Chapter 1:

Give me a hand!!!

Rachel
Listen, everyone. I have a short announcement here. We have a new recruit today. Simon, would you like to introduce yourself?

Simon
Hello, my name is Simon. I graduated from the FuJen Catholic University, and I major in Mass Communication.

Albert
I'm Albert, the Specialist. Welcome to the Public Relations Department.

Sarah
My name is Sarah. I graduated from the FuJen as well.

Simon
What a coincidence! It's nice to meet you.

Rachel
Starting today, Simon will be assisting Albert with his new project.

Albert
That's fabulous. I really need someone to give me a hand.

Rachel
Albert, could you explain to Simon about his daily routine first? And then you can proceed with your project.

Example: These tax cuts will give industry a helping hand.

<table>
<thead>
<tr>
<th>Assisting : helping</th>
<th>Fabulous: excellent = terrific = wonderful = fantabulous = fantastic</th>
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</table>

A) You better give me a hand in doing homework! I really need someone!
B) Sure, it's my pleasure. When is the due time?
C) We need to finish it until 3rd of June
D) That's ok! It's time to get down the business!

CHAPTER 1 SHORT-ANSWER QUESTIONS

1) What is Rachel's announcement about?

2) Who is Rachel going to introduce?

3) Do you think Simon or Albert is a new recruit?

4) What does Rachel mean by New Recruit?

5) Which university has Simon graduated?

6) What is Simon's Major?

7) Does she major in psychology or mathematics?

8) Which department Albert is involved?

9) Sara graduated from the FuJen University as well, am I true?

10) Do you think Sara and Simon both have graduated from the same university?

11) Who said "what a coincidence" in this conversation?

12) What does Simon mean by saying "what a coincidence"?

13) Do you think Simon is going to be involved in public relation department or literature department?

14) Who is Simon going to work with?

15) Do you think Simon and Albert will be working on same project or different one?

16) Who said "I really need someone to give me a hand"?

17) What does Albert mean by saying "I need someone to give me a hand"?

18) Who do you think can be boss here? Please support your idea with 2 or 3 sentence.
Chapter 2

On the verge of !!!

Daniel I heard that you performed very well in this program. You are going to be one pillar of our company in the near future.

Megan It's my duty as an employee to carry it out. I receive help from several departments while the whole matter was on the verge of failure. Most importantly, we didn't lose heart, but believed we could succeed at last.

Daniel Never give up, then we can defeat our rivals, no matter how strong they are. Stick to your faith, we can overcome adversity successfully. Good job, Megan!

Megan Thanks for your praise. I will believe in myself as I did this time and keep on my work. Moreover, I realized teamwork is the key to success.

Adversity: 1. A state of hardship or affliction; misfortune

On the verge of - Close to

Example: I was on the verge of calling the doctor when he suddenly got better

A) Hey never falter! never retreat! you must fight back
B) I know, I'll do my best to overcome the adversities. I am definitely sure I can handle it!
C) Sure you can since you are powerful and fully expert, don't worry. you are the winner
D) Thanks for your encouragement! I am full of energy and self-confidence, then there is no question we will defeat them!
E) What you need to do is to be patient, be alert and hardworking, never get easily disappointed! then you will never fail
F) Count on me sir, I am your right hand person, then I will make you proud soon
G) Team work is key secret of our success. If you are going to get this company successful, you better have a good team work, individualism doesn't work.

We were in the verge of getting bankrupt if the bank didn't support us financially! This company is in the verge of failure and closing down, You are the managing director, then that's your duty to regain the business soon!

CHAPTER 2 SHORT-ANSWER QUESTIONS

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<table>
<thead>
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<tbody>
<tr>
<td>1) Who do you think is going to be one pillar of the company in the near future?</td>
<td>2) Do you think Megan is an employee or an employer?</td>
</tr>
<tr>
<td>3) Did Megan receive help from one department or several department?</td>
<td>4) Who said that &quot;we didn't lose heart, but we believed we could succeed at last&quot;.</td>
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<tr>
<td>5) Do you think Megan is positive and optimistic person or negative and pessimistic? Please support your idea</td>
<td>6) Do you think Megan's character is weak and strong? Please support your idea.</td>
</tr>
<tr>
<td>7) Who do you think is encouraging person in this conversation?</td>
<td>8) Do you think teamwork is supported or rejected in this conversation? Please support your idea.</td>
</tr>
<tr>
<td>9) According to the text, what does it mean &quot;on the verge&quot;?</td>
<td>10) What vocabulary did you like best in this conversation?</td>
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</table>
Lesson 3:

Fill me in on the task !!!

Michelle  Don't remind me. I know I look terrible. It was an awfully long flight.
Lindsay  We have work to do, but if you need a day to recover from jet lag, we can start tomorrow.
Michelle  I can start immediately. Fill me in on the task.
Lindsay  OK. I need you to brief me on our new item PUR038 before we make a presentation to Top craft Co. The deadline is next Monday. You get to pick your own team.
Michelle  I'll get right on it.
Lindsay  Good. Keep me posted.

Explanation :
Fill sb in - to give someone extra or missing information

Example : I filled her in on the latest gossip.

