

LESSON PREPARATION

BEGINNER UNIT EIGHT

VOCABULARY AND EXPRESSION BUILDERS

Communication vocabulary.

Telephone: A means of communication - I use the telephone everyday.

Approach: To go to someone.- He approached me to do the project. I agreed.

Face to face: To talk to someone directly. - My boss wanted me to have a face to face meeting so we met over lunch.

Hesitate: To wait. He hesitated to communicate the bad news. He told me later.

Communicate: To get an idea across. - He communicates well.

Skills: Competencies - His skills are complex.

Ideas: Intelligent solutions - The idea was to join the two groups together.

Complex: Complicated - The project is complex.

Interaction Dynamic: between two people - The interaction is between the consumer and producer.

SPEAKING ENGLISH

Sentences (read out loud)

The telephone rang when we were in the office.

He wanted to have a face to face meeting so he approached my boss. He communicates well but he hesitates to use the phone.

The idea is complex and they have the skills to execute it.

TECHNIQUE BUILDERS

Using In at on

in a line / in a row / in bed / in a country / in an office /
in a book / on the left / on the floor / on the right / at the
front / at the back / at the top / at the bottom

WRITING ENGLISH BUILDERS

Expressions

Give and take: To give in order to get what you want.

The negotiation was difficult but there was give and take and they came up with a solution.

Grin and bear it :To accept something you don't like.

After the merger he was given a new position. He didn't like it. He had to grin and bear it.

