

Table of contents

Introduction	1
About the author	2
Getting started	3
Content	5
Pronunciation	6
Part 1: Vocabulary and Key Phrases of everyday work life	7
Introducing yourself	8
I am... ..	9
I work.....	11
The company.....	12
My team	14
Saying hi.....	16
Saying bye	17
How are you?	18
Meeting a new colleague	20
The building.....	21

Important places	22
My office	24
Office supplies	26
A break.....	29
I'm going to get.....	30
Morning temper.....	32
Tired	33
Coffee	34
Lunch	36
Advancing money.....	39
At the sandwich shop	40
Smoking	42
Keep it clean!	44
How was your weekend?	47
Plans for the weekend?	49
How was your vacation?	51
Plans for the holidays.....	56
The family	59
Relationships	61

The kids.....	62
Free time	64
Sports	66
Express likes & dislikes.....	67
Talking about the weather	68
News	71
Television	73
Happy Birthday!.....	75
Surprise!.....	77
My treat	79
To celebrate	80
To thank people	82
Giving compliments.....	83
Welcoming a visitor	86
Busy / quiet	88
The project	89
Dividing the tasks	91
The status.....	92
The meeting.....	93

During the meeting	95
To express opinions.....	96
I need... ..	98
Orders & deliveries	99
Technical problems.....	101
Complain.....	103
A mistake	104
Where is... ?.....	105
Sick	106
The body	108
Salary & extralegal advantages.....	110
The teambuilding	112
The training.....	113
Commuting	114
The train	116
Public transport.....	117
By bike.....	120
Late.....	122
Calling	123

Texting	126
Formulas for emails	129
About emails.....	131
The time.....	132
Planning a meeting.....	133
Money	135
Typical interjections	137
Idiomatic expressions	143
Part 2: Learn to make your own sentences	145
Key words	146
The undefined and defined article.....	147
The demonstrative article.....	149
The adjective and the adverb	151
The numbers.....	155
The ordinal numbers	156
Days.....	157
Months.....	158
Years	159
Countries	160

This is ... / That is	161
The personal pronouns	162
Conjugation of the verbs: to be.....	165
Conjugation of the verbs: to have	167
Conjugation of regular verbs: present tense	169
Separable verbs.....	170
Future tense	171
Conditional.....	172
Past Tense.....	174
Modal verbs.....	176
The negation... ..	178
Asking questions	179
Prepositions, adverbs and conjunctions.....	181
Part 3: Lexicon.....	184
Flemish – English	185
English – Flemish	196