

English

Live Class Curriculums

Upper Intermediate

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① Can Make Gentle Requests and Suggestions

I wondered if you'd received the invoices for last month.

- the past simple with *I wondered* and *I wanted* as politeness structures

② Can Make Polite Requests

I wanted to know if we could set up a meeting for next week.

- the past simple after *if* as a politeness structure, especially in letters and emails

③ Can Talk About Expected Results

My boss should be emailing you shortly.

- should be* + *-ing* to talk about expectations

④ Can Discuss Wrong Business Decisions or Business Mistakes

If I'd had a personal assistant, I wouldn't be so disorganized.

- mixed conditional

⑤ Can Express Regret About Business Decisions

I wish you had checked with me first.

- using affirmative and negative forms after *wish* to talk about regret

⑥ Can Talk About Improvements in Own Company

I attend more meetings than I used to.

- used to* without a following verb where the previous main verb is understood

⑦ Can Talk About the Progress of an Ongoing Project

I've been copying documents all afternoon.

- present perfect continuous

⑧ Can Talk About Ordering Services

How often do we have the equipment serviced?

- have* + object + *-ed* to talk about something where the speaker is in a proactive or a passive role

⑨ Can Talk About Consequences

Most of my colleagues are recent college graduates, whereas I am more experienced.

- Vocabulary: *once, whereas, unless, except (that), provided (that)*

⑩ Can Talk About Trends

Last year, public interest in scientific research grew rapidly.

- Vocabulary: *rapidly, gradually, steadily, to some extent, slightly, considerably*
Example: *Sales grew steadily.*

① Can Give An Update On A Project

Those meetings are scheduled at the beginning of the month.
The invoices are being filed now.

- The Passive (Present Simple and Present Continuous)

② Can Talk About Setbacks

The timeline got delayed because of budget issues.
The timeline was delayed due to the public holiday.
The timeline has been delayed as a result of short staffing.

- The Passive (Past Simple and Present Perfect)

③ Can Arrange A Business Meeting

I'll fill you in on it this afternoon.
I'll put it together and email it to you.
I'll finish it up and report back to you later.

- Intermediate Phrasal Verbs

④ Can Relay Information

She asked if you could schedule a meeting with her.
She suggested that we revise it.

- Reported Speech (Present and Past Tenses)

⑤ Can Pass On A Message

She said that she would call you this week.
She told me that she might like to discuss it later.

- Reported Speech (Future and Past Tenses)

⑥ Can Give Advice

You should try joining some of the workshops.
You should arrange to stay an extra day.

- verbs + ing
- verbs + to + infinitive

⑦ Can Give Background Information

You know Mason Miller, right? He's the young man who's been working as my assistant recently.

- Defining and Non-Defining Relative Clauses

⑧ Can Use Professional Language

I hear that you have strong interpersonal skills!
Make sure to introduce yourself to the event coordinators.

- Prefixes to improve fluency:
(1) pre-, post- (2) re- (3) co-, com- (4) un-, dis-, mis- (5) inter-, trans-

⑨ Can Give Specific Information

We should get a new copy machine. The copy machine is broken.

- Revision on articles
The vs zero article

⑩ Can Understand Unknown Words

I think she'll be amenable to that.
Great, that would make my job less stressful.
Thanks, that would be really helpful.

- Suffixes to improve fluency:
(1) -able, -less, -ful (2) -dom (3) -ian, -er, -or (4) -ance, -ence, -acy (5) -ity, -ty