

BASIC ENGLISH BOOK 5

Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 1 Lesson 1	If you don't have any cash, you can scan the QR code to pay.	<p>If you don't have any cash, you can scan the QR code to pay.</p> <p>Your salary is docked if you are late more than 3 times.</p>	Conditionals: Zero Conditional	<p>Attendance Machine</p> <p>Clock-in</p> <p>Clock-out</p> <p>Fingerprint</p> <p>Vending Machine</p>	<p>Jenny is a new employee in Aya's department. They meet each other in the leisure area of the company.</p> <p>Jenny: Hello, Aya. Are you here to get some coffee? Aya: No, Jenny. I'm hungry after loads of work. Here's a vending machine and I'd like to buy some cookies. Jenny: Oh, I didn't notice it. Aya: Come here and pick out what you like. If you don't have any cash, you can scan the QR code to pay. Jenny: It is indeed very convenient. Then they walk back to the office area together...</p> <p>Aya: Jenny, has HR already recorded your fingerprints? Jenny: Yes. She told me that we use the attendance machine to clock in and clock out. Aya: Exactly. And your salary is docked if you are late more than 3 times. Jenny: Yes.. Thanks for the reminder, Aya.</p>
UNIT 1 Lesson 2	If she doesn't send it, we won't finish this project before the deadline.	<p>If she doesn't send it, we won't finish this project before the deadline.</p> <p>We will contact her if she doesn't respond to the email.</p>	<p>First Conditional: If + simple present, ... will/won't + infinitive...</p>	<p>brochure</p> <p>deadline</p> <p>mascot</p> <p>reminder email</p>	<p>Aya is not at her desk working on something when Jackson, a cartoonist, asks about the status of the project.</p> <p>Jackson: Aya, have you received an email from the client? Aya: No, I haven't. What's the matter, Jackson? Jackson: She said that she would send the final contents of the brochure today. If she doesn't send it, we won't finish this project before the deadline. Aya: Try sending a reminder email. We will call her if she doesn't respond to the email. Jackson: I already sent a reminder email an hour ago but I haven't heard from her. By the way, are you still working on the product's mascot design? Aya: Yes. If I finish this tomorrow, I will help you with the brochure. Jackson: It's fine. I am done with the layout. I'm just waiting for the final contents. I will submit the brochure today if she sends me the final contents later.</p>
UNIT 1 Lesson 3	If I worked remotely, I would cut down on commuting time.	<p>If I worked remotely, I would cut down on commuting time.</p> <p>If I worked from home, I wouldn't get stuck on the bus during rush hour.</p>	<p>Second Conditional: If + simple past, ... would/wouldn't + infinitive...</p>	<p>work-from-home</p> <p>commute</p> <p>newbie</p> <p>on-site</p>	<p>Jackson and Jenny are at the cafeteria. Jackson is expressing his interest in the work-from-home arrangement offered by the company.</p> <p>Jackson: Do you have any idea about the work-from-home arrangement? Jenny: Nope, I haven't heard our boss mentioned it! Are you interested? Jackson: Yes, I am. I live far from the office. So, if I worked remotely, I would cut down on commuting time. How about you? Jenny: Of course, I am. If I worked from home, I wouldn't get stuck on the bus during rush hour. However, I am still a newbie. I would have many distractions if I didn't do my tasks on-site. Jackson: I beg to disagree. You're doing well at your job and you don't require much supervision. Jenny: Thanks for the compliment. I'll think over it. Well, if I were you, I would apply for it from the HR manager at once.</p>

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UNIT 1 Lesson 4	If I had gone to bed early, I would have caught the train.	If I had gone to bed early, I would have caught the train. We would have missed the flight if we hadn't gotten up so early that morning.	Third conditional: if + past perfect, would + have + past participle	marketing plan quarter surpass out-of-town	Aya and Bo were to attend a business conference. However, Bo was 5 minutes late as he didn't catch the train on time. Aya: Bo? Where have you been? The conference started five minutes ago. Bo: I didn't catch the train on time. If I had gone to bed early, I would have caught the train. Aya: Sorry to hear that. What kept you up late last night? Bo: The sales manager assigned me to create a marketing plan. Our target is to surpass the 59% sales we had last quarter. Aya: That is impossible! Bo: We'll try our best. By the way, how was your out-of-town meeting yesterday? Aya: We almost missed the flight. The taxi driver traveled a long distance when he found himself driving in the wrong direction. Bo: That's terrible. Aya: Yes. We would have missed the flight if we hadn't gotten up so early that morning.
UNIT 1 Lesson 5	If I hadn't got this job, I wouldn't be able to use what I learned into practice.	If I hadn't got this job, I wouldn't be able to put what I learnt into practice.. If I weren't busy, I would have offered to help.	Mixed Conditionals If + past perfect, would + infinitive, If + simple past, would have + past participle	video conference color palette pressured corporate ladder	Olivia is asking for some help from Aya about the color palette task their boss assigned her. However, Aya is busy preparing for a video conference. Olivia: Aya, do you have a minute? Aya: What's the matter, Olivia? Olivia: I'd like you to join our brainstorming session. Our boss asked me about color palette and I'm not that great with colors. Aya: I'd like to, but I'll have a video conference with the clients. I need some time to prepare. If I weren't busy, I would have offered to help. Olivia: It's OK. Perhaps we can talk about it later when you are available. Aya: No problem. This job is sometimes very exhausting. We are always pressured to meet each deadline. But if I hadn't gotten this job, I wouldn't be able to put what I've learnt into practice. Olivia: That's the right mindset. You need to hone your skills and talents, and then you would be able to climb up the corporate ladder eventually.
UNIT 1 Lesson 6	I did make the list.	I did make the list. I do remember he usually keeps a hard copy of each document in one of his filing cabinets.	Emphatic forms	filing cabinet drawing tablet external hard drive hard copy	Steve called Aya to his office to ask her about the list of the needed office supplies for the next quarter. Steve: Aya, have you already made a list of the office supplies we need for the next quarter? Aya: I did make the list, but Jackson was responsible for checking and sending it to you. Steve: Well, I did receive a lot of documents last week, but the list was not included. Jackson is on sick leave today, right? Aya: Yes, but I do remember he usually keeps a hard copy of each document in one of his filing cabinets. I'll go and check it. Steve: Thanks a lot, Aya. Aya: My pleasure. By the way, it's necessary for the new employee to have a new drawing tablet and an external hard drive. Steve: No problem. I'll add them to the list later.

