

Betty Botter bought some butter,
But, she said,
The butter's bitter;
If I put it in my batter
It will make my batter bitter.
But, a bit of better butter
Will make my batter better.



So, she bought a bit of
butter
Better than her bitter butter,
And she put it in her batter
And the batter was not bitter.



So, 'twas better Betty Botter
Bought a bit of better butter.

PRONUNCIATION PRACTICE

The BBC's Online Pronunciation Workshop

Do you want to improve your English pronunciation? Well, the BBC's Pronunciation Workshop shows you how English is really spoken. It'll help you become a better listener and a more fluent speaker.

The Sounds of English

Scroll down to the bottom of this page for The Sounds of English, our video guide to all the consonant and vowel sounds in the English language.

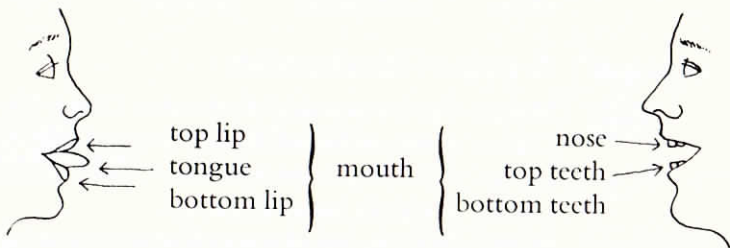
Watch, listen and repeat. It's as simple as that.

<https://www.bbc.co.uk/learningenglish/features/pronunciation>

Vocabulary

First learn the words you will need in order to study how to make the sounds in this section:

Your mouth



Practise:

- 1 Touch your
- | |
|--------------|
| top lip |
| top teeth |
| bottom lip |
| bottom teeth |
| tongue |
| nose |
- with your finger.

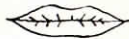
2 Open your lips.



Close your lips.



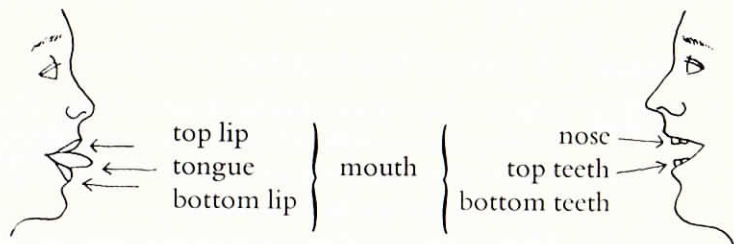
Close your lips hard.



Vocabulary

First learn the words you will need in order to study how to make the sounds in this section :

Your mouth



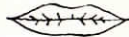
Practise :

1 Touch your	<table border="0"><tr><td>top lip</td></tr><tr><td>top teeth</td></tr><tr><td>bottom lip</td></tr><tr><td>bottom teeth</td></tr><tr><td>tongue</td></tr><tr><td>nose</td></tr></table>	top lip	top teeth	bottom lip	bottom teeth	tongue	nose	with your finger.
top lip								
top teeth								
bottom lip								
bottom teeth								
tongue								
nose								

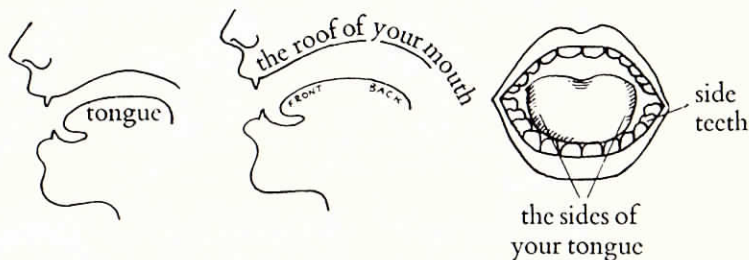
2 Open your lips.

Close your lips.

Close your lips hard.



