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# **A Self-study Grammar Book for Engineers**

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En col·laboració amb el Servei de Llengües i Terminologia de la UPC

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*To Josep and Lasse*



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## PREFACE

*A Self-Study Grammar book for Engineers* és un projecte que sorgeix de la necessitat real de millorar el nivell d'anglès de l'alumnat universitari actual i d'adquirir un vocabulari bàsic però específic en cada camp, sobretot en les carreres tècniques.

Vam veure que seria molt útil recollir i sintetitzar tota la informació que l'alumne necessitava en una sèrie d'unitats gramaticals puntuals, amb exercicis complementaris adjunts i les solucions respectives per tal de motivar l'autoaprenentatge i l'auto avaluació tal com suggereix el *European Portfolio* per a l'aprenentatge de llengües estrangeres.

A més, tenint en compte l'obligatorietat del domini d'una tercera llengua dins l'àmbit universitari català i pensant tant en els alumnes autòctons com en els estrangers d'intercanvi (Erasmus, etc.), hem inclòs exemples tant en català com en castellà en les nostres explicacions per unitats. Els exercicis s'han pensat per posar en pràctica determinats aspectes de la llengua anglesa dins un context específic, i el fet de disposar de les claus permet a l'alumne prioritzar les unitats que ha d'estudiar segons la necessitat personal de cada moment.

D'altra banda, el llibre proporciona un glossari específic de temes relacionats amb els àmbits de l'enginyeria, el comerç, la banca, etc., que és molt útil com a referència i com a base sòlida de vocabulari per a fins específics, i conté la traducció bilingüe (català-castellà). Dins l'appendix, hem inclòs taules de conversió, verbs irregulars, *phrasal verbs*, etc.

Per últim, al final del llibre s'indiquen una sèrie de webs i enllaços recomanables per a l'aprenentatge de l'anglès com a llengua estrangera i s'especifica la bibliografia bàsica utilitzada. Creiem que és un llibre compacte, sintètic, pràctic i entenedor, molt útil per a tots els estudiants universitaris i, d'una manera especial, per als de ciències.

Sònia Oliver del Olmo i Mònica Soler Lorente  
Barcelona Març 2003



## 1. PRESENT SIMPLE

The English present simple tense is used in Science so as to describe regular actions and processes, general issues and factual statements including observations. It is not used while describing experiments.

USE	EXAMPLES
<b>1. <u>REGULAR ACTIONS AND PROCESSES:</u></b> (Often with an adverb of frequency or a frequency expression)	<b>E.</b> Our scientists <b>work</b> 40 hours a week. <b>C.</b> Els nostres científics <b>treballen</b> 40 hores per setmana. <b>S.</b> Nuestros científicos <b>trabajan</b> 40 horas a la semana.
<b>2. <u>GENERAL STATEMENTS:</u></b> (To express a fact which is always true)	<b>E.</b> Water <b>boils</b> at 100°C. <b>C.</b> L'aigua <b>bull</b> a 100°C. <b>S.</b> El agua <b>hierve</b> a 100°C.
<b>3. <u>FACTUAL STATEMENTS AND OBSERVATIONS:</u></b> (To describe facts and situations that we see as permanent)	<b>E.</b> The liquid in the test tube <b>weights</b> 9 g. <b>C.</b> El líquid que hi ha dins el tub d'assaig <b>pesa</b> 9 g. <b>S.</b> El líquido que está dentro del tubo de ensayo <b>pesa</b> 9g.
<b>4. <u>DESCRIPTION OF EXPERIMENTS:</u></b> (Commonly used to describe present research and discoveries)	<b>E.</b> The filter paper then <b>collects</b> the impurities. <b>C.</b> Aleshores, el paper de filtre <b>recull</b> les impureses. <b>S.</b> Entonces, el papel de filtro <b>recoge</b> las impurezas.

## PRESENT SIMPLE EXERCISES

### EXERCISE 1. Give the correct present simple form of the verb in parentheses.

1. The UPC (hold) a seminar in Electronics once a year.
2. Many people (study) abroad thanks to Erasmus exchanges.
3. Mr. Walker (teach) Mathematics in the Engineering faculty.
4. Mandy (carry out) some research in Robotics regularly.
5. Some experiments (cost) a lot of money.
6. The sun always (rise) on the east.
7. When we heat metals they (melt).
8. Water and oil (not mix) when put together.
9. Some materials (be) very heavy to carry out.
10. This substance, when mixed with water, (cause) a chemical reaction.
11. The silicon rods used in the experiment (not weight) more than 10g.
12. The sparkplug then (make) the ignition possible.
13. Good scientific reports (provide) useful data for future research.
14. While heated glass (become) very brittle.
15. Gold and silver (be) precious metals.

### EXERCISE 2. Correct the mistakes in the following present simple sentences.

1. I studi English three times a week.
2. They always attends the annual meeting.
3. Good Engineering students has a great future in business.
4. Knowledge are as important as professional experience.
5. Doesn't touch that metal plate! You can hurt yourself.
6. Most managers don't likes working at the weekend.
7. Precious metals don't are always very expensive.
8. Heat cause steam.
9. A specific team place nuclear waste in safe containers.
10. Acid rain kill forests.

### EXERCISE 3. Put the following sentences in order.

1. The plane first at leaves 6 a.m.
2. Reinforced is useful very in cases many glass.
3. The is round earth.
4. Moon the goes around the earth.
5. An earthquake can damage provoke serious.

**PRESENT SIMPLE KEY****EXERCISE 1. Give the correct present simple form of the verb in parentheses.**

1. The UPC **holds** a seminar in Electronics once a year.
2. Many people **study** abroad thanks to Erasmus exchanges.
3. Mr. Walker **teaches** Mathematics in the Engineering faculty.
4. Mandy **carries out** some research in Robotics regularly.
5. Some experiments **cost** a lot of money.
6. The sun always **rises** on the east.
7. When we heat metals they **melt**.
8. Water and oil **don't mix** when put together.
9. Some materials **are** very heavy to carry out.
10. This substance, when mixed with water, **cause** a chemical reaction.
11. The silicon rods used in the experiment **don't weight** more than 10g.
12. The sparkplug then **makes** the ignition possible.
13. Good scientific reports **provide** useful data for future research.
14. While heated glass **becomes** very brittle.
15. Gold and silver **are** precious metals.

**EXERCISE 2. Correct the mistakes in the following present simple sentences.**

1. I **study** English three times a week.
2. They always **attend** the annual meeting.
3. Good Engineering students **have** a great future in business.
4. Knowledge **is** as important as professional experience.
5. **Don't** touch that metal plate! You can hurt yourself.
6. Most managers don't **like** working at the weekend.
7. Precious metals **aren't** always very expensive.
8. Heat **causes** steam.
9. A specific team **places** nuclear waste in safe containers.
10. Acid rain **kills** forests.

**EXERCISE 3. Put the following sentences in order.**

1. The first plane leaves at 6 a.m.
2. Reinforced glass is very useful in many cases.
3. The earth is round.
4. The moon goes around the earth.
5. An earthquake can provoke serious damage.

## 2. PRESENT CONTINUOUS

The present continuous tense in English is formed by adding a verb in gerund to the verb to be in the present simple tense.

USE	EXAMPLE
1. For actions happening <b>now</b> .	E. What <b>are you doing</b> here? C. Què <b>estàs fent</b> aquí? S. ¿Qué <b>estás haciendo</b> aquí?
2. For activities happening <b>around now</b> , but perhaps not at the moment of speaking.	E. <b>I'm working</b> on a project at the moment. C. <b>Estic treballant</b> en un projecte en aquest moment. S. <b>Estoy trabajando</b> en un proyecto en este momento.
3. To express a <b>temporary activity</b> .	E. Erik is a student, but <b>he's working</b> as a barman during the holidays. C. L'Erik és estudiant, però <b>està treballant</b> com a bàrman durant les vacances. S. Erik es estudiante pero <b>está trabajando</b> como barman durante las vacaciones.
4. To express <b>planned future arrangements</b> (usually together with time expressions, such as tonight, tomorrow...)	E. <b>I'm visiting</b> a customer tomorrow. C. Demà <b>visitaré</b> un client. S. Mañana <b>visitaré</b> un cliente.

### SPELLING OF -ING FORMS

most verbs:	Work- <b>working</b> , read- <b>reading</b> ,
verbs ending in -e:	Make- <b>making</b> , write- <b>writing</b> ...
short verbs ending in one vowel + one consonant:	Stop- <b>stopping</b> , sit- <b>sitting</b> , run- <b>running</b> ...
verbs ending in -ie:	Lie- <b>lying</b> , die- <b>dying</b> , tie- <b>tying</b> ...

**PRESENT CONTINUOUS EXERCISES****EXERCISE 1. Write in the –ing form of the following verbs:**

INFINITIVE	GERUND
read	
swim	
come	
think	
wait	
rain	
wear	
shine	
smoke	
have	
take	
get	
stop	
run	
begin	

**EXERCISE 2. Write the negative form of the following sentences.**

1. Some Industrial Engineers are working hard for Forum 2003.
2. My boss is giving a lecture now.
3. Mandy is checking some balance sheets these days.
4. Mr. Kennedy is inspecting the goods in the factory floor.
5. Most employees are enjoying their holidays by now.

**EXERCISE 3. Correct the mistakes in the following sentences.**

1. David and Terry are studing very hard for the exam.
2. The Sullivan's is moving their stuff somewhere else.
3. Mary is carring a box of tools.
4. Peter and Rob are lieing on the sofa.
5. When are your team plaing again?
6. Most engineers are aplying for a scholarship to study abroad.
7. Some workers is paking items in the packaging department.
8. Our management are thinking about giving us a pay rise.

**PRESENT CONTINUOUS KEY****EXERCISE 1. Write in the –ing form of the following verbs:**

INFINITIVE	GERUND
read	Reading
swim	Swimming
come	Comino
think	Thinking
wait	Waiting
rain	Raining
wear	Wearing
shine	Shining
smoke	Smoking
have	Having
take	Taking
get	Getting
stop	Stopping
run	Running
begin	Beginning

**EXERCISE 2. Write the negative form of the following sentences.**

1. Some Industrial Engineers are **not** working hard for Forum 2003.
2. My boss is **not** giving a lecture now.
3. Mandy is **not** checking some balance sheets these days.
4. Mr. Kennedy is **not** inspecting the goods in the factory floor.
5. Most employees are **not** enjoying their holidays by now.

**EXERCISE 3. Correct the mistakes in the following sentences.**

1. David and Terry are study**ing** very hard for the exam.
2. The Sullivan's **are** moving their stuff somewhere else.
3. Mary is carry**ing** a box of tools.
4. Peter and Rob are ly**ing** on the sofa.
5. When **is** your team play**ing** again?
6. Most engineers are apply**ing** for a scholarship to study abroad.
7. Some workers **are** pack**ing** items in the packaging department.
8. Our management **is** thinking about giving us a pay rise.



### 3. SIMPLE PAST

The simple past tense in English is used to talk about activities that began and ended in the past. The past means anytime before right now (e.g. something that began and ended 5 minutes ago it should be expressed in the past tense). In Science, the simple past tense is commonly used to describe past research and discoveries and it is usually found in the background section of a research report.

TO BE	REGULAR VERBS	IRREGULAR VERBS
I was	<b>Most verbs just add –ed:</b>	<b>2nd column is used:</b>
You were	Work – worked	Break - <b>broke</b> - broken
He was		
She was	<b>But after –e, we add –d:</b>	Tom <b>broke</b> a glass.
It was	Like – liked	Tom <b>didn't break</b> it.
We were		<b>Did</b> Tom <b>break</b> it?
You were	<b>Vowel (a,e,o)+y = -yed:</b>	
They were	Play – placed	
Sue <b>was</b> in China in 1996.	<b>Consonant +y = -ied:</b>	
Sue <b>wasn't</b> in China ...	Reply – replied	
<b>Was</b> Sue in China ... ?		
	<b>1 vowel +1 consonant = 2</b>	
<b>Was not = wasn't</b> <b>Were not = weren't</b>	<b>(only in stressed syllables!):</b> <b>See:</b> stop – stopped <b>But:</b> wonder - wondered	<b>Did not = didn't</b>

#### EXAMPLES:

VERB TYPE	ENGLISH	CATALAN	SPANISH
<b>TO BE:</b>	They <b>were</b> tired.	<b>Estaven</b> cansats.	<b>Estaban</b> cansados.
<b>REGULAR:</b>	Tim <b>played</b> golf yesterday.	En Tim <b>va jugar</b> a golf ahir.	Tim <b>jugó</b> a golf ayer.
<b>IRREGULAR:</b>	John <b>ran</b> a mile on Friday.	En Joan <b>va córrer</b> una milla el divendres.	Juan <b>corrió</b> una milla el viernes.

**SIMPLE PAST EXERCISES**

**EXERCISE 1. Write the simple past tense of the following verbs:**

INFINITIVE	SIMPLE PAST
arrive	
rain	
watch	
carry	
pass	
live	
study	
rob	
fit	
slip	
develop	
regret	
annoy	
shop	
stay	
shave	
turn	
leave	
hold	
think	
answer	
stand	

**EXERCISE 2. Underline the correct form.**

1. I break / broke a cup last night.
2. Ann did not play / played hockey on Saturday.
3. I didn't feel / felt very well a week ago.
4. The train didn't arrive / arrived on time.
5. Mary didn't like / likes her last job.

**EXERCISE 3. Make the following sentences interrogative.**

1. My boss went to Berlin last week.
2. Our prototypes were sold within a month.
3. Some of the old tests were too difficult.
4. My lawyer wrote a long report about the matter.
5. Mr. Collins was a famous scientist.

**SIMPLE PAST KEY**

**EXERCISE 1. Write the simple past tense of the following verbs:**

INFINITIVE	SIMPLE PAST
arrive	arrived
rain	rained
watch	watched
carry	carried
pass	passed
live	lived
study	studied
rob	robbed
fit	fitted
slip	slipped
develop	developed
regret	regretted
annoy	annoyed
shop	shopped
stay	stayed
shave	shaved
turn	turned
leave	left
hold	held
think	thought
answer	answered
stand	stood

**EXERCISE 2. Underline the correct form.**

1. I break / **broke** a cup last night.
2. Ann **did not play** / played hockey on Saturday.
3. I **didn't feel** / felt very well a week ago.
4. The train **didn't arrive** / arrived on time.
5. Mary **didn't like** / likes her last job.

**EXERCISE 3. Make the following sentences interrogative.**

1. **Did** my boss **go** to Berlin last week?
2. **Were** our prototypes **sold** within a month?
3. **Were** some of the old tests too difficult?
4. **Did** my lawyer **write** a long report about the matter?
5. **Was** Mr. Collins a famous scientist?

## 4. THE PRESENT PERFECT AND PAST PERFECT

### THE PRESENT PERFECT

The present perfect simple is formed with the **auxiliary** verb **have** in the corresponding form for the subject of the sentence, followed by the **participle** of the **main** verb.

#### **Example sentences:**

E. Affirmative: **I've broken my pencil.**

C. Afirmativa: He trencat el llapis.

S. Afirmativa: He roto el lápiz.

E. Negative: **I haven't done my homework.**

C. Negativa: No he fet els deures.

S. Negativa: No he hecho los deberes.

E. Question: **Have you been at the university today?**

C. Pregunta: Has estat a la universitat avui?

S. Pregunta: ¿Has estado en la universidad hoy?

The most important thing to remember about the present perfect is that it can *never* be used with adverbs which describe finished time periods, such as **yesterday**, **five minutes ago** and **at three o'clock**. If a time adverb is used with the present perfect, it should describe a time period which is unfinished.

### THE PAST PERFECT

The Past Perfect tense is formed of two parts: the past tense of the verb *to have* (*had*) + the past participle of the main verb.

The past perfect is referred to a time earlier than before now. It is used to show that one event happened before another in the past.

#### **Example sentences:**

E. **I had worked a lot before my grandmother arrived.**

S. Havia treballat molt abans que arribés la meva àvia.

C. Había trabajado mucho antes de que llegara mi abuela.

## THE PRESENT PERFECT VERSUS PAST PERFECT

### EXERCISE 1. Write the present perfect in the following blanks:

1. They.....(not fished) building the new social centre yet.
2. She.....(drive) her new car twice.
3. Our friends..... (work) with chromium for two days.
4. We.....(move) into our new house.
5. They.....( not seen) the new computer tools yet.

### EXERCISE 2. Fill in the blanks with **for** and **since**:

1. We've been at Baker Street .....three times.
2. John has studied English.....1975.
3. It has snowed .....Monday.
4. We haven't had any exams.....a month.
5. Sarah and Joe have lived in Toronto.....many years.

### EXERCISE 3. Write **yet**, **already**, **just** or **still**.

1. Have you studied for your Maths exam.....?
2. We have.....had a call from Philip.
3. Josh hasn't arrived.....I am..... waiting for him.
4. The new aerial has.....worked.
5. My friends have.....finished their final project.

### EXERCISE 4. Write the present perfect or the past perfect in the following sentences:

1. Joan and Carl decided to visit the Blue Mountain after they.....(discuss) a lot about it.
2. The third day of our tour, it began to rain after the weather.....(change) a lot.
3. We .....(study) English for many years.
4. The boys.....(travel) around the world before they married.
5. We.....(think) we should use gold and diamond for finishing the jewel.

## THE PRESENT PERFECT VERSUS PAST PERFECT KEY

### EXERCISE 1. Write the present perfect in the following blanks:

1. They **have not finished** (not fished) building the new social centre yet.
2. She **has driven** (drive) her new car twice.
3. Our friends **have worked** (work) with chromium for two days.
4. We **have moved** (move) into our new house.
5. They **have not seen** (not seen) the new computer tools yet.

### EXERCISE 2. Fill in the blanks with **for** and **since**:

1. We've been at Baker Street **for** three times.
2. John has studied English **since** 1975.
2. It has snowed **since** Monday.
3. We haven't had any exams **for** a month.
4. Sarah and Joe have lived in Toronto **for** many years.

### EXERCISE 3. Write **yet**, **already**, **just** or **still**.

1. Have you studied for your Maths exam **yet** ?
2. We have **just** had a call from Philip.
3. Josh hasn't arrived **yet**. I am **just** waiting for him.
4. The new aerial has **already** worked.
5. My friends have **just** finished their final project.

### EXERCISE 4. Write the present perfect or the past perfect in the following sentences:

1. Joan and Carl decided to visit the Blue Mountain after they **had discussed** (discuss) a lot about it.
2. The third day of our tour, it began to rain after the weather **had changed** (change) a lot.
3. We **have studied** (study) English for many years.
4. The boys **had travelled** (travel) around the world before they married.
5. We **have thought** (think) we should use gold and diamond for finishing the jewel.

## 5. PAST CONTINUOUS

The **past continuous** is used to "set the scene", or provide (longer) background information.

E. The young couple **was walking** home after the party.

C. La jove parella anava caminant cap a casa després de la festa.

S. La joven pareja iba caminando hacia su casa después de la fiesta.

E. They were speaking excitedly about their plans.

C. Estaven parlant emocionadament dels seus plans.

S. Estaban hablando emocionadamente sobre sus planes.

We tend to use the **past continuous** tense to speak about more temporary situations and actions:

E. **I was working** in that bookshop for a few days last summer.

C. Vaig estar treballant en aquella llibreria uns quants dies l'estiu passat.

S. Estuve trabajando en aquella librería unos días el verano pasado.

## PAST CONTINUOUS EXERCISES

### EXERCISE 1. Write the past continuous of the following verbs:

WORK      DREAM      STUDY      RECOVER

### EXERCISE 2. Complete the following blanks with the appropriated tense:

Last night, while I was doing my homework, Jason (call).....She said she (call).....me on her cell phone from her biology classroom. I asked her if she (wait).....for class, but she said that the professor was at the front of the hall lecturing while she (talk).....to me. I couldn't believe she (make).....a phone call during the lecture. I asked what was going on.

### EXERCISE 3. Complete the following sentences with simple past or past continuous:

1. I worked (work) very hard last night.
2. I was working (work) hard when the earthquake started.
3. The sun.....(rise) when he arrived in Bombay.
4. They .....(have) coffee when the mail came.
5. I.....(study) at the University of California.
6. She.....(watch) the game while feeding the baby.
7. The company .....(rent) office space in that tall building.
8. When the police arrived, they.....(shout) at each other.
9. The secretary.....(type) a letter for her boss.
10. They .....(dance) as the music.....(play).
11. They .....(buy) a house in the suburbs last year.
12. While I.....(write) a letter she was cooking.



**PAST CONTINUOUS KEY****EXERCISE 1. Write the past continuous of the following verbs:****WORK**

I was working  
You were working  
He/She/ It was working  
We were working  
You were working  
They were working

**DREAM**

I was dreaming  
You were dreaming  
He/she/it was dreaming  
We were dreaming  
You were dreaming  
They were dreaming

**STUDY**

I was studying  
You were studying  
He was studying  
We were studying  
You were studying  
They were studying

**EXERCISE 2. Complete the following blanks with the appropriated tense:**

Last night, while I was doing my homework, Jason (call) **called**. She said she (call)**was calling** me on her cell phone from her biology classroom. I asked her if she (wait)**was waiting** for class, but she said that the professor was at the front of the hall lecturing while she (talk)**was talking** to me. I couldn't believe she (make) **was making** a phone call during the lecture. I asked what was going on.

**EXERCISE 3. Complete the following sentences with simple past or past continuous:**

1. I **worked** (work) very hard last night.
2. I **was working** (work) hard when the earthquake started.
3. The sun **was rising** (rise) when he arrived in Bombay.
4. They **were having** (have) coffee when the mail came.
5. I **studied** (study) at the University of California.
6. She **was watching** (watch) the game while feeding the baby.
7. The company **rent** (rent) office space in that tall building.
8. When the police arrived, they **were shouting** (shout) at each other.
9. The secretary **was typing**(type) a letter for her boss.
10. They **were dancing**(dance) as the music **played** (play).
11. They **bought** (buy) a house in the suburbs last year.
12. While I **was writting** (write) a letter she was cooking.

## 6. GERUNDS IN SCIENCE

There are three main types of gerund phrases that can be used in Science.

### 1. GERUND PHRASES AS SUBJECTS:

Example:

- E. *Developing* new prototypes is an interesting task.
- C. Desenvolupar nous prototipus És una tasca interessant.
- S. Desarrollar nuevos prototipos es una tarea interesante.

### 2. GERUND PHRASES AFTER PREPOSITIONS:

Examples:

#### a) Before + gerund

- E. An engineer must write a project *before ending* his studies.
- C. Un enginyer ha d'escriure un projecte abans d'acabar la carrera.
- S. Un ingeniero debe escribir un proyecto antes de acabar la carrera.

#### b) After + gerund

- E. *After pushing* the button, the machine is turned off.
- C. Després De prémer el botó, s'apaga la màquina.
- S. Después de apretar el botón, se apaga la máquina.

#### c) without + gerund

- E. *Without using* pliers, some experiments might be dangerous.
- C. Si no s'utilitzen les pinces, alguns experiments poden ser perillosos.
- S. Sin utilizar pinzas, algunos experimentos podrían resultar peligrosos.

### 3. BY + GERUND PHRASES TO DESCRIBE MANNER OR METHOD:

Like in Catalan or Spanish, a gerund can be used in English to describe the way something is done. Unlike Catalan or Spanish, however, English requires the use of the preposition *by* before the gerund.

Example:

- E. An engine produces power *by burning* air and fuel.
- C. Un motor produeix energia cremant aire i combustible.
- S. Un motor produce energía quemando aire y combustible.

## GERUNDS IN SCIENCE EXERCISES

### EXERCISE 1. Fill in the gaps using the suitable gerund :

introducing    mixing    insulating    bending    deleting    achieving

1. Before ----- any document, think twice.
2. Without ----- many rooms lack good acoustics.
3. ----- a sheet of plastic it may break.
4. By ----- new techniques, technology has developed dramatically.
5. After----- some music, the sound engineer was exhausted.
6. ----- marketing goals is not always easy.

### EXERCISE 2. Choose the correct gerund in each case:

speeding    designing    manufacturing    supplying    inventing    allowing

1. ----- new car models some companies get very rich.
2. ----- causes many accidents on the road.
3. After ----- the goods, they are dispatched within some hours.
4. Before ----- the telegraph, people used to communicate differently.
5. Without ----- enough water land becomes dry.
6. By ----- electricity to flow through some filaments, lightbulbs shine.

### EXERCISE 3. Indicate whether the following statements are TRUE or FALSE.

1. Before producing power, the fuel and air are drawn into the engine.
2. An engine produces power by burning air and fuel.
3. Unscrewing nuts, they get more tight.
4. Using ADSL internet connections are usually faster.
5. Hand drills are used for drilling holes in wood and metal.
6. Keeping a workshop tidy causes many accidents at the workplace.
7. By changing gears properly, a car engine gets damaged.
8. After studying for hours, engineering students aren't tired.
9. Without practising, a student can learn a foreign language.
10. Before changing a fuse, make sure that the electricity is off.

### EXERCISE 4. Put each sentence in the correct order:

1. A    used    is    balance    for    very    small    objects    weighing.
2. Calculations    is    making    sometimes    bit    a    difficult.

**GERUNDS IN SCIENCE KEY****EXERCISE 1. Fill in the gaps using the suitable gerund :**

introducing	mixing	insulating	bending	deleting	achieving
-------------	--------	------------	---------	----------	-----------

1. Before **deleting** any document, think twice.
2. Without **insulating**, many rooms lack good acoustics.
3. **Bending** a sheet of plastic, it may break.
4. By **introducing** new techniques, technology has developed dramatically.
5. After **mixing** some music, the sound engineer was exhausted.
6. **Achieving** marketing goals is not always easy.

**EXERCISE 2. Choose the correct gerund in each case:**

speeding	designing	manufacturing	supplying	inventing	allowing
----------	-----------	---------------	-----------	-----------	----------

1. **Designing** new car models, some companies get very rich.
2. **Speeding** causes many accidents on the road.
3. After **manufacturing** the goods, they are dispatched within some hours.
4. Before **inventing** the telegraph, people used to communicate differently.
5. Without **supplying** enough water, land becomes dry.
6. By **allowing** electricity to flow through some filaments, lightbulbs shine.

**EXERCISE 3. Indicate whether the following statements are TRUE or FALSE.**

1. Before producing power, the fuel and air are drawn into the engine. T
2. An engine produces power by burning air and fuel. T
3. Unscrewing nuts, they get more tight. F
4. Using ADSL internet connections are usually faster. F
5. Hand drills are used for drilling holes in wood and metal. T
6. Keeping a workshop tidy causes many accidents at the workplace. F
7. By changing gears properly, a car engine gets damaged. F
8. After studying for hours, engineering students aren't tired. F
9. Without practising, a student can learn a foreign language. F
10. Before changing a fuse, make sure that the electricity is off. T

**EXERCISE 4. Put each sentence in the correct order:**

1. A balance is used for weighing very small objects.
2. Making calculations is sometimes a bit difficult.

## 7. IMPERATIVES

Imperatives are used for giving advice and instructions in general. These forms are particularly found in Science when describing how to operate machinery and devices. Study the following chart:

POSITIVE FORM:	Stop! , Wait!, Come back!
NEGATIVE FORM:	Don't smoke!, Don't press that button!
WITH PROPER NOUNS:	Come here, Simon! Talk to me, Phil!
WITH EMPHATIC PURPOSE:	Do be quiet!, Do sign these contracts!
WITH OTHER PEOPLE INVOLVED:	Let's finish the meeting!, Let's go!
WITH POLITENESS:	Come back tomorrow, please!
WITH ADVERBS OF FREQUENCY:	Never drive drunk!, Always respect the speed limit!

### TRANSLATION

ENGLISH	CATALAN	SPANISH
Bring those boxes!	Porta aquelles caixes!	¡Trae esas cajas!
Don't smoke in here!	No fumis/fumeu aquí!	¡No fumes/fuméis aquí!
Turn back, Louise!	Gira't Lluïsa!	¡Gírate, Luisa!
Do calm down!	Calma't!	¡Cálmate!
Let's finish this!	Acabem això!	¡Acabemos esto!
Call back please!	Torna/torneu a telefonar si us plau!	¡Vuelve a llamar, por favor!
Always wear gloves!	Porta sempre guants!	¡Lleva siempre guantes!
Never arrive late!	No arribis mai tard!	¡No llegues nunca tarde!

## IMPERATIVES EXERCISES

### EXERCISE 1. Translate the following imperatives into Catalan / Spanish.

1. Come here!
2. Go there!
3. Open the door!
4. Leave me alone!
5. Turn on the TV!
6. Turn off the radio!
7. Be careful!
8. Call me up!
9. Sit down!
10. Stand up!
11. Don't say that!
12. Don't drive so fast!
13. Don't make noise!
14. Don't be late!
15. Don't panic!

### EXERCISE 2. Write the imperatives for the following cues:

1. not/smoke/lab
2. always/wear/helmet/ride/motorbike
3. not/make/noise/late /night
4. do/respect/visiting hours/hospital
5. not/leave/open/containers/workshop
6. always/wear/goggles/welding
7. always/wear/ gloves/handling/sheets/metal
8. not/cross/street/without/looking/first/both sides
9. not/exceed/speed limit/motorway
10. never/leave/medicines/at children's reach
11. not disturb/boss/working
12. wear/warm clothing/ski slopes
13. not drink alcohol/taking medicine
14. always/do/English/homework
15. always/arrive/punctual/class

### EXERCISE 3. Correct the following imperatives:

1. Brings the books to class!
2. Doesn't throw papers on the floor, Sheila!
3. Always touch electrical appliances with wet hands

**IMPERATIVES KEY**

**EXERCISE 1.** Translate the following imperatives into Catalan / Spanish.

1. Vine aquí! / ¡Ven aquí!
2. Vés allà! / ¡Ves allá!
3. Obre la porta! / ¡Abre la puerta!
4. Deixa'm sol! / ¡Déjame solo!
5. Encén el televisor! / ¡Enciende el televisor!
6. Apaga la ràdio! / ¡Apaga la radio!
7. Vés amb compte! / ¡Ves con cuidado!
8. Truca'm! / ¡Lláname!
9. Seu! / ¡Sientáte!
10. Aixeca't! / ¡Levántate
11. No diguis això! / ¡No digas eso!
12. No condueixis tan de pressa! / ¡No conduzcas tan deprisa!
13. No facis soroll! / ¡No hagas ruido!
14. No arribis tard! / ¡No llegues tarde!
15. Estigues tranquil!
16. ¡Cálmate!

**EXERCISE 2.** Write the imperatives for the following cues:

1. Don't smoke in the lab!
2. Always wear a helmet when you ride a motorbike!
4. Don't make noise late at night!
5. Do respect the visiting hours in the hospital!
6. Don't leave open containers in the workshop!
7. Always wear goggles when welding!
8. Always wear gloves when handling sheets of metal.
9. Don't cross the street without looking first at both sides!
10. Don't exceed the speed limit in a motorway!
11. Never leave medicines at children's reach!
12. Don't disturb the boss when he /she is working!
13. Wear warm clothing when you go to the ski slopes!
14. Don't drink alcohol when you are taking medicines!
15. Always do the English homework!
16. Always arrive punctual to class!

**EXERCISE 3.** Correct the following imperatives:

1. **Bring** the books to class!
2. **Don't** throw papers on the floor, Sheila!
3. **Never** touch electrical appliances with wet hands!

## 8. MAKING QUESTIONS

Making a question in English is sometimes hard for foreign language learners. Thus, the main basic rules are summarised in the following table:

	RULE:	EXAMPLES:
1.	The auxiliary verb is placed <b>before</b> the subject.	<b>Have</b> you received my letter? Why <b>are</b> you so busy? How much <b>does</b> this PC cost?
2.	<b>Do</b> works as the auxiliary verb <b>if there is no other auxiliary verb</b> in the sentence.	<b>Do</b> you like learning foreign languages? What <b>does</b> 'drum brake' mean? <b>Did</b> you like the exhibition?
3.	<b>Do</b> is <b>not used</b> with other auxiliaries.	<b>Can</b> you tell me the time? <b>Have</b> you found that file? <b>Are</b> you ready to go?
4.	Infinitives <b>without to</b> after Do.	What does the boss <b>want</b> ? Did he <b>like</b> the present?
5.	<b>Only the auxiliary</b> verb goes <b>before</b> the subject.	<b>Is</b> Mr. Lewis coming tomorrow? When <b>was</b> your car serviced? Where <b>are</b> the workers going?
6.	Question words (if subject or a part of it) come <b>before</b> the verb and <b>do cannot normally be used</b> . Do is then used <b>for emphasis</b> or when the <b>question word is the object</b> .	<b>Who</b> left the tools on the floor? <b>What</b> happened last night? <b>How many</b> people work in your office? <b>Which</b> type of battery lasts longest? What <b>did</b> happen when he found out? Who <b>do</b> you want to speak to? What <b>do</b> you think?
7.	In indirect questions the auxiliary is <b>not placed before</b> the subject and there is <b>no question mark (?)</b>	Tell me when you are coming. Explain them what you think. Remind me where you live. Show me who she is.

	COMMON MISTAKES:	RIGHT QUESTION:
1.	* Why the technician is so late?	Why <b>is</b> the technician so late?
2.	* What means 'bar graph'?	What <b>does</b> bar graph mean?
3.	* Do you have seen Peter?	<b>Have</b> you seen Peter?
4.	* Did you to go shopping?	Did you <b>go</b> shopping?
5.	* Where is staying your boss?	Where <b>is</b> your boss staying?
6.	* Which does cost more a or b?	Which <b>costs</b> more a or b?
7.	* Tell me why are you here?	Tell me why you <b>are</b> here.



