

how to gossip



What do you do on your spare time?

vocabulary

listen...

gossip
wicked
horrific
mysterious
phoned

and use it!



conversation

A: Did you hear about the news the other day?

B: No.

A: I'm really worried you know.

B: Why? What's up?

A: Mark hinted to me that we were going to be taken by a new management. He suggested to start looking for a new job because there'll probably be a lot of work to be done.

B: They said that the new president was a wicked lady from a mysterious town.

A: Oh! That sounds horrific.

B: Yes, I think it's time to clean up our desk and leave.

A: That's a good idea. Mark phoned me that he'd pick us up here in the office.

language focus

Peter: “I clean the black shoes”

Peter told me that he cleaned the black shoes.

John: “We’ll finish the game”

They said they will finish the game.

grammar focus

Gossip often involves passing on information to someone else thus reported speech is frequently used. The main rule of reported speech; the tense usually changes (one step back). Example— *Present to Past*.

John: “Mandy is at home”—
Present to Past— John said that Mandy was at home.

scenario

*You want to pass some gossip to your colleagues about the new guy in the office. Add details to make the gossip interesting.

*You overheard a conversation between a lawyer and the HR department in the office and now you want to pass on what you heard to other colleagues of yours.

FOLLOW UP QUESTIONS

*How would you define gossip?

*Is there a lot of gossip in your workplace.

*What is the pattern of your sentence if you want to pass some gossip to another person?

Good evening
ladies and gentlemen!



VOCABULARY



delighted
pleasure
introduce
grateful
launching
fortunate
excellent
idea
cosmetic

Conversation

Jasmine : Hi! Mr. Thompson. Nice to see you again. I'm delighted you were able to make it this evening.

Mr. Thompson: It's my pleasure Jamie. By the way, I'd like to introduce you to Mr. Greg Peterson. He is the Marketing Manager of Skin Deep Essentials.

Jasmine: Hello Mr. Peterson. I'm very grateful to have you here tonight...

Mr. Peterson: Thank you Jasmine. The pleasure is mine.

Jasmine: How did you find the launching so far?

Mr. Thompson: Great product launching. Congratulations!. We're fortunate to be the first one to see your new cosmetic line...How did you come up with an excellent ideas as that?



GRAMMAR FOCUS



We use focus adverbs to highlight key information. The position of the adverb can change the meaning of the sentence:

Ex: I've got just the present for you.

(= *the present is perfect for you*)

Daniel worked only on the lightning.

(= *he didn't work on anything else*)

There is at least one distributor interested.

(= *a minimum of*)

You might even meet someone famous.

(= *there's a small possibility of meeting someone famous*)

I've got the present just for you.

(= *it's for you, and no one else*)

Only Daniel worked on the lightning.

(= *no one else worked with him*)

At least there is one distributor interested.

(= *fortunately, happily*)

Even you might meet someone famous.

(= *it's unusual for you to meet famous people*)

SCENARIO

You have just finished hosting an event for sponsors held at a major art gallery in the city. The venue was perfect for the number of guests, the food was delicious, and the gallery owner went out of his way to make the evening a success. All the guests complimented you on an excellent evening. Now, it's your turn to thank the gallery owner.



How to make a SPEECH

How do you feel when you stand in front of many people and deliver a speech?



Vocabulary

Use these words in a sentence...

leisure
hallways
eatery
getting over
blues
chat

Conversation

Retirement Speech of Mr. Green

It is hard to believe this day has finally come. I should have done this a month ago but I was not ready to leave you guys. I have to say that I have mixed feelings today. It is wonderful to look forward to a future of more leisure and getting around to many of the things that I always said I would do “someday”, but I also feel some blues at leaving what has been such an important part of my life. I might have a hard time of getting over with my work life. And a while ago I was thinking, I should have asked each of you, your email adds so still we can have a chat everyday..hehe

This company is like a family and though I know I will see many of you around the town, this day is kind of like moving away from home. It has a great promise and yet, knowing that I won't see the members of my family every day anymore is hard to imagine. I should have been declaring my age as 20 years younger by that I can stay here longer with you ...

I won't see Tim every day as I walk into the building, there at the front desk. I won't see Margaret at the desk in front of my office door. I won't see all the rest of you in the hallways and the eatery and we won't be having those daily chats about Smallville and the Heroes and when the winter is going to be over. I will miss all of you and all of the conversations, not just the ones I have mentioned. I could have been the so called bad guy if I didn't move in this department. So, my warmest thanks to all.

