

LESSON PREPARATION

INTERMEDIATE UNIT SIX

VOCABULARY AND EXPRESSION BUILDERS

Communication Vocabulary

To spin a story The CEO spun a story at the meeting. (spin spun spun)

To convince He tried to convince his team to do the project.

They would not listen.

Statement He made a statement to the audience.

Curiosity He is curious about the matter.

Support He will not support the idea any more.

To insult The guest accidentally insulted the manager.

Diplomacy They required diplomacy in the matter.

Speech The speech was great.

Get a point across I had to communicate my idea.

I was firm in getting my point across.

Debate We debated the subject.

News I watched business news to see if there was any progress on the topic.

Media The message is the media.

Press release They issued a press release concerning the issue.

Newsletter The communications department issues a newsletter every month.

Communique They sent a communique.



SPEAKING ENGLISH

Telephone requests

Frank could you send me a copy of your speech?

Lisa and Alex are preparing the debate.

Have you seen the news today? It says there will be a new market player.

Did you hear the spin doctor on TV last night?

TECHNIQUE BUILDERS

Saying Numbers

9,236 Nine thousand two hundred thirty-six.

256,965 Two hundred fifty-six thousand nine hundred sixty five.

698,222,252 Six hundred ninety-eight million

two hundred twenty two thousand two hundred fifty two.

58,000,000,254 Fifty-eight billion two hundred fifty four.

WRITING BUILDERS

Informal

Pete,

I have a press release to send out. Can you go over it?

Cheers,

Mike

Formal

Dear Ms. Laraby,

Concerning the law suit, I have to prepare a statement to send to the legal department.

Could you look it over?

Regards,

Cathy Clarke

Very formal

Dear Mr. Michelson,

I would appreciate your looking over the changes I have made to the attached speech.

Yours Sincerely,

John Ford.

For information

Flavour (UK) or Flavor (USA) Humour/Humor Behavior / Behaviour

Hiring: They are hiring new employees next month.

Chef The chef at that restaurant is great.

Turnover The turnover is around 2.5 billion.

Location The company is located in Orlando.