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БЕЛОРУССКИЙ НАЦИОНАЛЬНЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ



**Методические рекомендации по выполнению контрольных работ
по предмету «АНГЛИЙСКИЙ ЯЗЫК»**

*для студентов дистанционной формы обучения,
1-2 семестр МИДО БНТУ по специальностям:
1-25 01 07 «Экономика и управление на предприятии»,
1-26 02 02 «Менеджмент»*



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Введение

Методические рекомендации по выполнению контрольных работ по предмету «Английский язык» предназначены для студентов дистанционной формы обучения, продолжающих изучение английского языка на базе средней школы.

Предисловие

Настоящее пособие содержит контрольные задания по английскому языку, которые охватывают грамматический и лексический материал, необходимый для развития и совершенствования компетенция в области грамматики, навыков чтения и перевода текстов. В контрольные задания входят текстовые и грамматические упражнения, которые служат для итогового контроля усвоения грамматического материала. Пособие включает не только тестовый материал, а также презентации и справочник по грамматическому материалу, необходимого для усвоения и выполнения контрольных заданий. На базе учебных текстов составлены краткие тематические словари, которые содержат терминологическую и наиболее частотную обиходную лексику. В помощь студенту приведены ссылки на онлайн словари.

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ПАМЯТКА ПО ПРЕДМЕТУ «АНГЛИЙСКИЙ ЯЗЫК»

Уважаемые студенты, вашему вниманию представлен учебно-методический комплекс по английскому языку. Данный УМК разработан специально для студентов МИДО 1-2 курса. Вы будете работать с данным пособием на занятиях вместе с преподавателем и дома самостоятельно на 1 курсе.

УМК по английскому языку включает:

*- **контрольные работы с приложением по грамматике.** На 1 курсе студент должен выполнить 2 контрольные работы по английскому языку (1 контрольную работу в 1 семестре и 1 контрольную работу во втором семестре). Студенты 2 курса в 3-м семестре (специальность 26.02.02) выполняют 1 контрольную работу (к/р№3) Контрольная работа выполняется на компьютере и в распечатанном виде сдаётся на кафедру. Образец титульного листа приведён в разделе «контрольные работы». **Контрольная работа должна быть обязательно сдана и зарегистрирована на кафедре ИТУ (к.20 ауд.501) за 15 дней до начала сессии.** Студент может отправить контрольную работу для предварительной проверки преподавателю по электронной почте¹. Для того чтобы выполнить контрольную работу необходимо изучить грамматический материал, который изложен в приложении по грамматике и презентациях по грамматике. Преподаватель объясняет грамматический материал контрольной работы на практических занятиях и консультациях (см. расписание). В случае возникновения многочисленных вопросов и слабого владения языком, **явка на консультации обязательна!!!***

*- **учебные материалы.** Данный раздел включает тексты на английском языке для чтения и перевода. После текста приводятся разнообразные упражнения. Чтение и перевод текстов поможет студенту развивать и совершенствовать навыки чтения и перевода. Студенты работают с данным материалом на практических занятиях с преподавателем в группе и самостоятельно дома. До экзамена все тексты в данном разделе должны быть переведены, задания должны быть выполнены и предоставлены преподавателю для проверки. На пр. занятиях преподаватель информирует студента, о том какой объём материала должен быть проработан и усвоен и сообщает дату сдачи данного материала.*

*- **интернет-ресурсы.** Приведены интернет-источники, которыми студент может пользоваться для самостоятельного изучения языка.*

*- **словари** представляют собой краткий список слов профессиональной лексики (экономическая тематика).*

*В 1 семестре студенты сдают зачёт по английскому языку. **Что необходимо сделать, чтобы успешно сдать зачёт:***

1) присутствовать и принимать активное участие в работе на практических занятиях

2) посещать консультации, контактировать с преподавателем по электронной почте (возможно общение посредством пр. SKYPE).

3) выполнить контрольную работу самостоятельно и за 15 дней до начала сессии сдать и зарегистрировать на кафедре ИТУ (к.20 ауд.501). Быть готовым отвечать на вопросы преподавателя по контрольной работе. Если контрольная работа содержит большое количество незнакомых слов, необходимо составить краткий словарь (vocabulary) и использовать его «на защите к/р».

4) Прочитать, перевести тексты и выполнить задания в разделе «учебные материалы». Объем материала, необходимого для усвоения в 1 семестре, определяется преподавателем на занятиях (в зависимости от уровня владения студентами языком)

5) Выполнить письменно лексико-грамматический тест на зачёте. Тест основан на грамматическом материале контрольной работы. Прочитать и перевести на выбор преподавателя 1-2 теста из раздела «учебные материалы».

Во 2 семестре студенты, обучающие по специальности 25.01.07, сдают экзамен, студенты, обучающие по специальности 26.02.02, сдают зачёт. Требования для сдачи зачёта такие же, как и в 1-ом семестре. Во 2-м семестре студенты выполняют и сдают контрольную работу №2. Объем материала, необходимого для выполнения и усвоения в разделе «учебные материалы» во 2 семестре, определяется преподавателем на занятиях.

Что необходимо сделать, чтобы успешно сдать экзамен:

1) присутствовать и принимать активное участие в работе на практических занятиях

2) посещать консультации, контактировать с преподавателем по электронной почте (возможно общение посредством пр. SKYPE).

3) выполнить контрольную работу №2 (специальность 25.01.07), контрольную работу №3 (специальность 26.02.02),

4) Успешно сдать зачёты за 1 и 2 семестры (специальность 26.02.02)

Успешно сдать зачёт за 1 семестр (специальность 25.01.07)

4) Прочитать, перевести все тексты и выполнить все задания в разделе «учебные материалы».

5) Выполнить письменно лексико-грамматическое задание, прочитать и перевести текст с английского языка на русский язык в экзаменационном билете. Побеседовать с преподавателем на английском языке на тему, указанную в экзаменационном билете (по желанию студента).

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ОБРАЗЕЦ ЭКЗАМЕНАЦИОННОГО БИЛЕТА

БЕЛОРУССКИЙ НАЦИОНАЛЬНЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ

МИДО

Экзаменационная сессия 2012/2013 учебного года

Дисциплина «Английский язык»

ЭКЗАМЕНАЦИОННЫЙ БИЛЕТ № 1

1. Read and translate the text. Retell the text.
2. Do the grammar task.

Преподаватель Шапаренко А.А./Голикова А.Е.

Зав. Кафедрой Голиков В.Ф.

UNEMPLOYMENT

We say that unemployment exists where people capable and willing to work are unable to find suitable paid job. But where an economy **is adapting** to “changing conditions”, there will always be some persons unemployed as they change jobs or as seasonal work comes to an end.

Unemployment may **occur** for many different reasons. There will always be people changing jobs. In certain occupations, e.g. unskilled labour in the construction industry, workers are not employed regularly by one employer. When a contract is completed labour is not required.

Employment in some industries, e.g. building, fruitpicking is seasonal in character. Seasonal employment can be reduced **out of “season”** and admit such persons as students and housewives during the busy period. Sometimes there are unemployed workers of particular occupation in one part of the country but a shortage of the same type of work in other parts.

Workers may be in “between jobs”. Some of them are looking for their first jobs, others are seeking better salaries. Young people search for their first jobs. This is called frictional unemployment. This type is usually short-term and regarded as **inevitable**.

Unemployment may also be caused by important changes in the structure of consumer demand and in technology. As a result some workers find that their skills and experience are unwanted by these changes. This type of unemployment is more long-term and regarded as more serious. It is known as structural unemployment.

UNKNOWN WORDS AND PHRASES:

to adapt - приспособливаться

to occur - происходить

out of season – с окончанием сезона

inevitable- неизбежный

GRAMMAR EXERCISES

CARD № 8

I. Поставьте предложения в отрицательную форму. Переведите предложения на русский язык.

1. *Heavy industry is the most highly developed sector of the economy.*
2. *There are four factors of production: land, labour, capital and enterprise.*
3. *There is an interesting advertisement in the newspaper.*
4. *The use of credit makes possible the performance of the complex operations without handling of money.*
5. *You should include your homepage if it enhances your CV.*

II. Определите видо-временные формы глаголов в следующих предложениях.

1. *Jane worked in the large trading company 7 years ago. Now she is running her own business.*
2. *The secretary will have typed all the letters by 6.*
3. *The supplies have already come.*
4. *Economics deals with the problems of scarcity* and choice.*
5. *The applicant performed very well in the previous job.*
6. *Regular meetings are held by the OPEC formed in order to regulate oil prices.*

Money

1 A.T.M.	abbr. Automated Teller Machine; cash dispenserUK
2 banknote	n: a piece of paper money; bill ^{US}
3 bill ^{US}	n. a banknote; a piece of paper money
4 black market	n. illegal traffic in officially controlled commodities such as foreign currency
5 bureau de change	n. establishment where currencies of different countries may be exchanged
6 cash	n. 1 coins or bank notes (not cheques); 2 actual money paid (not credit)
7 cash dispenser ^{UK}	n: automatic machine from which clients of a bank may withdraw money; ATM
8 cashier	n. person dealing with cash transactions in a bank, store etc
9 coin	n: a piece of metal money
10 currency	n. the money in general use or circulation in any country
11 debt	n. money etc owed by one person to another
12 exchange rate	n. the rate at which one currency can be exchanged for another
13 foreign exchange	n: the currency of other countries
14 hard currency	n. currency that will probably not fall in value and is readily accepted
15 invest	v. to put money for profit into business, land etc - investment n.
16 legal tender	n: currency that cannot legally be refused in payment of a debt
17 petty cash ^{UK}	n. a cash fund for small, everyday expenses
18 soft currency	n. currency that will probably fall in value and is not readily accepted
19 speculate	v. (risky) buying of foreign currency, land etc for rapid gain - speculation n.
20 transaction	n. a (usually commercial) exchange; a deal - to transact v.

Marketing

1 brand	n. a particular make of product - to brand v. - branded adj.
2 consumer	n. the person who buys and uses a product or service - to consume v.
3 cost	v. [cost, costed, costed] to estimate the price of making a product - costing n.
4 develop	v. to create a new product or improve an existing one - product development n.
5 distribution	n. the delivering of products to end-users, inc. advertising, storing etc
6 end-user	n. the person, customer etc who is the ultimate (and so real) user of a product
7 image	n. the concept or perception of a firm or product held by the general public
8 label	n. small piece of paper, metal etc on a product giving information about it
9 launch	v. to introduce a new product, with publicity etc - product launch n.
10 mail order	n. the selling of goods by post - mail-order catalogue n.
11 market research	n. study of consumers' needs & preferences, often for a particular product
12 packaging ^{UK}	n. the wrapping or container for a product
13 point of sale	n. the place where a product is actually sold to the public - point-of-sale adj.
14 product	n. something made to be sold; merchandise [includes services] - to produce v.
15 public relations	n. creation and maintenance of a good public image - public relations officer n.
16 registered	adj. registered or officially recorded as a trademark - ® abbr. - to register v.
17 sponsor	n. firm supporting an organisation in return for advertising space - also v.
18 S.W.O.T.	abbr. Strength, Weaknesses, Opportunities, Threats
19 total product	n. the whole product, inc. name, packaging, instructions, reliability, after-sales etc
20 trademark	n. special symbol, design, word etc used to represent a product or firm - " abbr.

Business Correspondence Glossary

apologize <i>verb</i>	say "sorry"
approach <i>noun</i>	method or style of doing something
attitude <i>noun</i>	outlook on life
by invitation only	only those who are asked to come will be allowed in
commence <i>verb</i>	start
complimentary <i>adjective</i>	free
concerns <i>noun</i>	problems, issues
confidential <i>adjective</i>	private
conscientious <i>adjective</i>	cares about quality of work
contribution <i>noun</i>	individual effort or support in a group
convenient <i>adjective</i>	suitable, favourable, makes life easy
cooperation <i>noun</i>	the act of working together
coordinator <i>noun</i>	person who organizes something
dedication <i>noun</i>	a lot of effort put into something
dependable <i>adjective</i>	can be trusted
disregard <i>verb</i>	ignore, pay no attention to
do not hesitate <i>phrase</i>	don't wait
dropped <i>verb</i>	fell to a lower amount
effective <i>adjective</i>	produces a positive response
efficient <i>adjective</i>	performs well

enclosed <i>adjective</i>	included inside
encouraged <i>verb</i>	persuaded or inspired
enquire (BrE) inquire (AmE) <i>verb</i>	looking for information
extravaganza <i>noun</i>	exciting and rare event
formal <i>adjective</i>	following set requirements
grateful <i>adjective</i>	thankful
guarantee <i>verb</i>	promise
impact <i>noun</i>	effect
indicates <i>verb</i>	shows
invoice <i>noun</i>	document detailing purchases and money owed
latest <i>adjective</i>	most modern
lay-off <i>verb</i>	take a job away from an employee (when employee is not at fault)
notice <i>noun</i>	document that indicates a change or event
outstanding balance <i>adjective</i>	money still owed
pleasure <i>noun</i>	enjoyment
postpone <i>verb</i>	delay until later
preferred customer	buyer who comes back often
present <i>verb</i>	award something to someone
professional <i>adjective</i>	exhibits suitable behaviour on the job
profound <i>adjective</i>	deep
punctual	always on time

<i>noun</i>	
reach me <i>verb</i>	find and talk to me
records <i>noun</i>	files that keep track of business matters
regarding <i>verb</i>	being about
regret <i>verb</i>	feel bad
reliable <i>adj</i>	dependable
replacement <i>noun</i>	someone who fills the position of another
representative <i>noun</i>	a person who acts on behalf of another person, company, policy...
resignation <i>noun</i>	the act of leaving a job position
respected <i>adj</i>	considered good and honest
retirement <i>noun</i>	a permanent leave from the workplace (usually due to aging)
senior staff <i>noun</i>	employees who hold high positions or have been working at the same place for a long time
severance <i>noun</i>	money paid to make up for a separation
sharp <i>adverb</i>	exactly (in reference to time)
skyrocketed <i>verb</i>	went up higher very quickly
stock <i>noun</i>	share in ownership
struggle <i>verb</i>	work at with difficulty
sufficient <i>adj</i>	enough
support <i>noun</i>	financial help
T.B.A	To Be Announced
versatile <i>adj</i>	with a variety of skills and abilities

welcome <i>adjective</i>	(happily) permitted to do something
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Краткий англо-русский экономический словарь

ENGLISH	ПЕРЕВОД
to abolish	отменять, уничтожать, упразднять
abuse	злоупотребление
access	доступ
account	счет, вклад, депозит
accountancy (UK) accounting (US)	бухгалтерское дело, счетоводство
accumulation of capital	накопление капитала (основных фондов)
to acquire	1) получать, приобретать; 2) извлекать; 3) овладевать (знаниями)
activity	1) деятельность; 2) активность, оживление (спроса, рынка)
adequate	1) соответствующий, отвечающий требованиям; 2) достаточный; 3) компетентный
adherence	соблюдение, строгое следование правилам
to adopt	1) принимать; 2) усваивать
to advocate	1) защищать, выступать в защиту; 2) поддерживать; 3) отстаивать
agent	1) агент, представитель; 2) посредник, поверенный; снабженец; 3) действующая сила, фактор
aid	1) помощь, поддержка; 2) помощник
to allege	1) утверждать (гл. образом без основания); 2) утверждать, что якобы; 3) ссылаться; 4) приписывать
allocation of resources	распределение ресурсов
altruistically	альтруистично
analyses – мн. ч. от analysis	1) анализ, изучение, исследование; 2) теория; 3) метод расчета
applicable	1) применимый, пригодный, подходящий; 2) соответствующий
to apply	1) обращаться (с просьбой); 2) подавать заявление; 3) применять(ся), использовать (to); 4) прилагать
appraisal	1) оценка; экспертиза; 2) оценочная ведомость, оценочный документ; 3) аттестация
approach	подход, метод, способ
to argue	1) аргументировать, приводить доводы, доказывать, утверждать; 2) обсуждать; 3) спорить
to ascertain	1) устанавливать; определять; 2) индивидуализировать (о продаваемом товаре)
assassination	1) вероломное убийство; 2) убийство по политическим мотивам, политическое убийство; 3) убийство по найму

to assert	утверждать, заявлять, отстаивать, защищать (претензию, право)
assertion	утверждение, отстаивание (прав, претензий)
assets	имущество, средства, авуары, ресурсы, активы
assumption	1) принятие на себя (ответственности, обязанности, риска, власти); 2) допущение, предположение, презумпция
assurance	уверение, гарантия, заверение, уверенность
to attest	давать свидетельские показания, заверять, засвидетельствовать
balance of payments	платежный баланс, счета внешнеэкономической деятельности (система счетов, отражающая стоимостное выражение всех внешнеэкономических операций страны за определенный период времени)
bank deposit	банковский вклад, депозит
to bargain	1) торговаться о цене; 2) вести переговоры, договариваться; 3) заключить сделку; 4) прийти к соглашению, условиться (for), договориться
basis	базис, основа; основание
to be bound	быть обязанным
bias	1) отклонение, сдвиг; тенденция; 2) склонность, пристрастие, предубеждение, предвзятость
blackmail	шантаж, вымогание, вымогательство, шантажирование
bond	облигация
bonus	1) премия, вознаграждение; 2) бонус; 3) добавочный дивиденд
book-keeping (=bookkeeping)	счетоводство, ведение бухгалтерских книг
to borrow	брать займы, брать на время, одалживать, занимать (деньги или иной актив)
bourgeois	капиталист, буржуа
bourgeoisie	буржуазия
budget restriction = budget limitation	бюджетное ограничение, ограничение бюджета
bulk	1) масса; 2) объем; 3) большая часть, основная часть
capacity	производственная мощность, производственный потенциал
capital assets	основные средства [фонды], материальные внеоборотные [долгосрочные] активы, основной капитал
capital flow	движение капитала, приток капитала, поток капитала
capital goods	1) средства производства; 2) капитальное имущество
capital offense (offence (UK))	1) серьезное правонарушение; 2) преступление, караемое смертной казнью
to carry out	производить, выполнять, совершать; осуществлять

to cause	1) быть причиной, вызывать, побуждать; 2) причинять
charge	1) сбор, поступления, отчисления; цена; комиссия (за услуги); плата; 2) занесение [запись] на счет; запись в долг, долг; дебетовая запись, запись по дебету (счета по учету расходов)
charter	устав
chattel	1) движимое имущество; 2) раб, крепостной, невольник
to cheat	мошенничать, ловчить; надувать
to cite	1) цитировать, ссылаться; указывать наименование закона; 2) перечислять (факты)
civil liberties	гражданские свободы (Автономность граждан по отношению к государственным властям и другим гражданам, свобода от незаконного вмешательства государства в дела личности)
claim	1) требование; 2) претензия, иск; 3) утверждение, заявление
to claim responsibility	брать на себя ответственность (за совершение теракта)
close	1) близкий (о времени и месте); 2) закрытие бухгалтерских книг (в конце учетного периода)
code	кодекс
to coerce	принуждать, принудить
coercion	1) принуждение, насилие, применение силы 2) сила принуждения; возможность принудить
coercive	насилованный, принудительный
coinage	1) монетная система; 2) чеканка монеты; 3) металлические деньги
collapse	разрушение, крушение, гибель, крах, падение
collateral	обеспечение, залог (имущество, передаваемое заемщиком кредитору в качестве гарантии возврата долга), дополнительное обеспечение
commerce	1) торговля (оптовая); 2) коммерция
commensurate	соответственный, соответствующий, соразмерный, соизмеримый
commodity	товар, продукт (продукт труда, предназначенный для продажи)
Common Market	Общий рынок (неофициальное название Европейского экономического сообщества)
common practice	установившаяся практика
Commonwealth of Nations	Содружество Наций (межгосударственное объединение Великобритании и большинства бывших английских доминионов, колоний и зависимых территорий. Включает 50 государств; устава или конституции, определяющих характер, структуру и цели Содружества, не имеет)

communism	коммунизм
compatible	совместимый, сходный
to compete	состязаться, соревноваться, конкурировать
competition	конкуренция, соревнование, состязание
compliance	одобрение, согласие
to comply with	подчиняться
compulsory	принудительный, обязательный
to condemn	1) осуждать, порицать; 2) браковать, признавать негодным
conscious	сознательный, осознанный; сознающий
consequence	следствие, последствие
concession	1) уступка; 2) концессия
to consider	1) рассматривать, обсуждать; 2) полагать, считать; 3) принимать во внимание, учитывать
consistent	1) последовательный; 2) стойкий; 3) совместимый; согласующийся
consumer	потребитель, покупатель
consumerism	1) стимулирование потребительского интереса; 2) защита интересов потребителя
consumption	1) потребление; затрата, издержки, расход; 2) сфера потребления
contributor	ассистент, помощник
controversial	спорный, сомнительный, поставленный под сомнение, вызывающий спор, дискуссионный
copyright law	авторское право, законодательство об авторском праве
corporation	объединение, общество, корпорация
corporation tax corporate income tax	корпоративный налог, налог на корпорации, налог на прибыль корпорации (налог, уплачиваемый с прибыли корпорации (в отличие от подоходного налога, взимаемого с ее акционеров))
corvee	1) барщина; 2) рабский труд, тяжелая работа
counsel	совет; пожелание, наставление
counterproductive	приводящий к обратным результатам
to credit	1) верить, доверять; 2) кредитовать; 3) приписывать (кому-л. совершение какого-л. действия)
credit history	досье заемщика, кредитная история (Содержит сведения о выполнении им прошлых и действующих обязательств по кредитам (для оценки риска при предоставлении нового кредита))
criteria (мн. ч. от criterion)	критерии
currency	валюта, деньги, средство обращения
customs union	таможенный союз

de facto	де-факто, на деле, фактически, в действительности
defensive	защитный, оборонительный, оборонный, защищающий, направленный на защиту, защитительный
delay	задержка, опоздание, промедление, отсрочка, простой
to deny	1) отрицать, опровергать; 2) лишать, отказывать(ся) предоставить что-л.
to deposit	1) вносить, класть в банк, депонировать, сдавать на хранение; 2) давать задаток
depreciation	амортизация (постепенное списание стоимости актива в расходы тех отчетных периодов, в которых ожидается получение выгод от использования этого актива)
to derive	происходить, получать, извлекать (from)
derogation	1) частичная отмена (закона); 2) умаление (прав, свобод)
to destroy	разрушать, рушить, сносить, ликвидировать, стирать с лица земли
detractor	инсинуатор, клеветник, очернитель
to the detriment of	в ущерб чему-л.
devastating	опустошительный, разрушительный
developing countries	развивающиеся страны
direct	прямой, непосредственный
direct relationship	прямая связь
disaster	бедствие, катастрофа
discharge	1) уплата, выплата; 2) выполнение, исполнение
disclosure	раскрытие; выдача (сведений); сообщение, разглашение
discrepancy	расхождение, несоответствие, различие
disparity	1) неравенство; 2) несоответствие, диспропорция
dispute settlement	урегулирование разногласий (разрешение конфликта двух сторон с противоположными целями, часто при помощи посредника)
disruption	1) подрыв, срыв, крушение, крах; 2) отпадение, раскол
to distribute	1) распределять, раздавать 2) размещать 3) классифицировать 4) рассылать, распространять
distribution	1) раздача, распределение; рассылка; 2) распределение, распространение
diverse	многообразный, различный, разнообразный, разный; разнотипный
dividend	дивиденд (часть прибыли компании, которая распределяется среди акционеров; может распределяться в форме дополнительных денежных средств или акций)

domestic currency	местная (национальная, отечественная) валюта
to drain	истощать, опустошать, выкачивать
drastically	решительно, радикально
drawings	изъятия (выплаты из чистой прибыли индивидуальному предпринимателю или участнику партнерства, аналогичные дивидендам в акционерной компании)
to earn	1) зарабатывать; 2) заслуживать
economic activity	деловая активность
economic development	экономическое развитие
economic sanctions	экономические санкции
economics	экономика, народное хозяйство, экономическая наука, политическая экономия, хозяйственная жизнь
in effect	в действительности, в сущности, на самом деле
effort	усилие, напряжение, попытка
egalitarian	поборник равноправия, эгалитарист
electoral rights	избирательные права
embargo	эмбарго, запрещение, запрет
to embody	1) воплощать в жизнь, олицетворять, заключать в себе, содержать; 2) объединяться, сливаться (в акционерное общество)
emergence	появление, выход
employer	предприниматель, наниматель, работодатель
to encourage \	поощрять, содействовать
to enforce	1) принуждать, заставлять, взыскивать, настаивать; 2) вводить в действие (закон и т.п.), приводить в исполнение
enforceable	1) имеющий исковую силу; 2) могущий быть принудительно осуществленным в судебном порядке; 3) обеспеченный правовой санкцией
enforcement	принуждение, взыскание, давление
to engage	1) нанимать (проводника, адвоката, прислугу); 2) заниматься чем-л. (in/on/with); 3) обязываться (oneself)
to enhance	повышать (цену, качество, авторитет, значение), увеличивать, усиливать, усугублять
enormous	громадный, гигантский, обширный, огромный
enterprise	1) предприятие (смелое, рискованное); 2) промышленное предприятие; 5) завод, фабрика
entitlement	1) право на что-л.; 2) документ о праве; 3) предоставление права
entity	1) экономический субъект, экономическая единица; 2) юридическая [организационно-правовая] форма

	(организации компании; напр. акционерное общество, товарищество)
entrepreneurship	предпринимательство
equity	собственный капитал, собственные средства
established	1) учрежденный; установленный; 2) признанный
establishment	1) основание, введение, учреждение; 2) заведение, предприятие; 3) утвержденные штаты, штатное расписание; 4) весь государственный строй
European Central Bank	Европейский центральный банк (общеевропейский центральный банк, созданный в 1998 г. странами-членами ЕС для управления единой европейской валютой)
European Economic Community	Европейское экономическое сообщество (группа западноевропейских государств (Бельгия, Великобритания, Греция, Дания, Ирландия, Испания, Италия, Люксембург, Нидерланды, Португалия, Франция, Германия), объединившихся в экономический союз в 1957)
European Investment Bank	Европейский инвестиционный банк
European Union	Европейский союз (экономическая ассоциация 12-ти стран Европы, основанная 1 ноября 1993 г.
evaluating	оценивание
evidence	1) основание; 2) данные, факты; 3) доказательство
to evidence	1) служить доказательством, показывать; 2) удостоверить, свидетельствовать, подтверждать; 3) давать показания, выступать свидетелем
to exact	1) требовать (настоятельно); 2) добиваться; 3) взыскивать
to exaggerate	1) преувеличивать, усложнять; 2) чрезмерно увеличивать
to examine	1) изучать, исследовать; 2) рассматривать; 3) проверять
to exceed	превышать, превосходить
excess	избыток, излишек
exchange rates	валютные курсы, курсы обмена валют
excise tax	акцизный сбор (сбор или налог, которым облагаются определенные товары)
to exhibit	показывать, демонстрировать
to expand	1) расширять(ся), увеличивать(ся) в объеме; 2) развивать(ся)
expenditure	трата, расходование, затрачивание (процесс использования ресурсов (времени, денег, усилий и т. п.)
exploitative	эксплуататорский

extent	1) размер; 2) степень, мера; 3) объем
externalities	внешние эффекты, экстерналии (положительные или отрицательные побочные последствия производства или потребления, осуществляемого одним субъектом/субъектами, напрямую затрагивающие другого субъекта/субъектов)
extra	1) добавочный, дополнительный; 2) особый, специальный; 3) экстренный
to facilitate	облегчать, содействовать, способствовать, продвигать
famine	1) голод, голодание; 2) острый недостаток (чего-л.)
to favor (favour (UK))	1) благоприятствовать; 2) помогать; 3) поддерживать, покровительствовать; 4) оказывать предпочтение
feudal	феодальный
feudalism	феодализм
financial accounting	финансовый учет (процесс сбора и обработки информации об экономической деятельности организации, ее ресурсах и обязательствах, завершающийся составлением финансовой отчетности)
financial statement(s)	финансовый отчет
financial market	финансовый рынок (обобщающий термин для рынка капиталов, денежного рынка, валютного рынка)
findings	полученные данные, добытые сведения
to fire	увольнять с работы, увольнять с должности
fisheries	рыбоохранный
flat [flæt]	1) ровный, плоский; 2) одинаковый
to fluctuate	1) колебать(ся), быть неустойчивым; 2) меняться (о ценах, спросе)
to forge	подделывать документ, изготавливать подложный документ
to foster	благоприятствовать, поощрять, побуждать, стимулировать
fraud	обман; мошенничество
free market	свободный рынок, свободная торговля
to frighten	запугивать, устрашать
full employment	полная занятость
funds	фонды, средства (денежные)
to furnish	снабжать (with); доставлять, предоставлять
General Agreement on Tariffs and Trade (GATT)	Генеральное соглашение о таможенных тарифах и торговле (подписано 23 странами 30.10.1947 в Женеве. В 1995 передало свои функции Всемирной торговой организации)
to generate	1) вызывать, порождать, рождать; 2) производить, генерировать, делать

goods and services	товары и услуги
to gouge	обманывать, надуть; назначать завышенную цену
governmental authorities	государственная власть
gross domestic product (GDP)	валовой внутренний продукт, ВВП (совокупная стоимость товаров и услуг, созданных внутри страны за определенный период (обычно за год), один из основополагающих макроэкономических показателей)
guerrilla warfare	партизанская война
health care	здравоохранение
hence	1) значит; 2) отсюда; 3) следовательно
heritage	наследство, наследие
heterogeneous	гетерогенный, неоднородный, разнородный, разнотипный, различный
hierarchical	иерархический
to highlight	выдвигать на первый план
Holy See	папский престол, святейший престол, Ватикан
home rule	самоуправление, автономия
homemaker	хозяйка дома, мать семейства
household	домашнее хозяйство, двор, дом (как предмет хозяйственных забот)
human rights	права человека
ills	невзгоды, беды, несчастья
impact	1) толчок, импульс; 2) влияние, воздействие
to implement	выполнять, осуществлять
to impose	1) облагать (налогом, податью, сбором) (оп/upon); 2) налагать (обязательство); 3) навязывать; 4) обманывать
inaccessible	недоступный, недостижимый, недостижимый, неприступный
incentive	1) поощрение, стимул; 2) побуждение
income	доход, поступления; заработок
income statement	декларация о доходах (официальный документ, содержащий сведения о доходах его автора, как правило, в целях налогообложения)
income tax	подходный налог
indigenous	аборигенный, местный, туземный
indirect	1) не прямой; 2) косвенный
to induce	1) побуждать, стимулировать, вызывать; 2) причинять
industrial revolution	промышленная революция

inevitable	неизбежный, неминуемый
information technology (= infotech) (IT)	информационная технология (технология, связанная с созданием, обработкой, хранением, использованием, пересылкой и управлением информацией)
ingot	литейная форма; слиток, болванка
inherent	1) свойственный, присущий; 2) врожденный, внутренний
inheritance	наследование, наследство, наследие
initial	начальный, первоначальный
insider trading	инсайдерные торговые операции с ценными бумагами, покупка (акций) осведомленным лицом (незаконные операции с ценными бумагами на основе внутренней информации о деятельности компании-эмитента)
instant	мгновение, миг, момент
to institute	1) учреждать, вводить; 2) основывать
institutionalize	1) институционализировать, конституировать; 2) помещать в учреждение закрытого типа (специальную больницу, реформаторий, тюрьму)
insurance	страхование
integrity	нетронутость, неприкосновенность, целостность, полнота
intellectual property	интеллектуальная собственность (подразделяется на промышленную собственность (industrial property) и работы, охраняемые авторским правом (copyrightable subject-matter))
intellectual property rights	права на интеллектуальную собственность (общее понятие, охватывающее права на нематериальную собственность)
intended use	использование по назначению
interest	1) интерес, заинтересованность; 2) важность, значение; 3) доля, участие; 4) проценты (на капитал), доход
interest group	группа лиц, имеющих общие интересы, группа лиц, объединенная общими интересами
intergovernmental organization	межправительственная организация
interim	промежуточный, предварительный
internal control	внутренний контроль (средства и методы обеспечения эффективной деятельности организации и сохранности ее активов, используемые руководством компании)
international law	международное право
International Monetary Fund	Международный валютный фонд, МВФ (международная валютно-финансовая организация, учрежденная ООН в 1944 г. как орган регулирования международной валютной системы)

interrogation	допрос (свидетелей и подозреваемых)
intervention	1) интервенция, вмешательство; 2) посредничество; 3) валютная интервенция
innovation	1) новшество, нововведение; 2) рационализаторское предложение
inventory	опись, список, реестр
investment fund	1) инвестиционный фонд (организация, осуществляющая управление инвестированием средств своих вкладчиков (акционеров)); 2) фонд инвестиций [капиталовложений] (пул денежных средств, сформированный для осуществления инвестиционной деятельности)
invoice	счет, фактура, счет-фактура,
to involve	1) вовлекать, включать; 2) включать в себя
involvement	вовлеченность, участие (в чем-л. - in; with)
issue	1) выпуск, издание; 2) вопрос (проблема), спорный вопрос
to issue	1) выпускать в обращение, издавать; 2) выписывать; 3) выставять
to join	1) присоединять(ся) 2) соединять(ся) 3) вступать в члены
judgment	1) присуждение; 2) суждение; 3) усмотрение
in kind	натуральный (в форме товаров или услуг, а не денег)
to label	1) прикреплять ярлык, этикетку, навешивать бирку и т. п.; 2) категоризировать, относить к какой-л. категории; приклеивать, навешивать ярлык (as)
labor (US) (labour (UK))	труд, работа
laborer	неквалифицированный рабочий
latitude	1) широта; 2) свобода, терпимость; 3) обширность
law	закон
to lay out the principles	изложить принципы
to lease	1) сдавать внаем, в аренду; 2) брать внаем, в аренду
legal entity	юридическое лицо
legal recognition	юридическое признание, судебное признание
legal sense	юридический смысл
legal system	1) правовая система; 2) судебная система
legal tender	законное платежное средство
legitimate	1) законный; 2) правильный
levy	1) сбор; 2) налог; 3) взимание (налогов); 4) обложение (налогами)
liabilities	долги, денежные обязательства, задолженность
life expectancy	средняя продолжительность жизни

to liquidate	1) ликвидировать (напр., предприятие); 2) частично выплатить долги; 3) оплатить, погасить (долг)
loan	заем, ссуда, кредит
loss	убыток
Maastricht treaty	Маастрихтский договор (договор об образовании Европейского союза, подписанный 7 февраля 1992 г.б представляет собой развитие и углубление положений римского договора 1957 г.)
machinery	1) машинное оборудование, машины, детали машины; 2) механизм; 3) аппарат (государственный и т.п.)
macroeconomics	макрэкономика
magnitude	1) величина, размеры; 2) значение
mainstream	основное направление, главная линия, господствующая тенденция
management	1) управление, руководство, заведование; 2) администрация; 3) дирекция; 4) регулирование
mandatory	обязательный
manufacturer	1) фабрикант; 2) заводчик; 3) предприниматель; 4) промышленник; 5) изготовитель
market place	1) рынок; базарная площадь (место для проведения торговли); 2) сфера торговли (область экономической деятельности, характеризующаяся куплей-продажей товаров (услуг))
markup	1) наценка (надбавка розничного продавца к оптовой цене товара); 2) надбавка (разница между затратами на производство продукта и ценой, которую устанавливает фирма)
means of payment	платежные средства
means of production	средства производства
by means of	посредством
measure	1) мера, мерило, критерий; 2) масштаб; 3) степень; 4) предел; 5) мероприятие
medieval	средневековый
to meet the needs	удовлетворять требования
microeconomics	микроэкономика
Middle East	Ближний Восток
militant	активист, борец
minimum wage	минимальная заработная плата
ministerial meeting	совещание или встреча на уровне министров
to misguide	1) неправильно направлять; 2) вводить в заблуждение
to mitigate	смягчать, уменьшать (строгость, суровость; наказание), умерять, сдерживать (жар, пыл), облегчать (боль, страдание)

mixed economy	смешанная экономика
monetary policy	денежно-кредитная [денежная, монетарная] политика (проводится монетарными властями и связана с управлением динамикой денежной массы и процентными ставками)
monopoly	монополия
monopsony	монопсония, монополия покупателя
most favoured nation	наиболее благоприятствуемая нация, государство, на которое распространён режим наибольшего благоприятствования
movement of capital	обращение капитала
multinational corporation	многонациональная корпорация
mutually beneficial	взаимовыгодный
nation-state	государство-нация, национальное государство
national market = domestic market	внутренний рынок, национальный рынок (рынок страны, в которой находится производитель)
natural person	физическое лицо (правовое понятие, призванное отличить человека (индивида) как субъекта права от другой категории субъектов права – юридических лиц)
natural rate of unemployment	естественный уровень безработицы
negotiating	ведение переговоров о купле-продаже
net loss	чистый убыток, чистые потери (сумма, на которую общая сумма расходов превышает общую сумму доходов за данный отчетный период)
net profit	чистая прибыль
non-profit organization	некоммерческая организация
note	банковский билет, банкнота
notion	1) понятие, представление, идея; 2) взгляд, мнение, точка зрения
novel	новый; оригинальный, нестандартный
objective	цель, задача, задание
to obligate	обязывать, связывать обязательством (моральным, вытекающим из контракта и т. д.)
obligation	обязательство, долг, обязанность (ответственность за выполнение какого-л. действия, выплату денежной суммы в надлежащий срок и т. п.)
obtaining	получение, достижение
Ombudsman	омбудсмен (парламентский уполномоченный по административным вопросам, в круг его обязанностей входит расследование жалоб частных лиц на работу государственных учреждений)
oppression	гнет, иго, притеснение, угнетение

to ordain	устанавливать в законодательном порядке, предписывать
order	1) приказ; приказание; распоряжение; инструкция; предписание; команда; 2) финансовое требование (требование выплатить какую-л. сумму на основании документа (напр. векселя, чека))
output	1) выпуск; 2) продукция; 3) производство, выработка, добыча; 4) производительность; 5) мощность, объем производства
outsider	постороннее лицо, человек, не принадлежащий к данному кругу, чужой
to overproduce	производить товары в количестве, превышающем спрос, перепроизводить
to oversee	1) надзирать 2) наблюдать (за)
to overstate	1) завышать (цены); 2) преувеличивать
oversupply	поставка, превышающая спрос или требование
to overuse	чрезмерно, слишком долго использовать, злоупотреблять
to owe	1) быть должным, быть в долгу перед кем-л.; 2) быть обязанным; 3) задолжать (деньги)
ownership	1) собственность; 2) владение; 3) право собственности
to part	1) разделять(ся), отделять(ся); 2) отдавать; 3) расставаться
passage	1) проход, проезд; 2) путь; 3) принятие (закона)
patron	1) покровитель, патрон, шеф, глава, заступник, руководитель; 2) постоянный покупатель, клиент
pattern	1) образец, пример; 2) структура
to pay debts	оплачивать долги, погашать задолженность
per annum	в год, ежегодно
perfect information	полная информация
performance	результативность, производительность, эффективность (характеристика степени эффективности использования ресурсов); результат
permanent damage	невосстановимые убытки, потери
perpetrator	злоумышленник, нарушитель, правонарушитель, преступник
perpetual	бессрочный, постоянный
personal possessions	личная собственность
planned economy	плановое хозяйство, плановая экономика
plot	1) заговор; 2) участок земли
plutocracy	плутократия (государственный строй, при котором власть формально и фактически принадлежит богатым)
political freedom	политическая свобода

