

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКА НАЦІОНАЛЬНА АКАДЕМІЯ МІСЬКОГО
ГОСПОДАРСТВА**

МЕТОДИЧНІ ВКАЗІВКИ

для самостійної роботи
з дисципліни

**«ІНОЗЕМНА МОВА ПРОФЕСІЙНОГО СПРЯМУВАННЯ»
(АНГЛІЙСЬКА МОВА)**

*(для студентів 1 курсу денної форми навчання напряму
підготовки 6.030601 «Менеджмент»)*

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UNIT 1

Present simple (I do) and present continuous (I am doing)

Form

Present simple

I / you / we / they **work**. He/ she/ it **works**.

I / you / we / they **do not work**. He / she / it **does not work**.

Do I / you / we / they work? Does he / she / it work?

Present continuous

I am working. You / we / they **are working**. He / she / it **is working**.

I am not working. You / we / they **are not working**. He / she / it **is not working**.

Am I working? Are you / we / they working? Is he / she / it working?

Uses

We use the present simple to describe things that are always true:

*High taxation **discourages** investment.*

*A good brand **guarantees** a certain level of quality to customers.*

We use the present continuous to talk about the present moment:

*I'm afraid Mr Thomson can't see you right now. He's **interviewing** someone.*

*'What **are** you **doing**?' 'I'm **trying** to find a file.'*

We use the present simple to talk about habits or things that happen on a regular basis:

*Sebastian **leaves** work at 6.30 most days.*

*They **have** lunch at two o'clock.*

We use the present simple to talk about permanent situations:

*I **live** in Ukraine.*

We use the present continuous to suggest that an action is temporary:

*He's **working** in Turkey on a fixed-term contract.*

We use the present continuous for an action around the time of speaking, which has begun but is not finished:

*The car **isn't starting** again.*

*'Who **are** you **phoning**?' 'I **am trying** to get through to Joan.'*

*They're **staying** at the Hilton Hotel until the end of the week.*

We often prefer to use the present simple rather than the present continuous with verbs describing states:

mental states: believe, doubt, forget, imagine, know, realise, recognise, regret, remember, suppose, think, understand

likes and dislikes: admire, dislike, hate, like, love, want, wish

possession: belong to, contain, have, include, own, possess

appearance: appear, look like, resemble, seem

being: be, consist of, depend, exist

perception: hear, see, smell, taste

We use the present continuous when speaking about changes, developments, and trends:

*The number of people using the Internet **is growing**.*

*Consumers in the industrialised world **are becoming** increasingly concerned with healthy living.*

We use the present continuous to refer to future time when talking about arrangements and fixed plans made before the time of speaking. We often use a time expression unless we are sure that the other person knows we are talking about the future:

*I'm **seeing** Mr Portman next weekend.*

*She's got a new job so she's **leaving** the firm in October.*

We use the present continuous talking about repeated actions:

*We **are** constantly **monitoring** our products for quality.*

Often we use the present continuous when we want to show that we are unhappy about it, including our own behavior. We use the present continuous with words like always, constantly, continually, or forever:

*His wife **is** always **telling** him not to work so hard.*

*He **is** constantly **interrupting** everybody.*

We use the present simple when asking for and giving directions and instructions:

*'How **do I get** to your office?'*

*'You **turn** left after the station, **cross** the bridge and it's the second building on your right.'*

We use the present simple talking about timetables and scheduled events:

*The convention **opens** on 25 January.*

*The legislation **comes** into force on 1 January.*

We use the present simple in newspaper headlines. The use of the present simple creates a sense of dramatic impact:

MARKETS TUMBLE AS INVESTORS TAKE PROFITS

Practice

1. Present simple or present continuous?

Which of these ideas do you associate with the present simple (PS) and which with the present continuous (PP)?

- 1) regular activities
- 2) permanent and factual situations
- 3) temporary situations
- 4) a present arrangement for the future
- 5) fixed timetables

- 6) mental states
- 7) giving instructions
- 8) trends and changing situations
- 9) an event in progress
- 10) possessions

2. Study these sentences and decide which example corresponds to each 1-10 above.

- a) I'm replacing Bill because he's sick.
- b) The scheduled flight leaves next Monday at 8.15 from JFK.
- c) The technician is mending the photocopier so you can't use it right now.
- d) I'm seeing Bill Sykes tomorrow afternoon. I've got it in my diary.
- e) The conference room measures 164 square metres.
- f) This paper contains all the necessary information.
- g) I understand they have gone bankrupt.
- h) Enter PIN number, select menu, choose language, press OK.
- i) With the Internet the world is getting smaller.
- j) We have a planning meeting once a month.

3. Fill in the gaps with the correct form of the verbs in the box.

check	think	turn	cross	take	loose	get
rent	think	buy	smoke	see	play	get

- 1. He (1) of giving up his job.
- 2. He (2) a flat until he (3) his own one.
- 3. I never (4) at work.
- 4. 'How do I (5) to your office?' You (6) left after the station, (7) the bridge and it's the second building on your right.'
- 5. He (8) golf every Sunday morning.
- 6. When she (9) to the office she always (10) her e-mail first.
- 7. She always (11) keys.

8. I often (12) files home at the weekend.
9. I (13) the manager tomorrow afternoon.
10. He never (14) about other people.

4. In five of these sentences there is a verb in the wrong tense. Underline each mistake and write the correction.

1. It is 5 o'clock now and Margaret is making her report at this seminar.
2. The world changes. Things never stay the same.
3. 'What are you doing?' I am a personnel assistant.
4. He usually goes on business twice a month.
5. Their team still works over the qualitative indicators.
6. The economic situation is already very bad and it is getting worse.
7. You forever moan about your work.
8. Our monitor often proposes to discuss interesting economic problems.
9. She has an important project to finish by next week, so she works in the evening at present.
10. Middle managers run departments of the firm.

5. Put each verb in the brackets into present simple or present continuous.

I work in a large office with about thirty other people, most of whom I (know) quite well. We (spend) most of the day together, so we have all become friends. In fact most of my colleagues are so interesting, that I (think) of writing a book about them!(take) Helen Watson, for example. Helen (run) the accounts department. At the moment she (go out) with Keith Ballantine, one of the sales representatives, and they (seem) very happy together. But everyone (except Helen apparently) (know) that Keith always (make eyes) at Susan Porter. But I (happen) to know that Susan (dislike) Keith. 'I can't stand people who (apologise) all the time!' she told me. 'And besides, I know, he (deceive) poor Helen.' 'He (see) Betty Wills from the overseas department.' And plenty of other

interesting things (go on). For instance every week money (disappear) from the petty cash box. When you (realise) that someone in your office is a thief, it (upset) you at first. But I (also try) to catch whoever before the police are called in. I am not going to tell you who I (suspect). Well, not yet any way!