## MAKING QUESTIONS EXERCISES

### EXERCISE 1. Correct the mistakes in the following questions:

1. Can do you speak English?
2. Why your manager is so angry?
3. Where did the secretary goes yesterday?
4. How much it is?
5. Do you can revise this report for me?
6. What all those people are looking at?
7. You have bought that expensive device?
8. Like you attending to congresses?
9. Did Mr. Stevenson went to the meeting?
10. What does the accountant wants from me?
11. When your assistant is leaving for Copenhagen?
12. How many people do work in the factory floor?
13. Is coming your interpreter tomorrow?
14. Where do you have put all my tools?
15. Did you to receive our sales representative's visit yesterday?

### EXERCISE 2. Make questions for the following statements:

1. My boss comes from Sweden.
2. Our headquarters are in New Hampshire.
3. I speak English well.
4. Ms. Spencer issued some invoices yesterday morning.
5. It started to rain at 8.00.
6. Everybody wants to go home after the meeting.
7. Mr. O'Connor is an excellent industrial engineer.
8. Nick didn't feel very well last night.
9. David earns more than 3.000 Euros per month.
10. Our marketing manager is thinking about a new strategy.

### EXERCISE 3. Put the words in the right order to ask a question:

1. buy you the did at what shops?
2. is who your boss?
3. employees moment where your the at are?
4. Mr. Williams you see when did last?
5. Stockholm go you why to did?
6. Ms. Foster how to come work does?
7. that new is lap-top computer whose?

## MAKING QUESTIONS' KEY

### EXERCISE 1. Correct the mistakes in the following questions:

1. Can you speak English? / Do you speak English?
2. Why is your manager so angry?
3. Where did the secretary go yesterday?
4. How much is it?
5. Can your revise this report for me?
6. What are all those people looking at?
7. Have you bought that expensive device?
8. Do you like attending to congresses?
9. Did Mr. Stevenson go to the meeting?
10. What does the accountant want from me?
11. When is your assistant leaving for Copenhagen?
12. How many people work in the factory floor?
13. Is your interpreter coming tomorrow?
14. Where have you put all my tools?
15. Did you receive our sales representative's visit yesterday?

### EXERCISE 2. Make questions for the following statements:

1. Where does your boss come from?
2. Where are your headquarters?
3. Do you speak any foreign language?
4. What did Ms. Spencer issue/ do yesterday morning?
5. What time did it start to rain?
6. What does everybody want to do?
7. What's Mr. O'Connor job/profession? / What does Mr. O'Connor do?
8. How did Nick feel last night?/ How was Nick last night?
9. How much money does David earn per month? / What is David's salary?
10. What is your marketing manager doing/ thinking about?

### EXERCISE 3. Put the words in the right order to ask a question:

1. What did you buy at the shops?
2. Who is your boss?
3. Where are your employees at the moment?
4. When did you last see Mr. Williams?
5. Why did you go to Stockholm?
6. How does Ms. Foster come to work?
7. Whose is that new lap-top computer?

## 9. QUESTION WORDS

Question words are particles that we place at the beginning of a sentence (just before the verb) and help us to make different questions.

QUESTION WORD	CATALAN	SPANISH
1. <b>what</b>	què; quin/a, quins/es	qué
2. <b>what's...like</b>	com	cómo
3. <b>which</b>	quin/a, quins/es	cuál, cuáles
4. <b>whose</b>	de qui	de quién
5. <b>who</b>	qui	quién
6. <b>when</b>	quan	cuándo
7. <b>where</b>	on	dónde
8. <b>how</b>	com	cómo
9. <b>how old</b>	quants anys	cuantos años
10. <b>how long</b>	quant temps	cuánto tiempo
11. <b>how much</b>	quant	cuánto
12. <b>how many</b>	quants/ quantes	cuántos, as
13. <b>how far</b>	a quina distància	a qué distancia
14. <b>why</b>	per què	por qué

### EXAMPLES:

- E. What time is it?**  
**C. Quina** hora és?  
**S. ¿Qué** hora es?
- E. What's the car like?**  
**C. Com** és el cotxe?  
**S. ¿Cómo** es el coche?
- E. Which screwdriver is yours?**  
**C. Quin** és el teu tornavís?  
**S. ¿Cuál** es tu destornillador?
- E. Whose is this tool?**  
**C. De qui** és aquesta eina?  
**S. ¿De quién** es esta herramienta?
- E. Who is the marketing manager?**  
**C. Qui** és el director de *màrqueting*?  
**S. ¿Quién** es el director de marketing ?
- E. When does the technician come?**  
**C. Quan** arriba el tècnic?  
**S. ¿Cuándo** llega el técnico?

7. **E. Where is the workshop?**  
C. **On** és el taller?  
S. ¿**Dónde** es el taller?
8. **E. How does a photocopier work?**  
C. **Com** funciona una fotocopidora?  
S. ¿**Cómo** funciona una fotocopidora?
9. **E. How old is your friend?**  
C. **Quants anys** té el teu amic?  
S. ¿**Cuántos años** tiene tu amigo?
10. **E. How long have you been working here?**  
C. **Quant temps** has estat treballant aquí?  
S. ¿**Cuánto tiempo** has estado trabajando aquí?
11. **E. How much electricity do we need?**  
C. **Quanta** electricitat necessitem?  
S. ¿**Cuánta** electricidad necesitamos?
12. **E. How many spurkplugs are there in the storage room?**  
C. **Quantes** bugies hi ha al magatzem?  
S. ¿**Cuántas** bujías hay en el almacén?
13. **E. How far can this rocket fly?**  
C. **A quina distància** pot volar aquest coet?  
S. ¿**A qué distancia** puede volar este cohete?
14. **E. Why do factories pollute our rivers?**  
C. **Per què** les fàbriques contaminen els nostres rius?  
S. ¿**Por qué** las fábricas contaminan nuestros ríos?

## QUESTION WORDS EXERCISES

### EXERCISE 1. Use the correct question word in the following :

1. ----- is your name? My name is Simon Morrison.
2. ----- do you live? I live in Manhattan.
3. ----- are you? I'm 26 years old.
4. ----- do you do? I'm an industrial engineer.
5. ----- is your favourite subject? Maths.
6. -----workers are there in the factory floor? 34.
7. -----petrol do you need to fill in the tank? 47 litres.
8. -----are you so busy? Because we have plenty of meetings now.
9. -----your secretary like? She's very efficient and punctual.
10. ----- is your boss? Mr. Olsen.
11. ----- have you been studying in this faculty? 5 years.
12. ----- does this machine stop? By pressing the red button.
13. ----- can you run without stopping? 2km.
14. ----- is this? It's a scientific calculator.
15. ----- did your last order arrive?

### EXERCISE 2. Choose the correct question word in each sentence:

what   where   when   how   how old   how much   how many   whose   who

1. ----- is your birthday?
2. ----- money have you got?
3. ----- euros do you earn per month?
4. ----- wallet is this?
5. ----- are you doing here?
6. ----- do you keep all those files?
7. ----- is your English teacher?
8. ----- do you start an engine?
9. ----- are you?

### EXERCISE 3. Match a question word in A and an answer in B:

A. What?	B. Mr. Olsen.
Who?	In Denmark.
Where?	On 5 <sup>th</sup> February 1975.
When?	Because he is my boss.
Why?	A lap-top computer.

## QUESTION WORDS KEY

### EXERCISE 1. Use the correct question word in the following :

1. **What** is your name? My name is Simon Morrison.
2. **Where** do you live? I live in Manhattan.
3. **How old** are you? I'm 26 years old.
4. **What** do you do? I'm an industrial engineer.
5. **What** is your favourite subject? Maths.
6. **How many** workers are there in the factory floor? 34.
7. **How much** petrol do you need to fill in the tank? 47 litres.
8. **Why** are you so busy? Because we have plenty of meetings now.
9. **What's** your secretary like? She's very efficient and punctual.
10. **Who** is your boss? Mr. Oliver.
11. **How long** have you been studying in this faculty? 5 years.
12. **How** does this machine stop? By pressing the red button.
13. **How far** can you run without stopping? 2km.
14. **What** is this? It's a scientific calculator.
15. **When** did your last order arrive?

### EXERCISE 2. Choose the correct question word in each sentence:

what   where   when   how   how old   how much   how many   whose   who

1. **When** is your birthday?
2. **How much** money have you got?
3. **How many** euros do you earn per month?
4. **Whose** wallet is this?
5. **What** are you doing here?
6. **Where** do you keep all those files?
7. **Who** is your English teacher?
8. **How** do you start an engine?
9. **Who** are you?

### EXERCISE 3. Match a question word in A and an answer in B:

A. What?	B. A lap-top computer.
Who?	Mr. Olsen.
Where?	In Denmark.
When?	On 5 <sup>th</sup> February 1975.
Why?	Because he is my boss.

## 10. MODAL VERBS

Modal verbs are special verbs which behave very differently from normal verbs

**Here is a list of modals:**

<b>can/can't</b>	ability, permission, possibility, certainty
<b>could/couldn't</b>	ability, possibility
<b>may/may not</b>	permission, possibility
<b>shall/shall not</b>	personal intention, willingness
<b>will/won't</b>	personal intention, willingness
<b>have to/don't have to</b>	obligation, requirement
<b>must/must not</b>	certainty, obligation
<b>should/shouldn't</b>	desirability, probability
<b>ought to/ought not to</b>	desirability, probability
<b>might/might not</b>	possibility
<b>used to/didn't use to</b>	habit in past
<b>would/wouldn't</b>	unreality, hypothesis

How to write sentences Using Modals:

**Subject + modal + second verb.** (Never add -s, -es, -ed, or -ing to the second verb.)

- **I + can + working six hours tonight.**
- **I + couldn't + studied last night.**

**MODAL VERBS EXERCISES****EXERCISE 1. Use one of the modal verbs in brackets to fill each gap.**

1. They (can/might) \_\_\_\_\_ be at home next Friday but I'm not sure.
2. You (may/might) \_\_\_\_\_ start doing your homework if you wish.
3. (Could/May) \_\_\_\_\_ you open the door, please?
4. He (can/could) \_\_\_\_\_ be Spanish, judging by his accent.
5. (May/Can) \_\_\_\_\_ you play the guitar?
6. Be careful, please. You (may not/might not) \_\_\_\_\_ speak during the exam.
7. They (can't/may not) \_\_\_\_\_ still be in the beach!
8. You (couldn't/might not) \_\_\_\_\_ smoke on the bus.
9. Tomorrow (can/could) \_\_\_\_\_ be a sunny day.
10. You (can/might) \_\_\_\_\_ be right but I'm going back to check anyway.

**EXERCISE 2. Would/should or ought to/might + have + past participle Exercise**

- 1 If I had gone to the sales, I'm sure I \_\_\_\_\_ something. (to buy)
- 2 Jane was very upset John didn't go to her party. He \_\_\_\_\_. (to go)
- 3 No-one's answering the phone. They \_\_\_\_\_ out. (to go)
- 4 The lights are out. They \_\_\_\_\_ to sleep. (to go)
- 5 We \_\_\_\_\_ Dave to the party if we had known he was in town. (to invite)
- 6 You \_\_\_\_\_ at Mary. She'll never forgive you. (to shout-NEGATIVE)
- 7 I \_\_\_\_\_ to have done some acting when I was younger. (to love)
- 8 You \_\_\_\_\_ to the pub on Saturday. We had a great time. (to come)
- 9 She \_\_\_\_\_ her mind. I'm not sure. (to change)



## MODAL VERBS KEY

### EXERCISE 1. Use one of the modal verbs in brackets to fill each gap.

1. They **might** be at home next Friday but I'm not sure.
2. You **may** start doing your homework if you wish.
3. **Could** you open the door, please?
4. He **could** be Spanish, judging by his accent.
5. **Can** you play the guitar?
6. Be careful, please. You **might not** speak during the exam.
7. They **can't** still be in the beach!
8. You **might not** smoke on the bus.
9. Tomorrow **can** be a sunny day.
10. You **might be** right but I'm going back to check anyway.

### EXERCISE 2. Would/should or ought to/might + have + past participle

- 1 If I had gone to the sales, I'm sure I would have bought something. (to buy)
- 2 Jane was very upset John didn't go to her party. He should have gone. (to go)
- 3 No-one's answering the phone. They might have gone out. (to go)
- 4 The lights are out. They might have gone to sleep. (to go)
- 5 We would have invited Bill to the party if we had known he was in town. (to invite)
- 6 You shouldn't have shouted at Mary. She'll never forgive you. (to shout-NEGATIVE)
- 7 I would have loved to have done some acting when I was younger. (to love)
- 8 You should have come to the pub on Saturday. We had a great time. (to come)
- 9 She might have changed her mind. I'm not sure. (to change)

## 11. FUTURE WITH WILL AND GOING TO

**Future Simple is used in the following cases:**

- **To express a future action or intention**  
E. We will leave tomorrow at 9 p.m.  
C. Marxarem demà a les 9.  
S. Nos iremos mañana a las 9.
- **To make a spontaneous decision at the time of speaking**  
E. The telephone is ringing. I'll get it.  
C. Sona el telèfon. Ja l'agafo.  
S. Suena el teléfono. Ya lo cojo.
- **To express willingness or refusal**  
E. I'll help to do your homework if I have time.  
C. T'ajudaré a fer els deures si tinc temps.  
S. Te ayudaré a hacer los deberes si tengo tiempo.
- **To express a prediction based on certain conditions or to give a warning**  
E. Don't take matches. You'll burn!  
C. No agafis els llumins. Et cremaràs!  
S. No cojas las cerillas. ¡Te quemarás!

**We use going to + verb to talk about future plans or intentions:**

- E. I am going to work in Ireland next summer.  
C. Aniré a treballar a Irlanda l'estiu que ve.  
S. Iré a trabajar a Irlanda el próximo verano.

**We also say that something is going to happen when something makes us believe so at the present:**

- E. It's very cloudy. It's going to rain.  
C. Hi ha molts núvols. Plourà.  
S. Está muy nublado. Va a llover.

**We can also use the Present Simple and Present Continuous to talk about the future:**

- E. The bus leaves tomorrow at 10.00.  
C. L'autobús surt demà a les 10.00.  
S. El autobús sale mañana a las 10.00.

- E. I'm meeting John tomorrow night.  
C. Ens veurem amb el John demà al vespre.  
S. Nos veremos con John mañana por la noche.

## FUTURE WITH WILL AND GOING TO EXERCISES

**Exercise 1. Fill in the blanks with the correct form of will or be going to .**

1. When can we meet? I.....meet you at 2.00 p.m. tomorrow.
2. He.....(not be) at university next week. He .....to have an operation.
3. Martha and John.....be technical engineers next year.
4. We.....(go) to study hard for the exams. They.....be difficult.
5. Tomorrow it..... be a nice day. We .....celebrate our birthday.
6. My father works in Germany but next week he.....stay at home.
7. When Jane and Joan finish their project, they.....look for a job.
8. Somebody is calling. I.....get it.
9. My grandmother .....help me to wash the dishes.
10. Your assistant .....arrive tomorrow at 9 p.m.

**EXERCISE 2. Look at the itinerary below. Ask and answer questions about Mr. Murray visit.**

<b>9.00</b>	Arrival
<b>9.05-10.45</b>	Meeting with the R+D Department
<b>10.45-11.45</b>	Meeting with the Managing Director
<b>11.45-12.45</b>	Demonstration of the M3 Prototype
<b>12.45-2.45</b>	Lunch with other engineers in the enterprise
<b>2.45</b>	Car to Terminal 2, Heathrow Airport
<b>5.00</b>	Flight to Oslo, LH 2411

### EXAMPLE

A: When is he arriving?

B: He is arriving at nine o'clock

.....

.....

.....

.....

.....

.....

**EXERCISE 3. Imagine you are a fortune teller. Predict your own future.**

## FUTURE WITH WILL AND GOING TO KEY

**Exercise 1. Fill in the blanks with the correct form of will or be going to .**

1. When can we meet? I **will** meet you at 2.00 p.m. tomorrow.
2. He **is not going to be** (not be) at university next week. He **is going to** have an operation.
3. Martha and John **will be** technical engineers next year.
4. We **are going** (go) **to** study hard for the exams. They **will be** difficult.
5. Tomorrow it **will be** a nice day. We **are going to** celebrate our birthday.
6. My father works in Germany but next week he **is going to** stay at home.
7. When Jane and Joan finish their project, they **will** look for a job.
8. Somebody is calling. **I'll** get it.
9. My grandmother **is going to** help me to wash the dishes tomorrow.
10. Your assistant **will arrive** tomorrow at 9 p.m.

**EXERCISE 2. Look at the itinerary below. Ask and answer questions about Mr. Murray visit.**

<b>9.00</b>	Arrival
<b>9.05-10.45</b>	Meeting with the R+D Department
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<b>11.45-12.45</b>	Demonstration of the M3 Prototype
<b>12.45-2.45</b>	Lunch with other engineers in the enterprise
<b>2.45</b>	Car to Terminal 2, Heathrow Airport
<b>5.00</b>	Flight to Oslo, LH 2411

A: When is he arriving? B: He is arriving at nine o'clock

A: **When is he meeting at the R+D Department?** B: He is meeting at the R+D Department at 9.05.

A: **When is he meeting with the Managing Director?** B: He is meeting with the Managing Director at 10.45.

A: **When is he having the demonstration of the M3 Prototype?** B: He is having the demonstration of the M3 Prototype at 11.45

A: **When is he having lunch with other engineers?** B: He is having lunch at 12.45

A: **When is he taking a car to Heathrow Airport?** B: He is taking a car to Heathrow Airport at 2.45.

A: **When is he taking a flight to Oslo?** B: He is taking a flight to Oslo at 5.00

**EXERCISE 3. Imagine you are a fortune teller. Predict your own future.**

**This exercise has to be done with the future construction to express predictions "will".**

## 12. CONDITIONALS

The proper use of the conditional pattern in English has been summarized in the following chart. In science conditional sentences are used to show cause-effect sequences in a process and state hypotheses in research.

TYPES	PATTERN	USED FOR
<b>TYPE 0</b>	If+ Present / Present	<b>GENERAL TRUTHS</b>
<b>TYPE 1</b>	If+Present / Future	<b>CAUSE-EFFECT</b>
<b>TYPE 2</b>	If+Past / would or could...+ Infinitive	<b>HYPOTHESIS (UNREAL)</b>
<b>TYPE 3</b>	If+ Past Perfect / would...+ Present Perfect	<b>PAST EVENTS (IMPOSSIBLE)</b>

### EXAMPLES

TYPE:	ENGLISH	CATALAN	SPANISH
<b>TYPE 0</b>	If you <b>heat</b> water it <b>boils</b> .	Si <b>escalfes</b> ( l' ) aigua, <b>bull</b> .	Si <b>calientas</b> (el) agua, <b>hierve</b> .
<b>TYPE 1</b>	If he <b>studies</b> hard, he will <b>pass</b> the final exam.	Si (ell) <b>estudia</b> força, <b>aprovarà</b> l'examen final	Si (él) estudia mucho, aprobará el examen final.
<b>TYPE 2</b>	If she <b>were</b> Dr. Johnson, she <b>would be</b> a very famous scientist.	Si (ella) <b>fos</b> la Dra. Johnson, <b>seria</b> una científica molt famosa.	Si (ella) <b>fuese/fuera</b> la Dra. Johnson, <b>sería</b> una científica muy famosa.
<b>TYPE 3</b>	If this machine <b>had not been</b> so expensive, we <b>could have bought</b> some more equipment.	Si aquesta màquina <b>no hagués estat</b> tan cara, <b>hauríem pogut comprar</b> quelcom més de material.	Si esta máquina <b>no hubiese /hubiera sido</b> tan cara, <b>habríamos podido comprar</b> algo más de material.

## CONDITIONALS EXERCISES

### EXERCISE 1. Link the following clauses to form conditional sentences.

1. If she passed her driving test,	a. unless (if not) the weather is good.
2. They will go home as soon as	b. if the environment weren't polluted.
3. Our staff won't work,	c. If you don't apply for it.
4. My brother will clean the car,	d. I'll take you to the cinema tonight.
5. We won't go cycling	e. he would give beautiful lectures.
6. If I missed the last bus,	f. I won't tell her about the news.
7. If we had known that before,	g. if our father pays him to do it.
8. We will travel to New York soon,	h. she would operate on patients.
9. If I were Bill Gates,	i. she would be really happy.
10. If she were a surgeon,	j. we would have avoided such error.
11. Everybody would be happy,	k. if we save money enough for it.
12. If Mr. Lyons were alive,	l. if working conditions aren't good.
13. You won't get a scholarship,	m. I would be quite famous by now.
14. If I finish the report on time,	n. I would be in trouble to go home.
15. Unless (if not) she calls,	o. they receive their salary.

### EXERCISE 2. Finish the following sentences with your own words.

1. If I were a famous scientist...
2. If I had studied Chemistry...
3. If I save enough money ...
4. If I hit a ball...
5. If I hadn't written that e-mail to her...
6. If I were studying in London...
7. If Mr. Brown had bought that company...
8. If Ms. Stevens improved her German...
9. If our staff stops working...
10. If my boss travelled to Scandinavia...

### EXERCISE 3. Correct the following sentences.

1. If I was younger, I would study Industrial Engineering.
2. If Mary were a teacher, I will attend to her classes.
3. If Mr. Olsen had bought a better car, he would have been in trouble now.
4. If Mr. and Mrs. Morrison doesn't live so far, I'd visit them more often.
5. If you study this unit properly, you wouldn't have any doubt about it.
6. If Matthias goes back to Sweden, we miss him for sure.
7. If my PC stops working now, I will gets into real trouble.
8. If you skip more classes, you would not pass this course.

## CONDITIONALS KEY

### EXERCISE 1. Link the following clauses to form conditional sentences.

1. If she passed her driving test,	I	a. unless (if not) the weather is good.
2. They will go home as soon as	O	b. if the environment weren't polluted.
3. Our staff won't work,	L	c. If you don't apply for it.
4. My brother will wash the car,	G	d. I'll take you to the cinema tonight.
5. We won't go cycling	A	e. he would give beautiful lectures.
6. If I missed the last bus,	N	f. I won't tell her about the news.
7. If we had known that before,	J	g. if our father pays him to do it.
8. We will travel to New York soon,	K	h. she would operate on patients.
9. If I were Bill Gates,	M	i. she would be really happy.
10. If she were a surgeon,	H	j. we would have avoided such error.
11. Everybody would be happy,	B	k. if we save money enough for it.
12. If Mr. Lyons were alive,	E	l. if working conditions aren't good.
13. You won't get a scholarship,	C	m. I would be quite famous by now.
14. If I finish the report on time,	D	n. I would be in trouble to go home.
15. Unless (if not) she calls,	F	o. they receive their salary.

### EXERCISE 2. Finish the following sentences with your own words.

11. If I were a famous scientist, I'd devote time to research on new vaccines.
12. If I had studied Chemistry, I would have got a better paid job.
13. If I save enough money, I'll make a nice trip next summer.
14. If I hit a ball, it moves.
15. If I hadn't written that e-mail to her, she would have missed the lecture.
16. If I were studying in London, I would practise English every day.
17. If Mr. Brown had bought that company, he would have had a great success.
18. If Ms. Stevens improved her German, she could easily work in Berlin.
19. If our staff stops working, this will be a real mess.
20. If my boss travelled to Scandinavia, he would need an interpreter.

### EXERCISE 3. Correct the following sentences.

9. If I **were** younger, I would study Industrial Engineering.
10. If Mary were a teacher, I **would** attend to her classes.
11. If Mr. Olsen had bought a better car, he **wouldn't** have been in trouble now.
12. If Mr. and Mrs. Morrison **didn't** live so far, I'd visit them more often.
13. If you study this unit properly, you **won't** have any doubt about it.
14. If Matthias goes back to Sweden, we **will** miss him for sure.
15. If my PC stops working now, I will **get** into real trouble.
16. If you skip more classes, you **will** not pass this course.

### 13. RELATIVE PRONOUNS AND RELATIVE CLAUSES

Who, that, which, where, whose and when are relative pronouns. They are used to link clauses and they are more common in English written texts than in spoken language. They are very often found in scientific texts, thereby an explanation of the main types of relative clauses and pronouns together with bilingual examples has been included in this unit as a reference for English learners.

#### RELATIVE PRONOUNS

<b>FOR PEOPLE:</b>	that, who, whom, zero
<b>FOR THINGS:</b>	that, which, zero
<b>FOR POSSESSION:</b>	whose, of which (things)
<b>FOR PLACES:</b>	where, in which, at which
<b>FOR TIME:</b>	When

#### RELATIVE CLAUSES

ENGLISH	CATALAN	SPANISH
The coffee machine is broken.	La cafetera està espatllada.	La cafetera está estropeada.
This machine makes the best coffee.	Aquesta cafetera fa el millor cafè.	Esta cafetera hace el mejor café.
<b>RELATIVE CLAUSE:</b> The machine that makes the best coffee is broken.	<b>La cafetera que fa el millor cafè està espatllada</b>	<b>La cafetera que hace el mejor café está estropeada.</b>

#### TYPES

<b>DEFINING OR RESTRICTIVE</b>  (Essential to the meaning of the sentence)	<p>E. The woman <b>who</b> came to the meeting is our interpreter.  C. La dona <b>que</b> va venir a la reunió és la nostra intèrpret.  S. La mujer <b>que</b> vino a la reunión es nuestra intérprete.</p> <p>E. They don't know the people for <b>whom</b> I work.  C. No coneixen la gent <b>per a qui</b> treballo.  S. No conocen a la gente <b>para quién</b> trabajo.</p>
<b>NON-DEFINING OR NON-RESTRICTIVE</b>  (Extra information)  (BETWEEN COMMAS!)	<p>E. London, <b>where</b> I live, is a big city.  C. Londres, <b>on</b> visc, és una ciutat gran.  S. Londres, <b>dónde</b> vivo, es una ciudad grande.</p> <p>E. John, <b>whose</b> son is a doctor, is my neighbour.  C. En Joan, <b>el fill del qual</b> és metge, és el meu veí.  S. Juan, <b>cuyo</b> hijo es doctor, es mi vecino.</p>



## RELATIVE PRONOUNS AND CLAUSES EXERCISES

### EXERCISE 1. Make the following sentences relative.

1. The lift is out of order. The lift is the fastest.
2. Susan is an engineer. Susan works at ETSEIT.
3. The machine is very useful. The machine is quite expensive.
4. The new lab was painted recently. I work in the new lab.
5. Michael is a very successful lawyer. Michael's niece is a surgeon.
6. The man came to visit us yesterday. The man is our new boss.
7. Our teacher lives in Barcelona. Our teacher is 33 years old.
8. The woman is sitting next to me. The woman is blind.
9. Engineers work hard. Engineers get good jobs.
10. Some technicians are good. Some technicians are very expensive.

### EXERCISE 2. Indicate whether the following sentences are defining or non-defining relative clauses.

1. Bruce Springsteen, who is my favourite singer, will play in Barcelona next year.
2. ETSEIT, where I work, is an old but nice building in Terrassa.
3. The man who is calling me now is my boss.
4. The girl whom I talked to you about is that one.
5. Mr. Armstrong, who stepped on the moon for the first time, is now very old.
6. The dam which was built a year ago is already broken.
7. 1st October, when I celebrate my birthday, is an important date for me.
8. The device that is faulty must be returned immediately.
9. I met the surgeon who operated on my brother.
10. The university where I am getting my doctor degree is called Pompeu Fabra.

### EXERCISE 3. Correct the mistakes in the following relative clauses.

1. It is a branch of Engineering that I have always been interested in it.
2. Many people who don't study properly they don't sit for the exam.
3. The teacher is called Mrs. Pantling is a nice person.
4. The lecture that he gave us it was about Hydraulics.
5. There are a lot of words that their pronunciation is very similar.
6. David is taking a special course that it explains welding techniques.
7. Young people, whose parents are good drivers, probably will be good drivers, too.
8. During my specific training I learned about working in a team, what is very important.
9. I'm studying Biochemistry, that is very interesting.

## RELATIVE PRONOUNS& CLAUSES KEY

### EXERCISE 1. Make the following sentences relative.

1. The lift that is the fastest is out of order.
2. Susan, who is an engineer, works at ETSEIT,
3. The machine that is very useful is quite expensive.
4. The new lab, where I work, was painted recently.
5. Michael, whose niece is a surgeon, is a very successful lawyer.
6. The man who came to visit us yesterday is our new boss.
7. Our teacher, who lives in Barcelona, is 33 years old.
8. The woman who is sitting next to me is blind.
9. Engineers who work hard get good jobs.
10. Some technicians who are good are very expensive.

### EXERCISE 2. Indicate whether the following sentences are defining or non-defining relative clauses.

1. Bruce Springsteen, who is my favourite singer, will play in Barcelona next year. **NON-DEFINING**
2. ETSEIT, where I work, is an old but nice building in Terrassa. **NON-D.**
3. The man who is calling me now is my boss. **DEFINING**
4. The girl whom I talked to you about is that one. **DEFINING.**
5. Mr. Armstrong, who stepped on the moon for the first time... **(NON-D)**
6. The dam which was built a year ago is already broken. **DEFINING**
7. 1st October, when I celebrate my birthday, is an important... **(NON-D)**
8. The device that is faulty must be returned immediately. **DEFINING**
9. I met the surgeon who operated on my brother. **DEFINING**
10. The university where I am getting my doctor degree is called Pompeu Fabra. **DEFINING**

### EXERCISE 3. Correct the mistakes in the following relative clauses.

1. It is a branch of Engineering that I have always been interested in.
2. Many people who don't study properly don't sit for the exam.
3. The teacher, who is called Mrs.Pantling, is a nice person.
4. The lecture that he gave us it about Hydraulics.
5. There are a lot of words whose pronunciation is very similar.
6. David is taking a special course that explains welding techniques.
7. Young people whose parents are good drivers probably will be good drivers, too.
8. During my specific training I learned about working in a team, which is very important.
9. I'm studying Biochemistry, which is very interesting.

## 14. QUESTION TAGS

*Question tags* are the short questions that we put at the end of the sentence, specially in spoken English.

For **positive statements** we use the negative particle **not**:

{statement} + {auxiliary/modal} + [not] + {subject}

If there is **no auxiliary** or modal, we use **do**:

{statement} + {do} + [not] + {subject}

### Examples:

E. Elisabeth was not at her home, **was she?**

C. L'Elisabet no era a casa seva, **oi?**

S. Elisabet no estaba en su casa, ¿**verdad?**

E. You won the match, **didn't you?**

C. Vàreu guanyar el partit, **oi?**

S. Ganasteis el partido, ¿**no?**

**We use question tags in three ways:**

**1. To verify information; when we are fairly certain of a fact and want merely to check it, we can use a question tag:**

- Your brother isn't married, **is he?**

**2. To ask someone to do something; often this is used when we want someone to agree with what we say:**

- He's not a good worker, **is he?**
- You're very intelligent, **aren't you?** Can you help me with my project?

**3. To show surprise in a negative way when we cannot really believe something is true - we use this only in negative sentences:**

- She isn't studying yet, **is she?**

**After *let's*... and offers & suggestions we use *shall*:**

- Let's go, ***shall we?***

**After imperatives we use *will/would/can/could*:**

- Go to the doctor, ***won't you?***

## QUESTION TAGS EXERCISES

**EXERCISE 1. Match the letters with the numbers to make a question tag sentence.**

- |  |                   |
|--|-------------------|
| 1. You didn't want to sell the car,    | a. aren't you?    |
| 2. They arrived last night,            | b. couldn't they? |
| 3. She hasn't seen the film,           | c. am I?          |
| 4. We have to leave now,               | d. did you?       |
| 5. You are going to London next month, | e. don't they?    |
| 6. He never arrives on time,           | f. didn't they?   |
| 7. I am no good at swimming,           | g. is there?      |
| 8. They could have studied,            | h. don't we?      |
| 9. The engineers want to study,        | i. does he?       |
| 10. There isn't much time left,        | j. has she?       |

**EXERCISE 2. Add question tags to the following sentences:**

1. Let me help you.
2. You study English.
3. Your husband is from Italy.
4. John used to live in Paris.
5. Have another cup of coffee.
6. You will be technician next year.
7. We can all go together.
8. I am meeting you again next week.
9. She has been in England for a long time.
10. I can't study more.
11. You won't be able to go to the meeting.
12. My doctor is ill.
13. Wash your hands!
14. Don't let anything over the table.
15. His husband is working.
16. You shouldn't have payed the jeans.
17. I would like to be with my family next week.
18. My brother is on the phone.
19. They have worked a lot during all their lives.
20. Jenny will go to Rome next holiday.

## QUESTION TAGS KEY

**EXERCISE 1. Match the letters with the numbers to make a question tag sentence.**

1. You didn't want to sell the car, **did you?**
2. They arrived last night , **didn't they?**
3. She hasn't seen the film, **has she?**
4. We have to leave now , **have we?**
5. You are going to London next month, **aren't you?**
6. He never arrives on time, **doesn't he?**
7. I am no good at swimming, **am I?**
8. They could have studied, **couldn't they?**
9. Engineers want to work, **don't they?**
10. There isn't much time left, **is it?**

**EXERCISE 2. Add question tags to the following sentences:**

1. Let me help you, **won't you?**
2. You study English, **don't you?**
3. Your husband is from Italy, **isn't he?**
4. John used to live in Paris, **didn't he?**
5. Have another cup of coffee, **won't you?**
6. You will be technician next year, **won't you?**
7. We can all go together, **can't we?**
8. I am meeting you again next week, **aren't I?**
9. She has been in England for a long time, **hasn't she?**
10. I can't study more, **can I?**
11. You won't be able to go to the meeting, **will you?**
12. My doctor is ill, **isn't he?**
13. Wash your hands, **won't you?**
14. Don't let anything over the table, **will you?**
15. His husband is working, **isn't he?**
16. You shouldn't have payed the jeans, **shouldn't you?**
17. I would like to be with my family next week, **wouldn't I?**
18. My brother is on the phone, **isn't he?**
19. They have worked a lot during all their lives, **haven't they?**
20. Jenny will go to Rome next holiday, **won't she?**

## 15. THE PASSIVE VOICE

In English, we use the passive voice much more than in Catalan or Spanish. Besides, by using this impersonal style we focus on the facts rather than on the person performing the action, which is essential in a good technical description.

