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та природокористування

Міністерство освіти та науки України

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господарства та природокористування**

Кафедра іноземних мов та українознавства

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мовлення з дисципліни «Іноземна мова
/англійська/» для студентів інженерних
спеціальностей**

(Частина I)

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Вступ

Навчальні завдання призначені для студентів всіх інженерних спеціальностей і мають на меті розвиток мовних і комунікативних навичок в сфері професійно орієнтованого спілкування. Підбір сучасних навчальних, актуальних для сьогодення та цікавих в інформативному плані текстів, а також система вправ, яка включає новітні досягнення педагогічної науки і відповідає стандартам Типової програми з англійської мови для професійного спілкування, дають можливість, на нашу думку, досягти основної практичної мети навчання – сформувані у студентів загальні та професійно орієнтовані комунікативні мовленнєві компетенції. Специфікою даних навчальних завдань є комплексне представлення лексичного і граматичного матеріалу, що є необхідним для розвитку та вдосконалення мовленнєвих умінь, забезпечення комунікативної адекватності в запропонованих ситуаціях спілкування. Необхідні граматичні і лексичні відомості укладено таким чином, що кожне нове лексико-граматичне явище супроводжується практичними завданнями, які забезпечують швидку мовленнєву реалізацію сформульованих правил. Комплекс завдань базується на функціонально-комунікативному підході і передбачає взаємопов'язане навчання всіх видів мовленнєвої діяльності з особливою увагою на розвиток усного професійного мовлення. Він реалізує певні комунікативні завдання в ситуаціях професійно орієнтованого спілкування і спрямований на формування комунікативної компетенції особистості інженера.



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1. INTRODUCING AND MEETING PEOPLE

So, how do we introduce ourselves? Have you ever met a person from another company and introduced yourself to them? Or have foreigners been introduced to you?

You can introduce yourself in different ways, for example you can say a few sentences about yourself:

➤ *Hello, my name is Hanna Novak. I come from Rivne. I am 19 years old. I am a student at mechanical engineering college. I like my studies as I learn something new every day. I have several hobbies, I like swimming, skiing and other outdoor sports.*

➤ *Hi, I'm Yuri Vesel. I'm an engineer and I work in a very successful company, Metal Rivne. I have been employed for two years now. I really enjoy going to work in the morning as my job is challenging and there is never a dull moment. In my free time I like going out and socialising.*

Activity 1. Introduce yourself in a similar way.

English people do not usually introduce themselves, except in impersonal introductions.

For example:

I am Police Officer James, and I am arresting you for speeding along the motorway at 120 miles an hour.

"I'm Bill Rightwing, your co-pilot on this flight to New York.

I'm Samantha, your tour guide on this exciting tour to Paris.

When you meet foreigners it is common to shake hands and use some polite phrases, such as:

How do you do? (This is very formal and used with certain nations: such as the British or Japanese or when you are introduced to people who are much older or very high in the company hierarchy), *It's a pleasure to meet you.*; *Nice to meet you.*; *I've been looking forward to meeting you.* We use formal introductions on formal occasions. For important business situations, meeting important people or (some!) weddings and funerals, formal language is safest.

For example:

➤ *Mr Thimes, this is Professor Jackson.*

Professor Jackson. I'm pleased to meet you.



➤ *Mr Thimes, may I present Professor Jackson.
How do you do?*

- *Allow me to present Professor Jackson.
I'm delighted to meet you, Professor. My name is Bill Thimes.*

General/Neutral introductions

- *Mr Thimes, do you know Professor Jackson?
How are you, Professor?*
- *Bill, this is Jessica Jordan.
I'm pleased to meet you.*
- *Bill Thimes, Jessica Jordan.
It's nice to meet you.*

Sometimes it is hard to know if you should use the first name, (Tom); the title (Professor) or the formal name (Professor Jackson). English people have the same problem! When you are not sure, use the more formal name, or just call the other person "you". Sometimes the other person will help you and say (for example) "Please call me Jessica". We use general introductions for people we might never meet again, for meetings which are not very important, or for meeting people like ourselves – for instance the people we will work with.

Activity 2. Role play a scene of introducing your schoolmates to one another: try to be formal.

Activity 3. Look at this dialogue between Martin, a student of mechanical engineering from Munich, Germany, who has come to Birmingham to do his work placement there. He is introduced to Mr. Brown by David Lynch, his mentor at the company. The dialogue is mixed up (except for the first line), try to put it in the correct order. After that practise it in groups of three:

David: Mr. Brown, this is Martin Schiller from Munich. Martin, this is Mr. Brown, head of this department.

Mr. Brown: I'm glad you liked it. And I hope you enjoy your time with us, too. Have you been shown around yet?

Martin: Yes, I did. It's very lovely here.

Mr. Brown: Hello Martin. Nice to meet you. Welcome to Birmingham. When did you get here?



Martin: No, not yet.

Mr. Brown: Good. And how was your journey?

Martin: It's a pleasure to meet you. Thank you. I arrived at 8 o'clock last night.

Mr. Brown: Well, then, I suggest David gives you a tour first and then we can discuss what you are going to do while you're here.

Martin: Oh, very good, thank you for asking. I came by car so I managed to see a bit of the country already.

Mr. Brown: I see. I hope you liked it.

Martin: Right. I'll see you later, then.

Activity 4. Read the text and get ready to do exercises.

MEETING PEOPLE

We already mentioned that different nationalities have different rules and several specifics. Below you can read a story that might help you behave appropriately when you travel on business. Although there are certain rules how to behave in a certain country it also depends on people you will be meeting, especially now when the globalization process brings all a lot closer day by day.

Nobody actually wants to cause offence but, as business becomes ever more international, it is increasingly easy to get it wrong. There may be a single European market but it does not mean that managers behave the same in Greece as they do in Denmark.

In many European countries handshaking is an automatic gesture. In France good manners require that on arriving at a business meeting a manager shakes hands with everyone present. This can be a demanding task and, in a crowded room, may require gymnastic ability if the farthest hand is to be reached.

Handshaking is almost as popular in other countries – including Germany, Belgium and Italy. But Northern Europeans, such as the British and the Scandinavians, are not quite as fond of physical demonstrations of friendliness. But the situation is changing also in these countries and handshaking has become a routine. It is also not true that people from these countries are reserved and cold, but the fact is they are more and more open and extremely friendly. In Europe the most common challenge is not the content of the food, but the way you behave as you eat. Some things are not just done. In France is a not good manner to raise tricky questions of business over the main course. Business has



its place: after the cheese course. Unless you are prepared to eat in silence you have to talk about something – something, that is, other than business deal which you are chewing over in your head. Italians give similar importance to the whole process of business entertaining. In fact, in Italy the biggest fear, as course after course appears, is that you entirely forget you are there on business. If you have the energy, you can always do the polite thing when the meal finally ends, and offer to pay. Then, after a lively discussion, you must remember the next polite thing to do – let your host pick up the bill. In Germany, as you walk sadly back to your hotel room, you may wonder why your apparently friendly hosts have not invited you out for a meal. Don't worry, it is probably nothing personal. Germans do not entertain business people with quite the same enthusiasm as some of their European counterparts. The Germans are also notable for the amount of the formality they bring to business. As an outsider, it is often difficult to know whether colleagues have been working together for 30 years or have just met in the lift. If you are used to calling people by their first names, this can be a little strange. To the Germans, titles are important. Forgetting that someone should be Herr Doktor or Frau Direktorin might cause serious offence. It is equally offensive to call them by a title they do not possess.

