

Basic English 4

Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 1 Lesson 1	I am going to prepare my resume.	Rio will get mine and his to the main hall. I am going to prepare my resume and seek a job.	1. Possessive Adjectives & Possessive Pronouns 2. Simple future tense: Will/ be going to + verb	graduation ceremony attend robe resume seek	Everyone preparing for the graduation ceremony. Aya: Hi, Bo! Our graduation ceremony is at 2:00 pm today. All students were asked to attend on time in the main hall. Did you know that? Bo: Yes, I'm so excited about our graduation ceremony. Aya: Did you get your cap and robe? Bo: Not yet. Rio will bring mine and his to the main hall. Aya: Oh, alright. Will your parents attend too? Bo: Yes, they will. Aya: What are you going to do after graduation, Bo? Bo: I am going to prepare my resume and seek a job.
UNIT 1 Lesson 2	I made my resume last week.	I made my resume last week. I submitted it to a few companies.	1. Simple Past Tense 2. Past tense of Regular and Irregular Verbs	time-consuming information submit company job interview	Bo preparing his resume while Aya has already submitted hers. Bo: Creating a good resume is so time-consuming. Aya: That's right! Did you finish your resume? Bo: No, I didn't. I still need to add some important information. How about you? Aya: I made my resume last week and submitted it to a few companies. I'm a little nervous now. I'm going to have my first job interview tomorrow. Bo: Don't worry. It will be a great opportunity for you. Aya: I hope I get the job in that company. Wish me luck for tomorrow. Bo: I'm sure you will do fine. Good luck, Aya!
UNIT 1 Lesson 3	I can compose poems and short stories.	I can compose poems and short stories. I am able to express my idea in a clear way.	1. Can - for abilities in the present 2. Be able to - for abilities in the present, past, & future	outstanding graphic design skill compose competitive addition	Aya's interview Interviewer: You have an outstanding resume, Aya. It's clear that you have great graphic designing skills. So, aside from graphic designing, what else can you do? Aya: I can compose poems and short stories. I read a lot of books when I was in university. Moreover, I am very good at public speaking. I am able to express my idea in a clear way. Interviewer: Amazing! What do you like to do in your free time? Aya: I enjoy playing sports on my free time. I can be very competitive sometimes. Interviewer: That's good to know, Aya. I think you will be a great addition to our team.
UNIT 1 Lesson 4	She works with the graphic design team.	I manage the marketing team. She works with the graphic design team.	1. Present Simple Tense (habits/repeated actions vs. general truths and facts) 2. Pronunciation of Final S (-/ɪz/ , -/z/ , and -/s/)	manage colleague impressive portfolio poster advertisement thrilled	Welcoming Aya in the new job Lina: You must be the new graphic designer. Welcome to the company! I'm Lina. I manage the marketing team. If there's anything you want to know, you can ask me. Aya: Pleasure to meet you, Lina. I'm Aya. Lina: Allow me to introduce you to everyone, Aya. Aya: I'm so excited! Lina: Good day, everyone! Please welcome our new colleague, Aya. She works with the graphic design team. She has an impressive design portfolio. Aya designs posters and advertisements. She composes poems and short stories too. We are glad to have you here, Aya! Aya: Thank you so much. I'm thrilled to be working here.
UNIT 1 Lesson 5	How long does it take to finish one project?	How long does it take to finish one project? It takes two to six hours to finish a task if you don't slack off. We aim for top quality to please clients these days.	1. Expressions for Lengths of time How long...? --- It takes + time 2. Time Expressions - (Past, Present, Future)	slack rush aim quality client collaboration	Aya asks Lina about projects. Aya: How long does it take to finish one project? Lina: Since you're new here, you'll do smaller projects for now. It takes two to six hours to finish a project if you don't slack off. Aya: Do you mean that small projects can take up to six hours? Lina: We don't rush here. Someone will help you as you work. We aim for top quality to please our clients these days. Aya: I understand. What if I couldn't finish a project in six hours? Lina: Well, there should be collaboration in our team. Aya: So, in the future, I can ask for help, right? Lina: Of course, you can.

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UNIT 1 Lesson 6	Let's sing karaoke on Saturday!	Come to my desk when your shift ends. Let's sing karaoke on Saturday!	1. Imperatives 2. Making Suggestions: Let's + verb	shift suggest karaoke day off break (noun) stressed	Lina: Aya, come to my desk when your shift ends. Aya: Is something wrong? Lina: Not at all. Steve suggested we do something fun on the weekend. I thought of an idea. Let's sing karaoke on Saturday! Aya: I'd love that! It's good to get out of the house on my day-off. Lina: We all need a good break after the long busy week. Aya: Oh yes! I've been stressed this week. Tell me more about it later. Lina: Sure! Let's talk about it after our shift.
