

KEY

Articles

1. Fill in the blanks with **a**, **an**, **the** or **Ø** **article**

Ø Money makes **the** world go around.

Ø internet access costs about \$10 **a** month.

I'll meet you in **the** reception area.

She goes skiing at least twice **a** year.

You can find all **the** information you need on our web site.

She always wanted to be **an** engineer in **a** multinational corporation.

He's worked at Ø UNESCO ever since he left his job in Ø journalism.

Ø politics is said to be **the** art of **the** possible.

More and more people are going to Ø China and **the** Pacific Rim.

She thinks that Ø taxation should be used to transfer Ø wealth from **the** rich to **the** poor.

He's got two cars: **a** Volvo and **a** Porsche but he doesn't drive **the** Porsche to Ø work; he only uses it on Ø weekends.

Comparisons

I feel much **stronger** now than last year. I can now lift 180kg easily.

My game has improved a lot. I've put in a lot of training so I'm much **fitter** than before and scoring a lot of goals.

The car is **faster** on the circuit. With the changes, everyone is much **happier** about the engine and gears and it's a bit **easier** to drive than it was.

Well, I'm a little **older** every year and I get **more tired** after a race these days. But I feel **more confident** with every race and if my legs are strong enough I'm sure I can win again.

Oh, my game's much **better** now. I've grown a bit **taller**, which helps my serve and I'm winning more often. I still prefer doubles though.

.

2.

I'd never written such a bad essay.

→ It was the worst essay I'd ever written.

I'd never paid so much for a meal before.

→ It was the most expensive meal I'd ever had.

I've never read such a confusing set of instructions.

→ They were the most confusing set of instructions I'd ever read.

No country has oil reserves as large as Saudi Arabia.

→ Saudi Arabia has the largest oil reserves in the world.

3.

The sooner we leave the earlier we'll arrive.

The longer people wait the more they become impatient.

The older I get the younger I feel !

The harder she works the higher the rewards.

Conditionals

1.

If you send a parcel by Chronopost it arrives the following morning.

If you use a freephone number you don't have to pay for the call.

If a firm does not invest in Research & Development its products rapidly become obsolete.

If income tax goes down consumer spending is given a boost.

If you pay in cash you get a 10% discount.

If sterling rises in value against other currencies British exporters find it more difficult to sell abroad.

If payment has already been made please disregard this letter.

2.

If you send \$100 today you'll receive your free gift by return of mail.

If payment is not made by the end of the month we will be forced to take legal action.

Damaged items will be exchanged if you produce a receipt.

You can learn more about our products if you consult our website

<http://www.copro.co.uk>

Your audience won't hear you if you don't speak loudly and clearly.

3. Write sentences to say what you would do in these imaginary situations.

If I worked in Beijing I'd learn Chinese

If I took a cut in salary I'd work fewer hours

If I had more time I'd take up golf.

If I won the national lottery I'd retire.

4. Write a sentence beginning with **if** for each of the following situations.

If I had known the post was vacant I would have applied.

If there hadn't been an accident on the motorway I wouldn't have missed my flight.

If my mobile phone had been working I would have got in touch with you.

If he had been insured he wouldn't have had to pay for his medical expenses himself.

Countable and uncountable nouns (1)

1. Delete the incorrect alternative in the following sentences.

I've ordered some new software.

I have some good news for you.

I need some information about visas.

We've made some progress since we met.

The fire didn't cause much damage.

They say that Ø travel broadens the mind.

She never uses public transport.

There was some heavy traffic this morning.

We've done a little research into the causes of the problem.

I was given some more training when I started my present job.

2.

Was it difficult to find suitable accommodation?

No, I found a nice flat near the river.

Have they done any research into new uses for radioactive material?

Yes, they did some interesting experiments last year.

Was any damage done to the car?

Yes, the front headlight was smashed.

What was the catering like?

Ordinary, but we did have a splendid farewell dinner in the best restaurant in town.

Countable and uncountable nouns (2)

1. These sentences are correct.

I'd like chicken to start with please, and a bottle of wine.

I'd like to propose a toast to the health of our President.

She's slim, quite tall, attractive and has black hair.

