

BOOK 1

WORKING WITH ENGLISH

A COURSE IN GENERAL AND TECHNICAL ENGLISH

M. Archer and E. Nolan-Woods

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Introduction

This book is the first book of a four-book course in general and technical English, and it is at near-beginners' level. The other three books in the course are at elementary/lower intermediate, intermediate and higher intermediate levels respectively.

These books are intended to teach English in situations related to the students' needs and interests. They are suitable for classes for technicians organised by companies, institutions and government departments. They are also suitable for a student working with a private teacher or working on his own.

Each book contains five basic Units, each followed by a Test. In Book 1 these Units are sub-divided into two sections, each built round a structure, notions and essential vocabulary. Special attention is given to the uses of spoken English, including expressions and colloquial structures that offer particular difficulty to the student. Written exercises give practice in the English script. Letters, postcards, memoranda, reports, timetables and forms are included to improve reading and writing skills. Puzzles, crosswords and word games have been added to help with comprehension and the manipulation of the English language.

The books follow the progress of four students from different countries who are studying various branches of technology. They visit a number of factories, workshops and laboratories in England. In Book 1 we first meet them at a tool-making factory. As they go through the various workshops and departments the students acquire a solid working knowledge of basic English together with a sound technical vocabulary.

The authors are Examiners in English for the University of Cambridge, and write and edit material for the Cambridge examinations in English. They have written a number of successful books on English for foreign students and are well known in this field. They have both had many years' experience in teaching English at all levels.

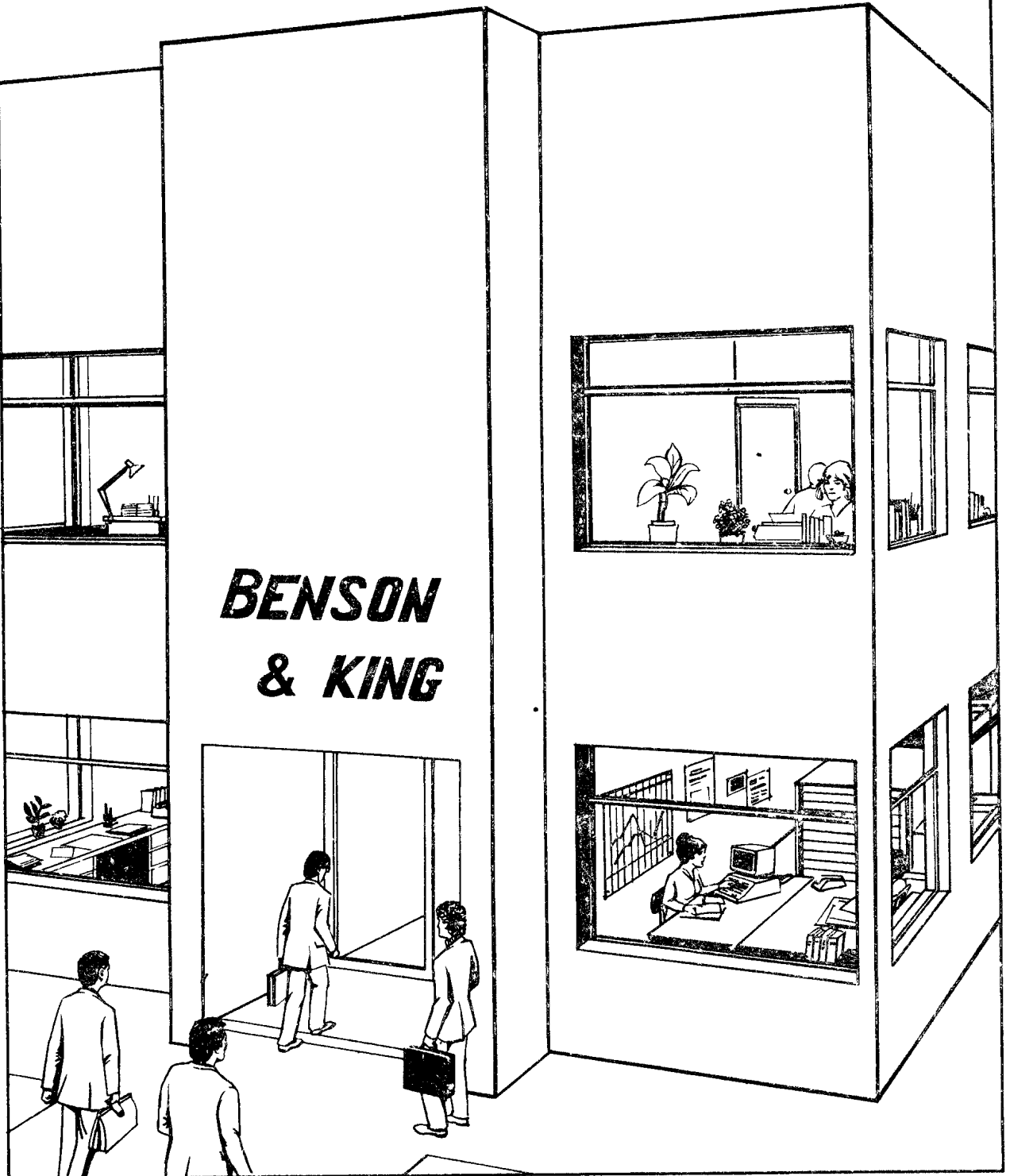
Teachers' books are available with detailed teaching notes, explanations, advice and answers to the exercises and tests. Recorded material is also available.

