

**UNIT**

**1**

# Feasibility Study



## Unit Objectives

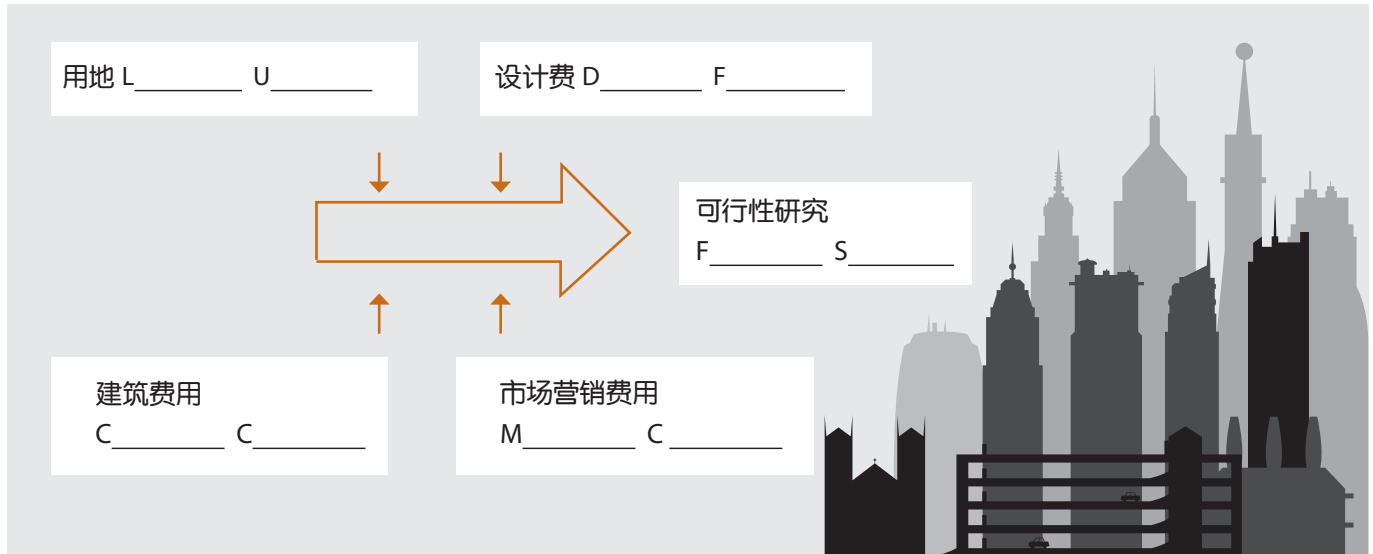
After studying this unit, you are able to:

- understand a feasibility study
- understand the procedures for making a feasibility study
- receive a client and talk about costs

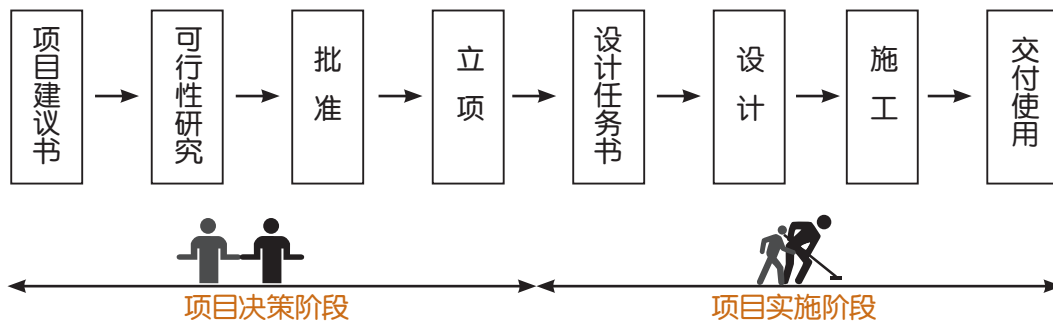


# Warming-up

**Task 1** The following is a flow chart of the feasibility study of a construction project. Fill in the missing words according to the Chinese meanings. The first letters are already given.



