

## Grammar and Vocabulary

### Lesson 6 – A

Topic: Office Technology

Aim:

1. Understand meanings and practice using words related to office technology appropriately.
2. Review specified Count Nouns with THE.

#### I. VOCABULARY

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

Choose the meaning of the underlined words from the choices that follow. Then practice using the words in your own sentences.

1. On completion, you will be asked to remove the floppy disk and press any key to restart the computer.
  - a. beginning
  - b. during
  - c. finishing
  - d. while
2. I found a file cabinet at the freight elevator waiting to be thrown out in the garbage.
  - a. waiting
  - b. transporting
  - c. destroyed
  - d. broke
3. The increased power and rapid development of software tools for computer aided design and manufacturing management have strengthened this need .
  - a. fixed
  - b. helped
  - c. designed
  - d. arranged
4. For a quicker response please telephone – thank you.
  - a. dog and bone
  - b. call
  - c. transfer
  - d. press
5. In the UK the fax server operator is Demon Internet Limited.
  - a. waiter
  - b. player
  - c. host
  - d. participant

## Exercise 2: What's the word? (5–7 minutes)

- |                |           |             |              |
|----------------|-----------|-------------|--------------|
| a. information | b. latest | c. cupboard | d. furniture |
| e. magazine    | f. lucky  | g. windows  |              |

(In an office)

**Jennifer:** (speaking to Bob who is outside the office) Hi Bob, come in. This is my new office!

**Bob:** Wow, it's great. There's so much \_\_\_\_\_. A sofa, armchair ...

**Jennifer:** How about my desk. Isn't it beautiful?

**Bob:** Yes, look at that. Is that a new computer?

**Jennifer:** Yes, it is. The \_\_\_\_\_ model!

**Bob:** ... but there aren't any windows in here.

**Jennifer:** No, no, there are some windows. They're over there.

**Bob:** Is that New Times magazine on your desk?

**Jennifer:** Yes, it is. There are some more copies in the \_\_\_\_\_.

**Bob:** It's a great \_\_\_\_\_. I love it.

**Jennifer:** Yes, lots of good \_\_\_\_\_. Would you like a cup of coffee?

**Bob:** Sure, is there a coffee maker here, too?

**Jennifer:** Yes, there is. There's everything in THIS office.

**Bob:** You're \_\_\_\_\_!

**Jennifer:** Yes, I am. You're welcome anytime, now let's make that coffee.

## II. GRAMMAR REVIEW:

Topic: Specified Noun with Incorrect Article

If a noun is specified, it can be preceded by *the*. *A* or *an* is not used with specified nouns.

**PROBLEM** : A specified noun may be used without *the*.

**SOLUTION** : Replace the article used with *the*.

### EXAMPLES

**Incorrect** : The name of **a mall** is Mall of Asia.

**Correct** : The name of **the mall** is Mall of Asia.

**Explanation** : You know which mall you are talking about. Use *the*.

	Noun phrase	Prep phrase	v	Noun phrase
Specified	The name	of <i>the mall</i>	is	Mall of Asia.

Incorrect : Wash clothes in that case.  
 Correct : Wash the clothes in that case.

Explanation: You know which clothes you are talking about. Use **the**.

	Verb phrase	art	n	Prep phrase
Specified	Wash	the	clothes	in that case.

### Exercise I. Error Recognition

- Please contact the main office of a faculty that runs the course you are interested in  
 A B C D  
 for further details.
- The office hours are from 8.30 to 16.30, Mondays; Fridays.  
 A B C D
- As long as office furniture and computer equipment is justifiably the business  
 A B C  
 expense, these can be claimed in full.  
 D
- The removal of the interior partitions will also allow new office space to be created.  
 A B C D
- A 43 page history, the Catrine other churches, and Ministers and office bearers.  
 A B C D