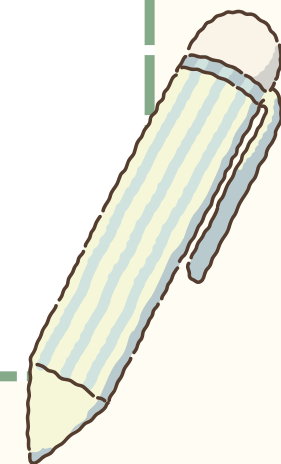
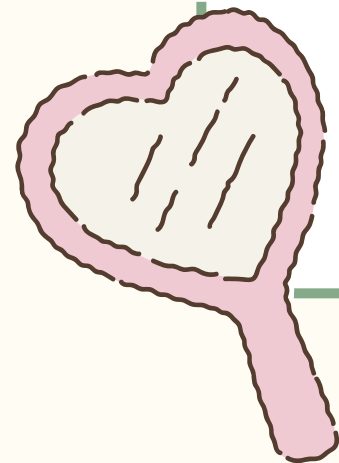




Fundamental English for Business Communication (BUAI307)

Time, Schedule, Location & Distance

Lecturer: Dr. Hassan Raza — FMS-SSRU

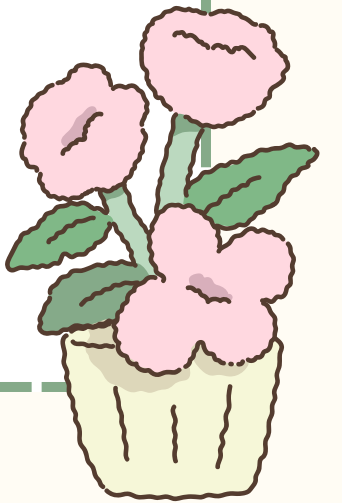


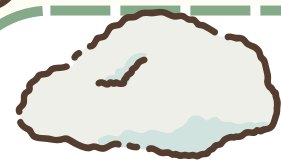
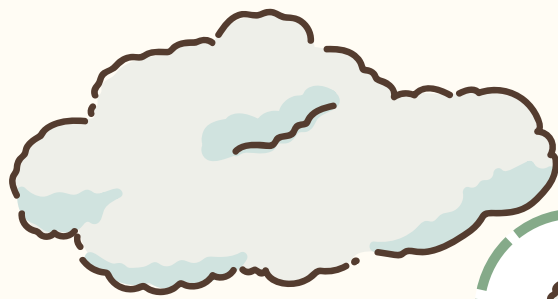
Why Punctuality Matters

Being on time shows respect and professionalism (ตรงเวลา
แสดงความเป็นมืออาชีพ)

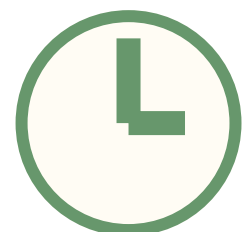
Being late can cost business opportunities (มาสายอาจเสีย
โอกาส)

Aim to arrive 5–10 minutes early (ควรมาก่อนเวลา 5–10 นาที)