**Task 2** Look at the figure and then put the following items in order.



- |   |  |
|---|--|
| <input type="checkbox"/> Approval of project proposal | <input type="checkbox"/> Feasibility study     |
| <input type="checkbox"/> Project proposal             | <input type="checkbox"/> Design specifications |
| <input type="checkbox"/> Design                       | <input type="checkbox"/> Project authorized    |
| <input type="checkbox"/> Delivery                     | <input type="checkbox"/> Construction          |



## Reading A

**Task 1** Before reading the passage, see how much you know about a feasibility study of a construction project by answering the following questions.

1. Why do the builders need to make a feasibility study?
2. Can you name three costs of a construction project?

# The Costs in a Feasibility Study



A feasibility study is the financial analysis of all the costs and income revenue that indicates whether a project will produce a profit. A feasibility study goes through several stages. The first stage uses approximated figures available at the time but further stages will require cost figures that have been confirmed and finalized.

When preparing a feasibility study for a new construction project, the first point is likely to be the cost and availability of the land on which you propose to build. The tender, that is, the offer you make for the land, will also have a number of associated costs for items such as legal charges, stamp duty and utility charges, including transportation costs. There may be many other costs that will have to be considered.

A further estimate will be required of the fees and associated costs for the building design. Bids from a number of architects will have been collected and the most cost-effective designs selected. All these estimated costs must be added

to the first stage of the feasibility report.

The next major aspect to consider is the construction costs. For example, if your project comprises ten town homes, you need to calculate how much it will cost for building materials, wages and insurance. Contractors will be asked for estimates and the most reliable and cost-effective design selected, but it is wise, at this stage, to include an extra percentage, say 10%, for non-specified costs.

This type of feasibility study will also include the likely estimated marketing costs, such as advertising, printing of brochures and sales commissions.

Finally, depending on what percentage of the total cost will have to be borrowed, the cost of borrowing must be included. In other words, the total amount of interest on the loans will have to be paid over the period until the buildings are sold.



**Task 2** Read the passage and decide which paragraph talks about each of the topics in the box below.

Paragraph ____	Including marketing costs
Paragraph ____	Estimating design costs
Paragraph ____	Defining a feasibility study
Paragraph ____	Considering the construction costs
Paragraph ____	Buying the land firstly
Paragraph ____	Raising the capital

**Task 3** Read the passage again and tick the costs mentioned.



- Legal charges
- Stamp duty
- Utility charges
- Wages and insurance
- Advertising costs
- Rental payment
- Sales commissions
- Costs for printing of brochures
- Payment for researchers
- Interests on the loans

**Task 4** Answer the following questions according to the passage.

1. According to the passage, what is a feasibility study?

\_\_\_\_\_

2. What is likely to be the first concern for preparing a new feasibility study?

\_\_\_\_\_

3. Can you name some of the construction costs?

\_\_\_\_\_

4. Can you name some of the marketing costs?


\_\_\_\_\_

5. How to decide how much money will have to be borrowed?

\_\_\_\_\_



# Listening

**Task 1**  Peter Jefferson is making a call to the AZ Landscape Architecture Company in order to make an appointment. Listen to the conversation and match the people with the relevant information.



Peter Jefferson



Michelle




John Hibberd

- Secretary of the AZ Landscape Architecture Company
- In a meeting
- Make an appointment to talk about a feasibility study
- The principal of the Senger Design Group

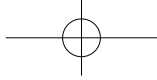
**Task 2**  Cindy, a Manager of Senger Design Group, is holding a meeting. Listen to the conversation and fill in the blanks with what you hear.

**Cindy:** Good morning, everybody. Thanks for coming. There are just a(n) 1 \_\_\_\_\_ of items on the agenda. First of all, as you can see, the feasibility 2 \_\_\_\_\_ and our collaboration with AZ Landscape Architecture; and secondly, the 3 \_\_\_\_\_ for our research project. I know Alex would also appreciate a little bit of time for any other 4 \_\_\_\_\_.

**Alex:** Thank you, Cindy. Let's 5 \_\_\_\_\_ the agenda in order though. You are all 6 \_\_\_\_\_ with the details in the feasibility study of our 7 \_\_\_\_\_ project with AZ Landscape Architecture, are we all 8 \_\_\_\_\_ with the price they are offering for the land?

