



## Topics List

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# [English 1]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
<b>1</b>	Introduce yourself	I am / I'm (not) ...You are / You're (not) ...; Are you ...?; Am I ...?; Yes / No ... This is ...; Is this ...?; What (country / city) is this?
<b>2</b>	Give your name	My name is ...; What's your name?; It's (Mark).; What letter is it / this?; Is that ...? How do you spell ...?; How do you spell that?
<b>3</b>	Give your phone number	What number is it / this? What's your (office) number? My phone number is ...
<b>4</b>	Give your address	What's your (email) address?
<b>5</b>	Introduce others	This is ... (introducing others) What country is ... from? He / She is ... No, (he's) not. / No, (he) isn't. We / You (pl.) / They are ...No, (they're) not. / No, (they) aren't. his / her / its / our / your
<b>6</b>	Describe people	What color is it / this? What color are (your) eyes? What color is (your) hair? have / has Do I / you / we / they have ...? Yes, (I) do. No, (I) don't. Does he / she have ...? Yes, (she) does. No, (she) doesn't.
<b>7</b>	Ask for and give personal details	to be + age How old ...? Regular plurals with -s, -ies Irregular plurals. For example: men, women, children, wives, people. These are ... These (...) are ... Are these ...? What do / does ... look like?
<b>8</b>	Offer something to eat and drink	Would (you) like ...? What would (you) like? (I'd) like ... How would (you) like (your) ...? a, an, some (She) would like ... (She)'d like ... What kind of (fruit) would (you) like? (not) have any (I / We) don't have any ... Do you have any ...?
<b>9</b>	Talk about food preferences	What would you like for (lunch)? Plurals with -es (cups / bottles) of ... How many ... would you like?
<b>11</b>	Ask about the menu	What is the ...? What does (it / the chicken) come with? What kind of (soup) do you have? I'd like the (+ menu item) Would you like a / the ...? Which (dessert) do you recommend?
<b>12</b>	Describe your office	Prepositions of place. For example: on, under, next to. Where is / are the ...? here, there over here, over there this, that these, those
<b>13</b>	Describe places	There is ... Is there ...? Yes, there is. No, there isn't. There are ... Are there ...? Yes, there are ... No, there aren't ... How many ... are there? There's only one ... There aren't any ...
<b>14</b>	Say what people are doing	Present progressive: to be (verb) + -ing ... am / are / is (sitting / standing) What am / are / is ... doing? Who's (verb) + -ing ...? What are / is ... (verb) + -ing?
<b>15</b>	Tell the time	Time expressions. For example: half past ..., quarter to ..., ten after, five past, ten past. It's (one) o'clock. in the (morning / afternoon / evening) at night a.m. / p.m. Indirect questions. For example: Could you tell me the time?, Do you have the time?
<b>16</b>	Say what you do every day	at + time Simple present with have / has (breakfast), get(s) up, go / goes home, eat(s), drink(s), listen(s) (to), read(s), write(s), etc. during (the day) on + day(s) every + day on (at UK) weekdays / weekends On what days ...? What do (you) do ...? What does (he) do ...?
<b>17</b>	Describe your job	What (does / do) ... do? Where (does / do) ... work? What company (do / does) ... work for? to work in (a school / an office) Who do you work for? Who works (for / at / in) ...? (I / You / We / They) do. (He / She) does. What language ...?
<b>18</b>	Say what you do every week	in + month on + date (I / You / He / She) + simple present work(s) from ... to ... hours a (day / week) How many hours (a day / a week) ...?
<b>19</b>	Talk about schedules	Frequency adverbs. For example: always, usually, sometimes, rarely, never. (Do / Does) ... ever ...? Present progressive with future meaning. For example: We're taking a break at 5:10.

# [English 1]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
21	Arrange to meet someone	Object pronouns: me, you, him, her, it, us, them. Modal can
22	Make appointments	to have an appointment (on / at / with) ... to make an appointment (on / at / with) ...
23	Ask and say where places are	Prepositions of place Indefinite pronoun one
24	Ask for and give directions	Imperatives. For example: Turn right. Don't turn left. Adverbs of sequence. For example: first, (and) then, again, after that.
25	Say where you are going and how	to go on ... to go by ...to get around train plane bicycle bike to go by (train) to go on foot
26	Ask for and give directions for taking public transportation	Prepositions of motion. For example: into, out of, off, on. Imperatives (review) to get on to get off the same to get in(to) to get out (of) different the number ... (bus) Take the ... (bus). Go ... stops.
27	Ask for items in a store	many vs. much Quantifiers. For example: a lot, a few, a little, not any ; gift shop ; shop (n., v.) to sell; to shop for sales; clerk (shop assistant) T-shirt sweatshirt; clothes; perfume; gift
28	Talk about prices	How much is ...? How much are ...? the ... one(s) Which one(s)? price ; price tag Numbers 101–1,000,000 wallet; money dollars, cents pounds, pence euros, cents; handbag; shoes; socks; gloves; a pair of ...
29	Talk about sizes and make a purchase	not (big) enough vs. (big) enough vs. too (big) size ; size tag to wear (a) size ... S-M-L-XL regular; What size ... wear?
31	Compare items and make a purchase	Comparatives with -er ... than and more / less ... than. suit formal wear casual wear comfortable better (than) bad worse (than) Do you take credit cards? Which credit cards do you take? major credit cards to take all the major credit cards
32	Make a phone call	Infinitive of purpose: to + verb; I want (to) (= would like); I need to (= have to) Telephone expressions ; to ring; to pick up; to dial; to hang up What (do / does) ... do when ...? to answer; (May / Can) I speak to ...? on the line; on another line
33	Leave and take a message	to (ask / tell) ... (not) to ... Polite requests with Could ...? to leave a message; out of the office; (can't) take the call to ask; to take a message; to call back; to give ... a message
34	Give someone a message	Simple past tense (irregular) with to be. Yes, I was. No, you weren't. Simple past tense (irregular) with to do. Yes, I did. No, you didn't. Simple past tense (regular verbs) with -ed. I missed your call yesterday.
35	Return a call	Simple past tense (regular verbs) with -ed (cont.) Telephone expressions ; I'm sorry I missed your call. I'm returning your call. Thanks for returning my call. Thanks for calling me back.
36	Describe the weather	What's the weather like? It's (sunny). The temperature is ... sunny, rainy, snowy, weather, cloudy, windy, to rain, raining, to snow, snowing, hot, cold, warm, cool, degrees (°C / °F) What's the temperature?
37	Say what you like to do	Time expressions. For example: in + season. too, not either ; Vocabulary & Expressions ; spring summer fall / autumn winter to play (tennis / soccer (football UK) / golf) sport to like to ... What do you like to do? in the (rain / snow) to golf to ski to swim to run to go (skiing / (ice) skating / snowboarding) to go (running / swimming / sailing) too (= also)
38	Make plans to go out	to go to ... to go for ... to go + -ing ; to go out to make plans in the (mountains / ocean / country(side)) to go for a (drive / walk / bike ride / picnic) I'd love to! I'm sorry. I can't. That's too bad. to stay home; to go out; to ea;t to go to (the movies / a concert / a play; to go dancing instead
39	Describe plans	Time expressions. in + (number) hour(s); for + (number) day(s). Indefinite pronouns. anything, something, nothing, everything. Nothing is open. Everything is closed. There's nothing to do. Beach, ski resort, amusement park, to go away for the weekend

# [English 2]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
<b>1</b>	Describe travel plans	flight to travel; Present progressive vs. present progressive with future meaning; Simple present vs. present progressive
<b>2</b>	Ask about schedules	Frequency with ordinal and cardinal numbers: once, twice, three times (a day), every (ten minutes). Time expressions (review): half past ..., quarter after ..., etc. Simple present with schedules. For example: The train to Boston runs every two hours;; to leave from (track 2) to depart (for) to arrive
<b>3</b>	Ask about fares and buy tickets	How long does it take ...? For example: How long does it take to get to Cardiff? It takes about two hours. one-way (single UK) round-trip (return UK) fare seat class first class business class
<b>4</b>	Give travel updates	Simple future with will. For example: We won't be on time. We'll arrive an hour late. scheduled (time) on time late early airline cancellation delay (n., v.) delayed to land update (n.) (to take a) direct flight to board connecting flight to miss a connection
<b>5</b>	Talk about a business trip	Simple past (irregular verbs for business travel). For example: I went to Paris and met with a client. on business gate (Flight 231) is now boarding. (to make) an announcement went met made gave took left bought suitcase to put (in / on) to pack
<b>6</b>	Introduce your company and describe its products and services	Order of adjectives; Inclusive with. For example: a company with branches in 50 countries. employee over (= more than) a company with over ... multinational world all over the (world) medium-sized branch (office) headquarters to make (= to manufacture) clothing (company) product to manufacture manufacturer to provide services service provider to export (to) exporter to import (from) importer.
<b>7</b>	Describe your company's organization	Relative clauses (subject form) with who and that; organization; organization chart department accounting human resources (HR) IT marketing customer service research and development (R&D) production legal president (managing director UK) vice president (VP)
<b>8</b>	Describe your colleagues' responsibilities	Express responsibility using to be responsible for and to be in charge of; to get a job got the job That's impressive! to update computer network to set up responsibility to be responsible for (something / doing something) What are you responsible for? to check to be in charge of to make sure to create
<b>9</b>	Talk about your job and your responsibilities	Simple past: more irregular verbs; ago How long ago ...? flew sat ate drove read saw sold wrote sent began came (back) paid cost told knew
<b>11</b>	Describe vacation plans	Future with to be going to; to fly (out of / from) ... to fly (into / to) ... to fly with + airline; What airport (do you) fly (out of / into)? to take (a bag) with; to pick (me) up camera to go on a tour; guide; to forget (to); remember (to) remembered (to) passport to remind (you) to ...
<b>12</b>	Describe favorite vacation activities	Express amounts with too much, too many, enough, not enough; to sunbathe suntan sunscreen; to put on sunscreen sunburn sunburned (sunburnt UK) swimsuit (swimming costume UK) umbrella coat scarf hat boots hike (v., n.) to go hiking to go on a hike
<b>13</b>	Give travel advice	Give advice with should and in case. Express probability with may; driver's license; That sounds like fun. maybe Just in case.
<b>14</b>	Ask for information about hotel and make a reservation	information to make a reservation; single room double room balcony bathroom bed king-size bed minibar all (= every) Internet access WiFi; swimming pool; (airport) shuttle bus fitness center business center amenities close to both convenient to be located location per (night) rate (vs. price) What are your rates? Suite; motel bed and breakfast (B&B) to reserve (a room) for one person for (two) people for (three) nights
<b>15</b>	Check into a hotel and speak to hotel staff	Polite offers with shall. For example: Shall I (take your bags to your room)? Using object pronouns with direct objects. For example: ... bring me (an extra towel); to check in to check out I have a reservation. check-out time
<b>16</b>	Describe your stay and check out	Superlative forms: adj. + -est; the most / the least + adj. For example: Goldcrest Hotel is the biggest and the most expensive hotel in Springfield. cheapest biggest smallest the most expensive the least convenient the best the worst
<b>17</b>	Reserve a table	to feel like + -ing; fast food takeout (takeaway UK) to serve pasta fish crab shrimp seafood meat vegetarian place (= restaurant) to book (= reserve) a table for (four)
<b>18</b>	Compare restaurants	Make comparisons using as ... as: (not) as (good) as, (not) as many (customers) as, (not) as much (food) as. friendly unfriendly crowded fast slow noisy quiet the same (menu) as excellent terrific terrible awful all right so-so (adj.)
<b>19</b>	Describe food and preferences	to prefer + noun like vs. would like; to like (Greek food) more than (Italian) to prefer (seafood) to (steak) to cook cooked raw to boil boiled to fry fried (frying) pan to steam steamed oven to roast roasted to bake baked How do you cook ...? hungry thirsty rare medium well done How do you like your (steak)?

# [English 2]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
<b>21</b>	Describe a meal	a little too ... much too ...; (chili) pepper potato chips (crisps UK) sweet sour bitter hot (= spicy) spicy salty How does ... taste? What else ...? too (sour) for me (to eat) dish (= food)
<b>22</b>	Say how you're feeling	Using to have to express obligation. He had to stay home; arm hand leg foot feet neck finger shoulder My ... hurt(s). to hurt (= injure) to cut to hit to fall What's the matter? Back head ear stomach to feel felt ... don't / doesn't feel well What's wrong (with him)? to have a headache toothache earache backache stomachache I'm glad to hear that. I'm sorry to hear that. I hope you feel better soon.
<b>23</b>	Describe what happened	to tell / ask someone what happened to describe (to feel) fine sick; Past progressive: was / were + -ing
<b>24</b>	Describe your symptoms and ask about medicines	Get well soon. to get some rest runny nose to sneeze throat sore throat cough (n., v.) a cold the flu symptom (usu. pl.) fever tired (to take) medicine Bless you! to call in sick pill to take (pills) for (a cold) (cough) syrup prescription (adj., n.); don't have to shouldn't vs. don't have to to get + adjective: to get sick / well, to get better / worse, to get cold / hot, to get cooler / warmer,
<b>25</b>	Talk about your favorite books and music	free time; author; by (+ author) story stories What do you enjoy reading the most / the least? guitar violin piano instrument musician to play music to play an instrument to play the (guitar) to sing singer song band orchestra composer guitarist violinist pianist to spend time with to spend time doing something; Using to enjoy + -ing form. Using to like / love / hate + -ing form. Using to like / love / hate + infinitive. I like to sing.
<b>26</b>	Talk about TV shows and movies and invite someone out	to invite channel program guide the news documentary on + channel on at + time What (time / channel) is it on? What's on at ...? When's ... on? actor to play (character's name) to play (= to show) What's / Who's playing (at the ...)? Do you have plans for (Saturday night)? Sure! I have other plans. Maybe some other time.; would rather ... than ... I'd rather ... than ... rather not Would you like to go to (a vs. the vs. no article) (concert)?
<b>27</b>	Talk about your hobbies	game to draw hobby popular to collect collection collector antique (n.) to start to stop still not anymore beautiful serious quickly slowly badly beautifully to take (something) seriously; Using to start / stop + -ing form. For example: to start playing video games; to stop collecting stamps. Using still / not anymore. For example: I don't dance anymore. Using -ly adverbs of manner. For example: Ann sings beautifully. Irregular adverb of manner: well
<b>28</b>	Describe exercise habits	Frequency adverbs: regularly, occasionally, etc. Habitual conditional with if. For example: Paul eats something if he's hungry. If Paul is hungry, he eats something.; exercise (n., v.) gym to do aerobics to lift weights outdoors indoors regularly often occasionally hardly ever if / if not
<b>29</b>	Give exercise advice	exercise (n., v.) gym to do aerobics to lift weights outdoors indoors regularly often occasionally hardly ever if / if not; That sounds like fun. vs. That sounds exciting. If you want to ..., you have to...
<b>31</b>	Ask for and respond to requests for information	ad (advert UK) to offer fee monthly fee to work (= operate, run) equipment I don't know what the fees are. member membership (fee) to join; Ask for information using Do you know / Can you tell me + (if / question word). Can you tell me where the restrooms are? Respond to requests for information with I don't know + (if / question word).
<b>32</b>	Talk about moving	apartment house place (= home) kitchen bedroom living room dining room dining area study through closet (wardrobe / cupboard UK) to own rent (n., v.) to move (into) to guess Guess what? Where to?; to move to move into
<b>33</b>	Describe your home	What's your place like? (= tell me about your place) story; garage two-story house ;two-car garage light (n.) dark (= not bright / without light); Number-noun adjectives: a two-story building, a two-car garage, etc. Negative tag questions. For example: You have a three-bedroom house, don't you? Your house is on Elm Street, isn't it?
<b>34</b>	Describe your neighborhood	Neighborhood; downtown suburbs neighbor; traffic advantage disadvantage; myself yourself himself herself itself to build to decorate to take a picture yourselves ourselves themselves; Reflexive pronouns (emphatic use). For example: I built it myself.
<b>35</b>	Welcome visitors	visitor (to give a) compliment What a beautiful house you have! pretty nice fantastic wonderful vase Welcome to (our home). Make yourself at home. I'm glad you could join us. (Please) Have a seat. Make yourself comfortable. Would you care for (some coffee)? stairs upstairs downstairs to show (them) around; What a + adjective + noun! What a (beautiful picture)!
<b>36</b>	Say what you use something for	Express purpose with to use + (a device) + infinitive. For example: I use my smartphone to take pictures. Express purpose with to use + (a device) + for + -ing. For example: I use my smartphone for taking pictures. to explain refrigerator (inf. fridge) stove microwave oven toaster dishes dishwasher appliance washing machine dryer to heat to keep ... cold to toast What do you use (it) for? device a device for (calling people) remote control tablet (PC) on off to turn on to turn off
<b>37</b>	Describe what people used to do	record; record player cassette player CD player MP3 player MP3 file to download (files) present (= not past or future) past used to Did (you) use to (listen to records)? (They) didn't use to (send emails). typewriter videocassette nowadays in the old days useless useful obsolete old-fashioned scanner; Express past habits with used to + verb. For example: I used to listen to cassettes.
<b>38</b>	Talk about past events	teenager childhood the (90s) in (the 90s) to grow up fad trend trendy fashionable to happen What happened in (1976)? What happened on (July 9th)? event past event current event memory to bring back memories; Time expressions: the (90s), in (the 90s) to remember + -ing: Do you remember spending time with your grandfather?
<b>39</b>	Compare modern and past times	generation modern when ... (was / were) little life (= way of living) complicated somewhat life (= the time period during which a person lives);

