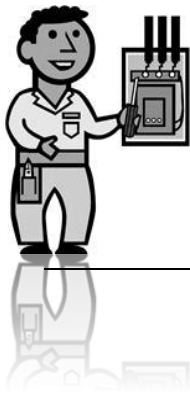


English for Petroleum Students' Workbook



Ken McIntyre



**Centre for Language Studies
Dili Institute of Technology**

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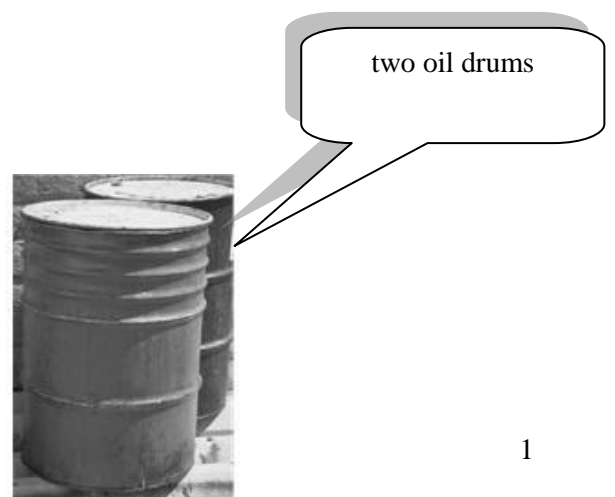
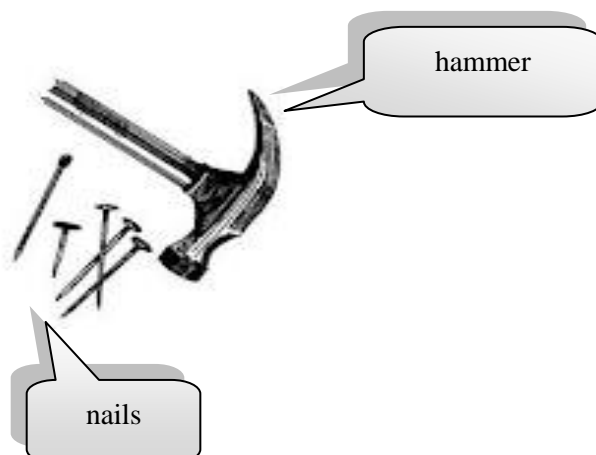
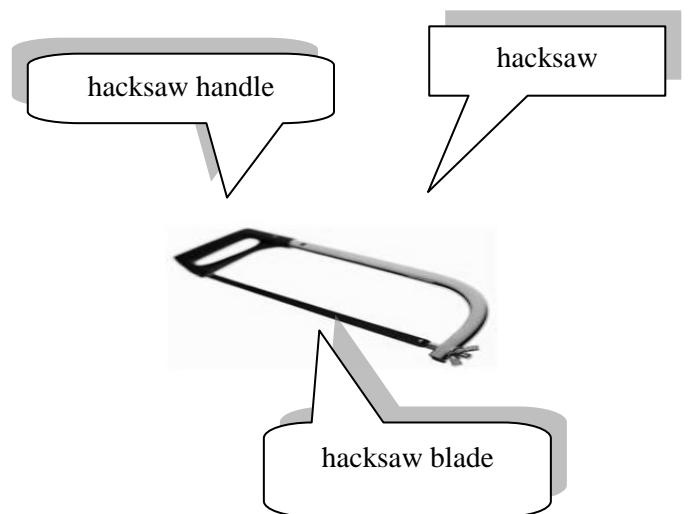
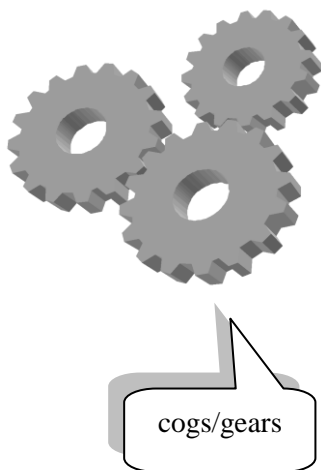
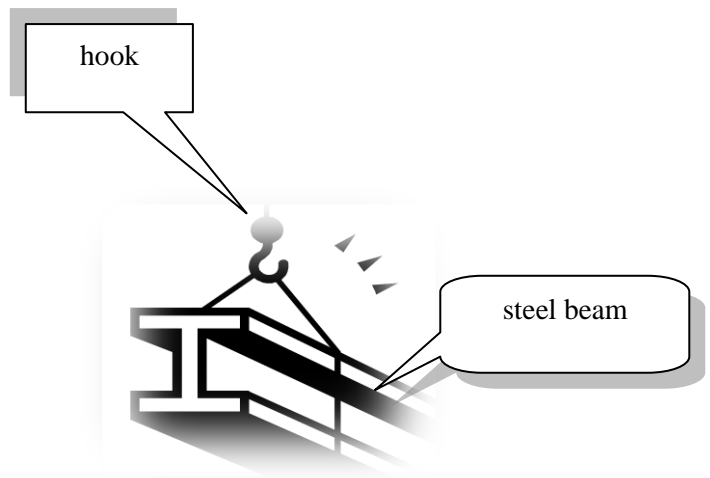
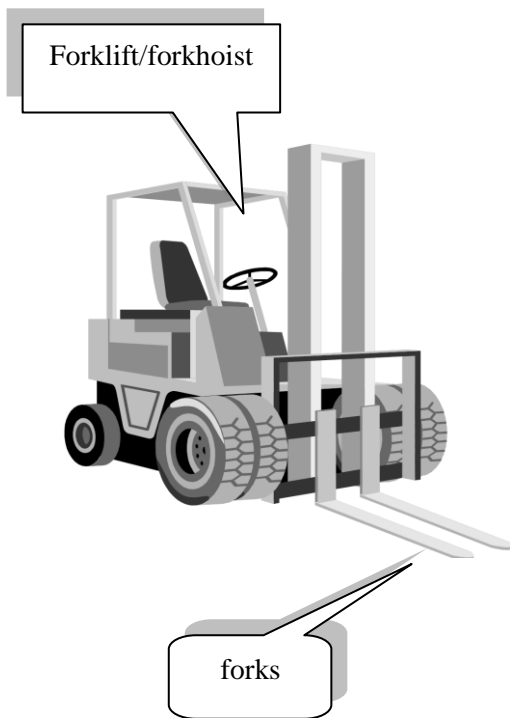
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1. MEASUREMENT



1.1 Units of measurement

Length

millimetre (mm)	1,000 millimetres	=	1 metre
centimetre (cm)	100 centimetres	=	1 metre
metre (m)	1,000 metres	=	1 kilometre
kilometre (km)			

Weight

milligram (mg)	1,000 milligrams	=	1 gram
gram (g)	1,000 grams	=	1 kilogram
kilogram (kg)	1,000 kilograms	=	1 tonne
tonne			

Volume

millilitre (ml)	1,000 millilitres	=	1 litre
litre (l)			

Area (2 dimensions)

Area = length x breadth (or width).

- $3\text{m} \times 4\text{m} = 12\text{m}^2$: 3 metres long by 4 metres wide is an area of 12 square metres.

Volume (3 dimensions)

Volume = length x breadth (or width) x height or depth

- 2 metres by 3 metres by 4 metres is a volume of 24 cubic metres.

Prefixes

‘kilo’ means 1000
‘centi’ means 100
‘deci’ means 1/10
‘milli’ means 1/1000

Fractions

$\frac{1}{2}$ = half

- half an hour (30 minutes)
- $2\frac{1}{2}$ = two and a half

$\frac{1}{4}$ = a quarter

- a quarter of an hour (15 minutes)
- $3\frac{1}{4}$ = three and a quarter

Decimals

- 0.25 = zero point two five
- 2.5 = two point five

Writing numbers

- In English we use a ‘comma’ to separate each thousand: e.g. 2,000; 15,000; 25,000.

Percentages

- 50% = fifty percent (‘percent’ means per hundred)

1.2 Dimensions

A dimension is a measurement of something’s length, height, width, depth or thickness.

Q: What are the dimensions of this room?

A: This room is 12 metres long by 6 metres wide by 3 metres high.

ADJECTIVE	NOUN	TETUN
deep	depth	<i>klean</i>
long	length	<i>naruk</i>
wide	width	<i>luan</i>
broad	breadth	<i>luan</i>
high	height	<i>aas</i>
tall	height	<i>ain aas</i>
heavy	weight	<i>todan</i>
far	distance	<i>dook; distansia</i>
VERB	NOUN	TETUN
weigh	weight	<i>tetu; todan</i>
measure	measurement	<i>sukat; sasukat</i>

We use ‘tall’ but not ‘high’ with people. We can also use ‘tall’ with trees and buildings.

- He is a tall man.
- Our mango tree is very tall.

We use ‘high’ with buildings, trees, mountains and other things but not people.

'High' is used to describe the distance of something from the ground or from the top to the bottom.

- o How high is that building?
- o A very tall/high building is called a 'skyscraper'.
- o There are a lot of high mountains in Europe.
- o The wall around our garden is 2 metres high.
- o The aeroplane flew very high up in the sky.



1.3 Forming measurement questions

If we use a noun for asking a question about a measurement we use 'what'.

Question: *What is the + dimension + of + something?*

Answer: *The + dimension + of the + something + is + number + measurement*

Q: What is the depth of the oil well?

A: The depth of the oil well is 300 metres.

Q: What is the height of the derrick?

A: The height of the derrick is 60 metres.

If we use an adjective for asking about a measurement we use 'how'.

Question: *How + adjective + is + subject*

Answer: *Subject + is + number + measurement + adjective.*

Q: How long is this room? - length

A: This room is five metres long.

Q: How long was the meeting? - length of time

A: The meeting was two hours long.

Q: How deep is the oil well? - depth

A: The well is 300 metres deep.

Q: How tall are you? - height

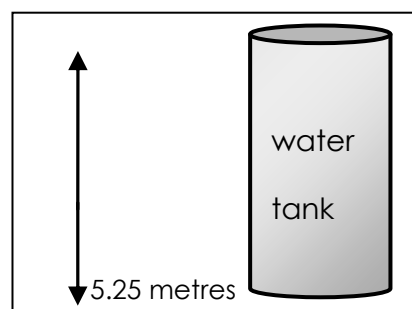
A: I am 180 centimetres tall.

Q: How high is this room? - height

A: The room is 3 metres high.

Q: How far is the airport? - distance

A: The airport is 15 kilometres away.



Exercise

Write two questions and two answers about the water tank. Use 'depth' and 'deep'.

1. Q:

A:

2. Q:

A:

Exercise

Complete the questions using 'how'.

1. (length of time) will you be away?
2. (distance) is Baucau from Dili?
3. (depth) is the water well in your village?
4. (height) is the derrick on the oil rig?
5. I drive to work every morning. (length of time) does it take you?
6. (height) are you?
7. (width) is the river.
8. (length of time) have you worked here?
9. The river where we go swimming is very..... (depth).
10. How..... (depth) is it?
- 11..... (distance) is the bank from the hotel?
- 12..... (height) is that mango tree in your garden?
- 13..... (weight) is a sack of rice?

1.4 Questions and answers about measurements

For plural subjects, use:

Question: How many ... are there ...?

Answer: There are

For example:

Q: How many grams are there in a kilogram?

A: There are one thousand grams in a kilogram.

Exercise

Insert 'is there' or 'are there' in the question, and write the correct answer, using a full sentence.

1. Q: How many centimetres in a metre?

A:

2. Q: How many metres in a kilometre?

A:

3. Q: How many litres in a barrel of oil?

A:

4. Q: How many millimetres in a centimetre?

A:

1.5 Approximations

These words are approximations.

ENGLISH	TETUN	ENGLISH	TETUN
exactly	<i>loloos</i>	nearly	<i>besik</i>
precisely	<i>loloos</i>	almost	<i>besik</i>
about	<i>Maizoumenus</i>	just under	<i>besik</i>
approximately	<i>Maizoumenus</i>	just over	<i>liu uitoan</i>

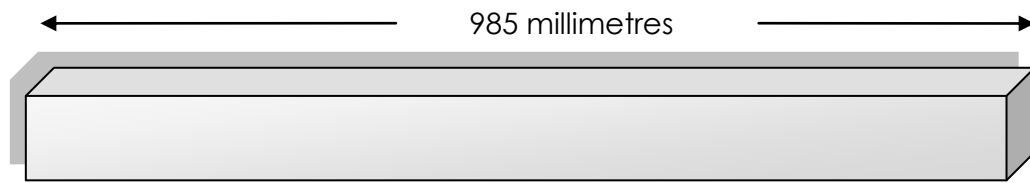
Exercise

Complete these sentences using a word from the above list.

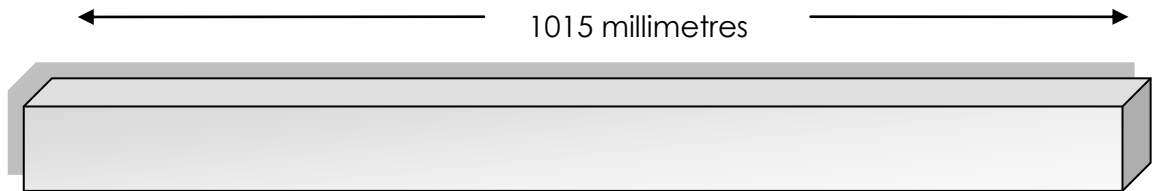


1. The time is half past eight.

2. It is twelve o'clock.



3. This steel bar is one metre long.
4. This steel bar is 985 millimetres long.

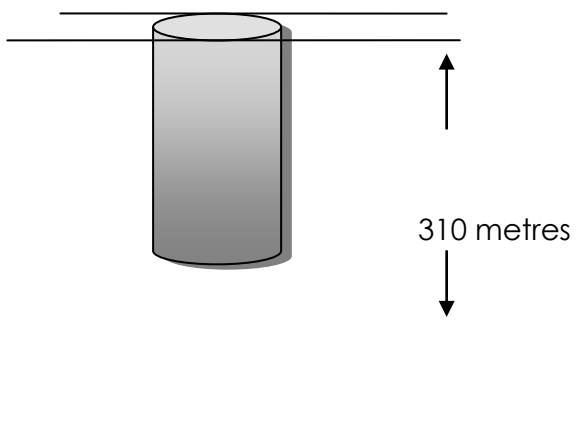


5. This steel bar is one metre long.
6. This steel bar is 1015 millimetres long.

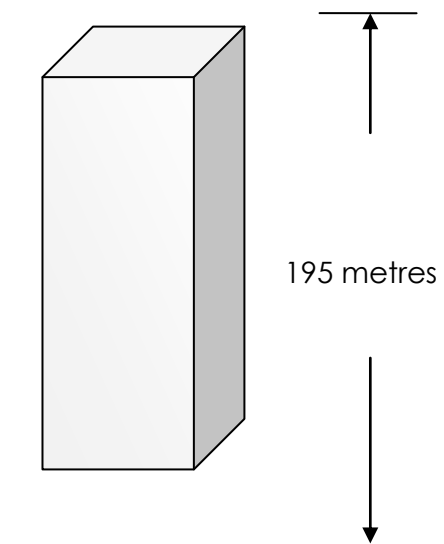
1.6 Height and depth

Exercise

Oil well



Building



Answer these questions using the vocabulary in the box in section 1.5.

1. The well is 300 metres (deep/depth).
2. The well is 310 metres (deep/depth).
3. The (deep/depth) of the well is 310 metres.
4. The building is 200 metres (high/height)
5. The (high/height) of the building is195 metres.

Exercise

Insert the following dimensions onto the drawing.

This shipping container is 15 metres long by 3 metres high by 4 metres wide.



1.7 Exercise: Choosing verb tense

Complete these sentences using the correct form of the verb, using present simple, present continuous or simple past.

1. Last year the Main Well (produce) 2,000 barrels of oil..
2. Currently oil pollution (cause) a lot of damage to the environment along the American coast.
3. Nowadays oil pollution from ships (damage) the coastal environment of many countries.
4. In 2011 oil pollution (have) a serious effect on the marine environment around the world.
5. Geologists (identify) a potential oil reservoir in the Timor Sea three weeks ago.

2. MAKING COMPARISONS

Study section 9.10 about making comparisons.

Exercise

Complete the table by adding the Tetun translation, and the comparative and superlative adjectives.

ADJECTIVE	TETUN	COMPARATIVE	SUPERLATIVE
important			
bad			
serious			
fast			
sharp			
hot			
beautiful			
handsome			
easy			
difficult			
young			
pretty			
strong			
old			
happy			
lucky			
deep			
hot			
heavy			
serious			

Exercise

Use the adjectives in the box and complete the story. Some adjectives can be used more than once.

late	early	good	cheap	slow
interesting	hard	quick	busy	

1. Every morning Mario gets up He gets up his sister Maria who is always the first one up. She gets up very because she has to cook breakfast for everyone. She cooks all the meals because she is the cook in the house, even her mother.
2. Mario catches a microlet to work because they are taxis but they are also taxis and so he must allow plenty of time. He started a new job last month and he doesn't want to be His new job is his old job but the work is much
3. Maria leaves home at 8 o'clock. She takes a taxi because they are microlets. Maria always has a lot of work to do so she isevery day is but Monday is the day.
4. Both Maria and Mario meet for lunch at Bodega restaurant. It may not be the restaurant in town but the food is certainly the

Adjectives require 'to be'

Every sentence must have a verb. If you use an adjective to describe the subject, you must also use a verb. Usually this verb is 'to be'.

- My workmates are friendly. (NOT: My workmates friendly.)
- My boss was absent yesterday.
- These work boots were expensive.
- Is your job interesting?
- Was the examination difficult?

2.1 Comparing quantity: 'much more', 'much less'

When we compare two or more quantities and we want to show that the difference is big, we can use:

"much more"than = a lot more than
"much less" than = a lot less than

Marcos has \$20 and Maria has \$6 dollars.

- Marcos has the most money.
- Maria has the least money.

Marcos has \$10 and Maria has \$2.

- Marcos has a lot more/much more money than Maria.
- Maria has a lot less/much less money than Marcos.

Marcos has \$10 and Maria has \$8.

- Marcos has more money than Maria.
- Maria has less money than Marcos.

Exercise

Maria has \$110 in the bank, Marcos has \$20 in the bank and Mario has \$150 in the bank.

Write five sentences comparing how much each person has in the bank.

1.
2.
3.
4.
5.

2.2 Comparing size

When we compare things like a house, shoes, clothes, vegetables, a city, a country, an apartment, a dog, a car and people we can use the adjectives **big** and **small**.

ADJECTIVE	COMPARATIVE (add – er)	SUPERLATIVE (ADD – EST)
big		
small		
long		

Exercise

Write four sentences comparing toolboxes A and B.