In Italy the question of title is further confused by the fact that everyone with a University degree can be called Dottore – and engineers, lawyers and architects may also be called by their professional titles. The cultural challenges exist side by side with the problems of doing business in a foreign language. Language, of course, is full of difficulties – disaster may be only a syllable away. But the more you know of the culture of the country you are dealing with, the less likely you are to get into difficulties. It is worth the effort. It might be rather hard to explain that the reason you lost the contract was not the product or the price, but the fact that you offended your hosts in a light-hearted comment over an aperitif. Good manners are admired: they can also make or break the deal.

Activity 5. Decide whether these statements are true or false according to the story:

- In France you are expected to shake hands with everyone you meet. *Yes, at meetings.*
- People in Britain shake hands as much as people in Germany.



- In France people prefer talking about business during meals.
- It is not polite to insist on paying for meal if you are in Italy.
- Visitors to Germany never get taken out for meals.
- German business people don't like to be called by their surnames.
- Make sure you know what the titles of the German people you meet are.
- Italian professionals are usually addressed by their titles.
- A humorous remark always goes down well all over the world.

Activity 6. Write a few sentences how we meet, greet and entertain business partners or guests in Ukraine.

1.2 REVISING GRAMMAR (PRESENT FORMS)

Activity 1. Answer these questions:

What do you do? And what are you doing at this moment? *I'm a student. I'm doing an exercise at the moment – I'm answering questions.*

Do you use a computer? Are you using it now?

How often do you use it?

When do you work/study long hours?

Why do people go back to school?

What do you most enjoy about your school/work? Is there anything you don't enjoy?

Do you come from a big family?

How many siblings do you have?

Do you get on well with them?

Do you go on holidays with your family? Where do you usually go?

Do you meet a lot of different people?

Do you have a lot of money? If so, how do you spend it?

Where does your best friend work/study?

Activity 2. Complete the dialogue using the verbs in brackets:

A: Where (you come) from? *Where do you come from?*

B: I (come) from Manchester.

A: (you live) in Manchester?

B: No, I (not live) in Manchester. I (live) in London.

A: What (you do)?

B: I'm an engineer. I (work) for Ben Johnson & Son Ltd.

A: How often (you travel) abroad?

B: I (not do) it very often. I very seldom go anywhere.

Activity 3. Fill in the correct present form:

1.

It's 10 o'clock on Monday morning in Atomic Ltd. In the Research and development department they *are having* (have) a meeting at the moment. Everybody who is involved in the new project (attend) it. At the moment Bob (present) his ideas. He has prepared an interesting PowerPoint presentation and while showing it, he (explain) several features. They (organise) such meetings every Monday morning. After these meetings, they all (return) to their desks where they continue with the tasks. In the production department the foreman (walk) around the production plant and (control) the process. He always (make) sure that things (not go) wrong as that (be) usually very costly.

Outside, at the loading ramp a van is parked. Some workers (load) the truck with the faulty components they received yesterday. They (send) them back to the manufacturer.

2.

I *work* (work) for an electric company, called New Electrics. It is located in Kent and it (supply) a lot of households with electricity. We also (provide) other services as we want to have satisfied customers. If something (break) somewhere in the system, we always (send) a specialist right away. If he (not know) what to do, another expert (come) and (have) a look at the fault or damage. We usually have most work after different kinds of storms when lines are broken and whole areas are left without electricity. That also happened last night when we had this huge storm so I really (not have) much time as I must rush off to help people in trouble.

3.

Hello, I am Bob Livingston. I *am* (be) the Technical and Quality Manager at GBS in Berlin and I (work) within the Materials Testing Division which (make) equipment used by different companies. They use our equipment to test different properties of materials, such as strength, durability, softness, resilience and so on. GBS (employ) about 2,800 people and (be) a leading supplier of this type of equipment. I'm responsible for operations which (mean) that I'm in charge of Research & Development and Quality. If something (go) wrong, I'm the one who (have) to find a solution and who (provide) answers to the



Board. Currently, we (work) with our new clients from Japan. They have just placed a huge order so we (have) some difficulties fulfilling it. We have called in all workers, also the ones taking a holiday so we can finish the work on schedule.

4.

Jonathan Black *is* (be) an executive recruitment specialist who has turned to writing. The result is the book 'Bosses Speak', based on interviews with 30 Chief Executives. Each top manager – none of them very famous – is given a chapter and there is also some introductory material and a conclusion. This (mean) you can jump from one person to another which is good for people who (be) too busy to read a book from cover to cover. It (not be) expensive although whether it's good value for money it's doubtful. Some of the interviewees started their own business while others joined a company and worked their way up. Some (be) fairly new in their position while others have had years of experience. However, Jonathan (not seem) interested in these differences. They work in different area, from retailing to airlines, engineering, construction and software. This variety also (form) the main theme of the book. I have to say that Jonathan's approach (annoy) me. He rarely (stay) at a distance from his interviewees, who are mostly presented in their own, positive words. However, he (seem) to dislike certain interviewees. As a result, I (not know) whether to accept any of his opinions or not. It also means that the book (give) no clear lessons. At the very least, I expected to learn what (make) a successful Chief Executive. But these people seem to share two types of qualities. Some of them are very common, suggesting that anyone can be equally successful, which definitely is not true. And the other qualities are the ones that most successful bosses I've seen or met definitely (not have). So in the end, I'm not much wiser what (go) on. Perhaps I'm being unfair. As long as you (not think) about whether you would like them as friends, and pay no attention to what they say, the most readable parts are where bosses describe their way to their present position. Nevertheless, Jonathan (seem) to think that his book would be useful for people who (aim) for the top.

Activity 4. Look at these job descriptions and underline the activities people normally do, there are two correct answers:

An architect

- a) works shifts
- b) negotiates prices and schedules with builders
- c) inspects the quality of the construction work.

A quality controller

- a) visits companies
- b) inspects samples
- c) analyses data and writes reports.

A warehouse manager

- a) inspects new shipments
- b) checks and controls inventories
- c) writes and tests new codes.

An electrical engineer

- a) designs circuits
- b) keeps records of inventories
- c) inspects and checks wiring and power supplies.

A maintenance engineer

- a) repairs and maintains customers' machines
- b) replaces damaged parts
- c) produces plans and drawings.

Activity 5. Correct these sentences:

1. Engineers has to work closely with production. *Engineers have to work closely with production.*
2. What does they talk about, is it the new project?
3. Does your company produces electronics?
4. I'm thinking this is your design. Do I right?
5. What does these mechanics do?
6. An engineer is using the computer every day.
7. How often does you have to work overtime?
8. Engineers usually aren't working in shifts.

1.3 EXPRESSING OBLIGATION, ABILITY, ADVICE, PERMISSION

You can do all that with the use of modal verbs. We can express strong obligation or prohibition with **must – mustn't** (*I must go now, I'm very late. You must start exercising if you want to be healthier. You*

mustn't mix that, it can cause an explosion.). Mild obligation is expressed with the correct form of the verb **have to** (*I have to go to a meeting this afternoon. She has to get up early to get to work on time. Next week they will have to work long hours to fulfil all the orders. She had to recharge her mobile this morning as the battery went dead. Mike doesn't have to commute to the factory as he lives five minutes away.*).