Poll Tax per capita tax capitation tax	подушный избирательный налог, подушный налог
pollution	загрязнение (окружающей среды)
pool	1) объединение; 2) общий фонд; 3) пул (соглашение картельного типа между конкурентами)
poverty	бедность, нищета, нужда, скудость
in practice	1) на практике, на деле; 2) на поверку
practitioner	практикующий специалист
precious	драгоценный, благородный
predecessor	предшественник, равнопредшественник
predominant	преобладающий, господствующий, доминирующий
price ceiling	потолок цен, максимальная цена (установленный государством предел повышения цен)
price floor	минимальная цена
private enterprise	частное предпринимательство
private property	частная собственность
privately owned	находящийся в частной собственности
privatization	приватизация, передача в частную собственность
proceeds	вырученная сумма, выручка, доход
production	производство, производственная деятельность, изготовление, выработка (процесс превращения сырья и материалов в готовые к потреблению изделия)
production level	уровень производства
productive capacity	производительность, производственная мощность
to proffer	предъявлять, представлять (документ в суд)
progressive tax	прогрессивный налог
progressive taxation	прогрессивное налогообложение, налогообложение по прогрессивным ставкам
prominent	1) видный; 2) выдающийся, выступающий; 3) известный
to promote	1) выдвигать, продвигать, поощрять; 2) повышать в чине или звании; 3) содействовать продаже какого-л. товара
proper	1) присущий, свойственный, собственный; 2) правильный, должный, надлежащий
proponent	защитник, сторонник, поборник
proprietary	1) собственнический; 2) частный; 3) патентованный
to prosper	благодействовать, преуспевать, процветать
provable	доказуемый
to provide	1) снабжать (with), предоставлять; 2) обеспечивать

	(for)
public finance	государственные финансы; государственный бюджет
public good	общественное благо
punishment	наказание, взыскание
purchase price	покупная цена, цена на потребительские товары
to pursue	1) преследовать (цель); 2) следовать; 3) заниматься чем-л., действовать (по плану); 4) продолжать
pursuit	1) преследование, погоня; 2) поиски; 3) стремление
pursuit of profits	погоня за прибылью
to qualify	1) квалифицировать(ся); 2) готовить к деятельности; обучать; 3) определять; 4) называть(ся); 5) делать(ся) способным/годным; 6) делать(ся) правомочным
in question	о котором идет речь
to raise	1) поднимать (производство, цены и т.п.), повышать; 2) добывать, занимать (деньги); 3) собирать (налоги)
to range	классифицировать, распределять по классам/категориям, варьировать, колебаться в пределах
rate	1) размер, норма, ставка, тариф, такса, курс, цена; 2) скорость, темп; 3) пропорция, степень, процент, коэффициент, показатель
rationale	обоснование
raw material(s)	сырье
realm	1) королевство, царство; 2) область, сфера
reasonable	1) разумный, благоразумный; 2) справедливый, обоснованный; 3) умеренный, недорогой, приемлемый, подходящий, сходный (о цене)
receipt	расписка, квитанция
records	документы, записи
to recover	1) восстанавливать, поправляться, оживать, оживлять; 2) взыскивать; 3) получать обратно 4) возвращать; 5) инкассировать; 6) получать возмещение (за убытки)
Red Cross	Красный Крест (медицинская служба, организованная согласно Женевской конвенции 1864 года)
redistribution	перераспределение
to refer	1) отсылать, направлять, передавать на рассмотрение; 2) наводить справку, справляться; 3) упоминать; 4) относиться, иметь отношение к чему-либо
regime	режим, власть, система, строй
regressive	регрессивный
regulation	1) регулирование; регламентирование; 2) норма;

	правило; постановление; устав; инструкция
regulatory agencies	органы государственного регулирования
to remedy	1) исправлять; 2) излечивать; 3) возмещать
to remit	1) пересылать, переводить по почте (деньги); 2) ослаблять; 3) освобождать (от уплаты); 4) прощать; 5) откладывать (на более поздний срок)
to render	1) воздавать, платить; 2) давать; 3) оказывать (помощь, содействие); 4) представлять
to remunerate	вознаграждать, компенсировать, оплачивать
requirement	1) требование; 2) нужда, потребность; 3) расходы
to reside	1) проживать, жить (где-л.), пребывать, находиться (in, at); 2) быть присущим, свойственным, неотъемлемым (in)
resident	постоянно проживающее лицо, житель
to resolve	1) разрешать (сомнения); 2) улаживать; 3) принимать решение, решать (проблему)
retail distributor	розничный торговец
to retain	1) удерживать; 2) поддерживать; 3) сохранять
retaliatory measure	репрессивная мера, мера в порядке возмездия, ответная мера, репрессалия
revenue	доход (по основной [обычной] деятельности), выручка (любые поступления от продаж или из других источников)
review	обзор, проверка, ревизия
to review	1) пересматривать; 2) обозревать; 3) рассматривать
reward	поощрение, вознаграждение
risk-taking	принятие рисков
rule of law	1) норма права, правовая норма; 2) принцип господства права
ruling	1) управление; 2) постановление, решение (суда, председателя собрания)
sacred	священный, святой
sales representative	1) торговый представитель; 2) агент по продаже товаров; 3) комиссионер
sales tax	налог с продаж (оборота) (косвенный налог, взимаемый в виде процента от розничной стоимости продаваемых товаров)
to save	1) спасать, избавлять; 2) экономить; 3) выгадывать; 4) сберегать (деньги)
savings	сбережения
scarcity	недостаток, нехватка, дефицит; недостаточное количество
scope	1) размах, охват; 2) сфера (деятельности); 3) пределы; рамки, границы; 4) масштаб

self-interest	собственная выгода, заинтересованность
self-supporting	1) самостоятельный, независимый; 2) зарабатывающий себе на жизнь; 3) на хозрасчете
semiofficial	полуофициальный
signatory	подписавшаяся сторона, подписавшееся государство
simultaneously	вместе, одновременно, совместно
to skew	1) уклоняться, отклоняться, сворачивать в сторону; 2) перекашивать; 3) искажать, извращать
slavery	рабство
social setting	социальные условия
socialism	социализм
sole proprietorship	индивидуальное частное предприятие (организационная форма предпринимательской деятельности одного лица)
solution	решение, разрешение (вопроса, проблемы)
sovereign state	суверенное государство
to split	1) разделять (up), раздроблять; 2) разбивать
stagnant	1) застойный; 2) вялый, бездеятельный
stand	взгляд, позиция, точка зрения
standard of living	жизненный уровень, уровень жизни
to start a business	основать дело, открыть дело
stock	запас, резерв, фонд; инвентарь, имущество
stockholder	акционер, держатель акций (юридическое или физическое лицо, являющееся собственником акций акционерного общества, т. е. части акционерного капитала)
success	удача, успех, благоприятный исход
successive	1) последующий; 2) последовательный; 3) промежуточный
suicide bomber	террорист-смертник
supply and demand	предложение и спрос
to surmise	предполагать, подозревать, высказывать догадку
to sustain	1) поддерживать, подкреплять; 2) выносить, выдерживать
to target	ставить или намечать цель
tax	налог
tax-deductible	исключаемый [вычитаемый] из налогооблагаемой суммы [базы] (о расходах, которые уменьшают налогооблагаемый доход (напр., проценты по ипотечным кредитам, благотворительные взносы и т. п.))
tax evader (evador (UK))	лицо, уклоняющееся от уплаты налогов
tax fraud	налоговое мошенничество

thereby	1) таким образом; 2) в связи с этим, следовательно
terrorist act	террористический акт
totals	итоги
trade	1) торговля; 2) занятие, ремесло; 3) промысел; 4) сделка
transaction	сделка, торговая операция
transborder data flow	поток данных через границу государства (в международных сетях передачи данных)
transfer	1) передача, передача в собственность; 2) уступка (имущества, права); 3) перевод (денежных сумм); 4) перечисление; 5) (бухг) перенос
transferability	переносимость; передаваемость
treaty	договор, соглашение, конвенция
tribal	племенной, родовой
to turn down	отклонять, отвергать (напр. предложение)
ultimately	в конечном счете, в конце концов
unanimity	единодушие, единогласие
unavoidable	неизбежный, неминуемый, неотвратимый
uncollectible	безнадежный
undue influence	злоупотребление влиянием, неподобающее влияние
unemployment	безработица
unequivocal	недвусмысленный, определенный, четкий, ясный
uneven	1) нечетный; 2) неровный, неравномерный
United Nations	Организация Объединенных Наций
universal suffrage	всеобщее избирательное право
unjustifiably	неоправданно, незаконно, непозволительно
unlawful	беззаконный, незаконный, противозаконный, противоправный, запрещенный
untamed	дикий, неприрученный
usage	использование; применение; употребление; эксплуатация
valuation	оценка, определение ценности, стоимости
value	1) ценность; 2) стоимость, стоимостное выражение, цена; 3) валюта; 4) важность; 5) значение
Value Added Tax (VAT)	налог на добавленную стоимость (НДС) (косвенный налог, взимаемый со стоимости, добавленной на каждом этапе производства и обмена товаров и услуг, т. е. с разницы между стоимостью данного продукта или услуги и стоимостью ресурсов, использованных при производстве данного товара или оказании данной услуги)
vehicle	1) транспортное средство (тж. летательный аппарат); 2) средство передачи, распространения чего-л.; переносчик, посредник

vice versa	наоборот, обратно, противоположно
virtual	1) фактический, действительный; 2) виртуальный, возможный, по существу дающий тот же эффект в данных условиях
voluntary	1) добровольный; 2) неоплачиваемый; безвозмездный (о работе); 3) намеренный, сознательный, умышленный
vote	1) голосование; 2) голос; 3) право голоса; 4) вотум
wallet	бумажник
war crime	военное преступление
welfare	1) благосостояние, благополучие, достаток; 2) работа по улучшению быта, благотворительность
wholesale distributor wholesaler	оптовик, оптовый торговец
to wind (wound, wound) up	ликвидировать, закрыть (фирму)
withdrawal	1) отзыв, увод; 2) изъятие; 3) отвлечение, уход; 4) расходование (снятие денег)
work force	рабочая сила, работники, рабочие
World Bank	Международный банк (название банка International Bank for Reconstruction and Development, даваемое в английской и американской печати, межгосударственная валютно-финансовая организация, созданная в 1945 г. с целью долгосрочного кредитования развивающихся стран; является специализированным учреждением ООН)
world economy	мировая экономика
World Trade Organization	Всемирная торговая организация, в рамках которой действует ряд многосторонних международных договоров, включающих положения об охране объектов промышленной собственности. Штаб-квартира в Женеве. Организована 1.01.1995.
worth	стоимость, ценность, цена
written statement	письменное заявление

Подробнее - на сайте: http://study-english.info/economic_vocabulary.php#ixzz1twOkw15y
<http://study-english.info/>

ГРАММАТИЧЕСКИЙ СПРАВОЧНИК

TERM I

GRAMMAR REFERENCE. (ГРАММАТИЧЕСКИЙ СПРАВОЧНИК)

THE NUMERAL (ЧИСЛИТЕЛЬНОЕ)

1 one	11 eleven	
2 two	12 twelve	20 twenty
3 three	13 <u>thirteen</u>	30 thirty
4 four	14 <u>fourteen</u>	40 forty
5 five	15 <u>fifteen</u>	50 fifty
6 six	16 <u>sixteen</u>	60 sixty
7 seven	17 <u>seventeen</u>	70 seventy
8 eight	18 <u>eighteen</u>	80 eighty
9 nine	19 <u>nineteen</u>	90 ninety
10 ten		

Numbers over 100

<i>Numbers over 20</i>	101 a/one hundred (and) one
21 twenty-one	121 a/one hundred (and) twenty-one
22 twenty-two	200 two hundred
32 thirty-two	232 two hundred (and) thirty-two
99 ninety-nine	999 nine hundred (and) ninety-nine

Note: In **British English** they say: **two hundred and thirty-two**. But in American English: two hundred thirty-two.

Numbers over 1000

1001 a/one thousand (and) one
1121 one thousand one hundred (and) twenty-one
2000 two thousand
2232 two thousand two hundred (and) thirty-two
9999 nine thousand nine hundred (and) ninety-nine
In English, we write thousands with a comma: 1,000 (one thousand) 4,250 (four thousand, two hundred and fifty)
If you don't hear an important number, ask the other person to repeat:
"Sorry, can you repeat that, please?"
Approximate numbers are easier to say:
98 - about a hundred (*приблизительно 100*)
968,000 - about a million (*приблизительно 1 миллион*)

Ordinal numbers(порядковые числительные)

20th - twentieth
21st - twenty-first
25th - twenty-fifth
90th - ninetieth
99th - ninety-ninth

Dates (даты)

1624 sixteen twenty-four
1903 nineteen-oh-three
1987 nineteen eighty-seven
2006 two thousand and six

100th - hundredth
 101st - hundred and first
 225th - two hundred (and) twenty-fifth

Dates

Use ordinal numbers: 1st January, 2nd February, 21st May
 Use the preposition **on** for days and dates: on Monday, on 5th May
 Use the preposition **in** for months and years: in April, in 2009
 Note the difference between British and US English:
 British: 4th June 2008 = 4/6/2008
 US: June 4th 2008 = 6/4/2008
 We write: 1807, 1995, 2008
 We say: eighteen oh seven, nineteen ninety-five, two thousand and eight

Prices

When we write, the currency sign goes before the number: \$1, €2
 When we speak, the number goes before the currency: one dollar, two euros
 There is more than one way to say some prices: \$2.50: two dollars, fifty cents / two dollars fifty / two fifty; £4.95: four pounds ninety-five pence / four pounds ninety-five / four ninety-five
 Other examples:
 £495.00: Four hundred and ninety-five pounds, €2,000.00: two thousand euros,
 \$1m: one million dollars **NOT** one million of dollars, £5m: five million pounds, €10bn: ten billion euros
 In emails, we often write the currency code: 50 USD: 50 US dollars, 25 ZAD: 25 South African rand

Telling the time

a.m. - ante meridiem (before 12 noon) - до полудня, в утренние часы (с 12 часов ночи до 12 часов дня)
 p.m. - post meridiem (after 12 noon) - после полудня

THE PRONOUN (МЕСТОИМЕНИЕ)

ЛИЧНЫЕ МЕСТОИМЕНИЯ		ПРИТЯЖАТЕЛЬНЫЕ МЕСТОИМЕНИЯ	ПРИТЯЖАТЕЛЬНЫЕ МЕСТОИМЕНИЯ (абсолютная форма)	ВОЗВРАТНЫЕ МЕСТОИМЕНИЯ
именительный падеж	объектный падеж			
I <i>Я</i>	Me <i>мне/меня</i>	My <i>мой, моя, мои, моё</i>	Mine <i>мой, моя, мои, моё</i>	Myself
We <i>Мы</i>	Us <i>нам/нас</i>	Our <i>наш, наша, наши, наше</i>	Ours <i>наш, наша, наши, наше</i>	Ourselves
You (ед.ч.) <i>Ты</i>	You <i>тебе/тебя</i>	Your <i>твой, твоя, твои, твоё</i>	Yours <i>твой, твоя, твои, твоё</i>	Yourself
You (мн.ч.) <i>вы</i>	You <i>вам/вас</i>	Your <i>ваш, ваша, ваши, ваше</i>	Yours <i>ваш, ваша, ваши, ваше</i>	Yourselves
He <i>он</i>	Him <i>ему/его</i>	His <i>его</i>	His <i>его</i>	Himself
She	Her	Her	Hers	Herself

<i>она</i>	<i>её/ей</i>	<i>её</i>	<i>её</i>	
They <i>они</i>	Them <i>им/их</i>	Their <i>их</i>	Theirs <i>их</i>	Themselves
It <i>оно/он/она</i>	It <i>ему/ей, его/её</i>	Its <i>его/ее</i>	Its <i>Его/ее</i>	Itself

НЕОПРЕДЕЛЁННЫЕ МЕСТОИМЕНИЯ

МЕСТО-ИМЕНИЕ	УТВЕРДИТЕЛЬНОЕ ПРЕДЛОЖЕНИЕ	ОТРИЦАТЕЛЬНОЕ ПРЕДЛОЖЕНИЕ	ВОПРОСИТЕЛЬНОЕ ПРЕДЛОЖЕНИЕ
some	I have some books.	в значении « некоторые » Some students <u>don't</u> want to learn foreign languages. Некоторые студенты <u>не хотят</u> изучать иностранные языки.	Специальный вопрос; Why don't you ask your mother for some more money? (Почему ты не попросишь у своей матери побольше денег?) Общий вопрос, содержащий просьбу, приглашение или спрашивающий рассчитывает на положительный ответ Can I have some cold water? Могу я выпить холодной воды? в значении « некоторые » Can you give me some idea of what book to read?
any	Условные предложения; If you know any facts, tell me. в значении « любой » Any student knows that. (Любой студент знает это.) Come at any time. (Приходи в любое время.)	He doesn't have any friends.	Общий вопрос Did he make any mistakes in the test? (Он сделал (какие-либо) ошибки в тесте?) Have you got any scissors? У вас есть ножницы?

Употребление неопределенных местоимений и их производных зависит от того, является ли утвердительным, вопросительным или отрицательным предложение, в котором они используются. Местоимение **some** и его производные употребляются в утвердительных предложениях, а **any** в отрицательных предложениях, общих вопросах и условных предложениях.

Some (а не **any**) употребляется в специальных вопросах, а также в общих вопросах, если они содержат просьбу, предложение, приглашение или спрашивающий рассчитывает на положительный ответ. Очень часто местоимения **some** и **any** не переводятся на русский язык.

*Would you like something to add? Вы хотите **что-либо** добавить?*

Did someone just knock at the door? Сейчас постучали в дверь?

Неопределенные местоимения являются местоимениями единственного числа и согласуются с глаголом в единственном числе. Любое из местоимений 3-го лица

единственного числа может быть использовано вместо такого подлежащего в зависимости от смысла предложения.

- body	- one	- thing
some -somebody	someone	something
any –anybody	anyone	anything
no –nobody	no one (no-one)	nothing
every –everybody	everyone	everything

МЕСТОИМЕНЕНИЯ И НАРЕЧИЯ, ПРОИЗВОДНЫЕ ОТ SOME, ANY, NO, EVERY				
ОСНОВНЫЕ МЕСТОИМЕНЕНИЯ	ПРОИЗВОДНЫЕ МЕСТОИМЕНЕНИЯ			ПРОИЗВОДНЫЕ НАРЕЧИЯ
	+thing	+body	+one	+where
Some	something что-то, что-нибудь, что-либо, нечто	somebody кто-то, кто-нибудь, кто-либо, кое-кто, некто	someone кто-то, кто-нибудь, кто-либо, кое-кто, некто	somewhere где-то, где-нибудь, куда-то, куда- нибудь, куда-либо, куда угодно
Any	anything что-нибудь, все, что угодно	anybody кто-то, кто-либо, кто-нибудь, всякий, любой	anyone кто-то, кто-либо, кто-нибудь, всякий, любой	anywhere где-нибудь, куда-нибудь, где угодно, куда угодно
No	nothing ничто, ничего	nobody никто, никого	no one никто, никого	nowhere нигде, никуда
Every	everything всё	everybody все	everyone все, каждый	everywhere везде, повсюду, всюду

УКАЗАТЕЛЬНЫЕ МЕСТОИМЕНЕНИЯ

Указательные местоимения **this, that** имеют форму множественного числа **these, those**.

РУССКИЙ ЯЗЫК

единственное число
эта, этот, этот
множественное число
Эти
единственное число
та, тот, то
множественное число
Те

АНГЛИЙСКИЙ ЯЗЫК

единственное число
This
множественное число
These
единственное число
That
множественное число
Those

Указательные местоимения указывают на:

- то, что ближе к говорящему по месту и времени

this - этот / эта / это:

this table - этот стол

this Sunday - в это воскресенье

these - эти:

these windows - эти окна

these days - на днях / в эти дни

- то, что дальше от говорящего по месту и времени

that - тот / та / то:

that table - тот стол

that Sunday - в то воскресенье

those - те:

those windows - те окна

POSSESSIVE CASE (ПРИТЯЖАТЕЛЬНЫЙ ПАДЕЖ)

Существительное в притяжательном падеже является описательным словом к другому существительному и **отвечает на вопрос чей?**, обозначая таким образом принадлежность одного предмета другому.

В форме притяжательного падежа используются в основном существительные, обозначающие одушевленные предметы:

That is my **brother's car**. - Это машина моего брата.

Могут использоваться **существительные, обозначающие временные промежутки** (year / month / week / day / ...) и **расстояния** (mile / kilometre / ...):

Have you heard **today's news**? - Ты слышал сегодняшнюю новость?

It was a **15 miles'** journey. - Это был поход на 15 миль / 15-мильный поход.

В разговорной речи в притяжательном падеже часто называются небольшие специализированные магазины по продаже мяса / хлебобулочных изделий / овощей:

the butcher's - мясная лавка;

the baker's - булочная;

the greengrocer's - овощной магазин

Существуют два способа образования формы притяжательного падежа:

1. Относится к существительным в единственном числе; прибавляется "**s**" после апострофа в конце слова:

father'**s** car - папина машина;

my mother'**s** room - мамина комната;

a woman'**s** dress - платье (какой-то) женщины;

a week'**s** rest - недельный отдых

2. Относится к существительным во множественном числе с -s в конце; ставится только апостроф после всего слова; на произношение никак не влияет:

girls' **room** - комната девочек;

my friends' **car** - машина моих друзей;

ten days' **rest** - десятидневный отдых

Примечание: если существительное образует множественное число не прибавлением -s в конце слова, а меняет всю форму, то притяжательный падеж образуется след. образом:

woman — women's dresses - платья женщин;

man — men's cars - автомобили мужчин;

child — children's bedroom - спальня детей

Иногда перед существительными / местоимениями в притяжательном падеже используется существительное в единственном числе с предлогом **of**, придавая всей конструкции значение **один из**:

Сравните: Are you **a friend of John's**? – Ты **один из друзей** Джона?

Are you John's friend? - Ты друг Джона?

I've got **a book of yours**. - У меня **одна из твоих** книг.

I've got your book. - У меня **твоя** книга.

THE ARTICLE

Артикль никогда не используется самостоятельно, это один из признаков существительного и поэтому относится только к нему.

Не все существительные употребляются с артиклем. Если перед существительным стоит прилагательное, то **артикль** все равно **относится к существительному, но употребляется перед существительным**: a table - a big table - a new big table

Артикль никогда не ставится, если перед существительным есть местоимение (**my house / this house**) или отрицательное слово **no (no house)**.

Существуют два вида артикля: **неопределенный (A/an)** и **определенный (The)**.

Неопределенный артикль:

- имеет две формы: **a** и **an**;
- **a** ставится перед словами, начинающимися с согласного звука (**a table / a big room / a house**);
- **an** ставится перед словами, начинающимися с гласного звука (**an apple / an arm / an old house**);
- используется только с существительными в единственном числе;
- обозначает один предмет, непонятный или незнакомый собеседнику

Ситуация (example):

В комнате несколько человек, душно — кто-то предлагает:

— *Давайте откроем окно. — окон три; по произнесенной фразе невозможно точно определить, какое именно окно предлагается открыть, т.е. какое-то окно / любое из трех - a window.*

или:

— *Я купил книгу. — собеседник не знает точно, какую книгу купили; он не знаком с предметом - a book.*

Обычно на русский язык не переводится, хотя иногда может переводиться словами: **какой-нибудь / какой-то / один:**

— *Вам звонили.*

— *Кто звонил ?*

— ***Какой-то** мужчина. - A gentleman.*

Определенный артикль:

- имеет одну форму **the**;
- используется с существительными как в единственном, так и во множественном числе;
- обозначает предмет (предметы), о котором (которых) речь уже шла ранее или только что, т.е. знакомый / понятный собеседнику, выделяя таким образом называемый предмет (предметы) из ряда других таких же.

Ситуация (example):

Если в комнате одно окно, и кто-то предлагает его открыть, то всем понятно, о каком окне идет речь - the window;

или:

— *Я заходил в книжный магазин, давно присмотрел там себе книгу.*

— *Ты купил ее?*

— *Купил книгу и журнал. - I bought **the** book (my самую) and a magazine (собеседник впервые слышит про журнал, этот предмет ему не знаком).*

Обычно на русский язык не переводится, хотя иногда может переводиться словами: **этот / именно этот / этот самый:**

— *Я видел женщину.*

— *Какую женщину?*

— *Ту самую, которая была на вечере. - I saw **the** woman...*

Несколько лет назад я был в **(a)** деревне. **(The)** Деревня была большая и шумная. В **(the)** деревне было много домов. **(The)** Дома тоже были большие. Однажды вечером в наш дом вошел какой-то **(a)** мужчина. **(The)** Мужчина был высокий и стройный. С **(the)** мужчиной были **(a)** мальчик и **(a)** девочка. **(The)** Дети мне понравились сразу.

Наиболее употребительные случаи использования стандартных вариантов с артиклями.

НЕОПРЕДЕЛЕННЫЙ АРТИКЛЬ ставится:

- При отнесении предмета к классу предметов, назывании его одним из представителей класса предметов:

This is **a** typical day of **a** businessman.

A textbook is **a** book containing texts for studying **a** certain subject.

- С названиями специальностей:

I am **a** worker. She is **a** student.

- После слова **half (половина)** перед существительным в единственном числе:

half **a** bottle / half **an** hour / ...

- После оборота there + to be перед существительным в единственном числе:

There was **a** lamp on the table. - На столе была (какая-то) лампа.

- После слова **what** в восклицаниях перед существительным в единственном числе:

What **a** happy man! - Какой счастливый человек!

- После слова **such** перед существительными в единственном числе, обозначающими какой-либо конкретный предмет, а не целый класс предметов или вещество:

I haven't seen such **a** woman. - Я никогда не видел такой женщины.

но: I haven't used such liquid before. - Я никогда раньше не пользовался такой жидкостью.

- Перед именами и фамилиями в значении **некий / некто**:

A Mr. Fox called you. - Вам звонил некий мистер Фокс.

- С названиями марок / моделей чего-либо:

a Cadillac (марка автомобиля) / **a** Kodak (марка фотоаппарата)

- В составе некоторых устойчивых словосочетаний:

to be in **a** hurry - торопиться;

to be on **a** diet - быть на диете;

a lot of - много;

a great deal of - много и др.

СЛУЧАИ УПОТРЕБЛЕНИЯ НЕОПРЕДЕЛЕННОГО АРТИКЛЯ A/AN		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	При упоминании чего-либо впервые	A man came up to a policeman. <i>Человек подошел к полицейскому.</i>
2	При обобщении	A baby deer can stand as soon as it is born. <i>Оленята могут стоять на ногах сразу после рождения.</i>
3	При обозначении неопределенного количества конкретного предмета	Pass me a piece of bread. <i>Передайте мне (немного) хлеба.</i>
4	Перед названиями профессий или должностей	He is a doctor. <i>Он врач.</i>
5	В значении один перед исчисляемыми существительными, обозначающими время	Will you be back in an hour? <i>Вы вернетесь через час?</i>
6	Перед исчисляемыми существительными в единственном числе, определяемыми словами <i>such, quite, rather, most</i> (в значении <i>очень</i>)	He is quite a young man. <i>Он совсем еще молодой человек.</i> It is a most interesting book. <i>Это очень интересная книга.</i>

N. B.	Артикль <i>an</i> употребляется тогда, когда следующее за ним слово начинается с гласного звука: <i>an old woman старуха, an honest man честный человек.</i>
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ОПРЕДЕЛЕННЫЙ АРТИКЛЬ ставится:

- Перед названиями гостиниц: **the** Regent Hotel.
- Перед порядковыми числительными: **the** first .
- Перед прилагательными в превосходной степени: **the** best.
- Перед существительными, обозначающими единственные в своем роде предметы, известные всем: **the** sun / **the** moon и т.д.
- Перед названиями газет: **The** New York Times.
- Перед названиями кораблей: **The** Titanic.
- Перед названиями океанов, морей, рек: **The** Pacific Ocean, **The** Black Sea, **The** Dvina.
- Перед названиями стран, состоящими из нескольких слов:

The United States of America (есть исключения).

- Перед названиями языков, если используется слово **language**:

the English language (**но:** English) / **the** Russian language (**но:** Russian).

- Перед фамилиями, стоящими во множественном числе (обозначается вся семья в полном составе): **the** Browns - Брауны / семья Браунов

- В названиях частей суток: in **the** morning / in **the** afternoon / in **the** evening (**но:** at night) => утром / днем / вечером (ночью).

- В сочетании с двумя прилагательными в сравнительной степени: **the ... the ...** => чем....тем...

The more you learn something **the better** you know it. => Чем больше изучаешь что-либо, тем лучше знаешь.

- При переводе некоторых русских слов, обозначающих пространство (с предлогом): на улице - in **the** street;

в кино (куда?) - to **the** cinema;

в кино (где?) -at **the** cinema;

в институте - at **the** institute;

на работе - on **the** job (**но:** at work) и др.

- Перед названием сторон света:

the West / **the** East / **the** North / **the** South.

СЛУЧАИ УПОТРЕБЛЕНИЯ ОПРЕДЕЛЕННОГО АРТИКЛЯ THE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Если говорится о единственном в мире предмете	<i>The sun is in the sky. Солнце находится на небе.</i>
2	Когда говорится о предмете (или лице), единственном в данной обстановке	<i>The teacher is in the classroom. Учитель в классе.</i> (В данном классе находится только один учитель)
3	Когда о данном предмете уже упоминалось в разговоре или повествовании	<i>"I've got a very interesting book," says Mike. "Please show me the book," says Nick. «У меня есть интересная книга», — говорит Майк. «Покажи мне пожалуйста эту книгу», — говорит Ник.</i>
4	С существительным, перед которым стоит порядковое числительное	<i>We are on the fourth floor. Мы на пятом этаже.</i>
5	С существительным, перед которым стоит прилагательное в превосходной степени	<i>He is the best student in our group. Он лучший студент в нашей группе.</i>

6	Если говорится об определенном количестве вещества, например <i>tea чай, milk молоко, bread хлеб</i> и т. п.	Is <i>the</i> milk on the table? <i>Молоко на столе?</i>
7	Перед названиями морей, горных массивов, островов, рек, пустынь, кораблей, гостиниц, кинотеатров, театров; перед словами <i>country за городом, sea море, seaside у моря, mountains горы</i> (и при обобщении)	I'm taking a trip to <i>the</i> mountains next week. <i>На следующей неделе я еду в горы.</i> Did you go to <i>the</i> Black Sea or to <i>the</i> Volga? <i>Вы ездили на Черное море или на Волгу?</i>
8	Перед существительным в единственном числе, обозначающим целый класс предметов, людей (т. е. при обобщении)	<i>The</i> whale is a mammal, not a fish. <i>Кит — это млекопитающее, а не рыба.</i>
9	После слов <i>one of один (из), some of некоторые (из), many of многие (из), each of каждый (из), most of большинство (из)</i> (часто после слов <i>all все, both of оба</i>)	Most of <i>the</i> stories are very interesting. <i>Большинство рассказов очень интересны.</i> Give me <i>one of the</i> books. <i>Дайте мне одну из (этих) книг.</i>
10	Перед названиями четырех сторон света	<i>the</i> Northern part of our country — <i>север нашей страны</i>

АРТИКЛЬ НЕ СТАВИТСЯ:

- С названиями национальностей:

I am English. - Я англичанин.

My wife is Jewish. - Моя жена еврейка.

We are Russian. - Мы русские.

- С названиями улиц: Abbey Road / Gorky Street.

- С именами и фамилиями: I like Cindy. - Мне нравится Синди.

- С названиями времен года:

in winter / in spring / in summer / in autumn (**но:** (амер. вариант) in **the** fall)

зимой / весной / летом / осенью.

- С названиями месяцев:

It is December now. - Сейчас декабрь.

- С названиями дней недели:

It was on Monday. - Это было в понедельник.

- С названиями приемов пищи:

breakfast / lunch / dinner / supper - завтрак / обед / плотный ужин / легкий ужин.

- С названиями аэропортов: Heathrow Airport / Kennedy Airport.

- С названиями городов.

- С названиями стран, состоящими из одного слова (есть исключения): France, Spain

- Часто в заголовках статей в журналах и газетах: Bank Robbers Escape in Stolen Car

- В устойчивых сочетаниях:

at work - на работе;

at night - поздним вечером / ночью;

to go / come / arrive home - идти / прийти / приехать домой;

at home - дома;

to go to bed - лечь спать;

to be on holiday - быть в отпуске;

to go on foot - идти / ходить пешком

to go to university - учиться в университете/ходить университет

!!! Устойчивых выражений довольно много. Их нужно запоминать или смотреть в справочниках по грамматике в разделе «Артикль», а также в словаре.

ОТСУТСТВИЕ АРТИКЛЯ		
№ п/п	СЛУЧАЙ	ПРИМЕР
1	Перед исчисляемыми существительными во множественном числе (в тех случаях, когда в единственном числе следует употребить неопределенный артикль)	My father and my uncle are doctors. <i>Мой отец и мой дядя врачи.</i>
2	При обобщении (обычно используется множественное число или неисчисляемое существительное без артикля)	Carrots are my favourite vegetable. <i>Морковь — мой любимый овощ.</i>
3	В выражениях с собственным существительным в притяжательном падеже	John's coat пальто Джона
4	Перед существительным в функции определения	guitar lessons уроки игры на гитаре
5	Перед названиями континентов, стран, штатов, городов, улиц, озер	I've been neither to South Africa nor to North America. <i>Я не был ни в Южной Африке, ни в Северной Америке.</i>
6	Перед неисчисляемыми (абстрактными) существительными	This is important information. Это важная информация. I need advice. Мне нужен совет.
7	В некоторых сочетаниях существительного с предлогом, когда все сочетание имеет характер наречия. to/at/from school, university, college; to/in/into/from church; in time; at/from home; by car, bus, bicycle, plane, train, metro, boat etc.; for breakfast и т. д.	You can get there in time if you go by train. Вы можете добраться туда вовремя, если поедете поездом.

THERE IS/THERE ARE

Если хотят подчеркнуть наличие или отсутствие какого-нибудь явления, предмета или лица в определённом месте, предложение начинают конструкцией *there is / there are* (во множественном числе), за которой следует существительное, обозначающее это явление, лицо или предмет и обстоятельство места. Переводить такую конструкцию начинают (как правило) с обстоятельства места:

There are many English books in his library. В его библиотеке много английских книг.

There is a chair at the table. У стола стоит стул.

Форма глагола "to be" в таких конструкциях согласуется с первым существительным, следующим за ним.

Чтобы задать вопрос, нужно поставить глагол "to be" на первое место.

Are there any letters for me? Для меня есть письма?

Is there milk or juice in the jug? В кувшине молоко или сок?

How many books are there in your library? Сколько книг в твоей библиотеке?

Отрицание можно образовать двумя способами: при помощи отрицательного местоимения "no" или же отрицательной частицы "not" и местоимения "any".

There is no note for you. Тебе нет никакой записки.

There isn't any news in her letter. В её письме нет никаких новостей.

THE ADJECTIVE (ИМЯ ПРИЛАГАТЕЛЬНОЕ)

(часть речи, которая обозначает признак предмета и отвечает на вопрос what? какой/какая..?)

Имена прилагательные в английском языке не изменяются ни по родам, ни по числам, ни по падежам.

Имена прилагательные в английском языке могут изменяться по степеням сравнения.

В английском языке, так же, как и в русском, прилагательные и наречия имеют три степени сравнения: **positive** (положительную), **comparative** (сравнительную), **superlative** (превосходную).

В английском языке существуют два способа построения степеней сравнения.

1. Для простых/односложных (состоящих из одного слога) прилагательных:

POSITIVE (положительная)	COMPARATIVE (сравнительная)	SUPERLATIVE (превосходная)
small маленький	smaller меньший	(the) smallest Наименьший
large большой	larger больший	(the) largest самый большой

В превосходной степени прилагательные часто употребляются с определенным артиклем.

По этому же способу образуются степени сравнения двусложных прилагательных, оканчивающихся на -y, -er, -ow, -ble и ряд других двусложных прилагательных.

POSITIVE (положительная)	COMPARATIVE (сравнительная)	SUPERLATIVE (превосходная)
busy занятый	busier более занятый	(the) busiest самый занятый
clever умный	cleverer умнее	(the) cleverest самый умный /умнейший
polite вежливый	politer вежливее	(the) politest самый вежливый

При образовании степеней сравнения соблюдаются следующие правила орфографии.

а) конечная согласная с предшествующей краткой гласной удваивается:

big - bigger -(the) biggest

б) если перед конечной -y стоит согласная буква, то -y переходит в -i:

early - earlier - (the) earliest

в) при прибавлении -er или -est конечная -e опускается (см. выше large).

2. Для большинства двусложных и многосложных (состоящих из двух или более слогов) прилагательных добавляется **more** (в сравнительной степени), **most** (в превосходной степени):

ПОЛОЖИТЕЛЬНАЯ	СРАВНИТЕЛЬНАЯ	ПРЕВОСХОДНАЯ
important - важный	more important - более важный	(the) most important - самый важный
comfortable - комфортный	more comfortable - более комфортный	(the) most comfortable - самый комфортный

Для передачи значения **менее** и **меньше всего** / **наименее** используются соответственно слова **less** и **least**:

less beautiful - менее красивый, **(the) least beautiful** - наименее красивый

Формы степеней сравнения некоторых прилагательных и наречий в английском языке образуются не по правилу:

ПОЛОЖИТЕЛЬНАЯ	СРАВНИТЕЛЬНАЯ	ПРЕВОСХОДНАЯ
good хороший well хорошо	better лучше	(the) best самый лучший/ лучше всего

bad плохой badly плохо	worse хуже	(the) worst самый плохой/ хуже всего
many много much много	more больше / более	the) most больше всего/ наиболее
little мало	less менее / меньше	(the) least меньше всего/ наименее
far далекий	farther / further более далекий / дальше	(the) farthest самый далекий (the) furthest дальше всего
old старый	elder старший	(the) eldest самый старший

Примечание:

формы **elder / eldest** используются, когда говорящий ведет речь о членах своей семьи:

This is my **elder** sister/brother. – Это моя старшая сестра/брат .