1. -----
2. -----
3. -----
4. -----



A



B

2.3 Comparing length

Two steel pipes

When we compare the length of something we use the adjectives short and long.

ADJECTIVE	COMPARATIVE (ADD – ‘ER’)	SUPERLATIVE (ADD – ‘EST’)
short		
long		

Exercise

Steel pipe A

Steel pipe B

Write two comparative sentences about steel pipes A and B.

1. -----
2. -----

Write two superlative sentences about steel pipes A and B.

1. -----
2. -----

2.4 Comparing quantities

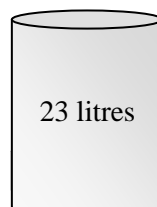
Barrels of oil

'Oil' is an uncountable noun. (Refer also to section **Error! Reference source not found.** on uncountable nouns.)

OIL DRUM 'A'



OIL DRUM 'B'



Exercise

Complete these 10 sentences using comparisons.

Answer questions 11 and 12 in full sentences. Refer to section 2.1.

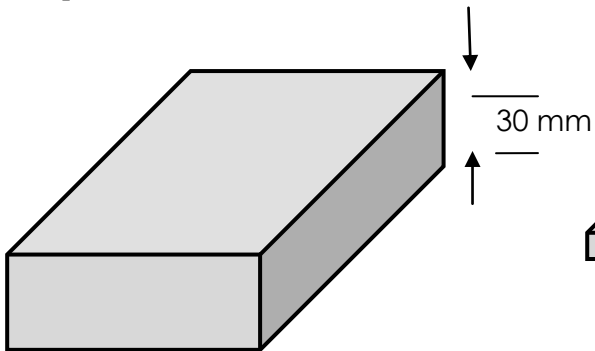
1. There is oil in drum 'A' in drum 'B'.
2. Drum 'A' has the oil in it.
3. Drum 'B' has oil drum 'A'.
4. Drum 'A' has oil drum 'B'.
5. Drum 'B' has the oil in it.
6. Drum 'A' has 15 litres oil than drum 'B'
7. There is oil in drum 'B' in drum 'A'.
8. There is much oil in drum 'B' in drum 'A'.
9. There is much oil in drum 'A' in drum 'B'.
10. Drum 'B' has 15 litres oil drum 'A'.
11. Which drum has the most oil in it?
12. Which drum has the least oil in it?

2.5 Comparing thickness

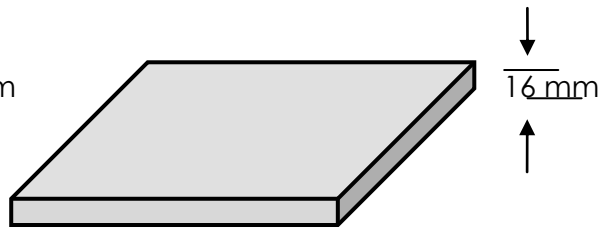
ADJECTIVE	TETUN	COMPARATIVE (ADD – ER)	SUPERLATIVE (ADD – EST)
thick			
thin			

Exercise

Steel plate A

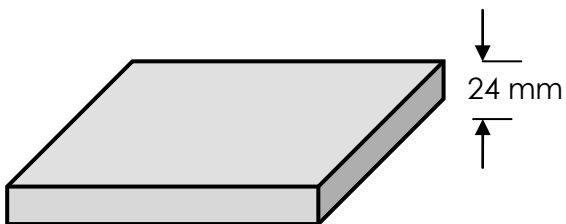


Steel plate B



1. Steel plate 'A' is thicker than steel plate 'B'.
2. Steel plate 'A' is 14 mm thicker than steel plate 'B'.
3. Steel plate 'A' is the thickest.

Steel plate 'C'



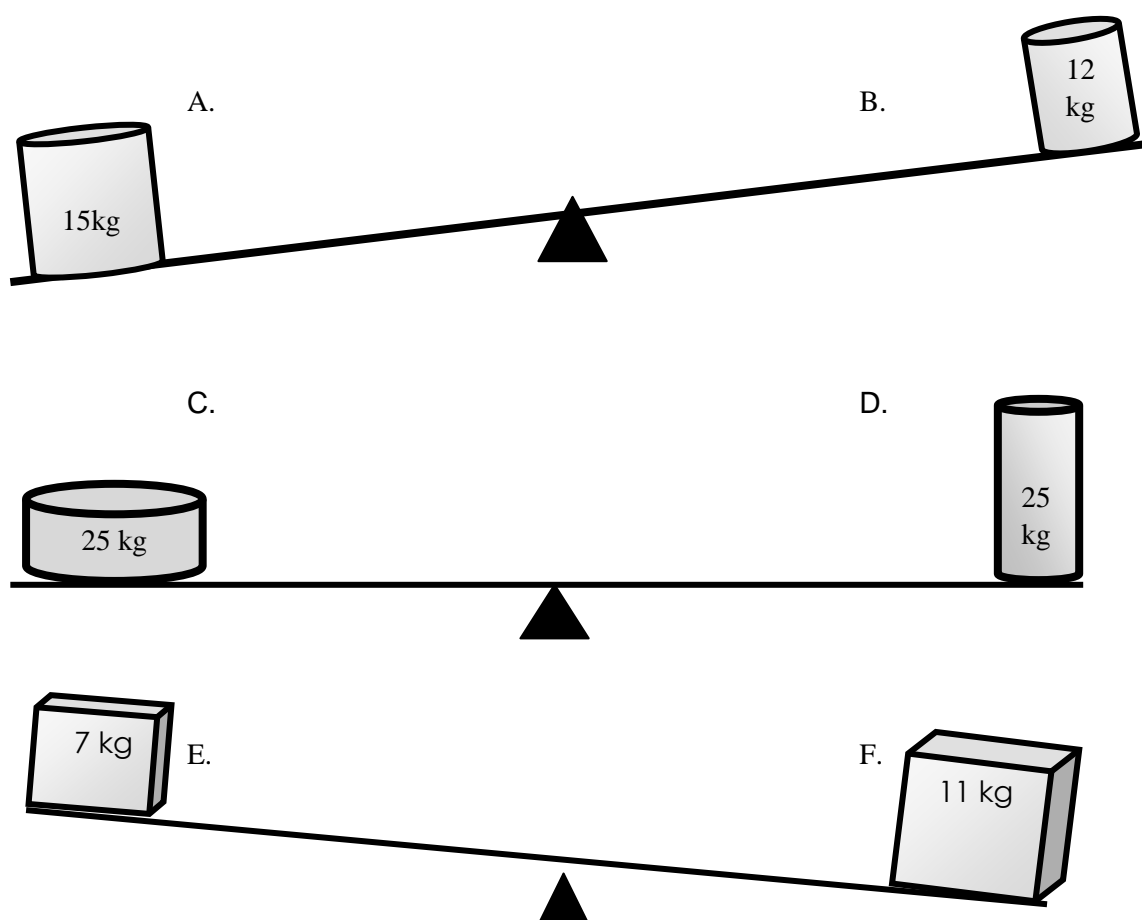
Write 6 comparative or superlative sentences about steel plates 'A', 'B' and 'C'.

1.
2.
3.
4.
5.
6.

2.6 Comparing weight

ADJECTIVE	COMPARATIVE	SUPERLATIVE
heavy		
light		

Exercise



Use the verb given or a comparative adjective from the table above.

1. Drum A (weigh) 15 kg.
2. Drum A (weigh) more/less than drum B.
3. Drum A is than drum B.
4. Drum C (weigh) the same as drum D.

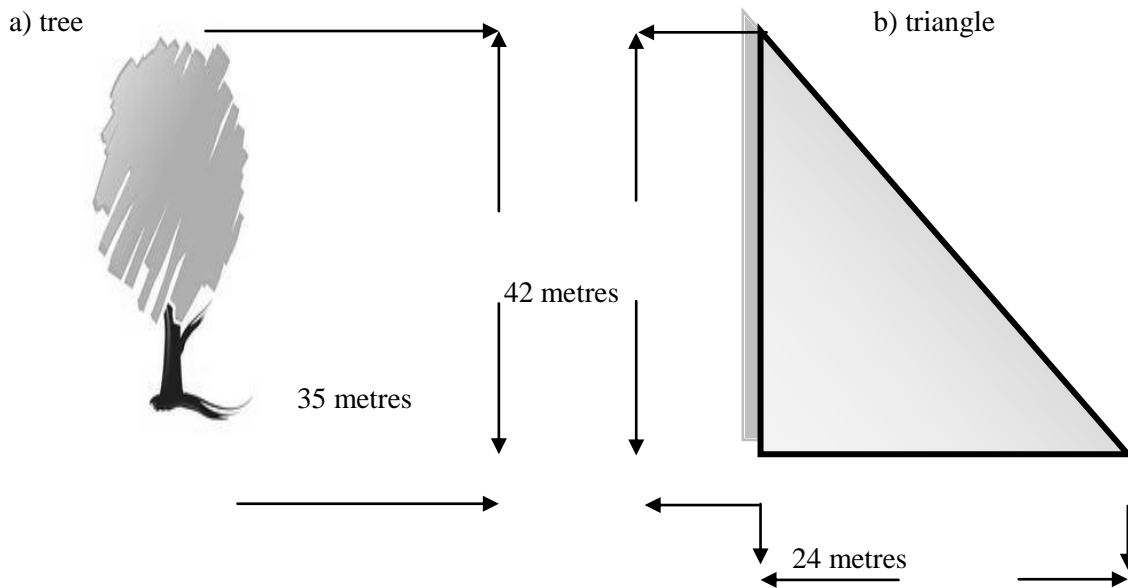
Write 2 comparative and 2 superlative sentences about boxes E and F

1.
2.
3.
4.

2.7 Comparing height

ADJECTIVE	COMPARATIVE	SUPERLATIVE
tall		
short		

Exercise



Fill in the blanks.

1. The tree is metres high.
2. The triangle is metres wide and metres high.
3. The height of the triangle is metres and its width is metres.
4. The height of the tree is metres.
5. The triangle is than the tree.

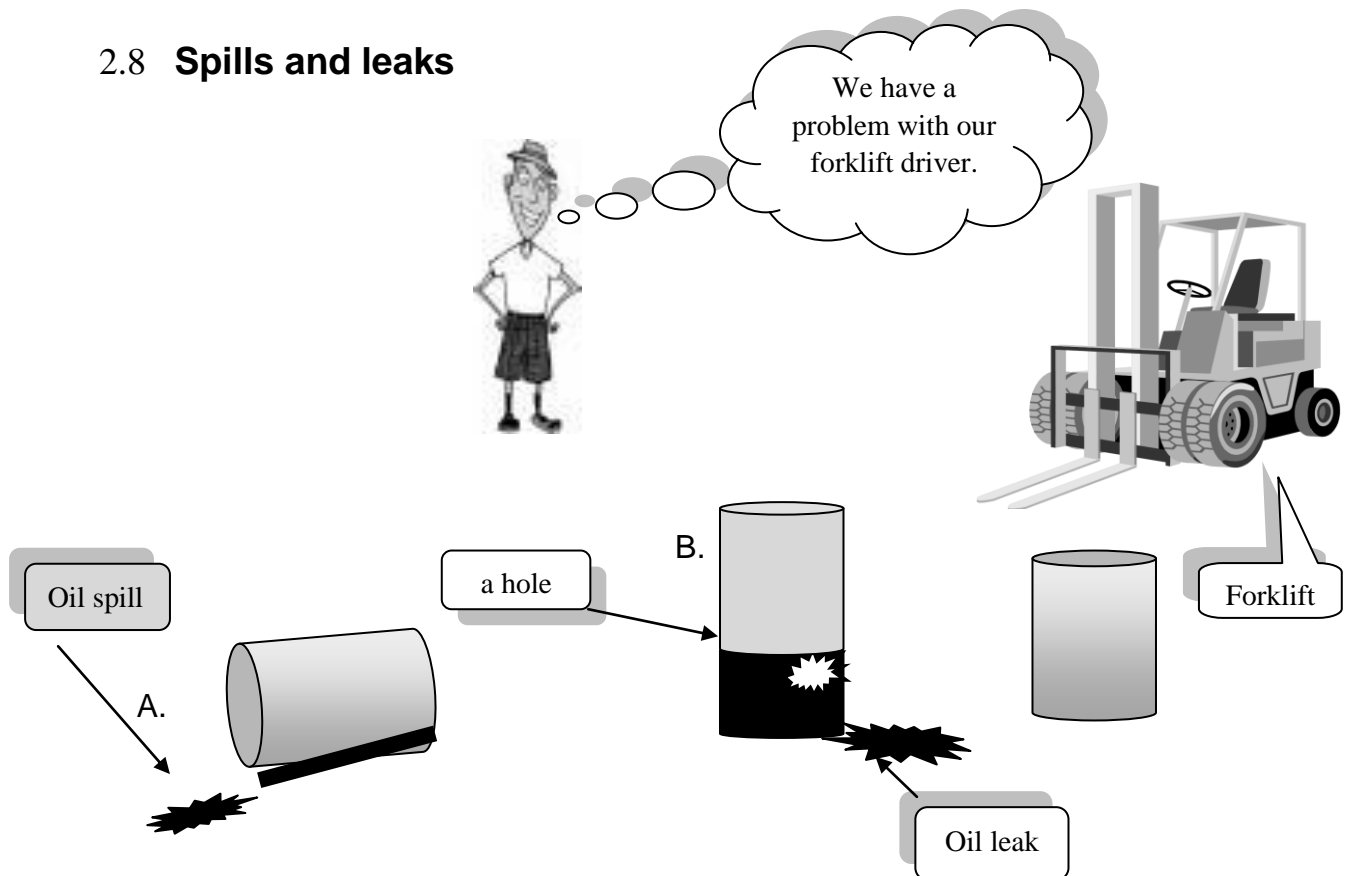
Write two comparative and two superlative sentences about Mario and Marcos. Use the information below.

Mario : 25 years old; 165 cms tall

Marcos : 37 years old; 170 cms tall

1.
2.
3.
4.

2.8 Spills and leaks



VERBS	TETUN
overturn	<i>baku fila</i>
spill	<i>fakar, nakfakar</i>
leak in to	<i>suli tama</i>
leak out	<i>suli sai</i>
fall over	<i>monu</i>
clean up	<i>hamoos</i>

Exercise

Delete the incorrect form of the verbs in this paragraph.

Forklift accident in the oil store

This morning there was/were an accident in the oil store. The forklift knocks over /knocked over an oil drum (A) and a lot of oil spills/ spilled out. Then the fork lift hit/hits a second oil drum (B) and made a hole in the side of it. Oil leaks/leaked out of that drum and make/made a big mess on the floor. We cleans/cleaned up the mess immediately as oil on the floor is very dangerous because it is slippery.

Answer these two questions using the information given.

1. Why did oil spill out of drum A? _____
2. Why did oil leak out of drum B? _____

2.9 'Nearly', 'almost', 'a half' and 'a quarter'

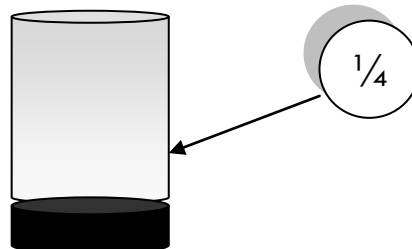
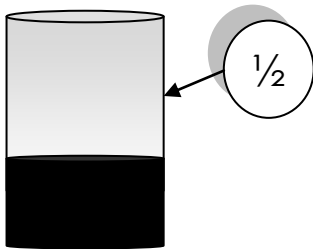
How much oil is there in the drum?



1. The oil drum is nearly/almost empty.

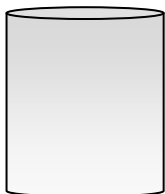


2. The oil drum is nearly/almost full.

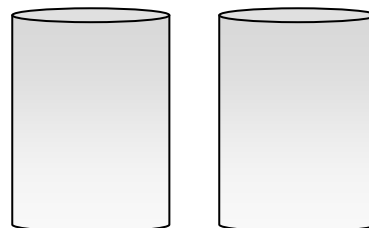


3. The oil drum is half full.

The oil drum is half empty.



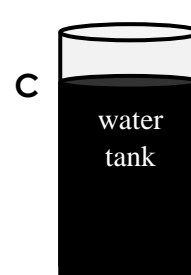
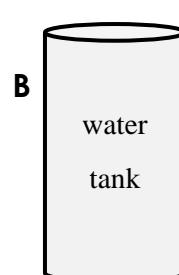
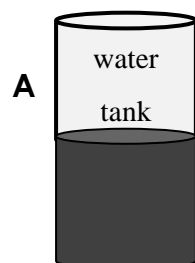
4. The oil drum is a quarter full.



5. The oil drum is completely/totally empty.

6. Both oil drums are completely empty.

Water tanks



Exercise

Write one question and one answer for each of the water tanks, asking how much water is in each.

1. Q -----
A -----
2. Q -----
A -----
3. Q -----
A -----

Exercise: Changing positive to negative

Complete the table by inserting the negative form. Study the structure of negative sentences at the back of the workbook, in section 9.8.

POSITIVE	NEGATIVE
1. I worked late last night.	
2. I am working night shift next week.	
3. My son got up early yesterday.	
4. She is talking to the boss.	
5. We are going to Baucau next week.	
6. My brother lives in Australia.	
7. My supervisor is working today.	
8. The examination was difficult.	
9. It rained yesterday.	
10. They watch television every night.	

3. TRADE TOOLS

3.1 Trade tools I

Exercise

Write the name of the tool alongside the tool.

spirit level
spanner

tape measure
hacksaw

nut
hammer and nails

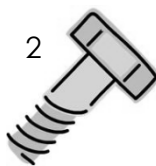
bolt
screwdriver

ladder

1



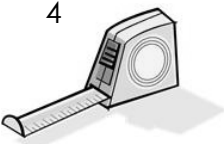
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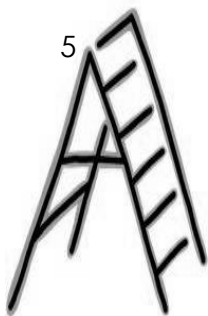
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4



5



6



7



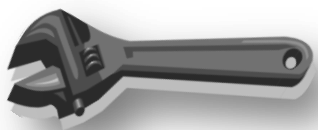
8



9



10



3.2 'Use for' and 'be used for'

Question: What do we use a pen for? = What is a pen used for?

Answer: We use a pen for writing. = A pen is used for writing.

Exercise

Choose the correct word from the above list.

1. A is used for loosening and tightening
..... onto
2. If I want to tighten a screw I would use a
3. To find the length and breadth of a room I would use a
4. To cut a metal or plastic pipe I would use a
5. To check if a post is vertical I would use a
6. A is used for working in high places.