# [English 3]

<i>Unit</i>	<i>Topics</i>	<i>Target Language</i>
1	Ask and answer questions about personal experience	Acquaintance; Nice to see you again. How have you been? How've you been? Have / has ... before Yes, ... has / have. No, ... hasn't / haven't. Have we met before? No, ... has never / have never ... been (here) come (past participle) seen taken given; Present perfect with before. For example: I haven't met Mike before. Present perfect with ever / never. Have you ever lived in a big city? She has never worked in a small company.
2	Ask a friend about a busy month	spoken written had has / had (had) done gotten; gone to get married; to get married to (someone) lately in (two days) What have you been up to? to promote promotion; to receive a promotion; course; Present perfect with since / for / in; Kay hasn't seen her friend in six years.
3	Share and respond to good and bad news	reunion news good news bad news Congratulations! That's terrible. I'm delighted to hear that! How awful! I understand. to lose a job to graduate from; Present perfect with time expressions: in the last week / in the last month / in the last year.
4	Ask and answer questions about educational and professional history	to work as (an accountant) interview (n., v.) experience education résumé (CV UK) current (job) currently position (= job) to work in the (technology) field degree to have a degree in (English) from (university); Time expressions in simple past vs. present perfect: just, from ... to, until, for, since
5	Give updates on an event plan	yet already caterer catering company florist reply (n., v.) so far How is (something) coming along? Present perfect with so far, already, (not) yet, still. For example: I've already done that. I haven't called the office yet. Contrast: present perfect vs. simple past
6	Plan an itinerary for a guest's visit	visit (n.) celebration to celebrate anniversary wedding anniversary; anniversary with the company; to plan to prepare list guest list host (n.) to organize itinerary agenda; someone / anyone / everyone / no one
7	Plan a party	to decide decorations to pick up to drop off to put up to take down to fill out (fill in UK) to give back to look over to talk over to write down; Two-word phrasal verbs (separable): to fill out, to look over, etc.
8	Suggest interesting places to go in your city	sight to go sightseeing tourist attraction famous statue national park must-see to suggest suggestion at least (= a minimum of) cuisine local cuisine to depend That depends. That sounds good. That sounds like a good idea. Make suggestions using to suggest + -ing. For example: I suggest calling Eva in the morning. Review of present perfect with ever / never. For example: Have you ever been to Paris?
9	Give details about sightseeing spots	to discover built to design to paint painting century the ... century; Passive voice (present tense). For example: Vacations are taken in August and December. Passive + by phrase. For example: Parks are visited by millions of people each year. Passive voice (past tense). For example: The Taj Mahal was completed around 1653. Sunflowers was painted by Vincent van Gogh.
11	Ask for advice about vacation activities	whitewater rafting parasailing to relax relaxing exhausting to take it easy active dangerous safe to go camping tent festival brochure one-day pass; Gerunds as subjects. For example: Taking a trip can be interesting. one of the + superlative + plural
12	Describe a great trip	peak season off-season discount last minute last-minute deal to find a last-minute deal weekend getaway (weekend break UK) package tour; somewhere, anywhere, everywhere, nowhere ever for emphasis
13	Ask about menu items and recommend international cuisine	Past passive / present passive. eaten What is it served with? Specialty; to originate meringue crust whipped cream kiwi scone okra I think I'll have (the) (fish). so (conj.) something light How is (chicken) prepared? grilled sautéed poached breaded stuffed fresh an order of (fries); to hold (the onions) on the side to make a special request Could I have (rice) instead? Could I have (roast beef) as (an appetizer)? recommendation
14	Complain about a meal	satisfied dissatisfied to charge to rate over- / understaffed over- / underrated over- / undercharged over- / underpriced over- / undercooked over- / undercooked superb to smell It doesn't smell right. It smells (bad). Not really. Give my compliments to the chef. to send (food / order) back on the house;
15	Comment on a meal	full (= not hungry) tip (n., v.) to give a tip to leave a tip helpful check (bill UK) separate checks together (= not separate) Let me (pay). Let me get this. to take care of (the bill) (= pay) Would you care for anything else? Just the check, please. Will that be all? This one's on me. so + adjective + that
16	Check in for a flight	to check in for a flight to check bags (check in bags UK) baggage carry-on bag purse to choose window (seat) middle seat aisle seat boarding pass What will (you) be doing? shortly to proceed to; Future progressive
17	Make and confirm requests on a plane	pilot captain co-pilot flight attendant on board Welcome aboard! to take off take-off landing seat belt to fasten exit (on a plane) overhead; overhead bin; to store to keep (the aisle) clear to remain tray table upright (position) in-flight entertainment system
18	Call baggage claim and locate a missing bag	baggage claim (airport) terminal carousel baggage carousel baggage claim check to deliver to mishandle the mishandling (of something) inconvenience; Possessive pronouns: mine, hers, etc.
19	Describe your flight experience	international terminal arrivals hall (UK) security immigration (passport control UK) customs to go through (customs) (customs) officer to declare Do you have anything to declare? What's the purpose of your visit? (for) pleasure in your possession at all times; Reported speech; The agent asked if / said that ..., etc.



# [English 3]

<i>Unit</i>	<i>Topics</i>	<i>Target Language</i>
21	Plan which errands to run and make a shopping list	errands to run; errands; to get a haircut; hair stylist groceries; grocery store; supermarket; prescriptions; to run out (of milk); to run low (on potatoes) drug store frozen (foods) aisle (three) to fix to get in touch with to stop by to stop by the store (for cheese) / to buy (fish) to be able to
22	Explain what you have people do for you	to do chores trash; to take out the trash to iron to vacuum; to do the ironing, the laundry; the vacuuming to do the cleaning to do the cooking painter taxes to do (one's) taxes; Causative (active form): to have someone (do) something. For example: I have the mechanic repair the car.
23	Talk about your chores and errands	to have (something done) to get (something done); Causatives (passive form). For example: I had / got my hair cut yesterday. Causatives (passive form). For example: I had / got my hair cut yesterday.
24	Rent a car	rental car rental agency mile / kilometer; car classes: compact (small family car UK), full-size, luxury, SUV model vehicle gasoline / gas (petrol UK) diesel gallon / liter (litre UK) several gas tank full / empty (gas) tank extra extra charge mileage unlimited mileage insurance; Verb + more / less. For example: The SUV costs more than the full-size car.
25	Ask for and summarize road directions	road sidewalk (pavement UK) intersection (crossroads UK) sign stop sign to make a (left) (US) to turn to turn onto ... around highway (motorway UK) highway names east west north south to go (south) exit to take ... exit lane to stay in the (right) lane to follow to follow the signs to ...Reported commands / instructions.
26	Talk about road and traffic conditions	truck (lorry UK) traffic report pouring had better wet icy to slow down slippery to slip fog foggy It's (dangerous) to + infinitive careful careful driver carefully to drive carefully to text legal / illegal to pull over traffic ticket traffic ticket for (speeding) speeding careless driving accident to block blocked because of rush hour to hit (rush hour traffic) heavy (traffic) light (traffic) traffic jam to be stuck in traffic construction road construction (roadworks UK) to avoid detour (sign) authorities; while + -ing. For example: Don't text while driving.
27	Report car trouble	to start car won't start tire (tyre UK) to have a flat (tire) (have a puncture UK) to lock to lock keys inside a car roadside assistance tow truck to tow
28	Give your opinion about recent performances	stadium concert hall venue ballet opera musical (n.) exhibit (exhibition UK) dancer performer show amazing recently; recently vs. lately to expect expected worse than expected better than expected Don't bother (seeing it). Present perfect with lately, recently
29	Give your opinion about a movie	review(s) movie review(s) title What is (the movie) about? It's the story of (a king). movie genres drama horror science fiction genre actress star movie star character main character plot to laugh to make (one) laugh funny It was so (funny) that I couldn't (stop laughing)! to cry sad really sad pretty sad scary disappointing confusing surprising confused disappointed surprised amazed; Adjectives ending in -ing and -ed
31	Tell a friend what a movie is about	to take place to take place in the (future) When / Where does (the story) take place? based on a true story realistic unrealistic ending happy ending predictable unpredictable What did the reviews say? It's supposed to be (good). to be set in (New York) (New York) is the setting; to be supposed to be
32	Buy tickets to a show	performance matinee sold out box office seating chart stage (in the) front front row (in the) back (= not front) (in the) center (on the) side(s)
33	Explain the steps in planning a project	to work on a project proposal to present to approve to reject to submit to put together to spend spent daily weekly yearly purchase (n., v.) expenses budget (expenses are) too high (budget is) too low to be / go over budget to be under budget to be within budget by; Present perfect with just. For example: We've just submitted our proposal.
34	Talk about schedules and deadlines	to be allowed to not allowed to to complete deadline to meet the deadline to miss the deadline ahead of schedule on schedule right on schedule behind schedule How far (behind) schedule (are we)? I (don't) think so. Everything is going according to plan. Status; status report due soon as soon as urgent The sooner the better. ASAP; Modals: must, mustn't, don't have to, can't, not allowed to by + date or time.
35	Give a status update on a project	Everything is coming along fine. to take time to save time to run out of time to get back on track Keep up the good work. as planned going as planned to speed things up phase Has (phase one) been (done)? Passive voice (present perfect): The proposal has been submitted.
36	Summarize completed projects	to recycle; to tell (someone) how (something) went
37	Start and develop a conversation	conversation stranger Idiomatic use (US only) of sure, just, some. For example: It sure has been hot lately! I sure do. (I really do. UK) It sure has. (It really has. UK) by the way likewise Are you enjoying yourself? You look familiar. Affirmative tag questions. For example: You're not from around here, are you? ..., is it? ..., was it? Possessives after of. For example: John's a friend of mine / his / hers / my husband's, etc.
38	Find similar interests and end a conversation	to get to know someone interests similar interests to have something in common club to belong to a club (someone) tells me (something) (someone) says (you ...) so / neither. For example: So do I. / Neither do I.
39	Tell a co-worker about a presentation	speech expert specialist to specialize top (= #1) respected leading world-famous dull to motivate motivating inspiring motivated inspired topic familiar with audience delivery (of a presentation); (one of) the most / least / best + -ed / -ing adjectives.



# [English 4]

<i><b>Chapter</b></i>	<i><b>Topics</b></i>	<i><b>Target Language</b></i>
<b>1</b>	Talk about an upcoming special occasion	to have a party special occasion upcoming graduation housewarming baby shower surprise (party) to hold (a party); Passive voice, future. For example: The party will be held on July 4th.
<b>2</b>	Extend invitations	annual to attend formal informal luncheon etiquette; Formal invitations. For example: Would you like to ...? / Would you care to ...?
<b>3</b>	Respond to invitations	I'd be delighted! previous engagement can't make it to postpone cookout bridal shower; Reported speech. For example: Julie said she had a previous engagement.
<b>4</b>	Give and respond to compliments	attire (evening) gown tuxedo bow tie outfit compliment appropriate inappropriate casual bracelet (diamond) ring jewelry to pay a compliment fabulous handsome; Present conditional with modals. For example: If the invitation says casual, you can dress comfortably
<b>5</b>	Ask a favor	Can you do me a favor? Would it be possible for ...? polite I have a favor to ask. to give ... a ride plumber thank you for + -ing to keep an eye on someone / something Thanks a million! to appreciate, to return the favor I (really) appreciate it. Don't mention it. Habitual conditional (review). For example: If there's a lot of work to do, I stay late. Present real (First) conditional. For example: If I need help with the report today, I will ask you.
<b>6</b>	Ask to borrow something	to borrow Can I borrow your ...? lawnmower mower ladder to borrow something from someone May I borrow ...? to lend lent ~ something to someone ~ someone something Can you lend me ...? to get something back to pay back reason; Reported speech with would, could. For example: I asked if you would do me a favor. He asked if he could borrow my phone.
<b>7</b>	Make promises	o promise to make a promise to promise + will ... to promise (not) to ... to promise + would to keep a promise to break a promise; within (vs. by) + time period. For example: I'll send the report within 24 hours.
<b>8</b>	Apologize and give reasons	apology excuse to bump into to forgive to break broke (a cup); I'm sorry for / I'm sorry about / I apologize for missing the meeting.
<b>9</b>	Discuss online shopping habits	to search shopping cart to select quantity payment method to place (an order) to ship departments (in a store) electronics; Comparative: more and more, fewer and fewer, better and better, etc.
<b>11</b>	Describe products	description made of (material) glass wood metal plastic cotton wool leather fabric What's it made of? covered with (material) list price sale (price) in stock out of stock dimensions length wide width high height (30 in.) by (20 in.) to narrow (down)
<b>12</b>	Describe problems with products and return an item	What's wrong with it? stained damaged broken cracked scratched torn the wrong (size) style to prove proof of purchase order confirmation invoice packing slip to replace replacement exchange refund user's guide / manual It doesn't work. (= doesn't function) the same as different from similar to unless
<b>13</b>	Describe travel problems	fuel impolite to steal (stole, stolen) thief theft; Defining relative clauses, object form (informal use). For example: The hotel (that) we stayed in was old.
<b>14</b>	React to a travel problem	upset angry (with / at) furious (with) to believe I don't believe it! That's unbelievable! That's incredible! No way! You're joking! Adjective + preposition. For example: disappointed in, angry at / with, furious with
<b>15</b>	Give customer feedback	(to give) feedback reasonable (slight) delay to greet courteous rude to treat (someone well) efficient efficiently to complain (customer satisfaction) survey punctuality extremely somewhat; should have (done). For example: The airline should have given us a refund.
<b>16</b>	Make a complaint	to make a complaint What seems to be the problem? additional upgrade arrangement to regret to compensate to enclose voucher; Use of imperatives for giving instructions and advice. For example: Explain why it is a problem for you.
<b>17</b>	Talk about injuries and report accidents	injured injury to bang bruise How did you hurt yourself? to trip Can I give you a hand? witness (n., v.) control (n., v.) to lose control (of ...) to run off (the road) to run into something crash (n., v.) to pay attention to cause (accident) victim to brake fault Whose fault ...? to question; Reflexive pronouns (review, expansion): to cut / burn / hurt + -self
<b>18</b>	Describe medical emergencies	medical emergency ambulance paramedic to rescue conscious unconscious to breathe to choke pulse to check (someone's) pulse to beat heartbeat to bleed blood calm to stay calm to calm down to panic Don't panic! to keep a cool head worried to reassure reassured up and about emergency room (A&E, UK) to examine bandage (n., v.) X-ray cast (on a broken (leg)) to release (someone) from the hospital; Passive voice, progressive. For example: The accident victim is being taken to the hospital.
<b>19</b>	Call for help	What's the nature of your emergency? dispatcher fractured choking bleeding head-on collision