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Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 1 Lesson 7	Would you like anything to drink?	Would you like anything to drink? Before we begin, shall we have a look at the main points on the agenda?	Polite expressions when starting a business meeting	Business trip Agenda Web design Icons	Aya is at the employees' lounge preparing for today's meeting when Miss Smith, the secretary of Aya's client, arrives. Aya: Good morning, Ms. Smith. Would you like anything to drink? Ms. Smith: Green tea, please. I've been busy lately with all the business trips. I had to go to Kanagawa yesterday. Aya: How was the trip? Ms. Smith: It was a great success. They accepted all the changes we proposed. Aya: Glad to hear that. Before we begin, shall we have a look at the main points on the agenda? Ms. Smith: No problem. Aya: So, the main purpose of today's meeting is to finalize the web design of Mr. Park's online language school. We also need to talk about the icons used on the website. Is there anything you'd like to add? Ms. Smith: None so far. We can now start checking with the changes.
UNIT 1 Lesson 8	Why don't we go for brighter colors?	From the client's point of view, how about altering the font size of the headline? We might as well arrange these icons in a symmetrical way.	Giving Suggestions and Recommendations	alteration symmetrical font headline	Aya and Miss Smith are discussing the changes made on Mr. Park's online language school. Aya: What do you think of all the alterations we made, Ms. Smith? Miss Smith: You did a great job with all these changes, Aya. However, from the client's point of view, how about altering the font size of the headline? Aya: That is noted, Ms. Smith. I'll make it more visible. Miss Smith: And why don't we go for brighter colors? It would be easily noticed in that way. Aya: No problem. Consider it done! Miss Smith: And one more concern is regarding the icons. They look a little bit out-of-order. What ideas do you recommend? Aya: Well, we might as well arrange these icons in a symmetrical way. Miss Smith: Great idea! Then it will be clearer and more orderly.
UNIT 1 Lesson 9	Write an email requesting a promotion.	I am writing to formally request for a promotion at work. In the past years, I have acquitted myself of various	Writing an Email Requesting a Promotion	promotion time commitment qualification acquit (oneself)	Dear Mr. Robert: I am writing to formally request that I be taken into consideration for the open position of senior graphic designer. I have been a junior graphic designer for two years. I am confident that my experience, qualifications and acquired skills make me the best person for this promotion. I understand the responsibility and time commitment that come with a higher role, but I believe that my mastery of design skills will allow me to tackle the challenge. In the past years, I have acquitted myself of various projects splendidly. Thus I believe that I have had enough success in my current position to be considered for a promotion. I would be very grateful if you consider me for this promotion and thank you again for your time. I would be happy to be scheduled an interview at your convenience. Sincerely, Aya Adams Junior Graphic Designer
UNIT 1 Lesson 10	Unit Review	----	----	----	----

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UNIT 2 Lesson 1	The meeting is adjourned.	<p>The meeting is adjourned.</p> <p>Shall we ask him for a few words before we start the monthly meeting?</p> <p>Please open the folders.</p>	Types of Verb Mood (I) -- Indicative and Imperative Mood	brave soul higher-up a round of applause neophyte quota adjourned	<p>Mr. Tanaka, Bo's manager, introduces Bo as the new assistant manager of the sales team.</p> <p>Mr. Tanaka: 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.</p> <p>Bo: 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.</p> <p>Mr. Tanaka: 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?</p> <p>Everyone: None so far, Sir.</p> <p>Mr. Tanaka: OK, then the meeting is adjourned. You may now go back to your workstations.</p>
UNIT 2 Lesson 2	It is important that you always do your best.	<p>I recommend that you visit the Umeda Sky Building.</p> <p>It is important that you always do your best.</p>	Types of Verb Mood -Subjunctive Mood ... recommend/suggest ... that + ... (should) verb ... It is + adjective + that + ... (should) verb ...	surreal fret seal the deal identification	<p>Daisuke is giving Bo instructions about his out-of-town business trip.</p> <p>Mr. Tanaka: Good day, Bo. How have you been doing after getting the promotion?</p> <p>Bo: I couldn't be better, sir. It still feels surreal. I think I need time to get accustomed to my new role.</p> <p>Mr. Tanaka : 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.</p> <p>Bo: I will give it my best shot. How long is the business trip scheduled for?</p> <p>Mr. Tanaka: 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.</p> <p>Bo: Is there any chance I could extend my trip for one more day?</p> <p>Mr. Tanaka: 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.</p>
UNIT 2 Lesson 3	You said, "Bo of Home Gizmos."	<p>Let me reiterate your request, "A table for 2 in Ash Café at 10."</p> <p>As our CEO said, "We were built to provide the best service to our customers."</p>	Reported Speech -- Direct Speech	receptionist concierge reiterate bellboy	<p>Bo is checking-in at the Jade Chamber in Osaka for his out-of-town business trip.</p> <p>Receptionist: Welcome to Jade Chamber. How may I help you, sir?</p> <p>Bo: Hi! I'd like to check-in. My company has already made a reservation two days before. I am Bo of Home Gizmos.</p> <p>Receptionist: You said, "Bo of Home Gizmos," right? Please show me your company ID for identification.</p> <p>Bo: Here you are. Who can I ask to book a table for 2 in Ash Café at 10?</p> <p>Receptionist: 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?</p> <p>Bo: Yes, that's right. I would also need a bellboy to help me with my luggage. Thanks for the efficient work.</p> <p>Receptionist: As what our CEO said, "We were built to provide the best service to our customers." Have a wonderful stay in our hotel, sir.</p>

