

# LESSON PREPARATION

## ELEMENTARY UNIT TWO

### VOCABULARY AND EXPRESSION BUILDERS

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**Ms.** The title for a woman we do not know if she is married.

Ms. Smith is the assistant of Mr. Choi.

**Mrs.** A woman who is married.

Mrs. Jackson is the manager of the group.

**Miss** A woman who is not married.

Miss Smith works for the new manager.

**Mr.** The title for a man.

Mr. Kent works in accounting.

**To meet** To get together.

We have a meeting Monday.

**To arrange** To organize.

He arranged to meet with his assistant.

**Details** The information.

We need details for the presentation.

**Strategy** To plan.

Mr. Smith has a marketing strategy.

**Except** Not including.

Mr. Smith brought everything except his computer.

**Hobby** Past time.

His hobby is golf.

**Business trips** Trips for work.

They are on a business trip.

**Vacations** Holidays

Mr. Anderson is on vacation.

**Shanghai** China

Shanghai is in China.

**Review** Evaluation.

They are reviewing the presentation.

**Supplier** Seller.

The supplier is visiting the purchaser.

### SPEAKING ENGLISH

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#### Sentences (read out loud)

Hello my name is John.

He is arranging to meet with the director.

Mr. Smith is going to review the details.

On the business trip they talked about vacations.

### TECHNIQUE BUILDERS

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#### Days of the week.

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday.

**Remember Wednesday is pronounced Wensday.**

#### Years

Years 2007, 2006, 2005, 2004, 2003, 2002,

2001, 2000, 1999, 1998, 1997, 1996, 1995.



### PHONE ENGLISH BUILDERS

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Can I speak to Mr. Anderson please?

Certainly. Can you tell me who is calling please?

My name is Jorgen van Camp.

One moment I will put you through.