

## SECTION II

### GRAMMAR PRACTICE



VERB TENSES Χρόνοι Ρημάτων	AFFIRMATIVE (Καταφατικ. τύπος)	Greek Translation (Ελληνικά)	INTERROGATIVE (Ερωτημ/κός τύπος)	NEGATIVE (Αρνητικός τύπος)
<b>Present Simple</b> Ενεστώτας Απλός	I work She works	Εργάζομαι Εργάζεται	<b>Do</b> I work? <b>Does</b> she work?	I do not work She <b>does not</b> work
<b>Present Continuous</b> Ενεστώτας Διαρκ.	I <b>am</b> working She <b>is</b> working	Εργάζομαι Εργάζεται	Am I working? Is she working?	I am not working She is not working
<b>Past Simple</b> Αόριστος Απλός	I worked She worked	Εργάσθηκα Εργάσθηκε	<b>Did</b> I work? <b>Did</b> she work?	I <b>did not</b> work She <b>did not</b> work
<b>Past Continuous</b> Αόριστος Διαρκ.	I <b>was</b> working She <b>was</b> working	Εργαζόμουν Εργαζόταν	Was I working? Was she working?	I was not working She was not working
<b>Present Perfect Simple</b> Παρακείμενος Απλός	I <b>have</b> worked She <b>has</b> worked	Έχω εργασθεί Έχει εργασθεί	Have I worked? Has she worked?	I have not worked She has not worked
<b>Present Perfect Continuous</b> Παρακείμενος Διαρκείας	I <b>have been</b> working She <b>has been</b> working	Έχω εργασθεί (ακόμα εργάζομαι) Έχει εργασθεί	Have I been working? Has she been working?	I haven't been working She hasn't been working
<b>Past Perfect Simple</b> Υπερσυντέλικος Απλός	I <b>had</b> worked She <b>had</b> worked	Είχα εργασθεί Είχε εργασθεί	Had I worked? Had she worked?	I hadn't worked She hadn't worked
<b>Past Perfect Continuous</b> Υπερσυντέλικος Διαρκείας	I <b>had been</b> working She <b>had been</b> working	Είχα εργασθεί (συνέχιζα να εργάζομαι) Είχε εργασθεί	Had I been working? Had she been working?	I hadn't been working She hadn't been working
<b>Future Simple</b> Μέλλων Απλός	I <b>will</b> work She <b>will</b> work	Θα εργασθώ Θα εργασθεί	Will I work? Will she work?	I will not work She will not work
<b>Future Continuous</b> Μέλλων Διαρκείας	I <b>will be</b> working She <b>will be</b> working	Θα εργάζομαι Θα εργάζεται	Will I be working? Will she be working?	I will not be working She will not be working
<b>Future Perfect Simple</b> Τελεσμένος Μέλλων Απλός	I <b>will have</b> worked She <b>will have</b> worked	Θα έχω εργασθεί Θα έχει εργασθεί	Will I have worked? Will she have worked?	I will not have worked She will not have worked
<b>Future Perfect Continuous</b> Τελεσμένος Μέλλων Διαρκείας	I <b>will have been</b> working She <b>will have been</b> working	Θα έχω εργασθεί (θα συνεχίζω να εργάζομαι) Θα έχει εργασθεί	Will I have been working? Will she have been working?	I will not have been working She will not have been working