# [English 4]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
21	Describe skills	skill skilled (at) math subject quite a while since I was (a child / in school) well-known freelance freelancer candidate; good at + -ing good with ... The present perfect progressive. For example: Jim has been working since he was 15.
22	Describe personal qualities	personal qualities pleasant unpleasant reliable unreliable fair unfair honest dishonest organized disorganized decisive indecisive flexible inflexible mature immature patient impatient literate illiterate computer literate logical illogical rational irrational hardworking lazy enthusiastic (about + -ing) indifferent outgoing (= personality type) shy nervous to consider (my)self ... to seem to be ... strength weakness dependent independent independently to bite (my) tongue; Negating prefixes: un-, dis-, in-, im-, ir-, il-
23	Describe how well you can do something	beginner How good are you? professional amateur competent incompetent proficient area of expertise bright (= smart) self-motivated confident; competent, proficient in / with
24	Describe job skills	required requirements to maintain maintenance in the process of from scratch nutrition social work
25	Talk about saving	to save (for) payday bank account to deposit direct deposit (transfer, UK) check (cheque, UK) biweekly to get paid (biweekly) to earn salary to retire retirement to (be able to) afford; Present unreal (2nd) conditional. For example: If I had enough money, I would travel around the world. would vs. could
26	Talk about spending	housing household (expense) mortgage transportation rich millionaire broke (= with no money) savings account to reach (a goal); I wish I had / I were / I could
27	Give and ask for financial advice	online banking transaction (fee) interest (rate) checking account (current account, UK) limit to pay a fee real estate stock stock market to invest investment to budget; Present unreal (2nd) conditional. For example: If I were you, I would budget for necessities first.
28	Conduct bank transactions	Where do you bank? teller PIN to insert to enter to withdraw amount balance to inquire (enquire, UK) balance inquiry (enquiry, UK) to transfer (money) I'd like (two) (fifties). I'd like it in ... currency to change money exchange rate ... (yen) to the (dollar) statement direct debit electronic payment (transfer UK) year to date; Exchange rates. For example: Today's exchange rate is 100 yen to the dollar.
29	Talk about the environment	environment environmental Earth issue environmental issues polluted pollution smog waste (n.) landfill dying out endangered population overpopulated climate to increase to decrease electricity energy carbon dioxide CO <sub>2</sub> oxygen O <sub>2</sub> gas (i.e., not a solid or liquid) vapor water vapor to affect ecology carbon footprint greenhouse effect global warming eco-friendly; Nouns and adjectives: environment / environmental, pollution / polluted, population / populated
31	Discuss environmental issues about energy	conserve conservation battery source solar to generate resource natural; natural resource renewable non-renewable fossil fuel chief cause to do so geothermal biomass law aware (of) to dump nationwide milestone; although, even though. For example: Although sunlight is free, solar energy is quite expensive. Even though cities are polluted, the majority of people live in them.
32	Discuss environmental issues about recycling	recycled recycling container to turn ... into ... to become valuable benefit to discard to incinerate to prevent to preserve; thanks to (= because of, due to)
33	Describe how you stay informed	(news) media informed to stay (informed) opinions subscription front page top stories headline to keep up with trade journal
34	Discuss news and current events	earthquake flood wildfire hurricane typhoon tornado (natural) disaster casualty to destroy missing under control resident power outage to restore major minor to evacuate incident breaking news; Past perfect with when and by the time. For example: By the time the police arrived, the demonstrators had left the building.
35	Report news to others	employed unemployment record (high) (trade) union to go on strike; Reported speech: simple past, present perfect. For example: The victims said they had called the police. Verbs used in reporting: to report, to state, to announce, to declare, etc.
36	Share news with others	accurate accurately to trust fact sides (of a story) objective (reporting) subjective sick of ... catastrophe crisis crises negative to bombard; according to ...
37	Describe major life events and turning points	turning point to realize over (= finished) safety suddenly closer (to a friend) whether regret Do you have any regrets? to wish + past perfect. For example: I wish I had majored in computer science.
38	Describe past achievements	medal trophy ribbon plaque award prize achievement to achieve to succeed success successful proud (of) competition to invent patent (n., v.) ahead of (his) time assignment work abroad program temporary worker (temp) chain of events; Past unreal conditional. For example: If I hadn't been late, I would never have met you.
39	Talk about hopes and dreams and make predictions	hope dream prediction lottery luck demand (is up / down) to soar to forecast to come true in the near future to die bucket list; Expressions of future hopes: I hope to ...; I hope I won't ...; My dream is to ...; I anticipate / predict ...

# [Business English 1]

Unit	Topics	Target Language
1	Introduce yourself	Hello. Hi. Nice to meet you (too). Excuse me. Thank you. Sorry. a city a country. or. in. nationality countries cities Nice to see you. Good-bye. What (country / city) are you from? Where is (London)? Where are you from? What nationality are you? I'm (not) from (country). And you?
2	Give your name and your company's name	Name. name tag business card my. first name last name Mr. / Ms. / Mrs. letter letters of the alphabet I work at ... You work at ... My name is ... What's your name? It's (Mark). Here's ... What letter is it / this? Is that ...? How do you spell ...? How do you spell that? Could you repeat that? Where do you work?
3	Give your address and phone number	phone number address website email address numbers 0–10 office home a home (phone / number) a cell (phone / number) an office (phone / number) a fax (machine / number) message This is ... (referring to self) at (= @) What's your (office) number? My phone number is ... Yes, that's right. Please leave your name and number. Please call me (back).
4	Introduce others	boss I'd like you to meet ... Pleased to meet you. to work for secretary receptionist coworker colleague team manager client married husband wife CEO (extension) CFO (extension) This is ... (introducing others) What country is / are ... from? He / She is ... No, (he's) not. / No, (he) isn't. We / You (pl.) / They are ... Who is it / this? Who's from (Paris)? No, (they're) not. / No, (they) aren't. his / her / its / our / your (pl.) / their Possessive nouns with -'s Whose ...?
5	Describe your colleagues	Eye colors Hair colors eyes hair long short [≠ long] bald curly straight wavy beard mustache glasses What color is it / this? What color is (your) hair? have / has Do I / you / we / they have ...? Yes, (I) do. No, (I) don't. Does he / she have ...? Yes, (she) does. No, (she) doesn't. Who has ...? and, but Adjective order. For example: He has short, curly, brown hair.
6	Ask for and give personal details	date of birth ... years old numbers 11–100 tall short [≠ tall] age old young man woman boy girl child son daughter to be + age How old ...? Regular plurals: -s, -es, -ies Irregular plurals. For example: men, women, children, wives, people. These are ... These (...) are ... Are these ...? What do / does ... look like?
7	Tell the time	clock hour minute second day Days of the week today What day is it? week watch (n.) What time is it? It's (4:15 / 4:30 / 4:45). four-oh-five now almost exactly just after lunchtime Pardon me. Thanks a lot. Thank you very much. noon midnight at night a.m. / p.m. Indirect questions. For example: Could you tell me the time?, Do you have the time?
8	Ask about business hours	open closed What are (their / your) hours? every day weekend When ...? Until when ...? business hours (national) holiday post office Time expressions: at + time on + day on (at UK) the weekend on (at UK) weekends on + days during the week from ... to ... until
9	Offer something to eat and drink	sandwich to eat to drink visitor coffee tea sugar milk lemon with without black (coffee) just (= only) Yes, please. Here you are. You're welcome. No, thank you. (Tea), please a piece of (cake) espresso cappuccino regular coffee What would (you) like? (I'd) like ... a, an, some (She) would like ... (She'd) like ... (not) have any (I / We) don't have any ... Do you have any ...?
11	Talk about food preferences (for a business lunch)	breakfast muffin egg toast butter jam bowl cereal lunch salad hamburger French fries (chips UK) soup dinner chicken rice bread cheese broccoli vegetables cherry Just one, please. to like favorite (favourite UK) meal brunch What would you like for (lunch)? Plurals with -es (cups / bottles) of ... How many ... would you like? I don't know.
12	Ask about the menu (at a business lunch)	restaurant waiter waitress server menu appetizer entrée (main course UK) side dish drink to come with (vegetables) dessert May I take your order? Would you like ... with that What does (it) come with? I'd like the (+ menu item) Would you like a / the ...? What does ... mean? You are speaking too fast. Could you speak more slowly?
13	Describe your office	computer screen printer paper pencil pen folder trash can (waste bin UK) calendar newspaper table desk chair key old (= not new) Prepositions of place. For example: on, under, next to. Where is / are the ...? here, there over here, over there this, that these, those
14	Describe places near your office	shopping mall store bookstore shoe store clothing store bakery near (here) parking lot (car park UK) parking garage (car park UK) gas station subway station (underground station UK) ATM newsstand (newsagent's UK) stationery store There is ... Is there ...? Yes, there is. No, there isn't. There are ... Are there ...? Yes, there are ... No, there aren't ... How many ... are there? There's only one ... There aren't any ...
15	Say what your colleagues are doing	classroom teacher student (company) director to stand to sit What are you doing? conference room lobby hall Stand up! Sit down! to read (the newspaper) to write (an email / with a pen) TV to watch (TV) speaking (on the phone) (to) to listen (to) listening to (the radio / music) to teach to learn to have (lunch) Present progressive: to be (verb) + -ing ... am / are / is (sitting / standing) What am / are / is ... doing? Who's (verb) + -ing ...? What are / is ... (verb) + -ing?
16	Say what you do every day	to go (to) to get home; to go to sleep before (that) after (that) every day on the weekend (at the weekend UK) When ...? to take lessons at + time Simple present with have / get(s) up, go / goes home, eat(s), drink(s). during (the day) on + day(s) every + day on (at UK) weekdays / weekends On what days ...? What do (you) do ...? What does (he) do ...?
17	Describe your job	assistant job (I'm) (a / an) ... Really? meeting boring interesting exciting How interesting! That sounds (exciting)! engineer factory architect doctor hospital sales representative university professor sales rep bank banker pharmacy (chemist's UK) pharmacist (chemist UK) homemaker to live to speak + language report medical paper What (does / do) ... do? Where (does / do) ... work? What company (do / does) ... work for? to work in (a school / an office) Who do you work for
18	Say what you do every week	Months Ordinal numbers (1st–31st) What's the date (today)? It's Monday, June (the) 16th. birthday When is (Ann's) birthday colleague article letter the Internet smartphone laptop to use to meet (with) open closed What are (your / their) hours? long (hours) in + month on + date (I / You / He / She) + simple present work(s) from ... to ... hours a (day / week) How many hours (a day / a week) ...?
19	Talk about schedules	tomorrow the day after tomorrow schedule business trip business lunch conference call team sales meeting workshop presentation to leave to take a break to come back tonight to give (make UK) a presentation next (week / month / year) this (week) vs. next (week) 19– – 20– – in + year to stay How long are you staying? Frequency adverbs. For example: always, usually, sometimes, rarely, never. Present progressive with future meaning. For example: We're taking a break at 5:10.

