



IBG

Integral Business Glossary





INTEGRAL BUSINESS GLOSSARY

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IBG

GRAMMAR, VOCABULARY AND PHONETIC FOR BUSINESS STUDENTS

Integral Business Glossary

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INTRODUCTION

When I got the idea of creating a glossary for International Negotiators I firstly thought of definitions plus pronunciation, along with some grammar topics where these terms would be integrated. That is why I decided to call this book Integrated Business Glossary (IBG). Nevertheless, creating a book is quite hard and demanding, specially when you do not know how to start off.

I still vividly remember when I dropped by Rubén Dario Muñoz house and started telling him about my idea. He instantly offered me some of his own, some of which shaped this book to such an extent that it became even more integrated and easy to digest.

That's how we started working, putting our ideas together, mixing them up, streamlining previous ones, enhancing every single detail, reinforcing not only grammar but phonetics but the searching of the most important economic aspects from the Guest Countries in each unit.

We dedicated lots of time, but above all, we devoted all our love to these pages hoping that students of International Business will get a complete material for learning the most pivotal aspects of their field of study.

José Julián Bonilla Acosta

ACKNOWLEDGMENTS

We would like to thank Sara Viren, a charming American woman, who unselfishly helped us out with all the corrections.

PREFACE

IBG (Integrated Business Glossary) offers a combination of pivotal components for learning business-oriented vocabulary. The aim of this book is to offer reinforcement to upper-intermediate students of English in the Business field. It contains 18 units where learners will find:

Grammar structures, which involve integration of business words with important grammar topics such as: Present Continuous, Simple Present, Future (be going to and will), Present Perfect, Past Perfect, Comparatives & Superlatives, among others

Pronunciation of the vocabulary, which offers a written pronunciation key, very close to the real spoken one.

Definition of the vocabulary. This is provided from English into Spanish. Most of the terms are described with more than one definition so the users will have the opportunity of learning about the possible combinations.

Guest Countries. They will appear at the end of each unit, highlighting the most relevant business aspects such as their economy, main crops, trade agreements, abroad cooperations and the like.

Speaking and Writing Topics: each unit will hold a speaking topic related with the situations presented, as well as a Writing Topic in order to assure that all the language skills will be involved

This is a coursebook in a trainer-led programme of study, so your trainer will tell you how to use it. However, you can use it on your own for independent study. Glance at every unit since all of them are core parts of this book. Most of the exercises are clearly meant to be done by a group, therefore it enhances communication. Nevertheless, you may find other exercises quite feasible and rewarding to do on your own.

If you are interested in more detailed information about grammar issues, this book will provide you with **practical websites** for further enrichment. A single unit studied in its entirety, should take about one study day (about six hours) to get through. Prior to the exercises section, there is accurate explanation that will furnish a basis for your own input.



Universidad del Magdalena





Negocios Internacionales



Unit 1

THE BIG DRAGON

SOME MORE COMPLEX WAYS TO SEE THE VERB TO BE

The verb to be is usually preceded by nouns as subjects. Examples: *Timetable* (1), *tax* (2), *target* (3), *recovery* (4). Examples:

- **Timetable** is something we have to follow in order to succeed in any project.
- **Taxes** are really high in this part of the city.
- Our **target group** is the elderly. Don't forget that.

Followed by count and non-count nouns: The main difference between count and non-count nouns is whether or not the things they refer to can be counted. **Count:** Jobs, *posts* (5), *assignments* (6), *tasks* (7) and **non-count nouns:** Work, homework, employment. However, some of them can be both, count and non-count nouns: *assessment* (8) *performance* (9), *consultancy* (10) crime, noise. Examples:

- These are some of the **assignments** no one wants to do.
- There is too much **work** to do this week, and I'm already exhausted.
- There are so many **jobs** to choose from that I don't know which one to pick.

For more information on NOUNS, Check these web pages out.

<http://www.paulnoll.com/Books/Clear-English/English-plurals-1.html>
<http://web2.uvcs.uvic.ca/elc/StudyZone/330/grammar/count.htm>

Followed by past participles as adjectives: Damaged, *stained* (11), ruined, broken, torn.

- The *ATM* (12) is damaged, so I can't *withdraw* (13) any cash from it.
- Our *warehouses* (14) are ruined. We must get some money to repair them.

- This *brochure* (15) is torn. Let ´s get a better one.

For more information on this topic, check these **web pages** out.

<http://funeasyenglish.com/american-english-grammar-past-participle-adjective.htm>

<http://www.grammar-quizzes.com/passive4.html>

<http://funeasyenglish.com/american-english-grammar-past-participle-adjective.htm>

PASSIVE VOICE IN PRESENT

In **passive voice**, the verb to be is followed by the **past participles** of the verbs.

See –saw –**seen** /Write –wrote – **written** /use- used –**used** /invite –invited - **invited**

Forecast (16), *bail out* (17), *advertise* (18), *achieve* (19), made, done. Examples:

- Most of the ups and downs of the stock market **are forecasted** in this office.
- Every time he gets into trouble with the law, he ´s **bailed** out by his father.
- Our brand **is advertised** in most of the country ´s magazines.
- I ´m **done** here. I don´t want to know anything about this business anymore.

For more information on this topic check out:

<http://www.ego4u.com/en/cram-up/grammar/passive/exercises?simple-present>

<http://www.slideshare.net/olmeda/passive-voice-1176644>

Preceded by an adjective or relative clauses, e.g.: Who, whom, which, Why, that, etc. An *adjective clause* is a dependent clause that modifies a noun. It is possible to combine the following two sentences to form one sentence containing an adjective clause:

- The children are going to visit the museum. They are on the bus.
- The children, **who are on the bus**, are going to visit the museum. | **Adjective clause**
- I ´m a person who is **reliable** (20), self-confident and who loves working as part of a team.
- This is a new product which isn´t **suitable** (21) for kids under five.

For more information on this topic check:

<http://web2.uvcs.uvic.ca/elc/studyzone/410/grammar/adj.htm>
<http://www.ego4u.com/en/cram-up/grammar/relative-clauses>

LET'S WORK:

Match the words with the definitions, and then label them as verbs, nouns, adjectives or adverbs

- | | |
|---------------------|--|
| 1. Abroad (22) | a. a substance or product that can be traded, bought, sold and used to make other product. |
| 2. Ailing (23) | b. a day or a time by which something must be done. |
| 3. Afford (24) | c. The result obtained by two or more amounts added together and then divided. |
| 4. Amount (25) | d. Experiencing difficulty and problems. Weak economically. |
| 5. Average (26) | e. A plan which involves how much you'll need and you will spend. |
| 6. Budget (27) | f. In or to a foreign country or countries. |
| 7. Commodities (28) | g. To be or not to be able to buy or do something. |
| 8. Deadline (29) | h. A collection of something that cannot be counted. |

PART TWO

Complete the blank spaces with words from the previous matching exercise

1. Trading with our neighbors is _____ because of the restraints applied by Chavez and Correa.
2. She misses her colleagues. They are _____
3. The _____ is on Sunday the 14th of May. No other date is accepted.
4. A lot of _____ are used in the manufacturing of our best product.
5. We really can't _____ launching that advertisement this month.
6. The _____ number of students who are accepted by the university is high.
7. This _____ is not right at all. Expenditure is almost double.
8. What's the _____ of money you need to start your own business.

WRITING EXERCISE:

Write twelve lines or 50 to 60 words: Would you be a good manager, *entrepreneur* (30)? Explain why?

READING ABOUT THE BIG DRAGON
THE GUEST COUNTRY OF THIS UNIT IS CHINA

中華民國



2008 Beijing Games 10 Kilo Olympic Gold Coin from China.



A hundred Yuan bill.

The economy of the People's Republic of China is the second largest economy in the world, after the United States (2011) with a nominal GDP of US\$4.91 trillion (2009) when measured in *exchange-rate*(31) terms. However, depending on Japan's official 2009 fiscal report which is set to be announced in February 2010, China may have already become the second largest economy near the end of 2009. It is the second largest in the world after the U.S. with a GDP of \$8.8 trillion (2009) when measured on a *purchasing power parity (PPP) basis* (32). China has had the fastest-growing major economy for the past 30 years with an average annual GDP growth rate above 10%. China's per capita income has *likewise* (33) grown at an average annual rate of more than 8% over the last three decades drastically reducing poverty, but this rapid growth has also been accompanied by rising income inequalities. The country's per capita income is classified in the lower middle category by world standards, at about \$3,180 (nominal, 104th of 178 countries/economies), and \$5,943 (PPP, 97th of 178 countries/economies) in 2008, according to the IMF.

Unit 2

SOUTH AMERICA LOCOMOTIVE

THE PRESENT CONTINUOUS AND DIFFERENT USES OF THE GERUND

The Present Continuous is used to express the idea that something is, or is not, happening now, at this very moment:

- The bank authorities and the police are conducting a foreclosure (34) on the business that went bankrupt (35)
- Wow, they are finally expanding our headquarter. (36)

Sometimes we use the Present Continuous to say that we are in the process of doing a longer action (started in the past and it will continue into the future); however we might not be doing it at the moment of speaking:

- Colombia GDP (Gross Domestic Product) is going through an economic slump (37) due to the worldwide financial crisis.
- We aren't doing any investments (38) on new equipment this year.

RULES

VERB	EXPLANATION	GERUND
Take Increase	Drop the e and add -ing; except with double vowel: see	Taking increasing
Run Beg Swim	One syllable verbs ending in consonant(vowel plus consonant) double the consonant and add -ing	Running Beginning Swimming
Cry Fix	One syllable verbs that finish in -y, -z, and -x, do not double the consonant	Crying Fixing

Control Travel Begin	Two-syllable verbs ending in a consonant plus vowel (with an accent that is focused on the second syllable) double the last consonant	Controlling Travelling Beginning
Tie Die	-ie ending verbs, change ie by -y, plus -ing	Tying Dying
Read Drink	The rest of the endings add -ing	Reading Drinking

YES / NO QUESTIONS:

- Are you using any money from the petty cash (39) to pay for the delivery invoice?
Yes, I'm taking a 20-dollar bill.
No, I'm not. I'm just counting it.
- Is the sales director lowering (40) the items price floor (41) again this month?
Yes, he is on it. ➡ He's doing it.
No, he is not. He is not into (42) that definitely.

WH QUESTIONS

Look at the examples and then answer them:

- Hey buddy, what are you doing now? Are you free?
- Hi boss. Where are you having lunch? I'd like to join you.
- How much money are you getting from your settlement (43)?
- How many people are attending this meeting?
- How long are you planning to stay in this city?

WEB PAGES:

<http://www.englishpage.com/verbpage/presentcontinuous.html>
<http://www.curso-ingles.com/gramatica-inglesa/pcontin.php>



DIFFERENT USES OF THE GERUND –ING

Gerunds as subjects:

Check the following examples out.

Online-classes are very convenient. → **Online-classes** is the subject, **are** is the verb.

Studying is very convenient for everyone. → **Studying** is the subject, **is** is the verb.

Studying online is very convenient → **Studying online** is a gerund phrase.

Is **studying** online convenient for you? Yes, **it** is. → **it** represents studying.

NEGATIVE:

Not laying off (44) any staff was a good idea after all.

Lowering unemployment should be the government main objective. It's too high.

QUESTION:

Do you think that owning (45) a business is better than working for it?

WEB PAGE:

http://www.englishclub.com/grammar/verbs-gerunds_1.htm

GERUNDS AS SUBJECTS:

Check the following examples out.

I don't like **essays** → **Essays** is the object of the sentence (the noun)

I don't like **writing** → **writing** is the object

I don't like **writing essays** → **writing essays** (gerund + object)

These verbs are usually followed by a gerund or infinitive:

Like, Hate, Dislike, Prefer, Love, Begin, Start, Continue, Can't stand (46)

- Our former (47) accountant hated to have / having to explain the statements (48) more than once to the CEO (49)

These verbs are followed by gerunds:

Enjoy, Quit (50), Mind (51), Postpone, Put off (52), Keep, Consider, Discuss, Think,
Talk about, Miss (53).

- The manager quit working as a result of not having any profits for a third year in a row (54).
- She doesn't mind working long hours
- He should consider resigning (55) from his job.

REDUCED RELATIVE CLAUSE

You can shorten (56) a relative clause by dropping the relative pronoun **who** or **that** and changing the verb to a gerund.

- A person **who** wants to work for our company must be really reliable.
- A person wanting to work for us must have lots of skills
- Someone **who** dreams of becoming our leader has to be prepared for facing the biggest nightmares.
- Someone dreaming of becoming our leader must be crazy.
- Students not practicing their English during class today will be punished = Students who don't practice.

WEB PAGE:

<http://menuangles.blogspot.com/2009/09/reduced-relative-clauses.html>

EXERCISES:

1. Complete the following statements or questions using the correct gerund form. Then, describe what type of gerund is used in each statement or question.

Example:

1. _____ a Co-signer (57) is really hard these days. **-find-**
 - Finding a Co-signer is really hard these days. [Gerund as a subject]
2. Our chairman doesn't agree on _____ **-give-** a 10% commission (58) to the guy who helps us get the contract.

3. What _____ we _____ **-go-** to use as *collateral* (59) *to back up* (60) the loan we _____ **-get-** from the bank.
4. _____ **-earn-** a million *bucks* (61) before turning 30 has always been my aim.
5. A person _____ **-think-** about _____ **-go-** on business *big time* (62) has to have *e-business* (63).
6. Miraculously, the speaker was able to *overcome* (64) the _____ **-embarrass-** moment at the presentation when her skirt fell down.
7. _____ **-be-** the wealthiest entrepreneur of the nation was always Carlos Ardila Lule's dream. It definitely *came true* (65)
8. Julian's _____ **-buy-** that used vehicle was a *lemon* (66). It has given him nothing but trouble.
9. The _____ **-launch-** (67) of that well-designed parachute for the Navy's Seal group was an excellent *market niche* (68)
10. There is no way of _____ **-control-** the jobless figures. Numbers keep _____ **-rise-**
11. I really don't mind _____ **-set up-** the *PAL* (69) system. It scares me a little, though. There are too many hackers on the Internet.

2. Complete the blank spaces with one of the verbs from the box. Use the correct **-ing** form:

Impose, Increase, Get, Surprise, Lead, Work, Go down

Good News

I'm really proud to say that the measures taken to become the _____ company in the market _____ really _____. Although, _____ those decisions wasn't easy at first, the results have been _____ to everyone. Sales _____ overseas. *Expenditures* (70) _____ and the most important fact is that employees _____ happy with _____ an extra bonus due to the rise in the production.

3. Complete the question based on the statement.

Example:

The company is expanding its market to Asia.

Where / Where is the company expanding its market?

1. The new branch is catching lots of clients' attention *overseas* (71).

Where

2. We are paying too much for our warehouse rent.

How much

3. The company is moving its goods by vessel.

How

No one is leaving early tonight.

Why

The company is sending half of its work-force to sexual harassment training.

Why

The *ocean freight* (72) will be paid as soon as the documents get delivered.

When

SPEAKING AND WRITING TOPIC:

Talk about some of Colombia's facts using as many **-ing** forms as possible from the topics previously studied.

READING ABOUT SOUTH AMERICA'S LOCOMOTIVE
THE GUEST COUNTRY OF THIS UNIT IS BRAZIL.
República Federativa do Brasil



The coins represent the Brazilian Gold and the bill stands for the national Brazilian currency, the Real (plural reais).

According to the World Economic Forum, Brazil was the top country in *upward* (73) evolution of competitiveness in 2009, gaining eight positions among other countries, surpassing Russia for the first time, and partially closing the competitiveness gap with India and China among the *BRIC* (74) economies. Brazil, together with Mexico, has been at the forefront of the Latin American multinationals phenomenon by which, thanks to superior technology and organization, local companies have successfully turned global. Brazil is also a *pioneer* (75) in the research of deep water oil extraction, the method by which 73% of its reserves are extracted. According to government statistics, Brazil was the first capitalist country to bring the ten largest car assembly companies together inside its national territory.

Unit 3

THE LAND OF PLENTY

THE SIMPLE PRESENT

The Simple Present has a wide range of uses:

To express habits or repeated actions or events:

- The company **conducts** (76) two customer *surveys* (77) yearly.
- The head accountant always **double-checks** (78) the monthly statements for any mistakes on *income* (79) and expenditure.

For general truths:

- Water **boils** at 100 degrees and **freezes** below 0°
- A new employee **requires** a three-month *probation period* (80) before he is finally hired.
- All year round - 24 hours. We **don't close** any time of the year.

For instructions or directions.

- Before you **give** any *refunds back* (81), **make sure** the client *has* the proper *receipt* (82).
- **To get** to the next *outlet* (83) is easy. **Walk down** three blocks; then **turn left**. It'll be on your right.

For fixed arrangements. Some verbs also state future in the simple present. Speakers occasionally use the Simple Present to talk about timetable and scheduled events in the near future: **to be, open, close, start, begin, finish, leave, arrive, have, get.**

- High season is almost over, so next week we **start** lowering the *price floor* (84) on most of our summer merchandise.
- A new branch of *IMF* (85) **opens** in our city next month.



- Susan, tell my PA to see me as soon as he **arrives**. He is already thirty minutes late.

With future constructions and conditionals.

- We will get rid of (86) the sales promotions tags (87) when we **have** five i-pods left (88).
- We'll buy some Isagen stocks (89) as soon as the price **goes down**.
- If your supplier (90) **continues** with the delays, we might turn to our former one.

RULES: In The Simple Present, the third person (he, she, it) uses a different conjugation in almost all verbs.

I-YOU-THEY	EXPLANATIONS	HE-SHE-IT
Pass Catch Mix Push Go	Add <i>-es</i> to verbs ending in <i>ss-ch-sh</i> and <i>x</i> to the third person	Passes Catches Mixes Pushes Goes
Fly Cry	Verbs ending in <i>-y</i> preceded by a consonant change <i>-y</i> by <i>-i</i> and add <i>-es</i> .	Flies Cries
Pay Enjoy	If <i>-y</i> ending is preceded by a vowel, only add <i>-s</i> .	Pays Enjoys
Have	Have changes into <i>has</i> in the third singular person.	Has
Can Could Must	Modal verbs don't change in third singular person.	Can Could Must
Hope Plan	The rest of the endings just add <i>-s</i> .	Hopes Plans

Negative form.

In the negative form, all the subjects use the same verb form. The auxiliary is different, though.

- I-you-we-they **don't have** to work today.
- He-she-it **doesn't have** to work today.
- We don't give any samples (91) of the frozen goods.

- Alpina doesn't do any retail (92) selling. It's a wholesaler (93) .

Questions

Both do and does are used to make questions:

- Do I-you-we-they know what seasonal business (94) is?*
- Does he-she commute (95)?
- Does the local government charge a tariff (96) on bananas exports?

When *do* or *does* are used as auxiliaries, the verb form is the same for every subject.

- Do you **provide** food and board (97) for some staff?
- Does the company **provide** food and board for some staff?

Sometimes an auxiliary is not needed:

- We really need to get some seed money (98) or an angel investor (99) to expand our business overseas, **right?**
- You work here, right?
- You want to take over (100) my duties, **don't you? ****
- You don't want to work overtime (101), do you?

WEB PAGES:

<http://www.englishpage.com/verbpage/simplepresent.html>

<http://web2.uvcs.uvic.ca/elc/studyzone/330/grammar/presnq.htm>

<http://www.youtube.com/watch?v=X5K03Z-qAAUt>

Indirect question: *http://www.1-language.com/englishcourse/unit66_grammar.htm

Tag questions: ** <http://ompersonal.com.ar/omgrammar/tagquestions.htm>

Verbs followed by infinitives or by an object plus infinitive.

The following verbs can be used in all tenses, but for the purpose of our study, they will be seen only in the present tense:

Want	Hope	Decide	See
Need	Expect	Promise	Learn
Appear	Plan	Offer	Try (unsuccessfully)
Intend	Pretend	Mean	Refuse
Forget	Claim	Deserve	Attempt
Ask	Tell	Care	Fail
Teach	Prefer		

- I *refuse* **to accept** the target group (102) you proposed → verb followed by an infinitive.
- I definitely *refuse* **the offer to sell** my property → verb followed by an object + infinitive.

More examples:

- Our general manager wants to underwrite (103) with Suramericana Insurance this year.
- My boss always asks me to park his car. I hate it.

WEB PAGES:

<http://www.myenglishteacher.net/CommonverbsFollowedByanInfinitive.html>
<http://www.tolearnenglish.com/sitemap.php>

LET'S WORK

I. Put the word(s) in the following sentences or questions in the correct order. The first one has been done for you.

1. What / Peter/ to do / doesn't know / his secretary / with
Answer: Peter doesn't know what to do with his secretary.
2. Near / to the nation / all the treasures (104) / the coastlines / found / belong

3. The office / set the alarm / don't forget to / you leave / after

4. To investors / brings / a big turnover (105) / peace of mind / always

5. Encourage (106) / his vendors / doesn't / the sales manager / enough

6. Your mistakes / accountable for (107) / have / you / to be

7. Expenditure / profit / when / what happens / overruns (108)

8. Got to / the whole / have you / by yourself / run (109) / operation? *

II. Answer these questions:

1. What do you do when you get angry?
2. What do you do when someone screams at you?
3. Where do you see yourself in five years?
4. Which service company provides the best and worst service? Give a reason.
5. What do you do when you want to impress someone?

III. Reading.

ANGEL INVESTORS ADVANCED ESL BUSINESS ENGLISH READING COMPREHENSION

Angel investors provide capital for start-ups that are bringing their innovations to the marketplace. Recently, with the huge growth in opportunities brought about by the internet, more and more small investors are providing 'angel' financing for these small, nimble companies. Angel investors typically invest between \$5,000 and to \$40,000 in a start-up in its infancy. Sometimes, 'angels' are so convinced by an idea that they provide funds for a business that hasn't even been founded! Without these risk-takers, many innovative and revolutionary advances in technology may not have come to pass. The price is high, and start-ups often fail, but just one 'winner' can return twenty times the initial investment. In other words, an angel investing in fifteen companies needs just one success to make the investment strategy worthwhile. Of course, angels hope for much better returns. There are many terms used in angel investing that reflect this fact. Here are some of the most important:

- **seed a company** - the first 'seed' of money to help 'grow' the company
- **get in on the ground level** - lowest level entry point
- **self-funded** - a company that provides its own financing without asking for outside help
- **garage startup** - the classic technology started - Steve Jobs and Steve Wozniak started Apple in a garage - it's become a modern day 'American dream' of many (especially in San Francisco).

Angel investing is sometimes confused with venture investments. Angel investors fund at the initial entry level while venture capitalists usually wait until a young company has proven that their idea works and has brought its product or technology to the market. These companies then need larger investments to quickly grow and capture market share.

Key Vocabulary

Give a definition to the words below according to the text.

angel investor
nimble
risk-taker
to come to pass
initial investment
worthwhile
to seed a company
self-funded
venture capitalist
to capture market share

Taken from: http://esl.about.com/od/businessreading/a/d_angel.htm

*have got= have: http://esl.about.com/cs/beginner/a/beg_havegot.htm
<http://www.theyellowpencil.com/gramahavegot.html>

IV. Complete with the verbs in the box:

General Motors



Produce – employ – be – receive – sell – have – design – build – get – improve

It was founded in 1908 by Billy Durant. It's the largest vehicle manufacturer. General Motors (1) _____, (2) _____ and (3) _____ cars and trucks worldwide, and has been the global automotive leader since 1931.

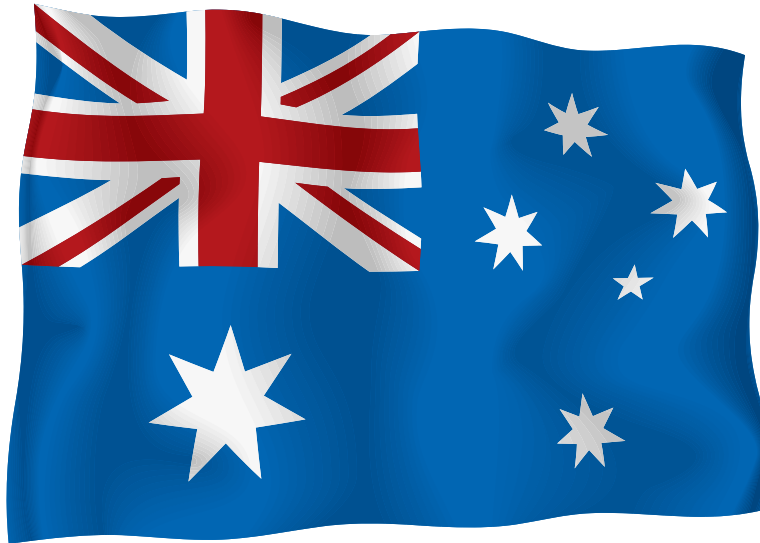
GM today (4) _____ cars in factories in over 30 countries and sells them in about 200 countries. (5) _____ organize into six mayor regional markets: North America, Western Europe, Asia/Pacific, Latin America and Africa/Middle East. GM (6) _____ about 355.000 people all over the world. The company (7) _____, a 15.1 % share of the global market. Employees(8) _____ constant training to (9) _____ quality and also (10) _____ an excellent package.

SPEAKING AND WRITING TOPIC:

- Choose any company or organization and write from 100 to 120 words.

Name – founded - number of employees – branches - number of countries - core business – turnover – strong and weak points.

THE LAND OF PLENTY
THE GUEST COUNTRY IN THIS UNIT IS AUSTRALIA
Commonwealth of Australia



Australian one dollar coin



Australian five dollar bill

The economy of Australia is a developed, market economy with a GDP of approximately \$1 trillion USD. In 2008, it was the 14th largest national economy by nominal GDP, and the 18th largest measured by PPP adjusted GDP, representing about 1.7% of the World economy. Australia was also ranked the 21st largest importer and 23rd largest exporter.

Australia is a member of the *APEC* (110), *G20* (111), *OECD* (112) and *WTO* (113) organizations. Australia has also entered into free trade agreements with *ASEAN* (114), Chile, New Zealand, Singapore, Thailand, and the United States. The *ANZCERTA* (115) agreement with New Zealand has greatly increased integration with the New Zealand economy.

The Australian economy is dominated by its service sector, representing 68% of Australian GDP. The agricultural and mining sectors (10% of GDP combined) account for 57% of the nation's exports.

Unit 4

THE DORADO'S LAND

FUTURE TENSES

WILL:

We can use **will** or **won't (will not)** to describe future actions that we decide to do at the moment of speaking, especially when we promise or offer to do something:

- I'm really thirsty. I'll make some ice tea for both of us. ➡ I decide to do it at the moment of speaking.
- The phone is ringing. Stay here. I'll get it for you. ➡ To offer oneself to do something.
- Don't worry Bob. We will benchmark (116) the quality of our staff with our competitors' through surveys.
- Let's do some recruitment (117) quickly, otherwise we will be short-staffed (118) these holidays.
- Karla, you haven't finished your inventory report yet. I won't help you.

Will to express a promise:

- I promise I'll open a savings account (119) next month.
- If I am elected vice-president for the trade-union (120), I'll make sure everyone has access to inexpensive health insurance.
- Trust me boss. We'll get a juicy settlement (121) from that lawsuit.

Will to make predictions:

- Take it easy Sam. I know all the stakeholders (122) will agree on your proposal. (123)
- I think the President will be re-elected if he runs for (124) the presidency again.

- Do you think the local team will be the champions again next year?
- There will probably be an increase of 5% in oil prices.

