



🌟 ESOL Absolute Beginners Workbook 🌟

English for Everyday Life

(For Adult Learners)

🏠 Course Name: _____

👤 Learner's Name: _____

📅 Start Date: _____

👤 Tutor's Name: _____

🏢 Learning Centre: _____



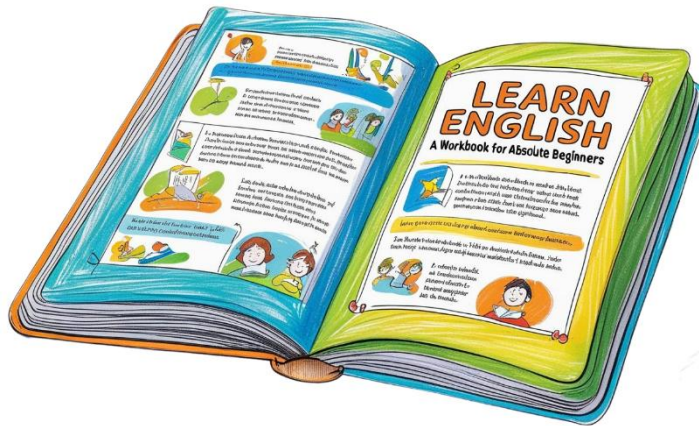
**“Every step you take is a step forward.
You are learning, growing, and doing your best!”**

✦ This workbook will help you:

- ✓ Learn the alphabet and sounds
- ✓ Speak and understand everyday English
- ✓ Ask and answer simple questions
- ✓ Read and write common words
- ✓ Build confidence using English at home, work, and in your community

**Let’s begin your English learning
journey... together!**

Learn English: A Workbook for Absolute Beginners



Unit 1: Alphabet & Phonics

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Recognise and say the letters of the English alphabet
- Match uppercase and lowercase letters
- Identify initial sounds (phonics)
- Write and trace basic letters
- Spell their name using the English alphabet

WRITING PRACTICE

CAPITAL 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

WRITING PRACTICE

SMALL 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

❖ Match Capital and Small Letters

Capital Letter

Small Letter

A

e

B

d

C

a

D

b

E

c

❖ Fill in the Missing Letters

➤ A , ____ , C , ____ , E , ____

➤ u , ____ , w , ____ , y , ____

➤ K , ____ , M , ____ , O , ____

➤ h , ____ , j , ____ , l , ____

❖ Circle the Odd One Out

A	B	C	d
m	n	O	p
x	Y	z	a

❖ Write the Opposite Case

A _____ ,

f _____ ,

Z _____ ,

G _____ ,

M _____ ,

L _____

❖ Sort the letters into **capital** and **small** categories.

Letters: M, a, Z, b, D, c

CAPITAL LETTERS	SMALL LETTERS

❖ Find and circle the given letters (**both capital and small**) in the grid below.

Letters: A, p, G, b, X, f, o, i

A	a	D	b	G
B	e	f	a	h
C	z	i	j	X
d	k	l	m	n
o	B	p	q	r

Alphabet Letters (with picture prompts)

Capital	Small	Image	Word
A	a		Apple
B	b		Bee
C	c		Cat
D	d		Dog
E	e		Egg
F	f		Fish
G	g		Goat
H	h		House
I	i		Ice Cream

Capital

Small

Image

Word

J

j



Jam

K

k



Kite

L

l



Lion

M

m



Monkey

N

n



Nose

O

o



Orange

P

p



Penguin

Q

q



Queen

R

r



Rat

S

s



Snake

Capital

Small

Image

Word

T

t



Tiger

U

u



Umbrella

V

v



Violin

W

w



Water

X

x



X-ray

Y

y



Yo-yo

Z

z



Zebra

Write Your Name

Instructions: Write your name in **CAPITAL** and **small** letters.

