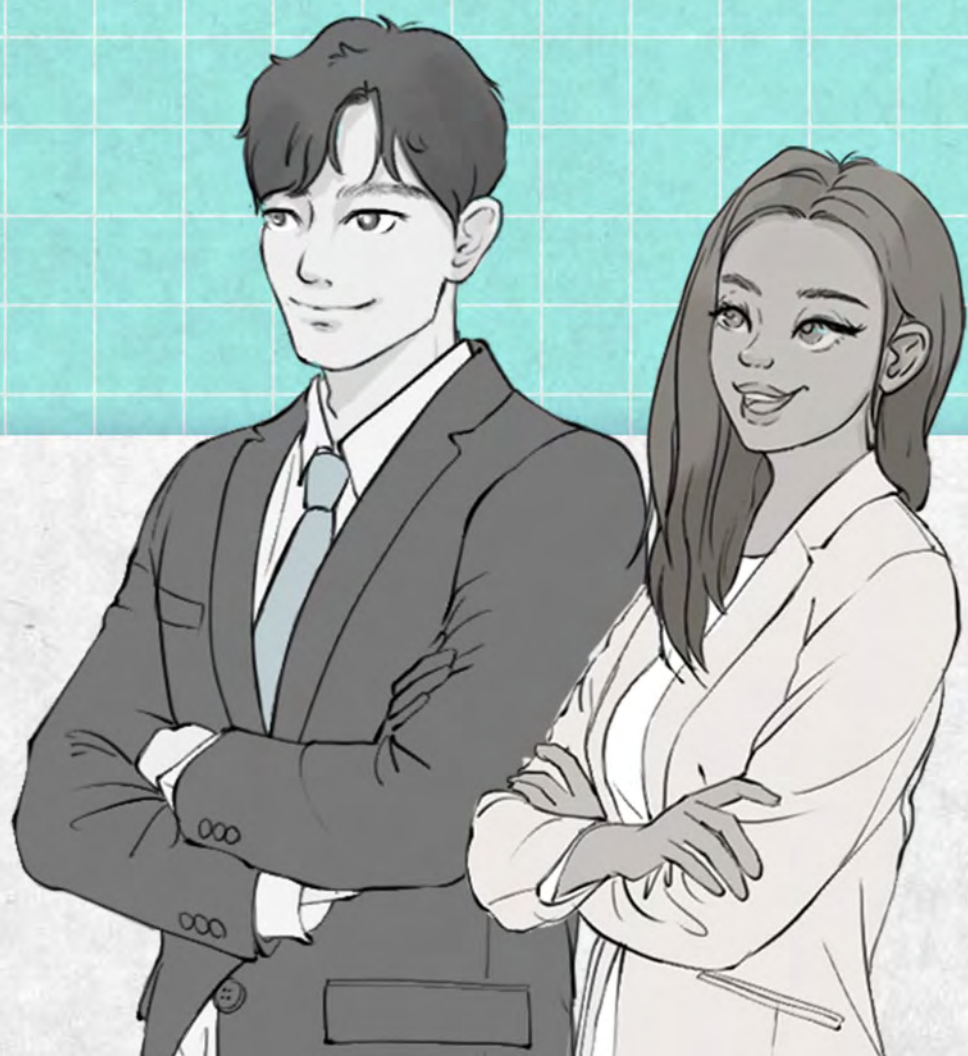


# Basic English

5



# CONTENTS

## UNIT ONE

Lesson 1	If you don't have any cash, you can ...	01
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# Lesson 1

## IF YOU DON'T HAVE ANY CASH YOU CAN ...

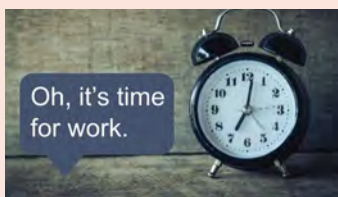
### TARGET LANGUAGE

- If you don't have any cash, you can scan the QR code to pay.
- Your salary is docked if you are late more than 3 times.

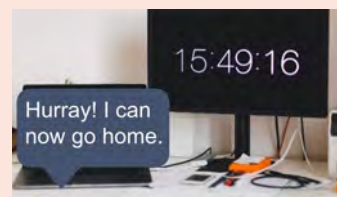
### 1 Word Focus



attendance machine



clock in



clock out



fingerprint



vending machine

### 2 Conversation

Jenny is a new employee in Aya's department.

