

Module 2

Module 2.1. Vocabulary

I Time expressions

Telling the time

In English, the 12-hour clock is normally used for telling the time.



This is how you can ask someone about the time:

What's the time?

What time is it?

Could you tell me the time, please?

Do you happen to have the time?

Do you know what time it is?

Expressions used when answering:

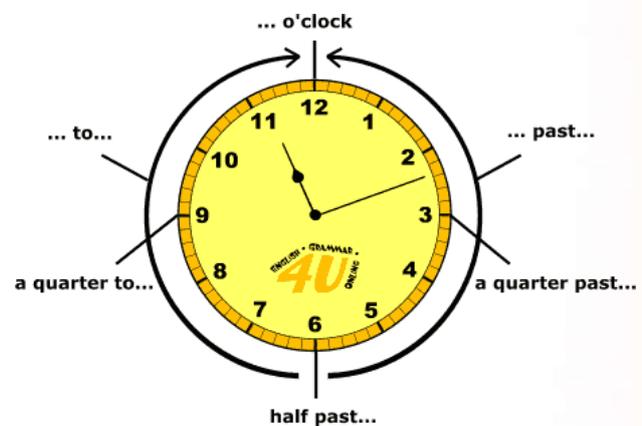
it's ...

exactly ...

about ...

almost ...

just gone ...



There are two common ways of telling the time.

1. Say the hour first and then the minutes. (Hour + Minutes)

6:25 - It's six twenty-five

8:05 - It's eight O-five (the O is said like the letter O)

9:11 - It's nine eleven

2:34 - It's two thirty-four



2. Say the minutes first and then the hour. (Minutes + PAST / TO + Hour)

For minutes 1-30 we use PAST after the minutes.

For minutes 31-59 we use TO after the minutes.

2:35 - It's twenty-five to three

11:20 - It's twenty past eleven

4:18 - It's eighteen past four

8:51 - It's nine to nine

2:59 - It's one to three

When it is 15 minutes past the hour we normally say: (a) quarter past

7:15 - It's (a) quarter past seven

When it is 15 minutes before the hour we normally say: a quarter to

12:45 - It's (a) quarter to one

When it is 30 minutes past the hour we normally say: half past

3:30 - It's half past three (but we can also say three-thirty)

For 12:00 there are four expressions in English.

twelve o'clock

midday = noon

midnight

Days of the week

Monday (Mon)

Tuesday (Tue)

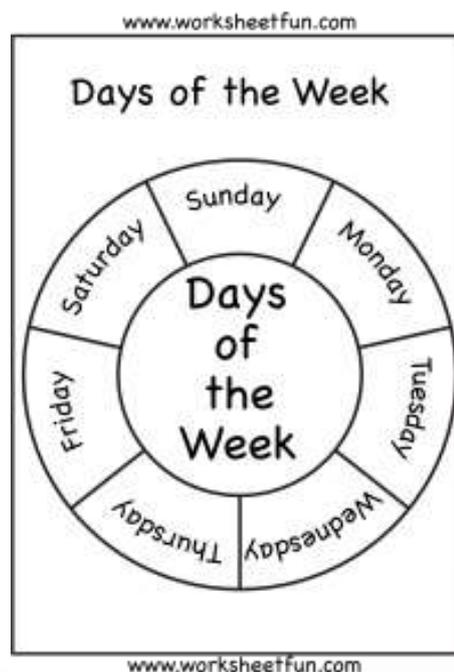
Wednesday (Wed)

Thursday (Thu)

Friday (Fri)

Saturday (Sat)

Sunday (Sun)



Months

January
February
March
April
May
June
July
August
September
October
November
December



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Expressions:

On 2 February

At the beginning of July

At the end of March

By the end of June

In mid-December

Years

1984 – nineteen eighty-four
2000 – two thousand
2015 – twenty fifteen



Exercise

Fill in the missing word:

I was born _____ (in, at, on) 1 September.

