

Grammar and Vocabulary

Lesson 12 – A

Topic: ORDERING SUPPLIES

Aim:

1. Learn useful vocabulary related to Ordering supplies.
2. Review Subject and Verb Agreement Rules Part 2. (numbers 9–12)

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. Sysco Corporation is a major supplier to the food service industry.

- a. caterer
- b. dispenser
- c. provider
- d. black marketer

2. However, the Supplier will not be liable for any loss or damage suffered by you through reasonable or unavoidable delay in delivery.

- a. unfair
- b. average
- c. low
- d. acceptable

3. Allow a few extra days for onward shipment to other countries.

- a. dispatch
- b. merchandise
- c. ware
- d. payload

4. I tore open the package.

- a. promotion
- b. parcel
- c. plug
- d. collection

5. Sometimes, larger packages are delayed because of a bottleneck at the distribution point.

- a. obstruction
- b. narrow
- c. portion
- d. part

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

Complete the dialog using the words from the box.

Large Purchase	a door-to-door	depend	
available	estimate	required	important

Placing an Order on the telephone

Jane Tegal : Hello, this is Jane Tegal from Excellerator Co. calling. May I speak to Mr. Mitchell?

Arthur Mitchell: Hello Ms Tegal, this is Arthur Mitchell.

Jane Tegal : Hello, I'd like to place an order for a number of your Millennium desk units.

Arthur Mitchell: Certainly. How many were you interested in ordering for _____?

Jane Tegal :Quite a few. Do you have many _____ in the warehouse?

Arthur Mitchell: We keep a _____ supply in stock. There's also a showroom with quite a few on hand. It shouldn't be a problem.

Jane Tegal: Well then. I'd like 75 units by the end of the month. Could I get an _____ before place an order?

Arthur Mitchell: Certainly, I'll have it for you by the end of the day.

Jane Tegal : What does the estimate include?

Arthur Mitchell: Estimates include merchandise, packaging and shipping, duty if _____, any taxes and insurance.

Jane Tegal :Do you ship _____?

Arthur Mitchell: Certainly, all shipments are door-to-door. Delivery dates _____ on your location, but we can usually deliver within 14 business days.

II.GRAMMAR REVIEW

TOPIC: SUBJECT VERB AGREEMENT PART 2 (numbers 9–12).

9. If the subjects are both singular and are connected by the words or, nor, neither/nor, either/or, and not only/but also the verb is singular.

▪ Jessica or Christian is to blame for the accident.

10. The only time when the object of the preposition factors into the decision of plural or singular verb forms is when noun and pronoun subjects like some, half, none, more, all, etc. are followed by a prepositional phrase. In these sentences, the object of the preposition determines the form of the verb.

▪ All of the chicken is gone. All of the chickens are gone.

11. The singular verb form is usually used for units of measurement.

- Four quarts of oil was required to get the car running.

12. If the subjects are both plural and are connected by the words or, nor, neither/nor, either/or, and not only//but also, the verb is plural.

- Dogs and cats are both available at the pound.

Exercise 1: 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. Your answer are either ingenious or wrong.

A B C D

2. Two kilos of rice were cooked for the visitors.

A B C D

3. All that I have are yours.

A B C D

4. Both of us are candidate.

A B C D

5. A pint of milk are spilled.

A B C D

References:

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