

ENGLISH

Loes De Parade

FOR

**REAL
ESTATE**

| OWL PRESS |

FOREWORD

By Justin Boland, *Engel & Völkers Marbella*

For the past 30 years, I have been working in Real Estate in the United Kingdom, Eastern Europe, and Spain. My current role as sales director at Engel & Völkers, one of the world's leading Real Estate companies, also involves mentoring trainees. That's how Loes and I met. As a teacher, she prepares real estate students for the workplace by training them in effective communication in English. Interacting with these outstanding Belgian interns has inspired me to contribute to this book. After all, their already-acquired knowledge of language and communication skills allows me to focus on teaching them the tricks of the trade and passing on my own experiences and perspectives.

Throughout my life, I have had the opportunity to reside and work in many countries, including Bulgaria, Ireland, Israel, the United Kingdom, and, most recently, Spain. English has proven to be unquestionably the most popular and crucial language in international real estate. I can say this with confidence because, for instance, some of the people I employ here in Spain may not speak Spanish fluently, yet they excel as industry leaders thanks to their English proficiency.

From an early age, I faced the challenge of dyslexia, which led me to rely heavily on verbal communication and active listening. As it turns out, I discovered that this is also the key to my success in real estate. My ability to listen, understand, show genuine empathy, and instill confidence helps me to expertly assist my clients through a sometimes emotional, yet critical, and rather difficult process. In other words, at each step of my journey, success was contingent on my ability to connect and say the right words.

I believe that there is great value in investing time and effort in learning effective communication, particularly in the context of global real estate. As such, this book will help any real estate professional who wants to start learning about professional and effective client communication in English.

Good luck on your journey towards professional growth and success!

Yours sincerely,

Justin Boland

HOW TO USE THIS BOOK


‘The best investment you can make is in yourself and the service you provide. Strengthening your English skills allows you to reach a global network of buyers, sellers, and investors, and positions you as a knowledgeable professional clients can depend on.’

The book is divided into two parts: written tasks and oral tasks. In addition, the online materials included with this book contain answer keys, glossaries, and interesting media for every chapter, as well as additional chapters on grammar and pronunciation. You can download the online materials by scanning the following QR code.



These two icons indicate whenever it is useful to have a look at the online materials:

 access the answer key in the online materials

 access the content in the online materials

Throughout the book, you will find additional QR codes that lead to webpages, videos, and audio files needed to complete the exercises. Simply scan them with your smartphone to access this online content.

These two acronyms refer to the difference between British and American English:

UK British English

US American English

If you have any comments on *English for Real Estate*, please get in touch via nina@owlpress.be

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PART 1

**WRITTEN
TASKS**

1

CORRECT GRAMMAR MATTERS

You will learn about and practice the basics of English grammar.

In this book, you will learn and practice the essential building blocks of English grammar needed for real estate communication. The focus is on clarity and effectiveness – helping you make yourself understood in real-life professional situations.

As *English for Real Estate* is not a full grammar reference, you'll concentrate on the most relevant basics. Rare exceptions and advanced theory are intentionally left out to keep the learning practical and accessible.

The key aspects of grammar include:

- Tenses
- Modals
- Conditionals
- Relative clauses
- Passive voice
- Word order
- Questions
- Adjectives and adverbs
- Prepositions and phrasal verbs
- Genitive: possessive 's
- Indirect or reported speech
- Nouns
- Quantifiers



You can access this entire chapter and its explanations and exercises in the online materials. Scan the QR-code to explore carefully selected resources that will help you deepen your understanding and practice at your own pace.

To get you started, we have included a short excerpt from the online materials in this book. This will introduce you to the basics of verb tenses and give you a solid foundation to build on.

TENSES

Many English-as-a-second-language learners feel that the tenses are illogical, but I beg to differ. The aim here is to give you a logical explanation and a clear overview of the English tenses.

