

BUSINESS ENGLISH – GRAMMAR

REFERENCE - LESSON 16 - 4º BIMESTRE

DOMINAR AS FERRAMENTAS DE PRODUÇÃO DE TEXTOS EM QUALQUER CONTEXTO, AMPLIFICAR A INTERDISCIPLINARIEDADE, PERMITINDO COMPARAÇÃO, REFLEXÃO E ANÁLISE CRÍTICA

ORGANIZADOR: PROF. RONALDO PERICINOTTI

PARA O ALUNO (TRABALHANDO SEM O PROFESSOR)

CARO ALUNO,

Bem-vindo ao nosso curso de língua portuguesa. Antes de tudo, seremos intelectualmente honestos. O ensino de qualquer disciplina não se encerra apenas em nomenclaturas, fórmulas ou regras. O caminho que está à nossa frente, não será eventualmente fácil. Sim, Sua participação é determinante no trajeto de aprendizado. Portanto, sempre que necessário, faça perguntas, treine autonomia e não perca nenhuma oportunidade de aprofundar seus conhecimentos. As aulas serão identificadas por tópicos, propondo a sua autonomia. Por esse motivo, faça suas anotações, pense, encontre soluções criativas e não fique satisfeito com o capital intelectual puramente elementar. Na seção “Para saber mais”, estarão filmes, jogos, séries, músicas e todas as dicas possíveis para amplificar o conhecimento. Faça todos os exercícios recomendados ao final de cada aula. Pergunte sempre que julgar oportuno, pois afinal, entrar em aula com dúvida pode. Sair, não pode.

Obrigado

Ronaldo Pericinotti

ESL Teacher – Londontti School of English

<https://lttienglish.com.br/>

55 + 11 98598-9176

e-mail: ronaldopericinotti@prof.educacao.sp.gov.br

Lattes: <http://lattes.cnpq.br/0974326543838020>

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Essential Job Vocabulary Pt.02

Where do you work?

Let's begin by answering the question, "Where do you work?" This seems like a simple question, but there are many ways to answer it:

- I work at...
- I work in...
- I work for...
- I work with...

You're going to learn when to use each preposition.
I work at/for... (name of company)

For example, "I work at Roosevelt School" or "I work for Nike."

You can also use "for" if you work directly for a famous person: "I work for Tom Cruise. I'm his public relations manager."

I work in...

a place:

- I work in an office.
- I work in a school.
- I work in a factory.

a city/country:

- I work in Paris.
- I work in France.

a department:

- I work in the marketing department.
- I work in human resources.

- I work in sales.

a general area/industry:

- I work in finance.
- I work in medical research.
- I work in consulting.

I work with... (things / people that are the objects of your day-to-day work)

- I work with computers.
- I'm a teacher. I work with special-needs children.

If you want to add more details about your work, you can say "I'm responsible for..." or "I'm in charge of..." or "My job involves..."

- I'm responsible for updating the company website.
- I'm in charge of interviewing candidates for jobs.
- My job involves giving tours of the museum.

After these phrases, use the -ING form of the verb.

Let's review:

- I work at (a company).
- I work for (a company / a person)
- I work in (a place, city, country, department, or general area/industry)
- I work with (people / things)

In conversational English, the question "Where do you work?" is commonly phrased as "What do you do?" or "What do you do for a living?"

You can answer with one of the "I work..." phrases we just learned, or you can say "I'm a/an... (your job title)."

- I'm a teacher.
- I'm an accountant.

How do you answer this question if you don't have a job? You can say:

- I'm unemployed.
- I'm between jobs at the moment.

Here are some other reasons you might not have a job:

- I'm a student.
- I'm a stay-at-home mom/dad.

If you work for yourself, you can say "I'm self-employed." If you have your own company, you can say, "I own a small business," or more specifically, "I own a restaurant" or "I own a graphic design company."

Describing your job

Do you like your job? Here are some different ways to talk about how you feel about your work:

- My job is interesting / exciting.
- I find my work very rewarding.

(this means it satisfies you and makes you feel good)

- The work is quite challenging.

("challenging" can be a way to say it's difficult, but with a positive connotation; you enjoy the difficulty)

- My job is tough / tiring / demanding.
- The work is rather dull / boring / repetitive.