Christmas is _____ (in, at, on) at the end of December.

This task should be complete _____ (in, at, by) the end of June.

Could you please tell me the _____ (time, clock, watch)?

It's half _____ (on, after, past) nine.

It's quarter _____ (to, before, on) three.

The first month of the year is _____ (March, January, June).

II. Computer and office equipment

Office equipment

OFFICE SUPPLIES





Exercise:

Link the items to their description.

Binder	Date stamp	Paperclip
Blotter	Drawing pin	Pencil-sharpener
Blotter paper	Envelope	Post-it
Business card	Eraser	Rubber
Card	Folder	Staple
Clipboard	Index card	Stapler
Correction fluid	Notepad	Stationary

Definitions:

1. a hard cover that holds loose papers together
2. a flat paper case for a letter or document, with a part that you stick down to close it before you write an address on it and send it through the post
3. a piece of special thick paper that you use for drying the ink when you have just finished writing with a fountain pen
4. a white liquid used for covering the mistakes in a piece of writing
5. a short pin with a flat top, used for fastening paper to a wall
6. special thick paper that you use for drying the ink when you have just finished writing with a fountain pen
7. a thin flat container for sheets of paper, usually consisting of a large folded piece of heavy paper
8. a small piece of bent wire used for holding pieces of paper together
9. a small card that has a person's name on it, as well as the address, telephone number, and email address of the company that they work for
10. a small piece of coloured paper with a sticky substance on the back that is used for writing notes and temporarily sticking them on other papers and surfaces
11. a small piece of thick stiff paper with your name, your job, and the name of your company printed on it
12. a small piece of wire that you press through pieces of paper with a small object called a stapler so that the ends of the wire bend over and fasten the pieces of paper together

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13. a small board that you can attach papers to, so that you can write on them easily while you are moving around
14. several sheets of paper joined together along one edge, used for writing notes
15. an object used for printing the date on a document, or the date that is printed
16. pens, paper, envelopes, pencils, and other things used for writing
17. a rubber for removing pencil or pen marks
18. a small object used for fastening pieces of paper with a staple
19. one of a set of small cards on which you write information
20. an object with a blade inside, used for making a pencil sharper
21. a small piece of rubber used for removing pencil marks from paper. The American word is eraser.

Microsoft Office software vocabulary:

Application window - the main window that serves as the primary interface between the user and the application.

Dialog Box launcher - a button that launches a dialog box containing options for refining a command

Document window - occupies most of the screen

File - a saved document

File compatibility - the ability to open and work with files without a format conflict.

Folders - hold and organize files and other folders in your computer

Open a document - to load a file into an application

Path - gives each file a unique location on the computer

Ribbon - an area at the top of an Office program window that contains commands

for working with the open file; the commands are organized under tabs.

Save a document - to store a document on a disk or other storage medium (control S)

Screen tip - a balloon containing information that is displayed when you rest your mouse pointer on certain screen elements

Alignment - the placement of text or graphics on a line (right, left, center, or justified)

Clipboard - a temporary storage area in your computer's memory where data that has been cut or copied is stored until it is pasted in a new location.

Drag-and-drop editing - the action of using a mouse to drag a selection from its original location and drop it in a new location.

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Edit - prepare for publication or presentation by correcting, revising, or adapting

Font - the typeface or design of the text

Format - to change the appearance or look of text.

Indent - the space left between the margin and the start of an indented line

Insert mode - a method of inserting text into a file by pushing existing characters to the right instead of overwriting them

Landscape orientation - a page layout in which documents are printed across the length of a page, making the page wider than it is tall

Margin - the blank space that surrounds the text on a page

Overtyping mode - in this mode, new text replaces existing characters.

Portrait orientation - a page layout in which documents are printed across the width of a page, making the page taller than it is wide

Select - pick out, select, or choose from a number of alternatives

Word wrap - The process of breaking lines of text automatically to stay within the page margins of a document or window boundaries.