**WHEN and HOW we USE the TENSES**  
**ΠΟΤΕ και ΠΩΣ ΧΡΗΣΙΜΟΠΟΙΟΥΜΕ τους ΧΡΟΝΟΥΣ**

<b>VERB TENSES</b>	<b>SAMPLE SENTENCES</b> Παραδείγματα Προτάσεων	<b>USAGE</b> Τρόπος Χρήσης
<b>Present Simple</b>	He often <b>travels</b> abroad to promote products.  Light <b>travels</b> faster than sound.  The plane <b>takes</b> off at 6:00 tomorrow.	<ul style="list-style-type: none"> <li>– <b>action that happens regularly</b> πράξη τακτικά επαναλαμβανόμενη</li> <li>– <b>general truth</b> γενική αλήθεια</li> <li>– <b>programs scheduled by others</b> πράξη προγραμματισμένη από άλλους</li> </ul>
<b>Present Continuous</b>	Look! A helicopter <b>is landing</b> on the roof. <b>I'm talking</b> to you, but you <b>aren't listening!</b>  <b>I'm doing</b> my six-month practical training now. He's unemployed. <b>He's looking</b> for a job.  <b>We're signing</b> a contract tomorrow.	<ul style="list-style-type: none"> <li>– <b>action taking place at the moment of speaking</b> πράξη που γίνεται ακριβώς τώρα</li> <li>– <b>temporary action</b> προσωρινή πράξη</li> <li>– <b>action scheduled for the near future.</b> πράξη προγραμματισμένη για το εγγύς μέλλον</li> </ul>
<b>Past Simple</b>	He <b>gave</b> a job interview <b>last week.</b> She <b>graduated</b> in 2014  As a student, I <b>went</b> to work on foot, I <b>didn't drive.</b> In the past, I <b>worked</b> in the aircraft assembly line.	<ul style="list-style-type: none"> <li>– <b>past action at a specific point of time</b> πράξη στο παρελθόν σε συγκεκριμένη χρονική στιγμή</li> <li>– <b>habitual past action</b> παλιά συνήθεια</li> </ul>
<b>Past Continuous</b>	At six o'clock yesterday I <b>was flying.</b> He <b>was sleeping</b> during the whole trip.  He <b>was preparing</b> the company income statement when the boss called him. We <b>were having</b> a meeting when all the lights went out	<ul style="list-style-type: none"> <li>– <b>past action in progress at a specific point of time</b> πράξη που βρισκόταν σε εξέλιξη σε συγκεκριμένη χρονική στιγμή</li> <li>– <b>past action in progress, interrupted by another action</b> πράξη που βρισκόταν σε εξέλιξη σε συγκεκριμένη χρονική στιγμή και διακόπηκε από άλλη πράξη</li> </ul>
<b>Present Perfect Simple</b>	Throughout the history, many important events <b>have happened.</b> I <b>have travelled</b> a lot in my life.	<ul style="list-style-type: none"> <li>– <b>past action at a time not defined</b> πράξη στο παρελθόν σε ακαθόριστο χρόνο</li> </ul>
<b>Present Perfect Continuous</b>	We <b>have been using</b> computers for many years.  I <b>have been doing</b> a research since last September.	<ul style="list-style-type: none"> <li>– <b>action that began in the past and continues up to the present.</b> Πράξη που άρχισε στο παρελθόν και συνεχίζεται και στο παρόν</li> </ul>
<b>Past Perfect Simple</b>	It was only 12 o'clock and he <b>had</b> already <b>finished.</b> When we arrived at the station, the train <b>had already left.</b>  If you <b>had asked</b> me, I would have helped you. We could have done something if <b>we had known</b> how.	<ul style="list-style-type: none"> <li>– <b>action that had happened in the past before a certain point of time</b> πράξη που είχε συμβεί στο παρελθόν πριν από συγκεκριμένη στιγμή ή άλλη πράξη</li> <li>– <b>hypothetical situation in the past.</b> Υποθετική κατάσταση στο παρελθόν</li> </ul>

VERB TENSES	SAMPLE SENTENCES Παραδείγματα Προτάσεων	USAGE Τρόπος Χρήσης
<b>Past Perfect Continuous</b>	He started having health problems because he <b>had been working</b> for years under unhealthy conditions.  We' <b>d been flying</b> for two hours when the storm started.	– <b>action that had happened in the past before a certain point of time (emphasis on duration).</b> πράξη που συνέβαινε στο παρελθόν πριν από συγκεκριμένη στιγμή ή άλλη πράξη (έμφαση στην διάρκεια)
<b>Future Simple</b>	He <b>will be</b> a successful engineer one day. Don't worry. I' <b>ll help</b> you with your project. I like this model of car. I' <b>ll buy</b> it.  Will you <b>print</b> this document for me, please?	– <b>prediction/πρόβλεψη</b> – <b>promise/υπόσχεση</b> – <b>decision of the moment</b> απόφαση στιγμής – <b>request in question form</b> παράκληση (ερωτηματικός τύπος)
<b>Future Continuous</b>	Next year we' <b>ll be working</b> on the new project This time tomorrow we' <b>ll be crossing</b> the Atlantic.  It's past ten. He <b>will be driving</b> home now. He got very tired today. He' <b>ll be sleeping</b> now.	– <b>action in progress for a period of time in future</b> πράξη σε εξέλιξη για χρονική περίοδο στο μέλλον – <b>logical assumption (present)</b> λογικό συμπέρασμα (παρόν)
<b>Future Perfect Simple</b>	They <b>will have transferred</b> the whole construction by next year.  By the time you graduate, I <b>will have started</b> earning money.	– <b>action that will have finished before a certain point of time or another action in future</b> πράξη που θα έχει ολοκληρωθεί πριν από κάποια στιγμή ή άλλη πράξη στο μέλλον
<b>Future Perfect Continuous</b>	By next September I <b>will have been looking</b> for a job for one whole year.  By the time you graduate, I <b>will have been working</b> for three years.	– <b>action that will not have finished before a certain point of time or another action (emphasis on duration)</b> πράξη που δεν θα έχει τελειώσει πριν από κάποια στιγμή ή άλλη πράξη στο μέλλον



Ladies and gentlemen, **we'll soon be flying** at an altitude of 10,000 feet. **We'll arrive** in N. York at six o'clock in the afternoon.



The temperature **will be** higher tomorrow but it **will be raining** all next week in many parts of the country.

