

**Business English
Useful Expression
BIN10**



How will you be paying?
By credit card.

1. Pronunciation

The sound of UHas in bOOK, IOOk

Pronounce these words in pairs:

pool-pull, suit-sip, hoop-hip, boot-foot, kook-cook

Look at the cook book.

2. Reading

Hiro continues talking to the desk clerk.

Clerk: How will you be paying, sir?

Hiro : Excuse me?

Clerk: How will you pay? In cash or by credit card?

Hiro : By credit card.

Clerk: May I see your card, please?

Hiro : Here you are.

Clerk: Fine. Here`s your key. You`re in room 766.

Let us know if there`s anything you need. Hiro : I will. Thank you.

Hmmm.. I like that..

" let us know if there`s anything you need..." I should remember that very useful phrase.

3. Focus on Grammar

A. Identify

The **future progressive** describes an action that will be in progress at a specific time in the future: "At 9:00, I will be watching TV" or when another action takes place: "I will be watching TV when you get home."

Future progressive tense is used to indicate action which will be taking place at some time in the future.

For example,

I *will be singing* at Symphony Hall next month.

The *future progressive tense* is formed by adding *will be* to the *ing* form of the main verb.

She *will be coming* around the mountain in a few minutes.

The *future progressive tense* is not as common as other tenses, and it can sometimes be replaced *by simple future, present progressive* or even *simple present*.

I'll be leaving in a few minutes.

I'll leave in a few minutes.

I'm going to leave in a few minutes.

I'm leaving in a few minutes.

I leave in a few minutes.

How is the **future progressive** used in the sentence(s) below? Identify:

1. How will you be paying, sir?
2. We'll be leaving next Monday.
3. When you arrive, I'll be cooking dinner.
4. She'll be riding a white horse into town.

B. Practice - Sentence Writing

Write original sentences using the grammar in this exercise.

1.

2.

3.

4.

5.

future_progressive

4. Word Roots and Stems

A. Identify

The suffix **ful** adds the meaning "full of" to a noun and changes it into an adjective, like *restful*.

Find the word that ends with -ful in each sentence.

1. I should remember that very useful phrase.

B. Practice

Fill in the blanks below, just as in the models.

forceful force + ful *You must be forceful to hit a homerun.*

wonderful wonder + ful *It was a wonderful evening.*

Careful _____ _____

insightful _____ _____

dreadful _____ _____

helpful help + ful *Flashlights are helpful in the dark.*

graceful _____ _____