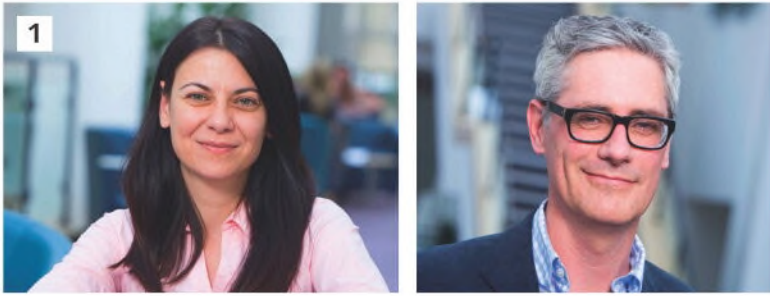
**6a 1.13** ))) Listen and read.



**b 1.14** ))) Listen and repeat.

**c** Work with a partner. Practise the conversation in exercise 6a.

7a 1.15 ))) Listen to two conversations. Circle the correct countries and cities for the people.



**1**  
**Name:** Alisa **Name:** Paul  
**Country:** 1 Russia / the USA **Country:** 3 the UK / the USA  
**City:** 2 Moscow / St Petersburg **City:** 4 Aberdeen / London



**2**  
**Name:** Julie and Frank  
**Country:** 5 the UK / Australia  
**City:** 6 Sydney / Perth

b Match questions 1–4 from the listening to answers a–d.

- |                              |                      |
|------------------------------|----------------------|
| 1 Where are you from, Alisa? | a No, we aren't.     |
| 2 And you, Paul?             | b We're from Perth.  |
| 3 Where in Australia?        | c I'm from Russia.   |
| 4 Are you from Sydney?       | d I'm from Aberdeen. |

c 1.16 ))) Listen and check your answers.

8 Complete the Grammar focus box. Use exercise 7 to help you.

**GRAMMAR FOCUS** verb *be* (we/you)

Positive (+)			
We	1 _____ (are)	from China.	
You	're (are)	from the USA.	
Negative (-)			
We	2 _____ (are not)	from China.	
You	aren't (are not)		
Questions (?)			
Where	3 _____	you	from?
	Are	you	from Brazil?
Short answers			
(+) Yes,	we	are.	
(-) NO,	we	4 _____ (are not).	

→ Grammar Reference page 116

9a Work with a partner. Complete the conversation with information about you.

- A Where 1 \_\_\_\_\_ 2 \_\_\_\_\_ from?  
 B 3 \_\_\_\_\_ from 4 \_\_\_\_\_.  
 A Where in 5 \_\_\_\_\_?  
 B 6 \_\_\_\_\_ from 7 \_\_\_\_\_. And you?  
 A 8 \_\_\_\_\_ from 9 \_\_\_\_\_ in 10 \_\_\_\_\_.

b Compare your answers with another pair.

10 Work with a partner. Practise the conversation in exercise 9a with different countries/cities. Student A, turn to page 106. Student B, turn to page 111.

**READING SKILLS** recognizing proper nouns

The names of people and places are proper nouns. They have a capital letter, e.g. *Jane, England, Paris*.

- 1 Find the proper nouns in sentences 1–5.  
 1 Hello, I'm Carlos.  
 2 Where are you from, Rashid?  
 3 I'm from Canada.  
 4 We're from Chennai in India.  
 5 Dave and Patsy are on holiday in Mauritius.

2 Work with a partner. Put the proper nouns in exercise 1 in the correct place in the table.

Person	Country	City
Carlos		

3 Read the text. Answer the questions.

'I'm Jacqui. I'm from Boston. I'm not from the USA. I'm from Boston in the UK.'

'And I'm Kevin. I'm from Guelph in Canada. Jacqui and I are on holiday in Nicaragua. We are in a hotel in Granada.'

- 1 Who are the two people?  
 2 Where are they from?  
 3 Where are they now?



# 1.3 How do you spell that?

GOALS ■ Say the alphabet ■ Use question words

## Vocabulary the alphabet

1 1.17 ))) Listen and repeat the letters of the alphabet.