My name is: _____

Capital letters: _____

Small letters: _____

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



Say the English alphabet

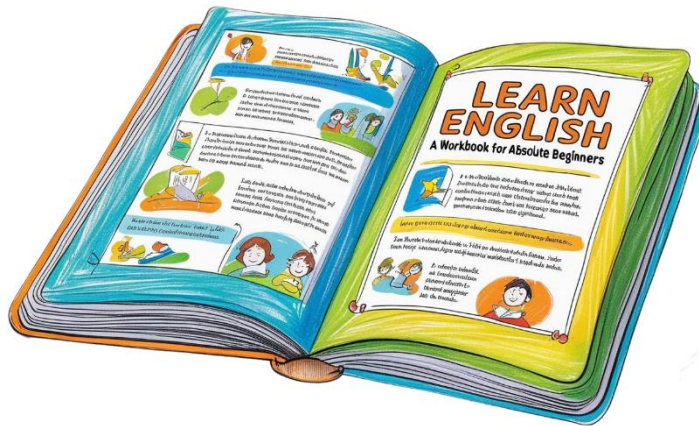
Match capital and small letters

Recognise letters and their sounds

Write letters A to Z

Spell my name in English

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Unit 2: Numbers 1 to 10

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Recognise and say the numbers 1 to 10
- Write and trace numbers
- Match numbers to quantities
- Count objects and say the correct number
- Use numbers in simple sentences

NUMBERS

1

2

3

4

5

6

7

8

9

10

Write in words

ONE

TWO

THREE

FOUR

FIVE

SIX

SEVEN

EIGHT

NINE

TEN

❖ Circle the Correct Number

1.   

(2) (3) (4)

2.     

(4) (5) (6)

3.  

(1) (2) (3)

❖ Fill in the Missing Numbers

➤ 1 , 2 , ____ , 4 , 5 , ____ , 7 , ____ , 9 , ____

❖ Count and Write

1.    

(_____)

2.      

(_____)

3.   

(_____)

❖ Match Numbers to Dots

Numbers

Dots

5



2



4



1



3



❖ Write Your Phone Number

My phone number is: _____

Numbers 1 to 10

Number

Picture

Example

1



One ball

2



Two apples

3



Three cats

4



Four flowers

5



Five cookies

6



Six bananas

7



Seven birds

Number

Picture

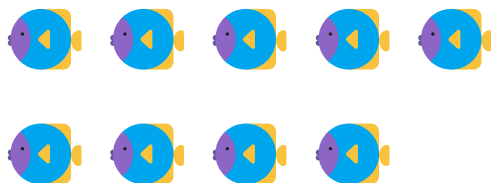
Example

8



Eight
donuts

9



Nine
fish

10



Ten
basketballs

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



Say numbers 1 to 10

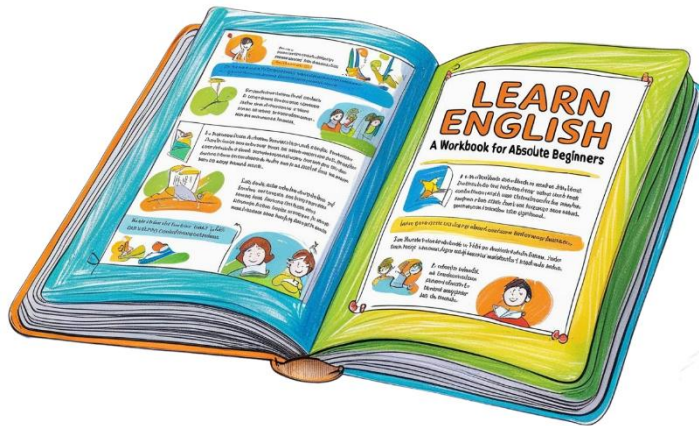
Match numbers with objects

Write numbers 1 to 10

Count objects and say numbers

Write my phone number or numbers

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Unit 3: Greetings & Introductions

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Greet and say goodbye in English
- Ask and say someone's name
- Ask and answer "How are you?"
- Introduce themselves using simple sentences

GREETINGS AND INTRODUCTIONS

❖ Introduce Yourself

- My name is _____.
- I am from _____.
- I speak _____.
- I live in _____.