Telling the Time – Basics

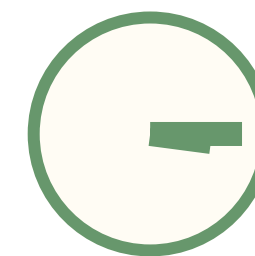


It is 3 o'clock (บ่ายสามโมงตรง) 03:00

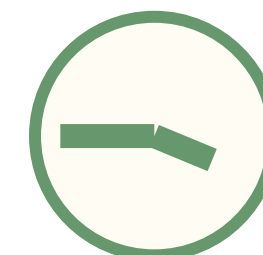


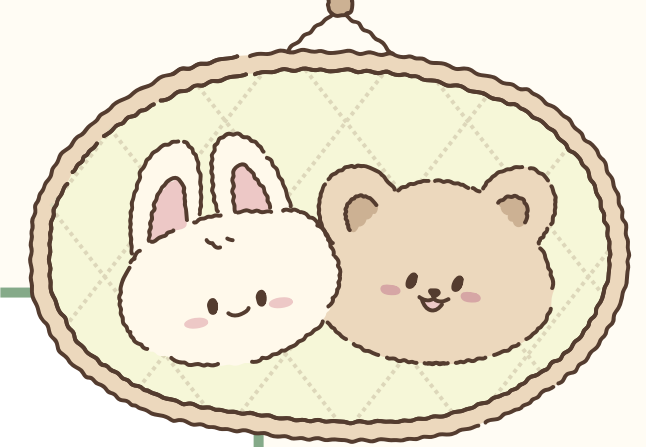
It is half past 3 (บ่ายสามโมงครึ่ง) 03:30

It is quarter past 3 (บ่ายสามโมงสิบห้า) 03:15

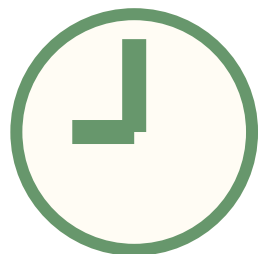


It is quarter to 4 (สี่โมงอีกสิบห้านาที) 03:45

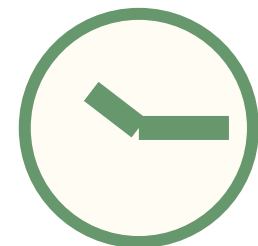




Telling the Time – Practice



9:00 → "It is nine o'clock"

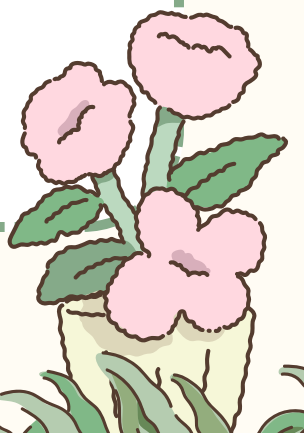


10:15 → "It is quarter past ten"

2:30 → "It is half past two"



6:45 → "It is quarter to seven"



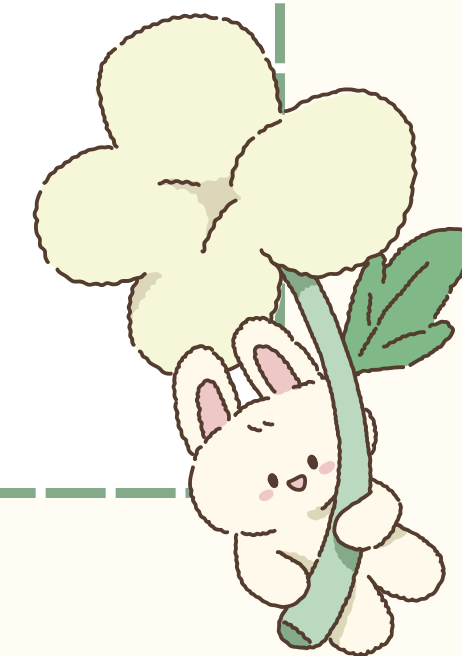
Asking About Time

"What time is it?" (กี่โมงแล้ว)

"Excuse me, what time is it now?" (ขอโทษค่ะ/ครับ ตอนนี้กี่
โมงแล้ว)

"What time does the meeting start?" (ประชุมเริ่มกี่โมง)

"What time do you finish work?" (เลิกงานกี่โมง)



Asking About Time – Dialogues



Speaker A

What time does the meeting start?

Excuse me, what time is it?

What time do you usually arrive?



Speaker B

It starts at 2 PM.

It is 10:30.

Around 8:30.





