THIRD EDITION

# TOPNOME A

**FUNDAMENTALS** 

With Workbook



JOAN SASLOW **ALLEN ASCHER** 

**PEARSON** 



# ENGLISH FOR TODAY'S WORLD

# with workbook

JOAN SASLOW ALLEN ASCHER

With Top Notch Pop Songs and Karaoke by Rob Morsberger

# **ABOUT THE AUTHORS**

#### Joan Saslow

Joan Saslow has taught in a variety of programs in South America and the United States. She is author or coauthor of a number of widely used courses, some of which are Ready to Go, Workplace Plus, Literacy Plus, and Summit. She is also author of English in Context, a series for reading science and technology. Ms. Saslow was the series director of True Colors and True Voices. She has participated in the English Language Specialist Program in the U.S. Department of State's Bureau of Educational and Cultural Affairs.

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Ms. Saslow and Mr. Ascher are frequent presenters at professional conferences and have been coauthoring courses for teens, adults, and young adults since 2002.

#### **AUTHORS' ACKNOWLEDGMENTS**

The authors are indebted to these reviewers, who provided extensive and detailed feedback and suggestions for *Top Notch*, as well as the hundreds of teachers who completed surveys and participated in groups.

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**LEARNING OBJECTIVES** Top Notch Fundamentals is designed for true beginning students or for students needing the support of a very low-level beginning course. No prior knowledge of English is assumed or necessary.

	COMMUNICATION GOALS	VOCABULARY	GRAMMAR
Names and Occupations	<ul> <li>Tell a classmate your occupation</li> <li>Identify your classmates</li> <li>Spell names</li> </ul>	Occupations     The alphabet      VOCABULARY BOOSTER     More occupations	Verb be: Singular and plural statements, contractions Yes / no questions and short answers Common errors Subject pronouns Articles a / an Nouns: Singular and plural / Common and proper  GRAMMAR BOOSTER Extra practice
About People	Introduce people     Tell someone your first and last name     Get someone's contact information	Relationships (non-family) Titles First and last names Numbers 0–20 VOCABULARY BOOSTER More relationships / More titles	Possessive nouns and adjectives  Be from / Questions with Where, common errors  Verb be: information questions with What  GRAMMAR HOOSTER Extra practice
Places and How to Get There	<ul> <li>Talk about locations</li> <li>Discuss how to get places</li> <li>Discuss transportation</li> </ul>	Places in the neighborhood Locations Ways to get places Means of transportation Destinations  VOCABULARY BOOSTER More places	<ul> <li>Verb <u>be</u>: questions with <u>Where</u></li> <li>Subject pronoun <u>it</u></li> <li>The imperative</li> <li><u>By</u> to express means of transportation</li> </ul> GRAMMAR POOSTER Extra practice
amily	Identify people in your family     Describe your relatives     Talk about your family	Family relationships     Adjectives to describe people     Numbers 21–101     VOCABULARY BOOSTER     More adjectives	Verb be: Questions with Who and common errors With adjectives Questions with How old Adverbs very and so Verb have / has: affirmative statements  GRAMMAR HOOSTER Extra practice
events and imes	Confirm that you're on time     Talk about the time of an event     Ask about birthdays	What time is it? Early, on time, late Events Days of the week Ordinal numbers Months of the year VOCABULARY BOOSTER More events	<ul> <li>Verb <u>be</u>: questions about time</li> <li>Prepositions <u>in</u>, <u>on</u>, and <u>at</u> for dates and times</li> <li>Contractions and common errors</li> </ul> GRAMMAR DOSTER Extra practice
Clothes	Give and accept a compliment     Ask for colors and sizes     Describe clothes	Clothes Colors and sizes Opposite adjectives to describe clothes  VOCABULARY BOOSTER More clothes	Demonstratives this, that, these, those The simple present tense: like, want, need, and have: Affirmative and negative statements Questions and short answers Spelling rules and contractions Adjective placement and common errors One and ones  GRAMMAR BOOSTER Extra practice
Activities Units 1–7 Review	Talk about morning and evening activities Describe what you do in your free time Discuss household chores	Daily activities at home     Leisure activities     Household chores  VOCABULARY BOOSTER     More household chores	The simple present tense: Third-person singular spelling rules Questions with When and What time Questions with How often, time expressions Questions with Who as subject, common errors Frequency adverbs and time expressions: Usage, placement, and common errors  GRAMMAR BOOSTER Extra practice