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UNIT 2 Lesson 4	Your secretary told me that you liked the brewed coffee.	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.	Reported Speech -- Indirect Speech	brew amend distributor transaction	Bo is discussing the terms of the contract with Mr. Endo. Bo: Good morning, Mr. Endo. Your secretary told me that you liked the brewed coffee in this café, so I've already ordered one. Mr. Endo: That's so thoughtful of you. Anyway, let's now discuss the details of the contract. Bo: 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. Mr. Endo: That's right. Was my request for assistance in promotions granted? Bo: 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.
UNIT 2 Lesson 5	It's my post-celebration for being promoted.	The terms that your management provided are beneficial for both parties. It's my post-celebration for being promoted.	Affixes	post-celebration itinerary picturesque sweet tooth	Bo and Mr. Endo have just concluded their discussion. Bo is telling Mr. Endo his plans during his stay in Osaka. Bo: Then, that is a deal, Mr. Endo. Mr. Endo: Yes, it is. The terms that your management provided give beneficial for both parties. Are you heading back to Tokyo now? Bo: I plan to stay here in Osaka for more day. It's my post-celebration for being promoted. Mr. Endo: That's great! There a lot of cool places that tourists can visit here. Do you have an itinerary? Bo: 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? Mr. Endo: 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? Bo: Absolutely! I do have a sweet tooth. I'd be ecstatic to visit that renowned restaurant.
UNIT 2 Lesson 6	It's time to let loose.	It's time for us to have fun after finishing loads of work. It's time to let loose. It's high time we spent some time with our colleagues outside the office.	It's (high) time + past subjunctive It's (high) time + (for sb.) to + bare infinitive	team building bulletin board announcement bombard	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. Aya: Great! It's time for us to have fun after finishing loads of work. Steve: 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. Aya: 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. Steve: Yes. See you then later, Aya.

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UNIT 2 Lesson 7	I couldn't agree with you more.	I couldn't agree with you more. I agree to some extent, but isn't it too mainstream?	Expressions of Agreeing and Disagreeing	mainstream brainstorming poll unconventional	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? Olivia: This is going to be my first team building! I prefer going to the beach for a gathering like this. Aya: I couldn't agree with you more. I love beaches, too. How about you, Jenny? Jenny: I agree to some extent, but isn't it too mainstream? I mean, let's choose somewhere unconventional. Jackson: I totally agree with Jenny on this one. In my previous company, we almost went to the beach every team building we had. Aya: Well, how about we create a poll on this? Olivia: I think that is a good idea!
UNIT 2 Lesson 8	We have concerns regarding the location.	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.	Expressions of Clarifying and Addressing Concerns	recreational array zip line secluded	Aya's team has come up with the best location for their team building, however, some of the members have expressed their concerns. Aya: 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. Olivia: What do you suggest? Aya: The HR helped us find a leisure park and amusement resort in Asakusa and it only takes about 16 minutes to get there. Olivia: What information do you have about this place? Aya: 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? Olivia: That's a great idea! Let's go and ask other colleagues for advice. Aya: Yes, and then we can wait for the decision made by the boss.
UNIT 2 Lesson 9	A memo requesting the additional budget.	I would like to request approval for the additional budget. I've attached a breakdown of expected expenses to this memo.	Writing a memo	approval budget expenditure attachment	Dear Mr. Takashi: 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 the additional budget that will be used for the team building. Early this year, I had a remaining budget of \$923.47. As it was Mr. 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'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.
UNIT 2 Lesson 10	Unit Review	----	----	----	----

