**Articles: Activity 1**

Read Grammar Bank 10B. Then choose the correct article, or no article (-), to complete the sentences.   
Listen and check.

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| Grammar Bank  **10B** articles  **basic rules: *a / an / the,* no article**  EXAMPLES **1** My neighbor just got **a** dog and **a** cat.     **The** dog is **an** Alsatian and **the** cat is **a** Siamese.     Jack got into **the** car and drove to **the** courthouse.  **2** **Children** are often better than **adults** at new technology.     I don’t like **sports** or **classical music**.  **3** Last night I **came home** late and went straight **to bed**. FORM **1** Use *a* or *an* when you mention somebody or something for the first time or say who or what somebody or something is. Use *the* when it’s clear who or what somebody or something is (e.g., it has been mentioned before, or it’s unique, i.e., the only one that exists or that you own).  **2** Don’t use an article to speak in general with plural and uncountable nouns.  **3** Don’t use an article in phrases like *at home* / *work, go* / *come home* / *to bed, next* / *last* (*week*), etc.  **institutions** My son is in **high school**.  They’re building **a new high school** in my town.  He was sent **to prison** for two years.  My grandmother used to work in **the prison** as a cleaner.   * With words like *prison / jail, church, school,* and college / *university*, don’t use an article when you are thinking about the institution and the normal purpose it is used for. If you are just thinking about the building, use *a* or *the*.   **more rules: geographical names** EXAMPLES **1 South Korea** is in **East Asia**.  **2 Macy's**is one of the most famous department stores in the **US.** **3 Lake Maracaibo** and **Lake Titicaca** are both in **South America**.  **4 The Danube** **River**flows into **the Black Sea**.  **5 The Metropolitan Museum** is located on **Fifth Avenue** in New York. FORM   * We don’t normally use *the* with the names of:   **1** most countries, continents, and regions ending with the name of a country / continent (e.g., *North America, South East Asia*), individual islands, states, provinces, towns, and cities (exceptions: *the US / United States, the UK* / *United Kingdom, the Netherlands, the Czech Republic*).  **2** roads, streets, parks, bridges, stores, and restaurants (exceptions: highways and numbered roads: the Trans-Canada Highway, the 405).  **3** individual mountains and lakes.   * We normally use *the* with the names of:   **4** mountain ranges, rivers, oceans, seas, canals, deserts, and island groups.  **5** the names of theaters, hotels, galleries, museums, buildings, and monuments. |

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| 1.  The weather was awful, so we stayed at - / a / the home.  2.  - / A / The washing machine we bought last week has stopped working already.  3.  I love reading - / a / the historical novels.  4.  Sarah had had an exhausting day, so she went to - / a / the bed early.  5.  I saw a man walking with a woman in the park. - / A / The woman was crying.  6.  The teachers are on strike, so the children aren’t going to - / a / the school.  7.  Turn left immediately after - / a / the gas station and go up the hill.  8.  My neighbor’s in - / a / the prison because he didn’t pay his taxes.  9.  People are complaining because the town council has refused to build - / a / the new school.  10.  Visitors are not allowed to enter - / a / the church after 7 p.m. |  |

**Articles: Activity 2**

Read Grammar Bank 10B. Then complete the sentences with *the* or no article (-). Listen and check.

