

**UNIT**

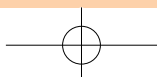
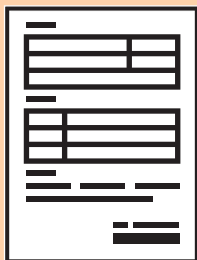
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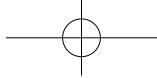
# Introduction to Logistics

## Unit Objectives

After studying this unit, you are able to:

- know the situations that usually occur in the logistics industry
- know the careers in the logistics industry
- analyze the trend of the logistics industry
- introduce the elements of logistics





# Warming-up

**Task 1** Match each of the following pictures with its corresponding situation that might occur in logistics process.

1. customer service

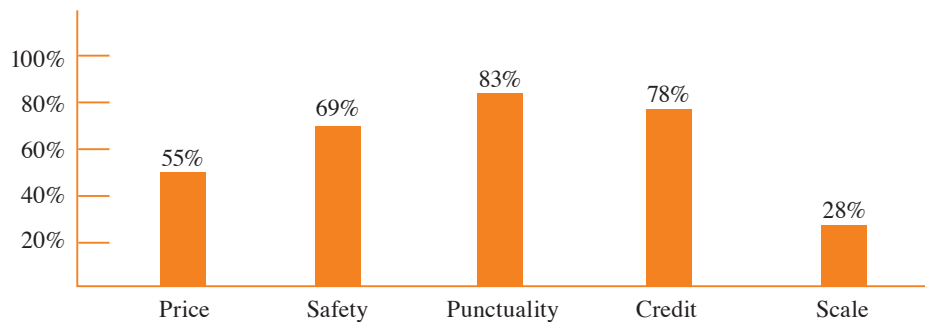
2. inventory management

3. packaging

4. loading materials



**Task 2** The following bar chart shows factors influencing a company's choice of logistics service. Analyze it and answer the questions that follow.



1. What is the most influential factor according to the chart?
2. Aside from the above five factors, what other factors may influence a company's choice?



# Reading A

**Task 1** Before reading the passage, see how much you know about logistics by answering the following questions.

1. What is logistics?
2. Why do we need logistics in daily life?

## Introduction to Logistics

Logistics is the management of the flow of goods, information and resources between the point of origin and the point of consumption. It is a business concept that evolved during the 1950s due to the increasing complexity of supplying businesses with materials and transporting products in an increasingly globalized supply chain. The complexity led to a call for experts in the process who are called logisticians.

Logistics can be defined as “having the right item in the right place, at the right time, in the right quantity, at the right price and in the right condition, for the right customer”.

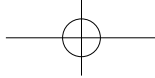
There are two fundamentally different forms of logistics: one optimizes a steady flow of materials through a network of transport links and storage areas, while the other coordinates an effective sequence of resources in order to carry out a project.

Work in logistics involves the integration of information, transportation, inventory, warehousing, material handling, packaging, human resources and sometimes security. The goal is to manage the life cycle of a project from birth to completion. For example, a logistician would have to ensure that the supply chains work so that raw materials and/or parts arrive at a factory or on site in time and in the correct order. It would be very

inefficient and wasteful if the roof tiles were delivered before the foundations have been dug and the walls built on a construction site, or, if large quantities of paper were delivered to a printer who had nowhere clean and dry to store it. These are very simple examples of an extremely complex and detailed process.

The main functions of a qualified logistician include inventory management, purchasing, transportation, warehousing, consultation and organizing and planning of these activities. Logisticians combine a professional knowledge of each of these functions to coordinate resources in an organization.





**Task 2** Read the passage and match each paragraph with the corresponding aspect of logistics.

- Paragraph 1 ●
- Paragraph 2 ●
- Paragraph 3 ●
- Paragraph 4 ●
- Paragraph 5 ●

- a. Definition of logistics
- b. Forms of logistics
- c. Evolution of logistics
- d. Functions of logisticians
- e. Main activities and goal of logistics

**Task 3** Read the passage again and choose the correct answer for each statement.

1. The concept of logistics actually originated from military in ancient Greek.  
True                       False                       Not mentioned
2. Logistics is the science of managing and controlling the flow of goods between the point of origin and the point of production.  
True                       False                       Not mentioned
3. To satisfy the needs of suppliers is one of the goals of logistics.  
True                       False                       Not mentioned
4. Material handling is one of the activities of logistics.  
True                       False                       Not mentioned

**Task 4** As a student majoring in logistics, what kind of work do you want to do in the future? Why? Share with your partner.