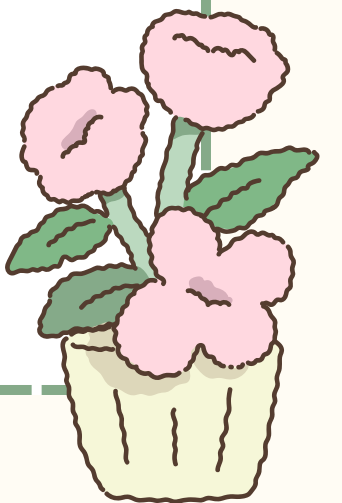
Days of the Week & Date

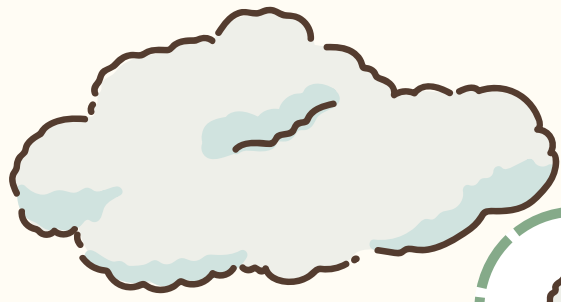
Monday–Sunday (วันจันทร์–อาทิตย์)

"What day is it today?" (วันนี้วันอะไร)

"What is the date today?" (วันนี้วันที่เท่าไร)

"It is Monday, August 10th."





Months & Ordinal Numbers

January–December (มกราคม–ธันวาคม)

Ordinal numbers show order or position (ตัวเลขลำดับที่) — used for dates

Most end in -th: 4th, 5th...20th. Exceptions: 1st, 2nd, 3rd, 21st, 22nd, 23rd, 31st

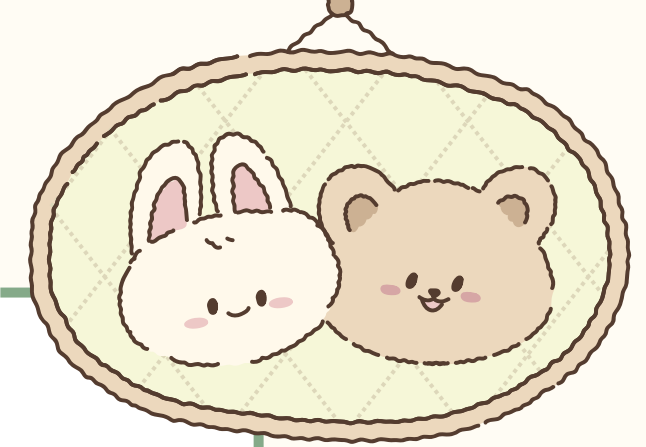
Say it: "May 3rd" = "the third of May"



Frequency Words

Always 100% (เสมอ) → Usually 90% (มักจะ) →
Often 70% (บ่อยๆ) → Sometimes 50% (บางครั้ง)
→ Rarely 20% (แทบไม่) → Never 0% (ไม่เคย)





Frequency Words – Examples



I always check email in the morning.

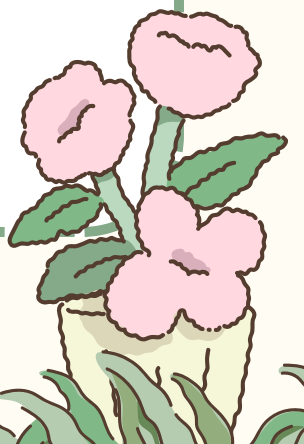
We usually meet on Mondays.

She often works late.

I sometimes travel for business.

He rarely takes a day off.

I never miss a deadline.





Scheduling a Meeting

"Are you free on Monday?"

"Can we schedule a meeting for 2 PM?"

"Does that time work for you?"

"Let us set up a call next week."



Scheduling – Dialogue



Colleague A

Are you free on Thursday
afternoon?

How about 3 PM?

