

Basic English

4



CONTENTS

UNIT ONE

Lesson 1	I am going to prepare my résumé.	01
Lesson 2	I made my résumé last week.	02
Lesson 3	I can compose poems and short stories.	03
Lesson 4	She works with the graphic design team.	04
Lesson 5	How long does it take to finish one project?	05
Lesson 6	Let's sing karaoke on Saturday.	06
Lesson 7	My first day starts on the 26th of this month.	07
Lesson 8	I'm planning to book a tour around the city.	08
Lesson 9	Bo and Aya's New Journey	09
Lesson 10	Unit Review	10

Lesson 1

I AM GOING TO PREPARE MY RÉSUMÉ

TARGET LANGUAGE

- Rio will get mine and his in the main hall.
- I am going to prepare my résumé and seek a job.

1 Word Focus



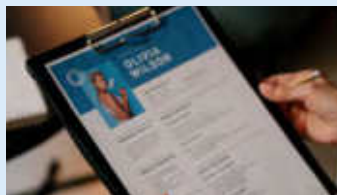
graduation ceremony



attend (v.)



robe (n.)



résumé (n.)



seek (v.)

2 Conversation

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?

Yes, I'm so excited about our graduation ceremony.

Did you get your cap and robe?

Not yet. Rio will get mine and his in the main hall.

Oh, alright. Will your parents attend too?

Yes, they will.

What are you going to do after graduation, Bo?

I am going to prepare my résumé and seek a job.



Aya



Bo



Scan and Listen

GRAMMAR

Possessive Adjectives vs. Possessive Pronouns
will vs. be going to



Lesson 2

I MADE MY RÉSUMÉ LAST WEEK

TARGET LANGUAGE

- I made my résumé last week.
- I submitted it to a few companies.

1 Word Focus



time-consuming (*adj.*)



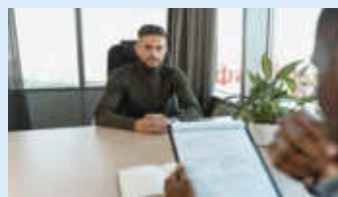
information (*n.*)



submit (*v.*)



company (*n.*)



job interview (*n.*)

2 Conversation

Creating a good résumé is so time-consuming.

That's right! Did you finish your résumé?

No, I didn't. I still need to add some important information. How about you?

I made my résumé 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.

Don't worry. It will be a great opportunity for you.

I hope I get the job in that company. Wish me luck for tomorrow.

I'm sure you will do fine. Good luck, Aya!



Bo



Aya



Scan and Listen

GRAMMAR

Simple Past Tense
Past Tense of Regular and Irregular Verbs

Lesson 3

I CAN COMPOSE POEMS AND SHORT STORIES

TARGET LANGUAGE

- I can compose poems and short stories.
- I am able to express my idea in a clear way.

1 Word Focus



outstanding (*adj.*)



graphic design (*n.*)



skill (*n.*)



compose (*v.*)



competitive (*adj.*)



addition (*n.*)

2 Conversation

You have an outstanding résumé, Aya. It's clear that you have great graphic designing skills. So, aside from graphic designing, what else can you do?

I can compose poems and short stories. I read a lot of books when I was in university. It is my biggest hobby. Moreover, I am very good at public speaking. I am able to express my idea in a clear way.

Amazing! What do you like to do in your free time?

I enjoy playing sports in my free time. I can be very competitive sometimes.

That's good to know, Aya. I think you will be a great addition to our team.



Interviewer



Aya



Scan and Listen

GRAMMAR

Can – for abilities in the present

Be able to – for abilities in the present, past, & future



Lesson 4

SHE WORKS WITH THE GRAPHIC DESIGN TEAM

TARGET LANGUAGE

- I manage the marketing team.
- She works with the graphic design team.

1 Word Focus



manage (v.)



colleague (n.)



impressive (adj.)



portfolio (n.)



poster (n.)



advertisement (n.)



thrilled (adj.)

2 Conversation

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.

Pleasure to meet you, Lina. I'm Aya.

Allow me to introduce you to everyone, Aya.

I'm so excited!

Good day, everyone! Please welcome our new colleague, Aya. She works with the graphic design team. She has an impressive design portfolio. She designs posters and advertisements. She composes poems and short stories too. We are glad to have you here, Aya!

Thank you so much.
I'm thrilled to be working here.



Lina



Aya



Scan and Listen

GRAMMAR

Simple Present Tense

Pronunciation of the Final S (-/s/, -/z/, and -/iz/)

Lesson 5

HOW LONG DOES IT TAKE TO FINISH ONE PROJECT

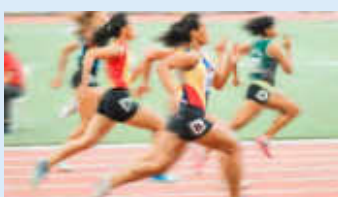
TARGET LANGUAGE

- How long does it take to finish one project?
- It takes two to six hours to finish a project if you don't slack off.
- We aim for top quality to please clients these days.

1 Word Focus



slack (v.)



rush (v.)



aim (v.)



quality (n.)



client (n.)



collaboration (n.)

2 Conversation

How long does it take to finish one project?

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?

We don't rush here. Someone will help you as you work. We aim for top quality to please clients these days.