We express ability with **can – can't, could – couldn't, be able to** (*I can speak English but I can't speak French. When she was only two, she could swim like a fish. When I finish this book, I will be able to speak English much better.*) **Can, could** are besides **may, might** (which are also used to express possibility) also used for permission (*Can I use your computer for a while, mine has crashed? Could she attend the meeting? May I borrow your car? I may be able to help you.*). To express advice and sometimes criticism **should** is used (*You shouldn't touch that, it can kill you! She should go home and stay in bed if she's ill. If you wanted to pass the test, you should have studied more!*).

Activity 1. Complete these sentences with the correct modal verbs:

1. We *will have to* go to school by bus as we seem to have car trouble.

2. I'm really up to my eyes today. I wonder if I call you back tomorrow.

3. €300,000! You be right. It be a mistake.

4. Give me ten minutes. I'll call you back. We be able to send you the shipment today.

5. You think twice before making accusations!

6. We all open our eyes and pay more attention to the dangers around us.

7. I'm sorry but I help you anymore.

8. Each member of a team do their share of work.

9. Be careful, the floor is slippery, you slip and break an arm or leg or even worse. I have a beer, please?

10. If I want to earn some holiday money, I work overtime.

11. you go now? It's running late.

12. Look, you seem ill to me. I think you go home early today.

13. You use a metal ladder here. You get killed.

14. It's easy to do that and you spend a lot of money.



15. You leave any machine running if there's no one present.

16. We stay at work all night yesterday as we had so many urgent orders.

Activity 2. Two friends are discussing what is allowed to carry on the plane. Complete the dialogue with the missing modal verbs:

Pete: Can I bring this laptop on board?

Jack: Yes, but I'm afraid you take those scissors with you.

Pete: I pack this camera in my suitcase?

Jack: No, you You take it in your hand luggage.

Pete: Do I leave the knife in my suitcase?

Jack: Yes, of course, you carry anything sharp on board of the plane.

Pete: What about an umbrella?

Jack: You worry about an umbrella. It is allowed to have one in your carryon luggage.

Pete: And finally, what about drinks?

Jack: Liquids are only allowed if they are less than 100 ml. You buy something to drink either after you pass the security controls or on the plane.

Pete: Thanks so much. You've really been very helpful.

2. JOBS AND HOW TO GET ONE

Have you ever thought about how many work areas and different jobs are available on the job market? Have you ever tried to find a job or at least part-time employment? If so, what did you do? Did you contact the Employment Agency or went through the small ads in the papers or the Internet? Are you aware of the rules that apply to formal writing? Do you know how to write a good letter of application or a CV?

I'm sure we are all aware of the crisis and the recession consequences so we know it's extremely difficult to find a job these days. So when we face the so-called real world, we need to be prepared and we need to know exactly what we are capable of and what we are looking for.

There are thousands of different jobs out there. Here are just some job areas possible: *accounting and finance, insurance, advertising, aerospace and aviation, art and entertainment, publishing, law enforcement or security, automotive, legal, banking, management or executive, business development, manufacturing, clerical &*



administrative, construction, engineering, quality control, real estate, transportation and logistics, maintenance, green jobs and many more.

You might want to find a job for yourself by checking different web pages where you might come across different application forms which you complete with your information – if this happens, take your time and think hard before writing any information.

Activity 1. Use one of the words to complete each sentence: deal, work, responsible, of, manage, under, responsibility:

1. I work for Engineering & Warehouses.
2. I the production process in a subsidiary in Leeds.
3. I am in charge the Research and Development.
4. About 280 people work me.
5. Coordination between marketing and sales is my
6. I with a lot of difficult customers.
7. I'm for a marketing budget of over €245 thousand.

Activity 2. Match these jobs to their job description:

a development engineer	a product planner	a geologist
a quality controller	a field engineer	a mechanic
a software programmer	an architect	a civil engineer
	a chemical engineer	

e. g. Works for an IT company, writes codes, updates and debugs programmes. *a software programmer*

1. Repairs and services machines and equipment, works for a steel producer
2. Works with pharmaceuticals, food, mineral processing and chemicals
3. Works for an oil company, analyses rocks and minerals from the sea bed
4. Works for a car producer, checks and inspects the finished cars and writes reports
5. Builds roads, bridges and viaducts
6. Designs new parts and products, works with CAD technology, and works for an aerospace company
7. Works for a construction company and is responsible for planning and designing new factories and buildings



8. Works for an engineering company and organises and checks production schedules

9. Works for a telecommunications company, spends a lot of time travelling to companies to repair and replace or install telephone systems

Which professionals from above have to use a foreign language on a daily basis?

Activity 3. Complete the exercise below with the correct word (*stay, installed, working, installing, work, design, install, travelling, travel, develops, involves*):

I'm Tom Packman and I *work* for a company called Plugs and Lights, Ltd. We and exterior and interior lighting systems for architectural applications, mostly in large buildings. At the moment we're on new lighting for York Cathedral. Last year we a new lighting system outside the Westminster Abbey. My name is Magdalena Smith. I'm an engineer in the software industry. I work for a company called Ideas and more, Ltd., that language recognition software. My work developing products for the telecommunications industry. We sell our software to almost every country in the world. That is why I a lot to have meeting with our existing and potential customers. At the moment, I'm a new system in China for their mobile phone network. Several specialists, especially engineers will there for about three months, but I'm back and forth all the time to keep an eye on the work and to keep up with the current situation back at the office.

Activity 4. Choose the best word from the brackets to fill the gap:

1. I had a 9-to-5 *job* (job, work) when I left school but I didn't do it for long because I hated getting up early and the boredom of the routine.

2. We have a (flexible, repetitive) system, but everyone must be here between 11 and 4.

3. I work from (house, home) and simply send my work over the Internet; I only sometimes visit my co-workers at the company.

4. I sit in front of the computer all day, just drawing different kind of plans. This work is mentally (tiring, routine).



5. This is the most (stimulating, repetitive) job I've ever had. There is never a boring minute; I really like it a lot.
6. We all look forward to 5 o'clock because then we can (shift, clock) off for the day and finally go home.
7. The 7.15 train is always full of (commuters, telecommuters) who travel to London for work.
8. I'm at (work, job) by 8.45 and I leave for home at exactly 5 o'clock.
9. The difficult thing is that my home is my office so I'm there 24 (hours, minutes) a day.
10. We turned one of our rooms into an (office, storage) and that's where I do all my work which is sometimes rather boring.
11. If you want to get a good job, you need the right (papers, qualifications).
12. My job is really (mentally, physically) demanding as I work in the mine.

2.1 RULES OF FORMAL WRITING

Business correspondence writing belongs to the most important part of professional activities. A correspondent is a professional who knows well all the problems of business events about which he/she wants to inform his/her partner.

Business correspondence is formed according to established rules. There is an emphasis on the vocabulary of the special branch of business. Grammar rules also have to be applied in business writing. Wrongly made sentences cannot clearly express our thoughts, and in business writing such mistakes could be fatal. It is important to line up your ideas systematically – with the use of paragraphs which separate different thoughts and ideas. What you always have to remember is that no contractions are allowed in formal writing (*can't – cannot, don't – do not, isn't – is not*). Think also about the correct salutation (*Dear Sir or Madam – Yours faithfully, Dear Mr. Brown – Yours sincerely*). The punctuation is also very important – there are no exclamation marks in formal letters. Layout is very important! The letter should also be attractive for the reader.



