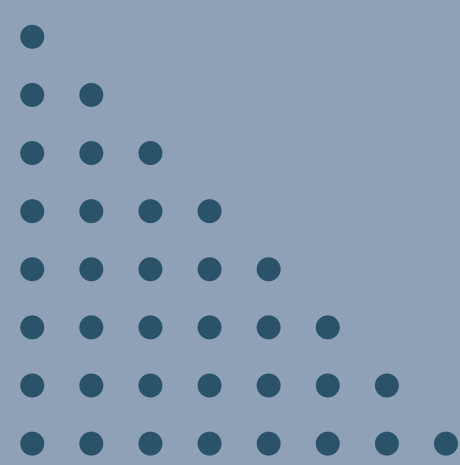




ESSENTIAL BUSINESS ENGLISH 1



Online English Classroom

TO DO:

- Let's check our audio and video. Make sure we can hear and see each other clearly.
- Let's greet each other.
- Let's start the lesson.
- Look at the textbook/module on the screen.
- If you have questions, you can speak up. You can say, "Excuse me, I have a question."
- Be polite to each other.
- Participate in class.



Lesson 4: This... That....



This is my cubicle.

*affirmative
sentence*

Is that your office desk?

*interrogative
sentence*

Yes, it is.

*affirmative
sentence*

No, it isn't.

*negative
sentence*

Grammar: *this, that (singular)*

We use "this" when referring to something or someone nearby.
 We use "that" when referring to something or someone far away.

Grammar: *contraction*

is not → isn't → No, it isn't.

<i>simple present tense of be-verb</i>	<i>3rd person</i>
<i>singular</i>	is

<i>subject pronoun</i>	<i>3rd person</i>
<i>singular</i>	it

3rd person pronoun

Used by a speaker to refer to another person or thing that is not being addressed directly.



Dialogue

Is this the accounting department?

Yes, it is.

What's this?

It's a copy of the budget plan for the new project.

Grammar: contraction

what is → what's → What's this?

Dialogue

Hello. This is the marketing department. How can I help you?

Hello. This is Mary from the sales department.

Do you need anything?

Yes. Where is the revised marketing plan for Elite Perfume? Mr. Smith needs a copy.

Oh, yes. I have it on my desk. I will send it up to your department.

Note:

When asking about the location or position of something or someone, start with "where".

Grammar: contraction

cannot → can't → I can't find it.

Prepositions

on

in

beside



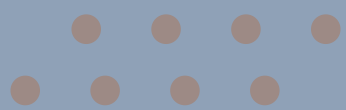
The telephone is
on the desk.



The CEO is *in* the
meeting room.



There's a shredder
beside the photocopier.



Dialogue

Let's go to the conference room.

Where is it again?

It's on the third floor.

OK. Today's meeting is for the progress update of the RISE project, right?

That's correct.

Grammar: contraction

let us → let's → Let's go.



This is Catherine. She is a new employee at the marketing department.



This is Mr. Hamilton. He is a new investor of the company.

Grammar: 3rd person pronoun singular

<i>subject pronoun</i>	<i>3rd person</i>
<i>singular</i>	he, she

10

"He" is used when the speaker is referring to a man.

"She" is used when the speaker is referring to a woman.

Note:

Don't forget that the 3rd person refers to other people that is not being directly addressed. Which means that it does not include the speaker or the person the speaker is talking to.





This is ⁽¹⁾Mark Stevens.

affirmative sentence

Is ⁽²⁾he the ⁽³⁾new
employee?

interrogative sentence

Yes, ⁽²⁾he is.

affirmative sentence

No, ⁽²⁾he isn't the ⁽³⁾new
employee.

negative sentence

Activity Substitute the information below and read the dialogue above.

A (1) Kate Johnson (2) she (3) project manager

B (1) Jake Roberts (2) he (3) financial consultant



Word Bites Asking about the time.



1.



What time is it?

It's four o'clock.

It's 4:00.

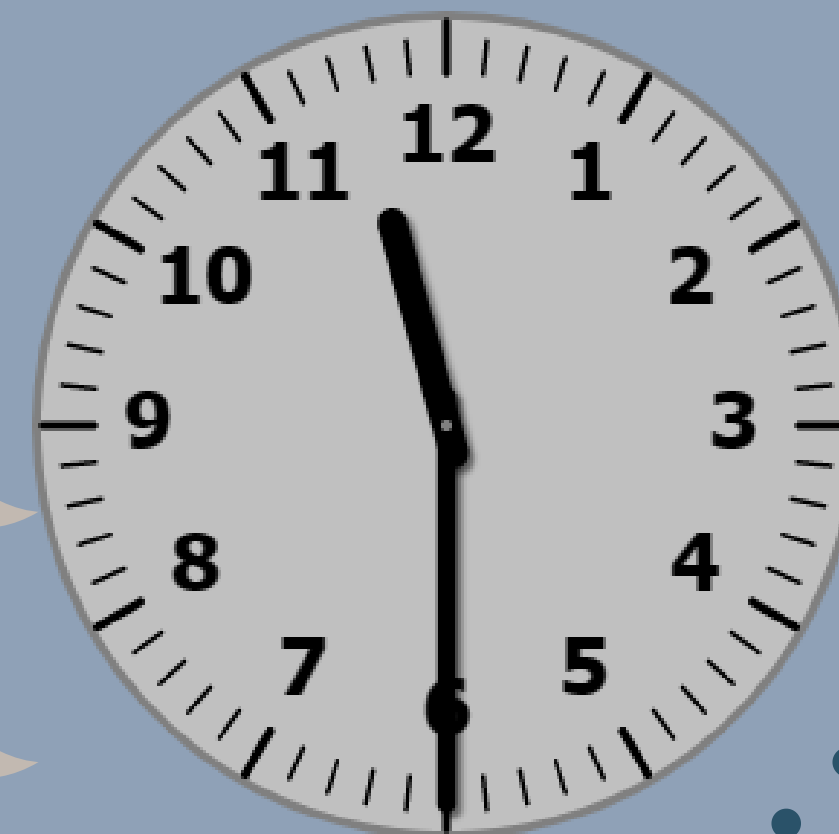
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2.

What time is it?

It's eleven thirty.

It's 11:30.





What time do you usually leave work?

At five o'clock.

At 5:00.



What time do you usually take a break?

At eleven thirty.

At 11:30.



Activity A

Arrange the jumbled words below to form the correct sentences.

1. are / documents / Where / the / ?

_____.

2. is / financial / Jacob / a / This / message / He / is / consultant / .

_____.

3. that / conference / Is / the / room / ?

_____.



4. Rowena / is / from / Hello / sales / . / This / the / department / .

5. pantry / Where / the / is / ?

6. he / project / Is / the / manager / ?



Activity B Answer the questions based on the pictures below.

1. Where is the printer?



2. Where is the stapler?



Activity C

Answer the questions based on the pictures below.

1. What time is it?



2. What time do you go to work?