No future in time clauses:

Future forms cannot be used in clauses beginning with time or expressions such as: *when, while, before, after, by the time, as soon as, if, unless*, etc. instead, we use simple present:

- If she will marry me, I'll be the happiest man on Earth. ➡ Wrong.
- She won't be able to pay that fine (125), unless we all chip in (126). ➡ Right.

WEB PAGES:

http://www.englisch-hilfen.de/en/grammar/will_fut.htm
www.isabelperez.com/happy/tenses/will.htm

BE GOING TO

Expresses that something is a plan. It describes a decision or plan we have already made. It doesn't matter if the plan is realistic or not:

- The company is going to carry out (127) some more research on customer satisfaction next month.
➡ We decided to do that yesterday.
- Our CEO is going to resign (128) this weekend.
- We aren't going to write any more small-prints (129) in our contracts.
- When are you going to franchise (130) your business? It's got a great good will. (131)

Be going to expresses a prediction.

Be going to can also express the idea of a general prediction about future:

- By the year 2020, most newspapers are going to disappear, and nearly everyone is going to read the news on the Internet.
- Avatar is such a good movie that I know it's going to win several Academy Awards.
- If we keep wasting our resources the way we're doing things, there won't be anything left (132) in 50 years.

WEB PAGES:

<http://www.madridteacher.com/Grammar/going-to.htm>
<http://www.englishexercises.org/makeagame/viewgame.asp?id=4291>

PRESENT CONTINUOUS AS FUTURE

We can use the Present Continuous to describe future fixed arrangements; often a time phrase is included. It indicates something will or will not happen in the future:

- We are putting £60.00 up front (133) to get our flat (134) fixed in December.
- I'm using a pie chart (135) this Friday's meeting to explain how the budget money was used at.
- The company isn't launching any advertising next semester.
- What are you doing this weekend?

WEB PAGES:

www.englishtenseswithcartoons.com/tenses/present_continuous

FUTURE PERFECT: WILL HAVE DONE

The Future Perfect expresses the idea that something will occur before another action in the future:

- Mike's parents have been married for 24 years. **➡ Present Perfect**
- Next year they will have been married for 25 years. **➡ Future Perfect.**
- I'm very confident that sales will have reached their peak (136) by the end of the year.
- If things continue getting worse, I know that you won't have sold your house by the end of the summer.
- Don't speed anymore, we are already late. It's 6:45 and the show started at 6:00 pm. By the time we get to the concert, the show will have already started and Shakira will probably have sung most of her repertoire. What a waste of time and money.

WEB PAGES:

<http://www.shertonenglish.com/resources/es/active-voice/future-perfect.php>
www.studyspanish.com/lessons/futureperfect.htm

LET'S WORK

I. Match column A with column B:

A

- 1). Why are you calling off (137) tonight's gathering?
- 2). If I get a bargain (138) on those light laptops,
- 3). How many countries will your boss have visited before he returns?
- 4). Who are you going to send those figures (140) to?
- 5). These trousers don't fit me well.
- 6). Luckily, within a few years the cure for compulsive spending
- 7). My mom always says: "If you always keep the store receipts,
- 8). So, where are we staying tonight?

B

- a). Don't worry. I'll bring a bigger size
- b). I don't know. I don't think we have any money left to pay for lodging (139)
- c). will have been found. Fewer people will have that remorse
- d). I'm not sure, but I think more than six and most of them English speaking
- e). You haven't been told? The boss's wife just died.
- f). who else gets this weekly information? The actuary (141), of course!
- g). you'll be entitled (142) to get your money back or a refund.
- h). I will buy at least a dozen.

II. Correct the mistakes

1. I know you are exhausted now, so I am going to give you the rest of the day off (143)
2. Friday is not a good day for our presentation. An inspector will visit the factory that day.
3. My computer is not letting me open my files properly. I think it's crashing.
4. This time next month we're having our yearly how-to-improve (144)-sales-training section.
5. Where do you plan to spend you next holiday?
6. **A:** Can you email me the report?
B: I'm sorry madam. I'm going to do it immediately.
7. Don't phone between 7 and 8. We'll be have dinner then.
8. Phone me after 8 o'clock. We'll have finished with supper by then.
9. I can't go shopping with you tomorrow. I have to catch up on (145) some work I brought from the office
10. **A:** There is a problem with the new low-fat product.
B: I know. I will discuss it with the supplier this afternoon.

PREDICTING THE FUTURE

Use Simple Future: **Will, Simple Future Continuous, Perfect Future or Be going to** and complete the following predictions about the Future:

1. In twenty years most classes _____ (be) held through the Internet. We _____ (not need) teachers to be present.
2. Soon, stores _____ (sell) computers which can recognize any voice *command* (146). We _____ (not have) to use keyboards anymore.
3. I know for sure that in two years, we're _____ (have) at least two new music *trends* (147).
4. I'm confident that by the middle of the first century, a way to prevent aging _____ (discover), but I also know that I _____ (not see) it. I _____ (be) dead by then.
5. If we don't do something about global warming, in less than thirty years increasing temperatures _____ (melt) most ice Polar caps and many islands and coastal cities _____ (disappear).
6. a. Would you like to predict Galeras volcano activity for next year, professor? b. well, according to the different red alerts we've had this year, I think we _____ (feel) eruptions next year and there _____ probably _____ (be) a big *blast* (148) by the middle of June.
7. Technology has advanced so much in the last century that robots _____ (replace) all kinds of manual labor by the middle of this century.

SPEAKING TOPIC FUTURE PREDICTIONS

Write down your own predictions. Become Walter Mercado, predict about *Global Economy, Transportation, Housing, Entertainment, Politics*. Use as many facts as possible.

THE LAND OF EL DORADO
OUR GUEST COUNTRY IS COLOMBIA
República de Colombia



A Five hundred peso coin



A Ten thousand peso bill

In spite of the difficulties presented by serious internal armed conflict, Colombia's economy grew steadily in the *latter* (149) part of the twentieth century, with gross domestic product (GDP) increasing at an average rate of over 4% per year between 1970 and 1998. The country suffered a recession in 1999 (the first full year of negative growth since the Great Depression), and the recovery from that recession was long and painful. However, in recent years growth has been impressive, reaching 8.2% in 2007, one of the highest rates of growth in Latin America. Meanwhile the Colombian stock exchange *climbed* (150) from 1,000 points at its creation in July 2001 to over 7,300 points by November 2008.

Historically an agrarian economy, Colombia urbanized rapidly in the twentieth century, by the end of which just 22.7% of the workforce is employed in agriculture, generating just 11.5% of GDP. In Colombia, 18.7% of the workforce is employed in industry and 58.5% in services, responsible for 36% and 52.5% of GDP respectively. Colombia is rich in natural resources, and its main exports include petroleum, coal, coffee and other agricultural produce, and gold. Colombia is also known as the world's leading source of emeralds, while over 70% of cut flowers imported by the United States are Colombian. Principal trading partners are the United States (a controversial free trade agreement with the United States was approved by the United States Congress), Venezuela and China. All imports, exports, and the overall balance of trade are at record levels, and the inflow of export dollars has resulted in a substantial re-valuation of the Colombian peso.

Unit 5

BHARAT

THE SIMPLE PAST

The Simple Past is used to express the idea that an action started and finished in the past at a specific time in the past, but sometimes the speaker doesn't need to mention a time expression, such as yesterday, last week, long time ago, etc because it might be implied.

- I-You-He-She-We-They halted (151) operation early yesterday. → Specific time. All the pronouns use the same verb form (in past).
- What a great vacation I-We-He-They had. → A time expression isn't needed. It's understood.
- The budget didn't break even (152) after the first six months as we expected. → When the negative form (did not=didn't) is used, verbs remain in the base form.
- I didn't **want** to say anything to convince her.

Questions in Simple Past are made using the auxiliary **did** for all the subjects and verbs remain in the base form:

- A: **Did** you **see** the expiration date (153) on the label (154)?
- B: No, I'm afraid I didn't.
- **Did** I-you-She-We- **have** enough personal savings (155) for an early retirement?

When we don't know who did the action we don't use the auxiliary. The verb is placed in Past Tense:

- Who brought this puppet to my office?
- Who took my wallet from the drawer?

But when we know who did the action, we use the auxiliary did:

- Who did you bring to the office yesterday?
- Who did she take classes with last term (156)?

Use the Simple Past to connect a series of completed actions:

- I finished work early, so I went to the bar and had a couple of Kalhuas before heading (157) home. *
- Mary was so tired that she didn't do anything this morning. She didn't even (158) brush her teeth.
- The director arrived from the airport at 9:00 am, checked in (159) at the hotel at 9:30, and called us to meet him there at 10:00 am.

Duration in the Past

The Simple Past can be used with a duration period which started and stopped in the past.

- We did some businesses with that company for three years until they moved to another state.
- My family stayed with my parents the whole spring.
- They didn't offer me anything to drink or eat all day long. (160)
- We spoke about the same issue (161) for more than four hours.
- We sat at the same seat the entire semester. Seats were numbered.

Habits in the past

The Simple Past can also be used to describe a habit which stopped in the past. It can have the same meaning as ***used to***.

- My friends **never** went to class on Friday. They **always** skipped (162) classes.
- The company employed 12.000 people when it was the second largest in the country.
- I always had a tailor make my clothes when I was a teenager.

*A gerund can be used or past tense preceded by the subject: "Before I headed home" is also possible.

For facts or generalizations

We can also use the Simple Past to describe past facts or generalizations that are no longer (163) true. It's quite similar to used to.

- People paid a lot of money to make a single (164) cell phone call in the past, almost 50 cents.
- Did you live in Australia when you were a kid?
- The factory produced better revenue (165) when it was on the outskirts (166) of the city. Costs were lower.

With Time Clauses

- **Before** I had my first job. ➡ This sentence has a subject and a verb, but it doesn't have a complete meaning. It can't stand alone; it must be connected to a main clause. **I was really immature.**
- **Before** I had my first job, I was really immature. ➡ I was a really immature person before I had my first job. ➡ No comma is needed.
- **After** I got my first paycheck (167) I opened my own checking account.
- **Once** I started saving some money, my boss offered me the opportunity to become his partner.
- I felt like a king **the moment** I didn't have to punch a card. (168)
- My partner started feeling a little jealous **when** more clients started coming to me for advice. So as soon as we opened a second branch in Canada, we split up (169). That was the end of a great friendship. What a pity (170).
- Fortunately, while we were away, we realized we really missed each other and made things up.

WEB PAGES:

<http://www.aprenderinglesfacil.es/2008/04/pasado-simple-simple-past-tense.html>

www.ompersonal.com.ar/omverbs/simplepast.htm

<http://www.ego4u.com/en/cram-up/grammar/simple-past>

REGULAR AND IRREGULAR VERBS

In the English language we can find two types of verbs: Regular, which are the most common ones and they end in –ed and Irregular verbs, of which there are about 280 and whose endings vary (171). But what's important in this exercise is to teach students the right pronunciation of Regular Verbs in past.

HOW TO PRONOUNCE REGULAR VERBS IN PAST

Present Last sound	Rule	Pronunciation in Past
Work (k) Walk (k) Cross (s) Discuss (s) Watch (ch) Wash (s) Fix (s) Laugh (f) Live (v) Stop (p)	Verbs with an ending sound in present that is k-s-f-p, -ed will sound like a t	Worked (t) Walked (t) Discussed (t) Crossed (t) Watched (t) Washed (t) Fixed (t) Laughed (t) Lived (t) Stopped (t) *
Defeat (t) Want (t) Invite (t) Defend (d) Decide (d) Add (d)	Verbs with an ending sound in present that is T or D , -ed will sound like -id or -ed	Defeated (id / ed) Wanted (id / ed) Invited (id / ed) Defended (id / ed) Decided (id / ed) Added (id / ed)
Sail (l) Discover (r) Continue (iu) Clean (n) Enjoy (i)	For the rest of the sounds in present, for instance, <i>l-r-iu-n-i</i> and the rest, -ed will sound like a -d	Sailed (d) Discovered (d) Continued (d) Cleaned (d) Enjoyed (d)

* One-syllable verbs ending in *consonant + vowel + consonant*, double the consonant. ➡ Stop: stopped; beg: begged, etc.

WEB PAGES:

<http://www.englishpage.com/verbpage/simplepast.html>
<http://ompersonal.com.ar/omverbs/regularverbs.htm>
<http://www.youtube.com/watch?v=MWLKb-UT7aA> Pronuntiation

LET'S WORK

I. Yesterday was a typical working day for Susan. Write what she did or didn't do yesterday

1. Susan woke up at seven thirty. She _____ a warm shower.
2. She _____ any breakfast but _____ a big cup of coffee.
3. It _____ her 40 minutes to get to work.
4. At 12:30 p.m, she _____ a sandwich for lunch.
5. She _____ work at 5:30 pm and _____ home by train.
6. She _____ tired when she _____ home.
7. She _____ to cook any supper, so she _____ a pizza from a local restaurant.
8. Then she _____ her computer _____ and _____ her email.
9. She _____ to bed at around a quarter to eleven.

II. Answer these personal questions

1. Where did you grow up?
2. How old were you when you had your first bicycle?
3. When did you start your university?
4. Where did you graduate?
5. How much money did you get for your allowance (172) in high school?
6. How did you meet your best friend?
7. How many English teachers did you have during high school?
8. How long was your last vacation?
9. What kind of music did you like when you were a kid?
10. Why did you choose to study business?

After having answered these questions, go around and ask each of your classmates at least two questions, then share the answers with the class.

III. Match the clauses in column A with appropriate information in column B.

A

B

- | | |
|---|---|
| <p>1. The floor manager of the casino <u>fired</u> (173) the copier. _____</p> <p>2. Once the company improved its delivery time _____</p> <p>3. I realized that I wasn't a child anymore _____</p> <p>4. The secretary started treating me better _____</p> <p>5. Before I travelled abroad _____</p> <p>6. The company began losing money _____</p> <p>7. My co-worker resigned _____</p> | <p>a. The moment my father gave me my own house keys.</p> <p>b. My boss warned me not to go anywhere without my passport.</p> <p>c. after she heard that I was going to be promoted.</p> <p>d. after she confessed to stealing money.</p> <p>e. right after winning the jack pot.</p> <p>f. sales grew by 20%.</p> <p>g. as soon as the stock market crashed.</p> |
|---|---|

SPEAKING TOPIC

Write some information about a person you admire or a person who has had a major influence on you, the world or your country. Take this information into account (174):

- Where, when was he / she born?
- What's this person famous for?
- How and when did he / she become famous?
- What are his / her important achievements (175)?



BHARAT
GUEST COUNTRY IS INDIA
Bhārat Gaṇarājya



A ten rupee coin



A thousand rupee bill

The **economy of India** is the twelfth largest economy in the world by nominal value and the fourth largest by purchasing power parity (PPP). In the 21st century, India is an emerging economic power with vast human and natural resources, and a huge knowledge base. Economists predict that by 2020, India will be among the leading economies of the world.

Major agricultural products include rice, wheat, oilseed, cotton, jute, tea, sugarcane, potatoes, cattle, water buffalo, sheep, goats, *poultry* (176) and fish. Major industries include telecommunications, textiles, chemicals, food processing, steel, transportation equipment, cement, mining, petroleum, machinery, information technology enabled services and software.

Despite robust economic growth, India continues to face many major problems. The recent economic development has *widened* (177) the economic *inequality* (178) across the country. Despite sustained high economic growth rate, approximately 80% of the population lives on less than \$2 a day (PPP). Even though the arrival of Green Revolution brought end to *famine* (179) in India, 40% of children under the age of three are *underweight* (180) and a third of all men and women suffer from chronic energy deficiency.

Unit 6

THE ORANGE POWER

PAST VERB TO BE AND PAST CONTINUOUS

Unlike the verb To Be in present that has three different conjugations, it only has two in the simple past:

- I-she-it-**was**
- You-we-they-**were**
- I was *quite* (181) *disappointed* (182) when the bank *put off* (183) our meeting.
- She was the best student in her class during the whole secondary school. ➡ **Was** is followed by an adjective and a noun.
- We were at the *canteen* (184) for two hours. ➡ **Was** followed by a noun (place).
- The elevator was *stuck* (185) for more than 20 minutes. ➡ **Was** followed by past participle, commonly called *Passive Voice*.
- The ideas were *worthy* (186) of giving a *second thought* (187).
- You were really *hyped* (188) just by being transferred to Japan.
- They were named the *referees* (189) in the confrontation between the two parties.
- There were only a few candidates for the recruitment process.

Negatives

- I'm sorry but that place wasn't suitable enough to *hold* (190) the yearly stockholders reunion. Many people complained.
- The *quotes* (191) sent yesterday by the manufacturers weren't as low as we expected.
- Nancy was *dismissed* (192) because she wasn't highly *engaged* (193) with her post.



Questions

- **A:** Were you the *chair* (194) of that meeting?
- **B:** No, I wish I were.
- Were you busy taking care of the *dispatches* (195)? Yes, we were *loaded* (196).
- **A:** Were the employees *deterred* (197) from asking for a *raise* (198)?
- **B:** Yes, they were told that whoever wanted more money, he or *she'd better* (199) find another job.
- **A:** Was your boss in town this weekend?
- **B:** No, he was *away* (200).
- **A:** Was the *estimate* (201) *accurate* (202) according to our *standards* (203)?
- **B:** Yes, it was. All the figures were quite accurate.

Wh Questions

- **A:** What was the how-to-relax training like?
- **B:** It was kind of boring.
- **A:** How was the bachelor party?
- **B:** Great. What I liked the most was what came out from the cake!
- **A:** Where were you when I needed you?
- **B:** Right here, but it seems like you didn't see me.
- **A:** When was the warehouse *master* (204) promoted?
- **B:** Five days ago, I think.
- **A:** How *reliable* (205) was the last *intern* (206) you had?
- **B:** He was the best I've ever had.
- **A:** Why was your client sad?
- **B:** Because I told her that was the lowest we could go with the price.

WEB PAGES:

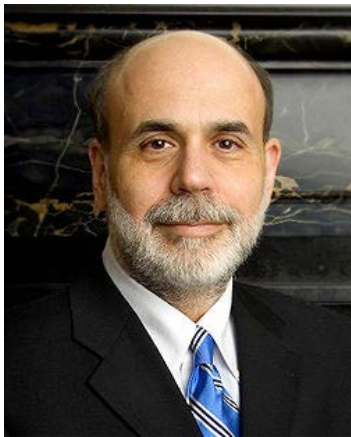
http://www.englisch-hilfen.de/en/exercises/tenses/was_were.htm
 http://www.clafoti.com/imagenes10/past_was.htm
 www.inglestotal.com/simple-past-verb-to-be-el-pasado-de-serestar/

LET'S WORK

I. Complete this reading about Ben Bernanke, the Chairman of the United States Federal Reserve. Use the words given in the box and change them into their correct verb tense:

Swear – Be – Declare – Succeed – Say – Have – Raise – Announce – Be – Give – Be –
 Approach – Nominate – Help – Be

BEN SHALOM BERNANKE



1. _____ born on December 13, 1953. He is an American economist, and the *current* (207) Chairman of the **United States Federal Reserve**. Bernanke, a Republican who 2. _____ *appointed* (208) by President George W. Bush in October 2005 and who 3. _____ *briefly* (209) served as chairman of President Bush's *Council* (210) of Economic Advisers, 4. _____ Alan Greenspan on February 1, 2006. He was 5. _____ for a second term by President Barack Obama in 2009 as the Chairman of the Federal Reserve. In 2009, he was 6. _____ the TIME magazine person of the year

Born in Augusta, Georgia, Bernanke was 7. _____ in a ranch-style house on East Jefferson Street in Dillon, South Carolina. His father Philip 8. _____ a pharmacist and part-time theater manager, and his mother Edna 9. _____ an elementary schoolteacher, although she 10. _____ it up once Ben was born. He is the *eldest* (211) of three children, having a brother and sister. His younger brother, Seth, is a lawyer in Charlotte, North Carolina, and his younger sister, Sharon, is a longtime administrator at Berklee College of Music in Boston.

Bernanke was 11. _____ in on February 1, 2006, as Chairman and a member of the Board of Governors of the Federal Reserve System. He also serves as Chairman of the Federal Open Market Committee, the System's principal monetary *policymaking body* (212). He was appointed as a member of the Board to a full



14-year term, which expires (213) January 31, 2020, and to a four-year term as Chairman, which expires January 31, 2010.

On 25th Aug 2009, President Obama **12.** _____ that he would nominate Ben Bernanke to a second term as chairman of the Federal Reserve. In a short statement at Martha's Vineyard, with Bernanke standing at his side, Obama **13.** _____ Bernanke's background, temperament, courage and creativity **14.** _____ to prevent another Great Depression in 2008. "Ben **15.** _____ a financial system on the verge of collapse (214) with calm and wisdom (215), with bold action (216) and out-of-the-box thinking (217) that has helped put the brakes on our economic free fall (218)", the President said.

II. Complete the sentences or questions. Put the following verbs into the correct form, positive or negative.

Example:

- It was warm, so I **took** my jacket off.

Take – Hand over – Have – Finish – Wear – Go – Wait – Be

1. It wasn't cool outside, so I _____ my gloves and boots.
2. I knew my boss was with a client, so I _____ for an hour until he finished.
3. Talking to the angry client was really uncomfortable, so, _____ to count up to 10 twice not to lose my temper.
4. The speech (219) was hard to follow, therefore, when it _____, I _____ to get the speech summary or minute (220).
5. When we _____ young, it was difficult to stick to the rules (221).
6. It was awful to deal with (222) my colleague's stubbornness (223), so, I _____ that problem _____ our boss.

PAST CONTINUOUS

Even though the most common use of the Past Continuous is other which will be seen until unit 8, we will give you three other uses in this unit.

The past continuous is used to express what was happening at a precise moment in the past. Check this example out:

- Yesterday, Karen and I talked to the Marketing Director for two hours. We started at 10:00 am and finished at noon; so at 11:00 am we **were talking** to him.
- This time last year I was working in Germany.
- At midnight, we were still driving through that neighborhood, looking for the secretary's flat.
- We weren't taking care of any customers at 11:30. We were attending a short briefing (224) Negative.

- Were you looking for me last night? ➡ Yes / No question.
- Was your secretary writing the report at 9:00 am?
- What were you doing at this time yesterday?
- Who were you talking to last night?

PARALLEL ACTIONS

Both actions were happening at the same time:

- While I was checking the borrowers (225) who were behind, my PA was calling them.
- She wasn't paying any attention while I was explaining the latest outcomes (226).
- What were you doing while your boss was reprimanding you for the losses (227)?

REPETITION WITH ALWAYS OR CONSTANTLY

- Thanks God Luis Felipe isn't here anymore. He was always showing off (228) and that annoyed everyone at the office.
- I loved working with the Filipino guys. They were constantly telling jokes.
- Why were you always asking the same questions?

WEB PAGES:


http://esl.about.com/od/grammarstructures/p/g_pastsc.htm
<http://www.ego4u.com/en/cram-up/grammar/past-progressive>

LET'S PRACTICE

I. Do you have a good memory? If so, let me know what were you doing at these times yesterday:

1. At 5:00 am
2. At 9:30 am
3. At 1:45 pm
4. At 6:15 pm
5. At 10:00 pm

II. A group of people were staying in a hotel. Suddenly, the fire alarm went off (229). Use the words in parentheses to make sentences saying what each person was doing at that time:

1. Mr. Scott / shower / take /  Mr. Scott, in room 201, was taking a shower.
2. Just / check in / some guests
3. Look after / their children / her husband / Ms. Morgan / and
4. The security guard / the building / and his dog / watch over (230)
5. Thank God it was just a drill (231) and no one was injured.

III. Complete the following story with verbs from the box. Use them correctly.

What a Madness

Treat – Be – Yell – Wave – Arrive – Complain – Get

My office **1.** _____ like a zoo this morning. I know I **2.** _____ 30 minutes late. When I **3.** _____ into the office, several customers **4.** _____ about the new tariffs. Others **5.** _____ their hands in a menacing way. A client **6.** _____ to suit the entire company, but the worst one was the boss. He **7.** _____ at everyone like a mad man.

SPEAKING TOPIC

Write 150 or 200 words about a bizarre story, or invent it using the grammar studied in this unit.

THE ORANGE POWER
GUEST COUNTRY IS THE NETHERLANDS
Koninkrijk der Nederlanden



A Dutch 1933 coin



A Dutch fifty guilder bill. This former currency of The Netherlands was replaced by the Euro on January 1, 2002.

Rotterdam has the largest port in Europe. The port's main activities are petrochemical industries and general cargo handling and transshipment. The harbour functions as an important transit point for bulk materials and between the European continent and overseas. From Rotterdam goods are transported by ship, *river barge* (232), train or road. The municipality is the second largest in the country, with a population of 589,615 as of October 2009. It forms the southern part of the Randstad, the sixth-largest metropolitan area in Europe, with a population of 6.7 million.

The port of Rotterdam is the largest in Europe. From 1962 to 2004 it was the world's busiest port until surpassed by Shanghai.

Unit 7

THE TRUE NORTH

PAST PERFECT AND PAST PERFECT CONTINUOUS

This tense is used when we want to make it clear that one action in the past happened earlier than another past action.

Check this example out:

- I missed my first day of class at college. When I finally found the classroom, → Simple Past.
- The class had already finished. → Past Perfect. → This action occurred first.
- The teacher had gone five minutes earlier.

For the Past Perfect you will always need: Had + Past Participle.

- A: You speak English pretty well, as if you weren't a foreigner. B: Thanks. I'd studied English for five years before coming to the USA. → I'd: contraction I had. → In spoken English it is very common to use this sort of contractions for the Past Perfect in all the persons.
- I had never seen such a *downturn* (233) in all the time I have been working here.
- The client refused to pay his mobile because he'd been *charged* (234) twice.
- We weren't able to get a room in the hotel because we hadn't *booked* (235) *in advance* (236). → Negative form.
- They couldn't believe what had just happened with their car.
- Had the plane already departed when you arrived to the airport? → Interrogative form.
- B. Unfortunately, yes. It had already *taken off* (237).
- Had you lived in London before you *settled down* (238) there?

Using Time Clauses

- I wasn't able to finish my resumé (239), even though I'd worked on it during the whole night.
- We had had that car for ten years before it broke down (240).
- Until I turned 18, I'd never had any alcohol.
- By the time we decided to invest in real estate (241), things had already started going sour (242).

Past Perfect used in Reported Speech

- My wife said: "I saw you at the Gay Parade". ➡ Quoted Speech.
- Once I got home, my wife told me (that) she had seen me at the Gay Parade. ➡ Reported Speech.
- My boss said (that) the gross profit (243) was great this month.
- My boss told me that the gross profit had been great this month.

WEB PAGES:

<http://www.englishpage.com/verbpage/pastperfect.html>

www.ego4u.com/en/cram-up/grammar/past-perfect-simple/exercises

<http://www.ego4u.com/en/cram-up/grammar/past-perfect-progressive/exercises>

LET'S WORK

I. Read the situation and write sentences from the words in brackets. Example:

Situation: You invited your girlfriend for dinner as a surprise, but she didn't eat much. Why? Because she'd already had fish and chips.

1. When the merger (244) was announced, it didn't take everyone by surprise.

Because / the two companies / for 10 months / discuss / that possibility

• _____

2. A friend told me about a weird conversation. What conversation?

A conversation / overhear / she / at the office.