### A. How to move from Active into Passive voice:

<b>1. ACTIVE:</b> <u>The technician</u> <u>did</u> <u>a good job.</u>		
↓	S	V      O
<b>2. PASSIVE:</b> <u>A good job</u> <u>was done</u> <u>by the technician.</u>		
S	V	O

### B. How to transform verbs from Active into Passive voice:

PRESENT SIMPLE PASSIVE: is/are + <b>participle</b>	PAST SIMPLE PASSIVE:  was/were + <b>participle</b>	FUTURE SIMPLE:  will + be + <b>participle</b>
PRESENT CONTINUOUS PASSIVE: is/are + being + <b>participle</b>	PAST CONTINUOUS PASSIVE: was/were + being + <b>partic.</b>	FUTURE PERFECT PASSIVE: will + have been + <b>partic.</b>
PRESENT PERFECT PASSIVE: have/has (3ps) + been + <b>p.</b>	PAST PERFECT PASSIVE: Had + been + <b>participle</b>	MODAL VERBS (PASSIVE) : Modal + be + <b>participle</b>

### C. How **participles** are formed:

VERB TYPE:	INFINITIVE:	PARTICIPLE:
a) Regular verb	discover	discover <b>ed</b>
b) Irregular verb	write	write – wrote - <b>written</b>

## THE PASSIVE VOICE EXERCISES

### EXERCISE 1. Transform the following sentences from active into passive:

1. Dr. Johnson created a new robot.
2. The secretary has made several phone calls.
3. Scientists are doing research all the time.
4. We rarely invest money in the stock market.
5. The technician fixed our machine in two days.
6. Many customers can buy our new goods.
7. A miscalculation caused many problems.
8. Ms. Sullivan will arrange a meeting with the Board.
9. Good filters eliminate impurities.
10. The switchboard operator is connecting some people at the moment.
11. The Engineer used a conversion chart to calculate the distance.
12. One must check the water and oil levels before making a long trip by car.
13. Doctors prescribe medicines only when necessary.
14. That multinational company had employed new staff in 1992.
15. A combination of digits from 0 to 9 form whole numbers.

### EXERCISE 2. Match A and B columns to complete the following passive sentences:

A	B
A broken calliper	have been repaired by Mr. Robinson.
Some good rest	can be damaged easily.
Many car engines	had been sold to an American company.
Noise	must be respected in hospitals.
Most loudspeakers	has been fixed by a technician.
Silence	is supplied to most houses nowadays.
That recording studio	must be kept away from children.
Flammable liquids	can be reduced by using an insulator.
Electricity	is guaranteed in this spa.

### EXERCISE 3. Transform the following passive sentences into the active voice:

1. That window was broken by an explosion.
2. Some minerals are found in nature.
3. Excellent prototypes can be created by Engineering students.
4. Measuring devices are used in most factories.
5. Some accidents may be caused by careless welding.
6. Most programmes are being configured by computer experts.
7. An U.F.O. has been seen near the Pyrenees.

## THE PASSIVE VOICE KEY

### EXERCISE 1. Transform the following sentences from active into passive:

1. A new robot **was created** by Dr. Johnson.
2. Several phone calls **have been made** by the secretary.
3. Research **is being done** by scientists all the time.
4. Money **is rarely invested** in the stock market (by us).
5. Our machine **was fixed** by the technician in two days.
6. Our new goods **can be bought** by many customers.
7. Many problems **were caused** by a miscalculation.
8. A meeting with the Board **will be arranged** by Ms. Sullivan.
9. Impurities **are eliminated** by good filters.
10. Some people **are being connected** by the switchboard operator at the moment.
11. A conversion chart **was used** by the engineer to calculate the distance.
12. The water and oil levels **must be checked** before making a long trip by car.
13. Medicines **are prescribed** by doctors only when necessary.
14. New staff **had been employed** by that multinational in 1992.
15. Whole numbers **are formed** by a combination of digits from 0 to 9.

### EXERCISE 2. Match A and B columns to complete the following passive sentences:

A	B
A broken calliper	has been fixed by a technician.
Some good rest	is guaranteed in this spa.
Many car engines	have been repaired by Mr. Robinson.
Noise	can be reduced by using an insulator.
Most loudspeakers	can be damaged easily.
Silence	must be respected in hospitals.
That recording studio	had been sold to an American company.
Flammable liquids	must be kept away from children.
Electricity	is supplied to most houses nowadays.

### EXERCISE 3. Transform the following passive sentences into the active voice:

1. An explosion **broke** that window
2. (We) **find** some minerals in nature.
3. Engineering students **can create** excellent prototypes.
4. (People) **use** measuring devices in most factories.
5. Careless welding **may cause** some accidents.
8. Computer experts **are configuring** most programmes.
9. (Some people) **have seen** an U.F.O. near the Pyrenees.



## 16. THE ARTICLE

The use of the definite and indefinite article in English follow a series of rules, which have been compiled in this unit so that foreign language learners can study, revise and practise them easily.

DEFINITE ARTICLE	INDEFINITE ARTICLE
<p><b>An is used before vowels:</b></p> <p><b>An</b> artist, <b>an</b> engineer, <b>an</b> iglu, <b>an</b> hour, <b>an</b> underground</p>	<p><b>The</b> is used when the listener knows which one we are talking about:</p> <p>Can you open <b>the</b> window?          Who's the man in <b>the</b> black suit?          We've got a cat. <b>The</b> cat's name is Phoebe.</p>
<p><b>A is used before consonants:</b></p> <p><b>A</b> doctor, <b>a</b> university, <b>a</b> degree, <b>a</b> bachelor, <b>a</b> qualification, <b>a</b> car, <b>a</b> tool...</p>	<p><b>NO ARTICLE</b></p> <p><b>In certain expressions:</b> at home, go home, at school, at work, in bed.</p>
<p><b>A/ an is used when we mean 'any one' (it doesn't matter which one) or when the listener doesn't know which one we are referring to:</b></p> <p>I'd like to have <b>a</b> CD player.          Sally lives in <b>a</b> small flat near London.</p>	<p><b>In generalisations ( plurals or uncountable nouns):</b></p> <p><b>Cars</b> used to be cheaper a decade ago.          I like rock <b>music</b>.  <b>Oil</b> is produced in Texas.  <b>Students</b> are usually motivated.</p>
<p><b>A/an is also used when we give the class or group that somebody / something is in:</b></p> <p>What's that? It's <b>an</b> insect.          What is your job? I'm <b>a</b> designer.</p>	<p><b>With proper nouns and titles:</b></p> <p><b>Mr.</b> Spielberg, <b>King</b> Arthur, <b>Lord</b> Byron, England, Sesame Street, New York...</p> <p><b>With materials, colours &amp; languages:</b></p> <p>Iron, blue, Swedish.</p>
<p><b>A/ an is also used to mean 'every' in prices and measurements:</b></p> <p>Three Pounds <b>a</b> kilo.          Seventy kilometres <b>an</b> hour.</p>	<p><b>With months, seasons &amp; nationalities:</b></p> <p>In July, next summer, Australian.</p> <p><b>With activities, jobs and games:</b></p> <p>Fishing, Engineering, Chess.</p>

## THE ARTICLE EXERCISES

### EXERCISE 1. Choose the correct form, with or without THE.

1. Most people / The most people like travelling.
2. Family life / The family life is the basis of our society.
3. That journalist wrote an article about life / the life of Bill Gates.
4. Skiing / The skiing is my favourite sport in winter.
5. I hate violence / the violence.
6. In Britain coffee / the coffee is more expensive than tea / the tea.
7. Engineers / The engineers are usually creative people.
8. The English teacher / English teacher tries to motivate her students to learn.
9. Unemployment / the unemployment is a big problem in Spain.
10. Examinations / The examinations should take place in two weeks time.

### EXERCISE 2. Complete using a/an in each case.

1. It is .... lovely day today.
2. ETSEIT is .... old university.
3. Mr. Richmond is ... unusual man.
4. This is .... exception to the rule.
5. It is ... long business trip, but it is ... easy trip.
6. In Terrassa we have ... large library.
7. It is ... hour till lunch.
8. Yesterday was ... very windy day.
9. This is ... excellent idea, Anthony!
10. This is --- old device we used to measure temperature.

### EXERCISE 3. Complete the following sentences with the proper article.

1. ... chair on which you are sitting is not comfortable.
2. There is ....pencil on the desk.
3. There is ... customer who wants to see you.
4. I want to find ... good book to read tonight.
5. ...magazine I am reading now belongs to Martha.
6. I must buy ... new briefcase soon, this one is too old.
7. ....Architects are used to visiting building sites.
8. ....Tom Clancey's books sell very well these days.
9. ...Chicago city is very big.
10. ...gold in this ring is very old.
11. ...Honesty is the best policy.
12. ...Broadway merchants held a meeting.

## THE ARTICLE KEY

### EXERCISE 1. Choose the correct form, with or without THE.

1. **Most people** / The most people like travelling.
2. **Family life** / The family life is the basis of our society.
3. That journalist wrote an article about **life / the life** of Bill Gates.
4. **Skiing** / The skiing is my favourite sport in winter.
5. I hate **violence** / the violence.
6. In Britain **coffee** / the coffee is more expensive than **tea** / the tea.
7. **Engineers** / The engineers are usually creative people.
8. **The English teacher** / English teacher tries to motivate her students.
9. **Unemployment** / the unemployment is a big problem in Spain.
10. **Examinations** / The examinations should take place in two weeks time.

### EXERCISE 2. Complete using a/an in each case.

1. It is **a** lovely day today.
2. ETSEIT is **an** old university.
3. Mr. Richmond is **an** unusual man.
4. This is **an** exception to the rule.
5. It is **a** long business trip, but it is **an** easy trip.
6. In Terrassa we have **a** large library.
7. It is **an** hour till lunch.
8. Yesterday was **a** very windy day.
9. This is **an** excellent idea, Anthony!
10. This is **an** old device we used to measure temperature.

### EXERCISE 3. Complete the following sentences with the proper article.

1. **The** chair on which you are sitting is not comfortable.
2. There is **a** pencil on the desk.
3. There is **a** customer who wants to see you.
4. I want to find **a** good book to read tonight.
5. **The** magazine I am reading now belongs to Martha.
6. I must buy **a** new briefcase soon, this one is too old.
7. **X** Architects are used to visiting building sites.
8. **X** Tom Clancey's books sell very well these days.
9. **X** Chicago city is very big.
10. **The** gold in this ring is very old.
11. **X** Honesty is the best policy.
12. **The** Broadway merchants held a meeting.

## 17. PRONOUNS

PERSONAL PRONOUNS	PERSONAL PRONOUNS	POSSESSIVE DETERMINER	POSSESSIVE PRONOUNS	REFLEXIVE PRONOUNS
<i>SUBJECT</i>	<i>OBJECT</i>			
I	Me	My	Mine	Myself
You	You	Your	Yours	Yourself
He	Him	His	His	Himself
She	Her	Her	Hers	Herself
It	It	Its	-	Itself
We	Us	Our	Ours	Ourselves
You	You	Your	Yours	Yourselves
They	Them	Their	Theirs	Themselves

### 1. Personal Pronouns (Subject):

- E. **She** is an expert in Ergonomics.  
 C. Ella és una experta en ergonomia.  
 S. Ella es una experta en ergonomía.

### 2. Personal Pronouns (Object):

- E. I asked **him** to call me back in 10 minutes.  
 C. Li vaig demanar (a ell) que em tornés a telefonar al cap de deu minuts.  
 S. Le pedí (a él) que me volviera a llamar en diez minutos.

### 3. Possessive Determiner:

- E. This is **our** project planning.  
 C. Aquesta és la nostra programació del projecte.  
 S. Ésta es nuestra programación del proyecto.

### 4. Possessive Pronouns:

- E. That calculator is **mine**.  
 C. Aquella calculadora és meva.  
 S. Aquella calculadora es mía.

### 5. Reflexive Pronouns:

- E. Sometimes I look at **myself** in the mirror.  
 C. De vegades em miro al mirall.  
 S. A veces me miro al espejo.

## PRONOUNS EXERCISES

**EXERCISE 1. Complete the following sentences using the suitable personal pronoun, possessive determiner or pronoun and reflexive pronoun in each case:**

1. Tell ----- what you think about this budget before the meeting.
2. ----- sister is a project engineer and works in Berlin.
3. Mr. Murphy and ----- partners will visit us soon.
4. Sorry but this spanner is -----!
5. I always tell ----- how lucky I am to be working in Spain.
6. The storage and ----- problems is our major concern.
7. Technological innovation implies a higher quality of life for -----.
8. Don't ask me anything else, it's not ----- business anymore!
9. We must consider ----- fortunate to have such a great management.
10. Many scientists are worried about the ozone layer and ----- environmental impact.
11. Sally forgot ----- lap-top computer at home yesterday.
12. If you see Mr. Collins give ----- my regards, please.
13. The idea ----- sounds attractive to me. Go for it!
14. David and Jeremy are traveling soon, maybe I should ----- .
15. Most employees enjoy ----- a lot during holidays.

**EXERCISE 2. Complete each sentence matching A and B columns:**

A	B
Denis went to America with	my estimate was quite accurate.
My boss didn't forget that	for me.
Elisabeth and	his girlfriend Tina.
Mr. O'Connell thought that	than theirs.
Don't tell	just come to my party on Saturday.
Decision making is a very careful task	your brother to come along.
Most competitors think that	mistake of mine for a long time.
Our economic feasibility is better	I don't like his hairstyle.
I sometimes ask	her colleagues went on a business trip.
If you feel like	me that you got angry for that!
Please ask	with hers.
Michael is nice but	myself if I was right taking that decision.
All my plans coincide	they are the best themselves.
These projects have	Its advantages and disadvantages.

## PRONOUNS KEY

**EXERCISE 1. Complete the following sentences using the suitable personal pronoun, possessive adjective or pronoun and reflexive pronoun in each case:**

1. Tell **me** what you think about this budget before the meeting.
2. **My** sister is a project engineer and works in Berlin.
3. Mr. Murphy and **his** partners will visit us soon.
4. Sorry but this spanner is **mine**!
5. I always tell **myself** how lucky I am to be working here.
6. The storage and **its** problems is our major concern.
7. Technological innovation implies a higher quality of life for **us**.
8. Don't ask me anything else, it's not **your** business anymore!
9. We must consider **ourselves** fortunate to have such a great management.
10. Many scientists are worried about the ozone layer and **its** environmental impact.
11. Sally forgot **her** lap-top computer at home yesterday.
12. If you see Mr. Collins give **him** my regards, please.
13. The idea **itself** sounds attractive to me. Go for it!
14. David and Jeremy are travelling soon, maybe I should call **them**.
15. Most employees enjoy **themselves** a lot during holidays.

**EXERCISE 2. Complete each sentence matching A and B columns:**

A	B
Denis went to America with	his girlfriend Tina.
My boss didn't forget that	mistake of mine for a long time.
Elisabeth and	her colleagues went on a business trip.
Mr. O'Connell thought that	my estimate was quite accurate.
Don't tell	me that you got angry for that!
Decision making is a very careful task	for me!
Most competitors think that	they are the best themselves.
Our economic feasibility is better	than theirs.
I sometimes ask	myself if I was right taking that decision.
If you feel like	just come to my party on Saturday!
Please ask	your brother to come along.
Michael is nice but	I don't like his hairstyle.
All my plans coincide	with hers.
These projects have	its advantages and disadvantages.

## 18. PLURALS

Spelling rules for English plurals do sometimes contain too many exceptions. Therefore, a compilation of all its cases has been included in the following chart:

### NOUN PLURALS

CASES	SINGULAR Examples	PLURAL Examples	RULES
<b>Ending -s, -ss, -ch, -sh, -x</b>	bus, loss, church, brush, box	buses, losses, churches, brushes, boxes	Add <b>-es</b> Exception: loch-lochs
<b>Ending -y</b>	toy, donkey, tray, valley	toys, donkeys, trays, valleys	Add <b>-s</b> if -y follows consonant
	fly, lady, body, lorry	flies, ladies, bodies, lorries	Drop <b>-y</b> and add <b>-ies</b> if -y follows consonant
	Kennedy, Mary	Kennedys, Marys	Exception: proper nouns
<b>Ending -f, -fe</b>	knife, loaf, shelf, self, half, thief, life, leaf, wolf, calf, wife	Knives, loaves, shelves, selves, halves, thieves, lives, leaves, wolves, calves, wives	Certain nouns drop -f, -fe and add <b>-ves</b>
	roof, chief, reef, safe, cliff, handkerchief	roofs, chiefs, reefs, safes, cliffs, handkerchiefs,	Others add <b>-es</b>
	hoof, wharf, scarf	hoofs/hooves, wharfs/wharves, scarfs/scarves	Some have alternative endings
<b>Ending -o</b>	photo, memo, kilo, piano, radio, video, zoo	Photos, memos, kilos, pianos, radios, videos, zoos	Most nouns add <b>-s</b>

	SINGULAR	PLURAL	RULES
CASES	Examples	Examples	
Ending -o	tomato, cargo echo, hero, volcano	tomatoes, cargoes, echoes, heroes, volcanoes	But some very common nouns add -es
	banjo, zero, mosquito	banjos/ banjoes, zeros/ zeroes, mosquitos/ mosquitoes	Some have alternative endings
Irregular	Child, tooth, goose, foot, man, woman, mouse	Children, teeth, geese, feet, men, women, mice	
Nouns of foreign origin	Criterion, medium, crisis, bureau, chateau	Criteria, media, crises, bureaux, chateaux	Some keep original plural ending
	aquarium, stadium, gymnasium	aquariums, stadiums, gymnasiums	Some have become anglicized
	fungus, formula, curriculum	Fungi/funguses, formulae/formulas, curricula/ curriculums	Some have alternative endings
No change	aircraft, deer, fish, sheep	aircraft, deer, fish*, sheep * the plural fishes is sometimes used!	No change (but these are not uncountable nouns)
Compound nouns	tooth-brush, city centre, concert-hall	tooth-brushes, city centres, concert-halls	True noun usually becomes plural, the noun used as adjective does not change
	Commander-in-chief, passer-by, brother-in-law	Commanders-in-chief, passers-by, brothers-in-law	Other examples
	Court-martial	Courts-martial, court-marshals	Alternative endings



## PLURALS EXERCISES

### EXERCISE 1. Change the following sentences from singular to plural.

1. My child plays in the park every morning.
2. Your knife is next to the plate.
3. The dish is on the table.
4. Susan's new dress is very smart.
5. That plane leaves from Barcelona airport.
6. This bus stops at this corner.
7. The box is full.
8. There is a church near here.
9. Our English class begins at nine o'clock.
10. That man is a good Industrial Engineer.
11. Your dog seems a bit sick.
12. I enjoy studying this subject.
13. This new device works very well.
14. That woman is our controller.
15. The window's glass is broken.
16. My old watch does not run well.
17. Bosch salesman is very polite.
18. The English Lab's key is on the table.
19. A leaf reminds me of autumn.
20. Everyone loves this city.

### EXERCISE 2. Complete this chart with the plural form of the following singular nouns.

SINGULAR NOUN	PLURAL FORM
bolt	
drill	
engineer	
hammer	
paint brush	
pliers	
ruler	
spanner	
tool box	
trolley	
wire	
workbench	

## PLURALS KEY

### EXERCISE 1. Change the following sentences from singular to plural.

1. My **children** play in the **parks** every morning.
2. Your **knives** are next to the **plates**.
3. The **dishes** are on the **tables**.
4. Susan's new **dresses** are very smart.
5. Those **planes** leave from Barcelona airport.
6. These **buses** stop at these **corners**.
7. The **boxes** are full.
8. There are some **churches** near here.
9. Our English **classes** begin at nine o'clock.
10. Those **men** are good Industrial Engineers.
11. Your **dogs** seem a bit sick.
12. I enjoy studying these **subjects**.
13. This new **devices** work very well.
14. That **women** are our **controllers**.
15. The windows' **glasses** are broken.
16. My old **watches** do not run well.
17. Bosch **salesmen** are very polite.
18. The English Labs' **keys** are on the **tables**.
19. **Leaves** remind me of autumn.
20. Everyone loves these **cities**.

### EXERCISE 2. Complete this chart with the plural form of the following singular nouns.

SINGULAR NOUN	PLURAL FORM
bolt	bolts
drill	drills
engineer	engineers
hammer	hammers
paint brush	paint brushes
pliers	<i>pliers</i>
ruler	rulers
spanner	spanners
tool box	tool boxes
trolley	trolleys
wire	wires
workbench	workbenches

## 19. SUFFIXES AND PREFIXES

### Suffixes

An adjective can be recognised by its ending:

Pleased	Relevant	Active	Lucky	Wooden
Interesting	Moral	Atomic	Political Urban	

Some adjective suffixes give a clue to the adjective's meaning:

comprehensible/workable (can/able)	careful (with)
childish (in the manner)	careless (without)
dangerous/beautiful (having quality of)	childlike (similar to)

### Adjectives Ending in ed / ing

The film was boring. (ing/Present Participle)

I was bored with the film (ed/V3)

Adjectives that end with **ing** usually tell us what the noun does.

Adjectives that end with **ed** usually tell us the effect on the person or what the person feels.

### Prefixes

Some prefixes mean "not". If added to the beginning of an adjective, they give it the opposite meaning.

Amoral	Discontented	Imperfect	Irresponsible	Unfair
Antisocial	Illegal	Insane	Non-conductor	

Many other prefixes also give a clue to meaning:

Automatic (by itself)	Hypersensitive (too)	Multifocal (many)
Biannual (twice)	Intercontinental (between)	Superhuman (above)
Extraordinary (outside of)	Monotonous (one)	Ultra-modern (very)

## SUFFIXES AND PREFIXES EXERCISES

**EXERCISE 1. Fill in the blanks with the most appropriate adjective from the word blank.**

<b>Childish</b>	<b>Homeless</b>	<b>Autobiographical</b>	<b>Disillusioned</b>	<b>Generous</b>	<b>International</b>
<b>Irrelevant</b>		<b>Fatally</b>	<b>Wooden</b>	<b>Popular</b>	

1. ....communication is fast and easy with Internet.
2. John's book is.....It relates to his childhood.
3. The Canadians practise baseball. It is a.....sport in Canada.
4. The man was.....injured in a car accident.
5. Thank you. You are very.....with me.
6. There are many..... people in the Third World.
7. My friend lives in a.....cabin in the country.
8. Martha's..... behaviour always gets her into trouble.
9. I was very.....with the results of the election.
10. Your opinion has nothing to do with the discussion. It is completely.....

**EXERCISE 2. Fill in the blanks with the correct form of the word in brackets (either – ed or -ing ).**

1. I have never been..... in mechanics, although I am sure it is an.....job. (interest)
2. Watching the sunrise at the beach is an.....sight. I am.....at the number of people who go to the beach just to see the sunrise. (amaze)
3. The salesperson was so.....that she.....me to buy the expensive shoes. (convince)
4. The lecture was long and..... . Many students were.....by the end. (bore)
5. Lilian doesn't think soap operas are..... . She is more.....by other programmes.
6. Many people find the Africa situation..... . The conflicting News reports leave people.....as to what is really going on. (confuse)
7. Some people think the film *The fly* was..... . I was more..... by Halloween. (terrify)

**EXERCISE 3. Choose the correct answer:**

1. Kate was **(please/pleased/pleasing)**when she finished Maths.
2. I think it was very **(kind/kindly/kindless)** of you to call me when I was ill.
3. The boat tour was very **(interested/interest/interesting).**
4. Bill moved into his own flat. Now he is **(independent/ dependable/ independence)**

## SUFFIXES AND PREFIXES KEY

**EXERCISE 1. Fill in the blanks with the most appropriate adjective from the word blank.**

**Childish   Homeless   Autobiographical   Disillusioned   Generous**  
**International   Irrelevant   Injured   Wooden   Popular**

1. **International** communication is fast and easy with Internet.
2. John's book is **autobiographical**. It relates to his childhood.
3. The Canadians practise baseball. It is a **popular** sport in Canada.
4. The man was fatally **injured** in a car accident.
5. Thank you. You are very **generous** with me.
6. There are many **homeless** people in the Third World.
7. My friend lives in **wooden** a cabin in the country.
8. Martha's **childish** behaviour always gets her into trouble.
9. I was very **desillusioned** with the results of the election.
10. Your opinion has nothing to do with the discussion. It is completely **irrelevant**.

**EXERCISE 2. Fill in the blanks with the correct form of the word in brackets (either – ed or -ing )**

1. I have never been **interested** in swimming, although I am sure it is an **interesting** sport. (interest)
2. Watching the sunrise at the beach is an **amazing** sight. I am **amazed** at the number of people who go to the beach just to see the sunrise. (amaze)
3. The salesperson was so **convincing** that she **convinced** me to buy the expensive car. (convince)
4. The lecture was long and **boring**. Many students were **bored** by the end. (bore)
5. Lilian doesn't think soap operas are **interesting**. She is more **interested** by other programmes. (interest)
6. Many people find the Africa situation **confused**. The conflicting News reports leave people **confusing** as to what is really going on. (confuse)
7. Some people think the film *The fly* was **terrifying**. I was more **terrified** by Halloween. (terrify)

**EXERCISE 3. Choose the correct answer:**

1. Kate was **pleased** when she finished Maths.
2. I think it was very **kind** of you to call me when I was ill.
3. The boat tour was very **interesting**.
4. Bill moved into his own flat. Now he is **independent**.

## 20. COMPOUND NOUNS

In technical English, nouns are combined into compound structures in a variety of ways. They are placed together to represent specific items.

**There are three forms of compound nouns:**

1. **The closed form**, such as  
*Secondhand, notebook, makeup, crosstown*
2. **The hyphenated form**, such as  
*Radio-operator, air-heater, factory-worker, computer-designer*
3. **The open form**, such as  
*Cylinder head, metal spring, test data, gas turbine*

There are no clear rules about this - so write the common compounds that you know well as one word, and the others as two words.

The two parts may be:	Examples:
<b>noun + noun</b>	<i>water tank motorcycle</i>
<b>noun + verb</b>	<i>rainfall train-spotting</i>
<b>noun + adverb</b>	<i>hanger-on passer-by</i>
<b>verb + noun</b>	<i>washing machine driving licence</i>
<b>verb + adverb</b>	<i>lookout take-off</i>
<b>adjective + noun</b>	<i>greenhouse software</i>
<b>adjective + verb</b>	<i>dry-cleaning public speaking</i>
<b>adverb + noun</b>	<i>onlooker bystander</i>
<b>adverb + verb</b>	<i>output upturn</i>

**COMPOUND NOUNS EXERCISES**

**EXERCISE 1. Look at the list below. Form compound nouns by matching the words from each list:**

- | <b>A</b>      | <b>B</b>    |
|---------------|-------------|
| 1. steering   | a. brigade  |
| 2. tape       | b. song     |
| 3. lost       | c. skiing   |
| 4. death      | d. penalty  |
| 5. room       | e. families |
| 6. water      | f. mate     |
| 7. one-parent | g. property |
| 8. folk       | h. clock    |
| 9. fire       | i. wheel    |
| 10. alarm     | j. recorder |

**EXERCISE 2. Circle all the compound nouns:**

Running	Cabbage	Barnyard	Paintbrush	Woman
Snowshoe	Birthday	Seashell	Banana	Policeman

**EXERCISE 3. Complete the following sentences with the correct form of the words in capital letters. Use a hyphen if it is necessary.**

(RANGE)

1. The changes to the government will have ..... implications for ordinary people.

(POWER)

2. My friend has a job in the city selling stocks and shares but I don't envy his fast car or his ..... lifestyle.

(SEE)

3. I'm sorry to have to tell you this but your blouse is completely ..... when you stand next to the window!

(CAST)

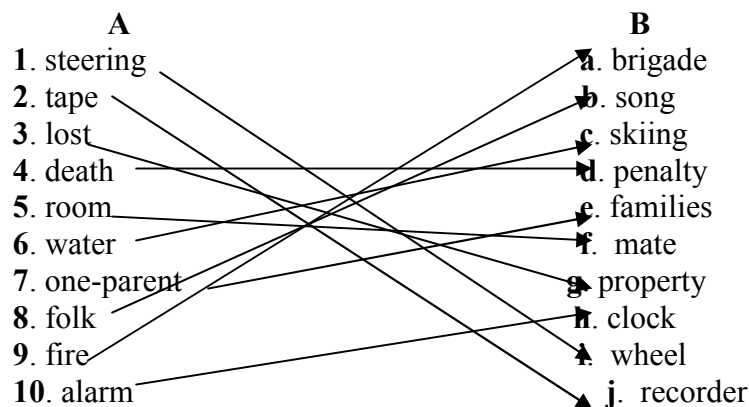
4. When I was a student I didn't have much money to spend on clothes but I didn't mind wearing other people's .....

(GET)

5. My friends are organising a ..... next week to celebrate my birthday so I hope you'll be able to come to it.

## COMPOUND NOUNS KEY

**EXERCISE 1. Look at the list below. Form compound nouns by matching the words from each list:**



**EXERCISE 2. Circle all the compound nouns:**

Running Cabbage    Barnyard    Paintbrush    Woman  
Snowshoe    Birthday    Seashell    Banana    Policeman

**EXERCISE 3. Complete the following sentences with the correct form of the words in capital letters. Use a hyphen if it is necessary.**

(RANGE)

1. The changes to the government will have **wide-ranging** implications for ordinary people.

(POWER)

2. My friend has a job in the city selling stocks and shares but I don't envy his fast car or his **high-powered** lifestyle.

(SEE)

3. I'm sorry to have to tell you this but your blouse is completely **seethrough** when you stand next to the window!

(CAST)

4. When I was a student I didn't have much money to spend on clothes but I didn't mind wearing other people's **cast-offs**

(GET)

5. My friends are organising a **get-together** next week to celebrate my birthday so I hope you'll be able to come to it.



## 21. QUANTIFIERS

Like articles, **quantifiers** are words that precede and modify nouns. They tell us how many or how much.

### a) SOME, ANY, NO, NONE (OF)

***Some* and *any* are used to talk about indefinite numbers or quantities. *Some* is used for positive statements, *any* for questions and negatives.**

E. There is ***some*** gold in the mine. (positive)

C. Hi ha una mica d'or a la mina.

S. Hay un poco de oro en la mina.

E. Is there ***any*** gold in the mine? (question)

C. Hi ha or a la mina?

S. ¿Hay oro en la mina?

E. Are there ***any*** tools in your garage? (question)

C. Hi ha ***alguna*** eina al teu garatge?

S. ¿Hay ***alguna*** herramienta en tu garaje?

E. There aren't ***any*** tools in my garage. (negative)

C. No hi ha ***cap*** eina al meu garatge.

S. No hay ***ninguna*** herramienta en mi garaje.

E. Would you like ***some*** more tea? (offer – expecting yes answer)

C. Vols ***una mica*** més de te?

S. ¿Quieres ***un poco*** más de te?

E. Can I have some coffee, please? (question)

C. Podria prendre ***una mica*** de cafè?

S. Podría tomar ***un poco*** de café?

E. Take ***any*** book you want. (meaning it doesn't matter which one)

C. Agafa el llibre que vulguis.

S. Coge el libro que quieras.

E. ***If*** there are any calls, take a message. (commonly used after *if*)

C. ***Si*** telefonen, agafa el missatge.

S. ***Si*** hay alguna llamada, coge el mensaje.

The examples above can also be applied for *anybody, anyone, anything, anywhere, somewhere, something, someone and somebody*.

E. I have **no** money.

C. **No** tinc diners.

S. **No** tengo dinero.

E. How many children do you have? **None**. (without a noun)

C. Quants nens tens? **Cap**.

S. ¿Cuántos niños tienes? **Ninguno**.

E. **None of** the students came into the class. (none of + plural noun)

C. **Cap dels** alumnes va venir a classe.

S. **Ningún** alumno vino a clase.

If the verb is positive, we do not use **any**. We use **no + noun, nothing, nobody or no one**. **None of** is followed by a noun or a pronoun.

## b) MUCH/ MANY, (A) FEW/ LITTLE, A LOT OF/LOTS OF/PLENTY OF

E. Joseph hasn't got **much** money.

C. En Josep no té **gaire** diners.

S. José no tiene **mucho** dinero.

E. Ann has **little** time for her breakfast. (almost none)

C. L'Anna té **poc** temps per esmorzar.

S. Ana tiene **poco** tiempo para desayunar.

E. Elsa and Brian have **a little** money in the bank. (some but not a lot)

C. L'Elsa i en Brian tenen **uns quants** diners al banc.

S. Elsa y Brian tienen **algo** de dinero en el banco.

**Much/little** (negative meaning)/**a little**(positive meaning) are used with non-count nouns.

E. John has **many** friends. (lots of)

C. En Joan té **molts** amics.

S. Juan tiene **muchos** amigos.

E. They have **few** books here. (almost none)

C. Tenen **pocs** llibres aquí.

S. Tienen **pocos** libros aquí.

- E. Sally has **a few** flowers in the garden. (some but not many)  
 C. La Sally té unes quantes flors al jardí.  
 S. Sally tiene unas cuantas flores en el jardín.

**Few** has a negative meaning. **A few** a positive meaning.  
**Too much** and **too many** mean “more than necessary”. **Much** is often used in negative sentences.

- E. **There is a lot of/plenty of/lots of** gold. (**much**)  
 C. **Hi ha molt/Està ple d’/ Hi ha una gran quantitat d’**or.  
 S. **Hay mucho/Está lleno de/ Hay una gran cantidad de** oro.

- E. There have been a lot of/lots of/plenty of exams. (**many**)  
 C. Hi hagut **molts / una gran quantitat**/Ha estat **ple d’**exàmens.  
 S. Ha habido **muchos/una gran cantidad**/Ha estado **lleno de** exámenes.

