

The Office - Sorry I'm Late (C0311)

- Maggie Gao: Okay everyone, shall we begin?
- Bill: Sorry Maggie, but we are missing a few people. Can we hang on a sec?
- Maggie Gao: Well, I did say eleven o'clock sharp, and it's now five past so. . . .
- James: Hi everyone, I'm so sorry I'm late. It's raining cats and dogs outside and I had to wait ages for a taxi.
- Maggie Gao: Okay James, take a seat quickly please. Right, the subject of the meeting is.
- Sally: Hi guys. Please excuse me ,I was held up in traffic.
- Maggie Gao: Right, as I was saying the subject of the m. . .
- Bruno: Hi Maggie. I'm terribly sorry. The traffic is murder out there.

Maggie Gao: Sit down Bruno! Okay now, as you are aware, the topic for this meeting is 'The importance of being punctual'. Who would like to start?

Key Vocabulary

hang on a sec	<i>P</i>	hold on
wait ages	<i>V</i>	wait for a very long time
hold up	<i>V</i>	stuck
I am terribly sorry	<i>P</i>	Very sorry
please excuse me	<i>R</i>	pardon

Supplementary Vocabulary

late	<i>A</i>	occurring, coming, or being after the usual or proper time
absent	<i>A</i>	not in a certain place at a given time

excuse	<i>V</i>	to offer an apology for; seek to remove the blame of
slack	<i>A</i>	negligent; careless

The Weekend - Ordering Drinks (C0312)

A: What Can I get you?

B: I'll have a Cosmo please.

C: Dude! You can't order a Cosmo! That's a ladies drink, you're embarrassing me!

B: What are you talking about? It's a good drink!

C: It's too soft! Order something with a little more kick to it!

B: Fine! I'll have a sex on the beach.

C: You have to be kidding me!

B: Come on! It's delicious! Especially when served in a pineapple or coconut.

C: Forget it, I'm ordering for you. I'll have a Scotch on the rocks and my friend here will have a Manhattan. Put it on my tab. Here now this is a real drink!

B: That's strong! This is going to get me wasted!

C: That's the idea!

Key Vocabulary

dude	<i>N</i>	informal way of calling a man
kick	<i>N</i>	power
tab	<i>N</i>	an account of expenses that is required to be paid when wanted.
wasted	<i>A</i>	drunk
kidding	<i>V</i>	fool or joke
order	<i>N</i>	ask for something
cosmo	<i>N</i>	name of a drink
sex on the beach	<i>N</i>	alcoholic drink that contains Schnapps, peach Vodka, Cranberry Juice and Orange Juice

Supplementary Vocabulary

bloody mary	<i>N</i>	alcoholic drink that contains vodka, tomato juice, Worcestershire sauce, Tabasco sauce, celery stick and ground white pepper
hang over	<i>P</i>	Unpleasant physical effects following the heavy use of alcohol
bouncer	<i>N</i>	a person who is employed at a bar or night-club to eject disorderly persons.
disk jockey	<i>N</i>	a person who selects, plays, and announces records at a nightclub or radio station

The Office - Small talk 3 (C0313)

Grace: Hey Michelle! Is that you?

Michelle: Wow, Grace! Long time no see! Where have you been?

Grace: Oh yeah. Well you see I got a promotion, so I moved to the new Pudong office last September.

Michelle: You did? Congratulations!

Grace: Thanks a lot. So how are things with you Michelle?

Michelle: Well, same old same old you know. Nothing much has changed here.

Grace: Are you still seeing Chris?

Michelle: No, actually we split up last month.

Grace: Oh dear. I'm sorry to hear that.

Michelle: But I met a really cute guy last night at a networking party so,well, let's just wait and see.....

Grace: Good for you Michelle!

Key Vocabulary

long time no see	<i>P</i>	a greeting phrase used after two friends have not
same old same old	<i>P</i>	nothing new
promotion	<i>N</i>	new position
networking	<i>N</i>	meeting new people
split	<i>V</i>	leave here

Supplementary Vocabulary

demote	<i>V</i>	to reduce to a lower grade, rank, class, or position
depart	<i>V</i>	to go away,leave

blog

N

a journal written on-line and accessible to users of the internet

Daily Life - Making A Collect Call (C0314)

A: This is the operator, how may I help you?

