

Anthony Howatt John Webb Michael Knight

A Modern Course in Business English

Programmed Units



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A MODERN COURSE IN BUSINESS ENGLISH

Book 3 Programmed Units

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To the Student: How to use this book

Programmes are carefully organised exercises with answers, so that you can see if you are correct or not.

You will see that the first and last sections of each Unit are called 'Test Yourself!' You do not have to do these, but it would be interesting for you to see if you can do the 'Test Yourself!' at the end more easily than the one at the beginning. If you can, you can feel more confident about your English.

After the 'Test Yourself!', there is a short text to read. (You will also find a longer version of this text in Book One of the course—Class Texts.) Read the text, and also the Grammar notes after it.

Then comes the programme. The questions are on the outside of the pages, and the answers in the middle, so that you can cover them. Also, the answers are not beside the questions, so you cannot see them by mistake.

The best way to do the questions is to read them *aloud to yourself*. You can also write the missing words in the book—or on another piece of paper—if you like.

This is how it works. First the question; read it aloud and say the missing word:

1 Sir Winston Churchill was born in _____			
---	--	--	--

Now the answer. All the answers are in capital letters, and each answer frame has a small letter 'a'—for 'answer'—beside the number:—

1 Sir Winston Churchill was born in <u>England</u> .		1a Sir Winston Churchill was born in ENGLAND.	
--	--	--	--

Now the second question; you have some help with this one:—

1 Sir Winston Churchill was born in <u>England</u> .		1a Sir Winston Churchill was born in ENGLAND.	2 Nap_____ was born in Corsica.
--	--	--	--

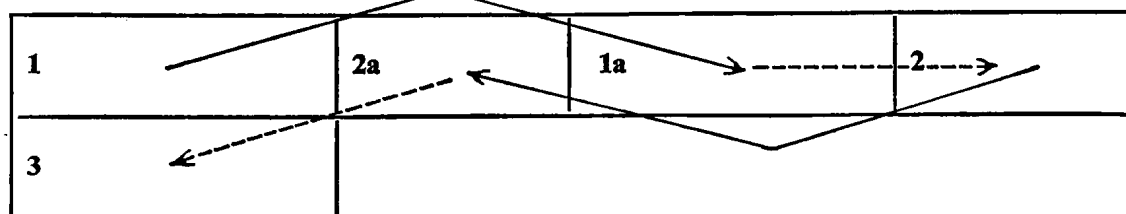
And the second answer:—

1 Sir Winston Churchill was born in <u>England</u> .	2a NAPOLEON was born in Corsica.	1a Sir Winston Churchill was born in ENGLAND.	2 Nap <u>oleon</u> was born in Corsica.
--	---	--	--

And the third question:

1 Sir Winston Churchill was born in <u>England</u>	2a NAPOLEON was born in Corsica.	1a Sir Winston Churchill was born in ENGLAND.	2 Nap <u>oleon</u> was born in Corsica.
3 George Washington was _____ in America.			

And so on. Here again is the plan of the programme:



When you do the course, you will do the programmes at home before the lesson. In this way you will know what the lesson is about before you come to study and practise with the teacher and in the language laboratory.

We hope that you will find the programmes useful, and they will help you with your study of English.

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UNIT ONE

Test Yourself!

Put the correct form of COME or DO into the blanks:

1. Mr Carlson from Stockholm.
2. Hen't from Paris.
3. Mrs Carlsonn't from Stockholm.
4. She from a small village near Gothenburg.
5. I from Edinburgh.
6. John from Devon.
7. you from Sweden?
8. No, I from England.
9. Michael from London.
10. Where he from?
11. Mr and Mrs Carlson from Sweden.
12. Mr J. Oppenheimer from New York.
13. Herr Schmitzn't from Madrid.
14. He from Berlin.
15. Where M. and Mme. Legré from?
16. Many people with foreign names from America.
17. Senor Ortuño from Madrid?
18. Mr and Mrs Chapman from London?
19. Mr Chapman from South London, but his wifen't from South London. She from North London.
20. people from many parts of the world to study in your country?

1. COMES. 2. DOESN'T COME. 3. DOESN'T COME. 4. COMES. 5. COME. 6. COMES. 7. DO YOU COME. 8. COME. 9. COMES. 10. DOES HE COME. 11. COME. 12. COMES. 13. DOESN'T COME. 14. COMES. 15. DO M. and Mme. Legré COME. 16. COME. 17. DOES Senor Ortuño COME. 18. DO Mr and Mrs Chapman COME. 19. COMES. DOESN'T COME. COMES. 20. DO people COME.