6. Fill in the gaps with the correct form of the verb in brackets. Sometimes you need the negative.

1. 'Politicians are the same all over. They..... (promise) to build a bridge even where there's no river.'(Khrushchev)
2. Her husband..... (work) as a personnel manager. He is an accountant.
3. Now the students of our group (do) grammar exercises.
4. Competition..... (bring out) the best in products and the worst in people.
5. Banks..... (lend) more money these days to encourage businesses to expand.
- 6.'Money..... (talk)' they..... (say); all it ever said to me was "Goodbye".'(Cary Grant)
7. He (speak) on the phone. He..... (look through) the agreements.
8. 'In a hierarchy every employee..... (tend) to rise to his level of incompetence.' (L. J. Peter)
9. I (think) you are wrong.
10. I (hear) what you are saying to me, but I don't agree.
11. I (start) to realize how difficult it is to be a good supervisor.
12. She (meet) with the investors next week.
13. The bus (leave) at 8.35 tomorrow morning.
14. The head of our department..... (see) a new marketing manager tomorrow morning.
15. He always..... (complain) about his salary, although he (earn) enough.

16. BANK REGULATOR..... (block) MERGER.
17. You continually..... (change) your mind.
18. She always..... (be) late for work.
19. Susan (want) to be an executive of a company.
20. He is upset, because his business..... (get) better.

UNIT 2

Past Simple (I did) and past continuous (I was doing)

Form

Past simple

I / you / he / she / it / we / they **worked**.

I / you / he / she / it / we / they **did not work**.

Did I / you / he / she / it / we / they work?

I / he / she / it **was** late. You / we / they **were** late.

I / he / she / it **was not** late. You / we / they **were not** late.

Was I / he / she / it late? Were you / we / they late?

Past Continuous

I was working. You / we / they **were working**. He / she / it **was working**.

I was not working. You / we / they **were not working**. He / she / it **was not working**.

Was I working? Were you / we / they working? Was he / she / it working?

Uses

We use the past simple talking about completed actions that happened in the past:

*'**Did** you read the contract?' 'Yes, and I **sent** it back to the legal department.'*

We use the past simple for a sequence of actions or events:

*He **threw** the file on the table and **ran** to see who the parcel was for.*

We use the past simple when referring to a definite moment or period in the past:

*I **spoke** to them an hour ago.*

***Did** you **discuss** the problem at last week's meeting?*

We use the past simple to talk about permanent or long-term situations in the past:

*I really **enjoyed** studying at university.*

We use the past simple when we are talking about repeated actions:

*They **went** to Greece three times last year.*

The past continuous is used to denote an action which was going on at a definite moment in the past:

*He **was still working** at midnight.*

When we talk about an activity beginning before a past action and continuing until or after it, we use the past continuous tense:

*When I returned she **was calculating** overheads.*

The past continuous is used for two things happening at the same time:

*While Jane **was recording** the new data we **were calculating** our receipts.*

We use the past continuous emphasising the duration or continuity of a past event:

*He **was working** on the report all day long.*

To talk about a temporary situation that existed at or around a particular time in the past, we use the past continuous:

*At the time of the seminar, everybody **was staying** in the conference hall.*

We don't normally use the past continuous with certain verbs describing states:

*I **didn't recognize** him when I met him.*

Practice

1. Complete the extract choosing from these verbs. There are more verbs than necessary.

delay choose improve give make stabilise hinder

Last year the international situation in the hydrocarbons industry.....
(1) to some extent. However, the volatile foreign exchange rates..... (2)
currency management more difficult and relatively weak demand.....(3)
expansion projects. We therefore..... (4) to focus our efforts on specific
opportunities where our know-how..... (5) us a technical advantage over
particularly aggressive competition. As a result we propose doubling our dividend.

2. Use the words in the box to give explanations for the following events. The first has been done for you.

funds	plummet
the president	suffer
the fire bell	run out
my work	complain
their value	ring
customers	speak

1. We scrapped the project because *funds were running out*.
2. They evacuated the building because.....
3. He sold his shares quickly because.....
4. He didn't wish to interrupt because.....
5. I cut down on drinking because.....,
6. We were forced to withdraw the model because.....

3. Choose the most suitable words underlined.

1. When you passed the town hall clock, did you notice/were you noticing what time it was?
2. Everyone at the hotel restaurant was having a good time, although not many people danced/were dancing.
3. It took a while for me to notice, but then I did. Everyone stared/was staring at me.
4. I was trying/ tried to get in touch with you all day yesterday. Where were you?
5. While I was opening/opened the letter the phone rang.
6. I entered the office and looked around. Most people worked/were working at their desks.
7. When I lived in London, I worked/was working for a big company.
8. All week through our company looked/ was looking for this type of computers to purchase.
9. The day before yesterday at 3 o'clock some Mr. Peterson from tax bodies was calling/called our senior manager.
10. Thomas worked/was working in a travel agency two years ago.

4. In five of these sentences there is a verb in the wrong tense. Underline each mistake and write the correction.

1. We had an exam on Tuesday.
2. I offered to call him up but they told me that the telephone didn't work.
3. 'What were you doing in New York?' 'I tried to find someone to buy my hotel.'
4. He glanced my way to see if I listened.
5. She looked across the street to see if they waited.
6. We talked about safety procedures when the fire alarm went off.
7. Anna's feeling depressed because she hoped for a pay rise last week, but she didn't get one.
8. He realized that he didn't want to work for that company.
9. I looked at Michael. He read an e-mail.
10. I was just leaving the office when he arrived.

UNIT 3

The past simple (I did) and the present perfect (I have done)

Form

Present perfect

I / you / we / they **have worked**. He / she / it **has worked**.

I / you / we / they **have not worked**. He / she / it **has not worked**.

Have I / you / we / they **worked**? **Has** he / she / it **worked**?

For past simple forms, see Unit 2.

Uses

We use the present perfect with *since* or *for*, about a period of time which is still continuing:

*I've worked for this company **since** January. (= and I still work for this company now).*

*I've worked there **for** two months. (and I still work there)*

The past simple is used with *for*, about a period of time which is finished:

*I worked there **for** two months. (= but I don't work there now)*

The present perfect is used with questions asking *how long*:

*How long **have** you **worked** there? (= I know you still work there)*

The past simple is used with questions asking when:

When **did** you **find** your job? (=you did it in the past)

When we talk about unfinished actions and events, often with *still* or *yet*, we use the present perfect:

*I still **haven't finished** my work.*

*I **haven't finished** my work yet.*

We use the past simple for completed actions and events in the past, often with *ago*:

*I **finished** my work four hours **ago**.*

The present perfect is used for events repeated over a period of time until the present (they may continue):

*You **have visited** the library every day.* (= until now, and you will probably continue to go there every day)

We use the past simple for events repeated over a period of time in the past (they are now finished):

*You **went** to the library every day.* (= but you don't any more)

The present perfect is used for events which happened in the past at a time which is unknown and/ or irrelevant:

*I've **started** my investigation paper.* (= we don't know when)

*I've **lost** the agreement.* (=it is not important when or where)

We use the present perfect for events that happened in the recent past (often with just):

*Flight 206 **has launched**.* (= in the last few minutes)

The past simple is used for events that happened at a particular time in the past:

*Flight 206 **launched** two hours ago.*

When the time stated is not finished, we use the present perfect:

*I **have spent** this morning writing a report.* (= it's still morning)

When the time stated is finished, we use the past simple:

*I **spent** this morning writing a report.* (= it's now afternoon so 'this morning' is in the past)

When we talk about a period of time up to the present, we use the present perfect:

*I've **been** to Los Angeles but not to New York.* (= in my life so far – I may go to New York in the future)

When we talk about past events which are not connected to the present, we use the past simple:

I went to Los Angeles but not to New York. (= on a particular trip which is in the past)

We use the present perfect, when we talk about how many times something has happened:

This is the first time anyone has complained.

