

Today in class:

- **Revision: Key vocabulary (Units 1-4)**
- **Used to vs. be/get used to + 'ing'**
- **Language focus: Adverbs**
- **Vocabulary development: Prefixes**
- **Vocabulary development: Suffixes**

Happy student's day – April 4



Revision: Key vocabulary (Units 1-4)

Match the keywords with definitions.



- Managing Director (CEO) → is responsible for policy decisions and strategy
- front end fee → an initial sum of money.
- retailing → is the business of selling products to the general public
- franchisor → a parent company, grants a licence to use its name.
- department stores → large shops, which sell a wide variety of products, usually from a city center location
- shareholder → has the overall responsibility for the running of the business
- CV → details of education and experience
- franchisee → a smaller business that uses the established system/format
- royalty → money that is paid for continuing advice and assistance.
- Board of Directors → a person who provides the capital

Used to vs. be/get used to + 'ing'

- **Used to vs. be/get used to + 'ing'** may look similar, but are completely different!
- *New Insights into Business*, pgs. 39 and 166

Used to

- things that happened in the past but don't happen anymore
- We **used to live** in London when I was a kid.
- I **used to go** dancing every Thursday when I was at school.
- the negative is 'didn't use to' and questions are formed with 'Did you use to ...?'

be/get used to + 'ing' or noun

- if you are used to (doing) something, you are accustomed to it – you don't find it unusual anymore
- I'm (=am) used to getting up early.
- I'm (=am) used to speaking in English during my Business English classes. 😊
- He's (=is) not used to the weather here yet. He's finding it very cold.

Practice: USED TO vs. BE USED TO (-ING/NOUN)

- Complete the following sentences by combining the verb in brackets with the appropriate form of *used to* or *(be used) to + ing*.
- 1. If you're used _____ to having _____ (have) money, it's hard to be without it.
- 2. I'm used _____ to driving _____ (drive) in London.
- 3. Aren't you used _____ to walking _____ (walk) so far?
- 4. I _____ used to like _____ (like) meat. Now I prefer fish.
- 5. Sean's used _____ to dealing _____ (deal) with difficult kids.
- 6. Penny _____ used to play _____ (play) badminton. Now she plays golf.
- 7. I'm not sure where to turn. I'm not used _____ to coming _____ (come) this way.
- 8. Claire _____ used to live _____ (live) in Scotland. Now she lives in Ireland.

Language focus

- Adverbs
- Complete the passage below with the adverbs in the box.

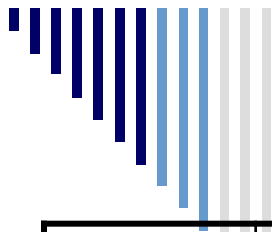
currently	generally	eventually
always	recently	already

By the time the shop opens, the bakery staff have ¹ *already* prepared the daily supply of muffins, sweet American-style cakes, which are popular with our early-morning customers who ² _____ come in for a coffee and snack on their way to work. After the morning rush, we start making a selection of fresh sandwiches for the lunchtime crowd. We are ³ _____ testing the popularity of a new line of hot Italian-style sandwiches called 'panini'. Mid-afternoon, when business slows down, I ⁴ _____ spend an hour or two checking supplies and placing orders for the next day. ⁵ _____, our sales have risen considerably, probably as a result of the ads we've been running in the local newspaper. If business continues to grow at the same pace, we may ⁶ _____ expand our premises to include more seating.



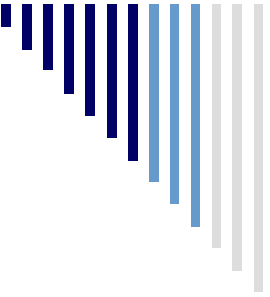
Answers

1. already
2. generally
3. currently
4. always
5. Recently
6. eventually



Prefixes — New Insights into Business, page 48

prefix	rule	Example
Im-	before words starting with m but also in front of words starting with p .	Impossible Immoral
il	il- before words starting with l .	Illegal
in	Use in- before any other letter, except “p”, “l”, “r”	inadequate incomplete
ir	ir- before words starting with r .	Irresponsible Irresistible



Prefixes – the difference between “dis-” and “un-”

- **Dis-** combines freely with nouns, verbs and adjectives
 - disorder, disobey, dishonest, for example.
 - **Un-** combines freely with adjectives and participles
 - unfair, unassuming, unexpected, unclear, for example.
-



More rules about the difference between “dis-” and “un-”

- **“un-” prefixes.** One means “not” or “opposite”, as in “unclean”, and the other indicates a reverse of the action, as in “untie”.
 - “dis” means “not”, “absence of”, “opposite of”, “reverse”.
-

Task on vocabulary development: prefixes

- Match the prefixes with the **groups of adjectives**. In which of the 6 lists do the adjectives have something in common?

dis- il- im- in- ir- un-

- in discreet, famous, flexible, complete, expensive, efficient
- un communicative, controlled, popular, economical, manageable, believable
- dis organised, honest, similar
- im possible, probable, precise, patient
- il legible, legal, logical
- ir regular, relevant, responsible

NOTE! im- with p, il- goes with l, ir- with r

Exercise 2: Add prefixes to the following adjectives:

- Likely
- Literate
- Resistible
- Respectful
- Frequent
- Liberal
- Polite
- Lawful
- Mature
- Rational
- Proportionate
- Helpful

Answers



- unlikely
- illiterate
- irresistible
- disrespectful
- infrequent
- Illiberal

- 
- impolite
 - unlawful
 - Immature
 - Irrational
 - Disproportionate
 - unhelpful

a flexible _____

b dedicate _____

c popular _____

d fit _____

e invest _____

f communicate _____

g agree _____

h aware _____

Vocabulary development – suffixes

Make nouns by adding a suffix (*-ity, -ness, -ment, -tion*) to the words below. You should also make any necessary spelling changes.

Answers

- a) flexibility
- b) dedication
- c) popularity
- d) fitness
- e) investment
- f) communication
- g) agreement
- h) awareness

A sunset scene with a bright sun low on the horizon, casting a golden glow over a body of water. In the background, a dark silhouette of a tree stands on a hill against the bright sky.

Thank
You for your
attention!
See you next
week!