

## Unit 2

# Giving Personal Information

### Lesson 1

#### **The Alphabet**

- Identify and say letters
- Spell words

### Lesson 2

#### **Numbers 0–9, Phone Numbers**

- Count and use numbers in everyday life

### Lesson 3

#### **Numbers 10–100, Ages**

- Count and use numbers in everyday life

### Lesson 4

#### **Addresses**

- Say and write addresses

### Lesson 5

#### **Addressing an Envelope**

- Address a letter

### Lesson 6

#### **Personal Information Forms**

- Complete forms with personal information

## Learn

**A**



Look at the letters. Listen and point. Listen and repeat.

**Aa Bb Cc Dd Ee Ff**  
**Gg Hh Ii Jj Kk Ll Mm**  
**Nn Oo Pp Qq Rr Ss**  
**Tt Uu Vv Ww Xx Yy Zz**

**B**



**DICTATION.** Write the letters you hear.

- |          |          |           |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____  |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

**C**

**PAIRS.** Check your answers.

## Practice

**A**

**PAIRS.** Student A, say a letter. Student B, say the letter after. Take turns.

**Example:**

A: R.

B: S.

A: Right!

**B**



**DICTATION.** Write the words you hear.

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

**C**

**PAIRS.** Check your answers.

# Learn



29 Listen to the conversation. Listen and repeat.

Mrs. Jones: Hello. May I help you?  
Mr. Ali: Hello. I'm here to see Miss Acosta.  
Mrs. Jones: What's your name, please?  
Mr. Ali: Omar Ali.  
Mrs. Jones: How do you spell your first name?  
Mr. Ali: It's Omar, O-M-A-R.  
Mrs. Jones: And how do you spell your last name?  
Mr. Ali: A-L-I.



## Note



It's OK to ask people how to spell their names. It can help you remember the name.

## Make It Yours

- A** **PAIRS.** Practice the conversation. Use your own names.
- B** **GROUPS OF 4.** Ask each other *What's your first name? What's your last name? Ask How do you spell . . . if you need to.*

Student 1	_____	_____
	First name	Last name
Student 2	_____	_____
	First name	Last name
Student 3	_____	_____
	First name	Last name
Student 4	_____	_____
	First name	Last name

## BONUS

What's your middle name? Tell the class.

## Learn

**A**  **30** Look at the numbers. Listen and point. Listen and repeat.

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
zero	one	two	three	four	five	six	seven	eight	nine

**B** *PAIRS.* Student A, say a number. Student B, say the number that comes before. Take turns.

*Example:*

A: 3.

B: 2.

A: Right!

## Practice

**A**  **31** Listen. Listen and repeat.

A: What's your phone number?

B: It's 555-1980.

A: And your area code?

B: 612.

A: Thanks.

**B**  **32** *DICTIONARY.* Write the area codes and phone numbers you hear.

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

## Make It Yours

*PAIRS.* Practice the conversation. Use your own information. (It's OK to use made-up information.)

A: What's your phone number?

B: It's \_\_\_\_\_.

A: And your area code?

B: \_\_\_\_\_.

A: Thanks.

## Learn

**A**



33

Look at the numbers. Listen and point. Listen and repeat.

<b>10</b> ten	<b>17</b> seventeen	<b>24</b> twenty-four	<b>40</b> forty
<b>11</b> eleven	<b>18</b> eighteen	<b>25</b> twenty-five	<b>50</b> fifty
<b>12</b> twelve	<b>19</b> nineteen	<b>26</b> twenty-six	<b>60</b> sixty
<b>13</b> thirteen	<b>20</b> twenty	<b>27</b> twenty-seven	<b>70</b> seventy
<b>14</b> fourteen	<b>21</b> twenty-one	<b>28</b> twenty-eight	<b>80</b> eighty
<b>15</b> fifteen	<b>22</b> twenty-two	<b>29</b> twenty-nine	<b>90</b> ninety
<b>16</b> sixteen	<b>23</b> twenty-three	<b>30</b> thirty	<b>100</b> one hundred

**B**

**PAIRS.** Student A, say a number. Student B, point. Take turns.

**C**

**PAIRS.** Student A, say a number. Student B, write the number. Take turns.

\_\_\_\_\_

## Practice

### Note



*Most of the time, it is not polite to ask someone's age. Sometimes we ask the ages of children or older people.*



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Listen to the conversation. Listen and repeat.