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# Listening

**Task 1**  The telephone operator of a company called JK is receiving a call from Jack, a college student who is just about to graduate. Listen to the conversation and match the people with the correct information.



Jack



Mr. Smith



Anna

1. \_\_\_\_\_ is the Manager of the Human Resources Department.
2. \_\_\_\_\_ has some questions about the advertised position.
3. \_\_\_\_\_ is the Human Resources Administrative Assistant.

**Task 2**  The operator makes the connection to Anna. Listen to the conversation and fill in the blanks with what you hear.

Anna: Hello! This is Anna White. How may I help you?

Jack: Hello, Miss White, I saw your advertisement for a(n) **1.** \_\_\_\_\_ for the Customer Service Manager in today's *Morning Post*. I'm very interested in the job.

Anna: Are you a student?

Jack: Yes, I am a student majoring in **2.** \_\_\_\_\_. I'll graduate at the end of this month. I'd like to apply for the job and wonder if there is a(n) **3.** \_\_\_\_\_ that I should complete.

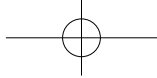
Anna: No. Just send us your résumé by email with a(n) **4.** \_\_\_\_\_.

Jack: OK, I'll send it immediately.

Anna: Thank you. We'll call you for an interview if we think your **5.** \_\_\_\_\_ are suitable.

Jack: I look forward to that and greatly **6.** \_\_\_\_\_ your time and help.

Anna: My pleasure!



**Task 3** Jack was called for an interview a week later. Now he is talking with the Manager of the Customer Service Department, Cindy. Listen to the conversation and choose the best answer to each of the following questions.

1. Which university does Jack study in?  
 A. Peking University.      B. Tianjin University.      C. Tianjin Normal University.
2. When will Jack graduate?  
 A. Next year.      B. At the end of this month.      C. At the end of this year.
3. What degree will Jack get when he graduates?  
 A. A bachelor's degree.      B. A doctoral degree.      C. A master's degree.
4. Which of the following courses is NOT mentioned by Jack?  
 A. Economic law.      B. International trade.      C. Marketing.
5. Which of the following doesn't belong to customer services according to Cindy?  
 A. Confirmation.      B. Accounting.      C. Reception.

**Task 4** Ben Taylor is a Supply Chain Manager at a global cosmetic firm, TMK. Now, he is being interviewed by a reporter, Mary Lee. Listen to the conversation and answer the following questions.

1. Which journal does Mary Lee work for?  
 \_\_\_\_\_  
 \_\_\_\_\_
2. When do the phones in Ben's office start ringing in the morning?  
 \_\_\_\_\_  
 \_\_\_\_\_
3. What does Ben's work include in a typical day?  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Where does Ben regularly go within the UK?  
 \_\_\_\_\_  
 \_\_\_\_\_



# Speaking

**Task 1** Work in pairs. Practice making short phone calls with the words provided according to the example below.



Example: Jack Lee/sales representative/warm-hearted, good at solving problems

A: Good morning, COSCO Human Resources Department.

B: Good morning. This is Jack Lee. I want to apply for the post of sales representative.

A: Why do you think you are qualified to be a sales representative?

B: Because I am warm-hearted and good at solving problems.

A: OK. Please send your résumé with a cover letter to [coscohr@cosco.com](mailto:coscohr@cosco.com).

B: I am sending it right now. Thank you very much.



1. Tom Hawks/warehouse statistician/  
mathematics, excellent computer skills

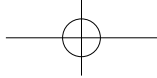
2. David Jobs/purchasing manager/  
analytical, good negotiation skills

**Task 2** Alan is introducing to Johnson, a new recruit of COSCO, the factors affecting clients' choice of logistics companies. Practice making a conversation with reference to the following expressions.



Nice to see you, Johnson.  
Before you start your work, I think it's necessary to let you know...  
There are mainly three factors... First...  
Second... Third...  
It depends on...  
  
You're welcome.

