

UNIVERSITY OF MONTENEGRO

THE FACULTY OF ECONOMICS

**ENGLISH FOR SPECIFIC
PURPOSES**

Podgorica, 01.03.2016.

1. P1: When did John start working here? P2: He was _____ about two months ago.

hire

taken

hired

2. I can't go out. My _____ is almost over.

break for lunch

lunch break

food break

3. Many of our employees take their breaks in the _____.

breakfast room

lunch room/lunchroom

criticized

4. In many offices, employees work in little areas called _____.

cubes/cubicles

boxes

rooms

5. You are going to have to _____ your cubicle with two other employees.

divide

coexist in

share

6. Everyone has to leave the office during a fire _____.

drill

alarm

time

7. I can't _____ to my computer.

log in

log out

log

8. Do you have a dress _____ at your company?

requirement

code

law

9. I'm going on a _____ next month. I'm meeting with one of our clients in Singapore.

business trip

work trip

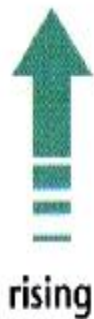
business travel

Vocabulary

Word building

1 The text describes the trends for M&S's profits in key markets. Put each word from the box in the table.

- 1 improvement (n) (para 1)
- 2 fell (v) (para 2)
- 3 rose (v) (para 2)
- 4 decline (n) (para 3)
- 5 increase (n) (para 3)
- 6 maintained (v) (para 4)



no change



VERBS	NOUNS	VERBS	NOUNS	VERBS	NOUNS
to improve	<i>an improvement</i>	to _____		to _____	a _____
to _____	a _____	to _____		to _____	a _____
to _____	an _____			to _____	a _____
to _____				to _____	a _____

VERBS

to improve

to rise

to increase

to grow

VERBS

to maintain

to stabilise

VERBS

to fall

to decline

to decrease

to drop

NOUNS

an improvement

a rise

an increase

NOUNS

NOUNS

a fall

a decline

a decrease

a drop

VOCABULARY

MAINTAIN – MAINTENANCE
STABILIZE – STABILIZATION

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.*

2 Mark each of the verbs and nouns with an arrow (\nearrow \searrow \rightarrow) to show the trend it describes:

Verbs: to improve to decline to rise
to increase to decrease to stabilise
to fall to grow to maintain (position)
to drop

Nouns: a fall a drop a rise an increase
a decline a decrease

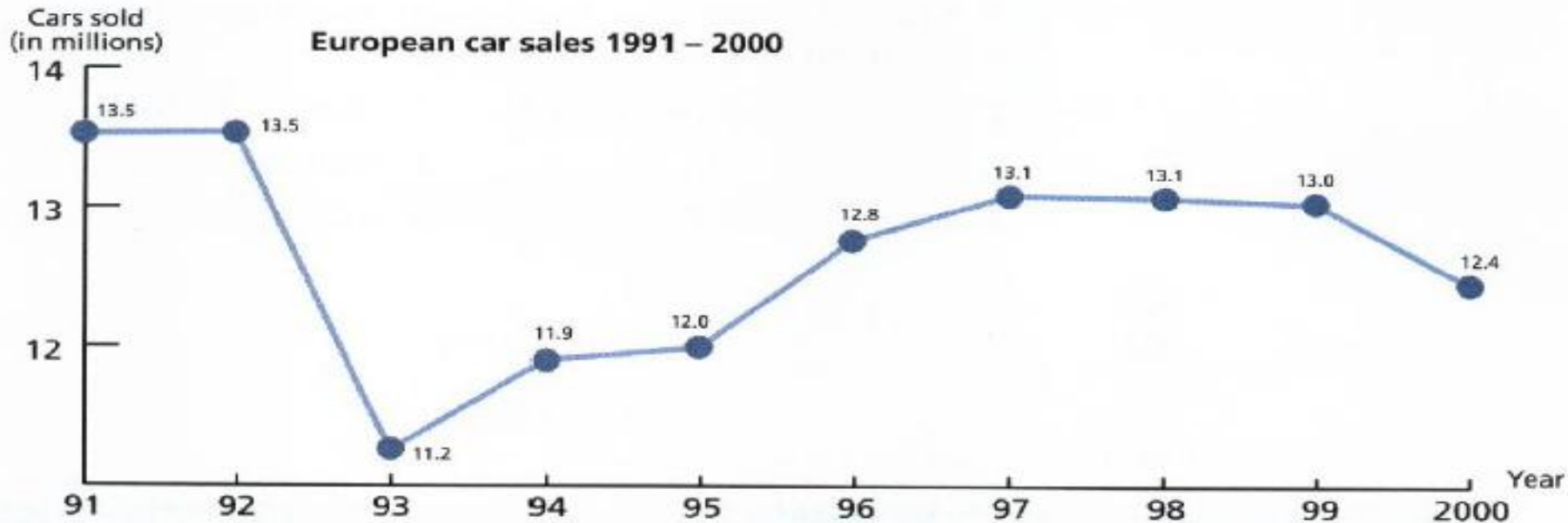
Verbs:

- ↘ to decline, to decrease, to fall, to drop
- ↗ to improve, to rise, to increase, to grow
- ➔ to stabilise, to maintain (position)

Nouns:

- ↘ a fall, a drop, a decline, a decrease
- ↗ a rise, an increase

Describing trends

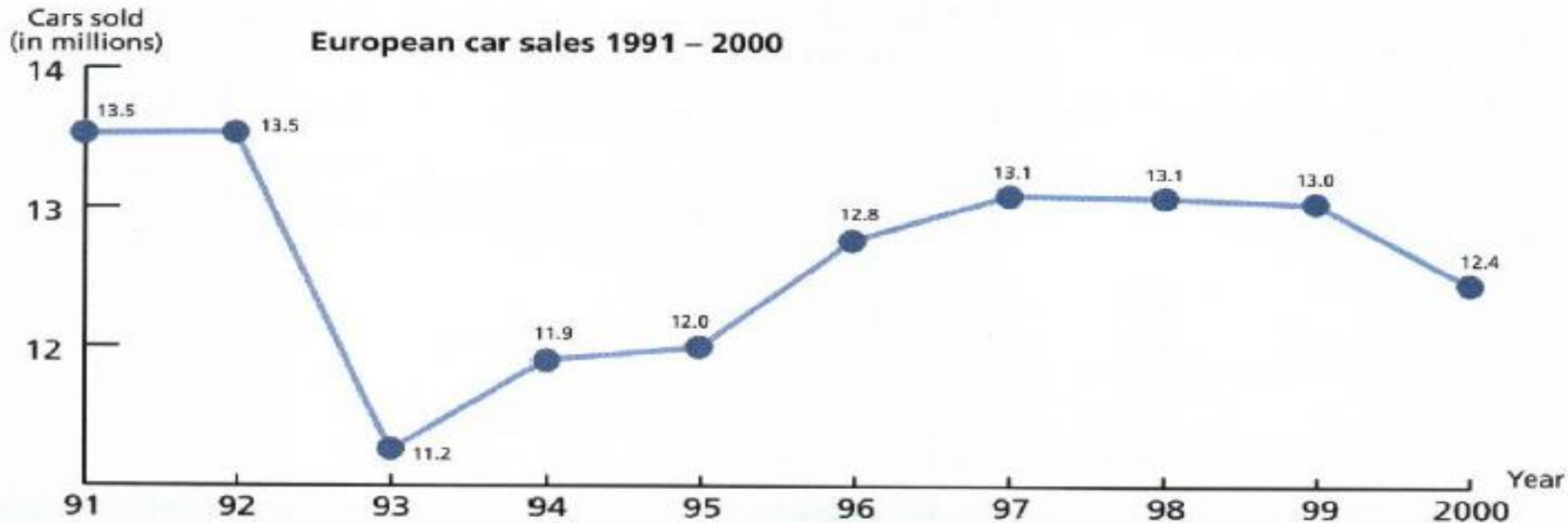


1 The graph shows car sales from 1991 to 2000.
Look at the graph and read these sentences.

Notice how the verbs + prepositions are used.

- From 1992 to 1993 car registrations **decreased from** 13.5 million **to** 11.2 million.
- Car registrations **increased from** 11.2 million in 1993 **to** 11.9 million in 1994.
- They **decreased by** about three hundred thousand (300,000) from 1991 **to** 1997.
- There was a **decrease of** about half a million from 1991 **to** 1996.

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Now complete these sentences using the graph.

