

Grammar Review

- **Simple present/Present Continuous**
- **He is faking it.**

- IS/ AM/ ARE + ing
- Am with I – I am a man
- Is with he or she or it.
- Are with they, we , there ,
- Yes I am going office today.
- No I am not making any product today
- It is not my work, I am chemistry student . No No I am not eating , I am just kidding/ joking.

Past Continuous

- Was / Were / Were
- Was with he or she or it
- Were with we, they , their
- Were you going office yesterday? , I was going to office , yes.
- I wish (Kash) I were the principle of DAV school.
- Yes , yesterday I was going to office.
- No, I was not (Was't) making any product yesterday.

Do you know this?

- I ain't (I am not) there are restrictions for me , I am not allowed to go there.(I can not go there)(She is not letting me cook)
- You (you are not) Receipt , bowl , Glass , crucial(Krooshal) means important, Advantageous(Advantajes), Contagious.
- She (She is not)
- I ain't your mumma.
- You ain't bald
- You ain't combing(koom) your hair. I ain't making any product today.

Few Pronunciation

- Bowl- bol
- Receipt- Receet
- Crucial-Krooshal- Important- Compulsory- Essential-Imperative
- Comfortable
- Vegetable
- Clothes
- Vocabulary
- Schedule

Meeting format

- Describe the last business call you made in English.(
- Few Polite way to say thing:-
- I would like to inform you/ Could you please / May I have attention.
- Try to mention
 1. Who did you call
 2. What was the call about. (matter, problem, solution)
 3. How did it go.

Business Vocabulary

- **Objective** – Something that you plan to do or achieve.
- **To conduct** – To Organize and perform a particular activity
- **To evaluate** – To judge the importance , quality, Or condition of (someone or something) in a careful and thoughtful way
- **To identify** – To find out what something is (or who someone is)
- **External** – existing or occurring outside of an organization.
- **Internal**-- existing or occurring within an organization
- **Process:** A series of actions that achieves a certain end
- **Schedule:** A certain time frame
- **Structure:** A complex system that takes in the entire point of view
- **Target:** A measurable goal

- **For formal and informal letter we start like :-**

- I am writing to inquire about.....
- I am writing to inform you.....
- I am writing in connection with.....

- **Informal Letter starting techniques :-**

- I hope you and your family are well.
- How have you been ? It's been too long.
- Since we are lost in touch.

Use correct expression

- My sincerely apologies for missing the meeting or missing the conference.(Formal)
- I am very sorry for missing your wedding.(Informal)
- **When you are asking : -----**
- It would be/ I will be/I would be grateful (if you could send the more information about the role you just told me) (Formal).
- Could you please (send me the information)

Reading

- At the same time, many new nations were coming into existence. With the colonial **empires** of France, the United Kingdom, and others **crumbling**, new countries were **founded**. Many of these countries wanted **to prove themselves to the world**, and the Olympics was one way to do so.
- From **humble beginnings**, the Olympic games have evolved into the **grandest** games on earth. In fact, the Rio Olympics saw 205 countries and over 10,000 athletes competing in 302 separate events.
- **Furthermore**, while the Olympics was **predominantly** hosted by developed countries through much of their modern history, the recent games have been hosted in developing nations, such as Brazil and China. Many **up-and-coming** nations now view the Olympics as a way to announce their **prosperity** to the world.
- Currently, the United States **dominates** the world stage, and has taken home the most medals in nearly every summer Olympics over the past few decades. During the Beijing Olympics in 2008, China came close to taking home the most medals but couldn't quite beat the United States. Recently, criticism over the costs and **burden** of the games has increased. Norway **pulled out** of a winter Olympics **bid** just a few years ago because its citizens didn't want to **deal with the hassle**. **Meanwhile**, the summer Olympics in Rio de Janeiro faced many **setbacks** and challenges.

Idioms

- **1.To Play Phone tag:-**

- *Meaning:- To engage in a series of telephone calls with another person in which each time one party calls, the other is not available to answer.*
- *Example:- We have been playing a bit of phone tag today, huh ?*

- **2.To get a hold of someone:-**

- *Meaning :-To communicate with someone, Usually by phone.*
- *Example:- I am trying to get a hold of Mr. Vivek.*

- **3.To keep someone posted**

- *Meaning:-To keep someone updated on most current information.*
- *Example:-Keep me posted on your progress.*
- *Note:- Can you make some sentences*

- **Agenda:** A detailed plan
- **Advantage:** A specific benefit or improvement
- **Benefit:** A specific, positive outcome
- **Calculate:** To do something with numbers, i.e. count, add, subtract, multiply, or divide
- **Develop:** Bring out the possibilities of or capabilities of
- **Estimate:** Guess how much something will cost or how long something will take
- **Incentive:** Provide a reward or offer something at a special price
- **Invest:** Spend a resource such as time, money, or effort in order to make a future improvement
- **Maintain:** To take care of, cover expenses, or keep in a specified state
- **Negotiate:** Try to make a better arrangement or get a better price
- **Objective:** A specific goal or target