

UNIT 1

Liaison



Unit Objectives

After studying this unit, you are be able to:

- demonstrate the strength of your company
- arrange an appointment and receive a client
- communicate with your supervisors and colleagues
- understand an inquiry about certain IT products
- write a reply to an inquiry

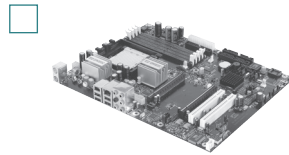
Warming-up

Task 1 The following are popular IT products. Match each of them with its corresponding picture.

- A. desktop
- D. mainboard

- B. notebook
- E. digital entertainment products

- C. server
- F. peripherals



Task 2 Tormarch is an IT company. It has several departments. Match each department with its main responsibility.

1. Research & Development

2. Production

3. Testing

4. Marketing & Sales

5. After-sales Service

6. Human Resources

7. Finance

8. Purchasing

A. It deals with bills, salaries, taxes, investment and budgets, etc.

B. It is responsible for advertising and market research and it organizes the selling of the products.

C. It produces the products.

D. It deals with staff and is responsible for recruitment and staff training.

E. It is responsible for buying the materials the company needs to make products.

F. It conducts researches, develops new products and improves the finished products.

G. It puts the finished products into a series of tests to see their overall performance.

H. It solves the problems that come from the customers.



Reading A

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

1. What do you know about Lenovo and its products?
2. What do you think leads to the global success of Lenovo?

Lenovo—New World, New Thinking

In 1984, with a vision that computers would surely change people's way of work and life, Lenovo's founder Liu Chuanzhi, together with 10 like-minded colleagues, opened the New Technology Developer Inc. It later changed into the widely known name of Legend Group.

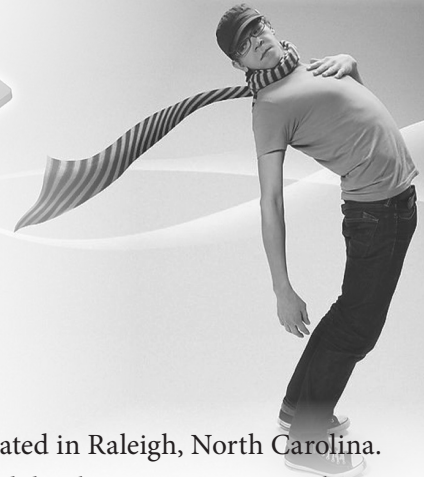
In the following years, bearing the core value of the company—innovation—in mind, Legend made a lot of important technical breakthroughs, such as the invention of Legend Chinese character card that can translate the operating system from English into Chinese, the creation of “one-touch-to-the-net” computers that can connect to the Net simply by pressing one button, and the development of the collaborative application technology. All these innovations contribute to Legend's leading share in the PC market in China for more than 10 years.

In the year 2003, Legend announced its new “Lenovo” logo to prepare for its expansion into the overseas market. Two years later, Lenovo completed the buying of IBM's Personal Computing Division. It now employs over 25,000 people worldwide with its Executive

Headquarters located in Raleigh, North Carolina. It has research and development centers in China, Japan and the United States. Besides the main PC manufacturing and assembly facilities in China, it has additional manufacturing and distribution facilities in the United States, Mexico, Brazil and many other countries.

Today, Lenovo's main businesses include developing, manufacturing and marketing high-quality PC products and value-added services. Its worldwide products include the famous ThinkPad notebooks and ThinkCentre desktops. In China, Lenovo has about one third of the PC market. In addition to its Tianjiao and Fengxing consumer desktops and Yangtian and Kaitian enterprise desktops, it also has a broad and expanding product line including servers, peripherals and digital entertainment products.

Committed to the four company values, namely, customer satisfaction, innovative spirit, accuracy, and trustworthiness, Lenovo is striving to be a new world company that designs and makes innovative and exciting products and services to meet its global customers' needs.





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

Lenovo

Paragraph 1	A. Important breakthroughs
Paragraph 2	B. Foundation
Paragraph 3	C. Company values
Paragraph 4	D. Main businesses
Paragraph 5	E. Expansion

Task 3 Read the passage again and answer the following questions.

1. What is the original name for Lenovo?

2. What are some of its technical breakthroughs?

3. Why did Lenovo change its name from Legend to its present one?

4. What are Lenovo's main businesses?

5. What are Lenovo's company values? And which do you think is the most important for a company?

Task 4 Match the following terms with their Chinese meanings.

