Hi! I'm Marianne Raynaud from QualityTime-ESL located in Grenoble, France. I have worked many years at the university here. Most of my students always tell me when we start the course that they have never really spoken any English in class. They wish to review the basics and then work towards more complex language. That is what I wish to do with you, too. If you continue working regularly with QualityTime-ESL exercises, I am certain you will progress quickly as my students have always done.

Today we will work on the alphabet and next time we will work on numbers. This may seem very easy, but spelling and using numbers correctly when telephoning or at a meeting is always difficult for a learner if he or she has not practiced before. First listen and repeat the alphabet. I will pause slightly between the different groups of letters.

A B* C* D* E* F G* H I J K L M N O P* Q R S T* U V* W X Y Z

(* As in sea, tea, free...)

Let's repeat some of the more difficult letters and some words that will help us pronounce these letters correctly.

A = "able", "USA"
E = "easy"
G = "Gee! That’s great!" ("Gee" is an exclamation.)
H = "age"
I = "I am"
J = "James"
R = "Are" we late?
U = "You" can pronounce "U".
W = "double U" (not "double V")
Y = "Why?" /"YMCA"

Now let’s practice the expression "I - O - U" as in "I owe you $20." Repeat: "I" + "O" + "U" = "I" + "owe" + "you" $20."

Listen and repeat short sentences to help you remember these sounds.

“A” I am able to say “A”.
“E” It is easy to say “E”.
“G” It is an exclamation: "Gee!"
“H” What is his “age”?\nlive
“J” I listen to my “iPod”.
“R” “Are" you ready to speak English?
“U” “You” can pronounce “U”.\nand
“W” “Double U” (not “double V")
“Y” I asked the question “Why?”
or It is fun to stay at the “Y” MCA

Now spell the alphabet together with me.
A B* C* D* E* F G* H I J K L M N O P* Q R S T* U V* W X Y Z
(* As in sea, tea, free...)

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In the next exercise I will give you a word and you will spell it. Listen to the examples.

*I say: able*  
*You say: A-B-L-E*

*I say: be*  
*You say: B-E*

Now you go on in the same way. Be sure to spell before I give the right answer.

<table>
<thead>
<tr>
<th>able</th>
<th>iPod</th>
<th>Gee</th>
<th>Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-B-L-E</td>
<td>I-P-O-D</td>
<td>G-E-E</td>
<td>W-H-Y</td>
</tr>
<tr>
<td>be</td>
<td>email</td>
<td>Are</td>
<td>We</td>
</tr>
<tr>
<td>Easy</td>
<td>Jam</td>
<td>You</td>
<td>Google</td>
</tr>
</tbody>
</table>

Let us work on a few other familiar words. Listen and repeat.

<table>
<thead>
<tr>
<th>time</th>
<th>hotel</th>
<th>Facebook</th>
<th>jeep</th>
</tr>
</thead>
<tbody>
<tr>
<td>quality</td>
<td>world</td>
<td>virtual</td>
<td>kitchen</td>
</tr>
</tbody>
</table>

Now you will spell these words. Be sure to speak before I give the right spelling.

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Capital letters are also important since passwords or codes may be “capital sensitive”. Remember to say “capital” if the word starts with a capital letter! Listen and repeat.

Marianne Raynaud France

Now spell together with me: Marianne / Raynaud / France

The next step is spelling an email address. Let’s take mine.

*I say: marianne@qualitytime-esl.com. Repeat after me: marianne@qualitytime-esl.com*

Repeat @ = at  - = hyphen . = dot

Now spell together with me: marianne@qualitytime-esl.com

Repeat these punctuation signs:

: = colon / = slash . = dot

And repeat the address of my website together with me: http://www.qualitytime-esl.com

Now you can tell other people about Qualitytime-ESL and give its correct web address. I am sure you have friends, who wish to learn how to “speak” English. A final piece of advice: Keep practicing spelling whenever you can.
QT-ESL Podcast No. 14 “Spelling” (Cont.)

Now listen and repeat:

That was perhaps easy for some people and more difficult for others. As for me I can now say the alphabet perfectly. If someone asks me to spell my name or my email address so that it can be written down, I am now able to do it. In the future I will practice spelling as often as possible.

That is the end of today’s podcast. Thank you for listening. Bye for now and don’t forget to keep smiling.