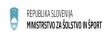




English Tenses for Food Processing and Nutrition Technicians

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Vsebina tega dokumenta v nobenem primeru ne odraža mnenja Evropske unije. Odgovornost za vsebino dokumenta nosi avtor.

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1. Introduction to these learning materials

Dear user of these learning materials!

I have prepared this short revision of English tenses with exercises in order to facilitate your grasping of this often feared and hated part of English grammar. The revision of tenses focuses on most general characteristics of each tense. So in order to gain more detailed knowledge other materials will need to be studied. The exercises contain professional terminology adapted for the educational programmes in the field of food processing although they can be useful to other learners as well.

Prior to revision of tenses it is crucial to start with the basic characteristics of an English verb: Like classes of verbs:

- Auxiliary and modal auxiliary verbs: to be, to have, to do, can, could, may, might, must, ought, shall, should, will, would...
 - These are used to help form tenses: *He is watching TV. Does he live here? He has come.* (Is, does, has are auxiliary verbs but can be used as ordinary verbs as well: She is beautiful. I did my HW. We have a dog.)
 - We use them instead of repeating the original verb in short answers. *Do you drink coffee? Yes, I do.(NOT Yes, I drink.)*
 - They are used in question tags either asking for confirmation or agreement. *Ann isn't here, is she? Gina didn't tell you, did she?*
- Ordinary verbs: to walk, to work, to play...

Let us not forget the regular and irregular verbs:

In regular verbs Past Simple and Past participle are formed by adding –d, -ed to the infinitive. The irregular verbs have to be learnt by heart.

English tenses are fascinatingly enjoyable and easy to comprehend as long the learners are well motivated. How to get motivated and confident? By learning the theory and practising. So, roll up your sleeves!

2 The present tenses

2. 1. The present continuous

Form: present tense of the auxiliary verb BE + present participle (-ing).

Affirmative	Negative	Question
I am walking.	I am not walking	Am I walking?
You are walking.	You aren't walking	Are you walking?
He is walking.	He isn't walking	Is he walking?
She is walking.	She isn't walking	Is she walking?
It is walking.	It isn't walking	Is it walking?
We are walking.	We aren't walking	Are we walking?
They are walking.	They aren't walking	Are they walking?

Is not = isn't, are not = aren't

Spelling of the present participle:

- o If a verb ends in a single-e, it is dropped: argue arguing, come coming.
- o Exceptions: age, dye, singe, see...! ageing, dyeing, singeing, seeing.
- One syllable verbs ending vowel +consonant, double the consonant: *hitting*, *running*, *stopping* (also *admitting*, *beginning*, *preferring*, *happening* stress on 2nd syllable).
- o Final –l is always doubled: *travelling*, *signalling*.

Uses:

- o For actions happening now: It's raining now/ at the moment/ look...
- For action happening in the present but not necessarily at the moment of speaking: *I am reading an interesting book this week*.
- o For a definite arrangement in the future: *She's seeing Bill tonight*.

State verbs: are not normally used in continuous forms!

They are - verbs of senses: feel, hear, see, smell, notice, observe...

- of feelings, emotions: love, like, hate, adore, fear, want, wish...
- of mental activity: agree, mean, forget, know, remember, recognize, think, expect, understand, realize...
 - of possession: belong, owe, own, possess.

Passive voice:

- Form: the verb **to be** is put into the tense of an active verb and the past participle of an active verb is added. The subject of an active verb becomes an agent of the passive verb and is often not mentioned at all (but if it is it is preceded by 'by' and placed at the end of the clause).

Tense/ verb form	Active voice	Passive voice
Present continuous	is making	Is/are being made

Uses:

- When it is not necessary to mention the doer or we don't know who it is: *Too much money is being spent on alcohol and cigarettes*.
- When we are more interested in the action than in the person who does it: *New buildings are being built in this area every year*.
- The prepositions change: I (me), she (her), he (him), we (us), they (them): It is being done by me/him/her/Pete.

2.2 The present simple

Form: the same form as infinitive but adds an -s for 3rd person singular (he, she, it).

Affirmative	Negative	Question
I work.	I don't work.	Do I work'
You work.	You don't work.	Do you work?
He/she/it works.	He/she/it doesn't work.	Does he/she/it work?
We work.	We don't work.	Do we work?
They work.	They don't work.	Do they work?