Nice to meet you, Alan.  
That's so kind of you. I'm all ears.  
  
What do you think is the most important... ?  
OK, I will keep that in mind. Thank you so much.



**Task 3** Work in pairs. Johnson of AG Company is answering the enquiry of Joe Smith on the phone. Role-play it according to the instructions below.



<p><b>Johnson</b></p> <p>Say hello.</p> <p>Introduce the advantages of AG Company.</p> <p>Answer the requirements.</p> <p>Express welcome.</p>		<p><b>Joe Smith</b></p> <p>Tell the products involved and services needed (warehousing, transportation, etc.).</p> <p>Put forward special requirements.</p> <p>Propose a field visit to the company.</p> <p>Express thanks.</p>
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**Task 4** Work in pairs. Joe Smith is visiting Johnson at AG Company. Practice making a conversation with reference to the following expressions.



<p><b>Joe Smith</b></p>		<p><b>Johnson</b></p>
<p>Hello, Johnson. I'm Joe Smith.</p> <p>Thank you. Shall we begin... ?</p> <p>Well, your facilities... ... increase my confidence to cooperate with you.</p>	<p>Nice to meet you, Mr. Smith. I've been expecting you. Welcome to our company.</p> <p>OK. As previously arranged, we are going to visit the warehouse, packaging plant...</p> <p>We are planning to expand...</p> <p>Thank you. We will not let you down.</p>	





# Reading B

## Job Advertisements

The following are job advertisements from the B&B Company, a leading baby products manufacturer based in France.

### 1. Customer Service Representative

#### Key Duties:

- Receive calls and provide accurate, updated information to customers
- Process orders
- Provide effective after-sales service

#### Required Skills:

- Fluent in both spoken Mandarin and French
- Excellent interpersonal skills
- Strong problem-solving skills

#### Career Path:

A successful Customer Service Representative may advance to Customer Service Director or Sales Manager.

### 2. Purchasing Manager

#### Key Duties:

- Forecast procurement needs
- Communicate with suppliers
- Track purchasing activity

#### Required Skills:

- Good negotiation, persuasion and written communication skills
- Effective costs analysis skills
- Familiar with import/export processes

#### Career Path:

Success as a Purchasing Manager may lead to employment as a Logistics Manager or Materials Controller.

### 3. Supply Chain Manager

#### Key Duties:

- Develop customized strategies to provide effective customer services and reduced costs
- Overall responsibility for efficient flow of products from suppliers to customers
- Communication with customers, suppliers and internal parties to ensure smooth operation

#### Required Skills:

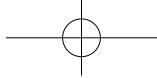
- Familiar with logistics and supply chain management
- Fluent in both spoken and written English
- Minimum 3 years' work experience including handling shipping documents

#### Career Path:

A highly successful Supply Chain Manager may be promoted to Director of Materials Management or Director of Logistics.

We offer excellent benefits including medical insurance, paid holidays, tuition assistance and membership of our Provident Fund. If you are interested in joining us, please send a letter of application and résumé to [hr@bblogistics.com](mailto:hr@bblogistics.com).





**Task 1** Read the advertisements and answer the following questions.

1. What is the main business of the company?

\_\_\_\_\_

2. How many types of positions are advertised? What are they?

\_\_\_\_\_

3. What may the positions lead to respectively?

\_\_\_\_\_

4. How would candidates apply for jobs they are interested in?

\_\_\_\_\_

**Task 2** Match the following terms with their Chinese meanings.

- 1. process orders
- 2. after-sales service
- 3. interpersonal skills
- 4. problem-solving skills
- 5. customer service representative
- 6. procurement
- 7. customized strategies
- 8. supply chain management

- a. 解决问题的技能
- b. 处理订单
- c. 为客户量身定制的策略
- d. 售后服务
- e. 供应链管理
- f. 客服代表
- g. 人际交往技能
- h. 采购

**Task 3** Translate the following passage into Chinese.

Logistics is one of the main functions within a company. The main targets of logistics can be divided into performance targets and cost targets. Specifically, they are high due-date reliability, short delivery time, low inventory level and high capacity utilization. But when decisions need to be made, there is always a trade-off among these targets.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Writing

**Task** Mary Lee, the Public Relations Manager of DHL, is introducing the company to Matt Freeman, a potential client. Read her introduction and fill in the blanks with the following sentences.