❖ Match the Greetings

Greeting	Response
Hello!	Nice to meet you, too.
What's your name?	Good morning!
Nice to meet you.	My name is Ali.
Good morning!	Hi,

❖ Practice Writing Your Name

1. Write your name in **CAPITAL** letters:

2. Write your name in **small** letters:

❖ Fill in the Gaps

Complete the sentences with the correct words:

morning, Hello, meet, name

1. _____! My name is John.
2. What's your _____?
3. Nice to _____ you.
4. Good _____!

❖ Role-Play Practice

A: Hello! What's your name?

B: My name is _____.

A: Nice to meet you!

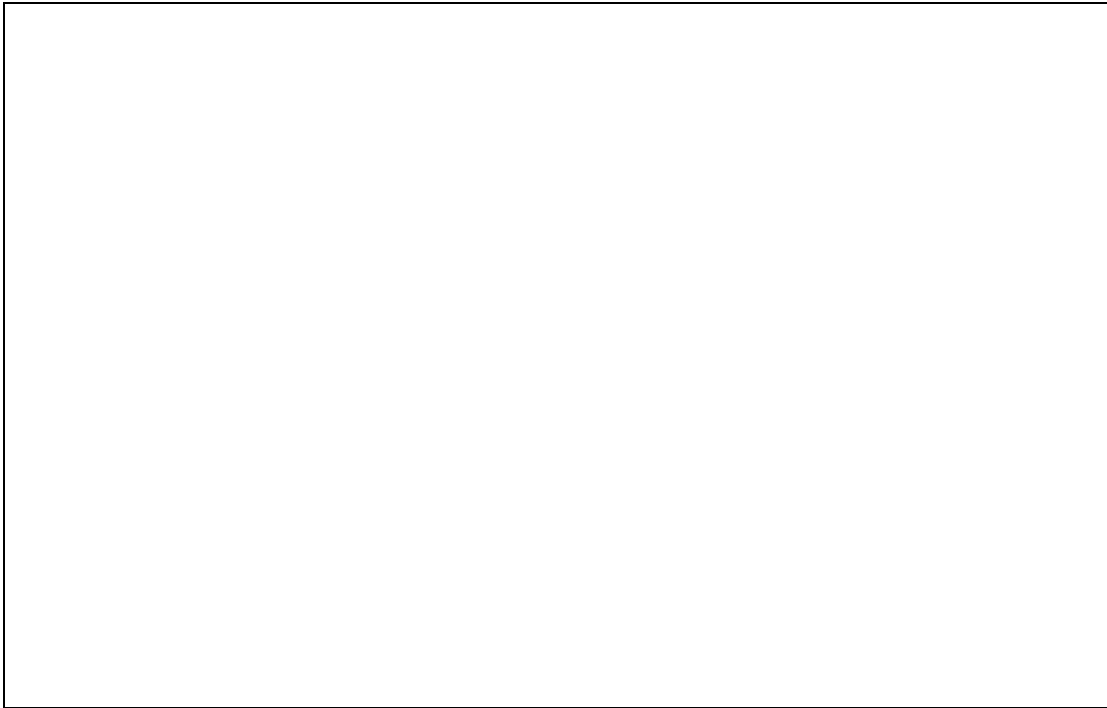
B: Nice to meet you too.

❖ Match the Pictures

"Hello!"	
"Nice to meet you!"	
"Good morning!"	

❖ Draw and Label

1. Draw a picture of yourself.
2. Write your name under the picture.
3. Write "Hello!" next to your drawing.



❖ Sentence Building

Instructions: Rearrange or write the correct sentences.

1. name / is / My / Sam

2. are / you / How

3. I / fine / am

4. Hello! / Zara / I'm

Greetings & Introductions

Picture	Phrase	Use / Example
	Hello / Hi	Hello, my name is Maria.
	Good morning	Good morning, everyone!
	Good afternoon	Good afternoon, class.
	Good night	Good night, see you tomorrow.
	Goodbye / Bye	Goodbye, see you later.
	What's your name?	What's your name? – I'm Salma.
	How are you?	I'm fine, thank you.