UNIT 1 Lesson 7	My first day starts on the 26th of this month.	My first day starts on the 26th of this month. The company assigned me to a different city.	1. Simple Present for Future Plans 2. Nouns, Verbs, Adjectives (differences of the parts of speech)	anxious assign pack move out promise keep in touch	Bo: Aya! Guess what! I just got a call from a company this morning. Aya: That's great Bo! I heard from Alex that you were so anxious about it. So, are you excited to start your first job? Bo: Absolutely! My first day starts on the 26th of this month. The company assigned me to a different city. So I'd better start packing. Aya: Wait, you're moving out? Bo: Alex and I are moving to Kanagawa City. We'll be roommates. I'm sorry if this is all too sudden. Aya: Promise me you'll keep in touch, Bo! Bo: Of course! Kanagawa is just about 1 hour and 40 minutes away from Tokyo by bus. I'll still be going back often especially on the weekend. Aya: That's quite far. Anyway, I'm looking forward to seeing you sometime soon.
UNIT 1 Lesson 8	I'm planning to book a tour around the city.	I'm planning to book a tour around the city. I'm going shopping tomorrow for some new clothes.	1. Present Progressive for Future Plans	challenges book (v) presentable iron (v) crumpled appreciate	Bo and Alex arrived in Kanagawa City Alex: I'm so excited to start a new life here in Kanagawa City. Bo: Me too. I'm ready for all the challenges ahead. Alex: I'm planning to book a tour around the city. Are you coming with me tomorrow? Bo: I'm going shopping tomorrow for some new clothes. I want to look presentable on my first day. Alex: I already prepared mine. I made sure they were ironed well so that they won't look even a little bit crumpled. Bo: I didn't have time to prepare much since I had other stuff to take care of. You know, I'd appreciate it if you could help me out. I'm really have no fashion sense. Alex: Sure thing. I got you.
UNIT 1 Lesson 9	Bo and Aya's New Journey	She was competing against many applicants. He was waiting for a job offer when Aya got her graphic designing job.	1. Simple Past vs. Past Progressive 2. "When" for Interrupted Actions	journey compete get along go a long way career salesman job offer	Bo and Aya's New Journey Aya did well in her job interview. She was competing against many applicants and got the job. She works at a company where she does graphic designing now. She is doing a great job and her peers appreciate her hard work. She gets along well with her seniors in her office and looks forward to going a long way in her career. Bo submitted his resume to a lot of companies. He was waiting for a job offer when Aya got her graphic designing job. Now, he is in Kanagawa City living with his best friend Alex in an apartment downtown. He works as a salesman in a home appliance company. He and Alex are still adjusting to their new life in the big city and hope that their decision to work far away from home will not be for nothing.
UNIT 1 Lesson 10	Unit Review	----	----	----	----

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UNIT 2 Lesson 1	I work carefully to help clients establish their design needs.	It's very exciting and tiring at the same time. I work carefully to help clients establish their design needs.	1. Types of Adverbs 2. Adverbs can Modify: - verbs - adjectives - other adverbs	to no avail fortunately establish flyer signage logo	Aya and Jerrica update each other about their current status. Aya: So Jerrica, how's everything going? Jerrica: I applied for several companies last month but to no avail. I'm slowly losing hope. How about you? Aya: I am fortunately enjoying my graphics designing job at my company here in Tokyo. Jerrica: Wow, that's absolutely amazing. What is it like being a graphic designer? Aya: Honestly, it's very exciting and tiring at the same time. Jerrica: When were you hired? Aya: Well, I was hired a month ago. Jerrica: What do you actually do at work? Aya: At the moment, I work carefully to help clients establish their daily design needs for their businesses. I design magazines, advertisements, flyers, and even signages. I also create logos and branding materials for big businesses. Jerrica: That's wonderful. I'm so proud of you.
UNIT 2 Lesson 2	The first day was overwhelming.	The first day was overwhelming; however, it was enjoyable. My colleagues were welcoming; therefore, it was a relief.	1. Conjunctive Adverbs	immersed overwhelming welcoming relief tough	Aya and Bo update each other about their current status. Bo: Hello, Aya. I phoned you yesterday, but you didn't answer. Aya: Sorry, I wasn't able to answer your call. Jerrica and I were talking when you called. Bo: No worries. We haven't talked for a long time, so I wanted to call you. Aya: Yeah. You seemed very immersed in your job. How was your first day at work? Bo: The first day was overwhelming; however, it was enjoyable. My colleagues were also welcoming; therefore, it was a relief. Aya: It's always tough at the start. I felt the same on my first day. Bo: I guess it wasn't so bad. I'm actually liking it so far. Aya: That's great, Bo!