## Exercises on Verb Tenses

### Exercise 1. Underline the correct verb format in each sentence.

1. Today we *learn/are learning* about assets and liabilities.
2. She already *speaks/is speaking* three languages and now *she is learning/learns* a third one.
3. What kind of information *are you looking/do you look* for?
4. Supply and demand *play/are playing* an important role in the national economy.
5. I *am not understanding/don't understand* what you are talking about.
6. The students *are searching/search* the internet at the moment.
7. Look at this graph. The oil prices *rise/are rising* this quarter.
8. Auditors *examine/are examining* the financial statements of companies.
9. She usually *leaves/is leaving* the office late in the evening.
10. We *are thinking/think* of buying a car next month.

### Exercise 2.

Use Present Simple or Continuous to fill in the blanks. Use the appropriate verb format.

1. What kind of computers ..... most office clerks .....(use)?
2. Be careful! A car .....(speed) towards here!
3. I .....(not believe) that you ..... (not know) how to send an e-mail!
4. I'm sorry, but I can't help you. We .....(not work) today.
5. Most of the students ..... (graduate) next year.
6. Modern technology ..... (facilitate) our everyday life.
7. Which of the two options ..... you ..... (recommend)?

### Exercise 3.

Write three or four sentences describing the following picture.



1. ....  
.....
2. ....  
.....  
.....
3. ....  
.....  
.....
4. ....  
.....  
.....

**Exercise 4.**

Use Present Simple or Continuous to fill in the blanks. Use the appropriate verb format.



Most people (1) ..... (know) that Oxford university in England is one of the oldest in the world. It (2)..... (have) a history of nine centuries and (3)..... (attract) talented students and scholars from all over the world. The student population (4) ..... (exceed) the number of 18,000 and (5) ..... (represent) 130 different nationalities. Currently the university (6) ..... (cooperate) with other academic institutions as well as with businesses and

industries both in the United Kingdom and overseas. Its students can use the excellent facilities for learning in world-famous libraries and laboratories and (7).....(have) the opportunity to enjoy a sense of community that (8) .....(bond) tutors and students. Look at the picture above! Some students (9).....(work) in the library at the moment. They (10) ..... (take) an important exam tomorrow, and they (11)..... .....(study) hard.

**Exercise 5**

Ask appropriate questions that correspond to the statements below. The phrases in bold should be the answers to your questions.

**Example:** A personnel manager selects the right employees for a company.

*What does a personnel manager do?*

1. He prefers to travel by train **because he finds it safer.**  
Why ..... ?
2. **My friend** is working as an assistant accountant in a multinational company.  
Where ..... ?
3. I take all the necessary information **from my accountant.**  
Who ..... ?
4. This manual explains **how you can increase the performance of your computer.**  
What ..... ?
5. Most college courses last **for three years.**  
How long ..... ?
6. My secretary is complaining **about the long working hours.**  
What ..... ?
7. Our company produces **good quality office paper ware.**  
What ..... ?





**While he was typing**, his lap top **crashed** and he **lost** the file he **was working** on. He **went** crazy.

### Exercise 6

Use Past Simple, Past Continuous or Used to, to complete the gaps in the following sentences.

1. As he ..... (drive), he .....(realize) that the performance of the engine ..... (not be) as good as it ..... (be).
2. The captain of the plane ..... (tell) us that we ..... ..(fly) at a height of 3.000 feet.
3. While he .....(speak) about the company history, he ..... (show) us charts and diagrams of the company trends.
4. In the past the company ..... (not manufacture) electronics. It was later that they ..... (expand) the range of their products.
5. Some years ago, we .....(go) to libraries to find information. We ..... (not have) the internet.
6. While they ..... (design) the structure of the firm they ..... (need) to study the structure of other companies.
7. Until 1989 Apple Japan ..... (hold) only 1% of the country's computer market but at the end of 1995 it ..... (reach) annual sales of \$1 billion.
8. I saw a big crowd in the street but I didn't know what ..... (go) on.
9. When I asked him, he didn't know which radio program he ..... (listen) to.
10. While she ..... (drive) her car ..... (break) down.



He **got upset** when he **realized** he **had missed** the appointment.



The traffic police **fined** her because she **had been driving** over the speed limit.

### Exercise 7

Use Past and Past Perfect, to complete the gaps in the following sentences.

1. They ..... (pay) 2000 Euros for the damage they ..... (cause) to my car.
2. They ..... (find) the house in a terrible mess. They ..... (not lock) the door before leaving.
3. The company ..... (supply) the domestic market for ten years before it ..... (expand) to the international market.
4. They finally ..... (accept) that they ..... (fail).
5. Before the big collapse ..... (happen), the company ..... (enjoy) great success for years.
6. He ..... (decide) to become a doctor although he ..... (study) Accounting for three years.
7. The factory ..... (fire) many of the employees because it ..... (create) lots of debts.
8. Mrs. Mayer ..... (have) an accident at the factory where she ..... (work) for five years.
9. I failed the English test because I ..... (not attend) the language classes and I ..... (not study) enough.
10. My computer was attacked by viruses and I ..... (lose) most of my files. You see, I ..... (not install) any antivirus software.
11. The worker ..... (cause) a fire with the cigarette he ..... (smoke).
12. I ..... (apply) for the job, although I ..... (know) there was no hope.