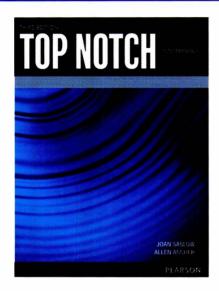
#### **CONVERSATION STRATEGIES** LISTENING / PRONUNCIATION **READING / WRITING** . Use And you? to show interest in another person **Listening Tasks** Reading Text Circle the letter you hear · Simple forms and business cards · Use Excuse me to initiate a conversation Identify correct spelling of names . Use Excuse me? to indicate you haven't heard or Writing Task Write the name you hear spelled Write affirmative and negative statements didn't understand Identify the correct occupation about people in a picture · Use Thanks! to acknowledge someone's complying Write the missing information: names and with a request occupations WRITING BOOSTER Guided writing practice **Pronunciation** Syllables **Reading Text** · Identify someone's relationship to you when making Listening Tasks Complete statements about relationships Short descriptions of famous people, their an introduction Circle the correct information occupations, and countries of origin Use too to reciprocate a greeting Fill in names, phone numbers, and e-mail . Begin a question with And to indicate you want addresses you hear additional information Write sentences about your relationships Pronunciation · Repeat part of a question to clarify WRITING BOOSTER Guided writing practice · Stress in two-word pairs · Receat information to confirm **Reading Texts** . Use You're welcome to formally acknowledge thanks **Listening Tasks** Write the places you hear Simple maps and diagrams • Use OK to acknowledge advice Write the directions you hear, using Introductions of people, their relationships and . Use What about you? to show interest in another occupations, where they live, and how they get affirmative and negative imperatives person Circle the means of transportation to work Write by phrases, check destinations you Writing Task hear Write questions and answers about the places Pronunciation in a complex picture · Falling intonation for questions with Where WRITING BOOSTER Guided writing practice · Use And to shift the topic **Listening Tasks Reading Texts** Identify the picture of a relative being A family tree · Use Tell me about to invite someone to talk about A magazine article about famous actors and Choose the adjective that describes the their families . Use Well, to indicate you are deciding how to begin people mentioned in a conversation a response Writing Task · Write a description of the people in your fami **Pronunciation** . Use And how about? to ask for more information Number contrasts . Use Really? to show interest or mild surprise WRITING BOOSTER Guided writing practice **Listening Tasks Reading Texts** Use <u>Uh-oh</u> to indicate you may have made a mistake Identify events and circle the correct times A world map with time zones . Use Look to focus someone's attention on something Write the events you hear in a date book Events posters · Use Great! to show enthusiasm for an idea Newspaper announcements Circle the dates you hear · Offer someone best wishes on his or her birthday A zodiac calendar Pronunciation · Respond to a person's birthday wishes Writing Task Sentence rhythm · Write about events at your school or in your cit WRITING BOOSTER Guided writing practice Listening Tasks **Reading Texts** · Acknowledge a compliment with Thank you A sales flyer from a department store Confirm details about clothes Apologize with I'm sorry when expressing disappointing Determine colors of garments information Writing Task • Use That's too bad to express disappointment Pronunciation Write sentences about the clothes you have, Plural nouns need, want, and like Use What about you? to ask for someone's opinion . Use Well to soften a strong opinion WRITING BOOSTER Guided writing practice . Say Me? to give yourself time to think of a personal Listening Task Reading Text A review of housekeeping robots Match chores to the people who performed response them · Use Well to introduce a lengthy response Writing Task . Use What about you? to ask for parallel information Describe your typical week, using adverbs of Pronunciation Third-person singular verb endings frequency and time expressions Use So to introduce a conversation topic · Use How about you? to ask for parallel information WRITING BOOSTER Guided writing practice . Say Sure to indicate a willingness to answer . Begin a response to an unexpected question with Oh

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## TO THE TEACHER

What is Top Notch? Top Notch is a six-level\* communicative course that prepares adults and young adults to interact successfully and confidently with both native and non-native speakers of English.



