

STUDY REFERENCE

GRAMMAR **Where I work**

Language Summary

Indefinite and definite articles: a/an and the

Indefinite article: a

- You use **a/an** when you are talking about something for the first time. It means one thing or person.

*My office has **a large desk**. (one desk)*

*I'm looking for **a house** near my office. (one house)*

Indefinite article: an

- You use **an** (not a) before a/e/i/o/u spelling (or sounds).

*I saw **an** advertisement for **an** office furniture sale. (spelling)*

*We have **an** hour for lunch. (sound - h is not pronounced: an [h]our)*

- You **don't** use **a/an** before uncountable nouns.

*The report has **information** about the company.*

Definite article: the

- You use **the** when it is clear what person or thing you are talking about.

***The manager** at my office works late every night.*

(= my manager)

*These are **the new computers** I want to buy.*

(= the computers in the shop)

*Here's a photo of my office. **The furniture** is very modern.*

(= the furniture in my office)

