

# Telling Time



## I. WARM-UP

### Vocabulary

**Guess the meaning of the underlined words.**

1. The insurance company paid out for the damaged property caused by a fire.
2. My father bought a big TV at a large expense.
3. Each department in the company shared 50% of the budget for the employees' training.
4. A quarterly meeting is done to update the developments of the company within the three months.
5. Bankruptcy is an unforeseeable event in any business.

## II. DIALOGUE BOX

- A: Do you have any insurance?  
 B: Not yet. I will have it in July. I got health insurance for my family. How about you?  
 A: I still haven't decided yet. I think it is an added expense to the budget.  
 B: It's true but it's actually very practical especially when you have unforeseeable events such as serious illnesses. If you're insured, you will have no worries.  
 A: How do you pay for it?  
 B: Usually you can pay it monthly or quarterly. If you're interested, I can refer you to my insurance company. It opens at 9 in the morning and closes at 4 in the afternoon. No lunch break.  
 A: What about on weekends?  
 B: I think they are closed on Saturdays and Sundays.

### Comprehension Check

1. Does speaker A have an insurance?
2. When will speaker B get his insurance?
3. Is speaker B's insurance company open on weekends?
4. Who do you think the speakers are? friends? colleagues?

# Telling Time

## III. LANGUAGE BOX

Look for prepositions in the Dialogue Box.

### Prepositions of Time

1. Parts of the day: **in** the morning/afternoon/evening; **at** night/noon
2. Months: **in** January; **in** February
3. Seasons: **in** spring; **in** summer
4. Years: **in** 2000
5. Days and Dates: **on** Monday; **on** January 18th; **on** the 18th of February
6. Holidays: **at** Christmas
7. Specific times: **at** half past seven; **at** 12:00; **at** midday; **at** midnight
8. Length of times: The meeting is **from** 10:00 **to** 12:00.

There is a break **between** 10:00 **and** 14:00.

**IV. SAY IT!** Assuming you're the head of a certain company. A friend is thinking about working in your company. Give information about these points:

- Working days
- Working hours with breaks
- Meeting schedules
- Holidays in a year



# Talking About Projects



## I. WARM-UP

### Vocabulary

Match the words with their meanings.

#### A

1. project
2. deficiencies
3. efficiencies
4. organization
5. brainstorm

#### B

- a. major work requiring money, personnel and equipment
- b. sharing ideas and suggestions in a meeting
- c. qualities of being able to do a task successfully
- d. an official group of people
- e. lacks or shortages of something

## II. DIALOGUE BOX

- Team leader:** We have worked together as a team successfully. Everybody really worked hard. I hope you do the same for the new project.
- Assistant Team Leader:** Excuse me, sir. I strongly suggest we look at first our previous project by identifying the deficiencies and efficiencies of the planning.
- Team Leader:** Alright, anybody would like to start?
- Member 1:** I think the project last year lacked organization in the designation of tasks.
- Member 2:** I suggest we do brainstorming on each member's ideas and then choose the best one.
- Member 3:** I agree to that! Last year, there was no clear direction given to each member.
- Member 4:** That's right. But I think we should limit our suggestions to three.
- Team Leader:** I have to agree to that. Now, shall we start with the first suggestion?

### Comprehension Check

1. What does the team first do?
2. What does the previous project lack?
3. What does member 2 suggest they do?
4. Do you think "brainstorming" is effective?

# Talking About Projects

## III. LANGUAGE BOX

Look for past simple and present perfect forms in the Dialogue Box.

- Use the **PAST SIMPLE** to speak about finished or completed actions in the past. It is usually accompanied with definite time expressions such as yesterday, last night/year.

*I attended the meeting yesterday.*

- Use the **PRESENT PERFECT** to speak about actions that started in the past and continue in the present.

*I have attended meetings for 15 times.*

**IV. SAY IT!** Your company appointed you to be the team leader to revise an old project. Answer the following questions to help you do it.

- a. What would you change about the old project?
- b. What new ideas would you include in the new project?
- c. How would you divide the task to your members?



# Talking About Money



## I. WARM-UP

### Vocabulary

Look at for the words in the Dialogue Box. Guess their meanings.

#### **A**

1. latest
2. expanding
3. investment
4. loan
5. capital
6. option

#### **B**

- a. a sum of money lent at interest
- b. the activity of using money to increase its value
- c. the most recent thing
- d. choice
- e. increasing in size, volume, scope
- f. a sum of money which you use to start a business

## II. DIALOGUE BOX

- A:** Have you heard the latest news from the management?  
**B:** No, what happened?  
**A:** Well, Mr. Mitchell just announced that the company is expanding. He believes having new offices will be a big investment for the company.  
**B:** Hmm. It would be another challenge for the company. So, what seems to be the problem?  
**A:** The company will need to loan money from a bank to use it for its capital.  
**B:** That's not easy. Don't they have another option for that?  
**A:** Initially, they were looking at renting a building with a budget of \$100,000. But some board members disagreed.  
**B:** Well, I hope they come up with a good plan soon.