3.3 Verbs of the trade

VERB	TETUN
Nail	<i>baku pregu</i>
Hammer	<i>baku ho martelu</i>
Screw	<i>aperta parafuzu</i>
Fasten	<i>hametin</i>
Tighten	<i>aperta</i>
Loosen	<i>halo folga, hamamar</i>
Unscrew	<i>kore parafuzu</i>
Unfasten	<i>kore</i>
Saw	<i>kadoo</i>

Exercise

Delete the incorrect word or words.

1. This nut is tight/loose and could fall out. Could you please loosen/tighten it.
2. If you want to take the top off the water bottle you screw/unscrew the cap.
3. I want to remove this bolt but I am not strong enough can you please tighten/loosen it for me.
4. Please give me a screwdriver/hammer/spanner I want to hammer these nails in.
5. I want to cut this plastic pipe in half. Can you please give me a tape measure/hacksaw/hammer.
6. When you are flying you must fasten/unfasten your seat belt.
7. You need a screwdriver/spanner to take the nut off the bolt.

3.4 Text: An international oil company

Royal Dutch Shell

Royal Dutch Shell is known worldwide as Shell. It is an Anglo-Dutch petroleum company. It is one of the six largest oil exploration, natural gas, and petroleum companies in the world and was listed as the world's eighth largest company in 2010. Shell was created in 1907 when Holland's Royal Dutch Petroleum Company and Britain's Shell Company merged.

Royal Dutch Shell is a global group of energy and petrochemicals companies. It has around 101,000 employees in more than 90 countries. Shell produces 2% of the world's oil and 3% of gas. It has 44,000 service stations worldwide.

Exercise

Complete the following questions. Write complete sentences where required.

1. Find a word from the text which means the same as:
 - joined together
 - all over the world
 - workers
 - a place where people can buy fuel
 - a business
 - approximately
2. How did Royal Dutch Shell get its name?
3. Write down one superlative adjective from the text.
4. Does Shell produce more oil than gas?
5. What do you think a 'service station' is?
6. Anglo-Dutch refers to two countries, what are they?

3.5 Trade tools II

Write the name of the tool alongside the tool.

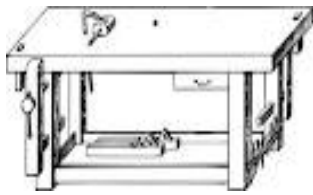
knife
'G' clamp
adjustable spanner

hammer drill
toolbox
shovel/spade

workbench
sledge hammer
cordless electric screwdriver

cordless electric drill
a pair of pliers

1



2



3



4



5



6



7



8



9



10



11



Exercise

Fill in the missing word.

1. We have finished the job. Please put all the tools into the
2. If you want to break concrete you should use a
3. To cut cardboard or a box you could use a
4. To remove a nail from a piece of wood you could use a

Exercise

Which of the above tools are 'power tools'? (i.e. use electricity)
.....

3.6 'Some' and 'any'

Read section 9.13 on 'some' and 'any'. Then choose the correct word in the sentences below.

1. I didn't have screws so I had to borrow from my workmate.
2. There isn't water in the well, it is dry.
3. This evening I am going out with friends of mine.
4. Can I please borrow books about Timor?
5. Do you have questions?
6. Would you like coffee, sir?
7. My friend gave me good advice yesterday.
8. The guest didn't have cash so he paid by credit card.
9. I was too tired to do work.
10. If you don't have work to do please help in the kitchen.

3.7 Crossword: past tense

Exercise

Insert the correct past tense of the verbs given.

1		2		3							
										4	
		5						6			
	7					8					
				9							
10											
						11				12	
			13								
14	15				16			17			
					18						

CLUES ACROSS

- 1 to see
- 3 to call
- 5 to shut
- 6 to tell
- 9 to think
- 10 to fall
- 11 to get
- 14 to bring
- 17 to take
- 18 to dream

CLUES DOWN

- 1 to sell
- 2 to be
- 3 to catch
- 4 to sleep
- 6 to teach
- 7 to know
- 8 to buy
- 12 to write
- 13 to dig
- 15 to run
- 16 to have

3.8 Exercise: Tense

Study the simple present and simple past tenses in sections 9.1 and 9.3.

Complete the table by inserting either the simple past or the simple present tense. Add any time phrases that make sense.

SIMPLE PRESENT	SIMPLE PAST
My boss is absent today.	
	I got up at 6 o'clock this morning.
I always make my own breakfast.	
We have a meeting every Monday.	
	I started work this morning at 8 o'clock.
	Did you work last Saturday?
The restaurant closes at 11.00pm	
My sister goes to bed early.	
	I had lunch with my brother yesterday.
My friends go fishing every Saturday.	

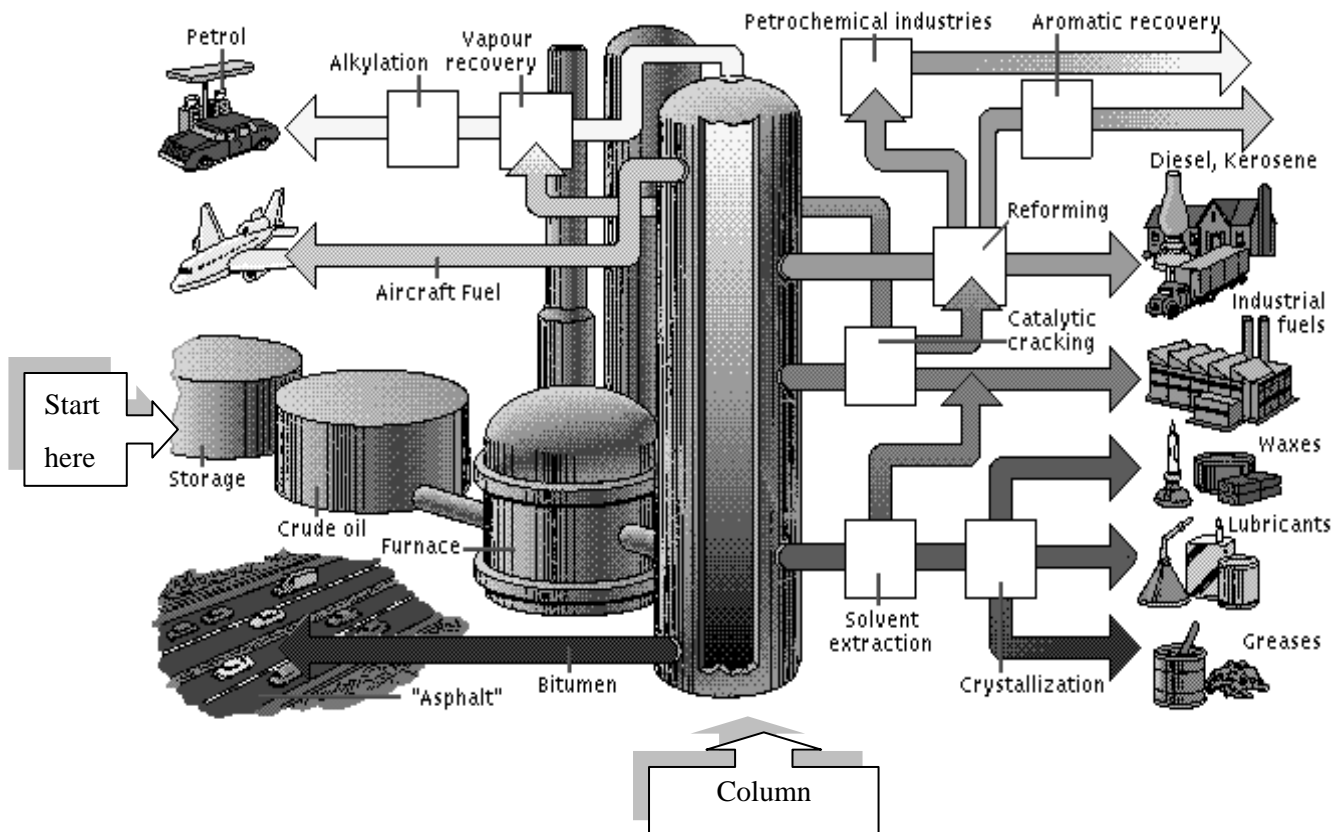
Exercise

Complete these sentences using the correct form of the verb. Use simple present or present continuous. See sections 9.1 and 9.2 for explanations of these tenses.

1. At the moment the demand for oil (increase) but the supply of oil (decrease)
2. Royal Dutch Shell (currently, drill) for oil in the Java Sea. The Company (explore, also) other potential sites.
3. Mobil (expect) the new well to produce 1,000 barrels a day next year.
4. Oil companies (search, always) for new supplies of oil and gas.
5. Some oil wells (be) very old but they (still, produce) oil every day.

4. PRODUCTION AND TRANSPORTATION

4.1 Text: An oil refinery



Follow the flow of petroleum from crude oil to the end products.

FROM CRUDE OIL TO AVIATION FUEL.

When crude oil comes from the oil well or an oil tanker it goes into storage. From there it goes into a furnace where it is heated. From the furnace it goes into a column. The heaviest parts of the crude oil, such as bitumen and asphalt, go to the lower part of the column. The lighter parts go higher up the column and will become different products.

Exercise

Refer to the paragraph and answer the questions.

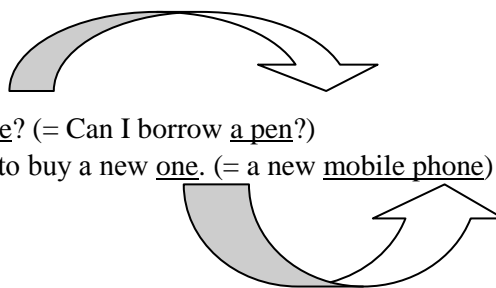
1. Which parts of the crude oil go to the bottom of the column?
2.
3. From the diagram, name three products that are made from petroleum?
4.
5. What do you think 'bitumen and asphalt' are used for? Refer to the diagram.
6.
7. Underline one superlative and three comparative adjectives in the paragraph.

4.2 Pronoun 'one'

'One' is a number. It is also used as a pronoun; we use it so that we do not need to repeat a noun.

Look at these examples:

- I have forgotten my pen. Can I borrow one? (= Can I borrow a pen?)
- My mobile phone is broken so I'm going to buy a new one. (= a new mobile phone)



Exercise

Insert 'one' or 'ones' in the following sentences.

1. My new drill is better than my old?
2. That book is \$5. How much is this.....?
3. My new work boots are more comfortable than my old
4. I have sold my old motorcycle and bought a new
5. Which car do you like, this or that?
6. You have finished your coffee, would you like another
7. My sister bought me these two tee shirts yesterday. I don't like this ,
I prefer the other

4.3 Vocabulary: oil pipelines



The Alaska pipeline carries millions of barrels of oil each day across one thousand kilometres of countryside.

Exercise

Insert the best word into the paragraph.

refinery	subterranean	export	leak	environment
pipelines	environmental	tanker	submarine	transport

Pipelines

Oil are used to take oil from an oil well to an oil
for conversion to petrol and other products or to a port for to other countries
by Pipelines are an important form ofand are also
used to carry gas, and water. In some countries pipelines due to corrosion
from the rain and the sun, and the oil causes serious damage to the Pipelines
need to be maintained regularly to look after them and to avoid this damage.
To avoid visual pollution, some pipelines go underground, they are called
pipelines. Other pipelines go under water from the oil field to the refinery, these are
..... pipelines.

4.4 Texts: An oil pipeline and the Panama Canal

Oil pipeline

British Petroleum (known as BP) is a very large international oil company. From next year BP plans to ship 100,000 barrels of oil a day by pipeline to Panama's Pacific coast port where it will be loaded onto tankers bound for the U.S. Crude oil tankers too large to traverse the Panama Canal usually go around South America but the overland pipeline greatly reduces transit times and lowers freight costs. The trans-Panama pipeline's capacity is 600,000 barrels a day.

The Panama Canal

The Panama Canal joins the Atlantic and Pacific oceans. The canal is slightly more than 64 km (40 miles) long/length. Each year more than 12,000 ships pass through the canal, cutting about 12,600 km (7,800 miles) off the voyage between the two oceans. The minimum deep/depth is 12.5 m (41 ft), and the minimum wide/width is 91.5 m (300 ft), allowing all the largest ships to pass through.

Exercise

Refer to the two paragraphs and answer the following questions. Answer in complete sentences where required.

1. What is 'the US'? (paragraph 1)
2. Find a word from paragraph 1 which mean the same as:
 - going to :
 - big :
 - across :
 - travel, journey :
 - goods, cargo :
3. In paragraph 2, delete the incorrect underlined words.
4. What is a tanker?
5. What are the two oceans mentioned in paragraph 2?
6. How deep is the Panama Canal?
7. Why do ships use the Panama Canal? Discuss this with a colleague.

4.5 Vocabulary: petroleum

Exercise

Write the word or words from the box alongside the correct definition.

oil rig	submarine	oil tanker	oil refinery	crude
subterranean	geologist	oil field drill	reservoir	

Definitions:

1. Found below the surface of the earth.
2. An area containing reserves of oil.
3. A factory for purifying a raw material such as sugar or oil.
4. A machine for making holes.
5. A natural place where something is stored
6. A natural or unrefined state.
7. A structure used as a base when drilling for oil
8. Located beneath the surface of the water.
9. A person who studies the composition of the earth.
10. Tanker, a ship or vessel designed to carry liquid cargoes in bulk.

Exercise

Use the vocabulary in the box to complete the paragraph below.

The petroleum process

Oil companies employ to study rock formations and to locate new supplies of oil known as Some are as they are found under the sea and other fields are because they are found under the surface of the earth. An is constructed over the oil field and a bores a well through to the oil where the oil is stored. The ,unrefined oil is then taken by..... ,which are special ships for carrying liquid products, to anwhere the oil is processed into different petroleum products.

4.6 Text: The Timor Sea

Choose the correct word or the correct form of the verb.

The Timor Sea (be) a stretch of water which..... (separate) the island of Timor and northern Australia at a (wide/width) of about 480 km. The sea (cover) an area of 450,000 sq km, and (reach) a (deep/depth) of 3,200 m. The sea (contain) significant oil and gas deposits, (develop) in the past jointly by Australia and Indonesia.

The rights to these deposits (be) at the centre of a long-standing controversy, dating back to the 1970s. In 1972 Australia (claim) about 85 per cent of the Timor Sea. Portugal (dispute) this and (put forward) an argument demanding the boundary be fixed mid-way.

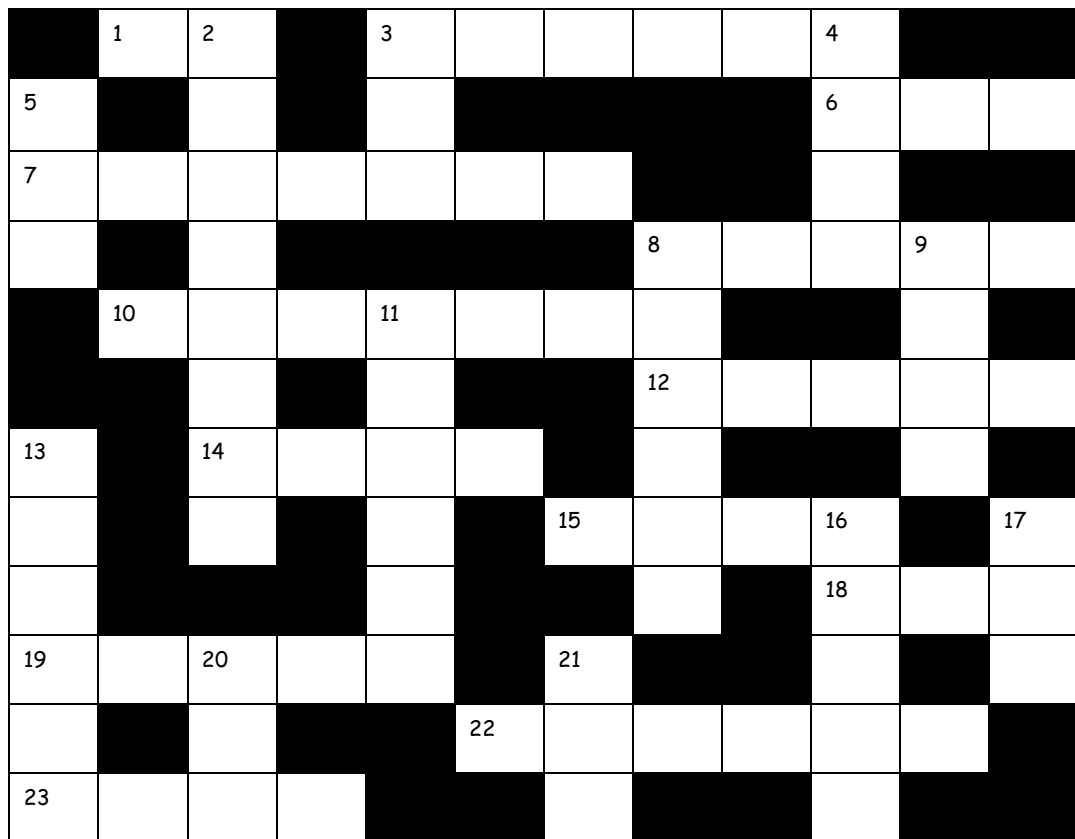
In July 2001 a 'Timor Sea Agreement' (be) signed in Dili, establishing a joint petroleum development area. The agreement (specify) that 90 per cent of the petroleum produced would belong to Timor-Leste, and 10 per cent to Australia.

Answer these questions with full sentences.

1. How wide is the Timor Sea?
2. What is the depth of the Timor Sea?
3. What is the area of the Timor Sea? Write the number out in words.
.....
4. What important deposits have been found in the Timor Sea?
.....
5. How much of the Timor Sea did Australia claim in 1972?
.....
6. Which country challenged this claim?
.....

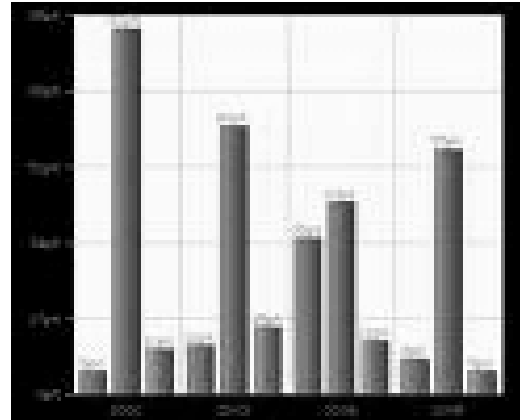
4.7 Crossword: opposites

Write in the opposite of the words given.

