English for adults: a / an

.Grammar focus: choose a or an before a singular count noun

A before a consonant sound. An before a vowel sound.

a pen • an email • a useful tool • an hour

A. Complete each sentence.

Write a or an.

1. I need _____ pen for the form.
2. We have _____ meeting at 10.
3. Please send _____ email today.
4. She has _____ appointment at 3.
5. He is _____ new employee.
6. There is _____ umbrella by the door.
7. I need _____ ID card.
8. It is _____ useful tool.
9. We have _____ hour before the train.
10. She works in _____ office downtown.

B. Correct the mistake.

Rewrite each sentence correctly.

I need an receipt. _____

She has a appointment at 2. _____

It is an useful guide. _____

We have a hour before lunch. _____

C. Write a short front-desk message.

Use the notes. Write four complete sentences.

new visitor

ID card

urgent email

hour before meeting

_____

_____

_____

_____