UNIT 2 Lesson 3	I will be meeting some VIPs on Monday.	I will be meeting some VIPs on Monday. Lina will be organizing the meeting while I will be working on my design proposals. I will be baking pasta when you arrive home.	1. Future Progressive (Grammar Structures) (will + be + verb-ing) 2. When vs While	VIP prominent affluent influential proposal prosper	Aya and Mom talk about Aya's job. Aya shares about her important client meeting soon. Michelle: Good morning, dear! Will you be working early today? Aya: Yes, Mom. I will be meeting some VIPs on Monday. I need to work early so I can prepare for Monday's meeting. Michelle: Are they prominent clients? Why do you have to be that early? Aya: Well, these are affluent and influential clients. Lina will be organizing the meeting while I will be working on my design proposals. The company will prosper due to this. Michelle: Good luck! I will be baking pasta when you arrive home. Aya: Thanks, Mom but I think I will be coming home late tonight. Michelle: And why is that? Will you be doing overtime? Aya: Perhaps. I'm not sure, though.
UNIT 2 Lesson 4	My projects are coming along so well.	My projects are coming along so well. I wasn't exceeding my manager's expectations a few months ago. I will be doing my very best from now on.	1. Progressive Tenses 2. am/ is/ are; was/ were; will be + verb-ing	terrific come along exceed adjust employee tenured	Bo is in Tokyo for the weekend. He and Aya meet up. Aya: Hi there, Bo. It's great to see you back. How are you doing these days? Bo: Hi, Aya. I am really doing terrific these days. My projects are coming along so well. Aya: That's great, Bo. You are becoming someone your sister would adore. Bo: I'm lucky enough to have these things going well, Aya. I wasn't exceeding my manager's expectations a few months ago, but I am feeling fine now. Aya: That's good to hear. You are quickly adjusting at work now. Bo: To impress my manager, I need to adapt as soon as I can. I heard that there will be a business trip next week for some employees in our company. Aya: Wow! Will you be going on the trip? Bo: No, I won't. Only the tenured employees. But I will do my best and hope to be like those employees in the future. Aya: Well, I wish you the best of luck, Bo. Bo: Thanks! I will be doing my very best from now on.

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UNIT 2 Lesson 5	Have you ever been to Kyoto?	Have you ever been to Kyoto? I have been to Kyoto a few times. I have never been there yet.	1. Present Perfect: Experiential Perfect 2. Ever vs. Never	fortunate adventure aquarium shrine bucket list souvenir	Bo and Aya are now in the park. Bo receives an email saying that he is part of the business trip. Bo: Aya. Guess what? I've got some great news. Aya: What is that all about, Bo? Bo: I just got an email from my manager inviting me to join the company business trip to Kyoto next week. Aya: Wow! You are so fortunate, Bo. Bo: Thanks, Aya. I'm so excited for this adventure. Have you ever been to Kyoto? Aya: Yes, I have been to Kyoto a few times. There are many interesting places that you can visit, such as the Kyoto Aquarium, Shinto Shrine, and many more. Bo: What about Arashiyama Bamboo Forest? Aya: Oh, I have that on my bucket list, but I have never been there yet. How long are you going to be in Kyoto, by the way? Bo: Just for five days. Aya: I see. Has your company booked a flight? Bo: Yes, they have. Aya: Enjoy your trip then, Bo. Don't forget my souvenir.
UNIT 2 Lesson 6	I have finished the design proposals.	I have decided what I want for this book. I have finished the design proposals for your project.	1. Present Perfect: Perfect Result	publish chain academic decide flashy	Aya meets her client for the meeting. Aya: Good morning, Mr. Reeves! I'm Aya Adams. It's great to finally meet you. Mr. Reeves: Good morning, Ms. Adams! Nice to meet you too. How are you? Aya: I am delighted about our meeting today. Mr. Reeves: I'm glad to hear that, Ms. Adams. Aya: Please call me Aya. I'm the graphic designer assigned to your project. Mr. Reeves: It's good to be working with you, Aya. Let me tell you more about Willer Company. We mostly publish educational books. We have a chain of bookshops worldwide that sell academic books. Aya: This upcoming book seems like a children's book. Mr. Reeves: That's right! I belong to the Children's Book Department. I have decided what I want for this book. I was hoping to make this next book visual and attractive for children. Aya: I have finished the design proposals for your project. You can now check them. I think this one is perfect for your book. Mr. Reeves: Oh! I love this design. It is simple yet flashy. Children would love it. Aya: If you have questions, you can contact me through this business card. I will send the final plan to you by email once I am done.