#### The goal of **Top Notch** is to make English unforgettable through:

- Multiple exposures to new language
- Numerous opportunities to practice it
- Deliberate and intensive recycling

The Top Notch course has two beginning levels—Top Notch Fundamentals for true beginners and Top Notch 1 for false beginners. Top Notch is benchmarked to the Global Scale of English and is tightly correlated to the Can-do Statements of the Common European Framework of Reference.

Each full level of *Top Notch* contains material for 60–90 hours of classroom instruction. In addition, the entire course can be tailored to blended learning with an integrated online component, *MyEnglishLab*.

NEW This third edition of *Top Notch* includes these new features: Extra Grammar Exercises, digital full-color Vocabulary Flash Cards, Conversation Activator videos, Pronunciation Coach videos, and a Writing Booster.

\* Summit 1 and Summit 2 are the titles of the 5th and 6th levels of the Top Notch course.

# **Award-Winning Instructional Design\***

#### Daily confirmation of progress

Each easy-to-follow two-page lesson begins with a clearly stated practical communication goal closely aligned to the Common European Framework's Can-do Statements. All activities are integrated with the goal, giving vocabulary and grammar meaning and purpose. Now You Can activities ensure that students achieve each goal and confirm their progress in every class session.

#### True-beginner vocabulary and grammar

Clear captioned picture-dictionary illustrations with accompanying audio take the guesswork out of meaning and pronunciation. Grammar presentations clarify form, meaning, and use. The unique Recycle this Language feature continually puts known words and grammar in front of students' eyes as they communicate, to make sure language remains active. A new Writing Booster in the back of the Student's Book provides guided writing practice that incorporates vocabulary and grammar from the unit.

#### Authentic social language

Even beginning students should learn appealing natural social language. Forty-two memorable Conversation Models provide lively controlled conversation practice that ensures enthusiasm and motivation. irLanguage.com

#### Active listening syllabus

All Vocabulary presentations, Pronunciation presentations, Conversation Models, Listening Comprehension exercises, and Readings are recorded on the audio, ensuring that students develop good pronunciation, intonation, and auditory memory. In addition, approximately fifty tasks specifically developed for beginning learners develop fundamental comprehension skills.

We wish you and your students enjoyment and success with **Top Notch Fundamentals.** We wrote it for you.

Joan Saslow and Allen Ascher

<sup>\*</sup> Top Notch is the recipient of the Association of Educational Publishers' Distinguished Achievement Award.

# **COMPONENTS**

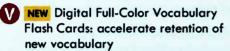
#### **ActiveTeach**

Maximize the impact of your **Top Notch** lessons. This digital tool provides an interactive classroom experience that can be used with or without an interactive whiteboard (IWB). It includes a full array of digital and printable features.

#### For class presentation . . .



- Pronunciation Coach videos: facilitate clear and fluent oral expression
- NEW Extra Grammar
  Exercises: ensure mastery
  of grammar



#### PLUS

- Clickable Audio: instant access to the complete classroom audio program
- Top Notch TV Video Program: a hilarious sitcom and authentic on-the-street interviews
- Top Notch Pop Songs and Karaoke: original songs for additional language practice



#### For planning . . .

- A Methods Handbook for a communicative classroom
- Detailed timed lesson plans for each two-page lesson
- Top Notch TV teaching notes
- Complete answer keys, audio scripts, and video scripts

#### For extra support . . .

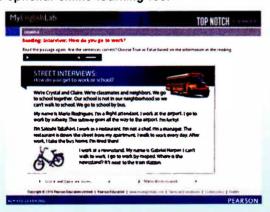
- Hundreds of extra printable activities, with teaching notes
- Top Notch Pop language exercises
- Top Notch TV activity worksheets

#### For assessment . . .

 Ready-made unit and review achievement tests with options to edit, add, or delete items.

