

ENGLISH 4 – BUSINESS ENGLISH

WEEK 2 – COMPREHENSION

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Grammar and Structure: change the verb in parenthesis.

For once in my life, I (have; get) someone who (need) me, someone I (have; need) so long.

For once unafraid, I (can; go) where life (lead) me and somehow I know I (will; strong).

For once I (can; touch) what my heart used to (dream) of long before I (know).

Someone wanted if you - could (make) my dream (come) true

For once in my life, I (will; not; let) sorrow (hurt) me

Not like it (have; hurt) me before

For once I have someone I know (will; not; desert) me

I'm not alone anymore

For once I (can; say) this is mine, and you (can; not; take) it.

As long as I know I (have; got) love I (can; make) it

For once in my life, I (have; get) someone who (need) me

I. NUMBERS

Put each the following words in its correct place in the sentence below.

scores	even	ordinal	Roman
round	cardinal	odd	

- 1, 2, 3, 4, 5 etc. are numbers. 1st, 2nd, 3rd, 4th, 5th etc. are numbers.
- I, II, III, IV, V etc. are know as numbers.
- 2, 4, 6, 8, 10, etc. are called numbers, while 1, 3, 5, 7, 9, etc. are called numbers.
- OK, I'll lend you the US\$95 you need. Well, let's make it a number. Here US\$100

- It was after midnight, but there were still of people on the street.

II. Change the verb in parenthesis. Consider the tenses and/or the form of active/passive and gerunds/infinitives.

- This monitor is going to be (supersede) by a new model.
- Don't forget to have your work permit (cancel) before you fly home.
- People with good interpersonal skills (perceive) as optimistic, calm, confident, and charismatic.
- Most CPU cases (come) with brass standoffs that you will need to screw into your case.
- Web designers (expect; have) awareness of usability and to be up to date with web accessibility guidelines.
- The next meeting (will, attend) by a group of managers who (may; need; discuss) a specific matter, report on progress or receive progress reports.
- Taking telephone messages (require) both oral and written communication skills. A pencil and telephone message pad (should; always; keep) by the telephone.
- Various letters and documents (involve) in the process of (apply for) a job.
- Meetings (provide) a useful opportunity for (share) information, (make) suggestion and proposals, (take) decisions and (obtain) instant feedback.
- A chairman (have) an important responsibility (manage) the meeting once it is in progress.

III. Find a word which could be used to replace the phrases in italics.

- Since the company recruited a new Accountant, the accounting and bookkeeping records seem to have *gone from bad to worse*.
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