UNIT 2 Lesson 7	I have just finished the meeting with Mr. Reeves.	I have just finished the meeting with Mr. Reeves. I have known him for 2 years.	1. Present Perfect: Perfect of Recent Past 2. Present Perfect: Perfect of Persistent Situation	smoothly book cover approachable disposition convention double-check	Aya informs Lina about the client meeting. Aya: Good morning, Lina. May I come in? Lina: Yes, please. How's everything going? Aya: I have just finished the meeting with Mr. Reeves from Willer Company. Lina: How was the meeting? Did it go smoothly? Aya: Yes, it did. We talked about my design proposals and came up with one final design. The great news is that he really liked this design I proposed. This is the book cover he chose. Lina: I'm glad to hear that. Mr. Reeves is indeed approachable and has a cheerful disposition. Aya: How did you know? Have you met him before? Lina: Yes. I have known him for 2 years. We met at the Global Marketing Convention held in Brisbane, Australia. We've been friends since 2019. Aya: Oh, I see! Lina: Don't forget to send me the final draft before you send it to Mr. Reeves. I need to double-check it, so it would be perfect. Aya: This is noted, Lina. I'll make sure to send it to you before the shift ends. Lina: I would appreciate that, Aya. See you around.

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UNIT 2 Lesson 8	I have been working hard since I got this job.	I've been packing my suitcase for 30 minutes. I've been working hard since I got this job.	1. Present Perfect Progressive has/have + been + verb-ing 2. Present Perfect vs. Present Perfect Progressive	suitcase hop on a plane pay off management strategy buddy	Bo prepares for Kyoto trip in the apartment. Alex: Woah! What's happening, Bo? Why the rush? Bo: Oh! Hey, Alex! I've been packing my suitcase for 30 minutes. I don't know which clothes to bring. Alex: Where are you going? Bo: I'll be hopping on a plane to Kyoto tonight for a business trip. Alex: Really? Your hard work paid off. Bo: Exactly! I've been working hard since I got this job. Alex: I had no idea your company had a branch over there. Bo: The Kyoto branch has been operating since 2010. Alex: I see. I guess the company is successful. Bo: Indeed! I'm also learning a lot of management strategies from my boss. Alex: Good for you. Have fun, buddy!
UNIT 2 Lesson 9	Kyoto is fantastic and one of a kind.	Kyoto is fantastic and one of a kind. Kyoto is the most rewarding city in Japan	1. Gradable Adjectives: Degrees of Comparison (Review) 2. Non-Gradable Adjectives	one of a kind rewarding destination Zen garden brewery indulge	Bo is now in Kyoto. He briefly describes Kyoto and what they plan to do there. I have traveled to a few places here in Japan but so far Kyoto is fantastic and one of a kind. Many travelers say Kyoto is the most rewarding city in Japan because of the many destinations it offers. It is known to be rich in culture and history. The most popular Japanese shrine that we see in many movies and pictures online is in Kyoto. You can also find some of the oldest and best temples here. If you like reading comic books like me, the Kyoto Manga Museum is the perfect place to visit. We'll be very busy on the first days of our business trip, so I am hoping to visit the Zen garden afterward in order to relax. My colleagues, on the other hand, are excited to taste the sake in the breweries. Kyoto is indeed an amazing place to indulge in the culture of Japan. I can't wait to see more of Kyoto in the next few days.
UNIT 2 Lesson 10	Unit Review	----	----	----	----
UNIT 3 Lesson 1	This poster is as eye-catching as that billboard.	This poster is as eye-catching as that billboard outside. The poster will be half as tall as I am.	1. as + adjective/adverb + as - shows that something or someone is similar or equal in some way 2. Quantity Expressions: - half, twice, three times, etc. (recurring Grammar from Book 2)	agenda promo eye-catching tagline catchy passer-by	Aya and Colleague talk about a design project they are working on. Jackson: Hey, Aya! I'm here now. What are we talking about today? Aya: Hi, Jackson. Our agenda today is about the details of the poster from this client in Osaka. Jackson: So, where should we begin? Aya: This client owns a gym. He wants us to make a poster for their summer promo. Here's my plan for the design. Jackson: Looks great, Aya! This poster is as eye-catching as that billboard outside. That tagline is very catchy. People will love it! Aya: Thanks! I need you to draw the cartoon for the poster. Jackson: Alright! What's the size of the poster? Aya: The client says they need it to be 24 inches wide and 36 inches tall, so it can easily be noticed by passers-by. Jackson: Hmm. So, the poster will be half as tall as I am. Aya: That's right. Do you think you can finish the cartoon tomorrow? Jackson: Sure! I'll work on it as quick as I can.
