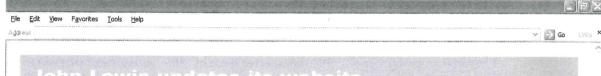
2 Cc	omplete these sentences using <i>a</i> , <i>an</i> or <i>the</i> .
1	Apart from saving money, an unexpected result of the job cuts we made was that the productivity rate actually rose.
2	Staff will receive big bonus this year. We will shortly announce how big bonus will be.
3	Is it true thatnew general manager isfriend of yours?
4	I'm glad to tell you that we plan to openbranch office in Moscow and there will benew branch, send opportunity for some of you to transfer there. If you are interested in working innew branch, send meemail.
5	new packing machine that I told you about processes 3,000 unitshour.
6	Withrecord turnover of \$40m, last year was most profitable incompany's history.
7	Pete? He's retraining as IT consultant. He's always wanted job in computers.
8	Sales in Italian market continue to rise, but French are turning more to domestic producers.
9	There has been 27% increase in people who said they hadskills to start business.
10	'Shareholders have rejectedtakeover offer,'SG spokesman said.
3 Fo	r each pair of sentences, write the in one gap and – (no article) in the other gap.
	A: It took ages to getthe photocopier repaired. B: I know. We're trying to cut maintenance costs and that means delays.
2	A: Sorry I'm late. I had to finish marketing report you asked for. B: That's OK. I had loads of emails to deal with.
	A: What's best time to discuss your plans for tomorrow's presentation? B: How about Tuesday at 3 o'clock?
	A: I've just spoken to Parkers and \$60 islowest price they'll give us. B: Well, prices are going up everywhere. I can't say I'm surprised.
	A: I needhelp with finding our delivery schedule. Where can I find it on the system? B: Didn't you receive information I emailed you yesterday?
	1 2 3 4 5 5 6 7 8 8 9 10 1 2 3 4 5 5

34

◄ A-C Complete this presentation using a, an, the or - (no article).

■ A-C Underline the correct words in italics in this business news story (- means no article).



John Lewis updates its website

1 A/The John Lewis Group is to relaunch its website on 2 a/— Wednesday, offering 3 a/the much wider range of 4 the/— fashion and 5 an/— home technology products online.

Some 19,000 products will be added to 6 *the*/– 22,000 items stocked at 7 *the*/a moment. 'We want to shift from being 8 *a*/an e-commerce website to 9 *the*/a retail experience,' they said.

10 A/- JohnLewis.com has grown rapidly. Last year, at 11 the/- Christmas,
12 a/the website took more cash in
13 the/a single week than 14 the/a group's flagship department store in
15 the/- Oxford Street.

16 A/The company said it was not risking its winning formula: 'We are not changing our model; we just want to give our customers **17** the/a better experience in **18** the/a future.'



34 Write for business: Not using the

When referring to sections within documents such as reports or formal letters, you sometimes do not use *the* to refer to specific parts of that document.

Don't use an article:

•	when	the page	or section	number i	s specified.
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Please turn to page 28. (not the page 28)

Compare with:

On the next page there is a map of the conference centre.

• when the section or part is labelled.

In **Part C** you will find details of the sales figures. (**not** the Part C)

Compare with:

I thought the part about recent changes in working practices was very helpful.

• When the page is divided into sections.

Paragraph 2 refers to our cashflow problems. (not The paragraph 2)

Compare with:

The second paragraph needs to be amended.

Remember to use the with ordinals (e.g. first, second) or next, last.

Complete these sentences using the or – (no article).

- 1 I was very interested in what you wrote inthe ... second paragraph.
- 2 For a fuller explanation see paragraph 8 below.
- 3 You forgot to insert page number on page 42.
- 4 A copy of the plans for the new building can be found in Appendix 2.
- **5** That issue is covered in section D of this report.
- 6 There was something about the takeover in business section of *The New York Times*.

Complete this conversation using a, an, the, or – (no article).

RAJ: Good idea. 15 page won't look so empty.

RAJ: So, we've nearly finished our new brochure. I just have a couple of queries. On 1the first page
LYNN: Sorry, do you mean 2 page 1, or 3 introduction page, which isn't numbered?
RAJ: Er 4 introduction page. In 5 paragraph 3 – you know, 6 section about 7 design team – it needs amending to include Max Janssen. His work was really important on this project.
LYNN: OK, I'll change it. Anything else?
RAJ: Yes, can you turn to 8 fourth page? What do you see on 9 opposite page?
LYNN: Nothing Oh, hang on. 10page 4 again. I'll change that too.
RAJ: Thanks. I think that's it.
LYNN: Actually, I'd just like to mention something. Wouldn't it be 11 good idea to include 12extra section of photos of team members, our factory and so on. They could go on 13 last page with 14 part about contact details