




 Review the learned content of the unit.

- 1. Reflexive Pronouns & Reciprocal Pronouns
- 2. Verb Patterns
- 3. Participial Constructions
- 4. Perceptive Verbs
- 5. Asking and Giving Opinions
- 6. Interrupting
- 7. Making a Business Inquiry Email



 Match the words to its correct meaning.

1. a summary of what has been said
 2. the programs that you put into a computer to make it do particular jobs
 3. to ask for information about someone or something
 4. easy to use or easy to learn how to use
 5. businesses that sell the same products or services in the same market
 6. the quality of wanting to discover as much as you can about things
 7. not enough in amount, strength, or quality
 8. giving a lot of information with many details
- user-friendly
- inquire
- detailed
- software
- insufficient
- competitors
- inquisitiveness
- recap



Check if the sentence is correct. If it's wrong, correct the mistake.

1. My brother fell off his bicycle and hurt him. himself
2. We studied hard for two hours, so we gave us ten-minute break.
3. Aya and Haru were talking to each other in the office.
4. My arm is broken, so it's not easy for me to dress me.
5. Babies can't feed themselves. They are too young.
6. Did you and Tom enjoy yourself on your holiday?
7. We help itself to meet and exceed our sales goals.
8. We worked in group and helped one another.



Complete the sentences with gerunds or infinitives.

- 1 We regret _____ (inform) you that you have failed the first part of the test.
- 2 After graduating law from Cambridge, she went on _____ (become) a famous lawyer.
- 3 If you are getting frequent headaches, you can try _____ (see) a specialist at the hospital. It could be something serious.
- 4 If you go on _____ (listen) to music that loud, you'll be deaf before you're twenty!
- 5 I tried _____ (stop) the thieves but they were both on motorbikes and it was useless running after them.

Make sentences using perceptive verbs.



hear/ cry

_____ for most of the night.

see/ lie



_____ on the street.



watch/ climb

_____ through the window,

and then I called the police.

notice/ throw



_____,

so I asked him it pick it up.



Complete the business inquiry email. Write an email to clarify something.

..... :

My name is _____ and I'm contacting you on behalf of _____. I would like to inquire about _____. I guess there has been a confusion in business communication and I wish to clear out it upfront.

Regarding our meeting last week, _____. In response to the discussion, you sent us a detailed plan but later, I received a completely new and different plan on email.

I would be pleased if you could send me _____
_____.

Additionally, could you please let me know _____.
I look forward to your response.

Sincerely,

.....
.....



Circle T if the statement is True and F if it's False.

- T / F** 1. In the perceptive verbs “+ing”, it suggests that we hear an action or event in progress.
- T / F** 2. Inquiry letters are written for the purpose of apologizing for something from the recipient.
- T / F** 3. “Sorry for interrupting, but may I have a word with you?” is an example of polite interrupting.
- T / F** 4. The sentence “I used to reading novel before.” is grammatically correct.
- T / F** 5. Each other & one another are examples of reflexive pronouns.
- T / F** 6. The expression “be used to” is used to say that you are accustomed to something.
- T / F** 7. Causative verbs are verbs that show the reason that something happened.
- T / F** 8. In participle constructions, the participle may be present participle or past participle.