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



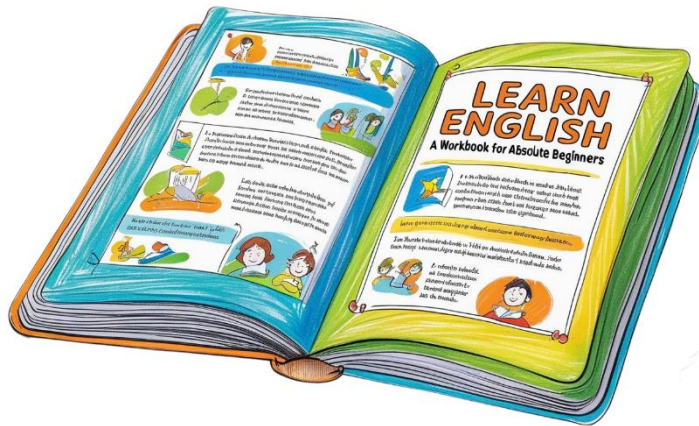
Say hello and goodbye

Ask and say my name

Ask and say how I am

Introduce myself in a sentence

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Unit 4: Personal Information

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Say and write their first name and surname
- Say their age and date of birth
- Say where they are from and their nationality
- Say and write their address, postcode, phone number, and email

My Details

- First Name: _____
- Surname: _____
- Age: _____
- Date of Birth: _____
- Country: _____
- Nationality: _____
- Address: _____
- Postcode: _____
- Phone Number: _____
- Email: _____

❖ Speaking Practice – Ask and Answer

In pairs:

Take turns asking and answering these questions:

- What is your name?
- How old are you?
- When is your birthday?
- Where are you from?
- What is your nationality?
- What is your phone number?
- What is your email?

 Tick each question when done.

❖ Fill in the Gaps

Instructions: Fill in the missing information.

1. My first name is _____.
2. My surname is _____.
3. I am _____ years old.
4. My birthday is on _____.
5. I am from _____.
6. My nationality is _____.
7. I live in _____.
8. My postcode is _____.
9. My phone number is _____.
10. My email is _____.

❖ **Match the question with the answer.**

Question

Answer

What is your surname?

I am from Pakistan.

What is your address?

I am 35 years old.

Where are you from?

123 High Street

How old are you?

My surname is Ahmed.

❖ **Write about yourself**

My country is: _____

My nationality is: _____

❖ Information Swap Game

Instructions (Pairs): Interview your partner and write the details.

Name: _____

Age: _____

Country: _____

Nationality: _____

Post Code: _____

End-of-Unit Review

Instructions: Tick the things you can do

I can...



Say and write my name

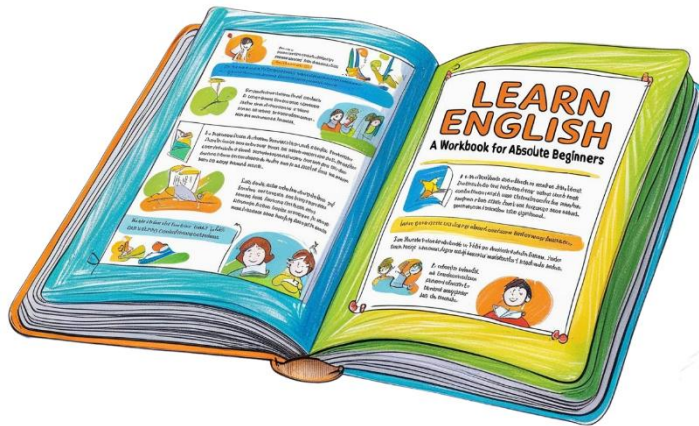
Say and write my age and birthday

Say my country and nationality

Say and write my address and postcode

Say and write my phone number and email

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Unit 5: Home and Family & Daily Routine

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Name family members and describe who lives with them
- Identify rooms in a house
- Name everyday household objects
- Talk about their daily routine using simple sentences

Vocabulary – Family Members

Instructions: Write the correct word in front of the picture.