Inside your mouth

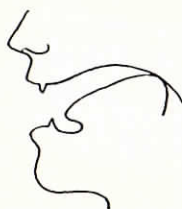
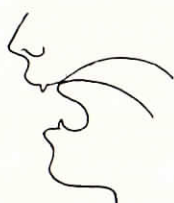


Practise:

- 1 Touch

your top teeth
your bottom teeth
the roof of your mouth

 with your tongue.
- 2 Touch your side teeth with the sides of your tongue.
- 3 Touch the front of the roof of your mouth with the front of your tongue. Touch the back of the roof of your mouth with the back of your tongue.



Air

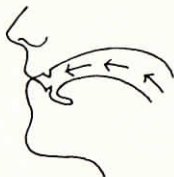
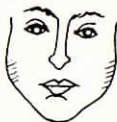
- 1 Hold a piece of paper in front of your mouth. When you blow out air the paper moves. Air is coming through your mouth.



2 Close your mouth.



Push air forward in your mouth.



Voice

Put your hand on the front of your neck.



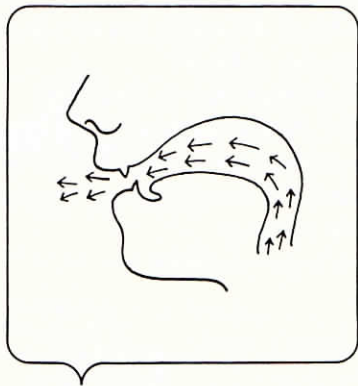
When you sing you can feel your voice. You are using your voice.



The sound from your voice is coming through your mouth.



Unit 40 h hat



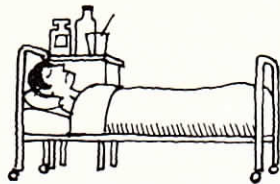
Push a lot of air out very quickly.

Do not touch the roof of your mouth with your tongue.

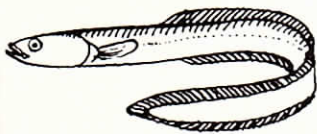
Practice 1 Listen and repeat:



sound 1 sound 2
(no sound)



ill hill



eel heel



and hand



old hold



ear hear



eye high



Test Tick the words you recognise in the sentences you hear:



- 1 a) eels; b) heels
- 2 a) and; b) hand
- 3 a) eye; b) high
- 4 a) art; b) heart
- 5 a) ow; b) how
- 6 a) air; b) hair



Practice 2 Listen and repeat:



hit	having	horse
Hilda	happened	heard
Mrs Higgins	hospital	hope
hello	horrible	perhaps
Helen	how	behind
husband	house	unhappy

Dialogue A horrible accident



Helen: *Hello, Ellen.*

Ellen: *Hello, Helen. Have you heard? There's been a horrible accident.*

Helen: *Oh, dear! What's happened?*

Ellen: *Hilda Higgins' husband has had an accident on his horse.*

Helen: *How awful! Is he injured?*

Ellen: *Yes. An ambulance has taken him to hospital.*

Helen: *How did it happen?*

Ellen: *He was hit by an express train. It was on the crossing just behind his house.*

Helen: *How horrible!*

Ellen: *He's having an important operation in hospital now. Poor Hilda! She's so unhappy.*

Helen: *Perhaps he'll be all right.*

Ellen: *I hope so.*

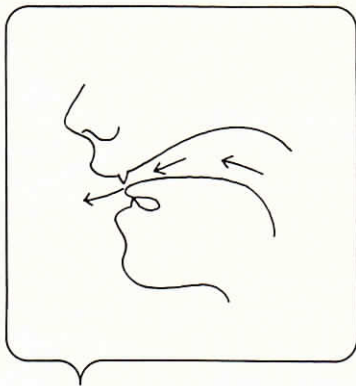
Intonation Listen and repeat:



Oh **dear**! How **horrible**!

How **awful**! How **terrible**!

Unit 41 θ thin



Put your tongue between your teeth.