A: Do you have any children?

B: Yes. I have a son and a daughter.

A: How old are they?

B: My son is 16. My daughter is 13.

A: That's nice.

## Make It Yours

**PAIRS.** Practice the conversation. Use true information. If you don't have children, say, *No, I don't.*

# Lesson 4 Addresses

## Learn

A



35

Look at the pictures. Listen and point. Listen and repeat.



B

*PAIRS.* Student A, point to an address. Student B, say the address. Take turns.

## Practice

A



36

Listen to the conversation. Listen and repeat.

A: What's your address?

B: It's 314 Tall Oaks Road, Apartment 1.

A: That's 314 Tall Oaks Road, Apartment 1?

B: That's right.

B

*PAIRS.* Practice the conversation. Use the addresses in Learn.

## Learn

A

Look at the compass. Listen to your teacher say the directions. Listen and point. Listen and repeat.

B

*PAIRS.* Student A, say a direction. Student B, point. Take turns.



## Make It Yours

*PAIRS.* Student A, ask Student B his or her address. Student B, answer. (It's OK to use made-up information.) Take turns.

## Practice

**A** Match the words to their abbreviations.

- |                           |          |
|---------------------------|----------|
| <u>  f  </u> 1. Road      | a. Blvd. |
| <u>     </u> 2. Street    | b. Apt.  |
| <u>     </u> 3. Avenue    | c. Dr.   |
| <u>     </u> 4. Boulevard | d. St.   |
| <u>     </u> 5. Drive     | e. Ave.  |
| <u>     </u> 6. Apartment | f. Rd.   |

**B** Match the words to their abbreviations.

- |                           |       |
|---------------------------|-------|
| <u>     </u> 1. North     | a. NE |
| <u>     </u> 2. South     | b. N  |
| <u>     </u> 3. East      | c. SW |
| <u>     </u> 4. Northeast | d. S  |
| <u>     </u> 5. West      | e. W  |
| <u>     </u> 6. Southwest | f. E  |

**C** *PAIRS.* Check your answers.

## Make It Yours

Complete the form. (It's OK to use made-up information.) For state postal abbreviations, see page 199.

Name	_____
Street Address	_____ Apt. # _____
City	_____ State _____ Zip Code _____

## Listen



Listen. What do you hear? Circle *a* or *b*.