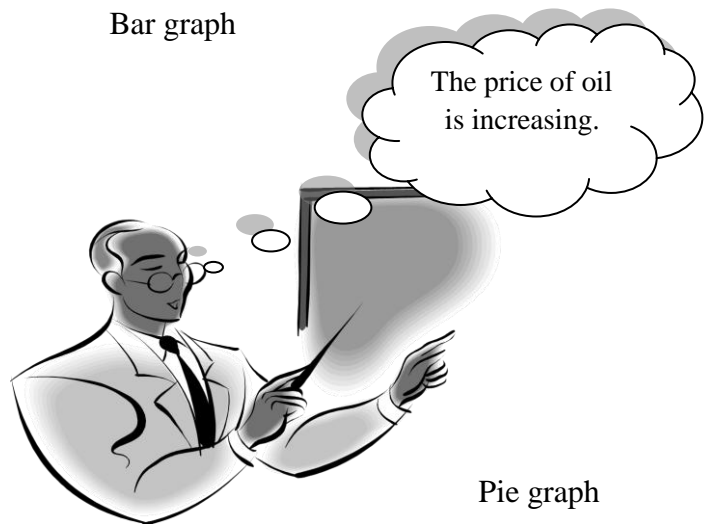


CLUES ACROSS	CLUES DOWN
1 down	2 impossible
3 enemy	3 against
6 answer	4 dusk
7 build	5 subtract
8 sense	8 often
10 invisible	9 spend
12 arrive	11 outside
14 found	13 praise
15 none	16 hate, dislike
18 second hand	17 lend
19 divide	20 well
22 junior	21 women

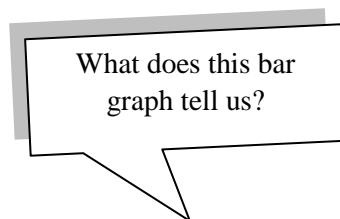
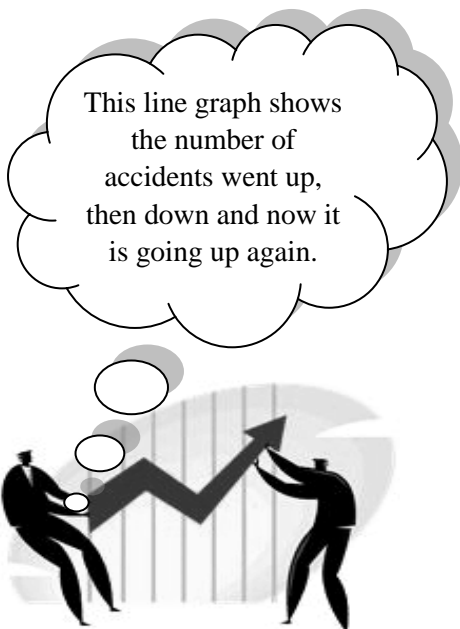
5. GRAPHS, CHARTS AND TABLES



Bar graph



Pie graph



5.1 Prepositions for prices

It is important to use the correct preposition with price changes.

Study this e.g. and then try the exercises.

Old price	\$100
New price	\$105
Increase	\$5
Increase	5%



- The price has increased by \$5. = The price has gone up by \$5.
- The price has increased by 5%.
- There has been an increase of \$5 in the price of rice.
- The price has gone up to \$105. (new higher price)
- The price has increased from \$100 to \$105. (old price to new higher price)

Exercise

Complete the sentence with one of these prepositions: by, from, in, of, to.

1. The price of oil has increased \$5 .
2. There was an increase \$5 in the price of oil.
3. Last year the price of oil went up\$75..... \$85. That is an increase \$10.
4. The price of petrol has gone up \$1.10 a litre \$1.20 a litre.
That is a rise 10 cents a litre.
5. The price of a litre of petrol has increased 10 cents a litre.

Exercise

The new price of a sack of rice is:	\$40
The old price of a sack of rice was:	\$30
The price has gone up by:	\$ ____



Write four sentences using this information, explaining the price change and using the correct preposition.

1.
2.
3.
4.

5.2 Vocabulary: change

VERB	TETUN	NOUN
vary	<i>muda (tuun-sae)</i>	variation
change	<i>muda</i>	change
fluctuate	<i>muda (tuun-sae)</i>	fluctuation
increase	<i>sae, aumenta</i>	increase
decrease	<i>tuun, hamenus</i>	decrease
rise	<i>sae, aumenta</i>	rise
go up	<i>sae, aumenta</i>	
jump	<i>sae makaas ('haksoit')</i>	jump
fall	<i>tuun</i>	fall
drop	<i>tuun</i>	drop
go down	<i>tuun</i>	
decline	<i>tuun</i>	decline
plummet	<i>tuun makaas</i>	
ADJECTIVE	TETUN	ADVERBS
sharp	<i>makaas</i>	sharply
sudden	<i>derepenti</i>	suddenly
gradual	<i>neineik</i>	gradually
slight	<i>uitoan</i>	slightly
steady	<i>neineik-neineik (laos derepenti)</i>	steadily
slow	<i>neineik</i>	slowly

5.3 Describing price changes in Clarkesville

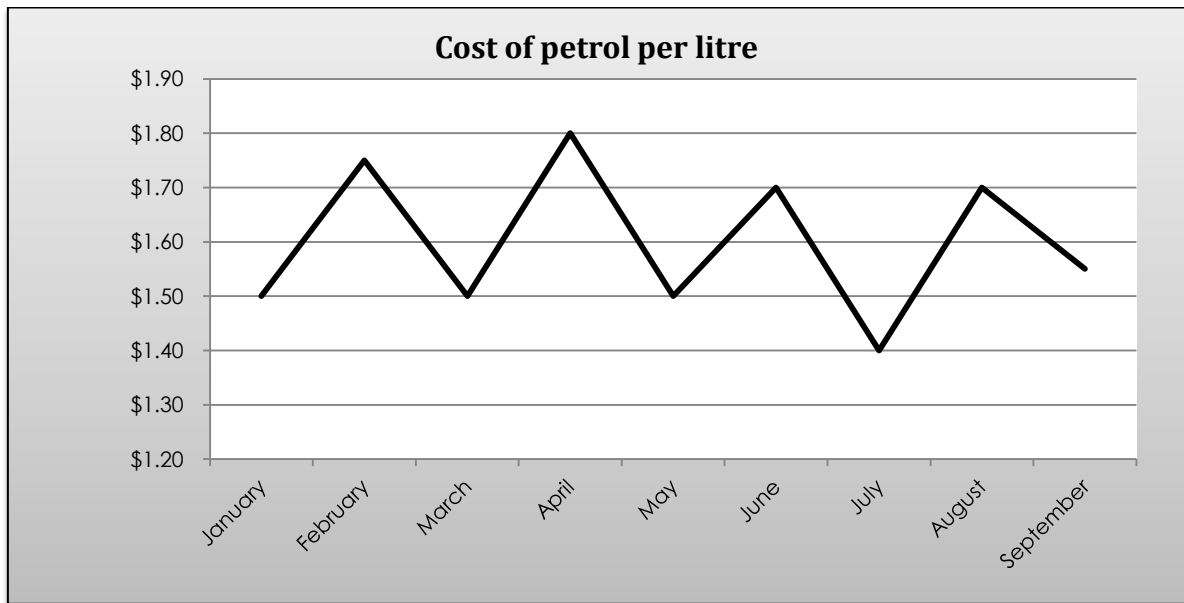
Exercise

The following line graphs show the price of some consumer goods last year in the imaginary city of Clarkesville.

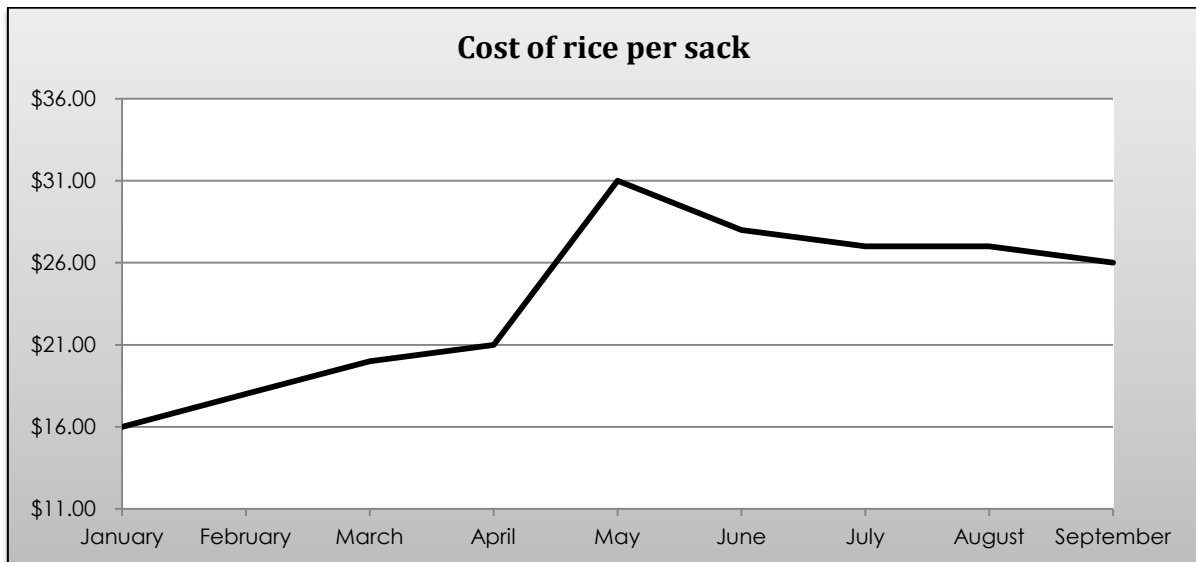
For each graph, choose two sentences from the list below which describe the graph most accurately. Write the sentences below the graph.

1. There was a gradual fall in the price, then it dropped suddenly, and then it started to rise again.
2. The price rose sharply then gradually fell.
3. The price increased slowly then jumped abruptly then decreased gradually.
4. There was a slow increase in the price then it went up sharply and then gradually decreased.
5. The price fluctuated.
6. The price went down gradually then dropped suddenly and then slowly increased.
7. The price went up and down.
8. The price jumped suddenly then fell steadily.

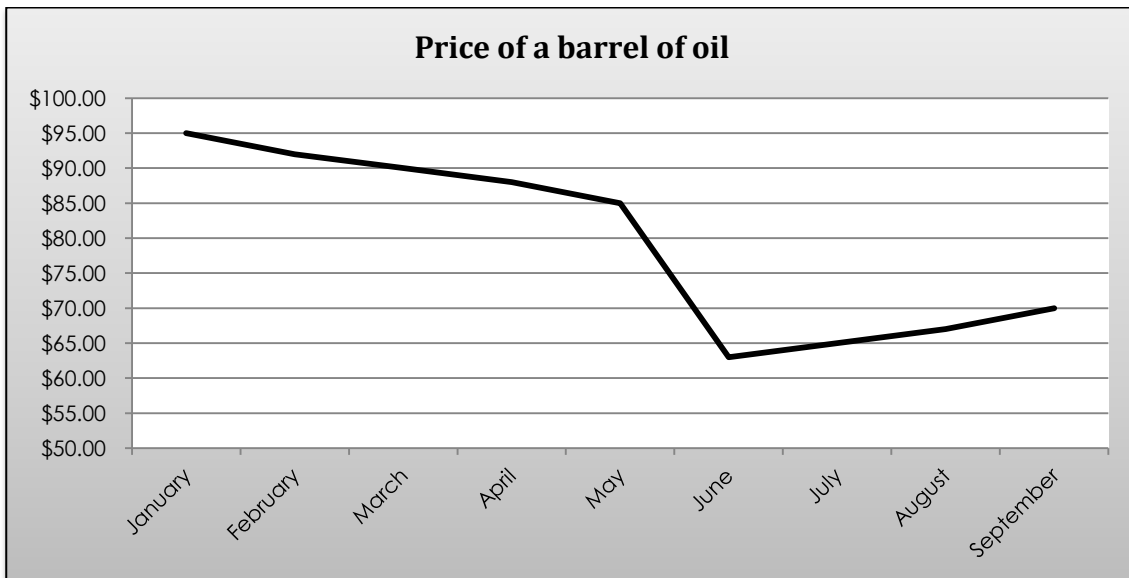
A.



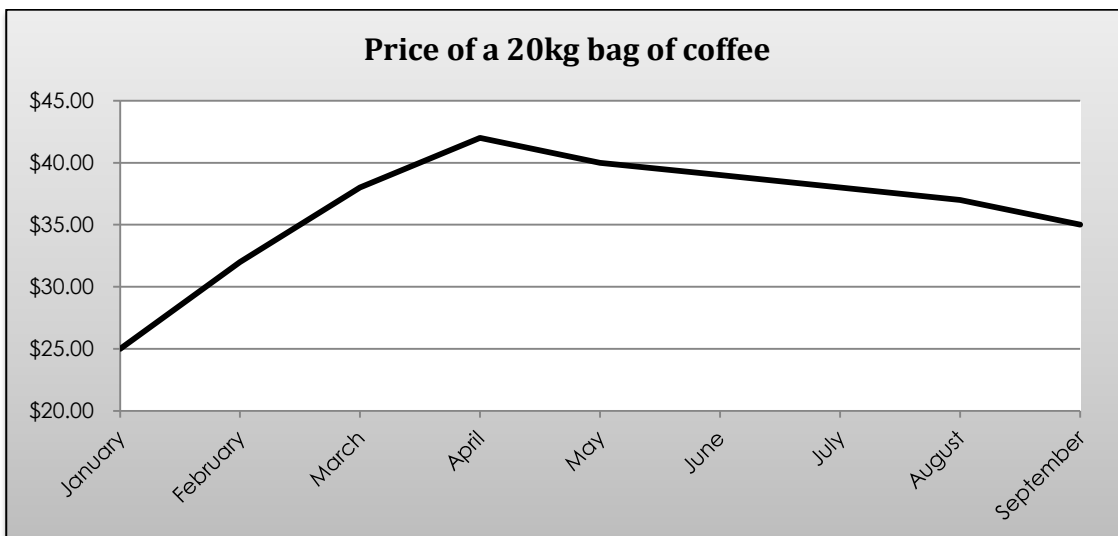
B.



C.



D.



Exercise

Study the charts and write answers to the following questions. Use complete sentences.

1. In which month was the price of rice at its lowest?

2. What was the highest price for a sack of rice?

3. What was the highest price for a litre of petrol?

4. In which month was petrol at its most expensive?

5. In which month was the price of a barrel of oil at its lowest?

6. What was the highest price for a barrel of oil?

7. What was the highest price for a 20 kg bag of coffee?

8. In which month was the price of coffee at its highest?

5.4 Text: A major oil company

Mobil

Mobil is a major American oil company that merged with Exxon in 1999 to form ExxonMobil. It operates petrol stations, carwashes, convenience stores and auto-repair shops throughout the world. It was founded in 1911 and quickly grew to be one of the world's most important oil companies.

ExxonMobil is the world's largest international oil and gas company and the world's largest refiner and marketer of petroleum products. ExxonMobil is also a technology company, applying science and innovation to find better, safer and cleaner ways to deliver the energy the world needs.

The company employs over 80,000 people worldwide.

Exercise

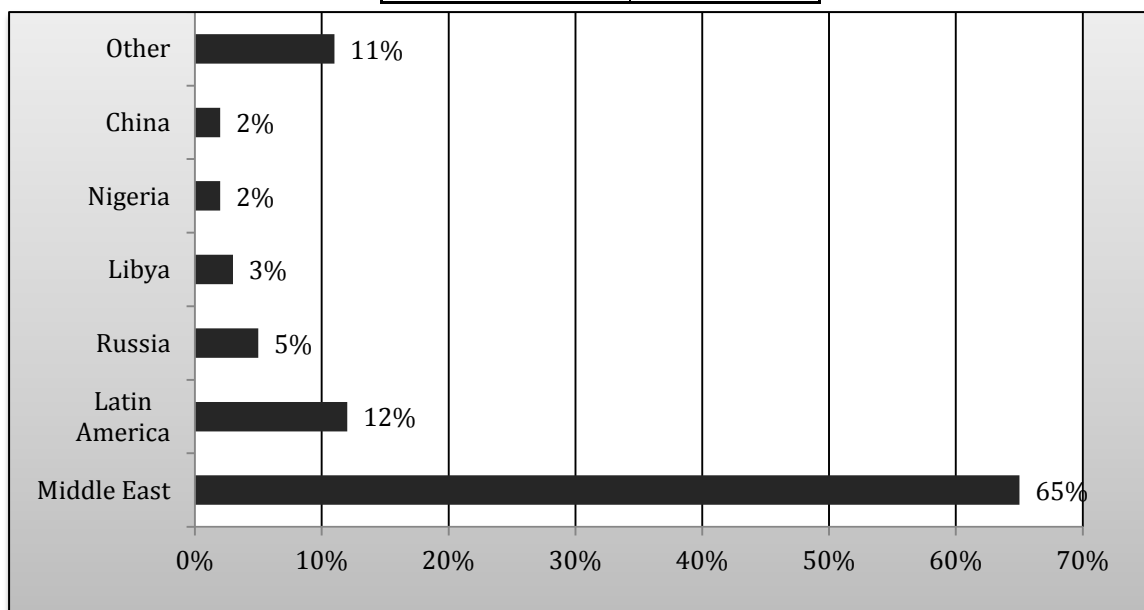
Refer to the paragraph and write down answers to the following questions. Use complete sentences where required.

