

4 Match the words or phrases (1-6) with the definitions (A-F).

- 1 __ request 4 __ parent letter
2 __ class list 5 __ introduction
3 __ philosophy 6 __ change of clothes

- A to ask for something politely
B a letter written by a teacher to parents of the teacher's students
C a group of clothes that are worn as an outfit
D a set of beliefs related to a particular task
E a list of the names of the students in a class
F an event when something is shown or when people meet for the first time

5 Listen and read the email again. What is one reason for sending a parent letter?

Listening

6 Listen to a conversation between a teacher and an assistant. Mark the following statements as true (T) or false (F).

- 1 __ The woman already wrote the parent letter.
2 __ The man will create a supply list.
3 __ The woman already wrote the names on the labels.

7 Listen again and complete the conversation.

- Teacher:** We still have a lot of things to 1 _____ before school starts.
Assistant: Yeah, we do. What do you want me to do?
Teacher: Will you create a 2 _____? I want to include it in the parent letter.
Assistant: Sure. I can create the 3 _____ sheet too. Have you written the parent letter?
Teacher: Yes. I'm going to make a 4 _____. I want you to put labels on the chairs.
Assistant: Sounds good. Have you written the names on the 5 _____ yet?
Teacher: No, I haven't. Can you do that for me?
Assistant: Yeah, of course. What else do you need?
Teacher: I think I want to change the 6 _____.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

- Will you ...?*
Have you ...?
I want you to ...

Student A: You are the teacher. Talk to Student B about:

- what has already been done to prepare for school
- what still needs to be done to prepare for school
- who will do each task

Student B: You are the assistant. Talk to Student A about preparing for school.

Writing

9 Use the conversation from Task 8 to complete the instructions for the teacher's assistant.

I need you to help me prepare the following things.

Labels: _____

Supply list: _____

Contact information: _____