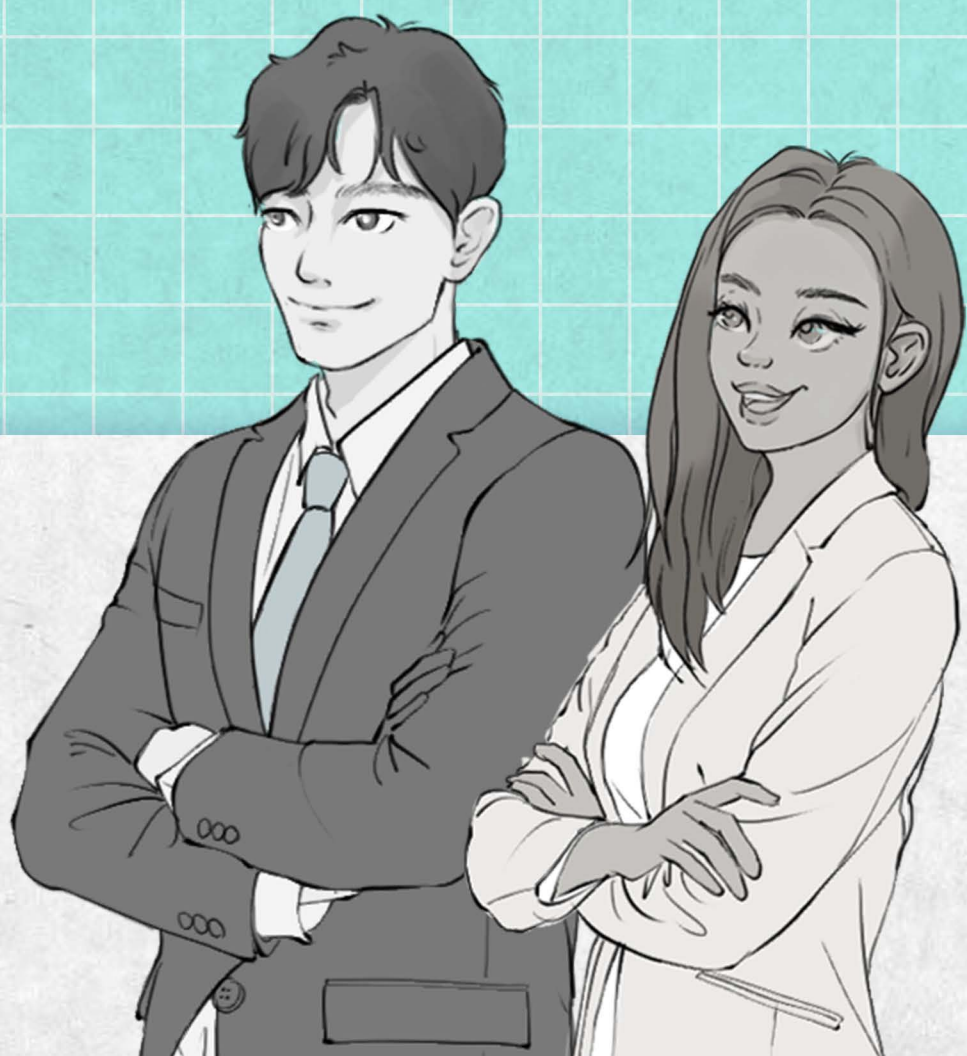


Basic English

5



CONTENTS

UNIT TWO

| | | |
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Lesson 1 THE MEETING IS ADJOURNED

TARGET LANGUAGE

- The meeting is adjourned.
- Shall we ask him for a few words before we start the monthly meeting?
- Please open the folders.

1 Word Focus



brave soul



higher-up



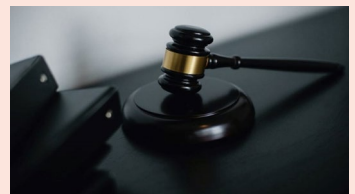
a round of applause



neophyte



quota



adjourned

2 Conversation

Mr. Tanaka, Bo's manager, introduces Bo as the new assistant manager of the sales team.