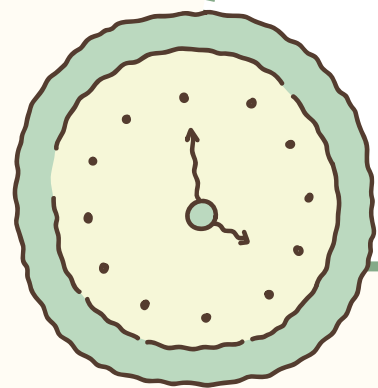


Colleague B

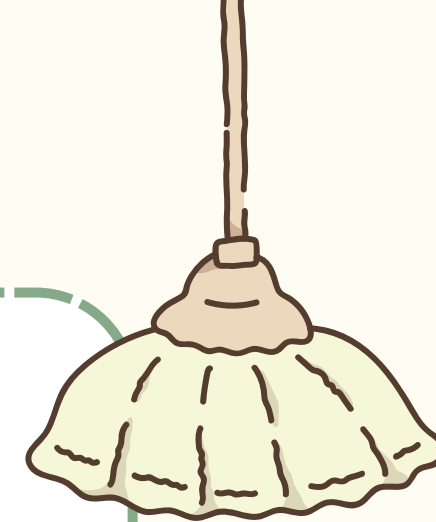
Yes, I am free. What time works for
you?

That works for me. See you then!





Confirming an Appointment



"I would like to confirm our meeting on Friday at 10."

"Just confirming — are we still meeting at 2 PM?"

"Yes, that is confirmed."



A: "I would like to confirm our meeting tomorrow at 9 AM."

B: "Yes, that is confirmed. See you tomorrow!"





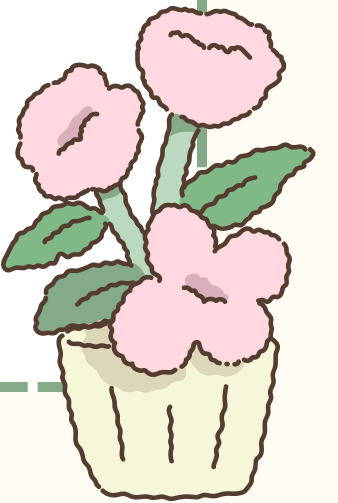
Rescheduling / Changing Plans

"Something came up. Can we reschedule?"

"Could we move our meeting to next week?"

"I am sorry, I need to cancel our meeting."

"Could we push the meeting back one hour?"



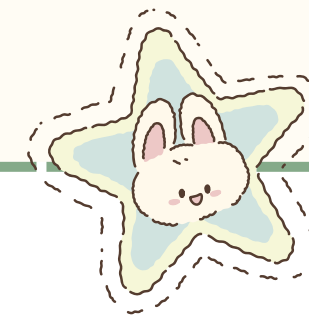
Rescheduling – Dialogue



Person A

I am sorry, something came up. Can we reschedule?

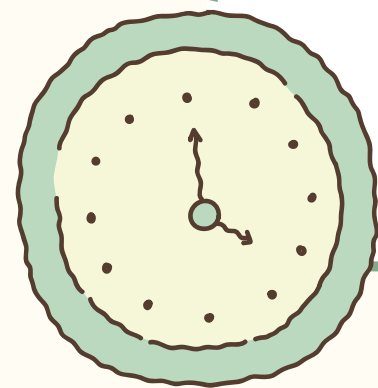
That works. Thank you for understanding!



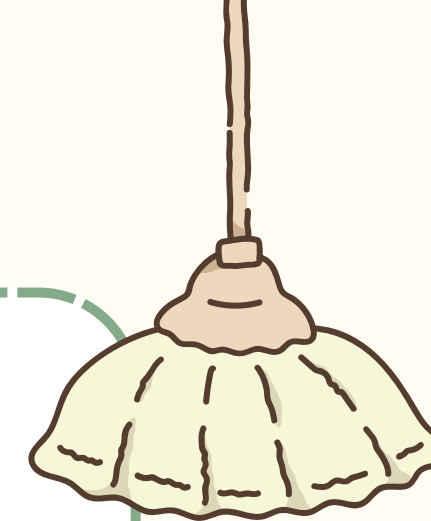
Person B

No problem. How about the same time tomorrow?





