



BUSINESS ENGLISH

LESSON 10



LET'S TRAVEL TO... NICE!



<http://www.youtube.com/watch?v=B9K0APDgZyY>

SPEAKING

- Let's watch video 1 (See group)



LEARN AND TRANSLATE

I was born an optimist.

I always looked for opportunities where others faced up threats or weaknesses. I believed if you were going through hell the only option was to keep going.



LEARN AND TRANSLATE

It is crucial to explain people around that if one door is closed you should try another one. And then to recognize the ideas leading to success. You can memorize hundreds of theoretical books but it's far more important to take a responsibility to overcome all the challenges you meet on your way on practice.



TRANSLATION

- 1) Я всегда искал возможности
 - 2) Встречаться лицом к лицу с угрозами и слабостями
 - 3) Единственный вариант – продолжать идти
- 1) Важно объяснять людям, что если одна дверь закрывается, то нужно пробовать другую
 - 2) Идеи, ведущие к успеху
 - 3) Брать ответственность на практике преодолеть все вызовы на своем пути, которые встречаются



SPEAKING! VOCABULARY

keep going

to make mistakes

strengths

weaknesses

about

exactly

above

below

To influences smth

влиять

To have influence on

Иметь влияние

excuses

relevant

relationship

to admit

признавать

to allow

разрешать

to forbid

запрещать

Alike

Одинаковые/похожие

to argue

спорить

to train

to explore

исследовать

to memorize

to explain

объяснять

Presence



VOCABULARY. NEW!

Учебные операции

1. читать - read
2. писать - write
3. складывать - add
4. вычитать - subtract
5. умножать - multiply
6. делить - divide
7. считать - count
8. вычислять - calculate
9. выражать - express
10. описывать - describe
11. рассказывать - relate
12. пересказать - retell
13. переводить - translate

Логические операции

1. рассматривать - consider
2. предполагать - suppose
3. ожидать - expect
4. расследовать - inquire
5. решать - decide
6. исследовать - research
7. открывать - discover
8. выяснять - find out
9. сравнивать - compare
10. доказывать - prove
11. убеждать - convince
12. делать вывод - conclude



VOCABULARY. NEW!

- 16. настроиться - make up one's mind
- 17. передумать - change one's mind
- 18. экспериментировать - experiment
- 19. анализировать - analyze
- 20. обрабатывать данные - process data
- 21. различать - distinguish



LISTENING

Audio 34

P. 13 b – questions

P.13c – questions.

P. 13d

4a.

5a, b.

6 b



READING 2B

□ P. 14



GRAMMAR

EXERCISE 1

1. I (do) many things every day.
2. She (cook) at the moment.
3. They (have) a party last Sunday.
4. We (do) it tomorrow.
5. She (write) this exercise 2 weeks ago.
6. He usually (buy) modern clothes.
7. Look! The children (play) snowballs.
8. They (write) a quick-test yesterday.
9. They sometimes (break) their toys.
10. The boy (get) only good marks last year.

EXERCISE 2

1. Listen! Somebody (shout).
2. We often (go) to school by bus.
3. They (buy) their car in 2010.
4. I (wait) for the teacher now.
5. My granny (visit) us next week.
6. They (rest) on the beach every summer.
7. I (color) the picture right now.
8. They (cook) a tasty meal last week.
9. I always (drink) tea in the morning.
10. They (work) harder next year.



GRAMMAR

EXERCISE 3

1. The teacher (mark) our tests at the moment.
2. People occasionally (have) massage.
3. We (rest) in the mountains last winter.
4. Look! Somebody (wait) for you.
5. She (travel) abroad in summers.
6. We (go) on an excursion abroad next spring.
7. They (see) that film 3 days ago.
8. Listen! Mary (play) the piano.
9. My mother (take) the dog out every morning.
10. They (go) abroad in 2020.



GRAMMAR. LET'S REPEAT!