 $Does\ not = doesn't$

Do not = don't

Spelling rules:

- o Verbs ending –ss, -sh, -ch, -x, -o add –es: kisses, goes, watches...
- When -y follows a consonant verbs change the -y into-i and add-es: carry carries, copies, tries (-y does not change if there is a vowel in front of it: says,
 plays...)

Uses:

- It expresses habitual actions: *He always/never/ sometimes/ rarely/ often/ occasionally drinks tea.*
- o Repeated activities: We go to school every day/ every morning...
- o General truth: The sun rises in the East.
- When we ask for quotations: What does it say?
- Newspaper headlines: *The robber escapes*.
- o Planned future event, timetables: Trains leave on time.
- o In 1st type conditional clauses: *If it rains, we will stay at home.*

Passive voice:

Tense/ verb form	Active voice	Passive voice
Present simple	makes	is/ are made

3 The past tenses

3.1 The simple past tense

Form: By adding –ed to the infinitive/ simple past form with irregular verbs.

Affirmative	Negative	Question
I worked.	I didn't work.	Did I work?
You worked.	You didn't work.	Did you work?
He/she/it worked.	He/she/it didn't work.	Did he/she/it work?
We worked.	We didn't work.	Did we work?
They worked.	They didn't work.	Did they work?

Did not = didn't

Affirmative	Negative	Question
I ate.	I didn't eat.	Did I eat?
You ate.	You didn't eat.	Did you eat?
He/she/it ate.	He/she/it didn't eat.	Did he/she/it eat?
We ate.	We didn't eat.	Did we eat?
They ate.	They didn't eat.	Did they eat?

Spelling rules:

- O Verbs ending in -e only add -d: loved.
- When -y follows a consonant verbs change the -y into -i and add -ed: carry carried, copied, tried (-y does not change if there is a vowel in front of it:
 played...)
- One syllable verbs ending vowel + consonant, double the consonant: *stopped* (also *admitted*, *preferred* stress on 2nd syllable).

Use:

- It is used for actions completed in the past in the definite time: *I met him yesterday/ last week/ two days ago...*
- Also for a past habit: *He never drank wine*.
- In 2nd type conditionals: *If I won money on Lottery, I'd travel around the world.*

Passive voice:

Tense/ verb form	Active voice	Passive voice
Past simple	made	was/ were made

3.2 The past continuous

Form: past tense of the auxiliary verb BE + present participle (-ing).

Affirmative	Negative	Question
I was walking.	I wasn't walking	Was I walking?

You were walking.	You weren't walking	Were you walking?
He was walking.	He wasn't walking	Was he walking?
She was walking.	She wasn't walking	Was she walking?
It was walking.	It wasn't walking	Was it walking?
We were walking.	We weren't walking	Were we walking?
They were walking.	They weren't walking	Were they walking?

Was not = wasn't, were not = weren't

Main uses:

- It is chiefly used for past actions which continued for some time. It is not given or important exactly when. Often when an event interrupts an activity in progress *When I arrived she was talking on the phone*.

Passive voice:

Tense/ verb form	Active voice	Passive voice
Past simple	made	was/ were made

3.3 The present perfect tense

Form: Have/ has + the past participle.

Regular verbs:

Affirmative	Negative	Question
I have worked.	I haven't worked.	Have I worked?
You have worked.	You haven't worked.	Have you worked?
He/she/it has worked.	He/she/it hasn't worked.	Has he/she/it worked?
We have worked.	We haven't worked.	Have we worked?
They have worked.	They haven't worked.	Have they worked?

Have not = haven't, has not = hasn't

Irregular verbs:

inegular veros.		
Affirmative	Negative	Question
I have eaten.	I haven't eaten.	Have I eaten?
You have eaten.	You haven't eaten.	Have you eaten?
He/she/it has eaten.	He/she/it hasn't eaten.	Has he/she/it eaten?
We have eaten.	We haven't eaten.	Have we eaten?
They have eaten.	They haven't eaten.	Have they eaten?

Use: This tense is a mixture of present and past:

- o It is used for recently completed actions: We have just returned.
- o For recent actions whose time is not given: *Have you had breakfast?*
- o For recent actions with present results: *I've washed the car.(It's shiny)*.
- o For incomplete actions: We have waited all day. (We are still waiting).
- With since/for: I have worked here since October/for 11 months...

