

## Grammar and Vocabulary

### Lesson 14 - A

Topic: Invoices

Aim:

1. Learn useful vocabulary related to Invoices.
2. Review Subject Verb Agreement Part 2 (numbers 17–20)

#### 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. This benefit is available only to taxpayers who itemize.
  - a. list
  - b. view
  - c. carry
  - d. verify
  
2. We will otherwise pay accounts within 30 days of receipt of a credible invoice.
  - a. sham
  - b. valid
  - c. bogus
  - d. false
  
3. Payment of a Debtor Account The Council offers a number of options for the payment of a sundry invoice.
  - a. various
  - b. single
  - c. pair
  - d. duplicate
  
4. You will have 14 days from the date printed on the surcharge inform us if you wish to cancel for this reason.
  - a. special service
  - b. extra service
  - c. extra fee
  - d. total charge

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

**Complete the invoice using the words from the box.**

a. aviation	b. issue	c. regard	d. performed
e. feature	f. editorial	g. inclusion held	

(print Invoice Letter on corporate letterhead stationery)

INVOICE

December 15, 2006

Mark Burton

Editor – Aviation Digest

345 Gilchrist Ave.

Suite. 508

Chicago, IL, 60611

Dear Mark Burton:

Re: Invoice 03-139 – Article on Civil Aviation In India

Please \_\_\_\_\_ this as an Invoice for English \_\_\_\_\_ services provided while researching and writing a \_\_\_\_\_ article on the state of civil \_\_\_\_\_ in India titled "Flying High In India: Young High Fliers Spread Their Wings". I understand that the article is for \_\_\_\_\_ in your January 2007 \_\_\_\_\_ of Aviation Digest Magazine.

The work was \_\_\_\_\_ between November 12, 2006 and December 14, 2006. Final copy (4,800 words) was submitted to you by e-mail on December 13, 2006.

## II.GRAMMAR REVIEW

17. When gerunds are used as the subject of a sentence they take the singular verb form of the verb, but when they are linked by and they take the plural form.

▪ **Standing in the water was a bad idea. Swimming in the ocean and playing drums are my hobbies.**

18. Collective nouns like herd, senate, class, crowd, etc. usually take a singular verb form.

▪ **The herd is stampeding.**

19. Titles of books, movies, novels, etc. are treated as singular and take a singular verb.

- **The Burbs is a movie starring Tom Hanks.**

20. Final Rule – Remember, only the subject affects the verb!

### Exercise 1: Let's try it!

#### Error Recognition

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

1. Invoice factoring help companies overcome cash flow hurdles.

A                      B                      C                                              D

2. A bunch of invoices were reexamined.

A                      B                      C                      D

3. Factoring or invoice discounting are a great way to maximize the cash flow of

A                                              B C                                              D

your business.

4. The Council offer a number of options for the payment of a sundry invoice.

A                      B                      C                      D

5. Accepting and keeping the invoices is important.

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