# [Business English 1]

Unit	Topics	Target Language
21	Arrange to meet someone	to be on the phone to call to talk (to) Who are you (calling / talking to / listening to)? What are you listening to? busy (= not free) free (= not busy) Can you ...? Yes, (I) can. No, (I) can't. is (not) good for (me) How about ...? Let's ... (That's) fine. great to be off (= not working) day off busy (= working hard) Object pronouns: me, you, him, her, it, us, them. Modal can (ability)
22	Make appointments	appointment Who do you have an appointment with? dentist accountant lawyer available next available to talk about sales strategy Would you like to make an appointment? Project to have an appointment (on / at / with) ... to make an appointment (on / at / with)
23	Make a phone call	pick up (the phone) to dial to hang up What (do / does) ... do when ...? to answer (May / Can) I speak to ...? on another line free (line) busy (line) May I ask who's calling? Can you hold, please? Just a (minute / moment). to put ... on Why (not)? because to schedule to cancel to You have the wrong number. Sorry about that. Infinitive of purpose: to + verb. For example: I'm calling to cancel an appointment. Telephone expressions
24	Leave and take a message	to leave a message out of the office away (from one's desk) out of town (can't) take the call to ask ... to ... to tell ... to ... to tell ... (that) ... to take a message to call ... back to give ... a message to (ask / tell) ... (not) to ...Polite requests with Could ...?
25	Give someone a message	to miss a call yesterday the day before yesterday last (week / month / year) Where (was / were) ...? while ... (was / were) out Who called? When did ... (call)? What did ... (want)? to return (a call) Simple past tense (irregular) with to be. For example: Yes, I was. No, you weren't. Simple past tense (irregular) with to do. For example: Yes, I did. No, you didn't. Simple past tense (regular verbs) with -ed. For example: I missed your call yesterday.
26	Return a call	I'm sorry I missed your call. I'm returning your call. Thanks for returning my call. Thanks for calling me back. unavailable Why don't we say (2:00 p.m. on Tuesday)? Simple past tense (regular verbs) with -ed (cont.) Telephone expressions
27	Ask and say where places are	place hotel office building train station police station museum park car bus taxi bus stop taxi stand to wait (for) on (in UK) + street What street is ... on? Prepositions of place Indefinite pronoun one
28	Ask for and give directions	to give directions right left on the (right / left) straight ahead to turn to go (straight (ahead)) to go straight ahead (to + street name) (traffic) light at the (light) I'm looking for ... How do I get to ...? How do I get there? to take (a taxi / the bus) block to go past ... until you see ... How far is it ...? floor (of a building) (extension activity) (to go) up / down (extension activity) to take (the elevator / the stairs) (extension activity) Imperatives. For example: Turn right. Don't turn left. Adverbs of sequence. For example: first, (and) then, again, after that.
29	Say where you are going and how	to get around train plane bicycle bike to go by (train) to go on foot to fly to drive to bike to walk the same different How ... getting to ...? trip to go on a trip vacation (holiday UK) to go on vacation (holiday UK) fare (extension activity) to go on ... to go by ... Prepositions of motion: to get on, to get off, to get in(to), to get out (of)
31	Talk about prices	to shop (for) price price tag electronics store office supply store to sell clothes sales clerk (shop assistant) numbers 101–1,000,000 wallet money dollars, cents pounds, pence euros, cents package paper clip box scissors a pair of (scissors / glasses) to cost How much ... cost? expensive cheap very / not (expensive) gold silver to look (at) How much is ...? How much are ...? the ... one(s) Which one(s)? Quantifiers. For example: a lot, many, a few, a little, much, not any many vs. much
32	Compare items	to compare large long comfortable better (than) bad worse (than) far (from) too far excellent (TV) screen size a little (small) Comparatives with -er ... than and more / less ... than.
33	Make a purchase	purchase (n., v.) fast slow shelf shelves cash credit card debit card bank transfer to pay for to pay cash change (= money back) receipt to pay (with, by) each not (big) enough vs. (big) enough vs. too (big)
34	Talk about attire	to wear business attire uniform shirt dress skirt blouse jacket sweater belt tie socks gloves pants (trousers UK) suit hat cap scarf jeans stockings (tights UK) dress (shoes, shirt) T-shirt sneakers (trainers UK) to dress formal formally casual casually smart casual dress code dark light (dark- / light-) colored (coloured UK) solid striped dotted knee knee-length sleeve heels (type of shoe) Modal can (permission). For example: Can I go on vacation next week?
35	Describe the weather	sunny rainy snowy weather cloudy windy to rain raining to snow snowing hot cold warm cool degrees (° C / ° F) What's the temperature? high (= maximum) low (= minimum) the (high / low) (temperature) minus ... degrees How (hot / cold) ...? How's the weather in ...? How (is / was) the weather? weather report weather forecast What does it say? It says ... They say ... What's the weather like? It's (sunny). The temperature is ...
36	Say what you like to do	spring summer fall / autumn winter season tennis to play (tennis) soccer (football UK) golf sport to golf to ski to swim to sail to run to go (skiing) (ice) skating snowboarding to like to ... What do you like to do? in the (rain / snow) together (with) Time expressions. For example: in + season. too (= also), not either
37	Make plans to go out with colleagues	to go out to make plans in the (mountains / ocean / country(side)) drive (n.) walk (n.) bike ride I'd love to! I'm sorry. I can't. That's too bad. to stay home to go out to eat picnic team-building event concert play (n.) festival instead a change in plans to go for (a drive, a walk, a bike ride) to go on (a picnic, a trip) to go to
38	Describe plans for your free time on a business trip	Nothing is open. Everything is closed. There's nothing to do. to go away for the weekend to do some shopping to go sightseeing Indefinite pronouns: anything, something, nothing, everything Time expressions: in + (number) hour(s), for + (number) day(s)
39	Write a simple email	to send to get (= to receive) to greet greeting informal closing small letter capital letter to shout to make a list (price) list Please call if you have any questions. I am looking forward to (hearing from) you. Email greetings and closings Opening sentences

# [Business English 2]

Unit	Topics	Target Language
1	Exchange information	to exchange (business cards / information) information to introduce yourself Here's my card. to make conversation to improve to boost to expand Welcome (to our office)! I'd like to introduce myself. By the way ... pocket (extension activity) to keep (extension activity) (business card) case (extension activity) Past tense, irregular verbs: went / took / read / got / had / ate / bought / made / spoke / left
2	Make new business contacts	business contact to get to know someone to love (= to like very much) I'm not familiar with (that). I'm happy to hear that! to make a connection I don't understand. What does ... mean? You are speaking too fast. Could you speak more slowly? I didn't catch that. Idioms: to touch base, to give someone a buzz, to shoot someone an email
3	Describe travel plans	flight to travel Present progressive vs. present progressive with future meaning Simple present vs. present progressive
4	Ask about schedules	track passenger platform How often ...? to run (every ten minutes) How many times ...? to leave for (city) to leave from (Track 2) to depart (for) to arrive to arrive in (city) to arrive on (Track 5) to arrive from (city) Frequency with ordinal and cardinal numbers: three times (a day), once, twice, every (ten minutes). Time expressions (review): half past ..., quarter after ..., quarter past ..., quarter to ..., five after ..., five past ..., ten to ... Simple present with schedules. For example: The train to Boston runs every two hours.
5	Ask about fares and buy tickets	ticket about (= approximately) It takes ... one-way (single UK) round-trip (return UK) fare seat class first class business class coach (also second class UK) economy (class) around + time duration express (train) How long does it take ...? For example: How long does it take to get to Cardiff? It takes about two hours.
6	Introduce your company and describe its products and services	employee over (= more than) a company with over ... multinational world all over the (world) medium-sized branch (office) headquarters to make (= to manufacture) clothing (company) manufacturer to provide services service provider to export (to) exporter to import (from) importer Order of adjectives. For example: PB&J Inc. is a large multinational company. Inclusive with. For example: a company with branches in 50 countries.
7	Describe your company's organization	organization organization chart department accounting human resources (HR) IT marketing customer service research and development (R&D) production legal president (managing director UK) vice president (VP) to manage to report to to supervise supervisor to hire to need (= to require) to train training to develop Relative clauses (subject form) with who and that
8	Describe your colleagues' responsibilities	to get a job got the job That's impressive! to update computer network to set up responsibility to be responsible for (something / doing something) What are you responsible for? to check to be in charge of to make sure to create met with (past tense of to meet with) update (n.) Express responsibility using to be responsible for and to be in charge of. For example: Mr. Burns is in charge of the HR Department. Vera Santos is responsible for training new employees.
9	Talk about your job and your responsibilities	ago How long ago ...? flew sat drove saw sold wrote sent began came (back) paid cost told knew Simple past: more irregular verbs
11	Ask for and give information	Of course. Sure! to have a question Go ahead! to come in (+ color, size) beige to explain a sec (= a second) Can I bother you? What's up? to discuss to let someone know Simple future with will. For example: I will send you the information tomorrow. / We won't have a meeting on Monday.
12	Ask for and give assistance	to assist assistance Can you do me a favor (favour UK)? possible as soon as possible ASAP to get back to as soon as I know the end of the (day) deadline to give someone a hand slide (n.) by + time expression. For example: by three o'clock, by tomorrow, by the end of the day
13	Give an update (at work)	conference center to attend to invite to arrange to finish earlier later still to make arrangements materials to prepare Review: Simple past, present progressive, future with will
14	Choose a new team member	(team) member to choose education experience important to start (three years) of experience How many years of experience ...? quick / quickly careful / carefully well / badly (job) candidate recruiter résumé (extension activity) Comparative with nouns. For example: Lana has more experience than Joe. Comparative with adverbs of manner. For example: Lana works more quickly than Joe. Joe speaks English better than Lana.
15	Open a presentation	job title location topic outline point to divide (into) part Self-introductions Outlining a topic
16	Close a presentation	to practice (to practise UK) consumer recommendation feedback corporate competitor That takes me to my next point. Let's look (now) at ... (Now) I'd like to turn to ... to show to describe audience to summarize (to summarise UK) Moving from one point to the next Interrogative clauses after You asked me / I told you + question word. For example: I told you why Abe Corp. is a great company to work for. Summarizing and closing a presentation
17	Plan a business trip	to fly (out of / from) ... to fly (into / to) ... to fly with + airline What airline (do you) fly with? What airport (do you) fly (out of / into)? to take (a bag) with (= bring) to pack to bring to visit to pick (me) up to forget (to) forgot reminder to remember (to) remembered (to) Future with to be going to. For example: They're going to plan a new project.
18	Give travel advice	advice driver's license (driving licence UK) That sounds like fun. plug to plug (something) in adapter to charge charger sky in the low to mid (20s) in the mid to high (30s) maybe percent a (50%) chance of (rain) up to Just in case. Give advice with should and in case. For example: You should bring your laptop. Express probability with may. For example: It may rain. You should bring an umbrella.
19	Make recommendations	to make a recommendation to stay at (a hotel) to stay with (friends) light (meal) sleepy to fall asleep Why don't (you) ...? downtown to leave something (at home) tip (n., v.) in my experience (airport) shuttle bus high (= expensive) SIM card to recommend + -ing



# [Business English 2]

Unit	Topics	Target Language
21	Ask for information about a hotel and make a reservation	to make a reservation single room double room bed bathroom balcony guest king-size bed minibar all (= every) internet access WiFi swimming pool fitness center business center to like ... more than ... to prefer + noun to prefer ... to ... would prefer + noun
22	Check into a hotel and speak to hotel staff	staff front desk (reception UK) front desk clerk (receptionist UK) bellman (porter UK) to check in(to) to check out (of) I have a reservation. check-out time Enjoy your stay! entrance ground floor (first / second) floor on the (third) floor (a piece of) luggage to carry Polite offers with shall. For example: Shall I (take your bags to your room)? Using object pronouns with direct objects. For example: ... bring me (an extra towel); ... tell me (the phone number); ... show me (the lobby).
23	Describe your stay and check out	happy with (your room) problem bill to enjoy Did you enjoy your stay? view to have a view of motel bed and breakfast (B&B) the cheapest the biggest the smallest the most expensive the least convenient the best Superlative forms: adj. + -est; the most / the least + adj. For example: Goldcrest Hotel is the biggest and the most expensive hotel in Springfield.
24	Give travel updates	scheduled (time) on time late early airline cancellation delay (n., v.) delayed to land (to take a) direct flight to board connecting flight to miss a connection Negative tag questions. For example: That's a direct flight, isn't it? We will arrive on time, won't we?
25	Talk about a (past) business trip	on business gate (Flight 308) is now boarding. (to make) an announcement went met made gave took left bought suitcase to put (in / on) Simple past review (irregular verbs for business travel). For example: I went to Paris and met with a client.
26	Welcome visitors to your company	(to give a) compliment pretty lovely beautiful great fantastic wonderful terrific What a beautiful office you have! I'm glad you could join us. (Please) Have a seat. Make yourself comfortable. Would you care for (some coffee)? upstairs downstairs What a + adjective + noun! For example: What a (beautiful picture)!
27	Reserve a table for a business lunch or dinner	fast food takeout (takeaway UK) to serve pasta fish crab shrimp seafood meat vegetarian place (= restaurant) to book (= reserve) a table for (four) to feel like + -ing. For example: I feel like having pasta.
28	Compare restaurants	friendly unfriendly crowded noisy quiet cuisine rating atmosphere cozy family-style the same (menu) as terrible awful all right so-so (adj.) Make comparisons using as ... as: (not) as (good) as, (not) as many (customers) as, (not) as much (food) as. For example: Antonio's is as good as the Wharf. The Wharf is not as crowded as Antonio's.
29	Say how you're feeling	arm hand leg foot feet neck finger shoulder My ... hurt(s). (= in pain) to hurt (= injure) to cut to hit to fall back (= body part) head Using has to / have to / had to to express obligation. For example: He has to see the doctor. He had to stay home.
31	Describe to a colleague what happened	to tell / ask someone what happened (to feel) fine sick (to have an) accident Past progressive: was / were + -ing
32	Describe your symptoms and ask about medicines	Get well soon. to get some rest nose runny nose to sneeze throat sore throat cough (n., v.) a cold symptom (usu. pl.) fever tired the flu (to take) medicine Bless you! don't have to shouldn't vs. don't have to to get + adjective: to get sick / well, to get better / worse, to get cold / hot, to get cooler / warmer, etc. good for
33	Talk to a colleague about your hobbies	game to draw hobby popular to collect collection collector antique (n.) beautifully seriously serious to take (something) seriously model (train) to build Using to start / stop + -ing form. For example: to start playing video games; to stop collecting stamps. Using still / not anymore. For example: I don't dance anymore. More -ly adverbs of manner. For example: Ann sings beautifully.
34	Describe exercise habits and try something new	exercise (n., v.) gym to lift weights to do aerobics outdoors indoors often regularly occasionally hardly ever hungry thirsty usual unusual fun Frequency adverbs: regularly, occasionally, etc. Habitual conditional with if. For example: Paul eats something if he's hungry. If Paul is hungry, he eats something.
35	Describe favorite vacation activities	to sunbathe suntan sunscreen (sun cream UK) sunburn sunburned (sunburnt UK) swimsuit (swimming costume UK) umbrella hike (v., n.) to go hiking to go on a hike soap toothbrush toothpaste shaving cream razor Expressing likes / dislikes with like / enjoy / love / hate + -ing. For example: I love skiing. I don't enjoy swimming. Expressing amounts with too much, too many, enough, not enough. For example: I always pack too many clothes.
36	Say what you use something for	refrigerator (inf. fridge) microwave (oven) dishes dishwasher appliance to heat to keep ... cold What do you use (it) for? device a piece of equipment remote control tablet (PC) on off to turn on Express purpose with to use + (a device) + infinitive. For example: I use my smartphone to take pictures. Express purpose with to use + (a device) + for + -ing. For example: I use my smartphone for taking pictures.
37	Describe what people used to do	in the present in the past typewriter floppy disk file (n.) to save (a file) thumb drive in the old days nowadays useless useful old-fashioned scanner document to store Past habits with used to + verb. For example: I used to use a typewriter.
38	Talk about past events	event past event memories to happen What happened in (1982)? What happened on (June 12)? teenager to grow up to found (a company) to invent to launch to introduce (a product) widely available browser search engine Time expressions: the (90s), in (the 90s) to remember + -ing. For example: Do you remember hearing about that disaster?
39	Compare modern and past times	modern when ... (was / were) younger easy difficult easier more difficult life (= way of living) complicated life (= the time period during which a person lives) Modal (ability, permission): could. For example: Could you drive a car when you were eighteen years old? Could you stay out all night when you were in school? a little vs. little Qualifying comparatives: a little, somewhat, much, a lot + (-er, more, less). For example: Life was much easier then. Computers are a lot less expensive now.