1. Find three comparative adjectives.
2. -----
3. -----
4. -----
5. Find two superlative adjectives.
6. -----
7. -----
8. When was Exxon Mobil founded? -----
9. How many employees does Exxon Mobil have? -----

5.5 Bar chart: oil production

WORLD OIL PRODUCTION

Middle East	65%
Latin America	12%
Russia	5%
Libya	3%
Nigeria	2%
China	2%
Other	11%
	100%



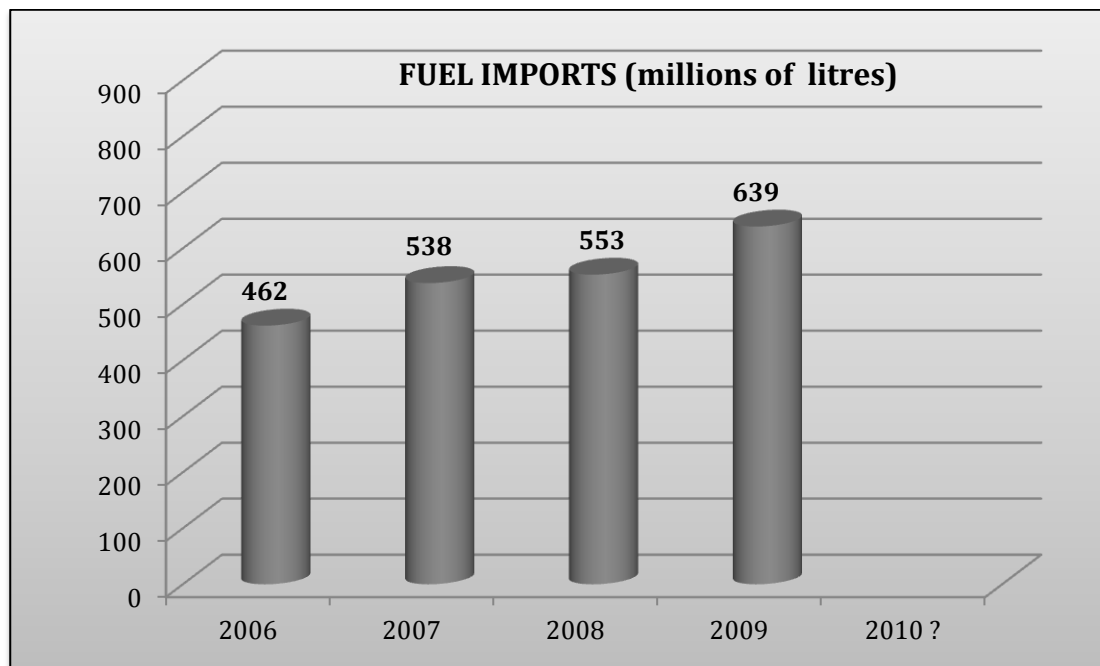
Exercise

Refer to the above chart and answer the following questions.

1. What type of chart is this? It is a chart.
2. Libya produces (more/most/less/least) oil than China but (more/most/less/least) oil than Russia.
3. The Middle East produces (much more/many more/much less/many less) oil than Latin America.
4. The Middle East produces (more/most/less/least) oil than all the other regions put together.
5. Which two countries produce the same percentage of oil?

5.6 Column chart: fuel imports

These are the actual import figures for the Lao PDR as published in the Vientiane Times, November 2010.



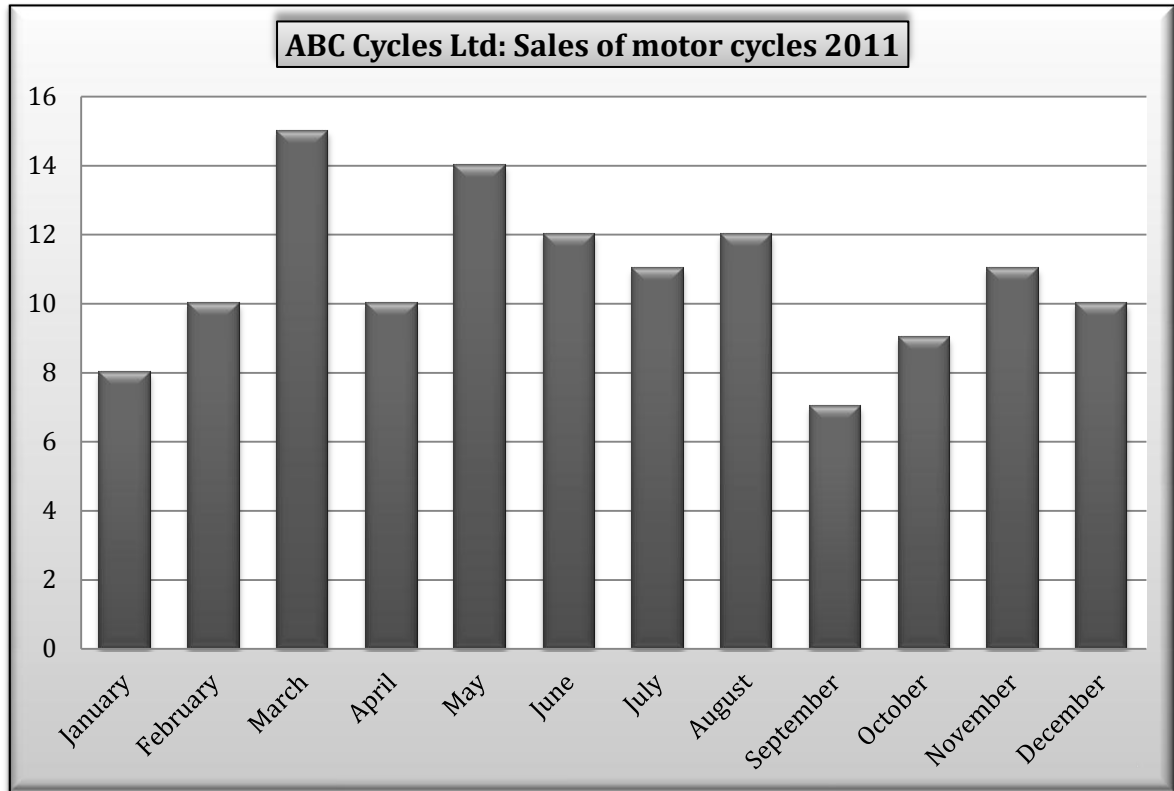
Exercise

Study the chart and answer the following questions in full sentences.

1. How many millions of litres were imported in 2009?
.....
2. Are fuel imports increasing or decreasing?
.....
3. What do you think the 2010 import figure could be? Why?
.....
4. Write 4 sentences which explain the chart using comparisons. See chapter 2 for help with comparisons.
5.
6.
7.
8.

5.7 Column chart: ABC motor cycle sales

Study the bar chart for motor cycle sales of the imaginary ABC company.



Answer the following questions in full sentences.

1. How many motor cycles did ABC Cycles sell in April 2011?

.....

2. Which were the best two months for motor cycle sales 2011?

.....

3. Write a sentence comparing sales for October and February 2011.

.....

4. Which were the worst two months for motor cycle sales in 2011?

.....

5. In 2011 was July a better month than August for motor cycle sales?

.....

6. Write two superlative sentences about the chart.

7.

8.

5.8 Compounds with 'some' and 'any'

Study section 9.14 about compounds with 'some' and 'any'. Then insert the correct pronouns below.

1. Does (someone/anyone) know where Mario has gone?
2. The nurse gave me (something/anything) for my toothache.
3. Has (anyone/someone) seen my ticket? I can't find it.
4. Josie can't find her suitcase. (anyone/someone) must have taken it.
5. You should find (someone/anyone) to help you move that luggage.
6. My boss was angry, but I didn't do (something/anything) wrong.
7. Does (anybody/somebody) want to work my night shift tonight?
8. Did you go (anywhere/somewhere) last weekend, or did you stay home?

5.9 Possessive pronouns and determiners

There are two types of words which show possession or ownership. The first type act as adjectives and are used in front of nouns. They are also called possessive determiners. e.g. my friend, his book, their children.

The second type is called a possessive pronoun. They stand on their own and take the place of a noun to show ownership. e.g. This phone is mine.

SUBJECT PRONOUN	POSSESSIVE DETERMINER	POSSESSIVE PRONOUN
I	my	mine
he	his	his
she	her	hers
it	its	its
we	our	ours
you	your	yours
they	their	theirs

Exercise

Choose the correct possessive word to complete the sentence.

1. They are (our/ours) friends.
2. They are workmates of (her/hers)
3. I put (my/mine) tools in (my/mine) toolbox and I put (your/yours) in (your/yours)
4. This morning I found a purse. Is it (your/yours)? - No, it's not (my/mine)
5. Safety is (your/yours) responsibility.
6. Please send (your/yours) CV and a letter with (your/yours) application.
7. My boss has gone to visit (her/hers) brother in hospital. He goes to visit her every evening. She is in hospital because she fell off (her/hers) motorcycle last week and broke (her/hers) arm.
8. I can't find (my/mine) hacksaw. Can I borrow (your/yours)?

5.10 Countable and uncountable nouns

Study section 9.11 about countable and uncountable nouns.

Exercise

Are the following nouns countable or uncountable? Tick the correct column.

NOUN	COUNTABLE	UNCOUNTABLE
screw		
information		
news		
petroleum		
nail		
hammer		
plastic		
wood		
furniture		
computer		
person		
gas		

Exercise

Complete these sentences by writing in the correct determiner in the space.

1. I haven't done (much/many) work today because the drill is damaged.
2. There are not (much/many) weeks left to the end of the training course.
3. There's too (much/many) traffic on the roads in the morning and too (many/much) bad drivers.
4. How (much/many) people were at the meeting?
5. We don't have (much/many) time to finish the project.
6. How (many/much) days are there in January?
7. There are too (many/much) cars on the road.
8. We didn't have (many/much) lessons last week because it was the week before the examinations.
9. The roads were flooded because there was too (much/many) rain.
10. There are too (many/much) plastic bottles thrown away.

Exercise

Tick the correct box: Are these nouns countable or uncountable?

NOUN	COUNTABLE	UNCOUNTABLE
tea		
coffee		
pollution		
traffic		
rain		
tool		
equipment		
money		
sugar		
knife		
electricity		
work		
power		
child		

5.11 Verbs with similar meanings

For each verb on the left, find a verb from the right that has a similar meaning.

extract	differ
find	discover
increase	look for
investigate	make
produce	provide
search	raise
supply	remove
vary	study

5.12 Exercises: Past and present continuous tense

Exercise

Complete the table by rewriting the examples in simple past or present continuous tense. (Replace time phrases with any phrase you like.)

SIMPLE PAST (PAST TIME)	PRESENT CONTINUOUS (NOW OR THE FUTURE)
1. The shop closed ten minutes ago.	
2.	I am going on a Safety Course next month.
3.	Where are you going tomorrow?
4. We had a meeting last Monday.	
5. I started work this morning at 8 o'clock.	
6. Did you work last Saturday?	
7.	My boss is working late tonight.
8.	The restaurant is closing in ten minutes.
9. I helped my brother with his homework last night.	
10. I didn't go to work yesterday.	

Exercise

This is a conversation between Mario and Maria. Complete the dialogue by inserting the correct tense of the verb.

Mario: Where (you, go) next weekend?

Maria: We (go) to Atauro Island on Saturday morning and we
..... (come back) on Monday morning.

We (go) there last month and
we (enjoy, really) it.

Mario: Who (you, go) with on Saturday?

Maria: I (take) some visitors from Australia.
They (arrive) last night and
they (stay) for a few weeks.

Mario : (you, get) sea sick?

Maria: I hope you have a good trip.

6. EMPLOYMENT

Hi, I'm
Mario.



6.1 Mario's job application

Mario applied for a job last week. Here is what happened.

Insert the correct tense of the verbs given.

My name (be) Mario. I (apply) for a job last week with the Shell Oil Company. They (call) me the next day and (invite) me for an interview. I (be) very nervous before the interview and more nervous when I (go) into the interview room. My tie (be) not straight, my shoes (be) dusty and my hair (be) a mess. I also (forget) to take my CV with me.

There (be) three people on the interview panel.

There (be) one man and two women. Firstly they (introduce) themselves then they (ask) me about my education and about my experience. I (tell) them it (be) my first job application and that I (not, have) any experience.

They (tell) me about the job and (give) me some information about the company to read. I (ask) some questions but (not, ask) about the pay. I (want) them to think I (be) only interested in the job and my future. The interview (be) very thorough and I (be) pleased when it (be) over.

This morning I (be) both surprised and pleased because they (telephone) me and (offer) me the job. I (be) very happy and I (say) 'yes' immediately.

From the dialogue find a synonym for each of the following words:

1. knowledge :
2. right away :
3. worried :
4. untidy :



6.2 'Used to'

We use used to when we are talking about something which was true for quite a long time in the past, but is not true any more. Look at the examples below.

Here is some information about Mario.

	YEAR 2001	NOW
Home	East Timor	Indonesia
Marital status	Single	Married
Job	UN	University
Weight	75 kilograms	130 kilograms
Hobby	football	chess

- Past tense: In 2001, Mario lived in East Timor.
- Past with used to: Mario used to live in East Timor. (Now he lives in Indonesia.)

Exercise

Look at the information about Mario. Write four sentences about Mario comparing how his situation used to be in 2001 with what it is now.

1. -----
2. -----
3. -----
4. -----

6.3 Exercise: possessive pronouns and determiners

Choose the correct word and write it in the space.

I work for a large oil company in Indonesia but (my/mine) sister works for a small printing company in Malaysia. (Her/Hers) office is much smaller than (mine/my) but (my/mine) has a better view than (her/hers). (Our/Ours) working hours are 40 hours a week.

..... (My/Mine) salary is quite good but (her/hers) is better.

Choose the correct word and write it in the space.

I went shopping with (my/mine) mother last Saturday and we each bought a pair of shoes.

..... (Her/Hers) are size 43 but (my/mine) are size 40.
 (Her/Hers) shoes are black and (my/mine) are brown. (Her/Hers) shoes were much cheaper than (my/mine) but (her/hers) are a better brand.

Fortunately she can't borrow (my/mine) because (my/mine) shoes are too small for her and (her/hers) are too big for me.

Choose the correct word and write it in the space.

I borrowed a set of spanners and (your/yours) hacksaw from (your/yours) toolbox this morning. I needed the spanners to repair (my/mine) motorcycle today because I left (my/mine) set at home so I borrowed. (your/yours). I know the hacksaw is (your/yours) and not (my/mine) because it has (your/yours) name on it. Please forgive (me/my).

I promise to give them back to you on Monday.

6.4 Exercise: tense

Complete the table by filling in the space in the correct tense.

SIMPLE PRESENT	SIMPLE PAST TENSE
1. On day shift we have lunch early.	
2.	Mario was absent yesterday.
3. My friend telephones me every evening.	
4.	Did you watch television last night?
5. Is there a meeting tomorrow?	
6. Are there many tourists in your hotel?	
7.	I checked my emails this morning.
8. Do you walk to work in the morning?	



Hi, this is Mario again.
I want to tell you about
my first day at work.

6.5 Text: Mario's first day

Insert the correct verb tense (past or present).

Yesterday (be) my first day on the job. I (report) to the safety manager at 8 o'clock along with about ten other new staff. I (be) the only person from East Timor and so I (be) a bit nervous but I soon (make) friends with some people from Indonesia.

The safety manager (explain) the importance of safety.

He (give) us all a copy of the safety manual and he (tell) us to read and understand it. He (say) we (be) responsible for our own safety and that it (be) important to observe all safety notices and warnings. He then (say) if we (have) an accident we must report it to our supervisor immediately, and he (show) us how to fill in the forms.

The safety manager (give) us all a pair of overalls, a new pair of safety boots and a helmet. He (tell) us that we must always wear our helmet when we are in a 'hard hat area'. Then he (show) us a video on safety. Some people (ask) questions. When we (finish) we all (go) to lunch.

Answer the following questions in full sentences.

1. Who did the new employees report to on their first day?

.....

2. What did the safety manager give to the new employees?

.....

3. In your opinion who is responsible for safety? Discuss this with a colleague.

.....

4. From the text find another word (a synonym) for:

5. Handbook :

6. uneasy :

7. security :

8. significance :

9. boss :

6.6 Exercise: 'much', 'many', 'any' or 'some'

Complete the sentences by inserting the correct determiner. See section 9.13 for 'some' and 'any', and section 9.11 for 'much' and 'many'.

1. I have just looked in my toolbox. There aren't (much/many) nails and there aren't (any/some) screws.
2. How (much/many) money do you have left?
3. How (many/much) bolts do we need for this job?
4. There isn't (any/some) water left in the bottle.
5. Can you please give me (some/a few) information about Dili?
6. How (much/many) furniture do you have in your office?
7. When I cook rice how (much/many) water should I use and how (many/much) cups of rice.
8. How (many/much) times have you been to Baucau.
9. How (much/many) petrol do you put into your motorcycle when you go to the garage.

6.7 Text: Mario's day shift

Every third week I work day shift. That means I start work at 6 o'clock and finish at 2.00 pm. When I get to work in the morning the supervisor tells us our duties for the week. He usually sends me to the warehouse to load the trucks. I don't mind because it is good exercise but sometimes the boxes are too heavy for me to lift so somebody helps me. Monday and Friday are the busiest days and by the end of the week I am really tired.

Unfortunately on day shift we don't have an hour for lunch, we only have 30 minutes so there isn't much time to have a rest. At lunchtime I go with my workmates to the cafe next door and we talk about work and sport.

When I finish work I usually go with my friends to play football and afterwards we meet at a restaurant near the beach. I stay up late on day shift as I don't have to get up too early the next day.

Exercise

Answer the questions in complete sentences.

1. Why did Mario ask somebody to help him lift the boxes?

.....

2. What do they talk about over lunch?

.....

3. From the writing find one superlative adjective.

.....

4. How often does Mario work day shift?

.....

5. From the passage find and write down synonyms for the words below:

6. begin :.....

7. boss :.....

8. fill :.....

9. pick-up :.....

- 10.sleepy :.....

- 11.sadly :.....

- 12.close to

6.8 Text: Mario's afternoon shift

Insert the correct form of the verb into the spaces below.

Yesterday afternoon I (work) a double shift.
We (be) very busy on the rig because the drill
..... (break) just after I started my shift and we
..... (have) to attach a new bit. We (call out) the
mechanics and it (take) them nearly five hours to replace it. The
supervisor (not, be) happy because it usually
..... (take) about two hours. Then, one of my colleagues
..... (have) an accident. He (slip) on some oil
and (pull) a muscle in his leg. We (take) him
to the clinic and the nurse (examine) him, gave him some pain killers
and then (send) him home. He will be off-work for a week. I
..... (not, finish) until 6.00am and I (be) really
tired by the time I (reach) home so I (go)
straight to bed.

Answer the questions below in complete sentences.

1. What is a 'double shift'?

.....

2. How long did it take them to replace the bit?

.....

3. How did his colleague pull a muscle in his leg?

.....

4. What did the nurse do?

.....

5. How long will he be absent from work?

.....

6. Why was the supervisor unhappy?

.....

7. What did Mario do when he got home?

.....

8. What time did Mario finish his shift?

.....

9. How long does it usually take to fix the drill?

.....

6.9 Text: Mario on night shift

Last night my shift started at 10 pm but I clocked-in 15 minutes earlier so that I had time to put on my safety equipment, my overalls, my boots and my helmet. I put my gloves in my back pocket as I do not need them all the time.

The first thing I did was to check-in with my supervisor to receive my instructions. Then I went to my work station. I checked my tools and cleaned the work area to remove any dangerous bits and pieces from the floor. During the shift the supervisor came around to check on me. We had a coffee break at midnight and a 'lunch' break at 2.30am. My shift finished at 6.00am and the day shift took over. When I finished my shift I reported to the supervisor. I told him about a few safety issues then I signed-out and went home to bed.

Exercise

Answer the following questions in complete sentences.

1. Why did Mario clock- in early?

.....

2. What items of safety equipment does he use?

.....

3. Why does Mario put his gloves in his back pocket?

.....