But it is time to move on. I have enjoyed my time here at Josh Wealth and I know we have done some great things.

Grammar Focus

The modal verbs **must, could, might, and should** are used with *have + past participle* to express several concepts about the past.

Must is used to express a logical deduction about a past action or event.

Could is also used to express a possible reason or cause of a past action.

Might or **May** is used when there is more doubt or uncertainty.

Should is used to express an event that was scheduled but did not happen or when a possibility happened which is difficult to understand.

He finished all the work in just one hour. He **must have worked** diligently.

The polluted air in the city **could have been** the result of carelessness.

He **may have phoned** me while I was out./ He **might have phoned** me while I was out.

An honest man **should have been** the leader of the country.

I **should have asked** her name before she left.

SCENARIO and FOLLOW UP QUESTIONS

- Your secretary for five years will move to another country and have to leave the company. You, as her boss, will have a speech on her farewell party. What will you say?
- Your friend, an owner of a grocery store ask you to attend the opening of her new branch and as a well known business woman you are expected to have an opening speech.

Have you ever given a speech? When and what was the event?

How to show someone around



Vocabulary



journey

badges

corridor

soundproof

production

gears

regulation

facilities

introduce

Conversation

Mart: How nice to see you again, Ms.Crow. We met at Japan conference, I think.
Did you have a good journey?

Ms. Crow: Yes. Thank you. No problems.

Mart: That's great. I think we'll start our tour now.

Ms. Crow: Yes..Let's move on.

Mart: Could you just clip the badges on ,please?You'll need them to open the red security doors between the main corridor and the soundproof offices. Oh by the way,I would like you to meet the lady behind these success,Lourene.

Ms. Crow: Nice to meet you Lourene.

Lourene: My pleasure meeting you too.

Mart: And let's proceed. Straight through here is the main office. I share with Jadie the guy in charge of web orders. They've become our major growth. Now if you turn around and that messy part in the left side is my desk. So don't mind it. And there's a green color door at the back of the storage area is our production floor.

Ms. Crow: Do we have to wear all these gears?

Mart: Yes,it's Health and Safety regulation. You know.

Grammar focus

Language Focus

The third station from the left has the most colorful decoration.
I want you to meet Miss Warne the lady behind these success.
The guy you met a while ago is our head dept.
The room with pink color door is my office.

Grammar Focus

A noun phrase is a piece of language that acts as if it was a single noun.

To check if it's a noun phrase just substitute the phrase with a pronoun.

Example:

The person wearing a red shirt is my mom.--- *She* is my mom.