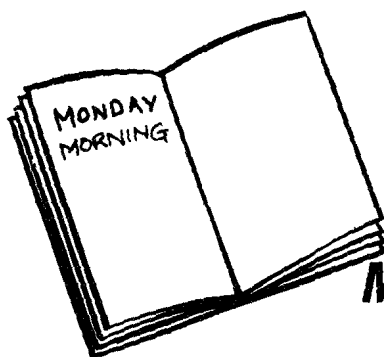
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**UNIT
ONE**

***BENSON
& KING***





MONDAY MORNING

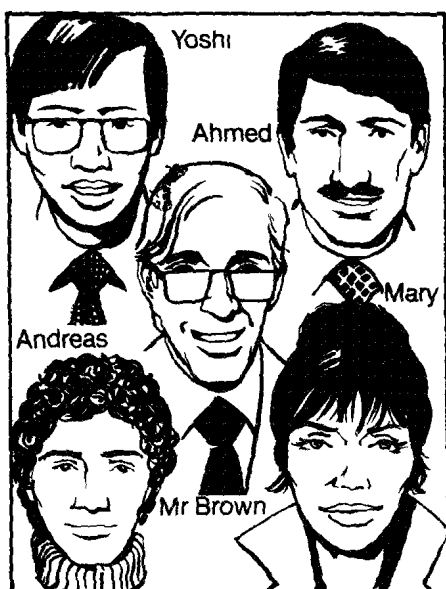
Meeting People at the Factory



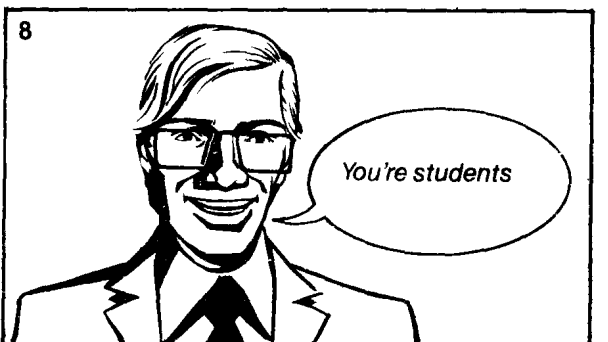
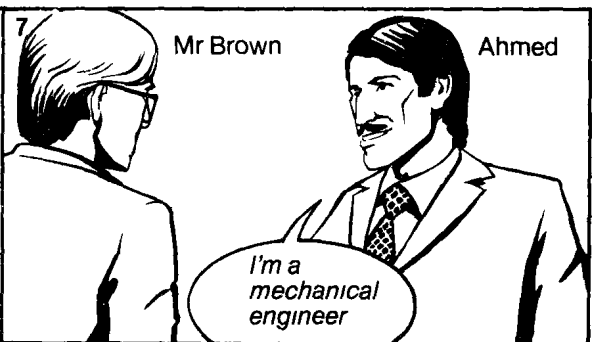
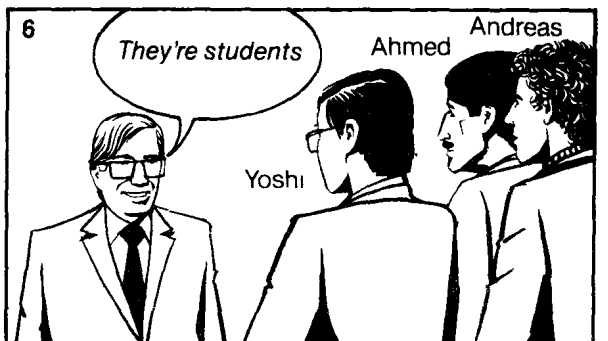
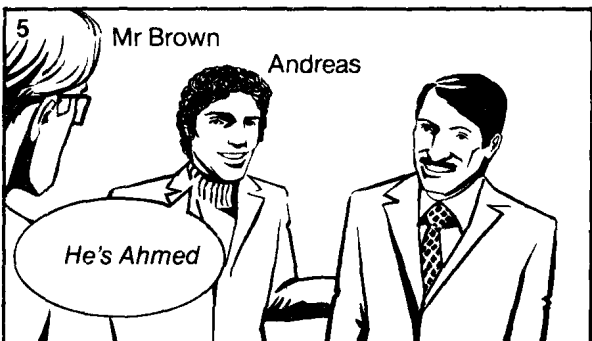
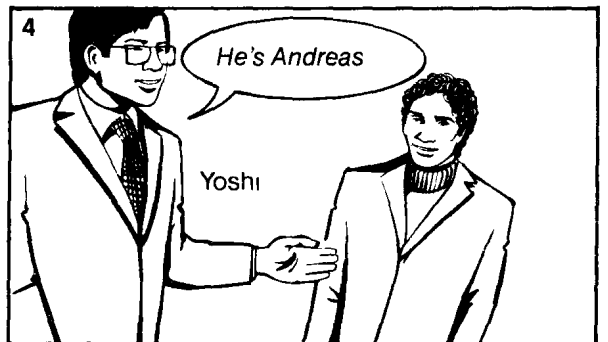
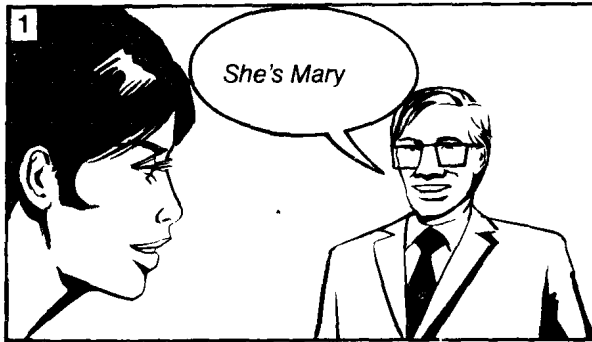
DIALOGUE 1



- MARY Oh, Mr Brown, the students are here.
- MR BROWN Thank you, Mary. Good morning, are you Yoshi from Japan?
- YOSHI Yes, that's right. How do you do, Mr Brown.
- MR BROWN How do you do, Yoshi. You're an electrical engineer, aren't you?
- YOSHI Yes, I am, and this is Andreas. He's from Greece.
- ANDREAS How do you do, Mr Brown.
- MR BROWN Are you an electrical engineer, too?
- ANDREAS No, Mr Brown. I'm a car technician. This is Ahmed, he's a mechanical engineer
- MR BROWN Oh, of course. How do you do, Ahmed.
- AHMED How do you do, Mr Brown. Yes, I'm a mechanical engineer.
- YOSHI Oh, are you? That's interesting.
- MR BROWN Well, now. You're an electrical engineer, Yoshi, Andreas is a car technician, and Ahmed is a mechanical engineer, isn't he? Good, but where is Obi, the agricultural student from Nigeria?



Read or listen to the dialogue again and repeat it.



4 UNIT ONE

To be

I am = I'm
You are = You're
He is = He's
She is = She's
It is = It's
We are = We're
You are = You're
They are = They're

What are you?

AM	I	a manager?	Yes, you are.	No, you aren't.
ARE	you	an electrical engineer?	Yes, I am.	No, I'm not.
	he	an agricultural student?	Yes, he is.	No, he isn't.
IS	she	a secretary?	Yes, she is.	No, she isn't.
	it	a toolmaking factory?	Yes, it is.	No, it isn't.
	we	engineers?	Yes, you are.	No, you aren't.
ARE	you	students?	Yes, we are.	No, we aren't.
	they	technicians?	Yes, they are.	No, they aren't.