При переводе выражения «**старше, чем** » используется **older than**, а не elder than:

(NB: She is 3 years **older than** me. – Она **старше меня** на 3 года.)

This is my **eldest son**. - Это мой самый старший сын.

Слово **most** может стоять перед существительным или местоимением во множественном числе (часто с предлогом **of**) и имеет значение **многие / большинство**:

Most people like this. - **Многим** это нравится.

Most of them will not be able to come. - **Большинство из них** не смогут прийти.

Определенный артикль сохраняется перед формой превосходной степени даже, если нет существительного:

He is **the best**. - Он самый лучший.

Для обозначения сравнительной степени используется слово **than - чем**; при этом, чтобы избежать повторения одного и того же существительного, часто ставится слово **one** в качестве заменителя этого существительного или притяжательное местоимение в абсолютной форме:

My car is bigger **than their one / theirs**. - Мой автомобиль больше, чем их.

These **boys** are stronger than those **ones**. -Эти мальчики сильнее, чем те.

Во второй части сравнительных конструкций можно использовать местоимения как в объектном падеже (разговорный вариант), так и в именительном падеже (литературный вариант, обычно со вспомогательным глаголом):

She reads more than **him / he does**. -Она читает больше, чем он.

You are taller than **me / I am**. -Ты выше ростом, чем я.

He came earlier than **them / they did**. - Он пришел раньше, чем они.

но: I know him better than **her**. (единственно возможный вариант) - Я знаю его лучше, чем ее.

При сравнении одинакового качества используется сочетание

as ... as => такой (же) ... как (и) / так (же) ... как (и):

She is **as beautiful as** my mother. - Она такая же красивая, как моя мама.

При сравнении качества в отрицательной форме чаще используется сочетание

not so ... as - не такой ... как:

I am **not so beautiful as** her / she is. - Я не такая красивая, как она.

THE + СРАВНИТЕЛЬНАЯ СТЕПЕНЬ... THE + СРАВНИТЕЛЬНАЯ СТЕПЕНЬ...:

The sooner you do it **the better**. -Чем скорее ты сделаешь это, тем лучше.

The faster you come **the more** you will get. -Чем быстрее ты приедешь, тем больше получишь.

TO BE, TO HAVE (Особенности глаголов to be, to have)

	to be		to have	
	positive (+)	negative (-)	positive (+)	negative (-)
Present (настоящее)	<i>is</i> <i>am</i> <i>are</i>	<i>isn't</i> <i>am not</i> <i>aren't</i>	<i>have</i> <i>has (з л. ед.ч.)</i>	<i>haven't</i> <i>hasn't</i>
Past (прошедшее)	<i>was</i> <i>were</i>	<i>wasn't</i> <i>weren't</i>	<i>Had</i>	<i>didn't have</i> <i>hadn't(in Past Perf.)</i>
Future (будущее)	<i>will be</i> <i>shall be</i>	<i>won't be</i> <i>shan't be</i>	<i>will Have</i> <i>shall have</i>	<i>won't have</i> <i>shan't have</i>

SENTENCE STRUCTURE (СТРУКТУРА ПРЕДЛОЖЕНИЯ)

Порядок слов в английском предложении

Первым правилом английского языка можно считать **правило о твердо установленном порядке слов**, потому что оно распространяется на все предложения.

Вот типичная схема:

1	2	3	4	5
Обстоят. времени/места Обстоятельства	Подлежащее	Сказуемое	Дополнения	

В английском языке встречаются и отступления от обычного порядка слов в предложении. Такие случаи мы будем рассматривать ниже по мере изучения грамматического материала, а пока только перечислим их:

- Вопросительные предложения.
- Предложения с оборотом **there+to be**.
- Некоторые короткие фразы, представляющие собой реакцию на предыдущее высказывание и использующиеся только в разговорной речи (**Я тоже.** / **Неужели?** и др.).
- Предложения с эмоциональным или смысловым выделением отдельных слов.
- Некоторые типы сложноподчиненных (где есть главное и придаточное) предложений.

TYPES OF QUESTIONS (ТИПЫ ВОПРОСОВ)

Порядок слов в вопросительном предложении

(зависит от типа вопроса)

General question (общий вопрос) – требует ответа «да» или «нет»:

- | | |
|--|-----------------------------------|
| 1) Вспомогательный глагол (модальный, глагол –связка) | Do you study at BNTU? |
| 2) Подлежащее (существительное или местоимение) | Are you a student of Minsk |
| 3) Смысловой глагол | Institute of Distance Education? |
| 4) Дополнения | Has she been ill lately? |
| 5) Обстоятельства (места, времени, образа действия) | |

Для построения общего вопроса **вспомогательный** или **модальный** глагол, входящий в состав сказуемого, ставится **в начале предложения перед подлежащим**.

а) Когда в состав сказуемого входят два или три вспомогательных глагола, то ТОЛЬКО ПЕРВЫЙ из них ставится перед подлежащим. Сказуемое, таким образом, расчленяется на две части, отделяемые одна от другой подлежащим.

He will go there. - Он туда поедет.

Will he go there? - Он туда поедет?

(Yes, he **will**. - Да.; No, he **will not**. - Нет.)

Примеры сказуемого с НЕСКОЛЬКИМИ вспомогательными глаголами

You will be writing letters to us. – Ты будешь писать нам письма.

Will you be writing letters to us? – Будешь ли ты писать нам письма?

The doctor has been sent for. – За доктором послали. (Страдательный залог)

Has the doctor been sent for? - За доктором послали?

They have been working since morning. – Они работают с самого утра. (Present Perfect Continuous)

Have they been working since morning. – Работают ли они с самого утра? ; (Yes, they **have**. – Да.; No, they **have not**. - Нет.)

Примеры с МОДАЛЬНЫМИ глаголами:

She can drive a car. – Она умеет водить машину.

Can she drive a car? - Она умеет водить машину? (Yes, she **can**.; No, she **cannot**)

We must tell him. – Мы должны ему сказать.

Must we tell him? - Мы должны ему сказать? (Yes, we **must**.; No, we **must not**)

You may come in. – Ты можешь войти.

May I come in? – Можно мне войти?

б) Когда в составе сказуемого нет вспомогательного глагола (т.е. когда сказуемое выражено глаголом в **Present** или **Past Indefinite**), то перед подлежащим ставятся соответственно формы **do / does** или **did**; смысловой же глагол ставится в форме инфинитива без to (словарная форма) после подлежащего.

Подчеркнем, что здесь **do** не имеет никакого СМЫСЛОВОГО значения (не путать со смысловым глаголом **to do** - делать) и на русский язык НЕ ПЕРЕВОДИТСЯ.

С появлением вспомогательного глагола **do** на него переходит вся ГРАММАТИЧЕСКАЯ НАГРУЗКА - время, лицо, число: в **Present Indefinite** в 3-м лице ед. числа окончание **-s, -es** смыслового глагола переходит на глагол **do**, превращая его в **does**; а в **Past Indefinite** окончание прошедшего времени **-ed** переходит на **do**, превращая его в **did**.

I study at university. – Я учусь в университете.

Do you study at university? – Ты учишься в университете?

They live in Moscow. – Они живут в Москве.

Do they live in Moscow? - Они живут в Москве? (Да. - Yes, they **do**. Нет. - No, they **do not**. = No, they **don't**)

He lives in Moscow. – Он живет в Москве.

Does he live in Moscow? – Он живет в Москве? (Yes, he **does**. ; No, he **does not**)

They lived in Moscow. – Они жили в Москве.

Did they live in Moscow? - Они жили в Москве?

He spends his holidays by the sea. – Он проводит свои каникулы у моря.

Does he spend his holidays by the sea? – Он проводит свои каникулы у моря?

She does her morning exercises every day. (здесь **does** - смысловой глагол «делает», стоит в Present Indefinite и требует вспомогательный глагол **do** в нужной форме)

Does she do her morning exercises every day? (первый глагол **does** здесь вспомогательный, а второй **do** – смысловой)

Если в предложении, в качестве смыслового глагола используется в соответствующем лице, числе, времени глагол **to be** (*быть, существовать, находиться*) - **am/ is/ are/ was/ were**, то вспомогательный глагол **do** не используется. В вопросительном предложении глагол **to be** сам занимает место перед подлежащим. Например:

We **were** at home at 5.30.. – Мы были дома в 5.30..
 They **are** economists. – Они – экономисты
 Fred **was** in hospital a month ago.
 There **are** 30 students in our group.

Were you at home at 5.30 ? – Вы были дома в 5.30? (Yes, we **were**.; No, we **were not**.)
Are they economists? – Они – экономисты?
Was Fred in hospital a month ago?
Are there 30 students in our group?

Alternative question (альтернативный вопрос) = общий в-с + альтернатива (or)

Do you study at BNTU **or** at school?

Was Mary reading a book **or** a magazine when you came in?

Специальный вопрос = вопросительное слово + общий вопрос

Специальный вопрос начинается с вопросительного слова и задается с целью получения более подробной уточняющей информации. Вопросительное слово в специальном вопросе заменяет член предложения, к которому ставится вопрос.

Специальные вопросы могут начинаться словами:

who? – кто?	why? – почему?
whom? – кого? кому?	how? – как?
whose? – чей?	how much? – сколько?
what? – что? какой?	how many? – сколько?
which? – который?	how long? – как долго? сколько времени?
when? – когда?	how often? – как часто?
where? – где? куда?	

Построение специальных вопросов:

Специальные вопросы *ко всем членам предложения, кроме подлежащего* (и его определения) строятся так же, как и общие вопросы – ПОСРЕДСТВОМ ИНВЕРСИИ, когда вспомогательный или модальный глагол ставится перед подлежащим.

Специальный вопрос начинается с вопросительного слова или группы слов за которым следуют вспомогательный или модальный глагол, подлежащее и смысловой глагол (сохраняется структура общего вопроса).

- | | |
|---|--|
| 1) Вопросительное слово | Where are you going to? |
| 2) Вспомогательный глагол
(модальный, глагол-связка) | Why does new technology often cause much fear and resistance? |
| 3) Подлежащее | How long have you been reading the report? |
| 4) Смысловый глагол | Which method of these four will you use to solve the problem? |
| 5) Дополнения | |
| 6) Обстоятельства (места, времени, образа действия) | |

Схема специального вопроса:

Вопросительное слово	Вспом. или модальный глагол	Подлежащее	Смысловый глагол	Дополнение/ Обстоятельство
Where Куда	<u>are</u>	you вы	<u>going?</u> идете?	
How	<u>do</u>	you	<u>like</u>	it?

<i>Как</i>		<i>тебе</i>	<i>нравится</i>	<i>это?</i>
When <i>Когда</i>	<u>did</u>	he <i>он</i>	<u>come</u> <i>пришел</i>	here? <i>сюда?</i>
Why <i>Почему</i>	<u>have</u>	you <i>ты</i>	<u>done</u> <i>сделал</i>	it? <i>это?</i>
What <i>Что</i>	<u>can</u> <i>можете</i>	you <i>вы</i>	<u>tell</u> <i>сказать</i>	me? <i>мне?</i>
How often <i>Как часто</i>	<u>will</u> <i>будет</i>	Jane <i>Джейн</i>	<u>fly</u> <i>летать</i>	to London? <i>в Лондон?</i>

В **Present** и **Past Indefinite** используется (добавляется, т.к. его нет в исходном предложении) вспомогательный глагол **to do (do, does, did)**, а смысловой глагол ставится в инфинитиве без **to** (словарная форма).

He **works** at the office. - Where **does** he **work**?

My friends **study** every day. - How often **do** your friends **study**?

We **bought** several books yesterday. - How many books **did** you **buy** yesterday?

Глагол **to be** (в роли смыслового глагола) не требует вспомогательного глагола **to do**, (он сам ставится перед подлежащим).

The students **are** in the reading hall. - Where **are** the students?

The manager **was** away an hour ago. - When **was** the manager away?

Disjunctive question (разделительный вопрос) = утвердительное предложение + краткий вопрос

(краткий вопрос = вспомогательный гл-л /модальный/глагол –связка в утвердительной или отрицательной форме + местоимение) – краткий вопрос переводится фразами: не так ли?/ правда ведь?

He is reading, **isn't he?** He is not reading, **is he?**

Shvedov studies at Minsk Institute of Distance Education, **doesn't he?**

He is a doctor, **isn't he?** He isn't a doctor, **is he?**

Susan will pay tomorrow, **won't she?**

They can play the piano, **can't they?**

NB: В предложениях с конструкцией **there is/are/was/were/will be** вместо личных местоимений *he, she, they* и *op.* используется **there**.

There was some money in the purse, **wasn't there?**

Subject question (вопрос к подлежащему) = **who/what/which**+ смысловой глагол (дополнения, обстоятельства)

Who called Peter? – Emma called Peter.

Who knows him?

Which costs more the package holiday or the cruise?

What causes inflation?

THE VERB. TENSE FORMS

(ГЛАГОЛ. ВИДО-ВРЕМЕННЫЕ ФОРМЫ ГЛАГОЛА)

Система видо-временных форм английского глагола активного залога

Активный залог:

Любое наше высказывание представляет собой предложение, которое включает: **подлежащее + сказуемое (действие)**

Подлежащее в предложении может выступать субъектом и объектом действия, в зависимости от этого различают:

Активный (действительный) залог

Подлежащее = субъект действия, активное лицо. Я строю дом.

Пассивный (страдательный) залог

Подлежащее = объект действия, пассивное лицо. Дом строится мной.

Вид и время глагола:

В **русском языке** временные формы глагола представлены 3 временами: настоящим, прошедшим и будущим.

В зависимости от характера совершения действия в английском языке принято выделять 4 вида действий:

Simple (Indefinite) Tenses – простые неопределенные действия (регулярные, часто повторяющиеся действия (ФАКТ)).

Continuous (Progressive) Tenses – длительные действия, действия в процессе (в момент речи) (ПРОЦЕСС). На русский язык всегда переводятся глаголом несовершенного вида.

Perfect Tenses – завершённые действия к определенному моменту речи (РЕЗУЛЬТАТ). На русский язык всегда переводятся глаголом совершенного вида.

Perfect-Continuous (Perfect-Progressive) Tenses – завершено-длительные действия, начавшиеся в прошлом и длящиеся на момент речи **уже какое-то время**

(ДЛИТЕЛЬНОСТЬ и ЗАВЕРШЕННОСТЬ - завершенности может и не быть). На русский язык всегда переводятся глаголом несовершенного вида.

Таким образом, глагол в английском языке может обозначать действие, совершаемое в каждом из времен (прошедшем, настоящем или будущем), 4-мя разными способами.

Например:

Я делаю уроки *каждый день* (ФАКТ в настоящем)

Я делаю уроки *сейчас* (ПРОЦЕСС в настоящем).

Я делаю уроки *вот уже полчаса* (ДЛИТЕЛЬНОСТЬ и ЗАВЕРШЕННОСТЬ в настоящем).

Я *уже* сделал уроки (РЕЗУЛЬТАТ к настоящему).

Заметьте, что при переводе на русский язык используется глагол в настоящем времени в сочетании с разными наречиями.

Еще несколько примеров:

Я делаю уроки *в данный момент* (ПРОЦЕСС в настоящем).

Я делал уроки *вчера в 2 часа дня* (ПРОЦЕСС в прошедшем).

Я буду делать уроки *завтра в полдень* (ПРОЦЕСС в будущем).

Сочетание названных 4 групп (Simple, Continuous, Perfect, Perfect-Continuous) в 3-х временах (Past, Present, Future) образуют СИСТЕМУ из 12-ти видо-временных форм английского глагола в активном залоге (табл.1).

Условные обозначения, используемые в таблице:

V – словарная форма смыслового глагола (инфинитив без частицы to)

was/were/am.....- вспомогательный глагол (**изменяемая** часть сказуемого, участвует в образовании вопросительной и отрицательной формы; не переводится на русский язык; выражает ВРЕМЯ).

V-ing, V-ed, V2, V3 - формы смыслового глагола (**неизменяемая** часть сказуемого, выражает ВИД).

yesterday, just и др. – наречия-ориентеры

<Таблица 1>

TENSE	PAST	PRESENT	FUTURE
SIMPLE (факт)	V-ed/V2 <u>did</u> yesterday, last, ago	V/V-s <u>do/does</u> usually, every day	<u>shall/will</u> V tomorrow, next week
CONTINUOUS (процесс)	<u>was/were</u> Ving yesterday at...	<u>am/is/are</u> Ving now, at the moment	<u>shall/will</u> be Ving tomorrow at ...
PERFECT (результат)	<u>had</u> V-ed/V3 yesterday by...	<u>have/has</u> V-ed/V3 already, just, yet	<u>shall/will</u> have V-ed/V3 tomorrow by...
PERFECT CONTINUOUS	<u>had been</u> Ving for 2 hours when you	<u>have/has been</u> V-ing for 2 hours, since...	<u>shall/will</u> have been V-ing tomorrow for 2 hours.....

(длительность и
завершенность)

came...

<Таблица 2>

PRESENT SIMPLE что делаю? I write Я пишу (вообще, обычно) Маркеры: always / never - всегда / никогда usually / generally - обычно often / seldom - часто / редко sometimes - иногда every day / once a week - каждую неделю Повторяющееся, обычное, постоянное действие. E.g. I often <u>write</u> letters to my sister.	PRESENT CONTINUOUS что делаю? I am writing Я пишу (сейчас) Маркеры: now - сейчас at the moment - в настоящий момент still – всё ещё Длительное действие, совершающееся в момент речи E.g. I <u>am writing</u> a letter to my sister now, don't bother me. Действие, запланированное на ближайшее будущее. E.g. Tomorrow we <u>are buying</u> (покупаем) a new TV-set.	PRESENT PERFECT что сделал? I have written Я написал (уже) Маркеры: just / already / yet / ever/ never/ recently / lately / so far / today / this week . Have you ever...? – Вы когда-нибудь...? Результат действия в прошлом связан с настоящим. E.g. I <u>have written</u> the letter. <u>Have</u> you ever <u>eaten</u> snails?	PRESENT PERFECT CONTINUOUS что делаю? I have been writing Я пишу (некоторое время) Маркеры: for / since, How long...? E.g. I <u>have been writing</u> this letter for two hours (since 2 o'clock) Действие, закончившееся непосредственно перед моментом речи с видимым результатом. E.g. I'm tired. I <u>have been writing</u> (писал) a composition.
PAST SIMPLE что сделал/делал? I wrote Я (на)писал вчера Маркеры: yesterday / two days ago / - тому назад last week (night / month / year) / in 1980 / when I was a child... Одноразовое действие, завершившееся в прошлом. E.g. Yesterday I <u>wrote</u> a letter to my sister.	PAST CONTINUOUS что делал? I was writing Я писал (в тот момент) Маркеры: at 7 o'clock / at that moment / then/ this time last week / when Действие, происходившее в определенный момент в прошлом. E.g. I <u>was writing</u> a letter at 7 o'clock yesterday. E.g. I <u>was writing</u> a letter when he <u>entered</u> the room.	PAST PERFECT что сделал? I had written Я написал (уже к тому моменту) Маркеры: предлог BY (К), другое прошедшее действие; Прошедшее действие совершилось до опред. момента в прошлом. E.g. I <u>had written</u> it by 7 yesterday. E.g. I <u>had written</u> a letter to my sister before she <u>came</u>.	PAST PERFECT CONTINUOUS что делал? I had been writing Я писал (к тому моменту некоторое время) Маркеры: for / since, How long...? Длительное прошедшее действие, начавшееся ранее другого прошедшего действия, выраженного в Past Simple, и еще происходившее в момент его совершения. E.g. I <u>had been writing</u> a letter for two hours when he <u>came</u>.
FUTURE SIMPLE что сделаю?/буду делать I will write Я напишу завтра Маркеры: tomorrow/next week /month /year ; soon in two days / months ... - через 2 дня ... Действие будет иметь место в будущем E.g. Tomorrow I <u>will</u> write a letter to you.	FUTURE CONTINUOUS что буду делать? I will be writing Я буду писать (в тот момент) Маркеры: at 7 o'clock/ at this moment next week ... Действие будет совершаться в определенный момент в будущем. E.g. I <u>will be writing</u> a letter at 7 o'clock tomorrow.	FUTURE PERFECT что сделаю? I will have written Я напишу (уже к тому моменту) Маркеры: by 7 o'clock/by the end of the week Действие завершится к опред. моменту в будущем. E.g. I <u>will have written</u> it by 7.	FUTURE PERFECT CONTINUOUS что буду делать? I will have been writing Я буду писать (к тому моменту некоторое время) Маркеры: for / since Длительное буд. действие начнется ранее др. буд. действия (момента) и будет еще совершаться в момент его наступления E.g. I <u>will have been writing</u> a composition since

IRREGULAR VERBS IN ENGLISH НЕПРАВИЛЬНЫЕ ГЛАГОЛЫ АНГЛИЙСКОГО ЯЗЫКА

По способу образования прошедшего неопределенного времени действительного залога (Past Simple Active) и причастия прошедшего времени (Past Participle (Participle II)) глаголы делятся на две группы: правильные и неправильные. Правильные глаголы образуют (Past Simple Active и Past Participle путем прибавления к форме инфинитива окончания **–ed**.

К неправильным глаголам принадлежат глаголы, образующие (Past Simple Active и Past Participle не путем прибавления окончания **–ed** к инфинитиву, а различными другими способами.

СПОСОБЫ ОБРАЗОВАНИЯ ОСНОВНЫХ ФОРМ НЕПРАВИЛЬНЫХ ГЛАГОЛОВ				
№	ПРАВИЛО	INFINITIVE	PAST SIMPLE ACTIVE	PAST PARTICIPLE
1	Путем изменения корневого гласного формы инфинитива	to begin to meet	began met	begun met
2	Путем изменения корневого гласного и прибавления окончания к форме инфинитива	to speak to give	spoke gave	spoken given
3	Путем изменения окончания формы инфинитива	to send to build	sent built	sent built
4	У некоторых неправильных глаголов все три формы одинаковы	to cut to put	cut put	cut put

Количество неправильных глаголов английского языка относительно невелико, но к ним относятся многие самые употребительные глаголы. Неправильные глаголы рекомендуется заучивать в трех основных формах.

Четвертой формой глагола называют ing-форму, это может быть причастие настоящего времени (Present Participle) или герундий (Gerund). Поскольку образуется эта форма по общим для всех глаголов правилам, то заучивать ее не надо: надо знать орфографические правила при прибавлении -ing.

Таблица наиболее употребительных неправильных глаголов английского языка

№	Перевод	I форма Infinitive (Indefinite Active)	II форма Past Simple Active	III форма Participle II (Past Participle)
1	быть; находиться	be	was were	been
2	1) носить; рождать (born); 2) n- медведь	bear	bore	borne born
3	становиться, делаться	become	became	become
4	начинать(ся); приступать (к)	begin	began	begun
5	гнуть(ся), сгибать(ся)	bend	bent	bent
6	держаться пари, спорить	bet	bet	bet
7	кусать(ся); (n- укусы)	bite	bit	bitten
8	дуть, раздувать; (n- удар)	blow	blew	blown

9	ломать(ся); (п- перерыв)	break	broke	broken
10	приносить, привозить	bring	brought	brought
11	строить; (building п- строение)	build	built	built
12	жечь, обжигать; гореть	burn	бр. burnt ам. burned	бр. burnt ам. burned
13	покупать	buy	bought	bought
14	ловить, поймать; схватить	catch	caught	caught
15	выбирать; избирать	choose	chose	chosen
16	приходить, приезжать	come	came	come
17	стоять; (п- цена)	cost	cost	cost
18	резать; снижать	cut	cut	cut
19	рыть(ся), копать(ся)	dig [	dug	dug
20	делать; вспом. глагол и др.	do	did	done
21	тянуть; рисовать, чертить	draw	drew	drawn
22	мечтать; видеть во сне; (п- мечта; сон)	dream	бр. dreamt ам. dreamed	бр. dreamt ам. dreamed
23	пить; (п- питье)	drink	drank	drunk
24	везти; вести (машину)	drive	drove	driven
25	есть, питаться	eat	ate	eaten
26	падать; (п- падение; ам.- осень)	fall	fell	fallen
27	кормить(ся); (п- еда)	feed	fed	fed
28	чувствовать; ощущать	feel	felt	felt
29	бороться; (п- бой, драка)	fight	fought	fought
30	находить, обнаруживать	find	found	found
31	лететь; (п- муха)	fly	flew	flown
32	забывать, не помнить	forget	forgot	forgotten
33	прощать	forgive	forgave	forgiven
34	замерзать; замораживать	freeze	froze	frozen
35	получать; приобретать; понимать	get	got	got
36	давать, передавать	give	gave	given
37	идти; ехать; уходить, уезжать	go	went	gone
38	расти; увеличиваться	grow	grew	grown
39	1) висеть, вешать; 2) вешать (казнить)	hang	1) hung 2) hanged	1) hung 2) hanged
40	иметь; быть должным	have	had	had
41	слышать; слушать	hear	heard	heard
42	прятать(ся); скрывать(ся)	hide	hid	hidden

43	держать; владеть; вмещать	hold	held	held
44	ушибить, причинять боль	hurt	hurt	hurt
45	содержать, хранить	keep	kept	kept
46	знать	know	knew	known
47	класть, положить	lay	laid	laid
48	вести, руководить	lead	led	led
49	учить(ся), изучать; узнавать	learn	бp. learnt ам. learned	бp. learnt ам. learned
50	покидать, оставлять	leave	left	left
51	позволять, разрешать	let	let	let
52	1) лежать 2) n- ложь; v- лгать (прав. глагол)	lie	1) lay 2) lied	1) lain 2) lied
53	зажигать(ся), освещать(ся); (чаще как n- свет; а- легкий)	light	lit	lit
54	терять; проигрывать	lose	lost	lost
55	делать, производить	make	made	made
56	значить; (n-середина; а-средний)	mean	meant	meant
57	встречать(ся); знакомиться	meet	met	met
58	платить; (n- плата)	pay	paid	paid
59	класть, положить	put	put	put
60	читать	read	read	read
61	звонить; (n- звонок; кольцо)	ring	rang	rung
62	подниматься; возрастать	rise	rose	risen
63	бежать; двигаться	run	ran	run
64	говорить, сказать	say	said	said
65	видеть; понимать	see	saw	seen
66	искать, разыскивать	seek	sought	sought
67	продавать(ся)	sell	sold	sold
68	посылать, отправлять	send	sent	sent
69	помещать, ставить	set	set	set
70	трясти(сь); качать	shake	shook	shaken
71	стрелять; поражать	shoot	shot	shot
72	показывать; (n- показ, спектакль)	show	showed	shown
73	закрывать(ся); перекрывать	shut	shut	shut
74	петь; (чаще singing - пение)	sing	sang	sung
75	тонуть; погружать(ся)	sink	sank	sunk
76	сидеть; заседать	sit	sat	sat

77	спать	sleep	slept	slept
78	говорить, разговаривать	speak	spoke	spoken
79	тратить, расходовать	spend	spent	spent
80	распространять (ся)	spread	spread	spread
81	стоять; ставить	stand	stood	stood
82	красть, воровать	steal	stole	stolen
83	1) ударять(ся); 2) бастовать	strike	struck	struck
84	клясться; ругать(ся)	swear	swore	sworn
85	плыть, плавать	swim	swam	swum
86	брать; принимать	take	took	taken
87	учить, преподавать	teach	taught	taught
88	1) рвать(ся); 2) [t Iq] n- слеза	tear	tore	torn
89	говорить; рассказывать	tell	told	told
90	думать; полагать	think	thought	thought
91	бросать, кидать	throw	threw	thrown
92	понимать, постигать	understand	understood	understood
93	носить (одежду); (n- одежда)	wear	wore	worn
94	выиграть, победить	win	won	won
95	писать	write	wrote	written

Подробнее - на сайте: <http://study-english.info/irregular.php#ixzz1twTAioti>
<http://study-english.info/>

GRAMMAR REFERENCE.
(ГРАММАТИЧЕСКИЙ СПРАВОЧНИК.)

MODAL VERBS

Глаголы *can (could), may (might), must, ought, need* относятся к группе так называемых модальных глаголов (*Modal Verbs*). Модальные глаголы не употребляются самостоятельно, а только в сочетании с инфинитивом смыслового глагола. Они обозначают возможность, способность, вероятность, необходимость совершения действия, выраженного смысловым глаголом. Модальные глаголы в сочетании с инфинитивом смыслового глагола употребляются в предложении в роли составного глагольного сказуемого: *He can do it himself. Он может это сделать сам. They may come tonight. Они, может быть, придут сегодня вечером.*

Модальные глаголы не выражают конкретных процессов (действий), а показывают лишь отношение говорящего к действию, оценку действия, т. е. возможность, необходимость, предположительность, долженствование, разрешение и т. д.

CAN / COULD - *способность* My friend **can** speak English. He **cannot** (can't) speak French.

Billy is only 16 and he **can** drive.

Mary **couldn't** compile files some time ago.

Can you type?

- *возможность* We can offer a discount of 5 %.

- *разрешение (в неформальных ситуациях)* **Can** I use your laptop?

- *вероятность* Prices can go up.

- *употребляется с глаголами чувственного восприятия (to see, to hear, to smell ...)*

It is very dark here. I **can't** see anyone. = I don't see anyone.

It's very noisy. I **can't** hear anything.

I **couldn't** understand what she was speaking about.

MAY / MIGHT – *разрешение* **May** I sign the document?

May I apply for this position now?

May I come and see you some time? – Yes. you **may**.

No, you **may not**.

- *возможность, предположение,*

Jane **may/might** be at work.

- *сомнение*

It **might** be unprofitable.

MUST – *долженствование, обязанность, приказ,*

You **must** phone home. It's urgent.

You **must** work hard.

- *запрет* **MUST NOT** You really **mustn't** say things like that in front of your boss.
(нельзя) You **mustn't** turn left. You **must not** turn here.

NEED - *необходимость* We **need** your help. **Need** I type this letter again? - You need.
All you **need** do is to take a taxi from the airport.
I **need** to go to the director. I **don't need** to go to the manager.

SHOULD - *совет* You **should** stop smoking.
You **shouldn't** give them a discount.
You **should** be present at the conference.
I suggest (that) they **should** inform our customers by e-mail.

OUGHT TO – *моральный долг,* I **ought to** respect my parents.
ОБЯЗАННОСТЬ ГОВОРЯЩЕГО I **ought to** vote.

SHALL - *угроза* You **shall** pay for this.
- *обещание* You **shall** have a bonus.
- *приказ* When he comes in nobody **shall** say a word.

Модальные глаголы являются **недостаточными глаголами (Defective Verbs)**, так как они не имеют всех форм, какие есть у других глаголов. Глаголы *can* и *may* имеют формы настоящего и прошедшего времени: *can* — *could*, *may* — *might*, глаголы *must*, *ought* и *need* — только форму настоящего времени. Модальные глаголы имеют ряд формальных отличительных особенностей.

№ п/п	ОТЛИЧИТЕЛЬНЫЕ СВОЙСТВА МОДАЛЬНЫХ ГЛАГОЛОВ
1	Не имеют окончания —s в 3-м лице единственного числа настоящего времени. <i>He can</i> do it. <i>He may</i> take it. <i>He must</i> go there. <i>He ought</i> to help him. <i>Need he</i> do it?
2	Не имеют неличных форм (инфинитива, герундия и причастия)
3	Не употребляются как отдельный член предложения - простое глагольное сказуемое, но только в сочетании с еще одним, не модальным, глаголом в форме инфинитива без частицы <i>to</i> (кроме <i>ought</i> и иногда <i>need</i>), образуя составное глагольное сказуемое. <i>I must</i> go there. <i>Я должен пойти туда</i> . <i>You needn't</i> do it. <i>Вам не нужно делать этого</i> . Но: <i>You ought</i> to help him. <i>Вам следовало бы помочь ему</i> .
4	Вопросительная и отрицательная формы модальных глаголов образуются без вспомогательного глагола: в вопросительных предложениях модальный глагол ставится перед подлежащим, в отрицательных — после него ставится отрицание <i>not</i> . <i>Can you</i> do it? <i>May I</i> take it? <i>Must he</i> go there? <i>Ought he</i> to help him? <i>Need he</i> do it? Не

	<i>ought not to help him. He need not do it.</i>
5	Не имеют формы прошедшего времени (кроме <i>can — could, may — might</i>) и аналитических форм (будущего времени, продолженного вида, перфектных форм и форм страдательного залога). В случае необходимости вместо отсутствующих форм используются <i>эквиваленты</i> модальных глаголов

Сочетание модального глагола с неперфектным инфинитивом относит действие к настоящему или будущему времени либо свидетельствует о его одновременности с моментом речи, и, напротив, сочетание с перфектным инфинитивом либо относит действие к прошлому, либо выражает предшествование действия относительно момента речи: *I could do it. Я мог бы сделать это* (в настоящем или будущем). *I could have done it. Я мог бы сделать это* (но уже не сделал).

Отрицательная форма образуется при помощи частицы *not*, которая ставится непосредственно после модального глагола, в результате чего значение меняется на противоположное: *must должен - must not не должен*. В настоящем времени *can* пишется слитно с *not*: *He cannot do it. You may not take it. He must not go there*. В разговорной речи в отрицательной форме обычно употребляются следующие сокращения: *cannot = can't* [ka:nt], *could not = couldn't* [kudnt], *may not = mayn't* [meint], *might not = mightr't* [maitnt], *must not = mustn't* [masnt], *ought not = oughtn't* [o:tnt], *need not = needn't* [ni:dnt].

В вопросительных предложениях модальный глагол стоит на первом месте либо сразу после вспомогательного слова: *Who can do it? Кто может сделать это?*

Основные значения модальных глаголов - необходимость (долженствование), возможность и предположение. Некоторые глаголы имеют формы прошедшего времени: *can-could, may-might* (иногда называют и *will-would, shall-should*), тем не менее все эти формы могут иметь самостоятельные, присущие только им оттенки значения.

*Вместо недостающих неличных и аналитических форм модальных глаголов используют их эквиваленты: *to have, to be (=must), to be able (=can), to be allowed, to be permitted (=may)*.

МОДАЛЬНЫЕ ГЛАГОЛЫ И ИХ ЭКВИВАЛЕНТЫ, ВЫРАЖАЮЩИЕ НЕОБХОДИМОСТЬ СОВЕРШЕНИЯ ДЕЙСТВИЯ			
№ п/п	ГЛАГОЛ	ХАРАКТЕРНЫЕ ОТТЕНКИ ЗНАЧЕНИЯ	ПРИМЕР
1	MUST	Неизбежность совершения действия, обусловленная объективными причинами	He <i>must</i> understand it. Он должен понять это.
		Вынужденность совершения действия, обусловленная объективными причинами	You <i>must</i> not ask too much of it. Вы не должны спрашивать про это слишком много.

		Необходимость, обусловленная субъективным мнением говорящего	I <i>must</i> be off as soon as I can. Я <i>должен</i> уйти, как только смогу.
2	SHOULD	Необходимость совершения действия, вызванная субъективным мнением говорящего	You <i>shouldn't</i> have come here. Тебе не следовало приходить сюда.
		Необходимость совершения действия, вызванная объективными причинами	Insulators <i>should</i> be kept very clean. Изоляторы должны храниться в чистоте.
3	OUGHT	Необходимость совершения действия, вызванная субъективным мнением говорящего	I <i>ought</i> to do all I can to comfort her. Я должен сделать все, что могу, чтобы успокоить ее.
		Целесообразность действия, обусловленная субъективным мнением говорящего	Perhaps I <i>ought</i> to have a talk to him about it first. Наверное, мне следует сначала поговорить с ним об этом.
4	SHALL	Необходимость совершения действия, обусловленная субъективным мнением говорящего	Henry <i>shall</i> go home. Генри должен пойти домой.
		Вопросительное предложение с <i>shall</i> содержит вопрос говорящего о мнении собеседника по поводу совершения действия	<i>Shall</i> I open the door? Мне открыть дверь?
5	NEED	Передает оттенок нужности, надобности действия	We <i>needn't</i> talk to each other unless we feel like it. Нам не нужно говорить друг с другом, если только мы не захотим этого.
6	TO HAVE*(TO HAVE GOT)*	Вынужденность действия	I <i>didn't</i> have to make any decisions. Мне не пришлось принимать решения.
		Надобность действия	I <i>have</i> to know it. Мне надо это знать.
7	TO BE*	Неизбежность совершения действия	The novel, which <i>is</i> to be his last one has found a new sense. Роман, которому суждено было стать его последним романом, нашел новый смысл.
		Необходимость совершения действия согласно предварительной договоренности	He <i>was</i> to come yesterday. Он должен был прийти вчера.
		Необходимость совершения действия, вызванная объективными причинами	The wire may also be made of any metal though soft metals <i>are</i> to be avoided. Провод также может быть сделан из любого металла, хотя мягкие

			металлы не следует использовать.
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* - эквиваленты модального глагола **must**

МОДАЛЬНЫЕ ГЛАГОЛЫ, ВЫРАЖАЮЩИЕ ВОЗМОЖНОСТЬ СОВЕРШЕНИЯ ДЕЙСТВИЯ			
№ п/п	ГЛАГОЛ	ХАРАКТЕРНЫЕ ОТТЕНКИ ЗНАЧЕНИЯ	ПРИМЕР
1	CAN (COULD)	Возможность совершения действия в силу наличия условий для его совершения в настоящем и будущем	I <i>can</i> stay with them. Я <i>могу</i> остаться с ними.
		Возможность совершения действия, основанная на позволении, разрешении	<i>Can</i> I see the producer? <i>Могу</i> я увидеть продюсера?
		Глагол <i>can</i> может также передавать немодальное значение способности, физической возможности совершить действие	He <i>can</i> speak English. Он <i>умеет</i> говорить по-английски.
		Вместо глагола <i>can</i> после глаголов <i>seem казаться, appear оказаться, used to бывало</i> в качестве формы инфинитива, а также для образования будущего времени употребляется сочетание <i>to be able</i>	Do you think you'll <i>be able</i> to come three days a week? Ты думаешь, что сможешь приходить три дня в неделю?
		Вместо <i>could</i> в прошедшем времени может употребляться сочетание <i>to be able</i> в прошедшем времени - <i>was/were able</i> . На русский язык <i>was/were able</i> переводится глаголом совершенного вида: <i>смог, смогла, смогли</i>	I <i>was able</i> to write this test correctly. Я <i>смог</i> правильно написать этот тест.
2	MAY (MIGHT)	Возможность совершения действия, которое может осуществиться, но может и не осуществиться	It <i>may</i> make that man furious. Это может взбесить этого человека.
		Возможность совершения действия, обусловленная разрешением, позволением. В этом значении вместо глагола <i>may (might)</i> могут использоваться эквиваленты — <i>to be allowed, to be permitted</i>	You <i>may</i> give me one kiss. Можете поцеловать меня разок. You'll <i>be allowed</i> to go out. Вам позволят выйти.

