

# LESSON PREPARATION

## BEGINNER UNIT NINE

### VOCABULARY AND EXPRESSION BUILDERS

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**Recruiting / Hiring.** The company is recruiting.

**Process / A sequence of steps.** The hiring process is simple. You send your CV and wait for a call.

**Potential / The possibility.** There is a lot of potential in the project.

**Initial / The first.** The initial step for recruitment is to send a CV.

**Capacities / Ability.** He has amazing capacities.

**Sales teams / Groups** of deal making employees. The sales team is producing record results this year.

**Key accounts / Important clients.** She is a key account manager.

**Salary / Money** paid for work. The salaries at the company are good. Numerous / Many. There are numerous solutions.

**Schedules / Agendas.** They've scheduled the program for next year.

**Quality control / Checking the quality.** Quality control catches defects in products. Strong understanding / To understand well. They have a strong understanding of the process.

**Sincerely Yours / Conclusion of a letter.** Sincerely Yours, Jack Jones.

### SPEAKING ENGLISH

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#### Sentences (read out loud)

He has a lot of potential. He has developed a complex process. The sales team is recruiting people for its key accounts.

The level of salary depends on numerous factors.

There was a strong understanding between the departments.

### TECHNIQUE BUILDERS

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#### Using In at on

in the office / in the room / in the house at the time/ at the moment

on time / on the ball / on the internet

### PHONE ENGLISH BUILDERS

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#### Expressions

You can say that again: To agree very much.

I think Americans are good at business. You can

say that again. Now and then: Occasionally.

He goes running now and then