## Exercise 8

Ask suitable questions that correspond to the following statements. The phrases in bold should be the answers to your questions.

**Example:** I studied Business Administration for four years.

*How long did you study Business Administration?*

1. The purchase of the new company cost them **many thousands of dollars.**  
How much ..... ?
2. I didn't follow his advice **because I didn't trust him.**  
Why ..... ?
3. I was listening **to the news** when you called me.  
What ..... ?
4. He is interested **in learning Chinese.**  
What ..... ?
5. I made the calculations again **because I had made a serious mistake.**  
Why ..... ?
6. I took all the information for the project **from the internet.**  
Where ..... ?
7. He borrowed **\$10.000** from the bank.  
How much ..... ?

## Exercise 9

Make complete questions using the following prompts. Use Past Perfect Continuous and Simple Past.

1. How long/you drive/before car/break down?  
.....
2. Which company/supply you/with spare parts/before 1995?  
.....
3. How many years/you use/that photocopier/before/you replace/it?  
.....
4. What kind of software/you use/before/you install/the new one?  
.....
5. With whom/you talk/phone/until 10 o'clock/in the morning?  
.....
6. How long/he train/before the Olympic games?  
.....

7. How long/you discuss/ the matter/before/take/a decision?

.....

8. How long/Marconi/experiment/with electromagnetic waves/before/invent/wireless telegraph?

.....

### Exercise 10

Write your own sentences according to the following situations. Use Future Simple.

**Example:** Make a prediction about space exploration in the future.

*Space exploration will create new jobs in the future.*

1. Ask your tutor to explain once more the diagram on page 16.

.....

2. Your boss is complaining about your being absent from work lately. Promise not to do it again.

.....

3. Make a decision on selling or not your old car.

.....

4. Express your worry about the increase of environmental pollution in the future.

.....

5. Express your concern about not finding a good job in the future.

.....

6. Express your opinion about the possibility of finding alternative sources of energy in the future.

.....

7. You need to work out a mathematical equation. Ask your colleague to lend you his/her calculator.

.....

### Exercise 11

Ask appropriate questions that correspond to the statements below. The phrases in bold should be the answers to your questions.

1. The government will find **better** solutions to prevent tax evasions.

What solutions ..... ?

2. Oil price will rise **next winter**.

When ..... ?

3. Most people will be buying goods **electronically** in the next decade.

How ..... ?

4. Students of Logistics will learn **all about the supply chain**.

What ..... ?





This is the stadium **where** the Olympic Games took place in 2004.



These are some of the athletes **who won medals**

## Exercises on Relative Clauses

### Exercise 1

Fill in the gaps with the correct relative pronoun or adverb.

1. My friend is a former student of London University..... he studied Business Administration.
2. They appointed a new assistant manager ..... comes from Canada.
3. The power ..... is produced in this plant is transmitted to houses through wires.
4. It was in 1993 ..... we opened the factory ..... produced toys.
5. He was sent to Tokyo ..... he met some manufacturers.
6. This is the machinery ..... we bought recently.
7. They closed down the factory in 1998, ..... the business went bankrupt.
8. The reason ..... he left the job is he had health problems.

### Exercise 2

Fill in the gaps with the correct relative pronoun only where it is necessary.

1. I checked the report ..... you gave me and here are the comments ..... I want to make.
2. Where did you meet the lady ..... you introduced to me?
3. What nationality is the man ..... is sitting next to the chairman?
4. The author ..... books I like most is Edgar Alan Poe.
5. Michael, ..... brother is a member of the Parliament, is a very friendly person.
6. The car ..... I bought after the Fiat was a Rolls Royce.
7. The police officer asked me about the mysterious people ..... I had seen the day before.
8. This is a mystery ..... solution we must find as soon as possible.

### Exercise 3

Join the two sentences with the correct relative pronoun or adverb.

1. A marketplace is an area. Sellers and buyers meet there.  
.....
2. I'm sending you a brochure. I have enclosed it in the envelope.  
.....
3. We can have lunch at that restaurant. We first met there.  
.....
4. Do you remember that day? We graduated then.  
.....
5. I'm sorry. I caused you inconvenience.  
.....
6. You should see a doctor. He'll give you some medicine.  
.....
7. We had arranged an appointment. Did you remember to cancel it?  
.....
8. The flight was cancelled. I don't know why.  
.....

### Exercise 4

Rewrite the following sentences turning the formal relative clauses into more common forms, as in the example.

**Example:** What was the speed **at which** you were driving?  
What was the speed (which) **you were driving at**?

1. Christmas is the holiday **to which** children are looking forward.  
.....
2. He is a capable person **on whom** you can rely.  
.....
3. Rains is the accounting company **with which** we are cooperating.  
.....
4. Anna was the person **by whom** I was informed about the book exhibition.  
.....
5. John always carries out the tasks **for which** he is responsible.  
.....
6. This is the position **in which** he was interested.  
.....
7. The bank cashier is the person **about whom** the police asked me.  
.....

