

Adverbs

Point 1: An adverb can modify a verb by giving more meaning to an action. It usually goes after a main verb, but it can go before it.

1. He left quickly.
2. He spoke quietly in my ear.
3. The rain fell heavily outside.
4. The cat suddenly jumped on the table.

Point 2: Adverbs usually go after Be verbs.

1. You're **sadly** mistaken.
2. I'm not **completely** sure.
3. He is **fortunately** not sick.
4. She is **slightly** upset with you.

Point 3: Adverbs go between the auxiliary Be verbs and the main verb.

1. I'm **tentatively** planning on going to Spain.
2. She is **clearly** not listening to me.
3. It was **easily** repaired.
4. The door was **loudly** shut by the wind.

Point 4: Adverbs usually appear between a verb and modal.

1. You should **definitely** check it out.
2. I did not **completely** understand him.
3. I will **surely** be there.
4. You might **eventually** get in trouble.

Point 5: For dramatic effect or emphasis, the adverb sometimes appears before a modal, but not auxiliary verbs (is, was, have).

1. You **definitely** should check it out.
2. I **completely** did not understand him.
3. I **surely** will be there.
4. You **eventually** might get in trouble.

Adverb Placement

Watch four videos showing **adverb placement** in conversation.

Conversation 1 | [PDF Worksheet](#)

Man: Have you ever been to Europe?

Woman: I haven't **technically** been there, but I had a layover in Paris.

Man: That doesn't really count, does it?

Woman: No, but I'm **hopefully** going next year.

Man: Oh, yeah? Where are you planning on going?

Woman: I'm **tentatively** planning on going to Spain.

Man: Oh, Spain is **definitely** worth the visit.

Conversation 2 | [PDF Worksheet](#)

Man: What are you doing this weekend?

Woman: I will **probably** stay home. What about you?

Man: I'm **most likely** going to stay home too.

Woman: Oh, yeah? Do you want to do something?

Man: No, I'm **really** looking forward to just relaxing at home.

Woman: Suit yourself.

Conversation 3 | [PDF Worksheet](#)

Man: Have you tried the new Italian restaurant?

Woman: No, is it any good?

Man: Yes, you should **definitely** check it out.

Woman: What do you recommend?

Man: Well, I **especially** recommend the ravioli. It is mouth-watering good.

Woman: Thanks, I'll **surely** give it a look.

Conversation 4 | [PDF Worksheet](#)

Man: So, did you get the results of your test score?

Woman: No, but I've been **anxiously** awaiting the results.

Man: I'm sure you did fine.

Woman: I'm not so sure. This test was **definitely** harder than the last one.

Man: I wouldn't worry about it. I hear all the students **eventually** pass the class anyway.

Woman: That's not true. You're **sadly** mistaken.

Quiz

Answer these questions about the interview.

1) Where is the woman tentatively going next?

- a) Paris
- b) Spain**

2) What will the man most likely do?

- a) Meet the woman
- b) Not meet anyone**

3) What should the woman definitely do?

- a) Pay by check
- b) Eat a pasta dish**

4) What is the woman anxiously waiting for?

- a) Taking a test
- b) Getting the results**

Corporate Vocabulary - Nice Email Phrases

Opening Line: "I hope this email finds you well" — this is a polite and friendly way to start an email.

Making a Request: "Could you please send me...?" or "I would appreciate it if you could..." — these are polite phrases used to make requests.

Giving Information: "I am writing to inform you..." — this phrase is commonly used to present important information.

Apologies: "I apologize for any inconvenience caused" — this is a formal way to apologize in an email.

Closing: "Thank you for your time" or "Looking forward to hearing from you" — these phrases are polite and show respect for the recipient's time.

Sign-off: "Best regards," "Sincerely," or "Kind regards" — these are common sign-off phrases that display professionalism.