UNIT 3 Lesson 2	Could you tell me how to get to Miyako Convention?	Could you tell me how to get to Miyako Convention, please? First, you'll have to turn left on Blue Street.	1. Directions 2. Asking and Giving Directions	trade show stranger straight ahead crosswalk on foot event	Bo and his colleagues want to go to the convention center. They ask a stranger how to get there. Bo: We still have half an hour left before the trade show opening. Do you know which way leads to Miyako Convention? Miku: No, I don't. I have never been to that place before. We can ask a stranger for directions. Bo: Excuse me, could you tell me how to get to Miyako Convention, please? Stranger: Sure! It's not far from here. First, you'll have to turn left on Blue Street. Turn right on Green Street and walk straight ahead until you reach the crosswalk on Purple Street. When you cross the road, you'll see the shopping mall. Turn left and walk past the shopping mall. The Miyako Convention is between the pub and the bank. It is opposite the hospital. Bo: How long does it take on foot? Stranger: It only takes 4-5 minutes to get there. Bo: I see! It's very near. Thank you so much. Stranger: You're welcome! Bo: Let's go, Miku. We don't want to be late for the event. Miku: Alright, let's go.

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UNIT 3 Lesson 3	Would you like to grab some drinks with me?	Would you like to grab some drinks with me? Walk along Sanjo Street and you can find the brewery on the right.	1. Invitations – Modal : Would 2. Prepositions of Place and Movement:	crowded overhear grab drinks location roundabout bridge	The trade show has come to an end. Someone from the trade show (the stall next to theirs) invites them to drink in the sake brewery. This someone also gives them directions on how to go to the sake brewery. Daisuke: I didn't expect the trade show to be that crowded. Bo: Neither did I. At last, it's finished. We can now go somewhere to relax. How about some drinks? Franc: Hi! Sorry to interrupt. I'm Franc. I didn't mean to overhear your conversation but did someone say they wanted to drink? I know a famous sake brewery just a few kilometers from here. Would you like to grab some drinks with me? Bo: We'd love to, but we don't really know the location. Franc: From here, you have to go straight until you get to the roundabout. Turn left on Takashi Street. Then, go over the bridge at Yamashina Street. Go past the museum and turn right. Walk along Sanjo Street and you can find the brewery on the right. Daisuke: Thanks for telling us the directions. We'll see you there in a bit. Franc: See you!
UNIT 3 Lesson 4	Brewers do the entire fermentation process.	Brewers do the entire fermentation process. This brewery was founded by Jiemon Matsui.	1. Active Voice 2. Passive Voice	flavor knowledgeable yeast ferment brewer found	Bo, his colleagues, and the man from the trade show are now drinking in the sake brewery. The man talks about the brewery and sake. Franc: They have different flavors of sake here. I like sweet taste so I prefer "amami". Mr. Tanaka: What are the other flavors? Franc: Well, they also have karami, nigami, shibumi and sanmi. Bo: You're so knowledgeable about sake. How come? Franc: That's because I've been here a lot of times. Mr. Tanaka: I see. What food goes well with sake? Franc: It depends. I like to have seafood or some spicy deep-fried food. Bo: Why do you like coming here? Franc: I absolutely like this brewery. Brewers do the entire fermentation process and I can say that they are well-skilled. This brewery was founded by Jiemon Matsui. Mr. Tanaka: Was he the first one to create sake too? Franc: Based on what I know, the first one to create sake was a doctor.
UNIT 3 Lesson 5	Let's have a coffee break together, shall we?	Let's have a coffee break together, shall we? This coffee machine will work, won't it? Pass me some of it, can you?	1. Tag Questions (Positive & Negative Tags) 2. Tag Questions Rule Exceptions	coffee break breather frustrated fail unwind	Aya and her Colleagues talking. Aya: Hi Olivia. Let's have a coffee break together, shall we? Olivia: Cool. I'd love to, Aya. I think I badly need a breather this time. Aya: Is everything alright? Olivia: I'm really frustrated right now. I spent a long time editing my work, but my computer suddenly shut down. I failed to save my work. Aya: Oh. What a pity! Olivia: I will just try to redo it later. Anyway, this coffee machine will work, won't it? Aya: I'm sure it will work. Jackson used it earlier this morning. Do you have some sugar there? Olivia: Yes, I have it here. Aya: Pass me some of it, can you? Olivia: Sure, Aya. Here you go! Aya: Thanks, Olivia. Let us unwind first and get back to work soon afterward.