• _____

3. A: I returned to my home village after 10 years. It wasn't the same, however.

B: How come?

the whole town / change / a lot / Because

• _____

4. **A:** It was nice talking to you after a long time. (Negative)
B: Yeah. We / speak / since /each other / we were in high school

5. **A:** You went to the meeting but you didn't see your best friend.
B: No, because he / go / already / home

II. For each situation, write a sentence ending with **never** or **before**. Use the verb in brackets.

Example:

The man sitting next to me was very nervous, he had never **been** in an interview before. (**be**) it was his first time.

1. My first day at the warehouse was a *mess* (245). It was the end of the month and I _____ an inventory before. (**do**). I know I *screwed up* (246).
2. A woman walked into the *show room* (247). I know most of our clients but this woman _____ (**buy**) anything from us before.
3. Our sales manager is very sad. Things didn't go well with one of our best clients last night. He has been very *successful* (248) at convincing people, but not this time. He _____ (**lose**) such a *valuable* (249) client before.
4. **A:** I was really nervous flying to Paris.
B: Why?
A: I _____ (**get**) on a plane before-
5. **A:** Who is that woman?
B: I don't know. I _____ (**see**) her before.

PAST PERFECT CONTINUOUS

We use this tense to show that something started in the past and continued up until another time in the past:

- Yesterday morning when I arrived at my office, I realized my *stapler* (250) and *punch hold* (251) had disappeared. Then I knew that* someone **had been taking** *stuff* (252) from my desk during the night cleaning *shift* (253).
**Someone was taking stuff is also possible.*
- She **had been working** for fourteen years in my company when we went out of business. ➡ An *ongoing* (254) action in the past that happened first.
- When we went *out of business* (255). ➡ This action happened right after.
- Mike wanted to change jobs because he'd been working too long for the logistics department and he was already tired.

- Even though they had been doing many cash flow (256) projections, they didn't anticipated a plunge (257) in sales.
- Charlie failed the final exam because he **hadn't** been attending classes. ➡ Negative form.

PAST CONTINUOUS VS. PAST PERFECT CONTINUOUS

Many English speakers choose to use past continuous rather than (258) the past perfect. This can change the meaning of the sentence, though.

The past continuous emphasizes interrupted actions, whereas (259) the Past Perfect Continuous emphasizes duration of time before something in the past:

- ***He was tired because he was working out too hard.*** ➡ The sentence emphasizes that he was tired because he was exercising at that exact moment.
- ***He was tired because he had been working out too hard.*** ➡ This sentence emphasizes that he was tired because he had been exercising over a period of time. It's possible that he was still exercising at that moment or that he had already finished.
- ***When I got home last night, someone was sleeping in my bed.*** ➡ When I got home, I realized that someone had been sleeping in my bed.

LET'S PRACTICE

Read the situations and complete the sentences or rewrite them:

We wrote a long report yesterday. Forty minutes after we began, the power went off. ➡ We had been writing our report for forty minutes when the power went off.

1. I had to see an important client; I took the bus. After 20 minutes of riding on it, I realized that I was in the wrong one.

- I _____ for 20 minutes when I _____ that _____ the wrong bus.

2. Sarah found a job in a shoe factory. Eight years later the factory closed down (260) due to border (261) problems with Venezuela.

- At the time the factory _____, Sarah _____ there for eight years.

3. I went to an importance conference in Milan. The lecturer began talking. Twenty minutes later a man threw a shoe to the speaker.

- The lecturer _____ when suddenly _____ to him.

III. Complete the following blanks using Past Perfect or Past Perfect Continuous.

- Armando, I'm sorry I left without you last night, but I told you to meet me early because the show started at 7:00 and it was going to be packed. I _____ (**try**) to get the tickets for that play for months and I didn't want to miss it. By the time I finally left the coffee shop where we were supposed to meet, I _____ several cups of tea and I _____ (**wait**) over an hour for you. I had to leave because I _____ (also arrange) to join Archie and Carmen in front of the theater. When I arrived, Archie _____ (**already, pick**) the tickets up and they were waiting for us near the entrance. Archie was angry because he _____ (**wait**) for more than an hour. He said he _____ (**almost, give up**) and _____ (**go**) into the theater without us. Archie told me that you _____ (**be**) late several times in the past and that he wouldn't make any plans with you in the future. I think that you owe an apology to all of us and in the future I suggest that you be on time.

**WRITING TOPIC:
THE HAPPIEST AND/OR THE SADDEST DAY EVER**

- Write about the happiest and saddest day in your life. Give details and try using as many past tenses statements as possible.

THE TRUE NORTH GUEST COUNTRY IS CANADA



A silver Canadian five dollar coin



A Canadian ten dollar bill

Canada has the tenth largest economy in the world (measured in US dollars at market exchange rates) is one of the world's wealthiest nations, and is a member of the Organization for Economic Co-operation and Development (OECD) and Group of Eight (G8). As with other developed nations, the Canadian economy is dominated by the service industry, which employs about three quarters of Canadians. Canada is unusual among developed countries in the importance of the primary sector, with the *logging* (262) and oil industries being two of Canada's most important. Canada also has a *sizable* (263) manufacturing sector, centered in Central Canada, with the automobile industry especially important.

Canada has one of the highest levels of economic freedom in the world. Today Canada closely resembles the U.S. in its market-oriented economic system, and pattern of production.

Unit 8

UNCLE SAM

SIMPLE PAST VS. PAST CONTINUOUS

Use the Past Continuous to indicate that an ongoing action in the past was interrupted. The interruption is usually a shorter action in the Simple Past:

- I was placing a purchase order (264) on my computer when the Internet connection went off.
- The production manager was checking the raw material (265) for any overripe fruit, but he didn't find any problems after an hour.
- While we were sorting out (266) the new items, we found a dead rat on one of the surrounding systems.
- What a shame. I was expecting to have some returns on my investments but instead I got a letter from the IRS (267) department.
- What were you doing when your boss fell down? ➡ **WH** question.
- Did you see the man when he was stealing the cash register?

USING ADVERBS IN STORYTELLING TO EMPHASIZE THAT SOMETHING INTERESTING WAS ABOUT TO HAPPEN

Fortunately ➡ strangely ➡ luckily ➡ coincidentally

Unfortunately ➡ surprisingly ➡ sadly ➡ amazingly

Suddenly ➡ unexpectedly ➡ miraculously ➡ incredibly

- Using adverbs in your tales (268) gives a better support to your narratives, and that's the aim (269) of this section. **Example:**

IS THIS LUCK? THE WOMAN WHO FOUND A WINNING TICKET

- One day a homeless woman named Anny Yanes found a lotto ticket while she was looking for food in the streets' garbage bags. She had previously *bet on* (270) the lottery when she was working, so she put it in one of her pockets. The next day, while she was standing next to a newspaper stand, she looked at the local newspaper and, miraculously, the number had come out. A week after claiming the prize, she suffered a brain stroke and was taken to the hospital where she sadly died two days later.

BELIEVE IT OR NOT

- “Fortunately, for the country, inflation ended very low in 2009. The government expected it to be higher.” Said Carmen Salcedo, a market analyst with local holding. Surprisingly, the Colombian statistics Department DANE said that consumer prices had risen by 2%, the same figures as inflation. But incredibly, no one believes in such a luck.

HAITI'S CHILDREN ON THEIR OWN ON SHATTERED (271) STREETS

- PORT-AU-PRINCE, Haiti – The children with no names *lay mute* (272) in a corner of the General Hospital grounds Tuesday, three among thousands of boys and girls *set adrift* (273) in the wake of Haiti's earthquake. “Hi, Joe, how are you?” the American doctor tried, using a pet name the staff had given a boy of about 11. There was no response. “Joe,” “Baby Sebastian” and the girl who didn't even have a nickname hadn't spoken or cried since they were brought in over the previous 48 hours — by neighbors, *passers-by* (274), no one knows who. “Sebastian,” only a week old, was said to have been taken from the arms of his dead mother. They're lucky: Haitian-born Dr. Wisdom Price and the staff were treating them for infections and other *ailments* (275). Hundreds of thousands of hungry and thirsty children are *scattered* (276) among Port-au-Prince's *squatter camps* (277) of survivors, without protection against disease or child predators — often with nobody to care for them. “There's an estimated 1 million *unaccompanied* (278) or orphaned children or children who lost one parent,” said Kate Conratt, a *spokeswoman* (279) for the aid group Save the Children. “They are extremely vulnerable.”

IT'S TIME TO WORK ON YOUR OWN!

Create your own tales. Use the information given to make your own stories. Use as many adverbs as you can. Write at least four lines.

- A man found a frog in his yard. He picked it up and...
- A couple went to Wal-Mart, the biggest supermarket chain. That day it was Wal-Mart's 10th anniversary.
- We were on our flight to New York.
- That day my boss invited me to his house for dinner.
- A coal-bearing ship *ran aground* (280) on the coasts of a city of the Caribbean with more than seven thousand tons of coal.

LET'S WORK NOW ON COMBINING PAST TENSES.

We want you to master this essential tense with plenty of exercises. Complete the statements or sentences with the appropriate tense and verb form (*Simple Past, Past Perfect, Past Perfect Continuous, and Past Continuous*). Use the words in parentheses.

1. It was already ten pm and I _____ (**look for**) an important invoice for over an hour, but I _____ (**can not**) find it. Luckily, my co-worker remembered that he _____ (**had**) one in one of his computer files.
2. While the so called *white collar* (281) workers _____ (**get**) the easiest jobs and the fattest checks, we, the *blue collar ones* (282). _____ (**have**) *to work our asses off* (283). That's why I quit.
3. As soon as we _____ (**receive**) the *quarterly* (284) report, we _____ (**burst**) into tears. We _____ (know) that the company _____ (**go**) to be *shut down* (285).
4. **A:** Did you hear _____ (**hear**) that Benjamin, the manager, was fired last month?
B: that's incredible. Nobody _____ (**run**) the company like he _____ (**do**).
5. I _____ (**see**) many pictures of the offices in Paris before I _____ (**go**) there. I _____ (**be**) very *disappointed* (286).
Actually, pictures are very misleading. The offices are not that big.
6. By the time our company _____ (**turn**) two years old, we _____ (**sell**) more that fifty million US dollars.
7. **A:** Why _____ Mary _____ (**cry**)?
B: Because her boss told her that she _____ (**come**) wearing a very provocative mini-skirt and he _____ (**send**) her to get changed.
8. Yesterday evening at 5:30 pm, we _____ (**fill in**) the income tax form. Yesterday at midnight _____ (**be**) the deadline.
9. Our *supply chain* (287) from the interior _____ always _____ (**bring**) us nothing but trouble. Therefore, we _____ (**move**) to a more reliable one.
10. The police _____ (raid) some of the hotel *facilities* (288). _____ (look) for drugs. Strangely, what they found in the *receiving area* (289) was a pile of dirty underwear and used rubbers.

EXERCISE II:

- Complete the sentences. Use the Simple Past Continuous with the verbs in **Column A**, and Simple Past or Past Perfect in **Column B**. the match column A and B to make stories. After that, add one more sentence to each story and take turns reading your stories to your classmates.

A

B

1. Our boss _____ (come) to the shipping area (290) while my friend and I _____ (load) some trucks
2. We _____ (check) the inventories to see if we _____ (have) a safety stock (). My assistant _____ (choke) with a tooth pick while he _____ (play) with it in his mouth.
3. I _____ (go) to the basement of our building, suddenly, the lift (291) _____ (stop) in the middle of the two floors. I _____ (know not) what to do.
4. I knew Elkin was a crooked (292) man all the way. He _____ always _____ (rip off) people at work. Until one day the boss _____ (get) tired and _____ (fire) him.

- a. After I _____ (be) there for four hours, the rescue team finally _____ (come) and _____ (get) me free. Later, my boss got the nerves too.
- b. Two days ago I _____ (meet) him. We _____ (see not) each other for two years. he _____ (tell) me that he _____ (be) in jail for 18 months, that he is a clean man now and a good shepherd, two days later.
- c. Unexpectedly, he _____ (ask) us to empty the one that was ready. "That wasn't fair", I said, and he
- d. We _____ (rush) to the nearest Medical Center. On the way to the hospital, he was able to swallow it with the help of a piece of yucca. He _____ (bring) it for his lunch in his pants Pockets. When we got back to the factory.

WEB PAGES:

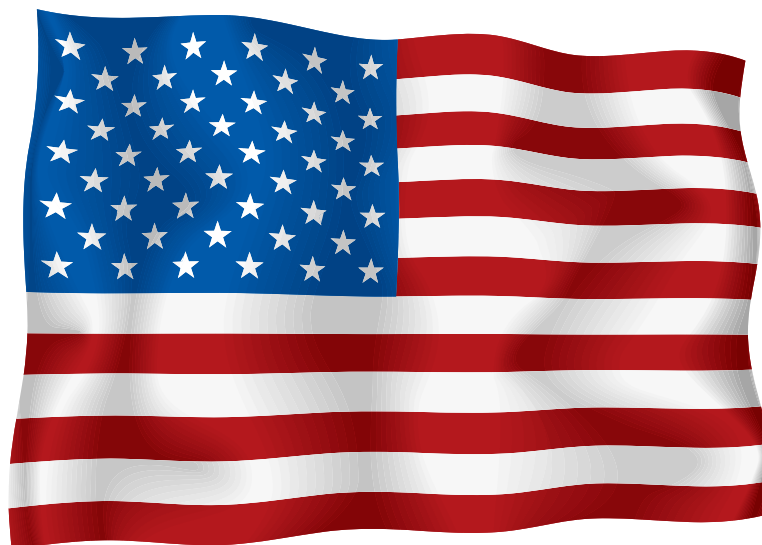
<http://www.thestoryteller.ca/Pages/Activities.html>
<http://techtteachers.com/digstory/examples.htm>

**WRITING TOPIC:
THE HAPPIEST AND/OR THE SADDEST DAY EVER**

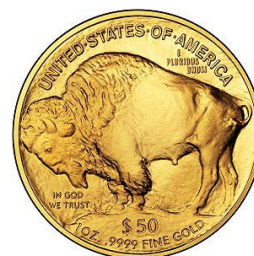
- Write about the most incredible story you have read, heard or watched. Try to get one that includes business terms, otherwise invent one yourself. (From 180 to 200 words average).



UNCLE SAM
GUEST COUNTRY IS THE US
United States of America



American Buffalo Gold Coins Obverse



American Buffalo Gold Coins Reverse

The United States has a capitalist mixed economy, which is *fueled* (293) by abundant natural resources, a well-developed infrastructure, and high productivity. According to the International Monetary Fund, the U.S. GDP of \$14.4 trillion constitutes 24% of the gross world product at market exchange rates and almost 21% of the gross world product at purchasing power parity (PPP). The largest national GDP in the world, it was about 5% less than the combined GDP of the European Union at PPP in 2008. The country ranks seventeenth in the world in nominal GDP per capita and sixth in GDP per capita at PPP.

The United States is the largest importer of goods and third largest exporter, though exports per capita are relatively low. In 2008, the total U.S. trade deficit was \$696 billion. Canada, China, Mexico, Japan, and Germany are its top trading partners. In 2007, vehicles constituted both the leading import and leading export commodity. China is the largest foreign *holder* (294) of U.S. public debt. After an expansion that lasted just over six years, the U.S. economy has been in recession since December 2007. The United States ranks second in the Global Competitiveness Report.

In the third quarter of 2009, the American labor force comprised 154.4 million people. Of those employed, 81% had jobs in the service sector. With 22.4 million people, government is the leading field of employment. About 12% of workers are *unionized* (295), compared to 30% in Western Europe. The World Bank ranks the United States first in the ease of hiring and firing workers. Between 1973 and 2003, a year's work for the average American grew by 199 hours. Partly as a result, the United States maintains the highest labor productivity in the world. In 2008, it also led the world in productivity per hour, *overtaking* (296) Norway, France, Belgium and Luxembourg, which had surpassed the United States for most of the preceding decade. Compared to Europe, U.S. property and corporate income tax rates are generally higher, while labor and, particularly, consumption tax rates are lower.

Unit 9

LAND OF THE MORNING CALM

THE PAST HABITUAL: USE TO OR WOULD

The Past Habitual tense describes a state or an activity which lasted for a period of time in the past. It can describe repeated actions or events in the past that are no longer done in the present or not as often as they used to be done in the past.

- **Used to:** The company used to hire *unskilled* (297) employees who did a poor job. But today, thanks to the new recruitment *policies* (298), everyone must have at least a bachelor degree.
- I didn't use to like the current boss. He was very *demanding* (299), but now I understand why he is like that. He wants us to be very committed and involved with the company's goals. ➡ **Negative.**
- In the past, products didn't use to have a *barcode* (300) which made it difficult to elaborate inventories or even register prices.
- When I was in the accounting department, I used to drink a lot of coffee. There is always a pot full of coffee there. Now that I'm working at the Customer *Help Desk* (301), I only drink one or two cups a day. ➡ Not as often as it used to be.

YES / NO QUESTION

- Did you use to work as hard when you were younger?
- Yes, I used to. ➡ No, I didn't use to.

WH QUESTIONS

- **A:** What games did you use to play when you were a little kid?
- **B:** I used to play hide-seek.
- How did you use to write your essays when you didn't have a computer?

THE OLD GOOD TIMES

When the company started, things used to be easier. We didn't use to have time cards. Now we do. There are even cameras controlling the entrance. We used to get paid for overtime. Now we don't, but we are forced to do it without any payment. We used to have an hour for lunch. Now we don't. We only have thirty minutes and besides lunch is taken out from our paycheck. We used to have several parties for employees during the year. Now, not only do we have to buy our own gifts, but also have to chip in some money for the Christmas party. I don't want to talk about retirement plans, they suck.

WOULD

Would is also used to express habitual actions in the past. **Would** is more formal than used to and is frequently used in past narratives. **Would** needs to be clearly associated with a time in the past. However, **would** can not be used with *static verbs such as: *have – be – like – hate – remember – impress – smell – satisfy*.

- On weekends, my father would take all the family on a journey to any river or beach in his truck. We'd make sancochos and have the best family gathering.
- ***Static verbs:** They are verbs which are static. They have no duration and no distinguished end points. Basically, you don't use time expressions with them.
- On Labor Day, the company'd make such a great BBQ. They would even bring fireworks for the whole family.

WEB PAGE:

www.perfect-english-grammar.com/stativeverbs

<http://www.zozanga.com/grammar/usedtotext2.htm>

<http://www.cip.dauphine.fr/riccioli/mathsdecisionmd2/mathsrevision1jan06/wouldused.htm>

THANKSGIVING ON THE FARM

I remember our Thanksgiving on the farm when I was growing up. We lived on a farm near town. There were many relatives who lived near us. Every year they would come from other farms and from town to be with us.

We'd work four days to prepare for the holiday: my mother and the girls would clean every part of the house, and they'd get all the extra rooms ready for the guests who'd stay over. The men would cut extra wood for all the cooking. We'd wear our best Sunday best clothes and our father would always kill the biggest turkey.

Those used to be my best Thanksgivings.

LET'S WORK

I. Make your own statement with the word given. Use used to and get Simple Present involved, too. Example (using the word dispatching):

Dispatching (302) used to be a *piece of cake* (303) in our company. But now with so many orders it has become kind of difficult.

- *Leasing* (304)
- *Price tags* (305)
- *Net profit* (306)
- *Sales commission* (307)
- *Consumption* (308)

II. Use would now

1. Christmas is the best holiday for me. I remember...
2. When I was a kid, on Halloween...
3. On New Year, our family...
4. On Carnival, I...

III. Complete the following statements or sentences with used to or would

1. When I worked in New York, I _____ (eat) at McDonald's, but now that I'm back to my country, I think it's rather expensive.
2. No one at the office _____ (like) drinking tea, but everything changed when Yoshi Motto came to our office and started making that extraordinary one.
4. Before there _____ (be) a lack of *commitment* (309) in our company, today, thanks to the motivation trainings, everything has changed.
5. On his birthday, my boss _____ (surprise) everyone with a prize for the best employee.

USED TO IS DIFFERENT FROM BE USED TO AND GET USED TO

- I am used to living on my own. ➡ I am accustomed to*
- I usually get used to changes. ➡ I get accustomed to + noun.
- I'm getting used to driving on the left. ➡ Present Continuous.
- Don't worry. You will get used to it. ➡ Future.

- I was used to getting up early until they changed my shift. ➡ Past Tense.
- I don't know why they changed my shift. I was getting used to it.
- I got used to. ➡ I got accustomed.
- Are you used to lending money without asking for something to back your loan up?

QUESTION IN PRESENT

- Are you used to taking *hot money* (310)?

QUESTION IN PAST

- Were you used to doing what he asked you to do? Question in Past.
- Were you getting used to getting up early?
- Did you get used to the way he treated people?
- How did you get used to eating cats in China?

*A gerund is followed by either expression, when it is a verb.

PLAYING WHILE LEARNING SOME VOCABULARY. MATCH COLUMN A WITH COLUMN B

A

1. If you hire someone,
2. If you fire someone,
3. If you make somebody *redundant* (311)
4. If you recruit someone,
5. If you *headhunt* (312) someone for a job,

B

- A. you dismiss that person for economic reasons
- B. they tell that person that he/she is going to lose the job.
- C. you employ that person.
- D. you are going to get money for being made redundant.
- E. you claim that they dismissed you for no reason.

- | | |
|---|--|
| 6. If you <i>hand in</i> (313) your notice, | F. you are fired. |
| 7. If a company gives someone the notice, | G. you dismiss that person from his/her job. |
| 8. If your employer sacks someone, | H. you approach that person because you think he or she is well-qualified. |
| 9. If you get the sacks or are given the sacks, | I. you tell your employer you are going to leave. |
| 10. If you get <i>severance pay</i> (314) is because | J. they fire him / her. |
| 11. If you take legal action against your employer for unfair <i>dismissal</i> (315), | K. you persuade that person to work for you. |

Now complete the following sentences with words from the matching exercise:

Unfair, dismissal, redundant, gave, sack, given, notice, hired, headhunt

1. The HR manager _____ him on a six-month contract.
2. They are closing down the factory and making 50 people _____
3. We should go to other companies and _____ for the best ones.
4. We didn't like her performance, so we _____ her two months _____
5. He was _____ the _____ because he kept arriving barely drunk.
6. He is suing (316) the company for _____ as he said he never arrived drunk.

BUSINESS EXPRESSIONS. CHOSE THE BEST OPTION

1. I thought this time things were going to improve. Losing that contract was _____ to swallow.
 A. bottom line B. a bitter pill C. blow by blow D. blue collar
2. We've lost the contract thanks to your incompetence. You really _____, didn't you?
 A. blew it. B. *bottleneck* (317) C. make a mess D. bottom line
3. I'd better stop my legal job and work for cash. The _____ is the only way to make money these days.
 A. back to the drawing board B. black economy C. house toilet D. bottom line
4. At the start of the meeting everybody was very quiet, but someone told a few jokes to _____
 A. break the news B. across the board C. break the ice D. take a break

5. He is not very quick on the uptake (318) of resource. It takes him quite a while to _____ new changes.
A. get used to B. learn C. teach D. acquire
6. We're going to have to reduce budgets in every department. There will be _____ cuts.
A. brainstorm B. brief C. across the board D. deadly
7. We need to get a name for our new brand, so let's get together and _____ a name.
A. bullish (319) B. give up C. come up with D. brainstorm

SPEAKING TOPIC
A LETTER OF COMPLAINT

You booked a conference room but at the end, many things went wrong. Write a letter complaining. State at least five problems. Write a polite explanation listing the reasons why the service was unsatisfactory (320). Write down at least 140 words.

**LAND OF THE MORNING CALM
GUEST COUNTRY IS SOUTH KOREA**

大韓民國



A ten thousand won bill



Olympic Stadium on Reverse of 1988 South Korean 100,00 Won Silver Proof Coin

South Korea is a developed country and had one of the world's fastest growing economies from the early 1960s to the late 1990s. Its rapid transformation into a wealthy and industrialized economy in this short time was *termed* (321) the Miracle on the Han River. This growth surge was achieved through manufacturing oriented exports and a highly educated workforce. As of 2009, South Korea is the world's eighth largest exporter.

A member of the *OECD* (322), South Korea is classified as a high-income economy by the World Bank, an advanced economy by the IMF and *CIA* (323) and a developed market by the *FTSE* (324) Group. It has a very high HDI, measuring particularly high in the Education Index, where it is ranked first in Asia and seventh worldwide. South Korea is currently ranked as the most innovative country in the world among major economies in the Global Innovation Index.

South Korea is the current chair of the G-20 major economies and the first country in Asia to host the G-20 *summit* (325) in Seoul on November 2010. It is one of the 24 selected (including the European

Commission) OECD members in the Development Assistance Committee, a group of the world's major donor countries contributing to development aid and poverty reduction in developing countries. It is also a founding member of APEC (326), ASEAN (327) plus Three and EAS (328). As the largest of the Four Asian Tigers, the South Korean economy is the fourth largest in Asia and 13th largest in the world. In 2009, South Korea surpassed the United Kingdom, Russia and Canada as the world's eighth largest exporter. South Korea is a major trading partner of the world's largest economies - it is the third largest trading partner of China and Japan, the seventh largest trading partner of the United States and the eighth largest trading partner of the European Union.

Unit 10

THE HEXAGON

THE PRESENT PERFECT (HAVE PLUS PAST PARTICIPLE)

The Present Perfect is commonly used to say that an action happened at an unspecified time before now. The exact time is not important. You cannot use this tense with specific time expressions such as: **Yesterday, one year ago, last week, when I was young, at the moment, that day**, and the like. We use it with unspecific expressions such as: **ever, never, several times, before, so far, since, for**.

EXAMPLES:

- I have sent several quotations to the glass factory, but they have never answered any of them. ➡
Non-specific time
- We've increased the profitability (329) twice this year. ➡ 've = contraction.
- We haven't received any complaint so far today. Cross your fingers (330) ➡ Negative.
- Our Export Manager has dealt with the same jerquer (331) from the customs bureau (332) since he took over (333) that post (334). ➡ has for third person.
- She's been out of work for over a year. ➡ she's = contraction of **she has**.
- **A:** Have you ever had a mayor overdraft (335)? ➡ Interrogative way.
- **B:** Yes, have. / No, I haven't. ➡ Short positive and negative answers.
- **A:** Has your boss ever done a surprise audit (336) of your Department?
- **B:** Yes, he has. / No, he hasn't.
- Have you ever invested in a joint venture (337)?
- Show me, what have you done so far?

- How long have you known each other?
- No one has ever *lasted* (338) more than two years in that job.

There usually exists a connection with now whenever we use the Present Perfect. The action that started in the past has a result at present:

- I've forgotten what the exact *peak time* (339) is. I'm not quite sure. I don't remember now if it's at 5:15 or 5:30 pm.
- Have you seen my name tag? I can't find it.
- It's already 10:25 am and our *motivation coach* (340) hasn't arrived yet.
- The meeting is taking too long and the parties (creditor and the company) haven't *settled* on (341) a reasonable payment agreement.

When we *look back* (342) on the recent past to show that something has recently finished or happened, we often use *just, already, yet, lately*:

- Congratulations to the sales team. They've **just** doubled turnover.
- We are sorry to announce that our *capacity of buying* (343) has **recently** decreased drastically, so mayor cuts will come along.
- The *replenishment* (344) forms have **just** *run out* (345), but if you want I have a *spare* (346) one. You could make a copy of it.
- I don't want any coffee; I've **already** had three cups.
- Have you *come up with* (347) any new ideas **lately**?
- Has the financial manager checked the investment return **yet**?
- Have you *put forward* (348) a *proposal* (349) **recently**?