Encryption - a standard method for encoding data

Hard copy - a printed copy of a document

Markup - the revision marks and comments that appear in a document

Portable Document Format (PDF) - format developed by Adobe Systems designed to preserve the visual appearance and layout of each page and enable fast viewing and printing

Read-only document - users can open and view the document, but they won't be able to make any changes to the document

Merging cells - in excel, combining multiple cells by removing the boundaries between the cells, usually done to create a title or informational text for the worksheet

Splitting cells - converting a cell into multiple cells by adding cell boundaries.



Module 2.2. Grammar

Asking questions - Verb tenses

In Module 1 you learned about verb tenses.

Now, let's see how questions are asked in each of the verb tenses.

	Present	Past	Future
Simple	Do you work?	Did you work?	Will you work?
Progressive	Are you working?	Were you working?	Will you be working?
Perfect	Have you worked?	Had you worked?	Will you have worked?
Perfect Progressive	Have you been working?	Had you been working?	Will you have been working?

Simple tense

Asking questions in the simple tense is formed by do/did/will + the basic form of the verb (also called infinitive).



Example:

Does she work as a receptionist? (present)

Did she work as a receptionist last year?
(past)

Will you work as a receptionist when you
graduate? (future)



Example:

Does she study Finance?

Did you study in France?

Will you study accounting at college?



Example:

Do you read lots of books?
Did you read any interesting books last month?
Will you read the new book?



Example:

Do you know Finance theory?
Did you know this before?
Will you know it by tomorrow?



Example:

Do you learn English?
Did you learn English at school?
Will you ever learn English?

Progressive Tense

Questions in the progressive tense are asked by a form of the verb “be” (is/was/will be) +ing.



Are you working on the presentation now?
(present progressive)

Was he working late last night? (past
progressive)

Will you be working on the presentation
next Sunday? (future progressive)



Are you studying for your exam now?

Were you studying for your exam when I
saw you?

Will you be studying in the evening?



Are you learning English at your desk?

Were you learning that poem I gave you?

Will you be learning it tonight?



Are you cooking your supper now?

Were you cooking our dinner when I
called you?

Will you be cooking breakfast when I
come home?



Perfect Tense

Questions in the perfect tenses are asked using has/have + the past participle form of the verb.



Have you worked as an accountant? (present perfect)

Had you worked a lot before you applied for that position? (past perfect)

Will you have worked for 10 years when you are 30? (future perfect)



Have you learned I have learned a lot about English grammar this semester?

Had you learnt this when I met you?

Will you have learnt English grammar when you graduate?



Have you studied this morning?

Had you studied hard before the exam?

Will you have studied long by the time of the exam?

Exercise 1:

Fill in the sentences with did/do/will:

_____ you buy your children presents when they were little?

_____ you mind working late at night?

_____ you help tomorrow?

_____ you call Mary and tell her I'm busy?

_____ you know where I can find the folder?



Exercise 2:

Fill in the sentences with *_ing/_ed*:

Will you be read_ when I get home tonight?

Have you clean_ your room yet?

Had you call_ Mary when I met her today?

Are you bring_ your friend to the company event?



Module 2.3. Usage

Orientation at work

Conversation 1

A: Barbara, did you finish the report on Company XXX?

B: Yes. I just finished today.

A: I would like to review it before we send it to the client. Can you give me a copy?

B: Sure. Would you like a hard copy?

A: No. Just send me the path to the location of the report. I'll look at it on my computer.

B: Sure. I'll give you permission for the folder.

A: Great. Thanks.

Conversation 2

A: John, are you having problems with your network?

B: I think our whole network is down for upgrades. It should be back up in an hour.

A: That's too late. I need the review documents from the company network share.

B: I have a copy of that on my computer.

A: Really? Can I get a copy?

B: Sure. But since the network is down, I'll have to put it on a disk for you.

A: That would be great.

B: Do you have a floppy disk?