МОДАЛЬНЫЕ ГЛАГОЛЫ, ВЫРАЖАЮЩИЕ ПРЕДПОЛОЖЕНИЕ			
№ п/п	ГЛАГОЛ	ХАРАКТЕРНЫЕ ОТТЕНКИ ЗНАЧЕНИЯ	ПРИМЕР
1	<i>MUST</i>	Предположение, основанное на фактах, знаниях, почти граничащее с уверенностью	He <i>must</i> be at home. Он, вероятно, дома.
2	<i>SHOULD</i>	Предположение, основанное на фактах	They <i>should</i> all be of equal mass. Вероятно, все они имеют одинаковую массу.
3	<i>OUGHT</i>	Предположение, основанное на фактах	It <i>ought not</i> to be very hard to find that man. Вероятно, найти этого человека будет не очень сложно.
4	<i>WILL</i> <i>WOULD</i>	Предположение, основанное на субъективном мнении говорящего	You' <i>ll</i> have heard of him? Вы, наверно, слышали о нем?
5	<i>CAN</i> <i>(COULD)</i>	Употребляется главным образом в отрицательных предложениях, выражая, таким образом, предположение о невероятности совершения действия	You <i>can't</i> really love me, or you wouldn't hesitate. Ты, на самом деле, не любишь меня, иначе ты бы не колебался.
6	<i>MAY</i>	Предположение о возможности действия, которое может произойти, но может и не произойти	I <i>may</i> have said it. Я мог сказать это (но не сказал).
7	<i>MIGHT</i>	Предположение, в верности которого говорящий не уверен	She <i>might</i> have been thirty-five. Ей тогда было лет тридцать пять.
		Предположение, не соответствующее действительности	Michael laughed and shouted and sang. He <i>might</i> have been fifteen. Майкл смеялся и кричал, и пел. В тот момент ему было лет пятнадцать.
8	<i>NEED</i>	Употребляется в отрицательных предложениях в значении предположения о необязательности действия	It <i>needn't</i> take you very long. Вряд ли это займет у вас много времени

WORD FORMATION СЛОВООБРАЗОВАНИЕ

In English there are many word beginnings (prefixes) and word endings (suffixes) that can be added to a word to change its meaning or its word class. The most common ones are shown here, with examples of how they are used in the process of word formation. Many more are listed in the dictionary.

VERB FORMATION (ОБРАЗОВАНИЕ ГЛАГОЛОВ)

The endings **-ize** and **-ify** can be added to many nouns and adjectives to form verbs, like this:

Прилаг-е/ сущ. + **-ize, -ify** = глагол

ПРИЛАГАТЕЛЬНОЕ	-ize	ГЛАГОЛ
American legal modern popular	<u>ize</u>	Americanize legalize modernize popularize

Ex. They want to make the factory **more modern**. They want to **modernize** the factory.

СУЩЕСТВИТЕЛЬНОЕ/ ПРИЛАГАТЕЛЬНОЕ	-fy	ГЛАГОЛ
beauty liquid pure simple	<u>-fy</u>	beautify liquefy purify simplify

These tablets make the water **pure**.
They **purify** the water.

ADVERB FORMATION (ОБРАЗОВАНИЕ НАРЕЧИЙ)

The ending **-ly** can be added to most adjectives to form adverbs, like this:
Прилаг-е + **-ly** = наречие

ПРИЛАГАТЕЛЬНОЕ	-ly	НАРЕЧИЕ
easy main quick stupid	<u>-ly</u>	easily mainly quickly stupidly

His behaviour was **stupid**. He behaved **stupidly**.

NOUN FORMATION (ОБРАЗОВАНИЕ СУЩЕСТВИТЕЛЬНЫХ)

The endings **-er**, **-ment**, **-ation** can be added to many verbs to form nouns.
глагол + **-er**, **-ment**, **-ation** = существительное

ГЛАГОЛ	-er, ment, ation	СУЩЕСТВИТЕЛЬНОЕ
drive fasten open teach	-er	driver fastener opener teacher
develop pay retire	ment	development payment retirement
admire associate examine organize	-ation	admiration association examination organization

John **drives** a bus. He is a bus **driver**.

Children **develop** very quickly. Their **development** is very quick.

The doctor **examined** me carefully. He gave me a careful **examination**.

The endings **-ity** and **-ness** can be added to many adjectives to form nouns, like this:

Прилагательное + **-ity**, **-ness** = существительное

ПРИЛАГАТЕЛЬНОЕ	-ity, -ness	СУЩЕСТВИТЕЛЬНОЕ
cruel odd	-(i)ty -ty	cruelty oddity

pure stupid		purity stupidity
dark deaf happy kind	ness	darkness deafness happiness kindness

Don't be so **cruel**.
I hate **cruelty**.

it impossible to see.

It was very **dark**. The **darkness** made

ADJECTIVE FORMATION (ОБРАЗОВАНИЕ ПРИЛАГАТЕЛЬНЫХ)

The endings **-y, -ic, -ical, -ful, -less** can be added to many nouns to form adjectives.

Существительное + **-y, -ic, -ical, -ful, -less** = прилагательное

СУЩЕСТВИТЕЛЬНОЕ	-y, -ic, -ical, -ful, -less	ПРИЛАГАТЕЛЬНОЕ
bush dirt hair smell	-y	bushy dirty hairy smelly
atom biology grammar poetry	-ic, -ical	atomic biological grammatical poetic
pain hope care	-ful	painful hopeful careful
pain hope care	-less	painless hopeless careless
ГЛАГОЛ	-able	ПРИЛАГАТЕЛЬНОЕ
wash love debate break	-able	washable lovable debatable breakable

The ending **-able** can be added to many verbs to form adjectives.
Глагол + **-able** = прилагательное

This book contains exercises on **grammar**.
It contains **grammatical** exercises.

His broken leg caused him a lot of **pain**. It was very **painful**.

The operation didn't cause her any **pain**. It was **painless**.

You can **wash** this coat. It's **washable**.

OPPOSITES (ОБРАЗОВАНИЕ СЛОВ С ПРОТИВОПОЛОЖНЫМ ЗНАЧЕНИЕМ)

The following prefixes can be used in front of many words to produce an opposite meaning. Note, however, that the words formed in this way are not always EXACT opposites, and may have a slightly different meaning.

happy fortunate wind block	un	unhappy unfortunate unwind unblock
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I'm not very **happy**. In fact I'm very **unhappy**.

It's just not **possible** to do that, it's **impossible**.

I don't **agree** with everything you

efficient possible literate regular	in- im- il- ir-	inefficient impossible illiterate irregular
agree approve honest	dis-	disagree disapprove dishonest
centralize increase ascend inflate	de-	decentralize decrease descend deflate
sense payment resident	non-	nonsense nonpayment nonresident

ВИДОВРЕМЕННЫЕ ФОРМЫ (ВРЕМЕНА) АНГЛИЙСКОГО ГЛАГОЛА (TENSES)

N. B.	<i>В вопросительных предложениях во всех английских грамматических временах перед подлежащим всегда ставится первый вспомогательный глагол</i>
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N. B.	Общая формула образования страдательного залога : to be (в соответствующей форме) + причастие II
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N. B.	Общая формула образования времен группы Perfect : to have (в соответствующей форме) + причастие II
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THE PRESENT INDEFINITE (SIMPLE) TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (we, you, they) ask. He (she, it) asks.	I am asked. He (she, it) is asked. You (we, they) are asked.
ВОПРОСИТЕЛЬНОЕ	Do I (we, you, they) ask? Does he (she, it) ask?	Am I asked? Is he (she, it) asked? Are you (we, they) asked?
ОТРИЦАТЕЛЬНОЕ	I (we, you, they) do not ask. He (she, it) does not ask.	I am not asked. He (she, it) is not asked. You (we, they) are not asked.

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PRESENT INDEFINITE (SIMPLE) TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Обычное, регулярно повторяющееся действие в настоящем (часто со словами every day каждый день, usually обычно, often часто, never никогда и т. п.)	I often write letters to my sister. <i>Я часто пишу письма своей сестре.</i>
2	Общеизвестные факты, неопровержимая истина	Water freezes at zero. <i>Вода замерзает при 0 °C.</i>
3	Ряд последовательных действий в настоящем (часто со словами at first сначала, then затем, потом , after после и т. п.)	I come to the office, look through the mail and then write letters. <i>Я прихожу на работу, просматриваю почту, а потом пишу письма.</i>

4	В придаточных предложениях времени и условия после союзов: if если, when когда, as soon as как только, before прежде чем и др. вместо Future Indefinite	As soon as I write the letter, I'll post it immediately. Как только я напишу письмо, я сразу же его отправлю.
5	Единичное, конкретное действие в будущем (обычно намеченное к выполнению, запланированное, с указанием времени в будущем, часто с глаголами, обозначающими движение)	He comes tomorrow. Он приезжает завтра. When does the ceremony take place ? Когда состоится церемония?
6	Действие, совершающееся в момент речи, с глаголами, не употребляющимися во временах группы Continuous (to see, to hear, to recognize, to want, to understand и др.)	I see a ship in the distance. Я вижу судно вдали.

Форма глагола 3-го лица единственного числа в **Present Indefinite** образуется путем прибавления **-s (-es)** к форме инфинитива (без частицы **to**): **to run бежать — runs бежит**.

-es прибавляется в тех же случаях, что и при образовании множественного числа существительных, т. е. если глагол оканчивается на **-o, -s, -ss, -x, -ch, -sh**: **to go идти — goes идёт**, **to miss скучать — misses скучает**, **to mix смешивать — mixes смешивает**, **to catch ловить — catches ловит** и т. д. Глаголы, оканчивающиеся на **-y** с предшествующей согласной в 3-м лице единственного числа меняют **-y** на **-i- + -es**: **to cry кричать, плакать — cries кричит, плачет**. Если перед **-y** стоит гласная, действует общее правило: **to play играть — plays играет**.

Для образования вопросительных и отрицательных предложений используется вспомогательный глагол **to do** (в 3-м лице единственного числа — **does**). В отрицательных предложениях после него ставится отрицание **not** (краткие формы: **do not = don't, does not = doesn't**). В вопросительных предложениях вспомогательный глагол ставится перед подлежащим: **Do you speak English? Вы говорите по-английски? I don't know this word. Я не знаю это слово.**

Так как форма **does** содержит в себе показатель 3-го лица единственного числа **Present Indefinite**, основной глагол употребляется в форме инфинитива (без частицы **to**) и **-s (-es)** уже не прибавляется: **Does he speak German? Он говорит по-немецки? He doesn't understand anything. Он ничего не понимает.**

Краткий утвердительный ответ на общий вопрос в **Present Indefinite**: **Yes, I (we, you, they) do. Yes, he (she, it) does. Да.**

Краткий отрицательный ответ на общий вопрос в **Present Indefinite**: **No, I (we, you, they) don't. No, he (she, it) doesn't. Нет.**

Глаголу **to be** не требуется вспомогательного глагола **to do** для образования вопросительных и отрицательных предложений.

При образовании вопросительного предложения соответствующая форма глагола **to be (am/is/are)** ставится на первое место: **Am I wrong? Я не прав? Is he ill? Он болен? Are you all right? С вами всё в порядке?**

В отрицательных предложениях после соответствующей формы глагола **to be (am/is/are)** ставится отрицание **not** (краткие формы: **is not = isn't, are not = aren't**): **He is not at home. Его нет дома. They are not ready today. Они не готовы сегодня.**

Глагол **to have** (в 3-м лице единственного числа — **has**) может образовывать вопросительные и отрицательные предложения как со вспомогательным глаголом **to do**, так и без него: **Have you a car? = Do you have a car? У Вас есть машина? Has he a pencil? = Does he have a pencil? У него есть карандаш?** Краткие формы: **have not = haven't, has not = hasn't: I haven't a car. = I don't have a car. У меня нет машины.**

THE PAST INDEFINITE (SIMPLE) TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it, we, you, they)	I (he, she, it) was asked.

	asked.	You (we, they) were asked.
ВОПРОСИТЕЛЬНОЕ	Did I (he, she, it, we, you, they) ask?	Was I (he, she, it) asked? Were you (we, they) asked?
ОТРИЦАТЕЛЬНОЕ	I (he, she, it, we, you, they) did not ask.	I (he, she, it) was not asked. You (we, they) were not asked.

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PAST INDEFINITE (SIMPLE) TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Действие в прошлом, произошедшее в какой-либо указанный момент	Yesterday I wrote a letter to my sister. <i>Вчера я написал письмо своей сестре.</i>
2	Регулярно повторяющееся действие в прошлом (часто со словами every day <i>каждый день</i> , often <i>часто</i> , at first <i>сначала</i> и т. д.)	He wrote letters to his parents every day. <i>Он писал письма родителям каждый день.</i>
3	В этом случае часто вместо Past Indefinite употребляется оборот used to + инфинитив , который также может указывать на длительность периода действия в прошлом	He used to play football. <i>Раньше он играл в футбол.</i>
4	Последовательные действия в прошлом	He came home, had his dinner and went to bed at once. <i>Он пришел домой, поужинал и сразу лег спать.</i>

Форма глагола в Past Indefinite действительного залога образуется прибавлением к основе правильного глагола суффикса **-ed** (to start *начинать* — started *начал*), а для неправильных глаголов — совпадает со второй формой (**to begin** *начинать* — began *начал*).

ОРФОГРАФИЧЕСКИЕ ИЗМЕНЕНИЯ ПРИ ПРИБАВЛЕНИИ -ED		
№ п/п	ПРАВИЛО	ПРИМЕР
1	Если слово заканчивается на -y , а перед ней стоит одна согласная, то -y меняется на -i- .	to cry <i>плакать</i> — cried <i>плакал</i>
2	Если же перед -y стоит гласная, то -y не изменяется	to play <i>играть</i> — played <i>играл</i>
3	Если слово заканчивается на одну согласную, а перед ней стоит краткий ударный слог (обычно одна ударная гласная), то конечная согласная удваивается	to stop <i>останавливаться</i> — stopped <i>остановился</i> ; Но: to limit <i>ограничивать</i> — limited <i>ограничил</i> (последний слог безударный)
4	Нечитаемая конечная -e отбрасывается	to place <i>размещать</i> — placed <i>разместил</i>

Для образования вопросительных и отрицательных предложений в Past Indefinite действительного залога используется форма прошедшего времени глагола **to do** — **did** (для всех лиц и чисел). При этом основной глагол ставится в форме инфинитива (поскольку **did** уже несет в себе значение Past Indefinite действительного залога). В вопросительных предложениях **did** ставится перед подлежащим. В отрицательных — за **did** следует отрицание **not**. Краткая форма для **did not** — **didn't**:
Did you see him yesterday? *Ты видел его вчера?*

He **did not (= didn't) understand** the new material. *Он не понял новый материал.*

Краткий *утвердительный* ответ на общий вопрос в Past Indefinite действительного залога: Yes, I (he, she, it, we, you, they) **did**. *Да.*

Краткий *отрицательный* ответ на общий вопрос в Past Indefinite действительного залога: No, I (he, she, it, we, you, they) **didn't**. *Нет.*

Глаголу **to be** не требуется вспомогательного глагола **did** для образования вопросительных и отрицательных предложений.

При образовании вопросительного предложения соответствующая форма глагола **to be (was/were)** ставится на первое место: **Was** I wrong? *Я был не прав?* **Was** he ill? *Он был болен?* **Were** you all right? *С вами было всё в порядке?*

В отрицательных предложениях после соответствующей формы глагола **to be (was/were)** ставится отрицание **not** (краткие формы: was not = **wasn't**, were not = **weren't**): He was not at home. *Его не было дома.* They were not ready yesterday. *Они не были готовы вчера.*

Глагол **to have**, имеющий в прошедшем времени форму **had** для всех лиц и чисел, может образовывать вопросительные и отрицательные предложения как со вспомогательным глаголом **did**, так и без него: **Had** you a car? = **Did** you **have** a car? *У Вас была машина?* **Had** he a pencil? = **Did** he **have** a pencil? *У него был карандаш?*

Краткая форма: had not = **hadn't**: I **hadn't** a car. = I **didn't have** a car. *У меня не было машины.*

THE FUTURE INDEFINITE (SIMPLE) TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it, we, you, they) will ask. (I (we) shall ask.)	I (he, she, it, we, you, they) will be asked. (I (we) shall be asked.)
ВОПРОСИТЕЛЬНОЕ	Will I (he, she, it, we, you, they) ask? (Shall I (we) ask?)	Will I (he, she, it, we, you, they) be asked. (Shall I (we) be asked.)
ОТРИЦАТЕЛЬНОЕ	I (he, she, it, we, you, they) will not ask. (I (we) shall not ask.)	I (he, she, it, we, you, they) will not be asked. (I (we) shall not be asked.)

СЛУЧАИ УПОТРЕБЛЕНИЯ THE FUTURE INDEFINITE (SIMPLE) TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Действие, которое совершится или будет совершаться в будущем. Это время может обозначать как однократное, так и повторяющееся действие (часто с такими обстоятельствами времени, как tomorrow завтра, in a week через неделю, next month в следующем месяце и т. д.)	He will return to Moscow in a few days. <i>Он вернется в Москву через несколько дней.</i>
2	Выражает ряд последовательных действий в будущем	They will come home, have their dinner and then go to the cinema. <i>Они придут домой, пообедают, а затем пойдут в кино.</i>
3	Общеизвестные факты, являющиеся неопровержимой истиной, сообщающие о том, что будет верно всегда, при всех условиях, в любой момент будущего	Water will boil at 100 Centigrade. <i>Вода (за)кипит при 100 С.</i> Winter will follow autumn. <i>За осенью</i>

		(по)следует зима.
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N. В.	В придаточных предложениях времени и условия вместо форм Future используются формы Present: Present Indefinite вместо Future Indefinite, Present Continuous вместо Future Continuous, Present Perfect вместо Future Perfect.
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THE PRESENT CONTINUOUS (PROGRESSIVE) TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I am asking. He (she, it) is asking. You (we, they) are asking.	I am being asked. He (she, it) is being asked. You (we, they) are being asked.
ВОПРОСИТЕЛЬНОЕ	Am I asking? Is he (she, it) asking? Are you (we, they) asking?	Am I being asked? Is he (she, it) being asked? Are you (we, they) being asked?
ОТРИЦАТЕЛЬНОЕ	I am not asking. He (she, it) is not asking. You (we, they) are not asking.	I am not being asked. He (she, it) is not being asked. You (we, they) are not being asked.

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PRESENT CONTINUOUS (PROGRESSIVE) TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Действие в развитии, незаконченное, происходящее в момент речи	I am writing a letter to my sister now, don't bother me. <i>Я сейчас пишу письмо сестре, не беспокойте меня.</i>
2	Действие в ближайшем будущем (обычно с обстоятельством времени)	My wife is coming in a minute. <i>Моя жена придет через минуту.</i>

THE PAST CONTINUOUS (PROGRESSIVE) TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it) was asking. You (we, they) were asking.	I (he, she, it) was being asked. You (we, they) were being asked.
ВОПРОСИТЕЛЬНОЕ	Was I (he, she, it) asking? Were you (we, they) asking?	Was I (he, she, it) being asked? Were you (we, they) being asked?
ОТРИЦАТЕЛЬНОЕ	I (he, she, it) was not asking. You (we, they) were not asking.	I (he, she, it) was not being asked. You (we, they) were not being asked.

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PAST CONTINUOUS (PROGRESSIVE) TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР

1	Действие в развитии, незаконченное, происходившее в определенный момент в прошлом	Yesterday at 6 o'clock I was writing a letter. <i>Вчера в 6 часов я писал письмо.</i>
2	Действие, протекавшее в момент, когда произошло какое-либо другое действие, выраженное в Past Indefinite (в придаточных предложениях, обычно начинающихся со слова when <i>когда</i>)	He was reading a book when I entered the room. <i>Он читал книгу, когда я вошел в комнату.</i>
3	Параллельные действия в прошлом (в придаточных предложениях времени, обычно начинающихся со слова while <i>пока, в то время как</i>)	I was watching TV while he was looking through the newspapers. <i>Я смотрел телевизор, в то время как он просматривал газеты.</i>
4	Действие, протекавшее в ограниченный период (когда в предложении подчеркивается длительность процесса), часто со словами all day long <i>весь день</i> , the whole month <i>целый месяц</i> и т. д.	I was talking to him from 7 till 8 o'clock last night. <i>Я разговаривал с ним вчера вечером с 7 до 8 часов.</i>

THE FUTURE CONTINUOUS (PROGRESSIVE) TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it, we, you, they) will be asking. (I (we) shall be asking.)	
ВОПРОСИТЕЛЬНОЕ	Will I (he, she, it, we, you, they) be asking? (Shall I (we) be asking?)	НЕ СУЩЕСТВУЕТ
ОТРИЦАТЕЛЬНОЕ	I (he, she, it, we, you, they) will not be asking. (I (we) shall not be asking.)	

СЛУЧАИ УПОТРЕБЛЕНИЯ THE FUTURE CONTINUOUS (PROGRESSIVE) TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Действие в развитии, незаконченное, происходящее либо в определенный момент в будущем, либо в течение целого периода в будущем	I'll be waiting for you at 5 o'clock. <i>Я буду ждать вас в 5 часов.</i> I'll be translating this article all day long tomorrow. <i>Завтра я целый день буду переводить эту статью.</i>
2	Действие, которое будет совершаться, протекать в тот момент, когда произойдет другое действие, выраженное глаголом в форме Present Indefinite (в придаточных предложениях времени, начинающихся со слова when <i>когда</i>)	I'll be working when you come. <i>Я буду работать, когда вы придете.</i>
3	Параллельные действия в будущем, т. е. протекающие в одно и то же время (в придаточных предложениях времени, начинающихся со слова while <i>пока, в то время как</i>)	He will be reading while the children will be swimming . <i>Он будет читать, пока дети будут купаться.</i>
4	Действие в будущем, которое явится результатом естественного хода событий, причем точное время его	I'll soon be starting my studies in King's College. <i>Скоро я буду учиться в</i>

	совершения может быть не указано	Королевском колледже.
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THE PRESENT PERFECT TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (we, you, they) have asked. He (she, it) has asked.	I (we, you, they) have been asked. He (she, it) has been asked.
ВОПРОСИТЕЛЬНОЕ	Have I (we, you, they) asked? Has he (she, it) asked?	Have I (we, you, they) been asked? Has he (she, it) been asked?
ОТРИЦАТЕЛЬНОЕ	I (we, you, they) have not asked. He (she, it) has not asked.	I (we, you, they) have not been asked. He (she, it) has not been asked.

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PRESENT PERFECT TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Действие, совершившееся в прошлом, но имеющее непосредственную связь с настоящим моментом. Без уточнения времени	I have written this letter. <i>Я написал это письмо.</i>
2	Действие, совершившееся в истекший период в настоящем (с такими словами, как today сегодня, this week на этой неделе, this month в этом месяце и т. д.)	This week I have called her twice. <i>На этой неделе я дважды звонил ей.</i> I have visited him today. <i>Сегодня я навещил его.</i>
3	С наречиями неопределенного времени: never никогда, ever когда-либо, yet еще, already уже, lately недавно (за последние дни или месяцы), recently недавно (за последние месяцы или годы); со словом since с, с тех пор	I haven't seen him since spring. <i>Я не видел его с весны.</i>
4	В придаточных предложениях времени и условия после союзов after после того как, if если, when когда, as soon as как только, before прежде чем вместо Future Perfect	I'll go to the Crimea after I have taken my exams. <i>Я поеду в Крым после того, как сдам экзамены.</i>
5	Действие или состояние, не законченное к моменту речи (переводится глаголом настоящего времени)	I have known him for many years. <i>Я знаю его много лет.</i>

THE PAST PERFECT TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it, we, you, they) had asked.	I (he, she, it, we, you, they) had been asked.
ВОПРОСИТЕЛЬНОЕ	Had I (he, she, it, we, you, they) asked?	Had I (he, she, it, we, you, they) been asked.
ОТРИЦАТЕЛЬНОЕ	I (he, she, it, we, you, they) had not asked.	I (he, she, it, we, you, they) had not been asked.

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PAST PERFECT TENSE	
СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР

Действие или состояние, завершившееся до определенного момента в прошлом. Этот момент определяется либо обстоятельством времени с предлогом by к, либо другим действием или состоянием в прошлом, которое произошло позже и выражается глаголом в Past Indefinite	Yesterday by 7 o'clock I had translated the text. <i>Вчера к 7 часам я перевел текст.</i> I had had breakfast before he came. <i>Я позавтракал до того, как он пришел.</i>
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THE FUTURE PERFECT TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it, we, you, they) will have asked . (I (we) shall have asked .)	I (he, she, it, we, you, they) will have been asked . (I (we) shall have been asked .)
ВОПРОСИТЕЛЬНОЕ	Will I (he, she, it, we, you, they) have asked ? (Shall I (we) have asked ?)	Will I (he, she, it, we, you, they) have been asked ? (Shall I (we) have been asked ?)
ОТРИЦАТЕЛЬНОЕ	I (he, she, it, we, you, they) will not have asked . (I (we) shall not have asked .)	I (he, she, it, we, you, they) will not have been asked . (I (we) shall not have been asked .)

СЛУЧАИ УПОТРЕБЛЕНИЯ THE FUTURE PERFECT TENSE		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Действие, которое будет завершено до определенного момента в будущем, который определяется обстоятельством времени с предлогом by к, до	I'll have translated this text by 2 o'clock tomorrow. <i>Я переведу этот текст завтра до 2 часов.</i>
2	Действие, которое завершится до другого действия в будущем, выраженного глаголом в Present Indefinite (с предлогом by к, до)	I'll have written my composition by the time you ring me up. <i>Я напишу сочинение до того, как ты мне позвонишь.</i>

THE PRESENT PERFECT CONTINUOUS TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (you, we, they) have been asking . He (she, it) has been asking .	
ВОПРОСИТЕЛЬНОЕ	Have I (you, we, they) been asking ? Has he (she, it) been asking ?	НЕ СУЩЕСТВУЕТ
ОТРИЦАТЕЛЬНОЕ	I (you, we, they) have not been asking . He (she, it) has not been asking .	

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PRESENT PERFECT CONTINUOUS TENSE	
СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
Действие или состояние, начавшееся до настоящего момента, длившееся в течение некоторого периода времени и продолжающееся в момент речи или закончившееся непосредственно перед моментом речи. При этом указывается либо весь период действия (обычно с предлогом for в течение, уже), либо начальный момент (обычно с предлогом since с, с тех пор как)	I have been watching TV for 2 hours. <i>Я смотрю телевизор уже 2 часа.</i> I have been waiting since yesterday morning. <i>Я жду со вчерашнего утра.</i>

THE PAST PERFECT CONTINUOUS TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it, you, we, they) had been asking .	
ВОПРОСИТЕЛЬНОЕ	Had I (he, she, it, you, we, they) been asking?	НЕ СУЩЕСТВУЕТ
ОТРИЦАТЕЛЬНОЕ	I (he, she, it, you, we, they) had not been asking .	

СЛУЧАИ УПОТРЕБЛЕНИЯ THE PAST PERFECT CONTINUOUS TENSE	
СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
Выражает длительное действие или состояние, которое началось ранее другого действия или состояния, выражаемого обычно формой Past Indefinite , и при наступлении этого действия или состояния все еще некоторое время продолжалось или было прервано. При этом указывается либо весь период действия или состояния (обычно с предлогом for в течение, уже), либо начальный момент (обычно с предлогом since с)	I had been writing a letter for 2 hours when he came. <i>Я писал письмо уже 2 часа, когда он пришел.</i> I had been reading this book since 3 o'clock when he came. <i>Я читал эту книгу с 3 часов, когда он пришел.</i>

THE FUTURE PERFECT CONTINUOUS TENSE		
ТИП ПРЕДЛОЖЕНИЯ	ДЕЙСТВИТЕЛЬНЫЙ ЗАЛОГ	СТРАДАТЕЛЬНЫЙ ЗАЛОГ
УТВЕРДИТЕЛЬНОЕ	I (he, she, it, you, we, they) will have been asking . (I (we) shall have been asking .)	
ВОПРОСИТЕЛЬНОЕ	Will I (he, she, it, you, we, they) have been asking? (Shall I (we) have been asking?)	НЕ СУЩЕСТВУЕТ
ОТРИЦАТЕЛЬНОЕ	I (he, she, it, you, we, they) will not have been asking . (I (we) shall not have been asking .)	

СЛУЧАИ УПОТРЕБЛЕНИЯ THE FUTURE PERFECT CONTINUOUS TENSE	
СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
Действие или состояние, которое начнется до определенного момента в будущем и будет продолжаться вплоть до этого момента (либо продолжающееся в этот момент), с указанием всего периода действия или состояния (обычно с предлогом for в течение) или с указанием начального момента действия (обычно с предлогом since с)	By the time my alarm-clock rings I'll have been sleeping for 8 hours. <i>Когда прозвонит мой будильник, я буду спать уже 8 часов.</i> By the end of September she will have been living here for 7 years. <i>К концу сентября она будет здесь жить уже 7 лет.</i>

БУДУЩЕЕ В ПРОШЕДШЕМ (FUTURE IN THE PAST)

Кроме двенадцати глагольных времен для выражения настоящего, прошедшего и будущего времени в изъявительном наклонении часто выделяют еще четыре формы **Future in the Past** (будущего в прошедшем), которые образуются аналогично соответствующим формам **Future** с заменой **will** (**shall**) формами **would** (**should**).

ОБРАЗОВАНИЕ ФОРМ FUTURE IN THE PAST		
	ACTIVE	PASSIVE
FUTURE INDEFINITE IN THE PAST	would (should) + инфинитив без to	would (should) + be + причастие II
FUTURE CONTINUOUS IN THE PAST	would (should) + be + причастие I	НЕ СУЩЕСТВУЕТ
FUTURE PERFECT IN THE PAST	would (should) + have + причастие II	would (should) + have been + причастие II
FUTURE PERFECT CONTINUOUS IN THE PAST	would (should) + have been + причастие I	НЕ СУЩЕСТВУЕТ

Краткие формы: would/should = 'd: I would (I should) = I'd, you would = you'd etc., would not = wouldn't, should not = shouldn't.

Формы **Future in the Past** передают те же значения, что и соответствующие им формы **Future**, но в отличие от них служат для выражения действия, которое является будущим не по отношению к моменту речи, а по отношению к прошедшему моменту, т. е. для выражения будущего действия, о котором речь шла в прошлом.

Формы **Future in the Past** употребляются, как правило, в придаточных предложениях, подчиненных главному, с глаголом-сказуемым в прошедшем времени: I hoped that I **would find** her at home. Я надеялся, что найду ее дома.

В обстоятельственных придаточных предложениях времени и условия вместо **Future in the Past** употребляется форма прошедшего времени: He said that he **would tell** her about it if he saw her. Он сказал, что сообщит ей об этом, если увидит ее.

Грамматическое значение английских глаголов в формах **Future in the Past** в русском языке передают глаголы в будущем времени: We knew that we **would manage** somehow. Мы знали, что как-нибудь справимся.

Таким образом, данная глагольная форма обозначает следование какого-то события относительно момента «тогда» как точки отсчета, предшествующего моменту речи: He hoped that things **would change**. Он надеялся, что произойдут перемены.

Формы **Future in the Past**, как правило, регулярно употребляются в косвенной речи (собственной или несобственной), когда произнесение этой речи относится к прошлому: He cried that nobody **would harm** her. Он кричал, что никто не обидит ее.

Кроме того, существуют формы **Future Indefinite in the Past** и **Future Perfect in the Past** страдательного залога, образующиеся соответственно с помощью вспомогательных глаголов **would (should) + be + причастие II** смыслового глагола (He knew that they **would be invited**. Он знал, что их пригласят) и **would (should) + have been + причастие II** смыслового глагола (I said that the article **would have been translated** by 6 o'clock. Я сказал, что статью переведут к 6 часам).

Времена страдательного залога употребляются согласно тем же правилам, что и соответствующие им времена действительного залога.

КОНСТРУКЦИЯ BE GOING + ИНФИНИТИВ

Действие или состояние, выражаемое данной конструкцией, находится на пути к осуществлению, лишь намечается и в большинстве случаев имеет значение намерения. Инфинитив может употребляться в любой форме, кроме перфектной. Если глагол **to be** употреблен в настоящем времени (**am, is, are**), то конструкция выражает действие или состояние, относящееся к будущему. Если глагол **to be** стоит в

форме прошедшего времени (**was, were**), то она выражает существовавшее в прошлом намерение совершить какое-либо действие.

СЛУЧАИ УПОТРЕБЛЕНИЯ КОНСТРУКЦИИ BE GOING + ИНФИНИТИВ		
№ п/п	СЛУЧАЙ УПОТРЕБЛЕНИЯ	ПРИМЕР
1	Намерение совершить действие в будущем, близость которого зависит от того, насколько далеко заходят планы говорящего	I am going to leave. <i>Я собираюсь уехать.</i>
2	Личное мнение какого-то лица о намерениях другого лица или о предстоящих событиях	She's going to be showing some of the latest things, I think. <i>Я думаю, он собирается показывать кое-что из новинок.</i>
3	Неотвратимое действие или состояние (рок, судьба и т. д.)	Ain't it fun to know that you're gonna die young. <i>Не забавно ли знать, что тебе молодым умирать.</i>

ПРИМЕЧАНИЯ		
№ п/п	ПРИМЕЧАНИЕ	ПРИМЕР
1	Прошедшее время глагола to be (was, were) в составе конструкции указывает на существовавшее в прошлом намерение	I was going to fix breakfast for you. <i>Я собирался приготовить тебе завтрак.</i>
2	Служебный глагол be going изредка употребляется в форме Past Perfect . В таких случаях конструкция означает, что намечавшееся к осуществлению действие или состояние было потенциально возможно, но не осуществилось	Norman had been going to take her to a lecture that night. <i>В тот вечер Норман хотел сходить с ней на лекцию (но не получилось).</i>
3	Be going может предшествовать глаголу to have в модальном значении. Сказуемое в этом случае выражает намечающуюся необходимость совершить действие	You know, you're going to have to fight these engineers every inch of the way. <i>Знаешь, тебе придется отвоевывать у этих инженеров каждый дюйм.</i>
4	Глаголы to go и to come редко встречаются в данной конструкции: их обычно употребляют в форме Present Continuous	I am going... <i>Я иду...</i> He is coming... <i>Он идет...</i>
5	Инфинитив после сочетания может употребляться и в страдательном залоге	He is going to be appointed manager of that department. <i>Его собираются назначить управляющим этого отделения.</i>
6	Перед сочетанием be going иногда употребляются модальные глаголы (исключительно may и might)	She might be going to have another baby! <i>Должно быть, она снова собирается рожать!</i>
7	В разговорной речи часто употребляется форма be + gonna + инфинитив без to	I'm gonna tell you a secret. <i>Я расскажу тебе секрет.</i>
8	В сложных предложениях конструкция может выступать в значении Future Indefinite как в главном, так и в придаточных предложениях	If you don't shut your mouth, you're gonna feel the floor. <i>Если ты не закроешь рот, ты ощутишь пол.</i> I forgot something else we'll need if you're going to be here a few days. <i>Я забыл кое-что еще, что нам понадобится, если вы собиретесь пробыть здесь несколько дней.</i>

ПРЯМАЯ И КОСВЕННАЯ РЕЧЬ (DIRECT AND INDIRECT SPEECH)

Содержание ранее высказанного сообщения можно передать **прямой речью** (от лица говорящего) или **косвенной речью** (от лица передающего). Например: **She said: "I can speak two foreign languages"** (прямая речь). **She said that she could speak two foreign languages** (косвенная речь).

В косвенной речи также соблюдается правило согласования времен. При переводе утвердительных предложений из прямой речи в косвенную производятся следующие изменения:

- 1) косвенная речь вводится союзом *that*, который часто опускается;
- 2) глагол *to say*, после которого следует дополнение, заменяется глаголом *to tell*;
- 3) личные и притяжательные местоимения заменяются по смыслу;
- 4) времена глаголов в придаточном предложении изменяются согласно правилам согласования времен;
- 5) указательные местоимения и наречия времени и места заменяются другими словами:

this	-	that
these	-	those
now	-	then
today	-	that day
tomorrow	-	the next day
here	-	there
the day after tomorrow	-	two days later
yesterday	-	the day before
the day before yesterday	-	two days before
ago	-	before
next year	-	the next year, the following year
tonight	-	that night

Общие вопросы вводятся союзами *if*, *whether*, имеющими значение частицы *ли*. В придаточных "предложениях соблюдается порядок слов утвердительного предложения.

He asked me: "Do you play the piano?"	Он спросил меня: «Вы играете на пианино?»
He asked me <i>if</i> I played the piano.	Он спросил меня, играю ли я на пианино.

Специальные вопросы вводятся тем же вопросительным словом, с которого начинается прямая речь. Соблюдается порядок слов утвердительного предложения.

He asked me: "When did you send the telegram?"	Он спросил меня: «Когда ты отослал телеграмму?»
He asked me <i>when</i> I had sent the telegram.	Он спросил меня, когда я отослал телеграмму.

Для передачи побуждений в косвенной речи употребляются простые предложения с инфинитивом с частицей *to*. Если прямая речь выражает приказание, то глагол *to say* заменяется глаголом *to tell* велеть или *to order* приказывать. Если прямая речь выражает просьбу, глагол *to say* заменяется глаголом *to ask* просить:

She said to him: "Come here at 9".	Она сказала ему: «Приходи сюда в 9 часов».
She told him to come there at 9.	Она велела ему приходить в 9 часов.
I said to her: "Please, give me that book".	Я сказал ей: «Дай мне, пожалуйста, эту книгу».
I asked her to give me that book.	Я попросил ее дать мне эту книгу.

СОГЛАСОВАНИЕ ВРЕМЕН (SEQUENCE OF TENSES)

Правило согласования времен в английском языке представляет определенную зависимость времени глагола в придаточном предложении (главным образом дополнительном) от времени глагола в главном предложении. В русском языке такой зависимости не существует.

1. Основные положения согласования времен сводятся к следующему: если сказуемое главного предложения выражено глаголом в настоящем или будущем времени, то сказуемое придаточного предложения может стоять в любом времени, которое требуется по смыслу. Например:

He (that) says	<i>he studies English</i>	Он говорит,	что изучает английский язык.
	<i>he will study English.</i>		что будет изучать английский язык.
	<i>he has studied English.</i>		что изучал английский язык.

