

Business English

Lesson 1

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Our first lesson will be devoted to revising some grammar forms and learning new useful vocabulary.

- Let's compare **Pr. Simple and Pr. Progressive**
- Revise what kind of words is called **State Verbs** and why they are so important in English Grammar
- **TO BE** as a Dynamic Verb
- Pr. Progressive **to complain**
- Compare **“to be about to”** and **“to be on the point of”**
- Then we'll be listening to a **dialogue** and all new vocabulary will be explained to you (Daily English)
- We'll start talking about **Presentations** in English

Pr.Simple vs Pr.Progressive

- Pr.Simple is used to talk about every day activity, when we're talking about facts, while Pr.Progressive shows the dynamic.
- Both tenses can be used to express Future actions
- Pr.Simple is used when you're talking about standard schedules in the Future
- Pr.Progressive expresses your own plans

Now it's your turn! 😊

Translate into English

- Сегодня вечером я иду в кино. Фильм начинается ровно в 6.
- Самолет Била приземляется в 5.30. Я встречу его.
- Такси приедет в 8 вечера, мы едем к Бену.

Check yourself

- *We're going to the movie tonight. The film starts at exactly 6 (= at 6 exactly; at 6 sharp)*
- *Bill's plane lands at 5.30. I'm meeting him*
- *The cab is coming at 8 p.m (т.к это не стандарт. расписание, а зависящее от Вас и Ваших пожеланий) We are going to Ben's (= Ben's place)*

State Verbs vs Dynamic Verbs

Explain your point of view:

- *I think or I'm thinking ?*
- *I love or I'm loving ?*
- *I hear or I'm hearing ?*
- *It tastes or It is tasting ?*

You have 2 sec to think about.

Now let's watch some video (<http://www.youtube.com/watch?v=jaM11pJXwvA>) and then check:

1. Think can be both State and Dynamic

I think you're wrong (it's your opinion, you can't see it)

I'm thinking of moving to NY (action – you're doing a lot of things while you're thinking – looking for a new apartment in NY, applying for a job, etc.)

2. Love – State Verb, mostly it isn't used in Progressive Tenses, but if you would like to make it stronger – you can (like McDonald's – I'm loving it)

3. Hear – just State Verb. I'm hearing – can't be used

4. Taste – it depends on its translation into Russian – if it means “иметь вкус” – it can't be used in Progressive as you can't see the action, but it means ‘пробовать’ – it's dynamic verb for sure

Have a look

2-3 STATIVE VERBS

- (a) Yum! This food *tastes* good.
I *like* it very much.
- (b) *INCORRECT*: This food *is tasting* good.
I *am liking* it very much.

Some English verbs have *stative* meanings. They describe states: conditions or situations that exist. When verbs have stative meanings, they are usually not used in progressive tenses.

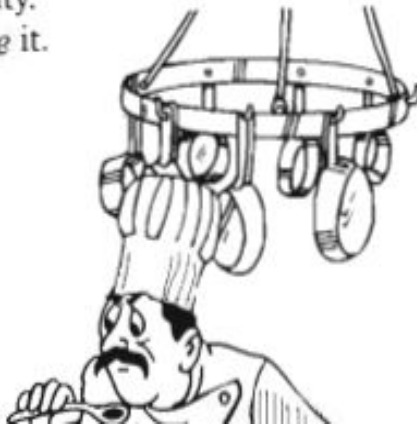
In (a): ***tastes*** and ***like*** have stative meanings. Each describes a state that exists.

- (c) The chef is in his kitchen.
He *is tasting* the sauce.
- (d) It *tastes* too salty.
- (e) He *doesn't like* it.

A verb such as ***taste*** has a *stative* meaning, but also a *progressive* meaning. In (c): ***tasting*** describes the action of the chef putting something in his mouth and actively testing its flavor (progressive). In (d): ***tastes*** describes the person's awareness of the quality of the food (stative).

A verb such as ***like*** has a stative meaning. It is rarely, if ever, used in progressive tenses.

In (e): It is incorrect to say *He isn't liking it*.



Note: Verbs with an asterisk (*) are like the verb *taste*: they can have both stative and progressive meanings and uses.