To show a change over a time:

- You have grown a lot since I saw you for the last time.
- The investors have become more interested in *cutting down* on (350) risks.
- My knowledge of the *empowerment* (351) of the South African economy has become stronger since we moved in there.

Multiple actions at different times:

- I've done the same *liabilities* (352) report many times, but the boss isn't happy about it yet.
- I've been to three countries so far this year.

Duration from the past until now:

- I still don't feel well. I've had this sore throat for a week.
- This building has been here for more than a hundred years.
- We've used this *wood packing* (353) since the *cardboard* (354) ones were *banned* (355) two years ago.

WEB PAGES:

www.englishpage.com/verbpage/verbs6.htm
www.englishgrammarsecrets.com

LET'S WORK

I. Answer these questions:

1. How have you been lately?
2. What have you done recently?
3. How have you liked your classes this semester?
4. What places have you visited this year?
5. How long have you lived at your present address?
6. How long have your parents been married?
7. How many times have you done your laundry this month?
8. Have you ever gone food shopping? If yes, explain.
9. Have you made your bed this week?
10. Have you ever met an important person? If yes, explain.

II. Simple Past or Present Perfect.

Use the verbs in parentheses to complete the text below:

Since computers were first introduced to the public in the early 1980's, technology 1. _____ (change) a *great deal* (). The first computers 2. _____ (be) simple machines designed for basic tasks. They 3. _____ (not have) much memory and they 4. _____ (be not) very powerful. Early computers were often quite expensive and customers often 5. _____ (pay) thousands of dollars for machines that actually 6. _____ (do) very little. Most computers were separate, individual machines used mostly as expensive typewriters or game machines. Times 7. _____ (change) and

computers **8.** _____ (become) powerful machines with many practical applications. Programmers **9.** _____ (create) a large selection of useful programs which do everything from teaching foreign languages to *bookkeeping* (356); so, we can say that our lives **10.** _____ (improve) thanks to them.

III. Mix and Match

A

1. Oh, no. I've lost my *shipment order* (363)
2. I don't know where my *blueprint* (364) is
3. I haven't got my office keys in my pocket
4. Next week our boss' wedding
5. The printer is working fine now
6. I know my partner well
7. My wife's finally decided to get fit
8. We are going to a coaching session to overcome () our fears
9. I'm sorry, he isn't here right now
10. You stay here

B

- ___ A. I think I've left them at home.
- ___ B. I've worked with her long enough to know what she is like.
- ___ C. She's started lifting weights.
- ___ D. I've looked all over but I can't find it.
- ___ E. It's begun to rain.
- ___ F. that's why we've prepared a bachelor party for him.
- ___ G. He's gone.
- ___ H. Mary's taken it to have a look at it.
- ___ I. someone's fixed it.
- ___ J. We've gotten our permission from the chief to assist.

THE PRESENT PERFECT CONTINUOUS

We use the Present Perfect Continuous to show that something started in the past and has continued up until now:

- The *warehouse master* (359) has been doing a count on the products that are about to be *out of stock* (360).
 - The company has been expanding its markets lately.
 - We haven't been using *inland freight* (361) for months. We decided to do it by air freight due to the speed.
- ➡ Negative.



- How long have you been waiting for me? ➡ Interrogative
- Why has she been drinking all day?
- Why haven't you been taking your medicine?

WEB PAGES:

www.ejerciciodeingles.com/
www.learnenglish.de/grammar/tensepresepercont.htm

LET'S WORK

I. Put the verbs into the more suitable form: Present Perfect Simple or Present Perfect Continuous.

- Where _____ you _____ 1. (be)? I _____ 2. (work) on the backorders (362) in my boss' office. I _____ 3. (not be) in my office for two hours.
- Look! Somebody _____ 4. (change) the lead time (363) in the invoices. Those are not the ones I wrote.
- You look tired. _____ you _____ 5. (get up) early?
- Let's hurry up (364). I don't want to miss this opportunity. Wal-Mart _____ 6. (offer) the best cash discount (365) on all its products all day.
- I _____ 7. (live) on a lousy (366) fixed income (367) for the last two years. That's why I _____ 8. (can not) to buy a decent car.
- I _____ 9. (read) the book you lent me but I _____ 10. (finish not) yet. I've been busy.

II. This exercise is not part of the previous grammar studied. However, you will see this type of exercise in some of the Pet, Bec, Ecaes, and other important evaluations.

- Look at the information in the boxes and decide which sentence is correct according to the information.

1:

Customer Service
We can supply two Sony-42-inch TVs immediately, but bigger models are currently on order.

- We can no longer sell bigger models.
- Our supplier of 48-inch TVs has gone out of business.
- We are not fully stocked with 48-inch TVs at present.

2:

Annual Dinner
Staff service Guest: U\$ 50 You are allowed to only one limited places
Book now!

Employees wanting to attend the dinner

- a. Are entitled to bring only one guest.
- b. Must book today if they want to bring someone.
- c. Booking now allows you to bring a guest.

3:

Email to: Unit Managers

Id:

- **SUBJECT:** please contact Personnel regarding supervisors still requiring quality control training.

Unit managers should inform personnel which staff:

- a. Have received that training.
- b. Are in need of that training.
- c. Will be in charge of that training.

4:

Internal Telephone Directory

If any number needs to be changed in this directory, please let us know at extension 0313

- a. If any information is wrong contact us
- b. If you want any information about the numbers that have been changed, contact us.
- c. If you want a new directory, contact us.

5:

Sick leave (368)

You will be entitled to six annual sick leave days after your second year.

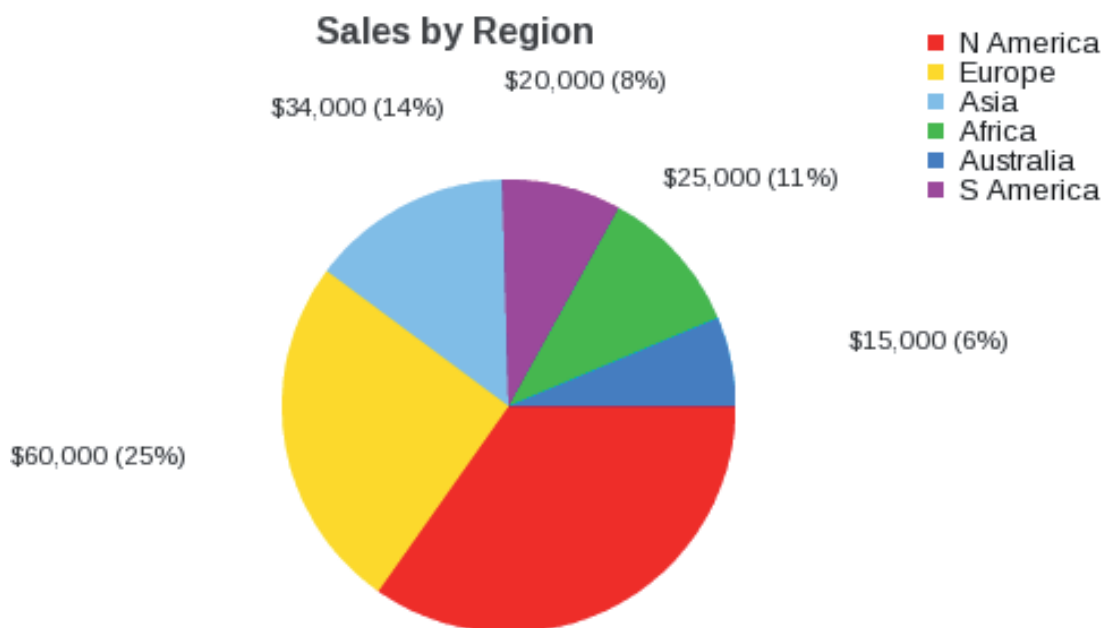
- a. You can't get sick before two years.
- b. The company will pay you up to six days in case you get sick after two years.
- c. You can't leave if you are sick.

SPEAKING TOPIC

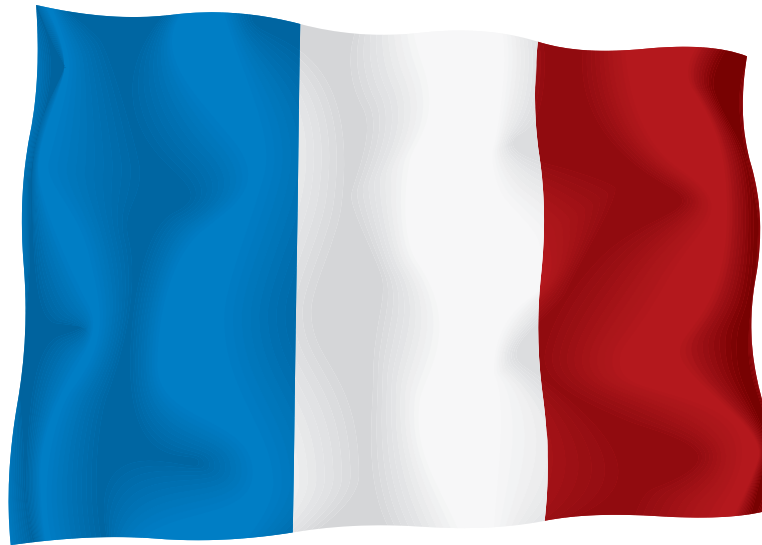
Give a presentation of the graph below:

WRITING TOPIC IMPROVING SALES OVERSEAS

Write at least 100 words on this topic. Email-like. Tell about the measures the company has taken to improve sales overseas. Use supporting ideas, a little greeting and a polite goodbye.



THE HEXAGON
GUEST COUNTRY IS FRANCE
République française



A one-French-euro golden coin



A ten euro bill

A member of the G8 group of leading industrialized countries, it is ranked as the fifth largest economy by nominal GDP. France joined 11 other EU members to launch the euro on January 1, 1999, with euro coins and banknotes completely replacing the French franc (F) in early 2002. France's economy combines extensive private enterprise (nearly 2.5 million companies registered) with substantial (though declining) state enterprise and government intervention. The government retains considerable influence over key segments of infrastructure sectors, with majority ownership of railway, electricity, aircraft, nuclear power and telecommunications. It has been gradually relaxing its control over these sectors since the early 1990s. The government is slowly corporatizing the state sector and selling off holdings in France Télécom, Air France, as well as the insurance, banking, and defense industries. France has an important aerospace industry led by the European consortium Airbus, and has its own national spaceport, the *Centre Spatial Guyanais*.

Unit 11

AZTECA GROWTH

PRESENT & FUTURE

Modal verbs are special verbs which behave very differently from normal verbs. They are called “Modal auxiliary verbs”. They’re helping verbs that express a wide range of meanings such as: ability, permission, possibility, probability, advice, request, suggestions, necessity, etc. Here are some important differences:

These verbs do not need **to** in order to form the infinitive. ➡ **can – could – may – might – should – must – would – will – shall .**

Only this one is followed by an infinitive. ➡ **Ought to.**

Modal verbs do not take an **s** in the third person in Simple Present:

- She cans speak several languages. ➡ Wrong
- She can speak several languages. ➡ Right.

They have their own negative form:

- I not work. ➡ Wrong.
- I don’t work. ➡ Right.
- She should not (shouldn’t) work today. ➡ Its own negative.

Modal verbs aren’t used in the **ing** form:

- She’s *musting* wear a uniform. ➡ Wrong.
- She sho be wearing her uniform at all times. ➡ Right.

CAN

Can is sometimes replaced by **be able to** when we refer to things that not necessarily mean ability, or when it can't possibly be used because of the sentence structure.

- She can type two pages in ten minutes. ➡ Ability.
- **A:** Mary, are you able to stay for an hour tonight?
- **B:** Yes, boss. I'm able to stay for an hour today. ➡ She works there, even though she can use **can**, it's common to use be able to as the action doesn't reflect such an ability.
- We *will can* seat in the first row if we arrive early. ➡ Wrong.
- We'll be able to seat in the first row if we arrive early. ➡ Right.
- The company is going to be able to launch its new brand this weekend. Everything is set. ➡ You can't use **can**.
- I have to be able to reach the sales goal this month.

To can has a different meaning:

- We are going **to can** all our fruits for the winter.
- A can of beer. ➡ Noun.
- Canned tuna. ➡ Adjective.

Can ability

- The new finance manager is amazing. He can raise capital where others couldn't.
- Drummond can yield (369) 2.000 tons of coal a month.

Can permission

- All right, you can take the accounting books (370) to your office, but only for an hour.
- To all staff: Due to Carnival festivities, you can wear jeans this Friday.

Can prohibition

- No staff can be here during working hours.
- You can't endorse (371) any promissory note (372) without the approval (373) of the general manager.

Can, asking for permission

- Can I take another look at the closing dates (374)?
- Can my secretary change duties (375) with yours?

Can, asking for assistance → a request

- Can you help me find a good stockbroker (376)?
- Can you drive me to the airport tomorrow?

Can → offering help

- Can I help you Sir?
- Can I take your phone call while you're at the meeting?

Can to express certainty

- Those numbers can't be right. Then just don't add up (377).
- **A:** I think your husband is knocking at the door.
- **B:** That can't be him. He's away.

COULD

Could is the past of **can** but it can also be used in Present or Future.

Could – Lack of ability in the past

- I'm sorry for the office conditions but I couldn't clean it up last night.
- When I was in England, I could barely (378) understand a word.
- When I was in England I wasn't able to understand much of the language, so I hired a translator. → **was able** is commonly used when you are given an explanation.

Could for future possibilities or plans

- If we update (379) our production line, we could improve dividends (380). → Possibility.
- It seems like the weather is going to be nice in Cancun this weekend. We could have a nice day at the beautiful beach and invite some friends over. → Plan.

- A: We need some money but I don't want to be tyed up (381) with monthly payments.
- B: Well, we could ask for a revolving credit (382).

Could asking for permission or for something

- Could I please sit here? I hate sitting by the windows. ➡ **Permission.**
- Could I borrow your camera for this week? ➡ **Something.**

Could ➡ Giving advice ➡ a request

- You could buy a round trip (383) ticket. It's cheaper. ➡ Advice.
- Could you remain on your seats? The meeting is not over yet. ➡ A request.

Could, giving permission

- Listen up. You could take a five-minute break. Just don't go too far.
- You could call me if you have any problems with the report.

MAY & MIGHT

May and **Might** present a future possibility:

- It may or might take a bit longer to fix the photo copy machine. ➡ **Present.**
- We may go to the party on Saturday. We aren't sure yet.
- There may be a delay with the shipping due to bad road conditions.
- Look at those clouds! It might rain later. ➡ **Future.**
- China may become the leading world nation in fewer than ten years.

May & Might for giving permission

- That's ok. You may take a break now that we've done the heavy stuff.
- You may not leave the conference room until we're finished. ➡ Negative.
- You are not allowed to leave the conference room. ➡ **Be allowed to** is also used in this case.

Polite request, offering help, asking for permission

- May I borrow your laptop? ➡ Polite request.
- May I use your cell phone? Mine is out of minutes.
- Hello, Language Center. Freddy speaking. May I help you? ➡ Offering help.
- May I help you with your luggage?
- May I have another cup of coffee please? ➡ Asking for permission.

SHOULD

Saying what's right.

- She should sort out this problem *at once* (384).
- I think we should check everything again for any mistake.
- You should never give your phone or email to a stranger.

Obligation

- Let me go now. I should be at that meeting before 11:00 am.
- We should return this book to the library, *otherwise* (385) you'll *be charged* (386) a fine.

Advice, Recommendation, Suggestion

- You shouldn't charge that *money order* (387). It isn't yours. ➡ **Advice.**
- People should *mind their own business* (388). ➡ **Recommendation.**
- Ann should see the doctor for her skin rash. ➡ **Suggestion.**
- We all should have some *insight* (389) in business if we want to keep our job.
- You shouldn't miss trekking to the lost city. It's really *challenging* (390).

Expectations, Probability

- Sandy should be in New York by now. (If the plane is on time).

- We should finish this within (391) two days.
- Profits should increase next year. Let's see how the market behaves (392).

MUST

Necessity, Obligation, Strong recommendation

- You must learn Mandarin if you want to work in Hong-Kong.
- We must get the DIAN-IRS authorization before starting exports.
- She must book the flight ten days in advance (393).
- You must take some time off . You really don't look well.
- We must check our buffer storage (394). We're running out of stock without previous notice.

Assumption, Logical quest, Certainty

- I don't feel good today. I must be getting the flu. ➡ Logical quest.
- The complaint desk must be closed by now. They close after six pm. ➡ **Assumption.**
- A: Roger hasn't arrived yet.
- B: He must be sick. He always arrives on time.
- A: Where is Susan?
- B: She must be in the PA. She always goes there at this time. ➡ **Certainty.**
- That must be our new boss. They said he was short and a little heavy.

Prohibition

- You must not be here. It's a restricted area.
- Staff must not consume any of the aisle (395) products.

WOULD

Would expresses past, present, polite request, future, unreal things.

- When I worked for American Airlines, I would travel all over for free. ➡ Meaning past habitual, as seen in Unit 9.
- If I had more time, I would spend it with my family. ➡ Conditional. As it will be seen in unit 15.
- Would you pass this brochure for me, please?
- Would you sign the *draft* (396), please?
- Would you mind lending me your car today? ➡ - **ing** is used after **mind**.
- Would you mind not parking your car in my driveway? ➡ Negative.

Stating Preferences

- **A:** Would you rather leave or stay here?
- **B:** I'd rather go now. ➡ Contraction.
- Would you prefer coaches to planes? ➡ **To** is used.
- A: Would you prefer travelling by coach to travelling by plane?
- B: I'd prefer to travel by coach. ➡ Either gerund or infinitive can be used. ➡ I'd prefer travelling by coach.

We imagine a situation or action that is not real

- I'd love to work abroad.
- I'd like to be my own boss.
- It would be nice to own a lot of real estate.
- It'd be good to have you back. You were the best.

WILL

We use **will** to form the future as in unit 4. However, **will** is also used to express modals, certainty.

Modals

- Will you help me with the inventory?
- Will you change seats with her, please?

- A: What will you have for lunch? ➡ **Will**, referring to food.
- I'll have tuna salad.

Certainty

- The phone is ringing. That will be my partner. He told me he would call me at this time.

Shall really isn't used that commonly anymore. It has a very antiquated sound

- Shall we begin the meeting? ➡ Suggestion.
- Shall I move this desk? ➡ First person singular and first person plural (I, We) are the only ones used with shall.
- I shall be here soon. ➡ Future actions.
- I shall never forget your name. ➡ Promise.
- I shall take care of everything for you. ➡ Volunteering.

OUGHT TO

Recommendation, advice, suggestion

- Margaret is getting fat. She ought to go on a diet. ➡ Advice.
- Mother ought to feed their babies with breast milk. ➡ Recommendation.
- You ought to pack all your clothes the night *prior* (396) to the flight. ➡ Suggestion.

Assumption, expectation, probability

- I sent the packages this morning; you ought to receive it by tonight. (should is also possible)
- I've been exercising a lot these days. I ought to lose some weight by the end of the winter.

OUGHT NOT

The negative form doesn't need to:

- You ought not smoke so much.
- Our boss ought not take such a big risk on new markets.

Have & have got; have to & have got

- I have a car. ➡ I have got a car. ➡ I've got a car. ➡ **Possession.**
- She has a regular *allocation* (398). ➡ She has got a regular allocation. ➡ **She's** got a regular allocation: Contraction.
- We have to get to *shore* (399) quickly. ➡ **We've** got to get to shore quickly.
- Do you have to work tonight? ➡ Have you got to work tonight? ➡ Interrogative.
- I don't have any free time. ➡ I haven't got any free time. ➡ Negative.
- She doesn't have to go until Friday. ➡ She hasn't got to go until Friday.

HAD BETTER

You may think that had refers to the past of have, but this is not always the case. Had better is most commonly used to make recommendations. It can also be used to express desperate hope as well, or for warning people against something.

- **A:** Have the sales people arrived yet?
- **B:** No, they haven't.
- **A:** well, they had better be here unless they want a memo in their profile.
- You'd better stop drinking; you are getting into a lot of trouble for your drinking habit. ➡ You can also use **should** or **ought to**.
- I'd better keep going. It's getting late and I still have a lot of driving to do. ➡ Contraction.
- You'd better not arrive late again. I'm giving you a warning.

LET'S PRACTICE

I. Asking for a favor. Imagine you are giving a presentation and you need to borrow some items you don't have. Give an explanation why you need the things for. **Example:** *My dear friend, I need a favor. Could you lend me your camera? Mine isn't working well.*

1. Can I (laptop)
2. Would you (video beam)
3. Could I (speakers)
4. Would you mind (some of your figures)
5. Can you (some markers and cardboard)

II. Complete the blank spaces with can – would – may – might – be able to – or their negative forms. More than one choice is possible.

1. _____ he really understand what the speaker was talking about?
2. I'd like to _____ write as legibly as you do.
3. _____ you tell me where the boardroom is, please?
4. You _____ be hungry. You've just eaten a big plate.
5. _____ you give me a hand with this? It's too heavy.
6. I know it's a little rude, but _____ I ask you where you purchased that shirt. I've been looking for one like yours.
7. **A:** There is no class this Saturday. The teacher is going to Acapulco.
8. **B:** That's good. So we _____ get up late.
9. Mary doesn't feel well, so she _____ come to the class gathering tonight.
10. Will you _____ to prepare all the report by yourself?
11. I _____ get up this morning from bed, that's why I didn't *show up* (400).

III. Complete the blank spaces with: have to – have got to – must – should – had better – ought to – or the negative forms. More than one choice is possible.

1. You _____ look good for your job interview and you _____ light up a cigarette while talking with the interviewer.
2. What are you waiting for? You _____ ask him for a raise. You deserve it.
3. If you are under 18 you _____ to get your parents' permission to see this show.
4. Don't worry. Our client _____ be here in a minute. He called me and said he was on his way.
5. Staff _____ use this elevator. It's only for guests.
6. You _____ wear those *worn* (401) jeans for your first day at work.
7. You _____ arrive at least three hours prior to the departure of your plane to avoid congestion at the counter.
8. You _____ to hand in these papers tomorrow. The deadline is next Monday.
9. **A:** Where are those people from?
B: I don't know, but they _____ be from France as they're speaking in French.
10. We _____ find a better supplier. This one is charging us too much.

IV. Choose the best option.

1. Andrew's flight from New York took more than ten hours. He _____ be exhausted after such a long flight.
a. Have b. Must c. Should
2. **A:** What are going to order?
B: I think I _____ have a screwdriver.
a. Will b. Shall c. Might



3. **A:** Juliet, how long _____ you hold your breath?
B: Not too long.
- a. Should b. Must c. Can
4. You _____ be wealthy to be successful.
- a. Haven't got to b. Doesn't have c. May not
5. You _____ be kidding. That _____ be true.
- a. Have to b. Must c. Have got to
6. You _____ leave the table once you have finished with your speech, but do it politely.
- a. Must b. May c. Should
7. If you visit my country, you _____ miss trying out the food in the streets' stalls.
- a. Can't b. Don't have to c. Shouldn't
8. Anthony, you'd _____ leave the car here and take a taxi. You are drunk.
- a. Better b. Must c. Can

WEB PAGES

www.learnenglish.de/grammar/verbmodal.htm
www.ingletotal.com/modal-verb-can-and-could-ability-lesson-141
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AZTECA GROWTH
GUEST COUNTRY IS MEXICO
United Mexican States



* one silver-kilogram commemorative coin



A 20 Mexican-peso bill

The **economy of Mexico** is the 11th largest in the world. Since the 1994 crisis, administrations have improved the country's macroeconomic fundamentals. Mexico was not significantly influenced by the recent 2002 South American crisis, and has maintained positive rates of growth after a brief period of *stagnation* (402) in 2001. In spite of its unprecedented macroeconomic stability, which has reduced inflation and interest rates to record lows and has increased per capita income, enormous *gaps* (403) remain between the urban and the rural population, the northern, central, and southern states, and the rich and the poor although there has been a large growing middle class since the mid 1990's. Some of the government's challenges include the *upgrading* (404) of infrastructure, the modernization of the tax system and labor laws, and the reduction of income inequality. The economy contains rapidly developing modern industrial and service sectors, with increasing private *ownership* (405). Recent administrations have expanded competition in ports, railroads, telecommunications, electricity generation, natural gas distribution and airports, with the aim of upgrading infrastructure. As an export-oriented economy, more than 90% of Mexican trade is under free trade agreements (FTAs) with more than 40 countries, including the European Union, Japan, Israel, and much of Central and South America.

* **The Mexican coin for collection "Piedra de los Soles" or "Calendario Azteca"** was chosen by specialists as the most beautiful coin in the world, according to the Mexican Ministry of Economy and Finance. This coin was made with a kilogram of silver and received the acknowledgement in the 25th World Conference of Mints Directors held in Busan, Korea, as said by Ansa Agency.

Unit 12

WEST ASIA FALCON

MODAL VERBS IN PAST

Past Perfect Modals are used to express certainty, probability, and possibility in the past. We can also use them to give opinions, suggestions and advice, to express regrets and hypothetical situations. Check the next situation:

Trying to close a deal

Two colleagues (Andrew and Robert) from the Fabrikato sales department are having a meeting with an important client (Mr. Scorcio Rupert) to close a deal on *fabrics* (406). The meeting is supposed to be held in a *fancy* (407) restaurant at 7:00 pm. Mr. Scorcio called to confirm but at 7:45 he hadn't arrived or even called, so the two friends are wondering about Mr. Scorcio's *whereabouts* (408).

Andrew: What could have happened to Mr. Scorcio? He seemed to be really interested in closing the deal.
➡ Possibility.

Robert: He must have gotten into a *traffic jam* (409). It's *rush hour* (410). ➡ Certainty.

Andrew: Or he may have forgotten the restaurant's name. ➡ Possibility. He should have called and let us know he was in trouble, though. ➡ Suggestion.

Robert: I'd have made a phone call at least. ➡ Opinion.

Andrew: Let's stop speculating and try to call him once again.

EXPRESSING CERTAINTY WITH MUST – CAN'T – WILL AND SHOULD (80%)

It's 4 pm. Julian's plane was supposed to land at 3:30, so you say:

- He must have arrived by now. ➡ I feel pretty sure he has arrived.
- He mustn't have claimed his luggage yet. ➡ You know it takes long to get your luggage.

- He shouldn't have arrived yet. There is a snow storm in Boston. ➡ I don't think he has arrived (But I'm not 100% sure).
- He *can't have arrived yet. There's a delay in all the incoming flights due to an accident on the runway. (I'm sure he hasn't arrived).
- Or: He won't have arrived yet.

LET'S WORK

I. Complete the following sentences using different degrees of certainty. Use the verbs in parenthesis.

1. A: I can't find my car keys.
B: You _____ them in the canteen. You always leave them there. (leave)
2. A: Someone told my boss about the mistake I made with the *payroll* (411).
B: That _____ your PA. She is not a gossiper. (not be)
3. A: Hey, Mauricio has been working on the project all day.
B: Yeah. I think he _____ it by now. (finish) But who knows.
4. A: I sent the shipment two days ago. It takes 40 hours to get there.
B: Well, I'm sure they _____ already _____ the goods. (receive).
5. I met your boss at the annual party last night. He's really charming.
B: He _____ drunk. He is mean when he is sober.

