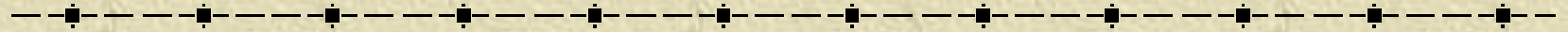


DHRM YEAR 1 SEM 1



ENGLISH FOR ACADEMIC PURPOSES

105

OBJECTIVE

- Equip students with a working knowledge of English that will enable them to understand better concepts and theories of courses in business studies.
- Expose students to different aspects of the English language and focus on reading, writing and speaking skills.
- Prepare students for the workplace in relation to the preparation of curriculum vitae and interviews, and business writing.

LANGUAGE AWARENESS

WEEK 1

HOURS : 3

- Tenses
- Subject – verb agreement
- Prepositions
- Conjunctions and connectors

THE PRESENT TENSE

- **Present Simple** : I speak (every day).
- **Present Continuous**: I am speaking (now)
- **Present Perfect**: I have spoken (already)
- **Present Perfect Continuous**: I have been speaking (since morning).

THE PRESENT SIMPLE

For a habitual or repeated action, that is, for something that we do always, everyday, often, usually, etc.,

For a general truth or a fact, that is, for something that is true.

Examples:

- Night follows day.
- Actions speak louder than words.
- He plays football on Sundays.

THE PRESENT PERFECT

For an action which has just completed.

For an action that has been going on from the past until now, that is, something that happened in the past but is going on still.

Examples:

- I have finished reading the book.
- I have known him for many years.
- He has done it.

THE PRESENT PERFECT CONTINUOUS

It shows the continuousness of an action just completed:

Examples:

- I have been reading this book since last week.
- He has been talking for an hour.
- She has been working since this morning.
- You have been telling me nothing but lies.

THE PAST TENSE

- **Past simple:** I spoke (yesterday)
- **Past continuous:** I was speaking (while you were listening).
- **Past Perfect:** I had spoken (before he arrived).
- **Past Perfect Continuous:** I had been speaking (before a stone hit my forehead).

THE PAST SIMPLE TENSE

To show something that happened in the past.

To show that an action was wholly completed in the past.

Examples:

- It is also used to speak politely.
- He broke his leg yesterday.
- They sang and danced all night.
- Could you please do this for me?

THE PAST CONTINUOUS TENSE

It shows an action which was going on at a certain time in the past.

- I was reading a book when he came.
- He was catching fish when it began to rain.
- He was sleeping when I went to his house.
- Jenny was eating when the door bell rang.
- The match was called off as it was raining heavily.

THE PAST PERFECT TENSE

It states that an action was completed at a certain point of time in the past. It refers to two periods of time, one action being completed before the other took place.

It is often used in Reported or Indirect Speech.

Examples:

- He said that he had spoken to the girl.
- I had left the house before he arrived.

THE PAST PERFECT CONTINUOUS TENSE

It states that an an action had been going on at, or before some point in the past.

Examples:

- She had been doing her work when we saw her.
- He had been breaking some stones before he was killed by a falling stone.
- The tiger had been attacking the village before it was shot by a hunter.

THE FUTURE TENSE

The Future Tense states that something will be done or will happen in time to come. The forms of the Future Tense are:

- **Future Simple:** I shall do it tomorrow.
She will leave next year.
- **Future Continuous:** I shall be sleeping at that time tomorrow.


SUBJECT – VERB AGREEMENT

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- When you write a sentence you have to make sure that the subject and the verb match each other.

Examples:

- **The earth moves** round the sun.
- **She shares** her toys with her friends.

If the **subject** is a **singular noun**, or the pronoun **he**, **she**, or **it**, you need a **singular verb**.



If the subject is a **plural noun**, or the pronoun we, you or they, you need a **plural verb**.

---# **Examples:** ---# ---# ---# ---# ---# ---# ---# ---# ---# ---#

- **The two girls** always **walk** home together.
- **The stars** **shine** brightly on a clear night.
- **Mum** and **Dad** **love** us.
- **Both of them** **have worked** hard.
- **These stamps** **don't stick** very well, do they?
- Do **you** all **know** the answer?
- **We** **have finished** our game of tennis.
- **Clouds** **are racing** across the sky.

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- **Group nouns** are usually **singular**, but can be used with a **singular** or a **plural verb**.

- **Examples:**

- The audience are laughing.
- The audience is laughing.
- The crowd were watching.
- The crowd was watching.
- My class were sent home early.
- My class was sent home early.
- The band are playing.
- The band is playing.

PREPOSITIONS

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- Prepositions are little words like **at**, **in** and **on**. There are many prepositions.
 - Some prepositions are used to **show place**, or **where something happens**.
 - Some prepositions are used to **show time**, or **when something happens**.
 - Some prepositions are used for **other purposes**.

CONNECTORS

When you are giving an account of a situation, or telling a story, or even taking part in a conversation, you use linking words called **connectors** as you go along, to show what the connection is with what has already been said. Connectors may be adverbs such as **however, consequently, then, therefore** or conjunctions such as **but, so, therefore** and **yet**.