

# Basic English

4



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# Lesson 1

## I WORK CAREFULLY TO HELP CLIENTS ESTABLISH THEIR DESIGN NEEDS

### TARGET LANGUAGE

- It's very exciting and tiring at the same time.
- I work carefully to help clients establish their design needs.

### 1 Word Focus



to no avail (*idiom*)



fortunately (*adv.*)



establish (*v.*)



flyer (*n.*)



signage (*n.*)



logo (*n.*)

### 2 Conversation

So Jerrica, how's everything going?

I applied for several companies last month but to no avail. I'm slowly losing hope. How about you?

I am fortunately enjoying my graphic designing job at my company here in Tokyo.

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.

When were you hired?

Well, I was hired a month ago.

What do you actually do at work?

At the moment, I work carefully to help clients establish their design needs for their businesses. I design magazines, advertisements, flyers, and even signages. I also create logos and branding materials for big businesses.

That's wonderful. I'm so proud of you.



Jerrica



Scan and Listen

### GRAMMAR

Types of Adverbs

Adverbs can Modify: Verbs, Adjectives, other Adverbs





# Lesson 2

## THE FIRST DAY WAS OVERWHELMING

### TARGET LANGUAGE

- The first day was overwhelming; however, it was enjoyable.
- My colleagues were welcoming; therefore, it was a relief.

### 1 Word Focus



immersed (*adj.*)



overwhelming (*adj.*)



welcoming (*adj.*)



relief (*n.*)



tough (*adj.*)

### 2 Conversation

Hello, Aya. I phoned you yesterday but you didn't answer.

Sorry, I wasn't able to answer your call. Jerrica and I were talking when you called.

No worries. We haven't talked for a long time, so I wanted to call you.

Yeah. You seemed very immersed in your job. How was your first day at work?

The first day was overwhelming; however, it was enjoyable. My colleagues were also welcoming; therefore, it was a relief.

It's always tough at the start. I felt the same on my first day.

I guess it wasn't so bad. I'm actually liking it so far.

That's great, Bo!



Bo



Aya



Scan and Listen

### GRAMMAR

#### Conjunctive Adverbs

# Lesson 3

## I WILL BE MEETING SOME VIPS ON MONDAY

### TARGET LANGUAGE

- 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 Word Focus



VIP (n.)



prominent (adj.)



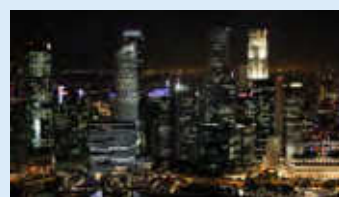
affluent (adj.)



influential (adj.)



proposal (n.)



prosper (v.)

### 2 Conversation

Good morning, dear! Will you be working early today?

Yes, Mom. I will be meeting some VIPs on Monday. I need to work early so I can prepare for Monday's meeting.

Are they prominent clients?  
Why do you have to be that early?

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.

Good luck! I will be baking pasta when you arrive home.

Thanks, Mom, but I think I will be coming home late tonight.

And why is that?  
Will you be doing overtime?

Perhaps. I'm not sure, though.



Michele



Aya



Scan and Listen

### GRAMMAR

Future Progressive (will + be + verb-ing)  
When vs. While



# Lesson 4

## MY PROJECTS ARE COMING ALONG SO WELL

### TARGET LANGUAGE

- 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 Word Focus



terrific (adj.)



come along (v.)



exceed (v.)



adjust (v.)



employee (n.)



tenured (adj.)

### 2 Conversation

Hi there, Bo. It's great to see you back.  
How are you doing these days?

Hi, Aya. I am really doing terrific these days.  
My projects are coming along so well.

That's great, Bo. You are becoming  
someone your sister would adore.

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.

That's good to hear.  
You are quickly adjusting at work now.

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?

No, I won't. Only the tenured employees.  
But I will do my best and hope to be like those  
employees in the future.

Well, I wish you the  
best of luck, Bo.

Thanks! I will be doing my very best from now on.



Bo



Scan and Listen

### GRAMMAR

Progressive Tenses

am/ is/ are; was/ were; will be + verb-ing



# Lesson 5

## HAVE YOU EVER BEEN TO KYOTO

### TARGET LANGUAGE

- Have you ever been to Kyoto?
- I have been to Kyoto a few times.
- I have never been there yet.

### 1 Word Focus



fortunate (*adj.*)



adventure (*n.*)



aquarium (*n.*)



shrine (*n.*)



bucket list (*n.*)



souvenir (*n.*)

### 2 Conversation

Aya, guess what? I've got some great news.

What is that all about, Bo?

I just got an email from my manager inviting me to join the company business trip to Kyoto next week.

Wow! You are so fortunate, Bo.

Thanks, Aya. I'm so excited about this adventure. Have you ever been to Kyoto?

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?

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?

Just for five days.

I see. Has your company booked a flight?

Yes, they have.

Enjoy your trip then. Don't forget my souvenir.



Aya



Scan and Listen

### GRAMMAR

Present Perfect; Experiential Perfect  
Ever vs. Never



# Lesson 6

## I HAVE FINISHED THE DESIGN PROPOSALS

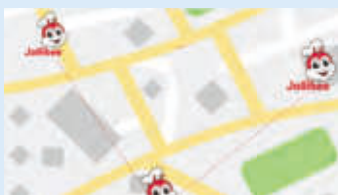
### TARGET LANGUAGE

- I have decided what I want for this book.
- I have finished the design proposals for your project.

