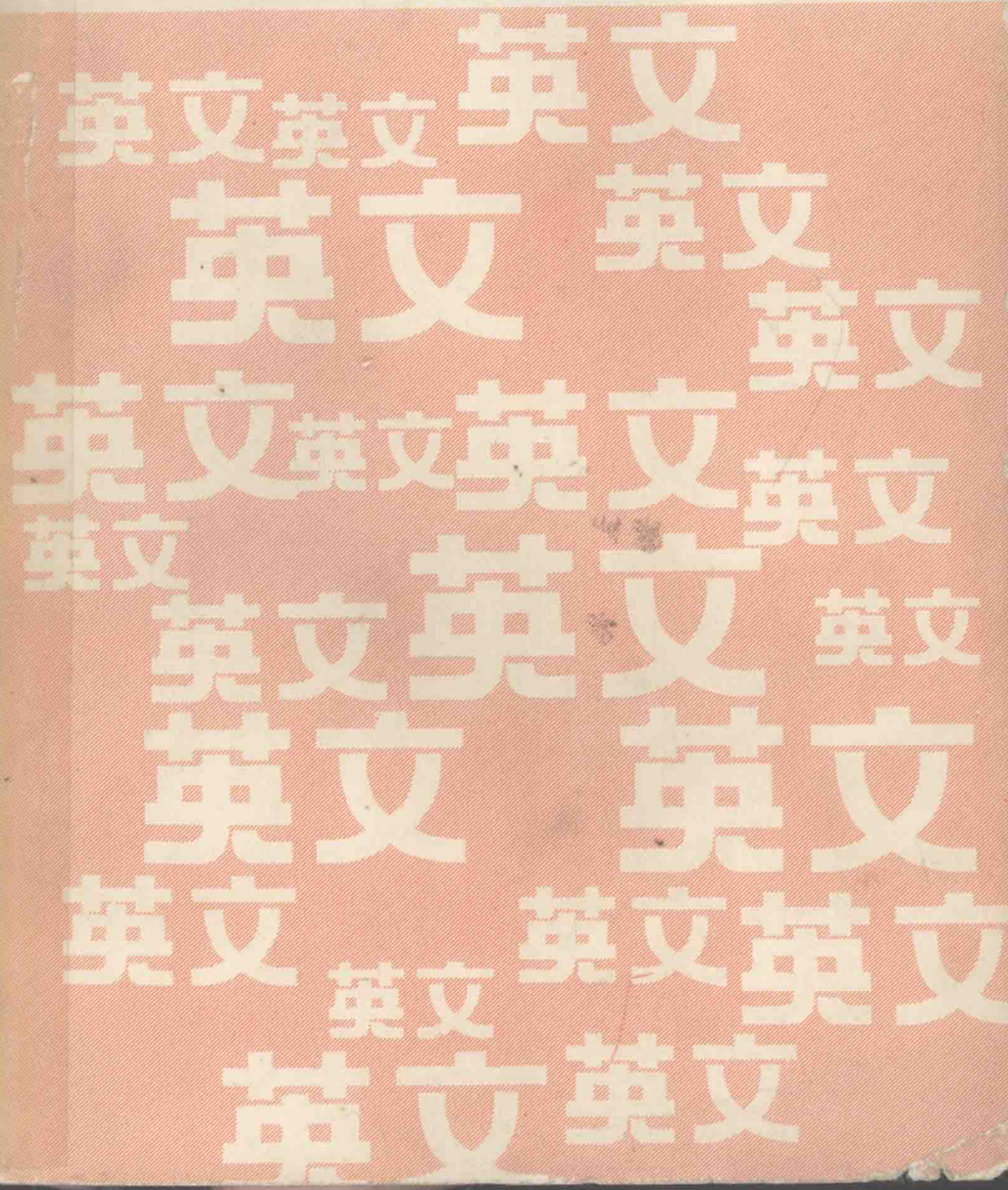


Modern English for Chinese Students

5

A. R. B. Etherton



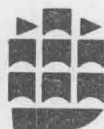
Modern English For Chinese Students Book Five

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Foreword

This book has been written for use by Hong Kong pupils in Form V and takes into account the public examinations concerned, particularly the English Certificate of Education examination.

While the book pursues the same general aims as preceding ones in the same series, these points may be of interest:

1. Pupils are *not* expected to work through all the material in the book. The year in which the Certificate of Education examination is taken is a comparatively short one. At the same time, the standards and needs of different classes vary considerably. For these reasons, more material has been provided than is essential so that teachers can *select* what they feel is useful for their particular class.
2. For educational reasons, material has been included which may not be directly tested in a public examination but which is of value to pupils at this stage, especially to those about to leave school or to move on to Form VI. Examples of this type of material include the chapters on Commerce, General Knowledge and Reasoning.
3. Pupils know that some of the questions in their examination will be multiple choice ones. To give them practice in dealing with this type of question, many exercises involve multiple choice items. However, since these questions are more useful for testing than teaching, free response questions have not been entirely excluded.
4. The author will always be glad to hear from teachers or pupils who use this book and to help them if possible.