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UNIT 3 Lesson 6	I think this coffee is best paired with plenty of cookies.	I think this coffee is best paired with plenty of cookies. I have a large amount of work to do today. The board of directors is currently on their way to our office.	1. More Expressions of Quantity Countable vs. Uncountable Recurring Grammar (Book 2 and 3) 2. Collective Nouns	pungent cupboard best paired director committee parched	Aya and her workmate are having a break in their office pantry. Olivia: This coffee tastes so good, Aya. Aya: Good for you. My coffee tastes so pungent. I'll just have some orange juice instead. Olivia: Is there any juice in the cupboards? Aya: I will just try to search first. Olivia: Sure. But I think this coffee is best paired with plenty of cookies. Aya: I don't think we have any of those, Olivia. Team Leader Lina comes in ... Lina: Hello, ladies. Can you do me a favor? I have a large amount of work to do today. Aya: Sure thing. What is it, Lina? Lina: The board of directors is currently on their way to our office. Could you please buy me two boxes of pizza and a few cans of soda? Olivia: All right, Lina. Aya and I will do it. Lina: Thanks to you both. But could you also include 3 bottles of water? The committee feels so parched now. Olivia: No problem, Lina. We will go to the shop now.
UNIT 3 Lesson 7	I had been busy last week.	I had been busy last week until I completed negotiations with my clients. I had not eaten a decent meal since then.	1. Past Perfect Tense	negotiation deal bonus rush disturb	Bo talks to Aya about how busy he had been. Aya: Hey, Bo. I haven't heard from you since last week. Is everything okay? Bo: Everything is fine. No worries. I had been busy last week until I completed the negotiations with my clients. Aya: And? How did it go? Bo: Well, the clients were certainly tough, but I managed to close a good deal with them in the end. Aya: Glad to hear that. Your boss might give you some bonus days off for that. Bo: I hope so. I had not eaten a decent meal since then. I had to rush to places every day to meet clients. I had to either buy a sandwich, or cook my own meal, and you know I'm a bad cook. Aya: That's terrible. I didn't realize you were that busy. I'm not disturbing you now, am I? Bo: Of course not. I'm even glad you called. At least I have someone to talk to about the crazy week I had.
UNIT 3 Lesson 8	I wish I had worked harder.	He said that he had checked the report you submitted. I wish I had worked harder.	1. Past Perfect Tense (3): Indirect Reported Speech 2. Past Perfect Tense (4): Unreal/ Imaginary Things	compensate disappointed cheer up clever cooperation	Bo speaking to Miku in the office. Bo is relaying information (from the boss; reported speech) to Miku. Miku: Good afternoon, Bo. What brings you into my office? Bo: I just had a call with Mr. Tanaka this morning. He said that he had checked the report you submitted to him last night and we would have a meeting regarding last month's sales. Miku: What about it? Is there something wrong? Bo: He compared the number of sales per month we had this year and said that last month did not reach its target sales. We will probably have more work to do this month to compensate. Miku: Is that right? I wish I had worked harder, but it can't be helped if no one is interested in buying our products. Bo: Don't feel so disappointed. Cheer up. I'm sure Mr. Tanaka had already worked out a solution to the problem. Miku: You are right. He is one of the cleverest people I know. Let's give the boss our full cooperation to fix this issue.
UNIT 3 Lesson 9	Aya had been taking a nap.	Aya had been taking a nap for longer than an hour when the door opened. He had been looking for Aya before he went inside the nap pod.	1. Past Perfect Progressive	snore sleep like a rock apology nightmare job suspension	Aya's Terrible Day in the Office Aya had been taking a nap for longer than an hour when the door opened. It was Steve. He had been looking for Aya before he went inside the nap pod. He was shocked as he saw Aya had been sleeping during work hours. Steve was a bit annoyed at this. He wanted to wake her up, but she had been snoring a lot. On the way back to his office, he met Olivia on the stairs. He asked Olivia to wake Aya up. Olivia knew that Aya slept like a rock. She had been thinking of ways to wake Aya. Suddenly, Olivia had a brilliant idea. She got a cup and filled it with water. Just as Olivia was about to pour water, Aya suddenly woke up. She had been having a nightmare about getting a job suspension. Aya stood up surprisingly and thanked Olivia. She immediately went to Steve's office and asked for an apology.