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| **Grammar Bank**  **10B** articles  **basic rules: *a / an / the,* no article**  EXAMPLES **1** My neighbor just got **a** dog and **a** cat.     **The** dog is **an** Alsatian and **the** cat is **a** Siamese.     Jack got into **the** car and drove to **the** courthouse.  **2** **Children** are often better than **adults** at new technology.     I don’t like**sports** or **classical music**.  **3** Last night I **came home** late and went straight **to bed**. FORM **1** Use *a* or*an* when you mention somebody or something for the first time or say who or what somebody or something is. Use *the* when it’s clear who or what somebody or something is (e.g., it has been mentioned before, or it’s unique, i.e., the only one that exists or that you own).  **2** Don’t use an article to speak in general with plural and uncountable nouns.  **3** Don’t use an article in phrases like *at home* / *work, go* / *come home* / *to bed, next* /*last* (*week*), etc.  **institutions** My son is in **ihigh school**.  They’re building **a new high school** in my town.  He was sent **to prison** for two years.  My grandmother used to work in **the prison** as a cleaner.   * With words like *prison / jail, church, school,* and college / *university*, don’t use an article when you are thinking about the institution and the normal purpose it is used for. If you are just thinking about the building, use *a* or *the*.   **more rules: geographical names** EXAMPLES **1 South Korea** is in **East Asia**.  **2 Macy's**is one of the most famous department stores in the **US.** **3 Lake Maracaibo** and **Lake Titicaca** are both in **South America**.  **4 The Danube** **River**flows into **the Black Sea**.  **5 The Metropolitan Museum**is located on **Fifth Avenue** in New York. FORM   * We don’t normally use *the* with the names of:   **1** most countries, continents, and regions ending with the name of a country / continent (e.g., *North America, South East Asia*), individual islands, states, provinces, towns, and cities (exceptions: *the US / United States, the UK* / *United Kingdom, the Netherlands, the Czech Republic*).  **2** roads, streets, parks, bridges, stores, and restaurants (exceptions: highways and numbered roads: the Trans-Canada Highway, the 405).  **3** individual mountains and lakes.   * We normally use *the* with the names of:   **4** mountain ranges, rivers, oceans, seas, canals, deserts, and island groups.  **5** the names of theaters, hotels, galleries, museums, buildings, and monuments. |

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| **Example**: *Berlin is  the  capital city of  -  Germany.* **1.**   \_\_\_\_\_\_\_\_ Sicily is the largest island in \_\_\_\_\_\_\_\_ Mediterranean.  **2.**  Cairo is on \_\_\_\_\_\_\_\_ Nile RIver.  **3.**   We didn’t have time to visit \_\_\_\_\_\_\_\_ National Gallery when we were in Washington, DC.  **4.**   \_\_\_\_\_\_\_\_ American southwest is famous for its beautiful deserts and canyons. **5.**   \_\_\_\_\_\_\_\_ Mount Everest is in \_\_\_\_\_\_\_\_ Himalayas.  **6.**   The largest inland lake is \_\_\_\_\_\_\_\_ Caspian Sea.  **7.**  We stayed at \_\_\_\_\_\_\_\_ Peninsula Hotel while we were in Hong Kong.  **8.**   Romeo and Juliet is playing at \_\_\_\_\_\_\_\_ Globe Theater.  **9.**   Manila is the capital of \_\_\_\_\_\_\_\_ Philippines.  **10.** I’ve always wanted to visit \_\_\_\_\_\_\_\_ Argentina. |  |

**Collocation: word pairs: Activity 1**

Complete the word pairs with a word from the box. See Tools for Quick tips. Then listen and check.

|  |  |
| --- | --- |
| quiet demand learn lightning sweet effect  forget forwards safety cons |  |

1.  backwards and   \_\_\_\_\_\_\_\_\_\_

2.  cause and   \_\_\_\_\_\_\_\_\_\_

3.  forgive and   \_\_\_\_\_\_\_\_\_\_

4.  health and   \_\_\_\_\_\_\_\_\_\_

5.  live and   \_\_\_\_\_\_\_\_\_\_

6.  thunder and   \_\_\_\_\_\_\_\_\_\_

7.  pros and   \_\_\_\_\_\_\_\_\_\_

8.  peace and   \_\_\_\_\_\_\_\_\_\_

9.  supply and   \_\_\_\_\_\_\_\_\_\_

10.  short and   \_\_\_\_\_\_\_\_\_\_

**Collocation: word pairs: Activity 2**

Choose the correct word to complete the word pairs. Then listen and check. Listen again and repeat.

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| 1.  right or nothing / wrong / twice  2.  now or nothing / wrong / never  3.  more or nothing / less / twice  4.  sooner or nothing / never / later  5.  all or nothing / never / less  6.  once or never / less / twice  7.  dead or alive / never / shine  8.  rain or nothing / wrong / shine |  |

**Collocation: word pairs: Activity 3**

Match the word pairs in bold to their meanings. Write *A-H*. Then listen and check.

