LESSON PREPARATION
BEGINNER UNIT THIRTEEN

● VOCABULARY AND EXPRESSION BUILDERS

Globalization Cultural and business activities around the world
The markets are globalizing.
Pressure High expectations
There was a lot of pressure at work.
Organizing of teams To prepare groups
The organizing of the team was easy.
Statistics Numbers
The statistics say the economy is in good shape.
Strategies Planned approach
The strategies of the boss were well done.
A**round the corner** Close by
The company meeting is just around the corner.
Trends The new direction
The trends say that we will have a good year next year.
Out if work Unemployed
Once his contract is over he will be out of work.

Habits Things you do regularly
His habits changed quite a bit after he got the new job.
To manage To cope with
My boss will manage once the new team is in place.
Aspect A part of something
What aspect of the presentation did you not understand?
Growth increase in size
The growth in the group is expected to be large.
Obtain To get
You should obtain the certification.
Rate The tempo or speed
The rate of growth will increase later.
Survey To ask questions to get information
The survey is expected to show the results.

● SPEAKING ENGLISH

Sentences (read out loud)
There was a lot of pressure on the management to prepare for globalization.
The strategies were based on the statistics knowing there were changes around the corner.
They knew that around the corner he would be out of work.
The survey they obtained said the rate of growth would continue.

● TECHNIQUE BUILDERS

Meetings vocabulary
Agenda Document with meeting plan
Call to order To begin the meeting
Minutes A record of the meeting
Schedule The time of the meeting

AOB Any Other Business
Items Points to be discussed
Vote To make a decision
To do the minutes To prepare the meeting report

● WRITING ENGLISH BUILDERS

To get the green light To be authorized to begin
They got the green light on the project.
Set in stone Cannot change
The rules were set in stone.