**A lot of/lots of/plenty of** can be used with non-count nouns and plural count nouns.

### c) **BOTH, NEITHER/ EITHER**

- E. **Both** films are about crimes. (or **Both of** the films...)  
 C. **Ambdues** pel·lícules són sobre crims.  
 S. **Ambas** películas tratan sobre crímenes.

- E. **Neither** T-shirt likes you. (or **Neither of** the T-shirts...)  
 C. **No** t’agrada **cap** samarreta.  
 S. **Ninguna** camiseta te gusta.

- E. **Either** subject is interesting. (or **Either of** the subjects...)  
 C. Qualsevol assignatura és interessant.  
 S. Cualquier asignatura es interesante.

**Both, neither** and **either** are used when talking about two things.  
**Both of, neither of** and **either of** require the or a pronoun before a noun.

## QUANTIFIERS EXERCISES

**EXERCISE 1.** Fill in the blanks with *some, any, none, none of or no*.

1. Are there.....pencils on the desk? No. There is.....material at all.
- 2.....students learned the lesson.
3. There is.....reason why you can't work in the office.
4. There aren't .....buses today.
5. "How many students cheated?" "....."

**EXERCISE 2.** Fill in the blanks with *somebody, someone, something, anybody, anyone, anything, somewhere or anywhere*.

1. ....will tell you the way to EUPM.
2. Iron is.....that John never works with.
3. I don't know.....to go tonight.
4. Your house was.....in England, wasn't it?
5. Did you find .....walking through the mountains?

**EXERCISE 3.** Fill in the blanks with *anything, anywhere, nothing, nowhere, no one or nobody*.

1. My brother rarely goes.....or does.....
- 2.....wants to pay for car repairs.
3. There is.....to go this weekend.
4. Is there.....you like in this bedroom?
- 5.....can't tell I didn't sleep yesterday night.

**EXERCISE 4.** Fill in the blanks with *much, many, a lot of, (a) few, little, plenty of or lots of*.

1. Joseph is so popular; he has.....friends. Jenny, her sister, is very different –she doesn't have .....friends, because She talks too.....
2. We haven't got.....air left in our tyres.
3. There are only.....tools on that table.
4. Mandy is very busy. She has.....time to spare.

**EXERCISE 5.** Underline the correct answer.

1. Either/Both/Most of the students are in the first class.
2. Neither/Both/Either jackets suit you.
3. Jimmy enjoys neither/both/either films.

## QUANTIFIERS KEY

**EXERCISE 1.** Fill in the blanks with *some, any, none, none of or no*.

1. Are there **any** pencils on the desk? No. There is **no** material at all.
2. **Some** students learned the lesson.
3. There is **no** reason why you can't work in the office.
4. There aren't **any** buses today.
5. "How many students cheated?" "None"

**EXERCISE 2.** Fill in the blanks with *somebody, someone, something, anybody, anyone, anything, somewhere or anywhere*.

1. **Somebody** will tell you the way to EUPM.
2. Iron is **something** that John never works with.
3. I don't know **anywhere** to go tonight.
4. Your house was **somewhere** in England, wasn't it?
5. Did you find **anything** walking through the mountains?

**EXERCISE 3.** Fill in the blanks with *anything, anywhere, nothing, nowhere, no one or nobody*.

1. My brother rarely goes **somewhere** or does **something**.
2. **Nobody** wants to pay for car repairs.
3. There is **nowhere** to go this weekend.
4. Is there **anything** you like in this bedroom?
5. **No one** can't tell I didn't sleep yesterday night.

**EXERCISE 4.** Fill in the blanks with *much, many, a lot of, (a) few, little, plenty of or lots of*.

1. Joseph is so popular; he has **a lot of** friends. Jenny, her sister, is very different – she doesn't have **many** friends, because She talks too **much**
2. We haven't got **much** air left in our tyres.
3. There are only **a few** tools on that table.
4. Mandy is very busy. She has **little** time to spare.

**EXERCISE 5.** Underline the correct answer.

1. Either/Both /Most of the students are in the first class.
2. Neither/Both/Either jackets suit you.
3. Jimmy enjoys neither/both/either films.

## 22. COMPARATIVES AND SUPERLATIVES

*Comparatives* and *superlatives* are special forms of adjectives. They are used to compare two or more things. Generally, comparatives are formed using **-er** and superlatives are formed using **-est**.

### a) Forming regular comparatives and superlatives

These forms are created depending on how many syllables there are in the adjectives. Here are the rules:

**Only one syllable**, ending in E.

Examples:

*wide, fine, cute*

**Add -R:**

*wider, finer, cuter*

**Add -ST:**

*widest, finest, cutest*

**Only one syllable**, with one vowel and one consonant at the end.

Examples:

*hot, big, fat*

Double the

consonant, and add -

**ER:**

*hotter, bigger, fatter*

Double the consonant,  
and add **-EST:**

*hottest, biggest, fattest*

**Only one syllable**, with more than one vowel or more than one consonant at the end. Examples:

*light, neat, fast*

**Add -ER:**

*lighter, neater, faster*

**Add -EST:**

*lightest, neatest, fastest*

**Two syllables**, ending in Y.

Examples:

*happy, silly, lonely*

Change Y to I, then

**add -ER:**

*happier, sillier,*

*lonelier*

Change Y to I, then **add**

**-EST:**

*happiest, silliest,*

*loneliest*

**Two syllables or more**, not ending in Y. Examples:

*modern, interesting, beautiful*

Use **MORE** before  
the adjective:

*more modern, more*

*interesting, more*

*beautiful*

Use **The MOST** before  
the adjective:

*the most modern, the*

*most interesting, the*

*most beautiful*

## HOW TO USE COMPARATIVES AND SUPERLATIVES

**Comparatives are used to compare two things. You can use sentences with THAN, or you can use a conjunction like BUT. Examples:**

E. A cylinder is **more expensive than** a piston.

C. Un cilindre és més car que un pistó.

S. Un cilindro es más caro que un pistón.

E. A piston is expensive, **but** a cylinder is **more expensive**.

C. Un pistó és car, però un cilindre n'és més.

S. Un pistón es caro, pero un cilindro es más caro.

**Superlatives are used to compare more than two things. Superlative sentences usually use THE, because there is only one superlative. Example:**

E. John is **tall**, and Carl is **taller**, but Bill is **the tallest** in the class.

C. En Joan és alt i en Carles és més alt, però en Bill és el més alt de la classe.

S. Juan es alto y Carlos es más alto, pero Bill es el más alto de la clase.

### b) FORMING IRREGULAR COMPARATIVES AND SUPERLATIVES

All of these adjectives have an irregular form:

Adjective	Comparative	Superlative
Good	Better	The best
Bad	Worse	The worst
Much	More	The most
Little	Less	The least
Far	Further/Farther	The furthest/The farthest

### c) AS + ADJECTIVE + AS

To compare people, places, events or things, when there is **no difference**, use **as + adjective + as** :

E. The tower is a hundred meters high. The bridge is a hundred meters high. The tower is **as high as** the bridge.

C. La torre mesura cent metres. El pont fa cent metres. La torre és **tan alta com** el pont.

S. La torre mide cien metros. El puente mide cien metros. La torre es **tan alta como** el puente.

## COMPARATIVES AND SUPERLATIVES EXERCISES

**EXERCISE 1. Complete the sentences using the superlative of the adjective of the first sentence :**

1. She is an *intelligent* girl. She is.....that I know.
2. That is a very *old* castle. It is.....castle in Spain.
3. My friend is very *beautiful*. She is.....in the school.
4. He is a very *good* architect. He is.....in the country.
5. John is less hard-worker than James. In fact, John is.....hard-worker in the office.

**EXERCISE 2. Choose the correct form of the comparative:**

- Allison is *smartest/the smarter/smarter* than Ann.  
 A Ford is *cheapest/the cheaper/cheaper* than a Mercedes.  
 Physics is *the more difficult/difficultier/more difficult* than Languages.  
 A plane is *more fast/faster/the fastest* than a car.  
 A skyscraper is *more tall/the most tall/taller* than a house.

**EXERCISE 3. Complete the following sentences:**

1. The most stressful situation is.....
2. The least stressful situation.....
3. The best thing in your university is.....
4. The worst book you ever have read is.....
5. The fastest car you know is.....

**EXERCISE 4. Describe gradual effects using *get* + *comparative*. Use the adjectives below.**

<b>longer</b>	<b>thinner</b>	<b>fitter</b>	<b>better dirtier</b>	<b>stronger</b>
---------------	----------------	---------------	-----------------------	-----------------

1. Joseph did a lot of exercise, so he got\_\_\_\_\_.
2. Elisabeth wanted to get\_\_\_\_\_, so she didn't eat fats.
3. Bill had to get\_\_\_\_\_, so he rested a lot.
4. Carl didn't want to cut his hair, so it got\_\_\_\_\_.
5. Peter hated showers, so he got\_\_\_\_\_everyday.
6. Erin liked exercise, so she got\_\_\_\_\_.

**EXERCISE 5. Word order. Write these sentences in the correct word order:**

1. as as tool my is expensive yours.
2. as copper as is heavy not iron.



## COMPARATIVES AND SUPERLATIVES KEY

**EXERCISE 1. Complete the sentences using the superlative of the adjective of the first sentence :**

1. She is an *intelligent* girl. She is **the most intelligent** girl that I know.
2. That is a very *old* castle. It is **the oldest** castle in Spain.
3. My friend is very *beautiful*. She is **the most beautiful** girl in the school.
4. He is a very *good* architect. He is **the best** architect in the country.
5. John is less hard-worker than James. In fact, John is **the least** hard-worker in the office.

**EXERCISE 2. Choose the correct form of the comparative:**

1. Allison is **smarter** than Ann.
2. A Ford is **cheaper** than a Mercedes.
3. Physics is **more difficult** than Languages.
4. A plane is **faster** than a car.
5. A skyscraper is **taller** than a house.

**EXERCISE 3. Complete the following sentences:**

*(The answer is optional. It depends on each student)*

1. The most stressful situation is.....
2. The least stressful situation.....
3. The best thing in your university is.....
4. The worst book you ever have read is.....
5. The fastest car you know is.....

**EXERCISE 4. Describe gradual effects using *get* + *comparative*. Use the adjectives below.**

longer	thinner	fitter	better	dirtier	stronger
--------	---------	--------	--------	---------	----------

1. Joseph did a lot of exercise, so he got **stronger**.
2. Elisabeth wanted to get **thinner**, so she didn't eat fats.
3. Bill had to get **better**, so he rested a lot.
4. Carl didn't want to cut his hair, so it got **longer**.
5. Peter hated showers, so he got **dirtier** everyday.
6. Erin liked exercise, so she got **fitter**.

**EXERCISE 5. Word order. Write these sentences in the correct word order:**

1. **My tool is as expensive as yours.**
2. **Copper is not as heavy as iron.**

## 23. COMPARISON AND CONTRAST

There are some ways to express similarities and differences in technical English. Apart from the comparatives and superlatives, some other expressions are used:

### 1. WAYS OF EXPRESSING COMPARISON

#### Expressions

- i. to be similar to
- ii. to be (almost) like
- iii. to resemble
- iv. to be the same as
- v. to be alike
- vi. to be similar
- vii. to compare to (to express similarity)
- viii. to compare with (to express both similarities and differences)
- ix. In comparison with
- x. ; similarly,
- xi. ; likewise,
- xii. (just) as + clause
- xiii. (just) like + clause
- both/neither/either

### 2.1. WAYS TO INDICATE CONTRAST

#### Expressions

- xiv. to be different from
- xv. to differ from
- xvi. to be unlike
- xvii. to be in contrast with
- xviii. to be opposed to

### 2.2. Connectors

<b>CONJUNCTIONS</b> Join 2 clauses		<b>PREPOSITIONS</b> Join a clause + noun phrase or gerund	<b>ADVERBS</b>
But	...although...	Despite	However,
And	...though...	In spite of	Nevertheless,
Yet	..., though	For all	though (oral)
As much	even though	Notwithstanding	on the one hand
As	Although		on the other hand
While	Whereas		all the same
			even so.
			still.
			yet.
			On the contrary,
			Compared with
			In/by comparison

## COMPARISON AND CONTRAST

### EXERCICE 1. Complete these sentences using a connector to indicate contrast:

1. .... I like traveling abroad, I can't do it this year because I have no money.
2. I am not a nervous person. .... I feel nervous when somebody is behind me.
3. She is intelligent. .... her brother.
4. .... working, we went to the university at 3 o'clock.
5. .... he was an architect, he didn't have practice in drawing.
6. .... the allergic, Martha was studying for her final exams.

### EXERCISE 2. Complete the dialogue with *like* or *as*:

1. Ann Smith works. .... a translator.
2. John looks ..... her grandmother Allison.
3. My mother talks to me. .... if I were a child.
4. I'm sorry Frank, but. .... I said the answer is "no".
5. I like this activity. It's. .... being on holiday.

### EXERCISE 3. Compare and contrast silver and gold.

*Are they similar enough that there are grounds for comparison? Are they sufficiently different?*

SIMILARITIES	DIFFERENCES
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

## COMPARISON AND CONTRAST KEY

### EXERCISE 1. Complete these sentences using a connector to indicate contrast:

1. **Although** I like traveling abroad, I can't do it this year because I have no money.
2. I am not a nervous person **but** I feel nervous when somebody is behind me.
3. She is intelligent **in comparison/compared with** her brother.
4. **In spite of** working, we went to the university at 3 o'clock.
5. **Although** he was an architect, he didn't have practice in drawing.
6. **Despite** the allergic, Martha was studying for her final exams.

### EXERCISE 2. Complete the dialogue with *like* or *as*:

1. Ann Smith works **as** a translator.
2. John looks **like** her grandmother Allison.
3. My mother talks to me **as** if I were a child.
4. I'm sorry Frank, but **as** I said the answer is "no".
5. I like this activity. It's **like** being on holiday.






### EXERCISE 3. Compare and contrast silver and gold. *This activity is going to be done depending on each student. It can be a way of introducing a dialogue in class.*

## 24. PREPOSITIONS

Generally, when we use prepositions of place, the reference is to **a *point***, **a *surface*** or **a *containing area***.

### Reference to a point in space (1)

#### indicating direction

	Go <i>to</i> A
	Go <i>away from</i> A
	Go <i>back to</i> A
	Go <i>through</i> A
	We have gone <i>past (beyond)</i> A




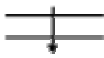
### Reference to a point in space (2)



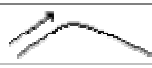

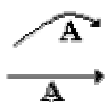

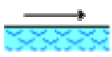
#### indicating position

	Stay <i>at</i> A
	We are <i>past (beyond)</i> A

### Reference to a surface (1)



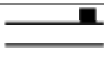








#### indicating direction



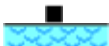

	Go <i>onto</i> the platform
	Get <i>off</i> the platform
	We are driving <i>along</i> the road
	We are going <i>across</i> the road

	A is running <b>behind</b> B
	A is running <b>beside</b> B
	Go <b>up</b> the hill
	Go <b>down</b> the hill
	Jump <b>over</b> A The plane is flying <b>over</b> A
	Crawl <b>under</b> A
	We are flying <b>above</b> the water

## Reference to a surface (2)



### indicating position

	Stay <b>on</b> the platform
	Stay <b>off</b> the platform
	We live <b>along</b> the road
	We are safely <b>across</b> the road
	A is <b>in front of</b> B
	A is <b>behind</b> B
	A is <b>beside</b> B
	A is <b>opposite</b> B
	We are <b>up</b> the hill
	We are <b>down</b> the hill
	It is <b>over</b> A

	Now we are <i>over</i> A
	Stay <i>under</i> A
	We are <i>above</i> the water
	We have gone all <i>(a)round</i> the circle My belt is <i>(a)round</i> my waist



### Reference to a containing area (1)

#### indicating direction

	Come <i>into (inside)</i> my office
	Go <i>out (outside) of</i> my office

### Reference to a containing area

#### indicating position

	Stay <i>in (inside)</i> my room
	Stay <i>out (outside)</i> of my room

## PREPOSITIONS EXERCISES

### EXERCISE 1. Complete with the appropriate preposition:

1. Our friends are \_\_\_\_ a wedding today.
2. My husband was \_\_\_\_ a party in Barcelona yesterday night.
3. I studied \_\_\_\_ England for four years.
4. Imagine you are \_\_\_\_ a ship and you carry it on...
5. When you are driving, it means, that you are \_\_\_\_ a car.
6. Now, John is \_\_\_\_ the kitchen cooking a lot.
7. My father is \_\_\_\_ work at 7.00 .
8. Somebody was \_\_\_\_ the corner of the street when we arrived.
9. The girls are \_\_\_\_ the window watching the landscape.
10. You appeared \_\_\_\_ television yesterday night.
11. A horse is \_\_\_\_ the field. In the field, there are many people.
12. John lives \_\_\_\_ the Main Street.
13. You are sitting \_\_\_\_ the table next to you.
14. You are \_\_\_\_ the photo, you have in your bedroom.
15. London is \_\_\_\_ the River Thames.

### EXERCISE 2. Complete the following sentences with the correct preposition: to, toward, on, onto, in, or into. Some sentences may have more than one possible correct answer. Remember that a few verbs of motion take only "on" rather than "onto."

1. Anna has returned \_\_\_\_ her home.
2. The dog jumped \_\_\_\_ the lake.
3. Are the boys still swimming \_\_\_\_ the pool?
4. Mathew fell \_\_\_\_ the floor.
5. The plane landed \_\_\_\_ the runway.
6. We drove \_\_\_\_ the river for an hour, but turned north before we reached it.
7. The kids climbed \_\_\_\_ the monkey bars.
8. Joanna got \_\_\_\_ Fred's car.
9. The baby spilled his cereal \_\_\_\_ the floor.
10. We cried to the man on the ladder, "Hang \_\_\_\_!"
11. I just called \_\_\_\_ say I love you.
12. Matthew and Michelle moved the table \_\_\_\_ the dining room.
13. Allan left your keys \_\_\_\_ the table.
14. Dr. Karper apologized for interrupting us, and told us to carry \_\_\_\_ with our discussion.
15. I'd like \_\_\_\_ ask you a question.
16. Pat drove Mike \_\_\_\_ the airport.
17. Glenn almost fell \_\_\_\_ the river.
18. The waitress noticed that there was no more Diet Pepsi \_\_\_\_ Marty's glass.
19. Lee and Sarah took the bus that was heading \_\_\_\_ the university.
20. Mary Sue jumped \_\_\_\_ the stage and danced



## PREPOSITIONS

### EXERCISE 1. Complete with the appropriate preposition:

1. Our friends are **at** a wedding today.
2. My husband was **at** a party in Barcelona yesterday night.
3. I studied **in** England for four years.
4. Imagine you are **on** a ship and you carry it on...
5. When you are driving, it means, that you are **in** a car.
6. Now, John is **in** the kitchen cooking a lot.
7. My father is **at** work at 7.00 .
8. Somebody was **on** the corner of the street when we arrived.
9. The girls are **at** the window watching the landscape.
10. You appeared **on** television yesterday night.
11. A horse is **in** the field. In the field, there are many people.
12. John lives **in / on** the Main Street.
13. You are sitting **at** the table next to you.
14. You are **in** the photo, you have in your bedroom.
15. London is **on** the River Thames.

### EXERCISE 2. Complete the following sentences with the correct preposition: to, toward, on, onto, in, or into. Some sentences may have more than one possible correct answer. Remember that a few verbs of motion take only "on" rather than "onto."

1. Anna has returned **to** her home town.
2. The dog jumped **in / into** the lake.
3. Are the boys still swimming **in** the pool?
4. Thomas fell **on / onto** the floor.
5. The plane landed **on** the runway.
6. We drove **toward** the river for an hour, but turned north before we reached it.
7. The kids climbed **on / onto** the monkey bars.
8. Joanna got **in / into** Fred's car.
9. The baby spilled his cereal **on** the floor.
10. We cried to the man on the ladder, "Hang **on**!"
11. I just called **to** say I love you.
12. Matthew and Michelle moved the table **into** the dining room.
13. Allan left your keys **on** the table.
14. Dr. Karper apologized for interrupting us, and told us to carry **on** with our discussion.
15. I'd like **to** ask you a question.
16. Pat drove Mike **to** the airport.
17. Glenn almost fell **in / into** the river.
18. The waitress noticed that there was no more Diet Pepsi **in** Marty's glass.
19. Lee and Sarah took the bus that was heading **toward** the university.
20. Mary Sue jumped **on / onto** the stage and danced.

## 25. ADVERBS

Adverbs are used to give more information about verbs and adjectives. Therefore, they play an important role in scientific descriptions of processes, procedures and instructions. A complete table with their main types, positions and examples has been included here for a better understanding of their function in the English sentence and in scientific contexts.

ADVERBS TYPE	POSITION	EXAMPLES
ADVERBS OF TIME	These usually <b>come at the end</b> of the clause.	After, again, ago, already, at first, at last, eventually, finally, in the end, before, early, late, now, once, soon, still, then, today, tomorrow, last, next, yesterday, yet...
ADVERBS OF FREQUENCY	They are usually <b>placed before the main verb</b> , except to be. If the sentence contains an auxiliary verb, the adverb still goes before the main verb.  If they contain more than one word they <b>usually come at the end</b> of the clause (unless followed by an adverbial of time), or less frequently at the beginning.	Often, usually, generally, ever, never, seldom, hardly ever, always, rarely, sometimes, frequently.  Now and then, once a day, every day, again and again, once, twice, three times, etc.,
ADVERBS OF PLACE	These usually <b>come at the end</b> of the clause, unless followed by adverbials of frequency and/or time.	Outside, inside, in, at, anywhere, somewhere, nowhere, around, far, near, there, here, up, down, away, back, behind, under, below, above, across, along, off, out...

<b>ADVERBS OF MANNER</b>	<p>They occur <b>either at the end of the clause, before the verb or after the first auxiliary.</b></p> <p>Most are formed by <b>adding – y</b> to the adjective:</p> <p>But if the adjective ends in – <b>y</b> then it is <b>replaced by –ily. And –l becomes –lly</b></p> <p>If it ends in <b>–ble</b>, it is <b>changed by –bly</b></p> <p>Others <b>do not change</b>:</p>	<p>Quickly, instinctively, carefully, carelessly, slowly, easily, intensely</p> <p>kind - <b>kindly</b></p> <p>easy – <b>easily</b></p> <p>careful - <b>carefully</b></p> <p>comfortable – <b>comfortably</b></p> <p>hard, well, aloud, fast, straight, tight.</p>
<b>ADVERBS OF DEGREE</b>	<p>They usually come <b>after the verb</b> and before and adjective.</p>	<p>Not at all, not very, a bit, quite, very, extremely, almost, greatly, much, partly, too, fairly, pretty, quite, rather.</p>
<b>ADVERBS OF QUANTITY (QUANTIFIERS)</b>	<p>These also <b>occur after the main verb.</b></p>	<p>One, some, any, not any, a few, few, a little, little, many, much, no, none, a lot of, lots of, plenty of, a great deal of, enough, several, all.</p>

## ADVERBS EXERCISES

**EXERCISE 1. Place the indicated adverb in its proper position in each of the following sentences.**

1. I saw Mr.Robins in the meeting. (yesterday)
2. Peter has been a very careful workman. (usually)
3. She goes to Düsseldorf on business trips. (often)
4. He stayed with our company. (seldom)
5. They celebrated their victory. (cheerfully)
6. Samantha plays the piano.(well)
7. Tom has spoken to me. (never)
8. The teacher prepares her lesson. (carefully)
9. Some students are late for class (always)
10. We went for a walk in the park. (on Saturday)
11. I spoke to Mr.Evans about that matter (last Friday)
12. Have you visited Denmark? (ever)
13. Have you finished writing your exercises? (already)
14. I have read that report. (twice)
15. Daniel is going to leave for Spain. (tomorrow)

**EXERCISE 2. Complete the table with the proper adverbs.**

ADJECTIVE	ADVERB
CAREFUL	
EXTREME	
COMPLETE	
ANGRY	
COMFORTABLE	
HAPPY	
SAD	
BEAUTIFUL	
SLOW	

**EXERCISE 3. Put the following sentences in order.**

1. I always am tired by the end the week of.
2. Sally yesterday read article research a interesting very.
3. Louise goes ever to the gym hardly.
4. Most of students my speak English good.
5. Just a businessmen few abroad travel occasionally.

## ADVERBS KEY

**EXERCISE 1. Place the indicated adverb in its proper position in each of the following sentences.**

1. I saw Mr.Robins in the meeting **yesterday**.
2. Peter has **usually** been a very careful workman.
3. She **often** goes to Düsseldorf on business trips.
4. He **seldom** stayed with our company.
5. They celebrated their victory **cheerfully**.
6. Samantha plays the piano **well**.
7. Tom has **never** spoken to me.
8. The teacher prepares her lesson **carefully**.
9. Some students are **always** late for class.
10. We went for a walk in the park **on Saturday**.
11. I spoke to Mr.Evans about that matter **last Friday**.
12. Have you **ever** visited Denmark?
13. Have you **already** finished writing your exercises?
14. I have read that report **twice**.
15. Daniel is going to leave for Spain **tomorrow**.

**EXERCISE 2. Complete the table with the proper adverbs.**

ADJECTIVE	ADVERB
careful	<b>carefully</b>
extreme	<b>extremely</b>
complete	<b>completely</b>
angry	<b>angrily</b>
comfortable	<b>comfortably</b>
happy	<b>happily</b>
sad	<b>sadly</b>
beautiful	<b>beautifully</b>
slow	<b>slowly</b>

**EXERCISE 3. Put the following sentences in order.**

16. I am always tired by the end of the week .
17. Sally read a very interesting research article yesterday.
18. Louise hardly ever goes to the gym.
19. Most of my students speak good English.
20. Just a few businessmen travel abroad occasionally.

## 26. THE ENGLISH SENTENCE PATTERNS

It is essential to be familiar with the different basic sentence patterns in English so as to be able to organize the sentence elements properly and be aware of their functions at the same time. Choosing the best type of sentence is sometimes hard for English learners, therefore two tables with the basic sentence patterns and bilingual examples have been included in this unit as a reference.

TYPE	PATTERN
	<b>SUBJECT + VERB + COMPLEMENT/S</b>
<b>TYPE 1</b>	Noun Phrase + Intransitive Verb
<b>TYPE 2</b>	Noun Phrase + Transitive V + Noun Phrase
<b>TYPE 3</b>	Noun Phrase + To Be + Noun Phrase (Adjective/ Noun/ Adverb of Place)
<b>TYPE 4</b>	Noun Phrase + Lexical Verb + Noun Phrase (Adjective/Noun)
<b>TYPE 5</b>	Noun Phrase + Transitive Verb + Object/s (Direct and Indirect)
<b>TYPE 6</b>	Noun Phrase + To Have + Noun Phrase
<b>TYPE 7</b>	Noun Phrase + To Be + Noun Phrase
<b>TYPE 8</b>	It + Lexical /weather verb + Noun Phrase

### EXAMPLES

TYPE	ENGLISH	CATALAN	SPANISH
<b>TYPE 1</b>	<b>Time flies.</b>	El temps vola.	El tiempo vuela.
<b>TYPE 2</b>	<b>I saw Martin.</b>	Vaig veure en Martí.	Ví a Martín.
<b>TYPE 3</b> (Noun) (AdvP)	<b>Paul is sad. (Adj)</b> <b>Arthur was my boss.</b> <b>My car is outside.</b>	En Pau està trist. L'Artur era el meu cap. El meu cotxe és fora.	Pablo está triste. Arturo era mi jefe. Mi coche está fuera.
<b>TYPE 4</b> (Noun)	<b>She seems happy(A)</b> <b>He became a lawyer.</b>	Ella sembla feliç. Es va fer advocat.	Ella parece feliz. Él se hizo abogado.
<b>TYPE 5</b>	<b>He gave us money.</b>	Ens va donar diners.	Nos dio dinero.
<b>TYPE 6</b>	<b>He has a cold.</b>	Té un refredat.	Tiene un resfriado.
<b>TYPE 7</b>	<b>It is very cold.</b>	Fa molt fred.	Hace mucho frío.
<b>TYPE 8</b>	<b>It sounds nice. (L)</b> <b>It is raining (W Verb)</b>	Sona bé. Està plovent.	Suena bien. Está lloviendo.

## ENGLISH SENTENCE PATTERNS

**EXERCISE 1. Indicate what type of basic statement pattern has each of the following sentences.**

1. They elected him President.
2. The students painted the classroom blue.
3. It sounds interesting.
4. Mr Davies' horse died.
5. Milk is healthy.
6. I am ready.
7. Her story was the truth.
8. The lion is the king of beasts.
9. Michael has grown old.
10. This food smells bad.
11. Sheila gave him a book.
12. Henry brought my brother a present.
13. The pain drove me mad.
14. This book may be interesting.
15. The cat killed a little rat.
16. The house looks great.
17. Mark looks an old man.
18. He won't have another chance.
19. This report lacks organization.
20. It smells like rain.
21. It is raining cats and dogs.
22. I saw him yesterday.
23. I can see the school from here.
24. The President's decision meant trouble.
25. They sold me a computer.

**EXERCISE 2. Following the basic order of English, make sentences with these words. Remember that sentences can be more complex: you can add adjectives, adverbs, infinitives, prepositional complements, etc. But the basic order will be Subject + Verb + Objects.**

1. study engineering English students
2. Maths is an subject important
3. Businessmen work companies in
4. good teacher a accurate gives explanations
5. Mr Swales a great is lecturer
6. CILFE6 an is interesting ESP congress international
7. Learning a is long language hard foreign and process
8. Engineers how make to learn calculations difficult
9. ETSEIT in a school Campus is Terrassa superior engineers for

## ENGLISH SENTENCE PATTERNS KEY

**EXERCISE 1. Indicate what type of basic statement pattern has each of the following sentences.**

1. They elected him President. **TYPE 5**
2. The students painted the classroom blue. **TYPE 5**
3. It sounds interesting. **TYPE 8**
4. Mr Davies' horse died. **TYPE 1**
5. Milk is healthy. **TYPE 3**
6. I am ready. **TYPE 3**
7. Her story was the truth. **TYPE 3**
8. The lion is the king of beasts. **TYPE 3**
9. Michael has grown old. **TYPE 4**
10. This food smells bad. **TYPE 4**
11. Sheila gave him a book. **TYPE 5**
12. Henry brought my brother a present. **TYPE 5**
13. The pain drove me mad. **TYPE 5**
14. This book may be interesting. **TYPE 3**
15. The cat killed a little rat. **TYPE 1**
16. The house looks great. **TYPE 4**
17. Mark looks an old man. **TYPE 4**
18. He won't have another chance. **TYPE 6**
19. This report lacks organization. **TYPE 6**
20. It smells like rain. **TYPE 8**
21. It is raining cats and dogs. **TYPE 7**
22. I saw him yesterday. **TYPE 2**
23. I can see the school from here. **TYPE 2**
24. The President's decision meant trouble. **TYPE 6**
25. They sold me a computer. **TYPE 5**

**EXERCISE 2. Following the basic order of English, make sentences with these words. Remember that sentences can be more complex: you can add adjectives, adverbs, infinitives, prepositional complements, etc. But the basic order will be Subject + Verb + Objects.**

1. Engineering students study English.
2. Maths is an important subject.
3. Businessmen work in companies.
4. A good teacher gives accurate explanations
5. Mr Swales is a great lecturer.
6. CILFE6 is an interesting ESP international congress.
7. Learning a foreign language is a long and hard process.
8. Engineers learn how to make difficult calculations.
9. ETSEIT is a superior school for engineers in Terrassa campus.



## 27. BASIC ERRORS

As second, or even third language learners, we still commit some basic errors in English that can be avoided just paying some attention to the following types:

WRONG SENTENCE:	CORRECTED VERSION:
-----------------	--------------------

### 1. OMISSION OF SUBJECT:

* Is easy to understand.	It is easy to understand.
* I think that is really important.	I think that <b>it</b> is really important.

### 2. FAULTY SUBJECT-VERB AGREEMENT:

* My boss like traveling abroad.	My boss <b>likes</b> traveling abroad.
* Many people has computers.	Many people <b>have</b> computers.

### 3. FAULTY NEGATION:

*He didn't finished his project.	He <b>didn't finish</b> his project.
* Peter didn't know nothing.	Peter didn't know anything.

### 4. FAULTY QUESTIONS FORMATION:

* Where Sarah lives ?	Where <b>does</b> Sarah <b>live</b> ?
* What does Tom studies?	What <b>does</b> Tom <b>study</b> ?

### 5. FAULTY ADJECTIVE-NOUN WORD ORDER

*This is a problem very common.	This is a very <b>common problem</b> .
*Martha studies a language foreign.	Martha studies a <b>foreign language</b> .

### 6. INFLECTION OF ADJECTIVES:

*These cars are too expensives.	These cars are too <b>expensive</b> .
*Mark studies difficults subjects.	Mark studies difficult <b>subjects</b> .

### 7. USE OF MODALS WITH OTHER THAN BASE FORM:

* I must to work on Saturdays.	I <b>must work</b> on Saturdays.
*That engineer can helps you.	That engineer <b>can help</b> you.

### 8. INCORRECT PRONOUN-ANTECEDENT CONCORDANCE:

* On Friday Mike wrote your report.	On Friday Mike wrote <b>his</b> report.
* This is terrible and his effects, too.	This is terrible and <b>its</b> effects, too.

### 9. USE OF THE FOR GENERIC MEANINGS:

* The life is very difficult.	<b>Life</b> is very difficult.
* The taxes are too high.	<b>Taxes</b> are too high.

## BASIC ERRORS

### EXERCISE 1. Correct the following sentences:

1. Engineers who study foreign languages cans have better jobs.
2. The teacher handed in some exercises easy.
3. Engineering is a profession very important.
4. Where is Lucy going the Sunday?
5. When my boss have a problem, he calls me.
6. If Tom has any problem with her project, please tell me.
7. I must to visit the headmaster to ask him for advise.
8. Where are going all the Electronics students?
9. The Robotics is a very interesting field.

