

# LESSON PREPARATION

## ADVANCED UNIT FOUR

### VOCABULARY AND EXPRESSION BUILDERS

#### Information Technology Vocabulary

**Overhead** The cost of running a business.

The overhead of the company was more than the revenue so it was going bankrupt.

**.com** A dot com internet site.

The site is USA dot com or www.usa.com.

**Prior Before.**

Prior to working at KPMG I was at an accounting company.

**Start-up** To begin a company.

They have a start-up.

**Regulate** To set official rules.

They have to regulate the business.

**Surfing** To look through the web.

They went surfing on the net.

**A blog** A personal web page.

The blog talked about the problem.

**Issue (to issue)** The subject.

The main issue was the budget. They issued a refund to the client.

**A few billion:** Several thousand million.

The company raised a few billion dollars.

**Impact** To have a strong effect.

Technology had a strong impact on the project.

**Predictions** To guess what will occur.

The predictions are that he is going to be the new CEO.

**Leisure** Pleasurable activity.

He spends his leisure time playing golf.

**Gossip** To talk about others.

He gossips about colleagues.

### SPEAKING ENGLISH

#### Sentences

The overhead of the company was significant in the start-up phase.

They had to regulate the surfing activities at the organization.

The employees were spending a lot of time on the blog.

They issued a warning to the staff that was wasting too much time on line.

The dot com start-up had a lot of issues to deal with.

### TECHNIQUE BUILDERS (UK versus USA English)

#### UK

cheque

car park

clever

diary

flat

lift

motorway

petrol

queue

post

underground

#### USA

check

parking lot

smart

calendar

apartment

elevator

highway

gas

line

mail

subway



### WRITING ENGLISH BUILDERS

eye candy The magazine had lots of eye candy images.

7 figure salary He earns a seven figure salary.

the lion's share The CEO got the lion's share of the bonuses.

pull the plug They decided to pull the plug on the project after several years of failure.

nip at the heels The competition was nipping at the heels of the market leader in the sector.