

A Self-study Grammar Book for Engineers

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A Self-study Grammar Book for Engineers

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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 |
|---|--|
| 1. <u>REGULAR ACTIONS AND PROCESSES:</u> (Often with an adverb of frequency or a frequency expression) | E. Our scientists work 40 hours a week. C. Els nostres científics treballen 40 hores per setmana. S. Nuestros científicos trabajan 40 horas a la semana. |
| 2. <u>GENERAL STATEMENTS:</u> (To express a fact which is always true) | E. Water boils at 100°C. C. L'aigua bull a 100°C. S. El agua hierve a 100°C. |
| 3. <u>FACTUAL STATEMENTS AND OBSERVATIONS:</u> (To describe facts and situations that we see as permanent) | E. The liquid in the test tube weights 9 g. C. El líquid que hi ha dins el tub d'assaig pesa 9 g. S. El líquido que está dentro del tubo de ensayo pesa 9g. |
| 4. <u>DESCRIPTION OF EXPERIMENTS:</u> (Commonly used to describe present research and discoveries) | E. The filter paper then collects the impurities. C. Aleshores, el paper de filtre recull les impureses. S. Entonces, el papel de filtro recoge 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.
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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 now . | E. What are you doing here? C. Què estàs fent aquí? S. ¿Qué estás haciendo aquí? |
| 2. For activities happening around now , but perhaps not at the moment of speaking. | E. I'm working on a project at the moment. C. Estic treballant en un projecte en aquest moment. S. Estoy trabajando en un proyecto en este momento. |
| 3. To express a temporary activity . | E. Erik is a student, but he's working as a barman during the holidays. C. L'Erik és estudiant, però està treballant com a bàrman durant les vacances. S. Erik es estudiante pero está trabajando como barman durante las vacaciones. |
| 4. To express planned future arrangements (usually together with time expressions, such as tonight, tomorrow...) | E. I'm visiting a customer tomorrow. C. Demà visitaré un client. S. Mañana visitaré un cliente. |

SPELLING OF -ING FORMS

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

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

EXAMPLES:

| VERB TYPE | ENGLISH | CATALAN | SPANISH |
|-------------------|-----------------------------------|--|--|
| | | | |
| TO BE: | They were tired. | Estaven cansats. | Estaban cansados. |
| | | | |
| REGULAR: | Tim played golf yesterday. | En Tim va jugar a golf ahir. | Tim jugó a golf ayer. |
| | | | |
| IRREGULAR: | John ran a mile on Friday. | En Joan va córrer una milla el divendres. | Juan corrió 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 Streetthree times.
2. John has studied English.....1975.
3. It has snowedMonday.
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! / ¡Llárame!
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 before the subject. | Have you received my letter? Why are you so busy? How much does this PC cost? |
| 2. | Do works as the auxiliary verb if there is no other auxiliary verb in the sentence. | Do you like learning foreign languages? What does 'drum brake' mean? Did you like the exhibition? |
| 3. | Do is not used with other auxiliaries. | Can you tell me the time? Have you found that file? Are you ready to go? |
| 4. | Infinitives without to after Do. | What does the boss want ? Did he like the present? |
| 5. | Only the auxiliary verb goes before the subject. | Is Mr. Lewis coming tomorrow? When was your car serviced? Where are the workers going? |
| 6. | Question words (if subject or a part of it) come before the verb and do cannot normally be used . Do is then used for emphasis or when the question word is the object . | Who left the tools on the floor? What happened last night? How many people work in your office? Which type of battery lasts longest? What did happen when he found out? Who do you want to speak to? What do you think? |
| 7. | In indirect questions the auxiliary is not placed before the subject and there is no question mark (?) | 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 is the technician so late? |
| 2. | * What means 'bar graph'? | What does bar graph mean? |
| 3. | * Do you have seen Peter? | Have you seen Peter? |
| 4. | * Did you to go shopping? | Did you go shopping? |
| 5. | * Where is staying your boss? | Where is your boss staying? |
| 6. | * Which does cost more a or b? | Which costs more a or b? |
| 7. | * Tell me why are you here? | Tell me why you are 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. what | què; quin/a, quins/es | qué |
| 2. what's...like | com | cómo |
| 3. which | quin/a, quins/es | cuál, cuáles |
| 4. whose | de qui | de quién |
| 5. who | qui | quién |
| 6. when | quan | cuándo |
| 7. where | on | dónde |
| 8. how | com | cómo |
| 9. how old | quants anys | cuantos años |
| 10. how long | quant temps | cuánto tiempo |
| 11. how much | quant | cuánto |
| 12. how many | quants/ quantes | cuántos, as |
| 13. how far | a quina distància | a qué distancia |
| 14. why | 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 5th 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 th 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:

| | |
|------------------------------|---|
| can/can't | ability, permission, possibility, certainty |
| could/couldn't | ability, possibility |
| may/may not | permission, possibility |
| shall/shall not | personal intention, willingness |
| will/won't | personal intention, willingness |
| have to/don't have to | obligation, requirement |
| must/must not | certainty, obligation |
| should/shouldn't | desirability, probability |
| ought to/ought not to | desirability, probability |
| might/might not | possibility |
| used to/didn't use to | habit in past |
| would/wouldn't | 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. Heto 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. Wecelebrate 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 grandmotherhelp me to wash the dishes.
10. Your assistantarrive tomorrow at 9 p.m.

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

| | |
|--------------------|--|
| 9.00 | Arrival |
| 9.05-10.45 | Meeting with the R+D Department |
| 10.45-11.45 | Meeting with the Managing Director |
| 11.45-12.45 | Demonstration of the M3 Prototype |
| 12.45-2.45 | Lunch with other engineers in the enterprise |
| 2.45 | Car to Terminal 2, Heathrow Airport |
| 5.00 | 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.

| | |
|--------------------|--|
| 9.00 | Arrival |
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| 12.45-2.45 | Lunch with other engineers in the enterprise |
| 2.45 | Car to Terminal 2, Heathrow Airport |
| 5.00 | 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 |
|---------------|--|---------------------------------|
| TYPE 0 | If+ Present / Present | GENERAL TRUTHS |
| TYPE 1 | If+Present / Future | CAUSE-EFFECT |
| TYPE 2 | If+Past / would or could...+ Infinitive | HYPOTHESIS (UNREAL) |
| TYPE 3 | If+ Past Perfect / would...+ Present Perfect | PAST EVENTS (IMPOSSIBLE) |

EXAMPLES

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

| | |
|------------------------|---------------------------|
| FOR PEOPLE: | that, who, whom, zero |
| FOR THINGS: | that, which, zero |
| FOR POSSESSION: | whose, of which (things) |
| FOR PLACES: | where, in which, at which |
| FOR TIME: | 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. |
| RELATIVE CLAUSE: The machine that makes the best coffee is broken. | La cafetera que fa el millor cafè està espatllada | La cafetera que hace el mejor café está estropeada. |

TYPES

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

| | | |
|--|---|----------|
| | | |
| 1. ACTIVE: <u>The technician</u> <u>did</u> <u>a good job</u> . | | |
| ↓ | S | V O |
| | | |
| 2. PASSIVE: <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 + participle | PAST SIMPLE PASSIVE: was/were + participle | FUTURE SIMPLE: will + be + participle |
| PRESENT CONTINUOUS PASSIVE: is/are + being + participle | PAST CONTINUOUS PASSIVE: was/were + being + partic. | FUTURE PERFECT PASSIVE: will + have been + partic. |
| PRESENT PERFECT PASSIVE: have/has (3ps) + been + p. | PAST PERFECT PASSIVE: Had + been + participle | MODAL VERBS (PASSIVE) : Modal + be + participle |

C. How **participles** are formed:

| VERB TYPE: | INFINITIVE: | PARTICIPLE: |
|-------------------|-------------|--------------------------------|
| a) Regular verb | discover | discovered |
| b) Irregular verb | write | write – wrote - written |