They meet each other in the leisure area of the company.

Hello, Aya. Are you here to get some coffee?

No, Jenny. I'm hungry after loads of work.  
Here's a vending machine and I'd like to buy some cookies.

Oh, I didn't notice it.

Come here and pick out what you like.  
If you don't have any cash, you can scan the QR code to pay.

It's indeed very convenient.

Then they walk back to the office area together ...

Jenny, has HR already recorded your fingerprints?

Yes. She told me that we use the attendance machine to clock in and clock out.

Exactly. And your salary is docked if you are late more than 3 times.

Yes. Thanks for the reminder, Aya.



Jenny



Aya



Scan and Listen

### GRAMMAR

Zero Conditional:

If clause (simple present), + main clause (simple present).

# Lesson 2

## IF SHE DOESN'T SEND IT WE WON'T ...

### TARGET LANGUAGE

- If she doesn't send it, we won't finish this project before the deadline.
- We will call her if she doesn't respond to the email.

### 1 Word Focus



brochure



deadline



mascot



reminder email

### 2 Conversation



Jackson

Aya is now at her desk working on something when Jackson, a cartoonist, asks about the status of the project.



Aya

Aya, have you received an email from the client?

No, I haven't.  
What's the matter, Jackson?

She said she would send the final contents of the brochure today. If she doesn't send it, we won't finish this project before the deadline.

Try sending a reminder email. We will call her if she doesn't respond to the email.

I already sent a reminder email an hour ago, but I haven't heard from her. By the way, are you still working on the product's mascot design?

Yes. If I finish it tomorrow, I will help you with the brochure.

It's fine. I am done with the layout. I'm just waiting for the final contents. I will submit the brochure today if she sends me the final contents later.



Scan and Listen

### GRAMMAR

First Conditional:

If + simple present, ... will/ won't + infinitive ...

# Lesson 3

## IF I WORKED REMOTELY I WOULD ...

### TARGET LANGUAGE

- If I worked remotely, I would cut down on commuting time.
- If I worked from home, I wouldn't get stuck on the bus during rush hour.

### 1 Word Focus



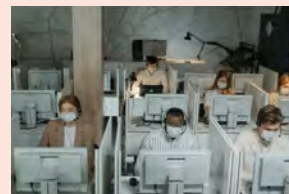
work-from-home



commute



newbie



on-site

### 2 Conversation



Jackson

Jackson and Jenny are at the cafeteria. Jackson is expressing his interest in the work-from-home arrangement offered by the company.



Jenny

Do you have any idea about the work-from-home arrangement?

No, I haven't heard our boss mention it! Are you interested?

Yes. I live far from the office. If I worked remotely, I would cut down on commuting time. How about you?

Of course, I am. If I worked from home, I wouldn't get stuck on the bus during rush hour. However, I am still a newbie. I would have many distractions if I didn't do my tasks on-site.

I beg to disagree. You're doing well at your job, and you don't require much supervision.

Thanks for the compliment. I'll think it over. Well, if I were you, I would apply for it from the HR Manager at once.



Scan and Listen

### GRAMMAR

Second Conditional:

If + simple past, ... would/ might/ could + infinitive ...



# Lesson 4

## IF I HAD GONE TO BED EARLY I WOULD HAVE ...

### TARGET LANGUAGE

- If I had gone to bed early, I would have caught the train.
- We would have missed the flight if we hadn't gotten up so early that morning.

### 1 Word Focus



marketing plan



quarter



surpass



out-of-town

### 2 Conversation



Aya

Aya and Bo were to attend a business conference.  
However, Bo was 5 minutes late as he didn't catch the train on time.



Bo

Bo? Where have you been?  
The conference started five minutes ago.

I didn't catch the train on time. If I had gone to bed early, I would have caught the train.

Sorry to hear that.  
What kept you up last night?

The sales manager assigned me to create a marketing plan. Our target is to surpass the 59% sales we had last quarter.

That is impossible!

We'll try our best. By the way, how was your out-of-town meeting yesterday?