The present perfect is used with adverbs like *already, before, ever and never*:

Nobody has ever complained before. (= until now)

I have met him somewhere before.

We use the present perfect after a superlative:

It's the best cup of coffee I've had here.

Practice

1. Fill in the gaps with the present perfect or the past simple of the verbs in brackets.

1. This is only the second time I (ever attend) such a conference.
2. We (send) him three emails last week but he (not reply) to any of them yet.
3. We (buy) this fax two years ago and we use it everyday since then.
4. The bus (just arrive), so hurry and you might catch it.
5. On Monday morning we (meet) outside the office as usual.
6. When (you buy) a laptop? I (not notice) it before.
7. When (you arrive) in Germany?
8. How long (you be) on business?
9. With this promotion, I feel that I (reach) a turning point in my career.
10. Quite earlier in the negotiations, they (agree) to lower the prices.
11. Throughout the summer of 1980 Hadson (continue) to divide his time between London and Washington.

12. Unemployment (rise) every year until 1985 and then started to fall.
13. It's the best proposal we (receive).
14. Since Mr Harrison became president, both taxes and unemployment (increase).
15. I often (wish) I could run some department.
16. Stevenson (make) 10 films and I think his latest is the best.
17. Until she retired last month, she (work) in the customer complaints department.
18. I (know) him most of my working life.
19. You (not explain) clearly what you want me to do.
20. You (ever talk) to Michael when you worked in the same company?

2. Complete these announcements, read out today during a radio programme called Business in Action. Complete each one, using these verbs in either the past simple or the present perfect.

agree buy give issue slump

In a gigantic deal, BRITISH AMERICAN TOBACCO, the world's second-largest international cigarette maker (1) to take over ROTHMANS (the fourth-largest) for \$8.7 billion.

Shares in MARKS AND SPENCER, Britain's biggest retailer (2) by more than 10% in the last 24 hours after the firm..... (3) a profits warning.

Europe's postal market is becoming increasingly competitive. Only weeks after the British government..... (4) the state-controlled POST OFFICE greater commercial freedom, it..... (5) Germany's third-largest private carrier. GERMAN PARCEL has a big distribution network and a large stake in GENERAL PARCEL, which operates Europe-wide.

3. Look at Christopher Harvey's CV and ask and answer questions using the present perfect or past simple when appropriate.

EDUCATION 1997-1999

1993-1996

EMPLOYMENT 1996-1998

1994-1995

LANGUAGES COMPUTER LITERACY

Master's degree in Financial Administration Project: setting up an import company in Spain

Business Studies, Henley Management School

Project: market survey of perfume sales in France, Spain and Italy

Steelcase Strafor (Spain)

Marketing assistant reporting to the marketing director. I was in charge of a dealer development programme involving five other members of staff, responsible for the creation of a mail order catalogue sent to 5,000 customers, creating a database on competing products and planning roadshows for the launch of new products.

American Cyanamid (Spain)

Export assistant in charge of order processing, customs clearance, dealing with delivery delays.

Spanish: fluent English: fluent

Windows, Microsoft Office, QuarkXpress, Photoshop

Examples:

live abroad?

Has he ever lived abroad? Yes, he has. He lived in Spain for a number of years.

study economics?

Has he ever studied economics? No, he hasn't, but he has studied finance.

1) be in charge of a team?

4) use Excel?

2) set up a business?

5) organise exhibitions?

3) have direct sales experience?

6) deal with export procedures?

4. Sort the words from the box into two categories: *Used with the present perfect and Used with the past simple.*

ago yet so far lately since last year over the last two years for the past three weeks yesterday at 3 o'clock during the 1990s

5. Choose the correct adverb.

1. I've *yet/already/so far* spoken to Peter about it.
2. We've made a lot of progress *over the past three years /since three years /during three years*.
3. We set up *two years ago /during the 1970s /over the last two years*.

UNIT 4

The present perfect continuous (I have been doing) and the present perfect (I have done)

Form

The present perfect continuous

I / you / we / they **have been working**. He / she / it **has been working**.

I / you / we / they **have not been working**. He / she / it **has not been working**.

Have I / you / we / they **been working**? **Has** he / she / it **been working**?

For present perfect forms, see Unit 3.

Uses

The present perfect continuous and the present perfect are both used to describe events or activities which started in the past and have continued up to the present, or activities which stopped recently. Some verbs can be used in either the present perfect simple or continuous with little difference in meaning. These are verbs which describe activities which normally happen over a period of time, e.g. *live, study, learn, wait, work*: Mark **has worked/ has been working** abroad for five years.

We use the present perfect continuous when the focus is on an extended period of time. The situation or activity started in the past and has been in progress for a period until now:

*Exports **have been growing** steadily over the past six months.*

*Foreign earnings **have been moving** ahead to record levels.*

The present perfect continuous is used to talk about how long something has been happening:

*We **have been worrying** about her all week.*

*How long **have you been waiting** for the response.*

To talk about how often or how many times something has happened, we use the present perfect:

*I **have worried** about her every day since she set off.*

We use the present perfect continuous when we want to focus on the activity or event itself (whether it is complete or not is unimportant):

*He **has been reading** a newspaper, while he was waiting for his turn. (= we are interested in how he passed the time – not if he read every page.*

When we want to focus on the results of an activity or even which is complete, we use the present perfect:

*He **has read** the newspapers. (=He has finished reading them)*

State verbs are not usually used in the present perfect continuous:

*I **have known** her since she was fifteen years old.*

Practice

1. What explanations could there be for the following?

- a) Thomas always looks worried and in a hurry. He also finds it difficult to sleep at night. – *He has been working too hard.*
- b) There are fewer knives and forks in the canteen than a month ago.
- c) Top secret company information often gets reported in the press.
- d) A lot of dead fish have been found in the river next to the chemicals plant.

e) Pamela was unable to speak any Spanish on her last trip to Madrid but now she can.

2. Complete each of these sentences, using the present perfect simple or present perfect continuous.

1. How long (you / wait)?

2. I (play) tennis four times this week.

3. Look outside. It (rain); the pavement's still wet.

4. 'You look tired.' 'I (drive) all day long.'