### EXERCISE 2. Identify the type of error in each sentence:

WRONG SENTENCE:	ERROR TYPE:
* The money is necessary to live.	
* I bought two books and read its.	
* Philip don't can finish.	
* Tomorrow I will must work.	
* Susan no has time to study.	
* Everybody have a PC nowadays.	
* Why is going Ms. Johnson.?	
* Students didn't smoked in class.	
* Yesterday carried out an experiment.	
* Is essential to understand this.	

### EXERCISE 3. Choose the correct sentence in each case:

1. **The people/ people** like travelling abroad.
2. These electronic tools are very **usefuls/useful**.
3. My computer can **run/runs** this program.
4. The breakdown is serious and **her/its** consequences are terrible.
5. My colleague didn't **finish/ finished** his job on time.
6. My brother **like/likes** studying Chemistry.
7. **The smoking/smoking** is dangerous for everyone.
8. We **don't can/can't finish** today, I'm afraid.
9. Nobody **want/wants** to help me carrying those parcels.

## BASIC ERRORS KEY

### EXERCISE 1. Correct the following sentences:

1. Engineers who study foreign languages **can** have better jobs.
2. The teacher handed in some **easy exercises**.
3. Engineering is a very **important profession**.
4. Where is Lucy going **on** Sunday?
5. When my boss **has** a problem, he calls me.
6. If Tom has any problem with **his** project, please tell me.
7. I must **X** visit the headmaster to ask him for advise.
8. Where are all the Electronics students **going**?
9. **X** Robotics is a very interesting field.

### EXERCISE 2. Identify the type of error in each sentence:

WRONG SENTENCE:	ERROR TYPE:
* The money is necessary to live.	<b>9. THE IN GENERIC MEANINGS</b>
* I bought two books and read its.	<b>8. PRONOUN-ANTECEDENT</b>
* Philip don't can finish.	<b>7. USE OF MODALS</b>
* Tomorrow I will must work.	<b>7. USE OF MODALS</b>
* Susan no has time to study.	<b>3. FAULTY NEGATION</b>
* Everybody have a PC nowadays.	<b>2. SUBJECT-VERB AGREEMENT</b>
* Why is going Ms. Johnson.?	<b>4. FAULTY QUESTIONS</b>
* Students didn't smoked in class.	<b>3. FAULTY NEGATION</b>
* Yesterday carried out an experiment.	<b>1. OMISSION OF SUBJECT</b>
* Is essential to understand this.	<b>1. OMISSION OF SUBJECT</b>

### EXERCISE 3. Choose the correct sentence in each case:

1. The people/ **people** like travelling abroad.
2. These electronic tools are very **usefuls/useful**.
3. My computer can **run/runs** this program.
4. The breakdown is serious and **her/its** consequences are terrible.
5. My colleague didn't **finish/ finished** his job on time.
6. My brother **like/likes** studying Chemistry.
7. The **smoking/smoking** is dangerous for everyone.
8. We **don't can/can't finish** today, I'm afraid.
9. Nobody **want/wants** to help me carrying those parcels.

## 28. BUSINESS HEADINGS

Some useful advice on how to start and end a letter (both formal and informal style) has been included here so that English language learners can look it up as a basic reference.

<b>AT THE BEGINNING OF A LETTER:</b>	<b>ENGLISH</b>	<b>CATALAN</b>	<b>SPANISH</b>
<b>To someone you know or to a friend:</b>	Dear Mark, Dear Sandra, Hi David!	Estimat Marc, Estimada Sandra, Hola David!	Querido Marcos: Querida Sandra: ¡Hola David!
<b>To someone you know or to business contacts:</b>	Dear Mrs Smith, Dear Mr Jones, Dear Ms Russell,	Benvolguda senyora Smith, Benvolguda senyor Jones, Benvolguda senyora Russell,	Apreciada senhora Smith: Apreciado señor Jones Apreciada senhora Russell:
<b>To companies or organizations:</b>	Dear Sir or Madam, Dear Sirs,	Benvolguts senyor o senyora,  Benvolguts senyors,	Muy señores míos:  Estimados señoras:
<b>To someone whose title you know:</b>	Dear Sir, Dear Madam, Dear Doctor,	Distingit/Benvolgut senyor, Distingida senyora, Distingit doctor,	Distinguido señor: Estimada senhora: Apreciado doctor:
<b>ENDING LETTER:</b>	<b>ENGLISH</b>	<b>CATALAN</b>	<b>SPANISH</b>
<b>Informal:</b>	Love, Kisses, (xxx) Hugs, (000) Regards, Best wishes, Yours, (ever)	Cordialment, Petons, Una abraçada, Records, Amb els millors desitjos Salutacions,	Con cariño, Besos, Un fuerte abrazo, Recuerdos, Con mis mejores deseos, Saludos,
<b>Formal:</b>	Yours sincerely, (you know his/her name) Yours faithfully, (you don't know his/ her name)	Atentament,  Cordialment,	Atentamente,  Cordialmente,

## 29. BUSINESS LETTERS SAMPLES

### Customer Service Request Form

CUSTOMER SERVICE REQUEST

DATE \_\_\_\_\_

CUSTOMER \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

MERCHANDISE PROBLEMS: DELIVERY PROBLEMS:

ORDER NOT FILLED BAD ADDRESS

DEFECTIVE MERCHANDISE CUSTOMER NOT IN

REPAIR PROBLEM DELAYED/LOST IN TRANSIT

WRONG MERCHANDISE SOLD DAMAGED IN TRANSIT

AMOUNT CHARGED IN ERROR MDSE. MISSING IN PACKAGE

CREDIT/REFUND NOT ISSUED OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

REMARKS:

DISPOSITION:

**Advance Notice of Out of Business Sale**

Dear

It is true, we are going out of business!

My wife and I have decided that now that the children are grown, we are going to do some of things we could only dream about for so many years.

So, starting on (date) , everything in our store which includes our merchandise, our racks, our fixtures, our showcases and even our delivery truck will be up for sale and prices that are too good to be true.

As a good and valuable customer of ours, we thought you would be interested in this advance notice of sale that we are sending out today.

We will look forward to seeing you on the (date)

**Amendment to Lease****AMENDMENT TO LEASE**

FOR GOOD CONSIDERATION, \_ (Landlord), and \_ (Tenant), under a certain lease agreement between them for premises known as \_, dated \_, 19\_ hereby modify and amend said lease in the following particulars: (Describe modified terms)

—

All other terms shall remain as contained.

Signed under seal this \_ day of \_, 19\_.

---

Landlord

---

Tenant

## Agreement to Compromise Debt

### AGREEMENT TO COMPROMISE DEBT

FOR VALUE RECEIVED, the undersigned being a creditor of \_  
(Company) hereby enters into an agreement to compromise and  
reduce the indebtedness due the undersigned on the following  
terms and conditions:

1. The Company and the undersigned acknowledge that the  
present debt due is \$\_.
2. The parties agree that the undersigned shall accept the  
sum of \$\_ as full and total payment on said debt and in  
complete discharge of all monies presently due,  
provided the sum herein shall be punctually paid in  
the manner following:

—

3. In the event the Company fails to punctually pay the  
reduced amount, the undersigned creditor shall have  
full rights to prosecute its claim for the total debt  
due under paragraph 1 (less payments made).
  4. This agreement shall be binding upon and inure to the  
benefit of the parties, their successors, assigns and  
personal representatives.
- Signed under seal this \_ day of \_, 19\_.

\_\_\_\_\_  
Creditor

\_\_\_\_\_  
Company

**Apology After Cancellation of Order**

Dear

This is to acknowledge receipt of your letter of (date) in which you set forth your reasons for canceling your purchase order #

I am very sorry about the misunderstanding that led to this cancellation and have taken the matter up with management in order to ensure that a problem of this nature does not occur again.

As one of our valued customers, your satisfaction is one of our primary concerns. Please accept our apology.

**Complimentary Letter to Hotel**

Dear

Our (name of event) that was held at your hotel was extremely successful.

The compliments that I have received on your staff's courteousness and the excellent food that your chefs prepared for the occasion have been numerous.

Thank you for helping to make our event a success.

**Credit Extension to Past Due Preferred Customer**

Dear

Our credit department has notified me that your account is past due. You are one of our preferred customers and therefore we want to offer any assistance we can. We know that most overdue balances result from clerical errors. However, should you require additional time to settle your balance, please feel free to give us a call. I will see to it that you are granted an additional ( ) days in which to pay your account balance.

We value your business, and sincerely hope that this gesture will be of some help. Thank you for your kind consideration, and we look forward to seeing you soon.



**Cover Letter for Loan Book**

Dear

Thank you for the recent opportunity of serving you in our Installment Loan Department. The coupon book enclosed is provided for your convenience in making payments on your note. It will furnish you with a record of payments. We are certain that you will appreciate the convenience afforded by this book.

Please make all payments directly to us. They may be made at any teller's window, including the drive in, or payments may be made by mail. Checks or money orders should be made payable to (name of bank)

Please let us know if we can be of assistance to you in any of the other numerous banking services that we offer including checking accounts, savings accounts, trust department and investment counseling.

Please feel free to drop in anytime at your convenience to discuss your further needs with our staff.

**Cover Letter in Response to Catalog Request**

Dear

Thank you for your inquiry about our (equipment) I am enclosing our catalog for your review.

We developed (name of equipment) to provide educators with a comprehensive and effective means of transmitting information and to help modernize educational methods. That children are highly receptive and stimulated to learn through the usage of audio-visual material, is widely accepted by educators throughout the field.

After you have reviewed our material, we would appreciate hearing your comments, and we will look forward to answering any questions you have about our product.

Once again, thank you for your interest in the (product)

### 30. CURRICULUM VITAE

**NAME:**

**NATIONALITY:**

**DATE OF BIRTH:**

**ADDRESS:**

**TEL:**

**E-MAIL:**

**Driver's License**

#### EDUCATION

1995-1998 Bachelor of Technology in.....at the University of.....  
University degree in.....

#### COURSES TAKEN

1997 Catalan language studies-level.....(100 hours)

1993 Diploma in.....at....., Terrassa, Barcelona.

#### PUBLICATIONS

1996

#### AWARDS

1998 Awarded "Student of the Year" by.....

1997

#### WORK EXPERIENCE

1993-1995 .....Tasks

1992 .....Responsabilities

## LANGUAGES

Catalan- Mother Tongue  
Spanish- Mother Tongue  
English- Proficient  
French- Intermediate level

## COMPUTER SKILLS

2002 Course in Computer Studies (100 hours) – (MS DOS, WordPerfect, Word, Excel)  
2000 Currently work with Windows 98, Word, WordPerfect 6.0 and Excel.

## HOBBIES

Basketball, Tennis, Skiing, Canoeing.

## REFEREES

### At work

Name  
Position  
Address  
Contact number  
E-mail

### Academic

**CURRICULUM VITAE**

Write your own curriculum vitae following the model.

## 31. SCIENTIFIC REPORTS

The organizational structure commonly used to report experimental research in many scientific disciplines is called the **IMRAD** format. This structure includes 4 different sections: **I**ntroduction, **M**ethods, **R**esults And **D**iscussion. Some hints to illustrate this specific writing skill have been included here as a reference for learners.

SECTION	CONTENTS	REQUIREMENTS & ADVICE
<b>TITLE:</b>	<ol style="list-style-type: none"> <li>1. Describe contents clearly and precisely. Make it attractive for the reader.</li> <li>2. Provide key words for indexing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Avoid typical words such as, "Studies on", "An investigation of".</li> <li>2. Avoid abbreviations and jargon.</li> </ol>
<b>ABSTRACT:</b> <b>(The whole report in miniature)</b>	<ol style="list-style-type: none"> <li>1. State the main objectives (What did you investigate and why?)</li> <li>2. Describe methods (What did you do?)</li> <li>3. Summarize the most important results (What did you find out?)</li> <li>4. State major conclusions and significance (What do your results mean?)</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not include references to figures, tables or sources.</li> <li>2. Do not include information not mentioned in your report.</li> <li>3. Find out the maximum length allowed (may vary from 50 to 300 words)</li> <li>4. Extract key points from each section. Condense in successive revisions.</li> </ol>

<b>INTRODUCTION:</b>	<ol style="list-style-type: none"> <li>1. Describe the problem investigated (What is it?)</li> <li>2. Summarize relevant research to provide: context, key terms and concepts so that your reader can understand your experiment.</li> <li>3. Review relevant research to provide rationale (Why is your study so important?, What conflict or unanswered question, untested population, untried method in existing research does your experiment address?, What findings of others are you challenging or extending?)</li> <li>4. Describe your experiment briefly (What solution or step towards it do you propose?) Include your: hypothesis/es, research question/s, general experimental design or method and its justification (in case alternatives exist)</li> </ol>	<ol style="list-style-type: none"> <li>1. Move from general to specific (your experiment).</li> <li>2. Make clear the links between: problem-solution / question asked-research designed / prior research-your experiment</li> <li>3. Be selective, not exhaustive, in choosing studies to cite and amount of detail to include in your report.</li> <li>4. Ask for advice whether to summarize results and/or conclusions in the introduction section.</li> </ol>
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<b>METHODS:</b>	<ol style="list-style-type: none"> <li>1. Include the materials, subjects and equipment that you used for your experiment. Answer: How did you study the problem? And what did you see?</li> <li>2. Answer the following: How did you proceed?, What steps did you take?</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide enough detail for replication.</li> <li>2. Order procedures chronologically or by type of procedure.</li> <li>3. Use the past tense to describe what you did.</li> <li>4. Quantify whenever possible: concentrations, measurements, amounts, times, temperatures ,etc.</li> <li>5. Don't include details of common statistical procedures.</li> <li>6. Don't mix results with procedures.</li> </ol>
<b>RESULTS:</b>	<ol style="list-style-type: none"> <li>1. Briefly describe your experiment or procedure: (What did you observe?)</li> <li>2. Report main result/ s supported by selected data: <ul style="list-style-type: none"> <li>- Representative (most common)</li> <li>- Best case: (best example of ideal or exeption)</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Order multiple results logically: <ul style="list-style-type: none"> <li>- From most to least important.</li> <li>- From simple to complex.</li> <li>- Type by type.</li> </ul> </li> <li>2. Use the past tense to describe what happened.</li> <li>3. Select table data.</li> </ol>

<p><b>DISCUSSION:</b></p>	<p>Answer: What do your observations mean?</p> <ol style="list-style-type: none"> <li>1. Summarize the most important findings.</li> <li>2. Include the conclusions that you can draw for each major result.</li> <li>3. Consider patterns, principles and relationships that your results show.</li> <li>4. Show how results relate to expectations and to literature cited in the Introduction section (agreement, exception, contradiction)</li> <li>5. Add any plausible explanation for that.</li> <li>6. Indicate any additional research that might resolve contradictions, explain exceptions, etc.</li> <li>7. Explain how your results fit into a broader context: <ul style="list-style-type: none"> <li>- What theoretical implications do your results have?</li> <li>- What practical implications might your results have?</li> <li>- Can you extend your findings to other situations?</li> <li>- Help Understand</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Move from specific to general (i.e. from your findings to literature, theory and practice).</li> <li>2. Don't ignore the major issue: Did the study achieve the goal?/ resolve the problem?/ answer the question?/ support the hypothesis /es?</li> <li>3. Make your explanations complete: <ul style="list-style-type: none"> <li>- Give evidence for each conclusion.</li> <li>- Discuss possible reasons for expected and unexpected findings.</li> </ul> </li> <li>4. Don't overgeneralize.</li> <li>5. Don't ignore possible deviations in your data.</li> <li>6. Avoid speculation that cannot be tested in the foreseeable future.</li> </ol>
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## **ENGLISH FOR SPECIFIC PURPOSES**

## ACCOUNTING & BANKING

A list of the main vocabulary used in accounting and banking has been included in this appendix as a reference for Engineers.

English	Catalan	Spanish
Accountant	Comptable	Contable
Accounting	Comptabilitat	Contabilidad
Accounts department	Departament de comptabilitat	Departamento de contabilidad
Accounts payable	Comptes a pagar	Cuentas a pagar
Accounts receivable	Comptes a cobrar	Cuentas a cobrar
Accrual concept	Principi de meritació	Principio de devengo
Accrued liabilities	Passiu acumulat	Pasivo acumulado
Acquisition date	Data d'adquisició	Fecha de compra
Adviser (uk), advisor (usa)	Assesor / conseller	Asesor / consejero
Amount	Quantitat	Cantidad
Appreciation / added value	Plusvàlua	Plusvalía
Asset/ s	Actiu / béns	Activo / bienes
Auction	Subhasta	Subasta
Bad debt expense	Deutes de morosos	Deudas de morosos
Balance sheet	Balanç	Balance
Black economy	Mercat negre	Mercado negro
Bonds	Bonus	Bonos
Bonus	Bonificació	Bonificación
Budget	Pressupost	Presupuesto
By installments	Pagament a terminis	Pago a plazos
Cash	Flux monetari	Flujo monetario
Cash card	Targeta de caixer	Tarjeta de cajero
Cash desk	Caixa	Caja
Cash dispenser	Caixer automàtic	Cajero automático
Cash down	Pagament al comptat	Pago al contado
Cash flow	Moviment de fons	Líquido
Cash on delivery	Pagament al lliurament	Pago a la entrega
Cash price	Preu al comptat	Precio al contado
Cashier	Caixer	Cajero
Certificate	Pòlissa	Póliza
Certificate of deposits	Certificat de dipòsits	Certificado de depósitos
Charge	Recàrrec / multa	Recargo / multa
Competitive bid	Oferta	Oferta
Consumer goods	Béns de consum	Bienes de consumo

Copyright	Drets d'autor	Derechos autor
Corporation	Societat mercantil	Sociedad mercantil
Cost	Cost	Coste
Creditor	Creditor	Acreedor
Currency	Divisa	Divisa
Current asset	Actiu realitzable a curt termini	Activo realizable a corto plazo
Deal	Negociació	Negociación
Dealer	Operador borsari	Operador bursátil
Deed	Acte /execució	Acto / ejecución
Delay	Retard	Demora
Desclaim	Denegació	Denegación
Devaluation	Devaluació	Devaluación
Discount	Descompte	Descuento
Draft	Gir	Giro
Earnings	Guanys	Ganancias
Employee	Treballador	Empleado
Employer	Empresari/empleador	Empresario/empleador
Exchange rate	Tipus de canvi	Tipo de cambio
Expenditure	Cost	Coste
Expenses	Despeses	Gastos
Expiry date	Data de venciment	Fecha de vencimiento
Failure	Fallida	Quiebra
Founding partner	Soci fundador	Socio fundador
Fund	Fons	Fondos
Goodwill	Crèdit comercial / fons de comerç	Crédito comercial / fondo de comercio
Gross	Brut	Bruto
Gross profit	Benefici brut	Beneficio bruto
Guarantee / deposit	Fiança / dipòsit	Fianza / depósito
Guarantor	Avalador	Avalista
Headquarters	Oficina central	Oficina central
Income	Ingressos	Ingresos
Income statement	Compte de resultats	Cuenta de resultados
Incoming	Entrades	Entradas
Insolvency	Insolvència	Insolvencia
Interest and income taxes	Impostos dels ingressos o beneficis	Impuestos de los ingresos o beneficios
Interest rate	Tipus d'interès	Tipo de interés
Internal revenue service	Servei de recaptació	Servicio de recaudación
Investment plan	Pla d'inversió	Plan de inversión
Investor	Inversor	Inversor
Invoice (uk), bill (usa)	Factura	Factura
Law suit	Procés judicial	Litigio / pleito
Lender	Prestador	Prestamista
Liabilities	Passiu	Pasivo

License	Llicència	Licencia
Limited company	Societat anònima	Sociedad anónima
Long -term	A llarg termini	A largo plazo
Loss	Pèrdua	Pérdida
Manager	Cap	Jefe
Market accounts	Inversions de valors	Inversiones de valores
Market analysis	Anàlisi de mercat	Análisis de mercado
Market fluctuation	Oscil.lació de mercat	Oscilación de mercado
Matching concept	Correlació d'ingressos i despeses	Correlación de ingresos y gastos
Merchant	Comerciant	Comerciante
Merge	Fusió (empreses)	Fusión (empresas)
Mortgage	Hipoteca	Hipoteca
Net	Net	Neto
Net worth	Valor net	Valor neto
Offshore account	Compte a l'estranger	Cuenta en el extranjero
Operating expenses	Despeses de funcionament	Gastos de funcionamiento
Outflows	Sortides	Salidas
Owner's equity	Capital propi	Capital propio
Partnership	Societat col.lectiva	Sociedad colectiva
Patent	Patent	Patente
Payable to bearer	Per pagar al portador	Pagadero al portador
Prepaid expenses	Despeses anticipades	Gastos anticipados
Prepaid insurance	Assegurança anticipada	Seguro anticipado
Professional fees	Honoraris professionals	Honorarios profesionales
Profit	Lucre	Lucro
Profit sharing	Participació als beneficis	Participación en beneficios
Promissory	Pagaré	Pagaré
Property	Patrimoni	Patrimonio
Purchase	Comprar	Comprar
Purchase power	Poder adquisitiu	Poder adquisitivo
Purchasing power	Valor adquisitiu	Valor adquisitivo
Quotation	Pressupost	Presupuesto
Quotation price	Cotització	Cotización
Rate	Taxa	Tasa
Receipt	Rebut	Recibo
Renewal / extension	Pròrroga	Prórroga
Retained earnings	Beneficis retinguts	Beneficios retenidos
Revenues	Ingressos	Ingresos
Right	Dret	Derecho
Securities	Valors / títols obligacions	Valores / títulos Obligaciones
Settlement	Liquidació	Liquidación
Share	Acció	Acción
Shortage	Dèficit	Déficit
Short-term	A curt termini	A corto plazo

Stock holder	Accionista	Accionista
Stock market	Mercat borsari (borsa)	Mercado bursátil (bolsa)
Stock market cash	Borsa de valors	Bolsa de valores
Strategy	Estratègia	Estrategia
Subsidiary	Filial	Filial
Swing of quotations	Oscil.lació de cotitzacions	Oscilación de cotizaciones
Tax	Impost	Impuesto
Tax evasion	Frau	Fraude
Tax free	Lliure d'impostos	Libre de impuestos
Tax haven	Paradís fiscal	Paraíso fiscal
Tax offence	Delicte fiscal	Delito fiscal
Tax return	Declaració fiscal	Declaración fiscal
To apply for a loan	Demandar un prèste	Pedir un préstamo
To become due	Vèncer	Vencer
To boost	Pujar	Elevar
To cancel	Anul.lar	Anular
To cash	Bescanviar	Cambiar
To collect	Cobrar	Cobrar
To disburse	Desembossar	Desembolsar
To earn	Guanyar	Guanyar
To exceed	Excedir	Exceder
To exchange	Bescanviar	Canjear
To incur	Contraure	Contraer
To invest	Invertir	Invertir
To make a transaction	Fer una transferència	Hacer una transferencia
To offset	Compensar	Compensar
To open a bank account	Obrir un compte bancari	Abrir una cuenta bancaria
To pay off a debt	Pagar un deute	Pagar una deuda
To pay taxes	Tributar	Tributar
To purchase	Adquirir/ comprar	Adquirir / comprar
To settle an account	Liquidar un compte	Liquidar una cuenta
To spend	Gastar	Gastar
To sue	Demandar	Demandar
To transfer money	Transferir / moure diners	Transferir / mover dinero
To veer	Desviar	Desviar
To withdraw	Reintegrament	Reintegro
Trade	Comerç	Comercio
Trademark	Marca comercial	Marca comercial
Treasury	Tresor públic	Tesoro público
V.a.t.	Iva	Iva
Working capital	Fons de maniobra	Fondo de maniobra

## AT WORK

A selection of the most important vocabulary related to the workplace has been included here so that foreign language learners can get familiar with it.

English	Catalan	Spanish
A go-see	Visitar una empresa	Visitar una empresa
A job share	Treball compartit- socis	Trabajo compartido
Assembly line work (uk), serial production (usa)	Treball en cadena	Trabajo en cadena
Assistant	Ajudant	Ayudante
Basic wage	Salari base	Salario base
Boss	Cap	Jefe
Burnt out	Cremat / esgotat	Agotado
Businessman	Home de negocis	Hombre de negocios
Career-break	Pausa laboral	Pausa laboral
Claims	Reivindicacions	Reivindicaciones
Clerk	Oficinista	Oficinista
Coffee break	Pausa	Pausa
Covering letter	Carta de presentació	Carta de presentación
Cv	Currículum	Currículo
Daily wages	Sou	Jornal
Day labourer	Jornaler	Jornalero
Demonstration	Manifestació	Manifestación
Dismissal	Acomiadament	Despido
Early retirement	Jubilació anticipada	Jubilación anticipada
Employee	Empleat	Empleado
Employer	Persona que contracta	Persona que contrata
Employment bureau (uk), agency (usa)	Agència de col.locació	Agencia de colocación
Employment exchange (uk), employment bureau (usa)	Borsa de treball	Bolsa de trabajo
Enquiry letter	Carta de petició d'informació	Carta de petición de información
Export	Exportació	Exportación
Factory	Fàbrica	Fábrica
Farm worker	Treballador agrícola	Trabajador agrícola
Free-lancer	Col.laborador	Colaborador
Full- time job	Treball de jornada sencera	Trabajo de jornada entera
Goods	Béns / productes	Bienes/ productos

Holidays (uk), vacation (usa)	Vacances	Vacaciones
Import	Importació	Importación
Industrial accident	Accident laboral	Accidente laboral
Job	Feina	Empleo
Labour law	Dret laboral	Derecho laboral
Labour legislation	Llei laboral	Legislación laboral
Labour market	Mercat laboral	Mercado laboral
Letter of complaint	Carta de queixa / reclamació	Carta de queja / Reclamación
Management	Gerència	Gerencia
Maternity leave	Baixa per maternitat	Baja por maternidad
Meeting	Reunió	Reunión
Merchandise	Mercaderia	Mercadería
Minimum wage	Salari mínim	Salario mínimo
Ministry of labour (uk), department of labour (usa)	Ministeri de treball	Ministerio de trabajo
Mobbing	Assetjament	Acoso laboral
Negotiation	Negociació	Negociación
Old-age pension	Pensió (vellesa)	Pensión (vejez)
On sale	En venda	En venta
On sales	De rebaixes	De rebajas
Part-time employment / job	Treball de mitja jornada	Trabajo de media jornada
Part-time job	Treball de mitja Jornada	Trabajo de media jornada
Pay / wage / salary	Salari / sou	Salario / sueldo
Payday	Dia de pagament	Dia de paga
Payroll	Nòmina	Nómina
Permanent worker	Treballador fix (en plantilla)	Trabajador fijo (en plantilla)
Personnel department	Departament de personal	Departamento de personal
Production	Producció	Producción
Profession / occupation	Professió	Profesión
Purchase	Compra	Compra
Remuneration	Remuneració	Remuneración
Resignation	Dimissió	Dimisión
Retirement	Jubilació	Jubilación
Salary earner	Assalariat	Asalariado
Sale	Venda	Venta
Salesman /woman	Venedor/a	Vendedor/a
Schedule / Time-table	Horari	Horario
Seasonal worker	Treballador temporal	Temporero
Self-employed	Autònom	Autónomo
Shopassistant	Dependent/a	Dependiente/a
Situation / post	Lloc de treball	Puesto/empleo
Skilled worker	Treballador qualificat	Trabajador cualificado

Specialist	Especialista	Especialista
Staff	Personal	Personal / plantilla
Strike	Vaga	Huelga
Substitution	Substitució	Sustitución
Supplier	Proveïdor	Proveedor
Taxes	Impostos	Impuestos
To apply	Sol.licitar	Solicitar
To be paid by the hour	Treballar per hores	Trabajar por horas
To charge	Cobrar	Cobrar
To employ	Contractar	Contratar
To float the company / to go public	Vendre accions d'una empresa a la borsa	Vender acciones de una empresa en la bolsa
To go bust	Fer fallida	Ir a la bancarrota
To launch a product	Llançar un producte al mercat	Lanzar un producto al mercado
To make redundant	Acomiadar	Despedir
To sack/ fire / dismiss someone	Acomiadar algú	Despedir a alguien
To sell	Vendre	Vender
To set up a business	Iniciar un negoci	Abrir un negocio
To shortlist	Seleccionar	Seleccionar
To sign on / to go on the dole	Apuntar-se a l'atur	Apuntarse en el paro
To terminate a contract	Rescindir un contracte	Rescindir un contrato
To work overtime	Treballar hores extra	Trabajar horas extra
Trade / craft	Ofici	Oficio
Trade union (uk), labour union (usa)	Sindicat	Sindicato
Trainee (uk), apprentice (usa)	Aprenent	Aprendiz
Unemployed	Aturat	Parado
Unemployment	Atur	Paro
Unemployment benefit	Subsidi d'atur	Subsidio del desempleo
Unskilled worker	Treballador no qualificat	Trabajador no cualificado
Vacancy	Vacant	Vacante
Vocational training	Formació professional	Formación profesional
Work contract	Contracte de treball	Contrato de trabajo
Work experience	Pràctiques	Prácticas
Work permit	Permís de treball	Permiso de trabajo
Work shadowing	Aprender observant algú	Aprender observando
Worker	Obrer / treballador	Obrero / trabajador
Working class	Classe treballadora	Clase trabajadora
Working day (uk), workday (usa)	Dia feiner	Dia laborable
Working hours	Hores de feina	Horas de trabajo
Workshop	Taller	Taller



## BUSINESS AND TRADE

Most engineers should be familiar to business and trade specific vocabulary. Hence, a list of basic concepts and words has been included in this appendix.

English	Catalan	Spanish
Account book	Llibre de comptabilitat	Libro de contabilidad
Accountant / bookkeeper	Comptable	Contable
Accounting / bookkeeping	Comptabilitat	Contabilidad
Allowance / grant / subsidy	Subsidi / subvenció	Subsidio / subvención
Amortization / redemption	Amortització	Amortización
Available capital	Capital disponible	Capital disponible
Balance / balance sheet	Balanç	Balance
Bank	Banc/a	Banco/a
Banknote / note (uk), bill (usa)	Bitllet	Billete
Bearer cheque / cheque payable to bearer	Xec al portador	Cheque al portador
Black market	Mercat negre	Mercado negro
Bond / debenture	Obligació	Obligación
Borrower	Prestatari/ària	Prestatario/a
Budget	Pressupost	Presupuesto
Buyer	Comprador	Comprador
By cheque (pay)	Pagar amb xec	Pagar con cheque
By credit card (payment)	Pagar amb targeta de crèdit	Pagar con tarjeta de crédito
Capital	Capital	Capital
Capital flight	Fugida de capital	Fuga de capital
Cash balance	Saldo de caixa	Saldo de caja
Cash on hand	Efectiu a caixa	Efectivo en caja
Cash price	Preu al comptat	Precio al contado
Cashbook	Llibre de caixa	Libro de caja
Change	Canvi / monedes	Cambio / monedas
Cheque	Xec	Cheque
Chequebook (uk) / check book (usa)	Talonari de xecs	Talonario de cheques
Coin	Moneda	Moneda
Competition	Competència	Competencia
Competitor	Competidor	Competidor
Consumer	Consumidor	Consumidor
Consumer goods	Béns de consum	Bienes de consumo
Contingent expenses / contingencies	Despeses Imprevistes	Gastos imprevistos
Cost price	Preu de cost	Precio de coste

Credit	Crèdit	Crédito
Creditor	Creditor	Acreedor
Crossed cheque	Xec encreuat	Cheque cruzado
Currency	Divisa	Divisa
Current account (uk) / checking account (usa)	Compte corrent	Cuenta corriente
Customs	Duana	Aduana
Dealer /salesman	Venedor	Vendedor
Debtor	Deutor	Deudor
Deflación	Deflació	Deflación
Demand	Demanda	Demanda
Devaluation	Devaluació	Devaluación
Developing	En desenvolupament	En desarrollo
Discount	Descompte	Descuento
Dividend	Dividend	Dividendo
Domestic commerce / trade	Comerç nacional o interior	Comercio nacional o interior
Domestic currency	Moneda nacional	Moneda nacional
Drawing	Gir	Giro
Earnings	Guanys	Ganancias
Economic fluctuation	Fluctuació econòmica	Fluctuación económica
Economic situation	Situació econòmica	Situación económica
Economics	Economia	Economía
Economist	Economista	Economista
Expenses / expenditure / outgoing	Despeses	Gastos
Export / exportation	Exportació	Exportación
Exporter	Exportador	Exportador
Factory price / manufacturer's price	A preu de fàbrica	A precio de fábrica
Fiscal authorities	Hisenda	Fisco / hacienda
Fixed assets	Capital fix	Capital fijo
Fixed costs	Despeses fixes	Gastos fijos
Foreign commerce/ trade	Comerç exterior	Comercio exterior
Frozen capital	Capital congelat	Capital congelado
Goods	Béns	Bienes
Hire-purchase	Pagar a terminis	Pagar a plazos
Holding company	Holding	Holding
Import / importation	Importació	Importación
Importer	Importador	Importador
Income	Ingressos	Ingresos
Income tax	Impost sobre la renda	Impuesto sobre la renta
Infrastructure	Infraestructura	Infraestructura
Insurance	Assegurança	Seguro
Interest	Interès	Interés / rédito
International trade	Comerç internacional	Comercio internacional
Investment	Inversió	Inversión

Investor	Inversor	Inversor
Lender	Prestador	Prestamista
Loan / borrowing	Préstec	Préstamo
Manufacturer	Fabricant	Fabricante
Margin	Marge	Margen
Market	Mercat	Mercado
Marketing	Comercialització	Comercialización
Maturity	Venciment	Vencimiento
Middleman	Intermediari	Intermediario
Miscellaneous costs	Despeses varies	Gastos diversos
Money	Diners	Dinero
Monopoly	Monopoli	Monopolio
Mortgage	Hipoteca	Hipoteca
Offer	Oferta	Oferta
Open market	Mercat lliure	Mercado libre
Output / production	Producció	Producción
Overhead expenses	Despeses generals	Gastos generales
Price	Preu	Precio
Productivity	Productivitat	Productividad
Profit	Benefici	Beneficio
Profit margin	Marge de benefici	Margen de beneficio
Purchase	Compra	Compra
Purchasing power	Poder adquisitiu	Poder adquisitivo
Quotation	Cotització	Cotización
Rate of growth	Index de creixement	Índice de crecimiento
Rate of interest	Tipus d'interès	Tipo de interés
Registered / head office	Domicili social	Domicilio social
Retail	Al detall	Al por menor
Retail price	Preu al detall	Precio al por menor
Retailer	Minorista	Minorista
Sales	Vendes	Ventas
Saving	Estalvi	Ahorro
Scarcity	Manca	Escasez
Security / stock	Títol / valor	Título / valor
Self-financing	Autofinançament	Autofinanciación
Share	Acció	Acción
Shareholder / stockholder	Accionista	Accionista
Short / long / medium term loan	Préstec a curt / a llarg / a mitjà termini	Préstamo a corto / largo / medio plazo
Speculation	Especulació	Especulación
Stagnation	Estancament	Estancamiento
Standard of living	Nivell de vida	Nivel de vida
Statement of accounts	Estat de comptes	Estado de cuentas
Stock market / stock exchange	Mercat borsari (la borsa)	Mercado bursátil (bolsa)
Stocks	Existències	Existencias

Taxable	Subjecte a impost	Sujeto a impuesto
Tax / duty	Impost	Impuesto
Tax collector	Recaptador d'impostos	Recaudador de impuestos
Tax return	Declaració de la renda	Declaración de la renta
Taxation	Recaptació	Recaudación
Tax-free	Lliure d'impostos	Libre de impuestos
Taxpayer	Contribuent	Contribuyente
To pay in cash	Pagar en efectiu / metal·lic	Pagar en efectivo / en metálico
To pay in terms	Pagar a terminis	Pagar a plazos
To sell	Vendre	Vender
Trademark	Marca registrada	Marca registrada
Transfer	Transferència	Transferencia
Understanding / Agreement	Acord	Acuerdo
Wholesale	A l'engròs	Al por mayor
Wholesale price	Preu a l'engròs	Precio al por mayor
Wholesaler	Majorista	Mayorista

## ELECTRICAL APPLIANCES

A compilation of the most common electrical appliances has been included here.

