

**Business English
Useful Expression
BBE01**



Can I use the copy machine?
Sure, go right ahead.

1. Pronunciation

The sound of Z as in armS, blaZe

Pronounce these words in pairs:

Blaze-bate, faze-fate, lends-lent, zip-tip, zeal-teal

Zebras amaze lazy zookeepers.

2. Reading

Hiro needs to make copies for the computer show.
He tells Johnson about that.

Hiro : Doug.

Johnson: Yes.

Hiro : I need to make some copies.
Can I use the copy machine?

Johnson: Sure. Go right ahead.

Hiro : Thanks.

Johnson: Do you know how use it.

Hiro : Sure. We have this machine. Johnson:
Do you mind if I correct your English? Hiro
: No, I don` t mind. Please do.

Johnson: We have this one. You have one like this.

Hiro : Oh, I`m sorry. We have one like this.

Johnson: That`s better , Hiro.

3. Focus on Grammar

AUXILIARY VERBS

Category 1: *be, have, do*

These forms of *to be*, *to have*, and *to do* are used before the main verb. Their purpose is to change time or emphasis.

Unlike other structure words, these auxiliary verbs

1. can have inflectional endings (-s, -ing, -ed, -en)

2. can also function as main verbs.

Examples:

I *gave* the matter a great deal of thought.

↑
main verb

I *have given* the matter a great deal of thought.

↑ ↑
auxiliary verb main verb

I *have been giving* the matter a great deal of thought.

↑ ↑
auxiliary verbs main verb

We *do drive* safely.

↑ ↑
auxiliary verb main verb

We *have been doing* our best.

↑ ↑
auxiliary verbs main verb

Sam *has had* a cold for a week now.

↑ ↑
auxiliary verb main verb

Category 2: Modal auxiliaries

The list below shows all of the modal auxiliaries:

Present	<i>can</i>	<i>may</i>	<i>will</i>	<i>shall</i>	<i>must</i>
Past	<i>could</i>	<i>might</i>	<i>would</i>	<i>should</i>	-----

Unlike the auxiliaries **be**, **have**, and **do**, modal auxiliaries

1. do not use inflectional endings (-s, -ed, -ing, -en)
2. cannot function as main verbs.

Examples:

People **should choose** friends wisely.
 ↑ ↑
 modal auxiliary main verb

Jones **may write** an essay on that topic.
 ↑ ↑
 modal auxiliary main verb

When a verb phrase uses both kinds of auxiliary verbs, the modal auxiliary always precedes the **be**, **have**, or **do** auxiliary.

Examples:

The computer **could have made** an error.
 ↑ ↑ ↑
 modal "have" main
 auxiliary auxiliary verb

We **will be seeing** you.
 ↑ ↑ ↑
 modal "be" main
 auxiliary auxiliary verb

A. Identify

"Can" is an **auxiliary verb** that expresses the ability to do whatever the main verb is. The main verb is always the base form, for example "She can drive" and "They can play baseball."

1. Can I use the copy machine?

B. Practice - Sentence Writing

Write original sentences using the grammar in this exercise.

- 1.

- 2.

- 3.

- 4.

- 5.
