

**UNIT 12**

**TASK 1:** Find the appropriate words for the following definitions. The expressions are used in U12 - Dilemma/Decision.

- 1) someone who lives or stays in a particular place: .....
- 2) an organization or group that has control over money that will be used to help someone else: .....
- 3) a member of a group that controls the money of a company, college, or other organization: .....
- 4) someone who has completed a university degree, especially a first degree: .....
- 5) the position of having control or responsibility for a group of people or an activity: .....
- 6) sensible and likely to produce the right results: .....
- 7) cheap: .....
- 8) having a particular position in the past, ex- : .....

**TASK 2:** Make a definition to match the following expressions:

- 1) BENEFICIAL:
- 2) ESSENTIAL:
- 3) TO RESTRICT:
- 4) NEWS RELEASE:
- 5) AN APPEAL:
- 6) OUTPUT:
- 7) ATTITUDE:
- 8) COMMITMENT:

**TASK 3:** Complete the gaps with the appropriate expressions below:

**FUND UNIONS SINCE ACCOUNT CONCERNS LOBBYISTS  
RUNNING**

Corporations often hire consulting firms to do their lobbying. .... a business' first priority is ..... its business, it often doesn't have the internal expertise or connections needed to find the right government official and fully examine all the issues and ..... that need to be addressed. Sometimes a group of companies, such as corn farmers, or workers' groups, such as ....., will band together to ..... their own lobby. These ..... spend time researching all the relevant laws and issues, finding appropriate meetings to attend or lawmakers to meet with, and then presenting their client's or company's case. The lawmaker or committee can then take this view into ..... in their decisions.

## UNIT 13

### TASK 4: Grammar - REPORTED (INDIRECT) SPEECH

#### THEORY:

#### Reported speech - English Grammar

##### Statements

1) If the introductory sentence starts **in the present** (Susan **says**), there is **no backshift of tenses** in Reported speech.

Example:

Direct speech: Susan: "I **work** in an office."

Reported speech: Susan **says that** she **works** in an office.

2) If the introductory sentence starts **in the past** (Susan **said**), there is often **backshift of tenses** in Reported speech. (see: Note)

Example:

Susan: "I **work** in an office."

Susan **said that** she **worked** in an office.

Backshift of tenses	
from	to
Simple Present	Simple Past
Simple Past	Past Perfect
Present Perfect	
Past Perfect	
will	would
Progressive forms	
am/are/is	was/were
was/were	had been
has been	
had been	

Backshift of tenses	
from	to
Peter: "I <b>work</b> in the garden."	Peter said that he <b>worked</b> in the garden.
Peter: "I <b>worked</b> in the garden."	Peter said that he <b>had worked</b> in the garden.
Peter: "I <b>have worked</b> in the garden."	
Peter: "I <b>had worked</b> in the garden."	
Peter: "I <b>will work</b> in the garden."	Peter said that he <b>would work</b> in the garden.

Peter: "I <b>can work</b> in the garden."	Peter said that he <b>could work</b> in the garden.
Peter: "I <b>may work</b> in the garden."	Peter said that he <b>might work</b> in the garden.
Peter: "I <b>would work</b> in the garden." ( <b>could, might, should, ought to</b> )	Peter said that he <b>would work</b> in the garden. ( <b>could, might, should, ought to</b> )
<b>Progressive forms</b>	
Peter: "I <b>m working</b> in the garden."	Peter said that he <b>was working</b> in the garden.
Peter: "I <b>was working</b> in the garden."	Peter said that he <b>had been working</b> in the garden.
Peter: "I <b>have been working</b> in the garden."	
Peter: "I <b>had been working</b> in the garden."	

**EXERCISE:**

Finish the sentences using Reported speech. **Always** change the tense, although it is sometimes not necessary.

- 1) John: "Mandy is at home."  
John said that .....
- 2) Max: "Frank often reads a book."  
Max told me that .....
- 3) Susan: "I'm watching TV."  
Susan said to me that .....
- 4) Simon: "David was ill."  
Simon said that .....
- 5) Peggy: "The girls helped in the house."  
Peggy told me that .....
- 6) Richard: "I am going to ride a skateboard."  
Richard said to me that .....
- 7) Stephen and Claire: "We have cleaned the windows."  
Stephen and Claire told me that .....
- 8) Charles: "I didn't have time to do my homework."  
Charles remarked that .....
- 9) Mrs Jones: "My mother will be 50 years old."  
Mrs Jones told me that .....
- 10) Jean: "The boss must sign the letter."  
Jean said that .....

## TASK 5:

### Unit 13 - Communication: review questions

- 1) What is infoglut?
  - a) not enough information
  - b) a flood of information
  - c) a form of passing on information
  
- 2) When sending additional documents with an e-mail, which phrase is correct?
  - a) Please find attached.
  - b) Please find enclosed.
  - c) Please find inside.
  
- 3) Which sentence has the same meaning as I'll text you later?
  - a) I'll send you a fax.
  - b) I'll send you an SMS.
  - c) I'll write you a letter.
  
- 4) What does prioritise mean?
  - a) to put tasks in order of importance
  - b) only deal with important tasks
  - c) give the most important tasks to others
  
- 5) Sending letters by post is often referred to as ...
  - a) P-mail
  - b) snail mail
  - c) slow mail
  
- 6) As a form of communication, many people see e-mail as being ... than a phone call.
  - a) more personal
  - b) less direct
  - c) less intrusive
  
- 7) Could you please ... as soon as possible?
  - a) call me back
  - b) ring up me
  - c) phone to me
  
- 8) The subject line in an e-mail ...
  - a) tells you the content of the message.
  - b) begins with 'Dear...'
  - c) ends the e-mail.
  
- 9) Which of the following defines correspondence?
  - a) talking to people on the phone
  - b) answering enquiries from customers
  - c) sending and answering letters, faxes and e-mails
  
- 10) What is messaging meltdown?
  - a) communicating using only one form, e.g. telephone
  - b) making a phone call to warn about an e-mail to announce a fax
  - c) prioritising and sorting your messages