Good day everyone! I would like you to meet our new assistant manager, Bo. He was the only brave soul to apply for this position. Shall we ask him for a few words before we start the monthly meeting? A round of applause, please.

You deserve it, Bo. Now, let's move to the main agenda, and please open the folders. The data shows that we were able to hit the quota for last month. You all have done a great job! Let's keep it up this month. Does anyone have a question?

OK, then the meeting is adjourned.
You may now go back to your workstations.

I am very thankful for the support of the higher-ups and my colleagues despite being a neophyte. I'll work hard to be a good assistant manager.

Everyone

● Mr. Tanaka

None so far, Sir.

● Bo



Scan and Listen

GRAMMAR

Indicative Mood: declarative and interrogative sentences

Imperative Mood: base form of the verb

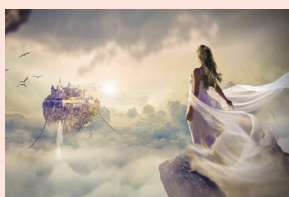
Lesson 2

IT IS IMPORTANT THAT YOU ALWAYS DO YOUR BEST

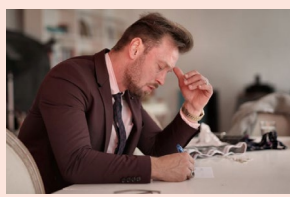
TARGET LANGUAGE

- I recommend that you visit the Umeda Sky Building.
- It is important that you always do your best.

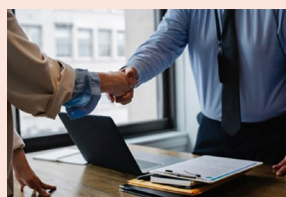
1 Word Focus



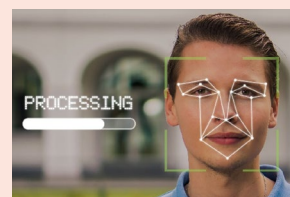
surreal



fret



seal the deal



identification

2 Conversation



Mr. Tanaka

Mr. Tanaka is giving Bo instructions about his out-of-town business trip.

Good day, Bo. How have you been doing after getting the promotion?

I couldn't be better, sir. It still feels surreal. I think I need time to get accustomed to my new role.

You are the perfect fit for this position so no need to fret about it. It is important that you always do your best. On that note, I will send you to meet Mr. Endo in Osaka. We need to seal the deal for this transaction. This is going to be your first major task.

I will give it my best shot. How long is the business trip scheduled for?

It will be a 2-day trip. The company has already reserved a room for you in Jade Chamber. I suggest that you show your company ID for identification.

Is there any chance I could extend my trip for one more day?

Yes, that's possible. You just have to apply for a paid leave and submit it to the HR office. I recommend that you visit the Umeda Sky Building. It's a famous spot for first-timers like you.

Bo



Scan and Listen

GRAMMAR

Subjunctive Mood:

- ... recommend/suggest ... that + ... (should) verb ...
- It is + adjective + that + ... (should) verb ...

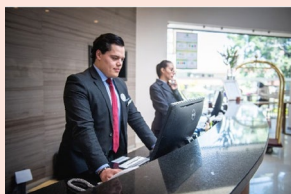
Lesson 3

YOU SAID BO OF HOME GIZMOS

TARGET LANGUAGE

- Let me reiterate your request, "A table for 2 in Ash Café at 10."
- As our CEO said, "We were built to provide the best service to our customers."

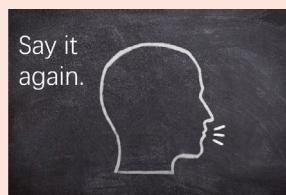
1 Word Focus



receptionist



concierge



reiterate



bellboy

2 Conversation



Receptionist

Bo is checking in at the Jade Chamber in Osaka for his out-of-town business trip.

