

## Lesson one: Parts of speech

### Nouns

**Question 1 :** put the *sentence* in plural form

1. The book was heavy. —————> The books are heavy
2. The child is happy. —————> The children are happy
3. The box was empty. —————> The boxes were empty
4. The synopsis is accurate. —————> The synopses are accurate
5. The analysis has being done. —————>The analyses have being done.

**Question 2:** tick the correct form of the plural

Family	families	<input type="checkbox"/>	family	<input type="checkbox"/>
Photo	photos	<input type="checkbox"/>	photoes	<input type="checkbox"/>
Phone	phones	<input type="checkbox"/>	phons	<input type="checkbox"/>
Mouse	mouses	<input type="checkbox"/>	mice	<input type="checkbox"/>
Quiz	quizzes	<input type="checkbox"/>	quizzs	<input type="checkbox"/>
foot	foots	<input type="checkbox"/>	feet	<input type="checkbox"/>

**Question 3:** identify proper and common nouns in each sentence.

- 1-It seems that rare coins are missing from the Bank of London where he works.
2. The money was kept in safe at the bank.
3. Business-oriented Web sites often feature an FAQ (Frequently Asked Questions) page.
4. Each November, employees are asked to make decisions about their benefits plan in consultation with Jane Doe, the director of the company's employee benefits program.
5. The price of accommodation has increased by 12% this year alone.

**Question 4:** choose the correct answer: some, any, much, lots.

1. There isn't...any.....water in the desert.
2. You can't buy ...any /some.....posters in this shop.
3. He doesn't have...much...time.
4. The assistant receives .....lots.....of text messages.
5. There is ..lots...of traffic.

**Question 5:** complete the sentence using the nouns in the box.

Ambition	concentration	cooperation	optimism	kindness	businessmen	small talk
----------	---------------	-------------	----------	----------	-------------	------------

1. You need **Ambition** to get to the top.
2. **concentration** is important for business students.
3. **cooperation** is important for business success.
4. **optimism** is a good policy; Whereas, **kindness** can be expressed in the most unexpected ways.
5. These **businessmen** are having **small talk** with respect.

## Verbs

**Question 1:** put the verb in the third person and show whether you would pronounce /S/, /z/, /iz/.

1. They laugh a lot, he laughs /s/.
2. I often drop things, she drops /s/.
3. They manage all things, she manages /iz/.
4. They pay hundreds a week rent, he pays /z/.
5. They work in a factory, he works /s/.
6. They meet once a week, she meets /s/.

**Question 2:** identify the type of verbs in the following sentences:

1. Every month, bands from across the country **visit** new city.  
Linking  **action**  helping
2. The meeting **was** structured.  
**Linking**  action  helping
3. The employers **looked** energy.  
Linking  **action**  helping
4. Bob **looked** out the window.
5. Linking  **action**  helping
6. I am **looking** for new managers.  
Linking  **action**  helping
7. Over the past 3 years, I **have been** involved in a number of interesting projects.  
Linking  action  **helping**
8. Hoping to prevent a strike, the company **gave** the workers their demands.  
Linking  **action**  helping
9. Negotiations **are** expected to continue into the weekend.  
Linking  action  **helping**
10. Hiring Tom **has** had a positive impact on the growth of our law firm.  
Linking  action  **helping**

11. This advertisement **encourages** people to buy the products.

12. Linking  **action**  helping

13. There **is** no need to hire a chief marketing officer.

Linking  action  **helping**

**Question 3** : Match the phrases in column.

1. DO L	a. the same job for thirty years
2. She always does g	b. the job by the time I get back?
3. Are you still doing j	c. <b>140</b> kilometres an hour.
4. I did h	d. a great favour for me.
5. They were still doing k	e. this time tomorrow?
6. He's just done d	f. all the ironing by the time Sue came home
7. He's been doing. A	g. the cleaning on Thursday.
8. John had done f	h. quite a few little jobs yesterday
9. She had been doing m	i. the same job for ten years by next month
10. This car will do c	j. the same job?
11. What will you be doing e	k. the housework when their guests arrived.
12. Will you have done b	l. this exercise now, please.
13. I will have been doing i	m. the gardening for an hour when she remembered she should have been at the bank.

**Question 4**: make sentences using verbs in brackets

1. He has lost weight (seem) he seemed to lose weight .
2. Tom is worried about something (appear) Tom appears to be worried .
3. You know a lot of people (seem) you seem to know a lot of people.
4. My English is getting better (seem) My English seems to get better.
5. That car has broken down (appear) that car appears to be broken.
6. David forgets things (tend) he tends to forget things.
7. They have solved the problem (claim) they claim to that they have solved the problem.

### Adjectives

**Question 1** : Underline the correct form for each sentence.

1. James was (depressed/ depressing ) for weeks after he lost his job.
2. He is (annoying / annoyed) because he always borrows things and never give them back.
3. He was (disappointed / disappointing) by his workers.
4. The workers were ( interested / interesting) about the meeting's agenda .

**Question 2** : Put the adjectives in brackets in these sentences in the most appropriate order

1. Mine is the car. (blue, Japanese, small)  
small (= size) blue (= colour) Japanese (= origin)
- 2 I rent a house, (furnished, large, old)  
large (= size) old (= age) furnished (= participle adjective)

- 3 I have just bought a table, (beautiful, coffee, wooden)  
 beautiful (= opinion) wooden (= material) coffee (= purpose)
- 4 Their forces soon overcame the invasion, (combined, military, powerful)  
 powerful (= opinion / physical quality) combined (= participle adjective) military (= type)
- 5 Have you seen this invention? (Fantastic, German, new)  
 fantastic (= opinion) new (= age) German (= origin)
- 6 There was a rug on the floor, (soft, wonderful, woollen)  
 wonderful (= opinion) soft (= physical quality) woolen (= material)
- 7 She gave me a box. ( jewellery, metal, small, square).  
 small (= size) square (= shape) metal (= material) jewellery (= purpose)

## Adverbs

**Question 1:** choose the correct adverb in the following.

1. Mobiles are *pensively* / *relatively* cheap these days.
2. I think the factory owner started the fire *deliberately* / *thoughtfully*.
3. There are plenty of car parks in the city center, but el where there are *possibly* / *comparatively* few.
4. Poisonous insect are *mainly* / *relatively* found in tropical countries.
5. The weather *normally* / *intentionally* warmer at this time of year.

