# Business English Useful Expression BBE01



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

#### 1. Pronunciation

The sound of Zas 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

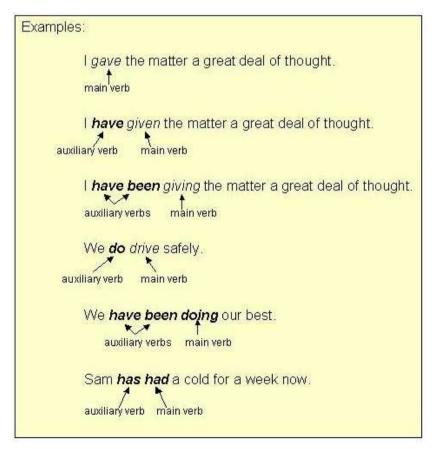
#### **AUXILIARY VERBS**

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.



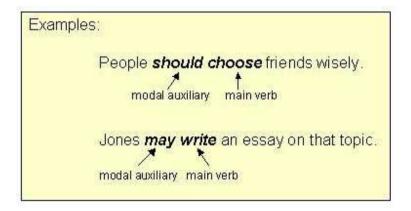
### **Category 2: Modal auxiliaries**

The list below shows all of the modal auxiliaries:

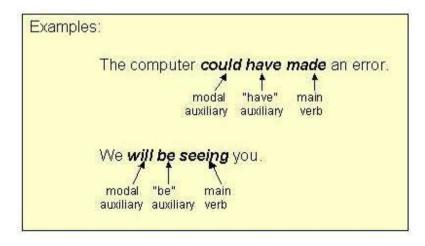
Present	can	may	will	shall	must
Past	could	might	would	should	

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.



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



## 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.