EXERCISE 1



Answer the questions, like this:

EXAMPLE

Is Mr Brown a manager of a company?

Yes, he is.

Are Yoshi and Ahmed engineers?

Yes, they are.

- Is Mr Brown a manager of a company? _____
- Is Mary a secretary? _____
- Is Benson and King a toolmaking factory? _____
- Is Andreas a car technician? _____
- Are you a student? _____
- Are Yoshi and Ahmed engineers? _____
- Is the toolmaking factory in England? _____
- Are you students? _____

EXERCISE 2



Now you ask the questions, like this:

EXAMPLE



Is Mr Brown a manager?



Are Yoshi and Ahmed engineers?



1 _____ ?



2 _____ ?



3 _____ ?



4 _____ ?



5 _____ ?



6 _____ ?

EXERCISE 3

Read the dialogue again. Now write what Mr Brown says.

MARY Oh, Mr Brown, the students are here.

MR BROWN _____

YOSHI Yes, that's right. How do you do, Mr Brown?

MR BROWN _____

YOSHI Yes, I am and this is Andreas. He's from Greece.

ANDREAS How do you do, Mr Brown.

MR BROWN _____

ANDREAS No, Mr Brown. I'm a car technician. This is Ahmed. He's a mechanical engineer.

MR BROWN _____

AHMED How do you do, Mr Brown. Yes, I'm a mechanical engineer.

YOSHI Oh, are you? That's interesting.

MR BROWN _____

Indefinite article — a/an

Notice: Andreas is *a* car technician.
Mary is *a* secretary.

But: Yoshi is *an* electrical engineer.
Obi is *an* agricultural student.

We say *an* before words beginning with A E I O U: *an* engineer,
an agricultural student,

but *a* before words beginning with other letters: *a* student.
a factory.

Notice: there is no plural of *a/an*

6 UNIT ONE

EXERCISE 4

A or an?

EXAMPLES *Yoshi is _____ electrical engineer*
Yoshi is an electrical engineer.

Mary is _____ secretary.
Mary is a secretary.

- 1 Yoshi is _____ electrical engineer.
- 2 Mr Brown is _____ manager.
- 3 Obi is _____ agricultural student.
- 4 Andreas is _____ car technician.
- 5 Ahmed is _____ engineer
- 6 Mary is _____ secretary.

7 Benson and King is _____ toolmaking factory.

8 Ahmed is _____ mechanical engineer.

EXERCISE 5



Say these sentences and then write them.

- 1 Mr Brown is a manager _____
- 2 Mary is a secretary. _____
- 3 Yoshi is an electrical engineer _____
- 4 Obi is an agricultural student _____
- 5 Ahmed is a mechanical engineer _____
- 6 Andreas is a car technician _____

Obi is Late



DIALOGUE 2



YOSHI	Excuse me, Mr Brown, but are we all here now?
MR BROWN	No, Yoshi, I'm afraid Obi isn't here
MARY	Yes, he is. Here, he is now
OBI	I'm sorry I'm late
MR BROWN	That's all right, you aren't very late I'm Mr Brown the manager



- OBI How do you do, Mr Brown. I'm Obi. I'm an agricultural student from Nigeria.
- MR BROWN Hello, Obi. This is Andreas from Greece and this is Yoshi from Japan.
- OBI Oh yes, Yoshi is a friend. How do you do Andreas. Are you an agricultural student as well?
- ANDREAS No, I'm afraid I'm not. I'm a car technician.
- OBI Oh, that's interesting.
- MR BROWN Obi, this is Ahmed from Algeria.
- OBI Hello, Ahmed. Are you a car technician too?
- AHMED No, I'm sorry, I'm afraid I'm not. I'm an engineer.

Read or listen to the dialogue again and repeat it.

Nationality



Look at this:
Yoshi is from Japan.
He's Japanese.



Obi is from Nigeria.
He's Nigerian.



Andreas is from Greece.
He's Greek.



