

اللغة الإنجليزية
المستوى الرابع





Level 4 :Session 1

Part 1 & Part 2



Part 1

- English expressions within dialogue
- Grammar (If conditional) & (Used to)

Part 2

- Reading :Check your understanding
- Build your lexicon
- Conversation : Video

Part 1

- English expressions within dialogue
- Grammar (If conditional) & (Used to)

Keep an eye on !!!

Lindsay How did we do ? I heard our CD series are selling like hot cakes.

Michelle Not selling like hot cakes. They are selling like crazy ! Look at these sales figures !

Lindsay Very good. I'm glad that CD series have taken off so well.

Michelle It was a group effort I couldn't have done this without my team.

Lindsay All of you are a great asset to our company. By the way, do you think sales will keep going up like this ?

Michelle The quality of our product is superior to others and our prices are very competitive. So it looks promising. But we still need to keep any eye on the market saturation factor.



- Keep an eye on - To watch or looking after something
- Example : Will you keep your eye on my suitcase while I go to get the tickets



Time is ticking away !!!

Michelle Dan, did you inform APR Co. that we are having a promotion for CB series.

Dan Not yet, but I'm working on it right now. I'm organizing a complete price list with pictures so that they can get all the information and specifications at a time.

Michelle OK, that's a good thought. But please finish it ASAP. Time is ticking away.

Dan Sure, I'll finish the list and end it to APR Co. by today.

Michelle Good. Keep me posted.

Dan Noted. I'll let you know if I have any information.



Fill me in on the task !!!

Michelle Don't remind me. I know I look terrible. It was an awfully long flight.

Lindsay We have work to do, but if you need a day to recover from jet lag, we can start tomorrow.

Michelle I can start immediately. Fill me in on the task.

Lindsay OK. I need you to brief me on our new item PUR038 before we make a presentation to Topcraft Co. The deadline is next Monday. You get to pick your own team.

Michelle I'll get right on it.

Lindsay Good. Keep me posted.



Explanation :

Fill sb in - to give someone extra or missing information

Example : I filled her in on the latest gossip.

Sells like hot cakes !!!

Lindsay Let's get started. Today we're deciding which items will be the key products that we are going to promote this quarter. Any ideas ?

Michelle I think we can keep promoting our item PUR038. It sells like hot cakes! We can make it hotter in the marketplace.

Max I don't think that's a good idea. We still have a lot of competitive items on standby. There are good products, too. Since PUR038 sells like hot cakes, it can speak for itself. We can put our effort into other products such as our cutting board series.

Sam I agree. The cutting boards have been sought-after on the market recently. We are supposed to plan a big promotion for our CB series.

Lindsay That's a good point, Sam. Any objection ? If not, then CB series will be our key items this quarter. That's all for today's meeting.



Sell like hot cakes - to be bought quickly and in large numbers

Example : His new video game is apparently selling like hot cakes.

We spread out the news !!!

Renee	What are we going to do with the prices ? There must be a discount or how can we compete in the marketplace ?
Dan	I got an idea. We can use e-coupons.
Michelle	Please explain your idea, Dan.
Dan	Here's what I thought: We spread out the news that we got e-coupons on our promotion page. Buyers using e-coupons through Internet can buy three get one free. Mix & Match is acceptable.
Renee	Ooh, that's a major selling point. I'm willing to buy more if I can Mix & Match things. People might buy them for themselves or as gifts.
Dan	But if they buy through our distribution channels, we don't offer "buy three get one free" because the prices are comparatively lower already.
Michelle	Fair enough. So we all agree to this plan, right ? Then it's finalized.



Spread out - Move outward, distribute over an area

Example : We spread our papers out on the table.

Speak your minds !!!

- Michelle Thanks so much for your hard work. I'm so impressed by your feedback. We got our sponsors now. We have won over several suppliers supporting us and everything. Good job, everyone.
- Sam That's part of our job. We're glad we helped.
- Michelle Good. And it's time to discuss how we should promote our key items. There's plenty of information in your handouts. Now speak your minds.
- Sam We definitely need to choose Internet as a means of marketing. It's the current trend.
- Michelle That's right. We can create a promotion page with attractive banners, and so our company website can stay unchanged but we can still attract buyers.
- Sam Then the decisions are made. Let's do that.



Speak your mind - To say what you think about something very directly

Example : He's certainly not afraid to speak his mind.

I need to think it over !!!

Max I'm here to talk to you about your new purchase order.

Reiner What seems to be the problem ?

Max As you know, there is a global shortage of plastic raw materials. We have tried our best to offer the best price for you. However, our supplier insists on increasing MOQ to 1,000 dozen or they will have problem processing your order.

Reiner 1,000 dozen ? That's a large order. I don't think we can accept this.

Max Please understand that we offer you the very best price. And, we are willing to separate the whole batch into three shipments to benefit your company.

Reiner Hmm. Sounds fair. But I need to think it over. I'll let you know by this Friday.

Max Thank Ms. Reiner. I'm looking forward to your favorable reply.



Think it over - To consider an idea or plan carefully before making a decision

Example : I'll think it over and give you an answer next week.



You're making me blush !!!



Michelle
Designers, how are booth design going ?



Renee Oh, Michelle ! Don't call me a designer. You're making me blush.



Dan But I like that title. You can call me a designer, Michelle.



Michelle
Haha. OK, joking aside, how are the things going ?



Renee We've designed the booth in three sizes because we're not sure how large our space will be. Here you are.



Michelle
These are excellent. You two must have put a lot of thoughts into this.



Dan Actually, we went online and collected lots of fair related materials. We also referred to some photos of previous exhibitions on the computer.





Blush - To become pink in the face, usually from embarrassment

Example : I always blush when I speak in public.



I've made up my mind !!!



Stanley I received your email just now. You can't imagine how surprise I was when you mentioned you decided to resign.



Raymond Yes. I've made up my mind.



Stanley Why do you want to leave ? Is it because I'm incapable ?



Raymond No, you're not incapable. It's not about you, I found the job tiresome and my income unstable. Not to mention, I dislike having to fawn on clients for contracts.



Stanley I am sorry to hear that. Are you sure you don't want to give this a second thought ?



Raymond Yes. There's no need to reconsider.





Make up your mind - To decide

Example : I haven't made up my mind where to go yet.



I am flattered by your praise !!!

Thoma
s Stanley, recently I did a careful estimation on your performance of work. I am satisfied with your capability, efficiency and decisiveness.

Stanley I am flattered by your praise.

Thoma
s As a result, I decided to promote you as the Sales Manager.

Stanley You can be assured that I acquired all the requirements for this job. I am well familiar with the department's duty and goals.

Thoma
s I am glad to hear that. Nevertheless, we need to talk about your new responsibilities. Are you clear about your duties as a Sales Manager ?

Stanley Yes, a Sales Manager should make great efforts to achieve a higher goal himself. Other than that, he should help the department to define its goals and assist each individual to achieve their personal target. As a leader of the team, he should also keep the team motivated and inspired.



Be/feel flattered - To feel very pleased and proud because someone has said good things about you or has made you feel important

Example : They were flattered to be invited to dinner by the mayor.



Grammar

If Conditional & (Used to)

Conditional sentences

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"IF I DO MY HOMEWORK, I'LL GET GOOD GRADES.
IF I GET GOOD GRADES, YOU'LL SEND ME TO COLLEGE.
IF I GO TO COLLEGE, I'LL GRADUATE AND GET A JOB.
IF I GET A JOB, I MIGHT GET FIRED. IF I GET FIRED,
I COULD GO BANKRUPT AND LOSE EVERYTHING.
THAT'S WHY I DIDN'T DO MY HOMEWORK!"

Finish these sentences

If I pass my Analytical Chemistry exam, I will....

If I passed my Analytical Chemistry exam, I would...

If I had passed my Analytical Chemistry exam, I would have...

Zero Conditional

The Zero Conditional is formed in this way:

if + Present Simple, Present Simple

If you **heat** water, it boils.

We use Zero Conditional to describe rules and situations where one event always follows the other.

If you **want** to study in the USA, you have to pass an exam in English

First Conditional

The First Conditional is formed in this way:

if + Present Simple, will + infinitive

If you go to the Zoo, you will see the lions.

We use the First Conditional to talk about possible future events that depend on other future events.

If I pass my exams, my parents will buy me a scooter.

Other possible patterns in the First Conditional:

If we save enough money, we can go on holiday. – can

If you see him, tell him to give me a ring. - imperative

Second Conditional

The second Conditional is formed in this way:

if + Past Simple, would / could / might + infinitive

If I **had** enough money, I would buy a new car.

We use the Second Conditional:

1. To talk about imagined, impossible or unlikely events in the future.

If I **had** enough money, I would love to do something like that. (the sentence refers to the future)

2. To talk about impossible present situations.

If I were you, I would study more.



Third Conditional

The Third Conditional is formed in this way:

if + Past Perfect, would/could/might + Perfect Infinitive

If I had studied more, I would have passed the exam.

We use the Third Conditional to talk about unreal situations in the past and to imagine things that did not happen.

If I hadn't broken my leg, I would have gone skiing.

Unless = if not

You don't get fit unless you exercise regularly.

You don't get fit if you don't exercise regularly.

I won't go there unless we take a taxi.

I won't go there if we don't take a taxi.

Test Examples

If you ask him, he _____ (take) you to the airport.

The view was wonderful. If I _____ (have) a camera with me, I would have taken some photographs.

You know that I can't afford this ring. If I earned more, I _____ (buy) you the whole world.

It's a pity I didn't go to Spain last summer. If I had gone there, I _____ (have) a chance to use my Spanish.

If I were you, I _____ (take) your neighbour to court.

Test Examples

If you ask him, he **will take** you to the airport.

