

**Business English  
Useful Expression  
BBE03**



How can I get to the convention center?  
It`s easy, take a cab.

### 1. Pronunciation

The sound of OW as in IOAn, rObe

**Pronounce these words in pairs:**

Loan-lean, bone-bean, coat-keep, moan-mean, boat-beat

*Old oak doors moan when opened.*

### 2. Vocabulary

1. grow up-(pv) - become an adult
2. get to-(pv) - have a chance to
3. have to-(pv) - Ordered or needing to do something.
4. have to-(pv) - Ordered or needing to do something.

### 3. Reading

Hiro and Johnson are in the elevator. Hiro wants to know how he can get to the convention center.

Johnson: Are you sure you want to go alone?  
Hiro : Yes. I want to look at the other exhibits.  
Johnson: OK. anything you say. I`ll see you there later.  
Hiro : Please give me the directions.  
How can I get to the convention center?  
Johnson: It`s easy. Take a cab.  
Hiro : What is a cab?  
Johnson: Oh, I`m sorry... it means a taxi.  
Hiro : You call it cab?  
Johnson: My Mom is a Briton and  
I grew up there so we call taxi  
~ a cab.  
Hiro : I see, I have to learn a lot of things.  
the American english and the British English.  
Johnson: So, I`ll give you the direction.  
Tell the taxi driver to drop you off at Daley Center.  
Hiro : Daily Center, right?  
Johnson : Are you sure, you`ll be alright?  
Hiro : No problem. See you there.

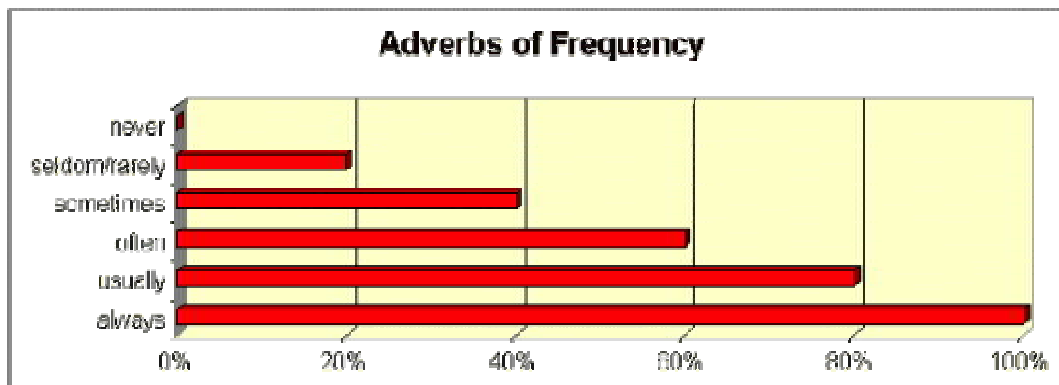
#### 4. Vocabulary

1. I \_\_\_\_\_leave at 4 o'clock or I will be late for my appointment.
2. It rained so we \_\_\_\_\_cancel the tennis match.
3. New York is a great city to \_\_\_\_\_in because there is so much to do.
4. I never \_\_\_\_\_say goodbye.

#### 5. Focus on Grammar

##### Adverbs of Frequency

The most common adverbs of frequency are always, usually, often, sometimes, seldom, rarely, and never. The following chart shows the relative frequencies of these adverbs. It is important to understand that the percentages only show *approximate* frequencies; other sources will have slightly different numbers. What is important is not the absolute number, but only the *relative* frequency.



### What are adverbs?

Traditionally an adverb is defined as a word that modifies a verb, adjective, another adverb, or a whole clause or sentence. There are many kinds of adverbs; common types include adverbs of manner that tell how (easily, quietly), adverbs of time that tell when (afterwards, later), adverbs of place and direction that tell where (there, downstairs, backward, up), adverbs of degree that tell how much (very, almost, extremely) and adverbs of frequency that tell how often (always, sometimes, never).

### What do we mean by adverbs of frequency?

Adverbs of frequency tell us how often an action takes place.

### Are there other adverbs of frequency?

Yes. In addition to the adverbs in the chart above, other common adverbs of frequency include constantly, generally, normally, regularly, frequently, routinely, repeatedly, occasionally, infrequently, and hardly ever.

### Where do we put adverbs of frequency?

The basic rule is that adverbs of frequency come before the main verb but after present and past forms of *be* (*am, are, is, was, were*). The following tables show the position of the adverbs of frequency in affirmative, negative, interrogative, and imperative sentences.

Affirmative Sentences

Subject	Auxiliary	Adv. of Frequency	Main Verb	Predicate
The side effects		usually	go	away after a few hours.
I		sometimes	have	trouble accessing my favorite web site.
Beethoven		often	went	to Baden for the summer.
Kevin	has	never	been	a fan of SUVs.
Brian	has	always	wanted	to own a restaurant.
I	will	always	be	grateful to you.

### A. Identify

We use **adverbs of frequency** to show how often something happens or it is done. The sentence "Bob always eats eggs for breakfast." describes how *often* Bob eats eggs. What words show *how often* something happens in the sentence(s) below?

1. Daily Center, right?
2. I often watch the football games with my office mates every after work.
3. He sometimes withdraw at the bank.
4. They never offered me the position I asked for.
5. The company rarely hold conferences or seminars out of town.

### B. Practice - Sentence Writing

Write original sentences using the grammar in this exercise.

1.

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2.

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3.

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4.

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5.

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*adverbs\_of\_frequency*

American English

British English

**WORDS:**

taxi

cab truck  
lorry

**SPELLING:**

color  
favorite  
labor

colour  
favourite  
laboaur