I understand. What if I couldn't finish a project in six hours?

Well, there should be collaboration in our team.

So, in the future, I can ask for help, right?

Of course, you can.



Lina



Scan and Listen

GRAMMAR

Expressions for Lengths of Time
Time Expressions - Past, Present, Future



Lesson 6

LET'S SING KARAOKE ON SATURDAY

TARGET LANGUAGE

- Come to my desk when your shift ends.
- Let's sing karaoke on Saturday!

1 Word Focus



shift (n.)



suggest (v.)



karaoke (n.)



day off (n.)



break (n.)



stressed (adj.)

2 Conversation

Aya, come to my desk when your shift ends.

Is something wrong?

Not at all. Steve suggested we do something fun on the weekend. I thought of an idea. Let's sing karaoke on Saturday!

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.

Oh yes! I've been stressed this week. Tell me more about it later.

Sure! Let's talk about it after our shift.



Aya



Scan and Listen

GRAMMAR

- Imperatives
- Making Suggestions: Let's + verb

Lesson 7

MY FIRST DAY STARTS ON THE 26TH OF THIS MONTH

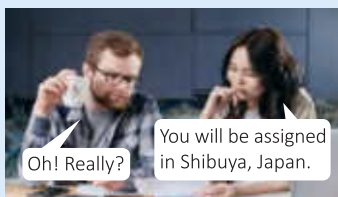
TARGET LANGUAGE

- My first day starts on the 26th of this month.
- The company assigned me to a different city.

1 Word Focus



anxious (*adj.*)



assign (*v.*)



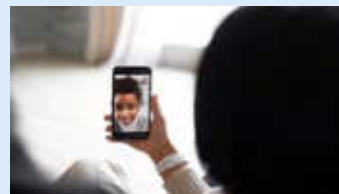
pack (*v.*)



move out (*v.*)



promise (*v.*)



keep in touch (*v.*)

2 Conversation

Aya! Guess what! I just got a call from a company this morning.

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.

Alex and I are moving to Kanagawa City. We'll be roommates. I'm sorry if this is all too sudden.

That's great, Bo! I heard from Alex that you were so anxious about it. So, are you excited to start your first job?

Wait, are you moving out?

Let's keep in touch, 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.

That's quite far. Anyway, I'm looking forward to seeing you sometime soon.



Bo



Aya



Scan and Listen

GRAMMAR

Simple Present for Future Plans
Nouns, Verbs, Adjectives (Differences of the Parts of Speech)



Lesson 8

I'M PLANNING TO BOOK A TOUR AROUND THE CITY

TARGET LANGUAGE

- I'm planning to book a tour around the city.
- I'm going shopping tomorrow for some new clothes.

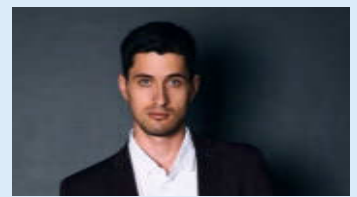
1 Word Focus



challenge (*n.*)



book (*v.*)



presentable (*adj.*)



iron (*v.*)



crumpled (*adj.*)



appreciate (*v.*)

2 Conversation

I'm so excited to start a new life here in Kanagawa City.

Me too. I'm ready for all the challenges ahead.

I'm planning to book a tour around the city. Are you coming with me tomorrow?

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.

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 really have no fashion sense.



Bo

Sure thing. I got you.



Scan and Listen

GRAMMAR

Present Progressive for Future Plans



Lesson 9

BO AND AYA'S NEW JOURNEY

TARGET LANGUAGE

- She was competing against many applicants.
- He was waiting for a job offer when Aya got her graphic designing job.

1 Word Focus



journey (n.)



compete (v.)



get along (v.)



go a long way (v.)



career (n.)



salesman (n.)



job offer (n.)

2 Conversation

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 résumé 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.



Scan and Listen

GRAMMAR

Simple Past vs. Past Progressive
"When" for Interrupted Actions



Lesson 10

UNIT REVIEW

WORD FOCUS

Lesson 1

graduation
attend
robe
résumé
seek

Lesson 2

time-consuming
information
submit
company
job interview

Lesson 3

outstanding
graphic design
skill
compose
competitive
addition

Lesson 4

manage
colleague
impressive
portfolio
poster

advertisement
thrilled

Lesson 5

slack
rush
aim
quality
client
collaboration

Lesson 6

shift
suggest
karaoke

day off
break
stressed

Lesson 7

anxious
assign
pack
move out
promise
keep in touch

Lesson 8

challenge
book

presentable
iron
crumpled
appreciate

Lesson 9

journey
compete
get along
go a long way
career
salesman
job offer

GRAMMAR FOCUS

1 Possessive Adjectives vs. Possessive Pronouns, Will vs. Be Going to

2 Simple Past Tense, Past Tense of Regular and Irregular Verbs

3 Can vs. Be Able to

4 Simple Present Tense, Pronunciation of the Final S

5 Expressions for Lengths of Time, Time Expressions - Past, Present and Future

6 Imperatives, Making Suggestions

7 Simple Present for Future Plans, Nouns, Verbs and Adjectives

8 Present Progressive for Future Plans

9 Simple Past vs. Past Progressive, "When" for Interrupted Actions