

LESSON PREPARATION

ADVANCED UNIT THREE

VOCABULARY AND EXPRESSION BUILDERS

Flow The direction.

The information flow went to the head office.

To assign (an assignment) To designate an activity or a project.

They assigned the project to a new employee.

After-hours After work.

They often work after-hours.

Events An activity.

They organized an event to celebrate the project.

Feasible Something that is possible.

It is feasible to complete the assignment on time.

Fraternity A special relationship.

There was a strong fraternity in the group.

Short and sweet A brief presentation with a strong impact.

The boss made a short and sweet presentation at the AGM.

Acutely aware To have a strong presence of mind.

He was acutely aware of the people in the room.

SPEAKING ENGLISH

Sentences

Philip Schneider is the senior logistics manager at the LTS software company.

These questions should be addressed before you find yourself in a difficult situation.

A short and sweet showing is the best solution for an office party.

Human nature makes us acutely more aware when we are in a relaxed mode.

TECHNIQUE BUILDERS

Full stop or period: .

Comma: ,

Question mark: ?

Exclamation mark: !

Colon: :

Semi colon: ;

Apostrophe: '

Quotation marks or Inverted commas: "" or ''

Brackets: []

Dash or hyphen: -

Parentheses: ()

Underscore: _

Forward slash/ Backward Slash \

WRITING ENGLISH BUILDERS

Informal

How are you doing Duncan?

I have been looking at the teams you want to put together for the IT project. I agree that it is a good idea to use Eric as a functional consultant. I am not so sure about Jill Loeb though. What do you think?

Can we meet?

Nancy

Formal

Dear Staff,

I am proud to announce the launch of the new IT team for the intranet project. Petre Ustinov, Jill Loeb, Edita Volenska, and Eric Lefort will be the full time members.

Sincerely yours

Colin Givens

Senior VP IT.