

ARTICLES

I. Explain the differences between the following sentences.

- a) ' ____ paper based system is very time consuming and error prone.'
A paper based system...
The paper based system...
Paper based systems...
- b) 'EDI can suffer more from ____ breakdown than the manual system.'
EDI can suffer more from a breakdown ...
EDI can suffer more from the breakdown ...
EDI can suffer more from breakdowns ...
- c) 'It is ____ museum's task to explore contemporary culture.'
It is a museum's task...
It is the museum's task...
- d) Is the heating on?
Modern electric cookers use induction heating.
They invested a lot of money in the new heating.

II. Fill in articles as appropriate.

1. ____ light travel faster than ____ sound. What is ____ highest mountain in the world? 2. ____ antelope runs faster than ____ horse. Doctor Black is ____ head of the Biochemical Department. 3. ____ furniture in this room is all new. Such ____ information is of ____ great importance. ____ fingerprints on the gun was ____ main evidence against him. ____ British bank sector. We have ____ same problem. They are going to face ____ similar situation ____ next year. At ____ first, I didn't like him. The car travelled at ____ speed of 90 kilometres. He grew up in ____ 1980s. It takes 30 minutes on ____ train. Her daughter is at ____ school. Did you lock ____ door? ____ American whom we met ____ last week was difficult to understand. I dropped ____ coin into ____ machine. ____ coin came out again. I wouldn't like to work under this kind of ____ manager. What make of ____ car is your favourite? It is ____ real pleasure to see you again. There was ____ heavy fog last night. He behaved in ____ most indiscreet way. (= nanejvýš) Can you play ____ violin? Does Mr. Brown hold ____ degree of ____ PhD? ____ intelligence of these children is very high. Who is ____ inventor of ____ telephone? My colleague has been offered ____ position of ____ Production Manager. Do many people in ____ Czech Republic go to ____ university? Do you have ____ university degree? We have to protect ____ environment. She is ____ member of the committee. ____ man ____ police are looking for used to live near here. What kind of ____ film do you want to watch?

III.

Read the following passage and fill in the articles as appropriate.

When deciding whether to use *a / an*, *the*, or *0*, ask yourself these questions:

- 1) Is the noun in question countable or uncountable?
- 2) Does it refer to a specific object / specific objects, or to a whole class of objects?
- 3) When it refers to something specific, is the reference definite or indefinite, or, in other words, is there a possibility of choice between various objects of the same class, or not?

THE DIFFERENCES IN WILDLIFE BETWEEN ISLAND AND MAINLAND

The differences between island and mainland are of ⁽¹⁾ two kinds: on any island there are fewer species than on ⁽²⁾ mainland and in any species living in both places ⁽³⁾ population on ⁽⁴⁾ island tends to be slightly different from that on ⁽⁵⁾ mainland. ⁽⁶⁾ first difference has, at first sight, ⁽⁷⁾ obvious cause – any offshore island will be smaller than ⁽⁸⁾ mainland and therefore have less room for ⁽⁹⁾ plants and ⁽¹⁰⁾ animals. However, ⁽¹¹⁾ difference goes deeper than this, for ⁽¹²⁾ islands not only have ⁽¹³⁾ smaller total number of ⁽¹⁴⁾ species upon them but also ⁽¹⁵⁾ smaller number of ⁽¹⁶⁾ species per unit area than ⁽¹⁷⁾ mainland. This would not have been so when England was physically joined to Europe. Once the Channel was formed, however, ⁽¹⁸⁾ populations of wildlife in England cut off from France must have suffered many ups and downs and some died or were killed, like ⁽¹⁹⁾ beaver and ⁽²⁰⁾ wolf. Despite the Channel, however, ⁽²¹⁾ colonists did arrive like ⁽²²⁾ rabbit and ⁽²³⁾ pheasant. Hence ⁽²⁴⁾ number of ⁽²⁵⁾ kinds of ⁽²⁶⁾ plants and ⁽²⁷⁾ animals existing on ⁽²⁸⁾ island depends on ⁽²⁹⁾ balance being struck between ⁽³⁰⁾ rates of ⁽³¹⁾ two processes, ⁽³²⁾ extinction and ⁽³³⁾ colonization. ⁽³⁴⁾ rate of ⁽³⁵⁾ extinction will depend mainly upon ⁽³⁶⁾ size of ⁽³⁷⁾ island and ⁽³⁸⁾ amount of ⁽³⁹⁾ room allowed for wildlife, since the smaller ⁽⁴⁰⁾ population the more likely it is to become extinct, while ⁽⁴¹⁾ rate of ⁽⁴²⁾ colonization will depend upon how far ⁽⁴³⁾ island is from ⁽⁴⁴⁾ mainland. Thinking on ⁽⁴⁵⁾ same lines can also produce ⁽⁴⁶⁾ reasons for ⁽⁴⁷⁾ second kind of ⁽⁴⁸⁾ difference: ⁽⁴⁹⁾ differences between ⁽⁵⁰⁾ populations of ⁽⁵¹⁾ same species living on ⁽⁵²⁾ island and on ⁽⁵³⁾ mainland. There is ⁽⁵⁴⁾ good chance that ⁽⁵⁵⁾ new colonist from ⁽⁵⁶⁾ mainland, which succeeds in founding ⁽⁵⁷⁾ island race, will be different from its siblings which remain at home; it will at least be more adventurous. There will also be fewer individuals making up ⁽⁵⁸⁾ populations on ⁽⁵⁹⁾ island, so to some extent ⁽⁶⁰⁾ inbreeding must take place. However, even if ⁽⁶¹⁾ colonist is not different, ⁽⁶²⁾ subsequent generations may become so since many competitors will be left behind on ⁽⁶³⁾ mainland and ⁽⁶⁴⁾ new situations for ⁽⁶⁵⁾ feeding and ⁽⁶⁶⁾ breeding will be available on ⁽⁶⁷⁾ island. ⁽⁶⁸⁾ island population will evolve into ⁽⁶⁹⁾ distinct race to take advantage of these new situations.

