

BZG3401

English

1. Modulinformationen

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Kursunterlagen: <https://moodle.bfh.ch/course/view.php?id=15686>

2. Verb tenses

3. Unit 1: Social media

3.1 Grammar Focus

Match the descriptions of the tenses a-f with the statements 1-6 in the text.

- a) 6 - past simple
- b) 1 - past continuous
- c) 3 - present simple
- d) 5 - present perfect
- e) 4 - present perfect continuous
- f) 2 - present continuous

Look at the tweets (a-d) from Kimball to his followers. Text all the tenses that refer to the future. Circle the best answer to describe why this form is used in sentences a-d.

- 1. ii
- 2. iii
- 3. i
- 4. iii

3.2 Grammar Ex. 4

Complete the questions. Change the verb forms if necessary.

- 1. How long have you sold crème brûlées?
- 2. What did you do before starting your own business?
- 3. Why did you start the business?
- 4. How did the business get its name?
- 5. What's the biggest challenge (of) running this type of business?
- 6. What advantage does your business have over a traditional restaurant?
- 7. What inspires you to create varied menus?
- 8. What is your advice for anyone starting their own food truck?

3.3 Grammar Ex. 5

- 1. have never tasted
- 2. were
- 3. am meeting
- 4. I'm going to choose

5. I'll go
6. I'll see

3.4 Grammar Ex. 8

1. Desk phones and email
2. They are crucial for productivity at work
3. Instant messaging and social media
4. For brainstorming and planing
5. For complicated decision making
6. Smartphones
7. In their free time
8. To attract the younger generation

3.5 Grammar Ex. 9

1. true
2. false, about 60%
3. false, has increased
4. true
5. false
6. true

3.6 Vocabulary Ex. 2

1. Poor language skills lead to inaccurate & incomplete information and miscommunication.
2. Takes a lot of time and money.
3. Less mobility & job possibilities.
4. The lack of language skills and different cultures.
5. He ordered that everyone speaks English.
6. With financial support.
7. Take extra language lessons.

3.7 Vocabulary Ex. 4 & Ex. 5

	Prefix	Article	More examples
1	in-	efficient, accurate	convenient, direct
2	mono-	lingual	rail, culture
3	un-	likely	happy, comfortable
4	bi-	lingual	monthly, annually
5	dis-	advantage	connect, honest
6	multi-	natiional	racial, tasking
7	mis-	understandings	calculate, use
8	over-	worked	ambitious, confident
9	im-	possible	practical, personal
10	under-	performing	paid, estimate

3.8 Vocabulary Ex. 6

1. underperforming
2. uncomfortable
3. inconvenient
4. overworked
5. misunderstood
6. multilingual
7. biannual
8. monocultural
9. disadvantage
10. impersonal

3.9 Dialog

1. Hi I'm Evan. Nice to meet you!
2. No, it's my first time attending one of these.
3. Yeah, it's cool to meet all the people from all over the world.
4. I work at the Los Angeles office. So I didn't need to travel a long distance.
5. Yes, it's amazing. The weather is almost sunny all year around. How was your journey?
6. That's awful!
7. Yes, it's an amazing selection. There's lot of foods I haven't even heard of.
8. I work in the Sales department
9. I don't, who is she?
10. I haven't managed to meet anyone from the head office so far.

11. Not for very long, just for a month.
12. Sure, I'd like to meet her.
13. Ok, thank you very much.
14. No thanks, I'm fine.
15. See you later!

3.10 Customs and culture

1. Roses as a gift is a little bit strange.
2. Edinburgh isn't in England. Check your facts!
3. Tables aren't for sitting.
4. He should be equal to everyone and shake hands with everybody.
5. She needs to use a tissue for blowing her nose or go to the bathroom.
6. During Ramadan you shouldn't be drinking during the day.

3.11 Review: Grammar Ex. 1

1. was studying
2. was working
3. adored
4. wasn't being met
5. launched
6. lay
7. had
8. got
9. reached
10. were working
11. sold

3.12 Review: Grammar Ex. 2

1. I've taken on
2. it is growing
3. we launched
4. have worked, I'm going to
5. we do, are just doing

6. have been living, will stay

3.13 Review: Vocabulary Ex. 1

1. underpaid
2. unambitious
3. monolingual
4. overestimate
5. disconnect
6. misunderstand
7. inconvenient
8. impossible
9. biannual
10. multitask

3.14 Review: Vocabulary Ex. 2

1. misunderstood
2. multitask
3. biannual
4. disconnected
5. overestimated
6. underpaid
7. unambitious
8. monolingual
9. inconvenient
10. impossible

3.15 Review: Work skills Ex. 1

1. e
2. b
3. d
4. a
5. c

3.16 Review: Work skills Ex. 2

1. How about you?
2. The photographer. That's great.
3. Absolutely. It must be very satisfying.
4. And you?
5. Were you working in Sales in your previous company then?
6. Really! So you must enjoy it.
7. So what attracted you to work here?

3.17 Review: Functions Ex. 1

1. must be
2. nice too meet you
3. to find us OK
4. introduce you to
5. you know
6. like to introduce you to
7. this is
8. Nice to meet you
9. I'll look forward to

4. Unit 2: Resources

4.1 Grammer Ex. 1

1. Hectares of land that have been bought.
2. For growing crops like vegetables, rice, wheat, lentils, flowers and sugar cane.
3. Governments, global agribusinesses, investment banks, hedge funds and other financial institutions.
4. The investment costs are very low and unregulated.
5. They used to farm, hunt and gather and the land and it's now changing their way of life.

4.2 Grammer Focus

Match the sentences 1-3 with the tenses a-c.

1. b
2. c
3. a

Find one more example of each verb for min the article in Grammer Ex. 2.

- a.) There has been an increase in demand...
- b.) ... and individuals have been investing...
- c.) ... 60 million hectares of land have been bought...

Complete the rules.

1. past, present
2. present perfect
3. present perfect continuous
4. stative
5. present perfect passive

4.3 Grammer Ex. 3

1. has been created
2. has provided
3. have been offering
4. reported
5. have been highlighting
6. has reached

7. has found
8. announced
9. has been put
10. hasn't finished
11. has been done

4.4 Work Skills Ex. 1

1. They lost time and spent a further week finding new filming locations that were safe. In the end they only had one week for filming.
2. Jeremy suggests if the filmed material is not enough the company can use archive material from the last year.

4.5 Work Skills Ex. 2

- a. 4
- b. 5
- c. 1
- d. 2
- e. 3

4.6 Review: Grammar Ex. 1

1. Have you seen
2. haven't had
3. managed
4. have been
5. spoke
6. has been talking
7. have introduced
8. met
9. have been studying
10. have had

4.7 Review: Grammar Ex. 2

1. I've been for Pete for seven years.
2. She has been with the company since spring last year.
3. We've been working on this project since last Thursday.
4. I have been a Project Manager for ITS since January 2012.
5. I've been cycling into work since the train strike started.
6. I've been communicating with her regularly since my US visit last year.
7. They've been working on the building since Christmas but they're only half finished.

4.8 Review: Grammar Ex. 3

1. f
2. g
3. c
4. e
5. a
6. d
7. b

4.9 Review: Vocabulary Ex. 1

1. forced
2. ban on
3. permitted
4. restricted
5. be permitted
6. you have no obligation
7. to be prohibited
8. allow their residents to carry a gun

4.10 Review: Vocabulary Ex. 2

1. prevent
2. restrict
3. reduce

4. banned
5. allow
6. permitted

4.11 Review: Work skills Ex. 1

1. Title
2. Introduction
3. Main points
4. Causes of population decline
5. Recommendations

4.12 Review: Work skills Ex. 2

- a. describes
- b. involved
- c. provides
- d. There has been
- e. reasons
- f. Finally
- g. recommend
- h. secondly

4.13 Review: Functions Ex. 1

1. In other words
2. do you mean
3. Are you with me?
4. are you saying
5. if I follow you
6. Is that clear?

4.14 Review: Functions Ex. 2

1. Are you saying
2. I'm not sure if I follow you

3. Are you with me?
4. I mean
5. What I mean

5. Unit 3: Work-life balance

5.1 Grammar Ex. 3

1. great sustainability
great education and health
gender equality
a thriving export market
no army
2. six hours of sleep
a 20 minute commute
time with family and friends
spending time outdoors
get off work at a decent time

5.2 Grammar Ex. 4

1. Yes. For me free time is a major factor in hapiness.
2. They defined hapiness as the "degree to which an individual judges the overall quality of his or her life as a whole favourably".
3. We also have a very good education system.
4. It's pretty similiar. I want to have more than 6 hours sleep a night though.

5.3 Grammar Ex. 5

We rank pretty high I think. This is because we have a great education, enough jobs for the people and we have enough resources for us.

5.4 Grammar Focus

1. a
2. b

The relative pronoun can be omitted in sentence 1.

Clauses for extra information: which has proved positive..., which commissioned..., which in the case..., who obviously appreciate...

Relative pronouns: who, which, that, where, whose

5.5 Grammar Ex. 8

1. A recent survey on hapiness, which was carried out in 149 countries, ranked countries in terms of their level of hapiness.

2. Costa Rica, which was ranked as the happiest country, has placed great emphasis on sustainability.
3. Education and health are areas which the Costa Ricans have invested in.
4. Togo and Tanzania, which the survey revealed to be the least happy nations, both have relatively low GDPs.
5. Spending time with relatives is one of the key factors that contributes to happiness in Britain according to the survey.
6. The 4'000 adults who took part in the survey, were asked to rate their happiness on a scale of one to five.
7. The research showed that those adults who work less than eight hours a day are happiest.
8. The people who the study identified as the happiest spend about two hours a day playing with their children.

5.6 Grammar Ex. 9

1. Happiness, which can be defined in many ways, relates...
2. Spending time with loved ones, which includes time spent with friends, is a key factor...
3. Sam gave an excellent presentation last week at Reading University, where she was a student.
4. Tim's been offered a new job in marketing, which he's been waiting for for a long time.
5. Dr Laurel Edmunds, who has researched the issue of happiness at work for some time, has produced a unique definition of happiness.
6. Last month we conducted a staff survey, whose results are due out this week.
7. Maslow's motivation theory, which is perhaps the best-known theory of happiness, can be represented by a visual aid shaped like a pyramid.
8. Job satisfaction, which is frequently measured by companies and organizations, is a very important aspect of people's working lives.

5.7 Grammar Ex. 10

1. Norway, which is at the top of the happiness index, has a relatively mediocre income per head.
2. Togo, which is at the bottom of the happiness index, has the lowest income per head.
3. Luxemburg, which has the highest income per head, is near the top of the happiness index.
4. Brazil, which has a relatively low income per head, is about in the center of the happiness index.

5.8 Vocabulary Ex. 4

1. productivity
2. reality
3. responsibility
4. employee
5. cooperation
6. satisfaction
7. motivation
8. managerial, managing, manageable
9. social
10. stimulating
11. creative
12. enjoyable
13. necessary
14. serious

5.9 Vocabulary Ex. 6 & 7

	Suffix	Nouns / Adjectives	Examples
1	-ity	Nouns	reality, creativity, necessity, <i>opportunity</i>
2	-ive	Adjectives	cooperative, creative, <i>informative</i>
3	-ible	Adjectives	responsible, <i>sensible</i>
4	-able	Adjectives	enjoyable, employable, <i>favourable</i>
5	-tion	Nouns	motivation, stimulation, <i>exception</i>
6	-ment	Nouns	enjoyment, <i>entertainment</i>
7	-ing	Adjectives	managing, stimulating, <i>exciting</i>
8	-al	Adjectives	real, <i>critical</i> , <i>additional</i> , <i>inspirational</i>
9	-ous	Adjectives	serious, <i>nervous</i> , <i>cautious</i>

5.10 Vocabulary 8

5.11 Vocabulary 9

5.12 Vocabulary 10

5.13 Functions Ex. 2

1. He's researching problems with the project.
2. With a summary of the project.

3. Getting enough natural light on the deepest levels. Greenhouse effect because of the glass roof. Difficult conditions for constructing because of the wet earth.
4. Possibly, with some expensive technological investment.
5. Most likely not. There are a lot of problems that need to be solved which will cost quite a bit of money.

5.14 Functions Focus

1. hedging
2. contrasting
3. generalizing

5.15 Functions Ex. 3

1. apparently
2. Perhaps
3. It seems
4. I'm not sure, apparently
5. it's not clear
6. Apparently

6. Unit 4: Providing a service

6.1 Grammar Ex. 4

1. No, she was fined.
2. She caught a train 30 minutes earlier.
3. He was outraged und collected money for the woman and handed it over.
4. He was arrested for begging.

6.2 Grammar Focus

Match the sentences from the text 1-5 with the appropriate descriptions a-e.

1. c
2. a
3. b
4. e

5. d

Match the descriptions a-e with the correct narrative tense i-v.

a. iii

b. i

c. ii

d. v

e. iv

Ordering events

as soon as, at this point, consequently, when, while

Expressing cause and effect

as a result, because, so

6.3 Grammar Ex. 6

1. was, met, had gone
2. had already gone through, announced
3. was driving, phoned, had been
4. complained, gave
5. took, had been having
6. was feeling, crashed
7. has been getting, had already walked out
8. had had

6.4 Grammar Ex. 7

1. had been hoping
2. had started
3. were selling
4. had scratched
5. had won
6. asked
7. explained
8. had
9. got
10. was
11. was chewing

- 12. stood
- 13. had swallowed
- 14. lost