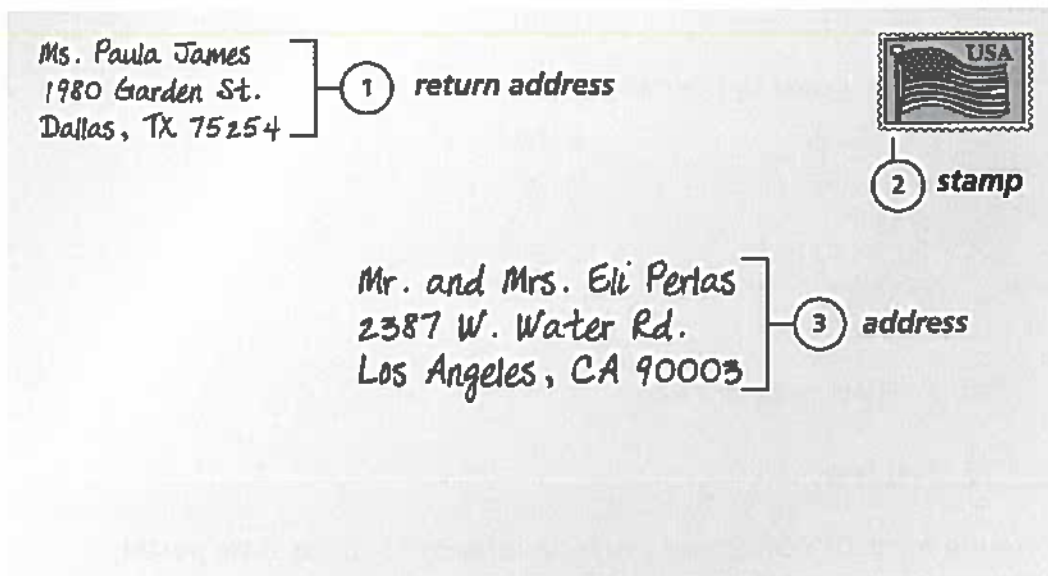
- |                           |                        |
|---------------------------|------------------------|
| 1. a. 9516 N. Beach Ave.  | b. 9516 S. Beach Ave.  |
| 2. a. 227 E. New York St. | b. 227 W. New York St. |
| 3. a. 320 Tall Oaks Rd.   | b. 320 Tall Oaks Dr.   |
| 4. a. 1306 Hudson Blvd.   | b. 3006 Hudson Blvd.   |
| 5. a. 185 Park Ave. NE    | b. 185 Park Ave. NW    |

## Lesson 5

# Addressing an Envelope

### Learn

- A** Listen to your teacher say the parts of the envelope. Listen and repeat.



- B** Look at the envelope again. Answer the questions. Circle a or b.

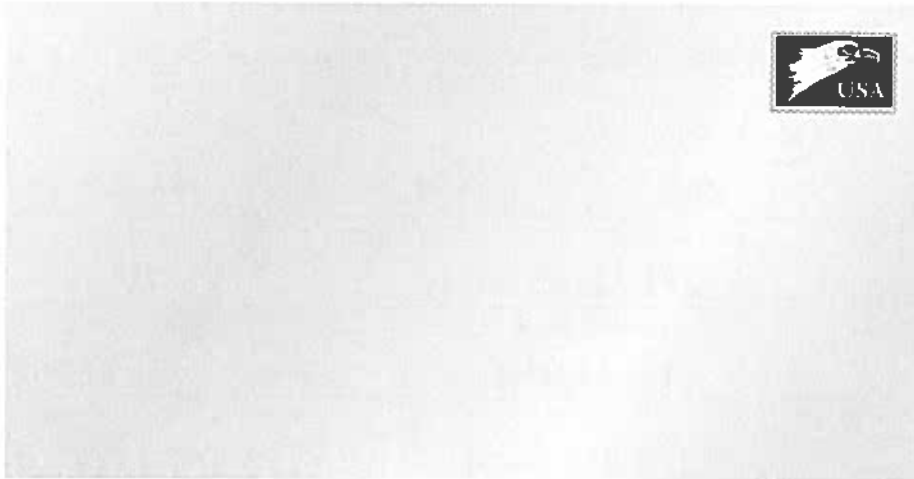
- Who is sending the letter?  
a. Paula James                      b. Mr. and Mrs. Perlas
- Who is getting the letter?  
a. Paula James                      b. Mr. and Mrs. Perlas
- Where is the letter going?  
a. Dallas                                b. Los Angeles
- What state is in the return address?  
a. Texas                                 b. California
- What is 90003?  
a. the area code                      b. the zip code



## Practice

Dana Clark's address is 213 Maple Street in Orlando, Florida. Her zip code is 32819. She is sending a letter to Ms. Claire Costas. Ms. Costas's address is 2133 Park Avenue, Apartment 14A, in New York, New York. Her zip code is 10016.