### VOCABULARY FOCUS the alphabet



! C = capital C    tt = double t

### PRONUNCIATION the alphabet

1.18 ))) All the letters of the English alphabet have one of these seven sounds:

/eɪ/ – eight    /e/ – ten    /əʊ/ – no    /ɑː/ – are  
/iː/ – three    /aɪ/ – five    /juː/ – you

You can learn the letters of the alphabet in these sound groups.

2a 1.19 ))) Listen to the alphabet again. Write the letters in the correct place in the table.

/eɪ/	/iː/	/e/	/aɪ/	/əʊ/	/juː/	/ɑː/
A	B	F	I	O	Q	R

b 1.20 ))) Listen, check and repeat.

3a 1.21 ))) Listen and circle the correct letter.

- |         |          |
|---------|----------|
| 1 j / g | 6 y / j  |
| 2 e / i | 7 i / y  |
| 3 f / v | 8 q / k  |
| 4 c / s | 9 a / h  |
| 5 a / r | 10 o / u |

b Work with a partner. Say the letters.

HR TV FAQ IMF ASAP WHO

4 Work with a partner. Write the letters you hear. Student A, turn to page 106. Student B, turn to page 111.

5 1.22 ))) Listen and circle the correct name.

- Elena / Elinor
- Jackie / Jacqui
- George / Jorge
- Paula / Paola
- John / Joan

6 1.23 ))) Listen to four conversations. Write the names.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7a 1.24 ))) Listen, read and repeat conversation 4.

- A What's your name?  
B My name's Roger.  
A How do you spell that?  
B R-O-G-E-R.  
A R-O-G-E-R?  
B Yes, that's right.

b Talk to other students. Practise the conversation in exercise 7a. Use your names.



**Grammar & Listening** question words

8a Complete the questions with the correct question word.

What (x2) Where (x2) How

- 1 Name: A \_\_\_\_\_'s your name?  
B Osvaldo Aguilar.
- 2 Spelling: A \_\_\_\_\_ do you spell that?  
B A-G-U-I-L-A-R.
- 3 Country: A \_\_\_\_\_ are you from?  
B Spain.
- 4 City: A \_\_\_\_\_ in Spain?  
B Barcelona.
- 5 Number: A \_\_\_\_\_'s your phone number?  
B 00 34 735 994 6810.

! 0 - oh 88 - double eight

b Compare your answers with a partner.

9 Look at the questions in exercise 8 again. Match question words 1-3 to answers a-c in the Grammar focus box.

**GRAMMAR FOCUS** question words

Wh- questions start with a question word.

- 1 What? a K-A-E-L-A-N
- 2 Where? b Kaelan, 00 40 745 6597752
- 3 How? c Japan, Paris

→ Grammar Reference page 117

10a Match beginnings 1-5 to endings a-e.

- 1 What's a phone number?
- 2 Where are b you from?
- 3 Where in c you spell that?
- 4 How do d your name?
- 5 What's your e Italy?

b Compare your answers with a partner. Ask and answer the questions. Use your own information.



11a 1.25 ))) Listen to two conversations. Complete the form.

First name:	Havva	Josué
Last name:		
Country:		
Phone number:		

b 1.26 ))) Listen to the first conversation again and complete the sentences.

- A Hello. <sup>1</sup>\_\_\_\_\_ you \_\_\_\_\_ for the GHQ conference?
- B Yes, <sup>2</sup>\_\_\_\_\_.
- A <sup>3</sup>\_\_\_\_\_ your name?
- B My <sup>4</sup>\_\_\_\_\_ ... (name).
- A <sup>5</sup>\_\_\_\_\_ do you spell that?
- B ... (letters of name).
- A Where <sup>6</sup>\_\_\_\_\_ from?
- B <sup>7</sup>\_\_\_\_\_ ... (country).
- A And <sup>8</sup>\_\_\_\_\_ your phone number?
- B It's ... (number).
- A Thanks. Have a <sup>9</sup>\_\_\_\_\_ day.

