

ENGLISH FOR ENGINEERING STUDENTS

Chapter one

INTRODUCING AND MEETING PEOPLE

After this unit you will be able to introduce yourself properly, especially in business situations and learn how certain countries and different nations behave in business situations. You will be also able to use present forms and express ability, obligation, and permission and give advice.

So, how do we introduce ourselves? Have you ever met people from another company and introduced yourself to them? Or have foreigners been introduced to you? You can introduce yourself in different ways, for example you can say a few sentences about yourself:

Hello, my name is Jana Novak. I come from Ravne. I am 19 years old. I am a student at the college for mechanical engineering. I like my studies as I learn something new every day. I have several hobbies, I like swimming, skiing and other outdoor sports.

Hi, I'm Jure Vesel. I'm an engineer and I work in a very successful company, Metal Ravne. I have been employed for two years now. I really enjoy going to work in the morning as my job is challenging and there is never a dull moment. In my free time I like going out and socializing.

Introduce yourself in a similar way.

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When you meet foreigners, it is common to use some polite phrases, such as: How do you do? (This is very formal and used with certain nations: such as the British or Japanese or when you are introduced to people who are much older or very high in the company hierarchy), It's a pleasure to meet you.; Nice to meet you.; I've been looking forward **to** meeting you. We use formal introductions on formal occasions. For important business situations and for meeting important people.

Sometimes it is hard to know if you should use the first name, (Tom); the title (Professor) or the formal name (Professor Jackson). English people have the same problem! When you are not sure, use the more formal name, or just call the other person "you". Sometimes the other person will help you and say (for example) "Please call me Jessica". We use **general introductions** for people we might never meet again, for meetings which are not very important.

PRESENT FORMS

You have been learning about the rules of present forms all your school life, so you should be quite aware of them. That is why there are no rules included in this book, but quite a few exercises that might help you revise and thus improve also your **speaking skills**. To make your work easier, I just included few examples (I live in a block of flats. She goes to work every day. They always travel to work by car. I don't have any experience. He doesn't like team work. Where do you come from? When does she get up in the morning? What are you doing? I'm reading these sentences now. It isn't raining outside.)

I. Answer these questions:

What do you do? And what are you doing at this moment? *I'm a student.*
I'm doing an exercise at the moment – I'm answering questions.

Fill in the correct present form:

- It's 10 o'clock on Monday morning in Atomic Ltd. In the Research and development department they *are having* (have) a meeting at the moment. Everybody who is involved in the new project..... (attend) it. At the moment, Bob(present) his ideas. He has prepared an interesting PowerPoint presentation and while showing it, he.....(explain) several features. They.....(organize) such meetings every Monday morning. After these meetings, they all(return) to their desks where they continue with the tasks.
- I *work* (work) for an electric company, called New Electrics. It is located in Kent and it.....(supply) a lot of households with electricity. We also.....(provide) other services as we want to have satisfied customers. If something..... (break) somewhere in the system, we always(send) a specialist right away. If he..... (not know) what to do, another expert (come) and.....(have) a look at the fault or damage. We

usually have most work after different kinds of storms when lines are broken and whole areas (left) without electricity. That also happened last night when we had this huge storm so, I really.....(not have) much time as I must rush off to help people in trouble.



- Hello, I am . I *am Ahmed Ibrahim* (be) the echnical and Quality Manager at GBS in Berlin and I.....(work) within the Materials Testing Division which(make) equipment used by different companies. They use our equipment to test different properties of materials, such as strength, durability, softness and so on. GBS -----(employ) about 2,800 people and.....(be) a leading supplier of this type of equipment. I'm responsible for operations which.....(mean) that I'm in charge of Research & Development and Quality. If something -----(go) wrong, I'm the one who(have) to find a solution and who.....(provide) answers to the Board. Currently, we (work) with our new clients from Japan. They have just placed a huge order so, we (have) some difficulties fulfilling it. We have called in all workers, also the ones taking a holiday so we can finish the work on schedule.

Look at these job descriptions and underline the activities people normally do, there are two correct answers:

An architect

- a) works shifts
- b) *negotiates prices and schedules with builders*
- c) *inspects the quality of the construction work.*

A quality controller

- a) visits companies
- b) inspects samples
- c) analyses data and writes reports.

A warehouse manager

- a) inspects new shipments
- b) checks and controls inventories
- c) writes and tests new codes.

An electrical engineer

- a) designs circuits
- b) keeps records of inventories
- c) inspects and checks wiring and power supplies.

A maintenance engineer

- a) repairs and maintains customers' machines
- b) replaces damaged parts
- c) produces plans and drawings.

III. Correct these sentences:

Engineers has to work closely with producting. *Engineers have to work closely with production.*

What does they talk about, it is the new project?

Does your company produces electronics

I'm think this is your design. Do I right?

What does these mechanic do?

An engineer is using the computer every day

how often does you have to work overtime?

Engineer usually aren't working in shifts.

