

## Indirect Objects

**Point 1:** The direct object is the noun or pronoun that receives the action of the verb directly. It answers the question "what?" or "whom?" after the verb.

1. I bought a book.
2. He gave me some money.
3. We helped her.
4. She called me.

**Point 2:** The indirect object is the noun or pronoun that receives the direct object. It typically answers the question "for whom?" the action is done.

1. She gave her friend a gift.
2. He told the teacher a story.
3. She baked her son a cake for his birthday.
4. She taught him how to cook.

**Point 3:** If the indirect object goes after the direct object it needs a preposition, which is 'to' and 'for' in most cases.

1. She gave some money **to** him.
2. The teacher read a story **to** the students.
3. My father built a special bike **for** me.
4. Our boss gave a demonstration **to** the staff.

**Point 4:** If the indirect object goes before the direct object, then a preposition is not used.

1. She gave **him** some money.
2. The teacher read **the students** a story.
3. My father built **me** a special bike.
4. Our boss gave **the staff** a demonstration.

**Point 5:** If both the direct object and the indirect object use a pronoun, then the indirect pronoun must appear last after a preposition.

1. She gave **it to me**.
2. I sent **it to them**.
3. She gave **them to us**.
4. He ordered **it for me**.

**Point 6:** The direct object can use a phrase with a 'Wh-word' and an infinitive to express an action. It always follows the indirect object.

1. Please tell me **what to do**.

1. Please tell me **the procedure** for doing something.
2. I showed him **where to go**.
  1. I showed him **the directions**.
3. Please show me **how to cook this**.
  1. Please show me **the way to cook this**.
4. They taught me **how to make it**.
  1. They taught me **the way to make it**.

## Indirect Objects

Read and listen to four conversations using the grammar.

### Conversation 1 | [PDF Worksheet](#)

**Man:** I love this dish. It is so delicious. Can you *give me the recipe*?

**Woman:** I don't have one. I make it from memory.

**Man:** Well, can you write it down for me? I really want to cook this.

**Woman:** Sure. But it might be easier for me to *show you how to make it*.

**Man:** I'd love that. Can you really *teach me how to make this*?

**Woman:** I'd love to. Why don't you come over next week. I'll *make it for you*, then.

**Man:** I don't want you to *cook it for me*. I want you to *teach me your secret*.

**Woman:** I stand corrected. I'll *show you how to make*.

**Man:** Thank you. I'm so excited to learn how to make this.

### Conversation 2 | [PDF Worksheet](#)

**Man:** What did you do last night?

**Woman:** I went to my friend's house. She *made me dinner* for my birthday.

**Man:** Oh, happy birthday. I had no idea. I should have *bought you a gift*.

**Woman:** No worries. I like to *keep it a secret*.

**Man:** Did you get anything nice for your birthday?

**Woman:** Yes. My mother *gave me a beautiful necklace*.

**Man:** Nice. What kind of necklace is it?

**Woman:** It's a thin gold chain with a small diamond heart. I'll *show it to you* when I wear it tomorrow.

**Man:** Thanks. I'd love to see it. By the way, how old are you?

**Woman:** That's a secret. I'll never *tell you that*.

**Man:** Fair enough. Anyway, happy belated birthday.

**Woman:** Thank you.

### Conversation 3 | [PDF Worksheet](#)

**Man:** Did you get my message? I *sent you an email* about our project.

**Woman:** No, I didn't get it. Where did you send it?

**Man:** I *sent it to your school email address*.

**Woman:** Oh, I never check that. *Text it to my phone*.

**Man:** I can't do that. I need to *email it to you*.

**Woman:** Okay. Can you *send it to me* again, but to my personal email?

**Man:** Why don't you just use your school email?

**Woman:** I would, but I forgot my password.

**Man:** Just ask the school to *give you a new password*.

**Woman:** I would, but it is such a hassle. Plus, I never use it.

**Man:** Fair enough. I'll *send it to you* again, but this time please open it.

**Woman:** I will. Thanks.

### Conversation 4 | [PDF Worksheet](#)

**Man:** How's your job hunting going?

**Woman:** Not great. One company *offered me a job*, but I turned it down.

**Man:** Why? Was the pay not high enough?

**Woman:** No, not at all. I *gave them a counter offer*, but they didn't get back to me.

**Man:** Well, if you need help financially, I can *lend you some money* if you need it.

**Woman:** Thanks. But I should be fine. I'm sure I will get a job soon enough.

**Man:** I'm sure you will. Keep your head up.

**Woman:** Thanks. I will.

## Quiz

*Answer these questions about the interview.*

1) What does the man want the woman to do for him?