## Relative clauses and Quantifiers

To express part of a quantity or number, we use the quantifiers **none, some, many, all, a few, each, half, most, much, both, either, neither, etc., + of + whom** (for people) and **which** (for things).

I have four brothers **all of whom** are university students.

He has two cars, **both of which** are German.

### Exercise 5

Join the sentences as in the example.

**Example:** Many tourists come to the Acropolis. Most of them come from abroad.

Many tourists come to the Acropolis **most of whom** come from abroad.

1. The company owns four subsidiaries. One of them is based in our town.

2. The company is employing 50 employees. Some of them are going to retire soon.

3. Our department consists of 12 members. Half of them are university graduates.

4. Expenditure for the year 2006 was 200,000. Most of it was spent on investments.

5. We borrowed 100,000 Euros. A small part of it has been paid off.

6. You have sent us 200 pieces. 12 of them seem to be defective.

### Exercise 6

Correct the mistakes in the following text.

We have a company who has been producing office furniture for ten years. We employ 125 employees most of which are specialists in furniture design. Our production department who is managed by N. Belley, our production manager, has recently brought out a new range of office furniture which it has been designed to meet the needs of today's office. This new range is presented on our website, which you can also find price lists and the terms of payment. There is also information about our special offers which they will be available to everybody when will contact us between March 20 and April 20. This is the period which our company's advertising campaign is at its peak. Anybody that is interested can call at 052 76598, or write to 36 Manchester Road, Bristol, which our headquarters are situated. There's still a lot who you can learn about our products and our company, whose website is [www.officefurniture.com](http://www.officefurniture.com)





## Exercise 7

The following relative clauses are missing from the story below. Match them with the numbered blanks.

### Neighbors in Montana



Mr. Robbs was a successful businessman [A] and decided to leave everything behind and go to another place [B]. He took all the money [C] and bought a large ranch in the middle of nowhere in Montana. After a couple of months of enjoying the solitude, he heard the sound of hooves clattering. He was in his cabin, [D]. Through the window he saw a man [E] riding his horse. He quickly grabbed his rifle [F], and got out of his cabin. “Hold it neighbour” said the man, [G]. “I’m your neighbour, I have a ranch only 6 miles from here, and [H] is to invite you to a Welcome Party [I]. There’s going to be music, dancing, drinking, fighting... We’ll have a great time”. The new rancher, [J], lowered his rifle and asked, “How should I dress?” “Ah, don’t matter” replied the neighbour, “Only gonna be the two of us”.

1. Who didn’t want to be impolite .....
2. Who was unknown to him .....
3. The reason why I came here .....
4. Which was always loaded.....
5. Who was fed up with the stressful life in the big city .....
6. That he had saved .....
7. Whose voice showed that he wasn’t an enemy .....
8. Whose window overlooked the valley .....
9. I’m throwing for you next Saturday .....
10. Where he could live peacefully .....

- **What are the Time Clauses?**

**Time clauses are the sentences that are introduced with time conjunctions. These are: when, as soon as, after, before, until, by the time, since, as, while, as long as, just as, once, the moment that, whenever, every time, now that, no sooner ... than, it wasn't long before, etc.**

Χρονικές λέγονται οι προτάσεις που εισάγονται με τους παραπάνω χρονικούς συνδέσμους.

- **Time clauses with a reference to the future, never take will; instead they take Present tense or Present Perfect, eg.**

Οι χρονικές προτάσεις που αναφέρονται στο μέλλον, ποτέ δεν παίρνουν will, συντάσσονται με Ενεστώτα ή Παρακείμενο.

When I **will** see him, I'll call him. **WRONG!** Λάθος!

When I **see** him, I'll invite him. **CORRECT!** Σωστό!

When I **have finished**, I'll let you know.

**Note:** In case **when** is used as a question word, it can be followed by **will**.

Στην ερωτηματική πρόταση που αρχίζει με when/πότε?, μπορούμε να έχουμε will.

**When will you start your project?**

- **Time clauses with a reference to the past, take Past tense or Past Perfect.**

Οι χρονικές προτάσεις που αναφέρονται στο παρελθόν, παίρνουν Αόριστο ή Υπερσυντέλικο:  
**As soon as I arrived** at the station, the train left.

**After he had recovered** from his illness, he went back to work.

## Exercises on Time Clauses

### Exercise 1

Fill in the gaps with the correct tense of the verbs in brackets.

1. When production ..... (expand), we will install a second machine.
2. As soon as she ..... (leave) school, she went for a post graduate degree.
3. By the time they pull down the original factory, the new one ..... (build).
4. We have to walk up all the stairs to the top floor, since the lift ..... (get) out of order.
5. Once he ..... (pay) off his previous debts, he can make a new start.
6. While they ..... (work) on the project, they took instructions to stop it.
7. When ..... (you/check in)? You don't have much time!
8. After the plane ..... (take) off, I felt more comfortable.
9. Fiat has ..... (be) one of the leading car manufacturers since it was created.
10. From the moment he ..... (become) the company president, his behavior has changed completely.