Blow out air between your tongue and your top tee

Practice 1 Listen and repeat:



sound 1 sound 2

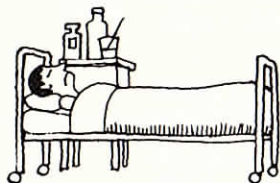
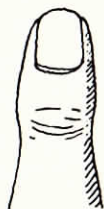


mouse mouth



$$\begin{array}{r} 2 \\ + 7 \\ \hline 9 \end{array}$$

sum thumb



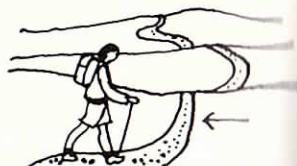
sick thick



sink think



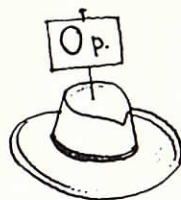
pass path



Practice 2 Listen and repeat:



sound 1 sound 2



free three

3

1st

first thirst



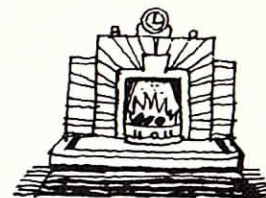
fin thin



Fred thread



half hearth



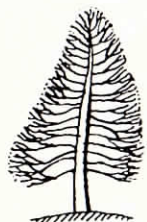
Practice 3 Listen and repeat:



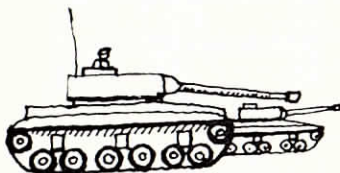
sound 1 sound 2



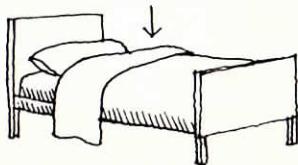
tin thin



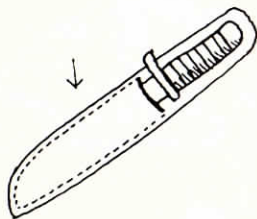
tree three



tanks thanks



sheet sheath



Test



Tick the words you recognise in the sentences you hear:

- 1 a) sink; b) think
- 2 a) mouse; b) mouth
- 3 a) tin; b) thin
- 4 a) taught; b) thought
- 5 a) moss; b) moth
- 6 a) fought; b) thought



Practice 4 Listen and repeat:



thank you	Ethel	Judith
thought	author	worth
thousand	nothing	Mrs Smith
thirsty	something	Smiths'
Thursday	birthday	Edith
thirty-three	mathematician	moths

Dialogue Gossips



Judith: *Edith Smith is only thirty.*
 Ethel: *Is she? I thought she was thirty-three.*
 Judith: *Edith's birthday was last Thursday.*
 Ethel: *Was it? I thought it was last month.*
 Judith: *The Smiths' house is worth thirty thousand pounds.*
 Ethel: *Is it? I thought it was worth three thousand.*
 Judith: *Mr Smith is the author of a book about moths.*
 Ethel: *Is he? I thought he was a mathematician.*
 Judith: *I'm so thirsty.*
 Ethel: *Are you? I thought you drank something at the Smiths'.*
 Judith: *No. Edith gave me nothing to drink.*
 Ethel: *Shall I buy you a drink?*
 Judith: *Thank you.*

Stress Listen and repeat:



Is she? I thought she was thirty-**three**.
Was it? I thought it was last **month**.
 Is it? I thought it was worth **three** thousand.
Are you? I thought you **drank** something.