- A. At the same time, the marketplace developed and became more complex.
- B. From 1969 until today, our tenet has remained the same.
- C. Over the 40-odd years, it has continued to expand at an impressive rate.
- D. The years passed and the DHL network grew ever larger.

DHL was founded in San Francisco more than 40 years ago by three entrepreneurs. **1.** \_\_\_\_\_ Today, it is the global market leader of the international express and logistics industry.

Back in 1969, DHL took its first step for the future by personally shipping papers by airplane from San Francisco to Honolulu. **2.** \_\_\_\_\_ Our business gradually reached out to new customers in every corner of the world. **3.** \_\_\_\_\_ Therefore, DHL had to adapt to meet the changing needs of our customers. And our adaptation has been successful.

**4.** \_\_\_\_\_ Our success has always been based on delivering excellent services for our customers. At the heart of the success are our employees who focus on the customers' needs and provide individually customized solutions.





# Project

## Project Guidelines

This project aims to go through the process of collecting and analyzing the information on logistics industry. The whole task is divided into three steps. Step One is about collecting information on famous companies in the logistics industry. Step Two focuses on comparison among those companies in terms of competitive advantages, features, etc. Step Three deals with analysis of what logistics will be like in the future.



Please follow the *Task Description* to complete the project.

## Task Description

### 1 Step One

- Work in groups of 4-6 in class;
- Each member chooses a famous logistics company and collect information on it.

### 2 Step Two

- Analyze the advantages and features of the companies mentioned in Step One;
- Choose one member from each group to make a presentation.

### 3 Step Three

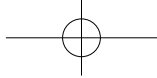
- Discuss the future trend of logistics in groups;
- Choose one member from each group to make a presentation.



# Self-evaluation

Rate your progress in this unit.	D	M	P	F*
I know the situations that usually occur in the logistics industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can introduce the basic elements of logistics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know about the careers in the logistics industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can analyze the trend of the logistics industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*\*Note: Distinction, Merit, Pass, Fail*



# New Words and Expressions

## Reading A

### New Words

complexity /kəm'pleksɪti/ *n.* 复杂性  
 consultation /ˌkɒnsəl'teɪʃən/ *n.* 咨询  
 coordinate /kəʊ'ɔːdɪneɪt/ *v.* 协调, 调节  
 evolve /ɪ'vɒlv/ *v.* 演变, 发展  
 fundamentally /ˌfʌndə'mentəli/ *ad.* 根本上地  
 integration /ˌɪntɪ'greɪʃən/ *n.* 集成, 综合  
 inventory /'ɪnvəntri/ *n.* 存货  
 logistician /ˌlɒdʒɪ'stɪʃən/ *n.* 物流学家, 物流从业者  
 logistics /lə'dʒɪstɪks/ *n.* 物流  
 optimize /'ɒptɪmaɪz/ *v.* 使完善, 使优化  
 sequence /'siːkwəns/ *n.* 顺序, 次序

tile /taɪl/ *n.* 瓷砖, 瓦片  
 warehouse /'weəhaʊs/ *v.* 仓储

### Phrases & Expressions

carry out 施行, 实现  
 supply sb. with sth. 给某人提供某物

### Technical Terms

life cycle 生命周期  
 supply chain 供应链

## Reading B

### New Words

accurate /'ækjʊrət/ *a.* 准确的  
 forecast /'fɔːkɑːst/ *v.* 预测  
 interpersonal /ˌɪntə'pɜːsənəl/ *a.* 人际关系的

overall /ˌəʊvər'ɔːl/ *a.* 全部的, 全体考虑的  
 procurement /prəʊ'kjuːmənt/ *n.* 采购  
 provident /'prɒvɪdənt/ *a.* 顾及未来的, 未雨绸缪的  
 tuition /tjuː'ɪʃən/ *n.* 学费



# Vocabulary and Structure

**Task 1** Fill in the blanks with the words from this unit that match the meanings in the column on the right. The first letters are already given.