She's received notice to quit the firm by the end of the month.

We've put an advertisement in the national press.

I need some scissors to cut out the article.

Paper is made from a wood.

Did you have a good trip to Tokyo?

Light travels at 186,000 miles a second.

The equipment is made of iron and reinforced glass.

2.

a bottle of	perfume
a barrel of	oil
a stroke of	luck
a pair of	jeans
a flash of	inspiration
a mountain of	work
a round of	applause

3.

The solution to the problem came to him in a flash of inspiration.

He made a passionate speech and got a huge round of applause.

He bought a bottle of perfume for his wife from the duty-free.

He surprised everybody by coming to work wearing a pair of jeans.

OPEC has fixed the price of a barrel of oil at \$60.

Please don't disturb me under any circumstances. I've got a mountain of work to get through.

I had a stroke of luck at the airport — they gave me an earlier flight and an upgrade to a first-class cabin.

Future

1. Decide which of these sentences are grammatically correct. If a sentence is correct put a tick (√) in the box. If not, put a cross.

- | | |
|--|---|
| 1. The conference will be held in Istanbul. | √ |
| 2. The conference is holding in Istanbul. | |
| 3. I'm going to give you a lift if you like. | ✗ |
| 4. I'll give you a lift if you like. | √ |
| 5. The agreement will have expired by the end of the month. | √ |
| 6. The agreement will have been expiring by the end of the month. | ✗ |
| 7. Market analysts think that the price of gold is going to keep on rising. | √ |
| 8. Market analysts think that the price of gold will keep on rising. | √ |
| 9. She's says she's not going to apply for the vacancy. | √ |
| 10. She's says she doesn't apply for the vacancy. | ✗ |
| 11. I'll phone you as soon as I will know the price. | ✗ |
| 12. I'll phone you as soon as I am going to know the date. | |
| 13. I'm not going to make any decision until I will have everyone's opinion. | ✗ |
| 14. I'm not going to make any decision until I have everyone's opinion. | √ |
| 15. Throughout the course you'll be improving your communication skills. | √ |
| 16. Throughout the course you'll have improved your communication skills. | ✗ |

2.

In a few years' time many more employees will be working from home.

Over the next ten years voice telephony over the Internet will be increasing rapidly.

By 2030 most European textile firms will have gone bankrupt.

By 2030 paper money will have disappeared.

By 2050 75% of the world's population will be using Chinese as a second language.

By the end of the 21st century small, family aircraft will have replaced privately-owned cars.

Linking words

1. Choose the best alternative in each case to complete the sentences.

Although we've been doing well we must remain vigilant.

Some people say they want a good job — on the other hand they're not prepared to work hard to get it.

The river burst its banks. As a result, many houses had to be evacuated.

We thought we were only going to stay in the area for a year but actually we ended up staying for ten years.

2.

There are many reasons for the decline. First of all, the quality of management has been uninspired. Secondly, output has not kept up with demand. Failure to identify suitable markets has, at the same time, meant that demand has peaked so saturation point will be reached very quickly. In conclusion, unless there are radical changes, future prospects are not encouraging.

3.

Although we have agreed in principle to reduce staffing levels, there is nevertheless a problem in my own section.

Mrs. Baxter, who works in reception during the morning, is also in charge of reprography. As a result, there are times when senior staff members are having to make their own photocopies which means they are wasting valuable time doing routine tasks.

I therefore suggest we take on a part-time receptionist. Alternatively we could take up Bill's suggestion and ask Mrs. Davies, who is shortly to return from maternity leave, to work in reception during the morning. However, this would not, in my opinion, be a satisfactory solution. On the contrary, it would create a certain amount of disruption elsewhere.

I look forward to receiving your ideas on this matter.

P.S By the way, I won't be in my office tomorrow so could you leave your reply on my desk?

Must & have to

1. Complete the following travel information using 'must', 'must not' and 'do not have to'.

Passports and visas

All travellers must / have to hold a valid passport and, for certain destinations, you must / have to have a full 10 year passport and not simply a 1 year visitor's passport. For many countries you must also apply for a visa. (or: you also have to apply for a visa)

Health regulations

For certain countries you must / have to be vaccinated against cholera and yellow fever and other tropical diseases.