EXPRESSING OBLIGATION, ABILITY, ADVICE, PERMISSION

You can do all that with the use of modal verbs. We can express strong obligation or prohibition with must – mustn't (I must go now, I'm very late. You must start exercising if you want to be healthier. You mustn't mix that, it can cause an explosion.). Mild obligation is expressed with the correct form of the verb have to (I have to go to a meeting this afternoon. She has to get up early to get to work on time. Next week they will have to work long hours to fulfil all the orders. She had to recharge her mobile this morning as the battery went dead. Mike doesn't have to commute to the factory as he lives five minutes away.).

We express ability with can – can't, could – couldn't, be able to (I can speak English but I can't speak French. When she was only two, she could swim like a fish. When I finish this book, I will be able to speak English much better.) Can, could are besides may, might (which are also used to express possibility) also used for permission (Can I use your computer for a while, mine has crashed? Could she attend the meeting? May I borrow your car? I may be able to help you.). To express advice and sometimes criticism should is used (You shouldn't touch that, it can kill you! She should go home and stay in bed if she's ill. If you wanted to pass the test, you should have studied more!).

I. Complete these sentences with the correct modal verbs:

We *will have to* go to school by bus as we seem to have car trouble.

I'm really up to my eyes today. I wonder if I _____ call you back tomorrow.

€300,000! You _____ be right. It _____ be a mistake.

Give me ten minutes. I'll call you back. We _____ be able to send you the shipment today.

You _____ think twice before making accusations!

We _____ all open our eyes and pay more attention to the dangers around us. I'm sorry but I _____ help you anymore.

Each member of a team _____ do their share of work.

Be careful, the floor is slippery, you _____ slip and break an arm or leg or even worse.

If I want to earn some holiday money, I _____ work overtime.

Look, you seem ill to me. I think you _____ go home early today.

You _____ use a metal ladder here. You _____ get killed.

You _____ leave any machine running if there's no one present.

Two friends are discussing what is allowed to carry on the plane. Complete the dialogue with the missing modal verbs:

Pete: *Can* I bring this laptop on board?

Jack: Yes, but I'm afraid you _____ take those scissors with you. Pete: _____ I pack this camera in my suitcase?

Jack: No, you _____. You _____ take it in your hand luggage.

Pete: Do I _____ leave the knife in my suitcase?

Jack: Yes, of course, you _____ carry anything sharp on board of the plane. Pete: What about an umbrella?

Jack: You _____ worry about an umbrella. It is allowed to have one

in your carry- on luggage.

Pete: And finally, what about drinks?

Jack: Liquids are only allowed if they are less than 100 ml. You -----
---buy something to drink either after you pass the security controls or
on the plane.

Pete: Thanks so much. You've really been very helpful.

Jack: It's always a pleasure.

**Now, develop a similar dialogue with your friend to discuss what is
allowed and not allowed to do inside your faculty lab.**

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RELATIVE PRONOUNS AND CLAUSES

Relative clauses are divided into defining (**provide necessary information without which the sentence is incomplete**): I know a man who has 10 children. This is the vase which/that I was given for my birthday.) and non-defining relative clauses (**they give additional information**): Marilyn Monroe, who died very young, is still an icon. Their advertisement, which I saw yesterday, is very impressive. My mother, who will be 80 years old next year, asked me to find her a painter to decorate her house. Jack Jones, whose phone number I can't find, is our loyal customer.).

Fill in the missing relative pronouns (who, whose, what, which, where, whom):

A quality controller is a person *who* checks the production systems.

Does anyone really know _____ responsibility this is?

I don't know _____ happened! Suddenly the fire started!

Do you know the name of the woman _____ is organising the conference?

Do you know the name of the woman _____ I met with you yesterday?

This is the company_____offers the most favourable prices for these items.

I don't know_____company to contact first. They all seem to have a wide range of products on offer.

The computers_____you ordered last week have just arrived.

Yesterday I was talking to someone_____brother went to school with you.

The specialists__repaired our broken machinery were very efficient.

SHORT REVISION

- Write a paragraph to describe your daily obligations

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- **Agricultural & Food engineering** involves every aspect of food production, processing, marketing, and distribution. Read more about **Agricultural and Food engineering** and write a paragrapg to describe it. Take care of your sentence structure, grammar, tenses, spelling, capitalization and punctuation marks.

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Translate the following paragraph into Arabic

Engineering is based on many other sciences, such as physics, chemistry, mathematics but also mechanics, thermodynamics and analysis. It is a science, discipline, art and profession of acquiring and applying technical, scientific and mathematical knowledge to design and implement materials, structures, machines, devices, systems, and processes that safely realize a desired objective or inventions. Its main focus is to design or develop structures, machines, apparatus, or manufacturing processes, or works utilizing them singly or in combination; or to construct or operate the same with full cognition of their design; or to forecast their behavior under specific operating conditions. This broad discipline can be further divided into sub disciplines, each with a more specific emphasis on certain fields and particular areas, for example: civil, mechanical, electrical, electronic, marine, automotive, , heating and ventilation, mining and medical engineering. One who practises engineering is called an engineer.