English	Catalan	Spanish
Air conditioning	Aire condicionat	Aire acondicionado
Automatic washing machine	Rentadora automàtica	Lavadora automática
Cd player	Reproductor de disc compacte	Reproductor de disco compacto
Coffee maker	Cafetera elèctrica	Cafetera eléctrica
Coffee machine	Cafetera automàtica	Cafetera automática
Cooker hood	Campana extractora de fums	Campana extractora de humos
Deep-fat fryer	Fregidora elèctrica	Freidora eléctrica
Dishwasher / dishwashing machine	Rentavaixelles	Lavavajillas
Electric alarm clock	Despertador elèctric	Despertador eléctrico
Electric coffee grinder	Molinet de cafè elèctric	Molinillo de café eléctrico
Electric cooker	Cuina elèctrica	Cocina eléctrica
Electric fire	Estufa elèctrica	Estufa eléctrica
Electric hotplate	Escalfaplat elèctric	Calientaplatos eléctrico
Electric iron	Planxa elèctrica	Plancha eléctrica
Electric kettle	Tetera elèctrica	Tetera eléctrica
Electric kitchen knife	Ganivet elèctric	Cuchillo eléctrico
Electric lawnmower	Tallagespa elèctric	Cortacéspedes eléctrico
Electric lead	Cable elèctric	Cable eléctrico
Electric razor / shaver	Màquina d'afaitar elèctrica	Máquina de afeitarse eléctrica
Electric toothbrush	Respall de dents elèctric	Cepillo de dientes eléctrico
Electrical appliance	Aparell elèctric	Aparato eléctrico
Electricity	Electricitat	Electricidad
E-mail	Correu electrònic	Correo electrónico
Espresso coffee maker	Cafetera exprés	Cafetera exprés
Fan	Ventilador	Ventilador
Fan heater	Calefactor	Calefactor
Fax machine	Fax	Fax
Fluorescent lamp	Tub fluorescent	Tubo fluorescente
Freezer	Congelador	Congelador
Fridge	Nevera	Nevera / frigorífico
Fuse	Fusible	Fusible
Games console	Vídeocònsola	Videoconsola
Hairdryer	Secador (cabell)	Secador (pelo)
High-fidelity (hi-fi) system	Equip d'alta fidelitat	Equipo de alta fidelidad
Juice extractor / juicer	Exprimidor electric	Exprimidor eléctrico

Lamp	Làmpada	Lámpara
Microwave	Microones	Microondas
Mincer / mincing machine	Picadora de carn	Picadora de carne
Mixer / blender	Batedora	Batidora
Modem	Modem	Modem
Parabolic antenna	Antena parabòlica	Antena parabólica
Personal computer	Ordinador personal	Ordenador personal
Plug	Endoll (mascle)	Enchufe (macho)
Plug socket	Presa de corrent	Toma de corriente
Printer	Impressora	Impresora
Radio	Aparell de ràdio	Aparato de radio
Record player	Tocadiscs	Tocadiscos
Remote control	Comandament a distància	Mando a distancia
Scanner	Escàner	Escáner
Sewing machine	Màquina de cosir	Máquina de coser
Slide projector	Projector de diapositives	Proyector de diapositivas
Socket	Endoll (femella, de paret)	Enchufe (hembra, de pared)
Spotlight	Focus	Foco
Stereo system / equipment	Cadena estereofònica	Cadena estereofónica
Switch	Interruptor	Interruptor
Telephone / phone	Telèfon	Teléfono
Television / tv	Televisor	Televisor
Toasted sandwich maker	Sandvitxera	Sandwichera
Toaster	Torradora de pa	Tostador de pan
Tumble drier / tumble dryer	Assecadora elèctrica (roba)	Secadora eléctrica (ropa)
Vacuum cleaner	Aspiradora	Aspiradora
Video	Vídeo	Vídeo
Video camera	Videocàmera	Videocámara
Vídeo telephone	Videotelèfon	Videoteléfono
Word processor	Processador de textos	Procesador de textos

## ENGINEERING SPECIALITIES

English	Catalan	Spanish
Agriculture Engineering	Enginyeria Agrícola	Ingeniería Agrícola
Architecture	Arquitectura	Arquitectura
Automatic Control	Enginyeria de Sistemes, Automàtica i Informàtica Industrial	Ingeniería de Sistemas, Automática e Informática Industrial
Biotechnology	Biotecnologia	Biotecnología
Building Engineering	Enginyeria de la Construcció	Ingeniería de la Construcción
Business Administration	Organització d'Empreses	Organización de Empresas
Civil Engineering	Enginyeria de Camins, Canals i Ports	Ingeniería de Caminos, Canales y Puertos
Computer Architecture	Arquitectura de Computadors	Arquitectura de Computadores
Communications	Comunicacions	Comunicaciones
Chemical Engineering	Enginyeria Química	Ingeniería Química
Electric Engineering	Enginyeria Elèctrica	Ingeniería Eléctrica
Electronic Engineering	Enginyeria Electrònica	Ingeniería Electrónica
Environmental Engineering	Enginyeria del Medi Ambient	Ingeniería del Medio Ambiente
Fluid Mechanics	Mecànica de Fluids	Mecánica de Fluidos
Geotechnical Engineering and Geosciences	Enginyeria del Terreny, Cartogràfica i Geofísica	Ingeniería del Terreno, Cartográfica y Geofísica
Heat Engines	Màquines i Motors Tèrmics	Máquinas y Motores Térmicos
Hydraulic Engineering	Enginyeria Hidràulica	Ingeniería Hidráulica
Informatics	Informàtica	Informática
Industrial Engineering	Enginyeria Industrial	Ingeniería Industrial
Maritime Engineering	Enginyeria Marítima	Ingeniería Marítima
Mathematics	Matemàtiques	Matemáticas
Material Science	Ciències dels Materials	Ciencias de los Materiales
Mechanical Engineering	Enginyeria Mecànica	Ingeniería Mecánica
Metallurgy Engineering	Enginyeria Metal·lúrgica	Ingeniería Metalúrgica
Mining Engineering	Enginyeria Minera	Ingeniería Minera

Nautical Sciences	Ciències Nàutiques	Ciencias Náuticas
Nuclear Engineering	Enginyeria Nuclear	Ingeniería Nuclear
Operations Research	Investigació Operativa	Investigación Operativa
Optics	Òptica	Óptica
Optometry	Optometria	Optometría
Paper engineering	Enginyeria del Paper	Ingeniería del Papel
Photography	Fotografia	Fotografía
Physics	Física	Física
Signal Theory	Teoria del Senyal	Teoría de la Señal
Software Engineering	Enginyeria del Software	Ingeniería del Software
Statistics	Estadística	Estadística
Strength of materials	Resistència dels Materials	Resistencia de los Materiales
Structural Architecture	Estructures a l'Arquitectura	Estructuras EN la arquitectura
Structural Engineering	Estructures en Enginyeria	Estructuras en la ingeniería
Telecommunications	Telecomunicacions	Telecomunicaciones
Telematics	Telemàtica	Telemática
Textile Engineering	Enginyeria Tèxtil	Ingeniería Textil
Transport and Highway Engineering	Infraestructura del Transport i del Territori	Infraestructura del Transporte y del Territorio
Urbanism and Regional Planning	Urbanisme i Ordenació del Territori	Urbanismo y Ordenación del Territorio



## MATERIALS

A compilation of the most widely used materials in all branches of engineering has been included here as a reference.

English	Catalan	Spanish
Alloy	Aliatge	Aleación
Aluminium	Alumini	Aluminio
Brass	Llautó	Latón
Bronze	Bronze	Bronce
Carboard	Cartró	Cartón
Carbonfibre	Fibra de carbó	Fibra de carbón
Carbonpaper	Paper de carbó	Papel de carbón
Cast iron	Ferro forjat	Hierro forjado
Cellophane	Cel.lofana	Celofán
Cement	Ciment	Cemento
Ceramic	Ceràmica	Cerámica
Chalk	Guix	Yeso
Charcoal	Carbó vegetal	Carbón vegetal
Chromium	Crom	Cromo
Clay	Argila/fang	Barro
Coal	Carbó	Carbón
Composite	Compòsit	Composite
Concrete	Formigó	Hormigón
Copper	Coure	Cobre
Corduroy	Pana	Pana
Cotton	Cotó	Algodón
Cristal	Cristall	Cristal
Diamond	Diamant	Diamante
Felt	Feltre	Fieltro
Foil	Paper d'alumini / «de plata»	Papel de aluminio
Glass	Vidre	Vidrio
Gold	Or	Oro
Insulator	Aïllant	Aislante
Iron	Ferro	Hierro
Lead	Plom	Plomo
Eláter	Cuir	Cuero
Lining	Folre	Forro
Lycra	Licra	Lycra
Mercury	Mercuri	Mercurio
Mineral / ore	Mineral	Mineral
Nickel	Níquel	Níquel
Nylon	Niló	Nylon
Paper	Paper	Papel

Plastic	Plàstic	Plástico
Powder	En pols	En polvo
PVC	PVC	PVC
Quartz	Quars	Quarzo
Recycled paper	Paper reciclat	Papel reciclado
Reinforced glass	Vidre reforçat	Vidrio reforzado
Rock	Roca	Roca
Rope	Corda	Cuerda
Rubber	Goma	Goma
Sand	Sorra	Arena
Sandpaper	Paper de vidre	Papel de lija
Silicon	Silici	Silicio
Silo	Seda	Seda
Silver	Argent	Plata
Slate	Pissarra	Pizarra
Soil	Terra	Tierra
Stainless steel	Acer inoxidable	Acero inoxidable
Steel	Acer	Acero
Stone	Pedra	Piedra
String	Cordill	Cordón
Suede	Camussa	Ante
Tar	Quitrà	Alquitrán
Thread	Fil	Hilo
Uranium	Urani	Uranio
Velvet	Vellut	Terciopelo
Wax	Cera	Cera
Wicker	Vímet	Mimbre
Wire	Filferro	Alambre
Wood	Fusta	Madera
Wool	Llana	Lana
Wrapping paper	Paper d'embolicar	Papel para envolver
Zinc	Zinc	Zinc

## THE MEDIA

Most engineers should be already familiar with the media glossary included here.

English	Catalan	Spanish
Advertisement	Anunci (premsa)	Anuncio (prensa)
Aerial	Antena	Antena
Airmail	Correu aeri	Correo aéreo
Audience	Audiència	Audiencia
Broadcasting	Radiodifusió / retransmissió (tv)	Radiodifusión / Retransmisión (tv)
Call box (uk), phone box (usa)	Cabina telefònica	Cabina telefónica
Camera	Càmera	Cámara
Channel	Cadena / canal (tv)	Cadena / canal (tv)
Column	Columna (diari)	Columna (periódico)
Commercial	Anunci (tv)	Anuncio (tv)
Computer	Ordinador	Ordenador
Earpiece / receiver	Auricular	Auricular
E-mail	Correu electrònic	Correo electrónico
Exchange / switchboard	Centraleta	Centralita
Express registered	Carta urgent	Carta urgente
Fax	Fax	Fax
Interview	Entrevista	Entrevista
Journal	Revista especialitzada	Revista especializada
Journalist	Periodista	Periodista
Laser printer	Impressora làser	Impresora laser
Setter	Carta	Carta
Magazine	Revista	Revista
Messenger	Missatger	Mensajero
Microphone	Micròfon	Micrófono
Mobile phone / cell phone	Telèfon mòbil	Teléfono móvil
MODEM	Mòdem	Módem
News	Notícies	Noticias
News bulletin	Noticiari	Noticario
Newspaper	Diari	Periódico
Parcel	Paquet postal	Paquete postal
Photographer	Fotògraf	Fotógrafo
Picture	Imatge	Imagen
Post and telegraph office	Correus i telègrafs	Correos y telégrafos
Post box (uk), mailbox (usa)	Bústia	Buzón
Postage	Franqueig	Franqueo
Postage stamps	Segells	Sellos
Postal order	Gir postal	Giro postal

Postman (uk), mailman (usa)	Carter	Cartero
Presenter	Presentador /a	Presentador /a
Press	Prensa	Prensa
Printer	Impresora	Impresora
Public telephone	Telèfon públic	Teléfono público
Radio	Radio	Radio
Radio station	Emissora de ràdio	Emisora de radio
Report	Reportatge	Reportaje
Reporter	Reporter	Reportero
Satellite telecommunicat.	Comunicació via satèl.lit	Comunicación por satélite
Script	Guió	Guión
Share	Quota de pantalla	Cuota de pantalla
Sound	So	Sonido
Tape recorder	Magnetòfon	Magnetófono
Telegram	Telegrama	Telegrama
Telegram boy	Repartidor de telègrafs	Repartidor de telégrafos
Telephone	Telèfon	Teléfono
Televisioner	Televident / telespectador	Televidente / Telespectador
Video	Vídeo	Vídeo
Videoconference	Video-Conferència	Vídeo conferencia

## OFFICE MATERIAL

A list of office material translated into Catalan and Spanish has been included here so that English language learners can get familiar with its specific vocabulary.

English	Catalan	Spanish
Account book	Llibre de comptabilitat	Libreta de contabilidad
Address book	Llibreta d'adreces	Libreta de direcciones
Answering machine	Contestador automàtic	Contestador automático
Archive	Arxiu (lloc)	Archivo (sitio)
Briefcase	Cartera	Maletín
Briefing kit	Carpeta d'informació	Carpeta de información
Business computer	Ordinador de gestió	Ordenador de gestión
Calculator	Calculadora	Calculadora
Card index	Fitxer	Fichero
Clerk / office worker	Oficinista	Oficinista
Computer	Ordinador	Ordenador
Computer file	Fitxer informatitzat	Fichero informatizado
Computer graphics	Gràfics per ordinador	Gráficos por ordenador
Correcting fluid / tipp-ex	Corrector líquid	Corrector líquido
Database	Base de dades	Base de datos
Desk / bureau	Escriptori	Escritorio
Desk diary	Agenda	Agenda
Disk	Disc	Disco
Disk drive	Disquetera	Disquetera
Document	Document	Documento
Document holder	Portadocuments	Portadocumentos
E-mail	Correu electrònic	Correo electrónico
Engagement book	Agenda de treball	Agenda de trabajo
Envelope	Sobre	Sobre (carta)
Felt tip pen	Retolador	Rotulador
Files	Arxiu (document)	Archivo (documento)
Filing cabinet	Fitxer (moble)	Fichero (mueble)
Filing clerk	Arxiver	Archivero
Floppy disk / diskette	Disquet	Disquete
Folder / file	Carpeta / papers / Documents	Carpeta / papeles / Documentos
Fountain pen	Ploma estilogràfica	Pluma estilográfica
Glue	Cola	Pegamento
Hard disk	Disc dur	Disco duro
Index card	Fitxa	Ficha
Ink	Tinta	Tinta
Inventory / stocktaking	Inventari / balanç	Inventario / balance
Journal	Revista especialitzada	Revista especializada

Keyboard	Teclat	Teclado
Laser printer	Impressora làser	Impresora láser
Letter	Carta	Carta
Listing / print out	Llistat informàtic	Listado informático
Mail	Correu	Correo
Mainframe computer	Ordinador central	Ordenador central
Modem	Mòdem	Módem
Mouse	Ratolí	Ratón
Mousepad	Estoreta del ratolí	Alfombrilla del ratón
Newspaper	Diari	Periódico
Note	Nota / apunt	Anotación / apunte
Note book	Llibreta	Libreta
Office	Oficina / despatx	Oficina / despacho
Office furniture	Mobles d'oficina	Muebles de oficina
Paper knife	Obrecartes	Abrecartas
Paperclip	Clip	Sujetapapeles / clip
Paperweight	Petjapapers	Pisapapeles
Paperwork	Treball administratiu	Trabajo administrativo
Pen, ballpoint pen	Bolígraf	Bolígrafo
Pen/ pencil holder	Portallapis	Portalápices
Pencil	Llapis	Lápiz
Pencil-sharpener	Maquineta de fer punta	Sacapuntas
Personal computer	Ordinador	Ordenador
Photocopier / photocopying machine	Fotocopiadora	Fotocopiadora
Pocket diary	Agenda de butxaca	Agenda de bolsillo
Portable computer/ laptop computer	Ordinador portàtil	Ordenador portátil
Portfolio	Portafolis	Portafolios
Printer	Impressora	Impresora
Programa	Programa	Programa
Propelling pencil (uk) / mechanical pencil (usa)	Portamines	Portaminas
Ring binder	Carpeta d'anelles	Carpeta de anillas
Rubber	Goma d'esborrar	Goma de borrar
Ruler	Regle	Regla
Scanner	Escàner	Escáner
Scissors	Tisores	Tijeras
Screen / monitor	Pantalla	Pantalla
Secretary	Secretari /ària Administratiu /iva	Secretario/a Administrativo/a
Sheet	Foli	Folio
Spiral / bound notebook	Llibreta d'anelles	Libreta de anillas
Spreadsheet	Full de càlcul	Hoja de cálculo
Stamp	Segell	Sello
Staple/ paper fastener	Grapa	Grapa

Stapler /stapling gun	Grapadora	Grapadora
Sticky tape	Cinta adhesiva	Cinta adhesiva
Swivel chair	Cadira giratòria	Silla giratoria
Telephone	Telèfon	Teléfono
Telephone directory	Llista de telèfons	Listín telefónico
To call back	Tornar a trucar	Volver a llamar
To e-mail	Enviar un correu electrònic	Enviar un correo electrónico
To fax	Enviar un fax	Enviar un fax
To forward / send	Enviar	Enviar
To leave a message	Deixar un missatge	Dejar un mensaje
To post (uk), to mail (usa)	Enviar per correu	Enviar por correo
To print out	Imprimir	Imprimir
To save	Guardar / arxivar	Guardar / archivar
To take a message	Prendre nota	Coger un recado
To take notes	Prendre notes	Tomar notas
To telephone / To call / to ring	Trucar per telèfon	Llamar por teléfono
Typewriter	Màquina d'escriure	Máquina de escribir
Typist	Mecanògraf/a	Mecanógrafo/a
Wastepaper bin	Paperera	Papelera
Word processor	Processador de textos	Procesador de textos
Writing pad	Bloc	Bloc de notas

## PRODUCTION & MANUFACTURING

Most Engineers have to deal with production and manufacturing processes somehow. Thus, a list of its main words and concepts has been included here.

English	Catalan	Spanish
Antislip	Antilliscant	Antideslizante
Assembly line	Cadena de muntatge	Cadena de montaje
Assembly process	Procés de muntatge	Proceso de montaje
Automation	Automatisme	Automatismo
Auxiliary materials	Materials d'ajuda	Materiales de ayuda
Bar code	Codi de barres	Código de barras
Batch	Sèrie	Serie
Bulk production	Producció a l'engròs	Producción al por mayor
Colleague	Company de feina	Compañero de trabajo
Competition	Competència	Competencia
Computer -designed	Dissenyat per ordinador	Diseñado por ordenador
Computer -integrated manufacturing	Fabricació assistida per ordinador	Fabricación asistida por ordenador
Consumption per unit	Consum per unitat	Consumo por unidad
Continuous	Continu	Continuo
Continuous processing line	Línia de procés continu	Línea de proceso continuo
Counter	Comptador	Contador
Defect / fault	Defecte	Defecto
Delay	Retard	Retraso
Direct cost	Cost directe	Coste directo
Distribution expenses	Despeses de distribució	Gastos de distribución
Electrostatic charge	Càrrega electrostàtica	Carga electrostática
Endurance test	Test de resistència	Test de resistencia
Energy costs	Despesa d'energia	Gasto de energía
Equipment	Equipament	Equipamiento
Equipment purchase	Compra d'equipament	Compra de equipamiento
Factory floor	Fàbrica	Fábrica
Feasibility	Viabilitat	Viabilidad
Final inspection	Inspecció final	Inspección final
Finished goods inventory	Inventari de productes llestos	Inventario de productos acabados
Fixed manufacturing costs	Costos fixos de fabricació	Costes fijos de fabricación
Flowchart	Diagrama	Diagrama
Goods lift (uk), goods elevator (usa)	Munta càrregues	Montacargas
Guarantee (uk), warranty (usa)	Garantia	Garantía
Heavy materials	Materies pesants	Materia pesada



In process of completion	En procés final	En proceso final
In progress	En curs	En curso
In stock	En estoc	En stock
Industrial area	Zona industrial	Zona industrial
Industrial espionage	Espionatge industrial	Espionaje industrial
Industrial property	Propietat industrial	Propiedad industrial
Inventory listing	Llistat d'inventari	Listado de inventario
Label	Etiqueta	Etiqueta
Laboratory	Laboratori	Laboratorio
Laboratory test	Test de laboratori	Test de laboratorio
Labour cost per output unit	Cost de mà d'obra per unitat	Coste de mano de obra por unidad
Labour hand-work / manual labour	Mà d'obra	Mano de obra
Large scale	A gran escala	A gran escala
Logistics	Logística	Logística
Machine	Màquina	Máquina
Machinery	Maquinari	Maquinaria
Main product	Producte principal	Producto principal
Maintenance	Manteniment	Mantenimiento
Manufacturer's brand	Marca de fabricant	Marca de fabricante
Manufacturing industry	Indústria fabricant	Industria fabricant
Mass production	Producció en cadena	Producción en cadena
Mix	Barreja	Mezcla
Notice board	Taulell d'anuncis	Tablón de anuncios
Operations scheduling	Programació d'operacions	Programación de operaciones
Optical scanner reader	Lector òptic per escàner	Lector óptico por escáner
Order	Comanda	Pedido
Order backlog	Endarreriment de comanda	Retraso de pedido
Out of order	No funciona	No funciona
Packaging room	Sala d'embalatge	Sala de embalaje
Packing department	Departament d'embalatge	Departamento de embalaje
Parcel / packet	Pàquet	Paquete
Personal replacement	Canvi de personal	Cambio de personal
Personal rotation	Rotació de personal	Rotación de personal
Personnel management	Direcció / gestió de personal	Dirección de personal
Piece / item	Article	Artículo
Pilot plant	Planta de proves	Planta de pruebas
Plant manager	Cap de planta	Jefe de planta
Price tag	Etiqueta de preu	Etiqueta de precio
Processing method	Mètode de processament	Método de procesamiento
Producer / manufacturer	Productor / fabricant	Productor / fabricante
Product analysis	Anàlisi del Producte	Análisis del producto
Product design	Disseny del producte	Diseño del producto
Product launching	Llançament del producte	Lanzamiento del producto

Product range	Gamma de producte	Gama de producto
Product specialization	Especialització del producte	Especialización del producto
Production / manufacturing time	Temps de producció / fabricació	Tiempo de producción / fabricación
Production constraints	Limitacions de producció	Limitaciones de producción
Production cost	Cost de producció	Coste de producción
Production cycle	Cicle de producció	Ciclo de producción
Production index	Índex de producció	Índice de producción
Production management	Gestió de producció	Gestión de producción
Production manager	Cap de producció	Jefe de producción
Production output	Sortida del producte	Salida del producto
Production planning	Planificació de producció	Planificación de producción
Production potential	Potencial de producció	Potencial de producción
Production prices	Preus de producció	Precios de producción
Production standards	Estàndard de producció	Estándar de producción
Production volume ratio	Taxa de volum de producció	Tasa de volumen de producción
Productive	Productiu	Productivo
Productivity indicators	Indicadors de productivitat	Indicadores de productividad
Progress control	Control de progrés	Control de progreso
Project	Projecte	Proyecto
Project management	Gestió del projecte	Gestión del proyecto
Prototype	Prototip	Prototipo
Quality certificate	Certificat de qualitat	Certificado de calidad
Quality control	Control de qualitat	Control de calidad
Quality criteria	Criteri de qualitat	Criterio de calidad
Randomized sample	Mostra aleatòria	Muestra aleatoria
Raw material	Matèria primera	Materia prima
Reliable	Fiable	Fiable
Research and development	Recerca i desenvolupament	Investigación y desarrollo
Research lab	Laboratori de recerca	Laboratorio de investigación
Safety device	Aparell de seguretat	Aparato de seguridad
Safety measures	Mesures de seguretat	Medidas de seguridad
Semi-finished goods	Productes semi-acabats	Productos semi-acabados
Sheet	Placa	Placa / lámina
Shortage	Manca	Escasez
Spare part	Peça de recanvi	Pieza de recambio
Specific-purpose equipment	Equipament per a finalitats específiques	Equipamiento para finalidades específicas
Sticker	Adhesiu	Adhesivo
Stock level	Nivell d'estoc	Nivel de stock
Storage costs	Despeses d'emmagatzematge	Gastos de almacenamiento
Store room / warehouse	Magatzem	Almacén
Technical consultant	Assessor tècnic	Asesor técnico
Technician	Tècnic	Técnico

Timing / time scheduling	Programació/ cronometratge	Programación/ cronometraje
To carry	Transportar	Transportar
To deliver	Entregar	Entregar
To design	Dissenyar	Diseñar
To draw a plan	Dibuixar un planell	Dibujar un plano
To handle	Manipular	Manipular
To innovate	Innovar	Innovar
To label	Etiquetar	Etiquetar
To load	Carregar	Cargar
To overproduce	Produir massa	Producir demasiado
To pack	Empaquetar	Empaquetar
To plan	Planificar	Planificar
To programme / schedule	Programar	Programar
To repair / fix	Arreglar	Arreglar
To store	Emmagatzemar	Almacenar
To unload	Descarregar	Descargar
To unpack	Desempaquetar	Desempaquetar
To work on-line	Treballar en línia	Trabajar en la línea
To wrap	Embolicar	Envolver
Total output	Producció total	Producción total
Toxic	Tòxic	Tóxico
Turnover	Benefici	Beneficio
Unsold /leftover stocks	Estocs no venuts	Stocks no vendidos
Waste	Restes	Restos
Waste goods	Restes de sèrie	Restos de serie
Workable	Pràctic, factible	Práctico, factible
Workforce	Mà d'obra	Mano de obra
Working conditions	Condicions de treball	Condiciones de trabajo
Workings	Funcionament	Funcionamiento
Workload	Quantitat de treball	Cantidad de trabajo
Zero-defect purchase	Compra lliure de defectes	Compra sin defectos

## THE CAR

A list of the main parts and components in a car has been included here as a reference for Engineering students.

English	Catalan	Spanish
Aerial (UK), antenna (USA)	Antena (ràdio)	Antena (radio)
Axle	Eix de rodes	Eje de ruedas
Bonnet (USA), hood (USA)	Capó	Capó
Boot (UK), trunk (USA)	Maleter	Maletero
Brake	Fre	Freno
Bumper	Paraxocs	Parachoques
Car door	Porta del cotxe	Puerta del coche
Car window	Finestra (cotxe)	Ventana (coche)
Carburettor	Carburador	Carburador
Cd player	Reproductor cd	Reproductor cd
Clutch	Embragatge	Embrague
Cylinder	Cilindre	Cilindro
Cylinder head	Capçal (cilindre)	Cabezal (cilindro)
Diesel	Dièsel	Diesel
Engine	Motor	Motor
Exhaust pipe (UK), tailpipe (USA)	Tub d'escapament	Tubo de escape
Fanbelt	Corretja del ventilador	Correa del ventilador
Four-wheel drive	Tracció a les quatre rodes	Tracción en las cuatro ruedas
Gear lever / gearstick (UK), Gearshift (USA)	Canvi de marxes	Cambio de marchas
Handbrake	Fre de mà	Freno de mano
Headlamps / headlights	Fars	Faros
Horn	Clàxon	Claxon
Left-hand drive	Cotxe amb volant l'esquerra	Coche con volante a la izquierda
Model	Model	Modelo
Numberplate (UK), license plate (USA)	Placa de matricula-cotxe	Placa de matricula-coche
Oil level	Nivell d'oli	Nivel de aceite
Paint	Pintura	Pintura
Piston	Pistó	Pistón
Radio / tuner	Ràdio	Radio
Rally lights	Llums de ral.li	Luces de rally
Rear view mirror	Mirall retrovisor	Espejo retrovisor
Seat	Seient	Asiento

Servodrive	Direcció assistida	Dirección asistida
Spare wheel	Roda de recanvi	Rueda de recambio
Speed control	Control velocitat	Control de velocidad
Steering wheel	Volant	Volante
Suspensión	Suspensió	Suspensión
Tank	Dipòsit	Depósito
Trademark	Marca	Marca
transmisión	Transmissió	Transmisión
Tyre	Pneumàtic	Neumático
Valve	Vàlvula	Válvula
Water level	Nivell d'aigua	Nivel de agua
Windscreen (UK), windshield (USA)	Parabrisa	Parabrisas
Winscreen wiper	Eixugaprabrisa	Limpiaprabrisas
Wire	Cable	Cable

## TOOLS

A compilation of the main tools most engineers are familiar with has been included in this specific vocabulary appendix.

English	Catalan	Spanish
Adhesive tape	Cinta adhesiva	Cinta adhesiva
Adjustable spanner, shifting spanner, monkey wrench	Clau anglesa	Llave inglesa
Anvil	Enclusa	Yunque
Bar	Barra	Barra
Bellows	Manxa	Fuelle
Bit	Metxa de trepant	Mecha de taladro
Blowlamp(uk), blowtorck (usa)	Bufador	Soplete
Bolt	Forrellat	Cerrojo
Bottle	Ampolla	Botella
Box	Caixa	Caja
Brace	Filaberquí	Berbiquí
Can	Llauna	Lata
Carton	Cartró	Cartón
Cross-point screwdriver	Tornavís D'estrella	Destornillador de estrella
Die	Encuny	Troquel
Drawing pin uk),thumbtack(usa)	Xinxeta	Chincheta
Drill	Broca	Taladro
Electric drill, power drill	Trepant elèctric	Taladradora eléctrica
Extension cord	Cable perllongador	Cable prolongador
File	Llima	Lima
Folding ruler	Metro plegable	Metro plegable
Fork	Forca, forquilla	Horca, horquilla
Garden hose, hosepipe	Mànega	Manguera
Garden shears	Tisores de jardineria	Tijeras de jardinería
Glue	Cola / goma d'enganxar	Pegamento
Gouge	Gúbia	Gubia
Hacksaw	Serra de metalls	Sierra de metales
Hammer	Martell	Martillo
Hand drill	Trepant de mà	Taladradora de mano
Handsaw, saw	Xerrac	Serrucho
Hoe	Aixada	Azada
Jack	Gat	Gato
Jar	Pot	Frasco, bote
Lathe	Torn	Torno
Lawnmower	Tallagespa	Cortacésped

Locknut	Contrafemella	Contratuerca
Magnet	Imant	Imán
Mallet	Maça	Mazo
Mattock	Aixadella	Azadón
Metal shears	Tisores per a xapa	Tijeras para chapa
Multipurpose, Universal pliers	Alicates universals	Alicates universales
Nail	Clau	Clavo
Nail puller	Desclavador	Sacaclavos
Needle	Agulla	Aguja
Nut	Femella	Tuerca
Pack	Paquet	Paquete, cajetilla
Paint	Pintura	Pintura
Paint brush	Brotxa	Brocha
Pin, peg, dowel	Clavilla	Clavija
Pincers, tongs	Tenalles	Tenazas
Plane	Ribot	Cepillo
Plumb line	Plomada	Plomada
Press	Prensa	Prensa
Pruning shears	Podadora	Podadera
Punch	Punxó	Punzón
Rank	Rasclet	Rastrillo
Revolving punch	Alicates	Alicates
Riveter	Màquina rebladora	Máquina remachadora
Roll	Rotllo	Rollo
Soller	Corró	Rodillo
Ruler	Regle	Regla
Sachet	<i>Sachet</i>	<i>Sachet</i>
Sandpaper	Paper de vidre	Papel de lija
Saw	Serra	Sierra
Scraper	Raspador	Raspador
Screw	Cargol	Tornillo
Screwdriver	Tornavís	Destornillador
Sealing tape	Cinta aïllant	Cinta aislante
Set square, triangle	Cartabó	Cartabón
Shears	Podadora	Cizallas
Shovel	Pala	Pala
Sickle	Falç	Hoz
Six-pack	Paquet de sis	Paquete de seis
Soldering flux	Líquid per a soldar	Líquido para soldar
Soldering iron	Soldador	Soldador
Spatula	Espàtula	Espátula
Spray can	Aerosol	Aerosol, atomizador
Square	Esquadra	Escuadra
Stepladder	Escala	Escalera

Tack, stud	Tatxa	Tachuela
Tape measure	Cinta mètrica	Cinta métrica
Tin-lead solder	Estany per a soldar	Estaño para soldar
Toolbox	Caixa d'eines	Caja de herramientas
Tropel	Paleta	Paleta
Tube	Tub	Tubo
Washer	Volandera	Arandela
Watering can	Regadora	Regadora
Wheelbarrow	Carretó	Carretilla
Wire	Cable	Cable
Wire cutters	Tallaílferros	Cortaalambrés
Wire wheel brush	Raspall metàl·lic	Cepillo metálico
Workbench	Taula de treball	Mesa de trabajo



## TRANSPORTS

Most engineers should be familiar with transports specific vocabulary .Hence, a compilation of the main ones has been included here.