Insurance

Although you do not have to take out extra cover you may want to think about insuring yourself against unexpected medical expenses or loss of baggage and personal possessions.

Flight departures

Passengers must / have to check in an hour before departure. Remember that on board you are allowed to take one piece of hand luggage but it must not measure more than 55 x 40 x 20 cm.

Customs

Please check which goods are dutiable before you pass through customs. You must not attempt to enter firearms, drugs or narcotics.

2.

It's my wife's birthday! I really must remember to get her a present.

All visitors must report to the reception area and obtain a badge.

Unfortunately he has to wear a hearing aid — he's a bit deaf in one ear.

You must visit us again, it's been a real pleasure.

Nouns in groups

1.

(a) a waste of time

(c) a telephone network

(a) a bonus scheme (

(b) Peter Mayle 's book

(a) the bottom of the garden

(a) a fleamarket

2. Match the nouns in box A with those in box B.

market	forces
consumer	spending
laser	printer
balance	sheet
service	industry
chief	executive

voice	mail
brand	leader
labour	review
book	costs
time	limit
ski	resort

3. Put the three words into the right order so as to make acceptable noun phrases

car hire agency

world trade organisation

power generation project

eye witness account

quality control procedure

overseas investment opportunity

needs analysis questionnaire

business travel insurance form

Passive

1.

1. A detailed conference programme will be sent to you on receipt of your fee.
2. Please make sure that your portable telephone is switched off in this restaurant.
3. All applications should be returned by 31 March.
4. Please wait, your transaction is being processed.
5. As requested, the sum of \$19,500 has been transferred to your savings account.
6. It has to be admitted that structural unemployment cannot easily be solved.

2.

David Lee is recognized world-wide as a leading scholar in the field of archaeology. Since 1995, he has been involved in several important excavations. Mr. Lee has developed invaluable expertise in dating ancient pottery fragments. One of his latest articles "The hidden secret : Bhutan's cultural treasures" was published in last month's issue of *Digging the Past*.

3.

- g the target market is predicted and defined by the Market Research department
- f the new model is developed by the Design & Product Planning department
- b a prototype is built and tested for performance
- a the production tools and assembly lines are set up by the Process Engineering department
- d the new model is built in selected factories
- h the new model is launched to the press at official presentations
- e each model is inspected by quality control personnel
- c the new model is distributed to dealers and sold to the public

(e) and (h) are possibly interchangeable but the new model is likely to be first because as yet the model is not mass-produced.

Past continuous and past perfect simple vs continuous

1.

I couldn't show my slides because someone had stolen the overhead projector.

Her phone was disconnected because she hadn't paid her bills.

I couldn't access the file because it had been corrupted by a virus.

The mail wasn't being delivered because the firm had changed address.

The downtown area was closed to traffic because a terrorist group had planted a bomb.

The satellite couldn't be launched because an engineer had discovered a fuel leak.

The cheque was refused because he had gone beyond his credit limit.

2. .

On February 26 1995 the world woke up to the news that Britain's oldest bank, Barings, had collapsed because of the actions of just one man - a trader called Nick Leeson.

Leeson started working at Barings' Singapore office in 1992, when he was 25 years old. Using the bank's money, he bought and sold special kinds of shares on the Singapore Monetary Exchange. This can be a risky business, but Barings thought it knew what it was doing.

Leeson quickly became the star of the Singapore office and its profits from trading were substantial. But in fact, he had been hiding even greater losses in a secret account.

The truth was that Nick Leeson did not behave / had not been behaving like an ordinary trader. He considered the financial markets as a gambling casino and, just like a losing gambler, he believed that he would win in the end. So towards the end of 1994 he decided to solve his problems by making a very big gamble.

He thought that the Tokyo stock market would remain stable for the next few months. He knew that he could make a good profit by selling a special kind of option contract but, unfortunately for him, Japan was entering a very unstable period.

On 17 January 1995 a huge earthquake hit the industrial city of Kobe. In response, the Tokyo stock market plunged. Leeson's gamble went / was going badly wrong and by February 23, he had lost more than £300 million and the game was over. The following day he and his wife flew to Malaysia for a holiday.