Talking About Deadlines

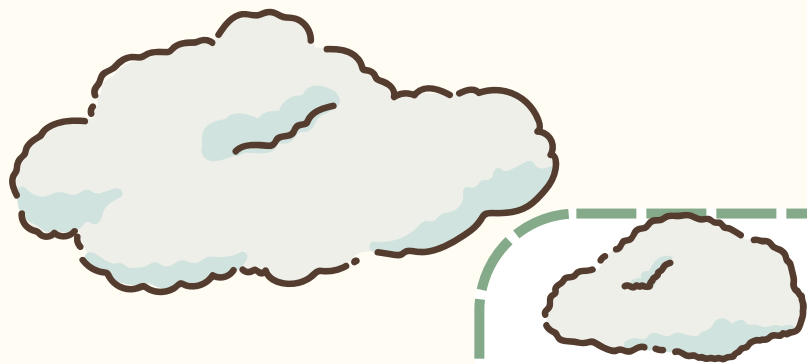


"The deadline is this Friday." — "When is this due?" — "Can we extend the deadline?" — "We have enough time." — "We need more time."



A: When is the report due? B: This Friday. A: Could we have one more day, please? B: Let me check and get back to you.





Pronunciation Practice

schedule

SKED-yool

สเก็ต-จูล

appointment

uh-POYNT-ment

อะ-พอยน့်-เมินท์

deadline

DED-line

เด็ด-ไลน์

reschedule

ree-SKED-yool

รี-สเก็ต-จูล

punctual

PUHNK-choo-uhl

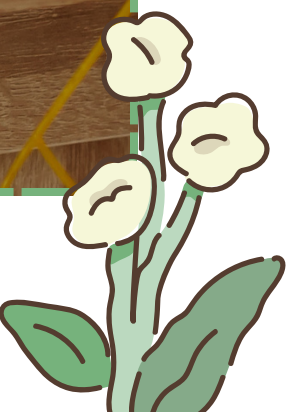
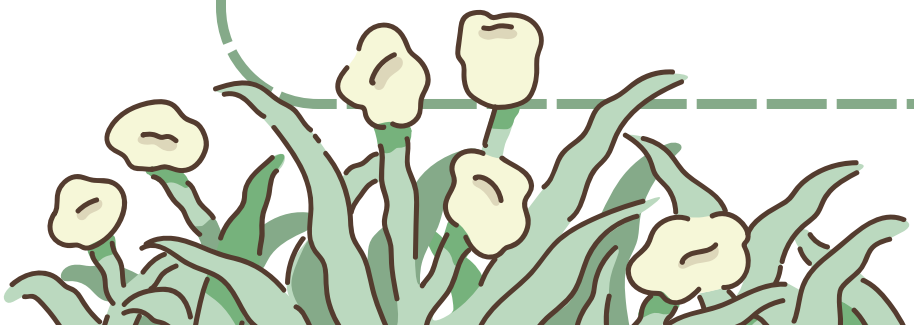
พังก์-ชวล

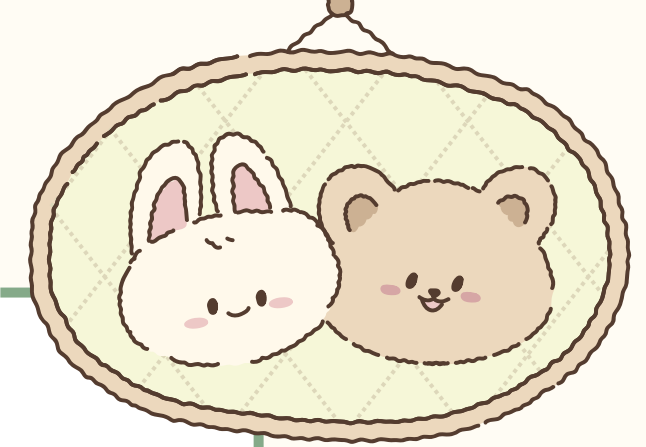


Prepositions of Place



in (ใน) — on (บน) — at (ที่) — next
to (ข้างๆ) — between (ระหว่าง) —
across from (ตรงข้ามกับ)





Prepositions – Practice

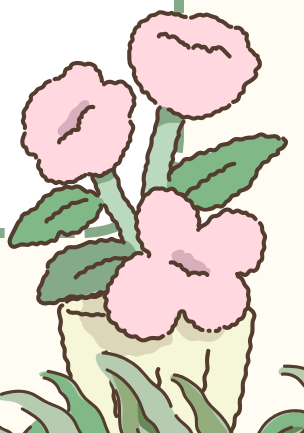


"The meeting room is next to the elevator."

