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Professional English

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Grammar and Vocabulary in Action

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1 WORD CLASSES

Like many languages, English also consists of many words, which form word clusters or phrases and finally sentences. Word classes are different word categories that have different characteristics and roles in a sentence. The main word classes are the following:

INFLECTED WORD CLASSES (words can change their form)	UNINFLECTED WORD CLASSES (no change in form)
VERBS (tense forms, passive, infinitival forms) The company offers many training courses. A higher position is offered to George. Who offered you thIS position?	PRONOUNS He deals with eco-friendly technologies. I don't like his idea. They offered us a special discount.
NOUNS (forming singular or plural) Sg: I'm still waiting for an answer . Pl: We don't have answers to all your questions.	PREPOSITIONS Jack has just arrived at the hotel. Language learning at school is obligatory in most countries.
ADJECTIVES (comparison, opposites) Alfred is a good listener. We need to be better than our competitors are. It's unsafe to drink that water.	CONJUNCTIONS First , we analysed the issue, then we started to take measures. He's got good ideas as well as his brother. She thinks she is beautiful and smart.
ADVERBS (forming opposites) The sales team is doing their job efficiently . Financial resources are often used inefficiently .	INTERJECTIONS Hi! How are you? Boy! You have an answer for everything.

1.1 VERBS

Verbs can be classified into **four major groups** regarding their meaning.

ACTION VERBS can form all tenses

a. Verbs expressing ACTIONS, ACTIVITIES (DYNAMIC VERBS)

research, plunge, travel, eliminate, analyse, work, cancel, negotiate, close, merge, pollute, pay, destroy, improve, calculate, raise, revise, explain, defend, create, confirm, send, decrease, itch, etc.

Examples: The government **raised** personal income taxes last year.

Will you **explain** the move you did yesterday?

Who **is** now **calculating** our production costs?

Our new client **has** just **confirmed** the consignment.

b. Verbs expressing NO ACTION - state, feelings, emotions, senses, possession, existence

(STATE or STATIVE VERBS)

STATE VERBS cannot form Continuous Tenses

- **Emotion:** love, dislike, hate, admire, adore, need, prefer, etc.
- **Existence:** be, exist, occur, appear, etc.
- **Possession:** have, own, owe, belong, want, possess, etc.
- **Understanding:** understand, forget, remember, see (= understand), think, believe, imagine, etc.
- **Senses:** hear, taste, feel, see, seem, etc.

Examples: I **think** we **need** to find another market approach.

That pharmaceutical company **has existed** in the European market for 50 years now.

We **don't have** so much luxury to wait for your response.

Do you believe in your success, Evelyn?

c. Verbs expressing MODALITY (MODAL VERBS)

MUST (HAVE TO), SHOULD, COULD, OUGHT TO, WOULD, MAY, MIGHT, CAN, CAN'T

Examples: You **have to join** the team if you want to work on this project.

Can we **trust** your decision on outsourcing our production to India?

I'm not sure, but he **might be** absent from work this week.

d. Verbs expressing IDIOMATIC MEANING (PHRASAL VERBS)

pick up, bring down, set up, look for, call on, ask around, break through, back somebody up, etc.

Examples: The new crisis has **brought** the government **down**.

I **asked around** but nobody has seen my wallet.

Can you **back me up** with an extra sales team? I need that urgently.

What are you **looking for** in that document?

CHARACTERISTICS OF VERBS

a) Verbs comprise a **tense system of 12 tenses** expressing present, past, future and perfect tenses.

Study the meaning of the following examples related to the tense used in each sentence:

NAME OF TENSE	EXAMPLES – active form only
Present Simple	This brand generates a lot of profit.
Present Continuous	We are expecting you response <i>today</i> .
Present Perfect Simple	The sales have gone up by 30% <i>in the last month</i> .
Present Perfect Continuous	Our profit margin has been rising <i>since Christmas</i> .
Past Simple	The volume of sales dropped <i>last year</i> .
Past Continuous	<i>During the financial crisis</i> the value of gold was rising .
Past Perfect Simple	When I <i>arrived in New York</i> , I <i>found out</i> I had forgotten my credit card at home.
Past Perfect Continuous	<i>Before having a public presentation</i> , I had been practising my speech.
Will Future	I think I will never find the right approach to my superiors.
Going To Future	Our sales team is going to focus on entering emerging markets in Asia in the next three years.
Future Continuous	<i>At this time next week</i> I will be working with new investors on a new energy efficiency project.
Future Perfect	<i>By the time my boss comes back</i> I will have worked 10 hours.

b) Some verbs also form **ACTIVE or PASSIVE voice**: study the difference between active and passive use of the verbs in the following sentences:

Active:

They **have called off** today's meeting.