4. Why did Mario 'remove any dangerous bits and pieces'?

.....

5. What was the last thing Mario did before he went home?

.....

6. What time did Mario have lunch?

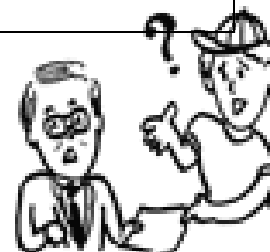
.....

7. Have you ever worked all night? When?

.....

8. What are the good points and the bad points of working night shift? Discuss this with a colleague or in a group.

ADVANTAGES	DISADVANTAGES



6.10 'WH' questions

Study sections 9.6 and 9.7 about 'WH' questions.

Exercise

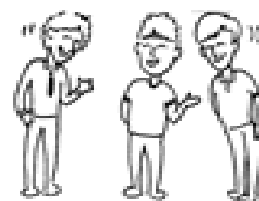
Write 'WH' questions to ask for the underlined information. (Remember to check the verb tense and use the same tense in the question.)

- We saw my uncle at the market. Who did you see in the market?
- 1. Maria has just phoned Marcos.
- 2. I like this one.
- 3. This piece of steel is the longest.
- 4. Maria has gone to a meeting.
- 5. We are going to Baucau by bus.
- 6. We are coming back next year.
- 7. We stayed for a week.
- 8. Your shift starts at 6 o'clock tomorrow morning.
.....
- 9. Our house was built in 1995.

Exercise

Your sister has just returned from Singapore after studying there for one year. You want to know about Singapore. What would you ask her? Write five 'WH' questions.

1.
2.
3.
4.
5.



Exercise

You have been invited to a conference in Jakarta. Write five 'WH' questions asking for information about the conference.

1. -----
2. -----
3. -----
4. -----
5. -----

6.11 Exercises: Verb tense

Study section 9 on Verb tense.

Exercise

Complete the table by inserting sentences in the correct tense.

SIMPLE PAST	PRESENT CONTINUOUS (FOR FUTURE)
1. When did your brother come back from Australia?	
2.	Are you going to work tomorrow?
3. Did you send an email to Mario?	
4.	Where are you going tomorrow?
5. Did you watch television last night?	
6.	Is the new manager starting work tomorrow?
7.	How are you feeling today?.
8. Did you go to the meeting yesterday?	

Exercise

Insert the correct form of the verb into the spaces below.

The Safety Meeting (start) at 10 o'clock. It is now nearly
midday and the meeting (not, still, finished).

Mobil (start) drilling three months ago but it
..... (yet, not, locate,) any new wells.

Shell (discover) a new oil field off the coast of Brazil last year
and it (recently, find) a huge gas field in the Gulf of Mexico.

7. HEALTH AND SAFETY



QUESTION:

If you see this sign, what type of safety equipment should you wear?

ANSWER:

QUESTION?

Where would you see this sign?

ANSWER:



7.1 Safety signs and symbols

Safety signs and symbols consist of messages, words and symbols with a variety of sizes, shapes and colours. All the shapes and colours are standardised. Each shape and each colour has a different meaning.

The shapes of workplace health and safety signs

Triangles:



A triangle shows a warning, for instance that there is danger from toxic gas or electric shock.

Circles:



A circle shows that you should do something, for example that you should wear eye goggles and safety hard hats.

A circle with a diagonal line across it shows that you must not do something, for example that you must not eat or drink in this place.

Squares or rectangles:



Squares and rectangles show information.

The colours used in workplace safety signs and symbols

Red:

Red marks emergency devices like fire fighting equipment, or shows that you must not do something.

Yellow:

Yellow marks warnings.

Blue:

Blue shows that you must do something, or shows information. For example a sign to wear personal protective equipment.

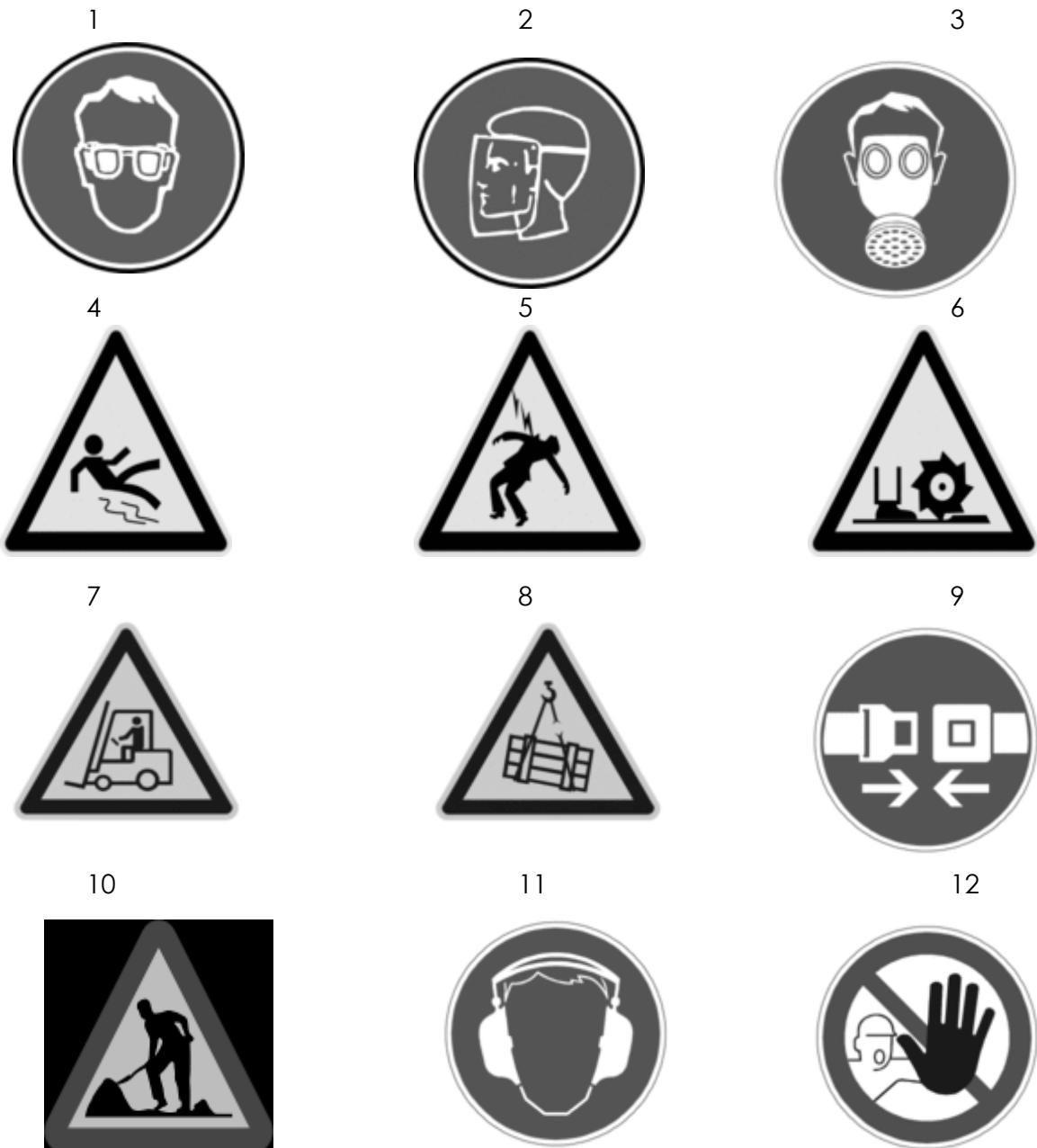
Green:

Green shows the location of first aid equipment.

Examples of signs

Here are some examples of signs. For each sign write down:

1. What does this sign mean?
2. Where would you see a sign like this?



Review:

1. What are red signs used for?
2. What are green signs used for?
3. What are triangular signs used for?
4. What are circular signs used for?

Discuss the answers to these questions:

1. Why are signs used and not words?
2. Do you think people take notice of signs?

7.2 Accident reporting I

Sometimes accidents happen at work. These accidents are reported by filling out an accident report.

Insert the correct tense in the spaces below. Then complete the report below the story.

THE ACCIDENT

My friend, Mario Oliveira (be) very unlucky yesterday, Wednesday afternoon.

It (be) his twenty seventh birthday and he (have) an accident at work. At twenty minutes to three he (trip) over an iron bar which (be) on the floor and he (fall) and (hurt) his arm. I (take) him to the doctor immediately.

The doctor.....(think) it.....(be) broken but he (take) an x-ray and (find) that it (be) only bruised. He (put) his arm in a sling and (give) him some pain killers and (tell) him to come back in a week for a check up.

ACCIDENT REPORT FORM

Today's date:/...../.....

Victim's family name:..... First name:

Age:.....

Date of accident:...../...../..... Day of accident: Time: am/pm

Part of body affected: please tick (✓)

☐ Arm ☐ Leg ☐ hand

☐ Head ☐ Chest ☐ foot

Type of injury:

☐ cut ☐ burn ☐

☐ break ☐ sprain ☐ bruise

Time off work:

☐ 0 - 1day ☐ 2 – 3 days ☐ 4 – 7 days

Description of accident.

Action taken to prevent future accidents.



7.3 'Should' and 'shouldn't'

Study section 9.18 on should or shouldn't.

Exercise

Insert should or shouldn't into the sentences below.

1. It looks like it is going to rain. We..... go home before it starts.
2. That box looks very heavy. You lift it by yourself.
3. I think we ask someone how to operate this machine.
4. That's a good idea. Who we ask?
5. We ask the shift supervisor.
6. We be careful.
7. You take risks
8. You touch hot things without gloves

Exercise

Another student is going for a job interview tomorrow. Write five sentences giving them advice about what they should and should not do in the interview.

1. You should _____
2. You should _____
3. You should _____
4. You shouldn't _____
5. You shouldn't _____

Exercise

Match sentences 1–5 with sentences a–e.

- | | |
|---|------------------------------------|
| 1. What should I do when I start work? | a. We shouldn't guess. |
| 2. You shouldn't use a hammer. | b. You should sign in. |
| 3. We should read the instructions first. | c. You should use a screwdriver. |
| 4. You shouldn't forget your helmet. | d. We should meet at the ANZ Bank. |
| 5. Where should I meet you? | e. You should protect yourself. |

7.4 Warning signs I

Signs are very common on building sites and in industrial areas such as factories. They are used to warn people of danger. It is important to understand what the signs mean.

For each of the following signs, write down:

1. Does this sign give an instruction, a warning, or information?
2. What does this sign mean?
3. Where do you think you would find this sign?

Then discuss what is on each of the signs.

1.



2.



3.



4.



7.5 Vocabulary: Safety

Complete the sentences by using words from the box.

unsafe	hazard	hazardous	dangerous	safe
unprotected	accident(s)	injury	gloves	hard hat
dangerously	danger	protected		

1. To protect your head you should wear a
2. If you drive you will cause an
3. Is it to swim in the sea at night?
No, it is very
4. Working on an oil rig is a occupation.
5. There are a lot of on an oil rig.
6. Because of the earthquake, many tall buildings became
7. It is not for women to be out late at night.
8. Which is the most occupation in the world?
9. Because his hands were he suffered a serious
10. The company said the oil spill was an and they have apologised.
11. With more cars there will be more



7.6 Accident reporting II

Unfortunately accidents happen all the time in industry and they must be reported. This is an example..

Insert the correct tense in the spaces below. Then complete the report below the story.

There (be) an accident at quarter past two this morning on the night shift when Mr John Brown (burn) his hand on a hot piece of metal. He (pick - up) the metal up without wearing protective gloves. Because it (not, be) a serious injury we (take) him to the nurse who (bandage) the burn and (advise) him to be more careful especially as his thirty first birthday is next month. He will be absent from work for tomorrow and the next day. The supervisor (tell) Mr Brown to wear protective gloves next time.

ACCIDENT REPORT FORM

Today's date:/...../.....

Victim's family name:..... First name:

Age:.....

Date of accident:...../...../..... Day of accident: Time: am/pm

Part of body affected: please tick (✓)

☐ Arm ☐ Leg ☐ hand

☐ Head ☐ Chest ☐ foot

Type of injury:

☐ cut ☐ burn ☐

☐ break ☐ sprain ☐ bruise

Time off work:

☐ 0 - 1day ☐ 2 – 3 days ☐ 4 – 7 days

Description of accident.

Action taken to prevent future accidents.

7.7 Warning signs II

For each of the following signs, write down:

1. Does this sign give an instruction, a warning, or information?
2. What does this sign mean?
3. Where do you think you would find this sign?

Then discuss what is on each of the signs.

1



2



3



4



5



6



7.8 Exercises: 'WH' questions

Exercise

See section 9.6 on WH questions. Write a 'WH' question for each of the following answers asking for the information underlined.

1. You can buy a 'sim' card in Colmera.

.....

2. The meeting started at 10 o'clock.

.....

3. Your interview is at 3.30pm on Friday.

.....

4. The approximate depth of the well is 1200 metres.

.....

5. It is 15 kilometres to the airport.

.....

Exercise

Your brother has just returned from shopping. Write five 'WH' questions you could ask him.

1. -----

2. -----

3. -----

4. -----

5. -----

Exercise

You want to go to the airport. You want to know the distance, the cost by taxi and the time it takes. What five 'WH' questions could you ask?

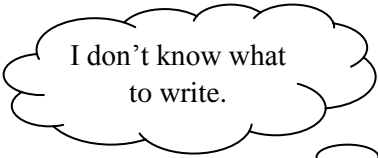
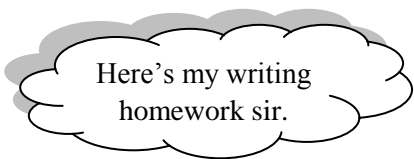
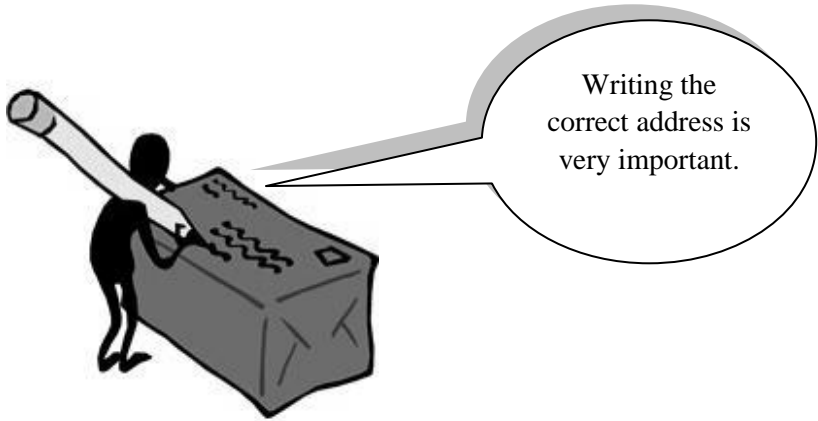
1. -----
2. -----
3. -----
4. -----
5. -----

7.9 Exercise: Negatives

Write negative sentences for the ones provided. (See section 9.8 for information on forming negatives.)

POSITIVE	NEGATIVE
The road is flooded.	
I worked overtime last night.	
The oil drum is full.	
I left my tools at home.	
Tighten the nut very tightly.	

8. WRITING



8.1 Filling in a form

Complete the application form using your own details. Note that:

- Block capitals = the whole word is written in capital letters
- D.O.B. = date of birth
- Spouse = husband or wife

APPLICATION TO OPEN A BANK ACCOUNT

Please complete this form in block capitals.

Please answer with a tick (✓) in boxes. Answer every question.

.....		
Family name(s)		Given name(s)	
D.O.B/...../.....	Nationality:	
	Day Month Year		
Place of birth:.....		<input type="checkbox"/> male <input type="checkbox"/> female	
<input type="checkbox"/> Married	<input type="checkbox"/> Single	No. of children:	
Address:			
.....			
Is this property: <input type="checkbox"/> rented?		<input type="checkbox"/> owned?	
How long have you lived there?			
<input type="checkbox"/> 0 – 3 years; <input type="checkbox"/> 4 – 10 years <input type="checkbox"/> more than 10 years			
Occupation:			
Employer / School:			
How long have you worked / studied there?			
<input type="checkbox"/> 0 – 3 years; <input type="checkbox"/> 4 – 10 years <input type="checkbox"/> more than 10 years			
Type of account:			
Joint account: <input type="checkbox"/> yes		<input type="checkbox"/> no	
<input type="checkbox"/> cheque account		<input type="checkbox"/> savings account	
If joint account, spouse's name:			
Applicant's signature:			
Spouse's signature: (for joint account only)			

8.2 Rules of punctuation

Exercise

Complete these rules of punctuation by filling in the gaps with the words below:

comma (,)	full stop (.)	question mark (?)
capital letter (A)	apostrophe (')	exclamation mark (!)

1. Every sentence in English starts with a
2. Every sentence in English ends with a
3. Names of days and months start with a
4. A question ends with a
5. You use aat the end of a sentence to express surprise.
6. At a..... you pause briefly.
7. Names of people, countries, places and organisations start with a
8. Language names start with a
9. You cannot use a in the middle of a sentence except for names.
- 10.If a letter is left out of a word you must use an

Exercise

Rewrite these passages with correct punctuation.

1. The wet season is from about may to october with rainfall averaging 1,778 mm and a dry cool season extends from about november to february the remainder of the year is hot and humid temperatures in april the warmest month average 28.9° c and in january temperatures average 21.7°c
2. brazil is the largest country in south america.the republic has a common frontier with every country of south america except chile and ecuador.brazil is the fifth-largest country in the world. most of the people of brazil live near the atlantic ocean in the great cities of são paulo and rio de janeiro but the capital is brasília. the country was once a portuguese dependency and portuguese is the national language. brazil is famous for coffee and it hosts a well-known festival every july.

3. my name is joshua and im african im from a country called kenya and i speak swahili. i live in a small town close to the capital city, nairobi. my parents are farmers. i come from a big family – ive got five brothers and three sisters. im twenty years old but i left school a long time ago because i had to help my family on the farm. i like football and sometimes my friends and i organise a football match on sundays.

8.3 Definite and indefinite articles

Study section 9.12 on definite and indefinite articles.

Exercise

Insert the correct articles: the or a.

I have two fruit trees in my garden, mango tree andtamarind tree.
..... mango tree is much bigger than tamarind tree and its fruit is more delicious.
..... mango tree fruits in August and tamarind bears fruit in May.

Exercise

Insert the or a / an to complete the sentence.

1. My friend lives in small village in Baucau Province.
2. This weekend I am going to write letter to my friend.
3. Yesterday was hottest day of year.
4. Where is nearest restaurant?
5. Is there restaurant near here?
6. Where do I go to send letter? To post office.
7. We are expecting guests from Japan and China. guests from Japan are arriving shortly, but guests from China arrive tomorrow.
8. We walked to a waterfall. Near waterfall we found small restaurant where we had meal.