Past simple or present perfect.

National firms are finding it easier to export because the Finance Minister has devalued the currency.

The workforce is smaller and more flexible because they have made many employees redundant.

Sales are now improving because we have started an aggressive advertising campaign.

Ford wanted to expand into Eastern Europe so it has opened an assembly plant in Belarus.

The economy is badly in need of investment capital so the government has applied to the World Bank for a loan.

2.

Have you ever been to Cannes?

Yes, I have. I went for the film festival last year.

Where did you stay?

We booked a room at the Carlton hotel. It was fabulous.

Have you ever made a presentation in English?

Yes, I have. I had to make one last month in fact.

What did you talk about?

I presented our sales performance for the current year.

Present perfect simple and present perfect continuous

1.

Dear Sirs,

We are writing to inform you of some of the changes that have taken place / have been taking in the organisation of our firm.

Please note that we have moved to new premises in Paris and our address is now

18 rue Saint Dominique
Paris 75350 Cedex 07

However, our telephone and fax numbers have not changed, and we have added a new line dedicated to after-sales service. This number is 01 44 77 11 99.

Monsieur Cuisinier is no longer sales manager for the Paris region and has moved to our office in Brussels. We have appointed Mme. Douat as our new regional manager and she will be contacting you shortly.

I am enclosing a copy of our present catalogue; you will notice that, as a result of the sharp rise in the dollar, the products we distribute for American firms, have increased in price. However, these will be readjusted accordingly if and when the dollar falls.

We look forward to doing further business with you.

In the first paragraph, the changes can be viewed as either on-going and over time, or as complete.

2.

They're still not fluent even though they've been learning German for several years.

They've been losing a lot of money because of the strike in the production department.

They've been selling up-market leather goods to Harrods for over 25 years.

They've been trying to get in touch while you've been away.

They've been talking about a joint venture but haven't agreed on the terms and conditions.

3.

Dear Leslie,

Sorry I have not been in touch sooner, I have been meaning to send you this fax for some time but I have been very busy since my arrival in Kowloon.

To cut a long story short, I have been trying to negotiate a deal with a local manufacturer of cigarette lighters. We have reached an agreement on 10,000 items at 12 cents each. They have guaranteed to have the order ready for May 26.

I have been doing a lot of travelling over the last ten days but we still have not signed the most important contract. But I have made an appointment to see Peter Wu tomorrow and hope to finalise everything then.

See you soon,

Samir

Present simple and present continuous

1.

Marks & Spencer sells clothing.
Yamaha manufactures motorbikes and musical instruments.
Miele manufactures washing machines.
Club Med sells holidays.
Harrods sells almost anything.
Seat manufactures motor cars.

2.

We are launching a new product for the Chinese market.
Good management involves both technical competence and people skills.
The new model costs \$50,000.
We regret to inform you that your services are no longer required.
She is working in a travel agency to get some practical experience
Philips manufactures a wide range of consumer goods.
He owns a 49% stake in the business.
They are perfecting a revolutionary type of water-driven car.
A WiFi laptop enables you to surf anywhere around the house.
Sorry, I'll be late for the meeting — I am sitting in a traffic jam on the ring road.
I'm sorry about the noise. They are putting in a new central heating system.
The agency is trying to create a logo that looks attractive.
We are organising a market survey to find out what potential customers require.
I do not understand your comment. It depends on what you mean by 'effective'.

Quantifiers

1.

Are there any seats left on the next flight to London? Yes, but only a few. ✓

We've made some progress but not much.

Each of the forms has a different reference number.

There are two fools in any market; one asks too little, one asks too much.

Few expatriates want to live overseas for more than a few years.

Both candidates were excellent.

Research scientists spend too much time on administration and routine meetings. ✓

How much time will it take you to finish?

There's very little data available about human rights violations in Myanmar.

Much of the money given in aid goes to the army. ✓

2.

3rd quarter results

Sales were a little disappointing as very few stores are willing to stock and promote our goods. Their profit margin is low and there is consequently little incentive for them to display our products. However, sales have picked up a little in the last two months or so.