UNIT 3 Lesson 10	Unit Review	----	----	----	----

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Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 4 Lesson 1	We will have finished it by next month.	We will have finished it by next month. We won't have set up the website in two weeks.	1. Future Perfect Tense	declining prevalent online content agency attract	Bo and Daisuke talk about plans and goals on how to increase the company's sales. Mr. Tanaka: Last month's sales had been declining. We must set better goals and strategies to reach our quarterly sales target. Do you have something in mind? Bo: We could improve our social media marketing and website since online shopping is more prevalent nowadays. Mr. Tanaka: I thought of that too. How do you think it will work? Bo: We can start working on our online content and website design. We can contact an advertising agency to help us. I think a well-made website can attract many customers, even from other countries. Mr. Tanaka: Do you think we will have finished it by next month? Bo: We won't have set up the website in two weeks. If everything goes well, I will have it completed by this month. I'll make sure to find a reliable advertising agency. Mr. Tanaka: That's a good idea. That way more customers will take notice of our products and visit the website more frequently. Bo: Yes, I hope we can reach our sales target this quarter. I will inform Miku about this.
UNIT 4 Lesson 2	We will have been reaching the sales target.	They will have been revamping the website for two weeks. We will have been reaching the sales target by the end of the month.	1. Future Perfect Progressive	surge social media platform revamp partner launch	Bo talks to Miku about the plans. Bo: Hey Miku! I have something to tell you. Miku: What is it? Please tell me this isn't another bad news. Bo: Not at all! I had a meeting with Mr. Tanaka, and we have come up with strategies to help surge our sales this month. Miku: What are the plans? Bo: So, we have decided to work on our social media platforms to advertise our products. I will be searching for an advertising agency that can help us. They will have been revamping the website for two weeks when we have our next big meeting with some partners. We must present the final website design by then. Miku: That's brilliant! I'm pretty sure that we will have been reaching the sales target by the end of the month. All thanks to the launch of our new website. Bo: I'm hoping for the best!
UNIT 4 Lesson 3	Just prepare diligently and go over all the files.	You have to prepare your best portfolio and samples. Just prepare diligently and go over all the files.	1. Transitive vs. Intransitive Verb 2. Phrasal Verbs - Separable - Inseparable	all ears corporation accommodate let down out of reach fingers crossed	Lina will be on leave for 3 days and gives Aya instructions/orders on what to do while she's not around. There will be a client coming in a few days. She trusts Aya can handle it. Lina: Aya, I'll be on leave for three days. I need you to do some things while I'm not around. Aya: Okay. I'm all ears. Lina: You'll be meeting a client in a few days. You have to prepare your best portfolio and samples. The client will take a look at them. Aya: Sure. What else do I need to do? Lina: This client is from a huge corporation. Please accommodate him politely and do your best in the meeting. You don't want to let our company down, do you? Aya: Of course! Is there anything else? Lina: You have to call me after the meeting. If I'm out of reach, I guess I have to call you back. Aya: Alright. I'll keep my fingers crossed for a successful meeting. Lina: Best of luck, Aya. Just prepare diligently and go over all the files. I know you can do it. I trust you.
UNIT 4 Lesson 4	We have an array of portable refrigerators here.	We have an array of portable refrigerators here. This is our top-selling modern Japanese portable refrigerator.	1. Adjective Position (Attributive Position & Predicative Position) 2. Adjective Order (OSASCOMP)	portable array vandweller top-selling budget-friendly cheque	Bo is talking about/describing some products with a customer. He successfully convinces the customer to purchase a product. Bo: Hello, Sir! Can I help you find something? Customer: Good day! I'm looking for portable refrigerators. Bo: You're in the right place. We have an array of portable refrigerators here. Customer: I'm a vandweller so I just need a small one. Bo: In that case, I can recommend you an eight-liter portable refrigerator. Customer: That sounds interesting. I'd like to take a look at it. Bo: This is our top-selling modern Japanese portable refrigerator with eight-liter maximum capacity. This one is light-weight and perfect for your everyday adventure as a vandweller. The price is below the average for the category which makes it so budget-friendly. Customer: What an amazing appliance! This would make vandwelling a very convenient journey. I'm going to buy one. I'm paying by cheque. Bo: Great! This way to the counter, please.