Present Simple and Present Continuous Tense.

| Tense | Affirmative/Negative/Question | Use | Signal Words |
|--------------------------|---|--|---|
| Present Simple | A: He speaks. N: He does not speak. Q: Does he speak? | <ul style="list-style-type: none">• action in the present taking place once, never or several times• facts• actions taking place one after another• action set by a timetable or schedule | always, every ..., never, normally, often, seldom, sometimes, usually if sentences type I (<i>If ...</i> , ...) |
| Present Continuous Tense | A: He is speaking. N: He is not speaking. Q: Is he speaking? | <ul style="list-style-type: none">• action taking place in the moment of speaking• action taking place only for a limited period of time• action arranged for the future | at the moment, just, just now, Listen!, Look!, now, right now |



GRAMMAR

| Simple Present | Present Progressive |
|--|--|
| <p>infinitive (3rd person singular: infinitive + 's')</p> <p>I speak you speak he / she / it speaks we speak they speak</p> | <p>form of 'be' and verb + ing</p> <p>I am speaking you are speaking he / she / it is speaking we are speaking they are speaking</p> |
| Exceptions | |
| <p>Exceptions when adding 's' :</p> <ul style="list-style-type: none"> ▪ For <i>can, may, might, must</i>, do not add <i>s</i>. Example: he can, she may, it must ▪ After <i>o, ch, sh</i> or <i>s</i>, add <i>es</i>. Example: do - he <u>does</u>, wash - she <u>washes</u> ▪ After a consonant, the final consonant <i>y</i> becomes <i>ie</i>. (but: not after a vowel) Example: worry - he <u>worries</u> but: play - he <u>plays</u> | <p>Exceptions when adding 'ing' :</p> <ul style="list-style-type: none"> ▪ Silent <i>e</i> is dropped. (but: does not apply for <i>-ee</i>) Example: come - <u>com<u>i</u>ng</u> but: agree - <u>agre<u>e</u>ing</u> ▪ After a short, stressed vowel, the final consonant is doubled. Example: sit - <u>sitt<u>i</u>ng</u> ▪ After a vowel, the final consonant <i>l</i> is doubled in British English (but not in American English). Example: travel - <u>travell<u>i</u>ng</u> (British English) but: <u>travel<u>i</u>ng</u> (American English) ▪ Final <i>ie</i> becomes <i>y</i>. Example: lie - <u>ly<u>i</u>ng</u> |



GRAMMAR

In general or right now? ●○○○○

Do you want to express that something happens in general or that something is happening right now?

| Simple Present | Present Progressive |
|---|--|
| in general (regularly, often, never) Colin plays football every Tuesday. | right now Look! Colin is playing football now. |
| present actions happening one after another First Colin plays football, then he watches TV. | also for several actions happening at the same time Colin is playing football and Anne is watching. |
| Signal words | |
| <ul style="list-style-type: none">▪ always▪ every ...▪ often▪ normally▪ usually▪ sometimes▪ seldom▪ never▪ first▪ then | <ul style="list-style-type: none">▪ at the moment▪ at this moment▪ today▪ now▪ right now▪ Listen!▪ Look! |
| Note: The following verbs are usually only used in Simple Present: <i>be, have, hear, know, like, love, see, smell, think, want</i> | |



Timetable / Schedule or arrangement? ●●○○○

Do you want to express that something is arranged for the near future? Or do you refer to a time set by a timetable or schedule?

| Simple Present | Present Progressive |
|--|---|
| action set by a timetable or schedule The film starts at 8 pm. | arrangement for the near future I am going to the cinema tonight. |

Daily routine or just for a limited period of time? ●●●○○

Do you want to talk about a daily routine? Or do you want to emphasize that something is only going on for a limited (rather short) period of time?

| Simple Present | Present Progressive |
|--|--|
| daily routine Bob works in a restaurant. | only for a limited period of time (does not have to happen directly at the moment of speaking) Jenny is working in a restaurant this week. |



ANSWER THE QUESTIONS

- A. How to use present in positive/negative/questions?
- B. What tense should we use?
- 1. ...if action is planned for the nearest future. Are there any exceptions?
 - 2. ...if action takes place every day?
 - 3. ...if action happens for a limited period?
 - 4. ...if actions happen one after another?
 - 5. ...if actions happen at the same time?
 - 6. if action is scheduled?
- C. When do we add -es? What happens when to the word that ends to -y in the 3rd person singular? What happens to the words ending to -ie? What are the exceptions?
- D. What are the words that show us which time to use?



Future Simple vs Future Progressive

GRAMMAR. LET'S LEARN!