- 1 ^a _____ 1993 ^b _____ 1994 registrations rose ^c _____ about 7,000 (seven thousand).
- 2 There was a decrease _____ about 2.3 (two point three) million from 1992 to 1993.
- 3 Car registrations rose ^a _____ about 11.2 (eleven point two) million in 1993 ^b _____ about 12.8 (twelve point eight) million in 1996.

1 KEY:

- 1 *From 1993 to 1994 registrations rose by about 7,000.*
- 2 *There was a decrease of about 2.3 million from 1992 to 1993.*
- 3 *Car registrations rose from about 11.2 million in 1993 to about 12.8 million in 1996.*

VOCABULARY ACTIVITY

We can use **verb + adverb** to describe a trend.

Verb + adverb

Car sales fell dramatically from 1992 to 1993.

They rose steadily from 1993 to 1997.

They dropped slightly from 1997 to 1999.

Sales increased considerably.

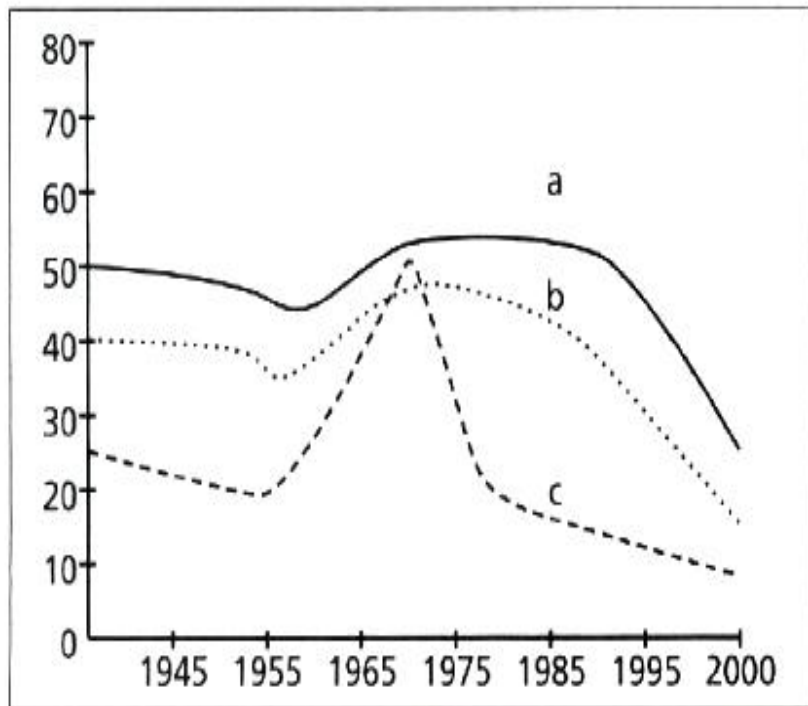
Sales fell sharply from 1999 to 2000.

Business Communication

Describing trends

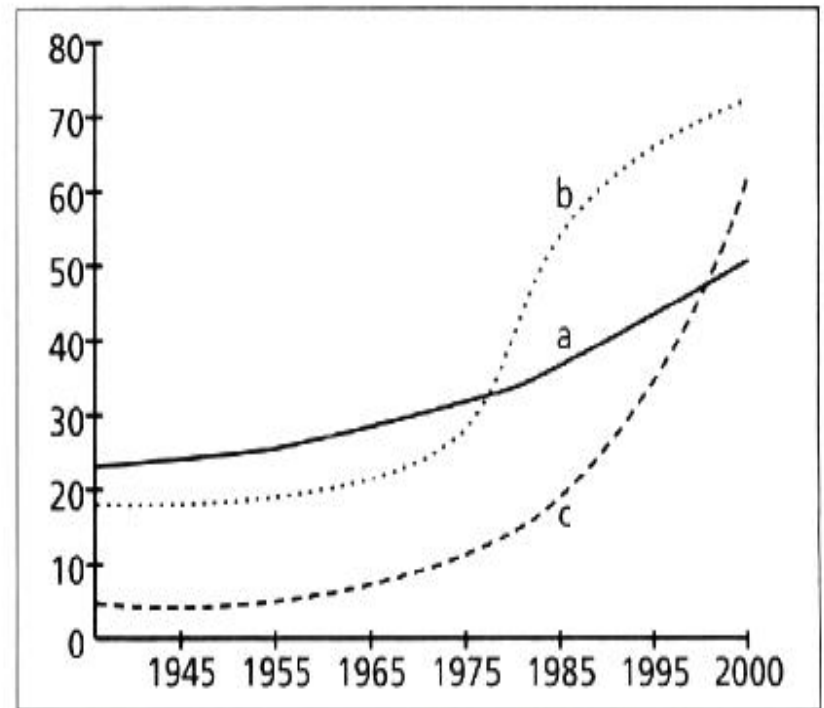
Look at each graph and decide which line (a-c) is described in the text.