➤ Look at this model letter:

*5, High Street
OXFORD
7th October, 2009
The Sales Manager
Carrick-Gateway
34 Waterloo Bridge Road
LONDON SE2G 1ED*

Dear Sir or Madam,

Would you please send me details of your copying machines which were advertised in the May edition of Business World magazine? I am especially interested in the Super fax A3 types.

I look forward to hearing from you.

*Yours faithfully,
Ben Kingsley*

2.2. APPLICATION FORMS AND LETTERS

If you want to be even considered as a potential candidate for a certain job opening or vacancy, you have to be able to write a good and persuasive letter of application. Although we all use computers nowadays, sometimes it is still expected from you to send in a handwritten application as some managers, especially the ones of the 'old school' still believe that the handwriting is the reflection of someone's personality.

Sometimes the company might want to fill in an application form (that is listed somewhere in the advertisement) but usually they would want you to write a letter of application. Below you can see an example of an appropriate letter of application which should neither be too short and nor too long but needs to include all the right and expected or even demanded information. It always has to be attractive for the reader (usually someone in the Human Resources department or even the manager or director, especially in small private companies). If you are not persuasive and your letter is full of grammatical mistakes, you will not be taken seriously and your application will be thrown away and usually not answered at all. You also have to be extra careful about the addresses and titles not to offend anybody.



➤ *Sample of a Letter of Application*

GoodCom Co.

Shevchenko st., 12

33000 Rivne

22nd October, 2009

Dear Sir or Madam,

With reference to your advertisement in the *Express* of the 19th of this month, I am writing to apply for the position of an engineer. I have all the right qualifications as I finished the college programme for mechanical engineers in Kyiv two years ago. In the meantime I have been working in *Renome* as the head of maintenance department. My mentor during my traineeship, Mr. Ilchuk, can be approached at any time to provide references for me. But as I would like to work closer to home and as I believe that the job you are offering will be more suitable for me I am applying for this position. I am polite and friendly and used to working with people. I am able to use the computer, especially Microsoft programmes and I am excellent with CAD. I can speak English fluently as I have passed the First Certificate Exam and also some German which will be useful when dealing with customers and suppliers from abroad.

I hope you will find me a suitable candidate and grant me an interview.

I look forward to hearing from you soon.

Yours faithfully,

Victor Marchuk

Enclosures: CV, photocopies of my diploma, reference from Mr. Ilchuk

Activity 1. Write a letter of application.

2.3 CV

An application letter is usually accompanied by a CV or a resume (your own biography). Never make things up (you can't say that you can speak a language fluently unless you really do) as most data that you state can be verified and, I can assure you, that it usually is.



➤ *Look at this example:*

Name Ivan Marko
Present address Shevchenko st. 12, Rivne
Telephone number 096 896 111
E-mail address ivan.marko@gmail.com
Marital status *Single*

Education and qualifications

1998-2002 Secondary technical school – machine engineering, Rivne
2002-2005 College for Mechanical engineering in Lutsk
Diploma of a mechanical engineer

Work experience

Different summer jobs in my secondary school years

Other information While working I attended various evening courses for English and German. My interests include different sports, socialising and travelling.

References Mr. J. Zmazek, Assistant manager, Pivovarna Laško

Activity 1. Write your own CV to accompany the letter of application.

If you did well, you have to wait patiently for a reply. If you are lucky enough, you may be granted an interview and even offered the job. In that case, prepare well for your first day at work (you should be a bit early, dress appropriately, ask only intelligent questions, don't take long breaks, and write down important information ...).

Activity 2. The people below are all looking for a job for a short period of time. Read about them, and then read some advertisements from companies who would like to employ people for some time – then match the people with the jobs. (Be careful – there are more advertisements than are the candidates). Explain why each candidate is suitable for a certain position:

1. Peter has just finished school and is taking a year off before he starts a food technology course. He would like to gain some experience in this area.

2. Nancy is considering a career in nursing the elderly but wants to know what the job involves before she starts training. She doesn't mind

helping someone for free. She just wants to get some valuable experience.

3. Jacky has just dropped out of studying languages at the university in Germany but is still planning to do a teaching qualification next year. She really enjoyed living abroad and would like to do it again.

4. Stuart gave up his job as an engineer because of low payment and is now doing a fulltime computer course. He would like to earn some money but can only work before 9 a.m. or after 5 p.m.

5. Alison has just returned from the States where she was working with teenagers in a summer camp. She's going back shortly (probably in 6-7 months) but she needs money for the plane so she would like to work in the meantime.

➤ **A Mick's Supermarket**

We are looking for additional staff in checkout sales and customer services. Daytime only (part-time hours possible). No experience essential. Staff benefits include free food in the restaurant, food discounts and travel allowance.

➤ **B Oasis**

Volunteers needed in our friendly old people's home. Suitable for anyone wanting unpaid experience in care work. Light duties only, such as serving drinks and meals, helping our old residents getting out on the lawn and playing games with them. Temporary assistance is also welcome.

➤ **C Cheerful Hours – after-school care**

Play leaders are needed for the after-school club. We run a number of play schemes in the area. Ages range from 5-15. Candidates must have previous experience of working with children and plenty ideas for entertainment.

➤ **D Clothes for Little Ones**

Children's clothes shop is looking for a part-time shop assistant. The hours are 9 a.m. – 6 p.m. on Tuesdays, Wednesdays, Thursdays and Fridays. Benefits include discounts. Experience is desired. If you are interested, phone Sally on 894675.

➤ **E Helping Hands**

Part-time mini-bus drivers wanted for a small local service providing transport for the disabled and elderly people. Hours can be arranged by

agreement and there's reasonable payment. Evening work is also available. Sometimes help is required at weekends – for day trips.

➤ **F Let's Make Our City Cleaner**

Part-time cleaners are required in busy offices around the city. Monday to Friday from 6 a.m. to 10 a.m. We pay €75 per week and provide uniforms and all equipment. We also have a mini-bus that will pick you up. But we expect good quality work.

➤ **G Six-Month Au-Pair Position in Germany**

Are you friendly, patient and cheerful? We need someone to look after three children (9, 6 and 3 years old) in return for food, accommodation and €45 pocket money a week. Evenings and weekends are free. The children already speak a little English but would like to learn more.

➤ **H Telco's Hypermarket**

A fresh food assistant is wanted for the fish counter to prepare and display quality fish and to provide friendly and efficient service to our valued customers. Some basic training will be provided. Morning hours only, good pay, friendly and helpful staff.

Example: I H: Peter would be appropriate as he would gain valuable experience about fresh food before he goes studying.

2.4 PAST FORMS

Activity 1. Think of an interesting holiday you went on or an exciting trip you made. Tell others about it:

Where did you go? *I went to Egypt.*

Who was with you?

How did you travel?

What did you take with you?

Did everything go according to plan?

How did you feel when you got back?

Activity 2 (a). Complete these stories with the correct form of the verb (Past forms only):

1.

