

## Grammar and Vocabulary

### Lesson 9 – A

Topic: Hiring and Training

Aim:

1. Understand meanings and practice using words related to conference appropriately.
2. Review Wrong forms of A and An.

#### 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. The people you hire and the way in which you train them is critical to your success.
  - a. unimportant
  - b. complimentary
  - c. indiscriminating
  - d. all-important
2. Hiring individuals with good personalities and good work ethics truly can increase your sales.
  - a. principles
  - b. need
  - c. list
  - d. attitude
3. They stipulate their high standards in the ad to attract the type of people they want to hire.
  - a. promise
  - b. specify
  - c. settle
  - d. lay up
4. It is good to indicate that good phone skills are needed, as well as having excellent rapport with clients.
  - a. trust
  - b. friendship
  - c. relationship
  - d. reliance
5. Rapid employee turnover is something all businesses want to avoid.
  - a. replacement
  - b. output
  - c. production
  - d. overturn

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

Complete the dialog using the words from the box.

a. Programmer

b. fast learner

c. working

d. ahead

e. experience

Interviewer: So, why do you want to be a computer \_\_\_\_\_?

Jason: Well, I don't like \_\_\_\_\_ in a fast food restaurant, and I want to make more money.

Interviewer: I see. Do you have any \_\_\_\_\_?

Jason: No, but I'm a \_\_\_\_\_.

Interviewer: What kind of computer do you use?

Jason: Computer? Uhm, let me see. I can use a Mac. I also used Windows 95 once.

Interviewer: That's good.

Jason: May I ask a question?

Interviewer: Please, go \_\_\_\_\_.

Jason: Will I be able to find a job as a computer programmer?

Interviewer: Umm, err, ahh....

## II. GRAMMAR REVIEW

TOPIC: Wrong forms of A or An

Confusion often arises with the use of the articles 'a' or 'an' with initialisms. Initialisms are abbreviations wherein each letter is pronounced individually. E.g. NYPD is pronounced as 'en', 'wi', 'pi', 'di'.

With Initialisms, it is the sound of the first letter in the abbreviation that should be considered. "An" is correct before abbreviations that start with consonants but sound like vowels. E.g. 'An HSBC depositor'. On the other hand, "A" is correct before abbreviations that start with vowels but sound like consonants. E.g. 'A UCLA graduate'.

Remember : It is the sound of the letters in the abbreviation that matters.

Examples : inserted the explanation of abbreviation

## Consonants in Initialisms that Sound like Vowels

Consonant	Sound	Example
F	Ef	An FBI agent is handling the case.
H	Eich	An HBO movie normally runs for 2 hours.
L	El	I have assigned the case to an LAPD staff.
M	Em	The patient was asked to have an MRI as a diagnostic test.
N	En	An NCIA captive is on the loose.
R	Ar	An R&D Manager supervises new projects in the company.
S	Es	An SUV is the preferred vehicle by the rich.
X	Ex	An X-Ray is always recommended to check the lungs.

Consonant	Sound	Example
U	Yu	The school is also looking for a UCLA graduate

### Exercise 1: Let's Talk!

#### Comprehension Check:

With initialisms, what is the main point to be considered when using the articles 'a' or 'an'?

### Exercise 2: Let's try this out!

#### Error recognition:

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

1. You will definitely attend the meeting except if you are a SD (Selling Department)

A

B

C

staff.

D

2. It has been mandated by management that all employees undergo an KSR (Knowledge

A

B

C

D

& Skills Reassessment)

3. Employees have been advised to open a MB (Mashreq Bank) salary account.

A

B C

D

4. The company doctor recommended that all newly hired crew have an urinalysis.

A

B

C

D

5. It is a honor to have been accepted to this company.

A B

C

#### References:

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