



NEW BUSINESS ENGLISH 4

Unit 5 Lesson 9

Deleting Files by Mistake



Review

Your friend said something negative about your company but you disagree with his opinion. How would you express your argument?

Requirements:

- *Express your argument.*



LEARNING GOALS

- ◆ Asking for a copy of a deleted file
- ◆ Giving suggestions on avoiding similar mistakes



Situational Dialogue

- ▶ Kenzo couldn't find a file on his computer. He is asking Jordan for help.

Kenzo Hara



Jordan Brett





Could you do me
a favor, Jordan?

Sure thing.
What is it about?

I want to update the client information,
but I couldn't find the file on my computer.
I guess I deleted it by mistake.
Could you send me a copy?





You can make a copy from the shared folder. Files won't be deleted from there. And all the team members can check the updates in time.

I see. Thank you for your help.



Key Vocabulary

Learn the new words and answer the questions.



delete

(v.) to remove something that is written or printed

e.g. The IT staff wants us to **delete** all unimportant files on our computer.



copy

(n.) something that is exactly like another thing

e.g. Our boss always asks us to keep an extra **copy** of our files.



shared folder

(n.) a folder made accessible to multiple users on a network

e.g. We always refer to the team's **shared folder** to share the same content.

Dialogue Review

Have a role play and answer the questions.



Kenzo couldn't find a file on his computer. He is asking Jordan for help.

Kenzo: Could you do me a favor, Jordan?

Jordan: Sure thing. What is it about?

Kenzo: I want to update the client information, but I couldn't find the file on my computer. I guess I **deleted** it by mistake.
Could you send me a **copy**?

Jordan: You can make a copy from the **shared folder**. Files won't be deleted from there. And all the team members can check the updates in time.

Kenzo: I see. Thank you for your help.

Learning Goals

Let's check the learning goals!



Kenzo couldn't find a file on his computer. He is asking Jordan for help.

Kenzo: Could you do me a favor, Jordan?

Jordan: Sure thing. What is it about?

Kenzo: I want to update the client information, but I couldn't find the file on my computer. I guess I deleted it by mistake.

Could you send me a copy?



1. Asking for a copy of a deleted file

Jordan: **You can make a copy from the shared folder.** Files won't be deleted from there. And all the team members can check the updates in time.

Kenzo: I see. Thank you for your help.



2. Giving suggestions on avoiding similar mistakes

Learning Goals

Learn the key expressions and sentence structures.

∴ Asking for a Copy of a Deleted File

- **Could you send me a copy of + noun?**
- **Would you mind + gerund?**

Example sentences:

- Could you send me a copy of the file?
- Could you send me a copy of your presentation?
- Would you mind sending me your presentation outline?

Other related expressions:

- Would you be willing to send...?
- Is it okay for you to send me...?
- Please send me...
- Kindly give me a copy ...

What files do you usually ask from your colleagues?

Learning Goals

Learn the key expressions and sentence structures.

∴ Giving Suggestions on Avoiding Similar Mistakes

- You can + verb...
- I suggest you + verb...

Example sentences:

- You can keep the files in a separate folder.
- You can try sending the file to the meeting participants.
- I suggest you keep another copy in case of emergency.

How to Avoid Similar Mistakes at Work:

- Focus on your work.
- Create checklists.
- Review your work.
- Ask questions.
- Take breaks if needed.

What do you do to avoid repeating the same mistakes at work?

Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: You mistakenly deleted an important file sent by a colleague.

Ask him to send you another copy of the deleted file.



∴ You can refer to the following key expressions:

- Could you send me a copy of...?
- Would you mind + gerund
- Is it okay for you to send me...?
- Kindly give me a copy...

Learn how to protect your files from being accidentally deleted.

⋮ 4 Ways to Protect Your Files From Being Accidentally Deleted in Windows 10



Configure the Permission Settings

This allows you to grant or deny file access to other users.



Hide Your Files

This allows your files to be inaccessible unless you unhide them.



Password-Protect Your Files Using a Third-Party Software Program

This method also protects your data from spyware, viruses, and other kinds of malware.



Secure Your Files Via the Command Prompt

This method denies other users from deleting your file and restricts them from viewing it.



1. What computer files do you always protect?
2. What do you usually do when you accidentally delete a file?

Overview

Key words and expressions:

delete/ copy/ share folder

Could you send me a copy?
Would you mind verb-ing?

You can + verb
I suggest you + verb

Made by Tessa

Proofread by Artiaga