5. I (know) John since we were at school together.

6. The government (announce) a drop in unemployment.

7. I (read) a book on negotiating skills but I don't think I'll finish it.

8. He (work) as a consultant for three different firms in the same sector of activity; I think there's a conflict of interest and he should resign.

9. He (work) as a consultant for three different firms in the same sector of activity, but was fired from the first two.

10. The seminar (run) every year since 1980.

11. People (say) for ages that the building should be pulled down.

12. 'You look tired!' 'I am. I (work) on the report all day.'

13. I (play) golf twice this week.

14. I (write) 15 pages today.

15. An important file (disappear) from my office.

16. I never (understand) why we have to pay so much tax.

17. Mr Goldman (give) nearly a million pounds to the charity this year.

18. I (bump) into Susan 3 times this week.

19. I already (have) a word with William.

20. We (grow) rapidly over the last few years.

3. Choose the most appropriate sentence ending.

1. I've swum ...	a) and feel exhausted.
2. I've been swimming ...	b) thirty lengths of the pool.
3. They have asked me ...	a) to visit them for ages, but I've never had the time.
4. They have been asking me ...	b) to join the company on a number of occasions.
5. I have visited Vienna ...	a) three or four times before.
6. I've been visiting Vienna ...	b) since 1990 and I've always felt very safe here.
7. We've stayed ...	a) at this hotel a couple of times before.
8. We've been staying ...	b) at a small hotel near the sea.

UNIT 5

The past perfect (I had done) and the past perfect continuous (I had been doing)

Form

Past perfect

I / you / we / they **had worked**. He / she / it **had worked**.

I / you / we / they **had not worked**. He / she / it **had not worked**.

Had I / you / we / they **worked**? **Had** he / she / it **worked**?

Past perfect continuous

I / you / we / they **had been working**. He / she / it **had been working**.

I / you / we / they **had not been working**. He / she / it **had not been working**.

Had I / you / we / they **been working**? **Had** he / she / it **been working**?

Uses

We use the past perfect when talking about events that happened before other events.

In this extract the events in bold type refer to an earlier past:

had climbed into the dryer = before the accident

his employer had not given him proper training = before the accident

had been an unlawful killing = before the trial

had died = before the trial

Paul Bennett was killed after he **had climbed** into a giant industrial tumble dryer to free a piece of cloth trapped inside. The machine started accidentally and he was spun to death at a heat of 43°C. It became evident that his employer **had not given** him proper training and a jury decided that there **had been** an 'unlawful killing' - it was satisfied beyond reasonable doubt that Mr Bennett **had died** as a result of manslaughter.

The past perfect is used in some sentences with time expressions (when, after, by the time, as soon as) when one event happened before the other:

*The students **had prepared** the task, when their dean came to test it.*

We use the past perfect with the adverbs just, already, never and ever. They go between the auxiliary and the main verb:

*The company **had** already **prepared** the financial statement for the year, when tax inspectors visited it.*

We use the past perfect with **wish**, **If only** and **I'd rather**. We use the past perfect to talk about events that did not happen:

*I **wish** I **had been** more interested in English at school. If only I **had bought** those shares; they've gone up 27%. I'd **rather** he'd **asked** me before taking my car.*

In the negative, the sentence expresses a regret for events that did take place:

*He wishes he **hadn't left** his previous job. (but he did)*

We use the past perfect continuous to focus on the earlier activity itself or on how long it continued:

*He was very tired because he **had been preparing** a report for hours.*

We use the past perfect when we do not need to emphasize the activity or the period of time:

*He **had prepared** the report and didn't want to do anything else.*

When we talk about how long something happened up to a point in the past, we use the past perfect continuous:

*By the time she arrived **I had been waiting** for two hours.*

We use the past perfect when we talk about how many or how often up to a point in the past:

***I had driven** six kilometers when the car broke down.*

Finished and unfinished activities

Compare:

a) When I last saw her she'd **been planning** a new sales strategy.

b) When I last saw her she'd **planned** a new sales strategy.

In sentence (a) the planning may or may not have been completed; we don't know whether the new strategy was abandoned or not.

In sentence (b) it is clear that the planning had reached an end-point.

Note that we do not use the progressive form with verbs describing permanent states, perception, etc. In such cases we use the past perfect:

The man who said there was no future in computers **hadn't understood** their significance.

(NOT The man who said there was no future in computers hadn't been understanding the significance.)

Practice

1. Read the CV and complete the sentences about Susan George using these verbs.

develop market be obtain spend

Susan George's CV

1. Before she went to Lancaster University, Susan.....three 'A' levels.
2. Before she got her degree in biology, she.....three years in Lancaster.
3. Before she joined Fisons, she.....on a marketing course.
4. Before she worked at Rootes AgriTec, she.....disease-resistant rice plants.
5. Before she became a Product Manager at Boots, she.....remedies for Alzheimer's disease.

NAME: ADDRESS: DATE OF BIRTH: QUALIFICATIONS:

WORK EXPERIENCE:

Susan Mary GEORGE

31 Whitstable Road, Canterbury, Kent.

9.7.75

Simon Langton Grammar School 1993

GCE 'A' Levels: Maths (Grade B), Biology (Grade B), Chemistry (Grade C)

Lancaster University 1993-1996

BSc 2.1 Biochemistry

Keele Management College 1997

Eight-week course in marketing

1997-1999 Fisons Pharmaceutical Products

Research assistant responsible for the development of genetically modified disease-resistant rice plants.

1999-2000 Rootes AgriTec

Junior executive responsible to Product Manager for commercialising new remedies for Alzheimer's disease.

2000- Boots

Product Manager, responsible for over-the-counter medicines.

2. Susan has been relatively successful but things did not always turn out as she had hoped. Change the verb form in brackets.

1. She wishes she..... (get) better 'A' level grades.
2. She wishes she..... (obtain) a distinction at degree level.
3. She wishes she..... (do) a doctorate.
4. She wishes the marketing course..... (last) longer than eight weeks.

3. Complete the following sentences using either the past perfect simple or continuous.

1. My flight from Sydney arrived late because there..... (be) a bomb alert before the plane took off. When we finally left we..... (wait) for over five hours.
2. I..... (work) hard all year so I felt I needed a rest.
3. I..... (see) the designs before they went on show but they.... (not impress) me.
4. When I bought my BIP shares, their value..... (fall) for some time.
5. The merchant bank didn't know that one of their traders..... (hide) huge losses.
6. The employee was dismissed because he..... (steal) company property ever since he was taken on.
7. It took me 20 minutes to realise I..... (look) in the wrong file.

UNIT 6

The future

Uses

In English several different tenses are used to talk about the future: the present simple, the present continuous, will/shall, the future continuous and going to.