### A. Comprehension Check

1. What does the company plan to do?
2. Do they have the money for the capital?
3. What's does the company initially plan to do?
4. Which plan do you think would work best for the company?



# Talking About Money

## III. LANGUAGE BOX

**Exercise:** Give your own examples using how much + be/do/modal.

**How much is** my change?  
(be)

**How much do** you spend each day?  
(do)

**How much will** I pay for the rent?  
(modal)

## IV. SAY IT! What would you do if you won \$1, 000, 000 in the lottery?

Guide Questions:

1. Would you resign from your current job?
2. Would you invest the money or spend it by shopping?



# Talking About Plans



## I. WARM-UP

### Vocabulary

**Guess the meaning of the underlined words and phrases.**

1. I owned a jewelry store and wanted to expand the business.
2. The local branch of Bank of Asia is handling the accounts.
3. The marketing department put up a big billboard to increase sales of their new product.
4. The manager hired a young secretary.
5. The new supervisor was not happy when he was transferred to the local branch.

## II. DIALOGUE BOX

- President** : Good day everyone. The members of the board feel it's time to expand the business. So, it is decided that we are going to open a new branch.
- Manager A** : Well, that's good news. Where is it going to be located?
- President** : It's going to be put up in the next city.
- Manager B** : I think that's a good location. Will we hire new employees or will some of us be transferred?
- President** : That's a very good question. The board hasn't made that decision yet. But if it's needed some of us will be transferred.
- Manager B** : Who will decide on that?
- President** : I think the board members will do that.

### Comprehension Check

1. What is the company going to do?
2. Do you think Manager B is happy about the plan?
3. Do you think business expansion is necessary? Why or Why not?

# Talking About Plans

## III. LANGUAGE BOX

### Futurity with **be going to + verb** and **will**

**Will** is used for predictions, assumptions, promises and when we do something spontaneously.

- I think the President **will** announce the new branch manager today.

**Be going to** is used to describe planned actions.

- We **are going to** have a big party on the first company anniversary.

*!Look for sentences with **be going to** and **will** in the Dialog Box!*

- IV. SAY IT!** The new company is going to open next week. However, the country's economy is suffering from inflation which affected the prices of the necessary materials needed for the opening. As the team leader of the launching committee, how are you going to handle the situation? What are you going to do to make the affair successful?





# Talking About Personnel



## I. WARM-UP

### Vocabulary

Look up for these words in the Dialogue Box. Guess their meanings.

**expertise**  
**relevant**

**recommend**  
**credentials**

**colleagues**  
**approval**

**edge**

1. The company is known for its marketing \_\_\_\_\_.
2. Most employees stay in their job because they have good relations with \_\_\_\_\_.
3. The new chief executive has impressive \_\_\_\_\_.
4. The new secretary always forgets to ask the \_\_\_\_\_ of the company president.
5. The marketing strategies of a company should be \_\_\_\_\_ to the needs of its clients.
6. Younger agents may be strong competitors but the older ones still have the \_\_\_\_\_ in the field.
7. The human resource officer will surely \_\_\_\_\_ you to file your leave earlier.

## II. DIALOGUE BOX

- President** : Who do you think should handle the next project?  
**Manager A** : He should be someone who has sufficient expertise in sales.  
**Manager B** : I agree. Also, the kind of sales experience he has should be relevant to the product we are selling.  
**President** : Okay. So, do you know someone who has these qualifications?  
**Manager A** : Well, I'm thinking of Peter Reynolds. He works as my sales supervisor. I am sure he is suitably qualified.  
**Manager** : I recommend Mr. John Smith. He has got very good credentials and the right attitude.  
**President** : I think these men are very good. But maybe you could look for more within the group of your colleagues who also have the edge. Then, submit their names as soon as possible for approval.  
**Managers A and B**: Alright then sir.

### Comprehension Check

1. What kind of person is the company looking for?
2. What does the President want his managers to do?
3. Have you been recommended for a job? How did you feel?

# Talking About Personnel

## III. LANGUAGE BOX

**Look for relative clauses in the Dialogue Box.**

We use the relative clause *who* to give additional information about someone without starting another sentence.

**Examples:**

1. We are looking for a new secretary. The person should have three years experience.
  - *We are looking for a new secretary who should have three years experience.*
2. We need to employ a new supervisor. The person should have excellent communication skills.
  - *We need to employ a new supervisor who should have excellent communication skills.*

**IV. SAY IT!** You are asked to recommend one of your colleagues for an open managerial position. Why would you recommend him or her? Does he or she have the experience? What about his or her attitude?