Expressing degrees of probability and possibility

You are not 100 % sure about the situation:

- Michael went to Tayrona Park for three days. Today is the fifth day since he left and he hasn't come back yet. So you say:
- He could have decided to stay a couple of more days. ➡ Probability.
- He may have gotten lost. ➡ Possibility. You think there is a good chance that he got lost.
- He might have been kidnapped by the guerilla. ➡ Less likely to happen.

Our boss looks upset today. What could have happened to him?

- He could have had an argument with his wife.
- His superior may have sent him a memo.

LET'S WORK

II. We are going to give you some situations and you must write some probabilities and possibilities in past.

1. We haven't received the income tax forms yet. Payment is due next week.
2. Did you see the chairman at the conference this morning? He kept yawning and his eyes were half closed.
3. Elkin got paid yesterday and today he's borrowing money.
4. Our janitor is crying. Do you know what happened to her?
5. Look. I have never seen the production manager in such a good mood. I wonder what could have happened to him.

Expressing regrets and opinions. Giving advice and suggestions, and describing hypothetical situations:

Annie: Archie, I went to a job interview yesterday. Everything was going smoothly until I started asking questions about the salary, bonuses, and holidays. I think I screwed up. I shouldn't have asked those kinds of questions. I should have just stuck to what I was asked. ➡ Regret.

Archie: Yeah, Annie. You shouldn't have made those kinds of *queries* (412). ➡ Suggestion, advice.
I would have just simply answered what I was asked to. ➡ Opinion.

Annie: I know, Archie. If I had been more careful with my asking ➡ Hypothetical situation ➡ I wouldn't have failed the interview. ➡ Consequences.

*Further information on this topic will be seen in Unit 14.

More examples:

A: I always play the lotto, but I didn't do it yesterday because I was short on money. Unfortunately, the number came out. I should have bought the ticket somehow. I should have borrowed some money from someone.

B: Yes, man. You shouldn't have missed buying it for a day. That's a common situation with gamblers. I would have broken my *piggy bank*. (413).

LET'S WORK

III. You are a counselor on a radio show talk. Read some of your caller's situations and give them some advice and opinions.

1. I saw one of my colleagues stealing a mobile phone from the CEO'S drawer. Now he is mad and planning on giving us two days' notice to come forward with information about it, otherwise the full amount will be deducted from our pay-check. I haven't said anything to anyone yet. Am I doing the right thing?

Yours sincerely. Not a *snitch* or *sneak* (414).

Answer: Dear not a snitch.....

2. A friend from Bogotá came to visit me with his family (five people). They were supposed to stay for three days, but after ten days they were still there. My wife got angry at me because they didn't even help with the household chores, so I told my friend to leave the house with his family immediately. Now he isn't talking to me. Did I do the right thing? What should I have done? What would you have done dear counselor?

Best wishes,
Feeling guilty.

Answer: Dear Feeling Guilty...

3. Dear adviser, I went to a supermarket to buy some food. The cashier gave me a 100 dollar bill by mistake. Of course I kept the bill, but I heard the woman was fired for that. What a shame! I should have returned that money. I shouldn't have kept it.

Please help me.

Ashamed (415).

Dear ashamed....

4. My boss gave me an ugly sweater for my birthday. Of course I gave it away. Now my boss wants me to go to his anniversary party this Saturday and wants to see me wearing that *hideous* (416) sweater. I don't know how to deal with this situation and there are only two days left before the party.

Yours,
Ungrateful.

Dear Ungrateful...

5. Yesterday, when I was leaving the parking lot, I dented somebody's car. I didn't wait for the owner to come or even leave a note. I couldn't sleep well last night. I had nightmares. I could be arrested for that. I have a clean record.

What can I do? Should I have waited or left a note? I need your advice.

The hit and run Driver.

Dear hit and run Driver...

IV. Now match column A with column B.

A

___ 1. Charlie didn't send me the package yesterday. He is normally very reliable on that.

___ 2. When I was young I ate like a pig. Now I can't lose the pounds I gained while a kid.

___ 3. I stole my mother's money for food shopping and went partying.

___ 4. I had a presentation in front of the board of directors but I didn't prepare it well, so it all went wrong.

B

A. He must have heard a good joke.

B. The new *features* (417) will have already been shown.

C. His wife could have had a *miscarriage* (418).

D. If I were you, I'd have never done that. What a cretin!

- | | |
|--|--|
| <p>___ 5. A man sitting next to me in the restaurant burst out laughing.</p> <p>___ 6. While the speaker was giving his presentation, he received a message and left the auditorium unexpectedly.</p> <p>___ 7. Let's hurry up. By the time we get to the cinema .</p> <p>___ 8. I saw the report in your office last night.</p> | <p>E. I should have been more careful swallowing all those</p> <p>F. He must have been busy doing something else.</p> <p>G. You can't have seen it. I haven't received it yet.</p> <p>H. You could have been fired for that. Be careful next time.</p> |
|--|--|

WEB PAGES

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WEST ASIA FALCON
GOUR GUEST COUNTRY IS UNITED ARAB EMIRATES

دولة الإمارات العربية المتحدة
Dawlat al-Imārāt al-'Arabīyah al-Muttaḥidah



Country's flag

The United Arab Emirates (UAE) is one of the most developed countries in the world, based on various socioeconomic indicators such as GDP per capita, energy consumption per capita, and the HDI.

The GDP per capita is currently the 14th in the world and 3rd in the Middle East after Qatar and Kuwait as measured by the CIA World Fact book, or the 17th in the world as measured by the International Monetary Fund; while at \$168 billion in 2006, with a small population of 4 million, the GDP of the UAE ranks second in the CCASG (after Saudi Arabia), third in the Middle East — North Africa (MENA) region (after Saudi Arabia and Iran), and 38th in the world (ahead of Malaysia).

Although the United Arab Emirates is becoming less dependent on natural resources as a source of revenue, petroleum and natural gas exports still play an important role in the economy, especially in Abu Dhabi. A massive construction boom, an expanding manufacturing base, and a thriving services sector are helping the UAE diversify its economy. Nationwide, there are currently \$350 billion worth

of active construction projects. Such projects include the Burj Khalifa, which is slated to become the world's tallest building, Dubai World Central International Airport which, when completed will be the most expensive airport ever built, and the three Palm Islands, the largest artificial islands in the world. Other projects include the Dubai Mall, which is the world's largest shopping mall, and a man-made archipelago called The World, which seeks to increase Dubai's rapidly growing tourism industry. Also in the entertainment sector is the construction of Dubailand, which is expected to be twice the size of Disney World, and of Dubai Sports City, which will not only provide homes for local sports teams but may be part of future Olympic bids

Unit 13

RED FURY

THE PASSIVE VOICE

- We can say most things in two different ways. ➡ Active Voice.
- Most things can be said in two different ways. ➡ Passive Voice.

You must recognize their differences to successfully speak English. The Passive Voice is almost always formed by the verb to be in any of these conjugations: **to be** ➡ **am – is – are – being – was – were – been**, plus the *past participles* of the verbs, especially the irregular ones: see – saw – **seen**. There are some exceptions in which the verb to be is not necessary, though.

- I love things **made** in China. ➡ **To be** is not necessary.
- These things **are made** in China. ➡ We use the verb **to be**.
- All the units **seen** in this book will have a speaking topic. ➡ No verb **to be**.

Check the following examples for differentiating Passive from Active:

I **am called** “the little boss” **by** most of my staff. ➡ This sentence is in **Simple Present** and **called** doesn’t refer to the past. It’s actually the **Past Participle**. We use the preposition **by** to show who performs the action. The other form should be:

- Most of my staff call me “the little boss” because of my height.
- Most of the managers **are rotated** among all the branches. ➡ **By** isn’t used because the importance does not lie in who rotates them but in the fact that they **are moved** from one place to another.

Uses of the Passive Voice

Describe an action in which the person or people who does or do the action is or are not important, not known or it’s understood who the action is done by



- Thank God the air conditioning **was fixed**. ➡ It's not important who fixed it.
- Listen up. My wallet **was taken** from my. I want to know who did it. ➡ It's not known who did the action
- Cars **are driven** on the left in England. ➡ It's understood that people drive the cars.

To polite avoid blaming (419) a specific individual for a problem or an inconvenient

- I am sorry for the delay. I know your order was sent to a wrong address. We'll fix that immediately. Someone made the mistake but I don't want to mention who did it.
- I must apologize; the mistake **was made** in our publicity department.

To describe any process. ➡ Food - technical business.

- The application forms are received here. Next, the most suitable candidates are chosen and called for an interview. Finally, the most skilled ones **are hired**.
- Ok, this is what we are going to do. All the boxes must be sealed (420) and put on the pallet racks (421), then they will be loaded into the containers by the lift truck (422). There, they have to be properly piled up (423) in three lines, so as not to damage any of the bananas.

To report facts, statistics or opinions.

- It's believed that women work harder than men when they are divorced.
- It was said that we allowed looting (424) in our facilities. ➡ **Opinion.**
- The prices have been lowered, sales promotions have been increased, and therefore, sales should increase this year. ➡ **Facts.**
- According to the latest welfare (425) report, lots of children are abused at home by some of their relatives; many women are battered by their husbands. That's something we can't allow anymore. ➡ **Statistics.**

Questions can also be made using Passive Voice.

- Excuse me, is American Express accepted here?
- Are you paid in cash or by check?
- Can this report be seen by anyone from the next office?
- Was the order sent this morning?

- Have you ever been arrested?

Wh Questions.

- How is that product´s name spelled?
- When was the currency *risk* (426) manual changed?
- How many items have been sent back because of damage?
- Who was Microsoft founded by?
- Who is this seat taken by?
- Where were they labeled?
- How much was the ship charged for *demurrage* (427)?

Active / Passive overview

TENSE	ACTIVE	PASSIVE WITH OR WITHOUT BY
Simple Present	We accept <i>joint accounts</i> (428) here	Join accounts are accepted here
	My boss calls me every five minutes	I´m called every five minutes by my boss
	We take a <i>prepayment</i> (429) for your purchase	A prepayment is taken for your purchase
	We need to request a redemption on our mortgage	A redemption on our mortgage needs to be requested immediately
Present Continuous	We are increasing our <i>capital market</i> (430)	Our capital market is being increased due to the new bonds
	Finally, the government is repairing some streets	Some streets in our city are being repaired these days
Future	We are going to place some of our assets for sale	Some of our assets are going to be placed on sale



	The Human Department will send you the answer	The answer will be sent by our HR department
Modal	We can lower our earned <u>surplus</u> (431) by <u>cutting down</u> (432) on cost	Earned surplus can be lowered by cutting down on cost
	We could use Ruben's <u>catering</u> (433) service to our annual party. It's the best	Ruben`s catering service could be used for our annual party
	We may pay the <u>time draft</u> (434) on time	The time draft may be paid on time
Simple Past	The government issued a great number of bonds	A great number of bonds were issued by the government
	The measures taken improved the channel of distribution	The channel of distribution was improved thanks to the measures taken
Past Continuous	We were doing the deliveries <u>just in time</u> (435)	The deliveries were being done just in time
Present Perfect	The company has promoted her twice this year	She's been promoted twice this year
	We've received a few complaints this moth	A few complaints have been received this moth
Pas Perfect	The firm had offered Sandy a new job	Sandy had been offered a new job / A new job had been offered to Sandy
Future Perfect	Students will have written their reports by now	The reports will have been written by now
Pas Perfect Modals	Peter and Karen should have made the <u>solvency</u> (436) report	The solvency report should have been made by them
	The <u>PRO</u> (437) may have said those nasty words	Those nasty words may have been said by him

	The new <i>intern</i> (438) must have typed those letters	Those letters must have been typed by the new intern
	We ought to have established some more training	Some more training ought to have been established last year

Stative passive

We use the Past Participle as adjective. In our previous study, we saw Past Participles as verbs. In these examples the verbs turn into adjectives:

- I am drunk. ➡ **Adjective.**
- I am lost. ➡ **Adjective.**
- Lots of sake is drunk in Japan. ➡ **Past Participle.**
- She used the fax machine yesterday. ➡ **Past of use.**
- The fast machine I bought was used. ➡ **Adjective.**
- The news about rising bonus excited everyone at the office. ➡ **Past of excite.**
- We were really excited by the news. ➡ **There is no Passive Voice here.**

Other verbs:

Bored with – Broken – Bunt out – Composed of – Devoted to – Engaged to – Done with – Made of – Married to – Divorced – Exhausted – Frightened – Embarrassed – Shocked – Annoyed – Open (no past participle)

- The door was open. ➡ Adjective.
- The door was opened by someone with a master key.

LET'S WORK

Change these statements or questions from Active to Passive or vice versa. You can use or omit by.

1. We buy most of our raw material from SYCO
-

2. Cars are driven at the left in Taiwan

3. English is being taught by most universities in Colombia

4. Why did the boss dismiss his driver?

5. Who was this place built by?

6. We should have hear his *discharges* (439).

7. We can see the whole city from here.

8. The police caught the thieves.

9. More than two hundred people read the local newspaper.

10. How were the climbers rescued?

III. What's wrong? Correct the mistakes

1. It's believing that petrol prices will go down next year.
2. The workforce is cut down by half last trimester.
3. Stock prices are being negotiating by the board.
4. One Hundred Years of Solitude is being wrote by Gabo.
5. The truth should have being said in the first place.

IV. Answer these questions

1. How are you called by your friends?
2. What candidates are going to be chosen for the task?
3. When will the company be sold?
4. What's the most popular product grown in Colombia?
5. Which steps should be taken to improve productivity?

V. Complete the following speech using Passive Voice. Sometimes the use of the verb to be won't be necessary.



FedEx Corporation originally _____ (know) as FDX Corporation, is a logistics services company, _____ (base) in the United States with headquarters in Memphis, Tennessee. The name “FedEx” is a syllabic abbreviation of the name of the company’s original air division, **Federal Express**, which _____ (use) from 1973 until 2000. FedEx Corporation _____ (found) as FDX Corporation in January 1998 with the acquisition of Caliber System Inc. by Federal Express. With the purchase of Caliber, FedEx started offering other services besides express shipping. FedEx _____ (organize) into operating units, each of which has its own version of the wordmark, _____ (designed) by Lindon Leader of Landor Associates, in 1994. The original “FedEx” logo had the *Ex* in orange; it _____ (now / use) as the FedEx Express wordmark. The largest civil *aircraft fleet* (440) _____ (operate) by FedEx Express; also, more freight than any other airline _____ (carry) by them.

According to the Center for Responsive Politics, FedEx Corp is the 21st largest campaign contributor in the United States. Over \$21 million _____ (donate) since 1990, 45% of which went to Democrats and 55% to Republicans. Strong ties to the White House and members of Congress allow access to international trade and tax cut debates as well as the rules of the business practices of the United States Postal Service. In 2001, a \$9 billion deal with the *USPS* (441) _____ (do) with FedEx to transport all of the post office’s overnight and express deliveries.

SPEAKING TOPIC FEDEX CORPORATION

A group of investors wants to bring their business to your city. Explain all the benefits they will have. Use supporting reasons and as many passive voice statements as you can.

RED FURY
GUEST COUNTRY IS SPAIN
 Kingdom of Spain
Reino de España



According to the World Bank, Spain's economy is the ninth largest worldwide and the fifth largest in Europe. It is also the third largest world investor. The Spanish economy had been credited for having avoided the virtual *zero growth rate* (442) of some of its largest partners in the EU. In fact, the country's economy had created more than half of all the new jobs in the European Union over the five years ending 2005, a process that is rapidly being reversed. The Spanish economy had been until recently regarded as one of the most dynamic within the EU, attracting significant amounts of foreign investment. During the last four decades the Spanish tourism industry has grown to become the second biggest in the world, worth approximately 40 billion Euros, about 5% of GDP, in 2006.

More recently, the Spanish economy had benefited greatly from the global real estate boom, with construction representing an *astounding* (443) 16% of GDP and 12% of employment in its final year. According to calculations by the German newspaper Die Welt, Spain had been on course to overtake countries like Germany in per capita income by 2011. However, the *downside* (444) of the now *defunct* (445) real estate boom was a corresponding rise in the levels of personal debt; as prospective homeowners had struggled to meet asking prices, the average level of household

debt *tripled* (446) in less than a decade. This placed especially great pressure upon lower to middle income groups; by 2005 the median ratio of *indebtedness* (447) to income had grown to 125%, due primarily to expensive boom time mortgages that now often exceed the value of the property.

Unit 14

THE END OF THE EARTH

CONDITIONALS

There are several structures in English that are called conditionals. “Condition” means situation or circumstances. If a particular condition is true, then a particular result happens. There are four basic conditionals that we use very often. The zero conditional is used for scientific facts or general truths:

- If you heat butter, it melts. ➡ Simple Present for the condition and the result.
- If you cross an international date line, the time changes an hour.
- If you drop ice on water, it floats.

When we talk about things that are generally true, we can use: **If, When, or Unless.**

Conditions	Results
If any employee misses work for more than three days without giving any notice,	He or she is fired.
If any member of staff gets to the post after the general manager,	He or she receives a memo and it goes to his / her personal file.
If I get a day off from work,	I stay in bed all morning. ➡ I rarely have <i>days off</i> from work.
When I have a day off from work,	I stay on bed all day. ➡ I regularly have days off.
When you fly with Taurus Airline,	You have to pay for the drinks. A fact
If unemployment is rising,	People tend to stay at their present jobs. ➡ Present Continuous can also be used for the condition.

Unless there's a <i>shortage</i> (448) of raw material / If there isn't a shortage of raw material,	We will continue providing all the goods as it's written in the contract. ➡ See that unless means the same as if not .
If you have done it yourself	You don't have to worry about it. ➡ Present Perfect.

In the conditions we can use a variety of present forms, but in the result, there can only be the Present Simple Form or the Imperative.

Conditions	Results
If sales improve,	You get a bonus.
If sales are improving,	A bonus is given. ➡ Simple Present Passive.
If sales have improved,	You can take this weekend off.

You get a bonus if sales improve by 10% ➡ the order has been changed. No coma is needed.

LET'S WORK

I. Answer these questions: answer using if / when / unless. Example:

What happens when someone doesn't ask you to do something politely?

When / if someone doesn't ask me to do something politely, I refuse to do it.

Unless someone asks me to do something politely, I refuse to do it.

1. What happens when someone yells at you for no reason?

Use **when**

2. What happens if someone *rats you out* (449)?

Use **If**

3. What happens if you leave work incomplete?

Use **Unless**

4. What happens when sales show a *plummet* (450) for the third time in a row?

Use **When**

5. What do you do when you are angry?

Use **When**

6. What does your boss do when you make many mistakes on a report?

Use **If**

7. Where do you stay when you visit the headquarters in Milan?

Use **Unless**

8. Where do you eat if you are running out of money?

Use **If**

Who do you ask for advice when you see a *cash cow* (451) business for sale?

II. Matching

- | | |
|--|---|
| 1. If you talk to him | a. Give me a <u>buzz</u> (452) and I'll <u>see to it</u> (453). |
| 2. If you are <u>axed</u> (454) for no reason | b. don't expect any help. |
| 3. If you don't get it by tomorrow | c. you're supposed to thank. |
| 4. When you buy cheap stuff | d. don't even think about lending to him. |
| 5. When you receive a compliment | e. ask him to give me a call. |
| 6. When working out a lot | f. a party is held. |
| 7. Unless you pay extra | g. you're entitled to sue for damages. |
| 8. if you work in a <u>swim</u> or <u>sink</u> (455) environment | h. drink lots of liquids. |
| 9. Unless he gives you back what he owes you | i. you are likely to get <u>ripped off</u> (456) |
| 10. If sales <u>takes off</u> (457) | j. you get the basic service. |

THE FIRST CONDITIONAL

We use the first conditional to talk about events that are likely to happen. There's a possibility.

Conditions	Concequence
If we offer him a <u>bribe</u> (458),	He will take it.
If we don't <u>collate</u> (459) all the information	We won't be able to close the deal.
If he doesn't <u>stick</u> (460) to the rules	He'll be removed from his duties.
If you are late again,	I'll have to <u>write you up</u> (461)

The **if** clause can be used with different present forms.

If he isn't feeling better,	He won't come today.
If she hasn't <u>filed</u> (462) a complaint yet,	No law-suit will be accepted by the court because of the deadline.
If she is there,	I won't go.

The **future clause** can contain **going to** or the **perfect future** as well.

If our budget is <u>shrunk</u> (463) again,	I'm going to quit.
If we don't sign that deal	We'll have wasted a lot of time and money.

Modal verbs are also used in the consequences

If you get the chance to talk to the chief,	You must tell him about our the great achievement. / You could ask him for a promotion.
If you can't fix this <i>shortfall</i> (464) quickly,	I may / might lose my job
If you visit Santa Marta,	you can't miss visiting the great Tayrona park.

We can also use **provided – providing that / as long as** to make this sort of conditional phrases:

- You can go home providing / provided that you have finished. ➡ **if.**
- Provided / providing that he doesn't show up on time, the deal will be off.
- I'll help you with your assignment as long as you help me do mine. ➡ **if.**

Now let's ***have a go*** (465) practicing with first conditionals.

Write a possible consequence for the following conditionals:

1. If we gain weight, _____ .
2. If we don't cut down on expenses, _____ .
3. Unless you've called all the clients on the list, _____ .
4. Provided that _____, I'll be behind schedule.
5. As long as _____ before two, I'll let you go to the concert.
6. Providing that things are getting better, _____
7. If things keep going *smoothly* (466), _____ .
8. If _____, I'll be in the maintenance room.
9. The maintenance department will fix the printing machine as long as _____ the spare *cartridges* (467) today.
10. If there are some delays with shipping, _____ .

The second conditional – Present unreal conditions.

If + simple past, _____ would + verb.

It's used to talk about what you would do or would expect in imaginary or impossible situations.

Conditions	Concequence
If I had money (verb in past),	I would buy a car. ➡ I'd buy a car. I could buy a car. I might buy a car.

If I didn't have to work tomorrow	I'd stay home. ➡ Negative condition.
If I found some money in the streets,	I wouldn't return it. ➡ Negative consequence.
If I were you,	I'd arrive early. ➡ Giving advice. I wouldn't arrive late
If she were* happy in her job,	She wouldn't be looking for another one.

* The past subjunctive **were**, is used in written English, though, **was**, is equally correct in spoken English.

- Would you cheat on your partner if you had the chance? Yes / no question.
- What would you do if you saw someone from your office stealing?
- Where would you like to be relocated if you were to be moved? ➡ **Wh** questions.
- I wouldn't be here if it weren't for the bonuses.

Note that the choice between the first and second conditional is often the speaker's attitude rather than facts:

- Sandy thinks things are possible. ➡ If I win the lotto, I'll travel around the world.
- Peter thinks that it's unlikely. ➡ If I won the lotto I would travel around the world.

We can also use unless, only if, even if:

- I wouldn't say anything to the boss unless it weren't a large amount of money missing.
- Unless the person gave me some money, I'd tell everyone what happened.
- Only if I were threatened, would i be able to kill someone.
- Even if I didn't have any money to feed my children, I wouldn't rob anyone.

TIME TO WORK

III. Let's practice filling in the gaps. Use conditionals when necessary

Michael: Sandy, I'm having some problems at work and I was wondering _____ you _____ (can) help me.

Sandy: Sure, what's the problem?

Michael: When customer _____ (come) in looking for new computer models, they often _____ (ask) me what models they should buy. I _____ (be) quite honest _____ they _____ (ask) me, but _____ they _____ (not ask) me anything about them I _____ (try) to sell the old ones because I make a better commission on them.

Sandy: Let me tell you this. _____ I _____ in your place, I wouldn't _____ (be) doing that because _____ clients _____ (find out), you _____ (lose) your job. And I'm sure you don't want that to happen. Call me _____ you _____ (need) any other advice.

IV. Answer these questions. These are like beauty contest questions.

1. What would you do if you were asked by the competition to move to their company? Why?
2. If you had the chance to turn into an animal, what animal would that be? Why?
3. If you had the chance to save only one person on the planet, who would that person be? Why?
4. If you were the president of the company for a day and you could change a few things, which would those things be? Why?
5. Where would you like to be transferred if there were a possibility of a transfer in your company? Why?

The third conditional ➡ **A hypothetical situation & Regrets.**

You can't change something that has already happened.

Past perfect (had + participle) for conditions.

Past perfect modals (would / **could** / **might** + **have** + **participle**) for consequences.

In order to use this conditional, there has to be a past situation. Check this example out:

I had the opportunity of doing a training course in Coral Drive paid by the company, but I didn't go just out of being lazy. Now there is a vacancy (468) in the company with a better pay, but one of the requirements is to know Coral Drive, so I can't apply for it.

- I should have gone to that course. ➡ **Regret.**
- I shouldn't have been so lazy. ➡ **Negative regret.**
- If I had gone to the course. ➡ **Condition, Past Perfect.**
- If I hadn't been so lazy. ➡ **Negative condition.**
- I would have gotten that job. ➡ **Consequences with Past Perfect Modals.**
- I could have gotten that job. ➡
- I might have gotten that job. ➡
- That job would have been for me. ➡
- I would have that job. ➡ **Consequences in present.**

- I would be working at that job.
- That job would be mine.
- If I'd gone to the course, I'd have gotten that job. ➡ **Contractions.** Notice that the first 'd is for **had**, and the second one's for **would**.
- Had I gone to the course, I'd have gotten that job. ➡ **If** can be omitted.

Subject / auxiliary – Word inversions.

Web page: www.teknolojiweb.net/english-lesson-21-inversion

More examples:

- **A:** I had to do a presentation over the weekend, but I went to a party instead. So I did a lousy job as it was expected. The presentation went wrong and now my job is in jeopardy (469).
- **B:** Oh, my goodness. You need to talk to the boss in order to fix things up. Your job is at stake (470).
- **A:** I should have worked on my presentation. I shouldn't have gone to the party. If I'd done what I was supposed to do, my job wouldn't have been at stake or it wouldn't be at stake.

Sometimes this hypothetical situation doesn't mean a regret because it has a happy ending:

- Our chairman was supposed to fly to Boston, but he missed the flight. Unfortunately, the plane crashed and all 35 passengers died. Luckily for him, he wasn't on it.
- If he hadn't missed the plane, he would have died, too.
- If he'd taken the plane, he wouldn't be here.

LET'S PRACTICE

V. Write the third conditional and its consequences for the following situations.

Three of my colleagues dropped by my house. I had only cooked for myself, so I didn't invite them to eat.
➡ If I had known they were coming, I'd have cooked more food.

1. You went to a meeting where sales figures were discussed. You didn't pay much attention, however, and at the end of the meeting your boss asked you for your opinion and you didn't know what to say.
2. The most important client of your company went to your office to meet you as you both had planned. However, you forgot all about the meeting. The client was furious, therefore, he cancelled all the business with our company.

3. You went to a bar and got drunk. Your friend asked you to give him the car keys but you didn't. While you were driving, the police stopped you and charged you with DWI (Driving while Impaired) and you got a fine of £ 500.
4. You had an affair with someone from your office. You knew you were violating the corporate ethical code. Luckily, no one found out about it.
5. Mauricio kept arriving late to work, therefore, he was fired. Give him advice and use a conditional with its consequences.

VI. Match column A with column B

A

1. If you'd asked me for it,
2. She'd have called you
3. If I'd seen him,
4. We'd have had a lot of problems
5. If you'd spent more time on the project
6. If she hadn't overslept,
7. They'd have accepted your ideas.
8. I could have explained the situation.