# [Business English 3]

Unit	Topics	Target Language
1	Renew acquaintances	<i>It's nice / good to see you again. in the last year What have you been up to? Long time no see. How have you been? Present perfect with recent activities: What have you been up to? I've been busy with...</i>
2	Catch up with a client or co-worker	<i>Present perfect with this week, since, for: I've just come back from a business trip to Singapore; I've been made area manager; I haven't see him for two days/in weeks</i>
3	Share and react to good and bad news	<i>Congratulations! delighted accident to graduate to lose a job What's new? How are things? Present perfect with time expressions (in the last / past year). For example: In the last week I've had only bad news.</i>
4	Describe your work experience and education	<i>to work; interview (n., v.) experience education résumé (CV UK) current (job) currently position (= job) to work in the (technology) field degree to have a degree in (English) from (university); Time expressions in simple past vs. present perfect: just, from ... to, until, for, since</i>
5	Prepare for a visitor	<i>to prepare (for) to make preparations to come for a visit to plan a visit itinerary; Indefinite pronouns: anyone, someone, everyone, no one Separable phrasal verbs: to pick up, to drop off, to fill out (fill in UK), to give back, to look over, to talk over, to write down</i>
6	Ask for and give updates	<i>to give someone a hand How (is everything) coming along? confirmation to-do list Present perfect with so far, already, (not) yet, still. For example: Sarah has worked three hours so far today. Would you mind (+ -ing)...?</i>
7	Give suggestions (to a visitor)	<i>to suggest suggestion (local) cuisine That sounds like a (good) idea. That doesn't sound like such a good idea. eaten driven flown ahead of time to depend on That depends. interested in; to suggest + -ing. For example: I suggest going to the museum downtown. Present perfect with ever / never. For example: Have you ever visited our offices in Asia?</i>
8	Describe your company's activities	<i>has / have been around for (ten years) a leading (manufacturer) well known materials to produce packaging located (in / on) subsidiary main office parent company to design; Passive voice (present tense).</i>
9	Talk about your company's history	<i>history to be in business to found founder milestone to establish to celebrate anniversary to launch; Passive voice (simple past). For example: The company was founded in 1995.</i>
11	Talk about the competition/your competitors	<i>similar to compete (with) competitor competition labor (cost) (labour UK) profit (margin) growing growth (rate) market share; Adverbs of approximation. For example: about, just, under / over, approximately, around. Adverbs of comparison. For example: twice / half as fast, x times larger / lower, one-third the size of, x% greater.</i>
12	Describe sales figures	<i>graph increase (n., v.) decrease (n., v.) to make up (x% of sales) pie chart percent What percentage ...? to remain unchanged; Adjectives and adverbs: slight / slightly, sharp / sharply, steady / steadily Irregular verbs (strong): fall – fell – fallen; rise – rose – risen</i>
12	Ask about schedules	<i>possible (= able to do) to postpone to move up (a meeting) the following (week) agenda to begin to end to finish to run over (= not end on time) to skip (= not attend) Gerunds as subjects. For example: Planning a big meeting is difficult.</i>
14	Suggest ways to solve problems	<i>to solve (un)motivated motivation to redesign to raise to cut (= decrease) bonus discount to consider to improve lower (adj., v.) by + -ing. For example: We can cut costs by moving our production overseas.</i>
15	Describe a business trip or event	<i>to get a lot done productive a waste of time motivating disappointing to charge to rate; so + adjective + (that). For example: The seminar was so popular that some of us couldn't get a place. Adjectives with over- / under. For example: overrated, overcharged, understaffed</i>
16	Give advice on business culture in your country	<i>business culture to address (a person) title formally informally to greet greeting to shake hands handshake to smile It's best to ... to let someone know polite impolite when + -ing. For example: It's important to be on time when going to meetings.</i>
17	Rent a car	<i>car rental agency (car hire agency UK) GPS SUV compact car (car) model full-size car luxury car vehicle gas(oline) (petrol UK) gallon / liter (litre UK) extra (adj.) rental agreement insurance; Verb + more / less. For example: An SUV costs more than a compact car. I travel less than my coworkers.</i>
18	Ask for and give road directions	<i>road to follow (a road) highway (motorway UK) lost (road) sign signpost intersection (crossroads UK) traffic circle (roundabout UK) mile, kilometer (kilometre UK) to make (= to turn) to turn onto (a street) to take (an exit) What direction is ...? Reported instructions. For example: He told us to ...; She said to ...</i>
19	Describe road and traffic conditions	<i>heavy / light traffic (to hit) rush hour traffic jam to be stuck in traffic (road) construction (roadworks UK) slippery It's pouring! to slow down to block blocked to avoid to text (il)legal (traffic) ticket; had better. For example: It's pouring! You had better take an umbrella. while + -ing. For example: Don't text while (you are) driving.</i>



# [Business English 3]

Unit	Topics	Target Language
21	Check in for a flight	self-service check-in check-in kiosk boarding pass to check in for a flight baggage carry-on (bag) to check (baggage) to choose window seat aisle seat shortly (= soon) to proceed to destination; Future progressive - will be +ing: I will be flying back on the 27 <sup>th</sup> ; I'll be arriving at 22:30
22	Make requests during a flight	pilot co-pilot flight attendant on board Welcome aboard! overhead bin to stow to take off takeoff tray table in the upright position seatbelt to fasten (a seatbelt) landing (= the act of landing) emergency exit; Could you...? / Would you... ? / Would it be possible to... ?
23	Go through immigration and customs	passport control (to go through) immigration baggage claim (to go through) customs arrival documents purpose What is the purpose of your visit? to declare customs declaration (form) Do you have anything to declare? baggage claim check (baggage) carousel apology to mishandle inconvenient inconvenience; Possessive pronouns: my/mine, your/yours, his/his, her/hers, our/ours, their/theirs
24	Talk about inventory	inventory item to take inventory supply room warehouse plenty of (pron.) to be out of to run out of to run low on stock (n., v.) stock level overstocked understocked to move stock (ext.) to expect rush delivery in stock (ext. only) out of stock (ext. only) fully stocked (ext. only) to take stock (ext. only); Able to, stop by; plenty of, running low on, out of..., run out of
25	Delegate tasks	to repair to fix technician to sign to do (one's) taxes mechanic to cut (someone's) hair haircut hairdresser task to delegate to organize (= to arrange) travel agent; Causatives: I have... my assistant answer my calls/make my appointments; ...son take out the trash; ...the dry cleaners clean my suits; ...the garage check my tyres
26	Summarize project tasks	to redecorate to replace to install annual report operating system to get something done to expire to renew (a passport) to reuse to restructure to reinstall; Causatives: We had the house redecorated; we had the car fixed; I had my teeth capped
27	State preferences	preference What's your preference? to require choice to decide to make a decision to achieve by (my)self (= alone) to arrange to make arrangements accommodations (accommodation UK) to look forward to; Prefer to / prefer + -ing: I prefer to travel business class; I prefer travelling alone
28	Ask about and describe your performance	to deliver a presentation (to feel) nervous (to feel) confident to perform to speak up to participate (in a meeting) to lead (a meeting) to conduct (a training session) all the time (It) makes me feel nervous. How did it go? smoothly to seem (interested) behind schedule pretty (well) better than (we) expected worse than (we) expected extremely Recently / lately. As expected/better than expected.
29	Describe experiences	exhausted exhausting confused confusing disappointed surprised surprising amazed amazing; -ed vs -ing: Disappointed vs disappointing. Superlatives: the most/least surprising
31	Ask about and explain invoices	invoice (n., v.) to inquire (enquire UK) to make an inquiry (enquiry UK) payment due date by (= on or before) due (= required) to ship shipment (date) quantity unit price total subtotal sales tax on the left-hand / right-hand side at the top / bottom overdue reminder late-payment fee toll-free; Passive voice: modals: Invoices must be paid within 30 days; bills should be signed in duplicate
32	Ask about order terms and conditions	express delivery terms and conditions terms to place an order to fill an order to misplace (to buy) in bulk bulk discount damaged to return (an item) within (prep., = in a set time) to exchange (an item) satisfied ; If + present + ____ : if you pay early, you get a 10% discount; if you aren't completely satisfied we will give you your money back.
33	Describe a project	to work on a project to approve to get approval (to make a) proposal to submit to finalize (finalise UK) deadline to meet a deadline to miss a deadline ahead of schedule on schedule phase status status report; Proposals vocabulary: brainstorm ideas, write a proposal; schedule, deadline, approval
34	Discuss budgets	to spend budget (n.) to be within budget to be over budget to go over budget to be (over budget) by ... to be under budget grand opening to advertise advertising caterer catering audio equipment expense (often plural); Must; don't have; not allowed to. Ahead/on/behind schedule; under/on/over budget
35	Ask for and give a status report	Everything is going as planned. as soon as possible to catch up on to run out of time to lose time How far behind ...? to get back on track according to plan How's the project coming along? Keep up the good work. to respond response; Thank you for all your hard work; Keep up the good work; Good job; Passive voice - present perfect: has the plan been approved/client been briefed
36	Review and give feedback on a project	Feedback positive (= good) negative (= not good) major minor to take on compliment to compliment (on) challenge (n.) to be impressed (with) to affect (= influence) personal problems; Reported speech: you said you could see me; she said the meeting was productive; Compliment > Constructive Criticism > Compliment [technique]
37	Start a conversation	to have a conversation (with) stranger comment to comment (on) to break the ice icebreaker just (adv., for emphasis) By the way, (my name is ...); Tag questions: ...isn't it? ...don't you? ...wasn't it? Weather; news, recent [shared] experience; food. Compliments and positive comments. Asking for opinions.
38	Making small talk	small talk to make small talk mind map topic Wow! interest (often plural, = hobby) to have (something) in common What do you have in common? amateur to get into (= start doing) to belong to; So do I / neither do I. Talking about hobbies and interests. Showing interest. Asking follow-up questions.
39	End a conversation	so / such. It's been a pleasure talking to you. I must introduce you to... Please excuse me... I must talk to... Possessives after of. For example: Dana is a colleague of mine. Brad is a friend of Susan's.

# [Business English 4]

Unit	Topics	Target Language
1	Share information about an event	<i>press conference to hold (a press conference) product launch training session trade show vendor to attend (= to go to) skill executive exec info to discuss to cover (= go over) HQ one-hundred-percent sure (about); Passive voice future: ...will be held</i>
2	Rate a company and its products and services	<i>star rating a five-star rating high (adj., = greater than average) low (adj., = less than average) outstanding (= very good) poor (= not good) average (adj., = ordinary) strong weak purchase (n., v.) It does the job. quality cheap (= low quality) You get what you pay for. to give a rating I give them (four) out of (five) stars. Will vs. going to: I'm going to visit a client tomorrow. If he's sick I will reschedule</i>
3	Pass on information	<i>Reported speech using said and told (original tenses: present, past, present perfect). For example: She said that sales were up. He told me that he hadn't finished the report.</i>
4	Ask a favor	<i>to do (someone) a favor (favour UK) to ask a favor to ask for a favor I have a favor to ask. Would it be possible for you to ...? reason Thanks a million! to appreciate (= to value) I appreciate it. to return the favor I owe you one. My pleasure. to give (someone) a ride (to give someone a lift UK) to keep an eye on; Infinitives and gerunds in polite requests. For example: Could you come in early? Would you mind coming in early? Would it be possible for you to come in early?</i>
5	Ask for and give advice in the workplace	<i>What's up? (company) policy ID card to get along (with) to move up (in a company) to make a mistake spreadsheet to get work done (= to do or finish) to sign up (for); Present real conditional with modals. For example: If you have a question, you can ask me.</i>
6	Ask to borrow something	<i>to borrow eraser ruler stapler staple scissors highlighter tape paper clip glue rubber band envelope to borrow (something) from (someone) to lend (something) to (someone) to lend (someone) (something) laser pointer whiteboard, whiteboard marker contract to get (something) back to pay back; Reported speech with would; could. He said he would bring it back tomorrow. She said I could use it until Monday.</i>
7	Make promises	<i>to promise to make a promise to keep a promise to break a promise business day to take care of (= to help) need to meet (someone's) needs; Within + time ;period. Promise + will; Promise + would. Keep/break promises; guarantee that..., assure you that...</i>
8	Apologize and give reasons	<i>to bump into (= to hit) to make an apology (to someone / for something) to give (someone) an apology excuse (n.) to give (someone) an excuse No harm done. to break upset (adj., v., = unhappy) to raise (one's) voice to disturb (= to interrupt) I'm sorry to disturb you. slide (= page) worried about Don't worry about it; I'm sorry for / about; I apologize for -ing. Make it up to you. It's all right/okay etc</i>
9	Express opinions	<i>opinion industry automobile industry oil and gas industry pharmaceutical industry telecommunications industry I (don't) feel that ... I (don't) believe that ... environment environmentally friendly thanks to media digital media brick and mortar (bricks and mortar UK) online (adj., adv.) such as; more and more, fewer and fewer, less and less</i>
11	Ask about a job or position	<i>salary previous(ly) perhaps to apply for possibility to earn (money) (to earn a) commission to work on commission fixed (salary); Same, different from, similar to. Your routines. Good idea to... Gerunds: organizing your tasks; eating a healthy breakfast; limiting the time spent on e-mails</i>
12	Reach an agreement	<i>to agree on to reach an agreement to involve to be involved (in) job description payment in full (to pay) in advance (to pay) up front (to pay) on delivery to take over (for) What if ...? to agree to to agree with; Using unless to express conditions. For example: We won't finish on time unless we hire some more people.</i>
13	Describe travel problems	<i>frequently to experience complaint ready fuel right away (straight away UK) clean dirty (un)satisfactory route alternate (= substitute) volcano to cause That's unbelievable! You're joking!; Relative clauses: the flight that I was on, the hotel that I stayed in, the waiter who served me. Flight delays, cancellations, noisy/dirty hotel, overpriced food</i>
14	React to a travel problem	<i>scale (= means of ranking) on a scale of (one to ten) pleased angry furious That's incredible! I don't believe it! You're kidding! No way! weight limit document brand new missing It was a nightmare! power (ext. only); Adjective + prepositions: angry at/about, furious with, disappointed/impressed by, relieved that, delighted that. Reacting: You're joking; that's incredible</i>
15	Give customer feedback	<i>(to do a) survey customer satisfaction fair (= adequate) poor (= inadequate) reception (= front desk) courtesy (good) value review (= critique) dissatisfied reasonable (flight) crew courteous rude to treat (well) efficient(ly); Should have (done); shouldn't have been...</i>
16	Voice a complaint	<i>to voice a complaint to file a complaint thick thin refund full refund plus (= and) What's going on? additional to give instructions; Euphemisms (... not the best in the world) e.g. dirty = not the cleanest; rude = not the most polite; useless = not the most efficient; Softening language with not very + positive adjectives. For example: My room wasn't very comfortable.</i>
17	Talk about injuries	<i>to injure injury dangerous safe (= not harmful) to bang to slip wet dry to trip bruise (n., v.) first-aid kit to burn pain to be in pain; Reflexive pronouns: cut/burn/hurt myself/himself/herself. Neck ache, backache, bruise, black eye, pulled muscle, sprain, broken bones</i>
18	Report an accident	<i>witness (n., v.) to occur to report to control to lose control (of) to run into to pay attention fire faulty (equipment) (to follow) safety procedures heel (of shoe) ambulance to get caught (= to get stuck) to question; Simple past vs. past progressive: I was walking to the station from work when I saw...</i>
19	Describe business emergencies	<i>(computer) network to (not) work (to be) down broken to go wrong emergency breakdown power outage data to access data breach to upgrade antivirus software maintenance backup; Passive voice, progressive tense: ...is being done, are being fixed/replaced; Passive voice (present progressive). For example: The machines are being repaired.</i>