### Exercise 2

Join the two sentences with the time conjunction given in brackets. Remember to use the correct form of the verbs.

1. I will be paid. I will arrange my debt. (as soon as)  
.....
2. Every month I go to the bank. Every month I have to wait on a long queue. (whenever)  
.....
3. I finished learning English. Then I decided to learn another foreign language. (after)  
.....
4. I was traveling and at the same time I was reading a book. (while)  
.....
5. I was planning to go camping. Then I heard that a storm was coming. (before)  
.....
6. I will be working at the office. I'll finish my work and only then will I leave. (until)  
.....

7. We started the journey at 9 o'clock. At nine o'clock it started raining. (from the moment)  
.....
8. We bought this machine four years ago. We haven't called the repairman for four years. (since)  
.....
9. We will arrive at the airport at 12:00. The plane will have landed by 12:00. (by the time)  
.....
10. I called the airport to ask if my flight had been cancelled. Then I went to the airport. (before)  
.....



**After the war had ended,** Fiat introduced the Fiat 500 model.



**As soon as he got his driving licence,** he had a car skid.

### Exercise 3

**Fill in the gaps with an appropriate time conjunction.**

1. I took a promotion in my job, only ..... I had worked for 15 years.
2. Many workers have been unemployed ..... the plant closed down.
3. We mustn't waste time! ..... the design department is completed, we'll start work.
4. We won't be able to purchase new machinery ..... prices fall.
5. Just ..... the paper got out of the photocopier, it stuck again.
6. .... I was giving a presentation to some bankers, electricity was cut off.
7. People have been using less paper ..... computers came into use.
8. .... we have reached our destination, the sun will have set.
9. Our debts have decreased by 30% ..... new accounting staff were taken on.
10. Please, don't do anything ..... you get new instructions from the chief executive.
11. .... going to the airport, I called to ask if the flight had been cancelled.
12. I'll keep on searching ..... I find what I want.

# SECTION III

## ENGLISH-GREEK GLOSSARY

### English-Greek Translation



## A

- above:** επάνω από
- absence:** απουσία
- absent:** απών
- absorb:** απορροφώ
- abstract:** άυλο, αφηρημένο
- accelerate:** επιταχύνω
- acceleration:** επιτάχυνση
- accelerator:** επιταχυντής, γκάζι
- access:** φθάνω, έχω πρόσβαση, πρόσβαση
- accessible:** προσβάσιμος, βατός
- accommodation:** μέρος διαμονής
- accomplish:** επιτυγχάνω
- accomplishment:** επίτευγμα
- according to:** σύμφωνα με
- account:** λογαριασμός
- account for:** ευθύνομαι για
- accounting:** λογιστική
- accounting equation:** λογιστική εξίσωση
- accounting overview:** λογιστική έκθεση
- accounts payable:** πληρωτέοι λογαριασμοί
- accounts receivable:** εισπρακτέοι λογαριασμοί
- accountant:** λογιστής
- accrued expenses:** συσσωρευμένες δαπάνες
- accurate:** ακριβής, σωστός
- accusation:** κατηγορία, μομφή
- accuse:** κατηγορώ
- achieve:** πετυχαίνω
- achievement:** επίτευγμα
- acquire:** αποκτώ
- acquisition:** απόκτηση εταιρίας από άλλη
- accumulated debts:** συσσωρευμένα χρέη
- adapt:** προσαρμόζω
- adequate:** επαρκής
- add:** προσθέτω
- addition:** πρόσθεση
- additional:** πρόσθετος
- adjective:** επίθετο
- administration:** διοίκηση, διαχείριση
- administrative:** διοικητικός
- advance:** προχωρώ, προοδεύω
- adopt:** υιοθετώ
- adoption:** υιοθεσία
- adult:** ενήλικας
- adverb:** επίρρημα
- advertise:** διαφημίζω
- advertisement:** διαφήμιση
- affect:** επηρεάζω
- affordable:** προσιτός
- agency:** αντιπροσωπεία
- agent:** αντιπρόσωπος, πράκτορας
- agree:** συμφωνώ
- agreement:** συμφωνία
- agricultural:** γεωργικός, αγροτικός
- agriculture:** γεωργία
- ahead of time:** νωρίτερα, συντομότερα
- allocate:** αναθέτω
- allocation:** ανάθεση
- allot:** παραχωρώ
- allow:** επιτρέπω
- amateur:** ερασιτέχνης
- amount:** ποσόν
- anniversary:** επέτειος
- annual:** ετήσιος
- annual income:** ετήσιο εισόδημα
- antenna:** κεραία
- apparent:** εμφανής, φανερός
- apparently:** προφανώς
- appearance:** εμφάνιση
- appliance:** συσκευή
- application:** αίτηση, εφαρμογή
- applicant:** αιτών/αιτούσα
- apply:** εφαρμόζω, κάνω αίτηση
- appreciate:** εκτιμώ
- appreciation:** εκτίμηση
- approach:** προσεγγίζω, προσέγγιση
- appropriate:** κατάλληλος, σωστός
- approval:** έγκριση, επιδοκιμασία