B

- a. of course, I'd have said "hello".
- b. outcomes might have been different.
- c. If you'd have explained them more clearly
- d. I'd have done it for you.
- e. If I'd had the chance.
- f. if she'd remembered your number
- g. my PA would have arrived on time.
- h. if we wouldn't have hired an expert.

WEB PAGES

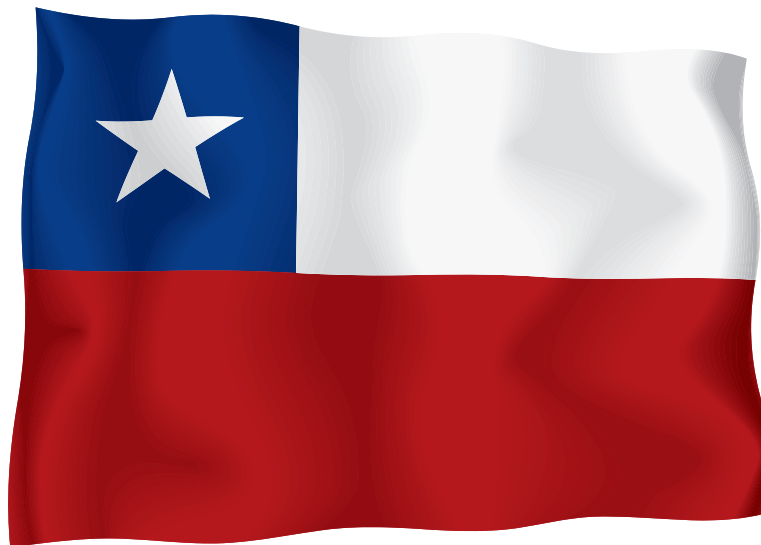
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THE END OF THE EARTH

GUEST COUNTRY IS CHILE

Republic of Chile

República de Chile



A one-hundred-chilean-peso coin



A twenty-thousand-chilean-peso bill

Chile's overall trade profile has traditionally been dependent upon *copper* (471) exports. The *state-owned* (472) firm CODELCO is the world's largest copper-producing company, with recorded copper reserves of 200 years. Chile has made an effort to expand nontraditional exports. The most important non-mineral exports are forestry and wood products, fresh fruit and processed food, fishmeal and seafood, and wine.

Successive Chilean governments have actively *pursued* (473) trade-liberalizing agreements. During the 1990s, Chile signed free trade agreements (FTA) with Canada, Mexico, and Central America. Chile also concluded preferential trade agreements with Venezuela, Colombia, and Ecuador. An association agreement with Mercosur—Argentina, Brazil, Paraguay, and Uruguay—went into effect in October 1996. Continuing its export-oriented development strategy, Chile completed *landmark* (474) free trade agreements in 2002 with the European Union and South Korea. Chile, as a member of the Asia-Pacific Economic Cooperation (APEC) organization, is seeking to *boost* (475) commercial ties to Asian

markets. To that end, it has signed trade agreements in recent years with New Zealand, Singapore, Brunei, India, China, and most recently Japan. In 2007, Chile held trade negotiations with Australia, Thailand, Malaysia, and China. In 2008, Chile hopes to conclude an FTA with Australia, and finalize an expanded agreement (covering trade in services and investment) with China. The P4 (Chile, Singapore, New Zealand, and Brunei) also plan to expand *ties* () through adding a finance and investment chapter to the existing P4 agreement. Chile's trade talks with Malaysia and Thailand are also scheduled to continue in 2008.

Chile's financial sector has grown quickly in recent years, with a banking reform law approved in 1997 that *broadened* (476) the scope of permissible foreign activity for Chilean banks. The Chilean Government implemented a *further* (477) liberalization of capital markets in 2001, and there is further *pending* (478) legislation proposing further liberalization. Over the last ten years, Chileans have enjoyed the introduction of new financial tools such as home *equity loans* (479), currency futures and options, *factoring* (480), *leasing* (481), and debit cards. The introduction of these new products has also been accompanied by an increased use of traditional instruments such as loans and credit cards. Chile's private pension system, with assets worth *roughly* (482) \$70 billion at the end of 2006, has been an important source of investment capital for the capital market. However, by 2009, it has been reported that \$21 billion had been lost from the pension system to the global financial crisis.

Unit 15

FATHERLAND: GERMANY

I WISH I – FIRST PART

Basically, wish as a verb is similar to want:

- I wish to become the leader of this place one day. ➡ I want to become the leader of...
- She wishes to see you in her office. ➡ She wants to see you in her office.

We can also use wish with a noun to offer good wishes.

- We wish **you** a merry Christmas. ➡ Using the object pronoun **you**.
- She wishes **you** the best of the world.
- They wish you good luck.
- My mother **wished me** a happy birthday over the phone. ➡ Using a different object pronoun and different verb tense.

But you can't wish that something happen, you use **hope** instead:

- I hope you get that promotion soon.
- I hope you feel better.
- She hopes you have a pleasant day at work. ➡ not she wishes you have a pleasant day.

However the main use of wish is to say that we would like things to be different from what they are, that we have regrets about the present situation. ➡ I wish I **had**. Verb in past but the meaning is present. You would like that to be different. Also check that we use subject pronoun (I) and **that** is optional.

- I want to call my boss at home but I don't know his home number. I wish I knew his number. If I knew his number, I'd call him. ➡ You regret not knowing your boss number.

- It rains a lot down here. I wish it didn't rain so much. ➡ **it** is the subject pronoun. ➡ Negative form.
- The meetings on Friday are boring. I wish they were more exciting.
- I'm too shy. I'm afraid of talking in public. I wish I were less shy. ➡ I wish I weren't so shy. ➡ after **wish** you can use **were (the past subjunctive)** instead of **was** (I / he / she / it).
- There are many people here. I wish there were fewer.
- I can't speak English. ➡ I wish I spoke at least a little. ➡ I wish I could speak a little. ➡ **Could** = past of **can**.
- Mary's parents bought her a dog. She wishes she didn't live with them. ➡ Third person.

QUESTIONS

- Do you ever wish you could avoid the red tape (483) at work?
- What's something you wish were different in your job?
- My boss is a cut-throat (484). ➡ Fact. Something you wish were different.
- I wish he were (was) more human.

Sometimes wish would is possible. Check out these examples:

- My colleague doesn't stop bragging (485). I wish he would stop doing that.
- Prices keep going up. I wish they would stay stable. ➡ I'd like stable prices, but this probably won't happen. ➡ The speaker does expect this to happen.
- My parents worry a lot for me. I wish they would stop worrying.

We often use wish to complain about a situation.

- We've been waiting in line for hours. I wish somebody would do something about it.
- Mary keeps interrupting me while I'm on the phone. I wish she wouldn't do that.
- I have to commute to work every day.
- I wish somebody would buy me a car or I wish I had a car.

LET'S WORK

I. Imagine you are in a wishing well (486) and you'd like to make some wishes. Throw a coin in the well and mention the facts and the wishes.

1. I'm fed up with this weather.
2. I'm not happy with my appearance.
3. My neighbor always plays his music loudly.
4. I'm out of work. The economy isn't improving
5. I don't know many people. I feel lonely.
6. Some skills you'd like to master.
7. Some people at work annoy you a lot.
8. Meeting new people is difficult for me.
9. I'm lazy and I don't like working out.
10. My office is always packed and crowded.

I WISH I HAD

These situations already happened sometime in the past and there's nothing we can do about it. Study the following situations:

- I went to a job interview and half of the interview was in English.
- I'm waiting for their call, but I think I didn't do well answering the questions in that language.
- I wish I had practiced my English before going. ➡ But you didn't.
- I wish I hadn't had to speak that language. ➡ Negative. ➡ But it happened.
- I wish I had spoken better.
- If I had given better answers, I'd have passed the interview. ➡ I might have passed it.
- Last week my best friend went for a surgery. Things got a little complicated and she had to stay for a week. I knew nothing about it until today, though. If I'd known she was in the hospital, I'd have visited her. I wish I had known she went for a surgery. I'd have accompanied her.

LET'S PRACTICE

II. Are these sentences right or wrong? Correct them where necessary.

1. I wish my bus would be here now. ➡ I wish my bus were here now.
2. I wish she would follow my instructions, but she didn't. ➡
3. I wish I had talked to her before she left. ➡
4. I should have taken your advice. I wish I listen to you. ➡

5. I have no energy at the moment. I wish I weren't so worn out . ➡➡
6. I'm glad you are travelling away. I wish I would go with you. ➡➡
7. I'm sorry I forgot your birthday. I wish I'd remembered. ➡➡
8. I didn't enjoy the stay at that shabby hotel. I wish I wouldn't go there. ➡➡
9. The phone has been ringing for three minutes. I wish someone answered it. ➡➡
10. It would be nice to be here a bit longer. I wish I didn't have to leave now. ➡➡

SPEAKING TOPIC

REGRETTING ABOUT YOUR COMPANY

Imagine you've been working for a company for years. Mention things you are or were not happy about, you regret or regretted and then make wishes in present and past:

- Two years ago, my partner left for Venezuela. I wish he hadn't left. I miss him so much.
- We have to pay for half of our meals at the canteen. I wish we didn't have to pay.

Study this example situation:

FATHERLAND

GUEST COUNTRY IS GERMANY

*Federal Republic of Germany
Bundesrepublik Deutschland*



A two-euro-German-representative coin



A two-hundred-euro bill

Germany has the largest national economy in Europe, the fourth largest by nominal GDP in the world, and is ranked fifth by GDP (PPP) in 2008. Since the age of industrialization, the country has been a driver, innovator, and beneficiary of an ever more globalised economy. Germany was the world's top exporter with \$1.133 trillion exported in 2006 (was passed by China in February 2010) (Eurozone countries are included) and generates a trade surplus of €165 billion. The service sector contributes around 70% of the total GDP, industry 29.1%, and agriculture 0.9%. Most of the country's products are in engineering, especially in automobiles, machinery, metals, and chemical goods. Germany is the leading producer of wind turbines (487) and solar power technology in the world. The largest annual international trade fairs and congresses are held in several German cities such as Hanover, Frankfurt, and Berlin.

Of the world's 500 largest stock market listed companies measured (488) by revenue, the Fortune Global 500, 37 are headquartered in Germany. In 2007 the ten largest were Daimler, Volkswagen,

Allianz (the most profitable (489) company), Siemens, Deutsche Bank (2nd most profitable company), E.ON, Deutsche Post, Deutsche Telekom, Metro, and BASF. Among the largest employers are also Deutsche Post, Robert Bosch GmbH, and Edeka. Well known global brands are Mercedes Benz, SAP, BMW, Adidas, Audi, Porsche, Volkswagen, and Nivea. It is estimated that German companies were losing about €50 billion (\$87 billion) and 30,000 jobs to industrial espionage every year.

The nominal GDP of Germany contracted in the second and third quarters of 2008, putting the country in a technical recession following a global and European recession cycle. In January 2009 the German government under Angela Merkel approved a €50 billion (\$70 billion) economic stimulus plan to protect several sectors from a downturn (490) and a subsequent rise in unemployment rates.

Unit 16

THE CRADLE OF CIVILIZATION

HAVE OR GET SOMETHING DONE

- My car broken down while I was commuting. I need to have it repaired. ➡ This person will probably call the mechanic in order to repair his car. **I need to have it repaired** means I need to ask another person to do that in my place.
- As soon as I went into the office I found that my computer was not working. I immediately had it fixed. ➡ Again, there is a situation where someone needs somebody else's help. In this case, a technician's.
- **A:** He always looks so chic.
- **B:** That's because he always has his suits made at the best tailor shop in town.

So far, the structure is: have in virtually any tense: **has, has, will have, have had, and should have** plus the main verb in **past participle**. Here are more examples:

- **A:** Sometimes I feel as if I were not able to see objects far away. I can hardly identify people who are twenty meters away from me.
- **B:** You should have your eyes checked.
- I heard Giovanni will have his ears pierced.
- I never go to the supermarket. I always have my groceries delivered home.

Check out this extra explanations:

- The economic situation in that country is getting worse, especially for foreigner investors. Its president is having all alien corporations (491) confiscated. ➡ When we wish to talk about arranging for things to be done by other people, we use the structure to **have something done**. Therefore, what the speaker actually means is not that the president himself is going to confiscate those alien corporations, but he has ordered the people in charge of doing that.

- The Foreign Affairs minister will **have** or **get** the chancellor invited. ➡ Is this person going to invite the chancellor him or herself? Not surely. He or she probably has a secretary to be in charge of contacting the chancellor.
- I **had** or **got** the hotel room booked in advance. ➡ Like the previous ones, there is a person who arranged for somebody else to do something for him or her.

Notice the difference between:

- “I myself checked the *arrears of interest* (492)” or “I had the arrears of interest checked”. ➡ In the first statement the speaker did it himself, whereas in the second case someone did it for him

You can virtually use this grammar feature with almost all tenses:

- Did the broker himself bring the *averages* (493) or did he have them brought? ➡ **Simple Past.**
- They are having all bulbs lit at the entrance of the facility in order to avoid *muggings* (494). ➡ **Present continuous.**
- We have had all the customers calls recorded. ➡ **Present Perfect.**
- How often does the headquarters have all branches audited? ➡ **Simple Present.**
- When are they going to have *bells and whistles* (495) added to the investments? ➡ **Future with be going to.**
- I won't have the *barren money* (496) hidden in the company's annual report. ➡ **Negative future using will + not = won't.**
- The *board of directors* (497) had had most of the employees trained abroad. ➡ **Past Perfect.**
- If I were you I would have that logo changed. It now looks rather old fashioned. ➡ **Using conditionals.**

We can also use this structure for giving commands:

Please have Sally **reply** to my email at her earliest convenience. **Or :**

- **Have**, **Get**, and **Make** are accusative verbs, but their meanings are not the same. Compare:
- Have/Get someone do something = Organize/arrange for someone to do something: Have the *janitor* (498) arrange for the *plumber* (499) to deal with the blockage.
- Make someone do something = Force someone to do something:

Make your son behave himself. He is causing a disturbance

“get someone to do” or “have someone do”?

- **“I’ll get my brother to pick you up at the airport.”** The “get” means that I will arrange to have my brother pick you up, but that I’m not in a position of superiority over my brother. I might have to *trade him* (500) something for the favor.
- **“I’ll have my driver pick you up at the airport.”** The “have” means that I am in a position to determine what my driver does, since he is my employee, and so I will tell him to pick you up at the airport. There is no negotiation involved or favor being done.

More examples:

- **(1)** They came back from Baghdad with no progress at all in **getting** Saddam Hussein to withdraw from Kuwait.
- **(2)** They came back from Baghdad with no progress at all in **having** Saddam Hussein withdraw from Kuwait.

(1) Implies “They (the United Nations, the USA, etc.) asked Saddam to withdraw his troops from Kuwait”, while **(2)** implies “They coercively wanted to drive Saddam out of Kuwait.”

- In more informal contexts we can use **get** instead of **have**, their meaning is the same:
- I usually *get my hair done* at Giovanni’s.
- Mr. Munoz *got his tonsils removed* yesterday.
- You *must get this pipe fixed* within one hour.

LET’S WORK

I. Chose the appropriate get or have tense according to the context plus a verb from the box.

Be - Decorate - Include - Remove - Organize - Shut - Hide - Enlarge - Rebuild - Serve - help - Fix - Deliver- Reduce - Mow - Paint

1. Yesterday, the Government _____ a policy of offering *career progression* (501) for workers _____ in the new legislation.
2. Every Christmas, the Mayor of the city _____ the main streets _____ for tourists.
3. Mariah Carey always _____ her nails _____ every other day!
4. Yesterday, he _____ his car _____ for the second time this month
5. A: Their garden is the most beautiful in the neighborhood!
B: Naturally, they are constantly _____ it _____.
6. Ten years ago, the Trade Minister _____ all *smuggling* (502) businesses _____ down.
7. The survey company is _____ the jobless figures _____ again.

8. At this moment, they are _____ the new facility _____ in order to attend to the customers flow.
9. After the quake, the UN must _____ the country _____.
10. The chef always _____ dishes _____ according to the taste of *diners* (503).
11. If I were the president, I would _____ taxes _____.
12. I need to _____ these forms _____ before two o'clock.
13. Five years ago, we _____ all *warlike* (504) toys _____ away from shelves.
14. A: Woman: What is Sarah doing?
B: Man: I _____ her _____ the files.
15. A: Woman: Could somebody help me carry these things to my car.
B: Man: I'll _____ somebody _____ you with that.

II. Giving advice. These people need some practical advice. Read the situations below and offer them the best possible advice. You will always use **should**, e. g.

1. A: My hair is a mess.
B: You should have it done.
2. A: I don't have any time to *trim* (505) the bushes in my garden.
B: _____
3. A: The walls look discolored.
B: _____
4. A: My nails look awful.
B: _____
5. A: My eyes have been irritated lately.
B: _____
6. A: I won't be able to pick up the children.
B: _____
7. A: There's a leak on the floor.
B: _____
8. A: I'm afraid my wife is cheating on me.
B: _____

WRITING TOPIC BEING A MILLIONAIRE

If you were a millionaire, you would surely have someone else do many of the things that now you do by yourself. Write down five things you would like somebody to do for you. e. g. **If I were rich I would have all the faucets *plated* (506) with gold.**

WEB PAGES

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THE CRADLE OF CIVILIZATION

GUEST COUNTRY IS GREECE

Hellenic Republic

Ελληνική Δημοκρατία

Ellīnikī Dīmokratía



A two-euro cent-Greed-representative coin



A five-euro bill

Annual growth of Greek GDP has surpassed the respective levels of most of its EU partners. The tourism industry is a major source of foreign exchange earnings and revenue accounting for 15% of Greece's total GDP and employing, directly or indirectly, 16.5% of the total workforce.

The Greek labor force totals 4.9 million, and it is the second most industrious between *OECD* (507) countries, after South Korea. The Groningen Growth & Development Centre has published a *poll* (508) revealing that between 1995 and 2005, Greece was the country with the largest work/hour *ratio* (509) among European nations; Greeks worked an average of 1,900 hours per year, followed by the Spanish (average of 1,800 hours/year). In 2007, the average worker made around 20 dollars, similar to Spain and slightly more than half of average U.S. hourly income. Immigrants make up nearly one-fifth of the work force, occupied mainly in agricultural and construction work.

Greece's purchasing power-adjusted GDP per capita is the world's 26th highest. According to the International Monetary Fund it has an estimated average per capita income of \$30,661 for the year 2008, a figure comparable to that of Germany, France or Italy. According to *Eurostat data* (510), Greek *PPS* (511) GDP per capita stood at 95% of the EU average in 2008. Greece ranks 18th in the 2006 *HDI* (512), 22nd on The Economist's 2005 worldwide quality-of-life index. According to a survey by the Economist, the cost of living in Athens is close to 90% of the costs in New York; in rural regions it is lower. The shipping industry is a key element of Greek economic activity dating back to ancient times. Today, shipping is one of the country's most important industries. It accounts for 4.5% of GDP, employs about 160,000 people (4% of the workforce), and represents 1/3 of the country's trade deficit.

Unit 17

LAND OF THE RISING SUN

QUANTIFIERS

When we want to state quantity or amount of something without stating the actual number, we use quantifiers. e.g.

- There have been **plenty of** layoffs in that company lately.
- **Many** countries were battered by the last year's recession.
- There is **much** concern about the slump in the dollar.
- Only **a few** customers have walked in by the door so far.

The typical questions using Quantifiers are “How many?” and “How much?”

- **A: How much** time is there left before the next train departure?
B: Not that much.
- **A: How many** boxes did you send by FedEx?
B: Only a few ones.

There are 3 main types of quantifiers. Quantifiers that are used with countable nouns, quantifiers that are used with uncountable nouns. And the 3rd type refers to quantifiers used with either countable nouns or uncountable nouns. Some and any are two of the most used. It is very important to know how to use these last two, especially because they can form other expressions such as: somebody, anybody, someone, anyone, somewhere, anywhere, something, and anything. Check the next examples:

- Toyota will shut down another branch **somewhere** in the South Pacific.
- There is not a single ATM machine **anywhere** in this village.
- If **somebody** calls me, say I am not available.
- If **nobody** comes in one hour, you can go home.

- There is **someone** knocking at the door.
- There isn't **anyone** knocking at the door.
- Finally there's **something** new on TV.
- There isn't **anything** interesting in the ads (513).

As you can see, we use **some** for positive sentences, whereas **any** is commonly used in negative ones. But we also use **any** for interrogative sentences:

- Do you live **anywhere** near college?
- Does **anybody** know the dollar exchange rate (514) for today?
- Did you hear **anything** suspicious in his speech?

Countable and uncountable nouns:

Countable nouns are easy to recognize. They are things that we can count. For example: "employee". We can count employees. We can have one, two, three or more employees. On the other hand, the word money is totally uncountable, thus we cannot say one money, two moneys, etc. Compare:

- I have one money (wrong). I have some money (right)
- I have many money (wrong). I have plenty of/a lot of/lots of money. (right)
- I have a few money (wrong). I have a little money. (right)
- There are much employees (wrong). There are many employees (right)
- There are only a little employees left (wrong). There are only a few employees left (right)

Countable nouns can be singular or plural:

- I found a dime on the street.
- I found two dimes on the streets.

We can use the indefinite article a/an with countable nouns:

- **A** dime is worth one tenth of a dollar.

When a countable noun is singular, we must use a word like a/the/my/this with it:

- I need a rosette (515). (*not* I need rosette.)

- Where is my bottle? (*not* Where is bottle?)

When a countable noun is plural, we can use it alone:

- I like oranges.
- Bottles can break.

We can use **some** and **any** with countable nouns:

- I've got **some** dollars in my pocket.
- Have you got **any** savings?

We can only use **a few** and **many** with countable nouns:

- Only a few interest rates spiked (516) last year.
- There are many undervalued (517) currencies currently.

A LOT, LOTS OF, A LOT OF

These three expressions are used in informal English. They can mean either *a great quantity of* or *a large number of* and can be rather confusing at times. These are rather informal. There is not much difference between them.

- *We need **a lot of** investors for this project.*
- He likes **lots of** sugar in his coffee.
- *There used to be **lots of** currencies in the Eurozone*
- The Bank of Japan has been redeeming (518) lots of savings bonds on demand.
- A lot of embezzlements (519) is reported by that economic journal periodically. You need to watch out next time you think about investing your money.
- A lot of banks were bailed out during last year's recession.

A LOT

Use **a lot** at the end of a sentence as an adverb. In this position, **a lot** is NOT followed by a noun. The meaning is the same as *a great deal*:

- That government likes *retaliating* (520) **a lot**.
- Amaranta seems to travel **a lot**.

PLENTY OF

This is another well used quantifier. It means 'enough and more'. It is used before singular uncountable and plural nouns.

- She made **plenty of** mistakes in her exam.
- There are **plenty of** seasonal businesses
- There is **plenty of** time.
- **Plenty of** shops accept credit cards.

A LARGE AMOUNT OF, A GREAT DEAL OF AND A LARGE NUMBER OF

These expressions are rather formal. **A large amount of** and **a great deal of** are generally used before uncountable nouns.

- Thanks to the **large amount of** *effective annual yield* (521) our subsidiary has had, we might be able to open another branch in Tokyo this year.
- She has spent **a great deal of time** in Japan.

A large number of is used before plural nouns. The following verb must be plural.

- **A large number of** *hedge funds* (522) still need to be issued.
- The **large amount of** *markdowns* (523) registered during the first quarter of the year is another symptom of the economy's recession.

Remember that we use some in positive sentences. Nevertheless there are exceptions since we can use some in questions when offering or requesting:

- Would you like **some** extra money? ➡ **Offer.**
- Could I have **some** water? ➡ **Request.**

Also when we probably know the answer:

- (Looking to someone who is bent under a table): Are you looking for something?

LET'S WORK

True or False? Which of the following statements are true or false? Write down **T** for true or an **F** for the false ones.

Caught up by a penny stock (524)

Many new investors are lured (525) by the appeal (526) of a penny stock due to the low price and perceived potential for rapid growth, which can appear to be occurring if the stock is being promoted. However, severe loss can occur and **many** penny stocks lose all of their value in the long term. That's what happened to Sebastian Table, a desperate man who wanted to earn **some** extra money easily. This story took place on a November night, when he arrived to his house, **somewhere** near El Boro neighborhood. He walked through the door, holding the newspaper under his arm, the same newspaper he had bought for searching a job, but there was not **much** being offered. Disappointed, and almost cursing his own life, he threw it on the floor, and at that very moment he realized there was a small part unread, it was part of an advertisement about a sort of agency that offered a huge opportunity for obtaining **lots of** profits. With no hesitation, Mr. Table bent down his body to reach the now promising newspaper and read it through his magnificent lens:

Make \$3835.62/Day Like Me!
Copy my trading strategy that turned
\$1000 into \$1.5M (527) in just 13
months. Call us now at 449900185.

The one and only thought that came hastily (528) into his mind was: "My savings that I have under the mattress." That represented somehow the only opportunity available for making **some** extra money, or perhaps **plenty of** it, or what about, "being a millionaire"? With big difficulty, Mr. Table managed to move the mattress aside and found his savings, lying inside a velvet bag. He counted the bills one by one: there was one thousand dollars, the same amount cited in the ad. That was all that he had, not a **large amount of** money but it was all he had left. Mr. Table, who used to be a conspicuous (529) gambler (530) in the past, could not resist such a temptation. Besides, this promised to be the solution to all his bad luck: being unemployed for almost a year now. All that he had to do was to pick up the phone, and get in contact with that penny stock. It sounded irresistible! What he did not know was that **a large number** of naïve investors had lost every single penny to that boondoggle (531) and could never get **any** of it back.

His case was not going to be different at all. Once more, a penny stock took advantage of someone's desperation.

Moral: Do not trust those ads that offer profits in such a short term. You might be about to sell your soul to a bunch of fraudsters (532).

1. **A few** investors are allured by the appeal of a penny stock? _____
2. Only **a sitall** loss can occur. _____
3. **A large number** of penny stocks lose all of their value in the long term. _____
4. Mr. Table wanted to earn **some** extra money effortlessly (533). _____

5. His house was **somewhere** close to El Boro neighborhood. _____
6. There was a small offer in the newspaper. _____
7. The profits that the advertisement says people can probably make are low. _____
8. The mattress represented the only opportunity available for making **some** extra money. _____
9. Mr. Table was so strong that Hulk himself would feel envious of him. _____
10. Mr. Table used to be a prominent gambler in the past. _____
11. Mr. Table's vision is *impaired* (534). _____
12. **Plenty of** naïve investors had lost their money to penny stocks. _____
13. According to the moral, fraudsters traffic in souls. _____

WEB PAGES

http://www.learn4good.com/languages/evrd_grammar/quantifier.htm

<http://www.perfectyourenglish.com/usage/a-lot-of.htm>

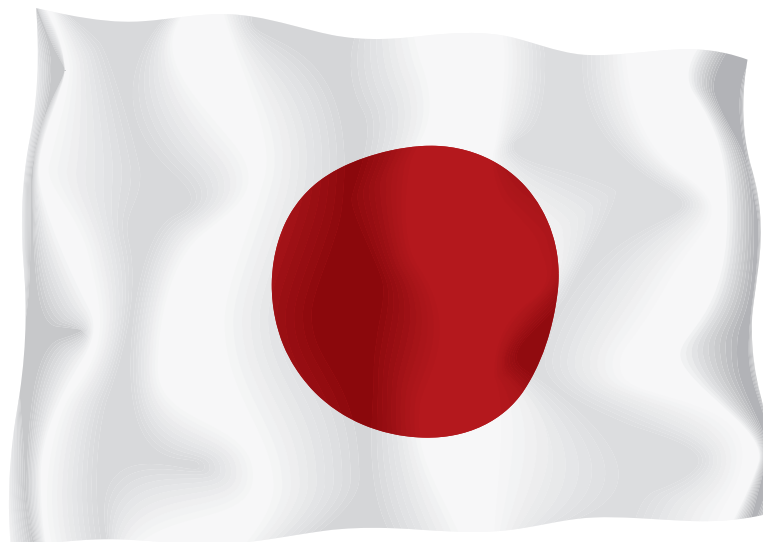
<http://ompersonal.com.ar/omgrammar/cuantificadores.htm>

LAND OF THE RISING SUN

GUEST COUNTRY IS JAPAN

日本国

Nippon-koku or Nihon-koku



A five-yen coin



A two-thousand-yen bill

As of 2009, Japan is the second largest economy in the world, after the United States, at around US\$5 trillion in terms of nominal GDP and third after the United States and China in terms of purchasing power parity. Banking, insurance, real estate, *retailing* (535), transportation, telecommunications and construction are all major industries. Japan has a large industrial capacity and is home to some of the largest, *leading* (536) and most technologically advanced producers of motor vehicles, electronic equipment, machine tools, steel and nonferrous metals, ships, chemicals, textiles and processed foods. The service sector accounts for three quarters of the gross domestic product.