We use **the present simple** for scheduled events with a future meaning: for timetables (trains, planes, buses etc. leaving and arriving):

*Our plane **leaves** at 12.10.*

for programmes (when a conference, a seminar, a football match etc. begins or ends):

*The seminar **begins** on Friday at 10.*

for people if their plans are fixed by a timetable:

*The main speaker **arrives** on Thursday.*

We use **the present continuous** for plans which have already been arranged:

*I **am meeting** Mr Johnes next week. He **is arriving** next Monday.*

Will-future

Form

I will do/ he will do/she will do/ it will do/ we will do/ you will do/ they will do

I will not do/he will not do/she will not do/ it will not do/we will not do/ you will not do/ they will not do

Will I do/will he do/will she do/will it do/ will we do/ will you do/ will they do?

In formal English, shall is occasionally used with I/we instead of will.

We use will

for decisions made at the moment of speaking:

*I'll **have** dinner at home.*

*I'll **contact** them now.*

for anything which is uncertain, especially with *probably, maybe, I think, I expect and I hope*:

*He probably **won't be** back in time.*

for situations that we predict will happen but which are not definitely decided or arranged:

*In 100 years the world **will be** a very different place.*

Talking about present intentions.

We use *going to* rather than *will* for plans, decisions and firm intentions:

She is **going to** leave in a month's time.

When are you **going to** visit us next?

Making predictions.

To make a prediction we can use either *will* or *going to*:

I'm sure you **will / are going to** enjoy your visit to our Head Office.

We use *going to* when there is present external evidence for a future event and *will* when we state our own intuitions:

Look at those clouds - it's **going to** rain.

I expect he'll **want** to stay in the best hotel. (I know what kind of person he is)

Making promises or offers

Will is used to make a commitment for the future:

'Could you lend me \$50? **I'll** pay you back tomorrow.'

I don't know if I can finish the job by Friday but I'll do my best.

We use *will* when an offer is made at the moment of speaking:

'Are you going? **I'll** give you a lift to the station if you like.'

Future continuous

I will be doing/he will be doing/she will be doing/it will be doing/ we will be doing/you will be doing/ they will be doing

I will not be doing/he will not be doing/she will not be doing/it will not be doing/ we will not be doing/ you will not be doing/ they will not be doing

Will I be doing/will he be doing/will she be doing/ will it be doing/will we be doing/will you be doing/will they be doing?

We use the future continuous for an event which is going on at a particular time in the future or over a period of time in the future:

I'll be working at 8 o'clock.

Future perfect

For events that will be finished before a time in the future we use the future perfect simple:

By the time they arrive we **will have gone home**.

At the end of the year we **will have recovered** our initial investment.

Practice

1. Study these sentences and say which of the alternatives given is correct or more likely.

1. 'Can I speak to Mrs Lillie, please?' 'I'm sorry, she's not at her desk at the moment.' 'Okay, *I'll/ I'm going to* call back later.'
2. The directors are working hard to save the company from bankruptcy, but it seems unlikely that their efforts *will succeed/ succeed*.
3. If you are sitting comfortably, then *I am going to begin/ I'll begin* the story.
4. Don't forget to unplug the television before you *will go/go* to bed.
5. You won't believe this, but Lucy *will be having/is having* a baby.
6. Scientists are predicting that the disease *will affect/is to affect* over half a million people over the next ten years.
7. You can borrow the car provided that you *will bring/bring* it back before 9 o'clock.
8. Tomorrow, ABC television *is devoting/ is going to devote* almost the entire day to programmes first broadcast in the 1950s.
9. I'll bring the post to you in your office when *it arrives/will arrive*.
10. It now seems unlikely that Webb *will play/plays* in the match against France.
11. Apparently, they *are going to build/ they will build* a new by-pass around the town.
12. The examination *will begin/is going to begin* at 10.30. Latecomers *will not/ are not going to* be admitted to the examination room.

when regarded with affection or respect, animals when we know their sex) and neutral (It - things, babies and animals if we don't know their sex).

- Most nouns describing people have the same form whether they are male or female, *teacher, student etc.* Some nouns have different forms, though, *actor - actress, groom - bride etc.*

The Plural of Nouns

Nouns are made plural by adding:

- -s to the noun, (*chair - chairs*)
- -es to nouns ending in -s, -ss, -x, -ch, -sh, -z. (*bus - buses, glass - glasses, fox - foxes, torch - torches, brush - brushes*)
- -ies to nouns ending in consonant + y (*lady - ladies*) but -s to nouns ending in vowel + y (*day - days*)
- -es to nouns ending in consonant + o (*potato - potatoes*)
- -s to nouns ending in vowel + o (*studio - studios*), **double o** (*zoo - zoos*), abbreviations (*photo - photos, autos, kilos, memos*); musical instruments (*piano - pianos*) and proper nouns (*Eskimo - Eskimos*). Some nouns ending in -o can take either -es or -s. These are: *buffaloes/buffalos, mosquitoes/mosquitos, volcanoes/volcanos, zeroes/zeros, tornadoes/tornados etc*
- -ves to some nouns ending in -f/-fe. (*calf - calves, half - halves, knife - knives, leaf - leaves, life - lives, self - selves, thief - thieves, wolf - wolves*) (*but: belief - beliefs, chief - chiefs, cliff - cliffs, handkerchief - handkerchiefs, hoof - hoofs/hooves, roof - roofs, safe - safes*)
- Some nouns of Greek or Latin origin form their plural by adding Greek or Latin suffixes, *basis - bases, crisis - crises, terminus - termini, criterion - criteria, phenomenon - phenomena, stimulus - stimuli, datum - data, medium - media etc.*

Compound nouns form their plural by adding -s/es:

- to the second noun if the compound consists of two nouns, *ball game - ball games*

- to the noun if the compound consists of an adjective and a noun, *frying pan* - *frying pans*
- to the first noun if the compound consists of two nouns connected by a preposition or to the noun if the compound has only one noun, *mother-in-law* - *mothers-in-law*, *passer-by* - *passers-by*
- at the end of the compound if it does not include any nouns, *letdown* - *letdowns*

Irregular Plurals: man - **men**, woman - **women**, foot - **feet**, tooth - **teeth**, louse - **lice**, mouse - **mice**, child - **children**, goose - **geese**, sheep - **sheep**, deer - **deer**, fish - fish, trout - **trout**, ox - **oxen**, salmon - **salmon**, spacecraft - **spacecraft**, aircraft - **aircraft**, means - **means**, species - **species**, hovercraft - **hovercraft**

Practice

1. Write the plural of the following nouns.

1. nanny - *nannies*.
2. father-in-law -
3. headache -
4. dictionary -
5. berry -
6. phone -
7. hoof -
8. radio -
9. umbrella -
10. knife -
11. bush -
12. foot -
13. holiday -
14. sandwich -
15. city -

2. Are these sentences correct? Change the sentences where necessary.

1. Do you know many persons in this city?
2. This scissor is very sharp.
3. The police wants to talk to anybody here.
4. I am going to buy a new jeans today.
5. Do the police know the cause of the explosion?
6. There is a lot of fish in the lake.
7. Margaret has got three childs.
8. Sheep eat grass.
9. Jack went fishing but he didn't catch many fish.
10. Have you already cleaned your toothes?