Future Simple I (will/am going) and Future Progressive.

| Tense | Affirmative/Negative/Question | Use | Signal Words |
|----------------------------|--|--|--|
| Future Simple I | A: He will speak. N: He will not (won't) speak. Q: Will he speak? Q2: When will he speak? | <ul style="list-style-type: none">• action in the future that can not be influenced• spontaneous decision• assumption with regard to the future | in a year, next..., tomorrow If-Satz Typ I (if you ask her, she will help you). Assumption: I think, probably, perhaps |
| Future Simple I (going to) | A: He is going to speak. N: He is not going to speaking. Q: Was he going to speak? Q2: When is he going to speak? | <ul style="list-style-type: none">• decision made for the future• conclusion with regard to the future | in one year, next week, tomorrow |



GOING TO VS WILL

- <https://www.youtube.com/watch?v=JfpBiVFqtrs&list=PLxSz4mPLHWDZgp8e6i0oyXOOrTAAaj0O7&index=72>



GRAMMAR. RULES. FUTURE SIMPLE (WILL)

Will future expresses:

- **a spontaneous decision**
- **an assumption with regard to the future**
- **an action in the future that cannot be influenced.**

Use of **will** Future

- ✓ a spontaneous decision
example: Wait, I will help you.
- ✓ an opinion, hope, uncertainty or assumption regarding the future
example: He will probably come back tomorrow.
- ✓ a promise
example: I will not watch TV tonight.
- ✓ an action in the future that cannot be influenced
example: It will rain tomorrow.
 - conditional clauses type I
- example: If I arrive late, I will call you.

Signal Words

in a year, next ..., tomorrow
I think, probably, perhaps



GRAMMAR. RULES. FUTURE SIMPLE (GOING TO)

Going to future expresses:

- decision made for the future that you have intentions to do
- conclusion with regard to the future

Signal Words

in one year, next week, tomorrow

Оборот to be going to (сочетание Present Continuous глагола to go с инфинитивом) используется в следующих случаях:

1. Для выражения намерения совершить действие или уверенности в его совершении в будущем наряду с Present Continuous очень часто употребляется Present Continuous от глагола to go - I am (he is и т.д.) going — в сочетании с инфинитивом. I am going имеет в этом случае значение собираюсь, намерен:

I am going to learn French next year. Я собираюсь (намерен) изучать французский язык в будущем году.

He is going to spend his summer vacation in the Crimea. Он собирается провести летние каникулы в Крыму.

Примечание. Present Continuous от глагола to go обычно не употребляется в сочетании с to go и to come. **Вместо** *He is going to go there, He is going to come here* — говорят: **He is going there, He is coming here** или: **He intends to go there, He intends to come here.**



GRAMMAR. RULES. FUTURE SIMPLE (GOING TO)

