

Basic English

4



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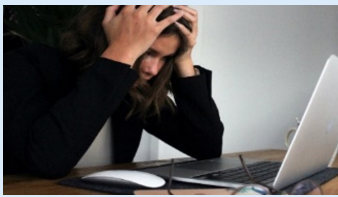
Lesson 1

I WORK CAREFULLY TO HELP CLIENTS ESTABLISH THEIR DESIGN NEEDS

TARGET LANGUAGE

- It's very exciting and tiring at the same time.
- I work carefully to help clients establish their design needs.

1 Word Focus



to no avail (*idiom*)



fortunately (*adv.*)



establish (*v.*)



flyer (*n.*)



signage (*n.*)



logo (*n.*)

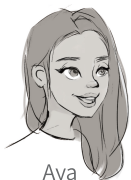
2 Conversation

So Jerrica, how's everything going?

I applied for several companies last month but to no avail. I'm slowly losing hope. How about you?

I am fortunately enjoying my graphic designing job at my company here in Tokyo.

Wow, that's absolutely amazing. What is it like being a graphic designer?



Aya

Honestly, it's very exciting and tiring at the same time.

When were you hired?

Well, I was hired a month ago.

What do you actually do at work?

At the moment, I work carefully to help clients establish their design needs for their businesses. I design magazines, advertisements, flyers, and even signages. I also create logos and branding materials for big businesses.

That's wonderful.
I'm so proud of you.



Jerrica



Scan and Listen

GRAMMAR

Types of Adverbs

Adverbs can Modify: Verbs, Adjectives, other Adverbs



Lesson 2

THE FIRST DAY WAS OVERWHELMING

TARGET LANGUAGE

- The first day was overwhelming; however, it was enjoyable.
- My colleagues were welcoming; therefore, it was a relief.

1 Word Focus



immersed (*adj.*)



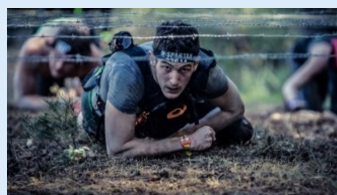
overwhelming (*adj.*)



welcoming (*adj.*)



relief (*n.*)



tough (*adj.*)

2 Conversation

Hello, Aya. I phoned you yesterday but you didn't answer.

Sorry, I wasn't able to answer your call. Jerrica and I were talking when you called.

No worries. We haven't talked for a long time, so I wanted to call you.

Yeah. You seemed very immersed in your job. How was your first day at work?



Bo

The first day was overwhelming; however, it was enjoyable. My colleagues were also welcoming; therefore, it was a relief.

It's always tough at the start. I felt the same on my first day.

I guess it wasn't so bad. I'm actually liking it so far.

That's great, Bo!



Aya



Scan and Listen

GRAMMAR

Conjunctive Adverbs

Lesson 3

I WILL BE MEETING SOME VIPS ON MONDAY

TARGET LANGUAGE

- I will be meeting some VIPs on Monday.
- Lina will be organizing the meeting while I will be working on my design proposals.
- I will be baking pasta when you arrive home.

1 Word Focus



VIP (n.)



prominent (adj.)



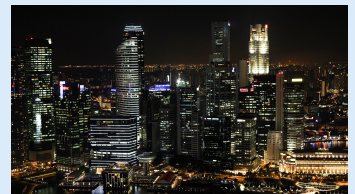
affluent (adj.)



influential (adj.)



proposal (n.)



prosper (v.)

2 Conversation

Good morning, dear! Will you be working early today?

Yes, Mom. I will be meeting some VIPs on Monday. I need to work early so I can prepare for Monday's meeting.

Are they prominent clients?
Why do you have to be that early?

Well, these are affluent and influential clients. Lina will be organizing the meeting while I will be working on my design proposals. The company will prosper due to this.

Good luck! I will be baking pasta when you arrive home.

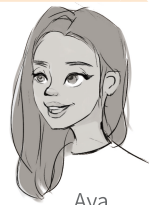
Thanks, Mom, but I think I will be coming home late tonight.

And why is that?
Will you be doing overtime?

Perhaps. I'm not sure, though.



Michele



Aya



Scan and Listen

GRAMMAR

Future Progressive (will + be + verb-ing)
When vs. While



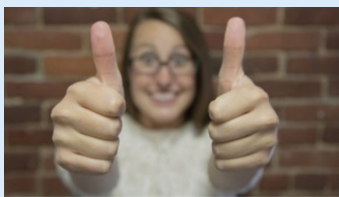
Lesson 4

MY PROJECTS ARE COMING ALONG SO WELL

TARGET LANGUAGE

- My projects are coming along so well.
- I wasn't exceeding my manager's expectations a few months ago.
- I will be doing my very best from now on.

