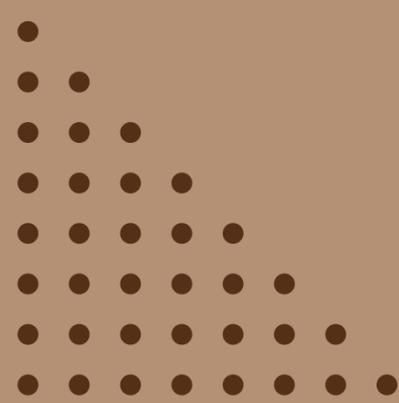




# ESSENTIAL BUSINESS ENGLISH 3



What to do before the class

# Classroom Checks

01

Let's check our audio and video.

02

Let's greet each other before starting the class.

03

Let's check that you can see the textbook on the screen.

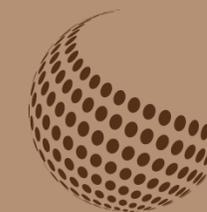
04

If you have any questions, just ask!



Next Slide





Business English 3

# Lesson 4



In this lesson:

- Call her...
- Makes me...
- When it starts...



••••  
•••• **PART A**  
•••• Call her...

**A** Who's that woman?

**B** That's Marian.

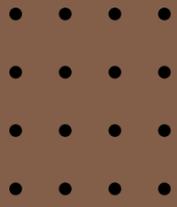
**A** Excuse me?

**B** Marian. We usually call *her* Mari.



# Dialog





# Grammar

## Pattern: We usually call her Mari.



Liz, Elizabeth James

That's Elizabeth James. We usually call her Liz.



Bernie, Bernard Park

That's Bernard. We usually call him Bernie.

We usually call him/her \_\_\_\_.

In talking about someone's nickname, you can use the phrase "We usually call him/her + the nickname of the person."

For example:

Sakura Kondo, Saku-chan

That's Sakura Kondo. We usually call her Saku-chan.





# Activity

**Practice the short dialogue by replacing the underlined words.**

A: May I have your name please?

B: Sure. My name is Amanda Truman. Just call me Mandy.

1. Janice Lee / Jan
2. Jacob Johnson / Jake
3. Yurika Ohno / Yuri
4. Michelle Park / Mitchie
5. Kevin Gordon / Kev



Practice with this pattern too:

*That's \_\_\_\_\_.* We call him/her \_\_\_\_\_.





# New Employee

- MJ** Mr. James: Have you met the people in our department?
- MD** Mr. Davis: I have not.
- MJ** Mr. James: That woman with the scarf, *that's* Jenny Riggs. *We call her* Jen.
- MD** Mr. Davis: And who is the man next to her?
- MJ** Mr. James: *That's* Adam Andrews, the team leader. *We call him* Mr. Andrews.
- MD** Mr. Davis: You are Mr. James, right?
- MJ** Mr. James: Yes. Nicholas James. *Just call me* Nick.

Questions:

1. Who is the woman with the scarf?
2. Who is the team leader?



.....  
..... **PART B**  
..... Makes me...

A

What's the matter?

B

I have many things to do. I'm a little stressed.

A

So why are you not working?

B

Listening to music makes me calm. I need a moment to relax before working again.

.....  
.....  
.....

5



# Dialog





# Grammar

## Pattern: Listening to music makes me calm.



This song, sad  
This song makes me sad.



Playing sports, tired  
Playing sports makes me tired.

\_\_\_ make/makes me + adjective

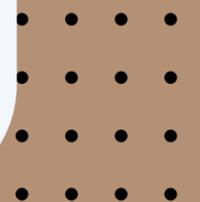
This phrase will help you talk about how something makes you feel.

Singular subject + makes me + adjective

*Badminton makes me happy.*

Plural subject + make me + adjective

*His songs make me relaxed.*





# Activity

**Construct sentences based on the photos. Use the adjectives in the box.**



Talking to people

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Making presentations

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Watching the News

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Travelling \_\_\_\_\_

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Exercising \_\_\_\_\_

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Deadlines \_\_\_\_\_

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Healthy  
Happy  
Stressed  
Tired  
Excited  
Calm  
Nervous





# Stressed out

- MD Mr. Davis: Deadlines *make me stressed*.
- MS Ms. Shimizu: Do they? Making a schedule helps. It *makes me more confident* I can finish on time.
- MD Mr. Davis: What do you do when you are stressed?
- MS Ms. Shimizu: I take a coffee break. Coffee *makes me happy*.
- MD Mr. Davis: I don't really drink coffee, but I enjoy sweets.
- MS Ms. Shimizu: Sweets will be good. Maybe it will *make you calm*.
- MD Mr. Davis: You're right. Eating chocolate can be helpful.
- MS Ms. Shimizu: But maybe you should develop the habit of finishing your work early.



### Questions:

1. What makes Mr. Davis stressed?
2. What does Ms. Shimizu do when is stressed? Why?

••••  
•••• **PART C**  
•••• When it starts

- A** You have a video conference with Mr. Smith later.
- B** Yes, but I don't remember when it starts.
- A** At six. Shall I prepare the conference room?
- B** Yes, please.



# Dialog





# Grammar

## Pattern: I don't remember when it starts.



Q: When did the meeting start?

A: I don't know when it started.



Q: Where was Jane this afternoon?

A: I don't know where Jane was this afternoon.

Answering 'I don't know' to WH questions

Q: What time is she picking us up?

A: I don't know what time she is picking us up.

I don't know + WH question + doer of action + *action*

I don't know what time she is *picking us up*.

Remember to keep the verb tense consistent.

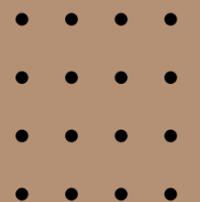




# Activity

**Answer the questions with "I don't know..."**

1. Where was the Olympics held last year? - *I don't know* \_\_\_\_\_.
2. What time does it start? - *I don't know* \_\_\_\_\_.
3. Who did she call to ask about the product? - *I don't know* \_\_\_\_\_.
4. When will they have a final meeting? - *I don't know* \_\_\_\_\_.
5. How did the manager hear about the incident? - *I don't know* \_\_\_\_\_.





# Activity

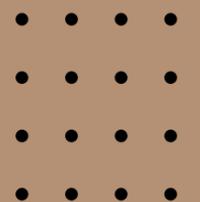
## Answer the following questions.

Example:

Do you know *when* the school festival is held?

Yes. It's held in *October*.

1. Do you know how to go Sapporo Station? Yes, \_\_\_\_\_. (by bus)
2. Do you know where she keeps the keys? Yes, \_\_\_\_\_. (in her bag)
3. Do you know when the cleaners will come? Yes, \_\_\_\_\_. (in an hour)
4. Do you know why Annie went home earlier? Yes, \_\_\_\_\_. (sick)
5. Do you know who the manager is? Yes, \_\_\_\_\_. (Mr. Smith)





# Schedules

- MJ** Mr. James: There's going to be a fire drill in the building.
- MS** Ms. Shimizu: Do you remember when it starts?
- MJ** Mr. James: I don't remember. I think it will start at 3:00 PM.
- MS** Ms. Shimizu: I hope it doesn't take a long time. I have a client meeting after work.
- MJ** Mr. James: What time is your meeting?
- MS** Ms. Shimizu: It's at 4:30 PM.
- MJ** Mr. James: You should have plenty of time after the drill.
- MS** Ms. Shimizu: I hope so.



Questions:

1. What happens at 3:00 PM?
2. Why is Ms. Shimizu worried about the drill?