Passive voice:

Tense/ verb form	Active voice	Passive voice
Present perfect	has/have made	has/have been made

3.4 The present perfect continuous

Form: present perfect of the verb to be + present participle.

Affirmative	Negative	Question
I have been working.	I haven't been working.	Have I been working?
You have been working.	You haven't been working.	Have you been working?
He/she/it has been working.	He/she/it hasn't been	Has he/she/it been
	working.	working?
We have been working.	We haven't been working.	Have we been working?
They have been working.	They haven't been working.	Have they been working?

Use: This tense is used for an action which began in the past and is still continuing: *How long have you been learning English?*

3.5 The past perfect

Form: Had + past participle.

Affirmative	Negative	Question
I had eaten.	I hadn't eaten.	Had I eaten?
You had eaten.	You hadn't eaten.	Had you eaten?
He/she/it had eaten.	He/she/it hadn't eaten.	Had he/she/it eaten?
We had eaten.	We haven't eaten.	Had we eaten?
They had eaten.	They hadn't eaten.	Had they eaten?

Use

This tense is used to express an action which began before the time of speaking in the past: *He had served in the army for ten years, then he retired.*

Passive voice:

Tense/ verb form	Active voice	Passive voice
Past perfect	had made	had been made

4 The future forms

4.1 The will future form

Form: will + infinitive.

Affirmative	Negative	Question
I will work.	I won't work.	Will I work?

You will work.	You won't work.	Will you work?
He/she/it will work.	He/she/it won't work.	Will he/she/it work?
We will work.	We won't work.	Will we work?
They will work.	They won't work.	Will they work?

Will not = won't

Use:

The will future expresses an intention at the moment of decision – unpremeditated action: *The phone is ringing, I'll get it.*

Passive voice:

|--|

4.2 The "going to" form

Form: the present continuous of the verb to go + the full infinitive..

Affirmative	Negative	Question
I am going to work.	I am not going to work.	Am I going to work?
You are going to work.	You aren't going to work.	Are you going to work?
He/she/it is going to work.	He/she/it isn't going to work.	Is he he/she/it going to work?
We are going to work.	We aren't going to work.	Are we going to work?
They are going to work.	They aren't going to work.	Are they going to work?

Use:

- The begoing to form is used for premeditated actions (although not as the present continuous definite future intention), intentions and preparations for the actions are typical: *He is going to be a dentist when he grows up*.
- o For predictions: Look at these clouds. It's going to rain for sure.

Passive voice:

Tense/ verb form	Active voice	Passive voice
Going to future	am/ is/ are going to make	Is/ are going to be made

6.3 The future perfect tense

Form: will + perfect infinitive

Affirmative: I/ you/ he/ she/ it/ we/ they will have been working.

Negative: I/ you/ he/ she/ it/ we/ they will not have been working.

Question: Will I/ you/ he/ she/ it/ we/ they have been working?

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	,		•	٠.

This form is used for an action which at a given future time will be in the past: By the end of next year I will have been her for five years.

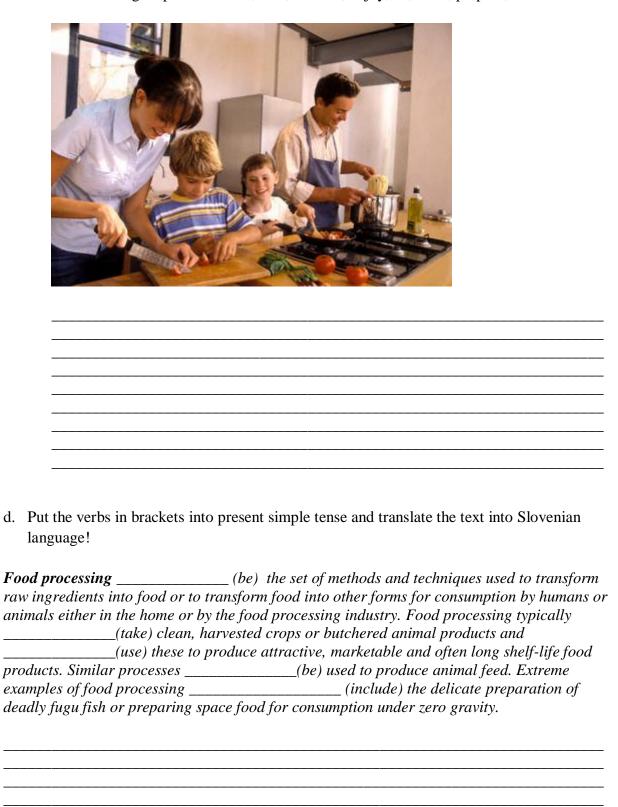
Passive voice:

Tense/ verb form	Active voice	Passive voice
Going to future	Will have made	Will have been made

5 Practice

	Theree
a.	Form sentences using present continuous tense!
Jai	ne/ wash/ eggplants and zucchinis/ at the moment
Th	ey/ scrub/ carrots and potatoes/ in the kitchen
I/ 1	not/do/anything right now
W	hat/you/cook/tonight?
b.	Put the verbs in brackets into Present continuous tense and translate the text into Slovenian language!
 fas for sor	(learn) how to cook Thai this summer. It is very interesting indeed. My family(taste) spicy dishes for the first time in their lives and they love it. I(use) a lot of coconut milk, sweet chilly sauce and fresh turmeric and I am scinated by the taste explosion I(experience). We(also rec) ourselves to eating noodle soup with chopsticks. Tonight(prepare) mething very special for them, I(cook) kuai-tiao rat na (fried rice-odles) and khao kha mu (stewed pork with rice)."

c. Describe what is happening in the following photograph by using present continuous tense and the following expressions: stir, dice, remove, enjoy, be, cook, prepare, learn!



e.	Write down a short paragraph (80 words) about your typical breakfast preparation procedure using present simple tense!
 f.	Form sentences using present simple tense!
Jir	n/ never/ wash/ his hands before touching food
We	e/ love/ smoked salmon
Dα	nielle/ sometimes/ prepare/ pancakes/ for supper
g.	Put the verbs in brackets into past continuous tense and translate the text into Slovenian language!
Mo I _ wh co by the	lways get excited when I think of my first visit to Moroccan market called souk in arrakech. I was only twenty-four years old but already an experienced traveller.

n. Form sentences using past continuous tense!
My sister/slice/cheese/and her children/dice/ ham.
I/ peel/ apples and pears/ for the pie.
My husband/ carve/ turkey/ complain/ for the entire time
This is how/ we/ enjoy/ our last thanksgiving.
This is now, we enjoy our tast thanksgiving.
i. Form sentences in past continuous tense by describing what the supervisor was doing a 6.15, 7.10,8.17, 13.00 and 22.00 by using these clues:
Our kitchen was very busy yesterday. Here is the supervisor check-list.
6.00-6.30: cleanliness check
7.00-800: freshness and garnishes check
8.15-8.30: plates for proper presentation
9.00-21.00: guest special requests check
21.00-23.00: food labelling and storage check
j. Form sentences using the past simple tense about the cook who was extremely clumsy.
What did he break, lose, burn, chip, shatter, rip, bend or otherwise destroy?
List of damaged equipment that had to be replaced. What happened to them?
13 plates
21 mugs
29 wiping cloths
2 glass baking trays
3 metal baking trays
1 egg whisk
5 saucepans
1 wooden spoon
2 mixing bowls
10 piece of cutlery (2 knives, 2 spoons, 4 forks and 2 dessert spoons)
3 peelers
1 lemon squeeze
The clumsy cook

k. Put the verbs in brackets into past simple tense and translate into Slovenian language!
Jamie Oliver (bring up) in Clavering, Essex, England. His parents (run) a pub, "The Cricketers", where he
(practice) cooking in the kitchen. He (educate) at Newport Free
Grammar School. He (leave) school at age sixteen without qualifications
and(go) on to attend Westminster Kingsway College, formerly
Westminster College. His first job(be) as a pastry chef at Carlucci's Neal
Yard restaurant, where he first(gain) experience of Italian cuisine.
Oliver then (move) to The River Café, Fulham, as a sous chef, where he
(notice) by the BBC in 1997 after making an unscripted appearance in a
documentary about the restaurant, "Christmas at the River Cafe". That year, his show The
Naked Chef(debut) and his cookbook(become) a
number one best-seller in the UK. That same year, Oliver(invite) to
prepare lunch for then Prime Minister Tony Blair at No. 10 Downing Street.
 Rewrite these examples of present simple into past simple tense by using appropriate adverbs of time!
When I go to supermarket I usually buy bread, milk, butter, yoghurt, apples or pears, eggs, flour and red wine.
Tetsuya Wakuda is the most famous Japanese-born Australian chef.
We don't like foreign wines except for the French wine.
Helen always prepares a lovely nut roll and Prekmurian layer cake for Easter.