("dull" is another way to say "boring," and "repetitive" means you do the same type of task multiple times; there's not much variation)

When you are officially accepted into a new job at a company, you are hired by the company. For example, "I was hired by an insurance company just two weeks after graduating from college."

When you're hired, you become an employee of the company. The company becomes your employer. The other employees in the company are your colleagues or coworkers.

The person above you who is responsible for your work is your boss or supervisor.

You can work full-time (usually about 40 hours per week) or part-time (usually 15-25 hours per week). A small number of companies offer flex-time, meaning the employee can set his/her own schedule.

In some jobs, you work shifts – meaning the hours aren't the same every day; instead, you work a specific block of hours that the manager schedules.

If you work overtime, it means you work extra hours in addition to your normal schedule.

We typically use the expression go to work for arriving at work, and get off work for leaving work. For example, "I go to work at 8:30, and I get off work at 5."

Your commute is how long it takes you to arrive at work by car or public transportation.

For example, "I have a 20-minute commute."

Some jobs allow you to work remotely – that means you can work from home or another place with an internet connection, and you communicate with your coworkers by phone, e-mail, and video conferencing.

As an employee of the company, you earn a salary - money you receive regularly for your work.

Don't make the mistake of saying "win a salary" – the correct verb is "earn."

If you're good at your job, you might get a pay raise (or a raise) - an increase in your salary. You could also get a promotion - an increase in importance

Grammar Reference

Capital letters and apostrophes

Do you know how to use capital letters and apostrophes correctly? Test what you know with interactive exercises and read the explanation to help you.

Look at these examples to see how capital letters and apostrophes are used.

India celebrates Independence Day on 15 August.

Adam speaks English, Arabic and some Persian.

It's really cold today! They say it'll snow tonight.

Jane's staying at her parents' house this week.

Try this exercise to test your grammar.

Capitalisation

There are lots of times when you need to use capital letters – for example, to start a sentence or for the pronoun *I*. Here are some other important rules for using them.

Days, months and holidays

We capitalise days of the week, months and festivals, but not seasons.

His birthday party is on Thursday.

Schools are closed at Christmas.

It rains a lot in April and May, but the summer is very dry.

Names of people and places

We capitalise the names of people and places, including streets, planets, continents and countries.

Bea Jankowski has lived on Church Street in Manchester for 20 years.

The Earth is the third planet from the Sun.

Russia is in both Europe and Asia.

Words that come from the names of places – for example languages, nationalities and adjectives that refer to people or things from a country, region or city – are capitalised. We also capitalise nouns and adjectives that come from the names of religions.

Some Canadians speak French.

Londoners eat a lot of Indian food.

Most Muslims fast during the day for Ramadan.

Titles and names of institutions

The names of organisations and usually the important words in book and film titles are capitalised. When a person's job title goes

before their name, capitalise both. If the title is separate from their name, capitalise only their name.

Salome Zourabichvili, the president of Georgia, is visiting President Alvi tomorrow.

The chief executive officer lives in New York.

We are reading War and Peace with Ms Ioana, our teacher.

Apostrophes

We use an apostrophe to show a contraction or possession.

Contractions

We use an apostrophe to show where there are missing letters in contractions.

It's raining. (It's = It is)

Don't worry, it won't rain. (Don't = Do not; won't = will not)

She can't drive because she's broken her leg. (can't = cannot; she's = she has)

I'd like a coffee, please. (I'd = I would)

You'll be fine. (You'll = You will)

**** Note that *it's* is a contraction of *it is* or *it has*. *its* is a possessive form of the pronoun *it*.**

The dog is chasing its tail.

Are you sure it's OK for me to ring you so early?

It's rained a lot this week.

Possession

We also use an apostrophe with the letter s after a noun (normally a person, animal or group) to show that the noun owns someone or something.

My cat's favourite toy is a small, red ball.

Sadiq's parents live in Liverpool.

South Korea's economy is growing.

Singular or plural

We use 's when the possessor is singular.

Marie's mother is going to Hong Kong.

We also use 's when the possessor is a plural noun that does not end in s.

The People's Republic of China

My cousin writes children's books.

When a plural noun ends in s, we put the apostrophe after the s (s').

This is a picture of my parents' house.

Our friend's new car is red. She just got it yesterday.

Our friends' new car is red. They just got it yesterday.