English	Catalan	Spanish
Airliner	Avió de passatgers	Avión de pasajeros
Airplane	Avió	Avión
Bicycle	Bicicleta	Bicicleta
Boat	Barca	Barca
Breakdown truck	Grua municipal	Grúa municipal
Bus	Autobús	Autobús
Canoe	Canoa / piragua	Canoa / piragua
Car	Cotxe	Coche / auto
Caravan	Caravana	Caravana
Carriage	Carruatge	Carruaje
Crane	Grua	Grúa
Cruiser	Creuer	Crucero
Ferry	Transbordador	Transbordador
Fire engine	Cotxe (bombers)	Coche (bomberos)
Glider	Planador	Planeador
Hearse	Cotxe (morts)	Coche (muertos)
Helicopter	Helicòpter	Helicóptero
Hire car	Cotxe (lloguer)	Coche (alquiler)
Hot air ballon	Globus aerostàtic	Globo aerostático
Jet plane	Avió de reacció	Avión a reacción
Locomotive	Locomotora	Locomotora
Lorry (uk), truck (usa)	Camió	Camión
Motorboat / speedboat	Llanxa motora	Lancha motora
Motorcycle / motorbike	Motocicleta	Motocicleta
Ocean liner	Transatlàntic	Transatlántico
Pickup truck	Camioneta	Camioneta
Pram	Cotxet (nadó)	Cohecito (bebé)
Racing car	Cotxe de competició	Coche de carreras
Raft	Rai	Balsa
Sailboat	Veler	Velero
Scooter	Escúter	Escúter
Ship	Vaixell	Barco, buque
Sleeping car	Cotxe-llit	Coche-cama
Sportscar	Cotxe esportiu	Coche deportivo
Steam roller	Piconadora	Apisonadora
Steamer	Vaixell de vapor	Barco a vapor
Taxi (uk), cab (usa)	Taxi	Taxi
Tractor	Tractor	Tractor

Train	Tren	Tren
Tram /streetcar	Tramvia	Tranvía
Transport (uk), transportation (usa)	Transport	Transporte
Underground / tube (uk), subway (usa)	Metro	Metro
Van	Furgoneta	Furgoneta
Vehicle	Vehicle	Vehículo

## CONSTRUCTION

A compilation of English vocabulary related to the construction field has been included here so that foreign learners can look up basic words together with their bilingual translation into Catalan and Spanish.

English	Catalan	Spanish
Balcony	Balcó	Balcón
Banister	Barana	Barandilla
Bricklayer (UK), brickmason (USA)	Paleta, obrer	Albañil
Building site (UK), construction site (USA)	Edifici en construcció	Edificio en construcción
Column box	Encofrat	Encofrado
Drain	Desguàs	Desagüe
Excavation	Excavació	Excavación (obra)
Extensión	Ampliació	Ampliación
Ladder	Escala de mà	Escalera de mano
Lintel	Dintell	Dintel (ventana)
Masonry bonds	Aparells de construcció	Aparejos de construcción
Rubble/ Excavated herat	Runa	Escombros / <i>Tierra excavada</i>
Site hut / site office	Barraca d'obra	Barraca de la obra
Tiles	Teules / rajoles	Baldosas/ azulejos
Tubular steel scaffold / scaffolding	Bastida feta de tubs de ferro	Andamio hecho con tubos de hierro
Under construction	En construcció	En construcción
Wheelbarrow	Carretó	Carretilla
<i>Work platform /</i> Scaffolding	Bastida de treball	Andamio de trabajo
Brick wall	Paret de maons	Pared (ladrillos)
Bricklayer's tools (UK), brick mason's t. (USA)	Eines de paleta	Herramientas de albañil
Builder's hoist	Muntacàrregues	Montacargas
Concrete mixer	Mescladora de formigó	Mezcladora de hormigón
Front	Façana	Fachada
Gravity mixer	Formigonera	Hormigonera
Ground floor	Planta baixa	Planta baja
Guard board	Pasarel·la	Pasarela
Hollow-block wall	Paret de maons Buits	Pared de ladrillos huecos
Hosepipe	Mànega (aigua)	Manguera (agua)
House construction	Construcció d'una llar	Construcción de una casa
Laying-on towel	Lana	Llana
Mallet	Torreta	Maceta
Mechanical shovel / excavator	Pala excavadora	Pala excavadora

Mixer operator	Operador de màquines	Operador de máquinas
Navvy (UK), excavator (USA)	Peó	Peón zapador
Plank	Plataforma de taulons	Plataforma de tablones
Plumb bob	Plomada	Plomada
Stack of bricks	Pila de maons	Pila de ladrillos
Storey	Planta / pis	Planta / piso
Thick lead pencil	Llapis de mina gruixuda	Lápiz de albañil
Tools	Eines / estris	Herramientas
Tower crane/ tower slewing crane	Grua de torre giratòria	Grúa de torre giratoria (pluma)
Tropel	Paleta de manobre	Paleta de albañil
Wall	Paret / mur	Pared / tabique
Upper floor	Primera planta	Primera planta
Backhoe	Pala mecànica	Pala mecánica
Bag of cement	Sac de ciment	Saco de cemento
Beam / rafter	Biga	Travesaño / viga
Blueprints	Planells	Planos
Board	Tauló	Tabla
Brick	Maó	Ladrillo
Bucket	Pala (màquina excavadora)	Pala (máquina excavadora)
Builder	Constructor	Constructor
Building	Edifici / construcció	Edificio / construcción
Building site	Solar / obra (construcció)	Solar / obra (construcción)
Bulldozer	Enderrocadora	Topadora
Ceiling	Sostre	Techo
Cement	Ciment	Cemento
Concrete	Formigó	Hormigón
Crane	Grua	Grúa
Drainpipe	Tub de desaiguàs	Tubo del desagüe
Fence	Tanca	Valla / cerca
Foundation trench	Tanca de fomentació	Zanja de cimentación
Hard hat / helmet	Casc	Casco
Jackhammer	Martell mecànic	Martillo mecánico
Level	Nivell	Nivel
Measure tape	Cinta mètrica	Cinta métrica
Mixing drum	Tambor mesclador	Tambor mezclador
dic –ax	Pic	Pico
Plastering	Enguixar	Enyesar
Pulley	Politja	Polea
Shovel	Pala	Pala
Site fence	Tanca de protecció	Valla de protección
Welder	Soldador	Soldador
Welding iron	Soldador (aparell)	Soldador (aparato)

## **EXTRA VOCABULARY UNITS**

## 14. AMERICAN ENGLISH-BRITISH ENGLISH GLOSSARY

American	British	Catalan	Spanish
Account	Bill/Account	Factura	Factura
AM Radio	Medium Wave	Ràdio AM	Radio AM
Antenna	Aerial (radio/TV)	Antena	Antena
Apartment	Flat	Apartament	Apartamento
Apartment house	Block of flats	Bloc de pisos	Bloque de pisos
Awaken someone to	Knock up	Fer que algú s'adoni d'alguna cosa	Hacer que alguien se dé cuenta de algo
Balcony (theatre)	Gallery	Tribuna	Tribuna
Band-aid	Plaster	Guix	Yeso
Bathe (v.)	Bath	Banyar	Bañar
Bathrobe	Dressing gown	Barnús	Albornoz
Bathtub	Bath	Banyera	Bañera
Bell pepper	Green pepper	Pebrot verd	Pimiento verde
Biscuit	Scone-like thing (no equivalent)		
Bill	Bank note	Factura	Factura
Billfold	Wallet (men)	Cartera	Cartera
Broil	Grill	Carn rostida a les graelles	Carne asada a la parrilla
Buffet	Sideboard	Trinxant	Trinchero
Bureau	Chest of drawers	Calaixera	Cómoda
Call collect	Reverse Charges	Telefonar a cobrament a destinació	LLamar a cobro revertido
Can	Tin	Llauna	Lata
Candy	Sweets/chocolate	Dolços	Dulces
Candy store	Sweet shop	Bomboneria	Bombonería
Check (restaurant)	Bill	Compte	Cuenta
Chicory	Endive	Xicoira	Achicoria
Chips (potatoe)	Crisps	Patates fregides	Patatas fritas
Cigarette	Fag	Cigarret	Cigarrillo
City/municipal government	Corporation	Ajuntament	Ayuntamiento
Conductor (train)	Guard	Revisor	Revisor
Connect (telephone)	Put through	Posar en contacte	Poner en contacto
Cookie	Biscuit (sweet)	Galeta	Galleta
Davenport/sofa	Sofa	Sofà	Sofá
Delivery truck	Van	Furgoneta	Furgoneta
Denatured alcohol	Methylated spirits	Lícors amb alcohol metílic	Licores con alcohol metílico

Derby	Bowler hat	Barret fort, bolet	Sombrero fuerte, seta
Desk clerk	Recepcionist	Recepcionista	Recepcionista
Dessert	Pudding/dessert	Postres	Postres
Diaper	Nappies	Bolquers	Pañales
Dishes, do the	Wash up	Rentar els plats	Fregar los platos
Downtown	Centre (city business)	Centre (de la ciutat)	Centro de la ciudad
Draft	Conscription	Servei militar obligatori	Servicio militar obligatorio
Drapes	Curtains	Cortines	Cortinas
Dresser	Chest of drawers	Calaixera	Cómoda
Druggist	Chemist	Farmacèutic	Farmacéutico
Drugstore	Chemist's shop	Farmàcia	Farmacia
Drygoods store	Draper	Draper	Pañero
Dump (n. and v.)	Tip	Propina	Propina
Dungarees	Jeans	Pantalons texans	Pantalones vaqueros
Duplex	Semi-detached	Dúplex	Dúplex
Editorial	Leader	Editorial	Editorial
Eggplant	Aubergine	Albergínia	Berenjena
Electric cord/wire	Flex	Filferro electritzat	Alambre electrizado
Elevator	Lift	Ascensor	Ascensor
Endive	Chicory	Endívia	Endivia
Engineer (train)	Driver	Maquinista	Maquinista
Eraser	Rubber	Goma d'esborrar	Goma de borrar
To eyeball	To stare directly at	Enfrontar-se cara a cara	Enfrentarse cara a cara
Faculty	Staff	Personal docent	Personal docente
Fag or faggot	Homosexual	Homosexual	Homosexual
Fall	Autumn	Tardor	Otoño
FM radio	VHF	Ràdio FM	Radio FM
Freeway/super	Motorway	Autopista	Autopista
Garbage/trash	Rubbish	Escombraries	Basura
Trash can	Bin	Paperera	Papelera
Garter belt	Suspender belt	De lliga	De liga
Gas	Petrol	Benzina	Gasolina
Gas station	Filling station	Benzinera	Gasolinera
Generator	Dynamo	Generador	Generador
German shepherd/police dog	Alsatian	Pastor alemany	Pastor alemán
Gift	Present	Regal	Regalo
Gonna	Going to	Anar a	Ir a
Hamburger	Beefburger	Hamburguesa	Hamburguesa
Hardware store	Ironmonger	Ferreteria	Ferretería
Hope chest	Bottom drawer	Parament	Ajuar
Incorporated (Inc)	Limited (Ltd)	Societat anònima	Sociedad anónima

Intermission	Interval	Interval	Intèrvalo
Jail	Prison	Presó	Cárcel
Junior	3 <sup>rd</sup> Year School	Estudiant de tercer any de secundària o universitat	Estudiante de tercer año de secundaria o universidad
Kerosene	Paraffin	Querosè	Queroseno
Knickers	Plus-fours	Pantalons bombatxos	Pantalones bombachos
Laundromat	Laundrette	Tintoreria automàtica	Lavandería automática
Lawyer/attorney	Solicitor	Advocat	Abogado
Leader	Leading article in newspaper	Encapçalament d'un article de diari	Encabezamiento de un artículo de diario
Lease/rent	Let	Arrendar/llogar	Arrendar/alquilar
Legal holiday	Bank holiday	Festiu oficial	Festivo oficial
Line (n.)	Queue	Cua	Cola
Liquour	Spirits	Licor	Licor
Liquour store	Off licence/wine merchant	Botiga de vins i de licors	Tienda de vinos y de licores
Living room	Sitting room	Menjador	Comedor
Lobby	Foyer	Vestíbul	Vestíbulo
Lost and found	Lost property	Objectes perduts	Objetos perdidos
Mail	Post	Correu	Correo
Mail box	Pillar box	Bústia	Buzón
Mailman	Postman	Carter	Cartero
Make reservations	Book	Reservar	Reservar
Motorbike	Moped	Bicicleta motoritzada	Bicicleta motorizada
Motorcycle	Motorbike	Motocicleta	Motocicleta
Movie	Film	Pel.lícula	Película
Movie house	Cinema	Cinema	Cine
Moving van	Removal van	Remolc	Remolque
Muffler (car)	Silencer	Silenciador	Silenciador
Newsdealer	Newsagent	Amo o empleat d'un quiosc	Dueño o empleado de un quiosco
Notion	Haberdashery	Botiga de roba i accessoris per a homes	Tienda de ropa y accesorios para señores
Odometer	Mileometer	Compta- revolucions	Cuentarrevoluciones
Office (doctor's/dentist)	Surgery	Consultori	Consultorio
Orchestra seats	Stalls	Cadiraatge, cadiram	Sillería
Overpass	Flyover	Pas elevat	Paso elevado
Package	Parcel	Paquet	Paquete
Paddle (v.)	Bat (v.)	Remar	Remar



Pants	Trousers	Pantalons	Pantalones
Pull-off	Lay-by	Reposar	Descansar
Pullman/sleeper	Lay-by	Àrea de descans	Área de reposo
Purse	Handbag	Bossa de mà	Bolso
Raincoat	Mackintosh	Impermeable	Impermeable
Realtor	Estate Agent	Agent immobiliari	Agente inmobiliario
Rear view mirror	Wing mirror	Retrovisor	Retrovisor
Recess	Break (school)	Esbarjo	Recreo
Restroom	Toilet	Lavabo	Lavabo
Rubber	Condom	Preservatiu	Preservativo
Schedule	Time-table	Horari	Horario
Senior	4 <sup>th</sup> year (school)	Estudiant de quart curs	Estudiante de cuarto curso
Shorts (underwear)	Pants	Calçotets	Calzoncillos
Shot (injection)	Jab	Injecció	Inyección
Sidewalk	Pavement	Vorera	Acera
Slice (bacon)	Rasher	Tira	Tira
Tag	Label	Etiquetar	Etiquetar
Take out	Take away	Emportar	Llevar
Tic-tac-toe	Noughts and crosses	Tres en ratlla	Tres en raya
Toilet	Lavatory	Lavabo	Lavabo
Traffic circle	Roundabout/island	Rotonda	Rotonda
Trailer/camper	Caravan	Caravana	Caravana
Truck	Lorry	Camió	Camión
Tube	Valve	Vàlvula	Válvula
Two weeks	Fortnight	Dues setmanes	Dos semanas
Undergraduates: freshman	1st year undergraduate	Estudiant de primer curs	Estudiante de primer curso
Undergraduates: sophomore	2 <sup>nd</sup> year undergraduate	Estudiant de segon curs	Estudiante de segundo curso
Undergraduates: junior	3 <sup>rd</sup> year undergraduate	Estudiant de tercer curs	Estudiante de tercer curso
Undergraduates: senior	4 <sup>th</sup> year undergraduate	Estudiant de quart curs	Estudiante de cuarto curso
Undershirt	Vest	Samarreta (interior)	Camiseta (interior)
Underwear (washing)	Smalls	Roba interior	Ropa interior
Vacation	Holiday	Vacances	Vacaciones
Vacuum	Hoover	Aspirar	Aspirar
Valence	Pelmet	Bastidor	Bastidor
VCR	Video	Vídeo	Vídeo
Vest	Waistcoat	Armillà	Chaleco
Wall to wall	Fitted carpet	Moqueta	Moqueta
Wanna	Want to	Voler	Querer
Wash up	Wash your hands	Renta't les mans	Lávate las manos
Water heater	Immersion heater	Escalfador	Calentador
Windshield	Windscreen	Parabrisa	Parabrisas

Wire	Telegram	Telegrama	Telegrama
With or without? (milk/cream in coffee)	Black or white?	Amb llet o sense?	¿Solo o con leche?
Yard	Garden	Jardí	Jardín
Zero	Nought	Zero	Cero
Zip code	Postal code	Codi postal	Código postal
Zucchini	Courgettes	Carbassó	Calabacín

Remember:

<u>American</u>	<u>British</u>
• Billion (thousand million)	Billion (million million)
• Bomb (disaster)	Bomb (success)
• Second floor	First floor
• Chicory	Endive
• Endive	Chicory
• Homely – ugly	Homely-pleasant
• Semester (school-2 in a year)	Term (3 in a year)

## 15. MAIN BRITISH-AMERICAN SPELLING DIFFERENCES

It is important to be aware of the spelling differences between British and American English, therefore a table with the main differences has been included in this section.

British	American	Catalan	Spanish
Aeroplane	Airplane	Avió	Avión
Aluminium	Aluminum	Alumini	Aluminio
Analyse	Analyze	Analitzar	Analizar
Axe	Ax	Destral	Hacha
Catalogue	Catalog	Catàleg	Catálogo
Centre	Center	Centre	Centro
Cheque	Check	Xec	Cheque
Colour	Color	Color	Color
Defence	Defense	Defensa	Defensa
Dialogue	Dialog	Diàleg	Diálogo
Favourite	Favorite	Favorit	Favorito
Grey	Gray	Gris/a	Gris
Humour	Humor	Humor	Humor
Jewellery	Jewelry	Joies	Joyas
Kidnap-ping, -per, -ped	Kidnap-ing, -er, -ed	Segrestar	Secuestrar
Labour	Labor	Treball	Trabajo
Licence	License	Llicència	Licencia
Metre	Meter	Metre	Metro
Neighbour	Neighbor	Veí/ na	Vecino/ a
Offence	Offense	Delicte	Delito
Plough	Plow	Arada	Arado
Practise	Practice	Practicar	Practicar
Pretence	Pretense	Pretensió	Pretensión
Programme	Program	Programa	Programa
Pyjamas	Pajamas	Pijama	Pijama
Quarrel-ling, -ler, -led	Quarrel-ing, -er, -ed	Baralla, barallar-se	Pelea, pelearse
Skilful	Skillful	Hàbil	Hábil
Storey	Story	Pis/planta	Piso/planta
Theatre	Theater	Teatre	Teatro
Travel-ling, -ler, -led	Travel-ing, -er, -ed	Viatge/viatjar Viatger	Viaje/viajar/ Viajero
Tyre	Tire	Pneumàtic	Neumático
Worship-ping -ped, -per	Worship-ing -ed, -er	Adorar, adoració, Adorat/ adorador	Adorar/ adoración Adorado/ adorador

## 16. FALSE FRIENDS

The following list of false friends will be helpful to Spanish or Catalan speakers as the words on the list are similar to Spanish or Catalan ones. If they are False Friends it is precisely because the words look alike but their meaning is different.

English	Catalan	Spanish	Spanish	Catalan	English
Actual	Real	Real	Actual	Actual	Present, current
Actually	En realitat	En realidad	Actualmente	Actualment	Nowadays, at present
Advise	Aconsellar	Aconsejar	Avisar	Avisar	Warn
Advertise	Anunciar	Anunciar	Advertir	Advertir	Warn
Agenda	Ordre del dia	Orden del día	Agenda	Agenda	Diary
Announcement	Avís parlat	Aviso hablado	Anuncio	Anunci	Advertisement
Anxious	Inquiet	Inquieto	Ansioso (deseoso)	Ansiós (desitjós)	Eager, greedy
Argument	Discussió	Discusión	Argumento	Argument	Plot, topic, issue
Assist	Ajudar, auxiliar	Ayudar, auxiliar	Asistir	Assistir	Attend
Attempt	Intent	Intento	Atentado terrorista	Atemptat terrorista	Terrorist attack
Card	Tarjeta	Tarjeta	Carta	Carta	Setter
Career	Anys de treball	Años de trabajo	Carrera (universitaria, de coches)	Carrera (universitària, cursa de cotxes)	Race (cars), university studies
Carpet	Catifa	Alfombra	Carpeta	Carpeta	Fólder, file
Casual	Informal, desenfadat	Informal, desenfadado	Casual	Casual	Accidental
Collar	Coll (de camisa)	Cuello (de camisa)	Collar	Collaret	Necklace
College	Facultat (universitat)	Facultad (universidad)	Colegio	Col.legi	Primary School
Comprehensive	Exhaustiu	Exhaustivo	Comprensivo	Comprensiu	Sympathetic
Conductor	Director d'orquestra	Director de orquesta	Conductor	Conductor	Driver
Conference	Congrés	Congreso	Conferencia	Conferència	Lecture
Conservatory	Hivernacle	Invernadero	Conservatorio	Conservatori	Music academy
Constipated	Restret	Estreñido	Constipado	Constipat	(Have) a cold
Crime	Acte delictiu	Acto delictivo	Crimen	Crim	Murder
Content	Satisfet	Satisfecho	Contento	Content	Happy
Deception	Engany	Engaño	Decepción	Decepció	Disappointment

Deputy	Suplent	Suplente	Diputado	Diputat	Member of Parliament
Discussion	Conversa	Conversación	Discusión	Discussió	Argument
Disgust	Repugnància	Repugnancia	Disgusto	Disgust	Annoyance
Divert	Desviar	Desviar	Divertir	Divertir	Enjoy
Educated	Culte	Culto	Educado	Educat	Polite
Exit	Sortida	Salida	Éxito	Èxit	Success
Fabrics	Tela, tèxtil	Tela, textil	Fábrica	Fàbrica	Factory
Firm	Empresa	Empresa	Firma	Firma	Signature
Idiom	Frase feta	Frase hecha	Idioma	Idioma	Language
Informal	Desenfadat	Desenfadado	Informal	Informal	Irresponsible
Large	Gran	Grande	Largo	Llarg	Long
Lecture	Conferència	Conferencia	Lectura	Lectura	Reading
Library	Biblioteca	Biblioteca	Librería	Llibreria	Bookshop
Mayor	Alcalde	Alcalde	Mayor	Major, més gran, gran	Main, bigger, older
Miserable	Deprimit	Deprimido	Miserable	Miserable	Poor
Notes	Apunts	Apuntes	Notas	Notes	Marks, grades
Notice	Avís	Aviso	Noticia	Notícia	News
Parcel	Paquet	Paquete	Parcela	Parcel·la	Plot of land
Parent	Mare o pare	Madre o padre	Pariente	Parent	Relative
Particular	Especial	Especial	Particular	Particular	Private
Preservative	Conservant	Conservante	Preservativo	Preservatiu	Condom
Presume	Assumir, pretendre	Asumir, pretender	Presumir	Presumir	Show off
Pretend	Fingir	Fingir	Pretender	Pretendre	Intend, try, seek
Prize	Premi	Premio	Precio	Preu	Price
Prove	Demostrar	Demostrar	Probar	Provar	Try, try on
Quiet	Callat	Callado	Quieto	Quiet	Still, motionless
Realise	Adonar-se	Darse cuenta	Realizar	Realitzar	Carry out, implement
Record	Gravar, enregistrar	Grabar	Recordar	Recordar	Remember
Remove	Prendre	Quitar	Remover	Remoure	Stir
Rest	Descansar	Descansar	Restar	Restar	Substract
Resume	Continuar	Continuar	Resumir	Resumir	Sumarize, sum up
Sensible	Sensat	Sensato	Sensible	Sensible	Sensitive
Signature	Firma	Firma	Asignatura	Assignatura	Subject
Spectacles	Ulleres	Gafas	Espectáculos	Espectacles	Shows
Suburb	Barri residencial	Barrio residencial	Suburbio	Suburbi	Slum
Success	Èxit	Éxito	Suceso	Succés	Event
Sympathetic	Comprensiu	Comprensivo	Simpático	Simpàtic	Nice, friendly
Sympathy	Compassió,	Compasión	Simpatía	Simpatia	Affection, kindness
Topic	Tema	Tema	Tópico	Tòpic	Cliché
Vicious	Malvat, poc saludable	Malvado	Vicioso	Viciós	Addict, depraved
Ultimate	Definitiu	Definitivo	Último	Últim	Last

## 17. FRIENDS

There are some words that are the same in English, Catalan or Spanish. Here you have the list:

English	Catalan	Spanish
Abdomen	Abdomen	Abdomen
Abdominal	Abdominal	Abdominal
Actor	Actor	Actor
Admirable	Admirable	Admirable
Aerosol	Aerosol	Aerosol
Album	Àlbum	Álbum
Altar	Altar	Altar
Antisocial	Antisocial	Antisocial
Artificial	Artificial	Artificial
Auto	Auto	Auto
Badminton	Bàdminton	Bádminton
Backgammon	Backgammon	Backgammon
Banana	Banana	Banana
Barman	Bàrman	Bárman
Benefactor	Benefactor	Benefactor
Bingo	Bingo	Bingo
Boutique	Boutique	Boutique
Bridge	Bridge	Bridge
Brutal	Brutal	Brutal
Cabaret	Cabaret	Cabaret
Cable	Cable	Cable
Cactus	Cactus	Cactus
Cadaver	Cadàver	Cadáver
Cafeteria	Cafeteria	Cafetería
Calibre	Calibre	Calibre
Casino	Casino	Casino
Cassette	Casset	Cassette
Cereal	Cereal	Cereal
Civil	Civil	Civil
Club	Club	Club
Collar	Collaret	Collar
Colon	Colon	Colon
Combustible	Combustible	Combustible
Combustion	Combustió	Combustión
Chocolate	Xocolata	Chocolate
Cordon	Cordó	Cordón
Corrosion	Corrosió	Corrosión
Crisis	Crisi	Crisis
Cultural	Cultural	Cultural

Curable	Curable	Curable
Cursor	Cursor	Cursor
Decimal	Decimal	Decimal
Decision	Decisió	Decisión
Diesel	Dièsel	Diesel
Domino	Dòmino	Dominó
Doping	Dòping	Dóping
Electro	Electro	Electro
Elemental	Elemental	Elemental
Enigma	Enigma	Enigma
Facial	Facial	Facial
Facsimile	Facsímil	Facsímile
Gala	Gala	Gala
Gangster	Gàngster	Gángster
Gardenia	Gardènia	Gardenia
Handicap	Hàndicap	Handicap
Marginal	Marginal	Marginal
Material	Material	Material
Multicultural	Multicultural	Multicultural
Neuralgia	Neuràlgia	Neuralgia
Panacea	Panacea	Panacea
Pastoral	Pastoral	Pastoral
Peculiar	Peculiar	Peculiar
Pedal	Pedal	Pedal
Pedestal	Pedestal	Pedestal
Postal	Postal	Postal
Practicable	Practicable	Practicable
Provisional	Provisional	Provisional
Pubis	Pubis	Pubis
Racial	Racial	Racial
Radar	Radar	Radar
Radical	Radical	Radical
Regular	Regular	Regular
Slogan	Eslògan	Eslogan
Subtropical	Subtropical	Subtropical
Superficial	Superficial	Superficial
Superior	Superior	Superior
Supervisor	Supervisor	Supervisor
Tandem	Tàndem	Tándem
Tangible	Tangible	Tangible
Tarot	Tarot	Tarot
Taxi	Taxi	Taxi
Virus	Virus	Virus
Visa	Visa	Visa
Visual	Visual	Visual
Vulnerable	Vulnerable	Vulnerable

## PHRASAL VERBS

English	Catalan	Spanish
Add up	Totalitzar	Totalizar
Add up to	Arribar a un total	Alcanzar un total
Answer back	Contestar de mala manera	Contestar de malos modos
Answer for	Respondre de	Responder de
Ask about	Preguntar per	Preguntar por
Ask after	Preguntar per la salut	Preguntar por la salud
Ask for	Demandar	Pedir
Ask back	Convidar a tornar	Invitar a volver
Ask in	Convidar a entrar	Invitar a entrar
Back away	Retrocedir	Retroceder
Back out	Tornar enrere	Volver atrás
Back up	Reforçar	Reforzar
Be about	Estar per	Estar por
Be away	Estar fora	Estar fuera
Be back	Tornar a ser aquí	Estar de vuelta
Be for	Estar a favor de	Estar a favor de
Be in	Estar a casa	Estar en casa
Break away	Deixar-se anar	Soltarse
Break down	Derruir / Avariar-se	Derruir / Averiar-se
Break in	Interrompre	Interrumpir
Break off	Trencar	Romper
Break up	Acabar el curs o una relació	Terminar el curso o una relación
Bring in	Fer entrar	Hacer entrar
Bring out	Fer sortir	Hacer salir
Bring up	Criar, educar	Criar, educar
Brush off	Treure la pols	Quitar el polvo
Buy for	Comprar per o per a	Comprar por o para
Buy over	Subornar	Sobornar
Buy up	Acaparar	Acaparar
Call at	Fer escala	Hacer escala
Call away	Continuar telefonant	Seguir llamando
Call for	Demandar, exigir	Pedir a voces, exigir
Call in	Cridar algú perquè entri	Llamar a alguien para que entre
Call on	Anar a veure (algú)	Ir a ver (a alguien)
Call out	Cridar	Gritar
Call over	Passar llista, enumerar	Pasar lista, enumerar
Call up	Telefonar	Telefonar
Carry along	Persuadir	Persuadir
Carry off	Emportar-se a la força	Llevarse a la fuerza
Carry on	Continuar	Continuar



Carry out	Portar a terme	Llevar a cabo
Clear away	Dispersar (-se)	Dispersar(se)
Clear off	Anar-se'n	Marcharse
Come about	Succeir	Suceder
Come across	Trobar-se amb	Encontrarse con
Come away	Desprendre's	Desprenderse
Come down	Baixar	Bajar
Come for	Venir per	Venir por
Come from	Venir de	Venir de
Come in	Entrar	Entrar
Come off	Desprendre's	Desprenderse
Come on	¡Vinga!	¡Vamos!
Count on	Comptar amb	Contar con
Count up	Calcular	Calcular
Cut in	Interrompre	Interrumpir
Cut out	Retallar / ometre	Recortar / omitir
Cut up	Trinxar, triturar	Trinchar, triturar
Do up	Cordar	Abrochar
Do without	Passar sense	Carecer de
Draw away	Allunyar-se	Alejarse
Draw back	Retrocedir	Retroceder
Draw down	Baixar	Bajar
Draw in	Economitzar	Economizar
Draw off	Apartar-se	Apartarse
Draw out	Treure / redactar	Sacar / redactar
Drive back	Rebutjar	Rechazar
Eat away	Erosionar	Erosionar
Fall down	Caure	Caerse
Fall off	Disminuir	Disminuir
Fall over	Entrebancar-se	Tropezar
Get about	Anar d'aquí cap allà	Ir de acá para allá
Get along	Anar fent, tirar endavant	Hacer progreso
Get back	Tornar, recuperar	Volver, recuperar
Get down	Descendre, baixar	Descender
Get into	Entrar	Entrar
Get out	Produir	Producir
Get over	Saltar per sobre	Saltar por encima
Get through	Obrir-se pas	Abrirse camino
Get up	Aixecar-se	Levantarse
Give away	Repartir, denunciar	Repartir, denunciar
Give back	Tornar	Devolver
Give out	Esgotar-se, repartir	Agotarse, repartir
Give up	Entregar, rendir-se	Entregar, rendirse
Go about	Anar d'un cantó a l'altre	Ir de un lado a otro
Go along	Anar al llarg de	Ir a lo largo de
Go at	Atacar	Atacar

Go away	Explotar, anar-se'n	Explotar, marcharse
Go by	Passar per	Pasar por
Go down	Baixar	Bajar
Go in/into	Entrar	Entrar
Go off	Explotar	Explotar, marcharse
Go on	Continuar	Continuar
Go out	Sortir, passar de moda, apagar-se	Salir, pasar de moda, apagarse
Go over	Repassar	Repasar
Go through	Patir	Sufrir
Go up	Pujar	Subir
Go up to	Apropar-se a	Acercarse a
Hold on	Continuar	Continuar
Hold out	Resistir	Resistir
Hurry away	Marxar ràpidament	Irse rápidamente
Hurry up	Afanyar-se	Darse prisa
Jump about	Saltar	Dar saltos
Jump at	Atacar	Atacar
Jump down	Baixar d'un salt	Bajar de un salto
Jump in	Entrar d'un salt	Entrar de un salto
Look after	Cuidar	Cuidar
Look at	Mirar	Mirar
Look behind	Mirar enrere	Mirar atrás
Look down	Mirar avall	Mirar abajo
Look for	Buscar	Buscar
Look forward to	Anhelar, desitjar	Anhelar, desear
Look in	Mirar a dins	Mirar dentro
Look like	Semblar	Parecer
Look out	Mirar a fora	Mirar fuera
Look over	Mirar per sobre de	Mirar por encima de
Move along	Passar	Pasar
Move away	Allunyar-se	Alejarse
Move down	Baixar	Bajar
Move in	Mudar-se (de domicili)	Mudarse (de domicilio)
Move on	No detenir-se, passar a (un altre assumpte)	No detenerse, pasar a (otro asunto)
Move up	Moure's (per deixar un lloc)	Moverse (para dejar un sitio)
Pay for	Pagar	Pagar
Pay in	Ingressar diners	Ingresar dinero
Pay off	Liquidar un compte	Liquidar una cuenta
Pay up	Pagar un deute	Pagar una deuda
Pull off	Arrencar	Arrancar
Pull up	Parar un vehicle	Parar un vehículo
Put in	Ficar, instal·lar	Meter, instalar
Put off	Posposar	Posponer

Put on	Posar-se (una peça de roba)	Ponerse (una prenda)
Put out	Apagar, treure	Apagar, sacar
Put up with	Suportar	Soportar
Speak to	Parlar amb	Hablar con
Speak up	Parlar en veu alta	Hablar en voz alta
Take down	Baixar (alguna cosa)	Bajar (algo)
Take for	Equivocar-se	Equivocarse
Take in	Enganyar	Engañar
Take off	Treure's una peça de roba, enlairar-se (un avió)	Quitarse una prenda, despegar
Take out	Treure	Sacar, quitar
Take up	Pujar	Subir
Throw away	Llençar (una cosa inservible)	Tirar (algo inservible)
Throw back	Tornar	Devolver
Throw down	Tirar cap avall	Tirar hacia abajo
Throw in	Tirar cap endins	Tirar hacia adentro
Throw off	Tirar a fora	Echar fuera
Throw out	Llançar	Arrojar
Throw up	Tirar cap amunt	Tirar hacia arriba
Turn away	Mirar cap a un altre costat	Mirar a otro lado
Turn back	Girar cua	Darse la vuelta
Turn down	Posar cap per avall	Poner boca a bajo
Turn off	Apagar (el llum), tancar (una clau)	Apagar (la luz), cerrar (una llave)
Turn on	Encendre (el llum)	Encender (la luz)
Turn out	Apagar	Apagar
Turn into	Convertir-se	Convertirse
Turn up	Arribar	Llegar
Work under	Treballar a les ordres de	Trabajar a las órdenes de
Write down	Anotar	Anotar

## 19. OPPOSITES

A list of the main english opposites has been included here so that english language learners can look it up and check its bilingual translation.