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<table>
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<tbody>
<tr>
<td>1)</td>
<td>Why do you think Michelle look terrible today?</td>
</tr>
<tr>
<td>2)</td>
<td>Do you think Michelle start work immediately or he need 1 day recovery?</td>
</tr>
<tr>
<td>3)</td>
<td>Who offers him to take rest a while?</td>
</tr>
<tr>
<td>4)</td>
<td>Who said to Lindsay &quot; Fill me in on the task &quot;?</td>
</tr>
<tr>
<td>5)</td>
<td>What does Michelle mean by saying that?</td>
</tr>
<tr>
<td>6)</td>
<td>Which company do they need to make a presentation?</td>
</tr>
<tr>
<td>7)</td>
<td>What does Lindsay mean by Jet lag?</td>
</tr>
<tr>
<td>8)</td>
<td>When is the deadline of the meeting?</td>
</tr>
<tr>
<td>9)</td>
<td>What does Lindsay mean by saying &quot; keep me posted &quot;?</td>
</tr>
<tr>
<td>10)</td>
<td>Who is going to brief Lindsay on New Item?</td>
</tr>
<tr>
<td>11)</td>
<td>What does Lindsay mean by saying Brief me on new Item?</td>
</tr>
<tr>
<td>12)</td>
<td>What vocabulary do you like best in this conversation?</td>
</tr>
</tbody>
</table>
Lesson 4:

I am through working overtime

Dan  It's quitting time. I'm going to clock out now. See you, guys.

Tony  Wait, Dan. Did you work on all the papers and documents we need for tomorrow's brainstorm meeting?

Dan  Not yet. But I can finish those tomorrow.

Tony  No way! We need those materials and numbers first thing in the morning. You got to finish them tonight.

Dan  Ugh, I am through working overtime!

Tony  This is business. We have a deadline to meet. And you won't be the only one under pressure. We've all got to crank out this project tonight.

Explanation:

I am through working overtime - I don't want to work overtime anymore.

Example: I am through with him. [ Do not want to have any dealings with him ]

CHAPTER 4: SHORT-ANSWER QUESTIONS

<table>
<thead>
<tr>
<th>1) Who said &quot;its quitting time&quot;?</th>
<th>2) Do you think Dan is going to start work or finish work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3) What does Dan mean by &quot;clock out&quot;?</td>
<td>4) Why do you think Tony doesn't allow Dan to leave?</td>
</tr>
<tr>
<td>5) when do they need to finish those materials and numbers?</td>
<td>6) Do you think Tony agrees with Dan leaving?</td>
</tr>
<tr>
<td>7) What does Dan mean by saying &quot;I am through working overtime&quot;?</td>
<td>8) When do you think this project must be cranked out?</td>
</tr>
<tr>
<td>9) Is Dan going to work on project alone or all of the staff need to work in group to finish by tonight?</td>
<td>10) What are they going to work on?</td>
</tr>
</tbody>
</table>
Chapter 5:

I couldn't help it

Daryl  I am upset. Somebody told my boss I have a part-time job.
Smith  And he doesn't like that?
Daryl  No, he doesn't. He thinks that I am too tired to work.
Smith  I am sorry. I have to admit I told him.
Daryl  You told him? Why?
Smith  I couldn't help it. He asked me point-blank.

Explanation:

If you can't help the way you feel or behave, you cannot control it or stop it from happening. You can also say that you can't help yourself.

If you say something point-blank, you say it very directly or rudely, without explaining or apologizing.

Chapter 5  Short Answer-Questions

1) Why Daryl is upset today?
2) Is Daryl upset or excited today?
3) Does Daryl have a part-time job or not?
5) Why did his boss get angry with Daryl?
6) Who do you think said to boss Daryl has a part-time job?
7) Who did tell to the boss Daryl has a part-time job?
8) Do you think his boss is happy with Daryl part-time job or not?
9) How did boss asked smith about daryl's part-time job?
10) Did smith tell the boss purposefully or unintentionally?
11) What does Smith mean by "I couldn't help it"?
12) Do you think Smith admit that he told the boss or want to hide the truth?
13) What does smith mean by saying "he asked me point-blank"?
14) Please tell us your favorite vocabularies in this conversation.
**Lesson 6:**

**The numbers didn't add up**

<table>
<thead>
<tr>
<th><strong>Max</strong></th>
<th>These are just some rough ideas I have. Maybe we can try this out.</th>
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</thead>
<tbody>
<tr>
<td><strong>Michelle</strong></td>
<td>Good points, Max. But we should take a look at the figures Dan got for us. Dan, what are these figures based on? And how solid are they?</td>
</tr>
<tr>
<td><strong>Dan</strong></td>
<td>The figures are based on first quarter's profits. I believe they are very solid.</td>
</tr>
<tr>
<td><strong>Michelle</strong></td>
<td>But these figures do not support Max's argument. And I noticed the numbers didn't add up. Anyway, I want you to go over these numbers once again. We can't use them before they prove to be right.</td>
</tr>
<tr>
<td><strong>Dan</strong></td>
<td>Got it. I'll go through all the materials again.</td>
</tr>
<tr>
<td><strong>Michelle</strong></td>
<td>OK, guys. We've been sitting for 3 hours. We'd better get up and stretch our legs. We'll discuss it further later today.</td>
</tr>
</tbody>
</table>

**Explanation:**

If a situation does not add up, there is no reasonable or likely explanation for it.

**Example:** Why would she disappear the day before her holiday? It just doesn't add up.

**CHAPTER 6 : SHORT- ANSWERS QUESTIONS**

<table>
<thead>
<tr>
<th>1) Who says there are just some rough ideas?</th>
<th>2) Do you think Michelle accept Dan's figures or not?</th>
</tr>
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<tbody>
<tr>
<td>3) Why do you think Michelle didn't accept Dan's figure?</td>
<td>4) Do you think Dan is going to go over the figures again or not?</td>
</tr>
<tr>
<td>5) How long have they been sitting on the meeting?</td>
<td>6) Who is going to go through all the material again?</td>
</tr>
<tr>
<td>7) What does Michelle mean by saying &quot;I noticed the numbers didn't ass up&quot;?</td>
<td>8) Are they going to continue the meeting or they want to wrap up now?</td>
</tr>
<tr>
<td>9) Who asked Dan to go through the numbers again?</td>
<td>10) Who do you think the boss could be?</td>
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