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UNIT 3 Lesson 1	Whatever we do, we must put safety first.	For us to have a harmonious recreation today, you are asked to follow the following house rules. Whatever we do, we must put safety first.	Types of Clauses: - Independent Clauses - Dependent Clauses	in charge compliant cooperative house rules desolate	Aya discusses the house rules for their team building before they make their way to the location. Aya: Alright, everyone! Because I am in charge of making the rules, I'd like to ask you all to be cooperative and compliant with these rules I will share. Olivia: Sure, Aya. We will. Aya: Good! For us to have a harmonious recreation today, you are asked to follow the following house rules. First, whenever you join a game, participate actively. Second, when we arrive at the location, everyone should stay with the group. If you go to a desolate place, you should have someone with you. Whatever we do, we must put safety first. Last but not least, enjoy this activity to the fullest. Do you have any questions? Jackson: Can we opt not to join a certain activity? Aya: Oh no, you can't. Everyone should participate, Jackson. Don't worry! I'm certain you will enjoy every activity that was prepared. Jackson: Okay! Sure thing. Olivia: How long is it before we arrive at the location, Aya? Aya: We should get there in 2 hours.
UNIT 3 Lesson 2	We will be back before 9 o' clock.	I am not sure if this place suits your taste, but I hope it does. We will be back before 9 o'clock.	Types of Dependent Clauses (1): - Noun Clause - Adverb Clause	suits your taste breathtaking grand preserve get the ball rolling	Aya and her colleagues arrived at the team building location. Aya: We're finally here! This is where we will do our team building. I am not sure if this place suits your taste, but I hope it does. Olivia: Oh, Aya. This location is breathtaking. Aya: It truly is. This is surprisingly grand. Jackson: I wonder how much it costs to build and preserve this place. Anyway, Aya, what time does the activity start? Aya: We will get the ball rolling at exactly 9 o'clock. Jackson: So, can we look around for a few minutes? It's still 8 o'clock. Aya: Sure, Jackson. But please be back before the time. Jackson: Got it! We will be back before 9 o'clock. Aya: Thanks, Jackson. I will also ring the bell 10 minutes before the time so that you will be reminded. Jackson: Okay, Aya. Thanks so much!
UNIT 3 Lesson 3	It was Lina who had it all planned out.	I thought they were boring people whose interest was just to work. It was Lina who had it all planned out. She is the person whom I admire the most.	Types of Dependent Clauses (2): Adjective Clause/Relative Clause - Subject Relative - Object Relative - Possessive Relative	whale of a time exhilarating introverted talkative out of the blue revelation	Aya and Olivia are talking about their team building activities. Aya: Olivia, did you enjoy the team building we had? Olivia: Yeah. I had a whale of a time. The activities we did were exhilarating. Aya: Right! And I was mostly surprised at how active some introverted colleagues were interacting. Olivia: That happened out of the blue! I thought they were boring people whose interest was just to work. They are so funny and talkative after all. That team building is just what we need for everyone to come out of their comfort zones. Aya: Absolutely! Because of that, we were able to know our colleagues better. Olivia: Before the team building, I had no idea that some of them were so talented. Aya: The team building had a lot of unexpected revelations indeed. Olivia: It was Lina who had it all planned out. Aya: It was a brilliant plan! She is the person whom I admire the most. She's undeniably commendable.

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UNIT 3 Lesson 4	The project that you recently finished was superb.	The project that you recently finished was superb. My friend's pal, who owns an app development company, proposed a partnership.	Types of Dependent Clauses (3): Adjective Clauses - Defining Relative Clause - Non-defining Relative Clause	acknowledgment partnership pal app developer obligation	Lina talks about a big upcoming project for Aya. Lina: Congratulations, Aya! The project that you recently finished was superb. Aya: Thanks for the acknowledgment, Lina. I'm so glad you're pleased. Lina: With that, I'm glad to notify you that we will have another big project. Aya: What compelling news! What is it all about? Lina: My friend's pal, who owns an app development company, proposed a partnership. Their company specializes in mobile applications. Their app developers are in need of more designers to work with them. Aya: Wait, was he the one that you told me about last month? Lina: Exactly! Their company is going to be constantly counting on us to offer the best layouts and visuals for their applications. We have to impress them because they have a ton of clients that may be interested in our services too. Aya: Don't worry, Lina. Customer satisfaction is my utmost obligation.
UNIT 3 Lesson 5	My job is both satisfying and rewarding.	My job is both satisfying and rewarding. I am distressed and exhausted because of the deadlines.	Adjectives: - Present Participial Adjectives - Past Participial Adjectives	prestigious distressed collaboratively copywriter evaluate	Lina called Aya to her office to ask some questions about her promotion request. Lina: I have called you here to discuss your promotion request that you submitted to my secretary. So, how does your work experience qualify you for this new position? Aya: Well, it is an honor for me to be able to work in this prestigious company. My job is both satisfying and rewarding. Sometimes, I am distressed and exhausted because of the deadlines. However, I have learned a lot from my work on planning and devising strategies to achieve customers' satisfaction. Lina: That is good to hear, Aya. Since you applied for the position of senior graphic designer, what do you think you'll like most about this job? Aya: To put it simply, I will be working on a wider range of design projects, working collaboratively with colleagues such as creative directors and copywriters. Lina: That's right! As you may have known, Steve and I will be evaluating your performance in recent months. Aya: Okay, Lina. I am eager to receive your feedback.
UNIT 3 Lesson 6	It is favorable, rewarding, and beneficial.	The benefits of this contract are to avoid dispute and prevent misinterpretation. This partnership is definitely favorable, rewarding, and beneficial.	Parallelism	terms and conditions alliance mutual dispute misinterpretation favorable	Bo and Mr. Tanaka discuss their plans for the partnership with Mr. Endo. Bo: Good afternoon, Mr. Tanaka. I just want to inform you about our partnership with Mr. Endo's company. Mr. Tanaka: So, how was the contract signing? Was it successful or not? Bo: It was successful. Mr. Endo has agreed to our terms and conditions specified in the agreement. Mr. Tanaka: Great! Mr. Endo has acknowledged our alliance as business partners. Bo: Since both of our companies have shared mutual interests and goals, what should we do now? Mr. Tanaka: We should be clear about the plans, benefits, and conditions of this contract. We could develop new products and services, improve productivity, and reduce business costs. The benefits of this contract are to avoid dispute and prevent misinterpretation. Bo: This partnership is definitely favorable, rewarding, and beneficial. Mr. Tanaka: It's a great opportunity for us to reach more customers.