1 Word Focus



terrific (adj.)



come along (v.)



exceed (v.)



adjust (v.)



employee (n.)



tenured (adj.)

2 Conversation

Hi there, Bo. It's great to see you back.
How are you doing these days?

Hi, Aya. I am really doing terrific these days.
My projects are coming along so well.

That's great, Bo. You are becoming
someone your sister would adore.

I'm lucky enough to have these things going well, Aya.
I wasn't exceeding my manager's expectations a few
months ago, but I am feeling fine now.

That's good to hear.
You are quickly adjusting at work now.

To impress my manager, I need to adapt as soon as I can.
I heard that there will be a business trip next week for
some employees in our company.



Aya

Wow! Will you be
going on the trip?

No, I won't. Only the tenured employees.
But I will do my best and hope to be like those
employees in the future.

Well, I wish you the
best of luck, Bo.

Thanks! I will be doing my very best from now on.



Bo



Scan and Listen

GRAMMAR

Progressive Tenses

am/ is/ are; was/ were; will be + verb-ing

Lesson 5

HAVE YOU EVER BEEN TO KYOTO

TARGET LANGUAGE

- Have you ever been to Kyoto?
- I have been to Kyoto a few times.
- I have never been there yet.

1 Word Focus



fortunate (adj.)



adventure (n.)



aquarium (n.)



shrine (n.)



bucket list (n.)



souvenir (n.)

2 Conversation

Aya, guess what? I've got some great news.

What is that all about, Bo?

I just got an email from my manager inviting me to join the company business trip to Kyoto next week.

Wow! You are so fortunate, Bo.

Thanks, Aya. I'm so excited about this adventure. Have you ever been to Kyoto?

Yes, I have been to Kyoto a few times. There are many interesting places that you can visit, such as the Kyoto Aquarium, Shinto Shrine, and many more.



Bo

What about Arashiyama Bamboo Forest?

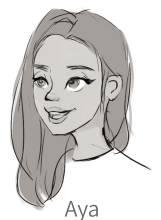
Oh, I have that on my bucket list, but I have never been there yet. How long are you going to be in Kyoto, by the way?

Just for five days.

I see. Has your company booked a flight?

Yes, they have.

Enjoy your trip then. Don't forget my souvenir.



Aya



Scan and Listen

GRAMMAR

Present Perfect; Experiential Perfect
Ever vs. Never



Lesson 6

I HAVE FINISHED THE DESIGN PROPOSALS

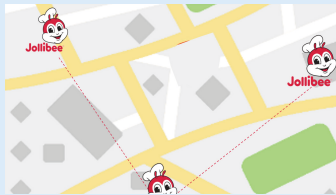
TARGET LANGUAGE

- I have decided what I want for this book.
- I have finished the design proposals for your project.

1 Word Focus



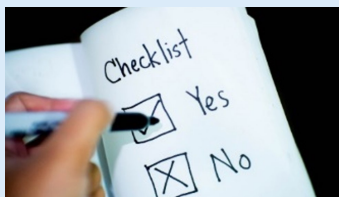
publish (v.)



chain (n.)



academic (adj.)



decide (v.)



flashy (adj.)

2 Conversation



Aya

Good morning, Mr. Reeves! I'm Aya Adams. It's great to finally meet you.

I am delighted about our meeting today.

Please call me Aya. I'm the graphic designer assigned to your project.

This upcoming book seems like a children's book.

I have finished the design proposals for your project. You can now check them. I think this one is perfect for your book.

If you have questions, you can contact me through this business card. I will send the final plan to you by email once I am done.

Good morning, Ms. Adams. Nice to meet you too. How are you?

I'm glad to hear that, Ms. Adams.

It's good to be working with you, Aya. Let me tell you more about Willer Company. We mostly publish educational books. We have a chain of bookshops worldwide that sell academic books.

That's right! I belong to the Children's Book Department. I have decided what I want for this book. I was hoping to make this next book attractive for children.

Oh! I love this design. It is simple yet flashy. Children would love it.



Mr. Reeves



Scan and Listen

GRAMMAR

Present Perfect: Perfect Result

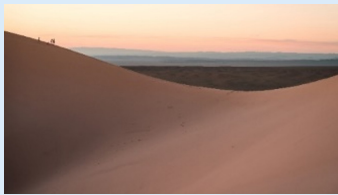
Lesson 7

I HAVE JUST FINISHED THE MEETING WITH MR. REEVES

TARGET LANGUAGE

- I have just finished the meeting with Mr. Reeves.
- I have known him for 2 years.