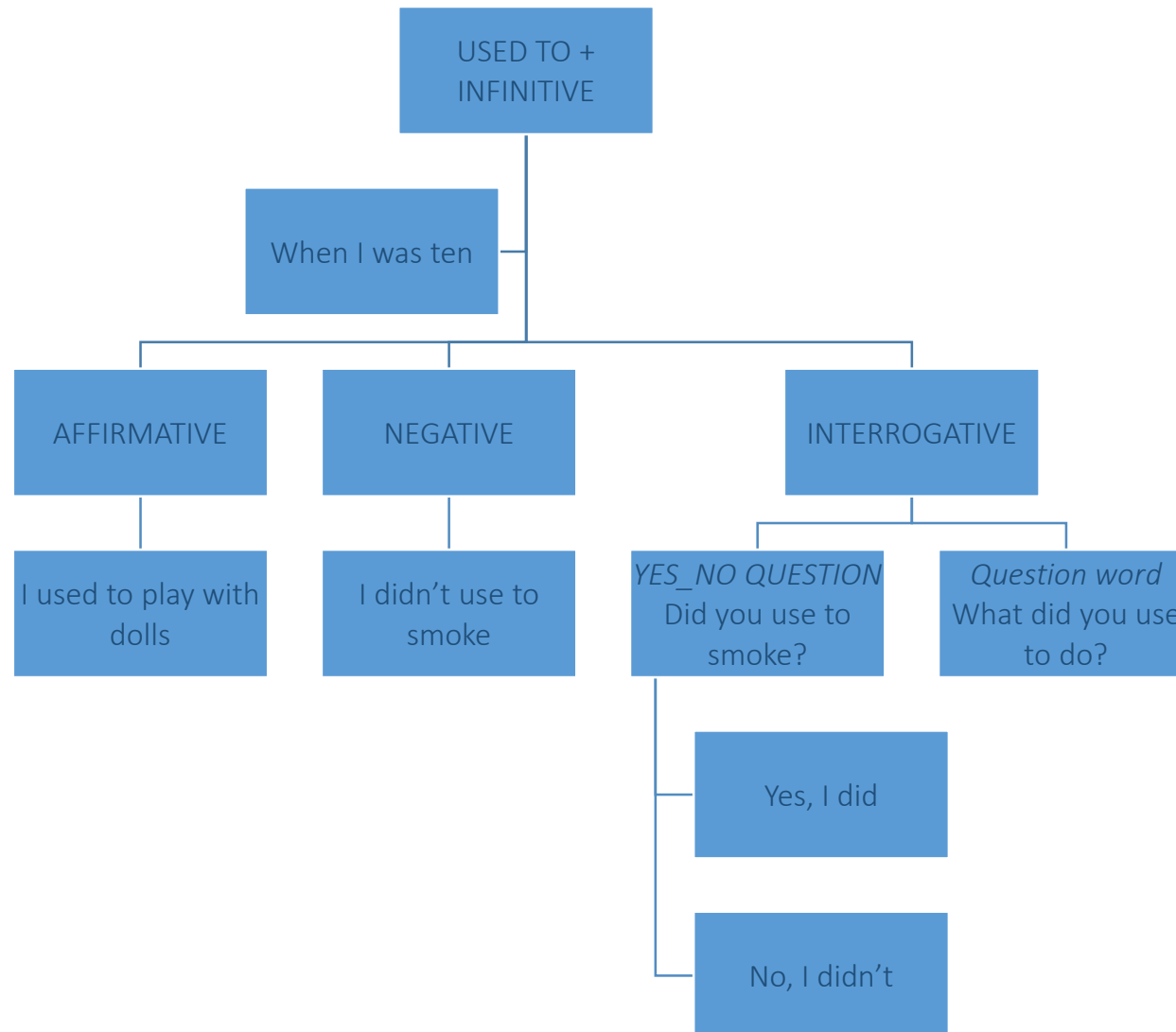
The view was wonderful. If I **had had** a camera with me, I would have taken some photographs.

You know that I can't afford this ring. If I earned more, I **would buy** you the whole world.

It's a pity I didn't go to Spain last summer. If I had gone there, I **would have had** a chance to use my Spanish.

If I were you, I **would take** your neighbour to court.

Used to : Habits in the past



Explanation

Susan **used to play** the piano when she was ten but now she doesn't any more.

My friends **used to smoke** a lot when they were young but they don't any more.

What did(n't) people use to do in the nineteenth century?

Now they...

People didn't use to watch TV. usually watch it



What didn't people use to do in the nineteenth century?

They didn't use to drink coke.



In the nineteenth century, People...

People didn't use to have computers

Now most people... usually have a computer.

People used to have typewriters.

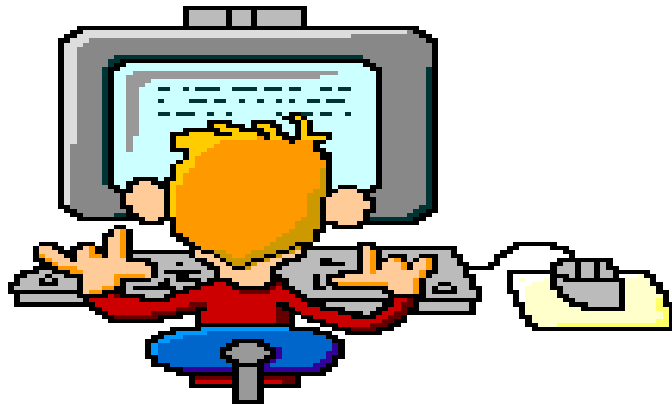


What did(n't) people use to do in the nineteenth century?

They didn't use to send e-mails.
usually send e-mails.

They used to send telegrams

Now many people...



e-mail

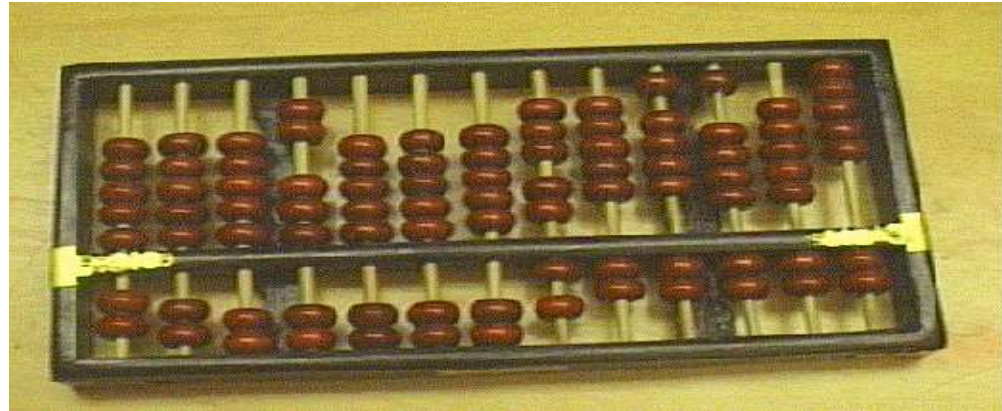
A telegram



What did(n't) people use to do in the nineteenth century?

- They didn't use to use calculators.
- usually use them.
- They used to use abacuses.

Nowadays people...



abacus

In the nineteenth century people...

People didn't use to travel by plane.
usually travel by plane.
They used to travel on horseback.

Today most people...



Part 2

- Reading :Check your understanding
- Build your lexicon
- Conversation : Video

Reading: Check your understanding

Nelson Mandela: Man of Peace

Why is he Famous?

Nelson Mandela is famous because of his work to stop apartheid. Apartheid was the time in south Africa when black people and white people were separate and black people couldn't do the same things as white people. When he was young Nelson Mandela studied law and become interested in politics. The governments didn't like Mandela because he fought hard against Apartheid. In 1963, he was arrested and went to prison and stayed there for 2 years. He got out of prison in 1990, when Apartheid was ending. He became president of South Africa 1994. Many white people in South Africa were afraid when Apartheid ended. They thought that black people would kill them. But Nelson Mandela wanted peace Between black and white people and he helped to bring his country together

Reading: Check your understanding

Questions and answer:

1- Did he win any awards?

Yes, he won more than 260 awards during his life. He won the Nobel Peace prize in 1993.

2- When was he born?

He was born on the 18th of July 1918.

3- Where was he born?

He was born in Mvezo, a small village in Eastern South Africa.

4- When did he die?

He died on the 5 th of December, 2013 at the age of 95.

5- Was he married?

Yes, he was married 3 times

Build your Lexicon: Idioms

Smell a Rat

How come the front door is open? Didn't you close it before we went shopping?
I'm sure I did. I can't understand it. Frankly, I smell a rat.
Me, too. I'm convinced that something is definitely wrong here. We'd better call the police.

Go to the Dogs

Have you seen their house lately? It's really gone to the dogs.
It's true that it has become run-down and in serious need of repair, but I'm sure that it can be fixed up to look like new.
I guess with a little carpentry work and some paint it could look pretty decent.

Build your Lexicon: Idioms

Fishy

When the security guard saw a light in the store after closing hours, it seemed to him that there was something fishy going on. He called the central office and explained to his superior that he thought something strange and suspicious was occurring.

Build your Lexicon: Idioms

Take the Bull by the Horns

Julie had always felt that she was missing out on a lot of fun because of her clumsiness on the dance floor. She had been putting off taking lessons, but she finally took the bull by the horns and went to a professional dance studio for help. She was tired of feeling left out and acted decisively to correct the situation.

Let the cat out of the Bag

Bob was going to retire from teaching in June, and the foreign language department was planning on presenting him with some luggage at his retirement dinner. He wasn't supposed to know about it, but someone let the cat out of the bag. At the dinner Bob acted surprised, even though someone had told him what he was getting before the official presentation.

Build your Lexicon: Idioms

Straight From the Horse's Mouth

How did you find out that Jill was engaged?

I got the information from a very reliable source.

You mean Jill told you so herself?

That's right. I got it straight from the horse's mouth!



Cat Got Your Tongue?

Come on, Connie! Tell us what you think about our little ride down the rapids yesterday.

Well, uh...

Wasn't it exciting?

I, uh...

What's the matter? Cat got your tongue?

If you must know, I'm keeping quiet because I was scared out of my wits!

Build your Lexicon: Idioms

Get in Someone's hair

Children! Would you please stop making so much noise!

And for heaven's sake, pick up your clothes and toys!

It's hard enough trying to keep this house clean without your throwing your things all over the place!

Clara, I know that the children get in your hair, but you should try not to let it upset you so much.

Listen, Jim. I can't help it . The children bother me and make me very angry when they're so noisy and messy.