1 Sales of AFG products in the UK and France



The ten-year period after the Second World War (45-55) saw stable sales for AFG. This was followed by a slight decline. Sales then rose steadily for ten years before they fell slightly. The last ten years saw a dramatic fall in sales for the company.

2 Sales of AFG products in the USA



From 1945 to 1955 sales of AFG products in the USA remained stable and low. They increased slightly over the next twenty years and rose more considerably between 1975 and 1985. After this there was a dramatic increase.

READING ACTIVITY

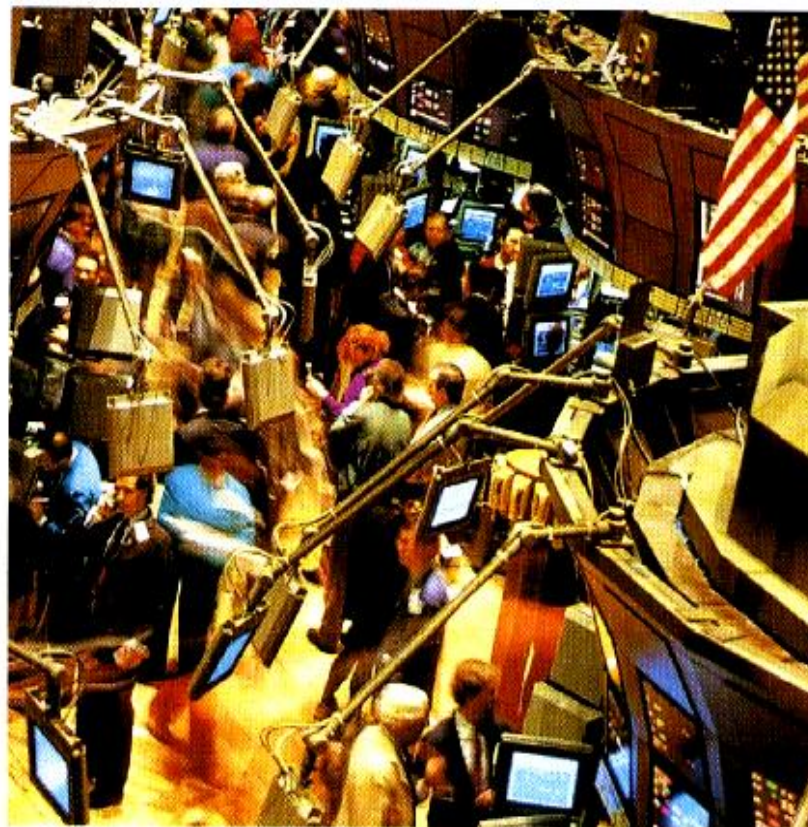
1.B

2.C


10 *Finance*

In this unit:

- **Language Focus**
Figures and numbers
Transitive and intransitive verbs
Pronunciation: saying numerals,
word recognition
- **Skills**
Writing: rephrasing and exemplifying
Reading: investment bank accounts
Listening: profit and loss accounts
- **Vocabulary**
Word partners
- **Business Communication**
Scale of probability



Key Vocabulary

 10.1 Companies and individuals often **borrow** money, and it is important to find a favourable **interest rate**. Rates are variable, and can **rise** or **fall** depending on the market. Many **investors**, (people who use their money to earn more money), choose foreign or **offshore bank accounts** because they are tax-free. Anyone can buy shares in a **public company** and become a **shareholder**. All public companies in the UK are obliged by law to publish their **financial results** at the end of the **tax year**. They do this in their **annual report** to shareholders. Annual reports include **profit and loss accounts** which show **turnover**, or the total sum of money which is coming into the company.



That's all Folks!

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

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