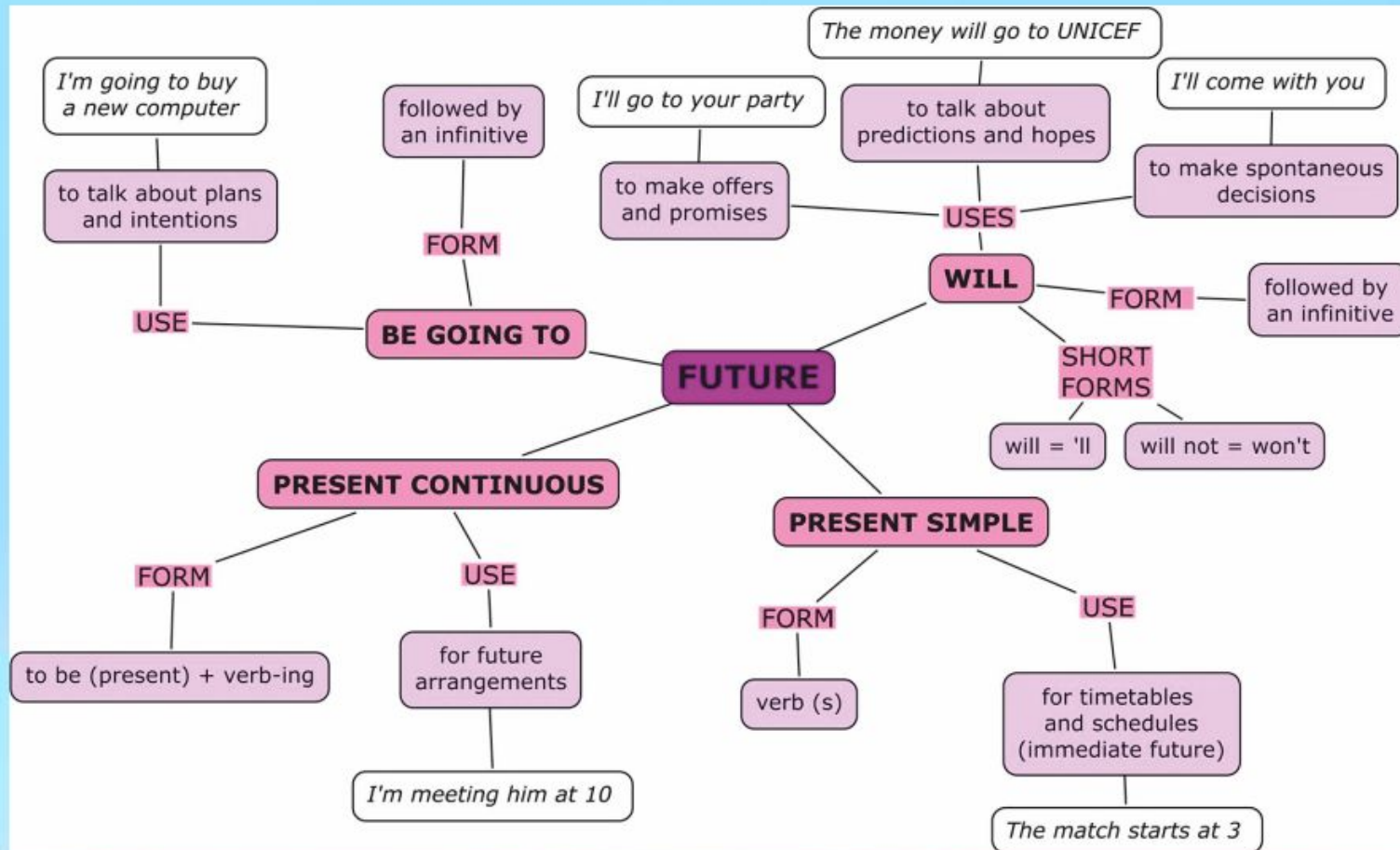
2. To be going to может также употребляться для выражения большой вероятности или неизбежности совершения действия в будущем. Подлежащее в этих случаях может быть неодушевленным предметом. Такие обороты переводятся на русский язык будущим временем: **The sea air is going to do you good. Морской воздух принесет вам пользу. He is going to fall ill. - Он заболеет.** (т.е. по внешнему виду или какому-либо другому обстоятельству говорящий делает вывод, что человек заболеет)

3. Инфинитив после Present Continuous глагола to go может употребляться в страдательном залоге:

He is going to be appointed manager of that department. Он будет назначен (его собираются назначить) заведующим этим отделом.



FUTURE TIME TABLE



ANSWER THE QUESTIONS

- A. Which tenses and verb forms do you use for the future tense?
- B. Which tense will you use:
- if it's a spontaneous decision
 - if the action is planned for the nearest future
 - if it's a promise or hope: probably...
 - if you make a conclusion based on something
 - if it's your iron will



VOCABULARY. VERBS

1. Let's check words: see prints

| | |
|---------------|-------------------|
| observe | наблюдать |
| recognize | узнавать |
| imagine | представлять себе |
| train | обучать |
| explain | объяснять |
| memorize | заучивать |
| bear in mind | помнить |
| subtract | вычитать |
| divide | делить/разделять |
| to take place | происходить |



VOCABULARY. NOUNS.

| | |
|-------------|---------------|
| tax | налог |
| trade | торговля |
| spendings | расходы/траты |
| savings | сбережения |
| delivery | доставка |
| value | ценность |
| volume | объем |
| schedule | расписание |
| advertising | реклама |
| education | образование |



CHECK WORDS

Lesson 1

| | |
|---------------|------------------|
| | наблюдать |
| volume | |
| | узнавать |
| | налог |
| imagine | |
| | обучать |
| | расходы/траты |
| | объяснять |
| | расписание |
| | заучивать |
| delivery | |
| bear in mind | |
| subtract | |
| | делить/разделять |
| to take place | |