Shoot Off One's Mouth

Jim doesn't play tennis very much, but he's always shooting off his mouth about how good he is.

Yet he's fooling nobody. Jim is somewhat of a braggart and everyone knows that he gives opinions without knowing all the facts and talks as if he knew everything about the game.

Conversation

Now : Watch the video



Conversation Commentary

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Level 4 :Session 2

Part 1& Part 2



Part 1

- English expressions within dialogue
- Grammar (Forming Questions)

Part 2

- Reading :Check your understanding
- Build your lexicon
- Conversation : Video



Part 1

- English expressions within dialogue
- Grammar (Forming Questions)

The numbers didn't add up !!!

 Max These are just some rough ideas I have. Maybe we can try this out.

 Michelle Good points, Max. But we should take a look at the figures Dan got for us. Dan, what are these figures based on ? And how solid are they ?

 Dan The figures are based on first quarter's profits. I believe they are very solid.

 Michelle But these figures do not support Max's argument. And I noticed the numbers didn't add up. Anyway, I want you to go over these numbers once again. We can't use them before they prove to be right.

 Dan Got it. I'll go through all the materials again.

 Michelle OK, guys. We've been sitting for 3 hours. We'd better get up and stretch our legs. We'll discuss it further later today.



Explanation:

If a situation does not add up, there is no reasonable or likely explanation for it.

Example: Why would she disappear the day before her holiday? It just doesn't add up.

On the verge of !!!

Daniel I heard that you performed very well in this program. You are going to be one pillar of our company in the near future.

Megan It's my duty as an employee to carry it out. I receive help from several departments while the whole matter was on the verge of failure. Most importantly, we didn't lose heart, but believed we could succeed at last.

Daniel Never give up, then we can defeat our rivals, no matter how strong they are. Stick to your faith, we can overcome adversity successfully. Good job, Megan !

Megan Thanks for your praise. I will believe in myself as I did this time and keep on my work. Moreover, I realized teamwork is the key to success.

Explanation:

On the verge of - Close to

Example: I was on the verge of calling the doctor when he suddenly got better.

Cut-throat competition !!!

Michelle

Now if you'll take a look at this line graph, you'll see the sales of our new item PUR083 has been going up substantially this quarter. And if you'll refer to the numbers on page ten in your handouts, you'll find out the profits have increased by 25 percent. The statistics show that sales could stand out in the third quarter even more.

Lindsay

However, what I'm concerned about is our competitors. They are still out there and even stronger than ever. Do you think we need to pursue an aggressive approach in order to remain competitive in the global market ?

Michelle

I don't think so. The price of our product is very competitive on the market. And we are well-known for supply goods of high quality. I don't believe we should get involved in the cut-throat competition as they do.

Lindsay

I'm impressed by your briefing. Now go and get in touch with Top craft Co.

Michelle

Noted. I'll get right on it.

جميع الحقوق محفوظة – إعمل بيزنس



Explanation:

Cut-throat competition - Destructive competition, not worrying about any harm caused

Example: The advertising world can be a very cut-throat business.

I am on top of that !!!

Michelle Renee, did you talk to our suppliers about our promotion details ?

Renee Yes, I did. I've asked them to insert fliers into the shipments to our customers. That way the customers who never bought our CB series can also receive the information and know about our promotional products.

Michelle Do you need someone to help you send messages to customers by email ?

Renee No thanks. That's my job. I am on top of that.

Michelle Oh, and did you discuss the exhibitions we talked about last night with our channel ?

Renee Of course I did. And they've promised to help us with that

Michelle Wow, I'm impressed. Renee. You've improved a lot as a sales representative.



Explanation:

On top of sth - To be able to control a situation or deal with it

Example: The stock market has been unpredictable, and you really have to stay on top of your investments.

I've lucked out !!!

Dan

I've won over three sponsors for our promotion plan. They've promised to support our plan no matter how we would market our items. I think I've lucked out !

Renee

Oh, I envy you ! I'm out of luck. No suppliers so far would like to support our plan.

Dan

How come ? What's the problem ?

Renee

Beats me. Maybe it's because I'm not much of a talker. I tried so hard to chat with them about anything I could think of, but I just couldn't be enthusiastic about gossiping.

Dan

I see what you mean. You used to work with papers and documents. You are not so used to dealing with our suppliers. You've still got a lot to learn about how to be a sales representative.

Renee

I know I wish someone could help me with this.

Dan

Hey, you're talking to him, Renee. Don't worry. I'll help you out.



Explanation:

Lucky out - to be very lucky

Example: The Giants really lucked out in last night's game.

Long-standing support !!!

Reiner This is Reiner speaking.

Max Good afternoon, Ms. Reiner. I'm calling to tell you the good news.

Reiner Oh, is this regarding the price.

Max You're right. After negotiating with our supplier, we now can offer you \$15 per dozen.

Reiner That's perfectly wonderful ! Thanks for trying so hard. Please increase the quantity to meet the requested MOQ, which I believe is 1,000 dozen. [MOQ= Minimum Order Quantity]

Max I'll get on it immediately. Thank you for your long-standing support.

Explanation :

Long-standing - Having existed for a long time

Example : The two high-tech companies are involved in a long-standing copyright infringement lawsuit.

I was stuck in traffic !!!

Michelle Thank you for inviting me to your dinner party. I'm sorry to have kept you waiting. I was stuck in traffic. I hope you started without me.

Harris No worries. I'm so glad you could make it, Michelle. Come on in. Just drop your coat here and make yourself at home.

Michelle Thank you. Here's a little something for you. I hope you like it.

Harris Oh, my favorite whiskey ? You shouldn't have. Thanks for the gift, Michelle. I do love it.

Michelle How are your wife and your lovely twins in Australia ?

Harris Oh, they are all well. I just flied home last month. Jane and Dick are fifth graders now. Ah, kids are growing up so quickly.

Explanation:

Stuck - unable to move, or fixed in a particular position, place or way of thinking

Example: Seven of us were stuck in the lift for over an hour.

Grab a bite !!!

- Michelle The show is tomorrow. But today we need to check our booth and make sure all our products are in good condition.
- Dan Yes, Ma'am. Let's go. Maybe we can grab a bite on the way to the fair. I'm hungry.
- Michelle What are you hungry for ?
- Dan A hot dog, the works, would be great.
- Michelle Ah, here comes the shuttle bus. Come on, let's move.
- Dan We are not far from the fair. The map says it's the first turning on the right after the library.

Explanation :

Grab a bite - To get something to eat

Example : I need a few minutes to grab a bite to eat.

You reap what you sow !!!

Rachel

As you all know, our client, Royal Company Limited, is planning to hold a product release press conference next month. They're impressed with our proposal and decided that we shall organize the activity.

Sally

That's terrific ! We did everything we can on this proposal, it's lucky that we didn't waste our breath on the presentation.

Simon

Albert, congratulations.

Albert

Well, you reap what you sow.

Rachel

Our first progress meeting with them will be next Wednesday. We should now make certain arrangements for your duties. Albert, you will be in charge of invitations and brochures. Simon, please send an invitation to every journalists and reporters on our contact list. Give them a call and confirm their participation.

Simon

OK. Should I prepare name tags for each of them ?

Rachel

Absolutely. You're getting into the swing of things. As for you, Sally, please contact the hotel and deal with the venue issue.



Explanation:

You reap what you sow - Everything that you do has repercussions. It comes back to you one way or another.

Example: Watch the way you live your life because you reap what you sow.

Well begun is half done !!!

Thomas

Well begun is half done. Let's start talking about the company's expectation on you and the Sales Department.

Stanley

I will try my best and I promise not to let you down.

Thomas

Well, actions speak louder than words. Please put in mind that you should be responsible for every decision you make.

Stanley

Yes, I understand. With greater power, comes the greater responsibility.

Thomas

Good. The company hopes that sales of this year should have a raise of at least 5%. In addition to this, I observed that some of the employees in the Sales department seemed to lose interest. I hope you can inspire them with new stimulations.

Stanley

I got it. I will start working on a new sales plan right away. I will have a meeting with the co-workers.

Thomas

OK. I expect to see a new and energetic team.



Explanation:

Well begun is half done - The beginning is the half of every task

Example: Well begun is half done, The early bird catches the worm



Grammar

Forming Questions

Forming Questions

WH Questions

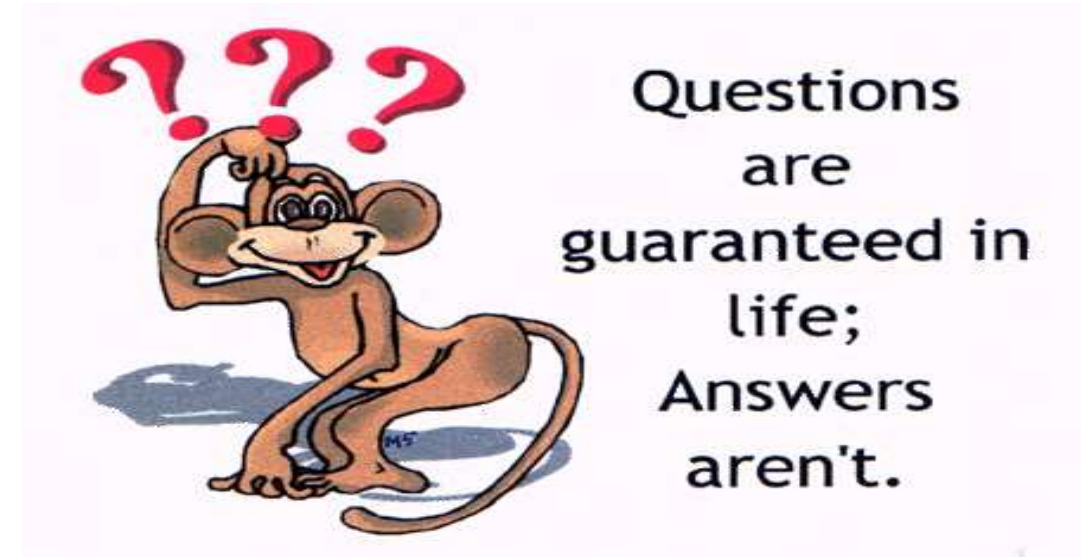
Yes/ No Questions



YES/ NO QUESTIONS

Inverting the subject and the verb

Adding helping verb before the subject



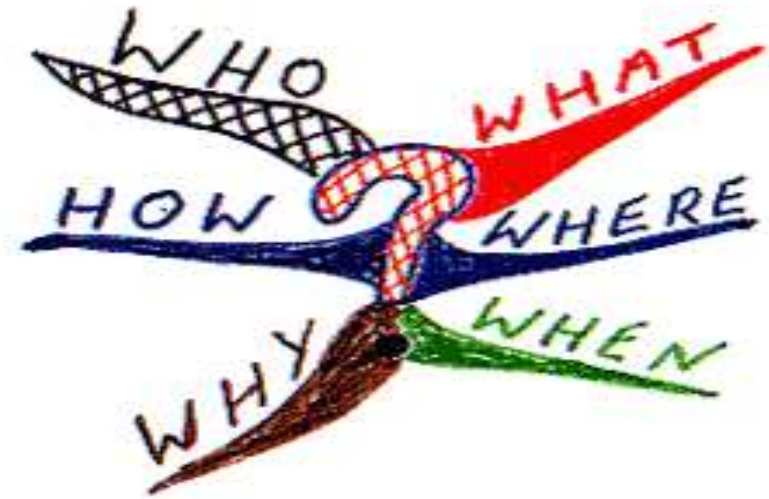
Inverting The Subject And The Verb

When there is:

A helping verb

A modal

To be



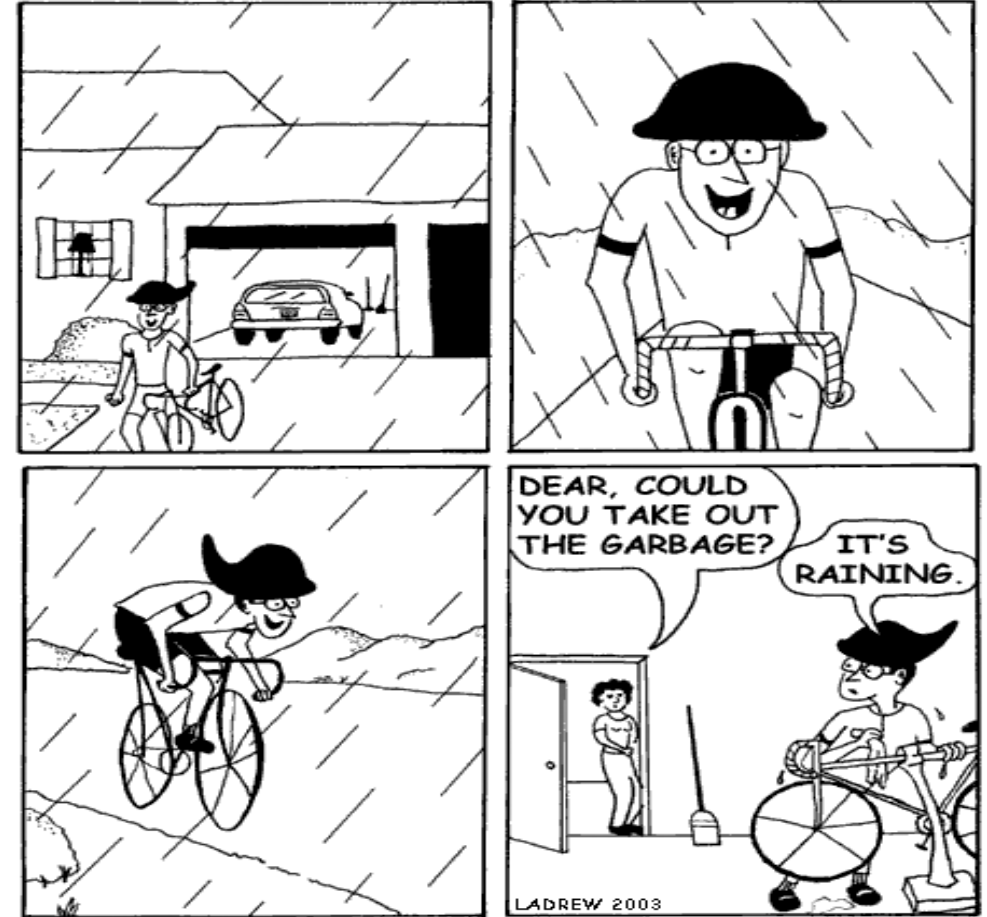


As the main verb-these are placed before the subject.
(the subject and the verb are inverted).

The main verb doesn't change its form

Examples

- It is raining
- Is it raining?
- He has gone out
- Has he gone out?





She doesn't come here often.

Doesn't she come here often?

He hasn't phoned us.

Hasn't he phoned us?



She can play the piano

Can she play the piano?



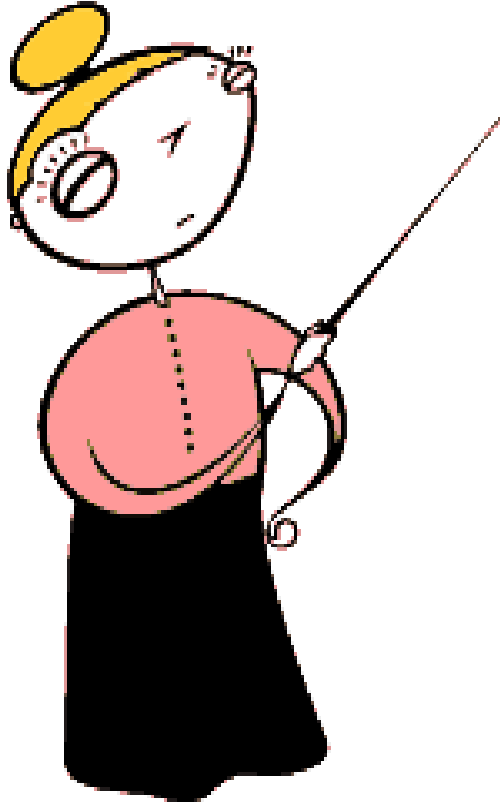
Adding Helping Verb Before the Subject

When there is no helping verb
(as in the Present Simple and the Past Simple)
a helping verb is supplied.

Do/Does (Present Simple)

Did (Past Simple)





To form questions this helping verb is placed before the subject.

The main verb is always in its base form

Examples

Eli jogs every night.

Does Eli jog every night?





They **play** tennis twice a week.

Do they **play** tennis twice a week?

They **started** work very early.

Did they **start** work very early?



WH Questions

WHO

Person

WHAT

Things

WHERE

Place

WHY

Reason

WHEN

Time

HOW

Process

WHICH

Choose

Here are the rules:

1. Start the question with the question word: **what, when, how...**

What
Where

2. In the simple present, add **do or does**.

do

3. In the present progressive, add a form of **be**.

is

4. Add the subject.

you she

5. For the simple present, add the verb in the base form.

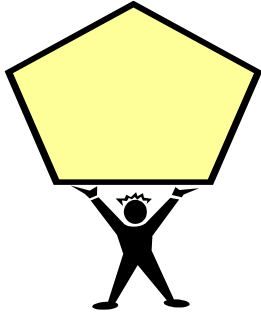
see?

6. For the present progressive, add the verb + **ing**. Voila!

going?

Consider the same thing in a chart:

question word	do/ does <u>or</u> a form of <u>be</u>	subject	verb base form <u>or</u> verb + ing
What Where	do is  a helping word	you she	see? going?



IMPORTANT!

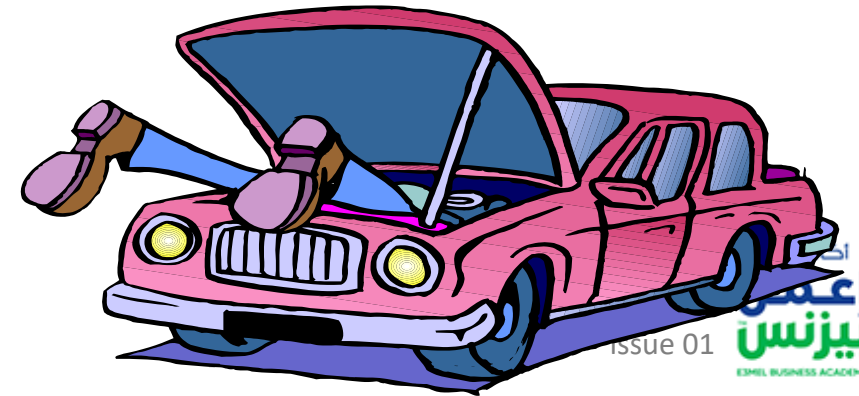
Be careful with who and what.

When **who** and **what** ask about the subject**, don't use **do** or **does**!

** subject= the
person or thing
who does the
action

Who works really hard? Anton works really hard.

What is not working? My car is not working.





**object= the person or thing affected by the action of the verb

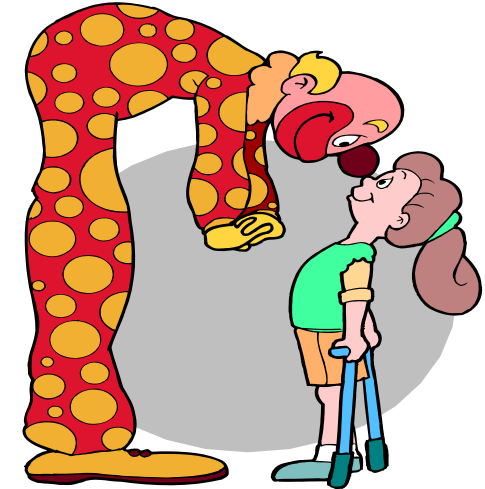
However, when **who** or **what** ask about the object**, use **do** or **does** in the simple present -- but never in the present progressive!!!

Who(m) is he smiling at?

He is smiling at a girl.

What do you see?

I see four leaves.



1) Sentences with auxiliary verbs

-You must *invert* the subject and the helping verb following the 'wh' word.

Sammy is going to Florida.

Subject Helping Verb Main Verb Where?

Where is Sammy going?

2) Sentences without auxiliary verbs.

- need to have a form of the verb “do” inserted
- change the main verb to its base form
- wh word is in the initial position

The man broke the window.