m.	Form sentences us	sing present perfect simple tense!	
	Hank/ work/ at the	e fish cannery/ since November	
		t packing plant/ two weeks ago	
		ry/ yet?	
	I/not/ go/to the ba	kery/for days	
n.	_	rackets into present perfect simple tense!	
	Canton	(long, be) a trading port and many imported foods an	d
	ingredients	(use)in Cantonese cuisine since ancient times	•
	Besides pork, been	f, and chicken, Cantonese cuisine (incorpora	ate)
	almost all edible is snails in the past. or Western China steaming and stir- Other techniques braising, and deep herbs in Cantones regional Chinese	meats, including organ meats, chicken feet, duck tongue, snakes, and However, lamb and goat is rarely eaten, unlike in cuisines of North. Many cooking methods(use) throughout history frying being the most favoured due to their convenience and rapidate(adopt) including shallow frying, double boiling, for frying. There(be) no widespread use of free cooking in the past and nowadays as it is the case in most other cuisines, contrasting with the liberal usage seen in European and other than or Vietnamese.	nd hern y, ity. esh
о.	Read the text about below in form of s	ut the Cantonese cuisine and answer the comprehension check quesshort answers!	tions
На	ve only local foods	been used in Cantonese kitchen?	
		that have been used in Cantonese kitchen!	
Na	me 1 type of meat i	that is less often eaten!	
Wh	ny do they prefer s	teaming and stir-frying?	
		eat quantities in Cantonese	
7170	neros usea in gre	ai quantities in Cantonese	
p.	Use the following	prompts and form sentences in present perfect continuous tense!	
Jar	ne/ eat/ breakfast/ f	for 39 minutes	
My	children/enjoy/un	healthy snacks/ for years	
Jin	ı/ cook/ lunch/ ever	r since his wife got injured in an accident	
		ummer	
		perfect simple or present perfect continuous!	
I		_ (learn) how to prepare Braciole and I prepare them every week.	
		(you, stir-fry) these prawns? They look completely dry.	
Fre	nk	(buy) 3 new cookery books and he	
	ok) like crazy ever		
		(add) ingredients in the wok so rapidly that I	(no
		r what was he used.	_ (1101
	0 ,	(you cut) these vegetables? It must have taken you hou	ırs
Th	e stew	(you car) these vegetables. It must have taken you nou(simmer) for 2 hours and I think it is ready.	
1111		(Summer, joi 2 nows and 1 mine it is ready.	

r.	Put the verbs in brackets into past perfect tense and translate the text into Slovenian language!
who property the property of t	e refrigerator is a modern invention among kitchen appliances. It replaced the icebox, ich
_	
_	
s.	Form sentences by using past perfect, past continuous or past simple tense and translate them into Slovenian language.
Ja	ne/leave/ the pie/ to cool/after she/bake/ it
W	nen Hank/heat up/ leftovers/ he/ burn his hand on the stove
W	nen/ we/ return/ home last night/ our mom/ cook/ the dinner/ and/we/ relax/on the sofa.
 Jin	n/ cut/ his finger/ while/he /chop/onions
\overline{M}	friends/scorch/ eyebrows/ while/ roast/ beef steaks over the grill.
_	

t. Match these sentences to the 3 pictures that demonstrate the flow of events!

1.	When Gerry arrived to the party, his friends had eaten his birthday cake.	
2.	When Gerry arrived to the party his friends were eating his cake.	
3.	When Gerry arrived to the party his friends ate his cake.	GERRY
u.	Form sentences using (2 children talking)	
	I think that in the futur	re/ we/ eat pills that taste like food.
	No, we/ only/ drink/ fo	od. Like burger, pizza and hot-dog juice.
	Maybe/ our food/ be/ i	njected/ into our body like medicine.
	No, I think our food/ss	tay just the same.
v.	Form sentences using	''going to'' future form!
	Oh, the waiter/ slip/. T	the floor is all wet.
	I have decided that/I/ o	compliment/ the chef/ on this exquisite Caesar's salad.