B: Yes, I would like to make a collect call.

A: Ok sir, please dial the number. Now please state your name.

B: Tommy.

A: Please wait a moment. Hello, you have a collect call from Tommy. Would you like to accept the charges?

C: Yes of course.

A: Dad?

C: Yeah Tommy, what happened are you ok?

A: Yeah dad everything is ok. I'm calling you because I want to know if it's ok for me to go to my friend's house today after school.

C: Yeah sure no problem. You scared me to death! I've told you to make a collect call in case of an emergency only! Why didn't you call me from your mobile phone?

B: I ran out of credit and I also didn't have twenty five cents N forthe payphone. Sorry dad.

Key Vocabulary

operator	<i>N</i>	a person who operates a telephone switchboard
charge	<i>N</i>	amount of money to be paid
credit	<i>N</i>	the positive balance in a person's mobile phone account
payphone	<i>N</i>	a public telephone operated by coins or a phonecard
collect call	<i>N</i>	a telephone call that the receiving party is asked to pay for

Supplementary Vocabulary

network	<i>N</i>	telephones interconnected by telecommunication equipment or cables
landline	<i>N</i>	a home telephone
connect	<i>V</i>	to establish communication between
reception	<i>N</i>	the quality attained in receiving radio or television broadcasts

The Office - Sending A Quote Via Email (C0315)

Tracy: Melanie, can you help me with something?
We need to finalize the account with the Mexican Embassy and, I need some advice on phrasing this letter correctly in English.

Melanie: Sure Tracy, let me just get my laptop. all set.

Tracy: Okay, so..... toWhom It May Concern, I am writing.

Melanie: Um, Tracy? I think that's a little too formal. I know you want to be polite but you've already made contact with them, so in English you can be more relaxed inthe opening....

Tracy: Okay, more relaxed. Got it.... Hey Sally, what's up? It's Tracy here, just.

Melanie: Okay Tracy, now it's too relaxed! You've still got to show some respect. How about starting with "Dear Ms. Cooper, I'm writing to confirm...?"

Tracy: Great, okay. “Dear Miss Cooper, I’m writing to confirm the final quotation for the full page back cover color advertisement you requested for the spring issue of Voila magazine.

Melanie: That’s great. . . .

Tracy: “ The final costing, including advert design and production, comes to forty-five thousand six hundred RMB. We want payment ten working days before publication or we will cancel the ad. Thanks for. . . .”

Melanie: Woo, okay back up a second Tracy. That’s too direct. Can I suggest you say, ” please note that final payment is due two working weeks before publication? You don’t want to offend her.

Tracy: Oops okay. You are right. Then I can just end with “All the best, Tracy”

Melanie: Hmmmm, maybe, but I’d play it safe and just finish with “Yours Sincerely”. That’s more professional.

Tracy: Oh, Melanie you are a life saver, thank you!

Key Vocabulary

costing	<i>V</i>	charge, make someone pay
please note that	<i>N</i>	being informed of something
quotation	<i>N</i>	a statement of the price of an item or service
play it safe	<i>P</i>	go with the safest option
I am writing to	<i>N</i>	introduction

Supplementary Vocabulary

cargo	<i>N</i>	freight of a ship, airplane
link	<i>N</i>	a word icon, etc, on which a user may click to move to another part of or different website, document

attachment *N*

something attached, as a document added to a letter, or an picture in a email etc

etiquette *N*

conventional requirements as to social behavior; proprieties of conduct as established in any class or community or for any occasion.

Daily Life - Small Talk Series 4 - Discussing Recent Workevents (C0316)

Jeremy: Hi Michelle. Do you need to use the photocopier?

Michelle: Oh hi Jeremy. No please, go ahead. So how are you Jeremy? I was talking to Linda about you only last week.

Jeremy: Oh I'm fine thanks. I'm super busy with work actually. Did you hear about the Lawson contract?

Michelle: No, tell me more.

Jeremy: Well, I was discussing the contract with Bill and he said that they met the head of Lawsons last week.

Michelle: And.