"Your desk is between the window and the door."

"The printer is on the 2nd floor."

"The meeting room is across from the reception desk."



Office Vocabulary

Reception

ri-SEP-shuhn

รี-เซ็ป-ชั่น

Meeting room

MEE-ting room

มีท-ติง รูม

Break room

BRAYK room

เบรค รูม

Elevator

EL-uh-vay-ter

เอล-ลิ-เว-เตอร์

Restroom

REST-room

เรสท์-รูม

Parking lot

PAR-king lot

พาร์-กิ้ง ลอต

Lobby

LOB-ee

ล็อบ-บี้

Stairs

STAIRZ

สแตร์ส

Hallway

HAWL-way

ฮอล-เวย์





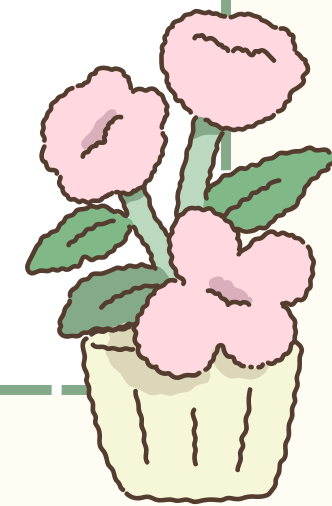
Asking for Directions

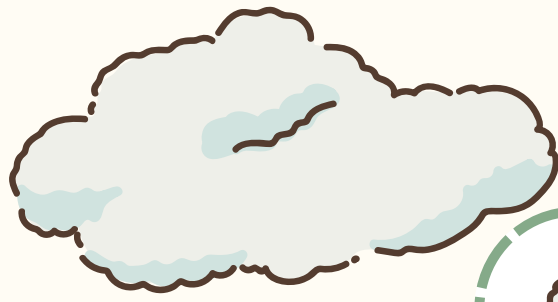
"Where is the meeting room?"

"How do I get to reception?"

"Could you show me the way to...?"

"Is it far from here?"





Giving Directions

"Go straight ahead."

"Turn left / right."

"It is on the 3rd floor."

"It is at the end of the hallway."

"Take the elevator to the 5th floor."



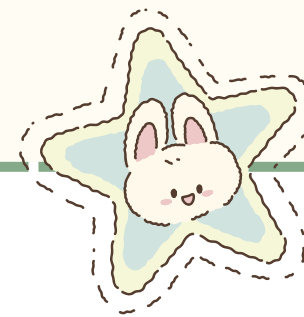
Directions – Dialogue



Visitor

How do I get to the meeting room?

Thank you!

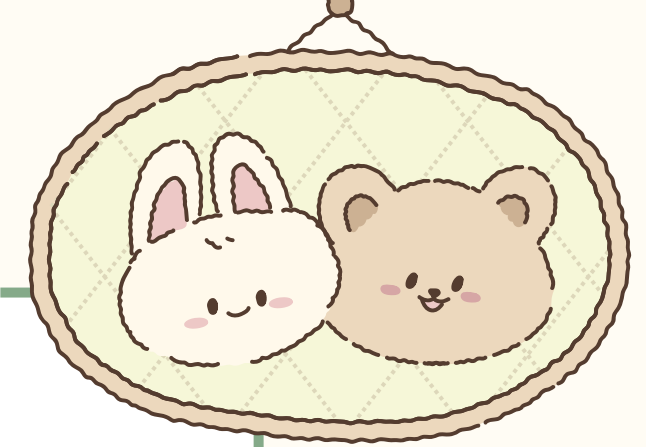


Receptionist

Go straight, turn left. It is next to the elevator.

You are welcome.