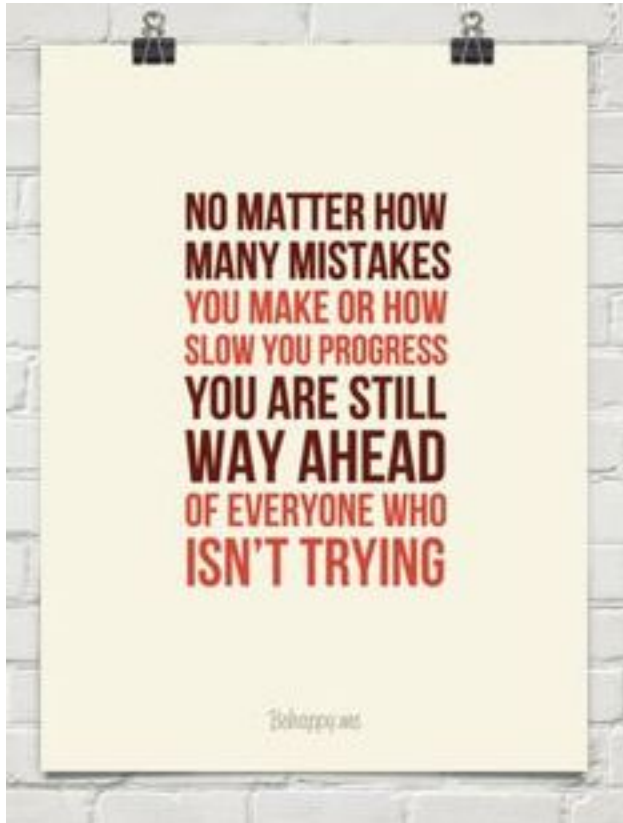


VOCABULARY. LET'S READ.



NEW TEXT!

SPEAKING



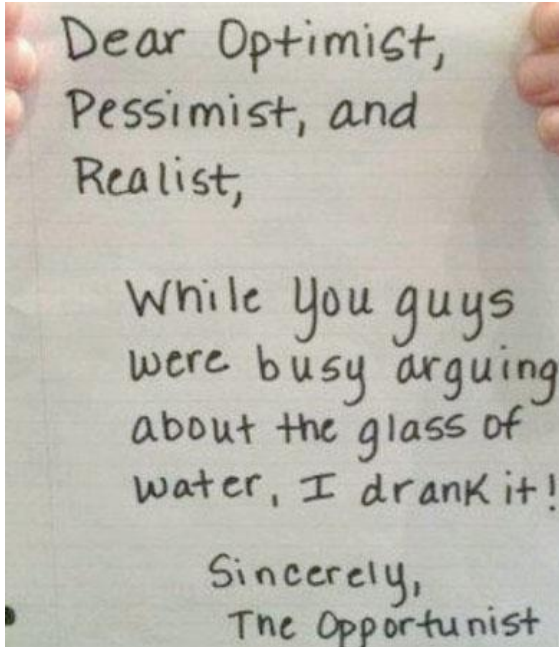
Learning something new is a challenge for anyone. That means to get out of your comfort zone. You will face up difficulties on your way.

At some point you need to make a decision to keep going whatever happens. It's very important to find solutions today and look for opportunities for your tomorrow. And then you will surprisingly discover that nothing is impossible.

Very soon you will learn how to use your strengths to get to success. However, don't forget to work on your weaknesses.



SPEAKING (TEXT)



Dear Optimist,
Pessimist, and
Realist,

While you guys
were busy arguing
about the glass of
water, I drank it!