1. f \_\_\_\_\_ to make a statement saying what is likely to happen in the future, based on the information that you have now
2. o \_\_\_\_\_ considering or including everything
3. o \_\_\_\_\_ to improve the way that something is done or used so that it is as effective as possible
4. c \_\_\_\_\_ to organize an activity so that the people involved in it work well together and achieve a good result
5. a \_\_\_\_\_ correct and true in every detail
6. t \_\_\_\_\_ the money you pay for being taught
7. i \_\_\_\_\_ relating to relationships between people
8. w \_\_\_\_\_ a large building for storing large quantities of goods
9. t \_\_\_\_\_ a flat square piece of baked clay or other material, used for covering walls, floors, etc.
10. i \_\_\_\_\_ the combining of two or more things so that they work together effectively

**Task 2** Fill in each blank with the appropriate form of the word given in brackets.

1. The seller is expected to take \_\_\_\_\_ (**responsible**) for shipping the goods at the date agreed upon by both sides.
2. The committee made a rational decision through \_\_\_\_\_ (**consult**) and research.
3. When you have filled in the questionnaire, copy it and send the \_\_\_\_\_ (**origin**) to your employer.
4. Thousands of soldiers are working to \_\_\_\_\_ (**distribution**) food and blankets to the refugees.
5. We need more feedback from the \_\_\_\_\_ (**consumption**) in order to improve our goods.
6. For \_\_\_\_\_ (**variety**) reasons I'd prefer not to meet him.
7. Both he and I are \_\_\_\_\_ (**satisfy**) with the result.
8. With the help of computers, a highly \_\_\_\_\_ (**inefficient**) inventory system has been made possible.
9. The Independent Labour Party was \_\_\_\_\_ (**foundation**) in Bradford on January 13, 1893.
10. Economic and political ties accelerate the \_\_\_\_\_ (**integrate**) of different nations' culture.

**Task 3** Complete the following sentences with the words given below. Change the form if necessary.

conduct                  procurement      sequence      warehouse      delivery  
problem-solving      complex      tuition      forecast      fundamentally

1. The cargo is badly needed by the client who requires speedy \_\_\_\_\_.
2. A special panel is formed to \_\_\_\_\_ an investigation into the way public funds have been spent.
3. \_\_\_\_\_ problems are often derived from simple origins.
4. Sometimes, the buyer may require delayed shipment so as to save the cost from \_\_\_\_\_ goods.
5. Many experts found it hard to \_\_\_\_\_ the weather with current technical means.
6. Qualified after-sales service personnel are often required to have excellent \_\_\_\_\_ skills.
7. In order to earn enough money for the \_\_\_\_\_ of next term, he became a paper boy.
8. She went over the \_\_\_\_\_ of events in her mind.
9. International division of labor has made \_\_\_\_\_ necessary and possible.
10. \_\_\_\_\_ speaking, it is your fault and you should apologize to your parents.

**Task 4** Translate the following Chinese into English using the words or phrases given in brackets.

1. The term “logistics” \_\_\_\_\_ (从一个被普遍用于军事中的术语演变而来). (evolve from)
2. The director of the President’s Office \_\_\_\_\_ (负责安排会议). (be responsible for)
3. If you come down to the old price, we can \_\_\_\_\_ (向您大量订货). (place a large order)
4. The electronic order system \_\_\_\_\_ (已经进行了优化) so as to meet the ever growing client demands. (optimize)
5. \_\_\_\_\_ (经过各方协调), the buyer finally persuaded the seller into accepting his shipping terms. (coordination)





# Grammar

## Part of Speech

**Task 1** Identify the part of speech of the word underlined in each sentence.

1. We went to a wonderful show in Beijing.            *n.*
2. Jenny wanted to show Jack her photos.
3. Henry thought Claire looked beautiful.
4. A strange thought came into her head.
5. The windows are clean.
6. We should clean the windows.
7. Wendy is feeling quite tired now.
8. Studying all day had tired Wendy out.
9. We did some hard work.
10. They worked hard.