Music legend Michael Jackson *died* (die) at the age of 50 on the 26th June 2009. He (suffer) a cardiac arrest at his home in Beverly Hills. Jackson, who (have) a history of health problems, had



been due to stage a series of comeback concerts. His body was airlifted from the hospital to the coroner's office in downtown Los Angeles. TV stations (carry) live coverage of the helicopter's journey. An autopsy was carried out later that day to establish the precise cause of his death. Paramedics had been called to the Beverly Hills mansion Michael Jackson (rent) while he (prepare) for a series of fifty sold-out concerts in London. The singer's brother, German Jackson (tell) at the news conference that after they (fail) to resuscitate him, Michael was transferred to a nearby hospital where a team of doctors (work) for more than an hour in a vain attempt to revive him. Only a few hours earlier Michael (rehears) at a local sports stadium and he (look) much better and less frail than in the past years. His voice (be) back and he again (enjoy) performing dancing steps with his group.

2.

On Wednesday, July 24th, 2006, a team of gold miners *were* (be) hard at work in Forrester mine in Arrow Town, New Zealand. They (have) a map so they knew that there was another mine shaft nearby. But they (not know) that their map was wrong and the old mine was much closer than they (think). At 8.50 p.m., a terrible thing happened. Some miners (break) through the connecting wall and over 350 million litres of water poured in the old mine. They managed to escape the rushing water, but they were cut off from the surface, trapped 75 metres below ground. The miners (try) to find higher ground, but it was impossible. They found a small air pocket, but the water continued to rise. The water was very, very cold and there was only a limited amount of air, so breathing became extremely difficult. Above the miners the rescue team (not know) if they were alive or dead, but they (try) to reach them all the time. They drilled small holes to where the miners were and at 3.45 a.m. they lowered a pipe down to the miners. Fresh, heated air (come) down through the pipe. So, the miners had warm air, but the water was another problem. It (rise) all the time. Fitzpatrick, the miners' leader, estimated that they would be all dead in an hour. They (write) notes saying goodbye to their wives and children and put them in an airtight plastic bucket. The water (still rise) and it (rise) to their necks, but then it stopped. The men were still alive. The rescuers on the surface (still work) and they worked all the



next day and into the night. They (have) to drill a tunnel to get them out. They drilled 34,5 metres into the ground but at 2.35 a. m. on Friday the drill (break). They had to remove it but they couldn't continue. The rescue team started the second tunnel, 15 metres from the first. And after a 16-hour shutdown, the first tunnel was back in business. But this was 46 hours from the accident. Was it too late? The breakthrough came on Saturday at 10.25. The first rescue drill finally (cut) through to the trapped miners. All miners escaped to safety after they (be) trapped for 78 hours.

Activity 2 (b). NOW decide if the sentences below are true or false, correct the false ones:

1. The map the miners had didn't show the correct location of the old mine. *True*
2. The accident happened at ten to nine in the morning.
3. The miners couldn't find higher ground.
4. The miners' leader thought the rising water would kill them all in an hour.
5. Two rescue tunnels were started at the same time.
6. The drill broke again on Saturday at 10.15 p.m.

Activity 3. Fill in the correct past forms of the verbs in this interesting story below:

My perfect holiday used to be two weeks in a hotel with no cooking, no cleaning and staff waiting on me. After we *had had* (have) children, we (find) it easier to choose places where kitchen facilities were included and we (do) the cooking. It was a generally more convenient option although we (tend) to stay in Britain because of the cost. Then friends of mine (introduce) us to the idea of house-exchange holidays. At first, we (think) that staying in someone else's house was unthinkable. I also (not like) the idea of complete strangers wandering about in my home, using my bathroom and sleeping in my bed. However, my friend (tell) me how she, her husband and two children (spend) two lovely weeks in the heart of Florida just for the price of the flight. They also (not have) any problems with the family who stayed in their house in London. Because they (be) so positive, we decided to try it ourselves. We joined a house-exchange agency, (choose) the countries we were



interested in visiting and were soon sent information on possible exchanges. We chose a family from Vancouver in Canada, (go) away and had the best holiday we'd ever had in our lives. That was six years ago. Since then we've been to Hungary, Finland, Scotland, the USA, Slovakia and even Australia.

Activity 4 (a). Fill in the correct form of the verb and then do the multiple choice exercise below:

One day, when I *was sitting* (sit) in a huge traffic jam on the way to school, I (start) thinking about how miserable everybody (look) stuck in their cars. Why (they do) it, I (wonder). Why didn't they walk instead? What were all these cars doing to the environment? I (imagine) the world in fifty years' time. What would it be like? If people (carry) on driving, pollution would get worse and worse. When I (get) to school that day, I (ask) a few of my friends to start a club with me. We (call) ourselves 'The Environment People'. We (know) we couldn't change the world or make the government improve public transport, but we decided we could at least change our own lifestyle. We also decided to think about all sort of ways we could help protect our environment.

First of all, we (make) a list of things we could do, such as walking to school, saving paper, recycling bottles and cans. Then we made posters and (stick) them up all over the school. Soon lots of other students were really interested in what we (do) and groups started meeting up to walk to school instead of going by car. I think other young people should do more to protect the environment; after all, it's our future.

Activity 4 (b).

- What is the writer trying to do in the story?
 - A. Encourage other to think about the environment.
 - B. Give information about the environment.
 - C. Advise people to use public transport.
 - D. Warn young people about their lack of fitness.
- What is the writer afraid will happen in the future?
 - A. People will no longer walk anywhere.
 - B. Car drivers will become completely depressed.
 - C. There will be more pollution.
 - D. Traffic jams will get even longer and will take too much time.



- Which of the following did the members of the club realise they couldn't do?
- A. *Start a club.*
 - B. *Help protect the environment.*
 - C. *Improve bus and train services.*
 - D. *Change the way we live.*
- What did 'The environment People' decide to do?
- A. *Write a letter to the government.*
 - B. *Write down what actions they could take.*
 - C. *Persuade people to use public transport.*
 - D. *Join up with other similar clubs.*

2.5 GIVING INSTRUCTIONS

In our everyday but also professional life we have to give and follow certain instructions. Have a look at this example about how to change an oil filter:

- Check the handbrake is on and jack up the front of the car. Put a shallow pan on the ground under the engine.
- Make sure that's directly underneath the engine's drain plug.
- Unscrew the drain plug and wait for the oil to drain completely. It will flow out easily.
- Replace the plug and tighten it with a wrench.
- Then locate the oil filter.
- Remove the filter by rotating it slowly counter clockwise. Pour any remaining oil into the pan.
- Screw in the new filter, rotating it clockwise. Do not screw it too tightly.
- Remove the drain pan and carefully pour the oil into a special container that can be sealed off.
- Lower the car to the ground again. Do it slowly. Then pour new oil in. Check for any leaks under the car.
- Repeat this process every 5,000 kilometres to keep your car in a good condition.

Activity 1. Write down another instruction: for example how to operate your mobile, TV, DVD, a washing machine ...

Activity 2. Can you guess which devices these instructions are for?

- Put on this suit before going for a ride. In a crash it swells with compressed gas and protects your body. *Protective jacket and trousers.*
- Lose weight by using this. It has sensors that time your mouthfuls. When the red light comes on, wait. When the green light comes on again, you can eat another mouthful.
- Keep cool on hot days by wearing this. It protects your head and because of the size also your upper body.

3 DIFFERENT KINDS OF COMPANIES

- What do you know about different kind of companies? How familiar are you with the different sectors or different sizes of companies?