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UNIT 3 Lesson 7	Perhaps we could still assist you in expanding your market.	<p>Unfortunately our company has already sealed a partnership with another distributor.</p> <p>Perhaps we could still assist you in expanding beyond the margins of your market?</p>	<p>Polite Expression:</p> <ul style="list-style-type: none"> - Declining/Refusing - Offering Alternatives 	<p>decade</p> <p>seal</p> <p>expand</p> <p>guarantee</p>	<p>A distributor is interested in partnering with Home Gizmos.</p> <p>Peter: Good day. May I speak to Mr. Tanaka? Bo: I'm sorry, but Mr. Tanaka will not be here until tomorrow. You can talk to me instead, and I'm Bo Sato. Peter: Nice to meet you, Mr. Sato. My name is Peter Davis from RGE Distributors Inc. We have been a trusted distributor of several companies for two decades. I am here to offer a partnership. You will have remarkable sales growth with our help. Bo: That is truly a lovely offer, Mr. Davis. Unfortunately, our company has already sealed a partnership with another distributor. Peter: That is indeed unfortunate, but perhaps we could still assist you in expanding your market. After all, having more than one distributor offers more opportunities, and I guarantee you our service is absolute. It's a win-win situation. Bo: That does sound reasonable. I need to discuss it with Mr. Tanaka tomorrow. Peter: OK. Here's my business card. Give me a call if you change your mind.</p>
UNIT 3 Lesson 8	I apologize for the trouble.	<p>I'm sorry to have to tell you that one of the customers sent a negative review on a product he received due to damages.</p> <p>I will contact the customer today to offer compensation.</p> <p>I apologize for this trouble, Sir.</p>	<p>Polite Expression:</p> <ul style="list-style-type: none"> - Delivering Bad News - Apologizing 	<p>bulk</p> <p>real estate</p> <p>ship (v.)</p> <p>review</p> <p>damages</p> <p>compensation</p>	<p>Bo delivers some bad news to Mr. Tanaka.</p> <p>Mr. Tanaka: Bo, have you got any updates regarding the bulk orders of the real estate firm in Osaka? Bo: Yes, Sir. The orders were shipped this morning. By next week, the products will have been delivered to Osaka. Mr. Tanaka: Great! How about the reviews on the website? Bo: I'm sorry to have to tell you that one of the customers sent a negative review on a product he received due to some damages. Mr. Tanaka: Did he give details as to what happened? Bo: I was told that it was just minor damages caused by poor shipping. I will contact the customer today to offer compensation. Mr. Tanaka: That is a serious matter. Please report it to our shipping partners to avoid the same issue. We must keep our products in good quality at all times. We can't afford to have any negative reviews. Bo: I apologize for the trouble, Sir. I will inform and warn our shipping partners about this.</p>
UNIT 3 Lesson 9	Write an apology email.	<p>I sincerely apologize for the damaged product.</p> <p>We look forward to providing a better experience for you in the future.</p>	<p>Business Letter: Letter of Apology</p> <ul style="list-style-type: none"> - sincerely apologize for + noun clause - look forward to + gerund 	<p>quality control</p> <p>replacement</p> <p>on behalf of</p> <p>voucher</p>	<p>To: Mr. Togami From: Bo Sato Subject: Apologies for the Damages</p> <p>Dear Mr. Togami:</p> <p>Thank you for giving us your review about the washing machine. On behalf of Home Gizmos, I sincerely apologize for the damaged product that you had received. Our products go through several quality control measures before they are delivered to customers. However, it appears that there were some problems during the shipping process.</p> <p>To make up for this error, we have shipped a replacement, which should arrive within 2-5 days. To make up for the inconvenience, we are also giving you a voucher that you may use for your next purchase.</p> <p>We are truly sorry that your original purchase did not live up to your expectations, but we look forward to providing a better experience for you in the future. Thank you for bringing this issue to our attention, and please don't hesitate to contact me directly with any other concerns you may have.</p> <p>Sincerely, Bo Sato Sales Manager, Home Gizmos</p>