Few customers (only 12%) feel that the design is attractive and sales have suffered as a consequence. However, artwork for a new design has been commissioned and a few samples will be available for store buyers to look at.

However, we usually get little or no feedback from them and I'm beginning to get a little worried about the situation in general.

Relative clauses

1. Specimen answers.

- Alexander Graham Bell was the man who invented the telephone.
- Marie Curie was the woman who discovered radium.
- Nelson Mandela was the man who fought against apartheid in South Africa.
- Simone Weil was the woman who fought for the right for a woman to have an abortion.
- Louis Pasteur was the man who first successfully vaccinated a little boy suffering from rabies.

2.

An electron is a particle which moves around the nucleus

An electrode is one of the two points at which electricity enters or leaves a battery

An element is a simple chemical substance that consists of atoms of only one kind

A neutron is a part of an atom which carries no electrical charge

A catalyst is a substance which makes a chemical reaction happen more quickly

3.

He works for Quantum, which is an American chemical company specialising in plastics.

The bank which / that lent us the money went bust.

The branch managers, who worked hard to get it, were all given a pay rise.

Imperial Tobacco, whose operating profits are £350 million, is number two in the British cigarette market.

They live in a city where the public transport network is excellent.

We are making gains in productivity which / that will make our company even more efficient.

She offered to type up the report for me, which was kind of her.

Reported statements (1)

1.

Would you like a game of chess? But you said you didn't know how to play.
Michael's waiting for us in the next room. I thought you said he had gone away.
We will need to get everything translated. But I thought you could speak Spanish.
I posted the cheque yesterday. But you said you had sent it ten days ago.
I'm visiting the museum tomorrow. I thought you said you were going next month.
I'll sell you it for half the price. But you said you would give it me for free.

2.

The CEO said that last year total sales amounted to \$121m.

The CEO said that profits this year should be in the region of \$300m.

The CEO said that we would be investing more in R & D.

The CEO said that nothing succeeds more than success.

The CEO said that our market share had grown by 18%.

The CEO said that we are / were not planning to take on any more staff.

The CEO said that he didn't want to diversify in the immediate future.

Reported statements (2)

1.

I've never been able to tell the difference between margarine and butter.

Did she say how she was going to get home?

It was John Kennedy who said: "Ask not what your country can do for you; ask what you can do for your country."

He told the committee that the chairman had never been involved in corruption.

The director told the staff not to eat at their desks.

2.

Verbs followed by that	Verbs followed by to
assure	convince
inform	offer
point out	promise
say	tell
state	threaten
suggest	

3. Transform the direct speech into reported speech using the verbs in italics.

He refused to accept 10%

She recommended seeking legal advice.

He warned me not to buy shares in BIY.

He offered to get me a taxi.

She promised to send me a copy of the report.

They threatened to withdraw from the project if we dealt with their competitors

He agreed to increase my salary.

He claimed that initial profit projections appeared to be favourable."

Reported questions

1.

They wanted to know where I had seen the advertisement.

They asked me why I was interested in joining their firm.

They wanted to know what (had) attracted me to the post.

They wanted to know how long ago it was since I had left ICI?

They wanted to know how well I got on with my colleagues.

They asked me if I knew how to use EXCEL.

They wanted to know if I could you speak English.

They asked me what other languages I can / could speak.

They wanted to know if I have / had the TOEFL or TOEIC.

They asked me if I had any friends living in the USA.

They wanted to know how soon I can / could start?

2.

Mr. Vaughan wanted to know how many items we have to sell before we reach break-even point.

Mr. Pozetti asked how soon the laboratory samples will be ready.

Mr. Pozetti wanted to know when the laboratory samples will be ready.

Mrs. Cole wanted to know when we last reviewed the complaints procedure.

Christine asked whether or not we should take out political risk insurance for the Albanian consignment.

Herr Lüdcke wanted to know how long the guarantee lasts.

Richard wanted to know which car hire firm we normally use(d).

Elaine asked who is responsible for authorising expenses.

Dorothy wanted to find out when the last time was we had an order from Patagonia.

Mr. Gould asked if we could check the specifications for order no. 549/Y.