

LESSON PREPARATION

ADVANCED UNIT FIVE

VOCABULARY AND EXPRESSION BUILDERS

Vocabulary

Staff: Employees

The staff was excited about the project.

Robust: Reliable and strong.

They recommended a robust solution.

Holiday practices: Traditions at holiday time.

The holiday practices in Spain are different than in Germany.

Freelance: To work for many companies.

They are freelancers. They do not work for a specific company.

Reduce dangers: Less risk.

There are reduced dangers when you wear protective gear.

According to: Someone said.

According to the company director there are no problems.

Senior management personnel: Higher bosses.

The senior management personnel got good bonuses last year.

Vineyards: Places to grow wine.

They are going to the vineyards on the bike tour.

Easter: Christian holiday.

They are going on holiday at Easter.

SPEAKING ENGLISH

Sentences

Holidays can be a big discussion topic when on business.

Work on your job and you will make a good salary.

The following covers some holiday practices around the world.

They have been working very hard over the past few years.

TECHNIQUE BUILDERS (UK versus USA English)

Abbreviations

UK United Kingdom

UAE United Arab Emirates

HR Human Resources

IPO Initial Public Offering

TQM Total Quality Management

QC Quality Control

ETA Estimated Time of Arrival

lb Pound

HTML Hyper Text Mark-up Language

PIN Personal Identification Number



WRITING ENGLISH BUILDERS

On the brink of Ready to begin.

They were on the brink of bankruptcy.

I am OK with that To agree.

The boss said that he was OK with that.

A close call Almost had an accident.

They almost had a car accident. It was a close call.

Create a buzz To get everyone to talk about something.

They wanted to create a buzz around the new product.

It sucks It is no good.

They thought the new movie sucked.

Bankable It is a good investment.

They were banking on the new project.

To loose it To loose control.

He lost it at the presentation.