Basic English 4

Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 4 Lesson 5	Our product sales are extremely high this month.	Our product sales are extremely high this month. I think I'm fairly good at my job. Whew! That's great news.	1. Intensifiers and Mitigators 2. Interjections	increase purchase bulk convince percentage provide	Miku excitedly goes to Bo to give him some good news about their sales. Miku: Hello, Bo. I have some good news for you. Our product sales are extremely high this month. It has increased by fifty percent. We made it! Bo: Whew! That's great news. I thought we wouldn't be able to reach our sales target. I never imagined that some customers would purchase totally expensive products in bulk. Miku: Well, you did very well on your job. You are absolutely skilled at convincing the customers. Bo: Oh, thank you so much. I think I'm fairly good at my job but I still have a lot to learn. I am just doing what is best for the company. Miku: Hmm. I think you did great. Mr. Tanaka will be pleased. I hope in the coming months we can still increase our sales percentage. Bo: That won't be a problem. We can achieve that if we work together and continue providing quality products. The website is attracting a lot of customers too. So that's another good news. Miku: Yippee! This calls for a celebration!
UNIT 4 Lesson 6	You have got to know your topic well.	You can try practicing either in front of the mirror or in front of your friends. You have got to know your topic well.	1. Semi-modals for Giving Advice 2. Correlative Conjunctions	handle overcome eye contact jot down	Aya is feeling anxious for her meeting as Lina is not around. Olivia gives her advice. Olivia: Oh! Aya. What's wrong with you? Are you okay? Aya: I'm feeling nervous. Lina isn't around, so I will handle her meeting tomorrow. What do you advise me to do? Olivia: Don't worry, Aya. You just have to overcome your nervousness. You can try practicing either in front of the mirror or in front of your friends. Maintain eye contact, stay calm and smile. You have got to know your topic well. Aya: What if they ask too many questions at the meeting? What should I do? Olivia: You ought to prepare the questions in advance and jot them down, so you can get back to them through email. Aya: Thanks for your help, Olivia. I'll try my best to stay calm. Olivia: No worries. Good luck!
UNIT 4 Lesson 7	My boss Mr. Tanaka has asked me to be his representative.	My boss Mr. Tanaka has asked me to be his representative. Jackson, our cartoonist, will also help out with the projects.	1. Appositives (Essential and Non-essential) 2. Usages of Comma	representative promotion social visit expand boost	Aya is in the conference room waiting for the client to come in. Jackson knocks and tells Aya the client has arrived. Jackson: Aya, the client is here. Shall I send him in? Aya: Yes, please. Thanks, Jackson. Bo: Good day, Aya. Aya: Bo? What are you doing here? Are you the client I'm scheduled to meet this morning? I thought I was supposed to meet Mr. Tanaka. Bo: My boss Mr. Tanaka has asked me to be his representative for this meeting. I got a little promotion for doing great at work actually, so I'll be handling some meetings in his place from now on. I'm not here for a social visit. I'm here to talk about business. Aya: Right. Let's get to it then. So, what is it that your company needs help with? Bo: We want to expand our market to boost our sales, and in order to do so, we need you to help us create designs for our flyers, magazines, billboards, and visuals for our online platforms. We also need to revamp our website. Aya: That shouldn't be a problem! Here, check out my portfolio so you can have an idea on what designs you'd like. Jackson, our cartoonist, will also help out with the projects.
UNIT 4 Lesson 8	In the future, they will see each other often.	First of all, they prepared their résumés to start their first jobs. Owing to Bo's hard work, he got a well-deserved promotion.	1. Sequence Words 2. Cause and Effect Expressions	marvelous bid farewell workplace feel down vigorous passion	It has been a marvelous journey for both Bo and Aya since their graduation. First of all, they prepared their résumés to start their first jobs. Not too soon later, Aya passed her job interview smoothly. Meanwhile, Bo got a call from a home appliance company but was assigned to a different city. Because of this, he had to move out and bade farewell to Aya. They were doing great in their jobs and made new friends at work. Despite their distance, Bo and Aya have kept in touch and cheered each other up whenever they felt down. With all the difficulties they faced, they remained vigorous and always satisfied their clients. In fact, owing to Bo's hard work, he got a well-deserved promotion. He will have more business trips now than he had before. As for Aya, her passion for her job makes it easier for her to handle even the most challenging tasks. Now that their companies are collaborating, they have been brought together again. In the future, they will see each other often.
UNIT 4 Lesson 9	Unit Review	----	----	----	----
UNIT 4 Lesson 10	Book Review	----	----	----	----