## **MyEnglishLab**

An optional online learning tool



- NEW Grammar Coach videos plus the Pronunciation Coach videos, and Digital Vocabulary Flash Cards
- NEW Immediate meaningful feedback on wrong answers
- NEW Remedial grammar exercises
- Interactive practice of all material presented in the course
- Grade reports that display performance and time on task
- Auto-graded achievement tests

#### Workbook

Lesson-by-lesson written exercises to accompany the Student's Book

# Full-Course Placement Tests

Choose printable or online version

# **Classroom Audio Program**

- A set of Audio CDs, as an alternative to the clickable audio in the Active Teach
- Contains a variety of authentic regional and non-native accents to build comprehension of diverse English speakers
- NEW The entire audio program is available for students at www.english.com/topnotch3e. The mobile app Top Notch Go allows access anytime, anywhere and lets students practice at their own pace.

## Teacher's Edition and Lesson Planner

- Detailed interleaved lesson plans, language and culture notes, answer keys, and more
- Also accessible in digital form in the ActiveTeach

For more information: www.pearsonelt.com/topnotch3e

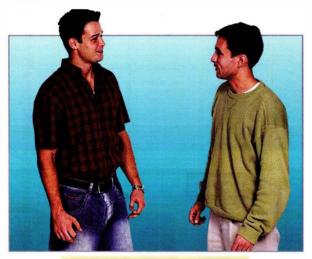
### COMMUNICATION GOALS

- 1 Introduce yourself.
- 2 Greet people.
- 3 Say good-bye.

# Welcome to Top Notch!



1 NIOZ CONVERSATION MODEL Read and listen.

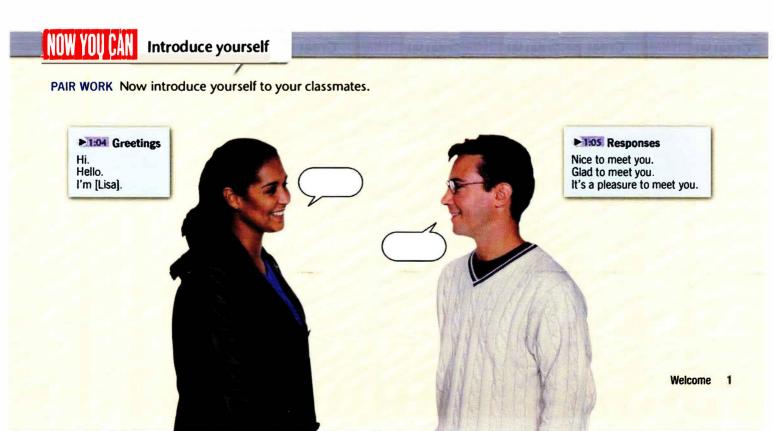


A: Hi. I'm Martin. B: Hi, Martin. I'm Ben.



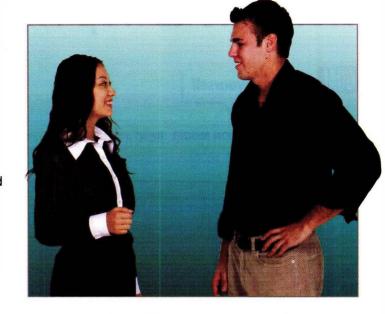
A: Nice to meet you, Ben. B: Nice to meet you, too.

2 ▶1:03 RHYTHM AND INTONATION Listen again and repeat. Then practice the Conversation Model with a partner.