Companies are a very important part of a country's economy. They produce goods and services and they come in every shape and size. There will be many occasions when you will have to talk about the company you work for. This may be when you are actually showing someone around the place of work or premises or when you give presentations to future clients, customers or business partners. You may also need to explain to someone how your department or your company is organised or how it is run, who is responsible for different aspects of business and similar. The first step towards this is to decide or explain which sector your company belongs to.

If we compare the three sectors, we can say that primary sector grows or takes different kind of things directly from the ground or water or in general our surroundings and mainly deals with raw materials; secondary sector produces or manufactures and tertiary sector companies offer services.

Companies can be further divided according to the size (small, medium, big or large), ownership (private, public, national), type (engineering, insurance, joint-stock ...) etc. They also have very different organisational structure (from only one manager to boards of managers, supervising committees ...) and can have only a few or several different department (production, purchasing-sales, export-import, advertising, marketing, finance, accounting ...).

Activity 1. Think of some logos of different companies. Divide them into the three sectors: if you have no idea of them or if you are not sure, check them out on the Internet:

Activity 2. Answer these questions:

1. Which are the five largest or most important companies in your region (country)?
2. Which sectors of industry or product group do they belong to?
3. Make a list of the products they make or services they supply.
4. Which sector do you (you intend to) work for?
5. Which areas of the economy are changing the most?
6. Which sectors can we not do without?
7. Has the rate of unemployment in your country increased or decreased in the past years?
8. In which economic sectors have jobs disappeared?
9. In which economic sectors have jobs been created?

Activity 3. Describing a company: complete the sentences with one of these expressions: famous, established, high, reliable, owner, quality (not all of them are used):

- Ford is a *long-established* company.
Harrods only sells high-..... products.
Sony is for their televisions.
Philips make electrical goods.

3.1 ENGINEERING

Engineering is based on many other sciences, such as physics, chemistry, mathematics but also mechanics, thermodynamics and analysis. It is a science, discipline, art and profession of acquiring and applying technical, scientific and mathematical knowledge to design and implement materials, structures, machines, devices, systems, and processes that safely realize a desired objective or inventions. Its main focus is to design or develop structures, machines, apparatus, or manufacturing processes, or works utilizing them singly or in combination; or to construct or operate the same with full cognizance of their design; or to forecast their behavior under specific operating conditions; all as respects an intended function, economics of operation and safety to life and property. This broad discipline can be further



divided into subdisciplines, each with a more specific emphasis on certain fields and particular areas, for example: civil, mechanical, electrical, electronic, marine, automotive, aeronautical, heating and ventilation, mining and medical engineering. One who practices engineering is called an engineer. Watch an episode on ‘How is it made?’ or ‘Mega structures’ or ‘Extreme engineering’ on Discovery or National Geographic Channel about the work the engineers do and describe it to your groupmates.

Activity 1. Here is an extract from a speech to a group of students who are yet to decide which programme they want to choose and study. Complete it by choosing one of the words: *machines, highway, mechanical, civil, physics, electrical, develop, production, electronic, chemical*:

Engineering students need to have an understanding of math, *physics* and chemistry. Working with pharmaceuticals, food, mineral processing and chemical manufacturing, a engineer is trained to understand, design, control and investigate material flows. If you like problem solving and find projects for building tunnels or dams, engineering is the right choice for you. This way you will produce creative designs at competitive prices and you will be actively taking care of the environment. If your interest lies in road building, then you can decide to specialise in engineering. By studying and engineering you learn about the design of complete systems, such as computers, power or transport systems. engineers plan, design and a wide range of things, such as white goods (for example: washing machines) cars and even spacecrafts. engineers work closely with mechanical engineers to make a new product at the reasonable price, on time and at the right quality. Besides designing and selecting and materials, they are expected to organise people and finances.

Activity 2. Look at the text below about a company that has an office also in one of the cities and then answer the questions below:

Welcome to ABB
The ABB Group



ABB is a global leader in power and automation technologies that enable utility and industry customers to improve their performance while lowering environmental impact.

Technology

Technology plays a key role for ABB. We have activities all over the world working to develop unique technologies that make our customers more competitive, while minimizing environmental impact.

Sustainability

Sustainability is integral to all aspects of our business. We strive to balance economic, environmental and social objectives and integrate them into our daily business decisions.

Where to find us

ABB operates in more than 100 countries and has offices in 87 of those countries to give its global and local customers the support they need to develop and conduct their business successfully.

1. What do they produce? *They are involved in power and automation technologies.*
2. What is their main goal? What is the purpose of their activities?
3. What's their attitude towards environment?
4. Where does the company operate?

3.2 COMPANY PROFILE

➤ Very often you will have to talk about your or any other company, so you need to know how to do it well. Look at this example:

CRANE engineering, Ltd. is a small, private company, employing a staff of 55 workers who are all fully and highly qualified. We are located in the industrial zone of Manchester and we employ mostly local workforce. It all started in 1980 when Mr. Jack Crane decided to start his own company after he had been made redundant at his previous company. It was rather difficult at the beginning as the company that employed only 10 people had to face the competition of large companies that dominated the market and could offer, if necessary, more competitive prices of different machines used in the industry. The turning point came in 1985 when the company concluded a big contract with British Railways. The success of the company has continued ever since and the company personnel and their products have earned good reputation. The company is run by Mr. Graham Crane, the son of the

founder, who is the managing director. He gets help from the finance, design, production and marketing department. Their main plan is to maintain the same market share also in the future and to get more involved in the environmentally friendly production.

Activity 3. Read this short company description and complete it with the missing expressions: *name, promote, solar, burgundy, Ltd., exotic, ranges, built-in, promotional, items, plastic, conference.*

Promotions in Plastic, *Ltd.* (better known as P.I.P.) is a small company, specialising in producing personalised for companies wishing to themselves or their products. One of their most popular is promotional pens, but they also produce desk organisers, golf balls with your company printed on them, personalised computer discs, folders and calculators. One of their fastest-growing ranges is the mousepads. They come in four different colours: black, grey, and green. There is also a version with a calculator. They can also be made in unusual or shapes (for example: a car or a fruit).

Activity 4. Find an engineering company on the World Wide Web and prepare a similar presentation.

3.3 PRESENT PERFECT

Present perfect is a tense that we don't have in our mother tongue so it often causes problems to the Ukrainian learners of English (I have already done the exercise. I've never tried something so dangerous. She has just finished her work. They haven't returned our call. She hasn't seen something like that before. I've been teaching for a very long time. She's been working too much lately.)

Activity 1. Answer these questions:

What have you done so far today? *I have had breakfast, I have driven to school.*

Why have you decided to study engineering?

Have you been doing anything interesting lately?

Where have you been on your holiday?

Who has influenced you most so far?

How long have you been learning English?

Who have you always been able to rely on?

Activity 2. Complete the dialogue using the verbs in the list: called, installed, has, had, have promised, haven't, have, done, come, have installed:

A: *Has* all the equipment arrived yet?

B: Yes, it has already _____. It came this afternoon.

A: Oh, good. _____ you _____ everything?

B: No, I haven't. I _____ enough cable to connect everything.

A: And have you connected the PCs to the printers and photocopiers?

B: Yes, I _____, but there's a problem with photocopiers.

A: Can you fix it?

B: I don't know. I _____ the software and everything seemed OK, but then they called me and told me that they couldn't print.

A: Have you _____ the company that sold us the photocopiers?

B: Yes, of course. I've just _____ that.

A: And what did they say?