Exercise

Underline all the nouns in this paragraph. Then insert the correct article: a, an, or the. Remember we usually use a the first time we mention something and the for later times.

I have just started new job with international oil company.
company has very strict safety policy because last year there were lot of
accidents on the rig. The safety manager said the accidents were unavoidable. policy
is explained to all new employees on their first day and they are also given safety
handbook. safety handbook provides a lot of information about what to do if there is
an accident. Every month we have safety meeting. next meeting is on
Monday. We should go.

Exercise

Insert a/an or the to complete the sentence.

1. Yesterday we climbed Mt. Ramelau. When we got to top of
mountain there was beautiful view.
2. What is highest mountain in the world?
3. Dili is small city with friendly people.
4. At my school, children like to play sport.
5. Hong Kong is busiest city in Asia.
6. My friend has just started new job at Ministry of Tourism.
7. East Timor is one of smallest countries in South East Asia.

8.4 Conjunctions: ‘and’, ‘or’, ‘but’

Study section 9.15 on conjunction ‘and’, ‘or’ and ‘but’. Then insert the correct linking word into the sentences below.

1. Which tool do you want? A spanner a screwdriver?
2. I went to bed early..... unfortunately I got up late.
3. My motorcycle is old it still runs well.
4. I have been to Brazil I have never been to Portugal.
5. Would you like a standard room a superior room?
6. Each room has a television a fan no air
conditioning.

7. Please bring my hammer some nails.
8. You have two choices. You can use nails you can use screws.
9. I have a cordless drill the battery is flat.
10. If there is an accident you must make two reports, a verbal report a written report.

8.5 Formal and informal writing

When we write a letter or an email we must decide whether the communication is formal or informal, as this affects the language we use.

Usually informal writing is to friends or people we know very well, about non-work matters. Formal writing is to people we don't know, to business people or when writing about work issues, such as applying for a job.

Exercise

Is this communication formal or informal? Tick (✓) the correct answer.

1. to a hotel, to ask for information.
☐ informal ☐ formal
2. to the manager of a company, to advertise your company's products.
☐ informal ☐ formal
3. to a friend, about what you did on your holidays.
☐ informal ☐ formal
4. to an important business woman, congratulating her on winning a business prize.
☐ informal ☐ formal
5. to a possible employer, applying for a job.
☐ informal ☐ formal
6. to an airline, to complain about the service.
☐ informal ☐ formal
7. to the bank manager applying to borrow money.
☐ informal ☐ formal
8. to the UN asking about a scholarship.
☐ informal ☐ formal
9. to a host family thanking them for looking after you during your year of study.
☐ informal ☐ formal

8.6 Writing a basic business letter

The following phrases are usually found in a standard business letter.

Starting the letter

Dear Sir/Madam,	Use this if you don't know who you are writing to.
Dear Ms Smith,	Use a title and surname if you know the name of the person you are writing to, and have a formal relationship with them. Common titles are 'Dr', 'Mr', 'Mrs', 'Miss' and 'Ms'. For women, use 'Ms' unless you are asked to use 'Mrs' (for married women) or 'Miss' (for single women).
Dear Frank,	Use a first name if the person is a close business contact or friend.

Referring to the letter or advertisement you are replying to:

- Thank you for your letter of 5 March.
- With reference to your advertisement in the Times
- In reply to your letter of 23 March,
- With reference to your phone call today,

Giving the reason for writing:

- I am writing to enquire about ...
- I would like to apologise for ...
- I am writing to confirm ...

Requesting something

- Could you possibly ...?
- I would be grateful if you could ...

Agreeing to requests:

- I would be delighted to present the speech at your graduation ceremony.
- I would be pleased to assist you in your research.
- I would be happy to provide the information that you require.

Giving bad news:

- Unfortunately the meeting has been changed.
- I am afraid that I can't come on Monday.
- I'm sorry for the late reply.

Enclosing documents

- I am enclosing the information you asked for.
- Please find enclosed the information you wanted.
- Enclosed you will find the information you requested.

Closing

- Thank you for your help. Please contact us again if we can help in any way.
- Please feel free to contact us if there are any problems.
- Should you have any questions, please feel free to contact us.

Referring to future contact:

- I look forward to hearing from you soon
- I look forward to meeting you next Tuesday.

Signing off:

Yours faithfully,	Use this if you don't know the name of the person you're writing to
Yours sincerely,	Use this if you know the name of the person you're writing to
Best wishes/Best regards,	you can use this if the person is a close business contact or friend

Then sign your name, and write it in full.

8.7 Writing a covering letter for a job application

When we apply for a job, we usually write a letter (called a 'covering letter') and a curriculum vitae. The letter gives information about yourself, why you are applying for the job, your qualifications and your personal qualities.

In English, letters have a very specific layout and format. Here is an example.

Your contact address
Your contact telephone number
Your email address

Going to (name or department)
Address
City

Date (day, month, year)

Dear Sir/Madam

Paragraph one: introduction.

I am writing to apply for the position of, which was advertised recently in the (newspaper) / on your website. I have attached my curriculum vitae to support my application.

Paragraph two: qualifications.

Write about your qualifications, where you have studied, what you have studied and how this can be used in the job. Include any further study you are planning.

Paragraph three: personal.

Write why you are the right person for the job, your work experience, your personality. Use expressions from the advertisement.

Paragraph four: conclusion.

Say that you look forward to hearing from them and that you are available for an interview at their convenience.

Sign off:

Yours sincerely,

Signature

Your full name

Exercise

The following advertisement appeared in the Chicago Tribune dated 25 July, and also on the web site of the Mexted Oil Company.

MEXTED OIL COMPANY Inc.
250 Long Beach Drive, Austin, Texas, USA.

We are looking for an Oil Rig Technician in our Austin office. The role involves taking, evaluating and recording rock and soil samples from off-shore drilling rigs and therefore attention to detail and computer literacy are important requirements.

This is a position for someone with a BSc (Geology) or a BMechEng who wants to enter the exciting oil industry. There is plenty of opportunity for promotion for those who are prepared to make this a career. We are looking for an enthusiastic person who is a team player, who can work without supervision and who has initiative. The job can be physically demanding with some shift work and long hours in a dirty and dangerous environment and in all weathers.

To apply.

Address your application to the personnel manager. Applications close in 14 days.

Imagine that you have finished your degree. Write a covering letter applying for this job. First use the table below to match your qualities with the job. Write some comments in the box. Then use this information to write your letter on the following page.

REQUIREMENTS	HOW DO I MEET THESE REQUIREMENTS? (WRITE NOTES)
Qualifications	
Computer literacy	
Detail focused	
Team player	
Physically fit	
Enthusiasm	

8.8 Writing emails

Some rules

Emails are now a very important means of communication. It is therefore important that they are written correctly. Here are some guidelines for a good formal email.

Do:

- ✓ use a subject line which says briefly what the email is about. Often two or three words are enough.
- ✓ write the most important information first.
- ✓ use numbers and bullet points to make the message clearer.
- ✓ it is better to use correct simple English than to use long sentences which are confusing.
- ✓ use paragraphs to keep the email clear and easy to understand.

Do not:

- ✗ write 'hello' as your subject line
- ✗ write whole words in capitals, eg. HELLO
- ✗ use different fonts in the email
- ✗ use a series of exclamation marks !!!!!!!!!!!!!!!!!!!!!
- ✗ use informal abbreviations like *cos*, and *uni*,
- ✗ use acronyms like BTW, ASAP, BFN, except for organisations (e.g. UNDP, ANZ)
- ✗ use 'smileys' ☺☺. These are only appropriate in informal emails to friends.

Exercise

There are at least ten errors in this email. Find them and correct them.

Subject: Email about the details of the conference in august.

HELLO marcos,

How are you today!!!. The weather is HOT today. It rained all night last night. How is YOUR family? My family is well.

Here is the information about the conference:

- The conference is on monday 25th august.
- It will start at 9 o'clock am.
- It will finish at 4.30 pm.

If you need any more information please contact me. My telephone number is 123 4567.

Regards

Exercise

Write an email using the following sentences in the correct order.

1. I look forward to meeting you next week.
2. Our office is located close to the station. The best thing to do is catch a taxi.
3. I am writing to confirm your visit to us next month.
4. Best wishes, John.
5. When you arrive, please ask for me at reception and I will come and meet you.
6. Dear Peter,
7. If you need to contact me, my mobile number is 123 4546.

Exercise

You are going on leave for two weeks. Send an email to your colleagues to let them know.

Exercise

Write an email to the Australian Embassy asking for information about studying in Australia.

9. VERB TENSES

9.1 Simple present tense

Function of simple present tense

The simple present tense is used for an action that is repeated or usual. The action can be a habit, a hobby, a daily event, a scheduled event or something that often happens. It is also used for future planned events.

Here are some examples of simple present tense:

- **Fact** (or something we believe to be true)
 - Beijing is the capital of China.
 - Exxon and Royal Dutch Shell are very big oil companies.
 - All my friends live in Baucau.
- **Opinion:**
 - A job in the oil industry has a good future.
 - I think that is a good idea.
- **Habit:**
 - My husband usually gets up at 6.00 o'clock every day.
 - We always have lunch at 12.30pm.
 - We normally go to the market on Saturdays.
- **Timetables, schedules and rosters:**
 - The plane from Darwin arrives at 9.00am.
 - Your shift begins at 8.30am.
- **Future:** for future events or programmes
 - The meeting starts at 9.00am tomorrow.
 - The bus leaves at 10 o'clock.

Structure of present tense

The verb 'to be' is irregular:

Subject	Verb
I	Am
he/she/it	Is
we/you/they	Are

For all other verbs, we put 's', 'es' or 'ies' on the third person singular form.

Where the verb ends in 'y' we delete the 'y' and add 'ies'

- carry = carr+ies = carries

Where the verb ends in 'o' or an 's'-like sound ('x', 'z', 'ss', 'ch', or 'sh'), we add 'es'

- go = goes
- fix = fixes
- buzz = buzzes
- miss = misses
- catch = catches
- wash = washes

There is only one irregular form

- have = has

9.2 Present continuous tense

Present continuous for present time

We use the present continuous tense for an action that is happening now or around now. It is unfinished and not permanent or habitual. To show we are talking about the present time, we can use time phrases such as: now, at the moment, currently, at present, nowadays.

- I am living in Colmera at the moment.
- They are going to the meeting. (now)
- I am reading a motorcycle magazine.
- Marcos is repairing his motorcycle.
- At the moment I am teaching English.
- At present we are negotiating a new contract with the Government.

Present continuous for future

Present continuous can also be used for an action happening in the future. In this case we may add a future word, for example: this afternoon, tomorrow, next week/month/year.

- We are going shopping tomorrow.
- My brother is going to Australia next week.
- My friend is coming back to Timor next year.

Construction of present continuous tense

Subject	+	verb 'to be'	+	main verb	+	'ing'
I	+	am	+	walk	+	ing
He/she/it	+	is	+	walk	+	ing
We/you/they	+	are	+	walk	+	ing

Present continuous spelling

When the verb ends in 'e', delete the 'e' and add 'ing'.

- ache = ach+ing = aching
- drive = driv+ing = driving
- wave = wav+ing = waving

For all other verbs, add 'ing'.

- stay = staying
- try = trying
- carry = carrying

Present continuous exceptions

We do not usually use the following verbs in the continuous tense.

Emotion and thought:

believe	dislike	doubt
imagine	know	like
love	hate	prefer
realise	recognise	remember
suppose	understand	want
wish		

Sense:

appear	hear	see
seem	smell	sound
taste		

Other:

be	belong	concern
consist	contain	cost
depend	deserve	fit
include	involve	lack
look	matter	need
owe	own	possess

For all these verbs, we do not use present continuous. Instead we must use simple present tense.

Incorrect: Present continuous

- ✗ I am knowing your friend.
- ✗ He is not understanding the teacher.
- ✗ I am remembering your birthday.

Correct: Simple present

- ✓ I know your friend.
- ✓ He does not understand the teacher.
- ✓ I remember your birthday.

9.3 Simple Past Tense

Function of simple past tense

The simple past tense is used to describe actions that happened at a past time, which have been completed at the time of speaking.

We can use a time phrase when we use the past tense, for example: yesterday, last week, two weeks ago, last night.

- Last night I watched television with my family.
- I started my new job yesterday.
- My brother bought a new motor cycle last week.
- I lived there many years ago.

Structure of past tense

The verb 'to be' is irregular:

Subject	Verb
I/he/she/it	Was
we/you/they	Were

Where the verb ends in a consonant plus 'y' we delete the 'y' then add 'ied'.

- carry = carr+ied = carried
- dry = dr+ied = dried

For all other verbs, add 'ed'.

- employ = employed
- walk = walked
- start = started

Some verbs are irregular. These need to be learned. There is a list of irregular verbs in section 9.9

Pronunciation

The pronunciation of final 'ed' depends on the last sound in the verb.

If it is 't' or 'd', then the sound is 'ed'.

started	Started
decide	Decided

If it is any other voiceless consonant (p, k, s, ch, sh), then the sound is 't'.

Word	Pronunciation
helped	Helpt
asked	Askt
missed	Mist
watch	Watcht
wished	Wisht

If it is a vowel or any other voiced consonant (b, g, z, v, l, m, n, r, w, y) then the sound is 'd'.

Word	Pronunciation
tie	tied
sob	sobd
bag	bagd
gaze	gazd
received	receivd
mill	mild
form	formd
turned	turnd
answered	answerd
flow	flowd
toy	toyd

9.4 Present Perfect

Function of present perfect

The present perfect is used when talking about a past event which is still relevant now. The action in the past has a result now.

- Marcos has lost his mobile phone. (He lost it, and still hasn't found it.)
- ExxonMobil has discovered a new oil field in the Timor Sea. (They discovered oil, and hope it will make them rich.)

We also can use present perfect when we talk about a period of time that continues from the past until now.

- I have been here for about a year.
- I have been here since 2011. (i.e. from 2011 to now)
- I haven't seen my friend since last week.
- I have been busy this week. (From Monday until now; this week has not yet finished.)

We can use the present perfect with adverbs such as just, yet, already.

- I haven't found a job yet. (not yet = *seidauk*)
- She has just finished breakfast. (just = *foin*)
- I have already finished the report. (already = *tiha ona*)

Structure of present perfect

Subject	+ verb 'have'	+ past participle
He/she/it	Has	Walked
I/we/you/they	have	Walked

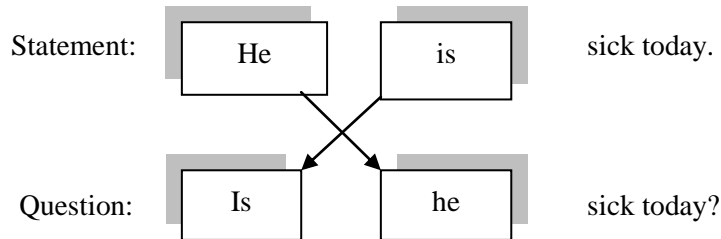
The past participle for regular verbs is the same as the simple past (verb + 'ed'), but for irregular verbs it must be memorised.

There is a list of irregular verbs and their past participles in section 9.9.

9.5 Forming yes-no questions

Questions with the verb 'to be'

With the verb 'to be', we move the verb to the front. The verb must still agree with the subject.

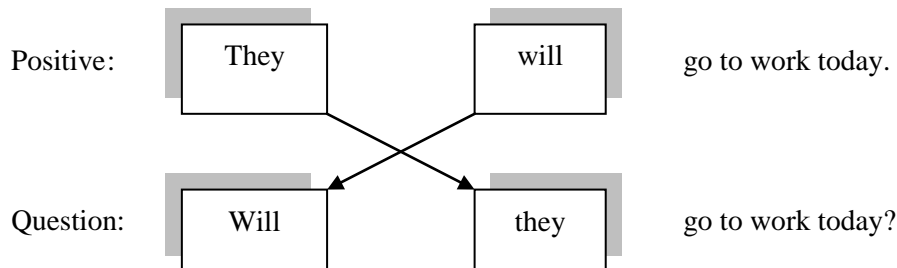


- Is she your sister?
- Are you busy?
- Was the examination difficult?
- Were the students late?

Sentences with an auxiliary

All other questions need an auxiliary. If the statement has an auxiliary, then move the auxiliary to the front, before the subject. Auxiliaries include: 'to be' for present continuous, 'have' for present perfect, and modal auxiliaries such as can, could, may, might, shall, should, will, would.

This example shows how to form a question in the present continuous tense.



- Would you like to go to the party?
- Can you play chess?
- Are you going to work tomorrow? (present continuous)
- Is he watching television at the moment? (present continuous)
- Have you had lunch yet? (present perfect)
- Has your sister returned from Australia? (present perfect)

Sentences without an auxiliary

If a statement does not have the verb 'to be', and does not have an auxiliary, then you need to add the auxiliary 'do'. The auxiliary verb must still agree with the subject, as usual, the main verb stays in the infinitive.

Auxiliary ‘do’ (agrees with subject)	Subject	Main verb (infinitive)	Rest of sentence
Does	your sister	Live	in Dili?
Do	you	Play	football?
Did	John	like	the movie?

9.6 ‘WH’ question words

‘WH’ questions are ‘open’ questions. They are used to find information. This is how the different ‘WH’ words are used. As in all questions, the verb comes first, after the ‘WH’ word.

<u>who</u>	Person	<ul style="list-style-type: none"> Who is the duty manager today? John is. Who did you go with? I went with Martin and Jo.
<u>whose</u>	Owner	<ul style="list-style-type: none"> Whose bicycle is that? It belongs to Julia. Whose house did you go to? We went to auntie Di’s.
<u>when</u>	time	<ul style="list-style-type: none"> When is your flight to Singapore? Tomorrow afternoon. When did you arrive in Dili? Last Thursday.
<u>what</u>	thing/event	<ul style="list-style-type: none"> What is this? It’s an ‘X box’. What did she say? She said, “No!” What happened? He resigned. What is the date today? Today is the 15th.
<u>what</u> + noun		<ul style="list-style-type: none"> What time is the meeting? It is at 8pm. What size are you looking for? A size 8. What kind of music do you like? Jazz and rock. What type of mobile did you buy? A Nokia.
<u>why</u>	reason	<ul style="list-style-type: none"> Why is the plane late? Because there was a big storm.
<u>where</u>	place	<ul style="list-style-type: none"> Where is the meeting being held? At Hotel Timor. Where are you going? I’m going to the university.
<u>which</u>	choice between alternatives	<ul style="list-style-type: none"> Which is the best cafe: Cafe Aroma or City Cafe? I prefer Cafe Aroma. Which one do you prefer? I prefer that one.
<u>how</u>	general information	<ul style="list-style-type: none"> How is your family? They’re all well. How was the meeting? It was long and boring.
	means, method	<ul style="list-style-type: none"> How do you spell that please? It’s spelled ‘J O’. How do you turn this computer on? Press on that button there.
<u>how</u> + adjective	degree. See section 1.3.	<ul style="list-style-type: none"> How long did you stay in Bali? Two weeks. How many bags do you have? Three. How far is the airport from the city? Eight kilometres.