# [Business English 4]

Unit	Topics	Target Language
21	Describe skills	<i>skilled (at) unusual to draw (a picture) to speak in public to analyze (analyse UK) (school) subject math (maths UK) organizational (organisational UK) skills problem-solving skills analytical skills communication skills public-speaking skills time-management skills; good at (+ -ing), good with. For example: Charlotte is good at leading meetings. Daniel is good with figures.</i>
22	Describe personal qualities	<i>personal qualities hardworking lazy enthusiastic (about) indifferent outgoing shy calm (in a) crisis I consider myself ... strength weakness creative; Negative prefixes: un-, dis-, in-, im-. For example: My boss is never impatient or unpleasant.</i>
23	Describe your level of expertise	<i>expert (n., adj.) (area of) expertise fairly quite rather poorly How well ...? How good ...? beginner professional competent proficient What's your level of expertise? Modifying adverbs: quite, rather, fairly. For example: He's quite proficient in Italian.</i>
24	Talk about job satisfaction	<i>job satisfaction recognition workload to vary variety benefit (n., often plural) secure (= safe) job security for quite a while; Present perfect progressive. For example: I have been working there for the last three years.</i>
25	Talk about spending	<i>household (expense) utilities loan mortgage miscellaneous operating (expense) to budget actual difference to overspend; Present unreal conditional: If + past tense, ... + would / could. For example: If they spent more on advertising, they would sell more. If we had more money, we could hire another manager.</i>
26	Talk about saving	<i>to save (= not spend) to save (money) for take-home pay to have (money) in savings goal to reach a goal to save money on ... photo safari to set aside (= save) professional development rich millionaire to retire; I wish + had / could / were. For example: I wish we had more money for training.</i>
27	Give and ask for financial advice	<i>savings account interest interest rate financial (advice) option (= choice) real estate stock stock market to invest investment to balance a budget checking account (current account UK) transaction (fee); Present unreal conditional: If (I) were ... For example: If I were you, I'd invest in gold.</i>
28	Conduct bank transactions	<i>to deposit direct deposit to debit direct debit identification PIN to enter to insert to remove to withdraw (to make a) withdrawal balance to select; Compound nouns. For example: balance inquiry, cash withdrawal, exchange rate.</i>
29	Respond to a customer's concerns	<i>hard (= difficult) easy to negotiate negotiation concern to address a concern objection customer support to step up (= increase) user-friendly demand sample (Our prices) can't be beat. Tag questions (falling intonation). For example: You think our prices are too high, don't you?</i>
31	Get ready for a business meeting	<i>face-to-face (meeting) to meet someone face to face flip chart participant to proofread to upload handout addition notice (= announcement) intranet minutes cable in a hurry; to be going to vs. will. For example: I'm going to see her this afternoon. I'll call her back in five minutes.</i>
32	Describe how you stay informed	<i>(news) source mass media (to stay) informed section lifestyle politics political (news) (news) app subscription to subscribe (online) version front page top story; Review present perfect with since, for, just, already, yet, so far, ever, and never. For example: I haven't had time to check the news yet today.</i>
33	Discuss news and current events	<i>current events ribbon-cutting ceremony politician to win to elect election (election) results disaster to get something under control corporate (news) economic (news) rough (year) due to; Past perfect with when and by the time. For example: By the time we got there, the CEO had already arrived.</i>
34	Report news to others	<i>to announce to keep up with (= to move at the same rate) employed unemployed unemployment record (high) (trade) union to go on strike to state to die huge; Reported speech from present progressive, future progressive, and to be going to. For example: He said they were building a new plant in Greenville. Use of present tense in headlines. For example: Snowstorm causes major tree damage. Interest rates to remain unchanged.</i>
35	Talk about your career path	<i>career career path key account to go into (medicine) by accident (management) trainee (to do) market research to start out to call on (clients) prospective (customer) to follow up (with) to brief; according to. For example: According to my manager, I have a bright future in sales.</i>
36	Talk about opportunities	<i>volunteer rural opportunity LAN (local area network) on-site (adv.) dream job to turn down once in a lifetime to miss out (on) turning point whether regret; to wish + past perfect. For example: I wish I had earned a master's degree.</i>
37	Describe past achievements	<i>trophy medal ribbon plaque certificate diploma award achievement to achieve (= reach) to succeed success successful proud (of); Past unreal conditional. For example: If we hadn't worked together, we wouldn't have won.</i>
38	Talk about hopes and dreams	<i>someday hope (n.) dream (n.) to come true in the near future border to establish (yourself) to team up with (someone) laboratory (lab) bucket list; Expressing hopes and dreams using I hope to ..., I hope I won't ..., My dream is to .... For example: I hope to retire by the time I'm fifty. I hope I won't have to work until I'm seventy. My dream is to have my own business.</i>
39	Discuss new business opportunities	<i>technology innovation longtime (employee) to afford affordable to react (un)favourably (favourably UK) to anticipate to predict prediction fossil fuel solar energy to outnumber global; Degrees of certainty: certain / certainly / probably. For example: I am certain they will introduce a new product this year. They will certainly introduce a new product this year.</i>

# [Free Choice Topics]

Free Choice Topics		Suggested target language
1	Food 1: describe you favourite food	<i>Passive voice: ...is made with. Flavours: sweet, sour, salty, bitter</i>
2	Food 2: explain a recipe for an interesting dish	<i>First, then, next, after that, in the meantime. Ingredients. Actions and cooking methods: cut, chop, fry, boil</i>
3	Food 3: compare different cuisines from around the world	<i>comparatives and superlatives: more/most, less/least, healthy/healthiest</i>
4	Free time activities 1: talk about your hobby and why you enjoy it	<i>Simple present for habits; adverbs of frequency: I cook every Sunday. I love gardening at/on the weekend. I make my own furniture.</i>
5	Free time activities 2: explain what you do to keep fit/what sports you play	<i>Simple present for habits; adverbs of frequency: I go jogging three times a week; I go swimming every day; I play golf twice a month.</i>
6	Free time activities 3: describe your plans for the weekend	<i>future with going to + inf. for intentions/plans: I'm going to go to the beach with my family; simple present as future for arrangements: we're meeting outside our house at 7 a.m.; will + inf. for promises and quick decisions: if it rains we'll go the mall instead</i>
7	Entertainment 1: talk about your favourite kind of music or favourite artist	<i>Musical genres: pop, rock, soul. Musical instruments: guitar, bass, drums, keyboards</i>
8	Entertainment 2: Do a review of a movie you enjoyed watching	<i>Adjectives. Giving opinions and reasons for them: I really liked the storyline because it as intelligent and fast-paced</i>
9	Entertainment 3: Talk about different kinds of TV shows explaining which ones you like and why [and which kinds you don't]	<i>Types of TV shows: News, Chat, Reality, Game, Documentary, Sports. Giving opinions and reasons</i>
10	Sports 1: Present your favourite sport and why you like it. What are the rules?	<i>Modals: must, have to, should, can, cannot, mustn't, aren't allowed to</i>
11	Sports 2: Talk about your favourite athlete or sports team and why you support them. Who are/were the star players? Is the team/athlete successful?	<i>Describing; Giving reasons</i>
12	Sport 3: Explain which sports are becoming more/less popular. Why do you think this is so.	<i>Comparatives: more/less popular. Logical thinking and reasoning: maybe because the rules of the game are very simple; the injuries are so bad</i>
13	Past activities 1: tell me what you did last weekend/yesterday	<i>Past tenses</i>
14	Past activities 2: tell me about your week/month/day so far	<i>Present perfect tense</i>
15	Past activities 3: tell me about a holiday or business trip you went on recently	<i>Past and perfect tenses</i>

## [Free Choice Topics]

<i>Free Choice Topics</i>		<i>Suggested target language</i>
16	Shopping 1: talk about what you like to go shopping for, where and why	<i>Comparatives and superlatives: more/most, less/least, good/better/best Locations and reasons</i>
17	Shopping 2: plan your ideal day out shopping including lunch	<i>First, then, next, after that, in the meantime.</i>
18	Errands and chores: explain the various errands and chores you have to run/do	<i>Modals: must, have to, should, can, cannot Adverbs of frequency: every day, twice a week, once a month, every other day</i>
19	Pets: describe your pet(s), what they are like and what you do to look after them	<i>Modals: must, have to, should, mustn't, aren't allowed to Kinds of animals, shape, size, colour, character: dog, big, sandy, long legs, loyal etc.</i>
20	Celebrations 1: describe a popular holiday or festival you celebrate and why.	<i>The seasons: Spring, Summer etc. Clothes, colours, food, festival activities vocabulary</i>
21	Celebrations 2: describe how you are going celebrate an upcoming birthdays	<i>future with going to + inf. for intentions/plans: I'm going to organise a party at the beach. Simple present as future for arrangements: we're meeting in front of the station at 6 p.m.</i>
22	Neighbours 1: describe your neighbours, what they are like, what they do	<i>Adverbs of frequency: always, sometimes, rarely, never Describing people &amp; personalities: friendly, helpful, noisy, obnoxious</i>
23	Neighbours 2: complaining to your neighbours about their behaviour	<i>Complaints &amp; requests: Would you mind...+ing, Do you think you could...+inf; Could you please...+inf.</i>
24	Parenting 1: talk about your children	<i>Describing people &amp; personalities: dreamy, aggressive, sharp, relaxed, driven Expressing likes &amp; dislikes: loves to..., doesn't like..., hates doing etc</i>
25	Parenting 2: describe yourself as a parent	<i>Simple present for general description &amp; habits: I am pretty strict about.... I cook lunch for them every day, they have to do certain chores to earn their pocket money</i>
26	Health 1: describing (folk) remedies for various ailments	<i>Modals: must, have to, should, can, cannot, mustn't, aren't allowed to</i>
27	Health 2: giving advice on how to get a good night's sleep	<i>Modals: should/shouldn't, must/mustn't, ought to Recommendations: I suggest you do...; I recommend you go; Giving reasons</i>
28	Fruit and vegetables: what are your favourites? How often, when and how do you eat them	<i>Shape, colours, flavours, textures</i>
29	Goals in life 1: talk about your goals in life	<i>Present perfect with ever, never. Expressing wishes: I'd love to...; I've always wanted to.</i>
30	Goals in life 2: describe items on your "bucket list" i.e. things you would love to do or places you would like to visit in your life	<i>Present perfect with just ; by + date or time</i>



# [Berlitz English Level 1]

Chapter	Topics	Target Language
1	Greetings and Introductions Countries and nationalities Addresses and telephone numbers	<i>I am ... / You are ... ; Are you ...? / Am I ...?</i> <i>yes / no</i> <i>What's your name?</i>
2	Introduce others Describe people Give personal details	<i>He / She is ...; We / You / They are ... ; have / has</i> <i>his, her, its, our, your, their ; and, but</i> <i>Plurals: children, people; -s, -ies</i>
3	Offer food and drink Describe food preferences Order a meal	<i>Offers and requests with would like</i> <i>Prepositions: with, without</i> <i>Plurals: -s, -es, -ies ; Adjectives: some / any</i>
4	Describe your office What co-workers, friends and family are doing right now Where your favourite people and things are	<i>There is / there are ; Adjectives: this, that, these, those; Adverbs; here, (over) there</i> <i>Prepositions of place: in, on, under, next to</i> <i>Present progressive: be + -ing form, sitting, standing</i>
5	Favourite times of the day and days of the week Daily activities Describe your job	<i>at + time; at noon / night; in the morning / afternoon / evening; during (the day), etc.</i> <i>Simple present: Tim works, I work, etc.</i> <i>get up, get dressed, get home, get to work, go home, go to work, go to bed</i>
7	Favourite / important dates on the calendar Describe your schedule Make appointments	<i>Time expressions; Frequency adverbs: always, usually, sometimes, etc.</i> <i>Present progressive tense (future meaning)</i> <i>Object pronouns: me, him, etc.; Modals: Can I?</i>
8	Places in the city Give directions Where you are going today and how	<i>Prepositions of place; Indefinite pronouns: (another) one</i> <i>Imperatives; Prepositions of motion: into, out of</i> <i>Adverbs of sequence</i>
9	Clothes purchases, prices and sizes Compare items Make a purchase	<i>many vs. much; a lot, a few, a little</i> <i><u>too</u> big vs. not <u>big enough</u></i> <i>Comparatives</i>
10	Make a phone call Take / leave a phone message Return a call	<i>Infinitive of purpose (I'm calling <u>to cancel</u> ...)</i> <i>Ask / tell ... to ... ; Requests with could; was / were</i> <i>Simple past of regular verbs</i>
11	Seasons and weather Weekend travel plans Favourite outdoor / indoor activities	<i>Time expressions: in + season, in, three weeks, etc.</i> <i>like / want to; it / they impersonal meaning; too, not either</i> <i>Indefinite pronouns: anything, something, nothing, everything</i>

## [Berlitz English Level 2]

Chapter	Topics	Target Language
1	Travel plans Schedules and routines Fares and tickets	<i>Once, twice, three times (a day); every (10 minutes)</i> <i>Simple present with schedules: The Train for Osaka leaves at 14:25</i> <i>Simple future with will: I'll call you when I get to Shin-Osaka Station</i>
2	Your company Products and services Colleagues and friends Your job and responsibilities	<i>Relative clauses with that, who</i> <i>Be in charge of, be responsible for</i> <i>Simple past, irregular verbs</i>
3	Summer and winter activities Vacation plans Things to take on a trip and why Weather	<i>Too much, too many (not) enough</i> <i>Future with going to: I'm going to visit my family in Hiroshima for New Year</i> <i>Need to ...; should (giving advice); may, in case</i>
4	Hotels & hotel experiences Reservations and inquiries Checking in and out, hotel services	<i>Superlative forms: the biggest / smallest; the most /least expensive</i> <i>Polite offers with Shall I ...?</i> <i>Object pronouns: The desk clerk gave <u>me</u> the key.</i>
5	Restaurants – describing & comparing Foods and flavours Food likes and dislikes Menus	<i>(not) as ...as ...; as much ...as / as many ...as</i> <i>Prefer + noun: I prefer rice; like vs. would like</i> <i>A little too ... / much too ...</i>
7	Parts of the body, ailments and symptoms Health condition Medicines and remedies	<i>I <b>have</b> to stay home; You <b>shouldn't</b> go to work today</i> <i>Past progressive: I was eating lunch at 13:00 yesterday</i> <i>Get sick, get well</i>
8	Free-time activities Hobbies Interests	<i>Shunji enjoys walking his dogs; Megumi likes singing / to sing</i> <i>Naoki would rather see a movie</i> <i>Still / not any more; Adverbs</i>
9	Exercise habits and routines Staying in shape Club memberships and fee	<i>Regularly, occasionally, hardly ever; Clauses with if</i> <i>Do you know where / when?; Can you tell me if / how?</i> <i>Confirming: The price includes a personal coach, doesn't it?</i>
10	Your house or apartment Your hometown and neighbourhood Rooms in a house Compliments and visitors	<i>Number-noun adjectives: a two-car garage</i> <i>Reflexive pronouns (emphatic use): I made it myself</i>
11	Appliances & devices New and obsolete products Past events Modern and past times	<i>I use ... to listen / for listening to music; used to; in the 90s / 1990s</i> <i>I remember using ...; I could swim when I was five</i> <i>A little / somewhat / much / a lot + adjective</i>



