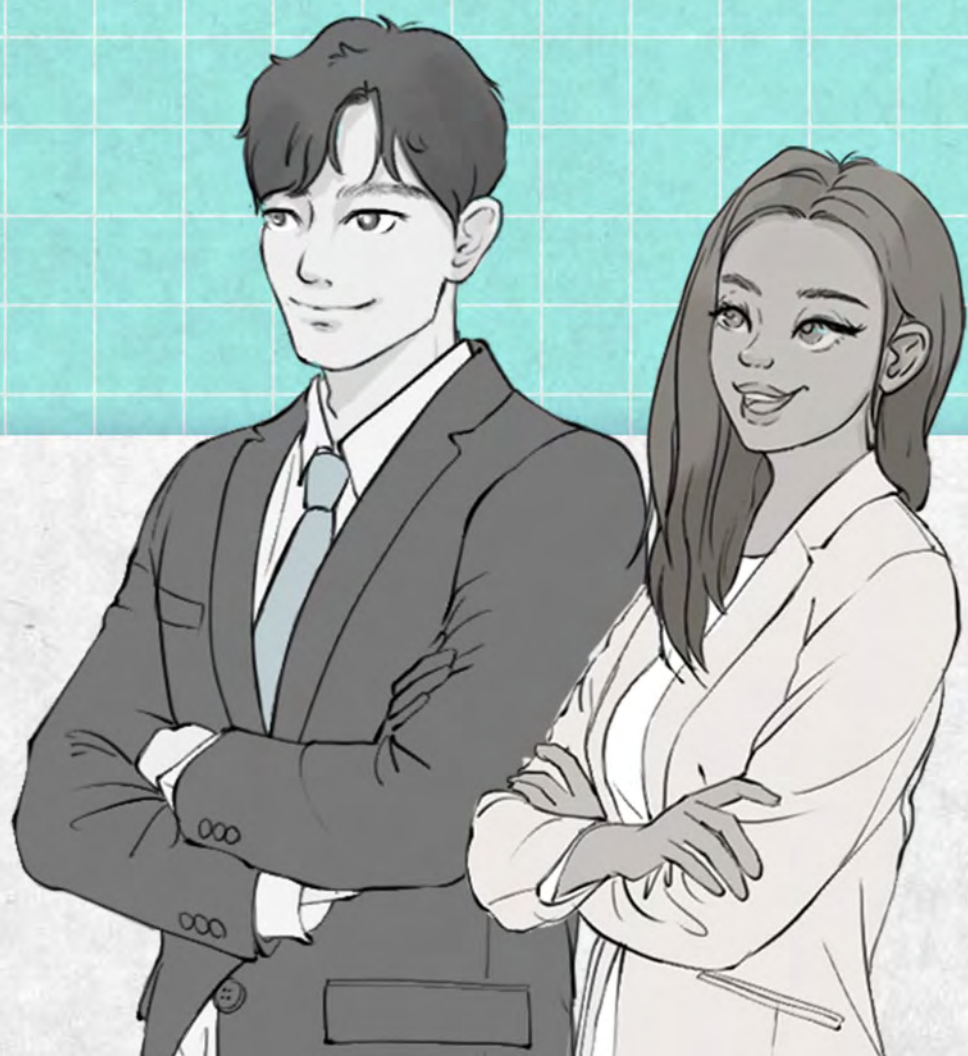


# Basic English

5





# CONTENTS

## UNIT FIVE

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# Lesson 1

## NEVER HAD I THOUGHT YOU WOULD BE LEAVING

### TARGET LANGUAGE

- Neither can I.
- Never had I thought you would be leaving.

### 1 Word Focus



employment



departure



experienced



comfort zone



overseas



take shape

### 2 Conversation

Aya resigns 4 years of employment.  
Olivia heard of Aya's departure and came to her.



I didn't know it until I saw the announcement. Aya, I just cannot believe you've worked here for four years and will resign soon.

Neither can I.  
I still remember our first meeting here.

You were fresh from college then, but now you are an experienced senior graphic designer. How time flies!

I will always remember these days in the company. I think I'm really lucky to have the chance to work here.

So do I. Therefore, never had I thought you would be leaving.

You know it's quite difficult to step out of my comfort zone. But I think it's time. My dream of working overseas is taking shape.

Don't forget to share with me your interesting overseas experiences.

Sure! We must keep in touch with each other.