A: I think I have one on my desk. Here it is.

B: Ok. It's saving now. Here you go.

A: Thanks. You saved me a great deal of trouble. I'm so glad you had a copy of this on your machine.

B: No problem. I'm glad I could help.

Conversation 3: First day at the office

Meeting the HR.

Natalie: Good morning, Mr. Parker.

Henry: Good morning, Ms. Green. How are you today?

Natalie: I am doing great. What about you?

Henry: I'm fine, thank you. Welcome to your first day in our company. Joanna will introduce you to the team.

Natalie: Thank you very much Mr. Parker.

Henry: Glad to have you on our team Ms. Green.



Meeting a colleague.

Jude: Good morning, are you our new manager? My name is Jude Black.
James: Hello Jude. No, I am the new payroll clerk. My name is James Smith.
Jude: It's nice to meet you James.
James: Thank you Jude. It's a pleasure to meet you too.
Jude: Do you want me to show you around the place?
James: Could you? That'd be very nice.
Jude: Absolutely. I'll be glad to show you around.

Meeting another colleague.

James: Could you show me the accounting department?
Henry: Sure. Are you new here?
James: Yeah. I've just joined as the payroll clerk. I need to meet the CFO.
Henry: Well it's good that I ran into you here. I am the CFO.
James: Really? Nice to meet you Sir.
Henry: Drop the Sir. I am Henry. Henry Parker.
James: Nice to meet you Mr. Parker. I am James Smith.
Henry: Welcome to our company James.

Training Assignment

Kelly: Hi Chris. I am Kelly. I'll be assisting you with your training assignment.
Chris: Good to meet you Kelly. So where should we start?
Kelly: Well, you've gotta learn about our practices. We have rules for everything in this company, you know.
Chris: Oh. That's interesting.
Kelly: Don't worry, I am just talking about the rules for handling customers. We like to make sure that our customers are happy in here.
Chris: I know what you mean Kelly. I've been in customer support myself in my last job.
Kelly: Great! Then you should have no problems.
Mary: Good Morning, John. I am Mary.
John: Good Morning.
Mary: How are you doing?
John: I am doing fine. Thank you.
Mary: Would you like anything to drink
John: No, thanks, I am fine.



Useful expressions at work

If you can't find something (a file, etc.):

**Do you know where
the Smith file is at?**

**Do you have the file on the
Wilson case?**

**Do you know where the
file with the statements is?**

**Is anybody using the travel
expense file right now?**



Answering the questions above:

Did you check the file cabinet on the meeting room? It should be there.

Check the desk. Sometimes people leave it on the desk next to the filing cabinet.

Oh, I'm sorry, it's on my desk. I forgot to put it back after I had finished.

I have it my office, I'll get it for you.

Asking to use something:

Hi Mary, are you using that book right now?

Can I borrow that file I really need?

Sue, when you have finished with that report can you let me have it?

Asking for things around the office:

**Do you have a spare mouse?
Mine as broken.**

**Do you have a blank
CD disk I can have?**

**Do you have a hole
puncher for A4 paper?**

**Do you have a staple
remover that I can borrow I
have lost mine last week?**



Meeting people:

Nice to meet you, Kelly.

It's a pleasure to meet you too.

Welcome to your first day in our company.

Exercise:

Choose the right word.

1. When did you start your current _____ ?

- a/ position
- b/ place
- c/ work

2. I've always been a team _____.

- a/ play
- b/ worker
- c/ player

3. I believe I'm _____ for this position.

- a/ suitable
- b/ comfortable
- c/ acceptable

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4. Tell me a little about your _____ job (= your last job).

- a/ past
- b/ finished
- c/ previous

5. What are your greatest _____?

- a/ goods
- b/ strengths
- c/ strongs

6. What are you _____ for in a job?

- a/ searching
- b/ looking
- c/ seeking

7. Can you tell me what made you _____ to our advertisement?

- a/ reply
- b/ comment
- c/ call