When a singular noun ends in s, we generally use 's.

James's brother-in-law is German.

He has a collection of Dickens's novels.

The future – degrees of certainty

Do you know how to use phrases like *will definitely*, *be likely to* and *probably won't* to say how sure you are about future events? Test what you know with interactive exercises and read the explanation to help you.

Look at these examples to see how we can express different degrees of certainty about the future.

I'll definitely be at the meeting, don't worry.

She's likely to say yes if you ask nicely.

It probably won't rain later according to the weather forecast.

Grammar explanation

We can show how certain we are about the future by using modal verbs and other expressions.

Modal verbs and adverbs

We can use modal verbs (such as *will*, *might*, *may* or *could*) and adverbs (such as *probably* and *definitely*) to show how sure we are.

Very sure

People **will definitely** work from home more in the future.

Robots **definitely won't** replace all human jobs.

Sure

Donna **will** really enjoy this film.

You **won't** regret it.

Almost sure

We'll **probably** finish the project by tomorrow.

He **probably won't** have enough time.

Not sure

*I **might** go to the party, but I'm not sure yet.*

*He hasn't studied much, so he **might not** pass the exam.*

When you are not sure, we can also use *may*, *could* and *may not*.

However, we don't usually use *could not* to talk about the future.

Other expressions

We can also use other expressions such as *be bound to* and *be likely to*, or verbs such as *think* and *doubt*.

Very sure

*He's **bound to** feel nervous before his driving test.*

*She's **certain to** get that job!*

*He's **certain that** he'll get here on time.*

*There's **no chance that** we'll ever win the lottery.*

*There's **no way that** my boss **will** give me the day off.*

Sure

*I'm **sure that** you'll do well in the interview.*

*Are you **sure that** you **won't** be available?*

Almost sure

*The government's **likely to** call an election soon.*

*Ali's **unlikely to** be invited to the party.*

*There's **a good chance that** it'll snow this week.*

*There's **not much chance that** I'll finish this essay tonight.*

*She **thinks** he'll be able to help.*

*I **don't think** we'll have petrol-based cars in the future.*

*I **doubt** they'll have any trouble finding the address.*

*What do you **expect** mobile phones **will** be like in ten years' time?*

Not sure

*There's a chance **that** she'll be back at work tomorrow.*

*There's a chance **that** he **might** come and visit us next week.*

*I **think** we **might** see more of these problems in the next few years.*

*I'm not sure **that** I'll be able to finish this pizza!*

Verbs and prepositions

Do you know how to use the prepositions *for*, *from*, *in*, *of*, *on*, *to* and *with* after verbs? Test what you know with interactive exercises and read the explanation to help you.

Look at these examples to see how prepositions are used after verbs.

*Can you wait **for** me to finish my lunch?*

*I'm relying **on** my co-worker to answer all my emails while I'm **on** holiday.*

*Sun cream protects you **from** getting burnt.*

Try this exercise to test your grammar.

Grammar explanation

When a verb is part of a longer sentence, it is often followed by a specific preposition.

*I **agree with** Mike.*

*She **listens to** the radio a lot.*

*He **thanked** me **for** the flowers.*

There are no grammatical rules to help you know which preposition is used with which verb, so it's a good idea to try to learn them together. To help you do this, write new vocabulary in your notebook in a sentence or phrase. Here are some common verbs for each preposition.

Verbs with *for*

*They're **waiting for** a bus.*

*He **apologised for** being late.*

*I **applied for** the job but I didn't get it.*

*How do you **ask for** a coffee in Polish?*

*I can't go out tonight because I have to **prepare for** my interview tomorrow.*

Verbs with *from*

*This spray should **protect** you **from** mosquitoes.*

*Has he **recovered from** the accident yet?*

*She won an award because she **saved** someone **from** drowning.*

*I **suffer from** allergies.*

Verbs with *in*

*She doesn't **believe in** coincidences.*

*Our company **specialises in** computer software.*

*You have to work hard if you want to **succeed in** life.*

Verbs with *of*

*I don't **approve of** hunting animals for their fur.*

*Our dog **died of** old age.*

*This shampoo **smells of** bananas.*

Verbs with *on*

*Their decision will **depend on** the test results.*

*The film is **based on** the novel by Boris Pasternak.*

*If you make so much noise, I can't **concentrate on** my work.*

*Come on! We're **relying on** you!*

*We don't **agree on** anything but we're still good friends.*

Verbs with *to*

*What kind of music do you like **listening to**?*

*Can I **introduce** you **to** my grandfather?*

*Please **refer to** the notes at the end for more information.*

*Nobody **responded to** my complaint.*

*She **apologised to** me the next day.*

Verbs with *with*

*I **agree with** everything you've said.*

*My assistant will **provide** you **with** more information if you need it.*

*We're finding it difficult to **deal with** the stress.*

Stative verbs

Do you know how to use stative verbs
like *think*, *love*, *smell* and *have*?