Welcome to Jade Chamber.
How may I help you, sir?

You said, "Bo of Home Gizmos,"
right? Please show me your company
ID for identification.

We don't have a concierge at the moment
but I am willing to make the call for you.
Let me reiterate your request, "A table for
2 in Ash Café at 10." Is that correct?

As our CEO said, "We were built to provide
the best service to our customers." Have a
wonderful stay in our hotel, sir.

Hi! I'd like to check in. My company has
already made a reservation two days
before. I am Bo of Home Gizmos.

Here you are. Who can I ask to book a
table for 2 in Ash Café at 10?

Yes, that's right. I would also need a
bellboy to help me with my luggage.
Thanks for the efficient work.



Bo



Scan and Listen

GRAMMAR

Direct Speech:

- reporting clause + reported clause

- reported clause + reporting clause

Lesson 4

YOUR SECRETARY TOLD ME THAT YOU LIKED THE BREWED COFFEE

TARGET LANGUAGE

- Your secretary told me that you liked the brewed coffee in this café.
- My manager said that this transaction had been pending for quite a while.

1 Word Focus



brew



amend



distributor



transaction

2 Conversation

Bo is discussing the terms of the contract with Mr. Endo.

Good morning, Mr. Endo. Your secretary told me that you liked the brewed coffee in this café, so I've already ordered one.

That's so thoughtful of you. Anyway, let's now discuss the details of the contract.

Certainly! We have already amended the contract and your company has agreed to become the exclusive distributor of our products here in Osaka. My manager said that this transaction had been pending for quite a while. It's due time to finalize it.

That's right. Was my request for assistance in promotions granted?

Yes. The contract stated that our company should provide the distributor with marketing and technical information concerning the products. Our CEO also said that we would provide you with brochures and some product data then.

● Bo ● Mr. Endo



Scan and Listen

GRAMMAR

Indirect Speech in Present & Past Tenses

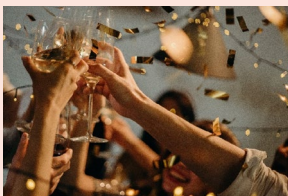
Lesson 5

IT'S MY POST-CELEBRATION FOR BEING PROMOTED

TARGET LANGUAGE

- The terms that your management provided are beneficial for both parties.
- It's my post-celebration for being promoted.

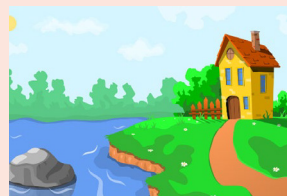
1 Word Focus



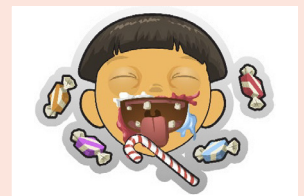
post-celebration



itinerary



picturesque



sweet tooth

2 Conversation



Bo

Bo and Mr. Endo have just concluded their discussion. Bo is telling Mr. Endo his plans during his stay in Osaka.



Mr. Endo

Then, that is a deal, Mr. Endo.

Yes, it is. The terms that your management provided are beneficial for both parties. Are you heading back to Tokyo now?

I plan to stay here in Osaka for one more day. It's my post-celebration for being promoted.

That's great! There are a lot of cool places that tourists can visit here. Do you have an itinerary?

Since it is just a quick trip, I only plan to visit the famous floating gardens in the Umeda Sky Building. Is it far from here?

It only takes a few minutes by train. There's a picturesque restaurant that I frequently visit there. They serve delectable pastries. Do you like sweets?

Absolutely! I do have a sweet tooth. I'd be ecstatic to visit that renowned restaurant.



Scan and Listen

GRAMMAR

Prefixes: dis, im, semi, extra, post-, etc.

Suffixes: ally, ion, ment, est, etc.

