

UNIVERSITY OF MONTENEGRO

THE FACULTY OF ECONOMICS

**ENGLISH FOR SPECIFIC
PURPOSES**

Podgorica, 01.03.2016.

1. When someone "brings something to the table", it means that he/she _____.

has something to offer

has nothing to offer

buy everyone lunch

2. HP is one of Dell's main _____.

computers

competitors

controllers

3. It's pretty hard to _____ against big, established companies.

compete

complete

competition

4. James _____ last year.

changed his jobs

changed jobs

made a change in jobs

5. It's not good to _____ yourself entirely to your career.

denigrate

detonate

dedicate

6. Bill, I need your _____ on this. What do you think of this design?

intake

install

input

7. I thought you _____ at the conference.

did a really good job

really did a job

did really a good job

8. P1: We've got a meeting in 10 minutes. Do I have to _____?

P2: Yes, you do.

atone

attend

attain

9. I'd like you to do a little _____ on investment strategies.

present

presenting

presentation

10. He's away _____ at the moment, but he'll be back in an hour.

from his desk

from a desk

from the desk

Connectors to show addition of information

1 The words in bold are connectors that show the writer is adding more information. Read the examples to see how they are used.

- 1 The country is suffering for a number of reasons; the infrastructure is poor, there is little inward investment and workers are demotivated **too/as well**.
- 2 Like Finland, Norway **also** showed strong growth last year.
- 3 India benefits from low labour costs, and **in addition** raw materials are plentiful.
- 4 The Netherlands is in the top five countries. Finland is **as well**.

2 What do you notice about the position of the connectors? Match the connector with its position.

1 too/as well

2 in addition

3 also

a end of clause

b mid position

c start of second clause or second sentence

Connectors to show additional information

We use these connectors to give additional information.

<i>too/as well</i> <i>also</i> <i>in addition</i>

too/as well

*Labour costs are high. Inflation is high **as well/too**.*

We use *too* or *as well* at the end of a clause.

also

We use *also* to link two pieces of information.

 *Also* usually comes before the second verb.

*The country has high inflation and it **also** suffers from high unemployment.*

When the verb is *to be* we put *also* **after** the verb.

*Marks and Spencer is a successful company. It is **also** a very large company.*

WRITING ACTIVITY

in addition

We usually use *in addition* at the start of a second clause.

Clause 1

The company is opening five branches this year

Clause 2

... and **in addition** it is hoping to open two more in Japan next year.

3 Use one of the connectors to complete the following sentences.

- 1 Singapore has a very strong infrastructure. _____ there is a high level of trade and investment.
- 2 The Netherlands comes in the top five countries. Finland is _____ up in the top five.
- 3 High corporate taxes can have a negative effect on an economy. They reduce companies' profits and _____ they do not encourage foreign investment.
- 4 Although Poland is in 45th place, it shows a strong entrepreneurial spirit, and _____ it has a good rate of growth.
- 5 Britain is below Finland. Germany is _____ below Finland.
- 6 Ireland is now attracting a lot of foreign investment. Multinationals are opening offices there and more Irish people are staying in Ireland to work, _____.

KEY:

1 in addition

2 also

3 in addition

4 in addition

5 also

6 too/as well

Present Passive

1 Look at the diagram of the car engine. The information around it shows where cars are made or developed. Which car manufacturers are featured, and what is the nationality of each?

ROVER Nationality _____

Rover 200/400:

Developed with Honda of Japan, built in Oxford and Birmingham, UK.

NISSAN Nationality _____

Primera, Micra, Primo Estate:

Sunderland, UK

Almera Patrol, QX: Japan

Serena, Terano, Venet: Spain

VAUXHALL Nationality _____

Astra: Ellesmere Port, UK;