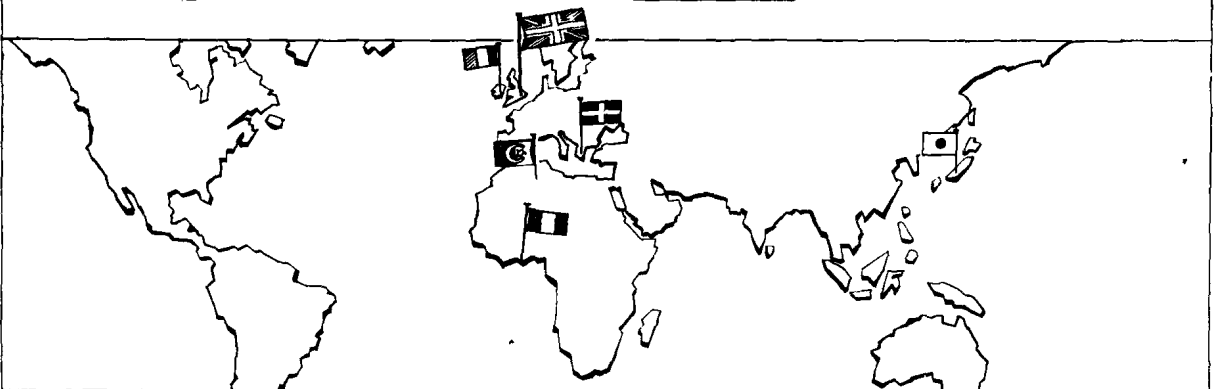
Mr. Brown is from England.
He's English.



Ahmed is from Algeria.
He's Algerian.



Mary is from Ireland.
She's Irish.



EXERCISE 6



Read the names of the nationalities again and then complete the sentences.

EXAMPLE

*Yoshi is from _____. He's _____.
Yoshi is from Japan. He's Japanese.*

- 1 Yoshi is from _____. He's _____.
- 2 Obi is from _____. He's _____.
- 3 Mary is from _____. She's _____.
- 4 Ahmed is from _____. He's _____.
- 5 Mr Brown is from _____. He's _____.
- 6 Andreas is from _____. He's _____.

Now you answer this question:

Where are you from? I'm from _____. I'm _____.

I'm not

I'm	English	I'm	not	Japanese
You're	Algerian	You	aren't	English
He's	African	He	isn't	Greek
She's	Irish	She	isn't	Algerian
We're	Japanese	We	aren't	African
You're	Greek	You	aren't	Irish
They're	American	They	aren't	English



- 1 Yoshi _____ Japanese.
_____ Greek.



- 2 Mr Brown _____ English.
_____ Algerian.



- 3 Mary _____ Irish.
_____ Nigerian.



- 4 Ahmed _____ Algerian.
_____ Japanese.



- 5 Andreas _____ Greek.
_____ Irish.



- 6 Obi _____ Nigerian.
_____ English.

Now say what nationality you are and what you are not:

I'm _____.
_____ English.

EXERCISE 7 What's their nationality?

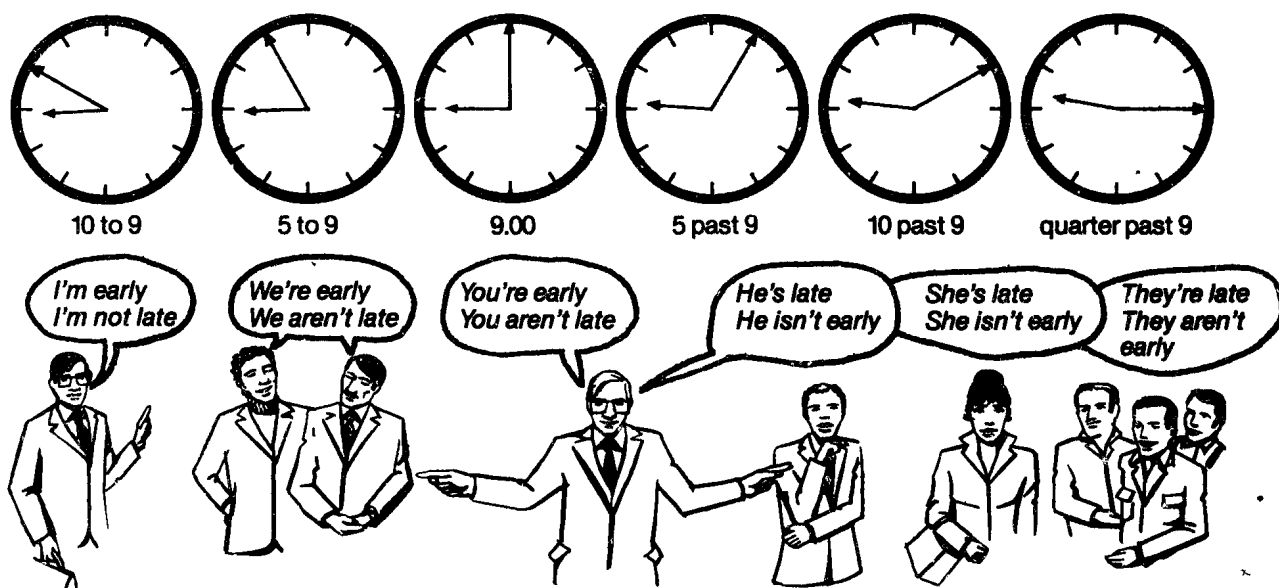
Say these sentences first and then write them.