**-approve:** εγκρίνω, επιδοκιμάζω  
**-approximate:** προσεγγίζω (αριθμητικά)  
**-approximately:** κατά προσέγγιση  
**-arbitration:** διαιτησία  
**-area:** περιοχή, τομέας  
**-argue:** διαφωνώ, επιχειρηματολογώ  
**-argument:** διαφωνία, επιχείρημα  
**-armed forces:** ένοπλες δυνάμεις  
**-arrange:** τακτοποιώ, κανονίζω  
**-arrangement:** ετοιμασία, διευθέτηση  
**-arrogant:** αλαζόνας, εγωιστής  
**-as a consequence:** συνεπώς  
**-as usual:** ως συνήθως  
**-assemble:** συναρμολογώ  
**-assembly:** συναρμολόγηση, συνέλευση  
**-assess:** αξιολογώ, εκτιμώ  
**-assessment:** αξιολόγηση, εκτίμηση  
**-asset:** περιουσιακό στοιχείο  
**-assign:** αναθέτω εργασία  
**-assignment:** ανάθεση, εργασίας, εργασία  
**-assist:** βοηθώ  
**-assistant:** βοηθός, υπάλληλος  
**-assistance:** βοήθεια  
**-associate:** συσχετίζω  
**-associates:** διασυνδέσεις  
**-association:** συσχέτιση, σύλλογος  
**-attach:** επισυνάπτω  
**-attachment:** επισύναψη  
**-attend:** παρακολουθώ, προσέχω  
**-attendance:** παρακολούθηση  
**-attendant:** προσεκτικός, υπάλληλος  
**-attention:** προσοχή  
**-attentive:** προσεκτικός, επιμελής  
**-attitude:** στάση, συμπεριφορά  
**-attribute:** προσόν, χάρισμα  
**-attrition:** τριβή, φθορά  
**-at least:** τουλάχιστον  
**-auction:** δημοπρασία  
**-audience:** κοινό, ακροατήριο

**-audit:** λογιστικός έλεγχος  
**-auditor:** ελεγκτής  
**-authority:** αρχή, εξουσία  
**-authentic:** αυθεντικός, γνήσιος  
**-authenticity:** γνησιότητα  
**-authorized:** εξουσιοδοτημένος  
**-autonomous:** αυτόνομος, ανεξάρτητος  
**-autonomy:** αυτονομία, ανεξαρτησία  
**-availability:** διαθεσιμότητα  
**-available:** διαθέσιμος  
**-average:** μέσος όρος  
**-axis:** άξονας

## B

**-background:** ιστορικό, παρελθόν  
**-balance:** υπόλοιπο λογαριασμού, ισορροπία  
**-balance sheet:** ισολογισμός  
**-bank account:** τραπεζικός λογαριασμός **-bank note:** τραπεζογραμμάτιο  
**-banker's draft:** τραπεζική συναλλαγματική  
**-bankrupt:** χρεωκοπημένος  
**-bankruptcy:** χρεωκοπία  
**-barrier:** εμπόδιο  
**-barter:** ανταλλάσσω προϊόντα  
**-behavior:** συμπεριφορά  
**-benefit:** όφελος, επίδομα  
**-bill of exchange:** συναλλαγματική  
**-billion:** δισεκατομμύριο  
**-bond:** δένω, συνδέω, δεσμός  
**-book value:** αρχική αξία ακινήτου  
**-bore:** προκαλώ ανία  
**-borrow:** δανείζομαι  
**-borrower:** δανειστής  
**-bottom line:** καθαρό εισόδημα  
**-bottom out:** φθάνω στον πάτο  
**-boundary:** σύνορο, όριο  
**-branch:** υποκατάστημα  
**-break the law:** παρανομώ  
**-breakage:** διακοπή

- briefcase: χαρτοφύλακας
- broad: ευρύς, μεγάλος
- brochure: διαφημιστικό φυλλάδιο
- broker: χρηματιστής
- brows: φυλλομετρώ, ψάχνω στο διαδίκτυο
- budget: προϋπολογισμός
- button: κουμπί