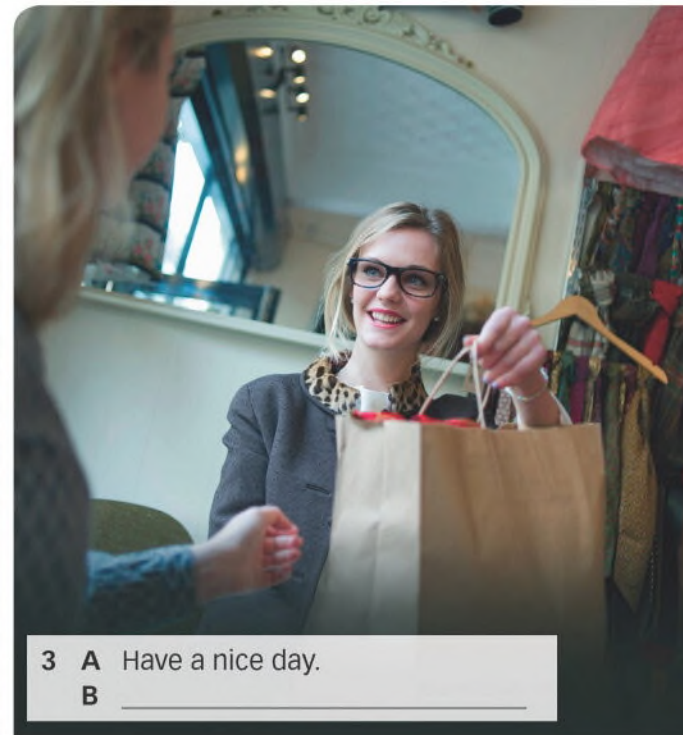
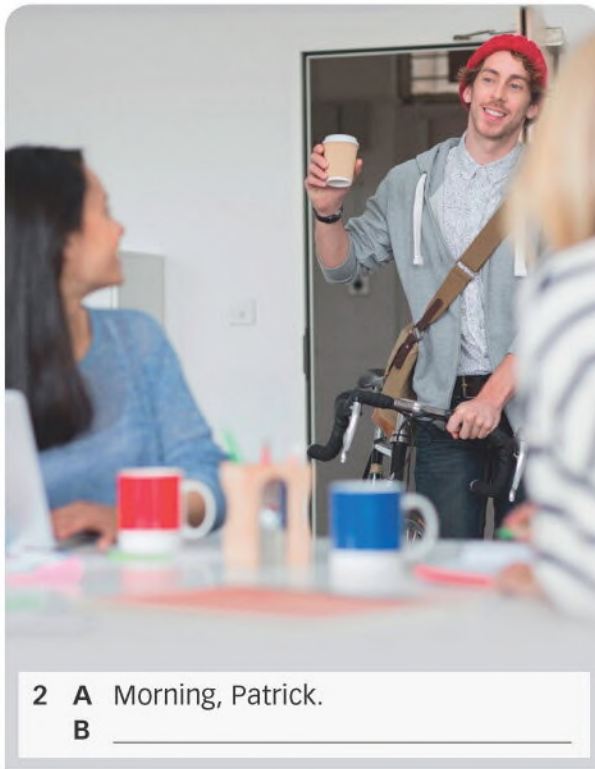
12 Work with a partner. Practise the conversation in exercise 11b.

# 1.4 Speaking and writing

GOALS ■ Say *hello* and *goodbye* ■ Fill in a form

## Listening & Speaking *hello* and *goodbye*

1 1.27 ))) Look at the photos and listen. Are the people saying *hello* or *goodbye*?



2a Complete conversations 1–4 with phrases a–d.

- a Goodbye.
- b Good morning.
- c Thanks. You, too.
- d Fine, thanks. And you?

b 1.27 ))) Listen again, check and repeat.

c Work with a partner. Practise the conversations.

3 Work with a partner. Practise saying *hello* and *goodbye*. Use the Language for speaking box to help you.

### LANGUAGE FOR SPEAKING *hello* and *goodbye*

**Hello**

*Hi./Hello.  
Good morning./Morning.  
How are you?  
Fine, thanks. And you?  
Great, thanks.*

**Goodbye**

*Have a nice day.  
Thanks. You too.  
Goodbye./Bye.  
Bye. See you later.*

4a 1.28 ))) Read the *Understanding ...* box and listen to the examples.

### UNDERSTANDING ... hellos and goodbyes

Learn these short responses so you can reply quickly.

Hear	Say
<i>Hello./Good morning.</i>	<b>Hello./Hi./Morning.</b>
<i>How are you?</i>	<b>Fine. And you?</b>
<i>Have a good/nice day.</i>	<b>Thanks. Bye.</b>
<i>Goodbye./See you later.</i>	<b>Bye.</b>

b 1.29 ))) Close your books. Listen and reply quickly.