Noun Phrase

Pronoun



Scenario

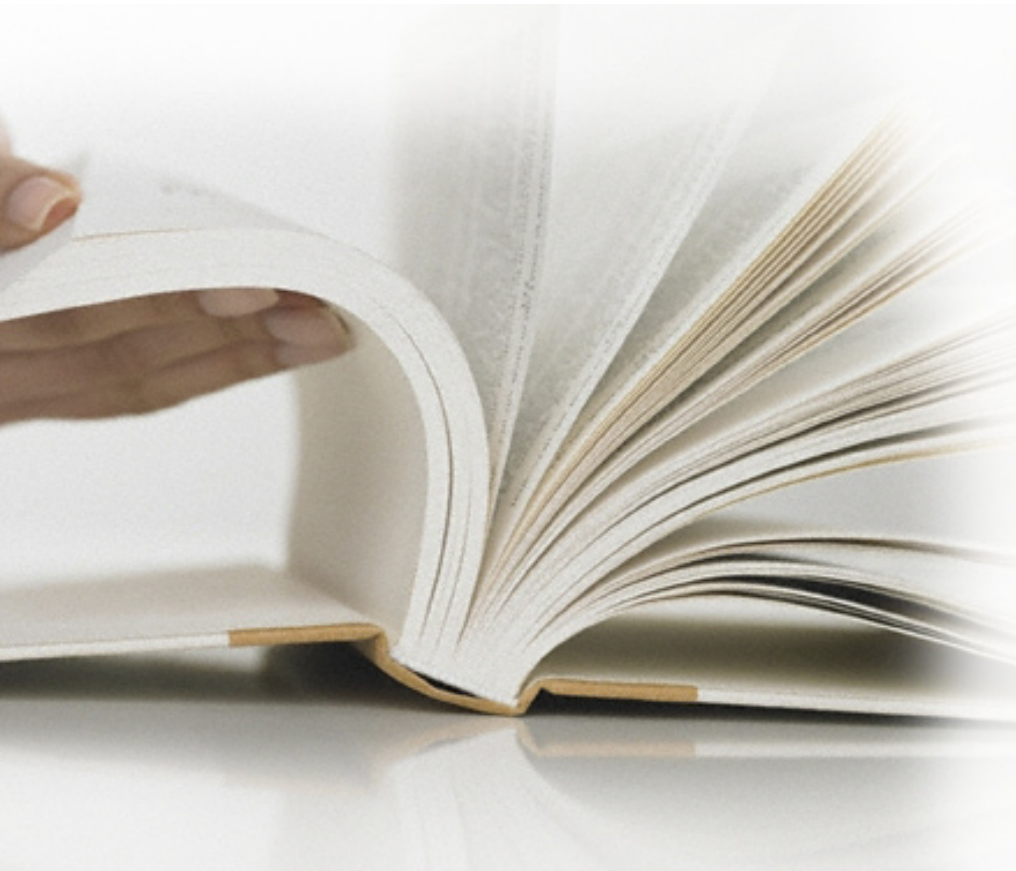
- There is a new employee in your company. Show her around the offices and introduce her to all the colleagues.
- A safety Engineer is going to have an inspection in your company. Your manager asks you to go along with Engineer for the whole inspection. Introduce to the Engineer all the facilities of the company.

Telling a STORY

Once Upon
A Time...



vocabulary



Till
obsessed
sieve
twisted
set off
Stacking
name badge
dodgy

shelf(shelves)
scans
pound
beeps
started off
extremely
threat
scans

The Anecdote:

I'll never forget my first day at work. I had a newly acquired job at the one and only Macy's. After hours of till training and watching video's, I set off for my working day, and was presented with my sign in card, uniform and my name badge. I started off by working on the tills, which is extremely fun, with all the beeps and scans, and money handling twisted, then went on to stacking shelves. During this time, two funny things happened. The first, which wasn't that funny, happened when I was stacking some shelves. Some chocolates had to be moved so others could go on, and all I had to do is to put all the chocolate in a few baskets. I had to do this job fast, because it was nearly home time, so I started pulling them off about 10 times at a time. So, imagine the scene; me, stood next to this shelf full of chocolate, grabbing it, and throwing it into a basket. Keep in mind I had no uniform on, so I looked like a chocolate obsessed shopper. I was getting a few dodgy looks, and all I could do was to smile politely and go back to my chocolate collecting. The second one is more of a ..."Oh dear God, I'm scared for life" story for me. I was serving, when this guy (who was obviously high as a kite) came up with a sieve and paid with a twenty pound note. I wasn't sure why he wanted this sieve for, but you have to serve these people, unless they're a threat, which he wasn't. Anyway, he paid with a twenty, took the sieve, then screamed "I DON'T WANT THIS SIEVE!!!!!" and threw it back (literally), then demanded his money back. Very scary. I had to hold in the laughter though. God knows what he would have said/done if I had laughed...

Grammar focus

Simple Past Tense has many uses.

1. It is used to describe actions in the past.

Ex: We had to make twenty people redundant last year.
Our previous factory was really old-fashioned.

2. It is also used to show a sequence of events which happened one after the other.

Ex: I took a deep breath, smiled at the audience, and started to speak.

Past continuous describes actions in progress at a particular time in the past:

Ex: In the early 90's, I was studying economics at a university.
Simple past and past continuous using while, when and as to show that one event happened while another was in progress.

Ex: My boss walked in as I was talking about him to my colleague.
While our company was expanding we took on several new employees.

Past Perfect Tense is used to describe actions that took place before something else in the past:

Ex. When I arrived, the the presentation had already started.

Past Perfect Continuous describes actions in progress before another event in the past:

Ex. Strict policy was implemented because one of the supervisors has been coming to work late.

scenario

1. Write a letter to a friend telling her/him about your first day at work.

Use the expressions from the story and the Language Box.

2. Write a story of your unforgettable experience during college days.

Use the expressions from the story and the Language Box.