Numbers / Times / Prices / Dates / Fractions / Decimals

1) Write these numbers in words:

0 zero / nought / 'oh'	1	2	3	4
5	6	7	8	9

2) Now practise saying these phone numbers with a partner:

0246 1723598	0733 84415	0348 692751	0041 8326 511997
0019 035 785624	0327 590608	051 9564788	0721 220 439 7685

3) Write these numbers in words:

0	10		
1	11		
2	12	20	24
3	13	30	43
4	14	40	97
5	15	50	71
6	16	60	35
7	17	70	56
8	18	80	69
9	19	90	82

4) Now practise saying these times with a partner:

11.55	5.35	18.10	4.30	10.15	17.02	23.25	2.45
7.05	9.30	6.20	12.00	3.25	1.35	8.40	15.50

5) Write these numbers in figures:

A hundred	A thousand	A million
A billion	Ten million	A hundred thousand
Ten thousand	A hundred million	A trillion

6) Now practise saying the following with a partner:

a) Numbers:

13	30	14	40	15	50	16	60	17	70	18	80	19	90
33	54	89	11	66	73	511	999	856	101	3,654	1,509	95,767	
501,203	697,405	71,212,605		31,269,745		547,296,813	367,194,528						

b) Decimal Currencies:

£25	60p	£31.75	\$32	50c	\$19.95	€45	99c	€1.75	£8bn	\$17tr	€90m
-----	-----	--------	------	-----	---------	-----	-----	-------	------	--------	------

c) Dates:

12 April	21 May	February 2	March 1	4 July	August 31	January 10	8 June
1961	1815	1492	1066	1564	1616	1776	1300
2000	2001	2015	1865	1943	1290	21/10/61	31/12/99
4/6/09	7/9/02	30/11/04	14/1/72	29/09/14			

d) Fractions:

$\frac{1}{2}$	$\frac{1}{3}$	$\frac{1}{4}$	$\frac{1}{8}$	$\frac{2}{3}$	$\frac{3}{4}$	$\frac{7}{8}$	$10\frac{1}{2}$	$5\frac{3}{4}$	$6\frac{5}{8}$	$12\frac{2}{3}$
---------------	---------------	---------------	---------------	---------------	---------------	---------------	-----------------	----------------	----------------	-----------------

e) Decimals:

5.8	41.532	8.907	68.4%	95.672 pc	17.308 pc	99.999%
-----	--------	-------	-------	-----------	-----------	---------

100
1,000
10,000
100,000
1,000,000
10,000,000
100,000,000
1,000,000,000
1,000,000,000,000

123

987

465,123

546,987

879,465,123

312,546,987

DECIMAL CURRENCIES

€1 = one euro one euro = one hundred cents

€10 = ten euros 25c = twenty five-cents

€10.25 = ten euros twenty-five

\$1 = one dollar one dollar = one hundred cents

\$12 = twelve dollars 50c = fifty cents

\$12.50 = twelve dollars fifty

£1 = one pound one pound = one hundred pence

£46 = forty-six pounds 99p = ninety-nine pence

£46.99 = forty-six pounds ninety-nine

A B

A B C

A B C D E F G

H I J

K L M

N O P Q R S T U

V W

X Y Z

EMAIL SYMBOLS

@

▪

⋮

/

\

A—A

A_A

~

APPENDIX 5: WORD ORDER, ADVERBS & ADVERBIALS

1) CLAUSE STRUCTURE: a clause may be one of seven types.

SUBJECT VERB	I resign !
SUBJECT VERB OBJECT	Tesla makes electric vehicles.
SUBJECT VERB COMPLEMENT	Your application has been successful.
SUBJECT VERB ADVERBIAL	The canteen is at the end of the corridor.
SUBJECT VERB OBJECT OBJECT	I sent the Manager a letter of complaint.
SUBJECT VERB OBJECT COMPLEMENT	Ms Smith found the interview difficult.
SUBJECT VERB OBJECT ADVERBIAL	You can park your car in the company car park.

2) ADVERBS / ADVERBIALS:

Within a clause, adverbs and adverbials specify the Time / Manner / Place of the action/event/state described by the verb. E.g. 'Last night', 'yesterday', 'now', 'then'; 'quickly', 'slowly', 'badly', 'well'; 'upstairs', 'downstairs', 'here', 'there', or intensify or qualify other adverbs, adjectives or prepositions: For example, 'too quickly', 'more famous' 'right in'.