Japan ranks 12th of 178 countries in the *Ease of Doing Business* (537) Index 2008 and it has one of the smallest governments in the developed world. The Japanese variant of capitalism has many distinct features. Keiretsu enterprises are influential. *Lifetime employment* (538) and *seniority-based career advancement* (539) are relatively common in Japanese work environment. Japanese companies are known for management methods such as “The Toyota Way”. Shareholder activism is rare. Recently, Japan has moved away from some of these norms. In the Index of Economic Freedom, Japan is the 5th most *laissez-faire* (540) of 30 Asian countries.

Japan's exports amounted to 4,210 U.S. dollars per capita in 2005. Japan's main export markets are the United States 22.8%, the European Union 14.5%, China 14.3%, South Korea 7.8%, Taiwan 6.8% and Hong Kong 5.6% (for 2006). Japan's main exports are transportation equipment, motor vehicles, electronics, electrical machinery and chemicals. Japan's main import markets are China 20.5%, U.S. 12.0%, the European Union 10.3%, Saudi Arabia 6.4%, UAE 5.5%, Australia 4.8%, South Korea 4.7% and Indonesia 4.2% (for 2006). Japan's main imports are machinery and equipment, fossil fuels, foodstuffs -in particular *beef* (541)-, chemicals, textiles and raw materials for its industries. By market share measures, domestic markets are the least open of any OECD country.

Unit 18

THE BIG BEAR

COMPARATIVES & SUPERLATIVES

Many people hate being compared with someone else, but it seems inevitable that we make comparisons. We are always comparing all sorts of qualities, characteristics, behaviors, etc. But to a certain extent, comparing is good and recommended, especially when we want to follow a role model. The business arena is not an exception. Companies compare their operations in order to streamline their processes. This is what is commonly known as benchmarking. So, as comparison is often compulsory and abundant in any field, we are going to offer you some easy clues for using both comparative and superlative adjectives.

FORMING COMPARATIVE AND SUPERLATIVE ADJECTIVES

Remember that an adjective is (are) any word (s) that characterizes the noun. For example: a reliable worker; a well-positioned product; a target market; a luxurious product; etc. In order to make the comparison in English, you must take into account that there are one-syllable adjectives and those with more than a single syllable. The rule varies according to the nature of the adjectives.

RULES FOR ONE-SYLLABLE ADJECTIVES

All what you need to know for one-syllable adjectives (really short words) is that you have to add **-er** or **-est** at the end of the word.

One-Syllable Adjective	Comparative Form	Superlative Form
Tall	Taller	Tallest
Large	Larger	Largest
Small	Smaller	Smallest
High	Higher	Highest
Old	Older	Oldest

1. The CN tower in Toronto is **taller** than the Eiffel tower in Paris.
2. London is the **largest** city in the UK.

3. El Salvador is the **smallest** country in South America
4. Mount Everest is the **highest** mountain in the world.
5. Cairo is **older** than Athens.

If the one-syllable adjective ends with a single consonant with a vowel before it, double the consonant and add –er for the comparative form; and double the consonant and add –est for the superlative form.

Big	Bigger	Biggest
Thin	Thinner	Thinnest
Fat	Fatter	Fattest
Hot	Hotter	Hottest

6. Russia is the **largest** country in the world. It spans eleven time zones.
7. Angelina Jolie is **thinner** than Renée Zellweger.
8. Which of the three buildings is the **tallest**?
9. Maracaibo is the **hottest** city I've ever been to.

Two-syllable adjectives

Interested	More interested	Most interested
Peaceful	More peaceful	Most peaceful
Pleasant	More pleasant	Most pleasant
Careful	More careful	Most careful
Important	More important	Most important
Prominent	More prominent	Most prominent
Crowded	More crowded	Most crowded

Adjectives with more than one syllable make their comparative and superlative structure in a different way. Check the next examples out:

10. I'm **more interested** in visiting Cartagena de Indias than any other city on the Caribbean.
11. Dubai is the **most peaceful** city in the whole world.
12. The Louvre Museum is the **most pleasant** place they've ever visited.
13. Next time be **more careful**, unless you want to get lost again on the highway.
14. One of the **most important** rivers in the world is the Amazon.
15. Mozart has been one of the **most prominent** musicians ever.
16. Tokyo is the **most crowded** city on earth.

IRREGULAR ADJECTIVES

Good	Better	Best
Bad	Worse	Worst
Far	Farther	Farthest
Little	Less	Least
Many	More	Most

Before comparatives you can use:

much → a lot → a little → slightly → far → way

1. Implementing *budget cutbacks* (542) is **much more** necessary than any other thing for rescuing the company from bankruptcy.
2. Being a *troubleshooter* (543) is **a lot more** profitable than just staying still.
3. We haven't terminated with *shortcomings* (544), but at least they are a **little less** challenging.
4. Due to uncontrolled *dumping* (545), sales were **slightly lower** this year.
5. The training was **far more demanding** (546) than everybody expected.
6. His CV is **way better** than theirs since he speaks another language.

RAT RACE (575)

When **Palomeque** was growing peacefully in his mom's womb, he didn't have any idea how hard paving a career would be. Things outside are **way more difficult** than sleeping inside a protective belly. Working long hours with virtually no time for taking a bite of his lunch was inhuman. He was **thinner** this month, **as thin as** a straw and during the windy season he had to wear heavy clothes otherwise he could be blown away by the wind. Everybody at the hell-office was so immersed in their punishment-like duties that they barely spoke to each another. That's the reason why **Palomeque** felt like **the most isolated** man on earth, which was ironic, since he spent most of his life surrounded by dozens of people, but they were **as automated as** he was. His solitude was killing him softly, but not only that feeling, also the fact that he was the **best** employee in a hell-company which had a goal: to squeeze him to dry. Every day was **way worse** than the day before and future seemed sure to be **as disappointing as the present**. That's the reason why he decided, with no hesitation, to come to an end of his rat-racing life. He went to the hell-restroom of the hell-office resolute to take his life, but at the very moment that he was going to sink his head the toilet and drown himself, he heard the **deepest of the voices** speaking in his ear. It was his guardian angel. "Stop! What do you think you are doing for God sake?"

"Who are you?" asked **Palomeque**, still feeling like **the most miserable** man on earth.

"I'm your guardian angel and I'm here to help you avoid the **most brainless deed** (547) you have ever made. You think you are **the least privileged** person in the universe just because you don't feel comfortable with your work? If it weren't for the reprimand I would receive from my Boss in heaven, I would slap you so badly. I will put my hands on your bird head and I'll let you know how many other people work under the **worse** conditions without complaining".

As soon as the guardian angel put his angelic hands on his head, **Palomeque** had a vision of what was happening in several places in the world. Surprisingly, the panorama was **more discouraging** in those places than in the hell-company. He was shocked by other people's jobs, which were more nightmare-like than his. For the first time he started to love his own work place. Once the angel removed his hands from his bird-head, **Palomeque** promised he would never curse his job again. It was a relief to start feeling **much less unmotivated** and much **more invigorated** at the same time. When the angel found out about this, he felt more satisfied than he had expected; his mission was accomplished and it was time to leave, **the sooner, the better**, in order to help other people. **Palomeque** thanked him profusely and asked him a question before his departure: "I've noticed you don't have any wings, my beloved angel, why so"? The angel responded: "Even in heaven we have had an economic crisis so I had to rent my wings to a group of mortals who wanted to get dressed up for the next Carnival".

ANSWER:

1. Tell about the worst day at work.
2. Have you ever felt as discouraged as **Palomeque**?
3. What do you think the expressions hell-company / hell-office mean?
4. Use your own words for defining rat race.
5. What is the purpose of comparatives and superlatives in this story?

WEB PAGE:

<http://www.eflnet.com/tutorials/adjcompsup.php>

<http://web2.uvcs.uvic.ca/elc/studyzone/330/grammar/regcom.htm>

READING TOPIC

RAT RACE

You are supposed to write a report on this curse state; how you like it, what were the most interesting parts and make some suggestions on things you to see changed.

THE BIG BEAR

GUEST COUNTRY IS RUSSIA

Russian Federation

Российская Федерация

Rossiyskaya Federatsiya



A Russian gold coin



A one-thousand-ruble bill

Oil, natural gas, metals, and *timber* (548) *account for* (549) more than 80% of Russian exports abroad. Since 2003, however, exports of natural resources started decreasing in economic importance as the internal market *strengthened* (550) considerably. Despite higher energy prices, oil and gas only contribute to 5.7% of Russia's GDP and the government predicts this will drop to 3.7% by 2011. Russia is also considered well *ahead of* (551) most other resource-rich countries in its economic development, with a long tradition of education, science, and industry. The country has more higher education graduates than any other country in Europe.

Russia is known as an energy superpower. The country has the world's largest natural gas reserves, the 8th largest oil reserves, and the second largest coal reserves. Russia is the world's leading natural gas exporter and leading natural gas producer, while also the second largest oil exporter and largest oil producer, though Russia interchanges the *latter* (552) status with Saudi Arabia from time to time.

Russia is the 4th largest electricity generator in the world and the 5th largest *renewable* (553) energy producer, the latter due to the well-developed hydroelectricity production in the country. Large cascades of hydropower plants are built in European Russia along big rivers like the Volga. The Asian part of Russia also features a number of major hydropower stations, however the gigantic hydroelectric potential of Siberia and the Russian Far East largely remains unexploited.

ANNEX¹

Canada's Flag:

http://en.wikipedia.org/wiki/File:Flag_of_Canada.svg

Information:

http://en.wikipedia.org/wiki/Economy_of_Canada

The Neatherlands:

Wind mill:

<http://www.internationalsos.com/en/imagesisos/The-Netherlands%281%29.jpg>

Port:

http://www.holland.com/uk/system/Images/tr_rotterdam_port_containers_560x350_VUK_tcm503-138952.jpg

http://en.wikipedia.org/wiki/Economy_of_the_People%27s_Republic_of_China

Brazil:

http://en.wikipedia.org/wiki/Economy_of_Brazil

http://upload.wikimedia.org/wikipedia/commons/b/be/Mapa_do_Brasil_com_a_Bandeira_Nacional.png

http://images.google.com.co/imgres?imgurl=http://www.usagold.com/gold/coins/pics/gold-coin-brazil.jpeg&imgrefurl=http://www.usagold.com/gold/coins/brazil.html&usg=__IMl6_SpZKrAKvmj73UAEp3NDJrE=&h=306&w=609&sz=84&hl=es&start=2&um=1&tbnid=TqaLhmKwX9z5TM:&tbnh=68&tbnw=136&prev=/images%3Fq%3Dbrazilian%2Bcoins%26hl%3Des%26sa%3DG%26um%3D1

India:

MAP:

http://www.rogerwendell.com/images/india/india_map.jpg

Information:

http://en.wikipedia.org/wiki/Indian_economy

china, bill:

http://images.google.com.co/imgres?imgurl=http://aes.iupui.edu/rwise/banknotes/china_peoples_rep/ChinaP889b-100Yuan-1990-donated_f.jpg&imgrefurl=http://www.metafilter.com/16720/&usg=__IYr57S5ffsezlfQyUMyFYEWUuUM=&h=225&w=485&sz=91&hl=es&start=37&tbnid=CIVYdRhgg83ljM:&tbnh=60&tbnw=129&prev=/images%3Fq%3Dchina%2Bbills%26gbv%3D2%26ndsp%3D20%26hl%3Des%26sa%3DN%26start%3D20

china gold coin:

1. Todas las oraciones utilizadas como ejemplo, los ejercicios de cada unidad y las historias narradas son de los autores del libro. Los anexos que aquí se ofrecen a manera bibliográfica sirven para especificar de dónde se tomaron las imágenes y fotos a lo largo del material. Asimismo, los links que se ofrecen en cada unidad se colocan con el fin de que el usuario de esta obra amplie más sus conceptos gramaticales. También es menester resaltar que la mayoría de las monedas correspondientes a la Comunidad Europea fueron tomadas del enlace: EUROS, como la que aparece en la viñeta del título de esta página. De Wikipedia.com también fue tomada la información de cada país al final de las unidades.

http://images.google.com.co/imgres?imgurl=http://www.coinsmall.com/gold-coins/wp-content/uploads/2008/11/2008-china-beijing-games-10-kilo-olympic-gold-coin.jpg&imgrefurl=http://www.coinsmall.com/gold-coins/2008/11/2008-beijing-games-10-kilo-olympic-gold-coin-from-china/&usg=__fa_j3lHom8sXtLsOuz-LDVgd1ic=&h=400&w=400&sz=158&hl=es&start=43&tbnid=WrxKlq5pk8usNM:&tbnh=124&tbnw=124&prev=/images%3Fq%3Dchina%2Bcoins%26gbv%3D2%26ndsp%3D20%26hl%3Des%26sa%3DN%26start%3D40

China's flag:

http://www.ettrends.com/wp-content/uploads/2009/11/g228586_chinese-flag-640.jpg

Netherland's coin: http://images.google.com.co/imgres?imgurl=http://bullionbargains.us/images/1933-netherlands-10-guilders-gold-coin-pic.jpg&imgrefurl=http://bullionbargains.us/foreign-gold-bullion-coins/european-gold-coins/&usg=__h_gE93a4fPLkA6bx-dzdJ48phyo=&h=400&w=400&sz=44&hl=es&start=12&um=1&tbnid=gER6wnGktOs-yM:&tbnh=124&tbnw=124&prev=/images%3Fq%3Dnetherlands%2Bcoins%26hl%3Des%26sa%3DN%26um%3D1

Netherland's bill:

http://images.google.com.co/imgres?imgurl=http://elasticlimit.com/kirstenrae/wp-content/uploads/2006/10/dutch_50_1-1.jpg&imgrefurl=http://elasticlimit.com/kirstenrae/%3Fpage_id%3D8&usg=__QOQZVw7VuMuziMj_gETvczgNG9c=&h=852&w=1698&sz=796&hl=es&start=33&um=1&tbnid=GXTvzHm8qnokfM:&tbnh=75&tbnw=150&prev=/images%3Fq%3Dnetherlands%2Bcurrency%26ndsp%3D20%26hl%3Des%26sa%3DN%26start%3D20%26um%3D1

Australian map:

http://images.google.com.co/imgres?imgurl=http://www.dosmanzanas.com/wp-content/uploads/2009/05/australia.jpg&imgrefurl=http://www.dosmanzanas.com/2009/07/el-primer-ministro-de-australia-insiste-en-oponerse-al-matrimonio-entre-personas-del-mismo-sexo-mientras-su-partido-se-lo-plantea.html&usg=__K-4GoKvFFwbQRqzYqW4OXHF20fs=&h=450&w=600&sz=32&hl=es&start=12&tbnid=7TnExdw1ZB6Q1M:&tbnh=101&tbnw=135&prev=/images%3Fq%3Daustralia%26gbv%3D2%26hl%3Des%26sa%3DG

Australian coin:

<http://coinnetwork.ning.com/>

Australian bill:

http://images.google.com.co/imgres?imgurl=http://www.banknotes.com/AU51.JPG&imgrefurl=http://www.banknotes.com/au51.htm&usg=__Hh_v3R5hMn6Ko2zRwY7w-bidCNs=&h=388&w=387&sz=48&hl=es&start=6&tbnid=Ygt3ZnGGmUf8rM:&tbnh=123&tbnw=123&prev=/images%3Fq%3Daustralian%2Bcurrency%26gbv%3D2%26ndsp%3D20%26hl%3Des%26sa%3DN

Australian economy:

http://en.wikipedia.org/wiki/Economy_of_Australia



Colombian coin:

http://images.google.com.co/imgres?imgurl=http://i34.tinypic.com/oh304z.jpg&imgrefurl=http://www.elrincondelsymbian.com/Foro/zona-python-3rd/55598-todas-las-aplicaciones-n-ngun-nsword-etc.html&usg=__XlqaFbCTbDj7xrtOn88zWz3v9rl=&h=320&w=240&sz=61&hl=es&start=13&tbnid=FSvDVhAKiHtPDM:&tbnh=118&tbnw=89&prev=/images%3Fq%3Dmoneda%2B%2Bcolombiana%26gbv%3D2%26hl%3Des%26sa%3DG

Colombian bill:

http://images.google.com.co/imgres?imgurl=http://3.bp.blogspot.com/_H6v6swvAMfM/SaU6dm1J8FI/AAAAAAAAAB4/k9i-wyAM_hl/s400/50000_a.JPG&imgrefurl=http://colom-piperojas94.blogspot.com/2009/02/moneda-colombiana.html&usg=__NE9eOkRPYb6ITuOQemjxrWtc7hY=&h=193&w=400&sz=24&hl=es&start=15&tbnid=vJVRsent3XPYQM:&tbnh=60&tbnw=124&prev=/images%3Fq%3Dmoneda%2B%2Bcolombiana%26gbv%3D2%26hl%3Des%26sa%3DG

Indian bill:

http://images.google.com.co/imgres?imgurl=http://upload.wikimedia.org/wikipedia/en/3/3e/Rupees1000.jpg&imgrefurl=http://gscurrentaffairs.blogspot.com/2009/03/can-you-design-currency-symbol-for.html&usg=__mCnCpC7JJ_ML2LNWV10uQnny7u4=&h=212&w=518&sz=48&hl=es&start=9&um=1&tbnid=2mszmSqwgOVCpM:&tbnh=54&tbnw=131&prev=/images%3Fq%3Dindian%2Bcurrency%26hl%3Des%26sa%3DX%26um%3D1

Indian coin:

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GLOSSARY

LISTADO DE PALABRAS EN ORDEN NUMERICO

V. Verbo
 S. Sustantivo (c- contable) (nc-no contable)
 P. Preposición

AD. Adverbio M. Modismo
 A. Adjetivo F Frase
 C. Conector

NUM	PALABRA	SIGNIFICADO
1	Timetable	S. Horario-Agenda
2	Tax	v. Gravar /c-nc-s. Impuesto, tributo
3	Target	V. Enfocarse / Sc. Blanco-objetivo
4	Recovery	Sc-nc. Recuperacion
5	Post	Sc-nc. Puesto-destino/V. Apostar, destinar, echar al correo
6	Assignments	Sc-nc. Asignacion, mission, function, tarea
7	Tasks	Sc. Tarea
8	Assessment	Sc-nc. Evaluacion, calculo
9	Performance	Sc. Actuacion, function, rendimiento.
10	Consultancy	Sc-nc. Asesoria, consultoria.
11	Stained	A. Teñido, manchado.
12	ATM.	Sc. Cajero automatic
13	Withdraw	V. Retirar dinero, retirar de circulación
14	Warehouse	Sc. Bodega, almacen.
15	Brochure	Sc. Folleto
16	Forecast	V. Pronosticar / Sc-nc. Pronostico
17	Bail out	V. Pagar fianza, Rescate financiero
18	Advertise	V. Publicitar
19	Achieve	V. Coseguir, obtener
20	Reliable	A. Fiable, confinable, responsable.
21	Suitable	A. Apropiado, adecuado
22	Abroad	Ad. En el extranjero, en el exterior

23	Ailing	A. Debilitado, enfermo.
24	Afford	V. poder o no poder comprarse o costearse algo.
25	Amount	Snc. Cantidad, suma, importe.
26	Average	Snc. Promedio, media
27	Budget	V. Administrar /Sc. Presupuesto
28	Commodities	Sc. Artículo, producto, materia prima.
29	Deadline	Sc-nc. Fecha limite
30	Entrepreneur	Sc. Empresario.
31	Exchange-rate	Sc. Tasa de cambio.
32	Purchasing power parity	Scn. La igualdad o paridad del poder adquisitivo
33	Likewise	Adv. Tambien, asimismo.
34	Foreclosure	Snc. Ejecucion hipotecaria
35	Bankrupt	Adj. Irse a la quiebra.
36	Headquartes	Sc. Oficinas centrales-puesto de mando
37	Slump	Snc. Caida, depresión,disminución-V. Desplomarse.
38	Investment	Sc. Inversiones.
39	Petty cash	Snc. Caja menor, gastos menores.
40	To lower	V. reducir, bajar.
41	Floor/ceiling-Price	Sc. Precios bajos y altos de un producto
42	Be into	M. Modismo. Estar metido
43	Settlement	Sc. Acuerdo, convenio
44	Lay off	V. Despedir, dejar en paz. Lay es el pasado de lie.
45	Own	V. Poseer. Ad. Propio
46	Can ´ t stand	M. No soporto, no aguanto, detesto.
47	Former/The former	A. Anterior, antiguo./ Snc. El primero(a-os-as).
48	Statements	Sc. Declaracion, extracto de cuenta, afirmación.
49	CEO	Sc. Presidente, gerente ejecutivo.
50	Quit	V. dejar, abandonar, renunciar.
51	Mind	V.Preocuparse, importar./ Sc. Mente, inteligencia.
52	Put off	V. Aplazar, apagar.
53	Miss	V. extranar, perder, hacer falta./ S. Señorita.

54	In a row	M. En fila, en línea
55	Resign	V. renunciar. Dimitir.
56	Shorten	V. Acorta, reducir.
57	Cosigner	Sc. Fiador(a), consignatario(a)
58	Commission	Sc. Comision./ V. Comisionar
59	Collateral	Snc. Garantía, aval.
60	Back-up	Sc. Apoyo, respaldo, copia. / V. Apoyar, respaldar.
61	Bucks	M. Americano, dólar, verde.
62	Big time	M. En grande, en época, en apogeo.
63	E-business	SC. Comercio electrónico.
64	Overcome	V. sobreponerse, superar, vencer.
65	Come true	V. hacer realidad, lograr, superar.
66	A lemon	A. Algo inútil.
67	Launch	V. Lanzar, emprender.
68	Niche Market	M. En una posición favorable, cubrir un hueco en el mercado.
69	PAL system	Pagar por correo electrónico.
70	Expenditures	Sc. Gastos.
71	Overseas	A. Exterior, extranjero. Ad. En el extranjero.
72	Freight	Snc. Carga, flete, transporte.
73	Upward	A and AD. Arriba, hacia arriba, ascendente, al alza.
74	BRIC	Las primeras letras de Brazil, Rusia, India y China.
75	Pioneer	Sc. Pionero, el primero. V. promover
76	Conducts	Snc. Conducta. V. llevar a cabo, dirigir, realizar.
77	Survey	Sc. Sondeo, medición, peritaje./V. Medir, reconocer.
78	Double check	V. volver a revisar, repasar.
79	Income	Sc/Snc. Ingreso, rentas.
80	Probation period	F. Periodo de prueba.
81	Refund	V. reembolsar, devolver./Snc. Reembolsos.
82	Receipt	Sc. Recibo.
83	Outlet	Sc. Concesionario, tienda al por menor, toma corriente.
84	Price floor/ ceiling	Snc. Precios menores y máximos

85	IMF	F. Fondo monetario internacional.
86	Get rid of	V. deshacerse, desprenderse de algo
87	Promotion tags	F. Etiquetas de mercancía en rebaja.
88	Something left	F. Queda uno , dos.
89	Stocks	Sc/Snc. Reservas, Existencias, acciones./V. Surtir, abastecer.
90	Suppliers	Sc. Abastecedor, proveedor.
91	Sample	V. Probar, Catar./Sc,nc. Muestra, degustar.
92	Retailer	Sc. Minorista, detallista
93	Wholesaler	Sc. Mayorista, comerciante al por mayor.
94	Seasonal bussiness	F. Negocio de temporada.
95	Commute	V. Viajar , transportase de la casa al trabajo.
96	Tariff	Snc. Arancel aduanero, tarifa.
97	Room and board	M. Se prevee de alimentacion y alojamiento.
98	Seed Money	M. Capital semilla, fondos iniciativos.
99	An angel investor	M. inversor providencial, que invierte en nuevos negocios.
100	Take over	V. Hacerse cargo, tomar el control
101	Over time	Snc. Horas extras
102	Target group	F. Grupo clave, población clave a la que está dirigido tu producto
103	Underwrite	V. Asegurar, financiar.
104	Treasure	Sc. Tesoro./V. Algo que se aprecia.
105	Turnover	Snc.Facturacion en ventas, rotación en inventarios, movimiento en personal. Ganancias
106	Encourage	V. Animar, alentar, motivar.
107	Accountable for	A.
108	Overrun	V. Excederse, sobrepasarse, invadir.
109	Run	V. Dirigir, tener el control, estar a cargo.
110	APEC	Coperacion e3conomica entre Asia-Pacific
111	G20	Grupo de 20 ministros de finanzas y directivas del banco Central
112	OECD	Organizacion para la coperacion economica
113	WTO	Organizacion mundial del comercio
114	ASEAN	Asociación de naciones del sureste Asiático
115	ANZCERTA	Tratados de libre comercio entre Nueva Zelanda y Australia.

116	Benchmark/ Benchmarking	F. punto de referencia. /V.Comparar, evaluar algo en referencia a nuestros competidores.
117	Recruitment	Snc. Contratacion, reclutamiento.
118	Short- staffed	A. Falto de personal.
119	Saving account	Sc. Cuenta de ahorros.
120	Trade union	Sc. Sindicato.
121	Juicy settlement	F. Arreglo beneficioso.
122	Stakeholder	Sc. Participante, inversor, accionista.
123	Proposal	Sc. Propuesta, plan.
124	Runs for	V. lanzarse para, Hacerse candidate.
125	A-to fine	Snc.Multa/V. Multar
126	Chip in	V.Contribuir, poner dinero.(Hacer la vaca)
127	Carry out	V. Llevar a cabo, realizar, cumplir.
128	Resign	V. renunciar, dimitir.
129	Small prints	F. Letra menuda.(La letra pequeña)
130	Franchise	Sc.nc.Concesion, franquisia./ V. Dar en concesión.
131	Good will	F . Buena reputacion o nombre de la empresa.
132	Anything left	F. No queda nada.
133	Up front	V. Pagar por adelantado
134	Flat	Sc. Apartamento./ A.Plano, llano.
135	Pie chart	F. Grafica en forma de pastel.
136	Peak	Sc,nc. Cumber, en apogeomaximo, de mayor demanda.,
137	Call off	V. Suspende, cancelar
138	Bargain	Sc. Ganga, aferta, acuerdo, trato. /V. hacer un trato o arreglo.
139	Lodging	Snc. Alojamiento.
140	Figures	Sc. Cifras. estadisticas, numerous.
141	An actuary	Sc. Una persona que analiza las consecuencias financieras del riesgo.
142	Be entitled to	A. Compuesto. Tener derecho a
143	Day off	Sc. Dia libre
144	How to improve	F. Como mejorar.
145	Catch up with	V. ponerse al dia, alcanzar.

