

6.3 LANGUAGE PRACTICE

EXERCISES

6.3.1 Contrast

Look at the following ways of expressing contrast:

- a) Turnover increased. *However*, profitability fell.
Although turnover increased, profitability fell.
 Profitability fell (*even*) *though* turnover increased.
- b) It would be difficult to ventilate site B, *while/whereas* the exterior position of site A would improve ventilation.

a) *However* is used for general contrasts where the ideas are not equivalent. *Although* is used when there is a contrast that surprises us. *Even though* is like *although* but more emphatic.

b) *While/whereas* are used where there is a contrast between equivalent ideas.

Use **although**, **even though**, **whereas**, **while** or **however** to contrast the following:

1 There are only six recruiters.	They do most of the work.
2 Site B would be easy to build on.	Site A would require new foundations.
3 Salaries have been fixed for two years.	They will be revised if business improves.
4 The recruitment agency concentrated on the UK.	Its competitors turned to foreign markets.
5 There are ten managers.	Only the Managing Director has decision-making power.
6 Working conditions are above average.	There is no rest room.
7 The Recruitment Managers received a basic salary of £7,250.	They benefitted from high rates of commission.
8 Prospective clients were offered discounted rates for the first year of business.	Many of these new clients continued to pay less after the first contract year.
9 There are ten managers.	There are only seven non-management staff.
10 Site A will be easy to ventilate.	Site B will be exposed to fumes from the shop floor.

6.3.2 Condition

In the following statements of condition:

- a) expresses a universal situation;
 b) expresses a possible situation;
 c) expresses a hypothetical situation;
 d) expresses a hypothetical situation in the past.

a)

If the junior recruiters <i>work</i> more than four hours overtime	they <i>receive</i> overtime payments.
Present Simple	Present Simple

b)

If business <i>starts</i> to improve	salaries <i>will be</i> increased.
Present Simple	Will form

c)

If site A <i>was</i> chosen	30 square meters of parking space <i>would be</i> lost.
Past Simple	Would form

d)

If the increase <i>had been</i> more moderate	profitability <i>would have kept</i> pace with the rise in turnover.
Past Perfect	Would Have + Past Participle

Choose one of methods (a) — (d) to make sentences from the following table:

Condition	Result
1 The company / advertise / overseas	It / be more competitive / last year
2 Employees / live / more than 10 km from office	They receive / travel allowance
3 We / choose / site B	The building / finish / by April
4 Managing Director / resign / now	The company / benefit / immediately
5 The company / pay / less commission	Profits / be / higher / last year
6 We / receive / architects' plans / next week	The building / complete / next April
7 Employees / work / more than 10 hours overtime	They / get / an extra day's holiday
8 He / be / Managing Director	The company / collapse
9 There / be / fewer management staff	More work / do
10 We / not build / rest room	The employees / strike

6.3.3 Addition

We can express the idea of addition as follows:

The recruitment interviews are carried out by six junior recruiters. *In addition*, there is a full-time secretary.

Besides the six junior recruiters, there is (also) a full-time secretary.

There are *not only* six Recruitment Managers, *but also* four other managers.

Like the other directors, the Managing Director receives a high salary. *Moreover* he is paid a management fee of £10,000.

Complete the following passage by inserting appropriate expressions:

To summarise, the company faces several problems. The last two years have shown that it is slow to adapt to changing conditions unwilling to look for new markets., the management structure of the company is unsuitable for this kind of business. the excessive number of managers, there is the problem of poorly defined responsibilities., the ratio between salary and commission is out of proportion.

KEY

6.3.1

1 Although there are only six recruiters, they do most of the work.

2 Site B would be easy to build on, while site A would require new foundations. 3 Salaries have been fixed for two years. However, they will be revised if business improves.

4 The recruitment agency concentrated on the UK, whereas its competitors turned to foreign markets.

5 Although there are ten managers, only the Managing Director has decision-making power.

6 Working conditions are above average. However, there is no rest room.

7 The Recruitment Managers received a basic salary of £7,250 even though they benefitted from high rates of commission.

8 Although prospective clients were offered discounted rates for the first year of business, many of these new clients continued to pay less after the first contract year.

9 There are ten managers whereas there are only seven non-management staff.

10 Site A will be easy to ventilate, whereas site B will be exposed to fumes from the shop floor.

6.3.2

1 If the company had advertised overseas, it would have been more competitive last year.

2 If employees live more than ten kilometres from the office, they receive a travel allowance.

3 If we chose site B, the building would be finished by April.

4 If the Managing Director resigns now, the company will benefit immediately.

5 If the company had paid less commission, profits would have been higher last year.

6 If we receive the architects' plans next week, the building will be completed next April.

7 If employees work more than ten hours overtime, they get an extra day's holiday.

8 If he had been Managing Director, the company would have collapsed.

9 If there were fewer management staff, more work would be done.

10 If we don't build a rest room, the employees will strike.

6.3.3

not only — but also — In addition — Besides — Moreover