

LESSON PREPARATION

ADVANCED UNIT EIGHT

VOCABULARY AND EXPRESSION BUILDERS

Networking Vocabulary

Lobbies To influence professionally.
She lobbies the government for her job.

Blogs A chat area on the internet.
She has a blog.

Alumni Old school friends.
The alumni meets every week at the pub downtown.

Concise To be precise and clear.
The presentation was concise.

Pejorative A negative definition.
He has a pejorative behavior.

A real estate agent A person who sells and rents houses, buildings, land, and apartments.
He is a top performing real estate agent.

Subtle (pronounced sutle) He is not obvious in his behavior.

He is very subtle at work.

To label To identify by a characteristic.
He was labeled brilliant.

Fund raiser To make money for a purpose or for a cause like the Red Cross.

The students were organizing a fund raiser.

Acquaintances People we know, from a distance.

She has many acquaintances but few friends.

Tool something to build something.

They needed a tool to fix the car.

Phase Steps in a process.

There are seven phases in the project.

Waiting room A room where you wait for an appointment.

There is a waiting room at my dentist.

Graduate studies (Masters or a PhD) University studies after a Bachelor's Degrees (usually 4-7 years of study)

He is doing graduate studies in Germany.

Scam An organized trick. Usually to make money.

The business project was a scam.

Excerpts Section of a text.

They presented excerpts from the book.

SPEAKING ENGLISH

Sentences

There are a lot of lobbyists in Washington DC.

He went to the fund raiser and met alumni from his graduate studies.

He was reading excerpts of Dickens while in the doctor's waiting room.

TECHNIQUE BUILDERS (UK versus USA English)

Mistakes

To show difference use however.

It is going to be sunny this weekend however he is staying in.

To give additional information use moreover, furthermore, in addition.

He got the contract signed furthermore he has prospects for another client.

To summarize use in conclusion, to conclude, to summarize.

He wants to conclude the presentation with a thank you.

To sequence use first, next, finally, last.

First, go to the manager next, present yourself and finally ask for the documents.

WRITING ENGLISH BUILDERS

Expressions

This begs the following question. This asks a question.

The comment made by the salesman begged the following question. How much?

And so on and so forth Etcetera.

In the presentation he gave examples statistics charts and so on and so forth.

To bring to your attention To let you know.

It was important and I thought I should bring it to your attention.

Spill the beans To tell confidential information.

He spilled the beans at the meeting by telling everyone about the problems.