





Review the grammar points.

- Sentence Inversion
- Fragment and Fused Sentences
- It-Clefts and Wh-Clefts
- Punctuation Marks
- Comparing and Contrasting
- Delegating Expressions
- Expressions for Expressing Gratitude
- Writing a Resignation E-mail






Today's Scene:

Bo is preparing for his move to Canada. Let's help him accomplish the necessary things to do before moving to Canada.

- **Step 1: Study for IELTS Test**
- **Step 2: Make Travel Arrangements**
- **Step 3: Delegate Tasks**
- **Step 4: Write Short Thank You Notes**
- **Step 5: Resign from the Company**





A. Change the sentences using the inversion sentence structure.

1 John had never been to this restaurant.



2 I in no way want to be work in this project.



3 I seldom leave my house so early.



B. Fix the fused sentences.

1 I love watching movies I am a regular customer at Blockbuster.

2 It was raining hard there was a strong wind.

3 Elena came to the meeting but Pablo stayed home.



C. Add the appropriate punctuation marks.

Hi (___) Mr. Tanaka.

I'd like to say thank you for being such a great manager to me. I've learned a lot from you. I will always remember how you let me borrow Grant Cardone's (___) *Sell or Be Sold* (___) to help me become a better salesman. Also, please do extend my gratitude to the HR Head, Mr. Ito, Training Supervisor, Mrs. Xu, and Marketing Manager, Mr. Poon. It was such a great pleasure working with you all.

I remember you once said, (___) Aim high and hit the mark (___) That quote has inspired me to do my best every single day. Finally, thank you for allowing me to go on my next journey.

Best Wishes,
Bo



Use the given words to compare and contrast the different kinds of transportation.

Van: available anytime; has bigger space for luggage

Transportation to the Airport

Taxi: available anytime; has limited space for luggage

Both

However

All Nippon Airways: has direct flights to Canada; offers fixed ticket prices

Airlines

Japan Airlines: has direct flights to Canada; offers bargain ticket prices

Likewise

On the other hand



Make Travel Arrangements

Complete the dialogue by adding the correct delegating expression.

Feel free to ask for help.

You did exceptional work...

Here are all..

In case you encounter some problems,

You will surely learn a lot from them.

Bo: Hi, Mr. Oda. 1 sales records from the past 3 months up to the present. You need to analyze each and make a summative report by the end of this month.

Tetsu: Thank you. I am not really sure if I can do this as well as you, but I'll try my best.

Bo: 2 last time. I know that you can do this.

3 I have here my old notes to help you fix every problem. Just read through them. 4.

Tetsu: This is really helpful. This must have meant a lot to you. I'll take care of this. I hope you'll do well in Canada!

Bo: Thank you. If things get quite difficult 5. Surely, Mr. Tanaka will help you.



Complete each thank you note by filling in the correct expression from the box.

I appreciate the ... Thank you for ... I appreciate all ... I am grateful for ...

10/14/2021

Dear Mr. Ito,

_____ being a good leader. I aspire to be like you in the future.

Wishing you all the best in life.

Bo

10/14/2021

Dear Mrs. Xu,

_____ the opportunity to reach the position I have dreamed of. I have enjoyed my tenure here. Thank you.

Bo

10/14/2021

Dear Mrs. Tamayo,

_____ your efforts to make me a better salesman. I'll forever remember all the things that I have learned from you.

Bo

10/14/2021

Dear Mr. Oda,

_____ friendship we have made. Thanks a lot.

Stay in touch and I hope you will us in the future.

Bo



Arrange the resignation e-mail by putting the numbers 1-6.

I have accepted a position of General Sales Manager in Canada. I am excited to enhance my professional skills overseas.

Dear Mr. Tanaka:

I would like to inform you that I am resigning from my position as a head salesman, effective October 31, 2021.

To: daisuketan@email.com
From: bosato1@email.com
Date: October 1, 2021
Subject: Resignation - Bo

Sincerely,

Bo Sato
Head Salesman
(Signature)

If I could be of any help during this transition, please let me know. I am willing to help you find someone fit for the position.

I am truly honored to be part of this company. It has taught me a lot about the sales industry. I feel grateful to have started my career alongside good people.





Tell true or false. Correct the false statements.

1. Inversion means putting the verb before the subject.
2. “As long as you are happy” is a fused sentence.
3. Periods, commas, and quotation marks are punctuation marks.
4. We use a semi-colon (;) to introduce a quotation or an example.
5. Connectors of contrast are used to tell how things differ from each other.
6. “However” indicates that the two independent clauses are in contrast.
7. The sentence fragment “Start after this month” is missing a verb.
8. We submit a resignation letter to apply for promotion.