EXAMPLE



*Obi _____ Nigerian.
_____ English.*

Obi is Nigerian. He isn't English.



Early or late?

Am I		Yes, you are.	No, you aren't.
Are you		Yes, I am.	No, I'm not.
Is she	late?	Yes, she is.	No, she isn't.
Is he		Yes, he is.	No, he isn't.
Is it		Yes, it is.	No, it isn't.
Are we	early?	Yes, you are.	No, you aren't.
Are you		Yes, we are.	No, we aren't.
Are they		Yes, they are.	No, they aren't.

EXERCISE 8

Answer the questions, like this:

EXAMPLE

Is Yoshi late? *No, he isn't.*
Are the other students early? *No, they aren't.*

- 1 Is Yoshi late? _____
- 2 Is Mary early? _____
- 3 Are Andreas and Ahmed late? _____
- 4 Is Obi early? _____
- 5 Is Mr Brown late? _____



- 6 Are the other students early? _____
- 7 Are Obi and Mary early? _____
- 8 Are you late? _____

You are late

Now listen to this:

I'm sorry I'm late.
 I'm afraid I'm late.
 I'm sorry, I'm afraid I'm late.
 Now listen again and repeat.

EXERCISE 9

Listen again and then say the correct answers.

EXAMPLE

sorry *I'm sorry I'm late.*
sorry, afraid *I'm sorry, I'm afraid I'm late.*
afraid *I'm afraid I'm late.*

- | | | |
|----------|-----------------|-----------------|
| 1 sorry | 3 sorry, afraid | 5 sorry, afraid |
| 2 afraid | 4 afraid | 6 sorry |

EXERCISE 10

Say these phrases again and then write them.

1 I'm sorry I'm late.

2 I'm afraid I'm late.

3 I'm sorry, I'm afraid I'm late.

DIALOGUE 3



Listen to this dialogue



MR BROWN Good morning, Mary. It's ten past nine.

MARY Yes, Mr Brown, I'm sorry I'm late.

MR BROWN And where is Obi?

MARY I'm afraid he's late too.

MR BROWN Are Ahmed and Andreas here?

MARY No, Mr Brown, I'm sorry, I'm afraid they're late too.

Listen to the dialogue again and repeat it.

EXERCISE 11

Now read the dialogue and then write what Mary says.

MR BROWN Good morning, Mary. It's ten past nine.