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| **1.** \_\_\_ I’m **sick and tired** of hearing you complain.  **2.**  \_\_\_ I didn’t buy much, just a few **odds and ends**.  **3.**  \_\_\_  I get headaches **now and again**.  **4.**  \_\_\_ **A** What’s for lunch?  **B** Just **wait and see**.  **5.**  \_\_\_ **By and large**﻿, I enjoyed my time at school.  **6.**  \_\_\_ The National Guard was called in to restore **law and order**.  **7.** \_\_\_ Despite the storm, we arrived **safe and sound**.  **8.**  \_\_\_  It was **touch and go** whether we’d get to the airport in time, but luckily we just made it.  **A** in general  **B**  a situation in which the law is obeyed  **C** fed up  **D**  without problem or injury  **E**  sometimes  **F**  uncertain, with the possibility that something may go wrong  **G**  small things  **H**  wait patiently |  |

**Collocation: word pairs: Activity 4**

Complete the sentences with a word pair from the box.

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| odds and ends touch and go law and order by and large  wait and see safe and sound now and again sick and tired |

1.  I don't have much work to finish, just a few \_\_\_\_\_\_\_\_\_\_\_\_ .

2.  I don’t see my uncle very often, only \_\_\_\_\_\_\_\_\_\_\_\_ .

3.  Let’s \_\_\_\_\_\_\_\_\_\_\_\_ if the weather improves before we decide to go out or not.

4.  After lots of adventures, she arrived home \_\_\_\_\_\_\_\_\_\_\_\_ .

5.  A few things went wrong on the first night of the play, but \_\_\_\_\_\_\_\_\_\_\_\_ , it was a success.

6.  After the riots, the government sent soldiers in to try to establish \_\_\_\_\_\_\_\_\_\_\_\_ .

7.  I’m \_\_\_\_\_\_\_\_\_\_\_\_ of my boss! I’m going to look for a new job.

8.  The operation was successful, but for a few hours it was \_\_\_\_\_\_\_\_\_\_\_\_ .

**Pausing and sentence stress**

Read and listen. Then say and record.

|  |  |
| --- | --- |
| 1.Good afternoon everyone / and thank you for coming. |  |
| 2.I'm going to talk to you today about one of my hobbies, / baking. |  |
| 3.I’ve loved baking since I was a child. |  |
| 4.My grandmother taught me to make simple cookies and cakes / and later, / when I was a teenager,... |  |
| 5....I watched a lot of TV shows and online videos / to learn how to make more complicated ones. |  |
| 6.What I like about baking / is that it’s very creative / and it makes other people happy. |  |

**Presentation disasters: Activity 1**

Read and listen to the article. Choose the correct answers.

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| **PRESENTATION DISASTERS!** However bad you think your presentation has been, take some comfort from the fact that at least it probably wasn’t as bad as this true story…  *A few years ago, I had to give a presentation to the Belgian management team of an international IT company. Not wishing to be the typical American presenting in English, I had carefully prepared my presentation in French. I intended it as a surprise, so I didn’t say anything beforehand. After speaking in French for 45 minutes, I was halfway through my presentation and we had a break for coffee. At this point the manager of the company came up to me and asked me if I would change to speaking in English. “Is my French that bad?” I said. “No,” he replied, “it’s just that we're all from the Dutch-speaking part of Belgium.”*  **TEN TOP TIPS FOR SPEAKING IN PUBLIC:**  **1** Prepare your presentation carefully, and if possible practice it beforehand.  **2** If you are using e.g., PowerPoint or a Prezi presentation, make sure that your text is clear and easy to read, and that there are not too many distracting graphics.  **3** Get to know as much as possible about your audience beforehand, and about any important or sensitive local issues.  **4** Dress carefully so that you feel confident about your appearance in front of an audience.  **5** Get to the place where you are going to speak in plenty of time.  **6** Make sure that you check that all your equipment is working properly before you start.  **7** If you are given a time limit, keep to it.  **8** Sound enthusiastic, even passionate, about what you are saying.  **9** Look at your audience. Try to make eye contact with individual people as you speak.  **10** It’s good to make your audience laugh, but make sure any jokes or stories you tell are appropriate. |  |

* 1. The man spoke French because \_\_\_\_\_\_.
  + he had been asked not to speak English.
  + the presentation was for a French company.
  + he wanted to impress the audience.
  1. The man discovered his mistake \_\_\_\_\_\_ of the presentation.
  + at the beginning
  + in the middle
  + at the end
  1. The man should have remembered \_\_\_\_\_\_.
  + Tip 9
  + Tip 3
  + Tip 6

**Presentation disasters: Activity 2**

Read and listen to four other people talking about disastrous presentations. Write the number of the tip they should have remembered.