Jeremy: And hopefully they are going to confirm the deal on Wednesday, fingers crossed

Michelle: That's great news Jeremy. Congratulations! Anyway, I must get back, but give my regards to your wife Monica.

Jeremy: I will Michelle. Speak to you soon.

Key Vocabulary

contract	<i>N</i>	written agreement between two or more people
fingers crossed	<i>P</i>	hope for luck
deal	<i>N</i>	price
regard	<i>N</i>	good wishes
head	<i>N</i>	top boss

Supplementary Vocabulary

hopeful	<i>A</i>	full of hope; expressing hope
executive	<i>N</i>	a person or group of persons having administrative or supervisory authority in an organization

sincere

A

not hypocritical or de-
ceitful

The Office - First Paycheck (C0317)

Emily: Hey, Susan. Have you got a sec? I have some questions about my paycheck.

Susan: You bet, Emily. Pull up a chair.

Emily: Well, this is my first paycheck here in the States and there are a few things I don't understand. First off, what is this FICA, and SUI Y tax, and why are there deductions both for Medicare and for my health insurance plan?

Susan: OK, let's start from the top of your pay stub. This number here represents your gross pay.

Emily: Yes, that's easy enough to understand.

Susan: Then here we have a series of deductions. First off are the federal ones. FICA stands for Federal Insurance Contribution Act, or something like that. It's your federal income tax. And then there's Social Security and Medicare, which are both federal programs to help you out after you retire or if you were unable to work.

Emily: All right, I see. So the Medicare isn't actually a health insurance I can use now.

Susan: That's right. Below the federal deductions are the state deductions. There's the state income tax, and then this SUI SDItax you were asking about is paying into an unemployment and disability fund that our state has set up, but you can see it's a pretty small quantity that they take.

Emily: Yeah, I don't mind giving them a dollar fifty for that. So there are two separate income taxes – one at a state level and one at a federal level?

Susan: That's right. Not all states have an income tax. Some use higher property taxes or sales taxes instead.

Emily: I see. All right, well I think everything else I can figure out on my own. The deductions for health insurance and my 401(K) are pretty self-explanatory. Thanks for your help, Susan.

Susan: No problem! All those deductions do add up, and nobody's net pay is as high as they'd like. I can understand why you'd want some explanation.

Emily: Yeah, I guess it's the same in the UK, I just never paid much attention. See you later!

Key Vocabulary

stub	<i>N</i>	for keeping a record of the content of the part filled out and torn away.
federal	<i>A</i>	of or relating to a form of government or a country in which power is divided between one central and several regional governments
income	<i>N</i>	amount of money that you receive
fund	<i>N</i>	a sum of money or other resources whose principal or interest is set aside for a specific objective

self-explanatory	<i>A</i>	needing no explanation, obvious
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Supplementary Vocabulary

basic	<i>A</i>	elementary or simple
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jargon	<i>N</i>	language peculiar to a particular trade, profession, or group
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welfare	<i>N</i>	financial or other assistance to an individual or family from a city, state, or national government
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deposit	<i>V</i>	to place for safekeeping or in trust
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tax	<i>N</i>	a sum of money demanded by a government for its support or for specific facilities or services
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Global View - Allergies (C0318)

Jim: Argh...I feel terrible, I keep sneezing and my eyes are all watery, what's wrong with me?

Tom: Wow, you're not dying are you, it looks like you have a cold, you should take some medicine.

Jim: I don't think it's a cold, I feel fine if I move a few feet away from my desk.

Tom: Maybe we should put you into quarantine ha ha, jokes aside, I think you might have an allergy.

Jim: An allergy? I never thought about that, I don't think I'm allergic to pollen though and I'm desensitized to bee stings after being stung so many times, Hmm...

Jim: Ow! Why did you chuck that peanut at me?

Tom: Just checking if you're allergic to peanuts, I guess not.

Jim: Not funny! I could have gone into Anaphylactic Shock.

Tom: Okay my bad, how about dust? This office is full of it.

Jim: Yes the whole is office is dusty yet I only feel affected near our desks!

Cat: Meow meow meow

Jim: You brought your cat into the office?!

Tom: Yes, it's Mr Snuffle's birthday today, I didn't want him to be alone on his special day!