Lesson 6

IT'S TIME TO LET LOOSE

TARGET LANGUAGE

- It's high time we went on a trip as a team.
- It's time to let loose.
- It's time for a short holiday.

1 Word Focus



team building



notice board



announcement



bombard

2 Conversation

Steve, Aya's Product Design department leader, invites her for a Friday night out along with her colleagues and the marketing department. He then asks her to post an announcement on the bulletin board.



Steve

Aya, it's Friday! Let's have team building together with the marketing department tonight.

Yes, it's time to let loose. Please do make an announcement on the bulletin board to remind everyone, and make sure to bring Jenny with you. She's still a bit shy around everyone in our department.

Yes. See you then later, Aya.



Aya

Great! It's time for us to have fun after finishing loads of work.

That's sure. Since her inclusion, our team has been bombarded with project after project. We never got the chance to get to know her more. I guess it's high time we spent some time with our colleagues outside the office.



Scan and Listen

GRAMMAR

The Usage of "It's (high) time ...":

- It's (high) time + past subjunctive
- It's (high) time + (for sb.) to + bare infinitive

Lesson 7

I COULDN'T AGREE WITH YOU MORE

TARGET LANGUAGE

- I couldn't agree with you more.
- I agree to some extent, but isn't it too mainstream?

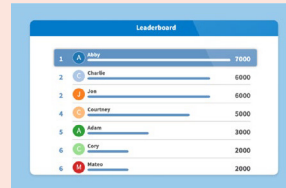
1 Word Focus



mainstream



brainstorming



poll



unconventional

2 Conversation

The graphic design department is holding a brainstorming session for their team building.

They are expressing their agreement and disagreement.



• Aya

Let's do brainstorming about our upcoming team building. I'd like to get everyone's suggestions. Olivia, would you go first, please?

I couldn't agree with you more. I love beaches, too. How about you, Jenny?

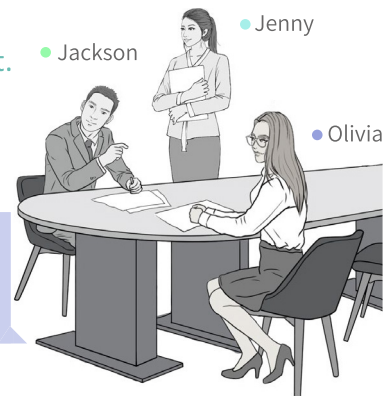
I totally agree with Jenny on this one. In my previous company, we almost went to the beach every team building we had.

I think that is a good idea!

• Jackson

• Jenny

• Olivia



This is going to be my first team building! I prefer going to the beach for a gathering like this.

I agree to some extent, but isn't it too mainstream? I mean, let's choose somewhere unconventional.

Well, how about we create a poll on this?



Scan and Listen

GRAMMAR

Expressions of Agreeing
Expressions of Disagreeing

Lesson 8

WE HAVE CONCERNS REGARDING THE LOCATION

TARGET LANGUAGE

- Some members have some concerns regarding the location.
- This is a matter of concern because most of the planned recreational activities will be done outdoors.

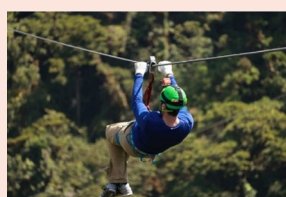
1 Word Focus



recreational



array



zip line



secluded

2 Conversation

Aya's team has come up with the best location for their team building, however, some of the members have expressed their concerns.

Some members have some concerns regarding the location. The nearest beach resort is 3 hours away and it will probably rain on the scheduled date. This is a matter of concern because most of the planned recreational activities will be done outdoors.

What do you suggest?