**Task 2** Complete the following conversation between a student and a manager by marking the proper article with a "✓".

- A:** Hello? I want to speak to **1. a, an, the** landlord.
- B:** I'm **2. a, an, the** manager of **3. a, an, the** building. Can I help you?
- A:** I need to find **4. a, an, the** apartment.
- B:** Where do you live now?
- A:** I live in **5. a, an, the** big apartment on Wright Street. I have **6. a, an, the** roommate, but he's graduating, and I need **7. a, an, the** smaller apartment. Are there any small apartments for rent in your building?
- B:** There's one.
- A:** What floor is it on?
- B:** It's on **8. a, an, the** third floor.
- A:** Does it have **9. a, an, the** kitchen?
- B:** Yes. It has **10. a, an, the** living room and a kitchen.
- A:** Is **11. a, an, the** living room big?
- B:** So-so.
- A:** Does **12. a, an, the** kitchen have **13. a, an, the** stove and **14. a, an, the** refrigerator?
- B:** Yes. **15. A, An, The** refrigerator is old, but it works well. **16. A, An, The** stove is pretty new.
- A:** When can I see **17. a, an, the** apartment?
- B:** **18. A, An, The** janitor (看门人) can show it to you tomorrow at 9 am.

**Task 3** Cross out the wrong word in each word pair underlined.

Dear Christine,

Well, here I am in Australia. Thank you for your **1. kind/kindly** letters. You ask me what it's like here. I must say it's pretty **2. good/well!** The language school is very **3. efficient/efficiently** organized. On the first morning we had to take a test, which I found rather hard. However, I got a **4. surprising/surprisingly** good mark, so I'm in the second class now. I didn't talk much at first, because I couldn't think of the words **5. quick/quickly** enough, but **6. late/lately** I've become much more **7. fluent/fluently**. I'm staying with a family who live **8. near/nearly** the school. They are quite **9. pleasant/pleasantly** although I don't see much of them, because I'm always so **10. busy/busily** with my friends at school. I was surprised how **11. easy/easily** I made friends here. They come from **12. different/differently** parts of the world and we have some **13. absolute/absolutely** fascinating discussions. I do hope you will be able to join me here next term. I'm sure we'd have **14. good/well** fun together.

Best wishes,  
Celia

**Task 4** Write the correct form of the verbs crossed out in the following letter.



Dear Peter,

I have been attending my college for a year. I'm very happy about **1. study** *studying* here. At first, it was a little hard getting used to **2. speak** \_\_\_\_\_ English all the time, but now I feel very comfortable about **3. communicate** \_\_\_\_\_ in my second language.

I just joined an international student group, and I'm very excited about **4. meet** \_\_\_\_\_ new people. Summer vacation is coming, and a few of us are planning on **5. do** \_\_\_\_\_ some traveling together. Before joining this group, I used to **6. spending** \_\_\_\_\_ holidays alone. I'm happy that I have made many good friends now.

I look forward to **7. hear** \_\_\_\_\_ from you soon!

Jane

## 词类及其之间的相互关系

### 一、词类

名称	缩写	中文名	例子	概念或功能
noun	<i>n.</i>	名词	boy, milk, love	表示人、物及抽象概念的名称
pronoun	<i>pron.</i>	代词	you, I, my, yours	代替名词或起名词作用的短语、句子
adjective	<i>adj.</i>	形容词	good, happy, nice	描绘人或事物的特征、性质、状态
adverb	<i>adv.</i>	副词	well, fast, quickly	表达时间、地点、程度、方式等概念
verb	<i>v.</i>	动词	do, cut, run, jump	表示动作或状态
numeral	<i>num.</i>	数词	two, third, fourth	表示数目多少或顺序
article	<i>art.</i>	冠词	a, an, the	限定、说明名词的所指
preposition	<i>prep.</i>	介词	at, in, with, for	表示词与词、词与句之间的关系
conjunction	<i>conj.</i>	连词	and, so, because	连接词、短语或句子, 表达逻辑关系
interjection	<i>interj.</i>	感叹词	oh, yeah, ouch	表示喜怒哀乐等感情或情绪

注: 不少单词不仅仅属于一个词类, 在不同的语言环境下可体现不同的词性。例如:

1. Would you like to take a *walk*? (名词) 2. I usually *walk* to school. (动词)

### 二、词与词之间的关系

- 冠词修饰和限定名词: *a* book, *an* apple, *the* president
- 形容词修饰名词: *new* car, *beautiful* flower
- 副词修饰动词、形容词、副词及整个句子:
  - I speak English loudly.* (修饰动词)
  - She is really pretty.* (修饰形容词)
  - What happened? The father asked, rather slowly.* (修饰副词)
  - Fortunately, no one was hurt.* (修饰整个句子)
- 介词后接名词或动名词: *in* the morning, look forward *to* visiting your city