We almost missed the flight. The taxi driver traveled a long distance when he found himself driving in the wrong direction.

That's terrible.

Yes. We would have missed the flight if we hadn't gotten up so early that morning.



Scan and Listen

### GRAMMAR

Third Conditional:

If + past perfect, ... would/ might/ could have + past participle ...

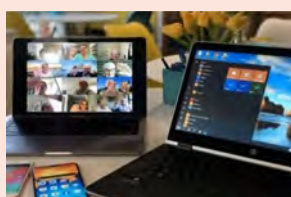
# Lesson 5

## IF I HADN'T GOT THIS JOB I WOULDN'T ...

### TARGET LANGUAGE

- If I hadn't got this job, I wouldn't be able to put what I've learnt into practice.
- If I weren't busy, I would have offered to help.

### 1 Word Focus



video conference



color palette



pressured



corporate ladder

### 2 Conversation

Olivia is asking for some help from Aya about the color palette task their boss assigned her. However, Aya is busy preparing for a video conference.

Aya, do you have a minute?

What's the matter, Olivia?

I'd like you to join our brainstorming session. Our boss asked me about the color palette and I'm not that great with colors.

I'd like to, but I'll have a video conference with the clients. I need some time to prepare. If I weren't busy, I would have offered to help.

It's OK. Perhaps we can talk about it later when you are available.

No problem. This job is sometimes very exhausting. We are always pressured to meet each deadline. But if I hadn't got this job, I wouldn't be able to put what I've learnt into practice.



Olivia

That's the right mindset. You need to hone your skills and talents, and then you would be able to climb up the corporate ladder eventually.



Aya



Scan and Listen

### GRAMMAR

Mixed Conditional

Past/Present: If + past perfect, present conditional

Present/Past: If + simple past, perfect conditional

# Lesson 6 I DID MAKE THE LIST

## TARGET LANGUAGE

- I did make the list.
- I do remember he usually keeps a hard copy of each document in one of his filing cabinets.

### 1 Word Focus



filing cabinet



drawing tablet



external hard drive



hard copy

### 2 Conversation

Steve



Steve called Aya to his office to ask her about the list of the office supplies they need for the next quarter.

Aya



Aya, have you already made a list of the office supplies we need for the next quarter?

I did make the list, but Jackson was responsible for checking and sending it to you.

Well, I did receive a lot of documents last week, but the list was not included. Jackson is on sick leave today, right?

Yes, but I do remember he usually keeps a hard copy of each document in one of his filing cabinets. I'll go and check it.

Thanks a lot, Aya.

My pleasure. By the way, it's necessary for the new employee to have a new drawing tablet and an external hard drive.

No problem. I'll add them to the list later.



Scan and Listen

## GRAMMAR

Emphatic Forms:

Subject + do/ does/ did + base form of the verb ...



# Lesson 7

## WOULD YOU LIKE ANYTHING TO DRINK

### TARGET LANGUAGE

- Would you like anything to drink?
- Before we begin, shall we have a look at the main points on the agenda?

### 1 Word Focus



business trip



agenda



web design



icons

### 2 Conversation

Aya is at the employees' lounge preparing for today's meeting when Ms. Smith, the secretary of Aya's client, arrives.

Good morning, Ms. Smith.  
Would you like anything to drink?

Green tea, please. I've been busy lately with all the business trips. I had to go to Kanagawa yesterday.

How was the trip?

It was a great success. They accepted all the changes we proposed.

Glad to hear that. Before we begin, shall we have a look at the main points on the agenda?

No problem.

So, the main purpose of today's meeting is to finalize the web design of Mr. Park's online language school. We also need to talk about the icons used on the website. Is there anything you'd like to add?

None so far. We can now start checking with the changes.



Aya



Ms. Smith



Scan and Listen

### GRAMMAR

Polite Expressions for Building Rapport  
Polite Expressions for Setting the Agenda

# Lesson 8

## WHY DON'T WE GO FOR BRIGHTER COLORS

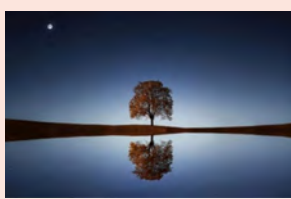
### TARGET LANGUAGE

- From the client's point of view, how about altering the font size of the headline?
- We might as well arrange these icons in a symmetrical way.