### 1 Word Focus



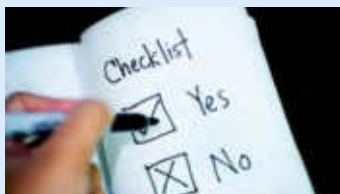
publish (v.)



chain (n.)



academic (adj.)



decide (v.)



flashy (adj.)

### 2 Conversation



Aya

Good morning, Mr. Reeves! I'm Aya Adams. It's great to finally meet you.

I am delighted about our meeting today.

Please call me Aya. I'm the graphic designer assigned to your project.

This upcoming book seems like a children's book.

I have finished the design proposals for your project. You can now check them. I think this one is perfect for your book.

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.

Good morning, Ms. Adams. Nice to meet you too. How are you?

I'm glad to hear that, Ms. Adams.

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.

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 attractive for children.

Oh! I love this design. It is simple yet flashy. Children would love it.



Mr. Reeves



Scan and Listen

### GRAMMAR

Present Perfect: Perfect Result



# Lesson 7

## I HAVE JUST FINISHED THE MEETING WITH MR. REEVES

### TARGET LANGUAGE

- I have just finished the meeting with Mr. Reeves.
- I have known him for 2 years.

### 1 Word Focus



smoothly (*adv.*)



book cover (*n.*)



approachable (*adj.*)



disposition (*n.*)



convention (*n.*)



double-check (*v.*)

### 2 Conversation

Good morning, Lina. May I come in?

Yes, please. How's everything going?

I have just finished the meeting with Mr. Reeves from Willer Company.

How was the meeting?  
Did it go smoothly?

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.

I'm glad to hear that. Mr. Reeves is indeed approachable and has a cheerful disposition.



Lina

How did you know? Have you met him before?

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!

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.

This is noted, Lina. I'll make sure to send it to you before the shift ends.

I would appreciate that, Aya. See you around.



Scan and Listen

### GRAMMAR

Present Perfect: Perfect of Recent Past  
Present Perfect: Perfect of Persistent Situation



# Lesson 8

## I HAVE BEEN WORKING HARD SINCE I GOT THIS JOB

### TARGET LANGUAGE

- I've been packing my suitcase for 30 minutes.
- I've been working hard since I got this job.

### 1 Word Focus



suitcase (n.)



hop on a plane (v.)



pay off (v.)



management (n.)



strategy (n.)



buddy (n.)

### 2 Conversation

Whoa! What's happening, Bo? What's the rush?

Hey, Alex! I've been packing my suitcase for 30 minutes. I don't know which clothes to bring.

Where are you going?

I'll be hopping on a plane to Kyoto tonight for a business trip.

Really? Your hard work paid off.

Exactly! I've been working hard since I got this job.

I had no idea your company had a branch over there.

The Kyoto branch has been operating since 2010.

I see. I guess the company is successful.

Indeed! I'm also learning a lot of management strategies from my boss.

Good for you. Have fun, buddy!



Alex



Bo



Scan and Listen

### GRAMMAR

Present Perfect Progressive (has/have + been + verb-ing)

Present Perfect vs. Present Perfect Progressive



# Lesson 9

## KYOTO IS FANTASTIC AND ONE OF A KIND

### TARGET LANGUAGE

- Kyoto is fantastic and one of a kind.
- Kyoto is the most rewarding city in Japan.

### 1 Word Focus



one of a kind (*n.*)



rewarding (*adj.*)



destination (*n.*)



Zen garden (*n.*)



brewery (*n.*)



indulge (*v.*)

### 2 Passage

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!



Scan and Listen

### GRAMMAR

Gradable Adjectives: Degrees of Comparison (Review)  
Non-gradable Adjectives





# Lesson 10

# UNIT REVIEW

## WORD FOCUS

### Lesson 1

to no avail  
fortunately  
establish  
flyer  
signage  
logo

### Lesson 2

immersed  
overwhelming  
welcoming  
relief  
tough

### Lesson 3

VIP  
prominent  
affluent  
influential  
proposal  
prosper

### Lesson 4

terrific  
come along  
exceed  
adjust  
employee

tenured

### Lesson 5

fortunate  
adventure  
aquarium  
shrine  
bucket list  
souvenir

### Lesson 6

publish  
chain  
academic  
decide

flashy

### Lesson 7

smoothly  
book cover  
approachable  
disposition  
convention  
double-check

### Lesson 8

suitcase  
hop on a plane  
pay off  
management

strategy  
buddy

### Lesson 9

one of a kind  
rewarding  
destination  
Zen garden  
brewery  
indulge

## GRAMMAR FOCUS

- 1 Type of Adverbs, Functions of Adverbs
- 2 Conjunction Adverbs
- 3 Future Progressive, When vs. While
- 4 Progressive Tenses
- 5 Present Perfect: Experiential Perfect, Ever vs. Never
- 6 Present Perfect: Perfect Result
- 7 Present Perfect: Perfect of Present Past & Perfect of Persistent Situation
- 8 Present Perfect Progressive, Present Perfect vs. Present Perfect Progressive
- 9 Gradable Adjectives and Non-Gradable Adjectives