ADVERBS are single words. ADVERBIALS are phrases which perform the same function as an adverb.

3) FORMATION OF ADVERBS:

ADVERB = ADJECTIVE + LY	Bad + ly = badly	Recent + ly = recently	Beautiful + ly = beautifully
Special Cases:	i) Easy → easily	Happy → happily	Pretty → prettily
	ii) Legible → legibly	Notable → notably	Remarkable → remarkably
Exceptions:	i) True → truly	Whole → wholly	Due → duly
	ii) Good → well	Fast → fast	Hard → hard

4) POSITION OF ADVERBS:

English is basically an SVO language. Adverbs/adverbials can occupy Position I, Position II or Position III but should **not** be put between the Main Verb and the Object/Complement. Certain adverbs/adverbials occupy particular positions.

SUBJECT	AUXILIARY VERB 'TO BE' / Ø	MAIN VERB	OBJECT / Ø COMPLEMENT
▼		▼	▼
Position I		Position II	Position III

Position III may be occupied by Adverbs of Degree / Extent:

I admire her	<i>enormously.</i>	It did not worry me	<i>much.</i>
	<i>very much.</i>		<i>in the least.</i>
	<i>a lot.</i>		<i>at all.</i>

Multiple adverbs/adverbials in Position III should follow the conventional order Manner, Place, Time.

E.g.	She sat <u>quietly</u> <u>in her chair</u> .	They met <u>by chance</u> <u>one afternoon</u> .
	I must go <u>to the doctor's</u> <u>this evening</u> .	He waited <u>outside</u> <u>for half an hour</u> .

EXERCISES

1. Form sentences by putting these phrases in the correct order.

a) the presentation / everyone / very much / enjoyed

b) handled / the CEO / very well / the question-and-answer session

c) boring PowerPoint presentations / sit through / I / have to / every week

d) at the end / will be / there / five minutes / for questions / of the presentation

e) of her presentation / firmly / she / the management's position / at the beginning / outlined

2. Adverbs and Adverbials in Position 3. Form sentences by putting these phrases in the correct order.

a) patiently / listened to / they / the Chairman's speech / for over an hour

b) his name / wrote / in capital letters / he / at the top of the application form

c) before she left / she / her visitor's badge / returned / to the reception desk

d) rose / gas prices / in many countries / dramatically / in 2022

e) the next Annual General Meeting / take place / in April / in Milan / will

Position II may be occupied by:

i) Adverbs of Frequency (*never, hardly ever, rarely, seldom, occasionally, sometimes, often, usually, always*).

ii) Other adverbs/adverbials, including *still, already, just, not yet, both, all, also, only, almost, nearly, mainly*.

iii) Commenting adverbs:

I *just* want to clarify one key point. The project *almost* collapsed due to lack of funds.
simply *nearly*
only *practically*

We *certainly* need to conduct more market research.

Adverbs/adverbials precede lexical verbs but follow 'to be' and auxiliary verbs ('to do', 'to have' + modals).

I am *also* interested in the Chinese market. I could *simply* cancel the meeting.

mainly

only I don't *always* answer my phone.

I have *already* prepared a report.

NB. Although the adverbs *probably* and *still* occur in **Position II** in affirmative sentences, e.g. 'I can *probably* help you' / 'There is *still* time', they precede all verbs in negative sentences, e.g. 'We *still* don't know' / 'You *probably* won't agree.'

EXERCISES

1. Adverbs and Adverbials in Position 2. Form sentences by putting these phrases in the correct order.

- a) my boss / very clearly / explains / always / things
- b) us / the EDP department / install our new hardware / usually / help / doesn't
- c) all / we / were / very nervous the interview / but / we / passed / all
- d) probably / they / serve / tea and coffee
- e) probably / they / provide / biscuits / don't
- f) be able to / probably / won't / come / I / to the conference
- g) probably / very interesting / will / it / be
- h) already / been / have / I / to New York / twice this year
- i) still / found / what / haven't / I / I'm looking for
- j) only / costs / €100 / Brussels to London on the Eurostar

Position I may be occupied by:

i) Sentence Adverbs, which should be followed by a comma.

