

Lesson Two: Business

Passage

Listen to the following words, focusing on meaning and the use of the words in **bold**.

Imagine this **scenario**: Your **job** is to **guarantee consistent** and **professional commitment** from your employees. While they perform the **labor**, your **role** is in **administration** of the **corporate** environment, meaning you oversee their work and **facilitate** a **cooperative** work atmosphere. You **allocate resources** effectively so your company can **benefit** and even **pursue expansion**, rewarding those who are a useful addition to the **team**. However, if a **subordinate** does not offer any **assistance**, it is your responsibility to **suspend** or even **terminate** employment.

Stop the audio now and complete Exercises 1 and 2.

Exercise 1 — Identifying Syllables

Identify the number of syllables of the words in **bold** in the above paragraph. The first two items are done for you.

1. scenario 4 (sce•na•ri•o)
2. job 1 (job)
3. guarantee _____
4. professional _____
5. labor _____
6. role _____
7. administration _____
8. corporate _____
9. cooperative _____
10. resources _____
11. benefit _____
12. subordinate _____

Note the following difference:

Corporate is an adjective that means something is related to a business or company.

If you **cooperate** with someone, you work with that person toward the same goal.

Fill in the blanks with one of the above words.

Some people prefer a _____ job over an academic one.

As a team member, it is important that you _____ with others to complete your project on time.

Exercise 2 – Writing Sentences

Pick three of the following five words and write a sentence for each that demonstrates the meaning of the word. If a word has multiple meanings, use the same meaning as in the above passage.

consistent commitment facilitate pursue terminate

1. _____

2. _____

3. _____

Exercise 3 — Producing Plurals and Past Tense 

Listen to the audio and determine whether the word is a noun or a verb. Then stop the audio and write the correct plural form (for nouns) or past tense form (for verbs).

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Definitions

Listen to the following definitions on the audio.

allocate

(v) If you allocate something, you set it aside or plan to use it for a particular purpose.

(n) **allocation**

assist

(v) If you assist someone, you help him or her.

(n) **assistance**; (n) **assistant**

entity

(n) An entity is a whole thing, independent from other things, often an institution or something alive.

expand

(v) If something expands, it becomes bigger

(n) **expansion**

sequence

(n) A sequence is a set of items in a specific order.

subordinate

(adj) If something is subordinate, it is less important than someone or something else.

(n) **subordinate**; (v) **subordinate**

paradigm

(n) A paradigm is an example, model or pattern, especially the most basic or central one.

(adj) **paradigmatic**

suspend

(v, t) If you suspend something, you stop it for a time.

(n) **suspension**

Stop the audio now and complete Exercise 4.

Exercise 4 — Using Words Correctly

Fill in the following blanks with one of the words defined above. Use the appropriate form or part of speech of the word. Please provide all possible answers.

1. Every company has a strict order of authority, with every employee being _____ to his or her superior.
2. To ensure we have enough money to do everything we want to, we must first _____ our funds to their specific purposes.
3. The last project we worked on was so successful, we are using its organization and structure as a _____ for all of future projects.
4. The auditors are a separate _____ from our company so that everything is reviewed fairly.
5. Our previous project had a low priority, so we had to _____ it to work on something more important.
6. I was having trouble getting all of my work organized by myself, so I was allowed to hire a(n) _____.
7. By performing certain actions in a(n) _____, we ensure that every step is completed before moving on to the next one.
8. Because our company has been so successful, we have continued to _____ by hiring more employees and moving to a bigger building.

Exercise 5 — Reviewing Past Tense Pronunciation

The past tense of many verbs is formed by simply adding a *-d* or *-ed*. However, there are three different ways of pronouncing these endings.

Listen to the following words and notice the differences in pronouncing the past tense.

1. export → exported
2. occur → occurred
3. enhance → enhanced

*Stop the audio now. Read the rules for *-ed* endings that are listed below and complete the rest of this exercise.*

In group 1, the infinitive form ends with a *t* or a *d*, and the past tense ending is *-ed*.

In group 2, the infinitive form ends with a voiced sound (in this case, *r*), and the past tense ending is a *d*.

In group 3, the infinitive form ends with a voiceless sound (in this case, *c*, pronounced as *s*), and the past tense ending is a *t*.

For each of the following verbs, write the correct past tense form and the group number to which it belongs.

1. benefit _____

2. commit _____

3. design _____

4. pursue _____

5. sequence _____

Pronunciation: Disappearing “t” Sounds

When the letters *-nt-* appear between vowels and before an unstressed syllable, most Americans will often not pronounce the *t*. While this is not mandatory, it occurs frequently enough that an awareness of this issue will help in comprehension.

Listen to the following words, focusing on the disappearing t.

integration

granted

entity

integral

Circle the following words that follow the above rule and practice pronouncing the words in both ways.

implementation

incentive

contract

internal

fundamental