9.7 Forming 'WH' questions

With 'WH' questions the verb order is the same as in 'yes/no' questions except that there is a 'WH' word or phrase before the auxiliary.

WH questions with the verb 'to be'

'WH'	'to be'	Subject	Rest of sentence
Where	is	he	now?
What type of bike	is	it?	
How far	is	Suai	from Dili?

WH questions with other verbs

As in yes-no questions, you must use an auxiliary. If there is no auxiliary in a statement, then add the auxiliary 'do'.

'WH'	Auxiliary	Subject	Main verb (infinitive)	Rest of sentence
Where	are	you	going?	
When	can	you	come	to meet me?
What time	does	the meeting	start?	
Which one	did	you	buy	at the market?

9.8 Forming negatives

Negatives with the verb 'to be'

When forming negative sentences we use not. With the verb 'to be', not comes after the verb.

- They are not very diligent.
- Justin is not American.

Often not is abbreviated to n't. It then either joins with the pronoun or joins with the verb to make one word.

Long form		Abbreviation	Example
I am not	=	I'm not	I'm not ready yet.
He/she/it is not	=	He/... isn't	The drill isn't here.
We/you/they are not	=	We/... aren't	We aren't late.
He/she/it was not	=	He/... wasn't	He wasn't a good worker.
We/you/they were not	=	We/... weren't	They weren't worried.

Negatives with other verbs

With all other verbs, the negative (not or n't) follows an auxiliary verb. If there is no auxiliary verb, then add 'do'.

Often not is abbreviated to n't. It then joins with the auxiliary to make one word.

Long form		Abbreviation	Example
do not	=	don't	We <u>don't</u> have enough time to finish the job today.
does not	=	doesn't	He <u>doesn't</u> know.
did not	=	didn't	We <u>didn't</u> have any problems on the night shift.
have not	=	haven't	They <u>haven't</u> discovered oil yet.
has not	=	hasn't	He <u>hasn't</u> finished his breakfast yet.
had not	=	hadn't	He <u>hadn't</u> seen anyone.
can not	=	can't	They <u>can't</u> come tomorrow.
could not	=	couldn't	I <u>couldn't</u> attend the class yesterday as I was sick.
have not	=	haven't	We <u>haven't</u> seen John since yesterday. Is he away?
had not	=	had not	We <u>hadn't</u> been to Bali before. It was all new for us.
must not	=	mustn't	You <u>mustn't</u> smoke in here.
should not	=	shouldn't	You <u>shouldn't</u> kick the dog.
will not	=	won't	I <u>won't</u> get home until late.
would not	=	wouldn't	He's stingy: he <u>wouldn't</u> help you even if he could.

,

9.9 List of irregular verbs

PRESENT	TETUN	PAST (SIMPLE)	PAST PARTICIPLE
am/ is / are	-	was/were	been
become	<i>sai</i>	Became	become
begin	<i>hahuu, komesa</i>	Began	begun
bite	<i>tata</i>	Bit	bitten
break	<i>tohar</i>	Broke	broken
bring	<i>lori mai</i>	brought	brought
build	<i>harii</i>	Built	built
buy	<i>sosa</i>	bought	bought
catch	<i>simu</i>	caught	caught
choose	<i>hili</i>	Chose	chosen
come	<i>mai</i>	came	come
cost	<i>folin</i>	cost	cost
cut	<i>koa, tesi</i>	Cut	cut
do	<i>halo</i>	did	done
draw	<i>halo dezenyu</i>	drew	drawn
drink	<i>hemu</i>	Drank	drunk
drive	<i>lori (kareta)</i>	Drove	driven
eat	<i>haan</i>	ate	eaten
fall	<i>monu</i>	Fell	fallen
fight	<i>istori malu, baku malu</i>	Fought	fought
find	<i>hetan (buat nebee ita buka)</i>	Found	found
fly	<i>semo</i>	flew	flown
forget	<i>haluha</i>	forgot	forgotten
get	<i>hetan, simu</i>	got	got/gotten
give	<i>foo</i>	gave	given
go	<i>baa</i>	went	(i) gone (ii) been
grow	<i>aumenta ba dadaun</i>	grew	grown
hang	<i>tara, table</i>	hung	hung
have	<i>iha (mempunyai)</i>	had	had
hear	<i>rona</i>	heard	heard
hide	<i>subar</i>	Hid	hidden
hit	<i>baku</i>	Hit	hit
hold	<i>kaer</i>	Held	held
hurt	<i>estraga, halo aat; moras</i>	Hurt	hurt
keep	<i>rai; hakiak (animal); halo tuir (lei)</i>	Kept	kept
know	<i>hatene, konyese</i>	Knew	known
leave	<i>husik; aranka</i>	left	left
lend	<i>foo empresta</i>	Lent	lent
let	<i>husik (ema halo buat ruma)</i>	let	let
lie	<i>toba; bosok</i>	lay	lain
lose	<i>lakon</i>	Lost	lost
make	<i>halo, kria</i>	made	made
mean	<i>signifika</i>	Meant	meant

PRESENT	TETUN	PAST (SIMPLE)	PAST PARTICIPLE
meet	<i>hasoru</i>	met	met
pay	<i>selu</i>	paid	paid
put	<i>tau, rai</i>	put	put
read	<i>lee</i>	read (red)	read (red)
ride	<i>sae (kuda, motor, bisikleta)</i>	rode	ridden
ring	<i>dere; (sinu, telefone) lian</i>	rang	rung
rise	<i>sae</i>	rose	risen
run	<i>halai</i>	ran	ran
say	<i>hatete</i>	said	said
see	<i>haree</i>	saw	seen
seek	<i>buka</i>	sought	sought
sell	<i>faan</i>	sold	sold
send	<i>haruka (ba fatin ruma)</i>	sent	sent
shine	<i>nabilan, naroman</i>	shone	shone
shoot	<i>tiru</i>	shot	shot
shut	<i>taka</i>	shut	shut
sing	<i>hananu, kanta</i>	sang	sun
sit	<i>tuur</i>	sat	sat
sleep	<i>dukur</i>	slept	slept
speak	<i>koalia</i>	spoke	spoken
spend	<i>gasta</i>	spent	spent
stand	<i>hamriik</i>	stood	stood
steal	<i>naok</i>	stole	stolen
swim	<i>nani</i>	swam	swum
take	<i>lori, lori ba</i>	took	taken
teach	<i>hanorin</i>	taught	taught
tell	<i>hatete</i>	told	told
think	<i>hanoin</i>	thought	thought
throw	<i>soe, tuda</i>	threw	thrown
understand	<i>kompriende</i>	understood	understood
wake	<i>hadeer; fanu</i>	woke	woken
wear	<i>hatais</i>	wore	worn
win	<i>manaan</i>	won	won
write	<i>hakerek</i>	wrote	written

9.10 Comparisons

When we compare two (or more) people or things we use a 'comparative' adjective plus 'than'.

- John is taller than Bill.

When we want to say that someone is taller or smarter than everyone else we use 'the' plus a 'superlative' adjective.

- I am the tallest. = I am taller than everyone else.

Comparative adjectives

With adjectives of one syllable: we add 'er'.

- large > larger (than)
- small > smaller (than)

With two-syllable adjectives ending in 'y'; we delete the 'y' and add 'ier'.

- easy > easier (than)
- busy > busier (than)

With other adjectives with two or more syllables we use 'more' followed by the adjective.

- expensive > more expensive (than)
- difficult > more difficult (than)

Superlative adjectives

With adjectives with one syllable we use 'the' and add 'est'.

- large > the largest;
- small > the smallest

With two-syllable adjectives ending in 'y'; we delete the 'y' and add 'iest'.

- easy > the easiest
- busy > the busiest

With other adjectives with two or more syllables we use 'the most' followed by the adjective.

- expensive > the most expensive
- difficult > the most difficult

Spelling

When an adjective ends in a vowel + a consonant, we double the consonant.

- big > bigger (than) or the biggest
- thin > thinner (than) or the thinnest

Irregular forms

There are some adjectives that do not follow these rules. You need to memorise them.

	COMPARATIVE	SUPERLATIVE
good	better (than)	the best
bad	worse (than)	the worst
little	less (than)	the least
much	more (than)	the most
many	more (than)	the most
far	further (than)	the furthest

9.11 Uncountable nouns, ‘many’, ‘much’ and ‘a lot of’

Countable and uncountable nouns

Nouns can be countable or uncountable.

Countable nouns can be counted: e.g. one spanner, two spanners; one nail, four nails.

An uncountable noun cannot be counted. For instance, we cannot count water, oil or rice. We cannot give a number to an uncountable noun but we can give a quantity. e.g. three litres of oil; a bottle of water; five kilograms of rice.

Uncountable nouns take a singular verb.

- Petrol is expensive.
- There is no water left in the bottle.

‘Much’ / ‘many’ / ‘a lot of’

Much is used with uncountable nouns such as rice, water, and petrol.

- How much rice would you like?
- Australians don’t eat much rice.

Many is used with countable nouns such as bolts, screws or knives.

- How many nails are there in that box?
- There are many students in this class.

A lot of and lots of can be used with both countable and uncountable nouns. There is no difference between the two.

- I have a lot of friends. = I have lots of friends.
- We have a lot of work to do to finish this project on time. = We have lots of work to do to finish this project on time.

9.12 Definite and indefinite articles

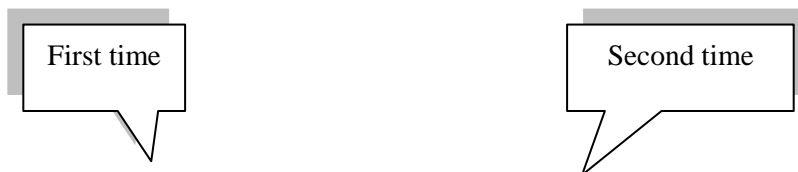
Overview

English has two articles: ‘the’ and ‘a/an’. We use the before a noun when it is clear which person or thing we mean. That’s why the is called a ‘definite article’.

We use a when we are not referring to a specific item. That's why a is called an 'indefinite article'.

- My father is a doctor. (There are many doctors and he is one.)
- The doctor from the clinic came to attend to my son last night. (This is one specific doctor.)

So, when we first introduce something, we use a and when we talk about it again, we use the.



- We had a meal at a restaurant near the beach. The restaurant was very busy and the meal was very good.

Using 'a' or 'an'

Whether to use a or an depends on the sound that the next word begins with.

We use a if the next word begins with a consonant sound: a hospital, a boy, a bicycle, a tree, a dog, a big cat. Note that some words are written with an initial vowel, but sound like they have an initial 'y'. We use a with these words too: a user, a utensil, a utility room, a university, a union.

We use an if the next word begins with a vowel sound: an orange, an apple, an egg, an oven, an organic garden, an onion. Note that some words are written with an initial silent 'h' but sound like they start with a vowel. We use an with these words too: an hour, an honest person.

Rules for using 'the'

We use the when it is clear which person or thing we mean. So we use it for:

- People or things which are unique, and everybody knows about: the queen of England, the Prime Minister, the sun.
- People or things which we have already started talking about: I bought a book and a newspaper yesterday. The book was expensive, but the newspaper was cheap.

However, in English we do not use any article before most place names:

- continents: Asia, Europe, Africa.
- most countries/territories or states: Italy, Mexico, Brazil, Portugal. However there are a few country names which include the: the Netherlands, the Philippines, the United States, the United Kingdom.
- cities or towns: Manila, Miami, Dili.
- streets: Comoro Road, Banana Road
- most mountains: Mount Everest, Mount Fuji. The names of ranges (long lines of mountains) do take the: the Andes, the Rockies.
- islands: Atauro Island, Christmas Island

Do use 'the' before:

- names of rivers, oceans, seas: the Nile, the Amazon River, the Pacific, the Timor Sea.
- points on the globe: the equator, the North Pole, the tropics.
- geographical areas: the Middle East, the Far East.
- acronyms: UNESCO, DIT, ASEAN.

Here are some other common types of nouns which don't take an article:

- languages and nationalities: Chinese, English, Spanish. (You do use 'the' if you are referring to the people: of the nation: 'The Spanish are known for their warm hospitality'.)
- sports: football, volleyball, basketball.
- diseases: malaria, dengue fever, AIDS, cancer. Exceptions are: the flu, a cold.
- meals: breakfast, lunch, dinner

9.13 'Some' and 'any'

In general we use 'some' in positive sentences and 'any' in negative sentences and questions.

Some is used in positive sentences:

- I asked for some information about the job.
- I need some screws to finish this job.
- We need some help to move these boxes.

Any is generally used in negative sentences:

- He doesn't have any experience.
- We didn't have any nails so we used screws.

Any is used for most questions:

- Do you have any spare hacksaw blades?
- Do you have any information about your oil company?
- Have you applied for any jobs recently?

But some is used for making offers or asking for things, even if you use a question:

- Would you like some tea?
- Would you like some ice-cream with your pudding?
- Could you give me some assistance?
- Can I have some time off work tomorrow?

9.14 Compounds with 'some' and 'any'

Someone and somebody mean 'some person'. Anyone and anybody mean exactly the same, but are used in negative statements and most questions.

Something and anything mean 'some thing'.

Somewhere and anywhere mean 'some place'.

All these words are used in the same way as some and any. (These are described in section **Error! eference source not found.**)

Some is used in positive sentences:

- Someone/somebody is here to see you.
- I'm hungry, I want something to eat.
- Inês is going somewhere, but she won't tell us where. It is a secret.

Any is used in negative sentences:

- John didn't like the party, because he didn't know anyone/anybody there.
- I'm not hungry, I don't want anything to eat.
- I'm not going anywhere tonight, because I'm too tired.

Any is used in most questions:

- Does anybody/anyone mind if I turn on the fan?
- Is anything wrong?
- In Dili, is it safe to go anywhere at night?

But some is used for making offers or asking for things, even if you use a question form:

- Can someone/somebody please help me?
- Would you like something to eat?
- Please put this money somewhere safe, so that thieves can't find it.

9.15 Conjunctions: 'and', 'or', 'but'

When we write we can join clauses with conjunctions to form complex sentences. Here are some important conjunctions and how they are used.

'And' (Tetun 'no', 'i', 'ho') links phrases or clauses which are both true.

- Yesterday it was hot and sunny.
- My name is Ken and I come from New Zealand.
- My friend can speak Indonesian and Portuguese.

'Or' (Tetun 'ka') can be used to show choice.

- Would you like coffee or tea?
- Is this sugar or salt?
- Did she say 'fifteen' or 'fifty'?

'But' (Tetun 'maibee') is used to link items that have contrasting meanings.

- Your computer is very old but it is still useful.
- My brother speaks Tetun and English but he doesn't speak Portuguese.

9.16 Conjunctions: 'because', 'so', 'therefore'; 'although'

Here are some conjunctions to link a reason and a result.

'because' ('tanba')

- I took a taxi to the office because it was too far to walk.
- We didn't play football because it was raining.

'so' ('nunee, entaun, nee duni')

- It was too far to walk so I took a taxi.
- It was raining, so we didn't play football. We played cards instead.

‘therefore’ (*‘tanba nee’*)

- He hasn’t attended any classes. Therefore he can’t sit the examination.
- The score at the end of the game was a draw. Therefore these two teams will have to play again.

The following conjunctions all mean *‘maski’*: though, although, even though.

- My sister applied for the job though she didn’t really have the right qualifications.
- He telephones his family every weekend although it is very expensive.
- Even though the teacher explained everything, some of the students still didn’t understand.
- I agreed to work night shift even though I was very tired.

Both ... and ... can be used together to emphasise that two things are true.

- At the market I saw both my brother and my sister.
- My new office is both comfortable and big.
- My new job as a customer services officer is both interesting and well paid.

Either ... or ... emphasises that there is a choice between two alternatives.

- We can either go to the beach or to the market. We can’t go to both.
- I have left my keys either in the office or at the restaurant; I don’t know which.
- You can either apply for a job now or continue your studies. You can’t do both.

Neither ... nor ... emphasises that two things are both not true.

- Some people can neither use a computer nor use a mobile phone.
- When my brother went to Australia he neither phoned nor wrote.
- I have got neither the time nor the money to go on holidays.

9.17 Conjunctions of time

Some common time conjunctions are:

before (*‘molok’*, *‘antes’*),

- Turn off the power before you repair the machine.
- Before you eat, you should wash your hands.

after (*‘liu tiha’*)

- After you turn off the power, it is safe to repair the machine.
- I usually brush my teeth after breakfast and always before going to bed.

since (*‘dezde’*, ho mos *‘tanba’*)

- It is a long time since I saw you.
- Ever since he finished his degree, he has received a lot of job offers.

when (*‘bainhira’*)

- It was raining when I left work last night.
- When I lived in Brazil, I visited the Amazon.

while ('*bainhira, durante*')

- My friend listens to music while he works on his computer.
- While you are at university, you should study hard.

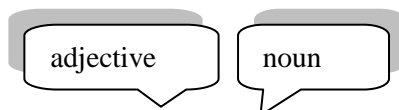
9.18 'Should' / 'shouldn't'

Should is a modal verb. It is used to give advice and to make recommendations. Should is not as strong as must. Both should and must are always used before another verb; that other verb must be in the infinitive.

- | | |
|---|--|
| • You should speak to the manager. | = It is a good idea (Diak liu...). |
| • You must speak to the manager. | = There is no alternative (tenki). |
| • You shouldn't use your mobile phone when driving. | = Polite advice (Diak liu la bele...). |
| • You mustn't use your mobile phone when driving. | = Prohibition (La bele). |

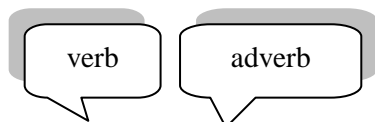
9.19 Using nouns, adjectives and adverbs to describe change

Adjectives describe a noun.

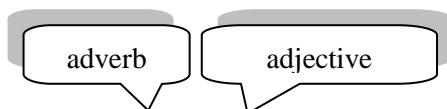


- There has been a rapid increase in the price of oil. (rapid = fast)

Adverbs add information to verbs, adjectives and other adverbs. Often we can form an adverb by adding 'ly' to an adjective. (However, not all words ending in 'ly' are adverbs.)



- The price of oil increased rapidly last month.



- There was a very rapid increase in the price of oil last month.