

# LESSON PREPARATION

## ADVANCED UNIT SIX

### VOCABULARY AND EXPRESSION BUILDERS

---

#### A typical work day Vocabulary

**To spill** To let liquid fall all over the place.

He spilled wine all over the table.

**Marital status** The official state of your relationship.

The marital status on the passport said married.

**To be tied up** To not be available.

He has been tied up at the meeting for hours.

**Prep To prepare**

They had to prep the team before the presentation.

RSVP Respond S' il Vous Plait.

They were asked to RSVP on the dinner invitation.

**A software release.** A new version of software.

Microsoft is releasing a new version of its operating system soon.

**A typical day** An average day.

**Profession** Career area of specialization.

Her profession is in the medical sector.

**Residence** A place where we live.

Her residence is in Maryland.

**Keep track** To remember

I have to keep track of all of my clients.

**To be on the road** To travel.

As a sales person I have to travel a lot.

### SPEAKING ENGLISH

---

#### Sentences

The marital status of the employees was indicated on their applications.

Before going to the gala, you have to RSVP.

A typical day in the life of Margot Rowe is to be on the road visiting clients a lot.

On a typical day, she has to commute through traffic jams to get to Washington.

### TECHNIQUE BUILDERS (UK versus USA English)

---

#### Mistakes

He is a seller.

She is a commercial.

The employee which I work with.

That is the company who I work for.

#### Correct version

He is a salesperson.

She is a sales person.

The employee who I work with.

That is the company that I work for.

### WRITING ENGLISH BUILDERS

---

#### Expressions

**Food for thought:** something to think about.

The article was food for thought.

**Self-fulfilling prophecy:** When you think about something and it happens.

Asking for the raise was a self-fulfilling prophecy. He had been thinking about it for weeks.

**Twofold:** There are two possibilities.

The answer was twofold.

**A word of caution:** Be careful.

A word of caution. Do not quit your job before you have another.

**N/A:** Not available. (for statistics)

The report said the data was n/a or not available.

**It stinks:** It doesn't smell good or it is awful. (stink stank stunk)

The movie stunk.

**Slowly but surely:** Steady progress.

They wanted to progress slowly but surely.