(1) MENTAL STATE	<i>know</i> <i>realize</i> <i>understand</i> <i>recognize</i>	<i>believe</i> <i>feel</i> <i>suppose</i> <i>think*</i>	<i>imagine*</i> <i>doubt*</i> <i>remember*</i> <i>forget*</i>	<i>want*</i> <i>need</i> <i>desire</i> <i>mean*</i>
(2) EMOTIONAL STATE	<i>love</i> <i>like</i> <i>appreciate</i> <i>please</i> <i>prefer</i>	<i>hate</i> <i>dislike</i> <i>fear</i> <i>envy</i>	<i>mind</i> <i>care</i>	<i>astonish</i> <i>amaze</i> <i>surprise</i>
(3) POSSESSION	<i>possess</i>	<i>have*</i>	<i>own</i>	<i>belong</i>
(4) SENSE PERCEPTIONS	<i>taste*</i> <i>smell*</i>	<i>hear</i> <i>feel*</i>	<i>see*</i>	
(5) OTHER EXISTING STATES	<i>seem</i> <i>look*</i> <i>appear*</i> <i>sound</i> <i>resemble</i> <i>look like</i>	<i>cost*</i> <i>owe</i> <i>weigh*</i> <i>equal</i>	<i>be*</i> <i>exist</i> <i>matter</i>	<i>consist of</i> <i>contain</i> <i>include*</i>

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Directions: Discuss the differences in meaning of the *italicized* verbs in each group of sentences.

1. a. These flowers *smell* good.
b. Hiroki *is smelling* the flowers.
2. a. I *think* Roberto is a kind man.
b. I *am thinking* about this grammar.
3. a. I *see* a butterfly. Do you *see* it too?
b. Jane *is seeing* a doctor about her headaches.
c. Jack and Ann *are seeing* each other. They go out together every weekend.
4. a. Kathy *looks* cold. I'll lend her my coat.
b. Tina *is looking* out the window. She sees a butterfly.
5. a. Sam *appears* to be asleep. Let's not disturb him.
b. My favorite actor *is currently appearing* at the Paramount.
6. a. Sue *is feeling* the cat's fur.
b. The cat's fur *feels* soft.
c. I'm *not feeling* well today.
d. I *feel* that it is important to respect other people's opinions.



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Directions: Discuss the differences in meaning of the *italicized* verbs in each group of sentences.

7. a. Ann *has* a car.
b. I *am having* a hard time, but Olga *is having* a good time.
8. a. I *remember* my first teacher. *Do you remember* yours?
b. Aunt Sara is looking through an old picture album. She *is remembering* the wonderful days of her childhood.
9. a. This piano is too heavy for me to lift. It *weighs* too much.
b. The grocer *is weighing* the bananas.

Complete the gaps using the verbs from the box. Each verb is used once as a stative verb and once as a dynamic verb. Put the verbs into the appropriate present simple or present continuous form.

see	think	admire	appear	have ^c
expect	weigh	look	be	represent

- 1 How much *.do.* you *.weigh.?* About 60 kilos.
- 2 We dinner at the moment so I'll phone you back in half an hour if that's O.K.
- 3 Harry's been in his room for ages. He at all his old photographs.
- 4 I really Helen. She's an excellent manager.
- 5 Penelope Fitzgerald in a new production of Oliver in London's West End.
- 6 I'm quite happy for your children to come to the party because I know they very well-behaved.
- 7 The snake in this picture the forces of evil.
- 8 They don't really like living here. They of moving.
- 9 you that man over there with the grey suit on? He's my brother.
- 10 I'm really looking forward to this holiday. The hotel

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- lovely in the photographs.
- 11 I can't come out tonight because I Paul.
- 12 I'll do it if I can, but I not
..... much time today.
- 13 What you of the
management's new proposals?
- 15 'What are you doing in here?'
'I just this painting. I
think it's really beautiful.'
- 16 'Where's the baby?'
'They her. Look, there she is on the scales.'
- 17 I haven't spoken to him much but he to be a
very nice man.
- 18 Look at Nick out in the garden. He really nice
with the younger children.
- 19 So Peter's still not here. I he's forgotten about
the meeting. We should start without him.
- 20 'I hope you've got a good lawyer.'
'Yes, Alison Medley me at the trial. She's the
best lawyer in town.'

“To be” as *Dynamic Verb*

I know I'm *being* a baby but I can't help it

В данном контексте – подчеркивает *кратковременность* состояния

I'm a baby – констатация факта (here TO BE is a Stative Verb)

(a) Ann <i>is sick</i> today. Alex <i>is nervous</i> about the exam. Tom <i>is tall and handsome</i> .	Be + an adjective usually expresses a stative meaning, as in the examples in (a). (See Appendix Chart A-3, p. A4, for information about adjectives.)
(b) Jack doesn't feel well, but he refuses to see a doctor. He <i>is being foolish</i> . (c) Sue <i>is being</i> very quiet today. I wonder if anything is wrong.	Sometimes main verb be + an adjective is used in the progressive. It is used in the progressive when it describes temporary, in-progress behavior. In (b): Jack's foolishness is temporary and probably uncharacteristic of him.
(d) INCORRECT: Mr. Smith <i>is being</i> old. CORRECT: Mr. Smith <i>is old</i> .	In (d): Age does not describe a temporary behavior. Be + old cannot be used in the progressive. Examples of other adjectives that cannot be used with am/is/are being : angry, beautiful, handsome, happy, healthy, hungry, lucky, nervous, sick, tall, thirsty, young.