3. Leave the singular or use the plural forms of the nouns in brackets.

1. What is the name of (this child)?
2. Small (branch) from trees were cut and used as firewood.
3. This money (belong) to him.
4. At this age, the infant begins to react more to visual (stimulus).
5. The (mouse) was caught yesterday morning.
6. The (key) to the house were lost.
7. (Taste) differ.
8. Language is a social and cultural (phenomenon).
9. (Penny) are made of bronze.
10. This film-director is making a film with one of the big Hollywood (studio).

4. Form the plural from the singular. Make all the necessary changes.

1. They have such a noisy **child**.
2. There is a **bench** in the yard.
3. There is a **flamingo** near the lake.
4. She put a **cherry** on the top of the cake.
5. I saw a **handkerchief** in that drawer.

6. Is there a **mouse** in the house?
7. What a strange **leaf**?
8. He is a rather handsome young **man**.
9. There was a **glass** on the table.
10. I've never seen such a big **ox**.

5. Fill in the plural as in the example.

Dear Manager,

I'm writing to complain about the terrible evening I had at your restaurant. We had reserved a table but when we arrived, there weren't enough 1) ...chairs... (chair) for us to sit on. Even we'd checked beforehand, we were told that there were no 2) (meal) especially for 3)..... (child). We had to keep asking the waiter to bring us some 4) (glass) and when he gave us our 5)..... (knife) and 6).....(fork), they were dirty. We were informed that not all the 7) (dish) were available that evening and, when we did receive our food, the 8) (potato) were raw and the meat was so tough I nearly broke my 9) (tooth) when I bit into it. However, that was nothing! The real horror was when I saw two 10)(mouse) running across the floor. I think I'm entitled to some compensation as long as it doesn't include free 11) (meal) at your restaurant! I look forward to hearing from you.

Yours sincerely,

M. Benn

UNIT 8

Countable and uncountable nouns

Nouns can be either countable (those that can be counted) *1 letter, 2 letters* etc or uncountable (those that can't be counted) *water*. Countable nouns are those which can have the word *a/an* before them or be used in the plural:

They have got a printer.

They have got two printers.

Uncountable nouns are not used with *a/an* or in the plural. *Some, any, no, much* etc can be used with them. Uncountable nouns take a singular verb:

I need some advice.

Information is available at the front desk.

But we say *a relief, a pity, a shame, a wonder, a knowledge* (of smth):

What a pity!

It's a shame.

The most common uncountable nouns are: **Mass nouns** (fluids: *blood, coffee, juice, milk, oil, tea, water* etc, solids: *bread, butter, china, coal, fish* (meaning food), *food, fruit, glass, ice, iron, meat, soap, gases: air, oxygen, pollution, smoke, smog, steam* etc, **particles:** *corn, dust, flour, hair, pepper, rice, salt, sand, sugar, wheat* etc)

Subjects of study: *chemistry, economics, history, literature, mathematics, physics, psychology* etc.

Languages: *Chinese, Portuguese, Spanish, Ukrainian, Greek* etc.

Games: *baseball, billiards, chess, football, golf, poker, rugby, soccer, tennis* etc.

Diseases: *flu, measles, mumps* etc.

Natural phenomenon: *darkness, fog, gravity, hail, heat, humidity, light, lightning, rain* (but the rains = season of continuous rain in tropical countries), *snow, sunshine, thunder, weather, wind* etc

Some abstract nouns: *accommodation, advice, anger, applause, assistance, behavior, business, chaos, countryside, courage, damage, dirt, education, evidence, housework, homework, information, intelligence, knowledge, luck,*

music, news, peace, progress, seaside, chopping, traffic, trouble, truth, wealth, work etc.

Collective nouns: *baggage, crockery, cutlery, furniture, jewellery, luggage, machinery, money, rubbish, stationery etc.*

Many uncountable nouns can be made countable by adding a partitive:

A piece of paper/cake/information/advice/furniture; a glass/bottle of water; a jar of jam; a box/sheet of paper; a packet of tea; a slice /loaf of bread; a pot of yoghurt; a pot/cup of tea; a kilo/pound of meat; a tube of toothpaste; a bar of chocolate/soap; a bit/piece of chalk; an ice cube; a lump of sugar; a bag of flour; a pair of trousers; a game of soccer; a(n) item/piece of news; a drop/can of oil; a can of Cola; a carton of milk; a block of wood; a flash/bolt of lightning; a clap/peal of thunder etc.

Some nouns take only a plural verb. These are objects which consist of two parts: **garments** (*pyjamas, trousers etc*), **tools** (*scissors etc*), **instruments** (*binoculars, compasses, spectacles etc*) or nouns such as: *arms, ashes, barracks, clothes, congratulations, earnings, (good) lucks, outskirts, people, police, premises, riches, stairs, surroundings, wages etc.*

Group nouns refer to a group of people. These nouns can take either a singular or a plural verb depending on whether we see the group as a whole or as individuals. Such group nouns are: *army, audience, class, club, committee, company, council, crew, crowd, headquarters, family, jury, government, press, public, staff, team etc.*
The team was the best in the country. (=the team as a group)

The team were all given medals. (=each member separately as individuals)

With expressions of duration, distance or money meaning “a whole amount” we use a singular verb. *Two weeks isn't long to wait. Ten miles is a long way to ride. Two hundred thousand pounds is too much to spend on this house.*

Practice

1. Decide whether the following nouns are used as countable nouns or uncountable nouns, as in the examples.

She has had three years' **experience** as a solicitor.

The demotion was a painful **experience**.

1. Are you here for **business** or pleasure?
2. He has set up a small fashion **business**.
3. I've never read the **works** of Shakespeare.
4. She's found **work** as a commercial assistant.
5. Have you got a **light**?
6. Were you able to throw any **light** on the subject?
7. We'll need some more wine **glasses** for the reception.
8. Fifty per cent of our bottles are made of recycled **glass**.
9. They failed to reach an **agreement**.
10. Is there **agreement** on how much will be spent?
11. **Self-advertisement** is not always a good thing.
12. We put an **advertisement** in the *Financial Times*.

2. Match each countable noun with an uncountable noun with a similar meaning.

traffic equipment insurance machines accidents cars employment policies
travel advice news laws legislation damage jobs journey bulletins hints

Countable

Uncountable

3. Fill in: is or are.

1. Your jeans ...*are*... hanging in the wardrobe.
2. Wheremy spectacles?
3. There.....a lecture on statistics today.
4. The shopping.....extremely heavy.
5. Wheremy new gloves?
6. This informationincorrect!
7. Her hair.....long.

8. Your socks.....in the drawer.
9. Her furniturevery expensive.
10. His accommodation.....luxurious.
11. Evidence.....needed before the trial can continue.
12. The newsvery exciting.
13. Mumps..... a common illness among young children.
14. Germandifficult to learn.
15. Wherethe kitchen scales? I want to weigh some flour.
16. Footballa popular game.
17. Her work.....very interesting.
18. People starving in many countries.
19. Happiness.....the key to our success.
20. Police..... already here.