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>An is used before vowels:</p> <p>An artist, an engineer, an iglu, an hour, an underground</p> | <p>The is used when the listener knows which one we are talking about:</p> <p>Can you open the window? Who's the man in the black suit? We've got a cat. The cat's name is Phoebe.</p> |
| <p>A is used before consonants:</p> <p>A doctor, a university, a degree, a bachelor, a qualification, a car, a tool...</p> | <p>NO ARTICLE</p> <p>In certain expressions: at home, go home, at school, at work, in bed.</p> |
| <p>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:</p> <p>I'd like to have a CD player. Sally lives in a small flat near London.</p> | <p>In generalisations (plurals or uncountable nouns):</p> <p>Cars used to be cheaper a decade ago. I like rock music. Oil is produced in Texas. Students are usually motivated.</p> |
| <p>A/an is also used when we give the class or group that somebody / something is in:</p> <p>What's that? It's an insect. What is your job? I'm a designer.</p> | <p>With proper nouns and titles:</p> <p>Mr. Spielberg, King Arthur, Lord Byron, England, Sesame Street, New York...</p> <p>With materials, colours & languages:</p> <p>Iron, blue, Swedish.</p> |
| <p>A/ an is also used to mean 'every' in prices and measurements:</p> <p>Three Pounds a kilo. Seventy kilometres an hour.</p> | <p>With months, seasons & nationalities:</p> <p>In July, next summer, Australian.</p> <p>With activities, jobs and games:</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 ispencil 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

| | SINGULAR | PLURAL | RULES |
|-----------------------------------|---|--|--|
| CASES | Examples | Examples | |
| Ending -s,-ss,-ch, -sh, -x | bus, loss, church, brush, box | buses, losses, churches, brushes, boxes | Add -es Exception: loch-lochs |
| Ending -y | toy, donkey, tray, valley | toys, donkeys, trays, valleys | Add -s if -y follows consonant |
| | fly, lady, body, lorry | flies, ladies, bodies, lorries | Drop -y and add -ies if -y follows consonant |
| | Kennedy, Mary | Kennedys, Marys | Exception: proper nouns |
| Ending -f, -fe | 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 -ves |
| | roof, chief, reef, safe, cliff, handkerchief | roofs, chiefs, reefs, safes, cliffs, handkerchiefs, | Others add -es |
| | hoof, wharf, scarf | hoofs/hoooves, wharfs/wharves, scarfs/scarves | Some have alternative endings |
| Ending -o | photo, memo, kilo, piano, radio, video, zoo | Photos, memos, kilos, pianos, radios, videos, zoos | Most nouns add -s |

| | 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/ mosquito es | 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.

| | | | | | |
|-------------------|-----------------|-------------------------|----------------------|-----------------|----------------------|
| Childish | Homeless | Autobiographical | Disillusioned | Generous | International |
| Irrelevant | | Fatally | Wooden | Popular | |

-communication is fast and easy with Internet.
- John's book is.....It relates to his childhood.
- The Canadians practise baseball. It is a.....sport in Canada.
- The man was.....injured in a car accident.
- Thank you. You are very.....with me.
- There are many..... people in the Third World.
- My friend lives in a.....cabin in the country.
- Martha's..... behaviour always gets her into trouble.
- I was very.....with the results of the election.
- 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).

- I have never been..... in mechanics, although I am sure it is an.....job. (interest)
- 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)
- The salesperson was so.....that she.....me to buy the expensive shoes. (convince)
- The lecture was long and..... . Many students were.....by the end. (bore)
- Lilian doesn't think soap operas are..... . She is more.....by other programmes.
- Many people find the Africa situation..... . The conflicting News reports leave people.....as to what is really going on. (confuse)
- Some people think the film *The fly* was..... . I was more..... by Halloween. (terrify)

EXERCISE 3. Choose the correct answer:

- Kate was (please/pleased/pleasing)when she finished Maths.
- I think it was very (kind/kindly/kindless) of you to call me when I was ill.
- The boat tour was very (interested/interest/interesting).
- 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: |
|------------------------------|--|
| noun + noun | <i>water tank motorcycle</i> |
| noun + verb | <i>rainfall train-spotting</i> |
| noun + adverb | <i>hanger-on passer-by</i> |
| verb + noun | <i>washing machine driving licence</i> |
| verb + adverb | <i>lookout take-off</i> |
| adjective + noun | <i>greenhouse software</i> |
| adjective + verb | <i>dry-cleaning public speaking</i> |
| adverb + noun | <i>onlooker bystander</i> |
| adverb + verb | <i>output upturn</i> |

COMPOUND NOUNS EXERCISES

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

- | A | 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)

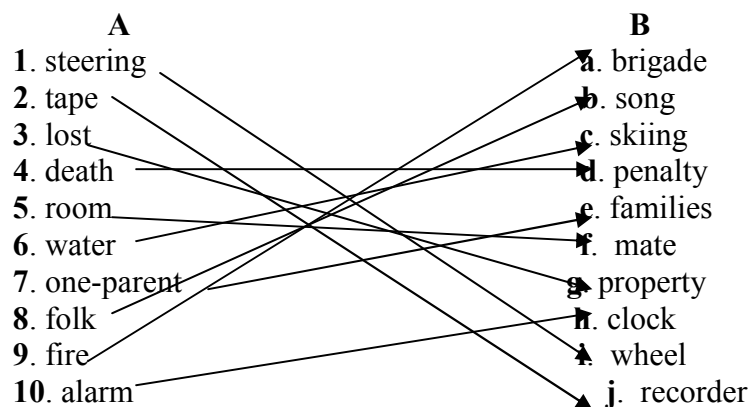
4. When I was a student I didn't have much money to spend on clothes but I didn't mind wearing other people's

(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'tbuses 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 findwalking 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 havefriends, 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.

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

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

| CONJUNCTIONS Join 2 clauses | | PREPOSITIONS Join a clause + noun phrase or gerund | ADVERBS |
|---------------------------------------|----------------|---|-------------------|
| 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)







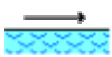
indicating position

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

Reference to a surface (1)




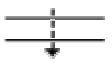







indicating direction





| | |
|---|--------------------------------------|
|  | 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 behind B |
|  | A is running beside B |
|  | Go up the hill |
|  | Go down the hill |
|  | Jump over A The plane is flying over A |
|  | Crawl under A |
|  | We are flying above the water |

Reference to a surface (2)



indicating position

| | |
|---|--------------------------------------|
|  | Stay on the platform |
|  | Stay off the platform |
|  | We live along the road |
|  | We are safely across the road |
|  | A is in front of B |
|  | A is behind B |
|  | A is beside B |
|  | A is opposite B |
|  | We are up the hill |
|  | We are down the hill |
|  | It is over 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) of</i> 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 come at the end 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 placed before the main verb , 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 usually come at the end 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 come at the end 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... |

| | | |
|--|---|--|
| ADVERBS OF MANNER | <p>They occur either at the end of the clause, before the verb or after the first auxiliary.</p> <p>Most are formed by adding – y to the adjective:</p> <p>But if the adjective ends in – y then it is replaced by –ily. And –l becomes –lly</p> <p>If it ends in –ble, it is changed by –bly</p> <p>Others do not change:</p> | <p>Quickly, instinctively, carefully, carelessly, slowly, easily, intensely</p> <p>kind - kindly</p> <p>easy – easily</p> <p>careful - carefully</p> <p>comfortable – comfortably</p> <p>hard, well, aloud, fast, straight, tight.</p> |
| ADVERBS OF DEGREE | <p>They usually come after the verb 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> |
| ADVERBS OF QUANTITY (QUANTIFIERS) | <p>These also occur after the main verb.</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 | carefully |
| extreme | extremely |
| complete | completely |
| angry | angrily |
| comfortable | comfortably |
| happy | happily |
| sad | sadly |
| beautiful | beautifully |
| slow | slowly |

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

EXAMPLES

| TYPE | ENGLISH | CATALAN | SPANISH |
|---|--|--|---|
| TYPE 1 | Time flies. | El temps vola. | El tiempo vuela. |
| TYPE 2 | I saw Martin. | Vaig veure en Martí. | Ví a Martín. |
| TYPE 3 (Noun) (AdvP) | Paul is sad. (Adj) Arthur was my boss. My car is outside. | 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. |
| TYPE 4 (Noun) | She seems happy(A) He became a lawyer. | Ella sembla feliç. Es va fer advocat. | Ella parece feliz. Él se hizo abogado. |
| TYPE 5 | He gave us money. | Ens va donar diners. | Nos dio dinero. |
| TYPE 6 | He has a cold. | Té un refredat. | Tiene un resfriado. |
| TYPE 7 | It is very cold. | Fa molt fred. | Hace mucho frío. |
| TYPE 8 | It sounds nice. (L) It is raining (W Verb) | 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 it is really important. |

2. FAULTY SUBJECT-VERB AGREEMENT:

| | |
|----------------------------------|--|
| * My boss like traveling abroad. | My boss likes traveling abroad. |
| * Many people has computers. | Many people have computers. |

3. FAULTY NEGATION:

| | |
|----------------------------------|--------------------------------------|
| *He didn't finished his project. | He didn't finish his project. |
| * Peter didn't know nothing. | Peter didn't know anything. |

4. FAULTY QUESTIONS FORMATION:

| | |
|--------------------------|---------------------------------------|
| * Where Sarah lives ? | Where does Sarah live ? |
| * What does Tom studies? | What does Tom study ? |

5. FAULTY ADJECTIVE-NOUN WORD ORDER

| | |
|-------------------------------------|--|
| *This is a problem very common. | This is a very common problem . |
| *Martha studies a language foreign. | Martha studies a foreign language . |

6. INFLECTION OF ADJECTIVES:

| | |
|------------------------------------|--|
| *These cars are too expensives. | These cars are too expensive . |
| *Mark studies difficults subjects. | Mark studies difficult subjects . |

7. USE OF MODALS WITH OTHER THAN BASE FORM:

| | |
|--------------------------------|------------------------------------|
| * I must to work on Saturdays. | I must work on Saturdays. |
| *That engineer can helps you. | That engineer can help you. |

8. INCORRECT PRONOUN-ANTECEDENT CONCORDANCE:

| | |
|--|---|
| * On Friday Mike wrote your report. | On Friday Mike wrote his report. |
| * This is terrible and his effects, too. | This is terrible and its effects, too. |

9. USE OF THE FOR GENERIC MEANINGS:

| | |
|-------------------------------|--------------------------------|
| * The life is very difficult. | Life is very difficult. |
| * The taxes are too high. | Taxes 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. | 9. THE IN GENERIC MEANINGS |
| * I bought two books and read its. | 8. PRONOUN-ANTECEDENT |
| * Philip don't can finish. | 7. USE OF MODALS |
| * Tomorrow I will must work. | 7. USE OF MODALS |
| * Susan no has time to study. | 3. FAULTY NEGATION |
| * Everybody have a PC nowadays. | 2. SUBJECT-VERB AGREEMENT |
| * Why is going Ms. Johnson.? | 4. FAULTY QUESTIONS |
| * Students didn't smoked in class. | 3. FAULTY NEGATION |
| * Yesterday carried out an experiment. | 1. OMISSION OF SUBJECT |
| * Is essential to understand this. | 1. OMISSION OF SUBJECT |

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.

| AT THE BEGINNING OF A LETTER: | ENGLISH | CATALAN | SPANISH |
|---|--|--|---|
| To someone you know or to a friend: | Dear Mark, Dear Sandra, Hi David! | Estimat Marc, Estimada Sandra, Hola David! | Querido Marcos: Querida Sandra: ¡Hola David! |
| To someone you know or to business contacts: | 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: |
| To companies or organizations: | Dear Sir or Madam, Dear Sirs, | Benvolguts senyor o senyora, Benvolguts senyors, | Muy señores míos: Estimados señoras: |
| To someone whose title you know: | Dear Sir, Dear Madam, Dear Doctor, | Distingit/Benvolgut senyor, Distingida senyora, Distingit doctor, | Distinguido señor: Estimada senhora: Apreciado doctor: |
| ENDING LETTER: | ENGLISH | CATALAN | SPANISH |
| Informal: | 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, |
| Formal: | 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

1992Responsabilities

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

| | | |
|----------------------|--|--|
| INTRODUCTION: | <ol style="list-style-type: none"> 1. Describe the problem investigated (What is it?) 2. Summarize relevant research to provide: context, key terms and concepts so that your reader can understand your experiment. 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?) 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) | <ol style="list-style-type: none"> 1. Move from general to specific (your experiment). 2. Make clear the links between: problem-solution / question asked-research designed / prior research-your experiment 3. Be selective, not exhaustive, in choosing studies to cite and amount of detail to include in your report. 4. Ask for advice whether to summarize results and/or conclusions in the introduction section. |
|----------------------|--|--|

| | | |
|-----------------|---|--|
| METHODS: | <ol style="list-style-type: none"> 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? 2. Answer the following: How did you proceed?, What steps did you take? | <ol style="list-style-type: none"> 1. Provide enough detail for replication. 2. Order procedures chronologically or by type of procedure. 3. Use the past tense to describe what you did. 4. Quantify whenever possible: concentrations, measurements, amounts, times, temperatures ,etc. 5. Don't include details of common statistical procedures. 6. Don't mix results with procedures. |
| RESULTS: | <ol style="list-style-type: none"> 1. Briefly describe your experiment or procedure: (What did you observe?) 2. Report main result/ s supported by selected data: <ul style="list-style-type: none"> - Representative (most common) - Best case: (best example of ideal or exeption) | <ol style="list-style-type: none"> 1. Order multiple results logically: <ul style="list-style-type: none"> - From most to least important. - From simple to complex. - Type by type. 2. Use the past tense to describe what happened. 3. Select table data. |

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

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 préstec | 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 | Reintegament | 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 | Día 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 | Videocònsola | 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 |
| Video 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 |
| Televiwer | 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 | Eixugap parabrisa | Limpiaparabrisas |
| 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 | Cortaalambrs |
| 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 |
| Work platform / 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 operador | 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 Changes | 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 goverment | Corporation | Ajuntament | Ayuntamiento |
| Conductor (train) | Guard | Revisor | Revisor |
| Connect (telephone) | Put through | Posar en contacte | Poner en contacto |
| Cookie | Biscuit (sweet) | Galeta | Galleta |
| Daven port/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 rd 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 th 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 nd year undergraduate | Estudiant de segon curs | Estudiante de segundo curso |
| Undergraduates: junior | 3 rd year undergraduate | Estudiant de tercer curs | Estudiante de tercer curso |
| Undergraduates: senior | 4 th 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 | Armilla | Chaleco |
| Wall to wall | Fitted carped | 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 | Discusió | 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 | Album | 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 | Facsimil | 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 | Repasar | 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/oscuro |
| 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 | Addicional | 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 ² | Three squared | Tres al Quadrat | Tres al Cuadrado |
| 5 ³ | Five cubed | Cinc al cub | Cinco al cubo |
| 6 ¹⁰ | 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, Protheism*
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 ² |
| Square foot | (sq. ft.) | 144 square inches | 929,03 cm ² |
| Square yard | (sq. yd.) | 9 square feet | 0,836 m ² |
| Acre | (a.) | 4840 square yards | 0,405 ha |
| Square mile | (sq. m.) | 640 acres | 2,59 km ² |

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 ³ |
| Cubic foot | (cu. ft.) | 1728 cubic inches | 35,32 m ³ |
| Cubic inch | (cu. in.) | | 0,061 cm ³ |
| 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'algú ... 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.commnet.edu](http://webster.commnet.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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