Have to learn!

ADJECTIVES THAT CAN BE USED WITH *AM/IS/ARE BEING*

bad (ill-behaved)

careful

cruel

fair

foolish

funny

generous

good (well-behaved)

illogical

impolite

irresponsible

kind

lazy

logical

loud

nice

noisy

patient

pleasant

polite

quiet

responsible

rude

serious

silly

unfair

unkind

unpleasant

NOTES FOR TEACHERS:

Exercises can be given to our students as their Home Task (and Slides 8-11 as well)

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Directions: Mark the adjectives that can be used to complete each sentence.

1. Don't pay any attention to Johnny. He's just being _____.

<i>tired</i>	✓ <i>funny</i>
✓ <i>foolish</i>	✓ <i>silly</i>

2. A: You shouldn't act like that, Tommy. You're not being _____.

B: Okay, Dad. I'm sorry.

<i>careful</i>	<i>kind</i>
<i>healthy</i>	<i>responsible</i>

3. A: There's something different about Tom today.

B: What do you mean?

A: He's being so _____ today.

<i>handsome</i>	<i>quiet</i>
<i>polite</i>	<i>tall</i>

4. I don't approve of Ann's behavior. She is being _____.

<i>angry</i>	<i>unfair</i>
<i>cruel</i>	<i>unpleasant</i>

5. The children are being awfully _____ today.

<i>good</i>	<i>noisy</i>
<i>hungry</i>	<i>sick</i>

Now let's check:

ANSWERS: 2. careful, kind, responsible 3. polite, quiet 4. cruel, unfair, unpleasant 5. good, noisy

And for Slides 8 and 9:

1. a. *smell* describes a state that exists, i.e., the flowers have a smell, and that smell is good.
b. *is smelling* describes the action of using one's nose.
2. a. *think* means "believe" in this sentence and describes a state.
b. *am thinking* is an action; thoughts are going through the speaker's mind.
3. a. *see* describes a perception that exists right now as a result of the speaker using his/her eyes.
b. *is seeing a doctor* means "is going to a doctor for help," a general activity in progress at present.
c. *are seeing* means they are dating each other, a general activity in progress at present.
4. a. *looks* means "appears" or "seems to be" and describes an apparent state that exists: Kathy is apparently cold.
b. *is looking* describes the action of using one's eyes.
5. a. *appears* means "seems" and describes an apparent state that exists.
b. *is appearing* describes the action of performing on stage in a theater, a general activity in progress at present.
6. a. *is feeling* describes the action of using one's sense of touch. Sue is using her hands to touch the cat's fur. The activity is in progress at the present moment.
b. *feels* describes a state that exists, the state of the cat's fur; i.e., it is soft.
c. *am not feeling* describes the speaker's physical feelings of illness, in progress at the present. [Note: The simple present is also possible here with little difference in meaning (*I don't feel well today*) to describe a state that exists.]
d. *feel* means "think" or "believe" in this sentence and describes a state.
7. a. *has* means "owns" here and describes a state that exists.
b. *am having* and *is having* mean "experiencing" and describe activities in progress.
8. a. *remember* describes a state that exists.
b. *is remembering* describes an activity in progress: memories are going through Aunt Sara's mind.
9. a. *weighs* describes a state that exists.
b. *is weighing* describes an activity in progress: the grocer is putting the bananas on a scale and reading what the scale says.

Slides 10-11:

1 do you weigh 2 're having 3 's looking
4 admire 5 is appearing 6 are
7 represents 8 're thinking 9 Do you see
10 looks 11 'm seeing 12 don't have
13 do you think 14 's expecting 15 'm
just admiring 6 're weighing 17 appears
18 's being 19 expect 20 is representing

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Progressive Tenses to complain

(a) Mary <i>always leaves</i> for school at 7:45.	In sentences referring to present time, usually the simple present is used with <i>always</i> to describe habitual or everyday activities, as in (a).
(b) Mary <i>is always leaving</i> her dirty socks on the floor for me to pick up! Who does she think I am? Her maid?	In special circumstances, a speaker may use the present progressive with <i>always</i> to complain, i.e., to express annoyance or anger, as in (b).*
(c) <i>I am always/ forever/ constantly picking up</i> Mary's dirty socks!	In addition to <i>always</i> , the words <i>forever</i> and <i>constantly</i> are also used with the present progressive to express annoyance.
(d) I didn't like having Sam for my roommate last year. He <i>was always leaving</i> his dirty clothes on the floor.	<i>Always, forever, and constantly</i> can also be used with the past progressive to express annoyance or anger.