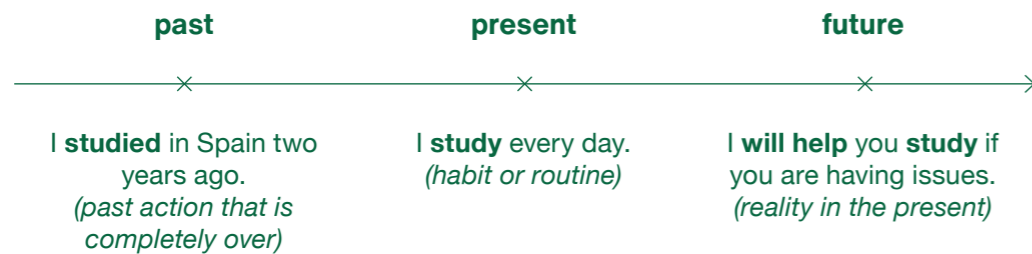
LOGICAL EXPLANATION

The English tense system consists of two items:

1. **time:** when an action happens, i.e. past, present, or future
2. **aspect:** what kind of action it was, i.e. simple, continuous, perfect, or perfect continuous

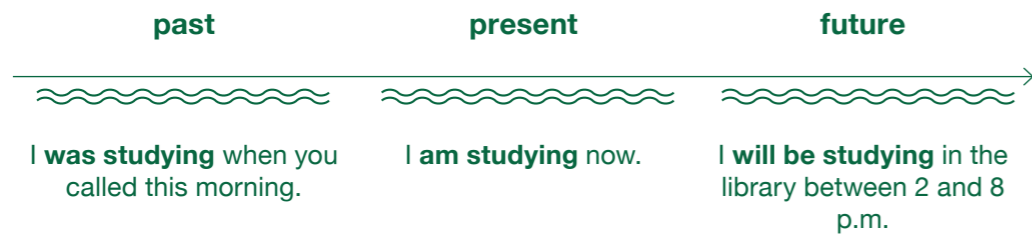
If you were to visualise the kinds of actions on a timeline, it would look like this:

SIMPLE



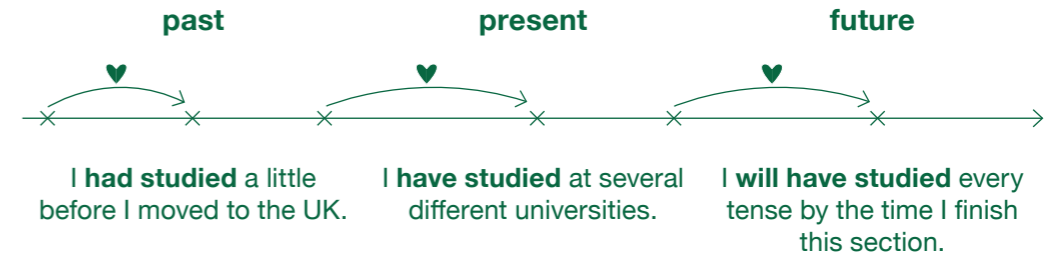
What you see here are simple actions that can happen in the past, present, and future. That's why we visualise them with an 'X'.

CONTINUOUS



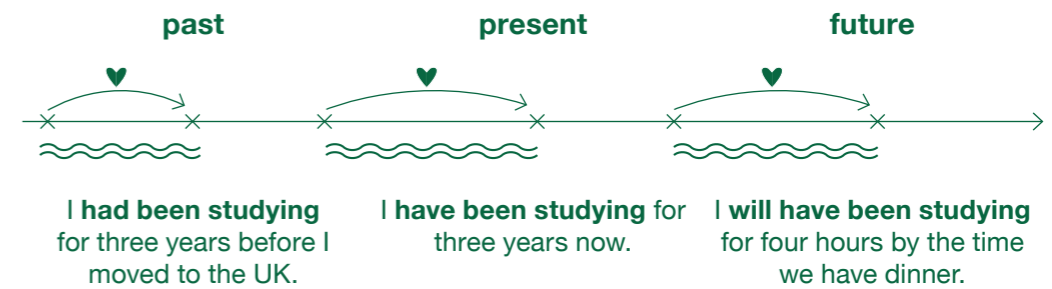
Continuous means 'not stopping', without a pause or interruption, so these are actions that are ongoing.

PERFECT



These kinds of actions started earlier and have a link with later.

PERFECT CONTINUOUS



These actions are a combination of the continuous and perfect aspect, so hopefully you can already guess what these actions are about. They refer to an ongoing action that started earlier and has a link with later.