## C

- cable: καλώδιο
- calculate: υπολογίζω
- calculation: υπολογισμός
- campaign: καμπάνια
- cancel: ακυρώνω
- candidate: υποψήφιος
- capability: ικανότητα
- capable: ικανός
- capacity: χωρητικότητα
- capital: κεφάλαιο
- capital surplus: πλεόνασμα κεφαλαίου
- capture: συλλαμβάνω
- carry out: διεξάγω, πραγματοποιώ
- cash dispenser: μηχανήμα λήψεως χρημάτων
- cash payment: πληρωμή τοις μετρητοίς
- cashier: ταμίας
- cathode ray tube (CRT): σωλήνας καθόδου
- celebrate: εορτάζω
- celebration: εορτασμός
- central processing unit: κεντρική μονάδα επεξεργασίας
- certificate: πιστοποιητικό, βεβαίωση
- certification: πιστοποίηση
- certify: πιστοποιώ
- challenge: πρόκληση, δυσκολία
- challenging: δύσκολος
- chance: ευκαιρία
- charitable organization: φιλανθρωπικός οργαν.
- charge: χρεώνω, κατηγορώ ποινικά
- chart: γράφημα
- chase: κυνηγώ
- child company: θυγατρική εταιρία
- circuit: ηλεκτρικό κύκλωμα
- circumstances: περιστάσεις
- classification: κατάταξη
- classify: κατατάσσω, κατηγοριοποιώ
- clear debts: ξεχρεώνω
- client: πελάτης
- clutch: συμπλέκτης
- code of conduct: κώδικας συμπεριφοράς
- cohesive: συνεκτικός
- collaborate: συνεργάζομαι
- collaboration: συνεργασία
- collaborative: συνεργάσιμος
- collapse: καταρρέω
- colleague: συνάδελφος
- collect debts: μαζεύω χρωστούμενα
- collectible receivables: συλλεκτικά εισπρακτέα
- collective ownership: συλλογική ιδιοκτησία
- column: στήλη
- combine: συνδυάζω
- combination: συνδυασμός
- comment: σχολιάζω, σχόλιο
- commerce: εμπόριο
- commercial: εμπορικός
- commission: προμήθεια από πωλήσεις
- commit: δεσμεύω, διαπράττω
- commitment: δέσμευση, αφοσίωση σε ένα έργο
- committee: επιτροπή
- common stocks: κοινές μετοχές
- commonly: συνήθως
- compulsory: υποχρεωτικός
- compare: συγκρίνω
- comparison: σύγκριση
- compensate: αποζημιώνω
- compete: ανταγωνίζομαι
- competency: ικανότητα
- competent: ικανός

- competition:** ανταγωνισμός, διαγωνισμός
- competitive:** ανταγωνιστικός
- complain:** παραπονούμαι
- complaint:** παράπονο
- complex:** σύνθετος, πολύπλοκος
- complexity:** πολυπλοκότητα
- complicated:** πολύπλοκος, μπερδεμένος
- complimentary products:** συμπληρωματικά προϊόντα
- comply (to):** συμμορφώνομαι
- component:** εξάρτημα
- compose:** συνθέτω
- composer:** συνθέτης
- composition:** σύνθεση
- comprehend:** καταλαβαίνω
- comprehension:** κατανόηση
- comprehensive:** γενικός, συνολικός
- concentrate:** συγκεντρώνω-ομαι
- concentration:** συγκέντρωση
- concept:** ιδέα, νόημα
- concern:** ανησυχία, φροντίδα
- concise:** περιεκτικός
- conclude:** συμπεραίνω
- conclusion:** συμπέρασμα
- concrete items:** υλικά στοιχεία
- condition:** κατάσταση
- conduct:** πραγματοποιώ
- conference:** συνέδριο
- confident:** σίγουρος, έμπιστος
- confidential:** εμπιστευτικός
- confidently:** εμπιστευτικά
- conflict:** διαφωνία, διαμάχη
- confirm:** επιβεβαιώνω, επικυρώνω
- confirmation:** επικύρωση
- consequence:** συνέπεια
- consequently:** συνεπώς
- consider:** σκέφτομαι, θεωρώ
- considerable:** αξιοσημείωτος
- consist of:** αποτελούμαι απο
- consistent:** σταθερός
- consistently:** σταθερά, μονίμως
- constant:** συνεχής, σταθερός
- constantly:** σταθερά, συνεχώς
- construct:** κατασκευάζω
- construction:** κατασκευή
- constructive comments:** εποικοδομητικά σχόλια
- consult:** συμβουλευόμαι
- consultant:** σύμβουλος
- consumables:** αναλώσιμα
- consume:** καταναλώνω
- consumer:** καταναλωτής
- consumerism:** καταναλωτισμός
- consumption:** κατανάλωση
- continent:** ήπειρος
- contract:** συμβόλαιο
- contractor:** εργολάβος
- contrast:** αντιπαραθέτω
- contribute:** συμβάλλω
- contribution:** συμβολή, συνεισφορά
- convenient:** βολικός
- convert:** μετατρέπω
- convertible:** μετατρέψιμος
- conversion:** μετατροπή
- convince:** πείθω
- cooperate:** συνεργάζομαι
- cooperation:** συνεργασία
- coordinate:** συντονίζω
- coordination:** συντονισμός
- coordinator:** συντονιστής
- corporation:** εταιρία
- correlation:** συσχετισμός
- costly:** ακριβός
- counsel:** συμβουλεύω
- counselor:** σύμβουλος
- counteract:** αντιμετωπίζω
- court:** δικαστήριο
- creative:** δημιουργικός
- creativity:** δημιουργικότητα