# **GOAL** Greet people

- 1 NOTES CONVERSATION MODEL Read and listen.
  - A: Hi, Len. How are you?
  - B: Fine, thanks. And you?
  - A: I'm fine.
- 2 RHYTHM AND INTONATION Listen again and repeat. Then practice the Conversation Model with a partner.
- 3 ▶1108 VOCABULARY More greetings Read and listen. Then listen again and repeat.









# NOW YOU CAN

Greet people

PAIR WORK Now greet your classmates.





- Fine. / I'm fine. Great.
- Not bad. So-so.

# **GOAL** Say good-bye

- 1 CONVERSATION MODEL Read and listen.
  - A: Good-bye, Charlotte.
  - B: Good-bye, Emily.
  - A: See you tomorrow.
  - B: OK. See you!
- 2 PHYTHM AND INTONATION Listen again and repeat. Then practice the Conversation Model with a partner.





- Tell a classmate your occupation.
- Identify your classmates.
- Spell names.



# **Names and Occupations**





GOAL Tell a classmate your occupation

VOCABULARY • Occupations Read and listen. Then listen again and repeat.

**VOCABULARY BOOSTER** 

More occupations • p. 125



1 a teacher



2 a student



3 an architect





5 an athlete



6 a musician



7 an artist



8 a banker



9 a singer



10 a flight attendant

Articles a / an

a teacher an actor

- PAIR WORK Say the name of an occupation. Your partner points ( ) to the picture.
- GRAMMAR Verb be: singular statements / Contractions

**Affirmative statements / Contractions** I am Ann. / I'm Ann.

You are an architect. / You're an architect.

He is a teacher. / He's a teacher. She is a singer. / She's a singer.

**Negative statements / Contractions** I am not Jen. / I'm not Jen.

You are not an artist. / You're not an artist. / You aren't an artist.

He is not a student. / He's not a student. / He isn't a student. She is not a banker. / She's not a banker. / She isn't a banker.

4	<b>GRAMMAR PRACTICE</b>	Write the article a or an for each	occupation.
---	-------------------------	------------------------------------	-------------

- 1 I'm ..... architect.
- 3 He's not ..... banker.
- 5 She is ...... singer.

- 2 She's ...... student.
- 4 He is ...... musician.
- 6 I'm not ...... athlete.

44 He's a teacher. 77

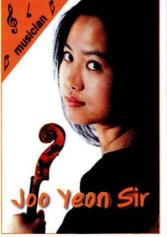
5 PAIR WORK Point to the people on page 4. Say He's \_\_\_\_\_ or She's \_\_\_\_\_.

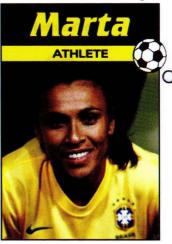
She's a flight attendant.

6 VOCABULARY / GRAMMAR PRACTICE Read the names and occupations. Write affirmative and negative statements.









- 1 Orlando Bloom is an actor. He's not a singer.
- **2** Luis Miguel .....
- 3 Joo Yeon Sir .....
- 4 Marta .....

1 >1:15 CONVERSATION MODEL Read and listen.

A: What do you do?

B: I'm an architect. And you?

A: I'm a banker.

2 NING RHYTHM AND INTONATION Listen again and repeat. Then practice the Conversation Model with a partner.

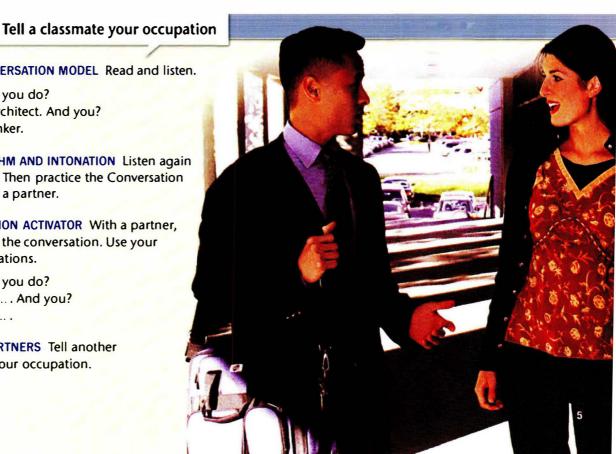
3 CONVERSATION ACTIVATOR With a partner, personalize the conversation. Use your own occupations.