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A.R.B.

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1.

ABBREVIATIONS

ADVICE ON THE USE OF ABBREVIATIONS

1. *Shall I put a full stop after an abbreviation?*

The recommended answer is, "Yes, in most cases." Exceptions are mentioned in this chapter. However, notice the two attitudes explained below, and then make your own decision.

(a) Some British people and most Americans put a full stop after every abbreviation (except those such as UNESCO, UNO, etc.)

Sgt. Lee Mr. Cheung Capt. Lam Mrs. Smith

(b) Some British people do NOT use a full stop after an abbreviation if its first and last letters are the same as those of the original word.

Sgt = *Sergeant* so **no full stop** is used: Sgt Lee

Messrs = *Messieurs* so **no full stop** is used: Messrs Lam and Tam
but

Capt = *Captain* so a full stop is used: Capt. Lam

Insp = *Inspector* so a full stop is used: Insp. Ng

Method (b) is not helpful. You will waste time if you have to think whether each abbreviation starts and ends with the same letters as the original word. In this way, an abbreviation will not save any time at all.

2. *Use a comma to separate successive abbreviations.*

3. *Put awards for public service and gallantry before academic and professional qualifications.*

Peter Chan Esq., O.B.E., M.A., J.P.
Mr. George Lam M.C., B.A. (Hons.), F.R.H.S.
Sir John Brown K.C.B., D.S.O., M.A., F.C.A.

Note that *Sir John Brown* can be referred to as *Sir John* or as *Sir John Brown*, and never as *Sir Brown*.

4. *Shall I use Mr. or Esq.?*

- (a) Americans use *Mr.* and not *Esq.*
- (b) Some British people do not care whether you write *Mr. J. Brown* or *J. Brown Esq.* on the envelope.
- (c) Some older British people think that *Esq.* is more courteous than *Mr.* and may feel offended if you write *Mr. J. Brown* on the front of an envelope. The theory used to be that *Esq.* was used for gentlemen but that *Mr.* was used for men. If you wish to be very polite and careful, use *Esq.* on an envelope. When speaking to or about a man, we always use *Mr.* unless he has a title.

5. *Full stops are often omitted in the following cases*

- (a) With long abbreviations which are in common use, e.g. UNESCO, SEAMEC, YMCA, YWCA, USIS, etc.
- (b) With some short abbreviations, particularly when they make an easily pronounced word or name, e.g. UNO, ASA, etc.
- (c) When *per cent* is used.
- (d) With chemical and mathematical symbols, e.g.

H_2SO_4 $\tan A = 2\sin B$ $\operatorname{cosec} ABC$

Some printers omit the full stop after such abbreviations as the following ones, but other printers use a full stop.

16 lbs. 44 mm. 160 cc. 1400 m.

6. *Shall I use capital letters for an abbreviation?*

In theory, if the full word would normally start with a capital letter, the abbreviation will too. When the full word would not start with a capital letter, the abbreviation is *sometimes* written in small letters, as with *p.a.* (per annum, annually) and *ed.* (editor or edited). In other cases, by common usage, capital letters are used, as with E. & O. E. (errors and omissions excepted) and H.P. (hire purchase). In a few cases the use of capital letters prevents confusion with a similar abbreviation in small letters, e.g. H.P. (hire purchase) but *h.p.* (horse-power).

7. *What must I write in full?*

- (a) In formal work, numbers under eleven, and numbers of

less than three digits unless they occur in a passage where many numbers are being used:

- (i) I called to see him two or three times.
- (ii) There were at least seven hundred spectators at the game.
- (iii) There are about 40,000 people in that district, of whom 32,000 are Cantonese, 2,000 are Hakka, 1,800 are Tanka and the rest come from a variety of places.
- (b) We do NOT normally write the numbers of years in full:
 - (i) He was born in 1953.
 - (ii) I lived there from 1962 until 1970.
- (c) In most cases, we write the time of the day in full when it is used in a formal sentence:
 - (i) His plane leaves at a quarter to seven.
 - (ii) They arrived just before one o'clock.

In timetables, statistics, mathematical problems, etc., we use figures to denote the twelve or twenty-four hour clock:

Dep. 1.15 p.m.

Dep. 13.15 hrs.

Arr. 4.30 p.m.

Arr. 16.30 hrs.

- (d) In formal work, the age of anything is normally written in full:
 - (i) He is twenty-eight years old.
 - (ii) I am sixteen. My brother is thirteen.