	The butcher/ close down/ his business. I have heard that he has gone bankrupt.		
	Oh no, you/ spoil/ this wonderful jam/by putting it in cold jars.		
	They/ charge the supplier for supplying us with herbs that contain toxins? I am sure they are going to.		
w.	Form sentences using the Future perfect tense!		
	By this time next week all these cartons, boxes and crates / remove/ from our yard.		
	We/finish/filling millions of bottles, cans and tins of our products at our factory by the end of this week.		
	He/ eat/a whole bag of sweets and a packet of crisps by the end of the movie.		
х.	Put the verbs in brackets in an appropriate future form (present simple and continuous included)!		
y.	Put the verbs in brackets into appropriate forms – mixed tenses!		
and pre sul 201 art To unt E r	d appearance. Some additives(use) for centuries; for example, eserving food by pickling (with vinegar), salting, as with bacon, preserving sweets or using the function of the second half or ign. The regulate these additives, and inform consumers, each additive(assign) a sique number, termed as "E numbers", which is used in Europe for all approved additives. The sumbers are all prefixed by "E", but countries outside Europe(use) only the sitten as E260 on products sold in Europe, but is simply known as additive 260 in some		
	itten as E260 on products sold in Europe, but is simply known as additive 260 in some untries. Additive 103, alkanet,(not, approve) for use in Europe so(not, have) an E number, although it is approved for use in Australia		
for	d New Zealand. Since 1987, Australia(have) an approved system of labeline additives in packaged foods. Each food additive has to be named or numbered. Each mber(be) the same as in Europe, but without the prefix 'E'.		
Th	e United States Food and Drug Administration (list) these items as tenerally recognized as safe" or GRAS; now they (list) under both their		

Chemical Abstract Services number and Fukda regulation under the US Code of Federal Regulations.

http://en.wikipedia.org/wiki/Food_additives

• What(you do)? I am a secretary.
What(you do)? The kitchen is a mess.*
We(not meet) outside the restaurant tonight.
What were you doing last night at 2.00 p.m.? I(watch) the game on T
What time(the train, leave)?
Give me a call next week, we(go) out for coffee.
When I grow up I(be) a doctor.
• She has a huge belly, she
(have) a baby.
Don't take that book, Liz(read) it. You can't speak to Kate now
she(have) a bath.
Hannel and hair seiting a second seco
Hazard analysis critical control point, or HACCP (English, pronounced /ˈhæsʌp/),
(be) a systematic preventive approach to food safety and pharmaceutical safety
that(address) physical, chemical, and biological hazards as a means of
prevention rather than finished product inspection. HACCP (use) in the food industry to identify potential food affects hazanda so that hav actions (take)
industry to identify potential food safety hazards, so that key actions(take) reduce or eliminate the risk of the hazards being realized. Employees at all stages of food
production and preparation processes including packaging, distribution and others
(have) to follow its principles. The Food and Drug Administration (FDA) and t
United States Department of Agriculture (USDA)(say)that their mandatory
HACCP programs for juice and meat are an effective approach to food safety and protecting
public health. Meat HACCP systems(regulate) by the USDA, while
seafood and juice are regulated by the FDA. The use of HACCP is currently voluntary in
other food industries.
A forerunner to HACCP(develop) in the form of production process
monitoring during World War II because traditional "end of the pipe" testing was not an
efficient way to ferret out artillery shells that would not explode. HACCP itself was conceiv
in the 1960s when the US National Aeronautics and Space Administration (NASA)
(ask) Pillsbury to design and manufacture the first foods for space flights.
Since then, food processing plants(recognize) HACCP internationally as a
logical tool for adapting traditional inspection methods to a modern, science-based, food
safety system. In 1994, the organization of International HACCP Alliance
(establish) initially for the US meat and poultry industries to assist them with implementing
HACCP and now its membership has been spread over other professional/industrial areas.
Hence, HACCP(introduce) to industries other than food, such as
cosmetics and pharmaceuticals. This method, which in effect (seek) to
plan out unsafe practices, differs from traditional "produce and test" quality control method which are less successful and inappropriate for highly perishable foods. In the US, HACCP compliance is regulated by 21 CFR part 120 and 123. Similarly, FAO/WHO
(publish) a guideline for all governments to handle the issue in small and less developed for
businesses.

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