



Unit 4 Lesson 7 - My boss Mr. Tanaka has asked me to be his representative.



Write the correct correlative conjunctions in the blanks.

both... and...

either... or...

not only... but also...

neither... nor...

1. We plan to travel to Amsterdam _____ in November _____ in December.
2. _____ Troy _____ Randall got accepted to Harvard University.
3. _____ is his family rich _____ kind and generous to the needy.
4. I love _____ their music _____ fashion style.
5. He _____ eats fruits _____ vegetables. That's why he gets sick easily.

Introduce today's sentences.

Grammar Focus

- Appositives (Essential and Non-essential)
- Usages of Comma

Key Expressions

- My boss Mr. Tanaka has asked me to be his representative.
- Jackson, our cartoonist, will also help out with the projects.



Listen to the teacher and repeat.



representative



promotion



social visit



expand



boost

Listen to the audio and repeat.



Jackson: Aya, the client is here. Shall I send him in?

Aya: Yes, please. Thanks, Jackson.

Bo: Good day, Aya.

Aya: Bo? What are you doing here? Are you the client I'm scheduled to meet this morning? I thought I was supposed to meet Mr. Tanaka.

Bo: **My boss Mr. Tanaka has asked me to be his representative for this meeting.** I got a little promotion for doing great at work actually, so I'll be handling some meetings in his place from now on. I'm not here for a social visit. I'm here to talk about business.

Aya: Right. Let's get to it then. So, what is it that your company needs help with?

Bo: We want to expand our market to boost our sales, and in order to do so, we need you to help us create designs for our flyers, magazines, billboards, and visuals for our online platforms. We also need to revamp our website.

Aya: That shouldn't be a problem! Here, check out my portfolio so you can have an idea on what designs you'd like. **Jackson, our cartoonist, will also help out with the projects.**



Learn the grammar structures.



Appositives

Nouns or phrases that add extra information about other nouns.

An **appositive** can be found **before or after the noun** that it describes.

Examples:

Robbie is good at handling children.

Robbie, the new teacher, is good at handling children.

This wall is hard to break.

Made of titanium, **this wall** is hard to break.

My boss has asked me to be his representative.

My boss Mr. Tanaka has asked me to be his representative.

Commas

Comma placement depends on the type of Appositive.

- **Essential**
- no commas
- **Non-essential**
- have commas

(discussion on the next slide)



Learn the two types of Appositives.

Essential Appositives

- The information that is essential to the sentence, and the sentence would not be clear without it. They **don't have** commas.

The **football player Cristiano Ronaldo** was spotted at the park yesterday.

(Without "**Cristiano Ronaldo**", we wouldn't know which football player was at the park.)

The game **hide-and-seek** is popular among children.

Non-Essential Appositives

- The information that may be interesting but is not absolutely essential to the sentence. They **have commas**.

Ana's **diary, a small brown book**, holds all the secrets she keeps.

("a small brown book" is non-essential. Without it, we still know that it's Ana's diary.)

They travelled to **Paris, the city of love**.



Learn the other common uses of a comma.



Comma (,)

When do we use a comma?

Series of words or phrases

I went to the store to buy milk, oranges, and grapes.

Dates: month-day-year format

I was born on August 12, 1995.

Time Expressions at the beginning of sentences

Last week, I went to the beach with my friends.

Compound Sentences

I have a pet dog, and his name is Spike.

When directly addressing someone

Tessa, please listen to me.

Be careful!

Guess what's wrong with these sentences:

- **Let's eat Grandpa.**
- **I love cooking my family and my pets.**



Choose the correct appositive that fits the sentence.

a large furniture
Oprah Winfrey

an eight-legged creature
a professional athlete

Miss Graham
Joanna

1. Donnie, _____, practiced with the school's soccer team.
2. My sister _____ doesn't want me to hang out with the boys at the park.
3. The spider, _____, scared the little children.
4. The cupboard, _____, was removed from my room.
5. Our company president _____ gave a speech to the new employees.
6. TV Talk Show Host _____ has donated millions to charity.



Identify if the sentence is an **essential appositive** or a **non-essential appositive**.
If it's a nonessential appositive, insert commas where needed.

_____ 1. My friend Jane gave me a present.

_____ 2. My puppy a little Dalmatian is so adorable.

_____ 3. A very smart girl Cindy won 1st place in the inter-school's math competition.

_____ 4. Leo was so brave when he stood up to James the biggest bully in school.

_____ 5. College Professor Oscar Sanders will interview the students
who submitted their applications.



Put a comma where appropriate in the following sentences.

1. On the 4th of July people in the United States celebrate Independence Day.
2. The next certification exam will be on October 20 2023.
3. They offered a variety of snacks like cookies muffins ice cream and pie.
4. A few days ago my brother who works overseas came to visit us.
5. Go get some water quickly or the fire will spread to the other areas.
6. Studio Ghibli a film company made Ponyo Spirited Away and Princess Mononoke.



Situation: The supervisor wants everyone to gather in the lobby to make a very important announcement. Talk to your colleague about what this announcement could be. Give detailed information by using Appositives.

Word Focus

representative	promotion	social visit
expand	boost	

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- Appositives (Essential and Non-essential)
- Usages of Comma