**Task 3**  Jane is talking with Sam. Listen to the conversation and choose the best answer to each question.

- What does Jane want to talk about?  
A. A feasibility plan.      B. Technical issues.      C. Budget control.
- What will Jane do in the afternoon?  
A. She will meet a guest. B. She will meet a Marketing Director. C. She will arrange a meeting.
- Why does Jane want to bring Mr. Li?  
A. He is a close friend.      B. He is a common colleague.      C. His job is closely related.
- Where will they meet?  
A. In a canteen.      B. In a VIP conference room.      C. In a VIP room in the café.



**Task 4** Mr. Smith and Ms. Chen are talking about the site for a project. Listen to the conversation and fill in the blanks with the words given in the box according to what you hear.



locate	review	soon	reply	regulation
approve	area	nature	south	layout

**Mr. Smith:** Could you please explain your plan for the site for the project, Ms. Chen?

**Ms. Chen:** According to our construction plans, our first camp will be 1 \_\_\_\_\_ at the junction of the two access roads leading to Tianjin Port.

**Mr. Smith:** What size will this camp be?

**Ms. Chen:** It will cover a(n) 2 \_\_\_\_\_ of about 3,000 square meters. This piece of land belongs to the Beijing Municipal Government. We'll have to get it 3 \_\_\_\_\_ soon.

**Mr. Smith:** When do you think we can get the permission?

**Ms. Chen:** Not sure. We'll report the results at our weekly 4 \_\_\_\_\_ meeting. Though we know the local government is in full support of this project, it will take time for us to go through the application procedure. The area is near the 5 \_\_\_\_\_ reserve so there are extra regulations to consider.

**Mr. Smith:** Yes, in that case, we will be strictly confined by the 6 \_\_\_\_\_. Anyway, let's get the application procedure started.

**Ms. Chen:** If we can get the approval, it will facilitate transportation because the river is just to the 7 \_\_\_\_\_ of the site.

**Mr. Smith:** Would you copy us in on all the site 8 \_\_\_\_\_, please, together with your letter of application?

**Ms. Chen:** Sure. When would you like it?

**Mr. Smith:** The 9 \_\_\_\_\_, the better!

**Ms. Chen:** OK. I'll do my best. You'll have a(n) 10 \_\_\_\_\_ within a week, whether positive or negative.

**Mr. Smith:** That's what the contract says! Thank you.


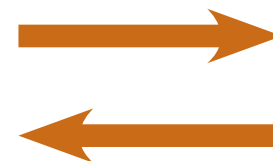





## Speaking

**Task 1** Work by yourself. Read the following expressions for agreement and disagreement and learn them by heart.



		
<p>Yes, I agree. I do agree with you. You're right there. I'm with you on that. I'm of the same opinion. I can't agree more.</p>		<p>No, I don't agree. I don't think so. Well, I'm not sure about that. I'm afraid you're wrong. I can't share the same opinion. I doubt whether...</p>

**Task 2** Work in pairs. Practice making conversations with the words provided according to the example below.



Example: Mr. Wang / Mr. Johns / bid for a construction project

**Mr. Wang:** Hello, Mr. Johns. Glad to meet you.

**Mr. Johns:** Very pleased to meet you, too, Mr. Wang.

**Mr. Wang:** Take a seat, please.

**Mr. Johns:** Let's get down to business, Mr. Wang. You asked me on the phone whether we would like to bid for a construction project. Could you put it in more detail, please?

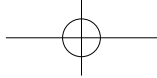
**Mr. Wang:** As you know, this project is an office building which can accommodate 500 staff.

**Mr. Johns:** Do you have any specific requirements?

**Mr. Wang:** Yes. You may refer to these documents for detailed information. And I would like to hear your recommendation, too.

1. Mr. Liu / Alice Willis / bargain the price for land

2. Adam James / Christ Finn / discuss an initial design



**Task 3** Work in pairs. Practice doing an interview with an architect with the following information.



**Questions**

When did you get interested in the field of architecture?

What were the biggest inspirations for your career?

What skills are required to be an architect?

What projects rank among your favorites?

What are your professional goals for the future?

**Sample Answers**

I began to get interested in buildings when I was a young boy, and that interest grew as I grew up.