What did the man break?

Questions About The Subject

- when the subject of the sentence is not known, there is no inversion

when the questions is about the subject, the WH- word (who, what, which) replaces the subject and the verb is always in the singular

Is feeling sick?

Who is feeling sick?

Are learning French?

Who is learning French?

Examples

Rita is phoning a friend.

Who is phoning a friend?

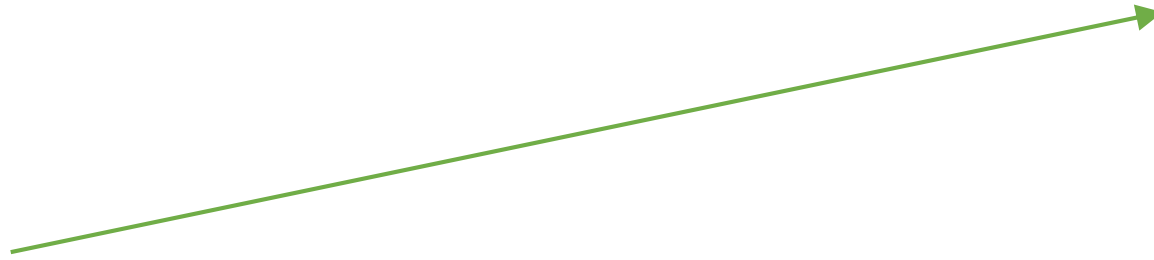
Jack plays tennis.

What does Jack play?





The plane arrived late because of the weather.



Why did the plane arrive late?



Part 2

- Reading :Check your understanding
- Build your lexicon
- Conversation : Video

Reading: Check your understanding

How many things can you see in the night sky? A lot! On a clear night you might see the Moon, some planets, and thousands of sparkling stars.

You can see even more with a telescope. You might see stars where before you only saw dark space. You might see that many stars look larger than others.

You might see that some stars that look white are really red or blue. With bigger and bigger telescopes you can see more and more objects in the sky.

And you can see those objects in more and more detail.

Reading: Check your understanding

But scientists believe there are some things in the sky that we will never see. We won't see them with the biggest telescope in the world, on the clearest night of the year.

That's because they're invisible. They're the mysterious dead stars called black holes.

You might find it hard to imagine that stars die. After all, our Sun is a star. Year after year we see it up in the sky, burning brightly, giving us heat and light. The Sun certainly doesn't seem to be getting old or weak. But stars do burn out and die after billions of years.

Reading: Check your understanding

As a star's gases burn, they give off light and heat. But when the gas runs out, the star stops burning and begins to die.

As the star cools, the outer layers of the star pull in toward the center. The star squashes into a smaller and smaller ball. If the star was very small, the star ends up as a cold, dark ball called a black dwarf. If the star was very big, it keeps squashing inward until it's packed together tighter than anything in the universe.

Reading: Check your understanding

Imagine if the Earth were crushed until it was the size of a tiny marble. That's how tightly this dead star, a black hole, is packed. What pulls the star in toward its center with such power? It's the same force that pulls you down when you jump — the force called gravity. A black hole is so tightly packed that its gravity sucks in everything — even light. The light from a black hole can never come back to your eyes. That's why you see nothing but blackness.

So the next time you stare up at the night sky, remember: there's more in the sky than meets the eye! Scattered in the silent darkness are black holes — the great mystery of space.

Reading: Check your understanding

1-How many things can you see in the night sky?

A lot! You can see the Moon, some planets, and thousands of sparkling stars.

2-How can you see these things?

By a telescope

3-What do scientists believe ? Why?

Scientists believe there are some things in the sky that we will never see. That's because they're invisible.

4-What are these invisible things?

They're the mysterious dead stars called black holes.

Reading: Check your understanding

5-When does a star die?

As a star's gases burn, they give off light and heat. But when the gas runs out, the star stops burning and begins to die.

6-What happens when the star cools?

As the star cools, the outer layers of the star pull in toward the center. The star squashes into a smaller and smaller ball.

7-What pulls the star in toward its center with such power?

It's the same force that pulls you down when you jump — the force called gravity.

Build your Lexicon: Idioms

For the Birds

They went to a poetry reading, but they got bored and restless. As far as they were concerned, it was for the birds! They left during an intermission because they found the reading totally uninteresting and meaningless

Straight From the Horse's Mouth

How did you find out that Jill was engaged?

I got the information from a very reliable source.

You mean Jill told you so herself?

That's right. I got it straight from the horse's mouth!

Build your Lexicon: Idioms

Horse Around

Did you hear about Dave's back injury?

No. How did he get hurt?

Well, after the coach left the gym he decided to stay and horse around on the parallel bars. He somehow lost his grip and fell on his back.

That's too bad, but he shouldn't have been aimlessly playing around on the equipment without proper supervision.

Jump Down Someone's Throat

That's it, Greg! You'd better not come in after midnight again tonight!

I know, dad. You don't have to jump down my throat! I told you that I'd make it home around 11:30. I don't intend to be late!

Well, you've said that before and in you come at 2: 30 in the morning. You can't blame me for getting angry and scolding you. I've got good reason.

Build your Lexicon: Idioms

Pay Through the Nose

At last Mr. Smith came upon the rare stamp he had been seeking at an auction. Since many other stamp collectors would also be bidding for it, he realized that he would have to pay through the nose in order to have it.

After considering the increasing value of the stamp, he decided that he would not mind paying such a high price for something so rare.

Pull Someone's Leg

Hey, Al. I was invited to be a judge for the Miss America Beauty Pageant!

Oh, really? Come on, you're pulling my leg!

No, honestly. Do you really think that I'm trying to fool you with a ridiculous story?

Well, you've told me foolish stories before.

I can assure you that this one is for real.

Build your Lexicon: Idioms

Play It by Ear

Let's go to the movies, agreed?

Sure. And what'll we do after that ?

Oh, I don't know. Let's play it by ear.

Well, I would like to have a more definite plan of action.

Don't be like that. It's always more fun not knowing what to expect and deciding what to do as we go along.

Stick Out One's Neck

How come they're asking me to act as their guide through the jungle?

Evidently they think you're the only one who can lead them to the lost temple.

That jungle has danger lurking around every corner.

Why should I stick my neck out for them? They didn't pay me for my services.

They know that you would be taking a great risk and could possibly get hurt, but you're the only one with enough knowledge to take them to their destination. I'm sure you'll be amply rewarded.

Build your Lexicon: Idioms

All Thumbs

Hey Bea. Can you help me out ? I don't seem to be able to button up the back of my dress.

Sure. Let's see if I can do it for you.

I guess I'm **all thumbs** because I'm so nervous. I'm already late for my date.

Well, I suppose that being so nervous would make you clumsy and awkward. But don't worry. I'm sure your date will wait.

Not Have a Leg to Stand On

Tom maintains that the firm owes him some back wages for having worked overtime. However, he **won't** have a leg to stand on unless he can prove that he put in all those extra hours. He doesn't stand a chance of getting his money without a strong foundation of facts to support his position.



Conversation

Now: Watch the video





Conversation Commentary

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Level 4 :Session 3

Part 1 & Part 2



Part 1

- English expressions within dialogue
- Grammar (Participle, Gerund and Infinitive)

Part 2

- Reading : Check your understanding
- Build your lexicon
- Conversation : Video



Part 1

- English expressions within dialogue
- Grammar (Participle, Gerund and Infinitive)

Everything went like clockwork !!!

Mary I've just popped in to thank you very much for organizing last weekend's trip to the seaside for the old folk.

Julia That's very kind of you. They all seemed to enjoy it.

Mary They certainly did. Everything went like clockwork, in fact I don't think you could have done it better.

Julia I'm not sure about that, there were one or two things that could have been improved.

Mary In a perfect world perhaps, but as far as I'm concerned it was a great success. So thank you again.

Explanation:

If you say that something happens like clockwork you mean that it happens without any problems or delays, or happens regularly.

Example: He reorganized Standard Brands twice a year, like clockwork.

I am just a workaholic !!!

Stanley

Hey, Cesar, we are going to hold a party in our company tonight. Would you like to join us ?

Cesar

Oh, really ? What's the party for ? A donation or to celebrate someone's promotion ?

Stanley

Are you a fortune teller or something ? I will be promoted as the Sales Manager next month.

Cesar

Congratulations. I think you deserved that. You tried really hard to increase a 40% earnings for your company this year. It's a great achievement.

Stanley

Thanks. In fact, I am just a workaholic. I'll see you tonight.

Cesar

Can I bring my wife and daughter along ? I'm afraid that I will feel bored.

Explanation:

Workaholic - A person who works a lot of the time and finds it difficult not to work

Example: A self-confessed workaholic, Modric can't remember when he last had a holiday.

Have a word with you !!!

Thomas Kevin, I would like to have a word with you. Have a seat.

Kevin Thank you.

Thomas After our last discussion, I decided to give you a salary increase. Starting next month, there will be a 3,000 yuan raise to your salary. Although your first raise might not sound considerable, but the company believes that with your ability, sooner or later you will have a better raise.

Kevin Thank you very much, Mr. Thomas. As a newcomer of the company, I understand that you have your consideration and I am satisfied with the raise.

Thomas I think you deserve this.

Kevin I will continue to do my best and contribute to the company.

Explanation:

Have a word with - Speak with, discuss with

Example: I must have a word with Bryon about the repairs.

I am through working overtime!!!

Dan It's quitting time. I'm gonna clock out now. See you, guys.

Tony Wait, Dan. Did you work on all the papers and documents we need for tomorrow's brainstorm meeting ?

Dan Not yet. But I can finish those tomorrow.

Tony No way ! We need those materials and numbers first thing in the morning. You got to finish them tonight.

Dan Ugh, I am through working overtime !

Tony This is business. We have a deadline to meet. And you won't be the only one under pressure. We've all got to crank out this project tonight.

Explanation :

I am through working overtime - I don't want to work overtime anymore.

Example : I am through with him. [Do not want to have any dealings with him]

Give me the rundown !!!

Renee

We need to book a meeting room. But the meeting rooms are almost booked out. I'm still working on that.