2. Если сказуемое главного предложения стоит в прошедшем времени, то сказуемое придаточного предложения должно стоять в одном из прошедших времен. Выбор конкретной видовойременной формы определяется тем, происходит ли действие в придаточном предложении одновременно с главным, предшествует ему, либо будет происходить в будущем. Например:

He said (that)	<i>he worked (was working)</i>	Он сказал, что	работает.
	<i>he had worked (had been working)</i>		работал.
	<i>he would work (would be working)</i>		будет работать.

ИЗМЕНЕНИЕ ГРАММАТИЧЕСКОГО ВРЕМЕНИ		
№ п/п	ИСХОДНОЕ ВРЕМЯ	МЕНЯЕТСЯ НА
1	PRESENT INDEFINITE	PAST INDEFINITE
2	PRESENT CONTINUOUS	PAST CONTINUOUS
3	PRESENT PERFECT	PAST PERFECT
4	PRESENT PERFECT CONTINUOUS	PAST PERFECT CONTINUOUS
5	PAST INDEFINITE	PAST PERFECT
6	PAST CONTINUOUS	PAST PERFECT CONTINUOUS
7	FUTURE INDEFINITE	FUTURE INDEFINITE IN THE PAST
8	FUTURE CONTINUOUS	FUTURE CONTINUOUS IN THE PAST
9	FUTURE PERFECT	FUTURE PERFECT IN THE PAST
10	FUTURE PERFECT CONTINUOUS	FUTURE PERFECT CONTINUOUS IN THE PAST
11	PAST PERFECT	НЕ ИЗМЕНЯЕТСЯ
12	PAST PERFECT CONTINUOUS	НЕ ИЗМЕНЯЕТСЯ

N. B.	В ряде случаев правило согласования времен не соблюдается:	
	1. В придаточных дополнительных предложениях, которые выражают общеизвестный факт или истину.	He said that the 22 of December is the shortest day of the year. Он сказал, что 22 декабря – самый короткий день года.
	2. В придаточных дополнительных предложениях, сказуемое которых выражено глаголом в сослагательном наклонении.	It was demanded that the work <i>be</i> improved. Требовали улучшения работы.
	3. Модальные глаголы <i>must</i> , <i>should</i> и <i>ought</i> употребляются в придаточном предложении независимо от того, в каком времени стоит глагол-	I told her that she <i>should</i> consult a doctor. Я сказал, что ей следует обратиться к врачу. The teacher told us that we <i>must</i> learn this

	сказуемое главного предложения	rule. Учитель сказал, что мы должны выучить это правило.
--	--------------------------------	---

Read more: <http://study-english.info/tenses.php#ixzz1wkKgtpjV>
<http://study-english.info/>

THE ENGLISH Verb
(The Active Voice)

Part 1, 2



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The English Verb (The Active Voice)=Видо-временные формы английского глагола (активный залог): Учебно-методический комплекс по практической грамматике английского языка для студентов 1 курса / ГЛАЗЕБНАЯ Т. Н., ПОВЕТКО О. Г., АВДЕЕВА И.В. – Мн.: Изд-во МИУ, 2005. - с.

Данный учебно-методический комплекс предназначен для аудиторной и самостоятельной работы студентов 1 курса дневной и заочной форм обучения. Работа состоит из трех частей: ч.1 – для начинающих, ч.2 – для продолжающих изучение английского языка, ч.3 – для продвинутого уровня. Структурно и содержательно он рассчитан на учебную программу высших учебных заведений по иностранному языку для неязыковых специальностей.

Предисловие

Данная работа является актуальным учебно-методическим комплексом для развития и контроля теоретических знаний и практических навыков по дисциплине «Иностранный язык» по теме Времена английского глагола. Данное пособие предназначено для студентов 1 курса различных специальностей. Он составлен в соответствии с требованиями действующей программы по дисциплине. Также рекомендуется использование УМК для работы со студентами заочного отделения. Работа состоит из трех частей: ч.1 – для начинающих, ч.2 – для продолжающих изучение английского языка, ч.3 – для продвинутого уровня.

Пособие включает теоретический материал, а также комплекс практических упражнений по основным временам активного залога. Задания расположены по возрастанию степени сложности и направлены на развитие и совершенствования умений и навыков использования времен английских глаголов в устной и письменной речи, в ситуациях непосредственного общения. Для пошагового введения материала временные формы глагола рассматриваются сначала отдельно, а затем в сравнении с другими временами. Заключительный раздел предназначен для повторения и обобщения изученного материала, где использованы все временные формы.

В структуру данного пособия включены задания, которые могут служить материалом для написания КСР (контролируемых самостоятельных работ).

Объем материала представляется достаточным и необходимым для достижения главной цели: овладения умениями и навыками использования адекватных видо-временных форм английского глагола действительного залога, повышения общелексического уровня владения иностранным языком. Этой цели подчинены структура и содержание учебно-методического комплекса.

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Part 1

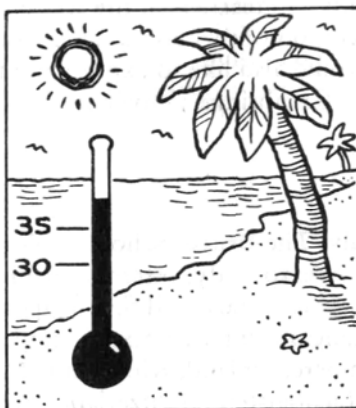
Beginners

UNIT 1

TO BE



She's a doctor.
She **isn't** a nurse.



It's hot.
It **isn't** cold.



They're rich.
They **aren't** poor.

Affirmative

Long form

I am We are
you are you are you're
he is they are he's they're
she is she's
it is it's

Short form

We're

Ex.1. Put in *am*, *is* or *are*.

- The weather is very nice today.
- I am not tired.
- This case is very heavy.
- These cases are very heavy.
- The dog is asleep.
- Look! There is Carol.
- I am hot. Can you open the window, please?
- This castle is one thousand years old.
- My brother and I are good tennis players.
- Ann is at home but her children are at school.
- I am a student. My sister is an architect.

Ex. 2. Write full sentences. Use *am* / *is* / *are* each time.

- (my shoes very dirty) My shoes are very dirty.
- (my bed very comfortable) _____
- (your cigarettes in your bag) _____
- (I very happy today) _____
- (this restaurant very expensive) _____
- (the shops open today) _____
- (Mr Kelly's daughter six years old) _____
- (the houses in this street very old) _____
- (the examination very difficult) _____
- (those flowers very beautiful) _____
- (I cold) _____
- (these windows very clean) _____
- (his car fast) _____
- (roses in Mrs Kelly's garden very beautiful) _____

Negative

Long form

I am not we are not
you are not you are not
he is not they are not
she is not

Short form

I'm not we aren't
 you aren't you aren't
he isn't they aren't
 she isn't

it is not

it isn't

Ex. 3. Write affirmative or negative sentences. Use *am / am not / is / isn't / are / aren't*.

1. (Paris / the capital of France) - Paris is the capital of France.
2. (I / interested in football) - I'm not interested in football.
3. (I / hungry) _____
4. (it / warm today) _____
5. (Rome / in Spain) _____
6. (I / afraid of dogs) _____
7. (my hands / cold) _____
8. (Canada / very big country) _____
9. (the Amazon / in Africa) _____
10. (diamonds / cheap) _____
11. (motor-racing / a dangerous sport) _____
12. (cats / big animals) _____

Questions

Am I? Is it?
Are you? Are we?
Is he? Are you?
Is she? Are they?

Short answers

Yes, I am No, I'm not
Yes, you are No, you aren't
Yes, he/she/it is No, he/she/it isn't
Yes, we/you/they are No, we/you/they aren't

Ex. 4. Put in *am / is / are*.

Example: Am I late?

- | | |
|----------------------------------|----------------------------|
| 1. _____ you English? | 7. _____ we late? |
| 2. _____ he a student? | 8. _____ you teachers? |
| 3. _____ they in London? | 9. _____ it a robot? |
| 4. _____ it a computer? | 10. _____ she Carol? |
| 5. _____ they American? | 11. _____ the dogs hungry? |
| 6. _____ Miss Grant in New York? | 12. _____ you a doctor? |

Ex. 5. Write questions with WHAT / WHO / HOW / WHERE / WHY

1. (what colour your car?) What colour is your car?
2. (where my key) Where _____?
3. (where my socks?) _____?
4. (how old your father?) How _____?
5. (what colour his eyes?) _____?
6. (why John angry with me?) _____?
7. (how much these shoes?) _____?
8. (who your favourite actor?) _____?
9. (why you always late?) _____?

Ex. 6. Ask the questions. (Read the answers to the questions first).

YOU

1. (your name?) What's your name?
2. (married or single?) Are you married or single?
3. (British?) _____?
4. (where / from?) _____?
5. (how old?) _____?
6. (a student?) _____?
7. (your wife a teacher?) _____?
8. (where / from?) _____?
9. (her name?) _____?
10. (how old?) _____?

PAUL

Paul.
I'm married.
No, I'm not.
From Australia.
I'm 25.
No, I'm a teacher.
No, she's a lawyer.
She's Italian.
Anna.
She's 25 too.

Ex. 7. Write affirmative or negative short answers.

- | | |
|---|-----------------------------------|
| 1. Are you married? <u>No, I'm not.</u> | 6. Is your teacher a woman? _____ |
| 2. Are you at school now? <u>Yes, I am.</u> | 7. Are your hands cold? _____ |

3. Is it cold today? _____
 4. Are you a teacher? _____
 5. Is your teacher a man? _____

8. Are you hungry? _____
 9. Is your father tall? _____
 10. Is it sunny? _____

Ex. 8. Vicky and Greg's grandfather always makes mistakes! Vicky tries to help him with the information about their pen-friends. Fill in the blank spaces with IS, ISN'T, ARE, AREN'T.

- Granny: Ah, yes, Carlos. He (1) _____ thirteen and he (2) _____ from New York.
 Vicky: No, he (3) _____. He (4) _____ fourteen and he (5) _____ from New York, He (6) _____ from Mexico City.
 Granny: What about Gerda? (7) _____ she fourteen?
 Vicky: Yes, she (8) _____ and where (9) _____ she from?
 Granny: She (10) _____ from Sydney.
 Vicky: No, she (11) _____. She (12) _____ from Berlin.
 Granny: Liz (13) _____ twelve and she (14) _____ from London.
 Vicky: No, she (15) _____. She (16) _____ thirteen. She and Marie (17) _____ from Paris.
 Granny: (18) _____ Joy twelve or eleven?
 Vicky: Joy and Alan (21) _____ twelve. Joy (20) _____ from Sydney.
 Granny: And Alan (21) _____ from Berlin.
 Vicky: No, he (22) _____. He (23) _____ from New York.
 Granny: (24) _____ Marie twelve?
 Vicky: No, she (25) _____. She (26) _____ eleven.
 Granny: Oh, right! And how old (27) _____ you and Greg now? (28) _____ you fourteen?
 Vicky: No, we (29) _____. We (30) _____ ten, Granny.

Ex. 9. Translate into English.

1. Твой брат дома?. 2. Эта гостиница очень дорогая. 3. Моя сестра архитектор.
 4. Я не устала. 5. Они не студенты, они врачи. 6. Я интересуюсь искусством. 7. Мне жарко. 8. Он сегодня в институте. 9. Она не дома, она на работе. 10. Сегодня погода прекрасная.

UNIT 2

PRESENT CONTINUOUS



Affirmative

Negative

Interrogative

Long form	Short form	Long form	Short form	
I am working	I'm working	I am not working	I'm not working	Am I working?
You are working	You're working	You are not working	You aren't working	Are you working?
He is working	He's working	He is not working	He isn't working	Is he working?
She is working	She's working	She is not working	She isn't working	Is she working?
It is working	It's working	It is not working	It isn't working	Is it working?
We are working	We're working	We are not working	We aren't working	Are we working?
You are working	You're working	You are not working	You aren't working	Are you working/
They are working	They're working	They are not working	They aren't working	Are they working?

We use the Present Continuous for temporary actions or for actions happening at the time of speaking.

Time Expressions used with the Present Continuous

now

at the moment

at present

Spelling rules

put - putting

think - thinking

swim - swimming

B U T

cook - cooking

run - running

work - working

Add -ing to the verbs.

1. read reading

3. jump _____

5. walk _____

2. get _____

4. sit _____

6. stop _____

write - writing

dance - dancing

Add -ing to the verbs.

1. come coming

3. take _____

5. say _____

2. make _____

4. close _____

6. agree _____

play - playing

fly - flying

Add -ing to the verbs.

1. study studying

3. dry _____

5. say _____

2. pay _____

4. cry _____

6. try _____

Add -ing to the verbs as in the example.

1. cut

6. sing

11. flight

16. watch

2. sit

7. make

12. clean

17. cook

3. read

8. kick

13. run

18. eat

4. drink

9. play

14. jump

19. swim

5. carry

10. do

15. sleep

20. enjoy

Ex. 10. Read the text and write the people's names in the picture.

Then cover the text and say what the people are doing.



Pam is **reading** a book. Ben and Helen **are sitting** in the sun. Paul is **kicking** a ball. Mike is **drinking** Coke. Jenny is **crying**. Carol is **eating** an ice cream. Lane and Susan **are singing**. Steven and Alice **are listening** to the radio. Harry is **sleeping**. George is **painting**. Mary is **brushing** her hair.

Now ask questions based on the text above.

Is Pam reading a book? etc.

Writing Activity 9



Write what they are doing now.



1. Robin Hood _____
2. Marion _____
3. Ben _____
4. Bob and Tim _____
5. The birds _____
6. The dogs _____
7. John _____
8. Paul _____
9. The butterflies _____
10. The frogs _____

Game 1

Pupils in teams look at the picture above and ask and answer questions. Each correct question or answer scores 1 point.

Team A P1: Is Robin Hood sleeping? / Team B P1: No, he isn't. He's reading.

Ex. 11. Put the verbs in brackets into the "Present Continuous".

This is London airport. Many people 1) are waiting (wait) to go on holiday. The woman at the check-in desk 2) _____ (take) the passengers' tickets and she 3) _____ (ask) them some questions. At "Passport Control" a man who 4) _____ (wear) a uniform 5) _____ (look) at everyone's passports. Some people 6) _____ (sit) on chairs and while they 7) _____ (wait) they 8) _____ (read) books or magazines. There is a bar where a man 9) _____ (serve) tea and coffee. Outside, a plane 10) _____ (take off) and another one 11) _____ (come down). Some men 12) _____ (put) the passengers' bags onto another plane. A man who 13) _____ (leave) 14) _____ (say) goodbye to the family.

Ex. 12. Look at the pictures and put the verbs into the Present Continuous.



It's 7 o'clock on Monday morning. The family is in the kitchen.

1. Mr and Mrs West are drinking (drink) coffee.
2. Grandfather _____ (read) a newspaper.
3. Joe _____ (go) to school.
4. The cat and the dog _____ (eat).



It's 5 o'clock on Monday afternoon and the family is in the living room.

5. Mr West _____ (watch) TV.
6. Mrs West _____ (talk) on the phone.
7. Joe _____ (do) his homework.
8. The cat and the dog _____ (sleep).



It's 10 o'clock on Sunday morning. The family is in the garden.

9. Mr and Mrs West _____ (sit) in the sun.
10. Joe and David _____ (play) football.
11. Grandfather _____ (listen) to the radio.
12. Grandmother _____ (cut) some flowers.
13. The dog and the cat _____ (fight).

Writing Activity 9



wearing now.

First say then write, what you, your teacher and classmates are doing and

e.g. I'm wearing a blue dress and black shoes. I'm sitting and writing. Mary is etc.

Game 2

Your teacher divides the class into two groups. He then asks a student (the leader) to come to the front of the class. The leader writes on a piece of paper what he / she is doing (e.g. I am swimming). The students by asking questions, try to guess. The group which finds out what is written on the paper wins 1 point.

Group A S1: Are you cooking?
Leader: No, I'm not.
Group B S1: Are you drinking water?
Leader: No, I'm not.
Group A S2: Are you swimming?
Leader: Yes, I am.

Writing Activity 9



Find a picture from a magazine and write what the people in it are wearing and doing.

Ex. 13. Write negative sentences as in the example:

- | | |
|---|---------------------------------|
| 1. Andres is reading a newspaper. (book) | <u>He isn't reading a book.</u> |
| 2. The boys are playing with the dog. (cat) | _____ |
| 3. Massimo is going to school. (cinema) | _____ |
| 4. The teacher is talking to Mrs Huston. (Mrs Morton) | _____ |
| 5. The men are riding horses. (bicycles) | _____ |
| 6. The girl is eating an apple. (orange) | _____ |

Ex. 14. What's happening at the moment? Write *true* sentences.

- | | |
|--------------------------------|---------------------------------|
| 1. (I / wash / my hair) | <u>I'm not washing my hair.</u> |
| 2. (it / snow) | <u>It is snowing.</u> |
| 3. (I / sit / on a chair) | _____ |
| 4. (I / eat) | _____ |
| 5. (it / rain) | _____ |
| 6. (I / learn / English) | _____ |
| 7. (I / listen / to the radio) | _____ |
| 8. (the sun / shine) | _____ |
| 9. (I / wear / shoes) | _____ |
| 10. (I / smoke / a cigarette) | _____ |
| 11. (I / read / a newspaper) | _____ |

Ex. 15. Write positive or negative short answers (Yes, I am / No, it isn't etc.).

- | | |
|---|---------------------------------------|
| 1. Are you watching TV? <u>No, I'm not.</u> | 5. Are you eating something? _____ |
| 2. Are you wearing sneakers? _____ | 6. Are you feeling well? _____ |
| 3. Are you wearing a hat? _____ | 7. Is the sun shining? _____ |
| 4. Is it raining? _____ | 8. Is your mother watching you? _____ |

Ex. 16. Write sentences as in example.

- | | |
|--|---|
| 1. The children / have / breakfast. | <u>The children are having breakfast now.</u> |
| 2. She / watch TV. | _____ |
| 3. They / come / out of the house. | _____ |
| 4. Mary / write / a letter? | _____ |
| 5. The boys / run / to school. | _____ |
| 6. Mother / make / a cake. | _____ |
| 7. The girls / sit / in the living room? | _____ |
| 8. We / not / go / to the cinema. | _____ |
| 9. Tom and Jane / sing / a song? | _____ |

10. My brother / not / listen / to the radio.
11. They / clean / the house?
12. Jim / ride / a bicycle.
13. She / work / in the garden now?
14. My family / have / tea?

UNIT 3

PRESENT SIMPLE



Affirmative

Negative

Interrogative

Long form

Short form

I walk	I do not walk	I don't walk	Do I walk?
You walk	You do not walk	You don't walk	Do you walk?
He walks	He does not walk	He doesn't walk	Does he walk?
She walks	She does not walk	She doesn't walk	Does she walk?
It walks	It does not walk	It doesn't walk	Does it walk?
We walk	We do not walk	We don't walk	Do we walk?
You walk	You do not walk	You don't walk	Do you walk?
They walk	They do not walk	They don't walk	Do they walk?

We use Simple Present for permanent states or habitual actions.

Time Expressions used with Present Simple

every day	every morning	every year	at night
in the afternoon	in the evening	always	usually
often	never	rarely	sometimes etc.

Short answers

Spelling: 3rd person singular

Do you like apples?	Yes, I do	verbs ending in: ss, sh, ch, x, o + es I dress – he dresses I go – he goes
	No, I don't	consonant + y = ies I try – he tries I study – he studies
Does he like apples?	Yes, he does	vowel + y + s I play – he plays I say – he says
Does she like apples?	No, she doesn't	
Does it like apples?	Yes, it does	
	No, it doesn't	
Do they sleep?	Yes, they do	
	No, they don't	

Ex. 17. Write the 3rd person singular.

1. I swim - he **swims**
2. I study - he _____
3. I pay - he _____
4. I go - he _____
5. I buy - he _____

6. I watch - he _____
7. I fly - he _____
8. I wash - he _____
9. I write - he _____
10. I open - he _____

11. I have - he _____
12. I carry - he _____
13. I make - he _____
14. I walk - he _____

Affirmative

Ex. 18. Complete.

Helen (get) **gets** up at 7 o'clock, (wash) _____, (dress) _____, (have) _____ breakfast and (catch) _____ the school bus. She never (hurry) _____, and she never (worry) _____, and she never (miss) _____ the bus. Helen (work) _____ hard at school. At 12.45 she (go) _____ home for lunch. She (catch) _____ the bus and (arrive) _____ home at 1.00. After lunch she (play) _____ with her dog., Rusty. She (throw) _____ sticks for him and he (run) _____ after them and (catch) _____ them. Helen (go) _____ back to school at 1.45. Her mother (kiss) _____ her goodbye and she (arrive) _____ back at school at 2.00. At 4.00 she (catch) _____ the bus home again. She (wash) _____ her hands, (have) _____ a cup of tea and a sandwich, and (do) _____ her homework. Then she (watch) _____ television or (go) _____ to see her friends.

Ex. 19. Write one sentence for each person.

Maria Tom I Sarah We She He They You Bill and Tessa Karen	play speaks live read drives sings	a Fiat Italian in Greece English football in a pop group a Mercedes magazines French tennis in London
---	---	---

Example: Tom drives Mercedes.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Ex. 20. Write about Carol, David, Bob and Sandy.

Example: Carol **likes** Maths but she **hates** English.

	English	Maths	Geography
Carol	hate	like	hate
David	like	hate	like
Bob	hate	like	like
Sandy	like	like	hate

1. Sandy _____ English but he _____ Geography.
2. David _____ Geography but he _____ Maths.
3. Sandy and Carol _____ Geography.
4. Carol _____ English and Geography.
5. Bob _____ English but he _____ Maths.
6. Bob and Sandy _____ Maths.
7. David and Sandy _____ English.
8. _____ and Bob _____ English.

Ex. 21. Complete.

Tom

Tom **lives** in London and w_____ 1) in a bank.
He w_____ 2) to work and a_____ 3) at the bank at 8.30
He s_____ 4) for lunch at 12.20 and s_____ 5) again at 1.30.
His day e_____ 6) at 5.30. Tom p_____ 7) the guitar,
l_____ 8) sport, and r_____ 9) books. He also s_____ 10)
French and German.

Kate

Kate **lives** in New York and w_____ 11) for Pan American airways.
She l_____ 12) her job. She t_____ 13) to interesting
countries and m_____ 14) interesting people. She s_____ 15)
Spanish, French and German. Sometimes she s_____ 16) work
very early and sometimes her days e_____ 17) very late. She
t_____ 18) to the passengers, b_____ 19) them their meals
and drinks and h_____ 20) them relax.

Tom and Kate

Tom and Kate **live** in big cities. Tom l_____ 21) in London and
Kate l_____ 22) in New York. They l_____ 23) their jobs.
They s_____ 24) French and German and Kate s_____ 25)
Spanish.

Use:

**arrive, end, like,
live, play, read,
speak, start, stop,
walk, work**

Use:

**bring, end, help, like,
live, meet, speak,
start, talk, travel,
work**

Ex. 22. Complete the sentences. Use the correct form of these verbs:

boil close cost cost go have like meet open smoke teach wash

1. She's very clever. She speaks four languages.
2. Steve _____ ten cigarettes a day.
3. We usually _____ dinner at 7 o'clock.
4. I _____ films. I often _____ to the cinema.
5. Water _____ at 100 degrees Celsius.
6. In Britain the bank s _____ at 9.30 in the morning.
7. The City Museum _____ at 5 o'clock every evening.
8. Food is expensive. It _____ a lot of money.
9. Shoes are expensive. They _____ a lot of money.
10. Tina is a teacher. She _____ mathematics to young children.
11. Your job is very interesting. You _____ a lot of people.
12. Peter _____ his hair twice a week.

Negative

We use the short form **don't** or **doesn't** when we speak or write to friends.

Ex. 23. Complete with *don't* or *doesn't*.

Example: They don't speak Greek.

- | | |
|----------------------------------|---|
| 1. He _____ live in London. | 9. We _____ speak Russian. |
| 2. Barbara _____ like Tom. | 10. I _____ read newspapers. |
| 3. They _____ have a video. | 11. She _____ do her homework. |
| 4. You _____ get up early. | 12. This hotel _____ have a
swimming pool. |
| 5. We _____ to school by bus. | 13. I _____ play the piano. |
| 6. Our class _____ like English. | 14. Mark _____ work in an office. |
| 7. You _____ like spiders. | 15. This flat _____ have a balcony. |
| 8. Steve _____ speak Spanish. | |

Ex. 24. Study the information and write sentences with *like*

	 Do you like...?	 Bill and Rose	 Carol	 You
1	classical music?	yes	no	?
2	boxing?	no	yes	?
3	horror films?	no	yes	?
4	dogs?	yes	no	?

1. Bill and Rose like classical music.

Carol _____
I _____ classical music.

2. Bill and Rose _____ boxing.

Carol _____
I _____

3. Bill and Rose _____

4. _____ dogs.

Ex. 25. Write what these people "do" or "don't do"



study hard



ride a bicycle



swim very well



listen to the radio

Penny

✓

Bob

✓

Don & Alice

✓

You

✓

1. Penny studies hard and swims very well but she doesn't ride a bicycle or listen to the radio.

2. Bob _____

3. Don and Alice _____

4. I _____

Ex. 26. Complete the sentences. All of them are negative. Use *don't* / *doesn't* + one of these words.

cost drive go know play see sell smoke wash wear

1. "Have a cigarette." "No, thank you. I don't smoke.

2. They _____ newspapers in this shop

3. She has a car but she _____ very often.

4. I like films but I _____ to the cinema very often.

5. He smells because he _____ very often.

6. It's a cheap hotel. It _____ much to stay there.

7. He likes football but he _____ very often.

8. I _____ much about politics.

9. She is married but she _____ a ring.

10. He lives near our house but we _____ him very often.

Questions

Ex. 27. Complete the questions, then answer them as in the example.

1. Do the girls like football? No, they don't.

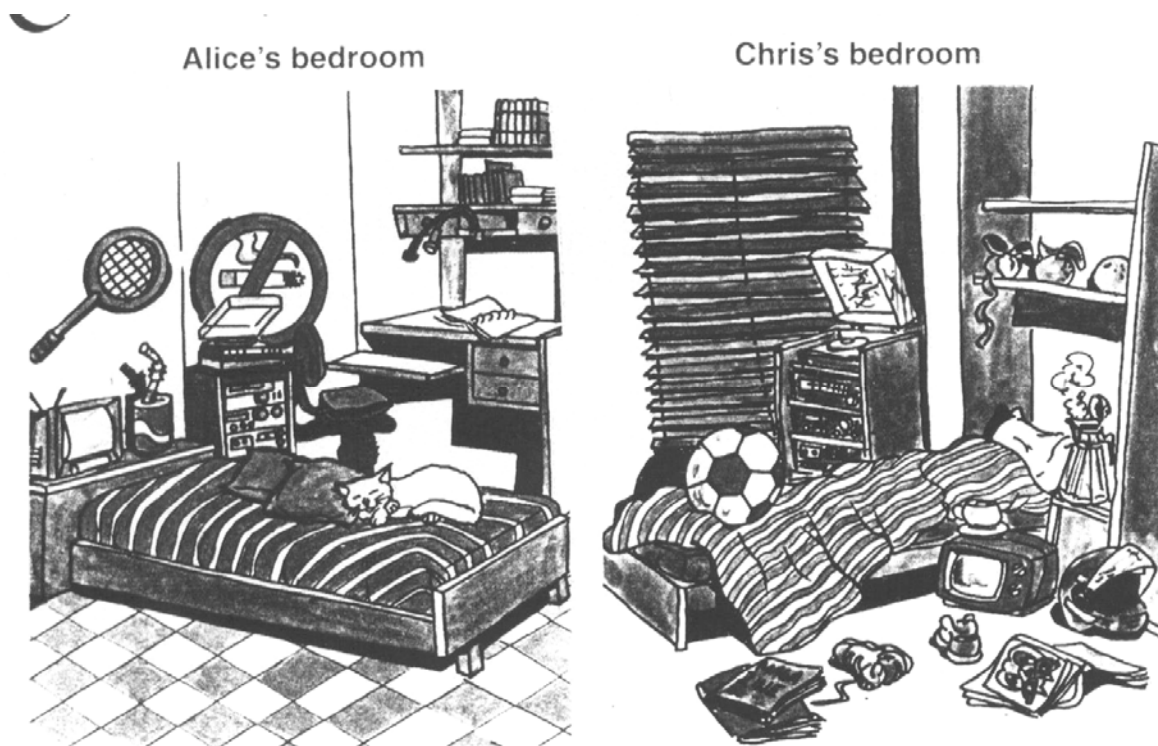
2. _____ Jim eat beefburgers? Yes, _____
3. _____ you go to school? Yes, _____
4. _____ she drink lemonade? No, _____
5. _____ he help his mother? No, _____
6. _____ they walk to school? Yes, _____
7. _____ fish live in the water? Yes, _____
8. _____ your dog sleep in your bedroom? No, _____
9. _____ you like bananas? No, _____
10. _____ Ann and Mary visit their grandparents? Yes, _____
11. _____ cats drink milk? Yes, _____
12. _____ you like exams? No, _____

Ex. 28. Look at the list of activities, then ask each other what you generally *do* or *don't do*.

S1: Do you read books? S2: Yes, I do. S2: Do you read newspapers? S3: No, I don't. etc.

- | | | |
|-----------------------------|---------------------------|--------------------|
| 1. read books / newspapers | 6. go climbing / swimming | 11. go to bed late |
| 2. play basketball / tennis | 7. tidy your room | 12. like sweets |
| 3. do your homework | 8. eat much | 13. watch TV |
| 4. get up early | 9. ride a bicycle | 14. drink milk |
| 5. travel a lot | 10. like cooking | 15. love pop music |

Ex. 29. Look at the pictures then ask and answer as in the example:



1. Does she play tennis? Yes, she does.
2. _____ he play tennis?
3. _____ she like coffee?
4. _____ she like Coke?
5. _____ they listen to music?
6. _____ they watch TV?
7. _____ she tidy her room?
8. _____ he tidy his room?
9. _____ he like oranges?
10. _____ she like cats?
11. _____ he reads books?
12. _____ he drive a motorcycle?

Ex. 30. Now write what Alice and Chris *do* or *don't do*.

Alice plays tennis. Chris doesn't play tennis. He plays football.
Alice doesn't like coffee. She likes Coke.

Ex. 31. Look at the table and answer (✓ = yes ✕ = no)

	Watch television	Go to parties	Work hard	Go to the cinemas	Play Basketball
Mike	✕	✓	✓	✓	✕
Andreas	✓	✕	✕	✓	✕
Maria	✓	✕	✓	✕	✓
Antonio	✓	✓	✕	✓	✓
You					

Example: **Does Andrew work hard?**

No, he doesn't.

- Does Mike go to parties?
- Does he watch television?
- Does he go to the cinema?
- Do Maria and Antonio play basketball?
- Do they watch television?
- Does Maria go to parties?
- Does she work hard?
- Do Mike and Andreas play basketball?
- Do you go to parties?
- Do you work hard?

Ex. 32. Complete the letter from Dimitri to his English pen-friend. This list will help you.
 Write two more questions yourself.

LIST

- | | |
|----------------------------------|--------------------------------|
| 1. live in a town? | 11. like pop music? |
| 2. have a big house? | 12. play a musical instrument? |
| 3. your house have a garden? | 13. have a personal stereo? |
| 4. have any brothers or sisters? | 14. like your Institute? |
| 5. your mother have a job? | 15. do homework every day? |
| 6. your family have any pets? | 16. speak a second language? |
| 7. drink a lot of tea? | 17. your family have a car? |
| 8. watch television every day? | 18. have a computer? |
| 9. have a bicycle? | 19. _____ |
| 10. collect stamps? | 20. _____ |

Ermou 28
 Tressaloniki
 8th June

Dear Tom,

Hallo! I hope you're O.K. This is my English homework!
 My friends and I have a long list of questions for you. I hope you can answer them. Here they are:

1. Do you live in a town? 11. _____

2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

Ex. 33. You sent a letter to Belinda. This is her reply. What questions did you ask her?
The asterisks (*) will help you.

28, Rolton Road
Abingdon,
Oxfordshire.
22nd June.

Hil

Thanks for your letter. Here are my answers to your questions.
I live in Abington, near Oxford. * I get up at 7 o'clock in the morning, * have breakfast at 7.30, and * leave for school at 8.15. * I go to school by car. * My Dad takes me there, and * school starts at 9 o'clock. * My favourite lesson is English, and * Miss Johnson, the English teacher is my favourite teacher. * My best friend's name is Diana.
* My hobbies are stamp-collecting and photography.
* My Dad works in a garage. * My brother doesn't do anything. * He's only six months old, so * he doesn't have a job!

Bye for now,
Belinda

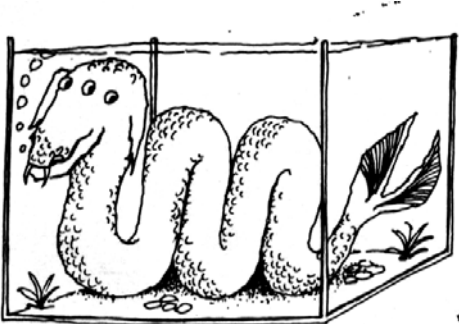
Example: Where do you live?

1. _____	2. _____
_____	3. _____
_____	4. _____
_____	5. _____
6. _____	7. _____
_____	8. _____
_____	9. _____
_____	10. _____
11. _____	_____
12. _____	13. _____
_____	14. _____

Ex. 34. Professor Nemo discovered a new sea animal yesterday. Newspaper reporters are asking him questions. What do they ask?

Examples:
dangerous? Is it dangerous?
Where //live? Where does it live?

1. What / eat?



2. eat fish? _____
3. eat people? _____
4. How / breathe? _____
5. How / swim? _____
6. have teeth? _____
7. intelligent? _____
8. attack people? _____
9. When / attack people? _____
10. Why / have three eyes? _____
11. change colour? _____
12. Why / change colour? _____
13. Why / looking at us? _____
14. Why / climbing out of its tank? _____

Ex. 35. Use the verbs in the list to make questions. Use the word(s) in brackets.

cost do do go have like play rain smokespeak

 1 (he) <u>Does he</u> often <u>play</u> volleyball? 2 (you) Excuse me, English? 3 (you) What ? 4 (your sister) What ? 5 (she) ? 6 (it) How often in summer? 7 (you) dancing? 8 (they) What time usually to bed? 9 (you) What usually for breakfast? 10 (it) How much to stay at this hotel?	 Yes, he's a very good player. Yes, a little. I'm a secretary. She works in a shop. Yes, 20 cigarettes a day. Not often. It's usually dry. Yes, I love it. 10 o'clock. Toast and coffee. £30 a night.
--	---

Game 3

The teacher divides the class into two teams and chooses a leader. Then he / she whispers into the leader's ear "I drive a car". The teams in turn try to guess what the teacher does by asking the leader questions. The teacher invites the students to look at the list of activities in previous exercises for some ideas. The students must guess the answer after only 10 questions. If nobody guesses correctly, the game is a draw. The teacher chooses another leader and you play the game again.

Team A S1: Does he cook dinner?
Leader: No, he doesn't.
Team B S1: Does he play tennis?

Leader: No, he doesn't.
Team A S2: Does he drive a car?
Leader: Yes, he does.

ADVERBS OF FREQUENCY

Adverbs of Frequency go after the verb "to be" and "can" but before the main verb.

	sometimes	
She	always	comes early.
	usually	travels by train.
	often	
He is	seldom	late.
	never	



It's Friday afternoon. Mrs West is cleaning the house. She always cleans the house on Friday afternoon.

Ex. 36. Match the adverbs with the time expressions.

always usually often sometimes seldom never

1. every morning
2. once a year
3. every day
4. not at all
5. once a month
6. once every 10 years
7. twice a week
8. every Sunday

Ex.37. First write about James, Kim and Greg then about yourself.



be late



drink tea



play tennis



watch TV



smoke

James	always	usually	often	rarely	never
Kim & Greg	never	always	sometimes	often	rarely
You					

1. James is always late. He usually drinks tea. He
2. Kim & Greg _____
3. I _____

Ex. 38. Put the words in brackets in the correct place in the sentences.

1. She is late for work. (always) She is always late for work.
2. George eats meat. (never) _____
3. You can see foxes in this forest. (sometimes) _____
4. Does Tom go to school by taxi? (usually) _____
5. We spend the summer in France. (usually) _____
6. Tom and Jim are very busy on Mondays. (often) _____
7. My dog is well-behaved. (rarely) _____
8. Kate doesn't go swimming. (often) _____
9. Simon can do his Maths homework. (never) _____
10. I dance at discos. (seldom) _____

Ex. 39. Rewrite the sentences. Replace the phrases in italics with the adverbs of frequency. Make any other necessary changes.

Example: He goes swimming *every morning* before school.

He always goes swimming before school.

1. We play tennis *three or four times a week*.
2. I only go out *once or twice a month*.
3. They don't eat in restaurants *at all*.
4. She visits her grandparents *two or three times a year*.
5. He goes to the gym *almost every day* after work.
6. We go for a long walk *once or twice a week*.

How often do you:

go to the hairdresser / watch TV / travel by train / go on holiday / go for a walk / go to the cinema / listen to records / go skiing / write letters / drink beer / drink coffee / eat in a restaurant / go swimming / go dancing / play tennis / wash your hair?

Very often.
Quite often.

Sometimes.
Occasionally.

Hardly ever.
Never.

Once
Twice
Three times

a day.
a week.
a month.
a year.

Every day/week/month/Tuesday.
Every three days/six weeks.

Ex. 40. Choose one of the activities given in the balloon. Ask other students about this activity and note their answers. Then write sentences about the students that you interviewed.

Example: Eighty per cent (80%) of the students in this class sometimes go dancing.

Game 4

Pupils in teams say sentences using the verbs in the list below and adverbs of frequency in Present Simple. Each correct sentence scores 1 point. Negations or questions get 2 points each if they're correct.

Verb list: swims, write letters, goes, do homework, read, play, makes tea, watch TV, gets up, cooks, washes, walk, works, plays.

Team A P1: My brother **swims** every week. Team B P1: Do you usually **write** letters to friends?

Ex. 41. Find five pairs of words.

- | | |
|------------------|------------------|
| 1 start | a in the evening |
| 2 a big meal | b gardens |
| 3 in the morning | c close |
| 4 houses | d finish |
| 5 open | e a snack |

Life in Britain . . .



Homes and families

Many British people live in (a) _____ not flats. Most houses have gardens.