B: They _____ to send a technician round tomorrow.

A: OK. Let's hope they can fix it.

Activity 3. Complete this extract from an advertisement about Emerging Markets Fund with the correct form of the verb:

Over the past few years, before the world's crisis, caused by the recession, the capital returns from many emerging Asian markets *have been* (be) much higher than those of the developed world. The same can be seen also in the countries of the Latin America. For example, the markets in Argentina (rise) by almost 800% and Mexico (increase) by more than 600%. In Asia, the booming market in Thailand (go) up by 300% and investors in the Philippines have earned more than 200%. The situation has worsened a little in the past few months, but still looks much more promising than in the rest of the world. The developed nations (not manage) to make anything closely similar. Although the USA market (grow) a lot before the crisis, it all went downhill last year with the start of the recession. The growth rates that these emerging markets (enjoy) in the recent years is phenomenal. Experts say that we can expect positive results also in the future.

Activity 4. Which of the options in the brackets is correct – explain why?

1. I (have played/*played*) tennis when I was younger.
2. I (passed/*have passed*) the written test but I (haven't taken/*didn't take*) the practical part yet.
3. He was a service engineer and then he (has joined/*joined*) the production department.
4. She (has qualified/*qualified*) as a mechanical engineer two years ago.
5. The first job Bob (has had/*had*) was at a small logistics company in Dublin.
6. (Have you ever been/*Did you ever go*) to Japan?
7. She (studied/*has studied*) civil engineering from 2007-2009.
8. These plans have been written/*were written* last month when their creative team was working/*has been working* together with ours.

3.4 GIVING DIRECTIONS

It doesn't really matter whether you live in a small town or a big city (it can also happen within your own county), there will always be someone who can't find their way around, and so you will need to give them precise and clear directions.

➤ ***Look at these examples:***

A: Sorry to bother you, but could you tell me how to get to the Human Resources department?

B: Sure. It's on the third floor of the main building. Just continue down the corridor to the elevator and go to the ground floor. When you get out of this building, turn right, go through the small park and you will see the main building in front of you.

A: Thank you. You are very helpful.

A: I'm sorry but I forgot how to get to the conference centre tonight. Could you tell me again?

B: Will you walk or go by taxi?

A: If it's not too far, I'd rather walk.

B: No, it's not that far. You will need about half an hour.

A: That's great. So, where do I go?

B: From your hotel just turn left and go down the main shopping street. When you come to the church, turn left and continue uphill. When you come to the monument, turn right and take the bridge across the



river. The conference centre will be on your left. I wish you a pleasant walk.

A: Thanks again.

B: You're welcome.

➤ Obtain a map of your town/city and practice giving directions to people who have no idea where to go.

4. NUMBERS, SHAPES, DISTANCES & DIMENSIONS

➤ *Do you know the difference between the Roman and Arabic numbers, between Cardinal and*

Ordinal, have you any idea how fractions are spoken? Which types of shapes do you know?

4.1 NUMBERS

You will be working with numbers all the time, so you need to be aware of them, how we pronounce them individually and in mathematical formulas. Let's have a closer look.

Cardinal numbers are:

0 zero (oh, nought, nil) 315 – three hundred and fifteen

6,155 – six thousand one hundred and fifty-five

2,340,901 two million three hundred and forty thousand nine hundred and one

100 one (a) hundred

1,000 one (a) thousand

1,000,000 one million

1,000,000,000 one billion

Ordinal numbers and dates:

1st the first 1st January the first of January

2nd the second of March

3rd the third of April

15th May 2009 – the fifteenth of May two thousand and nine

22nd June 1990 – the twenty-second of June nineteen and ninety

25th the twenty-fifth

31st the thirty-first



Fractions, decimals and percentages:

2 ½ two and a half

3 ¼ three and one quarter

25% twenty-five per cent

99% ninety-nine per cent

1.33 one point thirty-three

6.7895 six point seven eight nine five

Arithmetic

+ – addition – $5 + 4 = 9$ five plus four equals nine

- – subtraction – $5 - 4 = 1$ five minus four equals one

x multiplication – $5 \times 4 = 20$ five multiplied by four equals twenty

: – division – $20 : 4 = 5$ twenty divided by four equals five

Roman numbers

1 I	49 XXXXIX	900 CM
5 V	50 L	1000 M
9 IX	100 C	
10 X	500 D	

Activity 1. Read this information about the Colorado River and fill it with the missing numbers:

900 km, 20 m², 1935, 4,860 m, 1933, 907 tonnes, 15 m, 23 m², 2,253 km, 229,359 m³, 5,500 m³

The Colorado River is 2,253 km long. When they were building the Hoover dam, they rerouted the river through tunnels. The tunnels had a total length of and they were over in diameter. They were lined with of concrete. The tunnels could carry over of water per second. They started laying the concrete in June and finished in May The dam was built in blocks that varied in size from about at the bottom to about at the top. To set the concrete, they laid more than steel pipe in the concrete and pumped icy water through it. The water came through a refrigeration plant that could produce of ice a day.

Activity 2. Write down these numbers or dates and fractions:

1,000,000,000 *one billion*

21st May



35%

8237 654

1/3

\$4,320

9.369

34.65 g

Three minus three plus sixteen divided by four equals four.

$3 - 3 + 16 : 4 = 4$

Twelve plus six divided by nine times ten minus two equals eighteen.

Sixteen point five plus one point three four minus ten point eight six equals six point nine eight.

The square root of thirty-six multiplied by four cubed equals three hundred eighty-four.

Activity 3. Write the following in words not in numbers:

5% of the population owned 85% of the country's wealth in 1995.

Five per cent ... eighty five

per cent... nineteen ninety-five.

About 2,000,000 people live in Slovenia.

55.2% of adults have false teeth.

$6 \times 7 = 42$

That is 33,923 km from here.

23,250 umbrellas are approximately sold in England every year.

It was extremely cold, about -20 degrees Celsius.

4.2 SHAPES

All scientists and technologists need to be able to talk about different shapes; they can be two dimensional or three-dimensional ones.

Activity 4. Draw the following:

an ellipse; a rectangle with diagonal lines; two curved lines, going in the opposite directions;

a square with a diagonal going from the centre to the top left corner; two parallel lines, the above much longer, there is a semi-circle on the top, not connected to the above line

4.3 DISTANCES & DIMENSIONS

➤ You probably know all the common words for distances and dimensions, such as: broad, wide, tall, high, long, short, low, far, deep and also its derivatives (broaden, widen, width, heighten, height, lengthen, length, shorten, lower, faraway, deepen, depth ...). In mathematics you will often come across different pictures where you have to calculate out all measurements.

Activity 5. Write down the opposites of the following:

- a length of the room – a *width*
- shallow water –
- a tall person –
- a faraway place –
- to shorten –
- a low mountain –

Activity 6. Complete the sentences below with the correct expression, choose from: *diameter, square, measures, thick, high, long, wide, circumference* (some are used more than once):

This garden *measures* 28.5 metres by 36.

That ball has a of 65 centimetres and a of 24.5.

Our classroom 4.65 by 5.8 metres, that's almost 27 metres.