Michelle

Please try your best to get us a room. You know we cannot reschedule the rehearsal.

Renee

I'll do my best. And I'll make sure all the presentation slides are ready on the computer.

Michelle

Good. And don't forget to give me the rundown on the rehearsal.

Sam

No problem. Renee and I will see to it.

Michelle

Then that concludes our meeting today. Let's roll.

Explanation :

Rundown - A detailed report

Example : Here's a rundown on/of the activities of our ten biggest competitors.

He's all tied up !!!

- Renee Hello, this is Renee Chang calling from Alpha Co. Please get me the extension 41.
- Secretary Mr. Martin's office. May I help you ?
- Renee Oh, hi, Miss Wood. This is Renee. How are you ? I'm calling again to discuss the exhibitions with Mr. Martin. Is he available ?
- Secretary Sorry, Renee, Mr. Martin can't come to the phone. He's all tied up in the staff meeting. But he said he would be free tomorrow morning and you two could discuss it over brunch. What do you say ?
- Renee Perfect ! Thanks so much for your help. I owe you one. Let's do lunch sometime. My treat.
- Secretary That's great. We'll talk later then.

Explanation :

Tied up - Busy

Example : I'm afraid we can't meet till Wednesday - I'm tied up on Monday and Tuesday.

She's driving a hard bargain !!!

- Max Ms. Reiner said she will accept 1,000 dozen on the condition that we lower the price to \$15 per dozen.
- Michelle She's driving a hard bargain. How much per dozen now ?
- Max The current price is \$18 per dozen.
- Michelle Will we make any money on this order if we agree to her price ?
- Max Definitely. Not a large profit, though.
- Michelle What do you think we should do ?
- Max I think we should make it \$15. she is one of our best customers and she's been loyal to us all these years.
- Michelle OK. Make it to \$15. The price is for Ms. Reiner only. Got to fill her in on the good news.

Explanation : Drive a hard bargain - To expect a lot in exchange for what you pay or do

Example : It's more than I planned to pay, but you drive a hard bargain.

I'll see to it !!!

-  Michelle Today we'll discuss how we should highlight our exhibition and decide on the focus of our show. Any ideas ?
-  Max The main point of our show is to promote our latest products into the global market. So I think the demonstration is the most important part of our show.
-  Renee I agree with Max. I'm convinced that our products will sell pretty well if we can draw buyers' attention to our demonstrations. They will be amazed at what they see.
-  Sam After all, our products are the results of the latest technology. They are high-tech items.
-  Michelle Good point. Then demonstrations will be the highlight of our show. By the way, Dan, I'll confirm our daily schedule during the fair later today. And you need to book our flights first thing in the morning.
-  Dan Sure. I'll see to it.

 Explanation: See to it - To deal with a task that is waiting to be dealt with

 Example : Please see to it that no one comes in without identification.

Get in contact with !!!

Michelle

Guys, we are going to participate in the Home Product Fair in Boston. And I will be responsible for the exhibition this year.

Sam

Oh, that's wonderful ! Congratulations, Michelle ! We are so happy for you.

Michelle

Thanks, everyone. Today each of you will get a new assignment. Any volunteers ?

Max

I'll get in contact with the show management and collect all the application forms and papers we need. I'll also check the daily event schedule of the show.

Sam

I'll have the catalogue of our products ready and will prepare fliers for the show.

Renee

Dan and I will work on the design of our booth.

Michelle

Great ! You guys are excellent. Oh, I forgot to mention that one of you will be going to Boston with me. I'll let you know my decision next week. Now that's all for today. Let's roll.

Explanation :

Get in contact - Communication with someone

Example : Get in contact with the management if you should need any help

Keep track of !!!

 Stanley Good morning, everyone. Let's start our meeting now.. Polly, please keep track of today's meeting and send it to everyone by today.

 Polly OK. I will post it on the Internet as well.

 Stanley Thank you. You're very thoughtful. Let's get into the subject matter now. The company hopes that sales of this year should be raised.

 Raymond How ?

 Stanley I did some analysis on all the factors and I've come up with some solutions. In the following months, I expect each of you to have at least five new clients every month. Is there any problem ?

 Nancy No. We will try our best to achieve the goal !

 Explanation :

 Keep track of - To keep a record of something, or make certain that you know or remember what has happened

 Example : His job is to keep track of all the shipments going out to customers.



Grammar

Participle, Gerund and Infinitive

Participle

A participle is a verb used as an adjective.

There are two kinds of participles.

The present participle ends in -ing.

The past participle has the past form of the verb which would go with the verb have and would usually end in -ed OR it is the past participle form of an irregular verb such as *written, frozen, broken, etc.*

Participles in sentences

The **crying** baby drew a long breath and sucked in a spider **crouching** in the corner of the crib.

What does the present participle **crying** modify?

baby



What does the present participle **crouching** modify?

spider



Participial Phrases

A participial phrase is the participle plus any complements and modifiers of the participle and complements.

A participial phrase may include other types of phrases.

Examples of Participial Phrases

Swinging from the trees, the monkey chattered at me.

The participial phrase is : swinging from the trees.

If the participial phrase is an adjective it must modify a noun.



More Examples

1. The woman wearing the red dress lives in the neighborhood.
2. The moon robot, activated by a remote switch, started moving slowly.
3. I saw the monkey swinging from the trees.
4. Fearing being left behind. Tony followed the crowd

What is a Gerund?

Gerunds are made by adding –ing to the base form of a verb.

Do + -ing = doing

Swim + -ing = swimming

fall + -ing = falling

Gerund as NOUNS

Sometimes gerunds work like nouns in a sentence.

Examples

Smoking is dangerous.

Swimming is healthy.

I like shopping.

She hates running.

In sentences 1 and 2, the gerund is the subject of the sentence.

In Sentences 3 and 4, the gerund is the object of the verb.

Gerunds after a PREPOSITION

The gerund is the only form verbs take after a preposition (on, in, by, with, under, through, at, after, before, as, of, off, etc....).

Water is needed for growing plants.

We passed the exam by working hard.

I am tired of working so many hours.

When do you use Gerunds after verbs?

There are no patterns for this rule.

You must **memorize** which verbs are followed by gerunds and which are followed by infinitives (which we will get to in a moment)

Verbs that are followed by Gerunds

acknowledge	delay	excuse	mind	recall
admit	deny	fancy (UK)	miss	recollect
anticipate	detest	finish	postpone	regret
appreciate	dispute	imagine	practice	resist
avoid	dislike	involve	prevent	risk
can't stand	enjoy	keep	propose	suggest
celebrate	escape	make	quit	understand
consider			report	recommend

Infinitives

The infinitive of the verb is the basic form of the verb.

There are two forms of infinitives

swim, leave, eat, play = bare infinitive

to swim, to leave, to eat, to play = full infinitive

Infinitives after ADJECTIVES

We use the full infinitive after adjectives.

Examples

I am happy to see my friends.

We were surprised to get first place.

Infinitive as a Delayed Subject

We also use the infinitive as a delayed subject (where it usually comes after an adjective):

Examples:

It is healthy to swim.

It is dangerous to smoke.

Contrast:

Swimming is healthy.

VERBS that are followed by Infinitives

afford	choose	hurry	pay	seem
agree	consent	intend	plan	want
appear	decide	invite	prepare	warn
arrange	demand	learn	pretend	wish
ask	deserve	manage	promise	would like
attempt	expect	mean	refuse	Claim
can't afford	fail	need	remind	hesitate
can't wait	hope	offer	request	swear

Infinitives and Modals

The modal verbs are:

can, could, have to, must, might, should, ought to

These verbs always take the bare infinitive

Examples

We mustn't be late for class.

We had to write an essay this morning.

Verbs followed by Gerunds and Infinitives (1)

These verbs take infinitives and gerunds:

begin, continue, hate, try, need, like, love, prefer, start.

Examples:

I hate exercising.

I hate to exercise.

I love swimming.

I love to swim.

The meaning of sentences 1,2 and 3,4 is the same.

Verbs followed by Gerunds and Infinitives (2)

These verbs are followed by gerunds and infinitives:
remember, stop, forget.

BUT the meaning changes if the verb is followed by an infinitive or a gerund....

Examples of Verbs followed by Gerunds and Infinitives with changes in meaning

Frank remembered mailing the letter.

(Frank had a memory that he mailed the letter. He saw it in his mind)

Frank remembered to mail the letter.

(First he remembered that he needed to mail the letter. Then he did it: he mailed the letter. He didn't forget to mail the letter)

Sonia stopped eating ice cream.

(She doesn't eat ice cream anymore)

Sonia stopped to eat ice cream.

(She stopped another activity to eat ice cream)

Jane forgot to meet John.

(Jane had planned to meet John, but she didn't meet him because she forgot about the plan)

6. Jane forgot meeting John.

(Jane met John, but afterwards she didn't remember that)

Part 2

- Reading :Check your understanding
- Build your lexicon
- Conversation : Video

Reading : Check your understanding

BRIT band Coldplay

Coldplay are from Britain. The singer is Chris Martin, Jonny Buckland plays the guitar, Guy Berryman plays the bass guitar, and Will Champion plays the drums. The band started in 1996 when Chris Martin met Jonny Buckland at university in London.

At first their name was Pectoralz, then Starfish, but they changed to Coldplay in 1997. They became famous in June 2000 with the song yellow and their first album, Parachutes, won a Grammy for Best Alternative Music Album in 2002.

Reading : Check your understanding

Their second album was A Rush of Blood to the Head which came out in August 2002. This album also won a Grammy and the Song Clocks was Record of the year in 2004. They made a third Album, X & Y, in 2005 and a fourth Album, Viva La Vida is a little different from the first three albums because it has more Hispanic Style. Coldplay have sold more than 32.5 million albums. They are famous all over the world and you can hear their songs on the radio nearly every day.



Reading : Check your understanding

Read the text and mark the sentences T (True) or F (False).

- 1 Will Champion plays the guitar.false
- 2 Chris met Jonny at university.true
- 3 They changed their name in 1996.false.....
- 4 Their first album wasn't popular.false.....
- 5 They made their second album in 2002.true.....
- 6 Viva la Vida isn't the same as the other albums.true.....
- 7 Coldplay don't sell a lot of albums.false.....