Scan and Listen

### GRAMMAR

- Sentence Inversion
- Positive and Negative Agreement



# Lesson 2 THERE MIGHT BE SOME MISTAKES

## TARGET LANGUAGE

- Could you please help me check it? I'm afraid there might be some mistakes.

### 1 Word Focus



throw a party



memorable



farewell

### 2 Conversation



Jackson

Jackson and Olivia are talking about Aya's farewell party.



Olivia

Hi Olivia, Aya is quitting. Let's throw a farewell party for her. Do you have any ideas?

I'm about to book a room at Tito Papas. It's Aya's favorite, you know.

Oh, you mean that delicious Filipino restaurant? That's a good choice. What else can we do to make the party memorable?

Shall we each write a farewell message to Aya? And I can prepare some photos that record the days we spent with Aya.

Wow! And let's prepare some gifts for her as well.

Sure! By the way, Lina asked me to write a farewell letter to Aya on behalf of the department. Could you please help me check it? I'm afraid there might be some mistakes.

No problem.



Scan and Listen

## GRAMMAR

• Sentence Fragment

• Fused Sentences

# Lesson 3

## IT'S THE DEPARTMENT LEADER WHO EVALUATES OUR PERFORMANCE

### TARGET LANGUAGE

- It was after the screening process that the promotion was determined.
- It's the department leader who evaluates our performance.

### 1 Word Focus



send-off party



screening process

twice in a year

semi-annual

### 2 Conversation



Jackson



Olivia

Jackson and Olivia are chatting during their lunch break.

The Sales Department is having a party tonight. Have you heard about that?

Yes. It's a send-off party for Mr. Suzuki. He got promoted and will be working as the manager in the New York branch.

How did he get that chance?

It was after the screening process that the promotion was determined.

I see. By the way, is it the only chance that we can be promoted?

Not exactly. There are also semi-annual evaluations.

Who will be evaluating our performance?

It's the department leader who evaluates our performance.



Scan and Listen

### GRAMMAR

It-clefts & Wh-clefts

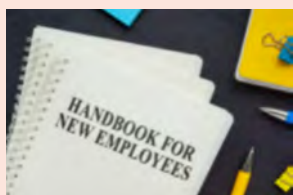
# Lesson 4

## SUDDENLY THE PHOTOCOPIER STOPPED WORKING

### TARGET LANGUAGE

- Suddenly, the photocopier stopped working.
- I will tell the repairman to fix it.

### 1 Word Focus



employee handbook



photocopier machine



repairman



reliable

### 2 Conversation

Jackson is having trouble using a photocopier machine.

Hi Jackson. Do you need my help?

Yes, please. I was making some copies of the employee handbook. Suddenly, the photocopier stopped working. What should I do?

If you are in a hurry, you can try the other photocopier.

But it's quite different from this one. And I've never used that one. Can you help me out?

Of course. How many copies do you need?

Ten, please.

(after a while)

Here you are.  
What else can I do for you?

Thank you so much, Steve!  
What about this broken machine?

I will tell the repairman to fix it.  
Don't worry.

You are so reliable, Steve!



Scan and Listen

### GRAMMAR

#### Punctuation Marks



## Lesson 5

BOTH COUNTRIES  
ARE OPEN TO IMMIGRANTS

## TARGET LANGUAGE

- She said both countries are open to immigrants. However, Canada has a higher immigration rate than the USA.
- The USA is a big country, likewise Canada. In terms of landmass, Canada covers a larger area than the United States.

## 1 Word Focus



immigrant



diverse



geographical



landmass

## 2 Conversation

Aya is scrolling through some articles about working in Canada and in the USA when Olivia came to her.

Are you considering working in one of these two countries?

Yes, I am. I wonder which one is more friendly to immigrants.

Well, one of my cousins has worked and lived in both countries. She said both countries are open to immigrants. However, Canada has a higher immigration rate than the USA, making Canada's population more culturally diverse.

It might be due to the fact that the USA has a bigger population.

That's partly true. As you mentioned a while ago, the USA is a big country, likewise Canada. In terms of landmass, Canada covers a larger area than the United States.

That's an interesting geographical fact.



Olivia

Aya



Scan and Listen

## GRAMMAR

Comparing vs. Contrasting

# Lesson 6

## IF YOU HAVE ANY QUESTIONS KINDLY CHECK THIS MANUAL

### TARGET LANGUAGE

- If you have any questions, kindly check this manual I organized.
- In case you encounter some problems, discuss them with the team immediately.

