

# LESSON PREPARATION

## BEGINNER UNIT TEN

### VOCABULARY AND EXPRESSION BUILDERS

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#### Email Vocabulary

**Priority** More important.

They sent the email high priority.

**Signaled** To indicate

They signaled security about the problem.

**Liable** You are responsible

They are liable for the virus.

**Vendor Companies** who sell goods and services to others.

The vendor is located in Dubai.

**Inappropriate** Not right.

They used inappropriate language in the email.

**Handwrite** To write with a pen.

They asked that the cover letter be written by hand.

**Circulate** To distribute.

They are circulating all of the information.

**Fired** To ask someone to leave

They fired the manager. He left last year.

**Hired** To employ someone

They hired a new manager. She begins next month.

**Promoted** To move up in grade

She was promoted after the client signed the contract.

### SPEAKING ENGLISH

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#### Sentences (read out loud)

The vendor considered the client high priority. The hand written letter was circulated.

Instead of being promoted, he was fired and they hired someone else. He thought that sending a hand written letter was inappropriate.

The purchaser signalled to the vendor that he was going to call him.

### TECHNIQUE BUILDERS

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#### Using To Into

go to bed / return to Madrid / come to the house / I've been to Italy  
Into a room / into a shop /

### WRITING ENGLISH BUILDERS

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#### Expressions

##### Make a pitch

If you make a pitch for something, you make a bid, offer or other attempt to get it.

He made a pitch for the new contract.

##### Melting pot

A melting pot is a place where people from many ethnicities and nationalities live together.

The USA is a melting pot of people.