4. Write the correct form of the verbs in brackets. Use only the Present Simple.

1. Two hours per week.....(be) not enough to learn a foreign language.
2. The press..... (be) often unfair to political candidates.
3. Six months..... (be) a long time to spend in hospital.
4. Two miles..... (be) not a long way to walk to school.
5. Economics..... (be) difficult for people with poor maths skills.
6. American Airlines..... (be) one of the largest carriers in the United States.
7. The stairs..... (be) too steep for me to climb.
8. Two-thirds of the food produced on the farm..... (be) used to feed people in that region.
9. (be) the number of students studying French falling?
10. Bus trips to and from New York (take) two hours either way.

11. International news..... (rely) on correspondents in every major city.
12. In the Philippines, there..... (be) heavy rains each year.

5. Underline the correct item. Sometimes both of them are correct.

1. The advice she gave me was/were very helpful.
2. Her earnings are/is very low.
3. The weather are/is very unpredictable in England.
4. Sugar is/are bad for your teeth.
5. Most people go/goes on holiday at least once a year.
6. Physics is/are the study of natural laws.
7. Football are/is a popular sport
8. All of his clothes was were on the floor.
9. Her stunning looks is/are the key to her success.
10. Her brother's death was/were traumatic.
11. Is/Are the information correct?
12. His luggage was/were extremely heavy.

6. Choose two of the words below as the most likely ways of completing each sentence. For one answer you will need to make the word plural, and for the other you will need to make no change.

Accommodation house jewellery job luggage
 Bag equipment painting sunshine tool work shower

1. On the weather forecast they said there would be this morning.
2. The waiting room was so full of people and their, there was nowhere to sit.
3. Repairing car engines is easy if you have got the right
4. In Stockholm at the moment there's a fascinating exhibition of from 19th century Sweden.
5. Both my brothers are looking for.....

6. The price of has increased by 12% this year alone.

7. Complete each phrase with a noun from an uncountable or countable box.

Can any of the phrases be used with more than one noun?

Countable	glass	luggage	meat	paper	rice
Uncountable	books	cards	clothes	shoppers	tools

1. An item of

2. A pack of.....

3. A sheet of

4. A crowd of.....

5. A pane of.....

6. A slice of

7. A set of.....

8. A bundle of.....

9. A grain of.....

10. A pile of.....

UNIT 9

Articles a/an, the

Indefinite article (A/An)

A/An is used only with singular countable nouns to talk about indefinite **things**. *I can't find **a** taxi. (Which taxi? Any taxi; indefinite)* Some is used instead of a/an with plural countable nouns. *There are **some** taxis at the taxi rank.* Some is also used with uncountable nouns. *Give me **some** sugar please.* **A/An** is often used after the verbs be and have. *She's **a** teacher.*

A/An is used to mean per. *He works five days **a** week.* **A/An** is also used before Mr/Mrs/Miss + surname when we refer to an unfamiliar person. *There's a Mr **Smith** waiting for you.*

A/An can also be used with: money (*a/one dollar*), fractions (*a/one quarter*), weight/measures (*an/one inch*), whole numbers (*a/one million*), price/weight (*£1 a litre*), frequency/time (*twice a day*), distance/fuel (*50 miles a gallon*), distance/speed (*100km an hour*) and illnesses (*a headache, a fever, have a cold, catch a cold, (a) toothache, (a) backache, a temperature*).

We use a/an + noun meaning only one (*There's a pen on the desk.*) and one + noun when we want to emphasise that there is only one (*There's only one pen on the desk, not two.*).

Definite article (The)

- *The* is used with singular and plural nouns, countable and uncountable ones, to talk about something specific or when the noun is mentioned for a second time: *Can you give me **the** book over there? (Which book? The one over there; specific)*
*The farmer found **a gold cup** in his field.*

*He took **the cup** to the police station, (the word "cup" is mentioned for a second time)*

- *The* can also be used with the words *beach, cinema, coast, country (side), earth, ground, jungle, radio, sea, seaside, sky, theatre, weather, world etc.* *What's **the** weather like today?* We usually say "television" without "the". / *like watching TV but: Turn off **the** teleyision.* Note: *We've got a house near **the sea.** but: Tom is at **sea** (he's sailing).*

- *The* is optional with seasons. *Where are you going in (**the**) summer?*

- We can use *a/an* or *the* before singular countable nouns to refer to a group of people, animals or things. *A/**The** tiger lives in the jungle. (We mean all tigers.)* The word "man" is an exception. *Man is mortal, (not: ~~The man~~)* We omit *a/an* or *the* before a noun in the plural when it represents a group. *Tigers are dangerous, (not: ~~The tigers~~ are dangerous.)*

Practice:

1. Write a or an in the spaces.

1. Unreasonable decision

2. unit of work
3. honourable man
4. UFO
5. happy girl
6. elephant
7. BBC programme
8. universal problem
9. eucalyptus tree
10. X-ray
11. T-shirt
12. H-bomb
13. hospital
14. UNESCO worker

2. Finish the sentences as in the example.

1. They called in the police to deal with the situation.
The police *were called in to deal with the situation.*
2. We had lovely weather last week. The weather
3. He needs more experience. More experience
4. She looks very striking. Her looks
5. Have you seen the scissors? Do you know where ?
6. We were late because of the bad traffic. We were late because the
7. They prefer to live on the outskirts. The outskirts
8. He gave me very helpful advice. The advice he gave me
9. She didn't make very impressive progress. The progress she made
10. They are developing the city centre. The city centre
11. They gave me incorrect information. The information
12. These trousers are too small. This pair
13. She told us some good news. The news
14. They are installing new machinery in the factory. New machinery

15. They lost their luggage during the flight. Their luggage
16. They need to redecorate their premises. Their premises
17. He likes mathematics more than any other subject. Mathematics
18. They found very cheap accommodation. The accommodation
19. The house is in beautiful surroundings. The surroundings
20. She's got dark, curly hair. Her hair

The is used before

- nouns which are unique, *the moon, the Acropolis*
- names of **cinemas** (*The Odeon*), **hotels** (*The Ritz*), **theatres** (*The Lyceum*), **museums** (*The Louvre*), **newspapers/magazines** (*The Telegraph*), *but: Newsweek*), **ships** (*The Bounty*), **institutions** (*The UN*), **galleries** (*The National Gallery*)
- **names of rivers** (*the Mississippi*), **seas** (*the Red Sea*), **groups of islands/states** (*the, Virgin Islands, the USA*), mountain ranges (*the Urals*), deserts (*the Gobi desert*), **oceans** (*the Pacific*), **canals** (*the Panama Canal*) and names or nouns with "of", (*the Tomb of the Kings, the Garden of Eden*) **Note:** *the equator, the North/South Pole, the north of England, the South/West/North/East*
- musical instruments, dances, *the guitar, the waltz*
- names of families (*the Simpsons*), nationalities ending in -sh, -ch or -ese (*the Welsh, the Dutch the Chinese etc*). Other plural nationalities are **used with or without the** (*the South Africans, the Swiss etc*).
- **titles** (*the Pope, the Duke of Norfolk, the Queen*). *but:* "The" is omitted before titles with proper **names**. *Queen Alexandra*
- **adjectives used as plural nouns** (*the old, the sick, the privileged, the deaf etc*) and **the superlative degree of adjectives/adverbs** (*the worst*). *She's the most sensible girl in the class.*

Note:"most" used as a determiner followed by a noun, does not take "the". **Most children like animals, but: Of all European cities Rome has the most careful drivers.**

- the words: station, shop, cinema, pub, library, city, village etc.