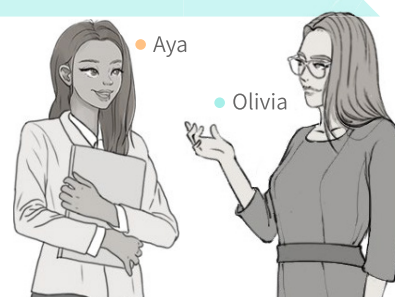
The HR helped us find a leisure park and amusement resort in Asakusa and it only takes about 16 minutes to get there.

What information do you have about this place?

This is a wide secluded place that boasts 3 different swimming pools. They also have a wide array of activities that everyone will enjoy like zip line rides and Segway. What's your point of view on this suggestion?

That's a great idea! Let's go and ask other colleagues for advice.

Yes, and then we can wait for the decision made by the boss.



● Aya

● Olivia



Scan and Listen

GRAMMAR

Polite Expressions for Expressing and Addressing Concerns

Lesson 9

I'VE ATTACHED A BREAKDOWN OF EXPECTED EXPENSES

TARGET LANGUAGE

- I would like to request approval for the additional budget.
- I've attached a breakdown of expected expenses to this memo.

1 Word Focus



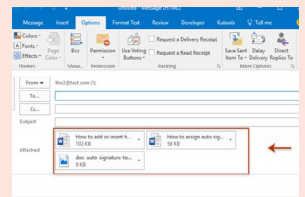
approval



budget



expenditure



attachment

2 Promotion Email Request

B I U ABC [List Icon] [Bulleted List Icon] [Numbered List Icon] [Decrease Indent Icon] [Increase Indent Icon] [Undo Icon] [Redo Icon] [Link Icon] [Image Icon]



Send

To

@masumitakahashi1@gmail.com

From

@linawatanabe2@gmail.com

Date

September 27, 2021

Subject

Approval Request: Additional Budget- Team Building

Dear Mr. Tanaka:

In relation to the Marketing Department's Team building that will take place on October 4th at High-water Resort and Spa, I would like to request approval for an additional budget that will be used for the team building.

Early this year, I had a remaining budget of \$923.47. As it was Suzuki's last day last September 14, 2021, I extended a last-minute invitation to his replacement, Ms. Jenny Yun. This resulted in an additional expenditure of \$48.91 (entry ticket, lunch transportation, snacks). The expected cost of the team building is \$1000, which is beyond my team's remaining budget.

I would like to request approval for the additional budget. I've attached a breakdown of expected expenses to this memo for your review and approval. I will then submit my expense claim form as per the usual procedure.



Scan and Listen

GRAMMAR

How to Write a Memo

Lesson 10

UNIT REVIEW

WORD FOCUS

Lesson 1

brave soul
higher-up
a round of applause
neophyte
quota
adjourned

Lesson 2

surreal
fret
seal the deal
identification

Lesson 3

receptionist
concierge
reiterate
bellboy

Lesson 4

brew
amend
distributor
transaction

Lesson 5

post-celebration

itinerary
picturesque
sweet tooth

Lesson 6

team building
notice board
announcement
bombard

Lesson 7

mainstream
brainstorming
poll
unconventional

Lesson 8

recreational
array
zip line
seclude

Lesson 9

approval
budget
expenditure
attachment

GRAMMAR FOCUS

- 1 Indicative Mood: declarative and interrogative sentences;
Imperative Mood: base form of the verb
- 2 Subjunctive Mood:
① ... recommend/suggest ... that + ... (should) verb ... ② It is + adjective + that + ... (should) verb ...
- 3 Direct Speech: ① reporting clause + reported clause ② reported clause + reporting clause
- 4 Indirect Speech in Present & Past Tenses
- 5 Prefixes: dis, im, semi, extra, post-, etc. Suffixes: ally, ion, ment, est, etc.
- 6 The Usage of "It's (high) time ...":
① It's (high) time + past subjunctive ② It's (high) time + (for sb.) to + bare infinitive
- 7 Expressions of Agreeing; Expressions of Disagreeing
- 8 Polite Expressions for Expressing and Addressing Concerns
- 9 How to Write a Memo