

Grammar and Vocabulary

Lesson 15 – A

Topic: INVENTORY

Aim:

1. Learn useful vocabulary related to Inventory.
2. Review You as the subject.

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 intention was to compile an inventory of ancient culture.

- a. assort
- b. separate
- c. segregate
- d. put together

2. Indeed, excess and obsolete inventory is a very good barometer of the overall effectiveness of a company's operations.

- a. moded
- b. discarded
- c. latest
- d. present

3. The site liaison COs were happy with the proposal but expressed concern about introducing the new arrangement before the availability of a school-wide inventory.

- a. affair
- b. amour
- c. contact
- d. intrigue

4. Beyond procurement, another key benefit has come in the form of better inventory management.

- a. succeed
- b. failed
- c. learned
- d. acquire

5. Details of this emissions inventory are included in Appendix VI.
- a. give in
 - b. give off
 - c. give up
 - d. give away

Exercise 2: Let's use the words!

Complete the inventory report using the words from the box.

| | | | |
|------------|--------------|--------------|--|
| full | transmission | templates | |
| assistance | contact | verification | |

***Inventory Reports**

____ Detail Inventory Reports

The following EXCEL ____ may be used. If ____ is required, please ____ an ORPS staff member at Utility.Reports@orps.state.ny.us.

RP1 Utility Inventory Submission _____ Form

2.1 Structural Property Template

4.1 Mass Property Template

4.6 Mass Property - _____ Pipeline Companies Template

5.1 Property Balance Report Template

Explanation of Template Column Headings

II. GRAMMAR REVIEW

Topic: *You* as Subject

The subject is the part of a sentence that indicates what it is about. It is usually a noun or a pronoun. A noun is a word that names a person, place, or thing. A pronoun is a word that takes the place of a noun in a sentence. The common subject pronouns are **I, you, he, she, it, we, and they**. The pronoun you as a subject is commonly used with the verbs **are** or **were**.

Remember:

When locating subject in a question, the subject usually follows the verb or helping verb. *You* as the subject of a command, order, or suggestion, is usually left out of the sentence and is said to be the understood subject.

1. You are called to work.

(You is the subject; are called is the verb.)

2. Are you sick?

(You is the subject; are is the verb.)

3. (You) Walk the dog.

(You, as the subject, is omitted from the command.)

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. Was you fail to succeed?

A B C D

2. You was paid to work.

A B C D

3. You turns off the lights.

A B C D

4. Brings me flowers, please.

A B C D

5. Were you kick out?

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