We **asked** John to have a speech.

They **granted** him a posting to Germany.

Passive:

Today's meeting **has been called off**.

John **was asked** to have a speech.

He **was granted** a posting to Germany.

c) Basically, there are three **INFINITIVAL FORMS of verbs**:

Bare infinitive: He **must wear** business attire when having a meeting.

To-infinitive: I **would like to help** you with these figures.

Gerund: **Speaking** gossip in public is extremely rude.

POSITION OF A VERB IN A SENTENCE

Study the positions of verbs in the sentence:

a) **SUBJECT + VERB** (normally followed by object or prepositional object)

Helen wrote a report on the sales campaign.

Sam relies on his instinct.

b) **SUBJECT + VERB 1 + VERB 2** (also followed by object or prepositional object)

We want to change the company structure.

You can't agree on such unfavourable payment terms.

c) **IMPERATIVE FORM** (without subject)

Be quiet!

Go ahead with the project!

Don't waste time on dealing with this issue!

1.2 NOUNS

There are **three categories** of nouns. Study the meaning of the examples and translate them. Use an online dictionary for help:

LIVING ORGANISMS

manager, staff, employees,
co-worker, John, negotiator,
seller, holder, tree, horse, owl,
head of the department,
supplier, manufacturer, vendor
trader, inventor, staff, owner,
banker, member, politician,
industrialist, economist, peer,
socialist, enemy, competitor,
celebrity, athlete, reporter,
journalist, lawyer, judge, etc.

NON-LIVING ORGANISMS, OBJECTS

plan, building, facility, report,
phone, crane, basket, money,
table, window, computer, ink,
cable, tablet, PC, lamp, wire,
pen, case, file, drawer, shelf,
board, knife, scissors, tool,
device, equipment, drawing,
vehicle, medication, road,
newspaper, box, paint, book,
notebook, register, envelope,
paper, metal, coin, bank, inc.

ABSTRACT EXPRESSIONS

negotiation, pollution, trust,
definition, payment, happiness,
danger, success, entertainment,
relationship, offer, happiness,
satisfaction, communication,
channel, speech, voice,
company, economy, fear,
hatred, trust, love, friendship,
courage, ambition, career,
meeting, sale, purchase, work,
learning, understanding, etc.

TYPES OF NOUNS

There are two groups of nouns: **count(able)** and **uncount(able) nouns**. Countable nouns form singular and plural. These nouns **can be counted**. Uncountable nouns having **singular form only** and cannot be used with indefinite article. These nouns **cannot be counted**.

COUNT NOUNS (C-NOUNS) Singular - Plural	UNCOUNT NOUNS (U-NOUNS) no a/an in singular, no Plural
<p>a payment - ∅ payments</p> <p>the salary - the salaries</p> <p>Exceptions: woman – women man – men child- children</p>	<p>water, money, waste, recognition, advertising cash, freedom, free time, luxury, happiness</p> <p>Exceptions: Collective nouns form a group of people or things – and can take singular or plural form of the following verb: audience, government, management, department</p>

Examples: The **government** **is / are** raising corporate taxes by 5% this year.

The **police** **has / have** arrested a careless driver.

L’Oreal **has / have** launched their new hair care product line successfully.

POSITION OF NOUNS IN A SENTENCE

Nouns occur most frequently in the sentence. They are used as: **subjects (or part of the subject)**, **objects (or part of the object)** and **part of adverbials**.