Eisenacht, Germany; Antwerp, Belgium

Classic Astra: Hungary and Poland

Corsa and Tigra: Zaragoza, Spain and

Eisenacht, Germany

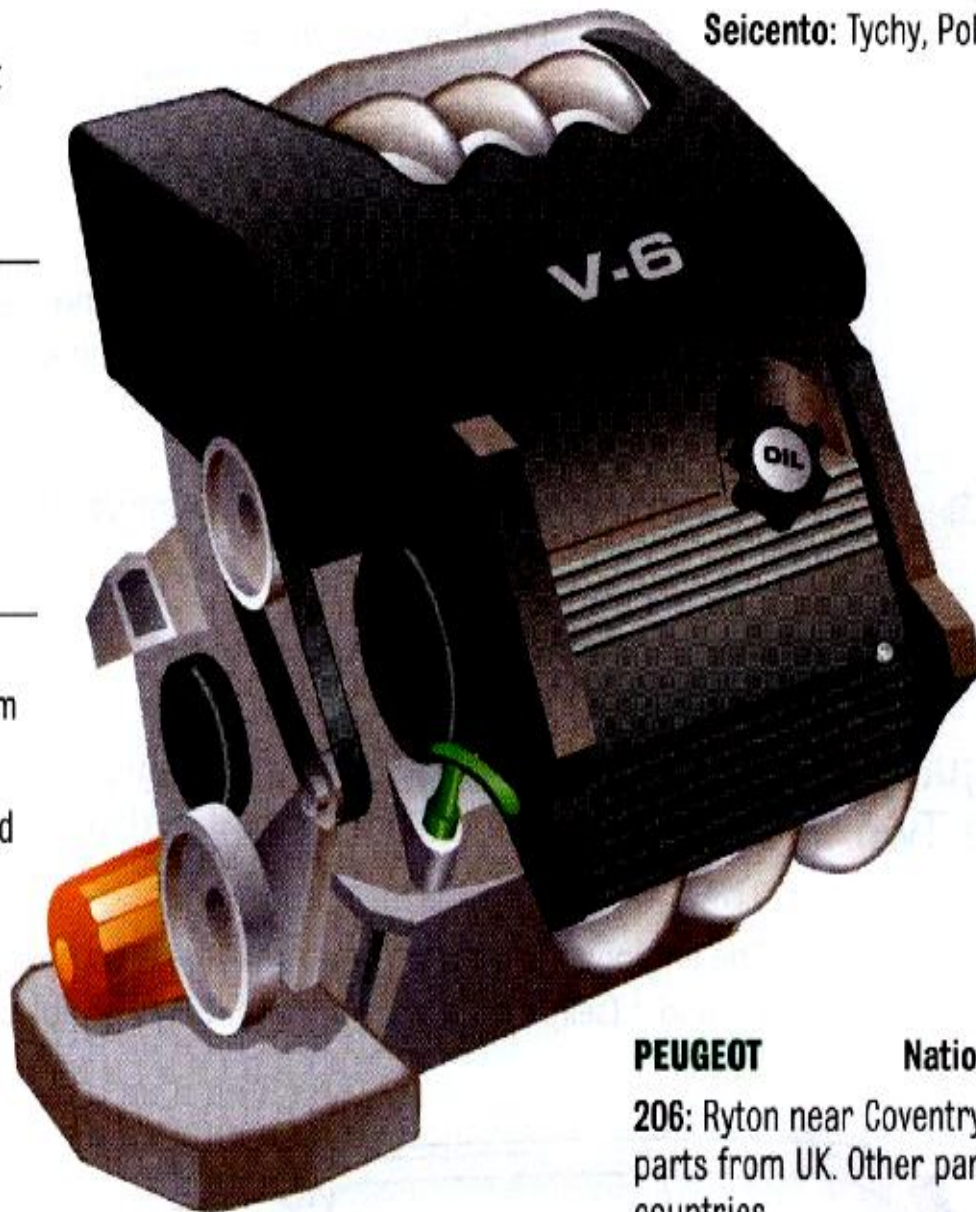
Sintra Engines: Ellesmere Port, UK.

Built in Dorrevill, USA.

(Called Pontiac Adventure in USA, called Sintra in Europe.)

FIAT Nationality _____

Seicento: Tychy, Poland



PEUGEOT Nationality _____

206: Ryton near Coventry, UK. Over 50% of parts from UK. Other parts from EC countries.

