

# LESSON PREPARATION

## INTERMEDIATE UNIT EIGHT

### VOCABULARY AND EXPRESSION BUILDERS

#### Consulting Vocabulary

**MBA:** Masters in Business Administration.

**Expertise:** He is a specialist in computers. His expertise is in software.

**Consultancy:** firm They work for a consulting firm.

**In-house (Not out sourced) :**They don't want to do the work with consultants. They want to do it in house.

**Service:** They do consulting. They offer software services.

**Temporary:** staff the consultants are temporary staff.

**Pool of talent:** There are many experts. They have a pool of talent.

**Interim:** He works part-time. He works two days a week.

**Clients:** Clients are vital for a company.

**Committee:** They have teams working on the subject.

**Tough (pronounced tuff):** It is a difficult transition for the company. It has been tough.

**Ex-employee:** He used to work for the company. He is an ex-employee.

**Management:** Management is always responsible for the company.

**Redundancy:** There were redundancies. People lost their job.

**Dismissal:** They had to dismiss the employee.

**Resignation:** He resigned from his job.



### SPEAKING ENGLISH

#### Telephone requests

May I speak with your consulting department please?

I have been made redundant. They will hire me as a consultant.

Can you tell me if you work in-house or if you hire consultants?

### TECHNIQUE BUILDERS

#### Saying Numbers

\$ 1.25 Billion One point two five billion dollars.

£ 2,256.25 Two thousand two hundred and fifty-six pounds twenty-five pence.

€ 256,301 Two hundred and fifty-six thousand three hundred one Euros.

### WRITING BUILDERS

#### Informal

Hi Alex

I have a huge week coming up. Can you give me a hand with the project?

Great,

Frank

Formal

Dear Sir

I would like to make a request for information concerning your consultancy firm. Could you send me information.

Sincerely Yours,

Jane Doe.

German A person from German origin is German.

They speak German.

Dutch A person from Holland is Dutch. They speak Dutch.

FYI For Your Information

Second hand An item already used.

Travel Always a verb. (Never a travel). I traveled to London.