Daily life

Most office workers (b) _____ work at about nine in the morning and finish at about five or six (c) _____. Most people don't go home for lunch.

People usually eat a big meal in the evening; they just have a (d) _____ at lunchtime.



School life

Children start school at about nine, and (e) _____ at about half past three. Most children have lunch at school. All children (f) _____ school when they are four or five years old, and leave when they are sixteen or eighteen.

Shops and restaurants

Most shops (g) _____ at about nine and (h) _____ at about six. Usually, they don't close for lunch. Many supermarkets stay open twenty-four

hours. Most pubs and restaurants close at about eleven o'clock.

Life in my country . . .

Ex. 42 a) Complete these sentences for your country. Use either the negative or the positive form.

Most people don't live in houses. They live in flats.

- A Most people _____ (live) in houses.
- B Most people _____ (have) gardens.
- C Most office workers _____ (start) work at 9.00.
- D Most people _____ (go home) at lunch time.
- E Most people _____ (have) a big meal in the evening.
- F Children _____ (go to school) in the afternoon.
- G Most children _____ (leave school) at sixteen.
- H Most shops stay _____ (open) twenty-four hours.
- I Most shops _____ (close) for lunch.
- J Restaurants _____ (close) at eleven in the evening.

b) Compare answers to the Exercise 42a) with a partner.

c) Write five sentences about the differences between your country and Britain.

In Britain, children start school at about nine o'clock in the morning, but in my country they start school at . . .

Revision Exercises

Ex. 43. Fill in the blanks with the correct form of the verb in brackets.

John Fields 1) is (be) a farmer. He 2) _____ (get up) at 5 o'clock in the morning. He 3) _____ (wash), 4) _____ (dress) and 5) _____ (have) breakfast. He 6) _____ (put on) his coat and 7) _____ (go) outside. He 8) _____ (milk) the cows early in the morning. His wife and children 9) _____ (not / get up) so early. They 10) _____ (get up) at 7 o'clock. His wife 11) _____ (feed) the chickens and then she 12) _____ (make) some tea for herself. The children 13) _____ (not / like) tea. They usually 14) _____ (drink) milk. At 7.30 John 15) _____ (take) the children to school. His wife 16) _____ (do) the housework and John 17) _____ (work) on the farm. At 4 o'clock the children 18) _____ (come) home from school. Mrs Fields 19) _____ (cook) dinner. John 20) _____ (not / help) his wife with the cooking. In the evening John and his wife 21) _____ (watch) TV or 22) _____ (listen) to the radio. The children 23) _____ (not / watch) TV. They 24) _____ (do) their homework. They all 25) _____ (go) to bed at 9 p.m. They 26) _____ (be) all very tired.

Ex. 44. Put the verbs in brackets in the "Present Simple".

My friend Cathy 1) has (have) a horse. It 2) _____ (be) a beautiful animal with big eyes and a long tail. Its name is Belta and it 3) _____ (love) people. It 4) _____ (not / bite) or kick and it is always friendly. It 5) _____ (eat) apples and hay but it 6) _____ (not / eat) meat. Horses 7) _____ (not / like) meat. Cathy usually 8) _____ (ride) her horse every day after school. She 9) _____ (not / go) into the town because there is too much traffic. There 10) _____ (not / be) many cars in the country so she 11) _____ (take) Belta there. It often 12) _____ (rain) in England so at night Belta and the other horses 13) _____ (sleep) in a stable. It 14) _____ (not / be) easy looking after a horse but Cathy 15) _____ (enjoy) it very much.

Ex. 45. Fill in the blanks with a verb from the list below in the correct form.

like live travel make say sing read go write be

Michael Johnson 1) lives in America. He 2) _____ a famous pop star. He 3) _____ all around the world and 4) _____ at pop concerts. He 5) _____ his songs too. He also 6) _____ pop videos. He 7) _____ staying at home and listening to his records. He sometimes 8) _____ to expensive restaurants with friends. He also 9) _____ a lot of books about strange things. Many people 10) _____ he 11) _____ a strange man but I 12) _____ him very much.

Present Simple versus Present Continuous

We use Present Simple for permanent states, repeated or habitual actions.

We use Present Continuous for temporary states or actions or for actions happening at the moment of speaking.

Time expressions used with Pres. S.

every day/ week /month /year, usually, often, always, rarely, never, sometimes, in the morning/ evening/ afternoon etc.

Time expressions used with Pres. Cont.

now, at present, at the moment, today, tonight

USUALLY



He usually drives a car.

TODAY



Today he is driving a bike.

Some verbs are usually used only in the Simple tenses.

believe, belong, decide, forget, hate, hear, know, like, love, need, remember, smell, see, think, understand, want etc.

The verb "have" is used only in the Simple tenses when it means "possess". Otherwise, it is used in the Continuous tenses as well.

I **have** two cars at present.

BUT

She **is having** a bath now.

Ex. 46. State which situations are permanent and which are temporary, then write sentences as in the example.



1. Mary usually walks to school but today she is riding a bike to school.



2. Tom usually _____ tennis but today he _____ basketball.



3. They usually _____ TV but today



4. He usually _____ but today he

they _____ a party. _____

Ex. 47. Fill in the blanks with the Present Simple or Present Continuous.



Fred is a fireman. He 1) **fights** (fight) fires.
He 2) _____ (drive) a big red fire engine.
Can you see him? He 3) _____ (put)
water onto the fire. He 4) _____ wear
a helmet.

Ex. 48. Fill in with Present Simple or Present Continuous.

USUALLY

AT THE MOMENT



Cinderella usually 1) **wears** (wear) old clothes. She 2) _____ (clean) the house every day and she
3) _____ (cook) for her sisters. At night she usually 4) _____ (read) a book. At the moment
Cinderella 5) _____ (wear) a beautiful dress. She 6) _____ (dance) with a prince. Cinderella's
sisters 7) _____ (stand) at the door. They 8) _____ (look) at her. They're angry.

Ex. 49. Choose a time expression from the box for each sentence.

now on Fridays always at the moment every night

1. My sister is listening to the radio **at the moment.**
2. I _____ have toast for breakfast.
3. We watch the 9 o'clock news _____.
4. My brother is doing his homework _____.
5. My mother goes to the supermarket _____.
6. I read a book or a magazine in bed _____.
7. My grandfather _____ sends me a birthday present.
8. My brother is playing football _____.
9. At school we have our history lessons _____.
10. My father _____ buys newspapers from the shop near the office.

Ex. 50. Choose a time expression given below to complete the sentences.

**every day, in the morning, now, often, at the moment, rarely
in the morning, today, at present, on Saturdays, usually, never**

1. Mother does her shopping **on Saturdays**
2. We go to school _____.

3. He can't talk to you. He is talking on the phone _____.
4. They _____ go to work on Sundays. They stay at home.
5. We can't go out. It is raining _____.
6. She _____ walks her dog but _____ her mother is walking dog.
7. We eat breakfast _____.
8. She's eating lunch _____.
9. Father and Mother watch TV _____.
10. He _____ eats sweets. He doesn't like them very much.
11. He likes sports. He _____ plays tennis.

Ex. 51. Put in *am / is / are / do / don't / does / doesn't*.

1. Excuse me, do you speak English?
2. "Have a cigarette." "No, thank you, I _____ smoke."
3. Why _____ you laughing at me?
4. "What _____ she do?" "She's a dentist."
5. I _____ want to go out. It _____ raining.
6. "Where _____ you come from?" "From Canada."
7. How much _____ it cost to send a letter to Canada?"
8. I can't talk to you at the moment. I _____ working.
9. George is a good tennis player but he _____ play very often.

Revision Exercises

Ex. 52. Put the verbs into the Present Continuous or the Present Simple.

1. Excuse me, do you speak (you / speak) English?
2. Tom is having a shower at the moment.
3. They don't watch television at the moment.
4. Listen! Somebody _____ (sing).
5. She's tired. She _____ (want) to go home now.
6. How often _____ (you / read) a newspaper?
7. "Excuse me, but you _____ (sit) in my place." "Oh, I'm sorry."
8. I'm sorry, I _____ (not / understand). Please speak more slowly.
9. "Where are you, Roy?" "I'm in the sitting-room. I _____ (read)."
10. Look at Tom and Jim! They _____ (walk) up the hill.
11. What time _____ (she / finish) work every day?
12. You can turn off the radio. I _____ (not / listen) to it.
13. He _____ (not / usually / drive) to work. He usually _____ (walk).
14. They usually _____ (grow) vegetables in their garden but this year they _____ (not grow) any.
15. I _____ (not believe) this man's story.
16. These things _____ (not belong) to my parents.

Ex. 53. Put the verbs into the Present Simple or the Present Continuous.

It's Sunday at Ann's house.

- Helen: Where 1) is (be) David?
- Ann: He 2) _____ (clean) his bicycle. He usually 3) _____ (play) basketball on Sundays, but today he 4) _____ (not / want) to play basketball.
- Helen: 5) _____ (be) your father in the garden now?
- Ann: Yes, he 6) _____ (cut) the grass. He 7) _____ (not / like) long grass. He often 8) _____ (say) that he 9) _____ (want) a perfect garden! I usually 10) _____ (help) him, but now I 11) _____ (learn) some French verbs.
- Helen: Why?
- Ann: Because I 12) _____ (not / know) them and we always 13) _____ (have) a test on Monday morning.

Ex. 54. Find the mistakes, then underline and correct them.

Today is Saturday and we is at the shopping centre. Every Saturday my mother is taking me shopping with her. She is wanting to buy a new skirt but she not like the one that the lady showing her. I am hating shopping with my mother. She never know what to buy. I look at some lovely trousers now and I want to buy them but I am not having enough money.

1. are 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____

Ex. 55. Choose the correct form.

1. She drinks milk every morning. 9. John _____ to school now.
a) drinks b) is drinking c) drink a) walks b) is walking c) walk
2. We _____ to the park now. 10. My cat usually _____ by the fire.
a) goes b) are going c) go a) sleep b) is sleeping c) sleeps
3. They _____ shopping every week. 11. I _____ a letter at the moment.
a) goes b) go c) are going a) write b) am writing c) is writing
4. She often _____ her red dress. 12. They _____ in a restaurant every Sunday.
a) wears b) is wearing c) wear a) eats b) are eating c) eat
5. Look! The cat _____ up the tree. 13. Father always _____ the grass a) climbs b) is
climbing c) climb a) cuts b) cut c) is cutting
6. He never _____ the dishes. 14. I _____ to tidy up my room.
a) wash b) is washing c) washes a) hates b) hate c) am hating
7. This book _____ to me. 15. We _____ abroad last summer.
a) belongs b) belong c) is belonging a) travel b) travels c) travelled
8. Ann _____ coffee now! 16. Do you like spaghetti? Yes, _____
a) drank b) drink c) is drinking a) do I b) I do c) I don't

UNIT 4

PAST SIMPLE

TO BE

Affirmative
I was
You were
He / she / it was
We / you / they were

Negative
I was not (wasn't)
You were not (weren't)
He / she / it was not (wasn't)
We / you / they were not (weren't)

Questions
Was I?
Were you?
Was he / she / it?
Were we / you / they?

Short answers	
Yes, I was	No, I wasn't
Yes, you were	No, you weren't
Yes, he / she / it was	No, he / she / it wasn't
Yes, we / you / they were	No, we / you / they weren't

- Last year she **was** 22, so she **is** 23 **now**.
- When I **was** a child, I **was** afraid of dogs.
- We **were** tired after the journey but we **weren't** hungry.
- The hotel **was** very comfortable and it **wasn't** expensive.
- Where **were** you at 3 o'clock yesterday afternoon?
- **Was** the weather good when you **were** on holiday?
- Those shoes are nice. **Were** they expensive?

Ex. 56. Nick and his family are on holiday in Europe. Complete his letter to Bob.

	City	Weather	Food	Museums
Monday	Madrid	fine	not very good	boring
Tuesday	Paris	fine	good	interesting
Wednesday	London	bad	not good	OK
Thursday	Amsterdam	OK	good	not very interesting
Friday	Zurich	bad	terrible	quite interesting
Saturday	Venice	not very good	bad	great
Sunday	Rome	nice	great	interesting

***Hotel Roma
Bologna***

Hi Bob!

As you can see I'm on holiday here with my family. On Monday we were in Madrid. The weather was fine, but the food wasn't very good, and the museums were boring.

1 On Tuesday we _____

2 _____

3 _____

4 _____

5 _____

6 _____

Ex. 57. Nick's friends ask questions. Reproduce their questions and Nick's answers.
Use the table above.

Example: weather / Madrid / fine?

Steve: **Was the weather in Madrid fine?**

Nick: **Yes, it was.**

Example: food / Zurich / good?

Liz: **Was the food in Zurich good?**

Nick: **No, it wasn't. It was terrible.**

1. museums / Paris / interesting?
2. weather / London / good?
3. museums / Zurich / boring?
4. food / Paris / good?

5. museums / Madrid / interesting?
6. weather / Rome / nice?
7. food / Amsterdam / good?
8. museums / London / OK?
9. weather / Zurich / fine?
10. food / Madrid / good?

Ex. 58. Look at this chart, and complete the sentences below with IS, ARE, WAS/WASN'T WERE, and other words and information from the chart.

In 1987			NOW	
Jane Segall	1 st violin	22	student	architect
Peter Jimson	2 nd violin	22	student	engineer
Brian Cooley	viola	32	actor	TV producer
Marianne Wells	cello	25	housewife	music student

1. In 1987 Brian Cooley _____ the violin player. He _____ 32 years old. He _____ an actor.
2. Now he _____ years old, and he _____ a TV producer.
3. In 1987 Peter Jimson _____ a _____ player. He _____ .
He _____ .
4. Now _____ and _____ .
5. In 1987 Jane and Peter _____ violin players. They _____ 22 years old. They _____ students.
6. Now they _____ years old. Jane _____ an architect and Peter _____ an engineer.
7. – How old _____ Marianne Wells in 1987? - She _____ old.
8. – And _____ she a music student at that time? - No, she _____. She _____ a _____.

Ex. 59. Put in AM / IS / ARE / WAS / WERE. Some sentences are present and some are past.

1. Last year she **was** 22, so she **is** 23 now.
2. Today the weather _____ nice, but yesterday it _____ cold.
3. I _____ hungry. Can I have something to eat?
4. I _____ hungry last night, so I had something to eat.
5. Where _____ you at 11 o'clock last Friday morning?
6. Don't buy those shoes. They _____ too expensive.
7. Why _____ you so angry yesterday?
8. We must go now. It _____ very late.
9. This time last year I _____ in Paris.
10. "Where _____ the children?" "I don't know. They _____ in the garden ten minutes ago.

Ex. 60. Write questions.





- 1 I saw a film.
- 2 I met some people.
- 3 I did an examination.
- 4 I bought some boots.
- 5 I went to a museum.

(good?)	<u>Was it good.</u>	?
(friendly?)		?
(difficult?)		?
(expensive?)		?
(interesting?)		?

PAST SIMPLE (REGULAR VERBS)



Regular verbs:

We form the Past Simple of regular verbs by edding -ed.

Affirmative

Negative

Interrogative

	Long form	Short form	
I stayed	I did not stay	I didn't stay	Did I stay?
You stayed	You did not stay	You didn't stay	Did you stay?
He stayed	He did not stay	He didn't stay	Did he stay?
She stayed	She did not stay	She didn't stay	Did she stay?
It stayed	It did not stay	It didn't stay	Did it stay?
We stayed	We did not stay	We didn't stay	Did we stay?
You stayed	You did not stay	You didn't stay	Did you stay?
They stayed	They did not stay	They didn't stay	Did they stay?

Spelling

-e + -d

double consonant + ed

consonant + y = ied

vowel + y yed

like – liked
hate – hated
close – closed

prefer – preferred
stop – stopped
travel – travelled

carry – carried
study – studied
tidy – tidied

play – played
enjoy – enjoyed
stay – stayed

Ex. 61 Write the Past Simple of the following verbs.

- | | | | |
|-----------------------|------------------|----------------|-----------------|
| 1. open <u>opened</u> | 4. enjoy _____ | 7. watch _____ | 10. fly _____ |
| 2. love _____ | 5. regret _____ | 8. die _____ | 11. smoke _____ |
| 3. plan _____ | 6. quarrel _____ | 9. cry _____ | 12. play _____ |

Irregular verbs have a special past form.

Present I go

I drink

I get

See List of Irregular verbs
at the end of the book.

Past

I went

I drunk

I got

**We use the Past Simple for actions
which happened in the past at a definite time.**

Time expressions used with the Past Simple

yesterday
then

last night / week / month / year
a week / month / year ago

two days ago
in 1980

when
etc.

Ex. 62. Choose a verb from the box to fill in the blanks with "Present" or "Past Simple".

finish

go

have

be

Usually



Yesterday



James usually 1) finishes work at 4.30 p.m. Yesterday he 2) _____ work at 1.00 p.m.
He usually 3) _____ home by train. Yesterday he 4) _____ home by taxi.
He usually 5) _____ dinner at home. Yesterday he 6) _____ dinner at a restaurant with his friends.
He usually 7) _____ to bed early. Yesterday he 8) _____ to bed late because it 9) _____ his birthday.

Ex. 63. Look at the List of irregular verbs at the end of the book and fill in the blanks.

Present

Past

Present

Past

have

had
cut

begin
do
leave
shine

became

take
steal
drink

put

hear
write
say
get
see
hold
eat

make
can
find
run
tell
keep

Past Simple + ago

Ex. 64. Duncan Cameron is a famous explorer. How long ago did he do these things?

Example: 1977: find three Spanish treasure ships.

He found three Spanish treasure ships twenty eight years ago.

1 1970: discover the lost tombs of the Pharaohs.



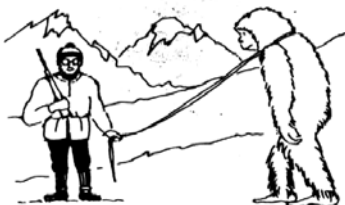
2 1978: find the lost treasure of the Incas.



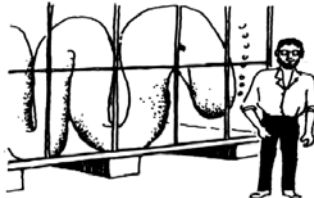
3 1980: discover the oldest dinosaur.



4 1982: capture a yeti in the Himalayas.



5 1983: catch the Loch Ness Monster.



6 1985: climb Mount Everest.



Ex. 65. Ask and answer as in the example.

go for a walk

play golf

write a letter

wash the car

Peter

✓

✓

Sally

✓

✓

Mr & Mrs Page

✓

✓

You

1. Peter / play golf? Did Peter play golf yesterday? Yes, he did.
2. Peter / wash the car? _____
3. Peter / write a letter? _____
4. Sally / go for a walk? _____
5. Sally / play golf? _____
6. Sally / wash the car? _____
7. Mr & Mrs Page / play golf? _____
8. Mr & Mrs Page / write a letter? _____

Now write short paragraphs as in the example:

Peter went for a walk and played golf. He didn't write a letter or wash the car.

Sally _____

Mr & Mrs Page _____

I _____

Ex. 66. This is Nick's list for yesterday

- | | |
|--|---|
| 1. Ring Paula | ✓ |
| 2. Wash the dishes | |
| 3. Sell a bike | |
| 4. Swim 200 metres | ✓ |
| 5. Watch wildlife film | ✓ |
| 6. Help Mum in the garden | |
| 7. Break Jim's horrible Michael Jackson record | ✓ |
| 8. Take dog for work | |
| 9. Help Dad with a car | ✓ |
| 10. Do homework | |
| 11. Go to Diana's party | |
| 12. Buy a calculator | ✓ |

Ask questions and give answers. Look at Nick's list.

Example:

A: Did he ring Paula?

A: Did he wash the dishes?

B: Yes, he did.

B: No, he didn't.

Ex. 67. Anna is asking Helena about her weekend. Complete questiona 1 – 7 and match them with answers a – g.

- | | |
|----------------------------|--|
| 1 Where <u>did you</u> go? | a We went to the old town and went to a club in the evening. |
| 2 Who / go with? | b By plane |
| 3 How / get there? | c We went to Prague. |
| 4 Why / go there? | d Early this morning! |
| 5 What / think of it? | e It was fantastic! |
| 6 What / do there? | f Because someone told us about it. |
| 7 When / come back? | g With my friend. |

Ask your partner questions 1 – 7 about where he / she went:

last weekend / last month / last year / when he/she was young.

Now write sentences about your partner.

Alan went to Madrid last month for a holiday.

He went with his family.

He went there by car.

They went because they like cities.

They visited the old town and went to a concert.

They came back three weeks ago.

They loved Madrid.

Ex. 68. a) Remember when you were ten years old. Put a tick (✓) next to the things you *did* and a cross (✕) next to the things you *didn't*.

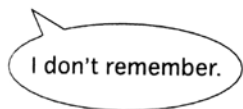
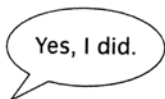
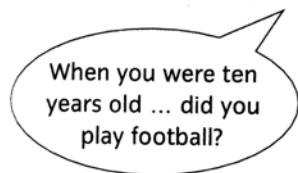
a play football

f ride a bicycle

- b go abroad for your holidays
- c wear jeans
- d go out every Saturday night
- e watch television in your room

- g play computer games
- h have a mobile phone
- i read the newspaper
- j drink coffee

b) Ask your partner about these things.



c) Tell the class about you and your partner.

Example: Both of us rode a bicycle.

Ex. 69. Complete Emma's letter to Anna.

Use these verbs in the past tense: **be (3), do, drink, eat, feel, find, lose, make, ring.**

6, Oxford Road,
 Abingdon,
 Oxfordshire.

Dear Anna,

Yesterday was a terrible day! I drank too much coffee and _____ too much breakfast. Then I _____ sick. Then I took the dog for a walk and _____ him! After four hours in the rain I finally _____ him again.

In the afternoon I _____ a cake. It _____ horrible! Then I _____ my homework, but it _____ the *wrong* homework!

In the evening I forgot to go to Diana's party. I _____ Steve, but he _____n't in. He was with Helen!

Love,
 Emma

Ex. 70. Complete these conversations.

Examples:

A: **Did you find** your pen?

B: Yes, I found it, thanks.

A: **Where did you go** last night?

B: I went to my friend's house.

1 A: _____ TV yesterday?

B: No, TV's boring. I never watch it.

2 A: _____ on Saturday?

B: We went to a football match.

3 A: _____ Peter?

B: Yes, but he wasn't in. I can phone again, later.

4 A: _____ your bed this morning?

B: Yes. I make it every morning.

5 A: _____ this morning?

B: At seven o'clock. I always get up at seven o'clock

6 A: _____ to school yesterday?

B: By bus. I always go by bus.

7 A: _____ my letter?

B: Yes, I posted it last night.

8 A: _____ on Saturday?

B: A record. I bought a new record.

9 A: _____ to Alan's birthday party?

B: No, I didn't go. I was ill.

10 A: _____ your English exam?

B: Yes, of course I passed. It was easy!

Ex. 71. Fill in the blanks with a time expressions from the list below:

**at the moment, always, two months ago, in 1986, last night, never, last summer
when I was a child, ten minutes ago, every week, twice a year, just now**

1. We saw a really good film at the cinema last night
2. They went to Egypt for the whole month of August _____
3. My mother does the shopping _____
4. He finished school _____
5. I am working _____ I can't come with you.
6. She _____ sneezes when she is near a cat; she's allergic to them.
7. He passed his driving test _____
8. He is preparing for his final exams _____
9. Her parents live far away in another country so she can visit them only _____
10. The police always stop him as he _____ washes his car.
11. "Mr Carpenter isn't in. He left the office _____".
12. I didn't like milk _____ but now I do.

Revision Exercises

Ex. 72. Put the verbs in brackets into the Past Simple.

- Pamela: What 1) _____ (you / do) last weekend?
Tony: I 2) _____ (go) to my cousin's house.
Pamela: 3) _____ (be) it far?
Tony: No, it only 4) _____ (take) us 30 minutes.
Pamela: 5) _____ (you / stay) there long?
Tony: We 6) _____ (stay) only for the weekend.
What 7) _____ (you / do) last weekend?
Pamela: My family and I 8) _____ (take) the dog and we
9) _____ (have) a picnic on the beach.
Tony: 10) _____ (be) it sunny?
Pamela: Yes, the sun 11) _____ (shine) all day.

Ex. 73. Put the verbs into the Past Simple.

Bryan Adams comes from Canada. He 1) left (leave) school at sixteen and 2) _____
2) _____ (work) as a gardener. He 3) _____ (start) his career as a singer at the age of eighteen.
He 4) _____ (work) hard then. He only 5) _____ (become) famous in 1987 when he 6)
_____ (make) his first album which he 7) _____ (call) "Reckless". After "Reckless" no
one 8) _____ (hear) about him for a while, until 1991 when he 9) _____ (sing)
"EVERYTHING I DO, I DO IT FOR YOU" which 10) _____ (be) a great success. After that he
11) _____ (go) on a world tour. Today, Bryan Adams is back in Canada enjoying his success.

Oral Activity 7 (Question and answer game)

The teacher divides the class into two teams. Both teams look at the text for Exercise 73.

One team asks questions and the other answers the questions with books open. Each correct question or answer gets 1 point. The winning team is the one which gets the most points.

Team A S1: Does Bryan Adams come
from the United Kingdom?

Team A S2: Did he leave school at the age
of eighteen?

Team B S1: No, he doesn't.
He comes from Canada.

Team B S2: Yes, he did.
Teacher: Wrong! He didn't leave school at
the age of 18. He left school at the age of 16
(2 points for team A, 1 point for team B)

Ex. 74. Find the mistake and correct it.

1. She writes a letter last Monday. _____
2. He is knowing my father. _____
3. Mary didn't came to school yesterday. _____
4. Paula always sing in the bath. _____
5. She has a bath at the moment. _____
6. I doesn't know his name. _____
7. He know English well. _____
8. I isn't watching TV now. _____

Ex. 75. Choose a verb from the list and complete the text using the Past Simple.

decide, get into, drive, find, take, start, tell, pack, move,
begin, see, run away, can, be, have, get out, mend, arrive, go



Last Sunday the Smoths 1) decided to go to a picnic, so they all 2) _____ the car and 3) _____ to the country. They 4) _____ a nice place in a field and 5) _____ the food out of the basket. As soon as they 6) _____ to eat an angry farmer 7) _____ them to get off his land. They 8) _____ everything up again and 9) _____ to another field. The moment they 10) _____ to eat, they 11) _____ a bull running towards them. They 12) _____ as fast as they 13) _____. It 14) _____ raining very hard so they 15) _____ the car to go home. They 16) _____ not even half-way home when they 17) _____ a puncture. They 18) _____ of the car and 19) _____ it. When they 20) _____ home, they 21) _____ wet and miserable. They 22) _____ a cup of tea and 23) _____ to bed.

Oral Activity 11

Cover the text of Exercise 75. Look at the pictures and the list of verbs and try to retell the story.

Ex. 76. Put the verbs in brackets into Present Simple or Past Simple.

Tommy Brown 1) is (be) a real story-teller. No one 2) _____ (believe) what he 3) _____ because he always 4) _____ (tell) lies. He 5) _____ (live) in a small village and 6) _____ (work) on a farm near his village. One night last week Tommy 7) _____ (finish) work late. It 8) _____ (be) dark and cold. Suddenly he 9) _____ (hear) a strange noise so he 10) _____ (look up). It 11) _____ (be) a UFO with bright flashing lights. It 12) _____ (come down) towards him and he 13) _____ (see) two green men looking at him. He 14) _____ (scream), 15) _____ (drop) his bag and 16) _____ (run away). When he 17) _____ (arrive) at the village he 18) _____ (meet) some villagers and 19) _____ (start) to tell them the news but they all 20) _____ (laugh) at him. No one 21) _____ (believe) Tommy.

Ex.77. Put the verbs in brackets into the correct tense.

1. He often brings (bring) me flowers.
2. _____ (you / meet) Paul yesterday?
3. Father _____ (work) in the garden now.
4. What _____ (you / do) at the moment?
5. Mr Jones _____ (paint) his house last month.
6. He _____ (go) to school on foot every day.
7. It _____ (be) hot yesterday.
8. The baby _____ (not / sleep) now.
9. He never _____ (drive) fast.
10. I _____ (not / take) John to school yesterday because he wasn't well.
11. Planes _____ (take off) and _____ (land) at Heathrow all day.
12. "Where is Mike?" "He _____ (stay) with his grandmother this weekend.
13. I _____ (not / like) peanut butter.
14. "What time _____ (your plane / leave)?" "At 7.45."
15. At what time _____ (the play / begin) last night?
16. "What _____ (you / read)?" "It's a book by Barbara Cartland."
17. " _____ (you / play) the piano?" "No, I don't."
18. Dennis Johnson _____ (work) for an insurance company.
19. Mr Baker _____ (come) home at 6 pm last night.
20. Uncle Victor is 88 years old. He _____ (see) everything and _____ (do) everything.
21. Dennis _____ (not / like) his work much.
22. Last week he _____ (sell) his car and _____ (buy) a new one.
23. " _____ (you / see) that programme on Turkey last night? It was wonderful."

Oral Activity 11 (Chain story)

"An Exciting Weekend". The teacher divides the class into two teams, then writes the word list on the board and explains the new words to the students. He / she starts the story and invites the teams in turn to continue it. Each correct sentence gets 1 point. The team which fails to continue the story doesn't get a point.

Word list: go shopping, see somebody stealing, shout loudly, catch the thief, leave bag on bus, run down the road, give back the bag, hear someone screaming, neighbour's house on fire, telephone fire-station, put the fire out.

Writing Activity 9



Write a letter to a friend about how you spent your weekend. (80 – 100 words).

UNIT 5

USED TO FOR PAST HABITS

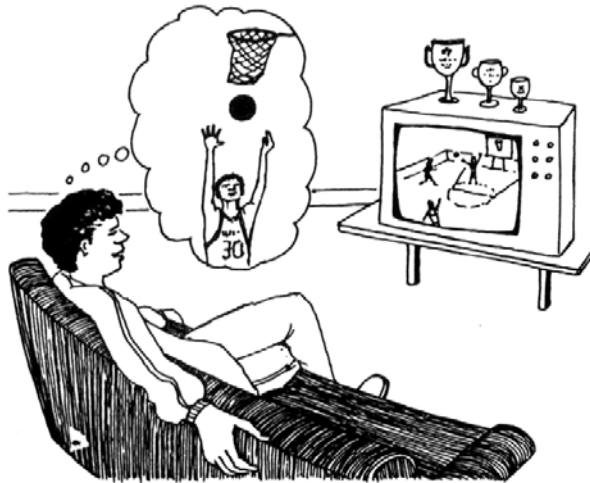
Used to + verb

Examples: I **used to** play the guitar.
They **used to** practise every day.

Past habit / present habit

Example: I **used to** get up at six o'clock but now I get up at seven o'clock.

Ex. 78. Andy Newman, the famous basketball player has retired from world-class basketball. Look at the list below. What things do you think he used to do? What do you think he still does?



LIST

Run ten miles before breakfast.
Write for *Basketball Sports Magazine*.
Train young basketball players.
Practise six hours a day.
Run hundred metres in 10.5 seconds.
Appear on television in sports quizzes.
Go on long world tours with his team.
Visit his old school to give talks on basketball.
Go hang-gliding at weekends.
Enjoy watching a good game on television.

Examples: He used to run ten miles before breakfast.
He still writes for Basketball Sports Magazine.

Questions and short answers

Did she **use to** walk to school?
Did they **use to** play football?

Yes, she did.
No, they didn't.

Ex. 79. Look back at the list in Exercise 78 and make questions and answers about Andy Newman.

Example:

A: Did he use to run ten miles before breakfast?

B: Yes, he did.

A: Does he do that now?

B: No, he doesn't.

Example:

A: Did he use to write for Basketball Sports Magazine?

B: Yes, he did.

A: Does he do that now?

B: Yes, he does.

Didn't use to

Didn't use to + verb

Examples: We **didn't use to** play tennis at school.
I **didn't use to** go to work by bus.

Ex. 80. The Curtiss family have moved from England to Australia.
How are their lives different? Use **used to** or **didn't use to**.

England	Australia
The family lived in the city.	They live on a farm.
Emma didn't like school.	She likes her new school.
Mr Curtiss was a mechanic.	He's a farmer.
Mrs Curtiss was a typist.	She helps on the farm.
Steve Curtiss was unemployed.	He's studying at agricultural college.
They didn't have a dog.	They have three sheep dogs.
Mr Curtiss worked in a garage.	Now he works in the open air.
Sally, the baby, cried a lot.	She's much happier.
Emma didn't have many friends.	Now she's got lots of friends.
Mr Curtiss smoked a lot.	He doesn't smoke at all.
Steve spent his weekends with friends.	He helps his father in the fields.
Mrs Curtiss often fell ill.	She feels O.K.
They didn't have an Australian accent.	They have strong Australian accent.
The weather in England wasn't good.	In Australia the weather's wonderful.
They didn't enjoy life.	They enjoy life very much.

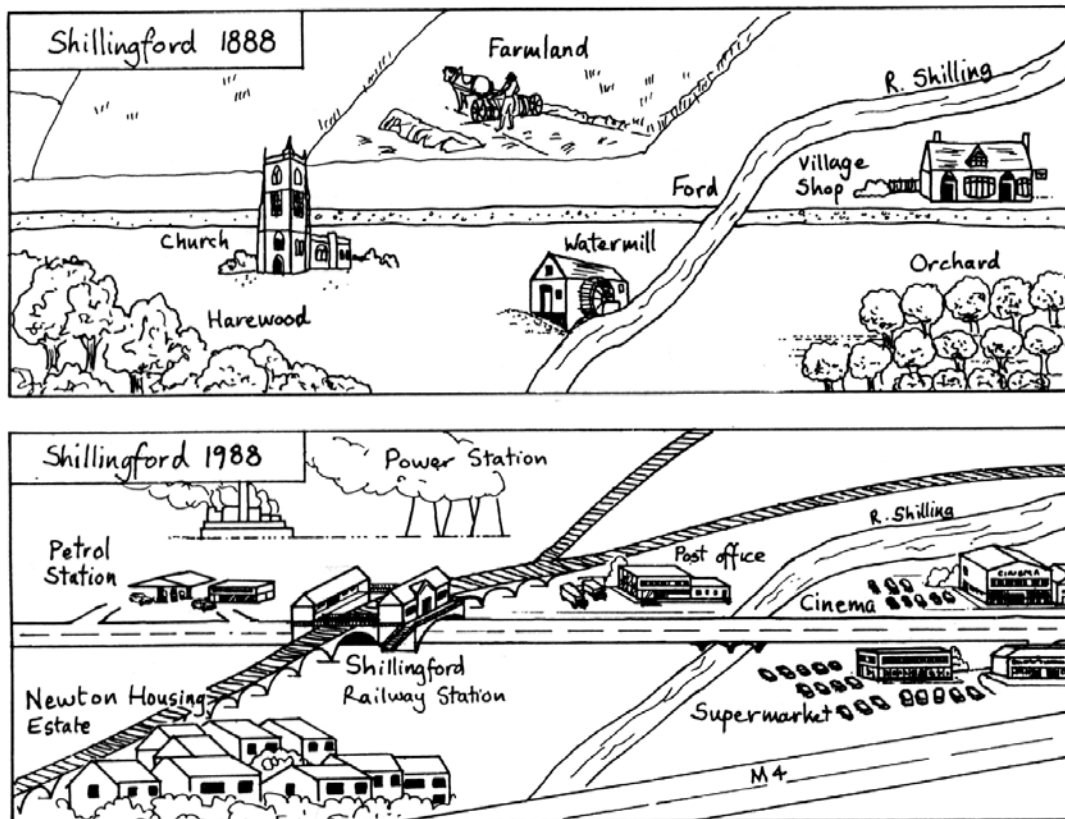
Example:

The family used to live in the city, but now they live on a farm.

Emma didn't use to like school, but she likes her new school.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____

Ex. 81. Compare these two maps of Shillingford. What did there / didn't there use to be?



Examples:

There used to be farmland where the power station is.
There didn't use to be a power station.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

**Ex. 82. What was your town like 200 years ago? What did there use to be?
 What didn't there use to be? Add two more examples.**

electricity	television
schools	shops
gas	supermarkets
churches	market
cinemas	_____
horses and carts	_____
radios	

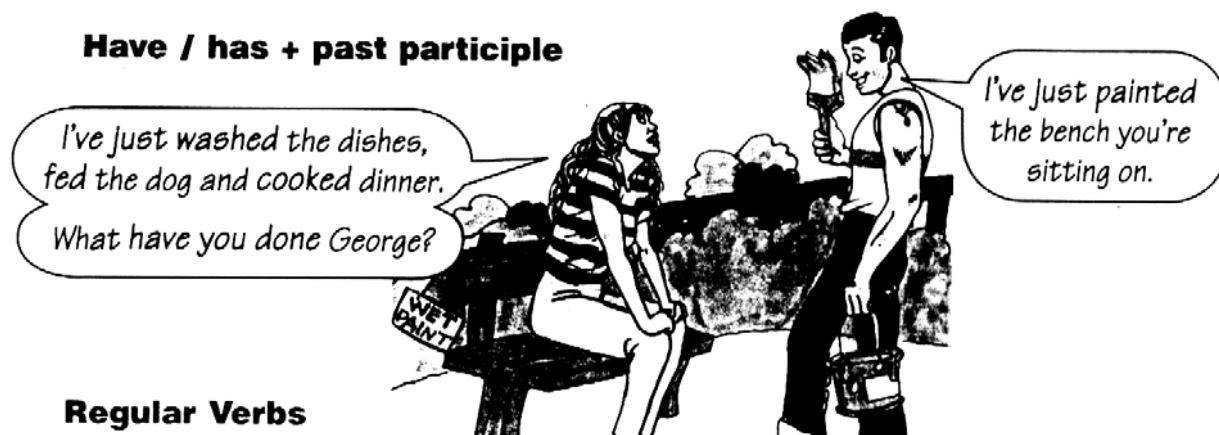
Examples:

There didn't use to be any electricity.
There used to be two schools.

UNIT 6

PRESENT PERFECT

Have / has + past participle



Regular Verbs

Affirmative

Negative

Interrogative

Long Form

Short form

Long form

Short form

I have walked
You have walked
He has walked
She has walked
It has walked
We have walked
You have walked
They have walked

I've walked
You've walked
He's walked
She's walked
It's walked
We've walked
You've walked
They've walked

I have not walked
You have not walked
He has not walked
She has not walked
It has not walked
We have not walked
You have not walked
They have not walked

I haven't walked
You haven't walked
He hasn't walked
She hasn't walked
It hasn't walked
We haven't walked
You haven't walked
They haven't walked

Have I walked?
Have you walked?
Has he walked?
Has she walked?
Has it walked?
Have we walked?
Have you walked?
Have they walked?