**Reading & Writing** filling in a form

5 Read the information and complete the registration card.



Hi, I'm Josie Harris from the USA. I'm here on business. My address is 909 Cameron Road, Austin, Texas.

**HOTEL REGISTRATION CARD**

First name 1

Last name Harris

Country 2

Home address 3 Cameron Road,  
Austin, Texas.

Reason for visit On 4

Signature Josie Harris

6a Underline the CAPITAL letters in the information about Josie in exercise 5.

Hi, I'm ...

b Read the Language for writing box. Match the CAPITAL letters in the information about Josie in exercise 5 to categories 1-6 in the box.

Hi, I'm Josie ...

number 5    number 4

**LANGUAGE FOR WRITING** checking capital letters

Use capital letters for ...

1	a name	<i>Havva Yilmaz</i>
2	a city	<i>London</i>
3	a country	<i>China</i>
4	<i>I</i>	<i>I am from Poland.</i>
5	the first word in a sentence	<i>We are on holiday.</i>
6	names of roads and streets	<i>8 Park Road</i>

c Compare your answers with a partner.

7a Correct five mistakes in the registration card.



**HOTEL REGISTRATION CARD**

First name Zack

Last name Taylor

Country australia

Home address 608 Parker street,  
perth

Reason for visit On Holiday

Signature Zack Taylor.

b Compare your answers with a partner.

8a Write your own registration card.

**HOTEL REGISTRATION CARD**

First name

Last name

Country

Home address

Reason for visit

Signature

b Work with a partner. Swap cards and check the CAPITAL letters.

# 1.5 Video

## At the hotel

1 Work with a partner. Look at the photos. Which of these things do you see in them?

breakfast conference room credit card guest receptionist registration card restaurant room key

2 Watch the video and circle the correct option.

- 1 Leila is from *Hong Kong / London*.
- 2 The hotel is in *Hong Kong / London*.
- 3 Richard is from *the USA / England*.
- 4 Richard is *on holiday / on business*.
- 5 Fabienne is from *France / Canada*.
- 6 Fabienne is *on holiday / on business*.
- 7 Breakfast is in the *conference room / restaurant*.

3 Watch the video again and complete the registration cards.

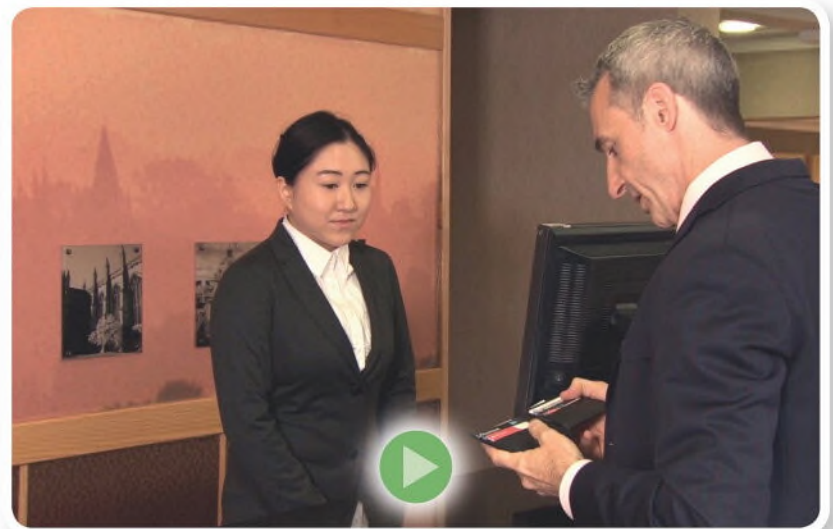
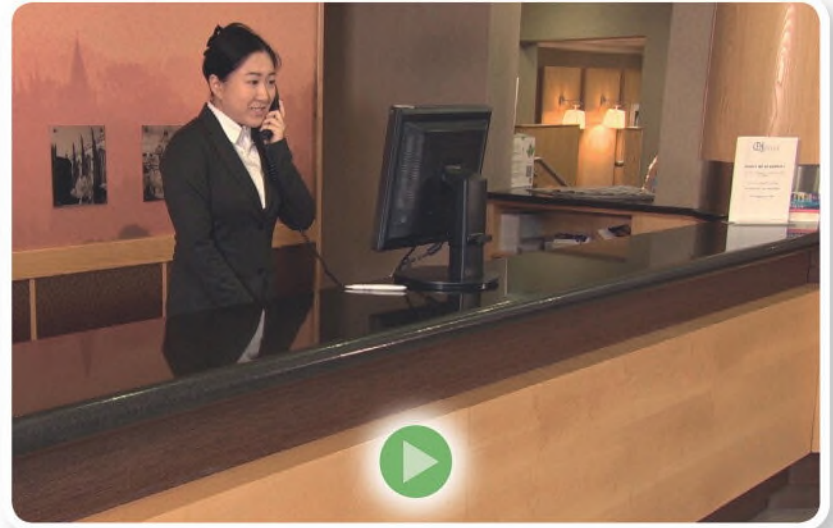
<b>First name</b>	Richard
<b>Last name</b>	1 _____
<b>Address</b>	11 Stanley 2 _____ Tunbridge Wells England
<b>Number of nights</b>	3 _____