A: What do you do?

B: I'm ...... And you?

A: I'm ......

4 CHANGE PARTNERS Tell another classmate your occupation.



DINIVATE FLASH CARDS VOCABULARY • More occupations Read and listen. Then listen again and repeat.



1 She's a chef.



2 He's a writer.



3 She's a manager.



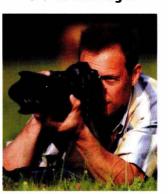
4 She's a scientist.



5 He's a doctor.



6 She's an engineer.



7 He's a photographer.



8 He's a pilot.

Subject pronouns

2 GRAMMAR • Singular and plural nouns / Be: plural statements

Singular nouns
a chef
a chef
an athlete

Plural nouns
2 chefs
3 athletes

Singular Plural
I we
you you
he they
she

**Affirmative statements / Contractions** 

We are photographers. / We're photographers. You are scientists. / You're scientists. They are writers. / They're writers.

**Negative statements / Contractions** 

We are not chefs. / We're not chefs. / We aren't chefs. You are not pilots. / You're not pilots. / You aren't pilots. They are not artists. / They're not artists. / They aren't artists.

3 GRAMMAR PRACTICE Complete each statement with a singular or plural form of be.

1 | ...... a writer. 3 W

3 We ..... doctors.

5 We ..... managers.

2 She ..... not a pilot.

4 They ..... not scientists.

4 VOCABULARY / GRAMMAR PRACTICE Circle the correct word or words to complete each statement.

1 | am (an artist / artists / artist).

3 She is (banker / a banker / bankers).

2 We are (a flight attendant / flight attendants / flight attendant).

4 They are (a writer / writers / writer).

5 GRAMMAR • Be: yes / no questions and short answers

Yes / no questions	Short answers		
Are you	Yes, I am.	No, I'm not.	
Is he an architect? Is Tanya	Yes, he is.	No, he's not.	
Are you Are they musicians? Are Ted and Jane	Yes, we they are.	No, we're not.	



Be careful! Yes, I am.

Yes, I am. Yes, she is. Yes, we are. NOT Yes, I'm.
NOT Yes, she's.
NOT Yes, we're.

GRAMMAR PRACTICE Complete the conversations. Use contractions when possible.

- 1 A: \_\_\_\_\_\_\_ they Abby and Jonah?
  B: Yes, \_\_\_\_\_\_\_\_

  2 A: \_\_\_\_\_\_ Hanna a scientist?
  B: No, she' \_\_\_\_\_\_\_ a doctor.

  3 A: \_\_\_\_\_\_ you Rachel and Philip?
  B: No, we' \_\_\_\_\_\_\_ Judith and Jack.

**B**: No, he'..... a teacher.



- 7 PAIR WORK Practice the conversations from Exercise 6.
- 8 PAIR WORK Ask your partner two questions. Answer your partner's questions.

44 Are you an artist? 77

44 Yes, I am. 77

# NOW YOU CAN

#### Identify your classmates

- 1 MODEL Read and listen.
  - A: Excuse me. Are you Marie?
  - B: No, I'm not. I'm Laura. That's Marie.
  - A: Where?
  - B: Right over there.
  - A: Thank you.
  - B: You're welcome.
- 2 N:19 RHYTHM AND INTONATION Listen again and repeat. Then practice the Conversation Model with a partner.
- 3 CONVERSATION ACTIVATOR With a partner, personalize the conversation. Use real names. Then change roles.
  - A: Excuse me. Are you ......?
  - B: No, I'm not. I'm ....... That's .......
  - A: Where?
  - B: Right over there.
  - A: Thank you.
  - B: You're welcome.
- 4 CHANGE PARTNERS Identify other classmates.