Sincerely,
The Opportunist



TRANSLATION

- Очень важно находить решения сегодня и искать возможности для будущего (завтра)
- Оптимист исследует возможности
- Пессимист ищет оправдания
- Реалист смотрит на факты

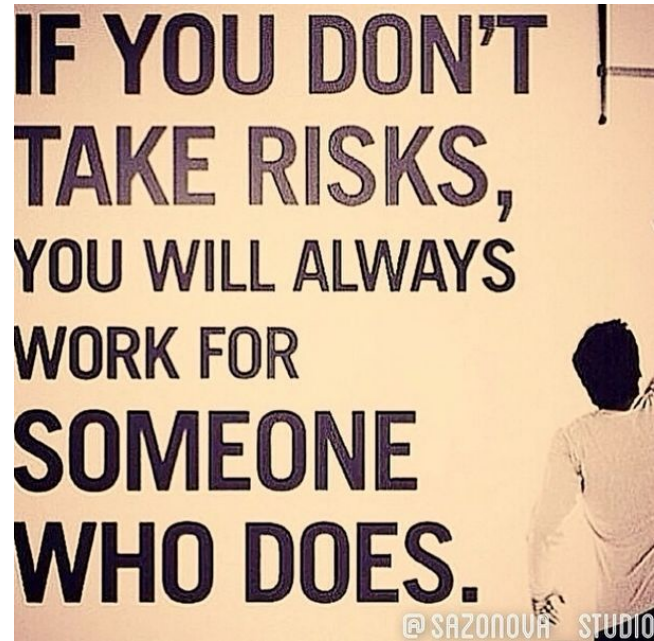


TRANSLATION

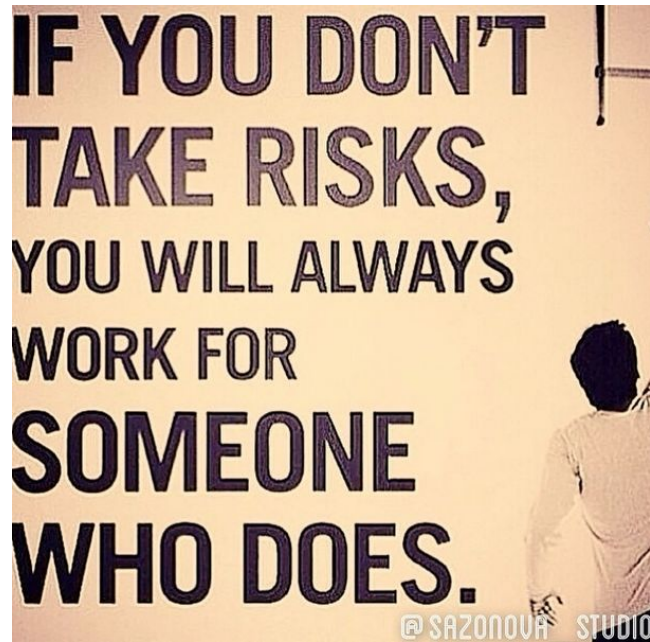
- Научиться чему-то новому – это вызов для любого.
- Вы столкнетесь со сложностями на своем пути
- В какой-то момент нужно принять решение продолжать идти вперед, чтобы не случилось.



VOCABULARY. NEW! SPEAKING.



VOCABULARY. NEW! POV.



Если ты не рискуешь, то всегда будешь работать на тех, кто рискует"

▶ to take risks – рисковать

▶ I'm not that kind of a person to take risks - я не такой человек, чтобы рисковать;

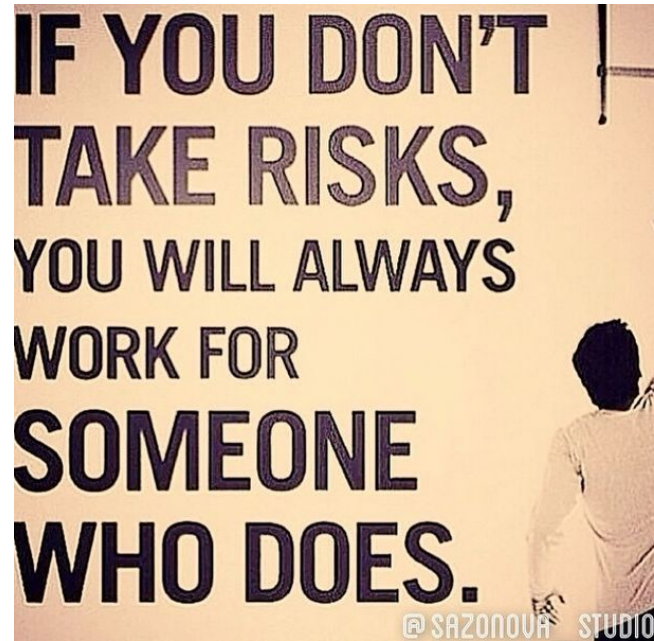
▶ I respect people who take risks - уважаю людей, которые рискуют);

Everyone adds value to the company doing his work and just fulfilling his responsibilities.