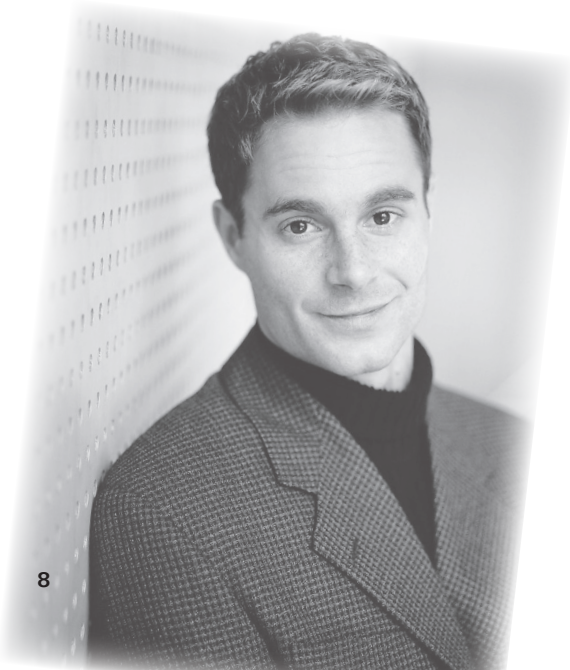
My teachers in college were the biggest inspirations for me. They showed me new ways to approach the design of buildings.

We need to know how to think graphically, not just draw. We need to be able to visualize before we even sketch it, and understand how things are related to one another.

There is no question that the National Stadium is one of my favorite projects.

The first goal is to improve my ability as an architect. The second goal is to catch up with the latest design trends.

**Task 4** Work in groups. Discuss which of the following details will be covered in a feasibility report and why.



- A. Initial design, scope and materials
- B. Preliminary cost estimate
- C. Funding and financing
- D. Site selection
- E. Project background
- F. Market analysis
- G. Supply of equipment and materials
- H. Conclusion

A feasibility report will cover \_\_\_\_\_.

The reasons are: \_\_\_\_\_.





## Reading B

# Procedures for Making a Feasibility Study

There are no specific rules for conducting feasibility studies for all types of projects. However, most studies require the following:

### Pre-feasibility Study

This is the first step, which is mainly to identify and specify the investment idea. It may involve legal, marketing, technical issues as well as the financial, economic and social implications that lead to the approval or refusal of the idea.

### Detailed Feasibility Study

As the name suggests, this step includes more detailed studies of the investment idea from the various aspects mentioned above.

- **The legal study.** This requires research into all legal aspects of the proposed project. It is necessary to ensure that the project complies with all government regulations and any welfare or institutional requirements. There may be existing constraints on land development, applications may be necessary for particular types of development and there will be many regulations that will require compliance.
- **The marketing study.** This includes the feasibility of the project found from supply and demand analysis and an indication of likely market share or possible competition.

- **The technical studies.** These include the engineering and construction aspects that define the project capacity, type, design, construction process and method, employment issues, site location, and planning schedules.
- **The financial and economic studies.** These cover all the investment planning and costs. They include the fixed costs (land, building, equipment, etc.), financial schedules, resources and budgets as well as projected revenues or benefits.
- **The social study.** Any social costs or benefits should be identified and measured. These may include the impact on existing land use, employment opportunities, end-use benefits and possible problems.

### Project Appraisal

Here, the expected economic and social revenues of the project are evaluated and analyzed. The most common assessments are likely to include the payback period, net present value, and internal rate of return.

A feasibility study is the basis for decision-making and should be carefully implemented step by step. After a project proves "feasible", the "real" work will start.





**Task 1** Match the following terms with their Chinese meanings.

1. investment	●	● A. 市场份额
2. approval	●	● B. 投资
3. refusal	●	● C. 投资回收期
4. supply	●	● D. 净现值
5. demand	●	● E. 需求
6. market share	●	● F. 批准
7. fixed cost	●	● G. 拒绝
8. payback period	●	● H. 内部收益率
9. net present value	●	● I. 供应
10. internal rate of return	●	● J. 固定费用

**Task 2** Read the passage again and decide whether the following statements are true (T) or false (F).

- 1. All the feasibility study always follow the same rules and procedures.
- 2. A pre-feasibility study mainly examines the investment idea.
- 3. The financial study concerns the analysis of supply and demand.
- 4. The economic revenues are evaluated at the pre-feasibility study phase.
- 5. A feasibility study is a reference for the decision-makers.

