

COA 102



BUSINESS ENGLISH

WEEK 14

LANGUAGE COMPONENTS

WEEK 14

HOURS: 4

Learning Outcomes:

Able to differentiate and use language components

- Prepositions of place
- Prepositions of time
- conjunctions

Activity:

- Lecture, grammar exercises





PREPOSITION OF PLACE

- IN
 - In a room, in a shop, in a car, in a garden, in a town, in Malaysia
- AT
 - At the bus stop, at the door, at the traffic lights, at her desk
- ON
 - On a shelf, on a plate, on a balcony, on a wall, on a door



PREPOSITION OF TIME

- AT (specific time)
 - At 8 o'clock, at 10.30, at midnight
- ON (day)
 - Sunday, 25 April, New Year's Day
- IN (duration of time)
 - April, 1985, summer



CONJUNCTION

- AND, BUT, OR, SO, BECAUSE
- We stayed at home and watched TV.
- I bought a newspaper but I didn't read it.
- Do you want to go out or are you too tired?
- It was very hot, so I opened the window.
- I opened the window because it was very hot.