Frankly / To be honest, he didn't believe what the Management Consultant was telling him.
Luckily,
Fortunately / Unfortunately,
Obviously,
Basically,
In fact,

Between you and me, I'm glad it's over. *Hopefully, / With luck,* I will pass the job interview.
Personally,

ii) Negative or Restrictive Adverbials. Negative or restrictive adverbials may be put in **Position I** for emphasis. In this case, the subject and the verb must be inverted, i.e. the question form should be used.

No sooner had we left the office *than* his mobile phone rang.

Hardly / scarcely had the burglars left *when* the police arrived.

Under no circumstances must the fire doors be locked.

Never / seldom have I seen such a disorganised warehouse.

Not only was the door unlocked *but* the windows were left open too.

On no account must the press get to hear about this.

Nowhere in the world will you find such traffic congestion as in Mexico City.

Only in this way will the security situation improve.

So noisy was the factory *that* we had to talk outside.

Neither do I / *Neither* was he / *Neither* have we / *Neither* can they.

iii) Adverbial Expressions of Place Introduced by a Preposition. An adverbial expression of place introduced by a preposition may be put in **Position I** for emphasis and/or dramatic effect. This adverbial should be followed by the verb and then the subject.

On the second floor is the R&D department.

Next to Mr Smith sat Miss Jones.

In the filing cabinet were all our CV's.

At the end of the corridor was the photocopier.

EXERCISES

1. Adverbs and Adverbials in Position 1. Form sentences by putting these phrases in the correct order.

- a) in time / arrived / I / for the start / fortunately / of the meeting
- b) is true / in fact / the opposite
- c) the Soviet Union / is / basically / what we used to call / the CIS
- d) prefer / to be honest / I / Windows 10 to Windows 11
- e) her qualifications and experience / notwithstanding / she / the job / didn't get

2. Negative or Restrictive Adverbials in Position 1. Now complete these sentences in a logical way.

- a) Under no circumstances
- b) Not only but also.
- c) No sooner than
- d) So that
- e) Only in this way

5) DISCUSSION

Think about

(i) Christmas

(ii) New Year's Eve

(iii) The summer holidays

Explain, (a) what you usually do

(b) what you did last year

(c) what you will probably do this year

(d) what you probably won't do this year

6) PRACTICE ACTIVITY

Now put the words and phrases in brackets in the correct place in each sentence.

- 1) He speaks (fluently / Russian).
- 2) He can (German / also / speak / very well).
- 3 He doesn't (have the chance / often / abroad / to go).
- 4 I worked (for many years / in Berlin / as a bi-lingual secretary).
- 5) Mr Jones parked (carelessly / outside the warehouse / the lorry).
- 6) The meeting began (in the boardroom / punctually / at 10 a.m.).
- 7) Passengers should be (twenty minutes before departure / at the boarding gate / ready and waiting).
- 8) The train (usually / to London / late / was).
- 9) I have (about the cancellation / informed / already / the hotel).
- 10) I shall (my first day / forget / at work / never).
- 11) She (remembers / always / the customers' names).
- 12) You ought (told / never / to have / him / about the vacancy).
- 13) The hotel staff were (very efficient / all / and polite).
- 14) My colleagues (to prepare the report / all / lent a hand).
- 15) I (hate / really / working / on Saturdays / overtime).
- 16) Not only (the train delayed / was / also / it started raining / but).
- 17) "I don't like Mondays" "....." (I / do / neither).
- 18) No sooner (I entered my office / than / had / the phone rang).
- 19) You will (miss / probably / the plane).
- 20) You (get to the airport / won't / in time / probably).