Build your Lexicon: Idioms

Get Off Someone's Back

Hey, John. I'm bored. Come on, let's go out and do something.

Sorry, I'm right in the middle of studying for a physics exam. I won't be able to make it tonight.

You've been studying for a long time. Why don't you take a break ? Come on! Let's go ! Forget studying for a while !

Look! **Get off my back!** I can't go anywhere!

OK. I'll **stop bothering you** only if you promise to let me know the minute you're finished.

Drive Someone Up a Wall

Wow ! What a great set of drums!

Yeah, they're great, but I can't play on them when my folks are at home. They say I drive them up a wall with all the loud banging.

I get the same thing at home. My folks tell me that I **annoy them and get them really angry** whenever I turn up the volume on my stereo.

Build your Lexicon: Idioms

String Someone Along

Liz had high hopes of marrying Dean. When he ran off with another woman, she realized that he was just **stringing her along**. She had felt very strongly about him and was really hurt to see that he was **deceiving her** and had no intentions of ever marrying her.

Leave Someone High and Dry

Say, Jill. I thought that John was going to help you do the dishes tonight.

So did I. But he **left me high and dry**.

Where did he go ?

Well, he got a call from some of his pals at work to go bowling, and he **left me alone** to do all this work without any help at all!

Build your Lexicon: Idioms

Spill the Beans

Did you know that Harry was going to take Kathy on a Caribbean cruise ?

Yes, I did. He was planning on surprising her with the tickets for their anniversary, but someone spilled the beans.

What a shame ! That was supposed to have been a surprise.

Yes, it's too bad that someone told her about the trip beforehand and ruined Harry's surprise.

That's OK. Her enthusiasm was not dampened in the least!

Bite the Dust

Andy did exceptionally well in all of the track events, but he bit the dust in the high jump competition.

Much to the disappointment of his fans, he went down in defeat, losing to a competitor from the visiting team.

Build your Lexicon: Idioms

Bend Over Backwards

When Joan first started teaching she was afraid that she would have a lot of trouble getting used to the kids and to the faculty. Her fears turned out to be unfounded, since everybody bent over backwards to help her. Everyone tried very hard to help her feel comfortable and adjust to the school.

Cough Up

Say, Greg. Did you finally get that computer that you wanted so much ?

Not yet. I needed to raise a couple of hundred dollars more.

Is it going to take you a while to raise the money?

It would have taken me forever, but dad said he'd cough up the money I need since I'm going to be using the computer for my school work.

Maybe it was difficult for your dad to give you the money but then, he knows that it's for a good cause.

Build your Lexicon: Idioms

Jump the Gun

Denise was planning on telling her grandparents that the doctor said she was going to have twins, but when her dad found out he **jumped the gun** and told them before Denise could say a word. He was so excited that he **became hasty** and revealed the news before Denise had a chance to tell them.

Scratch Someone's Back

Hey, Bea. I need some help stacking these boxes. Would you please give me a hand?

OK. And I need some help tidying up the house. How about your helping me out after that ?

OK. If you **scratch my back**, I'll scratch yours.

I know you don't like doing housework, but I'll help you with the boxes if you promise to return the favor.

No problem. I'll even do the windows.

Build your Lexicon: Idioms

Turn Someone Off

How was your date with Marty last night ?

Well, it started of OK, but he really **turned me off** when we went for a snack after the movies.

Did he say or do something to annoy you?

Frankly, he **disgusted me** when he tried to talk with his mouth full.

I don't blame you . That would have really bothered me too.

Kick the Bucket

It's been said that the old man knew of a buried treasure, but he **kicked the bucket** before telling anyone where it was. If the treasure exists, the old man unfortunately took the secret of its location with him when he **died**.



Conversation

Now: Watch the video





Level 4 :Session 4

Part 1 & Part 2



Part 1

- English Idioms
- Grammar (Subject - verb agreement)

Part 2

- Reading :Check your understanding
- Build your lexicon
- Conversation : Video



Part 1

- English Idioms
- Grammar (Subject - verb agreement)



Wet Blanket

James was not invited to go on the outing with the rest of the group because he's such a wet blanket. On many previous occasions he has kept others from enjoying themselves by his pessimism and lack of enthusiasm. It's understandable that no one wants him around.

Going under the knife

When critics and celebrity observers criticized Heidi Montage for undergoing ten plastic surgery procedures in one operation, she answered back that going under the knife is only a medical operation that doesn't involve any life-threatening risk.

Knock Someone's Socks Off

Hi, John. What's new ?

Oh, nothing too much with me, but you ought to see Fredo's new car. It'll knock your socks off!

So, he finally got that Italian sports car he's been dreaming about.

He sure did. When you see all the custom features that it has, you'll get so enthusiastic and excited you won't know what to do.

Boy, I can hardly wait to go for a ride in it.

Lose One's Shirt

I happened to bump into Dole at lunch yesterday afternoon.

What's new with Dole these days ?

He wasn't doing so well. For one thing, he told me he lost his shirt at the races.

Dole has always liked to bet on the horses. I'm not surprised that he lost a great deal of money.

Yeah. At this rate he'll never have a penny to his name.

Lemon

Have you seen Joe's new car yet ?

Yeah. It looks good, but she's had nothing but problems with it.

That's too bad. It sounds like she got a real lemon.

She sure did. No sooner did she drive it home from the dealer's than it proved defective and started breaking down.

Out of the Woods

Although Eric was well on his way to recovering from his bout with pneumonia, he was still not out of the woods. The doctors told him that he would have to take it easy and avoid exposure to cold, since he was not out of danger and difficulty yet.



Eating Someone

Hey, Alice. What's been **eating you** lately ? Don't you realize how rude and irritable you've become?
I know. I'm really sorry for the way I've been acting.

Well, why don't you tell me what has been **bothering and upsetting you** and maybe we can work your problem out together.

I'll admit that it would help to talk to someone about it.

On the Line

Lately Tom's been more conscientious about the accuracy and quality of his work with the company. He was warned that his job was **on the line** because of his lack of concern for his duties. When Tom was alerted that he was **in danger of losing his job**, he began to take his obligations with the company more seriously.



Feel Like a Million Dollars

I bumped into Nick at the salon yesterday. He looked great, but I noticed that he had a slight limp when he walked.

I guess you didn't know that he had an operation on his knee.

No, I didn't. How's he feeling ?

He says he's feeling like a million dollars now. Apparently the pain in his knee is all gone.

It's good that he's feeling so wonderful. It must be a refreshing change not having to put up with all that discomfort.

Hang On

During the depression years the Smiths had a great deal of trouble with their business, but somehow or other they were able to hang on. Although they almost lost their store, they managed to persevere until things got better.



Make Ends Meet

It's almost impossible trying to keep up with the high cost of living.

It's true. Things are so expensive nowadays that it's very difficult to make ends meet.

You know, even with Lucie's salary, our combined income is hardly enough to pay all the bills.

Money talks

We've been waiting for three months to get delivery on our car, and people who put in their order after us have already gotten theirs.

Well, money talks. Why don't you try giving the dealer a little something extra to move things along ?

I know full well that money has the power to influence people, but I refuse to pay extra for a service that is owed to me as a client.

If you want to have your car maybe you'd better reconsider.



The Early Bird Catches the Worm

Marc, the lines for the rock festival are going to be miles long! If you expect to get tickets for you and Mary, remember that old saying. " The early bird catches the worm "

I guess you're right. Mary is looking forward to the concert, and I'd hate to disappoint her. I'll get up real early to get a place at the head of the line. That way I'll get the tickets I want, for sure !



Grammar

(Subject - verb agreement)

Subject & Verb Review

What is a Subject?

Your subject is the person, place, or thing that your sentence is about.

Important reminders:

Your sentence may have a compound subject.

Your subject will never be in a prepositional phrase.

Usually your subject comes before your verb.

Subject & Verb Review

What is a Verb?

The main verb tells what the subject does or links the subject to another word that describes it.

Action Verb: shows action subject performs

I walk three miles every day.

Linking Verb: connects subject to another word or words that describe it

I am tired.

Helping Verb: joins an action verb to form the complete verb

I was walking three miles every day when the weather was warmer.

What is Subject-Verb Agreement?

Subject-verb agreement means your subject and verb must match, or agree, in number.

If you have a singular subject, then you must use a singular verb.

The *dog* barks at every sound he hears.

If you have a plural subject, then you must use a plural verb.

The *dogs* bark at every sound they hear.

Subject-Verb Agreement

It is important to know how your singular and plural subjects and verbs are formed!

For your subject, which is a noun

The singular form does not end in an –s

The dog barks at every sound it hears.

The plural form ends in an –s

The dogs bark at every sound they hear.

For your verb

The singular form ends in an –s

The dog barks at every sound it hears.

The plural form does *not* end in an –s

The dogs bark at every sound they hear.

S-V Agreement Trouble Spots

- The verb is a form of be, have, or do.
- Words or phrases come between the subject & the verb.
- There is a compound subject.
- The subject is an indefinite pronoun.
- The verb comes before the subject.
- The subject is a collective noun.

1. The Verb is a form of be, have, or do.

Make sure a linking verb agrees with its subject, not with the word or phrase that describes the subject.

Incorrect: The worst backyard pest are *squirrels*.

Correct: The worst backyard pest is *squirrels*.

2. Don't get confused by the words that come between the subject and verb.

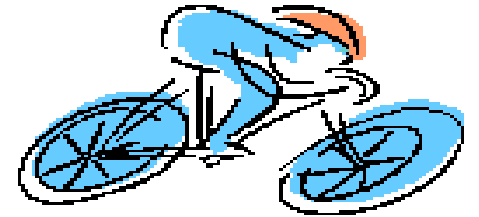
The detective who was called to the case is usually very good.



3. Prepositional phrases between the subject and verb usually do not affect the agreement.

The biker in this race is very competitive.

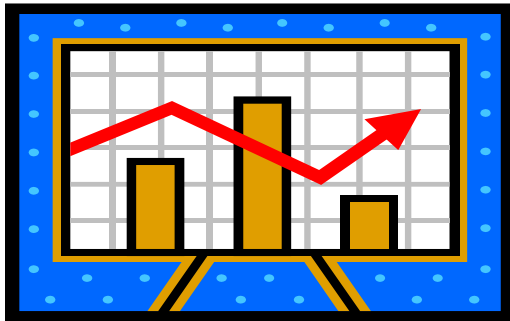
The bikers in this race are very competitive.