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

The expected economic and social revenues of the project are evaluated and analyzed. The most common assessments are likely to include the payback period, net present value, and internal rate of return.

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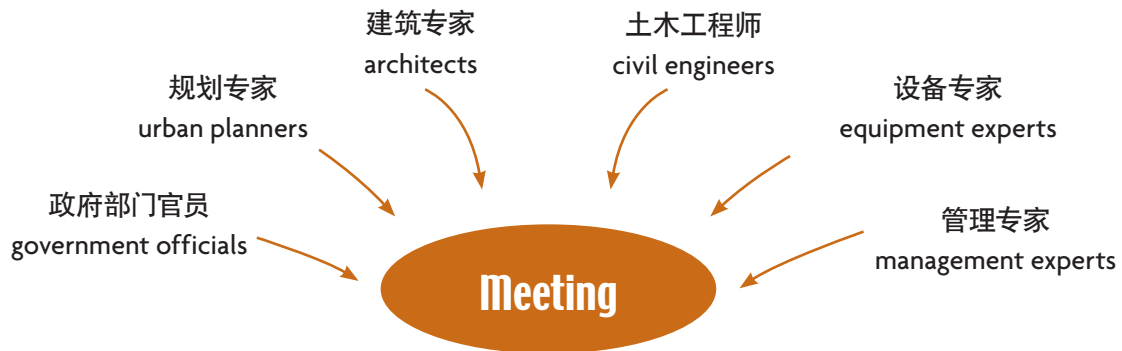


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## Writing

**Task** Your company decides to invite all the specialists listed in the following chart to meet for a construction project. Your job is to write an invitation letter. Some parts have been done for you.



### Invitation

*Dear Sir/Madam,*

*The Werkhart International is most pleased to 1 \_\_\_\_\_ you to participate in the 2 \_\_\_\_\_ to be held on January 24th, 2009 in Tengda Building. The meeting aims to discuss a(n) 3 \_\_\_\_\_ project. Government officials, 4 \_\_\_\_\_, architects, civil engineers, 5 \_\_\_\_\_ and 6 \_\_\_\_\_ will attend the meeting.*

*If you have any questions or concerns, please contact Kathy Jones at 01238888.*





# Project

## Project Guidelines

This project aims to go through the process of a meeting of an eight-member group, from preparing work to memo writing. The whole task is divided into four steps. Step One focuses on the preparation period. Step Two deals with note-taking, and Step Three is to draft the outline of a memo. Step Four is to make a presentation about the whole process of a group meeting.



Follow the *Task Description* to complete the project.

## Task Description

### 1 Step One

- Organize a small group with 8 students in your class;
- Discuss and summarize what preparations you have to make for a meeting of eight people, such as booking a meeting room, preparing computers, pens, tea, etc.

### 2 Step Two

- Discuss with group members about how to take notes at a meeting;
- Do research online or refer to relevant books for more information;
- Summarize easy-to-use note-taking methods.

### 3 Step Three

- Discuss with group members about what should be included in a meeting memo;
- Make research online to find more information;
- Draft the outline of the content that should be included in a memo.

### 4 Step Four

- Summarize what you have learned from the previous three steps;
- Make a presentation on the whole process of a meeting in the class.

# Self-evaluation

Rate your progress in this unit.	D	M	P	F*
I have a basic idea about a feasibility study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know the major costs of a construction project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know the procedures for making a feasibility study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know the major aspects of a feasibility study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can write an invitation letter.	<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

associated /ə'souʃiətiəd/ *adj.* 相关的  
 calculate /'kælkjələt/ *v.* 计算  
 commission /kə'mɪʃən/ *n.* 佣金；回扣  
 comprise /kəm'praɪz/ *v.* 包含；由……组成  
 confirm /kən'fɜ:ɪm/ *v.* 证实，确实  
 cost-effective *adj.* 合算的，划算的  
 finalize /'faɪnəlaɪz/ *v.* 完成；最后定下  
 financial /faɪ'nænʃəl/ *adj.* 财政的，金融的  
 insurance /ɪn'ʃʊərəns/ *n.* 保险  
 item /'aɪtəm/ *n.* 条款；项目

propose /prə'pəʊz/ *v.* 提议，建议  
 revenue /'revənu:/ *n.* 收入；收益  
 utility /ju:'tɪləti/ *n.* 公共事业；功用，效用