# [Berlitz English Level 3]

Chapter	Topics	Target Language
1	People and acquaintances News, past events and current affairs Talking about yourself	<i>Present perfect with before</i> <i>Present perfect with time expressions: in the last...</i> <i>Present perfect with since, for, in</i> <i>Present perfect vs. simple past</i>
2	Planning an event Asking for and giving updates Making suggestions	<i>Pronouns: someone, anyone, no one, everyone</i> <i>Phrasal verbs: separable (with / without a pronoun)</i> <i>Present perfect with (not) yet, already, or so far</i> <i>suggest + ing</i>
3	Travel destinations Places of interest to visit, things to do – vacation activities Vacation experiences	<i>Present perfect with ever, never; Passive: simple present and past</i> <i>Gerunds as subjects</i> <i>one of the + superlative ever for emphasis, exaggeration</i> <i>somewhere, anywhere, everywhere, nowhere</i>
4	Menu items Recipes and how food dishes are prepared International cuisines	<i>so as a conjunction</i> <i>over- / under- prefixes</i> <i>so + adjective + that</i>
5	Airports and flights, check-in Getting around the airport and airport procedures Airport experiences	<i>Future progressive</i> <i>possessive pronouns; mine, hers, etc.</i> <i>Reported speech: immediate reporting: asked if, said that, etc.</i>
7	Errands and chores People and places in town Grocery shopping	<i>Causative, active form (present and other tenses)</i> <i>be able to</i> <i>Causative, passive form</i>
8	Car rental Road directions, road and traffic conditions Car problems	<i>Comparative: verb + more / less</i> <i>Reported commands: told ... to; said to</i> <i>while + -ing</i>
9	Arts and entertainments, events and where they take place Different kinds of events – plays, musicals, sporting events Movies	<i>Present perfect with lately, recently</i> <i>Adjectives ending in -ing and -ed: exciting / excited, etc.</i>
10	Projects and budgets, personal or work Schedules and deadlines Giving updates, status and progress reports	<i>Present perfect with just ; by + date or time</i> <i>modals: must, don't have to, etc.</i> <i>Passive voice (present perfect): The proposal has been submitted.</i>
11	Conversation and small talk Hobbies and interests, expressing interest Starting and ending conversations	<i>Tag questions, affirmative tags: Sara isn't here, is she?</i> <i>Possessive nouns / pronouns: I'm a friend of theirs / John's.</i> <i>(Rhetorical) questions to demonstrate interest</i> <i>so / neither: So do I. Neither do I.</i>

# [Berlitz English Level 4]

Chapter	Topics	Target Language
1	Special occasions Extend / respond to invitations Give / respond to compliments	Passive voice, future: The party will be held on July 4 <sup>th</sup> . Reported speech: Julie said she had a previous engagement. Present conditional with modals: If the invitation says casual, you can dress comfortably.
2	Ask for favors Ask to borrow something Make promises Apologize and make excuses	Present real (1 <sup>st</sup> ) conditional: if + present + will Reported speech: with would, could Within + time period
3	Online shopping Describe favourite products / purchases Describe problems with a product Return an item	Comparative: more and more, fewer and fewer, better and better The same as, different from, similar to Unless
4	Travel problems Give customer feedback Make a complaint	Relative clauses, object form: The hotel (that) we stayed in was old Should have (done): The airline should have given us a refund
5	Accidents and injuries Medical emergencies Call the emergency services	Reflexive pronouns (review, expansion): cut / burned / hurt + -self Passive voice, progressive: is being done, was being done
7	Skills and personal qualities Talents and party tricks Job skills	Present perfect progressive: Jim has been working since he was 15 Negating prefixes: un-, dis-, in-, im-, ir-, il-
8	What are you saving for? Give / ask for financial advice Banking	Present unreal (2 <sup>nd</sup> ) conditional: If I had..., I would... If I were you, I would... I wish I could save more each month
9	The environment Energy, recycling conservation Local eco-friendly initiatives	Although, even though Thanks to (= because of, due to)
10	Staying informed News and current events Report and share the news with others	Past perfect: By halftime, Brazil had already scored three goals Reported speech past, present perfect: The victims said they had called the police Verbs used in reporting: report, state, according to...
11	Turning points in your life Past achievements Hopes, dreams and predictions	Wish + past perfect: I wish I had majored in computer science Past unreal (3 <sup>rd</sup> ) conditional: If I hadn't been late, I'd never have met you

# [Berlitz Business Basics 2nd Edition]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
1	Introduce yourself	<i>To be; Yes, it is. / No, it isn't. ; Yes, he/she is. ; No he/she isn't.</i>
2	Introduce a colleague	<i>What's your name? Could you repeat that, please? How do you spell that?</i>
3	Asking about business hours	<i>We're open / We're closed from _____ to _____; until; On weekends / weekdays</i>
4	Going out for lunch	<i>Do you like _____? What's your favorite _____?; Yes, I do. / No. I don't.</i>
5	Making choices	<i>Would you like _____ or _____? What would you like? / I'm sorry? / Excuse me?</i>
6	Describing your work space	<i>Next to; in front of; behind; on top of</i>
7	Saying what you do every day	<i>Do you _____? Yes, I do. / No. I don't. / What time do you _____? / BOOST</i>
8	Describing a typical day	<i>Adverbs (always; sometimes; usually; usually; rarely; never)</i>
9	Talking about your occupation	<i>To have vs. To have to / Level-down technique</i>
11	Describing your workplace	<i>Prepositions (I work for / at / in / on) / Yes, there are. / No, there aren't.</i>
12	Talking about your company	<i>Make / produce / sell / provide / offer</i>
13	Asking for and giving details	<i>Every day; often; from time to time; seldom / Do you ever _____? / How often do you _____?</i>
14	Writing an e-mail message	<i>Useful phrases for writing e-mail / Best regards, / Regards, / Sincerely, / Cheers,</i>
15	Giving and update	<i>Present progressive (He is meeting a clients); at / on / What is she doing?</i>
16	Talking about plans	<i>Going to + verb (She is going to call today)</i>
17	Making phone calls	<i>May /Could / Can I speak to _____? / I'd like to speak to... / May I ask who's calling?</i>
18	Arranging a meeting	<i>How about _____? Is _____ good for you? / I'd like to confirm...</i>
19	Giving directions to your office	<i>Imperatives (Turn left / Don't stop / Go up) / Take the elevator to...</i>

# [Berlitz Business Basics 2nd Edition]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
21	Welcoming a visitor	<i>Useful phrases to make small talk / Nice to meet you. / Please to meet... / Long time...</i>
22	Socializing with a guest	<i>Would you like to join us? / Let's go to lunch. / I'd love to. / Sounds good.</i>
23	Talking about past activities	<i>Simple past (to be and regular verbs, -ed) / I was at home. / Were you busy...?</i>
24	Discussing your work experience	<i>Simple past (irregular verbs); For / until / ago</i>
25	Talking about what you can do	<i>Can / Can't; Could / Couldn't / I'd like to, but I can't. / Certainly. / Of course.</i>
26	Discussing prices	<i>How many _____? ; How much is it? / How about that one? / I'll take it.</i>
27	Making a purchase	<i>Asking about options / I'd like some information about ... / Do you have a catalogue?</i>
28	Talking about favorite activities	<i>Regularly vs. Occasionally</i>
29	Making plans	<i>Anything / something / nothing / Are you doing anything this weekend?</i>
31	Going to the doctor	<i>Past progressive (I was sleeping) / What's the matter? / What happened?</i>
32	Asking for and giving advice	<i>Advice with Should / You should... / You shouldn't.... / Take care. / Get well soon.</i>
33	Describing colleagues	<i>Possessive pronouns (mine; yours; his; hers: ours; theirs); He has... / She wears...</i>
34	Talking about attire	<i>Adjectives: What do they look like? / Casual / Smart casual / Formal</i>
35	Presentation basics	<i>The opening; the outline / Good morning. My name is... / I'm .../ I work for...</i>
36	Presentation basics II	<i>Developing the outline; the closing / Thank you very much.</i>
37	Practicing your presentation	<i>Presentations / Opening / My topic today.... / Closing / Summarize</i>
39	English for global success	<i>English in the media / Do you read newspapers in English / Do you watch...</i>

# [Berlitz Business Basics 1<sup>st</sup> Edition]

Chapter	Topics	Target Language
1	Introduce yourself Introduce a colleague	<i>Simple present to be; interrogatives: What?, Where?</i> <i>Possessive pronouns; This is ...; A + +</i>
2	Going out for lunch Choosing a restaurant / dish	<i>telling the time; Do you like ...? Interrogative: When?</i> <i>Requests with Would like; Questions with What kind of...?</i>
3	Describe a typical day Your occupation	<i>Simple present tense; How often ...?; BOOST</i> <i>To have; To have to; The Level-down technique</i>
4	Your workplace Your company	<i>There is / there are; Prepositions: for, in, on</i> <i>Simple present tense; Interrogative: Who?</i>
6	Your company's business hours Your desk at work	<i>Prepositions of time: on, from, to</i> <i>Prepositions of place: under, next to, between, on (top of)</i>
7	Give an update on a project Future plans	<i>Present progressive tense</i> <i>Future tense with going to...</i>
8	Arrange a meeting Give directions to your office	<i>Suggestions with How about...?</i> <i>Imperatives</i>
9	Welcome a visitor Socialize with a guest	<i>Small talk; Agreeing / disagreeing</i> <i>Inviting; Following up</i>
10	Past activities Your work experience	<i>Simple past to be; Simple past regular verbs</i> <i>Simple past irregular verbs; For, until, ago</i>
12	Describe past skills Make requests to a co-worker	<i>The uses of can / could</i> <i>Making requests</i>
13	Prices in Japan and overseas Make a purchase	<i>How much is it?; Asking for information</i> <i>Asking about options</i>
14	Your favourite activities Make plans for your free time	<i>Regularly, occasionally</i> <i>Anything, something, nothing</i>
15	Go to the doctor Ask / give advice	<i>Past progressive tense</i> <i>Should</i>
16	Describe your colleagues Describe your work attire	<i>Adjectives; What do they look like?</i> <i>Adjectives; Mine, yours his, hers, ours theirs</i>
18	Open a presentation Close a presentation	<i>The opening; The outline</i> <i>Developing the outline; The closing</i>

# [Berlitz Business Situations 2nd Edition]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
1	Exchanging information	<i>Regular and irregular past tense verbs (I took... / I read ... / She went...)</i>
2	Making business contacts	<i>The Level Down Technique: Could you speak more slowly? / I don't understand ____</i>
3	Describing your company	<i>Order of adjectives: small / medium / large</i>
4	Describing job responsibilities	<i>Responsible for +ing form / ...reports to...</i>
5	Presenting your company organization	<i>A lot / a few / Little</i>
6	Discussing your background	<i>Used to; still / Not anymore / Any longer</i>
7	Describing plans	<i>Will to give / ask for information about the future</i>
8	Asking for & giving information	<i>Do you have a minute? And another thing ... / Of course. / Let me check.</i>
9	Asking for & giving assistance	<i>Could you / Can you?; By when?</i>
11	Leaving a message	<i>Could you tell her ____? / Could you ask him ____?</i>
12	Taking & giving messages	<i>May I ____? / I'd like to speak to... / Could you tell him...? / How do you spell...?</i>
13	Making & scheduling appointments	<i>Suggestions with Would / Can we? How does? / Sorry. I won't be available then.</i>
14	Preparing for a trip	<i>Present perfect tense / Make a reservation. / Book a room</i>
15	Making recommendations	<i>Need to / Have to / Had better / Why don't you... / I recommend...</i>
16	Talking about another company	<i>Comparative and superlative forms / Larger than... / Older than ...</i>
17	Comparing products & services	<i>Comparatives and superlatives with More / Less</i>
18	Choosing a hotel	<i>Business trip vocabulary</i>
19	Making requests	<i>Requests with Can you? / Could you? / T as in Tokyo...</i>

## [Berlitz Business Situations 2nd Edition]

<i>Unit</i>	<i>Topics</i>	<i>Target Language</i>
21	Getting travel information	<i>Prepositions: On / At / From / Leaving from / Arriving at / How long does it take....?</i>
22	Planning and itinerary	<i>Tag questions / ..., aren't you? / ..., don't you / ..., isn't it?</i>
23	Giving travel updates	<i>Will for prediction / Is the train on time? / With the flight arrive at 8:00?</i>
24	Choosing a restaurant	<i>Expressing preference with prefer + verb</i>
25	Talking about cuisines	<i>Like / Love / Enjoy</i>
26	Talking about hobbies / leisure activities	<i>Close-ended and Open-ended questions</i>
27	Trying something new	<i>Adverbs / ...works quickly. / frequently / regularly</i>
28	Describing colleagues	<i>Relative clause: who / She is the one who fixes our...</i>
29	Choosing a new team member	<i>Comparative / superlative forms of adverbs</i>
31	Explaining jobs & responsibilities	<i>Many vs. Much</i>
32	Meetings basics	<i>Scheduling and opening a meeting</i>
33	Expressing opinions	<i>In my opinion / I think / As far as I can see ...</i>
34	Wrapping up	<i>Shall I _____? / Would you like me to_____?</i>
35	Responding to e-mail	<i>Would you mind_____? / Could you let me know _____?</i>
39	English for global success	<i>English in the media</i>



# [Berlitz Business Situations 1<sup>st</sup> Edition]

Chapter	Topics	Target Language
1	Exchange information with a client Make a new business contacts	<i>BOOST; A++</i> <i>The Level-down technique</i>
2	Job responsibilities Your company's organization	<i>A lot of / a few / little</i> <i>Supervise / report to</i>
3	Your work background Plans for the future	<i>Used to; would</i> <i>Simple future tense with will</i>
4	Ask for / give information to your team Ask for / give assistance to your team	<i>Can you / could you?</i> <i>By when?</i>
6	Departments in the company E-mails	<i>Many / (not) much;</i> <i>Deal with / handle</i>
7	Take / leave phone messages Make / reschedule appointments	<i>May I ...?</i> <i>Can I ...?</i>
8	Prepare for a business trip Make recommendations	<i>Present perfect tense</i> <i>Need to; had better</i>
9	Talk about other companies Compare products and services	<i>Comparatives</i> <i>Superlatives</i>
10	Choose a hotel Make formal requests	<i>Comparisons</i> <i>Requests with Can you? / could you?</i>
12	End a business meeting Urgent requests and e-mails	<i>Offers and suggestions with Shall I ...?</i>
13	Get travel information Plan an itinerary	<i>Tag questions</i>
14	Choose a restaurant Global cuisines	<i>Expressing preferences with prefer + verb</i>
15	Hobbies and leisure activities Take up a new hobby	<i>Adverbs</i> <i>Comparative / superlative forms of adverbs</i>
16	Describe your colleagues Choose a new team member	<i>Relative clause: who</i>
18	Business meetings How to express opinions	<i>Scheduling and opening a meeting</i> <i>Ask for opinions</i>

