

Grammar and Vocabulary

Lesson 1 – A

Topic: Conference

Aim:

1. Understand meanings and practice using words related to conference appropriately.
2. Review Non-count Nouns and Plural Verbs.

I. VOCABULARY

Exercise 1: Let's Review Words! (5–6minutes)

Identify the meaning of the underlined words. Choose the best answer from the choices that follow. Practice using the the underlined words in sentences.

1. The management has set up a conference.
 - a. establish
 - b. indicate
 - c. begin
 - d. cause
2. His secretary set up all the arrangements.
 - a. condition
 - b. plan
 - c. understanding
 - d. group
3. Two hundred people have registered to attend.
 - a. adjust
 - b. achieve
 - c. expressed
 - d. recorded
4. The company cannot accommodate them all.
 - a. reconcile
 - b. fit
 - c. concord
 - d. provide
5. Employees have to take part in extra sessions.
 - a. a meeting
 - b. a period
 - c. class
 - d. game

Exercise 2: Let's use the words! (5–7 minutes)

Here are some notes about things to do when planning a big conference. Complete the sentences using verbs from the box below. Use each verb once only.

send	check	invite	ask	remind	make
hire	reserve	pick up	print	order	take

Time in Months								CONFERENCE
8	7	6	5	4	3	2	1	
1..... hotel and conference rooms.		3.....guest speakers to send a summary of their talk.			4.....guest speakers to send their summary	5..... students to work as conference officials	8..... food conference, lunches and dinners	
2..... guest speakers						6. Prepare and conference program	9..... that all audio - visual equipment (video, projectors, microphones, Etc.) is working.	
						7..... conference program to all participants	10.....last – minute changes to the program	
							11. guest speakers at the airport	
							12..... guest speakers to their hotel	

Source: Business Basics International Edition – David Grant and Robert McLarty

II. GRAMMAR REVIEW

Topic: Non-Count Nouns and Plural verbs (5–6minutes)

PROBLEM: A non-count noun has a plural verb.

SOLUTION: Use a singular verb with the non-count noun, or add a countable quantity.

EXAMPLES:

Incorrect : **Patience** are challenging to teachers.

Correct : **Patience** is challenging to teachers.

Explanation : **Patience** is a non-count noun. It never has a plural form, and always uses a singular verb. Change the verb to *is*.

		v	adj	prep phrase
Non-count	Patience	is	challenging	to teachers.

Incorrect : The small **luggages** look heavy on his hands.

Correct : The small **luggage** looks heavy on his hands.

Correct : The small **pieces of luggage** look heavy on his hands.

Explanation : **Luggage** is a non-count noun.. It never has a plural form, and always uses a singular verb.

Change the verb to *looks*.

● Use a countable quantity with the non-count noun. You cannot count **luggage**, but you can count *pieces*. Because *pieces* is plural, use a plural verb.

	Noun phrase	v	Adv	Prep phrase
Non-count	The small luggage	looks	heavy	on his hands
Count	The small pieces of luggage	look	heavy	on his hands

Exercise 1: Let's Try this out!

A: Error Recognition

Identify the one underlined word or phrase that should be corrected or rewritten. Then, write the correct sentence.

1. Would you like some more meat? Yes, I'd love one.

A B C D

2. Sunshine are expected for the next two days.

A B C D

3. Mathematics are difficult to understand.

A B C D

4. Her clothes is very old-fashioned.

A B C D

5. Several baskets of fruits were delivered to the ambassador's room.

A B C D

6. Cut these things off with a scissors.

A B C D

References:

Barron's How to Prepare for TOEIC Test 2nd Edition – Dr. Lin Lougheed
Business Basics Internationa Edition – David Grant and Robert McLarty