## Comprehensive Exercises

### Task 1 Complete the dialogs by crossing out the wrong word or words.

1. A: Did you enjoy your holiday?  
B: Yes, we had wonderful time/a wonderful time.
2. A: What can I do for you, Susan?  
B: Can you give me some advice/advices on how to find a job?
3. A: What would you like to put in your sandwich?  
B: I'd like a chicken/some chicken, please.
4. A: How is the park?  
B: It is beautiful. And we took some photos/photoes there.
5. A: Are you busy tomorrow?  
B: Yes. We have some business/businesses to discuss.
6. A: What did you do with Jackie last night?  
B: I had conversation/a conversation with him.
7. A: Hi, guys. Are you ready for the holiday?  
B: Yes. We have packed all the luggage/luggages here.
8. A: What's the matter?  
B: You've got some egg/eggs on your shirt.
9. A: What can you see in the distance?  
B: I can see a few sheep/sheeps.
10. A: How did your interview go?  
B: Well, I didn't get the job. I think they really wanted someone with some experience/experiences.

### Task 2 Fill in each blank with the appropriate form of the word given in the brackets.

1. Living in the country is less (expense) \_\_\_\_\_ than living in the city.
2. Although John was not experienced in business, he did it with (confident) \_\_\_\_\_.
3. The chairman emphasized his ideas by speaking more (loud) \_\_\_\_\_.
4. Some American businessmen in China are spending a lot of time in (learn) \_\_\_\_\_ Chinese.
5. Some people do believe that smoking will (certain) \_\_\_\_\_ cause lung cancer.
6. I'm (real) \_\_\_\_\_ sorry for the mistake our office worker made last month.
7. Could you go to bed (early) \_\_\_\_\_ than you usually do?
8. The sellers allowed us to pay them on a (month) \_\_\_\_\_ basis.
9. John is the (clever) \_\_\_\_\_ student I have ever taught.
10. He told a very (live) \_\_\_\_\_ story about his life in Africa.

### Task 3 Rewrite each of the following sentences without changing its meaning.

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|---|-----------------------|
| 1. The boy is a quick learner.          | The boy learns _____. |
| 2. The man can cook really well.        | The man is a _____.   |
| 3. Your behavior was extremely foolish. | You behaved _____.    |

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| 4. The hotel staff treated us in a very friendly manner. | The hotel staff were _____.              |
| 5. I don't think that's a practical suggestion.          | That suggestion doesn't sound _____.     |
| 6. Philip is usually a hard worker.                      | Philip usually works _____.              |
| 7. Tom looked sad when I saw him.                        | Tom looked at me _____.                  |
| 8. I wish you could swim fast.                           | I wish you were a _____.                 |
| 9. She speaks perfect English.                           | She speaks English _____.                |
| 10. I didn't go out because of the heavy rain.           | I didn't go out because it rained _____. |

**Task 4** Cross out the wrong word in each of the word pairs underlined.

Helen Keller was a **1. health/healthy** baby. But when she was 19 months old, she had a **2. sudden/suddenly** fever. Later, the fever disappeared, but she became **3. blind/blindly** and **4. deaf/deafly**.

When Helen was seven years old, a teacher, Anne Sullivan, came to live with Helen's family. First, Anne taught Helen how to talk with her fingers. Then Anne taught Helen to read by the Braille system. Helen learned these things **5. quick/quickly**. However, learning to speak was **6. harder/hardly**. Anne continued to teach Helen patiently. **7. Final/Finally**, when Helen was 10 years old, she could speak **8. clear/clearly** enough for people to understand her.

Helen went to an institute for the blind, where she did very **9. good/well** in her studies. Then she went to college, where she graduated with honors when she was 24 years old. Helen traveled **10. extensive/extensively** with Anne. She worked **11. tireless/tirelessly**, traveling all over America, Europe, and Asia to raise money to build schools for blind people. Her **12. main/mainly** message was that disabled people are like everybody else. They want to live life **13. full/fully** and **14. natural/naturally**. Helen wanted all people to be treated **15. equal/equally**.