Look at these examples to see how stative verbs are used.

I think that's a good idea.

I love this song!

That coffee smells good.

Do you have a pen?

Try this exercise to test your grammar.

Stative verbs describe a state rather than an action. They aren't usually used in the present continuous form.

I don't know the answer. ~~I'm not knowing the answer.~~

She really likes you. ~~She's really liking you.~~

He seems happy at the moment. ~~He's seeming happy at the moment.~~

Stative verbs often relate to:

- thoughts and opinions: *agree, believe, doubt, guess, imagine, know, mean, recognise, remember, suspect, think, understand*

- feelings and emotions: *dislike, hate, like, love, prefer, want, wish*
- senses and perceptions: *appear, be, feel, hear, look, see, seem, smell, taste*
- possession and measurement: *belong, have, measure, own, possess, weigh.*

Verbs that are sometimes stative

A number of verbs can refer to states or actions, depending on the context.

I think it's a good idea.

Wait a moment! I'm thinking.

The first sentence expresses an opinion. It is a mental state, so we use present simple. In the second example the speaker is actively processing thoughts about something. It is an action in progress, so we use present continuous.

Some other examples are:

have

I have an old car. (state – possession)

I'm having a quick break. (action – having a break is an activity)

see

Do you see any problems with that? (state – opinion)

We're seeing Tadanari tomorrow afternoon. (action – we're meeting him)

be

He's so interesting! (state – his permanent quality)

He's being very unhelpful. (action – he is temporarily behaving this way)

taste

This coffee tastes delicious. (state – our perception of the coffee)

Look! The chef is tasting the soup. (action – tasting the soup is an activity)

Other verbs like this

include: *agree, appear, doubt, feel, guess, hear, imagine, look, measure, remember, smell, weigh, wish.*

Reflexive pronouns

Do you know how to use reflexive pronouns like *myself, yourself* or *themselves*?

She looked at herself in the mirror.

I'm trying to teach myself Italian with an app.

Our children walk to school by themselves.

Try this exercise to test your grammar.

Reflexive pronouns are words

like *myself, yourself, himself, herself, itself, ourselves, yourselves* and *themselves*. They refer back to a person or thing.

We often use reflexive pronouns when the subject and the object of a verb are the same.

*I cut **myself** when I was making dinner last night.*

*I hope **you** enjoy **yourselves** at the party tonight!*

*My phone isn't working properly. **It** turns **itself** off for no reason.
We need to believe in **ourselves** more.*

Adding emphasis

We can add a reflexive pronoun for emphasis when it's unusual or different.

*He wants to pass his driving test so that **he** can drive **himself** to work.*

*She broke her arm, so **she** couldn't wash **herself** very easily.*

We can use reflexive pronouns to emphasise that someone does it personally, not anybody else.

*The door was definitely locked. **I** locked it **myself**.*

*Are **you** redecorating your flat **yourselves**?*

We can also use a reflexive pronoun together with the noun it refers to in order to emphasise it.

*We talked to the **manager herself**, and she agreed to give us our money back.*

***Parents themselves** need to take more responsibility for their children's learning.*

By + reflexive pronoun

We can use *by* + reflexive pronoun to mean *alone*.

***He** usually goes on holiday **by himself**.*

*Do **you** enjoy being **by yourself**?*

Reciprocal pronouns

Notice the difference between plural reflexive pronouns and reciprocal pronouns (*each other, one another*).

They're buying **themselves** a new television.

They're buying **each other** small gifts.

We looked at **ourselves** in the mirror.

We looked at **each other** in surprise.

With reciprocal pronouns (e.g. *each other*), each person does the action to the other person/people but not to themselves.

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