

Refresh your memory

in
periods
the morning, July, the winter, 2007, the 80s

on
days and dates
Monday, the 17th, New Year's Day

at
times and special times
3pm, breakfast, the weekend, Christmas

Ø
expressions with *last, next, ago, yesterday, tomorrow*

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8.3 Grammar Prepositions

Test yourself: Prepositions

1 Use each preposition once to complete the schedule.

during within at from in until by for after on

Preliminary studies will be carried out (1) _____ January to June of next year. (2) _____ this period, the exact scope of the work will be evaluated, and a definitive quotation will be submitted (3) _____ 15 June latest. The customer will then have (4) _____ mid-September to study the proposal. After signature of the contract, work will begin (5) _____ 1 October and is expected to continue (6) _____ 18 months. A deposit of 20% will be payable at signature (7) _____ September; thereafter, invoices will be issued (8) _____ one week of completion of each stage of the project, for payment (9) _____ 90 days. The final 15% will not be invoiced until (10) _____ reception of the completed building.


2 Complete the story with appropriate prepositions. Sometimes no preposition is needed.

- 1 On vacation in Kenya, a buyer with IBM heard _____ a small new factory and called _____ a salesman.
- 2 She asked _____ the salesman if his components conformed _____ American norms.
- 3 She insisted _____ seeing the workshop and commented _____ the poor working conditions.
- 4 Nevertheless, the salesman succeeded _____ convincing her to consent _____ a trial order.
- 5 He told _____ the buyer that she could rely _____ him to organize everything.
- 6 She returned to the US, looking forward _____ receiving the components, but after several weeks she had heard nothing _____ Kenya.
- 7 Eventually she rang _____ the factory and complained _____ the manager.
- 8 The manager apologized politely _____ the delay, but explained that he was still waiting _____ a report on the new customer's creditworthiness.

3 In these guidelines for exporters, the nouns in **bold** are in the wrong sentence. Find the correct noun for each statement.

- 1 International negotiators should always show **responsibility** for other cultures.
- 2 Transparency in all dealings with foreign governments is essential to **involvement** in export.
- 3 Exporters should remember that certain countries levy special **effect** on imports.
- 4 Any **success** in illegal trading practices can permanently damage a company's image.
- 5 Late payment can have a very damaging **taxes** on a company's cash-flow.
- 6 The seller's bank may have **solution** to information about the buyer's creditworthiness.
- 7 In a confirmed documentary credit, the seller's bank takes **respect** for obtaining payment.
- 8 Bills of exchange and letters of credit are no **need** for careful credit checks.
- 9 Credit ratings and reports are a practical **access** to the problem of evaluating risk.
- 10 Credit insurance can eliminate the **substitute** for letters of credit.

Listening for detail

4  **3:22** Listen to the conversation between Paul, a manager, and his assistant, Jenny. Complete the schedule with the times or time periods, using the appropriate prepositions.

- 1 Jenny is picking up tickets
this evening, before 6.00.
- 2 Jenny is dropping tickets off at office

- 3 Paul's flight leaves

- 4 Check-in opens

- 5 Finance meeting finishes

- 6 Paul's kids go to bed

- 7 Paul is staying in the States

- 8 Paul is attending six meetings

- 9 Paul's return flight leaves

- 10 Paul is preparing the Merosom pitch

- 11 Merosom announce their decision

- 12 Paul will read files for New York meetings



Internet research


Search for the keywords "how to become a millionaire". As you read, make a list of five words followed by a dependent preposition, which you feel are useful to learn.

Dependent prepositions

5 Delete the verb in each group that does not have the same dependent preposition as the other three, and write in the preposition, if any.

- | | | | | |
|-----------|------------|---------|-----------|-----------|
| 1 agree | ask | consent | refer | (to) |
| 2 comply | sympathize | resort | associate | (_____) |
| 3 vote | pay | allow | object | (_____) |
| 4 depend | rely | insist | attend | (_____) |
| 5 result | invest | borrow | succeed | (_____) |
| 6 suffer | emerge | hear | account | (_____) |
| 7 discuss | apply | look | apologize | (_____) |
| 8 consist | react | approve | think | (_____) |
| 9 access | call | comment | tell | (_____) |
| 10 insure | fight | protect | conform | (_____) |

Listening for gist

6  **3:23-3:32** Listen to ten short dialogues and use a word from the box to describe what the people are discussing. Be careful to use the right preposition.

access apologizing aptitude complying damage dependence
hearing insuring investing satisfaction

Speaking

7 Work in groups of three. You are going to hold a conversation about one of the subjects below.

- how to become a millionaire
- how to persuade a bank to lend you money
- how to get promotion
- how to find and keep customers
- how to manage professional stress
- how to manage your boss

Student A: turn to page 113.

Student B: turn to page 115.

Student C: turn to page 117.