Grandfather	Mother	Brother	Father	Grandmother	Sister
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❖ Trace and Copy

My Family (Copy each word two times)

- Mother _____
- Father _____
- Sister _____
- Brother _____
- Grandmother _____
- Grandfather _____

❖ 🏠 Rooms in the House – Match and Join

Bedroom 	Where you wash
Kitchen 	Where you relax and watch TV
Bathroom 	Where you sleep
Living Room 	Where you cook food

❖ 🏠 Fill in the Gaps – My House

1. I sleep in the _____.
2. I watch TV in the _____.
3. I cook in the _____.
4. I take a shower in the _____.

❖ Household Objects – Look, Say, and Write

Word	Picture/Icon	Write	Write	Write
Bed				
Sofa				
Toilet				
TV				
Fridge				
Cooker				
Table				
Chair				

❖ My Daily Routine – Picture Sequencing

Instructions: Number the pictures in the correct order.

Eat breakfast	
Go to bed	
Get dressed	
Wake up	
Come home	
Make dinner	
Go to class	
Brush teeth	

❖ My Daily Routine – Write and Say

Instructions: Write 5 sentences about your day.

1. I wake up at _____ o'clock.
2. I brush my teeth.
3. I eat breakfast.
4. I go to class.
5. I go to sleep at _____ o'clock.

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



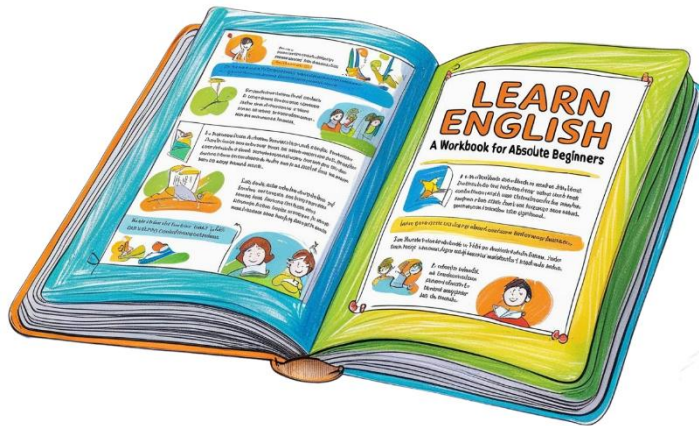
Name family members

Say and write the names of the rooms in a house

Name household items

Talk about my daily routine

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Unit 6: Shopping

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Identify and name common food items
- Ask and answer questions about prices
- Understand basic shop signs and food labels
- Use simple language to buy fruit and vegetables
- Recognise key supermarket vocabulary

❖ Match the Food to the Picture

Apple	
Banana	
Milk	
Bread	
Egg	

❖ Write the first letter of the picture:

 = _____

 = _____

 = _____

❖ Read, Copy and Write – Food Words

Milk

Bread

Apples

Eggs

Bananas

❖ Speaking Practice – Asking for Prices

1. How much is it?

✓ Sample answer: It's £1.50.

2. How much are the apples?

✓ Sample answer: They are £2 a kilo.

3. Can I have some bananas, please?

✓ Sample answer: Yes, here you go.

❖ Multiple Choice – Supermarket Signs

Instructions: Choose the correct answer.

1. What does **“SALE”** mean?
 - A. Closed
 - B. Cheap price
 - C. Shop
2. What does **“BUY 1 GET 1 FREE”** mean?
 - A. Pay for two
 - B. One is free
 - C. Not for sale
3. What does **“TILL”** mean?
 - A. Food
 - B. Checkout
 - C. Bag

❖ Writing Practice – Shopping List 🛒

Instructions: Write your shopping list (5 things).

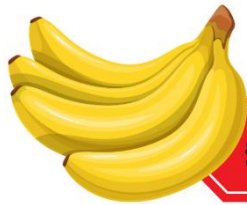
1. _____
2. _____
3. _____
4. _____
5. _____

❖ Label the Aisles – Supermarket Vocabulary

Instructions: Match items to the correct aisle.