- a) Cook for him.
- b) Teach him to cook something.
- c) Tell him her secret recipe.

2) What was NOT a secret?

- a) Her age
- b) It was her birthday
- c) Who gave her the gift

3) What does the man want her to do?

- a) Send it again
- b) Reset his password
- c) Create a new email

4) Why did the woman turn down the job?

- a) Low pay
- b) Long hours
- c) Long commute

**Gap Fill:** Listen to the audio. Type in the correct word!

### Conversation 1

**Man:** I love this dish. It is so delicious. Can you give **mine/me** the recipe?

**Woman:** I don't have one. I make **it/them** from memory.

**Man:** Well, can you write it down for **me/my**? I really want to cook this.

**Woman:** Sure. But it might be easier for me to show you how to **make/making** it.

**Man:** I'd love that. Can you really teach **us/me** how to make this?

**Woman:** I'd love to. Why don't you come over next week. I'll make it for **you/me**, then.

**Man:** I don't want you to cook it **from/for** me. I want you to teach me your secret.

**Woman:** I stand corrected. I'll show you **what/how** to make it.

**Man:** Thank you. I'm so excited to learn how to **making/make** this.

### Conversation 2

**Man:** What did you do last night?

**Woman:** I went to my friend's house. She made me dinner for **my/me** birthday.

**Man:** Oh, happy birthday. I had no idea. I should have bought **your/you** a gift.

**Woman:** No worries. I like to keep **it/me** a secret.

**Man:** Did you get anything nice for **you're/your** birthday?

**Woman:** Yes. My mother gave **me/it** a beautiful necklace.

**Man:** Nice. What kind of necklace is **there/it**?

**Woman:** It is gold with diamonds. I'll show it to you when I wear **them/it** tomorrow.

**Man:** Thanks. I'd love to see it. By the way, how old are **you/your**?

**Woman:** That's a secret. I'll never tell **me/you** that.

**Man:** Fair enough. **Anytime/Anyway**, happy belated birthday.

**Woman:** **Thanks/Thank** you.

### Conversation 3

**Man:** Did you get my message? I **sent/sending** you an email about our project.

**Woman:** No, I didn't get it. Where did you send **it/me**?

**Man:** I sent it to **your/you** school email address.

**Woman:** Oh, I never check that. Text it to **my/me** phone.

**Man:** I can't do that. I need to email it to **you/us**.

**Woman:** Okay. Can you send it to me again, but to **me/my** personal email?

**Man:** Why don't you just **use/used** your school email?

**Woman:** I would, but I forgot my **password/passwords**.

**Man:** Just ask the school to give you a **next/new** password.

**Woman:** I would, but it is such a hassle. Plus, I never use **it/you**.

**Man:** Fair enough. I'll send it to you again, but this time please open **it/them**.

**Woman:** I will. **Thanks/Thank**.

### Conversation 4

**Man:** How's your job hunting **goinggoes**?

**Woman:** Not great. One company offered me a job, but I turned it **overdown**.

**Man:** Why? Was the pay not **highlow** enough?

**Woman:** No, not at all. I gave them a counteroffer, but they didn't get back to **methem**.

**Man:** Well, if you need help financially, I can lend **youthem** some money if you need it.

**Woman:** Thanks. But I should be okay. I'm sure I will get a **workjob** soon enough.

**Man:** I'm sure you will. Keep your head **outup**.

**Woman:** Thanks. I **willwould**.

## Corporate Terminology - Email and Online Communication

### Spam

Irrelevant or inappropriate messages sent on the internet to large numbers of users.

"This email looks suspicious. Maybe it is spam."

"This message appears to be spam. It contains unusual attachments/links that I did not request"

## **Thread**

A series of connected messages on a particular subject, especially on social media or in an email discussion.

"I read the complete thread of the email and couldn't find the cost of the trip."

"I've checked back through the thread and appear to have missed the cost of the trip. Could you please clarify that for me?"

## **Inbox**

The main folder where your incoming emails are stored.

"You need to delete older emails from your inbox to save some space."

"I noticed your inbox might be getting full. To avoid any delivery issues, it might be a good time to archive or delete some older correspondence"

## **Reply all**

Respond to everyone included in the original email, not just the sender.

"If you hit reply all, your response will be sent to all those people in the original email."

"Please note that selecting 'Reply All' will copy everyone currently on the thread on your response."