1. founder	A. 创始人
2. technical breakthrough	B. 汉卡
3. operating system	C. 一键式上网
4. Chinese character card	D. 家用台式机
5. one-touch-to-the-net	E. 操作系统
6. enterprise desktop	F. 商用台式机
7. consumer desktop	G. 服务器
8. server	H. 外部设备
9. peripheral	I. 数码娱乐产品
10. digital entertainment product	J. 技术突破



Listening

Task 1 Susan is answering a call from Paul. Listen to the conversation and fill in the blanks with what you hear.



1. The conversation probably takes place between a(n) _____ and a(n) _____.
2. Paul Lee, the _____ manager from Tormarch Company, calls to learn about the _____ of Lenovo Company.
3. Paul Lee is arranged to meet the _____ manager of Lenovo Company tomorrow morning, for the manager is _____ at the moment.

Task 2 Susan is receiving a visitor. Listen to the conversation and complete the following notepad.



Visitor's name: _____

Purpose of the visit: _____

Time and place for the appointment: _____

Drink preference(s): _____



Task 3 Susan is calling Tormarch Company. Listen to the conversation and answer the following questions.



1. Why does Susan call?

2. What are the requirements that Mr. Lee talked about last time?

3. What are the other requirements that Lisa mentioned this time?

New Words

recommendation *n.* 推荐, 建议
affordability *n.* 支付能力; 可承受性

Task 4 Mr. Zhang is having a talk with Susan. Listen to the conversation and decide whether the following statements are true (T) or false (F).



- 1. Susan hasn't called the Tormarch Company yet.
- 2. Mr. Zhang is going to Hainan for a sales meeting tomorrow.
- 3. Mr. Zhang asks Susan to inform the sales representatives that the sales meeting has to be changed to 5 o'clock this afternoon.
- 4. Mr. Zhang hopes that the sales representatives will bring the local sales analysis report with them when they attend the meeting.
- 5. Mr. Zhang will not be back from Hainan until Thursday.

Task 5 Listen to a passage about the general responsibilities of secretaries and tick those responsibilities mentioned.



- type letters and emails
- proofread letters
- receive and distribute mails
- answer phone calls and put them through to the right people
- prepare payrolls
- make copies and send faxes
- greet customers and visitors
- complete bank transactions
- set up meetings and appointments
- purchase office supplies
- maintenance and check-ups on office equipment



Speaking

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



Example: Susan / Mr. Zhang / hold a sales meeting at nine / meet Mr. Lee at 10

A: Good morning, Susan. What's my schedule for today?

B: Good morning, Mr. Zhang. You are supposed to hold a sales meeting at 9 o'clock this morning.

A: I see. What else? / Anything else?

B: You will meet Mr. Lee, the purchasing manager of Tormarch Company at 10 in your office.

1. Lily / Mr. Brown / make a speech at the meeting this afternoon / fly to Kunming for a promotional campaign of the newly-designed notebooks

2. Anne / Ms. Black / prepare for a file about local sales analysis / make a business trip to Dalian for the development of the local market

3. Toni / Ms. Green / attend "New Technology Fair" at the Conference Hall in the morning / have lunch with Mr. Ma from Microsoft Company

Task 2 Work in pairs. Susan, the secretary of Lenovo Company, is meeting the purchasing manager of Tormarch Company. Role-play it according to the instructions below.



Manager of Tormarch Company

Greet.

Say something nice of Lenovo Company.

Express thanks.

Express thanks and enjoyment.



Secretary of Lenovo Company

Greet and welcome.

Invite the client to take a seat.

Offer something to drink.



Task 3 Work in pairs. Susan is telling Mr. Zhang about Tormarch Company's requirements. Discuss and finish the conversation. You may refer to the expressions in the Language Focus Box.



Language Focus Box

- A. They said that the products should be reliable and secure.
- B. They hope that the laptops can have easy access to networks.
- C. They also asked about the possible discount we could offer.
- D. In their mind, a nice look of the computer is as important as its performance.

Susan: Good afternoon, Mr. Zhang. I have phoned the Tormarch Company about their requirements of our products.

Mr. Zhang: Great. What did they say?

Susan: 1 _____.

Mr. Zhang: Yes, of course.

Susan: Besides, 2 _____.

Mr. Zhang: That makes sense. Easy connection to the Net can help them do business better. Anything else?

Susan: 3 _____.

Mr. Zhang: How much are they willing to pay for each?

Susan: 9,000 *yuan* at most.

Mr. Zhang: I see. Is that all?

Susan: No. They also mentioned the design. 4 _____.

Mr. Zhang: Really? That's interesting.