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| **Speaker 1**  I was doing a tour of Asia where I was giving a presentation about database programs. I assumed the audiences would understand English – the organizers knew that I couldn’t speak Chinese – and I knew they would be familiar with the, um, with the technical language of the products I was going to talk about, which were dbase and Clipper.  Well, for most of the tour the talks seemed to go extremely well; there were big audiences and the venues were great. The questions I was asked by the audience at the end of the talks showed that, um, everyone had really understood what I was saying.  When we arrived in the penultimate city, whose name I’m not going to mention, I started my session as I, as I usually did with a few questions to get to know something about the audience. So, first I asked them “How many of you use dbase?” I raised my own hand, because I use it myself and pretty much the whole audience raised their hands. So then I asked, “How many of you here use Clipper?” And, once again, pretty much 100 percent of the audience raised their hands. This was, um, this was extremely unusual – in fact, almost impossible. With a sinking feeling I then asked, “How many of you want to be an astronaut?” and I watched as everyone’s hands went up. I might as well have been speaking to a group of aliens – as it turned out most of the audience spoke Chinese, and only Chinese. But I could see that two or three people in the audience spoke English, because they were practically rolling on the floor laughing.  **Speaker 2**  I was giving a talk in Hungary to a group of about 200 English teachers. I got to the place where I was giving the talk a little bit late, only about ten minutes before I was supposed to start. I rushed to the room, and saw that everything was set up and most of the audience was already waiting and I told the organizers that I just needed to quickly go to the bathroom, and then I would start. They pointed me in the right direction but, when I got to the bathroom, I saw that there were two doors with words on them in Hungarian, but no signs. I looked at the words and decided that one of them must be the men’s room, and I went in and went into a cubicle. Suddenly I heard voices of other people coming in – but, to my horror, they were women’s voices, and I realized that I had guessed wrongly and had gone into the women’s room. I guessed that these women must be teachers coming to my talk, so there was no way I could open the door and come out. I waited and waited, getting more and more stressed by the minute and worrying about being late to start my talk. After about five minutes or so, everything went quiet and I was able to rush out and go back to the room where the audience was waiting for me to start as it was already five minutes after the start time. Thank goodness nobody saw me…  **Speaker 3**  My first ever presentation was at a conference for English teachers around 1988. I wanted to show the audience some good ideas for using video in the classroom. I explained one of the ideas and then I went to turn on the video player and nothing happened... and then again... nothing… and again. By this time I was so stressed and annoyed that in the end I said, “OK, if it doesn’t work this time, I’m leaving,” and I really meant it. Amazingly, almost as if it had heard me, it worked. I never forgot that talk and it taught me to never rely 100 percent on technology in a presentation.  **Speaker 4**  Some years ago, I had to do a presentation to a group of construction workers about health and safety at work. When I was getting dressed that morning I put on a silk skirt, and as I was fastening it, the button at the waist broke. I didn’t bother to change, because the skirt had a zipper, and anyway I was in a hurry. During the presentation, as I walked backward and forward across the stage, I started to feel something silky hit the back of my ankles. My skirt was falling down! The audience was absolutely entranced – and not by what I was saying. I quickly pulled it up and said, “Now that I have your attention….” The audience roared with laughter, and one of them shouted out, “I thought that was part of your presentation!” I felt terribly embarrassed, and I could hear my mother’s voice in my ear saying, “You should always wear nice underwear, in case you are ever in an accident.” I managed to finish my presentation and I rushed outside and started to shake. That audience may never remember a thing I said, but I’m sure they won’t forget me. |  |

Speaker **1** should have remembered Tip \_\_\_ .  
Speaker **2** should have remembered Tip \_\_\_ .  
Speaker **3** should have remembered Tip \_\_\_ .  
Speaker **4** should have remembered Tip \_\_\_ .  
  
**TEN TOP TIPS FOR SPEAKING IN PUBLIC:**   
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