### Phrases & Expressions

go through 经历  
 in other words 换句话说

### Technical Term

stamp duty 印花税

## Reading B

### New Words

analyze /'ænəlaɪz/ *v.* 分析  
 approval /ə'pru:vəl/ *n.* 批准；赞同  
 assessment /ə'sesmənt/ *n.* 估价；估计  
 demand /dɪ'mænd/ *n.* 需求  
 evaluate /ɪ'veljueɪt/ *v.* 评价；估价  
 investment /ɪn'vestmənt/ *n.* 投资  
 legal /'li:gəl/ *adj.* 法律的  
 refusal /rɪ'fju:zəl/ *n.* 拒绝  
 resource /'ri:sɔ:rs/ *n.* 资源  
 specific /spə'sɪfɪk/ *adj.* 具体的；明确的

supply /sə'plai/ *n.* 供应

### Phrases & Expressions

lead to 通向；导致  
 step by step 一步一步；循序渐进

### Technical Terms

internal rate of return 内部收益率  
 net present value 净现值  
 payback period 投资回收期



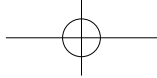
## Vocabulary and Structure

**Task 1** Fill in the blanks with words or phrases that match the meanings in the right column. The first letters are already given.

- |                            |       |
|----------------------------|-------|
| 1. f _____ s _____         | 可行性研究 |
| 2. b _____ s _____ s _____ | 房屋选址  |
| 3. b _____ l _____         | 建筑用地  |
| 4. f _____ c _____         | 固定成本  |
| 5. s _____ and d _____     | 供求    |
| 6. p _____ p _____         | 投资回收期 |
| 7. n _____ p _____ v _____ | 净现值   |
| 8. g _____ i _____         | 总收入   |

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

- This company (**utility**) \_\_\_\_\_ the latest computer technology to increase efficiency in production.
- We hope very much to find a(n) (**satisfaction**) \_\_\_\_\_ solution to the problem.
- Our committee will evaluate the proposal and make a(n) (**decide**) \_\_\_\_\_ whether or not to proceed within the next few days.
- The engineer was (**engage**) \_\_\_\_\_ in inspecting the bridge when the accident occurred.
- A(n) (**detail**) \_\_\_\_\_ business plan will help you to determine if this venture is viable before you invest any money in it.
- Some natural (**resource**) \_\_\_\_\_, such as natural gas and fossil fuel, cannot be replaced.
- Income tax was first (**introduce**) \_\_\_\_\_ in the US during the American Civil War.
- A similar (**arrange**) \_\_\_\_\_ was therefore necessarily made before we had a meeting.



**Task 3** Complete the following statements with the phrases given in the box. Change the form if necessary.

generally speaking    associate with    supply and demand    go through  
add to    as well as    lead to    step by step

1. Smoking has a close \_\_\_\_\_ lung cancer.
2. The government is taking measures to keep balance between the \_\_\_\_\_ of the water resources in this area.
3. They can't really imagine what we are \_\_\_\_\_.
4. The bad weather \_\_\_\_\_ our difficulties, so it was hard for us to arrive on time.
5. Hiking is a good exercise \_\_\_\_\_ a fun.
6. There is no doubt that stress can \_\_\_\_\_ physical illness.
7. Given determination and perseverance, it can be realized \_\_\_\_\_.
8. \_\_\_\_\_, we hold all disputes can be settled by negotiation.

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

1. The manager was very concerned at (广告费收入的减少) \_\_\_\_\_.  
\_\_\_\_\_. (revenue)
2. After the heated discussion, they (提出一种新方法) \_\_\_\_\_.  
\_\_\_\_\_. (propose)
3. The scientists (计算出了地球与月球的距离) \_\_\_\_\_. (calculate)
4. The project has only been under way for three month, so it's too early to (作出评价) \_\_\_\_\_.  
\_\_\_\_\_. (evaluate)
5. The first serious challenge of this new government is (使国家的开支控制在预算范围内) \_\_\_\_\_. (budget)





# Grammar

## Parts of Speech and Sentence Components

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

Andrew didn't go to the cinema with other students. Rachel told him they were going there, but he wanted to finish his homework. Andrew isn't very sociable. He stays in his room and concentrates totally on his studies. He's an excellent student, but he doesn't have much fun.