Read This Text: Arrival in London

Meet Mr Carlson. He is a business man and he often *travels* to London on business. Mrs Carlson is his wife. She *likes* to come with her husband. Mr Carlson *comes* from Stockholm, and he *works* in an office there too. His wife *doesn't come* from Stockholm. She *comes* from a small village near Gothenburg. But, of course, she *lives* in Stockholm now.

Mr and Mrs Carlson *arrive* at London Airport at half-past four in the afternoon. Mr Carlson always *travels* by air when he *goes* away on business. Mrs Carlson *prefers* to travel by boat, but she *doesn't mind* flying too much.

Mr Chapman is their host. He *works* for a large firm in London. He *goes* to the airport with his wife to meet Mr and Mrs Carlson.

When the plane *lands*, Mr and Mrs Carlson *get out*, *go* through the Customs and *meet* their host and hostess. They *don't spend* long at the airport. They *get* into Mr Chapman's car and he *drives* them to their hotel.

Grammar: The Simple Present Tense

The Third Person Singular of the Simple Present Tense has the letter *S* at the end.

He travels
He goes

She likes
She prefers

The plane lands

Negatives are made with DOESN'T (does not) and DON'T (do not)

She *doesn't come*
She *doesn't mind*

They *don't spend* long

Questions are made with DOES and DO

Where *does* he *live*?
Where *does* she *come* from?

Where *do* they *go*?
How *do* they *travel*?

Beginning of Unit One



1

Mr Carlson *lives* in Stockholm.

Mrs Carlson _____ in Stockholm, too.

2a

Mr Carlson often travels to London.

He TRAVELS there on business.

He likeS to travel to London.

3

Mrs Carlson l _____ to travel to London,
too.

4a

Mr and Mrs Carlson come from
Sweden.

Mr Carlson COMES from Sweden.

Mrs Carlson COMES from Sweden
too.

5

Mr Carlson _____ from Stockholm.

His wife _____ from a small village near
Gothenburg.

6a

Mr Carlson WORKS in an office.

1a Mr Carlson lives in Stockholm. Mrs Carlson LIVES in Stockholm, too.	2 Mr Carlson often travels to London. He _____ there on business. He like__ to travel to London.
3a Mrs Carlson LIKES to travel to London, too.	4 Mr and Mrs Carlson come from Sweden. Mr Carlson _____ from Sweden. Mrs Carlson _____ from Sweden too.
5a Mr Carlson COMES from Stockholm. His wife COMES from a small village near Gothenburg.	6 Mr Carlson w_____ in an office.

<p>7 Mr Carlson l_____ in Stockholm. Mrs Carlson _____ from a small village, but she _____ in Stockholm now, too. She _____ to live in a big city, it is more interesting.</p>	<p>8a Mr Carlson COMES from Sweden. He COMES from Stockholm. He LIVES and WORKS in Stockholm.</p>
<p>9 Mrs Carlson _____ from Sweden, too. She _____ from a small village. But she _____ in a big city now. She _____ it very much.</p>	<p>10a Mr Carlson comes from Stockholm. He liveS there, too.</p>
<p>11 Mr and Mrs Carlson arrive at London Airport. The plane arrive__ at London Airport.</p>	<p>12a They arrive at half-past four in the afternoon. The plane ARRIVES at half-past four in the afternoon.</p>
<p>13 They _____ at half-past four in the afternoon. The plane _____ in the afternoon. It _____ at half-past four.</p>	<p>14a Mr Carlson: 'I always travel by air when I go away on business.' Mr Carlson always TRAVELS by air when he goES away on business (Spelling of GOES!!)</p>

<p>7a Mr Carlson LIVES in Stockholm. Mrs Carlson COMES from a small village, but she LIVES in Stockholm, now, too. She LIKES to live in a big city, it is more interesting.</p>	<p>8 Mr Carlson _____ from Sweden. He _____ from Stockholm. He l _____ and w _____ in Stockholm.</p>
<p>9a Mrs Carlson COMES from Sweden, too. She COMES from a small village. But she LIVES in a big city now. She LIKES it very much.</p>	<p>10 Mr Carlson come__ from Stockholm. He live__ there, too.</p>
<p>11a Mr and Mrs Carlson arrive at London Airport. The plane arriveS at London Airport.</p>	<p>12 They arrive at half-past four in the afternoon. The plane _____ at half-past four in the afternoon.</p>
<p>13a They ARRIVE at half-past four in the afternoon. The plane ARRIVES in the afternoon. It ARRIVES at half-past four.</p>	<p>14 Mr Carlson: 'I always travel by air when I go away on business.' Mr Carlson always _____ by air when he go____ away on business.</p>

