Energy English
For the Gas and Electricity Industries

Paul Dummett
How well can you use English in your work?

**Answer this short questionnaire and complete the test to see if Energy English is right for you.**

1. **Which of the following things do you have to do in English?**
   - □ Present yourself and your company
   - □ Write emails
   - □ Speak on the telephone
   - □ Attend meetings
   - □ Socialise and make small talk
   - □ Follow training courses
   - □ Negotiate
   - □ Participate in phone conferences

2. **Which areas of the electricity and gas supply chain concern you?**
   - □ Gas exploration and production
   - □ Energy generation
   - □ Energy wholesale and trading
   - □ Gas transport and storage
   - □ Electricity transmission/networks
   - □ Electricity and gas distribution
   - □ Energy retail (sales)
   - □ Energy services

3. **Which of the following vocabulary areas interest you?**
   - □ Finance
   - □ Human resources
   - □ IT systems
   - □ Sales and marketing
   - □ Safety
   - □ Purchasing and accounting
   - □ Renewable energy
   - □ Sustainable development

4. **In which of the following areas do you most need to improve your English?**
   - □ Listening comprehension
   - □ Spoken fluency
   - □ Grammatical accuracy
   - □ Reading
   - □ Writing
   - □ Pronunciation

**If you ticked two or more boxes in each of the four categories, Energy English could be right for you. Look at the Table of Contents to see how Energy English is relevant to your needs.**
1. Make NOUNS from the verb at the end of each sentence to fill the gaps.

1. Our main job is ________ of the network.
2. We have to ensure ________ with all statutory regulations.
3. ________ of low-level nuclear waste is not such a big issue.
4. We provide industrial customers with detailed information about their ________.
5. The company’s objective is to increase its business by steady organic ________.
6. We have to respond quickly to a power ________ that disrupts supply.
7. Our main business is energy ________.
8. When a senior manager retires, my job is to help find a ________.
9. We will renegotiate the contract when it is due for ________.
10. We help companies with the ________ of energy saving measures.

Score: ____ / 10

2. Complete these definitions using one word in each space.

1. Increase in the planet’s temperature = Global ________
2. CO₂ put into the atmosphere by transport and industry = CO₂ ________
3. A machine used in the home for drying clothes = ________ dryer
4. A machine for heating water in the home = A gas ________
5. A company that is new to the market = A new ________
6. The final consumer = The ________ user
7. A plant that generates electricity by burning gas = A gas-______ plant
8. Electricity lines suspended on pylons = ________ lines
9. The main components of the balance sheet = assets and ________
10. Computer programmes which calculate how much a customer has to pay = ________ software

Score: ____ / 10

3. Choose the correct form of the verb to complete these sentences.

1. The plant ________ (is / will be / will have been) decommissioned over the next four years.
2. So far very few customers ________ (choose / have chosen / chose) to switch supplier.
3. We ________ (have worked / have been working / worked) on upgrading the network in this area for the last six months.
4. Nowadays companies generally ________ (obtain / are obtaining / will obtain) their gas from a variety of sources.
5. At the moment we ________ (focus / are focusing / have been focusing) on reducing technical losses on the network.
6. Last month we ________ (have launched / have been launching / launched) a new tariff for residential customers.
7. By the time the new software ________ (is / will be / will have been) ready, it will already be out-of-date.
8. We take every step possible so as ________ (not to / to not / to don’t) have an accident.
9. The price of energy ________ (likely will / is likely to / will likely) rise in the coming years.
10. If we had reacted more quickly, we ________ (wouldn’t have been / weren’t / wouldn’t be) in this situation now.

Score: ____ / 10
4. Choose the correct prepositions to complete the description.

My official job title is Business Sales and Marketing Director. I am responsible ___(of / for / by) sales ___(to / for / at) large and medium-sized companies. I have 10 regional sales managers working ___(to / under / by) me. I used to be in charge ___(to / for / of) one of these regions myself, dealing directly ___(at / to / with) customers, but now I only look ___(for / after / at) four or five of our largest customers. My team comes ___(in / to / at) London once a quarter for a sales meeting and we discuss ___(about / of / past) sales results and what our strategy will be for the next quarter. We try to focus ___(with / on / by) keeping our existing customers loyal and increasing the volumes supplied to them. Last quarter we saw a small increase ___(of / by / in) sales.

5. Write one word in each space to complete these phrases.

1. You want to start a meeting. You say:
   “OK if everyone is ready, I think we should _____ started.”

2. You are short of time and want to cover all the points on the agenda. You say:
   “I’m afraid we’re _______ out of time. Can we move on to the next point?”

3. You are not sure if you are in favour of a proposal or against it. You say:
   “I’m in two _______ about this proposal.”

4. You want one of the participants to say what has happened since the last meeting. You say:
   “Sarah, could you just _______ us on progress since our last meeting?”

5. You want to ask your audience to interrupt if they don’t understand something. You say:
   “Please _______ free to stop me if anything is not clear.”

6. You want to explain how long your presentation will be. You say:
   “I’ll speak for about 20 minutes and _______ 10 minutes at the end for questions.”

7. You can’t hear the person giving the presentation. You say:
   “Sorry, could you speak _______ a little. We can’t hear you at the back.”

8. The speaker has given you too much information to digest immediately. You say:
   “Sorry, that’s quite a lot to _______ in all at once.”

9. In an email you want to say that you will be happy when you receive a reply. You write:
   “I am looking forward to _______ from you.”

10. At the end of an email you want to say thank you again to someone for helping you. You write:
    “_______ again, many thanks for your help.”
Test Answers

Exercise 1

1. maintenance
2. compliance
3. Disposal
4. consumption
5. growth
6. failure
7. wholesale
8. replacement
9. renewal
10. funding

Exercise 2

1. warming
2. emissions
3. Tumble
4. boiler
5. entrant
6. end
7. fired
8. overhead
9. liabilities
10. billing

Exercise 3

1. The plant (is / will be / will have been) decommissioned over the next four years.

2. So far very few customers (choose / have chosen / chose) to switch supplier.

3. We (have worked / have been working / worked) on upgrading the network in this area for the last six months.

4. Nowadays companies generally (obtain / are obtaining / will obtain) their gas from a variety of sources.

5. At the moment we (focus / are focusing / have been focusing) on reducing technical losses on the network.

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9. The price of energy (likely will / is likely to / will likely) rise in the coming years.

10. If we had reacted more quickly, we (wouldn’t have been / weren’t / wouldn’t be) in this situation now.

Exercise 4

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Exercise 5

1. get
2. running
3. minds
4. update
5. feel
6. leave
7. up
8. take
9. hearing
10. Once
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**Topic units build relevant vocabulary and contain listening, grammar, reading and pronunciation exercises.**

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Each communication unit contains: key phrases related to a communication task, a listening comprehension exercise, and controlled speaking practice.

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