- |           |              |               |       |
|-----------|--------------|---------------|-------|
| 1. to     | <u>prep.</u> | 9. sociable   | _____ |
| 2. cinema | _____        | 10. in        | _____ |
| 3. other  | _____        | 11. and       | _____ |
| 4. told   | _____        | 12. totally   | _____ |
| 5. they   | _____        | 13. an        | _____ |
| 6. there  | _____        | 14. excellent | _____ |
| 7. he     | _____        | 15. but       | _____ |
| 8. finish | _____        | 16. fun       | _____ |

**Task 2** Identify the part of speech of the underlined word in each sentence.

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



**Task 3** Match each underlined word with its corresponding component in the sentence. Some sentence components may be used twice.

<ol style="list-style-type: none"> <li>1. <u>Time</u> flies.</li> <li>2. The scenery is <u>beautiful</u>.</li> <li>3. My father <u>works</u> in a large company.</li> <li>4. <u>She</u> loves music very much.</li> <li>5. He passed me <u>a book</u>.</li> <li>6. The visitor gave an apple to <u>the monkey</u>.</li> <li>7. I have the <u>perfect</u> present for her.</li> <li>8. He came back <u>sick</u>.</li> <li>9. John runs <u>quickly</u>.</li> <li>10. We <u>students</u> should study hard.</li> </ol>	<ol style="list-style-type: none"> <li><input type="radio"/> A. subject</li> <li><input type="radio"/> B. predicate</li> <li><input type="radio"/> C. object</li> <li><input type="radio"/> D. attribute</li> <li><input type="radio"/> E. adverbial</li> <li><input type="radio"/> F. complement</li> <li><input type="radio"/> G. predicative</li> <li><input type="radio"/> H. appositive</li> </ol>
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**Task 4** Fill in each blank with the proper form of the word given in the brackets.

1. Living in the country is less expensive (*expense*) than living in the city.
2. We need to reduce our \_\_\_\_\_ (*depend*) on oil as a source energy.
3. The chairman emphasized his ideas by speaking more \_\_\_\_\_ (*loud*).
4. Some foreign 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. Her \_\_\_\_\_ (*beautiful*) had faded over the years.
8. The sellers allowed us to pay them on a \_\_\_\_\_ (*month*) basis.
9. It's \_\_\_\_\_ (*danger*) for women to walk alone at night.
10. I was impressed by the \_\_\_\_\_ (*deep*) and complexity of the book.



## 词类与句子成分

词类	缩写	中文名	例子	概念或功能
noun	<i>n.</i>	名词	boy, milk, bike	表示人、物及抽象概念的名称,除谓语 (predicate) 外,可充当句子任何成分。
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,可充当主语 (subject)、表语 (predicative) 和宾语 (object) 等。
adjective	<i>adj.</i>	形容词	good, happy, nice	描绘人或事物的特征、性质、状态,可作定语 (attribute)、表语、补语 (complement) 等。
adverb	<i>adv.</i>	副词	well, badly, quickly	修饰动词、形容词、副词或全句,表达时间、地点、程度、方式等概念,主要用作状语 (adverbial)。
verb	<i>v.</i>	动词	be, cut, run, jump	表示动作或状态,作谓语或作为系动词 (linking verb) 与表语连用。
numeral	<i>num.</i>	数词	two, third	表示数目多少或顺序,可作主语、宾语、定语、同位语 (appositive) 等。
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,与介词宾语构成短语,可作表语、定语、状语、补语等。
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。



## Comprehensive Exercises

### Task 1 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 4 hard/hardly. However, I got a 5 surprising/surprisingly good mark, so I'm in the second class. A first, I couldn't think of the words 6 quick/quickly enough, but 7 late/lately I've become much more 8 fluent/fluently in English. I'm staying with a family who live 9 near/nearly the school. They are quite 10 pleasant/pleasantly but I don't see much of them because I'm always so 11 busy/busily hanging out with my friends from school. I was surprised how 12 easy/easily I made friends here. They come from 13 different/differently parts of the world and we have some 14 absolute/absolutely fascinating discussions. I do hope you will be able to join me here next term. I'm sure we'd have 15 good/well fun together.

