



Review the grammar.

- Indicative Mood & Imperative Mood & Subjunctive Mood
- Affixes
- Polite Expressions of Agreeing and Disagreeing
- Polite Expressions for Expressing and Addressing Concerns
- Direct and Indirect Speech
- How to Write a Memo

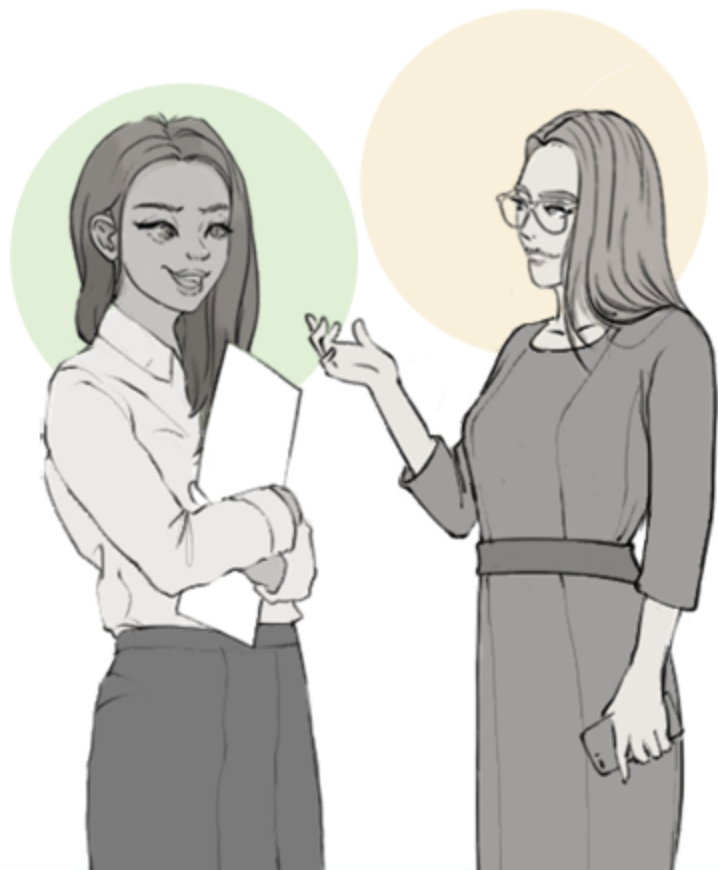


**Today's Scene :** *Aya and her colleagues are planning for a weekend getaway. Let's help them come up with a holiday plan.*



- **Step 1: Informal Discussion**
- **Step 2: Virtual Meeting**
- **Step 3: Information Dissemination**
- **Step 4: Memo**

Read the dialogue between Aya and Olivia. Identify whether the **highlighted sentence** is in an indicative or imperative mood.



1 Do you think we should go on a trip with the team, Olivia?  
Everyone is so hardworking. They deserve a treat.

2 That is a great idea, Aya.  
I am sure everyone will be thrilled to know that.

3 Notify everyone about this information, please.

4 Have you already asked permission from the management?

Not yet. But I'm sure he will not disagree with it.  
Don't worry.

5

Such being the case, should I make an announcement?

6

Make one, please. Gather the others by the end of the shift too, so we can have more discussions about it.

7



Informal Discussion

Identify all the words with affixes in the dialogue from the previous page, then write their main words.

hardworking

work

1

2

3

4

5

6



Rewrite the sentences to express concerns, then address the concerns.

## I am not available on Sunday.

### Expressing Concern

*I have some concerns regarding my availability on Sunday.*

### Addressing Concern

*To respond to your concern, we can reschedule the day of our appointment.*

1 I guess some of us here don't know how to swim.

Expressing Concern

Addressing Concern

2 I haven't swum in ages.

Expressing Concern

Addressing Concern

3 We should consider others' ideas.

Expressing Concern

Addressing Concern



Change the highlighted sentences into direct speech.

**Olivia:** Hey, guys. **Aya** already submitted the budget plan for our weekend getaway to the accounting department.

**Jenny:** Wow, that's great. **Did you** hear any updates about it?

**Jackson:** **I hope** it turns out great.

**Olivia:** You are absolutely right there. Aya confirmed a positive update. **She said** the management agreed to the proposed budget plan!

**Jenny:** Really? That's awesome!

**Jackson:** Does that mean we don't have to chip in for the trip?

**Olivia:** Yes, we don't have to. Everything is set. Just be there. **Please disseminate this information** to other team members.

**Jackson:** I can't wait!

**Olivia:** **Is there anything else** you want to clarify?

**Jenny:** I think there's none. Thank you for the information, Olivia.





Identify what part of a memo should be written in the blanks.

TO: \_\_\_\_\_ ①  
FROM: \_\_\_\_\_ ②  
DATE: \_\_\_\_\_ ③  
SUBJECT: \_\_\_\_\_ ④

You are cordially invited to join the weekend getaway for all our staff members on \_\_\_\_\_ ⑤ at \_\_\_\_\_ ⑥ from \_\_\_\_\_ ⑦ till \_\_\_\_\_ ⑧. In order to grow in our career, it is extremely important that we grow together and that can only happen if we work as a team so that our skills and talents synergize to bring better results.

At this event, we have organized a meeting in which all team members will be asked to share their experiences as a team member. There will also be a few team building indoor games along with a lunch sponsored by the company.

We look forward to your presence at this team building event which is been organized for helping each one of us grow. In case you think you have any queries and concerns, kindly inform \_\_\_\_\_ ⑨ at \_\_\_\_\_ ⑩.



 Write True or False. If false, underline the word/s that makes it wrong.

1. The indicative mood of the verb is used to express an opinion.
2. The indicative mood of the verb is also used to state a fact.
3. When expressing suggestions in the subjunctive mood, add an –s to the verb for third-person singular in ‘that clause’.
4. “Get out!”, he shouted. ‘He shouted’ is the reported clause.
5. In indirect speech, the past perfect tense doesn’t change.
6. A suffix is a letter or a group of letters added before the root word.
7. The past subjunctive when using the construction ‘it’s high time’ is identical to the simple past for all verbs except ‘to be’.
8. The expression ‘I couldn’t agree with you more’ is used to express agreement.
9. When expressing our concern, we don’t need to be specific.