BASIC ENGLISH BOOK 5

Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 3 Lesson 10	Unit Review	----	----	----	----
UNIT 4 Lesson 1	You should thank yourselves for providing great customer service.	<p>Grammar Focus: Reflexive Pronouns Reciprocal Pronouns: Each Other vs. One Another</p> <p>Key Expressions: We help each other to meet and exceed our target sales. You should thank yourselves for providing great customer service.</p>	<p>Reflexive Pronouns (myself, yourself, herself etc)</p> <p>vs.</p> <p>Reciprocal Pronouns (each other & one another)</p>	<p>recap prospect assist specifications script competitors</p>	<p>Bo encourages the sales representatives and gives them suggestions on how to better persuade customers.</p> <p>Bo: Hello, everyone! Mr. Tanaka has asked me to meet you both so that we can have a recap of our tasks. So, can you please describe your tasks? Rep 1: Well, I sell the company's products and give important details to prospects through calls, trainings, and presentations. Rep 2: As for me, I determine the sale and promo schedules and assist customers in selecting products based on specifications and regulations. We help each other to meet and exceed our target sales. Bo: I'm glad to inform you that our customer support ratings have been impressive based on the reviews. You should thank yourselves for providing great customer service. Rep 1: Do you have any suggestions on improving the skills in persuading customers? Bo: Just be natural and make sure you don't sound like you're reading a script. Rep 2: Got it, Sir! Is there anything else we should do? Bo: Make sure the customer feels comfortable talking to you. But most of all, prove to them that our products are better than those offered by our competitors.</p>
UNIT 4 Lesson 2	I feel like buying that mini humidifier.	<p>These can help you breathe better.</p> <p>I feel like buying that mini humidifier.</p> <p>I can't afford the biggest humidifier.</p>	<p>Verb Patterns (1) - Gerund vs Infinitive</p>	<p>alleviate frosty top-grade humidifier modifier afford</p>	<p>Bo is persuading a customer to buy a product.</p> <p>Bo: Good morning, Ma'am. Are you looking for something? Costumer: The weather has been frosty these days. I'm wondering if you have something that can alleviate my dry skin caused by the cold and dry atmosphere. Bo: Well today is your lucky day, Ma'am. These are our top-grade humidifiers. They are effective in treating dryness of the skin, nose, throat, and lips. These can help you breathe better because the moisture keeps your throat from drying out. Costumer: I feel like buying that mini humidifier. But that large one maybe work better for an entire room. Oh, it's always so difficult to decide which product to buy. Bo: Please take your time looking for the best product for your home. Costumer: Hmm. I don't have enough cash here. I can't afford the biggest humidifier. Bo: I'd suggest choosing the medium one. It's affordable, and it can work for an entire room too. Costumer: That sounds good. I'd love to buy a medium-sized humidifier then.</p>
UNIT 4 Lesson 3	I heard him talking to a customer a while ago.	<p>I heard him talking to a customer a while ago.</p> <p>His profound knowledge about the products persuades customers to purchase products instantly.</p>	<p>Verb Patterns (2) - Perceptive Verbs + ing vs Perceptive Verb + to infinitive - Causative Verbs</p>	<p>glimpse acquainted profound instantly capacity rare</p>	<p>Mr. Tanaka and Miku talk about how skillful Bo is at persuading customers to purchase products.</p> <p>Mr. Tanaka: Miku, have you seen Bo? I haven't had even a glimpse of him yet. I have something to discuss with him. Miku: I heard him talking to a customer a while ago. It's amazing how he can easily get a customer to buy anything. Mr. Tanaka: During his training, I always encouraged him to ask questions about everything he wasn't acquainted with yet. Miku: His profound knowledge about the products persuades customers to purchase our products instantly. Mr. Tanaka: His communication skills and learning capacity are indeed rare. Anyway, if you happen to see him, please tell him to come and see me in my office. Miku: No problem, Mr. Tanaka. I'll tell him when I see him.</p>

BASIC ENGLISH BOOK 5

Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 4 Lesson 4	I am getting used to it.	<p>I am getting used to it.</p> <p>I am used to designing my cartoons using this software.</p> <p>I used to design my first projects in CorelDraw since it was easy to get the hang.</p>	<p>- get used to + verb-ing/ noun</p> <p>- be used to + verb-ing/ noun</p> <p>- used to + infinitive</p>	<p>adapt</p> <p>install</p> <p>complicated</p> <p>accustomed</p> <p>previous</p> <p>get the hang</p>	<p>Aya and Jackson are talking about a new graphic design software.</p> <p>Jackson: Hi, Aya! Have you adapted to the new graphic design software?</p> <p>Aya: Not yet, but I am getting used to it. Why did we have to install this software?</p> <p>Jackson: It offers more tools and allows you to work on more projects. It looks complicated at the beginning but after a few tries, it will be easier for you. It will also speed up your designing.</p> <p>Aya: I hope I will get accustomed to it quickly. There are so many incoming projects that I need to do in a short span of time.</p> <p>Jackson: Trust me, it's not as difficult as you think. Call me if you need help.</p> <p>Aya: Thank you, Jackson. You are an expert at dealing with this new software. Have you used it before?</p> <p>Jackson: Yes, I have. This was actually one of the software I used in my previous company.</p> <p>I am used to designing my cartoons using this software. How about you? What was your first graphic design software?</p> <p>Aya: I used to design my first projects in CorelDraw since it was easy to get the hang.</p>
UNIT 4 Lesson 5	Reading the report, do you think she is qualified for the senior graphic designer?	<p>Reading the report, do you think she is qualified for the senior graphic designer?</p> <p>Having got all the necessary attributes in a senior graphic designer, she is exactly the one we are looking for.</p>	<p>Participial Constructions (1)</p>	<p>promote</p> <p>spare</p> <p>assess</p> <p>qualified</p> <p>deserve</p> <p>applicant</p>	<p>Lina and Steve are discussing if Aya should be promoted.</p> <p>Lina: Hi, Steve! Can you spare me a minute, please?</p> <p>Steve: Sure, Lina. What is it about?</p> <p>Lina: I would like you to help me assess Aya's performance.</p> <p>Steve: Oh, I will be attending a meeting in 15 minutes. I hope this will be over in no time.</p> <p>Lina: This won't take too long. Have you read the email I sent to you yesterday? It's a report about Aya's performance.</p> <p>Steve: Yes. Aya is doing a great job. What's your question, Lina?</p> <p>Lina: Reading the report, do you think she is qualified for the senior graphic designer?</p> <p>Steve: I see. Having got all the necessary attributes in a senior graphic designer, she is exactly the one we are looking for. She deserves the promotion.</p> <p>Lina: I couldn't agree with you more.</p> <p>Steve: We won't have to look for another applicant then.</p> <p>Lina: Exactly, Steve.</p>
UNIT 4 Lesson 6	The result being determined, I can't wait to share it with you.	<p>The result being determined, I can't wait to share it with you.</p> <p>Your request being accepted, now you are the new senior graphic designer.</p>	<p>Participial Constructions (2)</p>	<p>determine</p> <p>nervous</p> <p>standard</p> <p>abroad</p> <p>branch</p> <p>trust</p>	<p>Lina informs Aya of the result of her promotion request.</p> <p>Lina: Hello, Aya! The result being determined, I can't wait to share it with you.</p> <p>Aya: Oh, really? I'm so nervous, Lina.</p> <p>Lina: Take a deep breath, Aya! It's actually great news.</p> <p>Aya: I'm ready. Tell me please.</p> <p>Lina: Steve and I have talked about your performance. Congratulations! Your request being accepted, now you are the new senior graphic designer. Reaching all the standards, you will be sent abroad and working in a branch there.</p> <p>Aya: Wow! Thank you, Lina. Hearing the news, I couldn't be happier.</p> <p>Lina: Congratulations once again, Aya. I will keep you updated on other requirements and details.</p> <p>Aya: Thank you so much for your trust, Lina. I will make every effort as a senior graphic designer.</p>