Talking About Distance

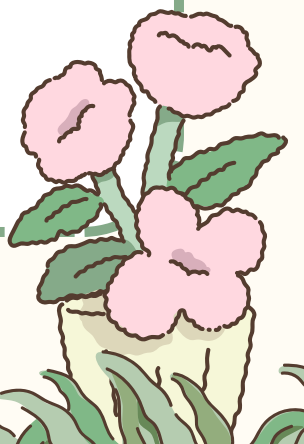


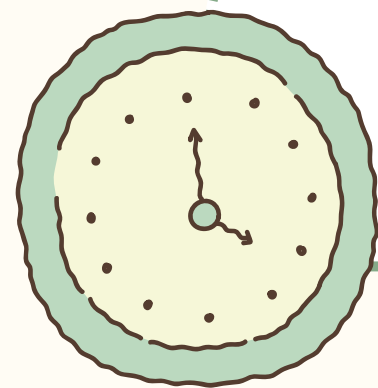
"It is very close — just a short walk."

"It is quite far from here."

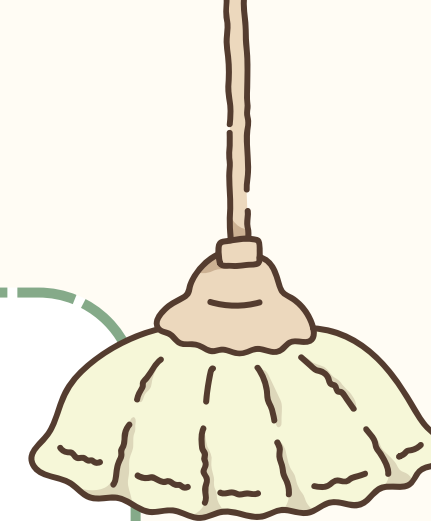
"It is about 5 kilometers away."

"It is about a 10-minute walk."





Distance Between Places



"How far is it from here to the airport?" — "How long does it take?"



A: How far is the Bangkok bank branch? B: About 15 kilometers,
30 minutes by car. A: Not too far.



Pronunciation Practice

distance

DIS-tuhns

ดิส-เทินซ์

nearby

NEER-by

เนียร์-บาย

elevator

EL-uh-vay-ter

เอล-ลี้-เว-เตอร์

reception

ri-SEP-shuhn

รี-เซ็ป-ชั่น

directions

dih-REK-shuhnz

ดิ-เรค-ชั่นซ์





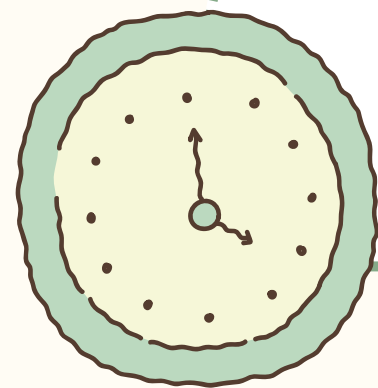
Mini Dialogue

A: Let's meet at 3 PM to
discuss the project.

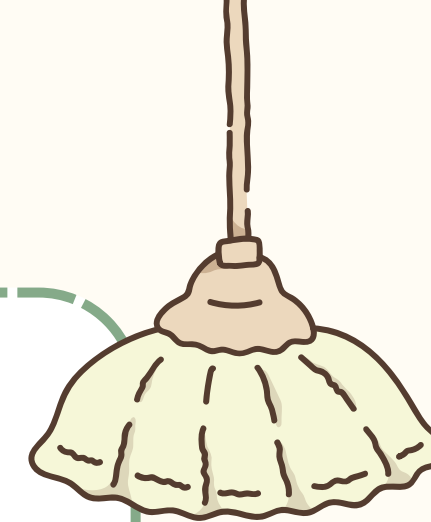
B: Sure! Where should we
meet?

A: In the meeting room on the
2nd floor, next to the
elevator.

B: Got it. See you at 3!



Practice & Speak



Example: A: "Are you free at 3 PM? Let's meet at the meeting room."
B: "Sure! How do I get there?" A: "Go straight, then turn left. It is next to the elevator."



Now practice: Student A suggests a day, time, and place to meet. Student B agrees or asks to reschedule. Agree on a final plan together, then switch roles.