Spelling

stop – stopped study – studied type – typed
prefer – preferred play – played smoke – smoked

Irregular verbs

Affirmative

Negative

Interrogative

Long form

Short form

Long form

Short form

I have eaten
You have eaten
He **has** eaten
She **has** eaten
It **has** eaten
We have eaten
They have eaten

I've eaten
You've eaten
He's eaten
She's eaten
It's eaten
We've eaten
They've eaten

I have not eaten
You have not eaten
He **has not** eaten
She **has not** eaten
It **has not** eaten
We have not eaten
They have not eaten

I haven't eaten
You haven't eaten
He **hasn't** eaten
She **hasn't** eaten
It **hasn't** eaten
We haven't eaten
They haven't eaten

Have I eaten?
Have you eaten?
Has he eaten?
Has she eaten?
Has it eaten?
Have we eaten?
Have they eaten?

Look at the end of the book for the past participle of irregular verbs.

Write the past participles of the following verbs.

eat eaten take

iron _____

buy _____

have _____

find _____

clean _____

swim _____

write _____

open _____

sleep _____

give _____

We use the Present Perfect for an action *in the past* with a result *now*.

Example: I've lost my passport (= I can't find my passport *now*)

We use the the Present Perfect when we talk about a time from the past until now - for example, your life:

Example: Have you been to France? (*in your life*)
I've been to Canada but I haven't been to the United States.

Present perfect of regular verbs

Affirmative and Negative

Ex. 83. Complete the sentences.

Examples:

Bill and Peter (arrive)

Bill and Peter have arrived.

We (not clean) our shoes.

We haven't cleaned our shoes.

1. They (not answer) my note. _____
2. We (repair) our house. _____
3. Tom (repair) the TV set. _____
4. I (not finish) my coffee. _____
5. Your new bike (not arrive). _____
6. I (listen) to my new record. _____
7. The football match (not start). _____
8. She (travel) to many places. _____
9. She (be) married three times. _____
10. It (not stop) raining. _____

Questions and short answers

Ex. 84. Look at the list and continue the conversation.

Mum	Dad
1 Clean kitchen	1 Wash car ✓
2 Wash ✓	2 Paint bathroom
3 Post	3 Repair electric fire ✓
4 Repair vacuum-cleaner	4 Phone the garage ✓
5 Start new book	5 Watch football match on TV ✓

Example:

Mum: **Have you washed the car?**

Dad: **Yes, I have.**

Dad: **Have you cleaned the kitchen?**

Mum: **No, I haven't.**

Present Perfect of irregular verbs

Ex. 85. Complete the sentences. Use participles from this table.

Past participles					
been	bought	broken	come	done	drunk
eaten	found	gone	had	lost	made
read	seen	sold	taken	won	written

Examples:

Tom (win) the race.

Tom has won the race.

Matthew (not eat) his sandwich.

Matthew hasn't eaten his sandwich.

You (write) to your pen-friend?

Have you written to your pen-friend?

- 1 Who (take) my keys? _____
- 2 They (not do) their English homework. _____
- 3 Karen (sell) her camera. _____
- 4 you (see) Emma's new dress? _____
- 5 I (break) my glasses. _____
- 6 The postman (not come) yet. _____
- 7 We (be) in New York for two weeks. _____
- 8 you (buy) Tony a birthday present? _____
- 9 Sally (not find) her handbag. _____
- 10 Peter (go) to bed yet? _____
- 11 I (make) you a cup of tea. _____
- 12 They (lose) their luggage. _____
- 13 you (read) the newspaper? _____
- 14 The cat (not drink) its milk. _____
- 15 We (not have) a letter from Nick for two months. _____

Present Perfect with just, already, yet

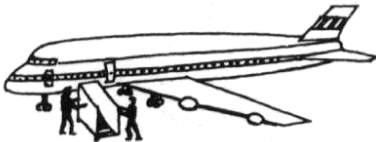
JUST

Example: have / has + just + past participle

They have **just** arrived.

Ex. 86. Complete the sentences.

Example: The plane / just land.



The plane has just landed.



The race/just start.



They/just escape from prison.



They/just break a window.



She/just make a cake.



He/just sell the car.



She/just buy a record.



They/just do the washing-up.



He/just find his keys.



They/just go for a swim.

YET

Example: Have they arrived **yet**? Yes, they have.

Ex. 87. Look back at Exercise 86 and complete these conversation.

Example:

A: Has the plane landed yet?

B: Yes, it has.

- 1 A: _____
B: _____
- 2 A: _____
B: _____
- 3 A: _____
B: _____
- 4 A: _____
B: _____
- 5 A: _____
B: _____
- 6 A: _____
B: _____
- 7 A: _____
B: _____
- 8 A: _____
B: _____
- 9 A: _____
B: _____

NOT YET

Example: He hasn't had his breakfast **yet**.

Ex. 88. What has the nurse done / just done / not yet done?

Mr Walker

Take his temperature

- Yes.

Make his bed

- Not yet.

Check his pulse

- Yes.

Give him his pills

- Just.

Fill in his chart
 Change his bandages
 Bring him his letters
 Tidy his room
 Open the window
 Empty the wastepaper basket

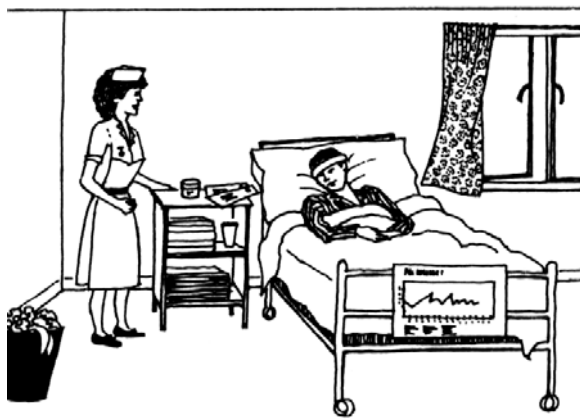
- Not yet.
 - Not yet.
 - Just.
 - Yes.
 - Yes.
 - Not yet.

Example:

She's taken his temperature.

She hasn't made his bed yet.

1



2

3

4

5

6

7

8

ALREADY

Example: He's **already** written it.

Ex. 89. Write answers using the Present Perfect and *already*.

Example: Don't forget to do your English homework!

I've already done it.

1 Don't lose your key!

3 Don't forget to close the window!

5 Clean your bike!

7 Have your breakfast!

9 Don't eat the last cake!

2 Remember to write that letter!

4 Don't open your birthday present *now*!

6 Drink your coffee!

8 Don't miss the bus!

10 Make your bed!

EVER and NEVER

Example: Have you **ever** been to England? Yes, I have.

Have you **ever** eaten snails? No, I haven't. I've **never** eaten snails.

Ex. 90. Write fourteen different sentences from this table.

Use you (x4), your friend (x5), and your parents (x5).

Have

been

a prize

you	ever	flown	toothache
your friend		won	to the USA
your parents		seen	a mirror
		lost	a flat
		made	your keys
		eaten	an accident
		had	caviar
		broken	any money
		bought	skiing
		sold	a cake

Example: **Have you ever had toothache?**

1 _____

2 _____

3 _____

4 _____

5 **Has your friend . . .**

6 _____

7 _____

8 _____

9 _____

10 **Have your parents . . .**

11 _____

12 _____

13 _____

14 _____

Ex. 92. Now answer the questions in Exercise 91.

Example: Have you ever had toothache?
No, I haven't. I've never had toothache.

Ex. 90. Think of all the things that you have never done and that you want to do.
 Complete the questionnaire.

		REASON
A place to visit	<i>Egypt</i>	<i>To see the Piramids</i>
A way of travelling		
Something to see		
Something to do		
A sport to try		
Something to eat		
Something to drink		
A person to meet		

a) Now ask about your partner answers.

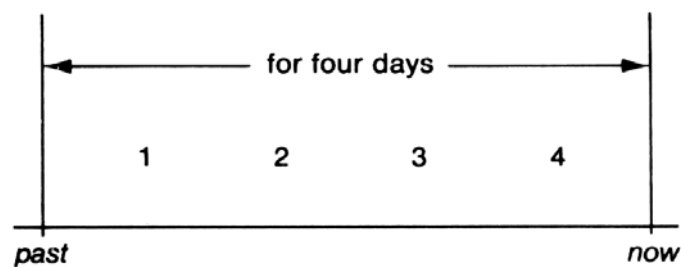
A: I've never been to Egypt.
 B: Why do you want to go there?
 A: Because I'd like to see the piramids.

b) Write about your partner's answers and tell the class.

Emma has never been to Egypt.
 She wants to go there because she'd like to see the piramids . . .

Present Perfect with **FOR** and **SINCE**

Present perfect + **for** (a period of time)



for a week four days ten minutes
 an hour two hours
 three week
 a month six months
 five years a long time

Ex. 93. Bob borrow things from his friends, but he forgets to give them back. He still

has all these things. How long has he had them?

Example: keep Tania's record – 3 weeks

He's kept Tania's record for three weeks.

1 have Peter's pen - 2 months

2 borrow Andrew's cassette player - 6 weeks.

3 keep David's cassettes - 4 weeks.

4 have Alan's computer game - a month.

5 borrow Tom's tennis racket - 3 months.

6 keep Kate's camera - 5 weeks.

7 have Nicola's chess-set - 6 months.

8 borrow Helen's English dictionary - 3 weeks.

Ex. 94. Think of ten things that you or your friends or family have.

How long have you / they had them?

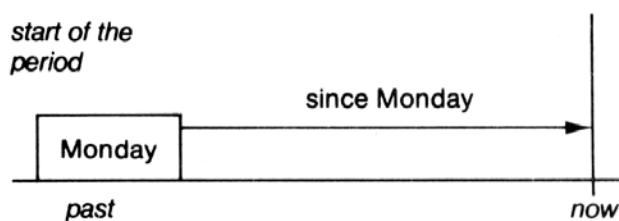
Examples:

I've had my cassette player for two years. **We've had our washing-machine for three years.**

Tom's had his motorbike for three months.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Present perfect + *since* (point in time)



since

Monday	Wednesday
9 (o'clock)	12.30
24 July	10 October
December	Christmas
1985	I got up

Ex. 95. Complete these conversations.

Example: Johnny live in Texas - 1940.

A: **How long has Johnny lived in Texas?**

B: **Since 1940. He's lived in Texas since 1940.**

Kenny Denton / play for Liverpool - 1982.

A: _____

B: _____

Mick Dyson / be a boxer - 1984.

A: _____

B: _____

Jill Carfax / play in the New York Symphony Orchestra - August.

A: _____

B: _____

Tatyana Krachnikova / dance with the Bolshoi Ballet - 1983.

A: _____
 B: _____
 Ricky Clifton / have a Rolls Royce - May 1983.
 A: _____
 B: _____
 Jim Finnigan / have a broken nose - last summer.
 A: _____
 B: _____
 Alberto Manzini / hold the world championship - 1987.
 A: _____
 B: _____
 Butch Fernandez / play for the Chicago Bears - last year.
 A: _____
 B: _____

Ex. 96. Look back at Exercise 92. Write your ten sentences again, but these time use *since* + a point in time.

Examples:

I've had my cassette player since 2001.
Tom's had his motorbike since July.

We've had our washing-machine since 1998.

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____
 9 _____
 10 _____

FOR and SINCE

Present perfect + ***for*** + period of time
 + ***since*** + point in time

Ex. 97. Chris has eight girlfriends!
Today they all telephoned him from different places.
Where are they?
How long have they been there?
Complete the conversations.

Anna	- Paris / two days
Lisa	- London / three days
Caroline	- Rome / a week
Nicola	- Madrid / four days
Belinda	- Athens / five days
Helen	- Frankfurt / three hours
Jill	- Amsterdam / six days
Kate	- Venice / three days

Example:

Chris: *Hallo? Anna? Where are you?*

Anna: *I'm in Paris.*

Chris: *Paris? How long have you been there?*

Anna: *I've been here for two days.*

Ex. 98. Kirsty and her husband Mike are on holiday in Tahira. They arrived on the island on the 1st August. Use Kirsty's notice to complete her letter to her friend Sue.

1 The rain (not stop) - six days	4 He (not eat) - two days
2 We (stay) in the hotel - the day we came	5 I (have) a cold - Thursday
3 Mike (feel) sick - three days	6 We (not understand) a word of Tahira - we arrived!

Example: We (be) on Tahira – Tuesday

We've been on Tahira since Tuesday.

Tahira,
7th August

Dear Sue,

We've been on Tahira since Tuesday and we're having a dreadful time.

It's cold and wet here and the rain 1) _____

2) _____. What a holiday! Mike

3) _____. 4) _____

5) _____. We both feel awful.

And we 6) _____

Have a nice time in Querino!

Love

Kirsty.

Ex. 99. Complete these sentences. Use *for* or *since*.

Example: I - a teacher / three years.

I'm a teacher. I've been a teacher for three years.

1 Mr Carter - pilot / 1983.

2 Dr Benson – doctor / two years.

3 Miss Clark – secretary / three months.

4 Mr Bond – a dentist / last July.

5 Mr Denver – mechanic / three years.

6 Melissa – pop singer / five months.

7 Linda Langton – film star / thirty years.

8 Ted Clarke – postman / 1995.

9 Tessa Jones – photographer / October.

10 Jonathan – engineer / 2002.

11 Sue White – model / two months.

12 Ted Bryan – boxer / a year.

Present Perfect versus Past Simple

Time expressions used with Pres.Perf.

just, ever, already, yet, always,
how long, so far, for, since, recently

1. We use Present Perfect for recent actions or states or for actions which happened at an unstated time in the past.

Time expressions used with Past Simple

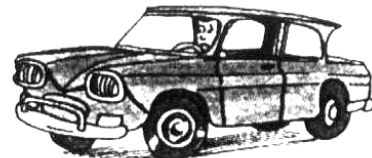
yesterday, last night / week / month / year,
ago, then, when, in 1995, etc.

1. We use Past Simple for actions or states which finished at a stated time in the past.



I **have bought** a new car.
(When did he buy it? **We don't know.**)
(unstated time)

2. We use Present Perfect for actions or states which began in the past and continue up to the present.



I **bought** this car ten years ago.
(When did he buy it? Ten years **ago**.)
(stated time)

2. We use Past Simple for actions or states which finished in the past.



I **have been** a clerk for two years.
(He is still a clerk.)



I **was** a clerk for seven years.
(He isn't a clerk now, he is a businessman.)

Ex. 100. You are on holiday with your parents in London. You have just met a new English friend. You have been in London for a week. Look the list of places and complete the sentences.

Example:

A: Have you been to the Tower of London?

B: Yes. We went there on Monday.

Ex. 101. Stavrov is also on holiday in London. Today is Thursday, his fourth day. Look at the list and make sentences.

Example:

He visited the Tower of London on Monday.

He hasn't seen Westminster Abbey yet.

Ex. 102. Harry and Charlie are in London for one day. It's now two o'clock the afternoon.

What have they done so far today? What haven't they done yet? Look at the numbers on the map.

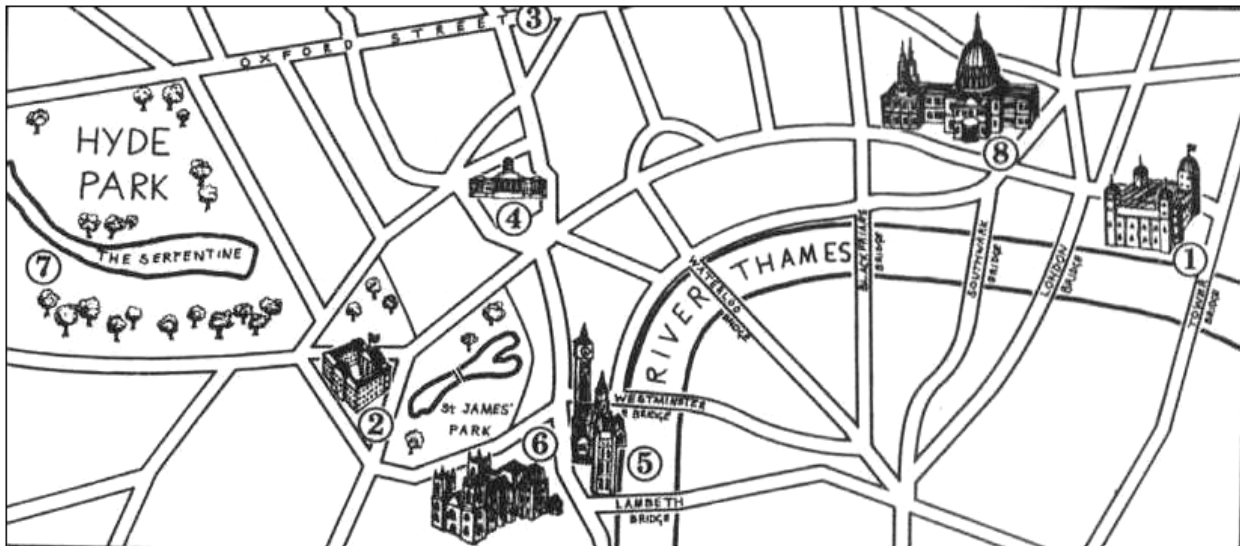
Tower of London	- (Monday)
Buckingham Palace	- (Wednesday morning)
Oxford Street	- (Friday morning)
National Gallery	- (Tuesday morning)
Houses of Parliament	- (Thursday)
Westminster Abbey	- (Wednesday afternoon)
Hyde Park	- (Yesterday)
St Paul's Cathedral	- (Friday afternoon)

at

HOLIDAY IN LONDON

Visit the Tower of London	✓ (Monday morning)
See Westminster Abbey	(Not yet)
Visit the National Gallery	✓ (Monday afternoon)
Go to the Houses of Parliament	✓ (Tuesday morning)
Have a picnic in Hyde Park	(Not yet)
See Tower Bridge	(Tuesday afternoon)
Take a photo of Nick outside Buckingham Palace	(Not yet)
See St. Paul's Cathedral	(Not yet)
Go to the Science Museum	(Wednesday morning)
See the famous ship the 'Victory'	(Not yet)

in



Example: They (visit) number 8.

They've visited St.Paul's Cathedral.

1 They (not see) number 6.

2 Harry (take) a photograph of Charlie's outside number 5.

3 They (not visit) number 4 yet.

4 They just (listen) to a brass in number 7.

5 They (spend) hundreds of dollars in number 3.

6 They (not see) the Queen at number 2 yet.

7 Harry just (have) two hamburgers in number 7.

8 Charlie just (buy) number 1!

Ex. 103. Harry and Charlie are back in the USA now. Charlie is telling his wife what they did / didn't do. Complete his utterances.

Example: **We visited St.Paul's Cathedral.**

Ex. 104. Complete these conversations.

Example: A: ever (go) to Germany?

B: Yes.

A: Where (go)?

B: (go) to the Black Forest.

Have you ever been to Germany

Yes, I have.

Where did you go?

I went to the Black Forest.

1 A: ever (go) skiing?

B: Yes.

A: Where (go)?

B: (go) to France.

5 A: ever (fly) in an aeroplane?

B: Yes.

A: Where (fly) to?

B: (fly) on holiday to Rome.

2 A: ever (go) to a pop concert?

B: Yes.

A: Who (see)?

B: (see) Michael Jackson.

6 A: ever (see) an elephant?

B: Yes.

A: Where (see) it?

B: (see) one on television!

3 A: ever (use) a computer?

B: Yes.

A: When (use) it?

7 A: ever (catch) a fish?

B: Yes.

A: When (catch) it?

B: (use) one last week at school.

B: (catch) one last Sunday.

4 A: ever (eat) octopus?

B: Yes.

A: What (be) it like?

B: It (be) delicious!

8 A: ever (have) an eye-test?

B: Yes.

A: When (have) it?

B: (have) one last year.

Revision Exercises

Ex. 105. Fill in with: in 2003, ago, just, ever, last night, for, since, never, already, yet

1. My father went to Spain two days ago.
2. He has known her _____ 1990.
3. She hasn't finished her work _____.
4. Have you _____ seen an elephant?
5. We went to bed at ten o'clock _____.
6. He has been in Madrid _____ ten years.
7. I got married _____.
8. Kate have _____ drunk whisky.
9. I have _____ seen John.
10. Sue has _____ passed her exams.

Ex. 106. Fill in the blanks with for or since.

1. Ben: How long have you known John?
Alex: I've known him since we were at school.
2. Sue: How long have you worn contact lenses?
Emma: I've worn them _____ five years.
3. Jim: How long have you and Bob lived in France?
Tina: We've lived here _____ over ten years now.
4. Andy: I'm sorry I'm late. How long have you been here?
Tom: I've been here _____ 5 o'clock.
5. Sarah: How long have you had this dress?
Angie: I've had it _____ Christmas.
6. Joe: How long have you been in Asia?
Mary: I've been in Asia _____ seven years.
7. Cherry: How long have you worked at this school?
Terry: I've worked at this school _____ 1986.
8. Helen: How long have you known Tom?
Nick: I've known him _____ five years.
9. George: When did you last go to America?
Anna: I haven't been to America _____ July, 1998.

Ex. 107. Put the verbs in brackets into the "Present Perfect" or "Past Simple".

1. Kevin has lost (lose) his key. He _____ (leave) it on the bus yesterday.
2. I _____ (not / play) tennis since I was at school but I _____ (be) very good at it then.
3. Mr and Mrs Little _____ (visit) Egypt. They _____ (go) there on their honeymoon in 1967.
4. A: _____ you _____ (not choose) a dress for the party next week yet?
B: Yes, I _____ (buy) one yesterday.
5. A: _____ you _____ (not sell) your old car yet?
B: Yes, my cousin _____ (give) me \$600 for it last week.
6. I think our teacher _____ (forget) about the test! He _____ (not say) anything about it in the last lesson!
7. Sarah _____ (break) her leg. She _____ (fall) off a horse last week.
8. We _____ (sell) our house. Some people _____ (see) it last month and _____ (buy) it.
9. I _____ (finish) decorating my room. I _____ (paint) it last week and I _____ (put up) the new curtains last night.
10. We _____ (know) Kate since last year. We _____ (meet) her at a party.
11. My friend is a writer. She _____ (write) many books.

12. John works in a bookshop. He _____ (work) there for three years.
 13. I _____ (wash) my hair before breakfast this morning.
 14. Shakespeare _____ (write) a lot of plays.
 15. My brother _____ (write) a lot of plays. He _____ (just / finish) his second tragedy.
 16. I _____ (buy) a new house last year, but I _____ (not sell) my old house yet, so at the moment I have two houses.
 17. Mr Pound is the bank manager. He _____ (be) here for five years.
 18. This bicycle _____ (be) in our family for fourteen years. My father _____ (use) it for the first five years, my brother _____ (ride) it for the next five, and I _____ (have) it for the last four.

Ex. 108. Mrs Dune is a terrible gossip. She is telling her neighbour the latest news of the neighbourhood.

Danny and Susan 1) have just returned (just/return) from their holiday. They 2) _____ (stay) in New York for a week. The Browns 3) _____ (move) into their new house. They 4) _____ (sell) the old one two weeks ago. Sandra 5) _____ (buy) an expensive dress. She 6) _____ (buy) it yesterday. John 7) _____ (take) his car to the garage. He 8) _____ it there at 9 o'clock on Friday. Mrs Gate 9) _____ (not / tidy) her house yet. She 10) _____ (go) for a walk. She 11) _____ (leave) about two hours ago and 12) _____ (not/come) back yet. Mr Moore 13) _____ (already / cut) the grass but he 14) _____ (not / paint) the fence yet.

Ex. 109. Joe's Aunt is writing to him with her latest news. Fill in the gaps using either "Past Simple" or "Present Perfect" form of the verbs in brackets.

Dear Joe,

Everything is fine at home. John 1) has finished (finish) writing a book and Paula 2) _____ (take) her exams. Yesterday, I 3) _____ (see) a film at the local cinema. It 4) _____ (be) very good. After that I 5) _____ (drive) to London and 6) _____ (meet) your father. He 7) _____ (go) to London last Friday to give a lecture. Your father looks different. He 8) _____ (grow) a moustche and 9) _____ (lose) a lot of weight. I have to go now. Your father 10) _____ (just / wake up) and I have to cook his dinner. Hope to hear from you soon.

Love,
Aunt Emma

Oral Activity

The teacher divides class into two teams and write a list of some words / expressions on the board. The teams in turn make sentences using **for** or **since** and an appropriate verb in the Present Perfect. Each correct answer gets 1 point. The team with the most points is the winner.

List: two hours, last week, Christmas, last summer, a long time, Tuesday, a week, three days, 1996, last night, August, five months

Team A S1: I've been out for two hours.

Team B S1: I haven't seen him since last week.

Team A S2: I haven't had a present since Christmas.

Team B S2: I haven't worked for last summer.

Teacher: Wrong! I haven't worked since last summer. Team B doesn't get a point.

Writing Activity 9



Write what you have already done or not yet done in your life.

Example: I've already bought a car but I haven't bought a house yet.

UNIT 7

THE FUTURE (WILL / SHALL / Be Going To)



Affirmative

Negative

Interrogative

Long form

Short form

Long form

Short form

I **will** pay

I'll pay

I **will not** pay

I **won't** pay

Shall I pay?

You **will** pay

You'll pay

You **will not** pay

You **won't** pay

Will you pay?

He **will** pay

He'll pay

He **will not** pay

He **won't** pay

Will he pay?

She **will** pay

She'll pay

She **will not** pay

She **won't** pay

Will she pay?

It **will** pay

It'll pay

It **will not** pay

It **won't** pay

Will it pay?

We **will** pay

We'll pay

We **will not** pay

We **won't** pay

Shall we pay?

You **will** pay

You'll pay

You **will not** pay

You **won't** pay

Will you pay?

They **will** pay

They'll pay

They **will not** pay

They **won't** pay

Will they pay?

Ex. 110. Complete the sentences as in the example:

Long form

1. It will rain tomorrow.
2. I hope you not be ill.
3. He pass the test

Short form

1. It 'll rain tomorrow.
2. I hope you be ill.
3. He pass the test.

We use the Future Simple for actions which will happen in the future.

Time expressions used with the Future Simple

tomorrow, tonight, soon, next week / month / year etc., in a week / month etc

Will

is used to express predictions, warnings, offers, promises, threats, requests, suggestions, on-the-spot decisions, opinions, hopes and fears (especially with words such as: think, expect, suppose, hope, believe, know and probably.)

Shall

can be used with "I" or "We" in questions, suggestions and offers.

Ex. 111. Write the speech situations as in the example:

prediction, offer, warning, promise, threat, request, on-the-spot decision, fear

Example: "Don't eat the cake. You will be sick" warning

1. "I'll close the window. It's very windy."
2. - I has torn my jacket.

- Don't worry! I'll buy a new one. _____
3. "Shall I do the washing-up?" _____
4. The policeman: "Freeze or I'll shoot." _____
5. "This basket is too heavy. Will you help me?" _____
6. "You will soon be rich, my dear." _____
7. "It's the second bottle. I'm afraid you will get drunk." _____
8. "Honey, I'll will marry you soon." _____

Predicting / promising / offer

Ex. 112. Mick Denver is trying to arrange an international pop concert for "World Aid" on the 1st August. Who will / won't be there? Where will they be?

1st AUGUST			
Ricky Clifford	- OK	Girls at Work	- Athens
Medusa	- New York	Rod Elton & Cliff Stewart	- OK
Dry Dry Dry	- OK	Sara and the Royals	- Paris
Princess	- Rome	Charlie and the Wailers	- OK
Nanarama	- OK		
Red Red Red	- Moscow		

Examples: Ricky Clifford will be there.

Medusa won't be there. She'll be in New York.

Ex. 113. Look back at the list in Exercise 112. Make up dialogues as in examples:

Examples:

A: Will Ricky Clifford be there?

B: Yes, he will.

A: Will Medusa be there?

B: No, she won't. She won't be there.

Ex. 114. Where will you be? Write sentences about yourself. Use *I'll be . . . / I'll probably be . . . / I don't know where I'll be.*

- (tomorrow at 10 o'clock) I'll probably be on the beach.
(or I'll be at work or I don't know where I'll be.)
- (one hour from now) I _____
- (at midnight) _____
- (at 3 o'clock tomorrow afternoon) _____
- (two years from now) _____
- (next summer) _____
- (tonight) _____

Ex. 115. Complete the sentences. Use *I will (I'll) + one of these verbs.*

carry do eat send show sit stay

- My case is very heavy. I'll carry it for you.
- Enjoy your holiday. Thank you. I _____ a postcard.
- I don't want this banana. Well, I'm hungry. _____ it.
- Are you coming with me? No, I don't think so. _____ here.
- Did you phone Jack? Oh, no, I forgot. _____ it now.
- Do you want a chair? No, it's okay. _____ on the floor.
- How do you use this camera? Give it to me and _____ you.

Ex. 116. Complete the sentences. Use *I think I'll . . . or I don't think I'll . . . + one of these verbs.*

buy go have play

- It's cold. I don't think I'll go out.

2. I'm hungry. I think _____ something to eat.
3. I feel tired. I don't _____ tennis.
4. This camera is too expensive. I _____ it.

Ex. 117. Write sentences with *Shall I...?* Choose words from box A and box B.



A turn on make
 turn off open



B some sandwiches the television
 the window the light

- 1 It's warm in this room.
- 2 This programme isn't very good.
- 3 I'm hungry.
- 4 It's dark in this room.

Shall I open the window ?
 ?
 ?
 ?

Ex. 118. Write sentences with *Shall we...?* Choose words from box A and box B.



A what ~~what time~~ where who



B buy go invite ~~meet~~

- 1 Let's go out tonight.
- 2 Let's have a holiday.
- 3 Let's spend some money.
- 4 Let's have a party.

Okay, *What time shall we meet* ?
 Okay, ?
 Okay, ?
 Okay, ?

Ex. 119. Professor Hartford is giving a television interview about the space ship *Explorer 10*. Complete with *will* or *won't*.

Interviewer: Professor Hartford. *Explorer 10* leaves tomorrow for Pluto. When will it land?
 How long _____ 1) the journey take?
 Hartford: It _____ 2) take two years to get to Pluto.
 Interviewer: And what do you expect to find when you get there? _____ 3) there be life on
 Pluto?
 Hartford: We can't be sure. There _____ 4) be any human life, but may be other forms .
 We _____ 5) know until we get there.
 Interviewer: And the four astronauts, what _____ 6) they do during the two-year trip?
 Hartford: Well, we hope they _____ 7) be too bored. They _____ 8) have to check
 their instruments and keep physically and mentally fit. We hope they _____ 9)
 still like each other after two years!
 Interviewer: Thank you very much, Professor Hartford. We _____ 10) talk to you again
 in two year's time. Good luck to *Explorer 10*!

Revision Exercises

Ex. 120. Fill in "will" or "won't".

Johnny: Mum, 1) will I need to take my umbrella today?
 Mum: No, I don't think it 2) _____ rain. Spain is a very hot country.
 Johnny: 3) _____ they speak English there?
 Mum: No, they 4) _____ speak English. They speak Spanish in Spain.
 Johnny: 5) _____ I like Spain, Mum?
 Mum: I don't know, Johnny. Maybe you 6) _____ like it. May be you 7) _____.
 Johnny: Mum, I hope you 8) _____ leave me there.
 Mum: Stop asking so many questions or I 9) _____ leave you there!

Ex. 121. Fill in "will", "won't" or "shall".

Jim: 1) Shall we go to "Snacks" restaurant for lunch?

Mary: No, you 2) _____ like the food there. I think you 3) _____ like the new cafe in York Street.
 Jim: O.K. We 4) _____ take the bus there. 5) _____ I phone John and ask him if he wants to come?
 Mary: I'm sure he 6) _____ want to come, but we 7) _____ have time to wait for him here.
 Jim: 8) _____ I tell him to meet us there?
 Mary: That's a good idea. Tell him we 9) _____ meet him outside the cafe. There 10) _____ be a lot of people so he 11) _____ find us inside.
 Jim: 12) _____ I tell him to be there in half an hour? 13) _____ that be enough time?
 Mary: Yes, I think so.

Ex. 122. Choose the correct item.

1. Do you think it C tomorrow?
 A) rained B) has rained C) will rain
2. He seldom _____ his hair.
 A) washes B) wash C) has washed
3. What an awful noise! What _____ upstairs?
 A) have they done B) are they doing C) will they do
4. Take your umbrella or you _____ wet.
 A) gets B) got C) will get
5. Look! It _____ now.
 A) rained B) is raining C) has rained
6. _____ you help me with the dishes?
 A) Will B) Shall C) Have
7. She _____ to us yet.
 A) didn't write B) hasn't written C) doesn't write
8. Andy _____ his horse three times a week.
 A) is riding B) has ridden C) rides
9. Yesterday we _____ a big cake and ate it all.
 A) have bought B) will buy C) bought
10. _____ Sheila since her car accident?
 A) Will you see B) Did you see C) Have you seen
11. Dad _____ to London at the moment.
 A) drove B) has driven C) is driving
12. They _____ their homework an hour ago.
 A) will finish B) are finishing C) finished

Present Continuous (future meaning)

Arrangements

I am doing something tomorrow = I have arranged to do something
 I have a plan to do something.

Example: **I'm meeting** Bill this evening.

Ex. 123. The Sanchez family are going on holiday to England next week. What are their arrangements? Complete Maria's letter to her friends in Cambridge. Use the Present Continuous.

*Calle de la Rosa, 26
 Salamanca,
 30th September.*

Dear Sally and Tom,

I hope you and the family are well. We're looking forward very much to our visit to England. We (leave) 're leaving Madrid at ten o'clock on Monday and (arrive) _____ at Heathrow at twelve o'clock. We (stay) _____ at the Royal Hotel in Victoria. Do you know it? Some friends told us it was good, but not very expensive.

We (plan) _____ to visit lots of interesting places in London. On Tuesday we (go) _____ to Windsor Castle and on Wednesday we (visit) _____ the Tower of London. We also wanted to see a musical, so we've booked to see "Cats". On Thursday we (go) _____ by train to Oxford to visit the colleges. I know you and Tom studied at Cambridge, so we hope to visit Cambridge University on Friday. We (arrive) _____ at about nine p.m.

Thank you again for offering us a bed on Friday evening. We (fly) _____ back to Madrid on Saturday 6th, so it's just for one night.

*See you soon,
 Love from us all.*

Ex. 124. Look at Doctor Hamilton's notes and complete the conversation.

Notes			
Mr Carter	- Have X-ray Tuesday.	Miss Stanton	- See physiotherapist
Mr Parker	- Go home Friday.		Wednesday.
Mrs Walker	- Have blood test this afternoon.	Mr Cobb	- See specialist Thursday
		Mrs Trenchard	- Start new treatment Saturday

Example: So, Mr Carter / have his X-ray Monday.

Dr. Trent: **So, Mr Carter's having his X-ray on Monday.**

Dr. Hamilton: **No, he hasn't. That's Tuesday. He isn't having his X-ray until Tuesday.**

1 Mr Parker / go home on Wednesday.

Dr. Trent: _____

Dr. Hamilton: _____

2 Mrs Walker / have her blood test this morning.

Dr. Trent: _____

Dr. Hamilton: _____

3 Miss Stanton / see the physiotherapist on Monday.

Dr. Trent: _____

Dr. Hamilton: _____

4 Mr Cobb / see a specialist on Tuesday.

Dr. Trent: _____

Dr. Hamilton: _____

5 Mrs Trenchard / start new treatment on Thursday.

Dr. Trent: _____

Dr. Hamilton: _____

Ex. 125. Now complete this conversation between Dr. Hamilton and his patients.

Look at the notes in Exercise 124.

Example: Mr Carter / X-ray Monday.

Mr Carter: **Am I having my X-ray on Monday?**

Dr. Hamilton: **No.**

Mr Carter: **When am I having then?**

Dr. Hamilton: **On Tuesday.**

1 Mr Parker / go home Wednesday.

2 Mrs Walker / blood test this morning.

3 Miss Stanton / see physiotherapist Monday.

4 Mr Cobb / see specialist Tuesday.

5 Mrs Trenchard / start new treatment Thursday.

Ex. 126. Write questions. All the sentences are future.

1 (you / go out tonight?) **Are you going out tonight** _____?

2 (you / work / next week?) _____?

3 (what / you / do / tomorrow evening?) _____?

4 (what time / Bob and Sue / come?) _____?

5 (when / Liz / go / on holiday?) _____?

6. (you / play bridge / tonight / with Tom and Ann?) _____?

7. (when / you / give a party?) _____?

8. (what month / your sister / get married?) _____?

9. (she / arrive / today?) _____?

NB! We use **the present simple** for timetables, programmes, trains etc.

Study the difference:

I'm going to a concert this evening. (*present continuous*: usually for people)

The concert **starts** at 7.30. (*present simple*: for programmes, trains etc.)

Ex. 127. Use the words in brackets to write sentences. All the sentences are future. Use the present continuous (*he is leaving* etc.) or present simple (*it leaves* etc.).

- 1 (I / not / go out / tonight) I'm not going out tonight.
- 2 (the concert / start / at 8.15) The concert starts at 8.15.
- 3 (I / meet / my friends this evening) _____
- 4 (Tom / not come / to the party on Thursday) _____
- 5 (The English course / finish / on 10 May) _____
- 6 (my sister / get married next December) _____
- 7 (I / not go / to London tomorrow) _____
- 8 (my train / leave / at 8.45) _____

These sentences are questions. All the sentences are future.

- 9 (what time / the train / leave) What time _____?
- 10 (what time / you / leave / tomorrow?) _____?
- 11 (when / they / get married?) _____?
- 12 (when / the next English course / begin?) _____?

Present simple (future meaning)

When, until, as soon, before

Examples:

I'll **send** you a postcard **when** I **arrive** in New York.

When I **arrive** in New York, I'll **send** you a postcard.

Ex. 128. Look at the example and complete the sentences.

Example: I (phone) **'ll phone** them when I (get) **get** to Paris.

- 1 We (wait) _____ here until the rain (stop) _____.
- 2 As soon as the match (end) _____ we (complain) _____ to the referee.
- 3 I (stay) _____ with you until your train (leave) _____.
- 4 She (worry) _____ about her exam until she (get) _____ the results.
- 5 As soon as Dad (get) _____ in tonight he (want) _____ his dinner.
- 6 We (not start) _____ lunch until you (get) _____ back.
- 7 When Peter (arrive) _____ we (give) _____ him his presents.
- 8 When the exam (be) _____ over we (have) _____ a party.
- 9 I (have) _____ an ice-cream before the film (start) _____.
- 10 I (finish) _____ this book before I (go) _____ to bed.
- 11 As soon as I (return) _____ from school, I (ring) _____ you up.
- 12 Before he (start) _____ for London, he (spend) _____ a day or two at a rest-home not far from here.