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Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 4 Lesson 7	May I know your thoughts on it?	May I know your thoughts on it? Do you have other thoughts on the design and layout?	- Asking Opinions and Giving Opinions - 'About' vs 'On'	feedback interpretation lay-out detailed prefer	Aya is getting feedback from Mr. Yamada on the design of the mobile app. Aya: So, Mr. Yamada. That's my interpretation of the design. May I know your thoughts on it? My. Yamada: Well, I think it looks excellent. You have done a great job for this project. Aya: Thanks. Do you have other thoughts on the design and layout? Mr. Yamada: I'd say that the design is very detailed and user-friendly. Aya: Great. Mr. Yamada: Just one thing, Aya. It might be better if it's green at the top and bottom on this page. Aya: May I know why you prefer green to blue? Mr. Yamada: The color green gives more life to the app. It also matches the color of the app icon. Aya: I see. I take your point.
UNIT 4 Lesson 8	Sorry for interrupting, may I raise my concern?	May I add something? Sorry for interrupting, may I raise my concern?	Interrupting (How to interrupt politely ; Responding to interruptions)	commercial copyright-free attractive interrupt finalize	Aya and Mr. Yamada make their final decisions for the mobile app. Mr. Yamada: Before I forget, we need to have the app launched by the end of this month, so I'd like to have the final layout submitted this week. Aya: May I add something, Mr. Yamada? Mr. Yamada: Yes, what is it? Aya: I'm wondering if we could purchase some images rather than using copyright-free ones. Mr. Yamada: What's your reason for that? Aya: Commercial images are usually more attractive than these free ones. Mr. Yamada: I see. You have my permission. Aya: Alright then. I'll send you the final design by email this Friday. Mr. Yamada: Terrific. I guess that's all for now. Jenny: Sorry for interrupting, may I raise my concern? We will need more time to prepare for the launch. So is it possible for you to finalize the design tomorrow, Aya? Aya: I think it's a bit challenging for me. But I will try my best! Jenny: Thank you so much!
UNIT 4 Lesson 9	I would be very grateful if you could send me detailed requirements of the project.	I would be very grateful if you could send me detailed requirements of the project. Could you please let me know the deadline?	Business Email: Inquiry Letter - I would be very thankful if you + could/would - Could you please +verb + noun clause	inquire urgently insufficient grateful requirement deadline	Dear Mr. Yamada: I hope this email finds you well. I am Jenny Yun from Smart Designs. Thank you for choosing us as your business partner. I am writing this letter to you to inquire about the project. As discussed in the meeting last week, you would like this project done urgently. However, the details that you have provided are insufficient. I would be very grateful if you could send me detailed requirements of the project, like the layout, visuals, and designs. Additionally, could you please let me know the deadline? This will allow us to set a detailed project plan. Once receiving the details and the deadline, we will start working on the project. We look forward to hearing from you soon. Sincerely, Jenny Yun Assistant Graphic Designer
UNIT 4 Lesson 10	Unit Review	----	----	----	----