Key Vocabulary (1/2)

Confirm

kuhn-FURM

คอน-เฟิร์ม

Frequency

FREE-kwuhn-see

ฟรี-เควิน-ซี

Cancel

KAN-suhl

แคน-เซิล

Extend

ik-STEND

เืก-เทนด

On time

ON TYM

ออน-ไทม์

Late

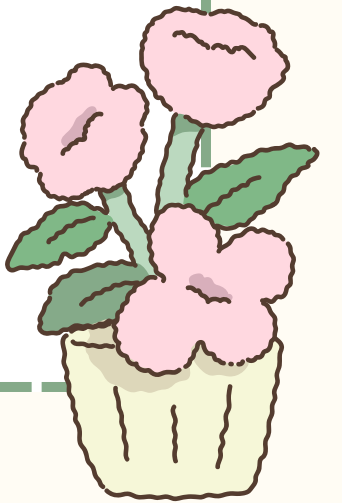
LAYT

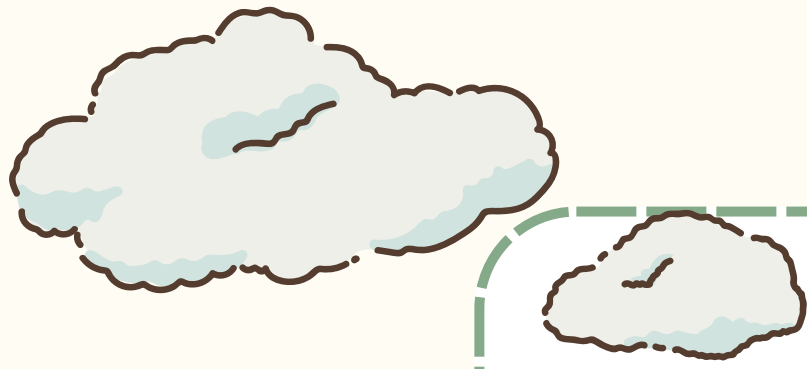
เลท

Postpone

pohst-POHN

โพสท์-โพน





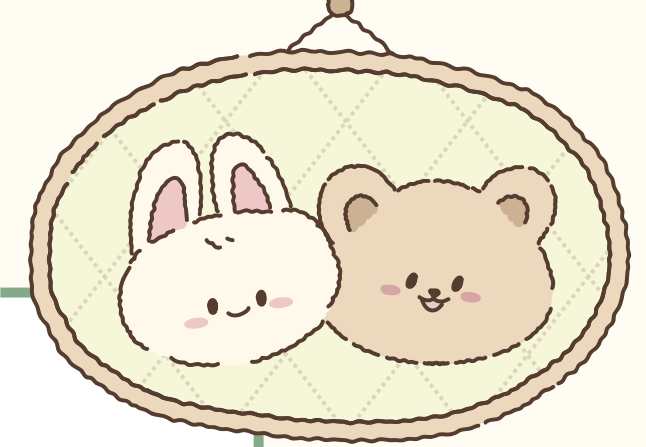
Key Vocabulary (2/2)

Meeting
Straight
Hallway
Floor
Corridor
Across
Between
Far

MEE-ting
STRAYT
HAWL-way
FLAWR
KOR-ih-dor
uh-KRAWS
bih-TWEEN
FAHR

มีท-ติ่ง
สเตรท
ฮอล-เวย์
ฟลอร์
คอ-รี-ดอร์
อะ-ครอส
บี-ทวีน
ฟาร์



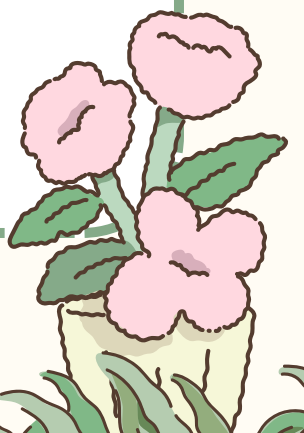


Home Activity



Work with a partner from this class, not alone. Practice together outside of class, and be ready to perform your dialogue at the start of next class.

Choose a real place near your home, school, or a BTS/MRT station. One partner asks for directions to that place. The other gives directions using this lecture's phrases. Then switch roles.



Thank
You

