



Learn with Pictures and Video S3

English Words for the Workplace

19

English	2
Vocabulary	2
Grammar Points	3

English

The employees are working at the office.

The people are attending the meeting.

The entrepreneur is making a presentation in the office.

The woman achieved the goal.

The manager is taking a break at the desk.

Vocabulary

English	Definition	Class
employee	person who works for a company for money	noun
work	to do something as part of a job	verb
office	room or building where people work professionally	noun
people	group of human beings	noun
attend	to be present at something	verb
meeting	a gathering of people	noun
entrepreneur	person who risks losing money in order to start his or her own business	noun
make	to perform something	verb
presentation	activity to show and explain something to others	noun
woman	female human adult	noun
achieve	to reach a goal	verb
goal	target or something that you are trying to achieve	noun
manager	a person who directs a team, often a business team	noun
take a break	to have a rest	phrase
desk	furniture often with drawers used for writing	noun

Vocabulary Sample Sentences

The company is having their annual party for all the employees.

Are you planning to work when you graduate?

I called his office, but I didn't reach him.

There were a lot of people at his house.

How many people are you expecting?

Everyone in the department is attending a meeting.

People usually wear suits to business meetings.

There will be a company meeting on Monday.

I would rather be an entrepreneur than work for someone else.

My mother is an entrepreneur; she owns three businesses.

She made a horrible mistake.

Her presentation was very dull.

The scared woman is protecting her baby.

I hope to achieve all of my goals.

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May I speak with the store manager?

We are taking a break.

My desk has so many papers on it that it's crowding up my work space.

I need to buy a new desk for my home office.

Grammar Points

The focus of this lesson is tense comparison in English.

Present tense, Present Progressive tense, and Past tense

In this lesson you'll learn the difference between the different tenses in the English language: present tense, present progressive tense, and past tense.

1. The employees are working at the office.

Tense

Target Sentence in Tense

present tense	"The employees work at the office."
present progressive tense	"The employees are working at the office."
past tense	"The employees worked at the office."

2. The people are attending a meeting.

Tense	Target Sentence in Tense
present tense	"The people attend a meeting."
present progressive tense	"The people are attending a meeting."
past tense	"The people attended a meeting."

3. The entrepreneur is making a presentation in the office.

Tense	Target Sentence in Tense
present tense	"The entrepreneur make a presentation in the office."
present progressive tense	"The entrepreneur is making a presentation in the office."
past tense	"The entrepreneur made a presentation in the office."

4. The woman achieved the goal.

Tense	Target Sentence in Tense
present tense	"The woman achieves the goal."
present progressive tense	"The woman is achieving the goal."
past tense	"The woman achieved the goal."

5. The manager is taking a break at the desk.

Tense	Target Sentence in Tense
present tense	"The manager takes a break at the desk."
present progressive tense	"The manager is taking a break at the desk."
past tense	"The manager took a break at the desk."