4. If a sentence starts with “there” or “ here”, the subject will always be placed after the verb.



There is a meeting today.



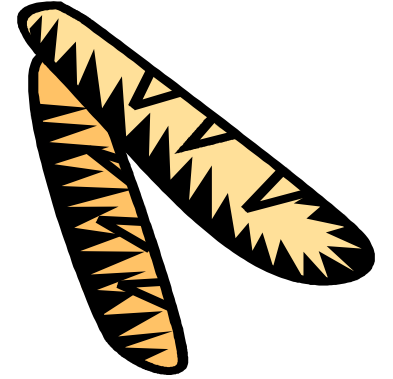
Here are the results from this past month.

5. Subjects can come after the verb in questions.

Does Betty always play with dolls?



How are the Bosco sticks today?



6. If two subjects are joined by “and”, they typically require a plural verb.

The puppy and the lady are friends.



7. If two subjects are separated by “and” refer to the same thing, the verb is singular.

Spaghetti and meatballs is my favorite pasta dish.

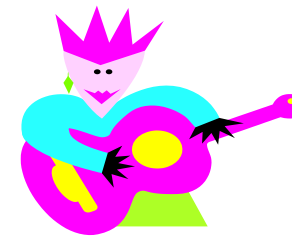


8. If both subjects are singular and connected by or, nor, neither/nor, either/or and not only/but also, the verb is singular.

Sally **or** Bubba has stolen the scarecrow.



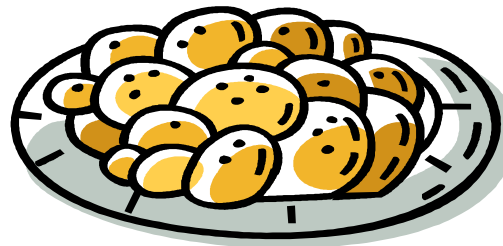
Not only the guitar player **but also** the drummer was soaked with sweat.





9. If both subjects are plural and connected by the words or, nor, neither/nor, either/or, and not only/but also, the verb is plural.

Cookies or brownies are nice treats for your teacher.

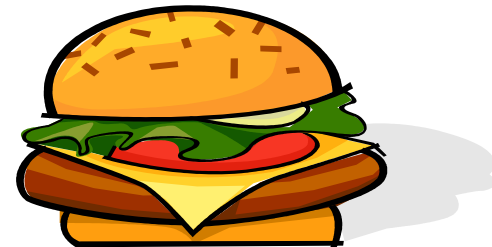


10. If one subject is singular and one plural and are connected by the words or, nor, neither/nor, either/or, and not only/but also, use the subject that is nearest the verb.

Either my sisters or my mom has sent me a present.



Not only Bob but also the Smiths want some hamburgers for supper.



11. Units of measurement usually use a singular verb.

Six gallons of paint was used on the house.



Five dollars is too much for a cup of coffee.

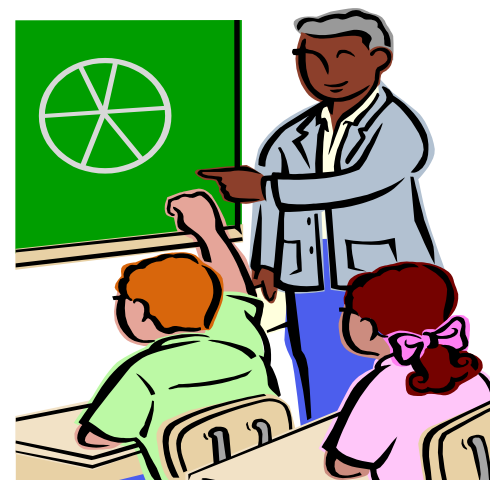


جميع الحقوق محفوظة - إعمل بيزنس

12. Collective nouns usually take a singular verb.

The herd is stampeding.

The class was ready for the test.



13. Titles of books, movies, novels, etc. are treated as singular.

Holes was one of my favorite books . I want to see the movie.

14. Two infinitives separated by and take a plural verb.

To run and to read are my two favorite “Free-time” activities.



15. Gerunds alone take a singular verb. Gerunds linked by and take a plural verb.

Dancing is not something everyone can do as well as I can!

16. If the words each, every or no come before the subject, the verb is singular.

Each boy and girl has to take the test.

Every frog and toad turns into a prince.



No paper and pen is required.
(But an apple would be nice!:)



Dancing and singing come naturally to me!

17. Most indefinite pronouns take singular verbs.

one	body	thing
someone	somebody	something
anyone	anybody	anything
No one	nobody	nothing
everyone	everybody	everything

Little One *Everybody is happy.
Another Neither * No one has a dime.
Much Either * Nothing was going to help.
Each

18. Both, few, many, others, and several take a plural verb.

Several need to finish the race.



A few have the right answer.





19. When the subject is all, any, more, most, none, or some, this is the ONLY time you must look at the object of the prepositional phrase to determine whether it is singular or plural.

All of the chickens have laid eggs.

Some of the milk has spilled.

Part 2

- Reading :Check your understanding
- Build your lexicon
- Conversation : Video

Reading : Check your understanding

Mrs Walker has one son. His name is Harry. When he was four years old, he had a child's bicycle. It was red and white, and it had small wheels at its sides, so it always stayed up.

Then Harry did not have a bicycle for a long time. Now he is twelve years old, and he wants a bicycle.

Mrs Walker goes to work by car every day, and she takes Harry with her to his school, and brings him back when he finishes. His school is on one side of the town, and Mrs Walker's office is on the other side.

"A lot of my friends have bicycles, and they ride to school on them," Harry said to his mother one day. "Their mothers don't need to take them to school and bring them home again."

Reading : Check your understanding

But his mother said to him, "Wait, Harry. Your father and I are going to buy you a nice bicycle soon."

Then yesterday Mrs Walker stopped her car at a red light and looked at Harry. "Harry," she said to him, "your father and I are going to give you a bicycle next month, but first I'm going to ask you some questions. Now, look at those traffic lights. Do you know their meaning?"

"Oh, yes, I do!" Harry answered happily. "Red is 'Stop', green is 'Go', and yellow is 'Go very quickly.' "

Reading : Check your understanding

Look at these questions. Find the right answers.

1 Is Harry a boy, or a man?

- a) He is a boy. b) He is a man.

2 Has his mother got a car?

- a) No, she has not. b) Yes, she has.

3 Has she got a job?

- a) No, she has not. b) Yes, she has.

4 Is Harry's school near her office?

- a) No, it is not. b) Yes, it is.

5 Has Harry got a bicycle now?

- a) No, he has not. b) Yes, he has.

Reading : Check your understanding

6 What does he want?

a) A bicycle.

b) A car.

7 What do a lot of his friends do?

a) They drive to school in their cars.

b) They ride to school on their bicycles.

8 Where did Mrs Walker stop her car yesterday?

a) At a bicycle shop.

b) At some traffic lights.

9 What did she ask Harry then?

a) The meaning of her questions.

b) The meaning of the traffic lights.

10 Did Harry know the right meaning of the yellow light?

a) No, he did not.

b) Yes, he did.

Build your Lexicon: Collocations

Collocation

definition: collocation defines a sequence of words or terms that co-occur more often than would be expected by chance.

In other words, two or more words that often go together.

These combinations just sound "right" to native English speakers, who use them all the time.

On the other hand, other combinations may be unnatural and just sound "wrong".

Examples

Natural English

the fast train
fast food

a quick shower
a quick meal

Unnatural English...

the ~~quick~~ train
~~quick~~ food

a ~~fast~~ shower
a ~~fast~~ meal

1. Adverb + Adjective:

- completely satisfied
- (NOT downright satisfied)
- We entered a richly decorated room.
- Are you fully aware of the implications of your action?

2. Adjective + Noun:

The doctor ordered him to take regular exercise.

The Titanic sank on its maiden voyage.

He was writhing on the ground in excruciating pain.

.

3. noun + noun

- Let's give Mr. Jones a round of applause.
- The ceasefire agreement came into effect at 11am.
- I'd like to buy two bars of soap please.

4. noun + verb

- The lion started to roar when it heard the dog barking.
- Snow was falling as our plane took off.

5. verb + noun

The prisoner was hanged for committing murder.

I always try to do my homework in the morning, after making my bed.

He has been asked to give a presentation about his work.

6. verb + expression with preposition

We had to return home because we had run out of money.

At first her eyes filled with horror, and then she burst into tears.

Their behaviour was enough to drive anybody to crime.

7. verb + adverb

She placed her keys gently on the table and sat down.

Mary whispered softly in John's ear.

I vaguely remember that it was growing dark when we left.

1-Collocation Lists

have

have a bath

have a drink

have a good time have a haircut

have a holiday

have a problem

have a relationship

have a rest

have lunch

have sympathy

2-Collocation Lists

do

do business

do nothing

do someone a favor

do the cooking

do the housework

do the shopping

do the washing up

do your best

do your hair

do your homework

3-Collocation Lists

make a difference

make a mess

make a mistake

make a noise

make an effort

make furniture

make money

make progress

make room

make trouble

4-Collocation Lists

take a break

take a chance

take a look

take a rest

take a seat

take a taxi

take an exam

take notes

take someone's place

take someone's temperature

5-Collocation Lists

catch a ball	catch a bus
catch a chill	catch a cold
catch a thief	catch fire
catch sight of	
catch someone's attention	
catch someone's eye	
catch the flu	



6-Collocation Lists

pay a fine

pay attention

pay by credit card

pay cash

pay interest

pay someone a compliment

pay someone a visit

pay the bill

pay the price

pay your respects

7-Collocation Lists

save electricity

save energy

save money

save one's strength

save someone a seat save someone's life

save something to a disk

save space

save time

save yourself the trouble

8-Collocation Lists

keep a diary

keep a promise

keep a secret

keep an appointment

keep calm

keep control

keep in touch

keep quiet

keep someone's place

keep the change



Thank you