Exercise 1

Say what each of the following abbreviations means and when it is used:

c/o	e.g.	T.U.C.	J.P.
P.S.	viz.	M.D.	UNO
pro tem.	etc.	B.A.	P.W.D.
pp.	ll.	M.Sc.	HB
i.e.	V.I.P.	Messrs.	H.Q.

Exercise 2

Explain the meaning of the abbreviations used in these sentences:

- (a) Thank you for your letter of the 3rd *ult.*
 - (b) Your letter of the 4th *inst.* is receiving attention.
 - (c) The goods should reach you on the 8th *prox.*
- Note:* The abbreviations in (a), (b) and (c) are becoming less common but they still occur in commercial correspondence. It is better not to use them, but to use *last month*, *this month*, *next month* or the name of the month instead.

- (d) The price of the material is \$2.50 per lb. *f.o.b.* Hong Kong.
 (e) The price of the metal is \$12.00 per lb. *c.i.f.* Vancouver.
 (f) He was born *c.* 1800.

Exercise 3

Explain the meaning of these abbreviations and say when they might be used:

b.h.p.	I.C.B.M.	R.D. (on a cheque)	Ltd.
m.p.g.	³ H	M.O.H.	E. & O.E.
m.p.h.	T.K.O.	mm.	fcap.
cf. or cp.	US \$	N.B.	C.O.D.
C.I.D.	R.I.P.	Lt.-Col.	R.S.V.P.

2.

ADJECTIVES

1. FORMATION OF ADJECTIVES

In the following exercises there are examples of adjectives with common endings.

- Make sure that you know the meaning of each adjective.
- Use each adjective with a suitable noun or in any other way.
- When the adjective is used with the verb *to be* (e.g. *It is easy to...* or *He was confident of ...*) notice the preposition which is used.

Exercise 1

-able

reasonable	movable	favourable	comfortable
enjoyable	lovable	recognizable	honourable
profitable	notable	fashionable	respectable
acceptable	enviable	changeable	breakable
noticeable	desirable	miserable	considerable
preferable	valuable	reliable	capable

Exercise 2

-ant, -ent

reluctant	constant	vehement	affluent
brilliant	important	negligent	convergent
hesitant	instant	turbulent	imminent
buoyant	abundant	improvident	proficient
relevant	distant	evident	impertinent
ignorant	intolerant	redolent	lenient

Exercise 3

-al, ial, ual

abysmal	hypocritical	fundamental	gradual
habitual	pharisaical	universal	strategical
artificial	fanatical	seasonal	apocryphal
confidential	frugal	conditional	nonsensical
original	economical	horizontal	visual
political	remedial	preferential	substantial

Exercise 4

-ary, -ory

subsidiary	customary	compulsory	obligatory
ordinary	arbitrary	nugatory	predatory
honorary	discretionary	recriminatory	retaliatory
stationary	exemplary	refractory	laudatory
supplementary	imaginary	conciliatory	punitive

Exercise 5

-ate

extortionate	dispassionate	consummate	desolate
incarnate	proportionate	degenerate	cognate
alternate	subordinate	indiscriminate	ultimate

Exercise 6

-ed

damaged	disconcerted	deposed	contented
injured	disgusted	diseased	united
wounded	experienced	preserved	assembled

Exercise 7

-ful, -less

skilful	delightful	aimless	hopeless
pitiful	boastful	tireless	ageless
helpful	respectful	countless	helpless

Exercise 8

-ible

susceptible	indelible	invincible	edible
eligible	feasible	horrible	accessible

Exercise 9

-ic

chaotic
pneumatic
terrific
artistic

atmospheric
concentric
embryonic
realistic

apologetic
sporadic
therapeutic
narcotic

characteristic
sympathetic
scientific
oceanic

Exercise 10

-ing

astonishing
amazing
confusing

worrying
exciting
disturbing

disappointing
surprising
interesting

fascinating
increasing
teeming

Exercise 11

-ious, -ous

judicious
penurious
spacious
specious
capacious
rapacious

sacrilegious
parsimonious
avaricious
mysterious
delicious
notorious

frivolous
dexterous
righteous
venomous
numerous
blasphemous

covetous
courageous
continuous
infamous
generous
dangerous

Exercise 12

-ish

ticklish
slavish

foolish
Swedish

childish
boyish

feverish
sluggish

Exercise 13

-ive

retrogressive
punitive
elusive
illusive
offensive
inconclusive

abortive
sensitive
submissive
deceptive
progressive
inclusive

permissive
evasive
aggressive
imaginative
extensive
excessive

expensive
explosive
conclusive
effective
destructive
decisive

Exercise 14

-like

warlike

childlike

lifelike

businesslike