

3 Complete the text with *a / an* or *the*.

Memo checklist

a *The* word *memo* is short for *memorandum* and it means **b** note to help as **c** reminder.
It is only used within **d** business and so there is no need for **e** full external address of **f** person you are sending it to. However, you might need to show **g** internal office address, eg room number and building.
There are usually just spaces for **h** names of the **person sending** and the person receiving **i** memo. However, copies might be sent to other people in **j** company for reference.
The subject is clear from **k** heading and **l** text is brief.
There is no formal signature. Sometimes **m** originator will sign their name freehand at **n** bottom.

Business letter checklist

o language used in **p** business letter tends to be formal eg 'We regret to inform you ...'
q letterhead includes **r** full address and telephone number of **s** business.
t address of **u** recipient is also included in full on **v** left-hand side above **w** text.
Everything is left justified (starts at **x** left-hand edge) except **y** letterhead.
Letters starting 'Dear Sir' end in 'Yours faithfully'.
If you start with **z** name of the person you are writing to, for example 'Dear Mr Brown', you end **i** letter with 'Yours sincerely'.
2 date and any reference number are shown at **3** top of **4** letter.

Sample marketing text © Macmillan Publishers LTD

science

4 Complete the text with *a / an, the* or leave blank for zero article. First make sure you understand the following words.



Energy

a waves are **vibrations** that transfer energy from place to place without **b** **matter** (solid, liquid or gas) being **transferred**. For example, think of **c** Mexican wave in **d** crowd at **e** football match.
f wave moves around **g** stadium, while each spectator stays in their seat, only moving up then down when it's their turn.

Some waves must travel through **h** substance. This substance is known as **i** medium, and it can be solid, liquid or gas. **j** sound waves and **seismic** waves are like this. As the waves travel through it, **k** medium **vibrates**.

Other waves do not need to travel through **l** substance. They may be able to travel through **m** medium, but they do not have to. **n** visible light, **infrared** rays, and **microwaves** are like this. They can travel through **o** empty space.



5 Complete the text with *a / an, the* or leave blank for zero article.

Glaciers

Most of **a** *the* world's **glaciers** are found near **b** Poles, but **c** glaciers exist on all of **d** world's continents. **e** glaciers need **f** special kind of climate. Most are found in **g** areas of high **snowfall** in winter and cool temperatures in summer. These weather conditions ensure that **h** snow that falls in the winter isn't lost by **i** **melting**, or **j** **evaporation** in summer. Such conditions **typically** occur in **polar** and high **alpine** regions. There are two main types of **k** glaciers: **l** valley glaciers and **m** continental glaciers or **ice sheets**. **n** glaciers depend on **o** snow or **p** freezing rain to survive. In Antarctica, for example, although **q** temperature is low, there is little snow or rain, and this causes **r** glaciers there to grow very slowly.



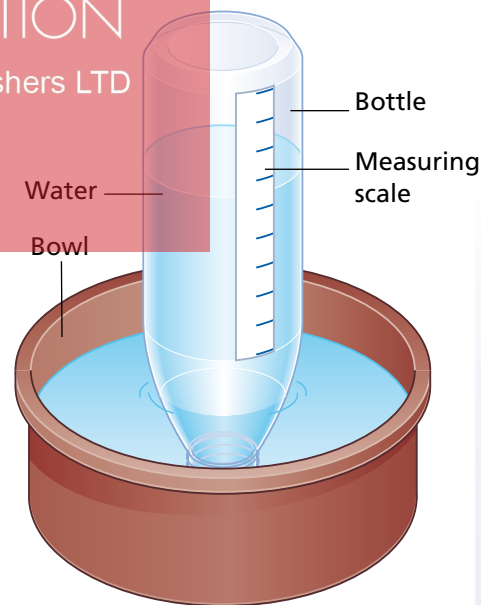
A glacier forms when **s** snow builds up over time, turns to **t** ice, and begins to flow outwards and downwards because of **u** pressure of its own weight. **v** buried **layers** slowly grow together to form a thickened **mass** of **w** ice. **x** thickness of **y** glacial ice usually makes it seem a little blue in colour.

MACMILLAN
EDUCATION



6 Complete each sentence with *the, a / an* or zero article.

- a Last week at school we learned how to make **a** barometer.
- b **This** is cardboard which we used to make our barometer.
- c And **this** is bottle we used. We attached the cardboard to it.
- d We made measuring scale and attached it to the side of the bottle.
- e **This** is bowl we also used as part of our barometer. We filled the bowl with water, and filled the bottle three quarters full, and then turned the bottle upside down in the bowl.
- f The pressure of air has an interesting effect on water you put in the bowl.
- g The pressure makes water in the bottle rise.
- h We used measuring scale on the side of the bottle to measure the air pressure.



EXTENSION ACTIVITY

- Does your language have definite, indefinite and zero articles that work in the same way as English articles? Look at all the examples on page 114 and translate them. What are the differences?
- Check that you have the correct answers to Exercise 1, and then translate this text.