FORMAL LETTERS

Making requests, suggestions, etc.

I. Look at the list of sentences and expressions below. What do you notice about those in the left-hand column?

Send me a brochure.	I would like to ...
I want a ticket for tonight's show.	I am very interested in ...ing
I think you should employ more staff.	Could I suggest that ...
You should give up smoking.	Please avoid ...ing
In my opinion you should improve your service.	Wouldn't it be better if you ...
I want to get a place at your school.	I would be grateful if you/I could ...
I can't stand your car alarm.	Please would you ... /Could you please ...
You park your car too close to mine.	I would recommend that you ...
Why is your information always out-of-date?	I would appreciate it if ...

II. Rewrite the phrases in a formal style.

Informal (spoken) language:

1. Thanks for your letter	7. What exactly do you need?
2. I've just seen your advert in	8. Just send the stuff back. We'll pay.
3. Can you tell me about ...?	9. I've got some bad news. There's no more until next month.
4. because	10. Good news! I've just heard that
5. Sorry I can't make the meeting.	11. There isn't much left. You better move fast.
6. Here are	12. If you'd like any more details, just let me know.

III. Study the following text to know the basic steps in a business transaction:

A BUSINESS TRANSACTION

Buying a bus ticket or calling at the butcher's to buy a beefsteak are matters of everyday life, but in each case the buyer and the seller have entered into a **contract**, i.e., into a legally binding agreement. In these two cases the transactions are, however, so simple that there is little room for mistake.

But in business, transactions are usually much more complex. The task of obtaining supplies for a company is therefore usually placed in the hands of specialists in the purchasing department. Similarly, the sales department is in charge of selling the products of the company on home or foreign markets. These departments co-operate with a number of others such as the advertising dept., cost dept., invoice dept., transport dept., etc.

Most business transactions start either by an **enquiry** on the part of a **buyer** who is in need of some products, or by an **offer** on the part of a **seller** who wants to sell because he wants to get back the money he had invested in the manufacture or in the purchase of some commodities. Both the enquiry and the offer usually state the price of the goods and the terms on which the transaction is to be concluded.

If the price and the selling conditions are acceptable to both parties, the buyer places an **order** with the seller, who in turn sends the buyer a **confirmation of his order**. In the confirmation he expresses agreement with the terms of the order and binds himself to fulfil them.

When nothing goes wrong, the seller gets the goods ready for dispatch when the time of **delivery** approaches, he arranges for the **insurance** and transportation of the goods if this has been agreed upon, and he **dispatches** the goods to the **place of destination**. He then sends the necessary documents to his bank, which presents them to the buyer's bank for **payment**.

Sometimes the buyer is not satisfied with the execution of the order and he makes a **complaint**. In such a case it is in the interest of both parties to examine the matter and settle it to their mutual satisfaction as quickly as possible.

IV. Rewrite the following phrases as sentences for a business letter. Some words have been given to help you:

1. It's about that ad we saw in Marketing Monthly. (*writing, reference to, recent edition*)
2. Can you send us something about what your company sells? (*grateful, information, range*)
3. Thanks for your letter of March 12 asking about what we sell. (*dated, enquiring, products*)
4. I have some bad news. I'm afraid your order is going to be late. (*regret, inform, delayed*)
5. See you in Frankfurt next month! (*look forward*)

V. Rewrite the sentences below in a clear, simple, positive style appropriate for a business letter:

1. Thanks for your letter – sorry I didn't get in touch until now. Well, about your problem with the machine – it's not our fault. You obviously didn't follow the instructions – that's why it's broken.
2. You want to claim for it under your guarantee? Don't remember – you didn't renew your maintenance contract last year. Anyway, someone from our Service Dept. will contact you some time to talk about when our engineers are coming.
3. I'll be here if you want a chat.

OPERATION SEA WOLF

Chance Of A Lifetime!

If you want to see the world, visit exotic places, make new friends and work hard as part of a team, this could be just the opportunity you've been looking for.

Operation Sea Wolf sets sail on November 15th and currently needs:

- marine biologists/anthropologists/geologists
- enthusiastic crew members (no previous sailing experience necessary)

The voyage will last for approximately 6 months and will include research into the animal and plant life of Indonesia.

- any qualifications needed?
- cost?
- what need to take?
- exact date of return?

Dear Sir/madam,

I was really thrilled to see your super advertisement in Eco Magazine yesterday. I've always wanted to go on a sea voyage ever since I was little and this looks like it could be my big chance.

There are just a few little points that crossed my mind. First of all, I was just a bit worried that I might need some special qualifications or something. Another thing was that you didn't say if we would have to pay anything and I'm actually a bit short of cash at the moment, you know how it is!

If it was alright with you and I did come, my mum wanted me to ask what I would need to bring but I suppose you have some kind of list, don't you? Oh yes, and the other thing was... when exactly do you think we'll be back because I really fancy doing a Spanish course next summer and I can't book it without knowing when we're getting back.

Well, I can't wait to meet everyone. Do write back soon and let me know what's next!
See you soon,

Dieter