

# LESSON PREPARATION BEGINNER UNIT SIX

## LESSON PREPARATION 1

### Vocabulary

**Expanding** To grow.

They are expanding to the Eastern Market.

**Proposal** An offer.

They proposed the solution for the problem.

**Conference call** A group telephone call.

The account managers have a conference call every week.

**Assistant** A helper or supporter.

They are assisting the account manager.

**Operating** Something that is working.

They are operating a new service.

**Throughout** All over.

They work throughout the year.

**Review** Evaluate.

They want to evaluate the situation.

**Results** The outcome.

The results were superb.

**Just in time** To deliver when you need it.

They want just in time solutions.



## SENTENCES (read out loud)

They are expanding to include a distribution centre in Amsterdam.

They are developing a just in time solution for their clients.

They are operating a logistics solution throughout Eastern Europe.

They offer just in time solutions to their clients.

Using some and any.

We bought some clothes and some food at the market.

Any Used for negative and interrogative.

Have you got any luggage? No I haven't any.



## WRITING BUILDER

See the light.

When you see the truth.

After the presentation we finally saw the light.

Word of mouth.

When one person tells another about a product or service.

The best form of advertising is word of mouth.