### 1 Word Focus



alteration



symmetrical



font



headline

### 2 Conversation

Aya and Ms. Smith are discussing the changes made on the web design of Mr. Park's online language school.

What do you think of all the alterations we made, Ms. Smith?

You did a great job with all these changes, Aya. However, from the client's point of view, how about altering the font size of the headline?

That is noted, Ms. Smith. I'll make it more visible.

And why don't we go for brighter colors? It would be easily noticed in that way.

No problem. Consider it done!

And one more concern is regarding the icons. They look a little bit out-of-order. What ideas do you recommend?

Well, we might as well arrange these icons in a symmetrical way.

Great idea! Then it will be clearer and more orderly.



Aya



Ms. Smith



Scan and Listen

GRAMMAR

Give Suggestions and Recommendations

# Lesson 9

## WRITE AN EMAIL REQUESTING A PROMOTION

### TARGET LANGUAGE

- I am writing to formally request that I be taken into consideration for the open position of senior graphic designer.
- In the past years, I have acquitted myself of various projects splendidly.

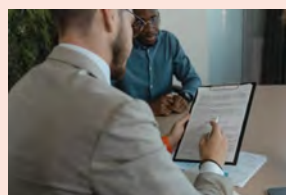
### 1 Word Focus



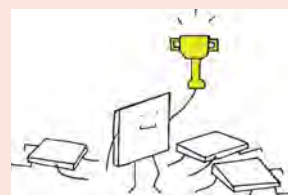
promotion



time commitment



qualification



acquit (oneself)

### 2 Promotion Email Request

**B** *I* U “ ABC ☰ ☷ ☹ ☹ ☹ ↶ ↷ 🔗 ✕



Send

To

steve\_robert@smartdesigns.com

From

aya\_adams@smartdesigns.com

Subject

Promotion Request for Senior Graphic Designer

Dear Mr. Robert:

I am writing to formally request that I be taken into consideration for the open position of senior graphic designer. I have been a junior graphic designer for two years. I am confident that my experience, qualifications and acquired skills make me the best person for this promotion.

I understand the responsibility and time commitment that come with a higher role, but I believe that my mastery of design skills will allow me to tackle the challenge. In the past years, I have acquitted myself of various projects splendidly. Thus I believe that I have had enough success in my current position to be considered for a promotion.

I would be very grateful if you consider me for this promotion and thank you again for your time. I would be happy to be scheduled an interview at your convenience.

Sincerely,  
Aya Adams  
Junior Graphic Designer



Scan and Listen

**GRAMMAR**

How to Write an Email Requesting a Promotion



# Lesson 10

# UNIT REVIEW

## WORD FOCUS

### Lesson 1

attendance machine  
clock in  
clock out  
fingerprint  
vending machine

### Lesson 2

brochure  
deadline  
mascot  
reminder email

### Lesson 3

work-from-home  
commute  
newbie  
on-site

### Lesson 4

marketing plan  
quarter  
surpass  
out-of-town

### Lesson 5

video conference

color palette  
pressured  
corporate ladder

### Lesson 6

filing cabinet  
drawing tablet  
external hard drive  
hard copy

### Lesson 7

business trip  
agenda  
web design

icons

### Lesson 8

alteration  
symmetrical  
font  
headline

### Lesson 9

promotion  
time commitment  
qualification  
acquit (oneself)

## GRAMMAR FOCUS

- 1 Zero Conditional: If clause (simple present), + main clause (simple present).
- 2 First Conditional: If + simple present, ... will/ won't + infinitive ...
- 3 Second Conditional: If + simple past, ... would/ might/ could + infinitive ...
- 4 Third Conditional: If + past perfect, ... would/ might/ could have + past participle ...
- 5 Mixed Conditional: Past/Present: If + past perfect, present conditional  
Present/Past: If + simple past, perfect conditional
- 6 Emphatic Forms: Subject + do/ does/ did + base form of the verb ...
- 7 Polite Expressions for Building Rapport and Setting the Agenda
- 8 Give Suggestions and Recommendations
- 9 How to Write an Email Requesting a Promotion