

# LESSON PREPARATION

## BEGINNER UNIT TWELVE

### VOCABULARY AND EXPRESSION BUILDERS

**Tour** To visit

They toured the wine valleys in California.

**Travels Voyages, trips**

Her travels were extensive.

**Direct flight** To go straight without a stop They had a direct flight to Santiago. **Stopover** To not go direct The trip included a stopover.

**Update** To inform with the latest information He updated his blog.

**Vineyard** A place that grows wine (grapes) The vineyards in Australia produce great wines.

**So much for** An expression meaning something is over After he arrived late for the flight he thought, so much for an easy trip.

**Days off** Days you do not work He is taking a few days off from work.

**Aquarium** A place for fish to live in artificial conditions They have a great aquarium in Baltimore.

**A guy** An informal way of saying a person (usually male)

The guy from the Shanghai office is coming next week.

**Fall** The autumn season We are leaving in the fall for South Africa.

**Summer** June to September Our vacation was this summer.

**Spring** March to June We are starting the new project in the spring.

**Winter** The cold season There have cold winters in Canada.

**Globe trotter** A person who travels around the world He travels around the world. He is a globe trotter.

**Updates** The latest information We are getting updates from the project managers.

**Amazing** Spectacular, great The new company is amazing.

### SPEAKING ENGLISH

**Sentences (read out loud)**

They decide to have a stopover, and to tour the vineyards. So much for a direct flight, they had to go through Scotland. There is a guy who will be visiting this fall. We should be getting global updates for the project. Their travels brought them around the globe.



### TECHNIQUE BUILDERS

**Office** Place of work.

**Desk** Work spot.

**Filing cabinet** To keep files.

**Stapler** Tool for documents.

**Mouse** Computer tool.

**Paper clip** To regroup documents.

**Printer** Used to print documents.

**Scanner** Used to copy documents.

**Computer screen** A computer monitor.

**Voice mail** For phone messages.

### WRITING ENGLISH BUILDERS

**Last laugh** To have the last comment. He had the last laugh when he got the contract.  
**Game plan** A strategy The game plan was to complete the project.