MARY

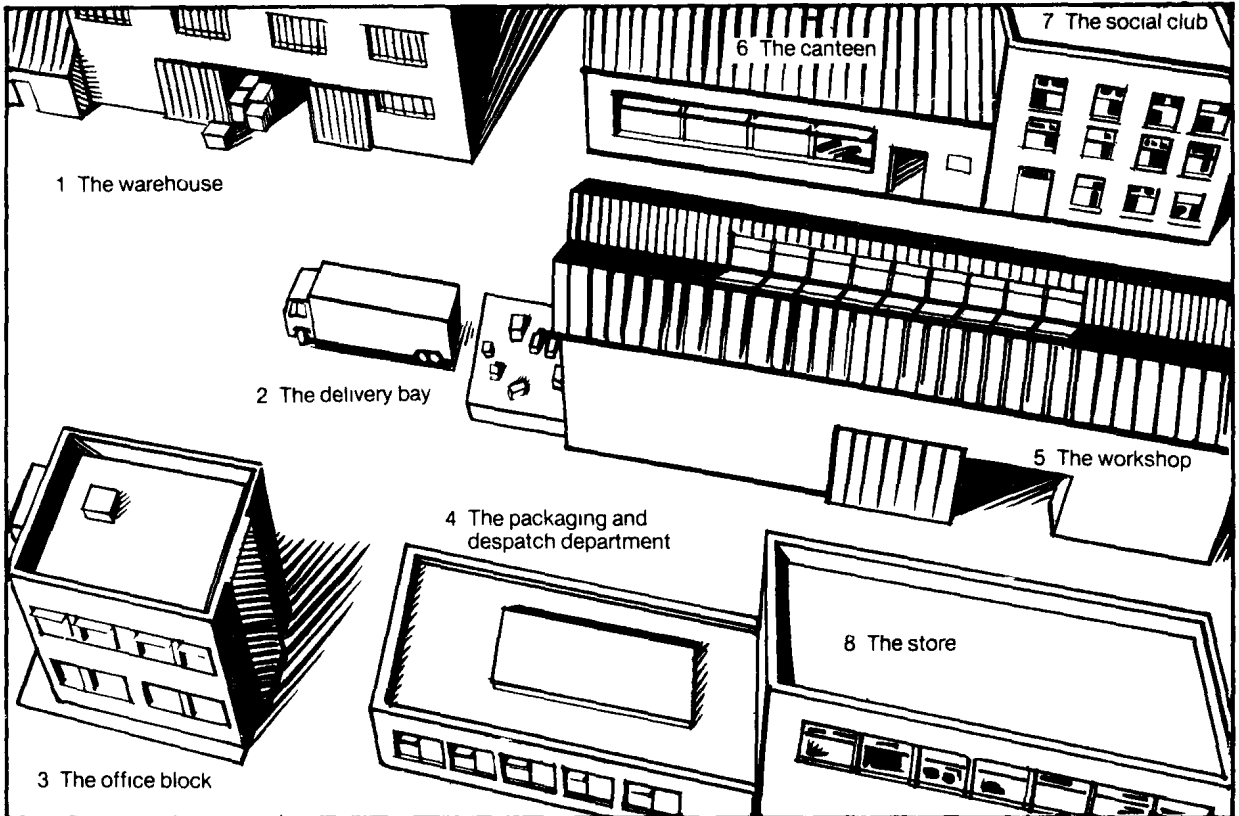
MR BROWN And where is Obi?

MARY

MR BROWN Are Ahmed and Andreas here?

MARY

The Factory



DIALOGUE 4



- MR BROWN This is a picture of the factory.
 YOSHI Oh, is it? That's interesting.
 MR BROWN This is the warehouse and this is the office block.
 AHMED Is this the delivery bay?
 MR BROWN No, it isn't. It's the despatch department. This is the delivery bay.
 OBI Is this the workshop, Mr Brown?
 MR BROWN Yes, that's right. And this is the store.
 ANDREAS And that's the canteen, isn't it, Mr Brown?
 MR BROWN No, no, no! This is the canteen. That's the social club.

Read or listen to the dialogue again and repeat these words:

- | | |
|-------------------------|-----------------|
| the warehouse | the workshop |
| the delivery bay | the canteen |
| the office block | the social club |
| the despatch department | the store |

EXERCISE 12

Look at the picture of the factory on page 11 and complete these sentences, like this:

EXAMPLE

1 is _____.
is the warehouse.

4 is _____

2 is _____

6 is _____

1 is _____

8 is _____

3 is _____

5 is _____

7 is _____

EXERCISE 13

Now complete the dialogue. Write what Mr Brown says.

MR BROWN _____

YOSHI Oh, is it? That's interesting.

MR BROWN _____

AHMED Is this the delivery bay?

MR BROWN _____

OBI Is this the workshop, Mr Brown?

MR BROWN _____

ANDREAS And that's the canteen, isn't it, Mr Brown?

MR BROWN _____

Definite article — the

The is used before particular people or things. *the* warehouse, *the* factory, *the* despatch department. We do not use *the* before the names of people: Mr Brown, Yoshi, Mary.

Notice: Mr Jones is *a* manager of *a* factory.

Mr Brown is *the* manager of the Benson and King factory.

EXERCISE 14

Now answer these questions, like this:

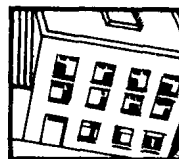
EXAMPLE



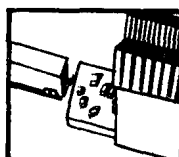
Is this the canteen?
No, it isn't.



1 Is this the warehouse? _____



2 Is this the canteen? _____



3 Is this the social club? _____



4 Is this the office block? _____