As each aspect or kind of action can happen in every time reference you simply need to multiply three by four to discover that there are indeed 12 English tenses. These are their names:

	Time	Aspect
1.	past	simple
2.	present	
3.	future	
4.	past	continuous
5.	present	
6.	future	
7.	past	perfect
8.	present	
9.	future	
10.	past	perfect continuous
11.	present	
12.	future	

CLEAR OVERVIEW

Let's talk about the formation: how you form the tenses. Here is how to interpret the overview below to uncover the logic of English tenses. In the first column you'll find all 12 tenses. In the second column, you'll find the four rules. You only have to put the first verb in the required time (past, present, future) and add the rest to form correct tenses. In the third column, you'll find example sentences.

<p>A. SIMPLE</p> <p>1. PRESENT</p> <p>2. PAST</p> <p>3. FUTURE</p>	<p>TO DO + INF</p> <p>1. do/does + inf for negative sentences and questions inf or inf + (e)s for positive sentences</p> <p>2. did + inf for negative sentences and questions inf + ed or irregular verbs for positive sentences</p> <p>3. will + inf</p>	<p>EXAMPLES</p> <p>1. Do you study every day? I study every day. / She studies every day.</p> <p>2. I didn't study in Spain two year ago. I studied in Spain two years ago. / I lost my property.</p> <p>3. I will help you study if you are having issues</p>
<p>B. CONTINUOUS</p> <p>4. PRESENT</p> <p>5. PAST</p> <p>6. FUTURE</p>	<p>TO BE + ING-form</p> <p>4. am/is/are + ing</p> <p>5. was/were + ing</p> <p>6. will + be + ing</p>	<p>4. I am studying now.</p> <p>5. I was studying when you called this morning.</p> <p>6. I will be studying in the library between 2 and 8 p.m.</p>
<p>C. PERFECT</p> <p>7. PRESENT</p> <p>8. PAST</p> <p>9. FUTURE</p>	<p>TO HAVE + PAST PARTICIPLE (= pa.pa.)</p> <p>7. has/have + pa.pa.</p> <p>8. had + pa.pa.</p> <p>9. will + have + pa.pa.</p>	<p>7. I have studied at several different universities.</p> <p>8. I had studied a little before I moved to the UK.</p> <p>9. I will have studied every tense by the time I finish this section.</p>
<p>C+B= PERFECT CONTINUOUS</p> <p>10. PRESENT</p> <p>11. PAST</p> <p>12. FUTURE</p>	<p>TO HAVE + PAST PARTICIPLE of TO BE + ING</p> <p>10. has/have + been + ing</p> <p>11. had + been + ing</p> <p>12. will + have + been + ing</p>	<p>10. I have been studying for 3 years now.</p> <p>11. I had been studying for 3 years before I moved to the UK.</p> <p>12. I will have been studying for 4 hours by the time we have dinner.</p>

Go to the online materials to find the exact same overview in colour to see the logic of forming the tenses.

It all starts with knowing how to form the past, present, and future simple of the three most common English verbs.

	To do	To be	To have
present simple	I/you/we/they do he/she/it does	I am he/she/it is we/you/they are	I/you/we/they have he/she/it has
past simple	did	I/you/we/they were he/she/it was	had
future simple	will do	will be	will have

In my opinion, you only have to study three rules:

1. The **simple** tenses are formed with **'to do'** in the required **past, present, future + the infinitive form of the verb** (= to-infinitive without 'to'; e.g. work, play, study).
2. The **continuous** tenses are formed with **'to be'** in the required **past, present, future + the ING-form of the verb** (e.g. working, playing, studying).
3. The **perfect** tenses are formed with **'to have'** in the required **past, present, future + the past participle of the verb** (e.g. worked, played, studied).

You actually don't have to study the perfect continuous tenses as they are a combination of rules 2 and 3:

4. The perfect continuous tenses are formed with **'to have'** in the required **past, present, future + the past participle of the verb 'to be'** (= been) + the **ING-form of the verb**.

Let's go back to the overview and take a look at number 1, the 'present simple': if you put 'to do' in the present, you get 'do' or 'does' + infinitive. However, this rule does not apply for positive sentences as then you simply use the infinitive form or the infinitive +s or +es in the 3rd person singular. If we take number 5, the 'past continuous': if you put 'to be' in the past, you get 'was' or 'were' + the ING-form of the main verb. Apply this logic to all tenses and that's how they are formed.



If you would like to practise verb tenses further or explore other grammar topics, simply access the online materials.