*COMPARE:

- (1) "*Mary is always leaving her dirty socks on the floor*" expresses annoyance.
- (2) "*Mary always leaves her dirty socks on the floor*" is a statement of fact in which the speaker is not necessarily expressing an attitude of annoyance. Annoyance may, however, be shown by the speaker's tone of voice.

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Now it's your turn to complain

Complete the following with your own words.

A: I really don't know if I can stand to have Sue for a roommate one more day.
She's driving me crazy.

B: Oh? What's wrong?

A: Well, for one thing she's always _____ !

B: Really?

A: And not only that. She's forever _____ !

B: That must be very inconvenient for you.

A: It is. And what's more, she's constantly _____ !

Can you believe that? And she's always _____ !

B: I think you're right. You need to find a new roommate.

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Useful expressions to learn

- to be about to + infinitive
to be on the point of+present participle
- SHOWS THE NEAREST FUTURE

Этот фильм вот-вот начнется. Я как раз ухожу. – This film is on the point of beginning.
I'm about to leave.

- *Be on the edge / point / verge of (doing) something* refer to actions happening in the near future and have a similar meaning to *be about to*:
- *She is on the point of bursting into tears.*
Researchers are on the verge of a breakthrough.
- *Be about to* refers to arranged actions happening in the immediate future and is often used with *just*:
- *Hurry up! The ceremony is about to begin!*
"Do you have a minute?" "I'm sorry, I'm just about to leave."

NOTES FOR TEACHERS:

Ask our students to translate their own sentences

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Listening to EnglishPod's Dialogue Can I Ask You For A Favour

(can be used as Favor in American English)

Pay attention to **TO BE ABOUT TO** expression used in this dialogue

Bother - надоедать; беспокоить, докучать, донимать

Interrupt - прерывать, внезапно прекращать

Disrupt - разрывать, разрушать

Bug – тревожить, раздражать

Annoy - раздражать, сердить, злить; досаждать

Irritate - возмущать, раздражать, сердить

To be about to показывает ближайшее будущее

Dialog (Am English)=dialogue (Br English) EnglishPod

"Can I ask you for a favour? (British English)"

Can I ask you a favor (Am English)

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Starting a Meeting

- Let's begin with lesson one: "Starting a Meeting."
- Alex: On behalf of Vision Corporation, I'd like to call this meeting to order. This is a meeting of some of the key players in our company: our top managers. Our purpose this morning is to hear a presentation about a new initiative for outreach and marketing, and to discuss this plan with all of you.
- This is a presentation that all of us have looked forward to. This initiative marks a new milestone in the evolution of our company. First, it serves as an assessment of where our company is now in terms of communicating its message to its customers domestically and abroad. Furthermore, this plan has the potential to drive our company forward by transforming our corporate outreach and marketing strategies.
- We are delighted that all of the major contributors to this initiative are here today. They will use their unique perspectives to talk about the current state of affairs in terms of outreach and marketing, give details about the new proposed initiative, and outline the path for implementation.

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New vocabulary

On behalf of – от лица (компании)

To call smth to order = to start

Purpose – цель

On purpose – специально, намеренно

Outreach – охват (рынка)

Look forward to – ждать с нетерпением

Milestone – промежуточный этап в разработке

Assessment – оценка

Domestically and abroad – на внутреннем и внешнем (рынках)

Furthermore – более того, кроме того

Drive forward – вывести вперед

To be delighted = to be glad

major contributors - главные докладчики (но может быть и главные спонсоры, если в других текстах)

current state of affairs – текущее положение дел

in terms of - с точки зрения

In order to – чтобы

outline the path for implementation - очертить план внедрения (реализации проекта и т.д)

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Hopefully now you have a better understanding of the formal meeting. In the **informal meeting**, Alex is much more casual and relaxed. Let's listen.

- Alex: Okay, everybody. Please take a seat. Let's get started. I've called this meeting of our top salespeople so that all of you get a chance to hear about the new plan to get our company out there in order to (чтобы) reach (достигать) more of our potential market. First, we'll hear a presentation from the team that has been working on this. Then, we'll discuss it to get your feedback (обратная связь) and put our heads together (мозговой штурм) to see if there are any other ideas.
- While the team is getting set up, let me say a few words. What does this new plan mean for our company? First, it's a reality check on (реальная проверка) where we are right now in terms of getting our message to our customers. Second, this plan has the potential to move the company forward. One of our main challenges (сложная задача, вызов), as you all know, is staying relevant (=important) in this changing market. Today's presentation has some really innovative ideas about how we can do this.

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