Task 4 Work in groups. Susan is offering the staff members in the office some tips on how to use the printers. Practice making conversations with the tips given below.



❖ Always turn the printer on and off by using the printer's on/off switch.

❖ Keep the printer clean, for dirt, dust, and paper shreds can interfere with the printer's normal functions.

❖ Use the proper type of paper for the printer and do not mix different types of paper in the same bin.

❖ When the printer indicates the cartridge is empty, remove the cartridge, tip it and reinsert it back. Then you can get a little more printing.





Reading B

File Edit View Insert Tools Message Help

Send Save Attachment Insert Picture Recorder Signature Typing 3D Effects

14 Emoticons B / U A ABC

To: susanpacher@lenovo.com

Cc:

Subject: Further enterprise laptop inquiry

Dear Susan,

After talking with your sales manager Mr. Zhang both in person and on the phone about our expectations of your enterprise laptops, we are basically satisfied with your recommendation of the ThinkPad SL series.

As you know, we are a small company featuring in career training. Your cutting-edge technologies such as built-in high-speed mobile broadband connectivity, excellent multimedia capabilities, as well as a stylish design are just fit for our needs. Besides, the software and service packages that come with your computers seem to be developed with users like us in mind. With those packages, we can get timely help when we have trouble in things such as connecting to the Internet, managing passwords, data recovery and updating the computers.

However, after examining your price list and carefully comparing it with that offered by other enterprise laptop vendors, we feel that your price for the ThinkPad SL series is a little bit high. So, I am writing to you about the possible discount you might give when we make a volume purchase. If we buy 100 notebooks at one time, could you give us 10 percent off?

I am also writing to you to inquire of your LAN equipment, for we are going to build a LAN in our company pretty soon. Could you please send us some brochures of your products so that we can have a look first?

Look forward to hearing from you soon.

Yours sincerely,
Paul Lee



Task 1 The above email contains the features of ThinkPad SL series. Find out what is being described by filling in the blanks.

- 1. built-in high-speed mobile _____ connectivity
- 2. excellent _____ capabilities
- 3. a stylish _____
- 4. software and service _____
- 5. timely _____ when users are in trouble

Task 2 Read the email again and choose the best answer to each question.

1. According to the email, what is NOT true about Mr. Zhang and Paul Lee?
 - A. They have met each other face to face.
 - B. They have talked with each other on the phone.
 - C. They have discussed about ThinkPad SL notebooks.
 - D. They have signed a contract for the sale of ThinkPad SL series.
2. What is Paul Lee's attitude toward Lenovo ThinkPad SL series?
 - A. Extremely satisfied.
 - B. A little bit satisfied.
 - C. Generally satisfied.
 - D. Not satisfied at all.
3. According to the email, what is NOT true about the ThinkPad SL series?
 - A. They have mobile broadband connectivity.
 - B. They are fashionable.
 - C. They have powerful multimedia capabilities.
 - D. They are rather cheap.
4. What is Paul Lee's purpose in writing this email?
 - A. To ask about a possible discount for a large purchase and LAN equipment.
 - B. To tell Mr. Zhang his satisfaction with their ThinkPad SL series.
 - C. To inform Mr. Zhang that their company is going to build a LAN.
 - D. To tell Mr. Zhang that they cannot afford its ThinkPad SL series.

Task 3 Match the following terms with their Chinese meanings.

<ul style="list-style-type: none"> 1. enterprise laptop 2. cutting-edge technology 3. career training 4. built-in mobile broadband connectivity 5. multimedia capability 6. stylish design 7. software and service package 8. password 9. data recovery 10. volume purchase 	<ul style="list-style-type: none"> ● A. 前沿技术 ● B. 数据恢复 ● C. 商用笔记本 ● D. 职业培训 ● E. 内置移动宽带连接 ● F. 软件和服务包 ● G. 密码 ● H. 多媒体功能 ● I. 大宗采购 ● J. 时尚设计
---	--



Writing

Task Fill in the missing words in the email that Susan wrote to Paul Lee responding to his inquiry of Lenovo products in Reading B.

