

◀ **A, B** **2** Complete these sentences using *a, an* or *the*.

- 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 *a* big bonus this year. We will shortly announce how big *a* bonus will be.
- 3 Is it true that *a* new general manager is *a* friend of yours?
- 4 I'm glad to tell you that we plan to open *a* branch office in Moscow and there will be *a* opportunity for some of you to transfer there. If you are interested in working in *a* new branch, send me *a* email.
- 5 *A* new packing machine that I told you about processes 3,000 units *a* hour.
- 6 With *a* record turnover of \$40m, last year was *a* most profitable in *a* company's history.
- 7 Pete? He's retraining as *a* IT consultant. He's always wanted *a* job in computers.
- 8 Sales in *a* Italian market continue to rise, but *a* French are turning more to domestic producers.
- 9 There has been *a* 27% increase in people who said they had *a* skills to start *a* business.
- 10 'Shareholders have rejected *a* takeover offer,' *a* SG spokesman said.

◀ **B, C** **3** For each pair of sentences, write *the* in one gap and – (no article) in the other gap.

- 1 A: It took ages to get *the* photocopier repaired.
B: I know. We're trying to cut *a* maintenance costs and that means delays.
- 2 A: Sorry I'm late. I had to finish *a* marketing report you asked for.
B: That's OK. I had loads of *a* emails to deal with.
- 3 A: What's *a* best time to discuss your plans for tomorrow's presentation?
B: How about *a* Tuesday at 3 o'clock?
- 4 A: I've just spoken to Parkers and \$60 is *a* lowest price they'll give us.
B: Well, *a* prices are going up everywhere. I can't say I'm surprised.
- 5 A: I need *a* help with finding our delivery schedule. Where can I find it on the system?
B: Didn't you receive *a* information I emailed you yesterday?

◀ A-C **4** Complete this presentation using *a, an, the* or – (no article).

My name is Dr Francis Li and I'm 1 consultant psychiatrist at 2 Brookfield Hospital in London. Today, I'm going to be talking about how 3 motivation affects our lives. I'm going to talk briefly about 4 subject, and then I'm going to show you 5 film of me playing in 6 chess tournament with 7 £10,000 prize, where I was one of 8 last four people in quite 9 large competition. I'll be using this experience to illustrate some of my ideas about motivation psychology.

I believe that 10 motivation is 11 most important factor in your success in 12 life, whether that means being happily married, or being 13 big success in your career. Psychology has ignored this feature of 14 personality and focused on other things that I believe are less important. It is often claimed that 15 intelligence is 16 main reason for being successful. I think that 17 motivation has much more of 18 effect than intelligence.

◀ A-C **5** Underline the correct words in italics in this business news story (– means no article).

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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.'



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 is specified.

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*.

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

- 1 I was very interested in what you wrote in^{the}..... 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*.

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

RAJ: So, we've nearly finished our new brochure. I just have a couple of queries. On 1^{the}..... 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. 10 page 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 12 extra section of photos of team members, our factory and so on. They could go on 13 last page with 14 part about contact details

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