1 Word Focus



smoothly (*adv.*)



book cover (*n.*)



approachable (*adj.*)



disposition (*n.*)



convention (*n.*)



double-check (*v.*)

2 Conversation

Good morning, Lina. May I come in?

Yes, please. How's everything going?

I have just finished the meeting with Mr. Reeves from Willer Company.

How was the meeting?
Did it go smoothly?

Yes, it did. We talked about my design proposals and came up with one final design. The great news is that he really liked this design I proposed. This is the book cover he chose.

I'm glad to hear that. Mr. Reeves is indeed approachable and has a cheerful disposition.



Lina

How did you know? Have you met him before?

Yes. I have known him for 2 years. We met at the Global Marketing Convention held in Brisbane, Australia. We've been friends since 2019.



Aya

Oh, I see!

Don't forget to send me the final draft before you send it to Mr. Reeves. I need to double-check it, so it would be perfect.

This is noted, Lina. I'll make sure to send it to you before the shift ends.

I would appreciate that, Aya. See you around.



Scan and Listen

GRAMMAR

Present Perfect: Perfect of Recent Past
Present Perfect: Perfect of Persistent Situation



Lesson 8

I HAVE BEEN WORKING HARD SINCE I GOT THIS JOB

TARGET LANGUAGE

- I've been packing my suitcase for 30 minutes.
- I've been working hard since I got this job.

1 Word Focus



suitcase (n.)



hop on a plane (v.)



pay off (v.)



management (n.)



strategy (n.)



buddy (n.)

2 Conversation

Whoa! What's happening, Bo? What's the rush?

Hey, Alex! I've been packing my suitcase for 30 minutes. I don't know which clothes to bring.

Where are you going?

I'll be hopping on a plane to Kyoto tonight for a business trip.

Really? Your hard work paid off.

Exactly! I've been working hard since I got this job.

I had no idea your company had a branch over there.

The Kyoto branch has been operating since 2010.

I see. I guess the company is successful.

Indeed! I'm also learning a lot of management strategies from my boss.

Good for you. Have fun, buddy!



Alex



Bo



Scan and Listen

GRAMMAR

Present Perfect Progressive (has/have + been + verb-ing)
Present Perfect vs. Present Perfect Progressive

Lesson 9

KYOTO IS FANTASTIC AND ONE OF A KIND

TARGET LANGUAGE

- Kyoto is fantastic and one of a kind.
- Kyoto is the most rewarding city in Japan.

1 Word Focus



one of a kind (*n.*)



rewarding (*adj.*)



destination (*n.*)



Zen garden (*n.*)



brewery (*n.*)



indulge (*v.*)

2 Passage

I have traveled to a few places here in Japan but so far Kyoto is fantastic and one of a kind. Many travelers say Kyoto is the most rewarding city in Japan because of the many destinations it offers. It is known to be rich in culture and history. The most popular Japanese shrine that we see in many movies and pictures online is in Kyoto. You can also find some of the oldest and best temples here. If you like reading comic books like me, the Kyoto Manga Museum is the perfect place to visit.

We'll be very busy on the first days of our business trip, so I am hoping to visit the Zen garden afterward in order to relax. My colleagues, on the other hand, are excited to taste the sake in the breweries. Kyoto is indeed an amazing place to indulge in the culture of Japan. I can't wait to see more of Kyoto in the next few days!



Scan and Listen

GRAMMAR

Gradable Adjectives: Degrees of Comparison (Review)
Non-gradable Adjectives



Lesson 10

UNIT REVIEW

WORD FOCUS

Lesson 1

to no avail
fortunately
establish
flyer
signage
logo

Lesson 2

immersed
overwhelming
welcoming
relief
tough

Lesson 3

VIP
prominent
affluent
influential
proposal
prosper

Lesson 4

terrific
come along
exceed
adjust
employee

tenured

Lesson 5

fortunate
adventure
aquarium
shrine
bucket list
souvenir

Lesson 6

publish
chain
academic
decide

flashy

Lesson 7

smoothly
book cover
approachable
disposition
convention
double-check

Lesson 8

suitcase
hop on a plane
pay off
management

strategy
buddy

Lesson 9

one of a kind
rewarding
destination
Zen garden
brewery
indulge

GRAMMAR FOCUS

- 1 Type of Adverbs, Functions of Adverbs
- 2 Conjunction Adverbs
- 3 Future Progressive, When vs. While
- 4 Progressive Tenses
- 5 Present Perfect: Experiential Perfect, Ever vs. Never
- 6 Present Perfect: Perfect Result
- 7 Present Perfect: Perfect of Present Past & Perfect of Persistent Situation
- 8 Present Perfect Progressive, Present Perfect vs. Present Perfect Progressive
- 9 Gradable Adjectives and Non-Gradable Adjectives