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Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 5 Lesson 1	Never had I thought you would be leaving.	Neither Can I. Never had I thought you would be leaving.	Sentence Inversion	employment departure experienced comfort zone overseas take shape	Aya resigns after 4 years of employment. Olivia heard of Aya's departure and came to her. Olivia: I didn't know it until I saw the announcement. Aya, I just cannot believe you've worked here for four years and will resign soon. Aya: Neither can I. I still remember our first meeting here. Olivia: You were fresh from college then, but now you are an experienced senior graphic designer. How time flies! Aya: I will always remember these days in the company. I think I'm really lucky to have the chance to work here. Olivia: So do I. Therefore, never had I thought you would be leaving. Aya: You know it's quite difficult to step out of my comfort zone. But I think it's time. My dream of working overseas is taking shape. Olivia: Don't forget to share with me your interesting overseas experiences. Aya: Sure! We must keep in touch with each other.
UNIT 5 Lesson 2	There might be some mistakes.	Could you please help me check it? I'm afraid there might be some mistakes.	- Sentence Fragment - Fused Sentences	throw a party memorable farewell	Jackson and Olivia are talking about Aya's farewell party. Jackson: Hi Olivia, Aya is quitting. Let's throw a farewell party for her. Do you have any ideas? Olivia: I'm about to book a room at Tito Papas. It's Aya's favorite, you know. Jackson: Oh, you mean that delicious Filipino restaurant? That's a good choice. What else can we do to make the party memorable? Olivia: Shall we each write a farewell message to Aya? And I can prepare some photos that record the days we spent with Aya. Jackson: Wow! And let's prepare some gifts for her as well. Olivia: Sure! By the way, Lina asked me to write a farewell letter to Aya on behalf of the department. Could you please help me check it? I'm afraid there might be some mistakes. Jackson: No problem.
UNIT 5 Lesson 3	It's the department leader who evaluates our performance.	It was after the screening process that the promotion was determined. It's the department leader who evaluated our performance.	- It-Cleft - Wh-Cleft	send-off party screening process semi-annual	Jackson and Olivia are chatting during their lunch break. Jackson: The Sales Department is having a party tonight. Have you heard about that? Olivia: Yes. It's a send-off party for Mr. Suzuki. He got promoted and will be working as the manager in the New York branch. Jackson: How did he get that chance? Olivia: It was after the screening process that the promotion was determined. Jackson: I see. By the way, is it the only chance that we can be promoted? Olivia: Not exactly. There are also semi-annual evaluations. Jackson: Who will be evaluating our performance? Olivia: It's the department leader who evaluates our performance.
UNIT 5 Lesson 4	Suddenly, the photocopier stopped working.	Suddenly, the photocopier stopped working. I will tell the repairman to mend it.	- Common Punctuation Marks - Hyphen vs. Dash - Quotation Mark Placement	employee handbook photocopier machine repairman reliable	Jackson is having trouble using a photocopier machine. Steve: Hi Jackson. Do you need my help? Jackson: Yes, please. I was making some copies of the employee handbook. Suddenly, the photocopier stopped working. What should I do? Steve: If you are in a hurry, you can try the other photocopier. Jackson: But it's quite different from this one. And I've never used that one. Can you help me out? Steve: Of course. How many copies do you need? Jackson: Ten, please. (after a while) Steve: Here you are. What else can I do for you? Jackson: Thank you so much, Steve! What about this broken machine? Steve: I will tell the repairman to fix it. Don't worry. Jackson: You are so reliable, Steve!

Unit & Lesson	Title	Target Language	Grammar	Main Vocabulary	Dialogues
UNIT 5 Lesson 5	Both countries are open to immigrants.	She said both countries are open to immigrants. However, Canada has a higher immigration rate than the USA. The USA is a big country, likewise Canada. In terms of landmass, Canada covers a larger area than the United States.	- Comparing vs. Contrasting - Connectors of Comparison - Connectors of Contrast	immigrant diverse geographical landmass	Aya is scrolling through some articles about working in Canada and in the USA when Olivia came to her. Olivia: Are you considering working in one of these two countries? Aya: Yes, I am. I wonder which one is more friendly to immigrants. Olivia: Well, one of my cousins has worked and lived in both countries. She said both countries are open to immigrants. However, Canada has a higher immigration rate than the USA, making Canada's population more culturally diverse. Aya: It might be due to the fact that the USA has a bigger population. Olivia: That's partly true. As you mentioned a while ago, the USA is a big country, likewise Canada. In terms of landmass, Canada covers a larger area than the United States. Aya: That's an interesting geographical fact.
UNIT 5 Lesson 6	If you have any questions, kindly check this manual.	If you have any questions, kindly check this manual I organized. In case you encounter some problems, discuss them with the team immediately.	- Delegating Expressions	delegate manual organized uneasy exceptional	Aya delegates the new project to Jenny. She is giving her all the necessary details needed. Aya: Here are all the visual concepts that the team has considered for this project. If you have any questions, kindly check this manual I organized. Jenny: Thanks for keeping them organized. I'm a bit uneasy about taking on this big project. Aya: You did exceptional work last time, so I trust you'll do well with this task, too. Jenny: I hope I can meet the expectation of our client. Aya: In case you encounter some problems, discuss them with the team immediately. You will surely learn a lot from this.
UNIT 5 Lesson 7	You have made my stay here memorable.	You have made my stay here memorable. I am grateful for the opportunity to present and enhance my potential.	- Expressions for Expressing Gratitude	man of the hour showcase friendship heart-warming	At the farewell party, Bo expresses his gratitude to his team and the boss before leaving. Mr. Tanaka: Before we continue the party, I'd like to hear some words from the man of the hour himself, Bo! Bo: Thanks, Sir. Let me start my short speech by thanking all of you here present at this farewell party. You have made my stay here memorable. I would also like to express my gratitude to Home Gizmos. I am grateful for the opportunity to present and enhance my potential. Mr. Tanaka, thank you for being a good leader I can depend on. All my colleagues, I appreciate the friendship we have made. Mr. Tanaka: Thank you for that heart-warming speech, Bo. We are also obliged to all your efforts for the company. We wish you all the best. Cheers!
UNIT 5 Lesson 8	I would like to inform you that I am resigning.	I would like to inform you that I am resigning from my position. Thank you again for the opportunity to work with you.	Writing a Resignation Email	resignation gratifying freelance replacement	Dear Mr. Robert: I would like to inform you that I am resigning from my position, effective October 31, 2021. I appreciate the opportunities for professional development that you have provided me over the past four years. Contributing to the graphic design department has been an immensely rewarding experience for me, and I feel grateful to have started my career alongside such a dedicated team. I have accepted a position in graphic design in Canada. While my experience at EduGraph Studio was gratifying and fulfilling, I am excited to pursue graphic design overseas. If I can be of any help during this transition, please let me know. I am willing to help out with freelance work until you find a replacement. Thank you again for the opportunity to work with you. I wish you all the best and look forward to staying in touch. You can email me at ayadams000@gmail.com. Sincerely, Aya Adams Senior Graphic Designer
UNIT 5 Lesson 9	----	----	----	----	----
UNIT 5 Lesson 10	----	----	----	----	----