The rug is 1 metre and 0.7 metres

My mouse pad is approximately one centimetre

The new building is 65 metres

Activity 7. Match the questions to the answers:

1. How long did it take to build? A) 100 kg
2. How much does it cost? B) 8 L
3. How much do they weigh? C) 1,700 hours
4. What are its dimensions? D) 4455 kg
5. What's it made of? E) over 200 km/h
6. What's its operating time? F) 6.3 hours on a full tank
7. What's the maximum load? G) a maximum of 3500 m above sea level
8. How high can it fly? H) 6 m x 1.5 m x 8.5 m
9. What type of fuel does it use? I) wood



10. Why type of engine does it have? J) 4.4 L V8
11 What's its maximum speed? K) unleaded petrol
12. What's the fuel tank capacity? L) \$655
1 C 2 ___ 3 ___ 4 ___ 5 ___ 6 ___
7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___

Activity 8. A quiz:

What is longer: a centimetre or an inch? *An inch*

Is one metre as long as a yard?

Which building is taller: 50-metre or 50-feet one?

Who drove faster: the driver who was driving 80 miles/hour or the one who was driving 80 km/h?

Do you get the same if you buy one kilo of cherries or one pound of them?

Which is lighter: one gram or one ounce?

If m is a symbol for 1 metre, should you write two metres as 2 ms?

Which spelling is correct metre or meter?

What is the symbol for litre: L or l?

Are tons and tonnes the same thing?

Measure your room at home and use different expression when describing and presenting it.

4.4 FUTURE FORMS

We use different future forms (Present simple & continuous, Will future, Going to future, Future continuous and Future perfect) to describe events that are likely to happen in the near or distant future. Here are a few examples (I'm seeing my doctor next week. She's having a meeting later in the afternoon. The match starts at 7 o'clock tonight. When does the sun rise tomorrow? I'll have a cup of coffee, please. They'll go on holiday to Hawaii. She won't accept the job because the salary is too low. I'm going to buy a new car when I save enough money. She's going to have a baby soon. Before the exam I'll be studying a lot. When will you have finished that report?).⁹

Activity 1. Answer the following questions:

What are your plans for this weekend? *I'll go out with my friends; we are going to have a good time. On Sunday I'm seeing my old friend and we will be having a picnic together.*



When is your next birthday?

What will you be doing tonight? Will you be watching TV?

Where are you going to spend your next holiday?

Will you buy a new car soon?

Do you happen to know when the sun rises tomorrow?

When will you have finished this school?

Who will you be working for in 5 years' time?

What position will you have in the company?

What sort of things, do you think, you will be doing as part of your job?

What will you have achieved by 2020? What changes will have taken place in your personal life by then?

Activity 2. Make predictions what life will be like in the future – 50 or 100 years from now.

For example: We will all use flying cars. We will develop new drugs which will heal or even prevent all illnesses.

Activity 3. Complete the conversation below (it takes place at a construction site) with the correct expressions from the list:

won't be able to start work; won't let you come to work; won't be able to get our lorries;

won't have to widen the road;

will the site be ready will not be able to start work;

will have to widen the door it will be.

Jim: OK, let's get over this one more time. *Will the site be ready for us to start work tomorrow?*

Joe: Bob says and he's in charge.

Jim: If they haven't prepared the site, we on time and that means unexpected costs.

Joe: We gave clear instruction. Bob says everything is ready.

Jim: What about access to the site? If they haven't taken down the fence, we to the site.

Joe: Don't worry. It's been done already. So we don't need any specific tools because we

Jim: What about the door?

Joe: The door?



Jim: We to get the compressor in. It was in the plan. And if we can't get the compressor in, we on time.

Joe: But can they do it?

Jim: They'll have to. But don't worry so much. It'll be OK. If you are so worried about everything, I tomorrow.

Activity 4. The export manager of an agricultural machinery company is talking to his assistant about the business trip he's going to take. Put the verbs in the conversation in the correct future form:

Nancy: I've booked your flight and hotels for your visit to Vietnam next Friday. You *are leaving* (leave) at 6.30 a.m. and that means you (arrive) there late in the afternoon.

Jason: What about hotels?

Nancy: You (stay) at the Marriott for the first two nights. You (have to) take a taxi from the airport. Your first meeting is on Monday and you (see) Mr. Chin from the Ministry of Agriculture at 10 o'clock.

Jason: (I need) any vaccinations?

Nancy: I'm not sure. I (ask) our Health Directorate and I (let) you know as soon as possible.

Jason: What about the rest?

Nancy: Your next meeting is on Monday afternoon. You (meet) Mr. Jin of the Vietnamese Agricultural Association.

Jason: And on Tuesday?

Nancy: Then you (have) another meeting with Mr. Ly Tien, the manager of Tractors, Ltd. I've arranged a table for the two of you in the local restaurant.

Jason: Anything else?

Nancy: No, that about covers it.

Jason: Please let me know about the vaccinations as soon as possible so I (able) to make the doctor's appointment.

Nancy: We'll do, don't worry.

Activity 5. Fill in the correct future form:

Dear Jane,

Why don't you come with us to Yorkshire? It's all arranged. Jo *is coming* (come) to my house at six so we can go to the station together. The train (not leave) until 6.45, but we don't want to be late. It



..... (stop) a lot on the way so it (not arrive) until three in the afternoon. I imagine we (get) quite tired by the time we get there. We..... (stay) in a youth hostel and we (spend) five days there. We can catch a bus on the way from the station, but it (not go) all the way, so we (have) to walk the last two miles from the village. We (have) breakfast and dinner at the youth hostel. It's in a beautiful spot with lots to see. On the way back we need to set off early as there's only one bus and it (leave) at 8.30. The train back is much faster so it arrives just after lunch. As you can see we have everything planned and organised. I hope you (change) your mind and join us.

Write soon.

Love,

Emily

Activity 6. Correct these sentences:

Don't worry. It'll only be lasting a few minutes before the tooth will be out. *Don't worry.*

It'll only last a few minutes before the tooth is out.

By the time I get there the chef will cook for three hours.

Next year I work in our factory in Germany.

This year she stays at home for the holidays.

On Saturday Jack will have got married.

Tom will see his doctor next Monday.

I'll call you when I'll know something.

The bus will be leaving at three.

What do you think you are doing next year?

4.5 COMPARISON OF ADJECTIVES

When we talk about distances, dimensions ... we very often have to compare things, items or characteristics:

➤ we can do this with suffixes (long – longer than – the longest, easy – easier – the easiest, big – bigger – the biggest; good – better – the best, bad – worse – the worst, far – further, the furthest)

➤ or (with longer adjectives) we use more and the most (difficult – more difficult – the most difficult).

Activity 15. Can you complete these sentences with the correct form of an appropriate adjective? Sometimes there are different possibilities.

My brother is the *tallest* in our family. He's 198.

The BMW was the car in their showroom.

I don't have much money so I'll choose the hotel for my holiday.

These days everything is so Yesterday I bought some fruit. Bananas were the while the grapes were than the melon.

Last night I was very tired so I went to bed than usually.

Their house is the in our street.

This box is just too It won't fit into the car.

Activity 16. Compare the characteristics of three means of transport below (use adjectives: fast, expensive, cheap, heavy...):

Price: €150 €1,560 €45,000

Weight: 15 kg 80 kg 1,340 kg

Top speed: 85 km/h 185 km/h 240km/h

Length: 195 cm 245 cm 5,485 cm

Width: 35 cm 45 cm 2,450 cm

Example: The BMW is the most expensive and the bicycle is the cheapest.

Do you have your own motorbike or a car? Can you describe it?