2 Complete the sentences.

- 1 The Vauxhall Sintra is made in _____, _____.
- 2 The Nissan Primera is built in _____, UK.
- 3 The Fiat Seicento is made in _____, _____.
- 4 The Rover 200 is built at _____ and _____, UK.
- 5 The Peugeot 206 is built in _____, UK, and more than 50% of parts are sourced in the UK. The rest come from other EC countries.

Reading

- 1 In Liverpool and Lyons.
- 2 Eastern Europe.
- 3 Because of the state of the Western European economy.
- 4 No, they are not.
- 5 No, they don't.

KEY:

- 1 The Vauxhall Sintra is made in Dorrevill, USA.
- 2 The Nissan Primera is built in Sunderland, UK.
- 3 The Fiat Seicento is made in Tychy, Poland.
- 4 The Rover 200 is built in Oxford and Birmingham, UK.
- 5 The Peugeot 206 is built in Ryton, UK, and more than 50% of parts are sourced in the UK. The rest come from other EC countries.

③ ACTIVE AND PASSIVE VOICE

Active voice

We use the **active voice** to say what people and things **do**.

The computer converts sounds into text.

The workers are demanding a pay increase of 7%.

Passive voice

We use the **passive** to say what happens to people and things.

The sounds are converted into text.

The passive is formal and is often used in report writing.

The staff **were asked** for their opinions about the catering provision.

Present simple passive

USE

Jeans are sold all over the world.

The car parts are not assembled at the Longbridge plant.

Is the report written in English?

We use a passive sentence:

- 1 when we are interested in who or what acts.
- 2 when it is obvious who or what does the action so it is unnecessary to say.

VERB TO BE + PAST PARTICIPLE

VERB TO BE: **AM, IS, ARE**

PAST PARTICIPLE:

V + ED (pravilni)

III kolona (nepravilni glagoli)

Word order

SUBJECT

OBJECT

Active: *The workers* assemble *the car parts* at the Longbridge plant.

SUBJECT

Passive: *The car parts* are assembled at the Longbridge plant.

Language Practice Two

1 Write the following paragraph using the passive form of the verb in brackets. Be careful with the past participles.

The Vauxhall Sintra

The engines ¹ (manufacture) at Ellesmere Port in the UK. The cars ² (build) in the US and ³ (sell) there as the Pontiac. Cars ⁴ (ship) back to the UK and ⁵ (sell) as the Sintra.



KEY:

The engines ¹*are manufactured* at Ellesmere Port in the UK. The cars ²*are built* in the US and ³*are sold* there as the Pontiac. Cars ⁴*are shipped* back to the UK and ⁵*are sold* as the Sintra.

Present passive

1 Complete this text by putting the verbs in brackets into the present passive or the present simple active.

At the moment AFG ¹ _____ (make) clothes in two European factories. Shirts ² _____ (make) in Liverpool and trousers and jackets ³ _____ (produce) in Lyons. In these two cities 3,450 people ⁴ _____ (employ) by the company and many smaller local firms ⁵ _____ (support) by business from AFG. In 1919 when AFG began business, it sold most of its products in Britain and France. However, now the company's products ⁶ _____ (sell) all over the world. Cotton ⁷ _____ (import) to AFG's factories in Western Europe from Russia which ⁸ _____ (be) very expensive. The company ⁹ _____ (need) to cut costs in order to compete with its rivals in Eastern Europe and Asia where garments ¹⁰ _____ (manufacture) more efficiently than in Western Europe.

Language Practice Two

1

1 makes

2 are made

3 are produced

4 are employed

5 are supported

6 are sold

7 is imported

8 is

9 needs

10 are manufactured

2 Change these sentences into the passive form.

1 They make clothes in Europe.

2 Other companies in Asia make good clothes.

3 New technology causes many changes to the business environment.

4 Before clothes leave the factory someone checks them carefully at quality control.

5 The company takes a lot of orders through its website.

- 1 Clothes are made in Europe.
- 2 Good clothes are made by other companies in Asia.
- 3 Many changes to the business environment are caused by new technology.
- 4 Before clothes leave the factory they are checked carefully at quality control.
- 5 Lots of orders are taken through the company's new website.



That's all Folks!

**THAT'S ALL FOLKS.
THANK YOU FOR COMING!
SEE YOU NEXT WEEK.**

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THANK YOU FOR COMING!
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