### 1 Word Focus



delegate



manual



organized



uneasy



exceptional

### 2 Conversation

Aya delegates the new project to Jenny.  
She is giving her all the necessary details needed.

Here are all the visual concepts that the team has considered for this project. If you have any questions, kindly check this manual I organized.

Thanks for keeping them organized. I'm a bit uneasy about taking on this big project.

You did exceptional work last time, so I trust you'll do well with this task, too.

I hope I can meet the expectation of our client.

In case you encounter some problems, discuss them with the team immediately. You will surely learn a lot from this.



Scan and Listen

### GRAMMAR

How to Delegate Tasks



# Lesson 7

## YOU HAVE MADE MY STAY HERE MEMORABLE

### TARGET LANGUAGE

- You have made my stay here memorable.
- I am grateful for the opportunity to present and enhance my potential.

### 1 Word Focus



man of the hour



showcasee



friendship



heart-warming

### 2 Conversation

At the farewell party, Bo expresses his gratitude to his team and the boss before leaving.

Before we continue the party, I'd like to hear some words from the man of the hour himself, Bo!

Thanks, Sir. Let me start my short speech by thanking all of you here present at this farewell party. You have made my stay here memorable. I would also like to express my gratitude to Home Gizmos. I am grateful for the opportunity to present and enhance my potential. Mr. Tanaka, thank you for being a good leader I can depend on. All my colleagues, I appreciate the friendship we have made.

Thank you for that heart-warming speech, Bo. We are also obliged to all your efforts for the company. We wish you all the best. Cheers!



Mr. Tanaka

Bo



Scan and Listen

### GRAMMAR

thank/ grateful for + noun/ gerund  
appreciate + noun/ pronoun

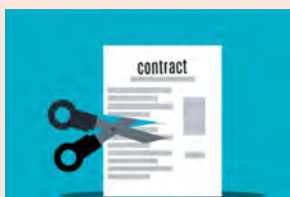
# Lesson 8

## I WOULD LIKE TO INFORM YOU THAT I AM RESIGNING

### TARGET LANGUAGE

- I would like to inform you that I am resigning from my position.
- Thank you again for the opportunity to work with you.

### 1 Word Focus



resignation



gratifying



freelance



replacement

### 2 Conversation

**B** *I* U “ ABC ☰ ☷ ☹ ☹ ☹ ↶ ↷ 🔗 ✕



Send

To

steverobert123@gmail.com

From

ayadams000@gmail.com

Date

October 1, 2021

Subject

Resignation – Aya Adams

Dear Mr. Robert:

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

I appreciate the opportunities for professional development that you have provided me over the past four years. Contributing to the graphic design department has been an immensely rewarding experience for me, and I feel grateful to have started my career alongside such a dedicated team.

I have accepted a position in graphic design in Canada. While my experience at EduGraph Studio was gratifying and fulfilling, I am excited to pursue graphic design overseas.

If I can be of any help during this transition, please let me know. I am willing to help out with freelance work until you find a replacement.

Thank you again for the opportunity to work with you. I wish you all the best and look forward to staying in touch. You can email me at [ayadams000@gmail.com](mailto:ayadams000@gmail.com).

Sincerely,  
Aya Adams  
Senior Graphic Designer



Scan and Listen

### GRAMMAR

- I would like to + verb
- Thank you for + noun
- I appreciate the opportunities for + noun



# Lesson 9

# UNIT REVIEW

## WORD FOCUS

### Lesson 1

employment  
departure  
experienced  
comfort zone  
overseas  
take shape

### Lesson 2

throw a party  
memorable  
farewell

### Lesson 3

send-off party  
screening process  
semi-annual

### Lesson 4

employee handbook  
photocopier machine  
repairman  
reliable

### Lesson 5

immigrants

diverse  
geographical  
landmass

### Lesson 6

delegate  
manual  
organized  
uneasy  
exceptional

### Lesson 7

man of the hour

showcase  
friendship  
heart-warming

### Lesson 8

resignation  
gratifying  
freelance  
replacement

## GRAMMAR FOCUS

- 1 Sentence Inversion; Positive and Negative Agreement
- 2 Sentence Fragment; Fused Sentences
- 3 It-clefts & Wh-clefts
- 4 Punctuation Marks
- 5 Comparing vs. Contrasting
- 6 How to Delegate Tasks
- 7 thank/ grateful for + noun/ gerund; appreciate + noun/ pronoun
- 8 I would like to + verb; I appreciate the opportunities for + noun; Thank you for + noun