English	Catalan	Spanish
Beautiful/ugly	Bonic/lleig	Bonito/feo
Big/small	Gran/petit	Grande/pequeño
Cheap/expensive	Barat/car	Barato/caro
Clean/dirty	Net/brut	Limpio/sucio
Clear/dark	Clar/fosc	Claro/oscur
Deep/shallow	Profund/poc fondo	Profundo/poco profundo
Easy/difficult	Fàcil/difícil	Fácil/difícil
Far/near	Llunyà/proper	Lejano/próximo
Fast/slow	Ràpid/lent	Rápido/lento
Full/empty	Ple/buit	Lleno/vacío
Good/bad	Bo/dolent	Bueno/malo
Happy/sad	Feliç/trist	Feliz/triste
Heavy/light	Pesat/lleuger	Pesado/ligero
Here/there	Aquí/allí	Aquí/allí
High/low	Alt/baix	Alto/bajo
Hot/cold	Calent/fred	Caliente/frío
Inside/outside	Dins/fora	Dentro/fuera
Long/short	Llarg/curt	Largo/corto
Many/few	Molts/pocs	Muchos/pocos
Much/little	Molt/una mica	Mucho/un poco
New/old	Nou/vell	Nuevo/viejo
Rich/old	Ric/pobre	Rico/pobre
Right/left	Dret/esquerre	Derecho/izquierdo
Right/wrong	Vertader/fals	Verdadero/falso
Safe/dangerous	Segur/perillós	Seguro/peligroso
Smooth/rough	Suau/aspre	Suave/áspero
Soft/hard	Tou/dur	Blando/duro
Strong/weak	Fort/feble	Fuerte/débil
Tall/short	Alt/baix	Alto/bajo
Thick/thin	Gruixut/prim	Grueso/fino
Tight/loose	Apretat/fluix	Apretado/suelto
Warm/cool	Càlid/fresc	Cálido/fresco
Wet/dry	Mullat/sec	Mojado/seco
Wide/narrow	Ample/estret	Ancho/estrecho
Young/old	Jove/vell	Joven/viejo

## **APPENDICES**

## 1. COORDINATING CONJUNCTIONS

F     A     N     B     O     Y     S  
For   and   nor   but   or   yet   so

An easy way to remember these six conjunctions is to think of the word FANBOYS. Each of the letters in this somewhat unlikely word is the first letter of one of the coordinating conjunctions. Remember, when using a conjunction to join two sentences, use a comma before the conjunction.

### COORDINATING CONJUNCTIONS

CONJUNCTION	WHAT IS LINKED
And	noun phrase+noun phrase
But	sentence+sentence
Or	verb+verb
So	sentence+sentence

### CORRELATIVE CONJUNCTIONS

Correlative conjunctions are always used in pairs. They join similar elements. When joining singular and plural subjects, the subject closest to the verb determines whether the verb is singular or plural.

### CORRELATIVE CONJUNCTIONS

CONJUNCTIONS	WHAT IS LINKED
both...and	subject+subject
Either...or	noun+noun
neither...nor	subject+subject
not only...but also	sentence+sentence

### SUBORDINATING CONJUNCTIONS

TIME	CAUSE+EFFECT	OPPOSITION	CONDITION
after	Because	although	If
before	Since	though	unless
when	now that	even though	only if
while	As	Whereas	Whether or not
since	in order that	while	even if
until	So		in case (that)

## 2. ABBREVIATIONS

Nowadays abbreviations are widely used for sending faxes, e-mails and SMS. Therefore, a sample of the commonest uses has been included in this appendix.

Abbreviation	English	Catalan	Spanish
Acc/accom	Accommodation	Allotjament	Alojamiento
Add	Addition/al	Adicional	Adicional
Adv	Advise	Recomanar	Recomendar
Arr	Arrive/ arriving	Arribada	Llegada
Arr/arrng	Arrange/ ment	Organitzar	Organizar
Approx	Approximate/ly	Aproximat	Aproximado
ASAP	AS SOON AS POSSIBLE	TAN AVIAT COM SIGUI POSSIBLE	TAN PRONTO COMO SE PUEDA
Attn	Attention	Atenció	Atención
Bfor	Before	Abans	Antes
Btw	By the way	Per cert	Por cierto
Cld u	Could you	Podrieu?	¿podrías?
Cfm	Confirm	Confirmar	Confirmar
Chng	Change	Canvi / canviar	Cambio/cambiar
Del	Delivery	Repartiment/ entrega	Reparto/ entrega
Dep	Departure	Sortida	Salida
Dly	Delay	Retard	Retraso
Docs	Documents	Documents	Documentos
Eta	Estimated time of arrival	Hora estimada d'arribada	Hora estimada de llegada
Fao	For the attention of	A l' atenció de	A la atención de
Flgt	Flight	Vol	Vuelo
Fwd	Forward (send)	Enviar	Enviar
Imo	In my opinion	Segons la meva opinió/al meu entendre	En mi opinión
Info	Information	Informació	Información
Inv	Invoice	Factura	Factura
Lst	Last	Últim/a	Último/a
Ltr	Letter	Carta	Carta
Max	Maximum	Màxim/a	Máximo/a

Abbreviation	English	Catalan	Spanish
Min	Minimum	Mínim/a	Mínimo/a
Mtg	Meeting	Reunió	Reunión
N	And	I	Y
No	Number	Número	Número
Nu	And you?	I tu/vostè?	¿y tú / usted?
Nxt	Next	Proper/ a	Próximo /a
Ok	Agree/ ment	Acord	Acuerdo
Ok?	Is this ok?	D'acord?	¿de acuerdo?
Ord	Order	Comanda	Pedido
Ourlet	Our letter	La nostra carta	Nuestra carta
Ourtelcon	Our telephone conversation	La nostra conversa telefònica	Nuestra conversación telefónica
Pls	Please	Si us plau	Por favor
Poss	Possible	Possible	Posible
Re/ref	About/reference	Sobre/ref.	Sobre/ref.
Rec	Received	Rebut	Recibido
Rgds	Regards	Records	Saludos
Rgrt	Regret	Lamentem	Lamentamos
Rply	Reply	Contestar	Contestar
Ru	Are you...	Ets/ estàs...?	¿eres/ estás...?
Soonest	As soon as possible	Tant aviat com sigui possible	Tan pronto como sea possible
Thks/tnks	Thanks	Gràcies	Gracias
U	You	Tú/ vostè	Tú/ usted
Ur	Your	Teu/seu	Tuyo/suyo
Vst	Visit	Visita/r	Visita/r
Wk	Week	Setmana	Semana
Wld u	Would you	Voldries?/voldríeu?	¿querías?/¿querría?
Yr	Your	Teu/seu	Tuyo/suyo



### 3. CALCULATING

#### 1. Mathematical expressions:

Symbol	English	Catalan	Spanish
+	Plus	Més	Más
-	Minus	Menys	Menos
*	Times or multiplied by	Multiplicat Per	Multiplicado  Por
÷	Over or divided by	Dividit per	Dividido por
=	Equals	(és) igual a	(es) igual a
%	Per cent	Per cent	Por ciento
3 <sup>2</sup>	Three squared	Tres al Quadrat	Tres al Cuadrado
5 <sup>3</sup>	Five cubed	Cinc al cub	Cinco al cubo
6 <sup>10</sup>	Six to the power of ten	Sis a la desena Potència	Seis a la Décima  Potencia

## 2. Fractions:

Number	English	Catalan	Spanish
$\frac{1}{2}$	A half	Mig/mitja	Medio/media
$\frac{1}{3}$	A/one third	Un terç	Un tercio
$\frac{1}{4}$	A quarter	Un quart	Un cuarto
$\frac{2}{5}$	Two fifths	Dues cinquenes parts	Dos quintos
$\frac{1}{8}$	An/one eighth	Una vuitena part	Un octavo
$\frac{1}{10}$	A/one tenth	Una desena part	Un décimo
$\frac{1}{16}$	A/one sixteenth	Un setzè	Un decimosexto
$1 \frac{1}{2}$	One and a half	Un i mig	Uno y medio
$2 \frac{3}{8}$	Two and three Eighths	Dos i tres Vuitenes parts	Dos y tres Octavos

## 4. CAPITALIZATION

Capitalization is also very important in written English. Therefore, the main points that have to be capitalized have been included:

1. The first word of a sentence.
2. The first word of a quotation. *She told, "Study hard."*
3. The word "I".
4. Proper names and abbreviations of proper names. *ASAP*
5. Geographical names and names of political units. *Europe, European Union*
6. Compass directions only when they are parts of names. *North Korea*
7. Names of streets, buildings, parks and companies. *Baltimore Street, the Empire State Building, Central Park, Sony.*
8. Proper names used as adjectives. *the Fourier Transform*
9. Names of organisations and religions. *The Republican Party, Prothestantism*
10. Names of races and nationalities. *Caucasian, American*
11. The names of wars, battles, historical events and historical periods. *World War I, the Battle of Waterloo, America's Discovering, the Restoration*
12. The names of prizes, treaties and famous documents. *the Nobel Prize, the Declaration of Independence*
13. Military and civilian titles. *General MacArthur, Prime Minister Hashimoto*
14. Academic degrees. *John Smith, Ph. D.*
15. The first word and all important words in the names of books, plays, newspapers, journals and magazines.

## 5. IRREGULAR VERBS

Infinitive	Past	Participle	Catalan	Spanish
To awake	Awoke	Awaken	Despertar	Despertar
To be	Was/were	Been	Ésser/estar	Ser/estar
To beat	Beat	Beaten	Colpejar	Golpear
To become	Became	Become	Esdevenir	Llegar a ser
To begin	Began	Begun	Començar	Empezar
To bend	Bent	Bent	Doblegar	Doblar
To bite	Bit	Bitten	Mossegar	Morder/picar
To bleed	Bled	Bled	Sagnar	Sangrar
To blow	Blew	Blown	Bufar	Soplar
To break	Broke	Broken	Trencar	Romper
To bring	Brought	Brought	Portar	Traer
To build	Built	Built	Construir	Construir
To burn	Burnt	Burnt	Cremar	Quemar
To burst	Burst	Burst	Explotar	Reventar
To buy	Bought	Bought	Comprar	Comprar
To catch	Caught	Caught	Agafar	Coger
To choose	Chose	Chosen	Escollir	Elegir
To come	Came	Come	Venir	Venir
To cost	Cost	Cost	Costar	Costar
To creep	Crept	Crept	Arrossegar-se	Arrastrar-se
To cut	Cut	Cut	Tallar	Cortar
To deal	Dealt	Dealt	Tractar	Tratar
To dig	Dug	Dug	Cavar	Cavar
To do	Did	Done	Fer	Hacer
To draw	Drew	Drawn	Dibuixar	Dibujar
To dream	Dreamt	Dreamt	Somniar	Soñar
To drink	Drank	Drank	Beure	Beber
To drive	Drove	Driven	Conduir	Conducir
To eat	Ate	Eaten	Menjar	Comer
To fall	Fell	Fallen	Caure	Caer
To feed	Fed	Fed	Alimentar	Alimentar
To feel	Felt	Felt	Sentir	Sentir
To fight	Fought	Fought	Lluitar	Luchar
To find	Found	Found	Trobar	Encontrar
To fly	Flew	Flown	Volar	Volar
To forbid	Forbade	Forbidden	Prohibir	Prohibir
To forget	Forgot	Forgotten	Oblidar	Olvidar
To freeze	Froze	Frozen	Congelar	Congelar
To get	Got	Got	Obtenir	Obtener

Infinitive	Past	Participle	Catalan	Spanish
To give	Gave	Given	Donar	Dar
To go	Went	Gone	Anar	Ir
To grow	Grew	Grown	Créixer	Crecer
To hang	Hung	Hung	Penjar	Colgar
To have	Had	Had	Tenir	Tener
To hear	Heard	Heard	Sentir	Oír
To hide	Hid	Hidden	Amagar	Esconder
To hit	Hit	Hit	Colpejar	Golpear
To hold	Held	Held	Sostenir	Sostener
To hurt	Hurt	Hurt	Ferir	Herir
To keep	Kept	Kept	Mantenir	Mantener
To know	Knew	Known	Saber	Saber
To lay	Laid	Laid	Posar	Poner
To lead	Led	Led	Dirigir/portar a	Dirigir
To lean	Leant	Leant	Recolzar-se	Apoyarse
To leap	Leapt	Leapt	Saltar	Saltar
To learn	Learnt	Learnt	Aprendre	Aprender
To leave	Left	Left	Deixar/marxar	Dejar/salir
To lend	Lent	Lent	Prestar	Prestar
To let	Let	Let	Permetre	Permitir
To lie	Lay	Lain	Estirar-se	Tumbar-se
To light	Lit	Lit	Encendre	Encender
To lose	Lost	Lost	Perdre	Perder
To make	Made	Made	Fer	Hacer
To mean	Meant	Meant	Significar	Significar
To meet	Met	Met	Trobar	Encontrar
To mow	Mowed	Mown	Tallar	Cortar/segar
To pay	Paid	Paid	Pagar	Pagar
To put	Put	Put	Posar	Poner
To read	Read	Read	Llegir	Leer
To ring	Rang	Rung	Sonar	Sonar/llamar
To rise	Rose	Risen	Pujar	Subir/levantar
To run	Ran	Run	Córrer	Correr
To saw	Sawed	Sawn	Serrar	Serrar
To say	Said	Said	Dir	Decir
To see	Saw	Seen	Veure	Ver
To sell	Sold	Sold	Vendre	Vender
To send	Sent	Sent	Enviar	Enviar
To set	Set	Set	Posar	Poner
To sew	Sewed	Sewn	Cosir	Coser
To shake	Shook	Shaken	Agitar	Agitar
To shine	Shone	Shone	Brillar	Brillar
To shoot	Shot	Shot	Disparar	Disparar
To shrink	Shrank	Shrunk	Encongir	Encoger

Infinitive	Past	Participle	Catalan	Spanish
To shut	Shut	Shut	Tancar	Cerrar
To sing	Sang	Sung	Cantar	Cantar
To sink	Sank	Sunk	Enfonsar	Hundir
To sit	Sat	Sat	Seure	Sentarse
To sleep	Slept	Slept	Dormir	Dormir
To slide	Slid	Slid	Relliscar	Deslizar
To smell	Smelt	Smelt	Olorar	Oler
To speak	Spoke	Spoken	Parlar	Hablar
To spell	Spelt	Spelt	Lletrejar	Deletrear
To spend	Spent	Spent	Gastar/emprar	Gastar/emplear
To spread	Spread	Spread	Estendre	Extender
To stand	Stood	Stood	Estar de peu	Estar en pie
To steal	Stole	Stolen	Robar	Robar
To stick	Stuck	Stuck	Enganxar	Pegar
To sting	Stung	Stung	Picar	Picar/punzar
To strike	Struck	Struck	Colpejar	Golpear
To sweep	Swept	Swept	Escombrar	Barrer
To swim	Swam	Swum	Nedar	Nadar
To take	Took	Taken	Agafar	Coger
To teach	Taught	Taught	Ensenyar	Enseñar
To tear	Torn	Torn	Estripar	Rasgar
To tell	Told	Told	Dir	Decir
To think	Thought	Thought	Pensar	Pensar
To throw	Threw	Thrown	Llençar	Tirar/lanzar
To understand	Understood	Understood	Comprendre	Entender
To wear	Wore	Worn	Portar posat	Llevar/vestir
To weave	Wove	Woven	Teixir	Tejer/trenzar
To wet	Wet	Wet	Mullar	Mojar
To win	Won	Won	Guanyar	Ganar
To wind	Wound	Wound	Donar corda	Dar cuerda
To write	Wrote	Written	Escriure	Escribir

## 6. MAKE AND DO

Distinguishing *make* and *do* is not always easy.

Do can be an auxiliary verb (Do you want to go to the cinema tonight?) or a main verb (I did my homework yesterday.). As an auxiliary verb, it has no meaning. It is necessary only for the grammatical structure. As a main verb it has a meaning, but the meaning is rather general.

Make is not an auxiliary verb. It is always a main verb (I made my bed yesterday night). Its meaning is also general, but it often expresses the idea of construction or creation.

The following list may help you:

### 1. GENERAL ENGLISH:

make	do
to make amends	to do away with
to make an attempt	to do your best
to make the best of	to do your bit
to make a confession	to do damage
to make someone's day	to do your duty
to make a difference	to do an exam
to make an example of someone	to do evil
to make an excuse	to do someone a favour
to make an exception	to do good
to make eyes at	to do someone a good turn
to make faces (at someone)	to do harm
to make a fool of	to do your homework
to make friends with	to do justice to
to make fun of	to do military service
to make a fuss about	to do nothing
to make a habit of	to do something/anything
to make haste	to do wonders (for)
to make a journey	could do with
to make love	
to make a mess	
to make the most of	
to make a noise	
to make peace (with)	
to make room for	
to make a success of something	
to make trouble (for)	
to make up your mind to	
to make war (on someone)	
to make a will	
to make one's way	
to make way for	

2. at home:

make	do
to make a bed/ the beds	to do the housework
to make breakfast	to do repairs
to make a cake	
to make a cup of tea / coffee	
to make (the) dinner	
to make ends meet	
to make lunch	
to make a mess	
to make (the) supper	

3. business contexts:

make	do
to make an application for a job	to do business
to make an appointment	to do a deal (american)
to make arrangements	to do a goo/bad job
to make a bid	to do something for
to make a cancellation	to do a roaring trade
to make a charge (for)	to do some/ any work
to make a cheque out to	
to make a complaint	
to make a concession	
to make contact (with)	
to make a deal (british e.)	
to make demands on	
to make an effort	
to make a fortune	
to make an enquiry/inquiry	
to make headway	
to make an investment	
to make a loss	
to make money	
to make an offer	
to make a phone call	
to make a point of doing sth.	
to make preparations	
to make a profit	



to make progress	
to make a provision	
to make someone redundant	
to make a request	
to make a speech/statement	
to make a suggestion	
to make a trip	
to make use of	
to make work for someone	

#### 4. science and proof:

make	do
to make a breakthrough	to do an experiment
to make certain (that)	to do an operation on
to make a discovery	to do research
to make a mistake	to do a test
to make sure (that)	

## 7. MEASURES

It is very important to be accurate while calculating. Hence, the main conversion tables that any student needs to measure weight, length, surface, volume and capacity according to the Imperial (U.K) and Metric systems have been included here.

### 1. WEIGHT:

UNIT	SYMBOL	IMPERIAL	METRIC
Grain	(gr.)	1/7000 pound	0,0648 g
Dram	(dr.)	27,34 grains	1,7718 g
Ounce	(oz.)	16 drams	28,3495 g
Pound	(lb.)	16 ounces	453,6 g
Stone	(st.)	14 pounds	6,350 kg
Quarter	(qr.)	2 stones	12,7 kg
Quintal		100 pounds	45,360 kg
Hundredweight	(cwt.)	112 pounds	50,802 kg
Long ton	(l.t)	20 hundredweight	1016,044 kg
Short ton	(t.)	2000 pounds	907,18 kg

### 2. LENGTH:

UNIT	SYMBOL	IMPERIAL	METRIC
Inch	(in.)		2,54 cm
Foot	(ft.)	12 inches	30,48 cm
Yard	(yd.)	3 feet	91,44 cm
Fathom	(fm.)	6 feet	1,8288 m
Pole, Rod, Perch		5,5 yards	5,0292 m
Chain		4 poles	20,116 m
Furlong		220 yards	201,16 m
Mile	(m.)	1760 yards	1609 m
Knot, Nautical mile		2025 yards	1853 m

## 3. SURFACE:

UNIT	SYMBOL	IMPERIAL	METRIC
Square inch	(sq. in.)		6,452 cm <sup>2</sup>
Square foot	(sq. ft.)	144 square inches	929,03 cm <sup>2</sup>
Square yard	(sq. yd.)	9 square feet	0,836 m <sup>2</sup>
Acre	(a.)	4840 square yards	0,405 ha
Square mile	(sq. m.)	640 acres	2,59 km <sup>2</sup>

## 4. VOLUME AND CAPACITY:

UNIT	SYMBOL	IMPERIAL	METRIC
Pint	(pt.)		0,568 l
Gallon	(gall.)	8 pints	4,546 l
Cubic yard	(cu. yd.)	27 cubic feet	1,308 m <sup>3</sup>
Cubic foot	(cu. ft.)	1728 cubic inches	35,32 m <sup>3</sup>
Cubic inch	(cu. in.)		0,061 cm <sup>3</sup>
Fluid ounce	(fl. oz.)		0,352 cl

## 8. PUNCTUATION

A list of the names of the punctuation marks in English, their symbols and functions has been included in this appendix for reference.

SYMBOL	NAME	FUNCTION
,	COMMA	E. It indicates a pause within a sentence and separates the elements in a list. C. Indica una pausa breu dins d'una frase i separa els elements d'una llista. S. Indica una pausa breve dentro de una frase y separa los elementos de una lista.
/	STROKE OBLIQUE SLASH	E. It is used to separate items. C. S'utilitza per separar elements. S. Se utiliza para separar elementos.
()	BRACKETS PARENTHESES	E. They are used to indicate additional data. C. S'empren per indicar informació addicional. S. Se utilizan para indicar información adicional.
;	SEMI-COLON	E. It's used to separate two different parts in a sentence. C. S'utilitza per separar dues parts ben diferenciades dins d'una oració. S. Se utiliza para separar dos partes bien diferenciadas dentro de una oración.
“”	DOUBLE QUOTES / QUOTATION MARKS / INVERTED COMMAS	E. They are used to introduce words or thoughts from somebody... C. S'utilitzen per introduir paraules o pensaments d'algué ... S. Se utilizan para introducir palabras o pensamientos de alguien...

-	HYPHEN	<p>E. It is used to join two words making a unit, add a prefix or in compound nouns.</p> <p>C. S'utilitza per unir dues paraules que formen una unitat, per unir un prefix, o bé en noms compostos.</p> <p>S. Se utiliza para unir dos palabras que forman una unidad, añadir un prefijo, y en sustantivos compuestos.</p>
—	DASH	<p>E. It's introduced to separate one sentence which is usually an explanation within a longer sentence. It can also be placed at the end of a sentence to introduce a content summary.</p> <p>C. S'utilitza per separar una frase que sol ser una explicació dins d'una oració més àmplia. També el podem col·locar cap al final de l'oració, per introduir un resum del contingut.</p> <p>S. Se utiliza para separar una frase que suele ser una explicación dentro de una oración más amplia. También lo podemos colocar al final de la oración par introducir un resumen del contenido.</p>
!	EXCLAMATION MARK	<p>E. It's placed at the end of a sentence which expresses surprise, enthusiasm, etc.</p> <p>C. Es posa al final d'una frase que expressa sorpresa, entusiasme, etc.</p> <p>S. Se pone al final de una frase que expresa sorpresa, entusiasmo, etc.</p>
.	FULL STOP / PERIOD	<p>E. It indicates the end of a sentence when there is no question or exclamation mark. It's also used in abbreviations.</p> <p>C. Indica el final de la frase, sempre que no es tracti d'una pregunta o una exclamació. També s'utilitza en les abreviatures.</p> <p>S. Indica el final de la frase, siempre que no se trate de una pregunta o una exclamación. También se utiliza en las abreviaturas.</p>
:	COLON	<p>E. It's used to introduce long quotations or lists of items.</p> <p>C. S'utilitza per introduir cites llargues o llistes d'objectes.</p> <p>S. Se utiliza para introducir citas largas o listas de objetos.</p>

?	QUESTION MARK	<p>E. It's placed at the end of a direct question. Never in an indirect one!</p> <p>C. Es posa al final d'una frase interrogativa directa, però mai d'una indirecta.</p> <p>S. Se pone al final de una frase interrogativa directa, ¡pero nunca en una indirecta!</p>
'	APOSTROPHE	<p>E. It can indicate two things : a missing letter due to a contraction or the saxon genitive use.</p> <p>C. Pot indicar dues coses: que s'ha omès una vocal per causa d'una contracció o l'ús del genitiu saxó.</p> <p>S. Puede indicar dos cosas: que se ha omitido una vocal debido a una contracción o la utilización del genitivo sajón.</p>

SYMBOL	EXAMPLE:
,	I ran very quickly to the station, but I still missed the train.
/	We should please our clients/customers.
()	Two of my students (Peter and Sally) failed the exam.
;	Mr. Olsen wanted a refund; the salesman didn't.
“”	“I'll show you how to use this device”, the expert said.
-	Home-made, anti-war, twenty-one.
_	A few people _ not more than twenty _ attended the meeting.
!	Come and have a look at the factory!
.	Thank you. Fifth Ave. Elm St.
:	You can choose between two course types: intensive or extensive.
?	Who is your manager? Mr. Lindt.
'	Hasn't, aren't, Engineers' profile, Student's mark

## 9. TIMELINE

So as to use the English verb tenses system properly, one must be aware of its sequence in time. Hence, this chart has been included in the book.

SIMPLE ACTIVE / SIMPLE PASSIVE		CONTINUOUS ACTIVE	
Mr. Ellis had already left when I called.	The office had been sold before we expected.	Past Perfect	My manager had been visiting a customer when his car broke down.
		↓	
That engineer finished his project last week.	The report was written last month after a lot of trouble.	Past	I was making a phone call when Ms. Smith arrived.
		↓	
Sally has worked in that branch for years.	Our company has been managed by Bent Olsen for the last twelve years.	Present Perfect	Tina has been carrying out important research for six years now.
		↓	
Denis works five days a week.	Those devices are made in the United Kingdom.	Present	The president is giving a speech at the moment.
		↓	
		Future Intention	Our salesmen are going to fly to New York tomorrow.
		↓	
The general meeting will take place	The survey results will be shown later tomorrow at 12 p.m.	Future Simple	Mr. Davies will be travelling tomorrow.
		↓	
I will have completed the course by the end of June.	The prototype will have been tested by tomorrow noon.	Future Perfect	My boss will have been running the company for twenty years by the end of next month.

## 10. VERB TENSES IN ENGLISH

We have included this English verb tenses chart in the appendix so that Catalan and Spanish students can check the meaning in their own language.

VERB TENSE	EXAMPLE
PRESENT SIMPLE:	E. I work everyday. C. Treballo cada dia. S. Trabajo cada día.
PRESENT CONTINUOUS:	E. I am working now. C. Estic treballant ara. S. Estoy trabajando ahora.
PRESENT PERFECT:	E. I have worked 4 hours this morning. C. He treballat 4 hores aquest matí. S. He trabajado 4 horas esta mañana.
PAST SIMPLE:	E. I worked in my project yesterday. C. Vaig treballar en el meu projecte ahir. S. Trabajé en mi proyecto ayer.
PAST CONTINUOUS:	E. I was working when you arrived. C. Estava treballant quan vas arribar. S. Estaba trabajando cuando llegaste.
PAST PERFECT:	E. I had worked in Paris before coming here. C. Havia treballat a Paris abans de venir aquí. S. Había trabajado en P. antes de venir aquí.
FUTURE SIMPLE:	E. I will work in Dublin next year. C. Treballaré a Dublin l'any vinent. S. Trabajaré en Dublín el próximo año.
FUTURE PERFECT	E. I will have worked 8h by the end of the day. C. Hauré treballat 8h al cap del dia. S. Habré trabajado 8h al final del día.



## 11. ENGLISH WORD ORDER

Sometimes it is difficult to remember where to place each word within an English noun phrase. Therefore, a table indicating the proper order to follow has been included in this table.

1. DETERMINERS:	EXAMPLES:
1.1 Pre-determiners	Both, all, half, twice, double, three times...
1.2 Determiners	The, a/an, this, that, my, your, his, her, etc. several, some, any, either, every, each, many...
1.3 Numerals:	
1.3.1 Ordinals	First, second, etc. last, next, following...
1.3.2 Cardinals	One, two, three, four, five, etc.
2. GENERAL:	
2.1 Inherent quality, opinion	Useful, useless, helpful, famous...
3. PHYSICAL STATE:	
3.1 Size	Big, small, large, short, tall...
3.2 Shape	Round, square, triangle, rectangular...
3.3 Age	Old, new, 20thC, XIX century, 60's...
3.4 Temperature	Hot, cold, cool, warm, 20°C...
3.5 Colour	Blue, green, red, orange, yellow...
4. PROPER ADJECTIVES:	
4.1 Place of origin, nationality, type...	English, Danish, volumetric...
5. NOUN ADJUNCTS:	
5.1 Made of	Glass, wood, iron, steel, plastic, wool...
5.2 Used for	Cutting, polishing, writing, ink...
6. NOUN NUCLEUS:	Bottle, container, tool, device, machine...

### EXAMPLES

ENGLISH:	His last two beautiful large round new white English rubber golf balls.
CATALAN:	Les seves dues últimes pilotes de golf (boniques, grans, rodones, noves, blanques, angleses i de goma)
SPANISH:	Sus dos últimas pelotas de golf (bonitas, grandes, redondas, nuevas, blancas, inglesas y de goma)

## 12. INTERNET ADDRESSES

A selection of the main **web sites for English learning** has been included in here so that English learners can review grammar, do on-line exercises, look up words in multilingual dictionaries and check their English level on varied entry/ placement tests.

[http:// www.mansioningles.com](http://www.mansioningles.com)  
[http:// www.eleaston.com](http://www.eleaston.com)  
[http:// www.bbc.co.uk](http://www.bbc.co.uk)  
<http://esl.about.com>  
[http:// www.johnsesl.com](http://www.johnsesl.com)  
[http:// www.wisc.edu](http://www.wisc.edu)  
[http:// www.unav.es](http://www.unav.es)  
<http://near-online.net>  
[http:// www.jump.net](http://www.jump.net)  
[http:// www.encarta.msn.com](http://www.encarta.msn.com)  
[http:// www.virgilio.it/service/dizionario](http://www.virgilio.it/service/dizionario)  
[http:// www.elportaldeingles.com](http://www.elportaldeingles.com)  
[http:// www.uky.edu](http://www.uky.edu)  
<http://www.peevish.co.uk>  
<http://www.better-english.com>  
<http://www.powa.org>  
[http:// webster.comnet.edu](http://webster.comnet.edu)  
<http://www.aulafacil.com>  
<http://www.ompersonal.com>  
<http://www.ctv.es>  
<http://www.english.bos.com>  
<http://www.berlitz.com>  
[http:// www.aspectworld.com](http://www.aspectworld.com)  
<http://www.educ.goteborg.se>  
[http:// www.olsten.com](http://www.olsten.com)  
[http:// www.deep.pair.com](http://www.deep.pair.com)  
[http:// www.membres.lycos.fr](http://www.membres.lycos.fr)  
<http://www.effingpot.com>  
<http://engineering-ed.org>  
<http://www.aprender.com>  
<http://www.edufind.com>  
<http://www.lingolex.com>  
<http://www.businessletterpunch.com>  
<http://www.wsu.edu>  
[http:// www.cnn.com](http://www.cnn.com)  
<http://www.englishpage.com>  
<http://iteslj.org>  
<http://www.fh-karlsruhe.de>  
<http://www.rpi.edu>  
[http:// www.oup.com/elt/oxfordexchange](http://www.oup.com/elt/oxfordexchange)

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