File Edit View Insert Tools Message Help

Send Save Attachment Insert Picture Recorder Signature Typing 3D Effects

14 Emoticons B / U A ABC

To: paullee@tormarch.com

Cc:

Subject: Reply to your further enterprise laptop inquiry

Dear Mr. Lee,

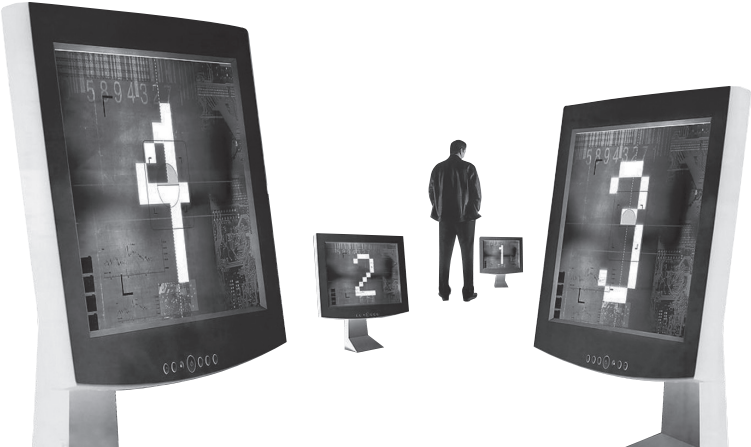
Thank you for your 1 _____ (兴趣) in and fine words for our ThinkPad SL 2 _____ (系列). You really have an eye in 3 _____ (选择) these products for your company. The laptops have excellent multimedia capabilities which can help you most when you give presentations in your 4 _____ (职业培训) courses. They also have other wonderful features which can facilitate your company's growth.

As for your request of 10 percent off for your purchase of 100 notebooks at one time, our 5 _____ (销售经理), Mr. Zhang, has 6 _____ (同意) to give that 7 _____ (折扣) after he talked with his supervisor. And he asked me to inquire of the possible time at which we can sign a purchasing 8 _____ (合同).

Enclosed are the company's 9 _____ (小册子) of LAN 10 _____ (设备). We are looking forward to hearing from you about your inquiries of the equipment.

Thank you again for your choice of our products.

Yours sincerely,
Susan Pacher





Project

Project Guidelines

This project aims to help you promote the image of an IT company. The overall tasks are divided into three steps. Step One emphasizes the importance of coming up with different ways of promotion. Step Two focuses on the necessity of inviting different opinions on your project. Step Three rests on the feasibility of your promotional project.



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

Task Description

1 Step One

- Organize a small group with 4-6 people in your class;
- Log on the Net to search for an IT company to be promoted by your group;
- Come up with different ways (ads, flyers, brochures, videos and websites, etc.) to promote the image of this company;
- Discuss and finally choose one way, e.g. brochures, as your plan.

2 Step Two

- Design the brochures;
- Present the brochures to the whole class;
- Invite the teacher and all the classmates to evaluate the effect of your group's promotion.

3 Step Three

- Reflect on the evaluation of your group's performance and improve your ways of promotion;
- Send your promotional products to the company involved to see if your project is workable.



Self-evaluation

Rate your progress in this unit.

D M P F*

I can understand an introduction of a company.

I can understand conversations between a client and a receptionist.

I can understand conversations between a secretary and a supervisor.

I can use common reception expressions.

I can understand an inquiry.

I can write a reply to an inquiry.

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



New Words and Expressions

Reading A

New Words

accuracy /'ækjʊərəsɪ/ *n.* 准确 (性)
additional /ə'dɪʃənəl/ *adj.* 附加的; 另外的
assembly /ə'sembli/ *n.* 装配
breakthrough /'breɪkθruː/ *n.* 突破
colleague /'kɒliːg/ *n.* 同事
core /kɔː(r)/ *n.* 核心
expansion /ɪk'spænjən/ *n.* 扩张; 发展
innovation /ɪ'nəʊ'veɪʃən/ *n.* 创新
like-minded /'laɪk'maɪndɪd/ *adj.* 志趣相投的
logo /'lɒɡəʊ/ *n.* (广告等用的) 标识; 商标
overseas /'əʊvə'siːz/ *adj.* (在) 海外的; (在) 国外的
share /ʃeə(r)/ *n.* 份额
strive /straɪv/ *v.* 努力; 力争
technical /'teknɪkəl/ *adj.* 技术的
trustworthiness /'trʌstwɜːðɪnis/ *n.* 值得信任; 可靠
value /'væljuː/ *n.* 价值; 价值观

Phrases & Expressions

bear in mind 记住
contribute to 作出贡献
in addition to 除……之外 (还)

Technical Terms

peripheral *n.* (=peripheral device) 外围设备, 外部设备
server *n.* 服务器

Proper Names

Brazil 巴西
Chinese character card 汉卡
Executive Headquarter 执行总部
IBM 全称为International Business Machine, 国际商业机器公司
Mexico 墨西哥
North Carolina 北卡罗莱纳州 (美国)
Personal Computer Division 个人电脑部
Raleigh 罗利

