

LESSON PREPARATION

ADVANCED UNIT ONE

VOCABULARY AND EXPRESSION BUILDERS

Coaching Vocabulary

Senior executives: Experienced management.

The senior executive manages a large team.

Great pressure: To make difficult requests on people.

The new manager had great pressure on him to perform.

Senior politician: Experienced politicians.

A minister is a senior politician.

Corporate America: An expression describing American companies.

The majority of the tax revenue is from corporate America.

To note: To remember.

The teacher asked the students to note the change in scheduling.

It goes without saying: You do not need to mention something. Everyone knows.

It goes without saying that you should have an edge in your business strategies.

Struggle: To have difficulty with something.

He struggled with the new software.

Number cruncher: To count. Also, a name for an accountant.

Accountant's love to number crunch.

Timetable: The schedule.

The timetable was on the database.

The traps: To catch someone or something.

You should look out for the traps in the business meeting.

Put things into context: To put things into perspective.

You should keep things in context at the meeting.

Quantitative analysis: To measure with numbers.

The consultant did a quantitative analysis on the situation.

To get caught up in: To become involved.

He got caught up in the project.

SPEAKING ENGLISH

Sentences

The senior executives were under great pressure to come up with a solution.

They got caught up in the quantitative analysis of the situation.

There were many traps in the contract.

It goes without saying that corporate America is struggling now.

Senior politicians often consult with senior executives for ideas.

TECHNIQUE BUILDERS

Spelling British

cheque

colour

labour

dialled

metre

centre

programme

USA

check

color

labor

dailed

meter

center

program



WRITING ENGLISH BUILDERS

Dear John

I have been talking to the human resource department and they have set up a coaching program for me. I would be interested in taking some coaching classes. Could you let me know if this is OK?

Thanks

Stephen