*She went to **the library** to return some books.*

- morning, afternoon, evening, night.

I'll be *at work in the morning*, but: at night, at noon, at midnight, by day/night, at 4 o'clock etc

- historical references/events, *the French Revolution, the Dark Ages, the Thirty Years' War (but: World War I)*

- only, last, first (used as adjectives). *He was **the only** person to disagree.*

The is omitted before:

- **proper nouns.** *Paul comes from London.*

- **names of sports, games, activities, days, months, holidays, colours, drinks, meals and languages** (not followed by the word "language"). *She plays tennis well. She likes blue. We speak French, but: The Latin language is hardly used now.*

- **names of countries** (*Portugal*), **but:** *the Argentine, the Netherlands, (the) Sudan, the Hague, the Vatican City, cities (Lisbon), streets (Regent Street, but: the High Street, the Strand, the Mall, the Bristol road, the A4, the M1 motorway), squares (Constitution Square), bridges (London Bridge but: the Bridge of Sighs, the Forth Bridge, the Severn Bridge, the Golden Gate Bridge), parks (Regent's Park), stations (Waterloo Station), individual mountains (Everest), islands (Malta), lakes (Lake Ontario), continents (Asia)*

- **possessive adjectives.** *This isn't your bag.*

- **two-word names whose first word is the name of a person or place.** *Charles de Gaulle Airport, Buckingham Palace but: the White House, (because the first word "White" is not the name of a person or place)*

- **pubs, restaurants, shops, banks and hotels which have the name of their founder and end in -s or -'s.** *Selfridges, Barclays Bank, Harry's Pub but: the Black Swan (pub) (because "Black Swan" is not a name of a person or place)*

- **bed, church, college, court, hospital, prison, school, university, when we refer to the purpose for which they exist.**

John went to university. (He is a student.) **but:** *His mother went to **the university** to see him last week. (She went to the university as a visitor.)* Work (= place of work) never takes "the". *She is at **work**.*

- the words **home, Father/Mother** when we talk about our own home/parents.

***Mother** is at **home**.*

- **means of transport:** by bus/by car/by train/by plane etc but: in the car, on the bus/train etc. He *travelled **by train**, but: He left **on the 6 o'clock train** yesterday.*

- We say: flu/the flu, measles/the measles, mumps/the mumps **but:** *He's got **diabetes**.*

Practice

1. Fill in "the" where necessary.

1. It was getting late, so we went to bed.
2. My aunt buys her vegetables at market in John Street.
3. Heathrow Airport is one busiest in the world.
4. He was taken to hospital when he broke his leg.
5. Jenny works in hospital in centre of town.
6. Her brother has been to prison twice for robbery.
7. Although he didn't go to university, he's a very clever man.
8. There's a concert at university tonight.
9. My grandmother was religious and went to church every Sunday.
10. Sarah's not home - she's at work.
11. We travelled round France by car.
12. William crashed car into a lamp-post.

2. Fill in "the" where necessary.

1. Manila is the capital of Philippines.
2. Andes is a mountain range in South America.
3. China is most populated country in world.
4. A tunnel has been built beneath English Channel.

5. The longest river in the world is Nile
6. Many people have climbed Everest.
7. Sicily is an Italian island.
8. The capital of Italy is Rome.
9. Panama Canal joins Atlantic and Pacific oceans.
10. North Sea is between Britain and Norway.
11. Do you know where Rocky Mountains are?
12. Trafalgar Square is in London.
13. Severn Bridge is in Wales.
14. Australia is in southern hemisphere.
15. Hotel Ascot is situated in central London.
16. I learnt to play cello when I was at school.
17. She spent morning working in library.
18. I plan to study French at Universitynext year.
19. Smiths have just bought a holiday home near Lake Geneva.
20. I usually go to work by bus.

3. Fill in: a, an or the where necessary.

1. The... Tower of London is popular tourist attraction.
2. Newcastle is town in north ofEngland.
3. Princess lives palace in London.
4. Buckingham Palace is where Queen of England officially lives.
5. She bought inexpensive necklace at Harrods.
6. They went for stroll aroundSt James' Park.
7. The supermarket is in Kendell Street opposite Lloyds Bank.
8. hotel where they held their wedding reception was called Grand Hotel.
9. Anna was born in Italy but she lives in USA now.
10. The convict is in prison on outskirts of town.
11. His favourite newspaper is Guardian.

12.Gatwick Airport is in southern England.
13. Duchess of York opened new hospital in centre of London.
14. He went on expensive holiday to Bahamas.
15. Statue of Liberty is in New York.
16. National Park was opened.....last week by mayor.
17. expedition to South Pole needs a lot of careful planning.
18. Odeon cinema is in Appleton Street just past library.
19. Last month I saw film and then went to concert. film was brilliant but concert was boring.
20. There are three cars parked outside: Mercedes, Jaguar and Fiat. Mine is Fiat.
21. Harrods is a huge department store near Kensington Gardens.
22. Sam lives in little flat in middle of the city. There is pub nearby and noise keeps him awake at night.
23. Hilton Hotel is situated near.....River Thames.
24. I applied for job last week. involved driving van around the country.
25. Tate Gallery is quite far from Science Museum, so you'd better take a bus.
26. Sales Manager has cold, so he can't come to meeting this afternoon.
27. I have appointment at dentist's this afternoon because I've got toothache.
28. We spent last summer onisland of Crete.

4. Choose the correct alternative.

1. _____ Swedish is a difficult language to learn.
 - a) a
 - b) the

c) no article

2. _____ general's army attacked the city at night.

a) a

b) the

c) no article

3. I like to play _____ basketball.

a) a

b) the

c) no article

4. My parents gave me _____ basketball for my birthday.

a) a

b) the

c) no article

5. She is _____ prettiest girl in the school.

a) a

b) the

c) no article

6. I have _____ idea! Let's go bowling.

a) a

b) the

c) no article

7. I have borrowed _____ money from her before.

a) a

b) the

c) no article

8. My first apartment was on _____ School Street.

a) a

b) the

c) no article

9. _____ dress she is wearing is blue.

a) a

b) the

c) no article

10. He is _____ real gentleman.

a) a

b) the

c) no article

11) He was _____ only person to agree.

a) a

b) the

c) no article

12) We got there _____ midday.

a) a

b) the

c) no article

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