

LESSON PREPARATION

ADVANCED UNIT TWO

VOCABULARY AND EXPRESSION BUILDERS

The Office Vocabulary

Corporate A business structure.

The corporate structure was designed so they could go to the stock market.

Behavior The actions of a person.

His behavior is not acceptable.

Resolve To come to a solution.

They needed to resolve the problem before going on.

Used to Something done before (modal).

He used to go to the office at 7 AM each day.

Conscious To be aware.

He is conscious of his work.

Substantial A lot of.

There was substantial proof the project was a success.

Stable To stay even.

The market was stable.

Overload To burden with too much work.

They were overloaded with work.

Deposits They put money in the account.

The deposit was made at the bank.

Withdrawal To take out. Also, to take money out of the bank.

The withdrawal of the offer was a surprise to the lawyers.

Solid To not change. Safe and strong.

It is a solid company.

SPEAKING ENGLISH

Sentences

The behaviour of the corporate executive was not professional.

They had a substantial amount of money to deposit.

The bank account was stable although they withdrew a lot of money.

He was overloaded with work although he was used to it.

TECHNIQUE BUILDERS

Acronyms

CEO Chief Executive Officer

CTO Chief Technical Officer

EU European Union

AGM Annual General Meeting

B2C Business to Consumer

ROI Return on Investment

ROM Read Only Memory

Pdf Document File

CFO Chief Financial Officer

CAO Chief Administrative Officer

WTO World Trade Organization

B2B Business to Business

VAT Value Added Tax

SWOT Strengths Weaknesses Opportunities Threats

RAM Random Access Memory

FAQ Frequently Asked Questions

WRITING ENGLISH BUILDERS

Informal

Hello John

How are you doing? I just wanted to send out the report for the B2B project we are working on. I wanted to present it at the AGM. What do you think?

Barry

Formal

Dear Ms. Janet Hardy,

I have decided to present the new executive including our new CEO, CFO, CAO, at the meeting next week. Please let me know if you have anything to add.

Sincerely Yours