Reading B

New Words

basically /'beɪsɪkəlɪ/ *adv.* 基本上, 大致说来
discount /'dɪskaʊnt/ *n.* 折扣
expectation /ɪk'spek'teɪʃən/ *n.* 期待, 期望
feature /'fi:tʃə(r)/ *v.* 以……为特色
inquiry /ɪn'kwɪəri/ *n.* 询问
package /'pækɪdʒ/ *n.* 包, 包裹
recommendation /ˌrekə'men'deɪʃən/ *n.* 推荐
stylish /'stɑɪlɪʃ/ *adj.* 时尚的
timely /'taɪmlɪ/ *adj.* 及时的
vendor /'vendɔː(r)/ *n.* 卖主

Phrases & Expressions

in person 亲自; 本人
fit for 适合
volume purchase 大宗采购

Technical Terms

broadband connectivity 宽带连接
built-in *adj.* 内置的
data recovery 数据恢复
multimedia capability 多媒体功能
update *v.* 更新

Proper Name

ThinkPad SL series 联想ThinkPad SL系列



Vocabulary and Structure

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

v _____	power of looking ahead
i _____	introduction of new things
b _____	an important new discovery
c _____	the most important or central part of something
a _____	more than what was expected
c _____	someone who buys and uses products or services
f _____	rooms, equipment, or services that are provided for a particular purpose
s _____	to make a great effort to achieve something
c _____	to be one of the causes or features of something
b _____	to remember; to keep in one's mind

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

- To the disappointment of his manager, it took him a(n) (add) _____ week to finish the task.
- With good financial policies, the company soon (expansion) _____ into a large-sized enterprise.
- The fierce (competitor) _____ in the global market reduced their profit to a large degree.
- They spent one year abroad simply (broad) _____ their mind.
- She is a very careful worker. Whatever she does is with great (accurate) _____.
- You can rely on him to do that, for he is quite (trustworthiness) _____.
- Their ability to (innovation) _____ has allowed them to compete in world markets.
- Alcohol may not be (consumer) _____ in the building.
- It's a children's book, but I (recommendation) _____ it to everyone.
- Where did you buy that (style) _____ handbag? It's so attractive!

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

update feature market built-in clip
 expectation locate vision inquire about contribute to

1. We need a leader with _____ and strong principles.
2. We need to _____ our database.
3. Violence _____ too strongly in many TV shows.
4. Many important writers have _____ the debate.
5. The company's Research & Development Center is _____ in Shanghai.
6. You can start the program by _____ this button.
7. The camera has a(n) _____ flash.
8. The price you offered is beyond our _____.
9. The guard stopped her and _____ about her name.
10. A successful business must be good at _____ strategies.

Task 4 Match each of the following verbs with the possible noun.

1.

install ●
 manage ●
 connect to ●
 click ●
 update ●
 build ●

● the password
 ● the data
 ● the Net
 ● the mouse
 ● a LAN
 ● the software

2.

type ●
 take ●
 arrange ●
 answer ●
 deliver ●
 purchase ●

● notes
 ● letters
 ● phone calls
 ● appointments
 ● office supplies
 ● mails



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

Task 4 Fill in each blank with the proper form of the word given in 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 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. 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. I didn't take much at first, because I couldn't think of the words 6 quick/quickly enough, but 7 late/lately I've become much more 8 fluent/fluently. I'm staying with a family who live 9 near/nearly the school. They are quite 10 pleasant/pleasantly although I don't see much of them because I'm always so 11 busy/busily 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 _____.
- 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.

① Mike thinks Lily is beautiful. ② He loves her madly and dreams of marrying her, but
 ③ unluckily he is rather old for her. ④ Today they are at a café. ⑤ With their friends Jenny and Lucy on
 ⑥ the spot, Mike can't get romantic with Lily. But he might buy her some flowers later to make
 ⑦ her happy.
 ⑧
 ⑨
 ⑩
 ⑪
 ⑫
 ⑬
 ⑭
 ⑮
 ⑯

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 madly	_____	_____
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 brackets.

When Helen Keller was born she was a(n) 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 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 all people to be treated equal.



Fun Time

Special Skills

"You used to be a secretary in a computer company, so tell me, Mrs. Jones," asked the interviewer, "do you have some skills you think might be special?"

"Well, actually, yes," said the applicant modestly. "Last year I had two short stories published in national magazines, and I also finished my novel."

"Very impressive," commented the interviewer, "but I was thinking of skills you could apply during office hours."

Mrs. Jones explained brightly, "Oh, that was during office hours."