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# PROPERTY

ENGLISH FOR BUSINESS COMMUNICATION

## A Vocabulary

### Key Vocabulary

For most people, buying a **residence** is the most important purchase they will make. Because it is so expensive to buy a single-family house or just an apartment within a **building**, buyers usually finance their purchase by making a **down payment** on a percentage of the agreed price and taking out a **mortgage** on remaining balance. Most people arrange the buying and selling through a **real estate agent**, or **realtor**, who **receives a fee** or **commission**. Usually a prospective buyer **makes an offer** for a property and if they make a deal with the owner, he or she accepts the offer. Some people buy property as an **investment**. Typically they will **renovate** and then **rent out** or lease the property, either **furnished** or unfurnished, through a realtor. These include commercial spaces as well as residential housing, both downtown and in the **suburbs**. The landlord signs a contract with the **tenant(s)** which includes details about the rights and responsibilities of each party.

### Vocabulary Note

Vocabulary	Meaning	Vocabulary	Meaning
residence		investment	
building		renovate	
down payment		rent out	
mortgage		lease	
a real estate agent		furnished	
realtor		unfurnished	
fee		downtown	
commission		suburbs	
makes an offer		tenant	

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## A KEY Vocabulary

### Exercise

**Instruction:** Choose the best answer.

**1. Because houses are expensive, buyers usually \_\_\_\_\_ their purchase through a bank.**

- a) renovate      b) finance      c) lease      d) accept

**2. To buy a house, you usually need to make a \_\_\_\_\_ first, which is a percentage of the total price.**

- a) commission      b) mortgage      c) down payment      d) contract

**3. The money borrowed from a bank to pay for the rest of the house price is called a \_\_\_\_\_.**

- a) mortgage      b) residence      c) realtor      d) tenant

**4. A real estate agent, or \_\_\_\_\_, helps people buy and sell properties.**

- a) landlord      b) realtor      c) owner      d) investment

**5. The agent receives a \_\_\_\_\_ for their services, which is usually a part of the selling price.**

- a) commission      b) balance      c) deal      d) purchase

**6. Before renting out an old property, an investor might \_\_\_\_\_ it to make it look new.**

- a) finance      b) arrange      c) renovate      d) sign

**7. A \_\_\_\_\_ buyer is someone who shows interest and is likely to make an offer.**

- a) commercial      b) furnished      c) prospective      d) remaining

**8. People who buy property as an \_\_\_\_\_ hope to make money from it later.**

- a) investment      b) apartment      c) offer      d) owner

**9. The \_\_\_\_\_ is the owner of the property who rents it out to others.**

- a) tenant      b) realtor      c) buyer      d) landlord

**10. The person who pays rent to live in the house is called the \_\_\_\_\_.**

- a) seller      b) tenant      c) agent      d) commission

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## B Reading Comprehension

### Finding somewhere to live

#### Finding somewhere to live

Everyone has to live with new people at some point in their lives, perhaps because of marriage, maybe when you're a student, or perhaps you're living away from home because of work. In this unit we look at the ups and downs of sharing living space with other people..

Here are the thoughts of three people as they're about to move into a new home. Sophie is going to live with her husband, Dave, in the same house as his parents. Ben's starting university soon and is looking for somewhere to live with his course mates. Lana has just started work in a new town and can only afford to rent a room in shared accommodation.

### **Question: Can you work out who is happiest with their situation?**

#### Sophie

It's a pity, but we just don't have the money for our own place. Dave's mum is a nice person, but I'm sure some compromises will be necessary. Hopefully we'll all get on with each other and there won't be any conflicts.

#### Ben

It's actually quite exciting. I'm moving out of my parents' place next week. I haven't got anywhere to stay yet – the university help you with that. I know a few lads going to study at the same place, so we might be able to find a house we can rent together. I'm not looking forward to getting up early for lectures.

#### Lana

My boss actually set up a flat share for me and some of the other girls working here. I don't know anything about it yet. I think some people were living there before, so it might need a bit of tidying up before we can move in. I'm a little bit worried but I'm sure it will be fine.

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## C Conversation

### First Meeting with a Realtor

Fill in the blank with the given sentences and practice the conversation below.

**Yes, we want to stay in the ABC School District.**

**What size house would you like?**

**Yes, of course. What area are you interested in?**

A: I am interested in buying a house and need some information.

B: \_\_\_\_\_

A: I am interested in Pasadena or Arcadia.

B: \_\_\_\_\_

A: We need a medium-sized house with at least 3 bedrooms and 2 bathrooms.

B: Are you interested in being in a particular school district?

A: \_\_\_\_\_

B: Would you like a home near the lake or would you prefer a view?

A: I would love to have a home with a view.

B: Fine, I will begin a search for the perfect home for you. I will call you in a few days.

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## D Grammar

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### Embedded/ Indirect Question

There are two main ways of asking questions - directly and indirectly. Both have the same meaning but we use indirect questions when we want to be more polite, more formal or less confrontational.

#### Word order

When we create indirect questions, the question (What time is it?) becomes part of a longer sentence or questions (Do you know.?) and the word order changes from the order of a direct question. For example:

**Direct:** What time is it?

**Indirect:** Do you know what time it is?

**Direct:** Why was he late?

**Indirect:** Can you tell me why he was late?

#### Using 'do'

When there is no auxiliary verb (be, do have, can, will etc) in a sentence, we need to put in do, does or did when we create a direct question. When we make this into an indirect question however, we don't use the verb 'do'. For example:

**Direct:** When does the lesson end?

**Indirect:** Could you tell me when the lesson ends?

**Direct:** What car does she drive?

**Indirect:** Can you tell me what car she drives?

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If there is no question word (who, what, when, why, how) in a direct question, we need to use if or whether in the indirect question. For example:

**Direct:** Did she make it on time?

**Indirect:** Can you tell me if she made it on time?

or

Can you tell me whether she made it on time?

**Direct:** Is this the right bus for Oxford Street?

**Indirect:** Do you have any idea if this is the right bus for Oxford Street?

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## D Grammar

### Embedded/ Indirect Question

Change to indirect questions.

1. Where is the nearest expressway entrance?

Could you please indicate \_\_\_\_\_

2. Is the listed price negotiable?

I would like to know \_\_\_\_\_

3. When does the current lease agreement expire?

Could you clarify \_\_\_\_\_

4. How many square meters is the total usable area?

Please confirm \_\_\_\_\_

5. Are pets allowed in this condominium unit?

I am writing to enquire \_\_\_\_\_

6. Who is responsible for the repair costs?

We need to verify \_\_\_\_\_

7. Can we schedule a property viewing for next Tuesday?

Could you kindly let me \_\_\_\_\_

8. What documents do we need to submit for the mortgage application?

Please inform us \_\_\_\_\_

9. Why has the previous tenant decided to move out?

It would be helpful to know \_\_\_\_\_

10. Will there be any construction projects nearby in the near future?

Could you tell me \_\_\_\_\_