Item	Aisle
Apples	Bakery
Shampoo	Drinks
Chicken	Fruit & Veg
Juice	Meat
Bread	Toiletries

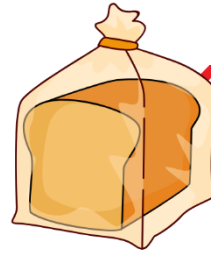
❖ Read the Label and Answer



£ 1.50



£ 1.25



£ 0.99

Questions:

1. How much is the bread? _____
2. How much is the milk? _____
3. Which one is the cheapest? _____
4. How much are the bananas? _____

Food & Supermarket

Icon	Word	Example Sentence
	Apples	I buy apples every week.
	Bread	I eat bread for breakfast.
	Milk	I put milk in my tea.
	Eggs	I need 6 eggs, please.
	Trolley	I use a trolley in the shop.
	Price	What is the price, please?
	Label	The label says £1.10.

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



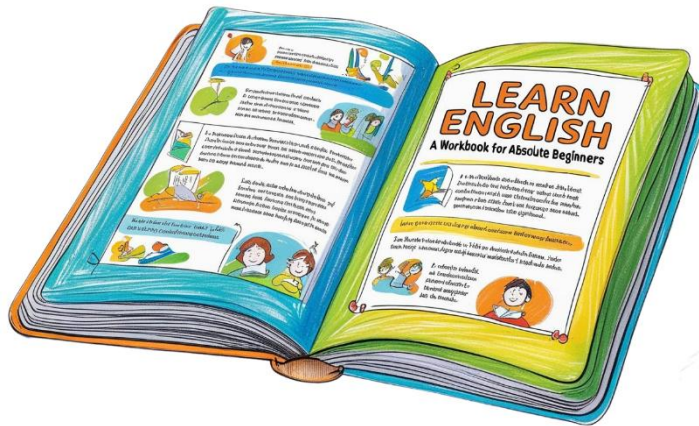
Name food items

Ask and answer about prices

Understand shop signs and labels

Buy fruit and vegetables using English

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Unit 7: Describing People

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Describe people using simple adjectives
- Name common items of clothing
- Use colours correctly
- Use personal pronouns (he, she, I, you)
- Speak and write short sentences about appearance

❖ Match the Word to the Image

Instructions: Draw a line or match the words to the pictures.

T-shirt	
Dress	
Trousers	
Cap	
Trainers	

❖ Write the first letter of the picture:

 = _____

 = _____

 = _____

❖ Read, Copy and Write – Clothes and Colours

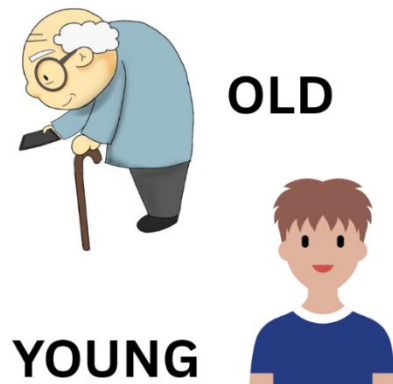
shirt dress shoes blue red green

❖ Personal Pronouns – Fill the Gaps

Instructions: Use (you, she, I, he)

1. My name is Amina. _____ am Amina.
2. This is Ali. _____ is my brother.
3. That is my sister. _____ is 25.
4. Hello! Are _____ from London?

❖ Describing People. Spell, Read, and Remember.



❖ Fill in the Blanks – Describing People

Instructions: Use the correct word.

1. She is _____. (tall / milk)
2. He is wearing a _____. (red shirt / table)
3. The girl is _____. (short / fridge)
4. He has _____ hair. (black / banana)

❖ Choose the correct answer:

1. She is...
 - A. table
 - B. tall
 - C. cup
2. He is wearing a...
 - A. shoe
 - B. bread
 - C. fridge
3. I have...
 - A. green hair
 - B. green door
 - C. green chair

❖ Colours – Match the Colour Word to the Box

Colour Word

Match to Box

Red



Blue



Yellow



Green



Black



Please write the name of each colour five times.

❖ Speaking Practice: Talk About Your Classmate

Pair Work Activity

1. **Sit with a partner** (another student in the class).
2. **Look at your partner** carefully.
3. **Ask questions** about your partner.
4. **Write down answers**, then **say them aloud**.

Part A – Questions to Ask Your Classmate

Learners take turns asking:

1. What is your name?
2. Are you tall or short?
3. What colour is your shirt?
4. What are you wearing today?
5. Do you have long or short hair?
6. Are you old or young?