Выражение отличное и для многих мотивирующее. Но, когда читаешь подобные изречения, то складывается ощущение, что все обязательно должны стремиться быть предпринимателями, иметь свое собственное дело и, мол, работать на кого-то - это совсем "не то". Предпринимательство, я считаю, это талант - не каждый, задумав и начав бизнес, сможет его достойно развивать. Так же как и быть хорошим, надежным (рядовым/ управляющим - не важно) сотрудником компании - это не только труд, но и определенный набор качеств. Сотрудников в компаниях много - по настоящему ценных - мало. Значит, это тоже, наверное, талант. Мне кажется, не важно, работаешь ты на себя или на кого-то. Главное



VOCABULARY. NEW! SPEAKING.



https://www.youtube.com/watch?v=7Kt4nz8KT_Y&index..



VIDEO



VIDEO 1.

Watch 4 videos Rob & Jenny Vkontakte on the wall.

- Retell and prepare 5 questions for me.
- Be ready to discuss.

https://vk.com/videos-51506472?section=album_50407624&z=video-51506472_166884967%2Fclub51506472



BUSINESS ENGLISH



BUSINESS ENGLISH

https://vk.com/videos-86689605?section=album_1



LET'S CHECK

- Make sure
- To let know



BUSINESS ENGLISH. CHECK HOMEWORK

Hi, Jaanna. Hope you're feeling better.

I'm afraid I won't be able to see you on Thursday.

Let me know when you're going to be in town.

Look/looking forward to hearing from you.

Speak to you later!



BUSINESS ENGLISH. **NEW!**

Your training manager has asked me to write to you.

It's about organizing language training.

I'll call you at the end of the week.

If you have any questions, please, don't hesitate to call me.

If you have any comments, please, let us know.



TO SAY GOODBYE!

YOU TELL ME 😊



WRITING LETTERS

- JBМ срочно уезжает и просит тебя написать менеджеру JetSet, которого нужно пригласить на тренинг, организованный лео бернетт. Менеджер ничего об этом не знает. Ты звонишь, но он не поднимает.
- Сообщи место и адрес и дату (в среду) и напиши, что о времени ты сообщишь до конце дня, а также вышлешь приглашение, как только получишь подтверждение.
- Попроси сообщить данные паспорта, чтобы включить в список участников.
- Ответ нужно дать до конца дня.



NEW!

- Many thanks for helping out with conference.
- I would like to apologize for delay/problems we had.
- Let's hope we have better luck next time.
- I would like to invite you to lunch next week (but for the meeting)
- Are you free for lunch for Friday? Please, let me know if you can come.
- Many thanks for invitation. I would love to come
- We are sorry to inform you that Raj Singh has left the company. I was very sorry to hear about Raj.
- Please, pass on my best wishes



BUSINESS VOCABULARY. PRINTS

1. <http://www.abaenglish.com/blog/business-grammar-how-to-interrupt-a-meeting/>



MORE HOMEWORK!



TO BE

- I am
- You are
- He is
- We are
- You are
- They are
- I was
- You were
- He was
- We were
- You were
- They were



GRAMMAR.

Past Simple and Past Continuous Tense.

| Tense | Affirmative/Negative/Question | Use | Signal Words |
|------------------|--|---|--|
| Past Simple | A: He spoke. N: He did not speak. Q: Did he speak? | action in the past taking place once, never or several times actions taking place one after another action taking place in the middle of another action | yesterday, 2 minutes ago, in 1990, the other day, last Friday if sentence type II (<i>If I talked, ...</i>) |
| Past Progressive | A: He was speaking. N: He was not speaking. Q: Was he speaking? | action going on at a certain time in the past actions taking place at the same time action in the past that is interrupted by another action | when, while, as long as |



PAST SIMPLE

The simple past expresses an action in the past taking place once, never, several times. It can also be used for actions taking place one after another or in the middle of another action.

Form of Simple Past

| | Positive | Negative | Question |
|-----------------------|----------|------------------|--------------|
| no differences | I spoke. | I did not speak. | Did I speak? |

For irregular verbs, use the past form (see [list of irregular verbs](#), 2nd column). For regular verbs, just add “ed”.