Jim: ACHOO! Argh put it away ACHOO!

Tom: I guess we found the problem, your allergic to cats!

Key Vocabulary

pollen

N

the fertilizing element of flowering plants, consisting of fine, powdery, yellowish grains or spores

desensitize	<i>V</i>	to lessen the sensitive-ness of
allergic	<i>A</i>	have allergy towards something
affect	<i>V</i>	to act on; produce an effect or change in
dust	<i>N</i>	dry fine powdery material, such as particles of dirt, earth or pollen
anaphylactic shock	<i>N</i>	severe and sometimes fatal allergic reaction to a foreign substance such as bee venom
quarantine	<i>N</i>	a strict isolation imposed to prevent the spread of disease.

Supplementary Vocabulary

sneeze	<i>V</i>	to expel air and nasal secretions from the nose involuntarily
hayfever	<i>N</i>	an allergic reaction to pollen, dust

reaction	<i>N</i>	action in response to some influence
contagious	<i>A</i>	capable of being trans- mitted by bodily con- tact with an infected person or object

Daily Life - Small Talk 5 - Brief Talk With A Stranger

(C0319)

Older gentleman: Oh dear Miss, you are soaked! Wow, it's really raining heavily outside.

Michelle: Yes, it sure is. I had to run here from work! I need to rush as I'm on my lunch break.

Older gentleman: Well please, why don't you go ahead of me in line? I'm in no hurry.

Michelle: Oh, that's so nice of you! Thank you very much.

Older gentleman: My pleasure Miss. Actually, could you recommend what to eat here? I've never been here before.

Michelle: Sure. Well, the avocado sandwich is delicious, and it's the healthiest thing on the menu. Personally, I think the beef salad is the tastiest choice. I usually get that. Also, the milkshakes are the best milkshakes in town!

Older gentleman: Well, thanks for the suggestions.

Michelle: Oh, don't mention it.

Key Vocabulary

soak	<i>V</i>	to be thoroughly wet
rush	<i>V</i>	in a hurry
personally	<i>R</i>	as regards oneself
suggestion	<i>N</i>	idea about what someone should do
mention	<i>V</i>	talk about something briefly

Supplementary Vocabulary

drench	<i>V</i>	to wet thoroughly
scrumptious	<i>A</i>	very pleasing
haste	<i>N</i>	urgent need of quick action

Global View - Taking The GMAT (C0320)

Ash: I can't seem to progress up the career ladder no matter how hard I try and I have been here for 2 years already!

Mindy: Well, have you thought of getting an MBA? I heard it does wonders in getting you to the top.

Ash: An MBA hey... well my degree wasn't in business, the business schools won't be interested in me.

Mindy: Nonsense! The business schools measure your ability through a test called GMAT.

Ash: GMAT? What does that stand for and what will the test contain?

Mindy: Graduate Management Admission Test, it contains three parts; Analytical Writing Assessment, the Quantitative section, and the Verbal section. Not only does the test mark you on the number of questions answered but also on the difficulty.

Ash: Okay this sounds a little tough, how am I supposed to practice for this?

Mindy: Up to you, you could have a one on one session with a tutor or group sessions, you can also use free or private computer software. Going to church might help as well!

Ash: No matter what I do I'm going to ace this test and go on to become a corporate fat cat!

Mindy: Umm. . . That's the spirit!

Key Vocabulary

corporate	<i>A</i>	related to business
management	<i>N</i>	the action of controlling an area of a business
graduate	<i>N</i>	person who finished university
GMAT	<i>N</i>	Graduate Management Admissions Test
analytical	<i>A</i>	pertaining to or proceeding by analysis
quantitative	<i>A</i>	type of information based in quantities

verbal	<i>A</i>	consisting of or in the form of words
MBA	<i>N</i>	Master of Business Administration
fat cat	<i>P</i>	A wealthy and privileged person

Supplementary Vocabulary

greed	<i>N</i>	excessive desire, as for wealth or power
wizard	<i>N</i>	a person of amazing skill or accomplishment
market	<i>N</i>	the field of trade or business
thesis	<i>N</i>	a dissertation on a particular subject in which one has done original research
professor	<i>N</i>	a teacher of the highest academic rank in a college or university