✓ **Part B – Writing and Speaking**

Now write **3–4 sentences** about your partner.

Example:

 **Name:** Amina

 **Description:**

- Her name is Amina.
- She is short.
- She is wearing a blue dress.
- She has long black hair.

Speaking Template for Learners.

Fill this in, then speak:

- This is my classmate.
- His/hers name is _____.
- He/she is (tall/short/young/old).
- He/she is wearing a _____.
- He/she has (long/short) (black/blonde/brown) hair.

❖ People and Appearance

Icon	Word	Sentence
	Shirt	He is wearing a shirt.
	Trousers	I wear trousers every day.
	Dress	She is wearing a red dress.
	Shoes	I have black shoes.
	Blonde hair	She has blonde hair.
	Old	My grandmother is old.
	Young	My son is young.
	Red	The dress is red.

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



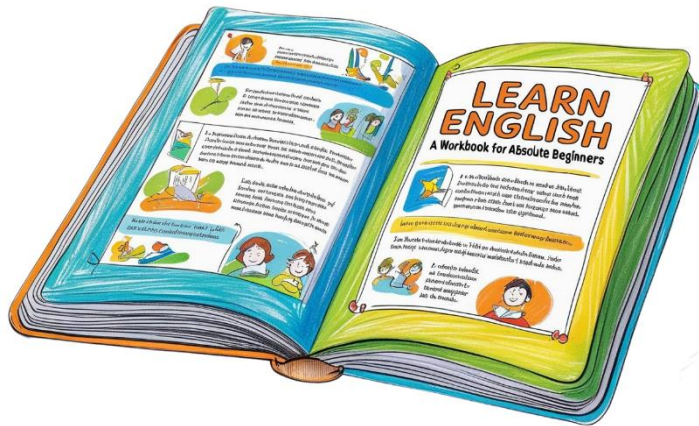
Name clothes and colours

Use simple adjectives (tall, old)

Use personal pronouns (he, she)

Say short sentences to describe

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Unit 8: Health & Appointments

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Name basic body parts
- Say how they feel using simple phrases
- Ask for and make a doctor's appointment
- Understand simple information on a prescription label

❖ **Parts of the Body – Match the Word and Picture**

Word	Picture
Head	
Eyes	
Ears	
Nose	
Mouth	
Hand	
Foot	
Leg	

❖ **Read, Copy and Write – Body words**

head eyes ears hand foot mouth nose leg

❖ 🤒 How Do You Feel? – Match the Sentence to the Picture

Feeling Sentence	Picture
I have a headache.	
I have a cold.	
I have a stomach ache.	
I feel tired.	
I feel happy.	

➤ Now say the sentences aloud with a partner.

➤ How do you feel today? Write one sentence.

❖ Speaking Practice – At the Doctor's

(Practise this short conversation with your partner.)

Receptionist: Good morning. Can I help you?

You: I need to see a doctor.

Receptionist: What's the problem?

You: I have a bad cough.

Receptionist: What's your name?

You: My name is _____.

Receptionist: OK, the doctor will see you at 10 o'clock.

 Swap roles and practise again.

❖ Understanding a Prescription Label

Look at this label:

Name: Aisha Khan

Medicine: Paracetamol

Take: 2 tablets

How often: 3 times a day

With: Food

❖ Answer the questions:

1. What is the patient's name? _____

2. What is the medicine? _____

3. How many tablets? _____

4. How many times a day? _____

5. With food or without? _____

❖ Writing Practice – Sentences

Write your own sentences:

1. I have a _____.

2. I feel _____.

3. I need to see a _____.

4. I take _____ tablets.

Health Vocabulary

Icon	Word	Example Sentence
	Sick	I feel sick.
	Cold	I have a cold.
	Headache	I have a headache.
	Ear	My ear hurts.
	Nose	My nose is blocked.
	Medicine	I take medicine.
	Appointment	I made an appointment.
	Doctor/Hospital	I went to the doctor.