**Question 2:** choose the correct item :

1. He (correct / correctly) defined the items. The answer sounded (correct/ correctly).
2. She (quickly / quick) adjusted the fees, she adapted (quickly / quick) to any situation.
3. He didn't pass the course as (easy / easily) as he thought he would.
4. I find this novel (interesting / interestingly). It was (interesting/ interestingly) written.
5. You must send payments (regular / regularly), we deal on (strictly / strict) cash basis.
6. The sisters do (alike/ similar) jobs.

## Prepositions

**Question 1:** complete the sentence below with prepositions of time ( in , on, at ) .

1. George visits us... **at** .....Christmas every year.
2. They have a meeting ... **on** ...June the 12<sup>th</sup>.
3. Ali doesn't go to work ...**an**.....Wednesday and Friday.
4. She takes rest .....**in**.....the afternoon.
5. This program I on only ...**on**.....Saturday.
6. You have an appointment...**on**.....January 14<sup>th</sup>.
7. She was born.....**in**.....12.09.2008.

**Question 2:** tick the right answer in the following :

1. We currently spend about ten million a year\_\_\_\_\_ advertising.  
 In  **on**  a or b
2. We have worked on dozens\_\_\_\_\_ similar projects.  
**Of**  off  none
3. Our sales have been down ever\_\_\_\_\_ the bad news came out last year.  
 From  out  **since**
4. Let me start\_\_\_\_\_ welcoming you to the conference.  
 around  **through**  in

5. You should really start \_\_\_\_\_ that project.  
**On**  at  in
6. \_\_\_\_\_ the past ten years, our profits have tripled.  
 During  **over**  A or B
7. The partners from new York will be \_\_\_\_\_ hand for the meeting.( ie: present at the meeting)  
**In**  on  at

## Conjunction

**Question 1:** give the appropriate answer for to the following questions :

- The words such as AND, BUT and YET that join sentences are called what?  
 - Conjunctions - articles - adverbs
- The multiple-word conjunctions EITHER... OR. NEITHER .....NOR are called?  
 -Addition conjunction -alternative conjunction - contrast conjunctions
- The conjunctions OR and EITHER....or are expressing what?  
 - Contrast -addition - choice
- The conjunctions BUT and YET show what?  
 - Contrast -addition - choice
- The conjunctions WHEREVER, IF are called?  
 - Coordinating - correlative - subordinating

**Question 2:** underline the conjunction that fits best .

- He has not really studied for this exam (**so, but**) I feel a little nervous.
- I told him not to come,(**since, unless, but**) he came anyway.
- Do not do anything (**unless, since, therefore**) you hear from him first.
- (**Although, since, unless**)I was really tired; I took a nap for 15minutes.
- (**While, because, since**) she likes to play basketball, her favorite sport is tennis.
- I won't be able to borrow any more money (**but, until, although**) I pay off some of my previous debts.
- I will give her the message (a **moment, the moment**) she arrives.
- They only pay you (**if, unless**) you finish your work.
- I was tired (**although, but, yet**) I managed to finish the work.

## Pronouns

**Question 1:** answer the following questions

- What sort of pronoun is the word we? singular  **subject**  object
- Which personal pronoun is almost used for a thing? he  **it**  they
- What sort of pronoun is the word this?

4. With singular pronouns the verb should be : **singular**  plural  both
5. What sort of pronoun are the words **each other** and **one another** ?  
Interrogative  **reciprocal**  indefinite

**Question 2:** Supply pronouns and underline the words they replace.

1. Your parcel has arrived. ....**It**....was delivered this morning.
2. Jane and I have already eaten. ...**we**.....had a meal before we left home.
3. Who's that? - .....**she's**. my mother. Would you like to meet her?
4. Who's Jane Wilson? - .....**she's** the woman who's just started working for our company.
5. So you've had a baby! Is .....**he**.....a boy or a girl?
6. Whose cat is that? .....**it's** always in our garden.
7. When John comes in, please tell .....**him**.....I phoned.
8. If you see Catherine, please give .....**her**.....my regards.

**Question 3:** explain the words below using appropriate pronouns like in the example .

1. **Manager:** is someone **who** is responsible for supervising and motivating employees and for directing the progress of an organization.
2. **Customer:** a person **who** buys goods or service from a shop or business.
3. **Accountant:** a person **whose** job is to keep or inspect financial accounts.
4. **Bookkeeper:** someone who is responsible for maintaining a detailed record of purchases, sales, and other financial transactions.
5. **Freelancer:** a self-employed workers **who** are free to choose their projects and companies( works by hours rather than working on regular salary basis).
6. **Salesmen:** person whose job is involves selling or promoting commercial products.
7. **Employment agency :** **it** is public or private organization providing employment services for those seeking employment as well as for potential employers seeking employees.
8. **Entrepreneur :** a person **who** organizes and operates a business venture and takes risk.
9. **Segmentation :** **it** is the act of dividing into segments.
10. **Bill of exchange :** **it** is a payment demand, written or drawn up by an exporter, instructing an importer to pay a specific sum of money at a future date