146	Command	V. Ordenar, mandar, imponer, exigir
147	Trend	Sc. Tendencia, moda.
148	Blast	Sc. Explosión, chorro, rafaga.
149	Latter	A. Segundo, último, hacia el final, en sus últimos.
150	Climb	V. Trepar, subir, escalar.
151	Halt	V. Parar, detener
152	Break even	M. salir a la par, igual. Sin ganar ni perder.
153	Expiry / expiration date	F. Fecha de vencimiento, caducidad.
154	Label	Sc. Sellos, etiquetas./V. Etiquetar, catalogar.
155	Personal savings	F. Ahorros personales.
156	Term	SC. Periodo, trimestre
157	Heading	Sc. Encabezamiento, título. /V. Dirigirse a
158	Not even/Even	AD. Ni siquiera/ Inclusive.
159	Check in	V. Registrarse.
160	All day long	F. En todo el día.
161	Issue	Sc. Tema, cuestión, asunto./V. Expedir, emitir.
162	Skip	V. faltar, no asistir.
163	No longer	f. Ya no más
164	Single	A. Individual, solo.
165	Revenue	Sc. Rentas, ingresos
166	Outskirts	AD. A las afueras
167	Paycheck	Sc. Nomina, sueldo.
168	Punch a card	F. Marcar tarjeta al ingreso
169	Split up	V. dividir, repartir, separar
170	Pity	Sc. Lastima, pena.
171	Vary	V. variar, cambiar
172	Allowance	Sc. Asignación, mensualidad, mesada.
173	Fire	V. Despedir.
174	Take Into account	V. Tener en cuenta
175	Achievements	Sc. Logros, éxitos
176	Poultry	Sc. Aves de corral

177	Widen	V. Ampliar, expandir, ensanchar.
178	Inequality	Sn. Desigualdad.
179	Famine	Sn. Hambre, hambruna.
180	Underweight	A. Mas bajo de lo normal
181	Quite	AD. Bastante, completamente, totalmente.
182	Dissapointed	A. Desilucionado, defraudado.
183	Put off	V. Aplazar.
184	Canteen	Sc. Restaurante, comedor.
185	Be stuck	A. estar atascado.
186	Worthy	A. Digno, merecedor, que vale la pena.
187	Second thoughts	M. Pensandolo bien, reconsiderandolo.
188	Hyped	A. Promocionado exageradamente, con bombos y platillos
189	Referee	Sc. Arbitro. /V. Arbitrar.
190	Hold	V. Sostener, agarrar, sujetar, mantener, celebrar.
191	Quote	V. Cotizar, citar.
192	Dismiss	V. despedir, destituir, desestimar.
193	Engage	V. Involucrarse, Participar, comprometerse, engancharse.
194	Chair	Sc. Director, president. /V. Presidir
195	Dispatch	V. despachar, enviar./Sc. Despachos, envios
196	Loaded	A. Cargado, replete.
197	Deter	V. Impedir, disuadir, desalentar.
198	Raise	V. Aumentar, elevar, subir.
199	Had better	V auxiliary. Sería mejor que, es preferible que.
200	Away	AD. Lejos
201	Estímate	Sc. Calculo, presupuesto. /V. Presupuestar, calcular.
202	Accurate	A. Certero, exacto, preciso.
203	Standar	Sc,nc. Nivel ,calidad, parametros.
204	Master	Sc. Señor, jefe, patron, maestro.
205	Reliable	A. Fideligno, confiable, responsable.
206	Intern	Sn. Interno, que está en prácticas.
207	Current	A. Actual, ultimo, en curso.

208	Appointed	A. designado, nombrado.
209	Briefly	AD. Brevemente, en resumen.
210	Council	
211	The eldest	A. El mayor, de más edad.
212	Policymaking body	F. cuerpo encargado de hacer las políticas.
213	Expire	V. Vencer, caducar.
214	On the verge of collapse	F.a punto de colapsar.
215	Wisdom	Snc. Sabiduría.
216	Bold action	F. Acción audaz.
217	Out of the box thinking	M. Pensar en grande.
218	Free fall	F. Caída libre.
219	Speech	Sc,nc. Habla, discurso.
220	Minute	Sc. El acta.
221	Stick to the rules	M. Acogerse, apegarse a las reglas.
222	Deal with	V. Enfrentar , lidiar con
223	Stubbornness	Snc. Tenacidad, testarudez, tozudez.
224	Briefing	Sc. Sesión o reunión para dar información.
225	Borrower	Sc. Acreedor, prestatario, usuario.
226	Outcome	Sc. Resultados.
227	Losses	Sc. Pérdidas
228	Show off	V. Alardear, lucirse.
229	Go off	V. Sonar, salirse del tema.
230	Watch over	V. Guardar, vigilar.
231	Drill	Sc. Ensayo, ejercicios.
232	Barge	Sc. Barcaza
233	Downturn	Sc. Baja , descenso.
234	Charge	V. cobrar, cargar a la cuenta.
235	Book	V. reservar
236	In advance	AD. Por adelantado, con antelación
237	Take off	V. Despegar

238	Settle down	V. Establecerse, asentarse.
239	Resumè	Snc. Huja de vida.
240	Break down	V. Dañarse, descomponerse.
241	Real estate	Snc. Finca raiz
242	Go sour	F. Ponerse malucas, que las cosas estan mal.
243	Gross profit	F.Beneficios, ganancias, utilidad bruta.
244	Merger	Snc. Fusion
245	A mess	Snc. Desorden, desastre.
246	Screw up	Vm. Embarrarsela.
247	Show room	Sc. Sala de ventas, salon de exposiciones.
248	Successful	A. Exitoso, triunfador.
249	Valuable	A. Valioso, precioso, de gran valor.
250	Stapler	Sc. Grapadora.
251	Punch hold	S. Perforadora
252	Stuff	Snc. Cosa, esos, esas.
253	Shift	Sc. Cambios, turnos, trabajo.
254	Ongoing	A. Que esta pasando, que esta en curso o sucediendo.
255	Out of business	F. Cerrar, Ya no esta mas en el negocio.
256	Cash flow	F. Flujo de caja, de fondos.
257	Plunge	V. Caer, desplomarse/ Sc. Caidas, desplomes.
258	Rather than	AD. Envez de
259	Whereas	Conjucion. En donde, mientras que.
260	Close down	V. Cerrar para siempre.
261	Border	Sc. Linea divisoria. /A: Fronterizo.
262	Logging	A. Maderero(a).
263	Sizable	A. De proporciones considerables.
264	Purchase order	Sc. Orden de compra.
265	Raw material	Sc. Materia prima
266	Sort out	Snc. Tipo, clase de./ V. Clasificar, ordenar.
267	IRS. Internal revenue service.	S. La Dian en Los Estados Unidos.
268	Tale	Sc. Relato, cuento, chisme.

269	Aim	Sc. Objetivo.
270	Bet on	V. Apostar. / Sc. Apuestas
271	Shattered	A. Destrozado, hecho nada.
272	Lay mute	A. Quedarse mudo.
273	Set adrift	A. Quedar a la deriva, como perdido.
274	Passers by	Sc. Transeuntes, peatones
275	Ailments	Sc. Enfermedades, dolencias.
276	Scattered	A. Exparcidos, regados
277	Squatter	Snc. Ocupante ilegal.
278	Unaccompanied	A. Solo, sin compañía.
279	Spokeswoman	Sc. Portavoz, vocera.
280	Run aground	V. Hundirse
281	White collar workers	Sc. Trabajador oficial, recibe pago mensual
282	Blue collar workers	Sc. Operario, recibe pago semanal. De menor rango que White collar workers
283	Work you ass off	V. Trabajar hasta la fatiga.
284	Quarterly	AD. Cada tres meses, trimestral.
285	Shut down	V. Cerrar definitivamente. Liquidar.
286	Disappointed	A. Decepcionado
287	Supply chain	Snc. Cadena de Abastecimiento.
288	Facilities	Sc. Instalaciones
289	Receiving area	SC. Área de recibo
290	Receiving area	SC. Área de recibo
291	Lift	Sc. Ascensor. Alza. V. Elevar
292	Crooked	A. Dishonesto
293	Fueled	A. Abastecido
294	Holder	Sc / A. Poseedor
295	Unionized	A. Sindicalizado
296	Overtake	V. supercar
297	Unskilled	A. Sin experiencia
298	Policies	Sc. Políticas, de una compañía

299	Demanding	AD. Exigente
300	Barcode	Sc. Código de barras
301	Help desk	Sc. mesa de ayuda. Soporte técnico brindado a los usuarios telefónicamente por un proveedor de servicios de Internet
302	Dispatching	Sc / A. Despacho
303	Piece of cake	M. Muy fácil
304	Leasing	SnC. Alquiler
305	Price tags	Sc. Tiquete de precios
306	Net profit	Sc. Ganancia neta
307	Sales commission	Sc. Comisión por ventas
308	Consumption	SnC. Consumo
309	Commitment	SnC. Oblicación, compromiso, promesa
310	Hot money	M.. Dinero caliente o ambulante. Dinero líquido que se mueve de una divisa a otra.
311	Make-redundant	A. Innecesario
312	Headhunt	V. Reclutar
313	To hand in one's notice	V. Pasar la carta de renuncia
314	Severance pay	SnC. Liquidación. Dinero que se paga como compensación a un trabajador una vez culmina su contrato.
315	Dismissal	Sc. Despido
316	Sue / suing	V. Demandar / Sc. Demanda
317	Bottleneck	Sc. Cuello de botella. Obstáculo, obstrucción.
318	Uptake	SnC. Consumo
319	Bullish	A. Optimista, Confiado. Que espera un alza en los precios.
320	Unsatisfactory	A. Inaceptable, decepcionante.
321	Termed	a. Denominado, considerado
322	OECD	SnC. The Organisation for Economic Co-operation and Development / La Organización para la Cooperación y el Desarrollo Económico
323	CIA	SnC. La Agencia Central de Inteligencia (CIA, Central Intelligence Agency)

324	FTSE	Snc. The FTSE 100 Index; Financial Times and Stock Exchange / El índice Financial Times (FT)-Actuaries 100. Es el "índice Dow Jones" de Londres.
325	Summit	Sc. Cumbre
326	APEC	Snc. (Asia-Pacific Economic Cooperation / Foro de Cooperación Económica Asia-Pacífico)
327	EAS	Snc. East Asia Summit, a group of 16 nations from ASEAN, North-east Asia and Australasia / Cumbre del este asiático, un grupo de 16 naciones de la ASEAN, Noreste de Asia y Australasia.
328	ASEAN	Snc. The Association of Southeast Asian Nations / La asociación de Naciones del sudeste asiático.
329	Profitability	Sc. Ganancia
330	Cross your fingers	M. Cruza los dedos
331	Jerquer	Sc. Agente Aduanero
332	Customs bureau	Sc. Oficina de aduana
333	Take over	V. Posicionarse / Ejercer un cargo
334	Post	Sc Posición, trabajo
335	Overdraft	Sc. Sobregiro
336	Audit	Sc. Auditoría, auditar
337	Joint venture	Sc. Empresa conjunta
338	Last	V. Durar, permanecer
339	Peak time	Sc. Tiempo de recogida
340	Motivation coach	Sc. Equipo de entrenamiento vocacional
341	Settled on	V. / A. Establecido
342	Look back	V. Mirar atrás
343	Capacity of buying	F. Capacidad de compra
344	Replenishment	Sc. Reemplazo, reabastecimiento
345	Run out	V. Agotarse
346	Spare	A.De repuesto, Extra
347	Come up with	V. Resultar, lograr
348	Put forward	V. Proponer

349	Proposal	Sc. Propuesta
350	Cut down	V. Reducir
351	Empowerment	Snc. Otorgamiento de poder. Dar libertad de toma de decisiones.
352	Liabilities	Sc. Pasivos financieros
353	Wood packing	Sc. Empaque de madera
354	Cardboard	Snc. Cartón
355	Banned	A. Prohibido.
356	Bookkeeping	Snc. Contabilidad
357	Shipment order	Sc. Orden de envío
358	Blueprint	Sc. Anteproyecto, copia de plano
359	Warehouse master	Sc. Jefe de bodega
360	Stock out	A. Agotado.
361	Inland freight	Sc. Flete terrestre
362	Backorder	Sc. Orden retrasada
363	Lead time	Sc. Tiempo de entrega
364	To hurry up	V. Apresurarse
365	Cash discount	Sc. Descuento en efectivo
366	Lousy	A. Horrible, detestable
367	Fixed	A. Fijo, pactado
368	Sick leave	Sc. Incapacidad
369	Yield	V. Producir
370	Accounting books	Sc. Libros contables
371	Endorse	V. Endorsar
372	Promisory note	Sc. Pagaré
373	Approval	Snc. Autorización
374	Closing dates	Sc. Fechas de cierre
375	Duties	Sc. Deberes, obligaciones
376	Stockbroker	Sc. Corredor de bolsa
377	Add up	V. Sacar el resultado de una suma
378	Barely	AD. Difícilmente
379	Update	V. Actualizar

380	Dividends	Sc. Dividendos
381	Tied up with	A. Atado, obligado
382	Revolving credit	Sc. Crédito rotatorio
383	Round trip	A. Ida y regreso
384	At once	F. Al mismo tiempo, simultáneamente, inmediatamente.
385	Otherwise	AD. Si no, de lo contrario
386	Be charged	A. Cobrado
387	Money order	Sc. Libranza, orden de giro postal
388	Mind one's business	M. Ocuparse de los asuntos propios, no meterse en los asuntos de los otros
389	Insight	Snc. Perspicacia
390	Challenging	A. Desafiante
391	Within	AD. Dentro de
392	Behave	V. Comportarse
393	In advance	AD. Anticipadamente
394	Buffer storage	Snc. Almacenamiento de compensación
395	Aisle	Sc. Pasillo, corredor
396	Draft	Sc. Copia
397	Prior	A. Previo
398	Allocation	Sc. Asignación, parte, porción
399	Shore	Snc. Costa, orilla
400	Show up	V. Aparecer
401	Worn	AD. Desgastado
402	Stagnation	Snc. Estancamiento
403	Gap	Sc. Brecha, espacio
404	Upgrade	Snc. Mejoramiento. Actualizar.
405	Ownership	Sc. Propiedad
406	Fabric	Sc. Tela
407	Fancy	A. Lujoso
408	Whereabouts	Snc. Localización
409	Traffic jam	Sc. Congestión vehicular

410	Rush hour	M. Hora pico
411	Payroll	Sc. Nómina
412	Query	S. Pregunta
413	Piggy bank	Sc. Alcancía
414	Sneak	V. Moverse sigilosamente
415	Ashamed	AD. Apenado
416	Hideous	AD. Repugnante
417	Feature	Sc. Rasgo, característica
418	Miscarriage	Sc. Aborto
419	Blaiming	Snc. Culpa
420	Sealed	AD. Sellado, pactado
421	Pallet racks	Sc. Estantes para pallets
422	Lift trucks	Sc. Montacargas
423	Piled up	AD. Amontonado, apilado
424	Looting	Snc. Saqueo
425	Welfare	Snc. Bienestar
426	Risk	Sc. Riesgo
427	Demurrage	Snc. Demora, incumplimiento
428	Joint accounts	Sc. Cuentas conjuntas
429	Prepayment	Sc. Pago anticipado
430	Capital market	Snc. Mercado de capitales
431	Surplus	Snc. Exceso
432	Cut down	V. Reducir
433	Catering	Snc. Servicio que provee comida
434	Time draft	Snc. Giro a plazo
435	Just in time	F. Justo a tiempo
436	Solvency	Snc. Solvencia
437	PRO	Sc. Public Relations Officer / El encargado de las relaciones públicas
438	Intern	Sc. En entrenamiento, en proceso de selección
439	Discharges	Snc. Desahogo

440	Aircraft fleet	Sc. Flota aérea
441	USPS	Snc. United States Postal Service / Servicio postal de los Estados Unidos.
442	Zero growth rate	Sc. Tasa de crecimiento cero
443	Astonishing	AD. Sorprendente
444	Downside	Sc. Desventaja, aspecto negativo
445	Defunct	AD. Obsoleto, inválido
446	Triple	V. Triplicarse
447	Indebtness	Snc. Endeudamiento
448	Shortage	Sc. Racionamiento
449	Rat out	M. Traicionar
450	Plummet	Snc. Descenso
451	Cash cow	Snc. Proyecto que genera un ingreso continuo de dinero
452	Give a buzz to someone	M. Telefonar a alguien
453	See to it	V. Verificar, chequear
454	To be axed	M. Ser despedido
455	Swim or sink	M. Hacer las cosas por ti solo, no ayuda. Defiéndete como puedas
456	To be ripped off	M. Estafado
457	Take off	V. Despegar, incrementar
458	Bribe	Sc. Soborno
459	Collate	V. Recoger
460	Stick to	M. Sujetarse a, Seguir las reglas de. Cenñirse.
461	Write someone up	V. Enviarle a alguien un memorándum por mala conducta
462	File	V. Archivar, registrar, formalizar
463	Shrik / shronk	V. Encoger, reducir
464	Shortfall	Snc. Déficit
465	Have a go	V. Intentar, hacer un intento.
466	Smoothly	AD. Sin dificultad
467	Cartridges	Sc. Cartuchos de impresión
468	Vacancy	Sc. Vacante

469	Jeopardy	Snc. Peligro, riesgo
470	At stake	M. En peligro
471	Copper	Snc. Cobre
472	State-owned	A. Del estado
473	Pursue	V. Buscar, anhelar
474	Landmark	AD. Sobresaliente
475	Boost	V. Incrementar
476	Broaden	V. Ampliar
477	Further	AD. Futuro, posterior
478	Pending	AD. Pendiente, en espera
479	Equity loans	Sc. Hipoteca
480	Factoring	Snc. Factoraje / factoring
481	Leasing	Snc. Arrendamiento financiero, contrato de leasing
482	Roughly	AD. Aproximadamente
483	Red tape	Snc. Procedimiento burocrático
484	Cut-throat	AD. Inescrupuloso, antiético
485	Brag	V. Presumir
486	Wishing well	Sc. Pozo de los deseos
487	Wind turbines	Sc. Turbinas de viento
488	Measure	V. Medir
489	Profitable	AD. Provechoso, ganancioso
490	Downturn	Snc. Recesión
491	Alien corporations	Sc. Corporaciones extranjeras
492	Arreas of interest	Snc. Interés de mora
493	Average	Sc. Promedio
494	Mugging	Snc. Robo
495	Bell and whistles	Snc. Adicionamientos, tales como opciones o garantías, que se le otorgan a un producto financiero para incrementar su atractivo en el Mercado.
496	Barren Money	Snc. Dinero al cero interés
497	Board of directors	Snc. Concejo de administración
498	Janitor	Sc. Conserje

499	Plumber	Sc. Plomero
500	Trade somebody	V. Give somebody something in Exchange of something else
501	Career progression	Snc. Mejora laboral
502	Smuggling	Snc. Contrabando
503	Diner	Sc. Comensal
504	Warlike	AD. Bélico
505	Trim	V. Podar
506	Plated	AD. Enchapado
507	OECD	SNC. Organisation for Economic Co-operation and Development / Organización para la Cooperación y el Desarrollo económicos
508	Poll	Sc. Censo, encuesta
509	Ratio	Snc. Relación, porcentaje
510	Eurostat	Snc. Statistical Office of the European Communities / Oficina europea de Estadística.
511	PPS	SC. Participating preferred stock or participating preferred share / Acción participante preferencial
512	HDI	Snc. Human Development Index / Índice de Desarrollo Humano
513	Ads	Sc. Aviso publicitario
514	Echange rate	Sc. Tasa cambiaria
515	Rossette	Sc. Escarapela
515	Spike	V. Subir, aumentar
517	Undervalued	AD. Devaluado
518	Redeem	V. Redimir
519	Embezzlement	Snc. Desfalco, malversación
520	Retaliate	V. Retaliar
521	Effective anual yield	Snc. Producción anual efectiva
522	Hedge fund	Snc. Fondo de inversión libre
523	Markdown	Snc. Markdown, lenguaje de mercado ligero
524	Penny sotck	Sc. Acciones que valen centavos
525	Lured	AD. Atraído
526	Appeal	Snc. Atracción

527	M	Sc. Thousand
528	Hastly	AD. Con rapidez
529	Conspicuous	A. Conspicuo, evidente
530	Gambler	Sc. Apostador
531	Boondoggle	Sc. Proyecto o actividad innecesarios
532	Fraudster	Sc. Estafador
533	Effortlessly	AD. Sin esfuerzo
534	Impaired	A. Dañado
535	Retailing	Snc. Venta al por menor
536	Leading	A. Líder, pionero
537	Ease of Doing Business Index	Snc. Índice creado por el Banco Mundial el cual hace referencia a las naciones más amigables para emprender un negocio, entre las que se destaca, además de Japón, Colombia, EUA, Canadá, Francia, entre otras.
538	Lifetime employment	Snc. Empleo vitalicio
539	Seniority-based career advancement	Snc. Desarrollo en trabajos hasta la tercera edad
540	Laissez faire	Snc. Libre mercado, libre manufactura, bajos o nulos impuestos, libre mercado laboral, y mínima intervención de los gobiernos.
541	Beef	Snc. Carne de res
542	Budget cutbacks	Snc. Reducción de presupuesto
543	Troubleshooter	Sc. Solucionador de problemas
544	Shortcomings	Sc. Defectos
545	Dumping	Snc. Práctica que consiste en vender al extranjero productos nacionales a un precio inferior al que tiene en el país de origen.
546	Rat race	Snc. Competencia laboral
547	Deed	Sc. Acción
548	Timber	Snc. Madera
549	Account for	V. Dar cuenta de
550	Strengthened	AD. Fortalecido

551	Ahead of	AD. Por encima de
552	Latter	A.Último, anterior
553	Renewable	A.Renovable

PHONETICS

PALABRA	FONETICA	PRONUNCIACION
Target	/ˈtɑːrgət / /ˈtɑːgrɪt/	tárguet / tárguit
Assignments	/əˈsainmənts/	esáiments
Stained	/steɪnd/	stéind
Withdraw	/wɪðˈdrɔː/	uiddró
Warehouse	/ˈwerhaʊs / /ˈweəhaʊs/	uérjáus
Brochure	/brəʊˈʃʊr / /ˈbrəʊʃə(r)/	brouchér
Forecast	/ˈfɔːrkæst / /ˈfɔːkɑːst/	fórcast
Achieve	/əˈtʃiːv/	echív
Reliable	/rɪˈlaɪəbəl/	riláiebol
Suitable	/ˈsuːtəbəl / /ˈsuːtəbəl/	sútabol / súrabol
Ailing	/ˈeɪlɪŋ/	éiling
Average	/ˈævərɪdʒ / , /ˈævəriːdʒ/	évrich
Budget	/ˈbʌdʒət / /ˈbʌdʒɪt/	bódyet
Entrepreneur	/ˈɑːntɹəprəˈnɜːr / /ˌɒntɹəprəˈnɜː(r)/	ántreprener
Exchange	/ɪksˈtʃeɪndʒ/	Excheig
Rate	/reɪt/	Reit
Likewise	[ˈlaɪkwaɪz]	laikuais
Headquarters	/ˈhedˈkwɔːrtərz /	hedcuoras
Slump	/slʌmp/	Eslum
Petty	/ˈpeti/	Peri
Lower	/ˈləʊər /	Louer
Price	/praɪs/	Prais
Settlement	/ˈsetlmənt/	Serelman
Lay off	/leɪ/ Of	Leiof
Owe	/əʊ/	Ou

Former	/ˈfɔːrmər /	Former
statement	/ˈsteɪtmənt/	Esteiman
Quit	/kwɪt/	Cuit
Mind	/maɪnd/	Main
Resign	/rɪˈzaɪn/	Risain
Shorten	/ˈʃɔːrtən /	Shorten
Cosigner	[kəʊˈsaɪnəʳ]	Cosainer
Buck	/bʌk/	Bock
Through	/θruː/	Tru
Niche	/nɪtʃ/	Nich
Expenditure	/ɪkˈspendɪtʃər /	Expendichur
Overseas	/ˈəʊvərˈsiːz /	oversis
freight	/freɪt/	Freigth
Pioneer	/ˈpaɪəˈnɪr /	Paionir
Survey	/ˈsɜːrveɪ /	Sorvei
Income	/ˈɪnkʌm/	Incomn
Refund	/rɪˈfʌnd/	Rifond
Something	/ˈsʌmθɪŋ/	sontin
Supplier	/səˈplaɪər /	soplaier
seasonal	/ˈsiːzənəl /	sisonal
Commute	/kəˈmjuːt/	comiut
Angel	/ˈeɪndʒəl/	Eingel
Underwrite	/ˈʌndərˈraɪt /	onderwrait
Treasure	/ˈtreʒər /	treshure
Encourage	/ɪnˈkɜːrɪdʒ /	encouragh
Recruitment	/rɪˈkruːtmənt/	recrutmen
resign	/rɪˈzaɪn/	Risain
Franchise	/ˈfræntʃaɪz/	Franchais
Peak	/piːk/	picq

Bargain	/ˈbɑ:rgən /	Bargein
Figure	/ˈfɪgjər /	Figjur
Climb	/klaɪm/	Claim
Expiry	/ɪkˈspɑəri /	Espairi
Label	/ˈleɪbəl/	Leibol
issue	/ɪʃju:/	Ischu
Vary	/ˈveəri/	Veri
Achievement	/əˈtʃi:vmənt/	Achifmen
Widen	/ˈwaɪdŋ/	uaiden
Famine	/ˈfæmən /	Famain
Quite	/kwaɪt/	Cuait
Hype	/haɪp/	Jaip
Suitable	/ˈsu:təbəl /	Surabol
Quote	/kwəʊt/	Cuout
Engage	/ɪnˈgeɪdʒ/	Engeich
Loade	/ˈləʊdəd /	Loured
Raise	/reɪz/	reis
Estimate	/ˈestəmeɪt /	estimeit
Accurate	/ˈækjərət/	Akiurat
Reliable	/rɪˈlaɪəbəl/	Relaiabol
Briefly	/ˈbri:fli/	brifli
Expire	/ɪkˈspɑɪr /	Espair
Borrower	/ˈbɑ:rəʊər /	barrouer
Barge	/bɑ:rdʒ /	Bargh
Settle	/ˈsetl/	Sereld
Screw	/skru:/	Escru
Successful	səkˈsesfəl/	Sudcesful
Valuable	/ˈvæljuəbəl/	Baliebol
Stapler	/ˈsteɪplər /	esteipler

Plunge	/plʌndʒ/	Plunghd
Borderline	'bɔːrdərlaɪn /	Bordelain
Sizable	'saɪzəbəl/	Sisabol
Purchase	/'pɜːrtʃəs /	Purchess
Shattered	['ʃætəd]	Shared
Ailment	/'eɪlmənt/	Eilmen
Scattered	/'skætəd /	Escarerd