# [Berlitz Business Frontiers]

Unit	Topics	Target Language
1	Renew acquaintances with a friend, colleague	<i>Present perfect with recent activities: What have you been up to? I've been busy with...</i>
2	Catch up with a client you haven't seen for a long time	<i>Present perfect with this week, since, for: I've just come back from a business trip to Singapore; I've been made area manager; I haven't see him for two days/in weeks</i>
3	Share and react to stories in the news or about your company or yourself	<i>Present perfect with just: I've just read an article in the news about...; I just had one of the best days ever!</i>
4	Describe your professional history; job and jobs you have had; qualifications	<i>Present perfect (with time expressions): I've worked here for two years; I've been a salesman since 2011</i>
5	Make preparations for a guest or client from abroad visit	<i>Anyone, Everyone, Someone, No one: someone will pick you up from the airport; everyone will have dinner on the first night; no one will be late...</i>
6	Ask and give updates on plans for a company event or client visit. Explaining what you have and haven't done yet today, this week, this month	<i>Present perfect with already; not yet: I've already booked the hotel; I haven't made the restaurant reservations yet. Could you...; Would you mind...?</i>
7	Make suggestions about what to do and where to go to a foreign visitor to country/city X	<i>Present perfect with ever / never: Have you ever eaten tempura, been to Suggestions: I suggest staying at the Hiatt; You should go to a musical</i>
8	Locate a colleague at the office; describing what they do, where they are, what they look like, what they're wearing	<i>Relative clauses: The engineer who is on the phone...; the office that's next to the main meeting room</i>
9	Talk about your company, its history and what it does to a potential client or business partner	<i>Passive voice: Abe Corp was established in 1909. The first overseas office was opened in London in 1985</i>
11	Working with numbers to describe hotel, rooms, dates of stay, object, prices, phone numbers or your company, its sales, locations, number of employees	<i>As (adjective) as: The double room is not as expensive as the suite</i>
12	Talk about the competition/your competitors	<i>Adverbs (over, under, approximately): just under 6% cheaper; just over 10% faster; approximately 15% more space</i>
13	Describe sales performance	<i>Adjectives and adverbs; swift vs. swiftly, slight/sharp/steady increase vs increasing steadily/sharply/dramatically</i>
14	Discuss ways to make improvements to company, its products or your house, your lifestyle, your health	<i>by + -ing: we could improve sales by spending more on advertising; by improving the service. Strongly recommend/ought to consider/how about/why don't you try...</i>
15	Ask about the schedule/itinerary of your next business trip/holiday	<i>Gerunds as subjects: <u>postponing</u> the meeting is not an option; <u>catching</u> a later flight is a possibility; <u>beginning</u> earlier would give us more time to discuss xyz</i>
16	Comment on an experience/conference/event/trip	<i>Prefixes (over-, under-); so good... that: so much fun that we'll do it again soon, understaffed, overpriced, well-organized</i>
17	Describe cultural differences in business in different countries or cities	<i>When...; it's (im)polite to...; remember to... always use Mr/Ms + family name; don't forget to... bring a gift</i>
18	Ask for and give directions from A (e.g. the hotel) to B (e.g. your office)	<i>Reported speech: he told me to...; she said we take the 2nd exit</i>
19	Talk about what you do when you travel on business or your commute	<i>While + -ing: I always read the news while taking the train; work while flying</i>

# [Berlitz Business Frontiers]

<b>Unit</b>	<b>Topics</b>	<b>Target Language</b>
21	Check in for a flight from an English-speaking country to your country	<i>Future progressive - will be +ing: I will be flying back on the 27<sup>th</sup>; I'll be arriving at 22:30</i>
22	Make requests during a flight/asking the flight attendant for various things	<i>Could you... ? / Would you... ? / Would it be possible to... ?</i>
23	Getting out of the airport – immigration questions, lost baggage, taxi	<i>Possessive pronouns: my/mine, your/yours, his/his, her/hers, our/ours, their/theirs</i>
24	Calling your partner to do some shopping <i>or</i> Solve inventory problems; ordering office supplies;	<i>Able to, stop by; plenty of, running low on, out of..., run out of</i>
25	Delegate tasks and responsibilities to one of your team <i>or</i> family <i>or</i> service provider	<i>Causatives: I have... my assistant answer my calls/make my appointments; ...son take out the trash; ...the dry cleaners clean my suits; ...the garage check my tyres</i>
26	Describe delegated tasks and errands/what you had someone do in the past	<i>Causatives: We had the house redecorated; we had the car fixed; I had my teeth capped</i>
27	Describe and express your preferences when working <i>or</i> on a business trip	<i>Prefer to / prefer + -ing: I prefer to travel business class; I prefer travelling alone</i>
28	Describe your/someone's performance in a recent meeting <i>or</i> on a project	<i>Recently / lately. As expected/better than expected.</i>
29	Comment on a presentation/event you attended <i>or</i> a place you visited	<i>-ed vs -ing: Disappointed vs disappointing. Superlatives: the most/least surprising</i>
31	Explain a problem with an invoice or bill (restaurant, hotel, gas, electricity)	<i>Passive voice: modals: Invoices must be paid within 30 days; bills should be signed in duplicate</i>
32	Place and order or explain a problem with a supplier or online retailer	<i>If + present + ____: if you pay early, you get a 10% discount; if you aren't completely satisfied we will give you your money back.</i>
33	Submit a proposal to your company (or social club)	<i>Proposals vocabulary: brainstorm ideas, write a proposal; schedule, deadline, approval</i>
34	Give status update on a project or (personal) plan you are working on	<i>Must; don't have; not allowed to. Ahead/on/behind schedule; under/on/over budget</i>
35	Give feedback to a project team member on how they are doing	<i>Thank you for all your hard work; Keep up the good work; Good job Passive voice - present perfect: has the plan been approved/client been briefed</i>
36	Debrief a project member; give constructive criticism	<i>Reported speech: you said you could see me; she said the meeting was productive Compliment &gt; Constructive Criticism &gt; Compliment [technique]</i>
37	Start a conversation – techniques for initiating a conversation	<i>Tag questions: ...isn't it? ...don't you? ...wasn't it? Weather; news, recent [shared] experience; food. Compliments and positive comments. Asking for opinions.</i>
38	Making small talk & and keeping a conversation going	<i>So do I / neither do I. Talking about hobbies and interests. Showing interest. Asking follow-up questions.</i>
39	End a conversation, smoothly and positively	<i>so / such. It's been a pleasure talking to you. I must introduce you to... Please excuse me... I must talk to...</i>

# [Berlitz Business Connections]

Unit	Topics	Target Language
1	Share information with a colleague or friend about upcoming events	<i>Passive voice future: ...will be held</i>
2	Talking about plans and changes to plans. Responding to changed situations	<i>Will vs. going to: I'm going to visit a client tomorrow. If he's sick I will reschedule</i>
3	Schedule a meeting. Talk about the purpose, agenda, date and deadline	<i>Future progressive: will be... meeting, discussing, deciding, confirming</i>
4	Cancel and reschedule a meeting. Apologize, Explain, Reschedule, Thank	<i>Need to / have to / must / won't be able to. I'm sorry...; I have to...; Could we meet...; Thank you very much for your understanding.</i>
5	Report on an event. Tell someone what people said in a meeting or news conference/press briefing/interview	<i>Reported speech: Ms X <u>said that she was</u> very happy with the sales and other KPIs.</i>
6	Ask to borrow something from a colleague or friend. Reporting back on the agreement made	<i>Reported speech with would; could. He said he would bring it back tomorrow. She said I could use it until Monday.</i>
7	Make promises to do XYZ to your boss, coach, family or friends	<i>Within + time period. Promise + will; Promise + would. Keep/break promises; guarantee that..., assure you that...</i>
8	Apologize for something and give reasons or make excuses	<i>I'm sorry for / about; I apologize for –ing. Make it up to you. It's all right/okay etc</i>
9	Voice your opinion about changes and development in your industry, [the environment, entertainment or car industry, media, shopping or eating habits]	<i>more and more, fewer and fewer, less and less</i>
11	Rethink your workday. Give advice/suggestions on how to organize the (work)day	<i>Same, different from, similar to. Your routines. Good idea to... Gerunds: organizing your tasks; eating a healthy breakfast; limiting the time spent on e-mails</i>
12	Give advice on how to improve someone's work environment	<i>Gerunds as subjects: <u>buying</u> a new chair... may reduce back pain. <u>Raising</u> my chair can do/did wonders for... my eyestrain, neckache. <u>Customizing</u> with family photos...</i>
13	Describe travel problems you had when you went to... on business or holiday	<i>Relative clauses: the flight that I was on, the hotel that I stayed in, the waiter who served me. Flight delays, cancellations, noisy/dirty hotel, overpriced food</i>
14	Describe how you reacted/felt when you had travel problems or a great trip	<i>Adjective + prepositions: angry at/about, furious with, disappointed/impressed by, relieved that, delighted that. Reacting: You're joking; that's incredible</i>
15	Give customer feedback on a hotel, restaurant, flight	<i>Should have (done); shouldn't have been...</i>
16	Make a complaint about poor service, bad food, dirty room at a hotel. Explain in detail why you are not satisfied	<i>Euphemisms (... not the best in the world) e.g. dirty = not the cleanest; rude = not the most polite; useless = not the most efficient</i>
17	Talk about injuries you [or someone you know] have had	<i>Reflexive pronouns: cut/burn/hurt myself/himself/herself. Neck ache, backache, bruise, black eye, pulled muscle, sprain, broken bones</i>
18	Report an accident to the police or emergency services	<i>Simple past vs. past progressive: I was walking to the station from work when I saw...</i>
19	Describe office [or home] emergencies e.g. network down; phones not working; power outage; data leak; earthquake... and how you deal with them.	<i>Passive voice, progressive tense: ...is being done, are being fixed/replaced</i>

# [Berlitz Business Connections]

<i>Unit</i>	<i>Topics</i>	<i>Target Language</i>
21	Delegating tasks and asking favours of colleagues [or friends]...nicely. Showing appreciation and saying thank you	<i>Present (1st ) real conditional: if + present + will. If I have a lot of work I will ask for help. Could you do me a favour? Would you mind +-ing. Would you be able to...? I really appreciate it. Thank you so much. Don't mention it. My pleasure.</i>
22	Manage up in the workplace (develop a good relationship with your boss)	<i>Present conditional with modals: if you want your boss to like you, you... <u>should</u> work hard, <u>could</u> come up with ways to improve workflows, <u>might</u> want to ask her about her successes</i>
23	Describe your skills and what you are good at.	<i>Good at; good with; need to brush up/work on; need to improve/get better at</i>
24	Describe your personal qualities and personality.	<i>Prefixes: in-; im; -dis-; un-; out- ; well- e.g. inflexible, impatient, disorganised</i>
25	Introducing the attendees at a videoconference (name, job title, responsibilities)	<i>Relative clauses with who, that, which, whom.</i>
26	Open a meeting, outlining the agenda and purpose	<i>Present perfect progressive: have been +-ing – I have been working on this since July</i>
27	Make your case (provide logic and reasons) for proposing a new project	<i>Present (2nd ) unreal conditional: if + would/might/could + past simple e.g. if we opened a branch in Beijing we would make a lot of money</i>
28	How or where could you save money? What would you like to spend more on?	<i>Present (2nd ) unreal conditional: if + would/might/could + past simple e.g. if we cut costs by 10% we could spend more on marketing</i>
29	Use your strengths to close a deal	<i>Tag questions (review): isn't it? don't you? aren't you? etc</i>
31	Soften the tone, using diplomatic language to describe a situation	<i>Would, might, may (review): it would be great if...; you might want to...; we may need..</i>
32	Soften the tone, using diplomatic language to avoid blaming a specific person	<i>Passive voice for diplomatic use: xyz was done; abc were lost;</i>
33	Discuss a current news story that interests you	<i>Past perfect: had + past participle + by the time e.g. Chelsea had scored three goals by the time Real Madrid woke up</i>
34	Report news to others	<i>Past reported speech e.g. she said she was very pleased; she said we had met before</i>
35	Reminisce about your previous job	<i>Would + verb to express past actions e.g. I would start work at 8:00 am and finish at 17:00; I would work really hard but also get a bonus twice a year</i>
36	Express regrets about past actions or mistakes you have made	<i>Wish + past perfect e.g I wish I had studied harder at school; I wish I had joined my current company sooner.</i>
37	Relate an unfortunate story about a time when many things went wrong	<i>Past unreal (3rd ) conditional: if + had done + would have e.g. if I had arrived at the airport sooner, I wouldn't have missed my flight</i>
38	Compare companies and services (or your company to competitors)	<i>at least, at most, at best, at worst e.g. growth is average at best</i>
39	Make predictions about changes in your business/society/the environment	<i>Will (predictions) vs. will (promise) e.g. most likely the plane will be late. I will call you when I get to the airport.</i>

# [Berlitz Business Level 3]

Chapter	Topics	Target Language
1	Arranging a business lunch Comparing types of restaurants Expressing preferences; reserving a table	More / less fewer than (not) as ... as; as much as / as many as -ing and -ed adjectives
2	Discussing project planning, schedules and budgets Reporting progress; giving feedback Giving a status report	Present perfect Present perfect with still, yet, already Over- / under- as prefixes
3	Talking about competitors/the competition Describing changes and trends Talking about sales and sales performance; how to improve sales	Gerunds as subjects By + ing Qualifying adjectives and adverbs e.g. significant / significantly
4	Talking about skills and qualifications Describing work experience, your personal qualities Conducting a job interview	Present perfect with for, since Present perfect progressive Adjective opposites: the prefixes un-, in-, dis-, im-, il-, ir-
5	Introducing yourself and opening a presentation Creating and outline of your presentation and involving your audience Taking questions and closing your presentation	Connecting ideas with: on the other hand, however, in addition, not only... but also, therefore, so that Making statements more powerful: direct vs. less direct speech
7	Describing products, their features and functions Making and responding to enquiries	Passive voice: present, past, present perfect, future
8	Explaining invoices and bills Describing terms and conditions Requesting payment; handling complaints	Passive voice: modals, present and past tenses Habitual conditional: if + present + present; If + present + modal Simple conditional: if + present + future
9	Talking about company history Describing corporate structures and organisation Describing company activities; promoting your company	Comparing tenses: simple past vs present perfect Passive voice: continuous form Expressions with well-
10	Talking about commercial property: location etc Describing company facilities Discussing business growth and expansion	Verbs of perception: seems, looks, sounds (like) Passive voice: future tense
11	Talking about written communication: setting the appropriate tone; structuring writing effectively; emphasizing important elements Editing and proofreading	Using active / passive voice to change tone Using word / clause order for emphasis Using parallel structures; using punctuation to combine sentences

# [Berlitz Business Level 4]

Chapter	Topics	Target Language
1	Talking about networking, how to develop relationships Exchanging information Following up on a meeting with a client	Expressions with <i>get</i> Relative clauses with subject pronouns: <i>who, which, that</i> Future progressive
2	Describing the marketing mix, marketing options and alternatives Defining markets and consumers Talking about advertising	Present unreal conditional Expressions used to present alternatives: <i>on the one hand..., on the other hand, either... or etc</i>
3	Discussing customer expectations Describing good and bad customer service experiences Talking about customer loyalty; how to build and maintain it	Past perfect, past perfect progressive tenses Adjectives to describe emotions
4	Discussing the role of management Defining the company mission and objectives Evaluating performance; analysing situations	Nouns and adjectives with <i>out-</i> Review: verb + infinitive, verb + gerund Past conditional
5	Explaining the reasons for a meeting; summarising a meeting Discussing pros and cons Evaluating proposals	<i>Despite, in spite of</i> Expressions for accepting / rejecting proposals Expressions used in building an argument
7	Discussing recruitment; responding to applicants; conducting a job interview Describing policies and benefits Talking about performance reviews	Reported speech Verbs of permission: <i>allow, permit, let</i>
8	Talking about bank services Talking about investing and investment opportunities; discussing financial data Asking for and giving advice	Relative clauses, object form: <i>the bank that /which we use ...' the financial advisor that/whom we consulted ...</i> Mixed conditionals: <i>if we had managed our finances better, we wouldn't need to borrow money now</i>
9	Talking about travel plans Discussing airports Describing and comparing planes	<i>In case, unless; because of, although</i> (review) Causative, active form: <i>I have the travel agent book my flights; I get a travel agent to book my flights</i>
10	Describing ways to get news and news stories Talking about interesting news stories Making predictions	Verbs used in reporting Causative, passive form: <i>have something done</i>
11	Discussing negotiations and common negotiating tactics Setting objectives; making proposals and counter-proposals Compromising and making concessions	Using "softeners": <i>a bit, a little, not quite</i> Stating conditions: <i>but only if, on condition that, as long as, provided</i>