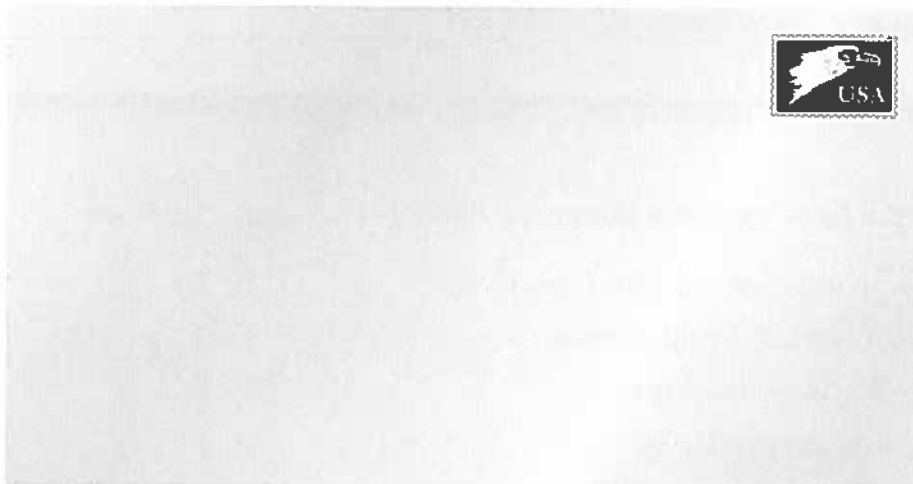
**A** Address the envelope.



**B** *PAIRS.* Check your answers.

## Make It Yours

Address an envelope to a friend or family member or to your teacher at the school address. Remember to write your return address.



**BONUS**

*PAIRS.* Why is it important to write your return address?

# Lesson 6

# Personal Information Forms

## Learn

**A**



Look at the form. Listen and point. Listen and repeat.

**DIRECTIONS:** Please print clearly. Use blue or black ink.

1. TITLE: Mr. Mrs. Miss Ms.

2. NAME: Kim N Phan  
FIRST NAME MIDDLE INITIAL LAST NAME

3. ADDRESS: 231 Maple Street 2E  
NUMBER AND STREET APARTMENT  
Los Angeles CA 90006  
CITY STATE ZIP CODE

4. TELEPHONE: 213-555-5444 213-555-7777  
HOME OTHER

5. SEX: MALE \_\_\_\_\_ FEMALE X

6. MARITAL STATUS:  
 MARRIED X SINGLE \_\_\_\_\_ DIVORCED \_\_\_\_\_ SEPARATED \_\_\_\_\_

7. SOCIAL SECURITY NUMBER (SSN): 123-45-6789

8. SIGNATURE: Kim N. Phan

**B**

Read the form. Read the sentences. Circle *T* for *True* or *F* for *False*.

- 1. The person's name is Mrs. Phan N. Kim. T F
- 2. She lives at 231 Maple Avenue. T F
- 3. She lives in an apartment. T F
- 4. She lives in Los Alamos. T F
- 5. She has two phone numbers. T F

**C**

**PAIRS.** Check your answers.

## Make It Yours

Complete the form. (It's OK to use made-up information.)

**DIRECTIONS:** Please print clearly. Use blue or black ink.

1. TITLE: Mr. Mrs. Miss Ms.
2. NAME: \_\_\_\_\_  
FIRST NAME MIDDLE INITIAL LAST NAME
3. ADDRESS: \_\_\_\_\_  
NUMBER AND STREET APARTMENT  
\_\_\_\_\_  
CITY STATE ZIP CODE
4. TELEPHONE: \_\_\_\_\_  
HOME OTHER
5. SEX: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_
6. MARITAL STATUS:  
MARRIED \_\_\_\_\_ SINGLE \_\_\_\_\_ DIVORCED \_\_\_\_\_ SEPARATED \_\_\_\_\_
7. SOCIAL SECURITY NUMBER (SSN): \_\_\_\_\_
8. SIGNATURE: \_\_\_\_\_

### Note

Be careful! Keep your personal information private.