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



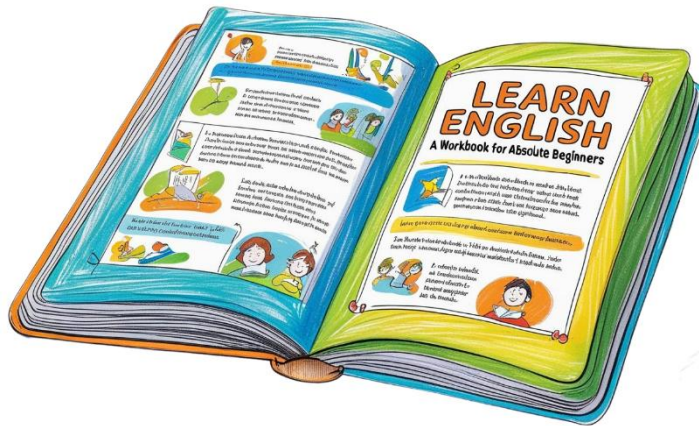
Name parts of the body

Say how I feel

Make a simple doctor's appointment

Read and understand a prescription label

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Unit 9: Everyday Conversation

✦ Learning Objectives

By the end of this unit, learners will be able to:

- Use polite words like **please**, **thank you**, and **sorry**
- Ask for help in simple ways
- Make small talk (basic conversation)
- Talk about the weather using simple words

❖ Polite Expressions – Spell and Say

Picture	Expression	Meaning
	Please	Asking nicely
	Thank you	Showing gratitude
	Sorry	Saying you made a mistake
	Excuse me	Getting someone's attention

❖ Write the words under each picture:

 = _____

 = _____

❖ **Read, Copy and Write – Polite Words**

Please

Thank you

Sorry

Excuse me

❖ **Fill in the blanks:**

1. _____, can you help me?
2. _____ for being late.
3. _____ very much.
4. _____ pass me the pen?

❖ Asking for Help – Match the Question and Picture

Question	Icon/ Picture
Can you help me, please?	
Where is the toilet, please?	
Can you open the window, please?	
I don't understand.	

✅ Practise saying the questions with a partner.

❖ Speaking Practice – Small Talk (Pair Practice)

A: Hello!

B: Hello!

A: How are you?

B: I'm fine, thank you. And you?

A: I'm good, thanks.

Swap roles. Then practise with new partners.

❖ 🌤️ Weather Words and Pictures

Word	Picture
Sunny	
Rainy	
Windy	
Cloudy	
Snowy	
Hot	
Cold	

❖ Write the words:

 = _____

 = _____

 = _____

 = _____

 = _____

❖ Speaking Practice – Small Talk (Pair Practice).

Use polite words and weather vocabulary.

A: Hello!

B: Hi!

A: How are you?

B: Good, thank you.

A: It's cold today.

B: Yes, very cold!

❖ Fill in the Gaps.

WORD BANK

sorry	windy	Excuse me	understand	Thank you
-------	-------	-----------	------------	-----------

1. _____, can you help me?

2. _____ very much!

3. _____, I am late.

4. Today is _____ and windy.

5. I don't _____.

Everyday Phrases

Icon	Phrase	Example
	Please	Please open the window.
	Thank you	Thank you for your help.
	Sorry	Sorry, I don't understand.
	It's sunny	It's sunny today.
	It's cloudy	It's cloudy and cold.
	It's snowy	It's snowy outside.
	Excuse me	Excuse me, where is the toilet?

End-of-Unit Review

Instructions: Tick the things you can do.

I can...



Use polite words

Ask for help using simple questions

Start and answer basic small talk

Talk about the weather using pictures and words



Congratulations!



**You have completed the
ESOL Absolute Beginners Workbook**



Well done for working so hard!

You have learned how to:

- ✓ Say hello and goodbye
- ✓ Introduce yourself and ask questions
- ✓ Talk about your family, home, and daily life
- ✓ Read signs and labels
- ✓ Ask for help and use polite words
- ✓ Speak in English with confidence!

 **Remember:**

“Every word you learn is a step forward.”

Keep practising, keep speaking, and never give up!

 What's Next?

- ✓ Keep speaking English every day
- ✓ Listen, read, and talk with friends
- ✓ Ask questions and have fun with English
- ✓ Join the next level – you're ready!



Tutor's Notes:
