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REPUBLIQUE ALGERIENNE DEMOCRATIQUE ET POPULAIRE
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Ministère de la Formation et de l'Enseignement Professionnels

Centre National de l'Enseignement
Professionnel à Distance
(CNEPD)

المركز الوطني للتعليم
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# COURS D'ANGLAIS

## SERIE N°02

**PLAN DE LA LEÇON : MEMORANDUM**

**I – COMPREHENSION**

**II – STRUCTURE PRACTISE**

1- The present simple
2- The present continuous
3- The future simple
4- Other forms of the future

**III- VOCABULARY**

**IV- KEYS TO THE EXERCISES**

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**MEMORANDUM**

**Io: All office staff** **Subject : Redundancies**
**From: Personnel officer** **Date : 13 th December**

As you know the current rise in manufaturing costs are cansing a reduction in our profit margins. Normally, we employ fifty staff in the personnel department, but we are planning to reduce the number of office staff. For these reasons the managing, Director is asking for names of staff who would like to take early retirement.

Many people complain that we are presently understaffed, but at the moment we are trying to resolve the problems. On January 1 st, we will computerise the department, and I think you all know the probable consequences.

At the moment, I am trying to improve working conditions in the department, and at this difficult time, I need your help in achieving these objectives.

## I – COMPREHENSION:

### EXERCISE N°01:

Read the text then answer the questions:

**1-** How many people work in the personnel department?

**2-** When will the department be computerised?

**3-** Who has written this memorandum?

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**EXERCISE N°02:**

Find the statements that are true according to the text:

1- Manufacturing costs are rising.
2- Our profit margins are rising.
3- We are planning to have more office staff
4- The managing Director is asking for names of staff who would like to retive early.
5- On January 1st we will need more staff in the department
6- The time is difficult at the moment
7- The personnel officer needs help

**EXERCISE N°03:**

Complete the table below with information from the text:

| Manufacturing costs | Profit margins | Number of office staff | Computers use | Consequences |
|---|---|---|---|---|
| | | | | |

**II – STRUCTURE PRACTICE:**

**1- The present simple :**

**Form:**

This tense is formed by using the infinitive of the verb (without « to »).

Remember the « s » after « he », « she », « it » or a singular noun or pronoun.

**Use:**

This tense is used when you want to talk about what people do all the time or normally and describe truths.

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**Example from the text :** « We employ fifty staff »

**EXERCICE N°01 :** Find the other examples contained in the text.

**a- Interrogative form :**

It is formed with **does** + infinitive of the verb in the 3 rd person singular.

(He / she / It) and **do** + infinitive of the verb for the rest.

**Examples:**

| | | |
|---|---|---|
| Do | I | speak English well? |
| Do | you | speak English well? |
| Does | he | speak English well? |
| Does | she | speak English well ? |
| Does | it | speak English well ? |
| Do | we | speak English well ? |
| Do | you | speak English well ? |
| Do | they | speak English well ? |

**b- Negative form :**

It is formed with **does not** + infinitive of the verb in the 3 rd person singular.

(He/She/It): and **do not** + infinitive of the verb for the rest.

**Examples:**

I do not speak German.
You do not speak German

| | | | |
|---|---|---|---|
| He | does | not | Speak German. |
| She | does | not | Speak German. |
| It | does | not | Speak German. |
| We | do | not | Speak German. |
| You | do | not | Speak German. |
| They | do | not | Speak German. |

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## 2 – The present continuous:

### Form:

This tense is formed by using « am » « are », « is » with the « ing » form of the verb (e.g. «making»).

### Use :

This tense is used to talk about what people are doing now.

### Example from the text:

«The current rises in manufacturing costs are causing a reduction in our profit margins».

**EXERCICE 1 :** Find the other examples contained in the text.

### a- Interrogative form:

It is formed with : | To be + subject + verb + ing |

**Examples:**

Am I saying it clearly?
Are you listening to me ?
Is he paying attention ?
Is she typing a letter ?

Is it sleeping?
Are we working or playing ?
Are you doing your home work ?
Are they eating their breakfast?

### b- Negative form:

It is formed with : | Subject + to be + not + verb + ing |

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**Examples :**

I am not joking ; I am speaking seriously.
You are not doing it well ; repeat please.
He is not eating his soup; he is not hungry
She is not working today ; she is sick
It is not raining ; you can go out
We are not complaining : We are just telling you
You are not reading well ; You have a lot to learn.
They are not watching T.V ; they are sleeping.

**EXERCISE N°01 :**

Put the verbs in brackets into the correct present tense.

- Ann sees Paul putting on his coat and says : where you (go), Paul ?
- Paul : I (go) to buy some cigarettes. you (want) an evening paper ?
- Ann: No, thanks. You are always buying cigarettes. Paul, how many you (smoke) a day ?
- Paul : I (not smoke) very many – perhaps 20. Jack (smoke) far more than I do. He (spend) series 10 week on cigarettes.

**EXERCISE N°02 :**

Put the verbs in brakest into the correct form and tense.

- Mary sees Peter standing at the bus stop

**Mary** : Hello, Peter, what bus you (wait) for ?

**Peter** : Hello, Mary, I (wait) for a 9 or a 14.

**Mary** : You usually (go) to work by car, don't you ?

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**Peter** : Yes, but the car (belong) to my mother and she sometimes (want) it .She (use) it today to take tom to the dentist.

**May** : I usually (go) by car too. Jack (take) me because he (pass) my office on his way to the factory. But this week he (work) in a factory in the opposite direction. So I (queue) like you.

**Peter** : Here's a 9 now. You (come) on it or you (wait) for a 14 ?

**Mary** : I (think) I'll take the 9. If I (wait) for a 14, I may be late, and if you (be) late my office everyone (look) at you.

**EXERCISE N°03 : Give** the correct form of the verbs in brackets :

A couple of tourists enter a restaurant :

**Wife** : I (prefer ) to have a drink first .

**Husband** : That's a good idea . Whats's the menu ?

**Wife** : I (not understand) a thing. It's all in Spanish.

**Husband**: It (not matter) .What that word (mean)?

**Wife** : I (not know)

**Husband**: Waiter! Tow of this please (pointing at a word on the menu).

**Wife (after sometime)**: Look! he (bring) us two boiled eggs !

**EXERCISE N°04:** Give the correct form of the verbs in brackets:

It is Friday evening an the Brown family are at home. Mrs Brown (listen) to a concert on the radio ; Mr Brown (read) a newspaper ; George Brown (do) his homework and Ann Brown (write) a letter.

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**EXERCISE N°05 :** Put the verbs in brackets in the correct form.

**Lucy** : Tom (get) up very early but he (wash) and (shave) and (eat) his breakfast so quietly that I (not hear) a thing. But I (hear) him driving away from the house because his car (make) a lot of noise.

**Alice** : My brother (get) up very early too. But he (make) such a lot of noise that he (wake) everybody up. He (sing) in his bath and (bang) doors and (drop) thing in the kitchen and (play) the radio very loudly.

**3- The future simple :**

**Form :**

This tense is formed with Shall / Will + infinitive (without to) for the 1 st person singular and plural, and will + infinitive (without to) for the other persons.

**Uses :**

This tense is used to express opinions about the future, for future habitual action and for formal announcements of future plans……

**Example from the text:** On January 1 st we will computerize the department.

**EXERCISE N°01 :**

Are there any other examples in the text?

**a- Interrogative form**:

It is formed by inverting the subject and shall or will + infinitive.

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**Examples:**

Shall I come to see you tomorrow ?

Will you go and visit him at home?

Will he bring the books with him?

Will she wear her nice dress at the party?

Will it be better to travel by car?

Shall we wait for him at the station?

Will you see him soon?

Will they tell him about their problems?

**b- Négative form :**

It is formed by putting **not** after shall or will.

**Examples:**

I shall not go there before long.

You will not see him again this year.

She will not give a party if she fails her exam.

You will not go down to town

It will not escape from its cage

We shall not know before tomorrow

You will not clean the house alone

They will not buy a new car.

**4 – Other forms of future :**

The verb form to indicate the future depends on whether the speaker is talking about an intention, a fixed plan arrangement, or a fixed schedule.

**a- Intention :**

**Form : « to be going to »** + infinitive

**Meaning :** It is my intention to ……

**Example :** I am going to build a house one day

**b- Fixed plan or arrangement :**

**Form :** Present continuons

**Example :** What time are we having the test on January 20 th ?

**Meaning :** What time is our fixed arrangement for the test on January 20 th?

**c- Fixed schedule :**

**Form :** Present simple

**Example :** The plane arrives at 9.30.

**Meaning :** It is the fixed schedule (of the plane) that it arrives at 9.30.

**EXERCISES:**

**1- The present continuous and the future simple :**

**Exercises :** Put the verbs into the correct tense.

**1 – Tom** : Where your (go) for your next holiday ? (Arranged plan)
**Ann** : I don't know yet but we probably (go) to Spain.

**2 - Peter** : You (walk) home ? (Fixed decision)
**Andrew** : Yes. It's too late for a bus.
**Peter** : But it's raining. You (get) soaked ! Here, take this umbrella.
**Andrew** : Thanks very much. I (bring) it back tomorrow.

**3 - Mary** : You (take) any exams this term ? (Fixed plan).
**Peter** : Yes, I (take) an English exam at the end of the month.
**Mary** : Do you think you (pass) ?
**Peter** : I don't know. If I don't, I (take) it again at the end of next term.

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**4 – Tom** : What they (do) for their holidays ? (Decision)
**George** : They (go) to the sea side.
**Tom** : And what (happen) to their dog ? (Planned)
**George** : They (take) the dog with them. I think he (enjoy) it more than they will.

**2- <u>The present continuous and be going to</u> :**

**<u>Exercises</u>:** Put the verbs in brackets into the correct future form:

**1- A–**You (ask) your boss to give you a five in your office?

**B–** No, I (leave) at the end of the week.

**A–**Really ? And what you (do) then ? You (have) a holiday ?

**B–** No, I (start) another job the following Monday.

**2- Mrs Black**: Mrs Jones (go) to hospital. She (have) her appendix out.

**Mrs White** : Who (look) after the children ?

**Mrs Black** :Ther sister (come) down from Scotland

**3-** Ann has won a car in a competition but she can't drive
**Tom**: What you (do) with the car? You (sell) it?
**Ann**: No, I (learn) to drive. I (have) my first lesson next monday.

**4-** **Jim**: I hear you've bought a new house
**Bob** : Yes, I (move) in next week.
**Jim** : You (have) a house warning party ?
**Bob** : Not yet, I (paint) the house first.

**5- Secretary**: The employers (meet) the strikers again tomorrow.
**Typist** : They just (repeat) what they said today ?
Or they (climb) down?
**Secretary**: I believe that they (offer) a 10 percent rise plus productivity bonus?.

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### 3- Be going to and the future simple :

**Exercises :** Put the verbs in brackets into the correct form :

1- **George** : He said he (write) a book about charming people who are happily married.

**Paul** : I wonder if anyone (buy) it.

**George** : Oh yes, people (buy) it. He' s a famous writer.

2- **Mr Jones**: No, I'm not going away for the week-end. I'm staying at home. I (start) building my garage. The bricks have come at last.

**Mr Smith** : You (do) it all by yourself ?.

**Mr Jones**: No, my nephew (help) me .I suggested in to him yesterday and he was quite enthusiastic.

3- **Mary** :(Meeting Jack carrying two buckets of water) : Hello. Jack ! Where is the five ?

**Jack** :I (wash) the car, if you want to know. Would you like to help me.

**Mary** : I'm not dressed for it but I (come) and watch.

4- **Ann** : Why are you taking fishing rods ? You (not climb) the mountain after all.

**Tom** : We (climb) and fish. There is a lake on top and we (try) to get some fish out of it.

**Ann** : Well, if you catch any I (cook) them ; but I think I (buy) some all the same.

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## III – VOCABULARY / PRONUNCIATION :

In this conversation, Christine Adams, the Office Manager, meets two salesmen from two office supplies companies – Isis Office Equipment and Arco office supplies. The salesmen want to discuss compact's requirements and try to get orders.

**Salesman A** : Good morning. I'm Paul Richards from Isis Office Equipment. I'll only take a few minutes of your time.

**C.A** : I'm Christine Adams. I'm afraid you've come at rather a bad moment: I'm expecting a visitor in about five minutes.

**Salesman A** : Five minutes will be fine. May I ask you who your main office supplier is?

**C.A** : Well, we buy from various sources, but Arco supplies most of our equipment.

**Salesman A** : A very fine company. Well, at least now I know who our main competitor is here. Anyway. I'd like to tell you about some special deals. First of all, do you use ring binders?

**C.A** : We do, yes.

**Salesman A** : Well, we have a good range of ring binders. These here are particularly popular. They're strong, and we have a good range of colours, as you can see from the catalogue.
We have a special offer on at the moment, which makes them very attractive at only 93 peach.

**C.A**. : I'm afraid we don't need any the moment, but I'll bear them in mind. But that reminds me of something we do need. How about desks? Do you stock any desks?

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**Salesman A** : Yes, we certainly do. They are on page……..35 of the catalogue. This one here is the most popular we have a choice of three colours and the disk is larger than average.

**C.A.** : And what's the price ?

**Salesman A** : Ok, the normal price is £ 220, but as an introductory offer, I can give you a 10 percent discount …….making it £ 198. That's a very reasonable price.

C.A. : Well, I'll have to check with my boss before I place an order, but I'll bear it in mind.

**Salesman A** : We are selling photocopying paper at 60 p per hundred sheets at the moment . That's cheap compared to normal prices, and it gives good reproduction.

**C.A** : (To phone) yes. Ok I' ill be right over.
(To Salesman A) I'm fraid I'll have to leave you now.
One of the secretaries will see you out.
Thanks for calling.

**C.A** : Hello, Christine Adams.

**Salesman B** : Hello, Mrs Adams James Philby from Arco office supplies here.

**C.A** : Hello, Mr Philby

**Salesman B** : Mrs Adams. I just wantd to check that the last order arrived on time.

**C.A** : Yes, it did. We are using the typewriters at the moment.

**Salesman B** : Good, I'm glad to hear that everything's ok. Last time we met, you said that you might need some more office supplies, so I thought I'd just check if there is anything else you need.

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**C.A**. : One moment, I'll just get my notes ……Do you stock size B 196 printer ribbons?

**Salesman B** : No, but we have a new ribbon in stock that will fit. They're only £ 2,65 each, which is a very attractive price. And they don't smudge

**C.A** : Fine. Can I order six ?

**Salesman B** : Anything else ?

**C.A** : I am running out of filing space. So we may need to order another filing cabinet.

**Salesman B** : We are selling off some filing cabinets at £ 115 each. They're better than average quality too.

**C.A**. : And color ?

**Salesman B** : We have a choice of four colors. Oh yes ! Last time you ordered some computer disks. Do you need any more?

**C.A**. : I'll have to check to see how many are using.

**Salesman B** : At the moment we are stocking disks with more storage capacity and they don't corrupt.

**C.A** : How much are they ?

**Salesman B** : £ 12 for ten.

**C.A** : Fine. I'll be in touch if we need anything.

**Salesman B** : Good, I look forward to hearing from you.

**C.A** : Good bye.

**Salesman B** : Bye.

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**- <u>Pronunciation and meaning of words :</u>**

**<u>Text 1</u> :**

Memorandum [ mema'raendam ] = note

Staff [sta: f] = group of workers of an organization

Redundancies [ri'd∧ndansiz] = more workers than necessary = surnombres.
Current ['k∧rant] = of the present time.

Retirement [ri'taiamant] = act of concluding one's professional career.

**<u>Text 2</u>:**

Orders [ɔ: daz ] = requests to supply goods.

Salesman [ seilzman ] = person whose job is to sell goods.
CA = chartered Accountant [ t ʃ a : t a d a'k a u n t a n t ] = conseiller fiscal, expert comptable.

Deals = [di:l] = arrangements in business to the advantage of both sides .

Discount = ['diskaunt] = reduction made in the cost of buying goods.

Bear it in mind = remember it.
Filing cabinet = piece of furniture used for storing.
Corrupt [ ka'∨∧ pt ] = change the original form.

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**Keys to the exercises :**

**Page 2 : Exercise 1 :**

1- Fifty (50)
2- January 1 st .
3- The personnel officer

**Exercise 2 :**

1- True
2- False
3- False
4- True
5- False
6- True
7- True

**Exercise 3 :**

| Manufacturing costs | Profit margins | Number of office staff | Computer use | Consequences |
|---|---|---|---|---|
| Rising | Reduced | Fifty | January rst | Redundancies |

**Page 3 : Exercise 1:**

- Mary people complain……..
- I think you all know…….
- I need you help……

**Page 4: Exercise 1:**

- We are planning to reduce ……..
- The managing Directo is asking for names ……..
- We are trying to resolve the problems……
- I am trying to improve working conditions

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**Page 5: Exercise 1:** Are you going / am going / do you want / do you smoke / don't smoke / smoke / spends.

**Page 6: Exercise 2:** Are you waiting / am waiting / go/ belongs / wants / is using / go / takes / passes / is working / am queuing / are you coming / are you waiting/ think / wait / are / looks.

**Exercise 3:** Prefer / do not understand / does not matter / does that word mean/ don't know / is bringing.

**Page 7: Exercise 4:** Is listening / is reading / is doing / is writing.

**Exercise 5:** Gets / washes / shaves / eats / do not hear / hear / makes / gets/ makes / wakes/ sings / bangs / drops / plays.

**Exercise 1 :** No

**Page 9 : Exercise 1 :** Are you going / we shall probably go.

**Exercise 2 :** Are you walking / will get / will bring.

**Exercise 3 :** Are you taking / am taking / will pass / shall take

**Page 10: Exercise 4:** Are they doing / are going / is happening / are taking / will enjoy.

**Exercise 1 :** Are you going to ask / am leaving / are you going to do / are you going to have / am starting.

**Exercise 2 :** Is going / is having / is going to look / is coming

**Exercise 3 :** Are you going to do / are you going to sell / am going to learn / am having.

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**Exercise 4 :** Am moving / are you going to have/ am going to paint.

**Exercise 5 :** Are meeting / are they just going to repeat / are they going to climb / are going to offer .

**Page 11: Exercise 1 :** Is going to write / will buy / will buy.

**Exercise 2 :** Am going to start / are you going to do / is going to help.

**Exercise 3 :** Am going to wash / will come.

**Exercise 4 :** You are not going to climb / are going to climb / are going to try / will cook / will buy