

◀ 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 *THE* bonus will be.
- 3 Is it true that *THE* 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 *AN* opportunity for some of you to transfer there. If you are interested in working in *THE* new branch, send me *AN* email.
- 5 *THE* new packing machine that I told you about processes 3,000 units *AN* hour.
- 6 With *A* record turnover of \$40m, last year was *THE* most profitable in *THE* company's history.
- 7 Pete? He's retraining as *AN* IT consultant. He's always wanted *A* job in computers.
- 8 Sales in *THE* Italian market continue to rise, but *THE* French are turning more to domestic *NATIONALITY* producers.
- 9 There has been *A* 27% increase in people who said they had *THE* skills to start *A* business.
- 10 'Shareholders have rejected *THE* takeover offer,' *AN* 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 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.
- 3 A: What's best time to discuss your plans for tomorrow's presentation?
B: How about Tuesday at 3 o'clock?
- 4 A: I've just spoken to Parkers and \$60 is lowest price they'll give us.
B: Well, prices are going up everywhere. I can't say I'm surprised.
- 5 A: I need help with finding our delivery schedule. Where can I find it on the system?
B: Didn't you receive information I emailed you yesterday?

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