<p>15 Mrs Carlson always t_____ by air when she _____ away with her husband. They both _____ by air.</p>	<p>16a Mr and Mrs Carlson both LIKE to travel. But Mr Carlson always TRAVELS by air. He prefers it. Mrs Carlson PREFERS to travel by boat.</p>
<p>17 Mr Chapman is English. Mr Carlson is Swedish. Mr Chapman works in an office in London. Mr Carlson _____ in an office in Stockholm.</p>	<p>18a They both WORK in offices, but Mr Carlson WORKS in a Swedish office and Mr Chapman WORKS in an English one.</p>
<p>19 When Mr Carlson comes to London, Mr Chapman g_____ to the airport to meet him.</p>	<p>20a Mr Chapman meets Mr Carlson. He MEETS him at the airport.</p>
<p>21 Mr Chapman _____ Mr Carlson at the airport. Mrs Chapman _____ Mrs Carlson at the airport.</p>	<p>22a Mr and Mrs Chapman MEET Mr and Mrs Carlson at the airport.</p>

15a

Mrs Carlson always TRAVELS by air when she GOES away with her husband.
They both TRAVEL by air.

16

Mr and Mrs Carlson both l_____ to travel.
But Mr Carlson always t_____ by air. He prefers it.
Mrs Carlson p_____ to travel by boat.

17a

Mr Chapman is English.
Mr Carlson is Swedish.
Mr Chapman works in an office in London.
Mr Carlson WORKS in an office in Stockholm.

18

They both _____ in offices, but Mr Carlson _____ in a Swedish office and Mr Chapman _____ in an English one.

19a

When Mr Carlson comes to London, Mr Chapman GOES to the airport to meet him.

20

Mr Chapman meets Mr Carlson.
He _____ him at the airport.

21a

Mr Chapman MEETS Mr Carlson at the airport.
Mrs Chapman MEETS Mrs Carlson at the airport.

22

Mr and Mrs Chapman _____ Mr and Mrs Carlson at the airport.

<p>23 When the plane lands, Mr Carlson gets out, goes through the Customs and meets his host and hostess. Mrs Carlson also _____ out, _____ through the Customs and _____ her host and hostess.</p>	<p>24a Mr Chapman: 'Let's get into the car, shall we?' So, Mr and Mrs Carlson GET into the car. They sit in the back. Mrs Chapman also GETS into the car, but she SITS in the front.</p>
<p>25 They all _____ into Mr Chapman's car. Mr Carlson _____ in the back with his wife. Mrs Chapman _____ in the front with her husband. He d _____ Mr and Mrs Carlson to their hotel. He is a very good driver.</p>	<p>26a <i>Go to the next frame.</i></p>
<p>27 Mr Carlson <i>doesn't come</i> from Edinburgh. Mrs Carlson _____ from Edinburgh, either.</p>	<p>28a Mr Carlson DOESN'T live in Denmark. Mrs Carlson DOESN'T LIVE in Denmark, either.</p>
<p>29 Mr Carlson _____ c _____ from Honolulu. Mrs Carlson _____ from Honolulu, either.</p>	<p>30a Mr Carlson comes from Stockholm. Mrs Carlson comes from a village near Gothenburg. She DOESN'T COME from a big city.</p>

<p>23a When the plane lands, Mr Carlson gets out, goes through the Customs and meets his host and hostess. Mrs Carlson also GETS out, GOES through the Customs and MEETS her host and hostess.</p>	<p>24 Mr Chapman: 'Let's get into the car, shall we?' So, Mr and Mrs Carlson _____ into the car. They sit in the back. Mrs Chapman also _____ into the car, but she _____ in the front.</p>
<p>25a They all GET into Mr Chapman's car. Mr Carlson SITS in the back with his wife. Mrs Chapman SITS in the front with her husband. He DRIVES Mr and Mrs Carlson to their hotel. He is a very good driver.</p>	<p>26 <i>When we want to make a verb negative, we use DOESN'T (does not) with he, she, and it.</i></p>
<p>27a Mr Carlson doesn't come from Edinburgh. Mrs Carlson DOESN'T COME from Edinburgh, either.</p>	<p>28 Mr Carlson _____ live in Denmark. Mrs Carlson _____ in Denmark, either.</p>
<p>29a Mr Carlson DOESN'T COME from Honolulu. Mrs Carlson DOESN'T COME from Honolulu, either.</p>	<p>30 Mr Carlson come__ from Stockholm. Mrs Carlson come__ from a village near Gothenburg. She _____ c_____ from a big city.</p>