- **Money** rules the **world**.
- **Sales of printed magazines** have declined. (*sales and magazines are nouns as part of subject*)
- We don’t want to sell the biggest **subsidiary**. (*subsidiary is a noun as part of object*)
- We have to pay the **invoice** by **Monday 13 July**. (*invoice is a noun as object and Monday and July are nouns as part of time adverbial*)

1.3 ADJECTIVES

Adjectives express **characteristics of nouns**: study the example:

What kind of **company** is this? It is **decentralised**, **market-driven** and **successful**.

(noun)

(adjectives)

E1: Study the meaning of the following adjectives. Translate them with the use of an online dictionary:

- | | | | |
|--------------------|-------|--------------------|-------|
| 1. expensive | _____ | 2. rational | _____ |
| 3. luxurious | _____ | 4. forward-looking | _____ |
| 5. competitive | _____ | 6. priceless | _____ |
| 7. economic | _____ | 8. economical | _____ |
| 9. lean | _____ | 10. spoken | _____ |
| 11. effective | _____ | 12. ineffective | _____ |
| 13. helpful | _____ | 14. well-organised | _____ |
| 15. thriving | _____ | 16. favourable | _____ |
| 17. risky | _____ | 18. stable | _____ |
| 19. hierarchical | _____ | 20. flat | _____ |
| 21. tiring | _____ | 22. approachable | _____ |
| 23. scarce | _____ | 24. reliable | _____ |
| 25. cost-effective | _____ | 26. radical | _____ |
| 27. abundant | _____ | 28. massive | _____ |
| 29. tiny | _____ | 30. vast | _____ |
| 31. major | _____ | 32. minor | _____ |
| 33. prior | _____ | 34. caring | _____ |
| 35. thoughtful | _____ | 36. competing | _____ |
| 37. timeless | _____ | 38. appealing | _____ |
| 39. modern | _____ | 40. cutting-edge | _____ |
| 41. serious | _____ | 42. careless | _____ |
| 43. tactful | _____ | 44. tolerant | _____ |
| 45. influential | _____ | 46. powerful | _____ |
| 47. urgent | _____ | 48. necessary | _____ |
| 49. challenging | _____ | 50. demanding | _____ |
| 51. tempting | _____ | 52. tempted | _____ |
| 53. interesting | _____ | 54. interested | _____ |
| 55. boring | _____ | 56. bored | _____ |
| 57. satisfying | _____ | 58. satisfied | _____ |

POSITION OF ADJECTIVES IN A SENTENCE

Adjectives are used to describe nouns. Therefore, their position is before a noun or after a noun.

- **Before a noun:** This is my **financial report**. We sell **luxurious brands**.
(attributive use) **ADJ + NOUN** **ADJ + NOUN**
- **Independent:** Our **company** is **well-known**. **Marketing** is **expensive** today.
(predicative use after the verb, but referring to the preceding noun 'company')

Study the examples and translate them, if necessary. Adjective are **bold** in sentences:

1. Maintaining **low** level of **overall** costs means a **competitive** edge of our business.
2. All employees would like to have their **own** offices.
3. **Loyal** customers generate a lot of profit.
4. Time is **short**. We need to make a **snap** decision either to sell the plant or not.
5. If a product is **eye-catching**, it attracts many buyers, especially the ones of **younger** generations.
6. **Domestic** trade has increased since the **last economic** recession ended.
7. There is a **growing** number of **jobless** people in the UK.
8. The reason for his resignation still remains **ambiguous**.

3 FORMS OF ADJECTIVES (GRADATION)

- **POSITIVE:** We bought a **small** plant for the production of bottles.
We are **old enough** to make our own decisions concerning finances.
Adidas offers an **attractive** design of footwear.
Gucci is a really **expensive** and **well-known** brand.
My business is **as important as** yours.

NOTE:
do not use 'than'
instead of 'as' !

- **COMPARATIVE:** I think this design project is **smaller than** we thought.
Who offers a **bigger** share of contribution?
This procedure is **much more complicating than** I thought.
My **elder** son is a lawyer. This is an **older** house.

NOTE:
do not use 'as'
instead of 'that' !

- **SUPERLATIVE:** The Vatican is **the smallest** country in the world.
This is **the most favourable** price we have ever received.
Apple has **the biggest** market share in the USA in the smartphone market.
The worst scenario we predicted really came true. (bad – worse - the worst)