Exceptions in Spelling when Adding ‘ed’

| Exceptions in spelling when adding <i>ed</i> | Example |
|---|--|
| after a final <i>e</i> only add <i>d</i> | love – loved |
| final consonant after a short, stressed vowel or <i>l</i> as final consonant after a vowel is doubled | admit – admitted travel – travelled |
| final <i>y</i> after a consonant becomes <i>i</i> | hurry – hurried |

Use of Simple Past

- action in the past taking place once, never or several times
Example: He *visited* his parents every weekend.
- actions in the past taking place one after the other
Example: He *came* in, *took* off his coat and *sat* down.
- action in the past taking place in the middle of another action
Example: When I was having breakfast, the phone suddenly *rang*.
- if sentences type II (If I talked, ...)
Example: If I *had* a lot of money, I would share it with you.

Signal Words of Simple Past

- yesterday, 2 minutes ago, in 1990, the other day, last Friday
- If-Satz Typ II (If I talked, ...)



PAST CONTINUOUS (PROGRESSIVE)

The past progressive puts emphasis on the course of an action in the past.

Form

| | Positive | Negative | Question |
|-------------------|--------------------|------------------------|--------------------|
| I / he / she / it | I was speaking. | I was not speaking. | Was I speaking? |
| you / we / they | You were speaking. | You were not speaking. | Were you speaking? |

Exceptions in Spelling

| Exceptions in spelling when adding <i>ing</i> | Example |
|---|--|
| final <i>e</i> is dropped (but: <i>ee</i> is not changed) | come – coming (but: agree – agreeing) |
| after a short, stressed vowel, the final consonant is doubled | sit – sitting |
| <i>l</i> as final consonant after a vowel is doubled (in British English) | travel – travelling |
| final <i>ie</i> becomes <i>y</i> | lie – lying |

Use of Past Progressive

- puts emphasis on the course of an action in the past
Example: He *was playing* football.
- two actions happening at the same time (in the past)
Example: While she *was preparing* dinner, he *was washing* the dishes.
- action going on at a certain time in the past
Example: When I *was having* breakfast, the phone suddenly rang.

Signal Words of Past Progressive

- when, while, as long as



Past Simple vs Past Progressive

GRAMMAR. LET'S COMPARE

Use

After another or at the same time? ●○○○○

Do you want to express that the actions in the past happened one after another or at the same time?

| Simple Past | Past Progressive |
|--|---|
| after another She came home, switched on the computer and checked her e-mails. | at the same time Simon was playing on the computer while his brother was watching TV. |

New action or already in progress? ●○○○○

If you want to express that a new action happened in the middle of another action, you need both tenses: Simple Past the new action and Past Progressive for the action already in progress.

| Simple Past | Past Progressive |
|--|---|
| new action My mobile rang (when I was sitting in a meeting.) | action already in progress While I was sitting in a meeting, (my mobile suddenly rang.) |

Only mentioning or emphasising progress? ●○○○○

Do you just want to mention that an action took place in the past (also used for short actions)? Or do you want to put emphasis on the progress, e.g. that an action was taking place at a certain time?

| Simple Past | Past Progressive |
|--|--|
| just mentioning Colin played football yesterday. | emphasising progress Yesterday at six o'clock, Colin was playing football. |

Certain Verbs ●○○○○

The following verbs are usually only used in Simple Past (not in the progressive form).

- **state:** be, cost, fit, mean, suit
Example: We were on holiday.
- **possession:** belong, have
Example: Sam had a cat.



GRAMMAR. LET'S COMPARE

- **senses:** feel, hear, see, smell, taste, touch
Example: He felt the cold.
- **feelings:** hate, hope, like, love, prefer, regret, want, wish
Example: Jane loved pizza.
- **brain work:** believe, know, think, understand
Example: I did not understand him.
- **introductory clauses for direct speech:** answer, ask, reply, say
Example: "I am watching TV," he said.

Signal words ●●○○○

| Simple Past | Past Progressive |
|--|---|
| <ul style="list-style-type: none">▪ first▪ then▪ If-Satz Typ II (If I talked, ...) | <ul style="list-style-type: none">▪ when▪ while▪ as long as |