<b>First name</b>	Fabienne
<b>Last name</b>	4 _____
<b>Address</b>	12 rue Pasteur Bordeaux 5 _____
<b>Number of nights</b>	6 _____

4a **TASK** Work with a partner. Who says these things? Is it the receptionist (R) or the guest (G)?

- Is check-in here?
- I'm here on holiday.
- Are you here on business?
- What's your address?
- Here's my credit card.
- Where's breakfast?
- Here's your room key.
- The restaurant is over there.
- What's your name?
- See you later.
- I'm from France.
- How do you spell that?
- Sign here, please.
- How are you?

b Take turns to be a receptionist and a guest. Act out a conversation in a hotel. Use the questions and answers in exercise 4a to help you.



# Review

**1a** Put the words in the correct order to complete the conversation.

A Gary / I'm / Hello, .

B Hi, / Sally / I'm .

A meet / to / Nice / Sally / you, .

B too / You, .

holiday / here / you / on / Are ?

A not. / No, / I'm / on / here / I'm / business.

you / And ?

B study / I'm / to / here .

**b** 1.30 ))) Listen and check your answers.

**2a** Write the missing words to complete the questions.

1 A \_\_\_\_\_ your name?

B Gary.

2 A \_\_\_\_\_ do you spell that?

B G-A-R-Y.

3 A Where are you \_\_\_\_\_, Gary?

B Canada.

4 A Where \_\_\_\_\_ Canada?

B Toronto.

5 A \_\_\_\_\_ you here on business?

B Yes, I am.

6 A What's \_\_\_\_\_ phone number?

B 001 289 463 55788.

**b** Work with a partner. Ask and answer questions to complete the hotel registration card. Use your own information.

HOTEL REGISTRATION CARD	
First name	<input type="text"/>
Last name	<input type="text"/>
Country	<input type="text"/>
Home address	<input type="text"/>
Reason for visit	<input type="text"/>
Signature	<input type="text"/>

**3a** Correct the underlined words.

A You are from Japan?

B No, we not from Japan. We am from China. And you?

A I from Russia.

B Am you here on holiday?

A Yes, I'm.

**b** Compare your answers with a partner. Practise the conversation using your own information.

**4** Write the correct letters to make countries.

1 \_ \_ P A \_ \_ N

4 \_ \_ U \_ \_ S I \_ \_

2 \_ \_ \_ R K \_ \_ Y

5 \_ \_ H I N \_ \_

3 \_ \_ R A \_ \_ \_ L

6 \_ \_ \_ D \_ \_ N E \_ \_ I A

**5** 1.31 ))) Listen and write the names or numbers you hear.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

**6** Put eleven CAPITAL letters in the correct places.



my name is kabelo. i'm from johannesburg in south africa. danisa and i are on holiday in england. we are in a hotel in london.

**7a** Match phrases 1-6 to answers a-f.

1 Nice to meet you.

a Thanks. You, too.

2 How are you?

b Bye. See you later.

3 Have a nice day.

c Me, too.

4 I'm here on holiday.

d Good morning.

5 Morning, Bill.

e And you.

6 Goodbye.

f Fine, thanks. And you?

**b** Work with a partner. Take turns to say the phrases in exercise 7a and give the answers.