

English

The Verb "To Be":

- I am
- You are
- He is
- She is
- It is
- We are
- They are

To make negatives:

- I am not
- You are not
- He is not
- She is not
- It is not
- We are not
- They are not

To make questions:

- Am I .. ?
- Are you .. ?
- Is he .. ?
- Is she .. ?
- Is it .. ?
- Are we .. ?
- Are they .. ?

Greetings:

- Hello / Hi
- Good morning / afternoon / evening
- Good / nice to see you again
- I am glad / happy / pleased to see you

- How are you?
 - Fine, thanks, and you?
- How have you been?
 - Very well, and you?
- How are things?
 - Not too bad, thanks.
- How is your mother?
 - She is fine.

Farewell

- Good Bye
- Good Night
- Bye bye
- See you soon
- See you later

Introductions:

- Let me introduce myself, my name is...
- I want you to meet...
- Excuse me, are you ... ?
 - Yes, I am
- Nice to meet you
 - Nice to meet you too

Numbers

Cardinal Numbers

1- one	11- eleven	21- twenty-one	40- forty
2- two	12- twelve	22- twenty-two	50- fifty
3- three	13- thirteen	23- twenty-three	60- sixty
4- four	14- fourteen	24- twenty-four	70- seventy
5- five	15- fifteen	25- twenty-five	80- eighty
6- six	16- sixteen	26- twenty-six	90- ninety
7- seven	17- seventeen	27- twenty-seven	100-one hundred
8- eight	18- eighteen	28- twenty-eight	1000-one thousand
9- nine	19- nineteen	29- twenty-nine	
10- ten	20- twenty	30- thirty	

Ordinate Numbers

1st- first	11th- eleventh	21st- twenty-first	40th- fortieth
2nd- second	12th- twelfth	22nd- - second	50th- fiftieth
3rd- third	13th- thirteenth	23rd- - third	60th- sixtieth
4th- fourth	14th- fourteenth	24th-	70th- seventieth
5th- fifth	15th- fifteenth	25th-	80th- eightieth
6th- six	16th- sixteenth	26th-	90th- ninetieth
7th- seventh	17th- seventeenth	27th-	
8th- eighth	18th- eighteenth	28th-	
9th- ninth	19th- nineteenth	29th-	
10th- tenth	20th- twentieth	30th- thirtieth	

How to read / write

- Thousands:
 - 15,405 = fifteen thousand four hundred and five
 - 20,146 = twenty thousand one hundred and forty five

- Decimals:
 - 2.549 = two point five four nine
 - 6.378 = six point three seven eight

- Fractions:
 - $1/2$ = a half
 - $1/3$ = a third
 - $1/4$ = a quarter
 - $3/4$ = three quarters
 - $5/19$ = five over nineteen
 - $26/405$ = twenty six over four hundred and five

- Mathematical processes:
 - $2+2 = 4$
 - Two **plus** two **equals** four
 - Two **and** two **is** four

 - $6-3 = 3$
 - Six **minus** three **equals** three
 - Six **take away** three **is** three

 - $24:6 = 4$
 - Twentfour **divided by** six **is** four

- Dates:
 - 1989 = nineteen eighty-nine
 - 1894 = eighteen ninety-four
 - 2015 = two thousand fifteen / twenty fifteen
 - March 6, 1992 = march the sixth nineteen ninety-two

- Symbols:
 - % = percent
 - ° = degrees
 - / = slash
 - – = dash
 - . = dot
 - @ = at

The Time

- Hour (hora)
- Day (día)
- Week (semana)
- Month (mes)
- Year (año)

Hours How to read

- 9:00 nine o'clock
- 9:15 fifteen pass nine / a quarter pass nine
- 9:20 twenty pass nine
- 9:30 thirty pass nine / half pass nine
- 9:45 fifteen to ten / a quarter to ten

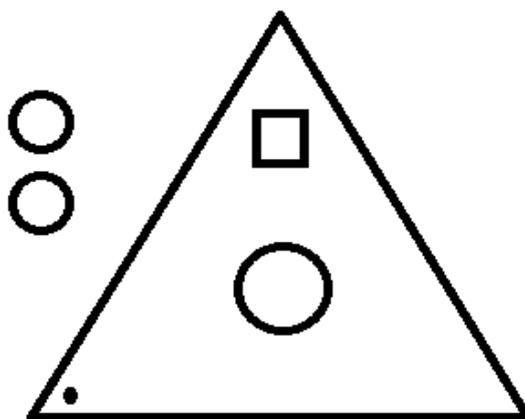
Days of the Week

- Sunday = Domingo
- Monday = Lunes
- Tuesday = Martes
- Wednesday = Miércoles
- Thursday = Jueves
- Friday = Viernes

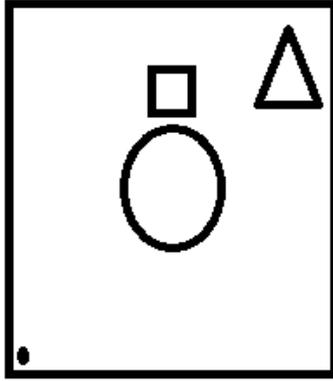
Months of the Year

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Shapes Practice description



There is a triangle. In the middle of the triangle there is a small circle. There are two more circles one above the other on the left outside the triangle. There is a point at the left-hand bottom corner.



There is a square. There is a small circle in the middle of the square. There is a small triangle in the right-hand top corner. There is a point in the left-hand bottom corner. There is a small square above the circle.

BASIC ELECTRICAL TOOLS, EQUIPMENT, AND THEIR USES

Pliers

Pliers are available in different types, shape, and sizes. They are also available in both insulated and uninsulated handles. An insulated handle should be used when working on or near hot wires. It is also used for cutting and small wires.



Screw Drivers

A screwdriver comes in various sizes and with several tip shapes. Screwdrivers used by electricians should have insulated handles. Using a screwdriver for a particular job, the width of the screwdriver tip should match the width of the screw slot.



Drilling Equipment

Drilling equipment is needed to make holes in building structure passages of conduits and wires.



Sawing and Cutting Tools

Saws commonly used by electricians include the crosscut, keyhole, and hacksaw.



Soldering Equipment

In doing electric wiring, splices and taps (connections made to wire) should be soldered, unless you use solderless connectors. Typical equipments available for soldering are shown below.



Hammers

Hammers are used with chisels and for nailing and fitting. Below are examples of carpenter's claw hammer, lineman's hammer, and machinist's ball-peen hammer.



Measuring Tools

To measure wire length and other items, the electrician finds considerable use for measuring tools such as the extension or zigzag rule, push-pull rule and a steel tape as shown below.



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