Best wishes,

Celia

### Task 2 Rewrite each of the following sentences without changing its meaning.

- The boy is a quick learner.  
The boy learns \_\_\_\_\_.
- The man can cook really well.  
The man is a(n) \_\_\_\_\_.
- Your behavior was quite foolish.  
You behaved \_\_\_\_\_.
- The hotel staff treated us in a very friendly manner.  
The hotel staff were \_\_\_\_\_.
- He proposed that we put off our meeting, which is unreasonable.  
His \_\_\_\_\_ that we put off our meeting is unreasonable.
- Philippa is usually a hard worker.  
Philippa usually works \_\_\_\_\_.
- Tom looked sad when he saw the injured dog.  
Tom looked at the injured dog \_\_\_\_\_.
- I wish you could swim fast.  
I wish you were a(n) \_\_\_\_\_.
- She speaks perfect English.  
She speaks English \_\_\_\_\_.
- I didn't go out because of the heavy rain.  
I didn't go out because it rained \_\_\_\_\_.



**Task 3** Identify the part of speech and sentence component of each underlined word or phrase in the following paragraph.

Mike thinks Lily is beautiful. He loves her deeply and dreams of marrying her, but unluckily he is rather old for her. Today they are at a café. With their friends Jenny and Lucy on the spot, Mike can't get romantic with Lily. But he might buy her some flowers later to make her happy.

Word/Phrase	Part of Speech	Sentence Component
1. ① Mike 2. ⑨ Today 3. ⑬ Jenny 4. ⑮ flowers	_____	_____
5. ② beautiful 6. ⑧ old 7. ⑭ some 8. ⑯ happy	_____	_____
9. ④ loves 10. ⑩ are	_____	_____
11. ③ He 12. ⑥ her	_____	_____
13. ⑤ deeply 14. ⑦ unluckily	_____	_____
15. ⑪ at a café 16. ⑫ With their friends	_____	_____

**Task 4** Fill in each blank with the proper form of the word given in the brackets.

When Helen Keller was born, she was a 1 \_\_\_\_\_ (health) baby. But 2 \_\_\_\_\_ (unfortunate), when she was 19 months old, she had a sudden fever. Later, the fever 3 \_\_\_\_\_ (disappearance), but she became blind and deaf.

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 how to read by the Braille system. Helen learned these things 4 \_\_\_\_\_ (quick). However, learning to speak was harder. Anne continued to teach Helen with 5 \_\_\_\_\_ (patient). 6 \_\_\_\_\_ (final), when Helen was 10 years old, she could speak 7 \_\_\_\_\_ (clear) enough for people to understand her.

Helen went to an institute for the blind, where she did very well in her studies. Then she went to college, where she graduated with honors when she was 24 years old. Helen traveled 8 \_\_\_\_\_ (extensive) with Anne. She worked 9 \_\_\_\_\_ (tireless), traveling all over America, Europe, and Asia to raise money to build schools for blind people. Her main message was that disabled people are like everybody else. They want to live life fully and 10 \_\_\_\_\_ (normal). Helen wanted everyone to be treated equally.



## A Glimpse of the Greatest Buildings

### The British Museum

The British Museum, located in London, is a museum of human history and culture. Its collections are amongst the largest and most comprehensive in the world. The British Museum was established in 1753 and it first opened to the public on January 15th, 1759. Over the following two and a half centuries, several branch institutions have been built, the first of which is the British Museum of Natural History in South Kensington in 1887.

The Great Court of the British Museum can be understood in the context of our “World Squares for All” master plan, which makes detailed proposals for the environmental improvement of Trafalgar Square, Parliament Square, Whitehall and their environs in central London. The scheme’s emphasis is on improving pedestrian access and enhancing the settings of the area’s many historical buildings and monuments.



The British Museum Reading Room, situated in the center of the Great Court, used to be the main reading room of the British Library. The Reading Room’s domed roof is metal-framed, and the surface that makes up the ceiling is a type of papier-mâché. The Reading Room was used by a large number of famous figures, including Karl Marx, Oscar Wilde, Mahatma Gandhi, George Bernard Shaw, etc.

