Language at work | Articles

1 If you are going to a conference, what type of information can you normally find on the conference website?

2 Work with a partner. Read four sections of a conference website and write an appropriate heading for sections 2–4.

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GW Conference



1 About the conference

The Gaming World Expo attracts over 4,000 delegates from all over the world and is one of **the biggest** annual gaming events in **Europe**.

2 _____

The venue offers over 200 stands to show new products, make contacts and recruit new talent. Reserve **a stand** by 1st March to guarantee your place.

3 _____

Delegates are advised to travel **by public transport**, as parking is limited. An airport shuttle bus runs every day with stops at all major hotels. **The bus** is free for all delegates.

4 _____

Delegates should go directly to the registration desk to collect a badge and for **information** on the day.

BOOK YOUR TICKETS HERE

3 Complete the examples in the *Language point*, using the words in **bold** in **2**.

LANGUAGE POINT

We use *a/an*

- to talk about singular countable nouns in a general way (the person or thing could be one of many): *an airport bus, a badge,* [1]_____

We use *the*

- to talk about specific nouns (it's clear to the listener which person or thing): *the registration desk,* [2]_____
- to refer back to the same noun for a second time: [3]_____
- with superlatives: *the best,* [4]_____

We use **no article**

- with plural nouns and uncountable nouns in a general way: *hotels,* [5]_____, *coffee,* [6]_____
- with proper nouns (names, countries, continents, cities, languages, etc.) *New York,* [7]_____
- with transportation: *by taxi,* [8]_____

» For more information, go to **Grammar reference** on page 117.

4 Work with a partner. Think of two more nouns to add to each category in **3**. Try to choose nouns that are important for your work.

Tip | *the* + country

Some countries need *the* before their name because they are groups of:

- countries (e.g. *the United Kingdom*)
- states (e.g. *the United States*)
- islands (e.g. *the Philippines*)

LIVEWORKSHEETS

Read the extract below and underline all the nouns. Which nouns are preceded by indefinite articles *a/an*, the definite article *the* or no article at all?

Does fear really motivate? In sport, says Scott Snook, a teacher in organisational behaviour at Harvard Business School, (one of the most famous business schools in the world) 'fear can become a barrier to taking risks, yet can provide the essential emotional kick needed to meet a challenge. Coaches need to strike the right balance in order to develop talent.'

Practice Complete the following article with either a definite or indefinite article or no article at all (Ø).

We don't need managers we manage ourselves!

It seems like [1] *a* recipe for [2] *Ø* anarchy: At TechTarget, [3] _____ interactive media company in [4] _____ USA, all 210 employees are free to come and go as they please. There are no set policies on [5] _____ working hours or [6] _____ sick, personal and vacation days. More productive between [7] _____ midnight and 4 am? 'No problem,' says [8] _____ founder and CEO Greg Strakosch.

Strakosch, 40, may sound like [9] _____ leftover from [10] _____ feverish, try-anything days of [11] _____ new economy. But [12] _____ financial results tell [13] _____ different story. [14] _____ four-year-old company's 'open-leave' policy, Strakosch says, is [15] _____ biggest reason why turnover is expected to hit $35 million this year, up nearly 30 per cent from last year. 'It's [16] _____ competitive weapon,' he says.

That doesn't surprise Shoshana Zuboff, [17] _____ professor of [18] _____ business administration at [19] _____ Harvard. In [20] _____ age of intellectual assets, she says, it's absurd to treat workers with [21] _____ industrial-age mindset. 'We should be beyond demanding just [22] _____ loyalty from workers and we should trust them to be honest about managing their time,' Zuboff says.

5 Study these delegates' questions at the conference. Correct the mistakes with articles. Two questions contain no mistakes.

1 Which day is Doctor Doyle giving a talk?
2 Can you tell me the way to main auditorium?
3 There's a presentation about next-generation mobile games today. What time does presentation start?
4 Are there any sightseeing tours for delegates?
5 Is quickest way to the airport by bus or by taxi?
6 Do you have excursion with a guided tour of the old city?
7 Can I have an accommodation as close to exhibition hall as possible?
8 Is the conference in Asia next year?
9 Is it possible to get taxi to the city centre, please?

LIVEWORKSHEETS

Student A

1 You are going to a trade fair. Read some sentences about it and write in *the*, *a* or no article (–).

- The annual Garden Trade Fair in [1]___ Cologne attracts over 40,000 visitors who come from all over [2]___ world.
- [3]___ exhibition centre is 200,000 square metres with [4]___ outdoor and indoor displays.
- All exhibitors must reserve [5]___ stand by May 5th to guarantee [6]___ place.
- For overseas visitors, there is [7]___ regular shuttle bus leaving from [8]___ airport every 15 minutes.

2 You are going to ask your partner for more information about the trade fair. Prepare these questions with the correct article (or no article) and ask your partner for the information.

How many / exhibitors attend / trade fair?

Which parts of / world do exhibitors come from?

What opportunities does / exhibition offer?

Why should you go sightseeing in / Cologne?

3 Your partner is also going to the trade fair. Answer his/her questions using the information in 1.

Student B

1 You are going to a trade fair. Read some sentences about it and write in *the*, *an* or no article (–).

- Every year, 2,000 exhibitors attend [1]___ annual Garden Trade Fair in [2]___ Cologne.
- There are exhibitors from over [3]___ 50 countries in Europe, North and South America, and [4]___ Asia.
- [5]___ exhibition offers opportunities to show [6]___ latest trends in plants and garden products.
- Cologne is [7]___ ancient and beautiful city, so you should go [8]___ sightseeing while you are here.

2 Your partner is also going to the trade fair. Answer his/her questions using the information in 1.

3 You are going to ask your partner for more information about the trade fair. Prepare these questions with the correct article (or no article) and ask your partner for the information.

How many / visitors attend / trade fair?

How large is / exhibition?

By what date do you need to book / stand?

How do I get from / airport to / trade fair?

LIVEWORKSHEETS