Ex. 129.

Mrs Fullbright is having the last driving lesson before her test. What does she say she will do on the day of the test?

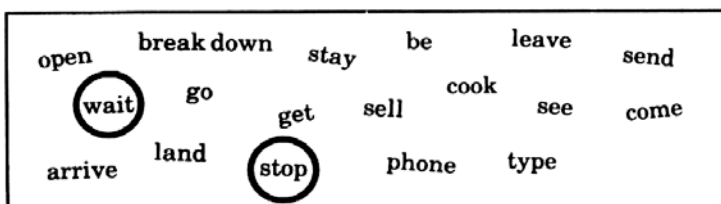


Example: a) get b) will get

I'll put on my glasses before I get in the car.

- 1 a) put b) 'll put
As soon as I get in the car I _____ on my seat belt.
- 2 a) start b) will start
I'll check the driving mirror before I _____.
- 3 a) don't leave b) won't leave
When I drive off, I _____ the handbrake on.
- 4 a) tells b) will tell
I won't look at the examiner when he _____ me to turn right or left.
- 5 a) put on b) will put on
When I stop at the traffic lights, I _____ the handbrake.
- 6 a) reverse b) will reverse
I'll go slowly when I _____.
- 7 a) asks b) will ask
I won't turn left or right unless the examiner _____ me to.
- 8 a) signal b) 'll signal
Before I turn left or right I _____.
- 9 a) says b) will say
I'll stop as soon as the instructor _____ "Stop".
- 10 a) come b) will come
I'll slow down when I _____ to a roundabout.

Ex.130 **Look at the verbs in the box and complete these sentences. Look at the example below.**



Example: We'll wait until the rain stops.

- 1 They _____ us when they _____ at Heathrow.
- 2 They _____ us a note before they _____ for Paris.
- 3 I (not) _____ me presents until everyone _____ here.
- 4 As soon as we _____ home I _____ the dinner.
- 5 We _____ the car before it _____.
- 6 We _____ Madonna when she _____ to London.
- 7 We _____ here until the police _____.
- 8 I _____ one more letter before I _____ home.

First conditional

If you **give** me your address, I'll **write** to you.
If you **don't leave** now, you'll **miss** your train.
OR
I'll **write** to you if you **give** me your address.
You'll **miss** your train if you **don't leave** now.

Ex. 131. **Make sentences. Look at the example below.**

If Jenny gets a new job	she'll buy a new one.
If Nick buys a car	he won't be here for my birthday.
If it rains	he'll be near the station.
If John gets up at eight o'clock	I'll lose weight.
If they don't work hard	he won't have enough money to go on holiday.
If she loses her umbrella	we'll drive to the party.
If I don't eat biscuits	he'll be late for work.
If Jim moves house	she'll meet interesting people.
If my brother goes to France this autumn	they won't pass their exams.

Example:

If Nick buys a car he won't have enough money to go on holiday.

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____

Ex. 132. Complete the sentences.

Example:

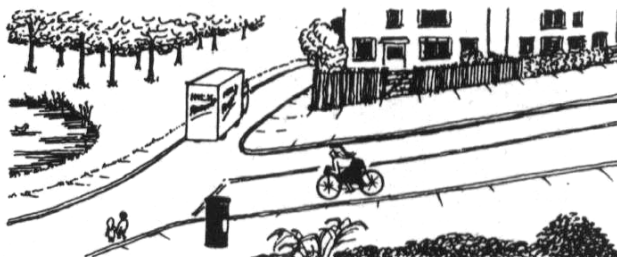
If we (go) go to the cinema, we (miss) 'll miss the football match on television.

- 1 If Italy (score) _____ again, they (win) _____ 3:0.
- 2 Manuella (come) _____ to your party if you (ask) _____ her.
- 3 You (play) _____ better if you (practise) _____ more.
- 4 If I (lend) _____ you my bike, you (fall) _____ off it.
- 5 If they (not come) _____ soon, the party (be) _____ over.
- 6 He (not get) _____ a good job if he (not pass) _____ his exams.
- 7 If the train (be) _____ late, we (not catch) _____ our plane.
- 8 We (have) _____ a great time if we (go) _____ to Acapulco!
- 9 You (be) _____ cold if you (not wear) _____ a coat.
- 10 If I (get) _____ a flight, I (fly) _____ home on Sunday.
- 11 If you (have) any problems, I (try) _____ to help you.
- 12 It (be) _____ nice if you (come) _____ to the party.
- 13 If you (speak) _____ slowly, I (understand) _____ you.
- 14 If you (be) _____ hungry, I (give) _____ you something to eat.
- 15 She (get) _____ a good job if she (learn) _____ English.

Ex. 133. Carol is riding a bicycle for the first time. What are her problems?

Example: try to stop / fall off

If she tries to stop, she'll fall off.



- 1 jump off / hurt herself.
the bell / no one hear her.

2

ring

- 3 turn left / run over the children

- 4 turn right / crash into the lorry.

- 5 not do anything / go into the pond.

- 6 go into pond / get very wet.

- 7 not do something soon / be too late.

- 8 stop in time / be a miracle!

Ex. 134. Julia works at the advertising company but she wants some changes. Read Julia's list of options for the future and write about each option.

Stay at the company

ADVANTAGES

- won't have to find new job
- continue to work with people I like

DISADVANTAGES

- have to leave Londonon/move to the country
- find a new job

Find a job in Germany

ADVANTAGES

- live near Karl
- meet new people
- learn a new language
- earn more money

DISADVANTAGES

- have to leave London
 - move house
- miss friends

Start my own company!

ADVANTAGES

- be my own boss
- work when I like
- see a new company grow

DISADVANTAGES

- expensive
 - difficult to make new contacts
- have to work alone

Example: Her first option is to stay at the advertising company.

If she stays at the company, she won't have to find a new job. . .

Going to

I am going to do something = I have decided to do something.

My intention is to do something

Example: Tom **is going to sell** his car.

We **are not going to buy** a new TV set.

Ex. 135. What are these people going to do?



1 She's going to watch TV.

2 He _____

3 They _____

4 _____

5 _____

6 _____

Ex. 136. Write questions and answers with going to.

	Football player	Teacher	Singer	Mechanic	Air stewardess	Secretary	Ballet dancer	Scientist
Lorenzo		✓						
Claudia				✓				
Andy	✓							
Nick			✓					
Rafaella				✓				
Manuel							✓	
Jenny					✓			
Melina						✓		

Example: Lorenzo / football player?

Mr Grant: Is Lorenzo going to be a football player?

No, he isn't. He isn't going to be a football player. He's going to be a teacher.

- | | |
|-------------------------|--------------------------|
| 1 Claudia / singer? | 5 Manuel / teacher? |
| 2 Andy / mechanic? | 6 Jenny / ballet dancer? |
| 3 Nick / scientist? | 7 Melina / stewardess? |
| 4 Rafaella / secretary? | |

**Ex. 137. Look at the chart and talk about these people's intentions for the future.
Use a structure with *going to*.**

Example: James is going to paint his flat next week.

	NEXT WEEK	NEXT MONTH	NEXT YEAR
James	paint his house	go to Edinburgh	not visit Ireland
Julia	begin a German course	not play at the jazz club	change jobs
Rachel and John	find a house	get married	not take a holiday

Ex. 138. Write down five things you really want to do (e.g. move house; get a job; live overseas; travel; start your own business) Ask your partner about his / her intentions. Then ask for reasons.

- A: I'm going to get a good job.
 B: Why are you going to get a good job?
 A: Because I want to earn a lot of money.
 B: But why do you want to get a lot of money?
 A: Because I'm going to buy a new flat.
 B: Why...?

Ex. 139. Are you going to do these things tomorrow?

- 1 (buy a car) I'm not going to buy a car. (or I'm going to buy a car____)
 2 (get up before 6.30) I _____

- 3 (have breakfast) I _____
- 4 (watch TV in the morning) _____
- 5 (cook a meal) _____
- 6 (ride a bicycle) _____

Ex. 140. Complete the sentences. Use . . . going to + one of these verbs.

eat give lie rain study walk wash

- 1 My hair is dirty. I'm going to wash it.
- 2 I don't want to go home by bus. I _____
- 3 John's university course begins in October. He _____ engineering.
- 4 Take an umbrella with you. It _____
- 5 I'm hungry. I _____ this sandwich.
- 6 It's Val's birthday next week. We _____ her a present.
- 7 I feel tired. I _____ down for an hour.

"Will" versus "Be Going To"



"Will" is used

1. **to express on-the-spot decisions.**
It's cold. **I'll close** the window.
2. **to express predictions, promises etc.**
It will rain tomorrow.
3. **when it is not certain that something will happen but it is just a prediction.**
If he comes earlier, we will go to the cinema.



"Be going to" is used

1. **to express things already decided in the near future.**
He's going to fly to Rome tomorrow.
2. **to express intention.**
He likes acting. **He is going to be** an actor
3. **when there is evidence that something will definitely happen.**
Watch out! **You're going to fall over.**

Ex. 141. Fill in "will" or "be going to" in the correct form.

1. A: What do you want to do when you leave school?
B: I'm going to be a dancer.
2. A: I think the house is on fire!
B: I _____ phone the fire brigade.
3. A: I'll get the sugar from the cupboard.
B: Watch out! You _____ hit you head on the door.
4. A: Haven't you finished those letters yet?
B: No, I _____ stay late and finish them.
5. A: _____ you have another cake?
B: No thank you. I've already had two.
6. A: Do you want to go to the park this afternoon?
B: I can't. I _____ visit my parents.
7. A: This box is very heavy!
B: I _____ carry it for you.
8. A: _____ you open the window, please?
B: No, it's too cold in here.
9. A: Have you bought a birthday present for Sally?
B: Yes, I _____ give her a box of chocolates.

10. A: I've lost my pen.
B: I _____ give you one of mine.
11. A: Have you seen Sue today?
B: No, but I expect she _____ telephone me tonight.
12. A: Put your money in your pocket or you _____ lose it.
B: It's O.K. It's safer in my bag.
13. A: Have you decided what to study at university?
B: Yes, I _____ study Biology.
14. A: Do you want to borrow my car?
B: Thanks. I _____ bring it back tonight.
15. A: The house is very dirty!
B: I know. I _____ clean it this afternoon.

Oral Activity

The teacher divides the class into two teams and writes cues on the board. Then he/she invites his/her students to say what they will do or won't do when they are parents. Each correct sentence gets 1 point. The team with the most points is the winner. The teacher starts the game first.

Cues: go to parties, drink wine/beer, buy them presents, take them to the cinema, have bad friends, hit them, play with them, help them with their schoolwork, go to bed late, watch TV, shout at them, make them cry etc.

Teacher: When I am a parent I will love my children.

Team A S1: When I am a parent I won't let my children go to parties.

Team B S1: When I am a parent I _____ (no answer) etc.

Team A gets 1 point but Team B doesn't get a point.

Oral Activity (Fortune-telling)

Your students work in pairs and tell each other his / her fortune by looking at his / her palm.

e.g. You will win a lot of money. You will meet a millionaire.

Writing Activity 9



Write what you will be doing in twenty years' time. How old will you be? What will you be? Where will you live? Will you be married? Etc.

Oral Activity

The teacher divides the class into two teams and chooses a leader. He/she gives teacher a piece of paper which says what he/she is going to do tomorrow. The team ask questions in turn until they find out what the leader is going to do. Each correct guess gets 1 point. The team with the most points is the winner.

Leader's list: do the shopping, watch TV, do homework, stay up late, visit grandparents, play tennis etc.

Team A S1: Are you going to play golf?

Team A S2: Are you going to watch TV?

Leader: No, I'm not.

Leader: Yes, I am.

Team B S1: Are you going to play tennis?

Team B S2: Are going to wash a car?

Leader: Yes, I am.

Leader: No, I'm not.

Writing Activity 9

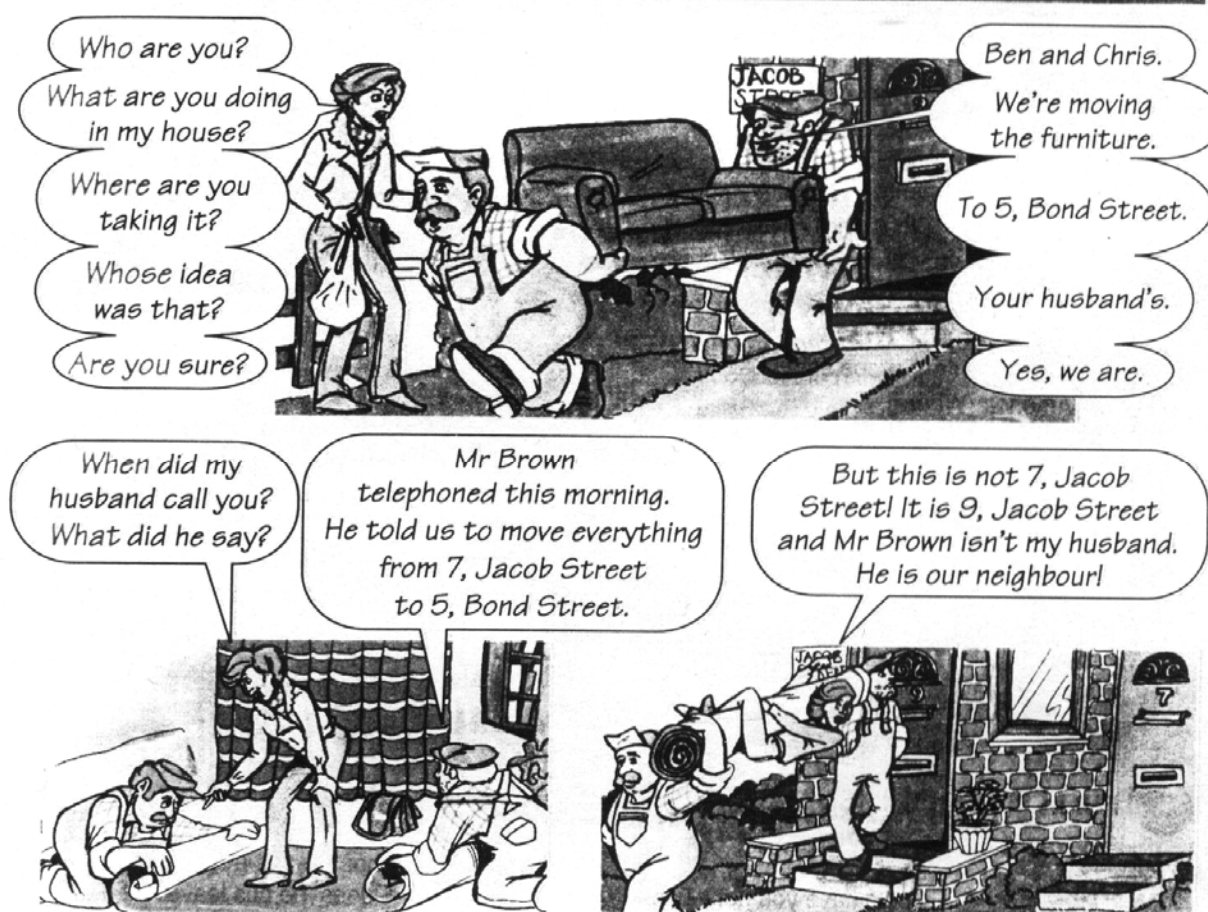


Write what you are going to do each day next week.

Example: On Monday I'm going to meet my friends and go to the park.
On Tuesday _____ etc.

UNIT 8

Yes / No questions - Wh-questions



Questions are usually formed by changing the word order; this means the auxiliary or modal verb comes before the subject.

(auxiliary / modal verbs are: **can, have be, will, shall, must**)

In the Present Simple, questions are formed by using **do / does** and in the Past Simple by using **did**

Wh – questions start with a question word: **who, where, what, when, why, how, which** etc.

Is she happy?

Can she type?

Have you ever been to Paris?

Will you help me?

Shall we go out tonight?

Do you like sweets?

Does he often visit them?

Did he pass the test?

Who did you go out with?

Where did you meet him?

What is your name?

We normally use questions words for:

People	jobs / things/ animals / actions	place	time	quantity	manner	reason
Who	What	Where	When	How much	How	Why
Whose	Which (one of)		How long	How many		
Which			What time			
(one of)			How often			

Ex. 142. Fill in "Who", "Whose", "What", "When", "Where", "Why", "How much", "How many" or "What time".

1. When? At 2.30.

2. ? At the cinema.

13. ? Sophia's.

14. ? Mary.

- | | |
|------------------------------|---------------------------|
| 3. _____? The teacher. | 15. _____? 10 o'clock. |
| 4. _____? In the morning. | 16. _____? Next Thursday. |
| 5. _____? In the kitchen. | 17. _____? Four. |
| 6. _____? My brother's. | 18. _____? In the park. |
| 7. _____? Because it's cold. | 19. _____? Mary's. |
| 8. _____? On Saturday. | 20. _____? A car. |
| 9. _____? In the classroom. | 21. _____? \$45. |
| 10. _____? At the station. | 22. _____? Tomorrow. |
| 11. _____? John's. | 23. _____? 8 pm. |
| 12. _____? An umbrella. | 24. _____? A cup. |

Ex. 143. Fill in the blanks with "Who", "Whose", "What", "When", "Where", "Why", "How much", "How many" or "What time".

1. Why are you wearing a coat? Because it's cold.
2. _____ is your party? On Saturday.
3. _____ are these football boots? They're John's.
4. _____ money have you got? \$10.
5. _____ is your school? It's near the station.
6. _____ brothers have you got? Two brothers.
7. _____ books have you got? Not many.
8. _____ is he? He's Mr Smith.
9. _____ are you reading this book? Because it's interesting.
10. _____ people are there in this room? Twenty.
11. _____ coat is this? It's John's.
12. _____ does he come from? He comes from Brazil.
13. _____ is your birthday? In January.
14. _____ is it? 7.30.
15. _____ are you running? Because I am late.
16. _____ sugar is there? One kilo.
17. _____ are you going tonight? To the cinema.
18. _____ is he? In the kitchen.
19. _____ girls are there? Twelve.
20. _____ are they doing? They are watching TV.

Ex. 144. Fill in "When", "How", "How old", "How many", "Where", "Who", "What time" or "Which".

- | | |
|---|--|
| 1. <u>How many</u> pets have you got? Two. | 9. _____ does the bus leave? At 8.00. |
| 2. _____ is your birthday? 12 th June. | 10. _____ does the washing-up? |
| 3. _____ do you work? In a hospital. | My mother does. |
| 4. _____ are you? I'm fine thanks! | 11. _____ biscuits would you like? |
| 5. _____ does she feel? She's ill. | These ones, please! |
| 6. _____ do you get to work? By bus. | 12. _____ are you? Ten years old. |
| 7. _____ is that man? He's my uncle. | 13. _____ is there in that bag? |
| 8. _____ does this lesson finish? | Some apples and oranges. |
| At eleven o'clock. | 14. _____ can answer my question? I can. |

Oral Activity

The teacher divides the class into two groups and then says words. The groups in turn say which question word matches the word said by the teacher. Each correct answer gets 1 point. The group with the most points is the winner.

Teacher: _____ at the station.
 Group A S1: _____ where?
 Teacher: _____ at noon.
 Group B S1: _____ when?

Teacher: Nick's
 Group A S2: _____ whose?
 Teacher: Mary.
 Group B S2: _____ whose?
 Teacher: Wrong! Who! Group B
 doesn't get a point.

Ex. 145. You are interviewing a famous actor. He tells you some things but you want to know more.

1. I like reading books (What). What books do you like reading?
2. I like spaghetti (pizza). Do you like pizza too?

3. I go to the gym to keep fit. (How often). _____
4. I can dance very well (sing). _____
5. I play musical instruments (What). _____
6. I never get up early (What time). _____
7. I visited Paris last year (London). _____
8. I've got an expensive house (car). _____
9. I buy expensive clothes. (Where). _____
10. I'm going on tour of Europe soon (Japan). _____
11. I live in America (Where). _____
12. I go to parties (How often). _____

Subject questions

If **who**, **which** or **what** are the subject of the question, we do not put the verb in question form.

subject **object**

Harry loves Jane.

Who loves Jane (Not who does love?)

subject **object**

Jane loves **Bob**.

Who does Jane love?

Ex. 146. Make questions for the following sentences.

1. Who came last night ?
2. Where _____ ?
3. What _____ ?
4. Who _____ ?
5. When _____ ?
6. Which of you _____ ?
7. Who _____ to her ?
8. What _____ ?
9. Who _____ Sue?
10. Who _____ Ann _____ ?
11. Which dress _____ ?

John came late last night.
 Fish live in the water.
 Birds fly in the air.
 John telephoned a week ago.
 John telephoned a week ago.
 All of us want to help.
 John and Sue sent a letter to her.
 They sent her some flowers.
 Paul invited Sue.
 Ann met Tony.
 She bought the red dress.

Ex. 147. Write questions to which the bold type words are the answers.

His name is **John Page**. He's from **Portsmouth, England**. He is a **bank clerk**. He's **24 years old**. He's got **one sister**. His sister's name is **Sarah**. He likes **rock music and heavy metal**. His favourite group is **"Iron Maiden"**.

1. What is his name?
2. _____ ?
3. _____ ?
4. _____ ?
5. _____ ?
6. _____ ?
7. _____ ?
8. _____ ?

Ex. 148. Fill in "why", "what", "which", "who", "how often", "where".

- Inspector: Will you answer some questions, please?
- Suspect: 1) What do you want to know?
- Inspector: 2) _____ were you at 10 o'clock last night?
- Suspect: I was at the cinema.
- Inspector: 3) _____ cinema were you at?
- Suspect: "The Embassy" in Temple Street.
- Inspector: And 4) _____ was the film that you saw?
- Suspect: I can't remember what it was called, I'm afraid.
- Inspector: 5) _____ did you go with?
- Suspect: No one. I went on my own.
- Inspector: 6) _____ do you go to the cinema?
- Suspect: Not very often. I prefer the theatre.
- Inspector: So 7) _____ did you decide to go yesterday?
- Suspect: It was a film I've always wanted to see.
- Inspector: Then 8) _____ can't you remember what it was called?



Ex. 149. Ask the questions to which the bold type words are the answers.

Tom has been in London **for two years**. He studies **at the university**. He wants to be **a lawyer**. He lives **in a small flat**. It belongs to **his uncle, Lucas**. Tonight, **his friend Tony** has invited Tom to a party. **Tony's sister** is getting engaged to Steve Johnson, a friend of theirs. **Steve** works with Tony as a shop assistant. Tom is going to meet Susan at Victoria Station **at 8.00**. He must be there on time **because if he isn't, Susan will be angry with him**. Tom likes Susan but Susan likes Tony.

Example: How long has Tom been in London?

For two years.

Ex. 150. Complete the correct word.

1. C did you buy that skirt? Last week.
A) Who B) Where C) When A) Why B) Who C) How
2. _____ is the black car? John's.
A) Who B) Whose C) Which A) Who B) Where C) What
3. _____ do you travel abroad? Every year.
A) How many B) How C) How often A) How B) How many C) How much
4. _____ is your name? Ted.
A) Where B) Why C) What A) How long B) How much c) How many
5. _____ are you? Nine.
A) How old B) How long C) How much A) Which B) When C) Whose
6. _____ are you late? I overslept.
7. _____ is John? He's upstairs.
8. _____ is the Philips TV? \$150.
9. _____ have you been here? Two weeks.
10. _____ is your car? The white one.

Ex. 151. Complete the reporter's interview with Susan Star's secretary.

- R: 1) What time does Susan wake up?
S: Susan wakes up at 9 o'clock.
- R: 2) _____
S: She has breakfast in bed.
- R: 3) _____
S: She starts work at 11 o'clock.
- R: 4) _____
S: No, she goes to work by taxi.
- R: 5) _____
S: Yes, she works in Hollywood.
- R: 6) _____
S: Yes, she usually goes to bed late.
- R: 7) _____
S: She lives with her mother.
- R: 8) _____
S: No, she isn't married.
- R: 9) _____
S: Two sisters and one brother.
- R: 10) _____
S: Their names are Helen, Mary and John.



Oral Activity (Guessing Game)

The teacher divides the class into two teams and chooses a leader. The leader chooses a person. The two teams in turn try to guess who he is by asking the leader wh-questions.

- | | | |
|------------|----------------------------------|-----------------------------|
| Team A S1: | Where is he from? | Leader: He is from Germany. |
| Team B S1: | How old is he? | Leader: He's 23. |
| Team A S2: | What's his favourite sport? | Leader: Swimming. |
| Team B S2: | What kind of music does he like? | Leader: Classical music. |
| Team A S3: | Is it Walter? | Leader: Yes, it's Walter. |
- Team A wins. Choose a new leader and play the game again.

Frank	David	Paul	Walter	Pierre
Germany	Scotland	France	Germany	France
Student	teacher	taxi driver	student	taxi driver
23	28	21	23	21
1 brother	1 sister	1 sister	1 brother	1 brother
swimming	sailing	skiing	swimming	climbing
pop music	pop music	jazz	classical music	jazz

Jose	Gonzales	Eric	Michel	Andrew
Spain	Spain	Germany	France	Scotland
Bank clerk	bank clerk	doctor	taxi driver	engineer
24	24	28	21	28
2 sisters	2 brothers	1 brother	1 sister	1 sister
football	football	swimming	climbing	sailing
classical music	classical music	pop music	pop music	classical music

Part 2

INTERMEDIATE

Unit 1

Present Simple

Present Simple is used :
1. for permanent situations. She works in an office.
2. for repeated actions in the present, especially with adverbs of frequency. He often buys her flowers.
3. for facts which are permanently true. The sun sets in the west.
4. for timetables or programmes. The lesson starts at 10 o'clock
Time expressions used with Present Simple usually, always, never, often, sometimes, every day/week/month/year etc.
Adverbs of frequency (often, always, usually, sometimes etc.) are placed before main verbs but after auxiliary / modal verbs (be, have, can, will, must, shall etc.). He often goes to the theatre. He is never late.
Some verbs appear rarely in the continuous form. These verbs express a permanent state and they are: appear (= seem), be, believe, belong, cost, feel, forget, hate, have (= possess), know, like, love, mean, need, prefer, realise, remember, see, seem, smell, sound, suppose, taste, think, understand, want etc. I understand it now. NOT I am understanding it now.

Ex.1. Read the following in the negative and in the interrogative forms.

- 1 You know the answer.
- 2 He has breakfast at 8.00.
- 3 He loves her.
- 4 Some schoolgirls wear uniforms.
- 5 He trusts you.
- 6 He tries hard.
- 7 The park closes at dusk.
- 8 He misses his mother.
- 9 The children like sweets.
- 10 He finishes work at 6.00.
- 11 He lives beside the sea.
- 12 He bullies his sisters.
- 13 This stove heats the water.
- 14 She has a cooked breakfast.
- 15 She carries a sleeping bag.

Ex. 2. Read the following in the third person singular.

- 1 They wish to speak to you. (He)
- 2 Buses pass my house every hour. (It)
- 3 They help their father. (He)
- 4 We change planes at Heathrow. (She)
- 5 You watch too much TV. (He)
- 6 They worry too much. (He)
- 7 I cash a cheque every month. (He)
- 8 I always carry an umbrella. (She)
- 9 They wash the floor every week. (She)
- 10 His sons go to the local school. (He)

Ex.3. Choose a verb from the list and complete the text. You may use the negative.

make, get up, wake up, hurry, get, finish, do, let, shout, go, have, be



Maria always 1) *gets up* early in the morning. She 2) breakfast for her husband and children. Then she 3) the children ready for school. The children 4) usually easily and sometimes she 5) at them. They 6) to school with their father who 7) a teacher. He 8) never late for school, and when the children 9) he 10) very angry.

The children 11) lessons every day and they always 12) homework from their teachers, but sometimes they 13) it. When they 14) their homework, Maria 15) them play with their friends.

Ex.4. Write 4 things you usually, often, always do and another 4 you don't do.

Ex. 5. Questionnaire: habits and daily routines

Find out something about Student B's habits and daily routine by asking him/her questions. (Student B will also ask you questions)

Before you start, work out which questions to ask. Then take it in turns to ask and answer questions. Mark Student B's answer with a cross (X).

	Yes, always	Yes, sometimes	No, very seldom	No, never
<i>goes out at weekends (Do you ever go ... ?)</i>				
<i>remembers his /her dreams (Do you ever remember your ... ?)</i>				
<i>goes to bed before 11 o'clock</i>				
<i>has coffee for breakfast</i>				
<i>does his/her homework</i>				
<i>comes here by bus</i>				
<i>catches a cold in the winter</i>				
<i>wears jeans to school (or work)</i>				
<i>feels tired in the mornings</i>				
<i>has lunch at a restaurant</i>				
<i>reads a daily newspaper</i>				
<i>feels nervous when he/she travels by air</i>				
<i>reads before he/she goes to sleep</i>				
<i>finds it easy to make friends</i>				
<i>forgets people's telephone numbers</i>				

When you have finished, use the answers Student B gave you to fill in the missing words in the following sentences. (Remember: If Student B answered No, you write, 'He/she doesn't often/usually ...')

1. He/Shegoes out at weekend.
2. He/Sheremembers his/her dreams.
3. He/Shegoes to bed before 11 o'clock.
4. He/She has coffee for breakfast.
5. He/She does his/her homework.
6. He/She.....comes here by bus.
7. He/She catches a cold in the winter.
8. He/She wears jeans to school/work.
9. He/She feels tired in the mornings.
10. He/She has lunch at a restaurant.

11. He/She reads a daily newspaper.
12. He/She feels nervous when he/she travels by air.
13. He/She reads before he/she goes to sleep.
14. He/She finds it easy to make friends.
15. He/She forgets people's telephone numbers

Find out something about Student A's habits and daily routine by asking him/her questions. (Student A will also ask you questions.)

Before you start, work out which questions to ask. Then take it in turns to ask and answer questions. Mark Student A's answers with a cross (X).

	Yes, always я	Yes, sometimes 1	No, very seldom	<u>No,</u> <u>never</u>
<i>gets up before 7.30 (Do you ever get ... ?)</i>				
<i>gets all his/her homework right (Do you ever get all your ... ?)</i>				
<i>has a party on his/her birthday</i>				
<i>goes abroad in the summer</i>				
<i>watches television in the evenings</i>				
<i>gets a suntan in the summer</i>				
<i>remembers people's birthdays</i>				
<i>feels shy when he/she meets new people</i>				
<i>drinks tea with milk</i>				
<i>eats three meals a day</i>				
<i>walks to school (or work)</i>				
<i>feels bored in class</i>				
<i>hears alarm clock</i>				
<i>makes his/her bed before going out in the morning.</i>				
<i>bites his/her nails when he/she is nervous</i>				

When you have finished, use the answers Student A gave you to fill in the missing words in the following sentences. (Remember: If Student A answered No, you write, 'He/she doesn't often /usually ...')

1. He/She gets up before 7.30.
2. He/She gets all his/her homework right.
3. He/She has a party on his/her birthday.
4. He/She goes abroad in the summer.
5. He/She watches television in the evenings.

6. He/She gets a suntan in the summer.
7. He/She remembers people's birthdays.
8. He/She feels shy when he/she meets new people.
9. He/She drinks tea with milk.
10. He/She eats three meals a day.
11. He/She walks to school/work.
12. He/She feels bored in the class.
13. He/She hears alarm clock.
- 14 He/She makes his/her bed before going out in the morning.
- 15 He/She bites his/her nails when he/she is nervous

Ex. 6. Use the verbs in the correct form.

- A: Why 1) *don't you finish* (you/not/finish) your homework and come and watch TV?
 B: Because I 2) (not/understand) it. It is too difficult.
 A: Why 3) (you/not/ask) your teacher to explain it?
 B: Because I 4) (not like) him.
 A: And why 5) (you/not/like) him?
 B: Well, he 6) (always/shout) at me.
 A: Why 7) (he/shout) at you?
 B: Well, I 8) (not/work) in the class and I 9) (not/do) my homework.
 A: Well, no wonder he 10) (shout) at you. Give me your book now. We'll try and do it together.

Ex. 7. Team work

The teacher divides the class into two teams and asks the students to read the text below. Then, the teams in turn ask and answer questions about the text. Each correct question and answer gets 1 point. The team with the most points is the winner.

Ann Roberts is a rich and famous singer. She lives in a big house in California. She started singing when she was 10 years old. She first sang at parties for her friends and family. Ann had to leave school at sixteen and get a job because her parents were poor. She worked in a restaurant for two years. One evening, when she was working, a friend told her about a singing competition she had seen in a newspaper she had been reading that morning. Ann entered the competition and won it! She became a star because she could sing so well. Now she doesn't have to work in a restaurant any more and she is very happy. This year she has visited ten different countries! At the moment she is visiting Italy.

Team A S1: Who is Ann Roberts?

Team B S1 : A rich and famous singer.

Team B S2 : Where does she live?

Team A S2 : In a big house in California.

Ex. 8. Fill in: what, how long, when, how, how much, how old, why or where.



- Policeman: Good morning madam. 1) *What* can I do for you?
 Mrs Lee: Oh, officer, it's my Ned. He's run away from home.
 Policeman: 2).....do you live?
 Mrs Lee: At 14, Church Road.
 Policeman: 3).....is your full name?
 Mrs Lee: Jennifer Rose Lee.
 Policeman: 4).....did you last see Ned?

Mrs Lee: At 6 o'clock yesterday evening.

Policeman: 5).....did he seem? Was he acting strangely?

Mrs Lee: No, not at all. He seemed completely normal.

Policeman: 6).....is Ned?

Mrs Lee: He's twelve.

Policeman: 7).....money did he have?

Mrs Lee: None. 8).....do you ask?

Policeman: Well, because he can't have gone very far without any money.

Mrs Lee 9).....will it take you to find him?

Policeman: I can't say exactly, Mrs Lee, but I hope we'll find him very soon. Now can you tell me 10).....Ned is like?

Mrs Lee: Certainly. He's got long floppy ears, a short tail and ...

Policeman: 11).....? You mean Ned isn't your son, he's your dog!

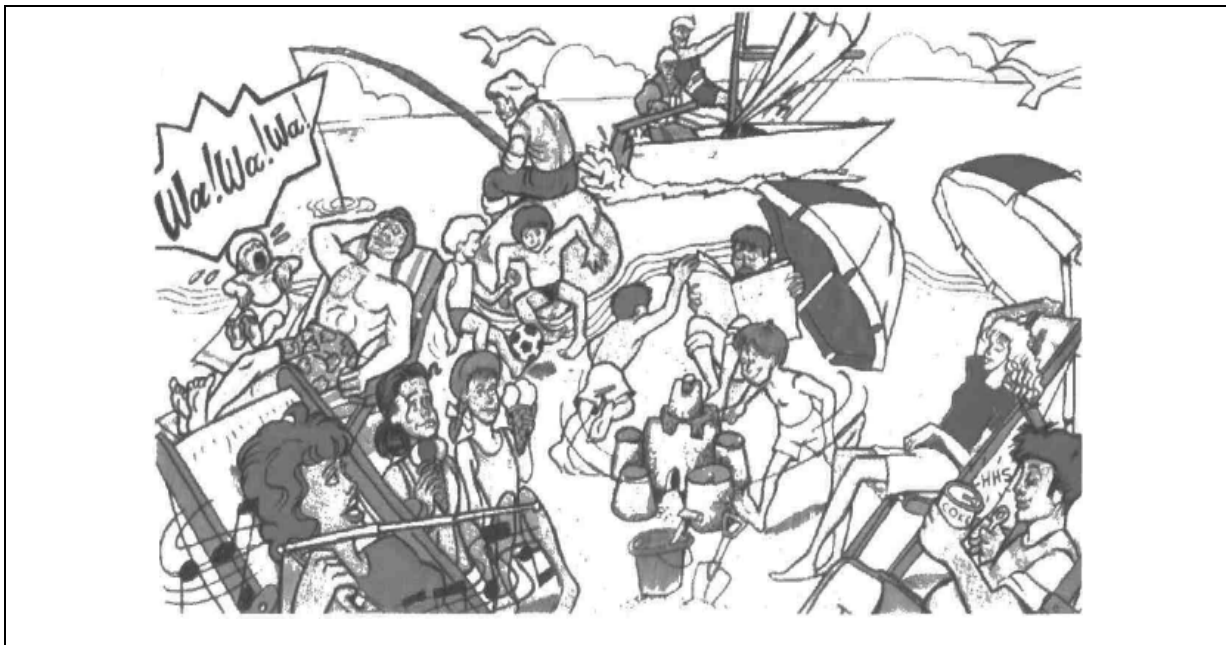
Unit 2 Present Continuous

Unit 2 Present Continuous

Present Continuous is used :
1. for temporary situations. He's staying with some friends at the moment.
2. for actions happening at or around the time of speaking. He's looking for a new job at the moment.
3. with always to express annoyance or criticism. He's always telling lies!
4. for fixed arrangements in the near future. I'm flying to London tomorrow. (It's all arranged. I've already bought the tickets. The time of the action is always stated or understood.)
Time expressions used with Present Cont. now, at the moment, at present, always, tonight etc.

Ex. 9. Choose a verb from the list and complete the text.

read, sleep, eat, sail, cry, drink, run, sing, play, fish, sit



Laura 1) is sitting under a sunshade. Two boys 2).....round a sandcastle while their father 3).....a newspaper. Tom 4).....Coke. Two girls 5).....ice-cream while their mother 6).....along with the radio. Some boys 7).....football near a man who 8)..... Jim 9)..... On his right a baby 10).....Some people 11).....past the beach

Ex. 10. Writing Activity: Find a picture from a magazine and write what the people in it are doing at the moment.

Ex. 11. Put the verbs in brackets into Present Continuous.

- 1 She (not work), she (swim) in the river.
- 2 He (teach) his boy to ride.
- 3 Why Ann (not wear) her new dress?
- 4 The aeroplane (fly) at 2,000 metres.
- 5 What Tom (do) now? He (clean) his shoes.
- 6 This fire (go) out. Somebody (bring) more coal?
- 7 It (rain)?-
Yes, it (rain) very hard. You can't go out yet.

- 8 Why you (mend) that old shirt?
9 You (not tell) the truth. ~
How do you know that I (not tell) the truth?
10 Who (move) the furniture about upstairs? — It's Tom. He (paint) the front bedroom.
11 Mrs Jones (sweep) the steps outside her house.
12 What you (read) now? I (read) *Crime and Punishment*.
13 It is a lovely day. The sun (shine) and the birds (sing).
14 Someone (knock) at the door. Shall I answer it? ~ I (come) in a minute. I just (wash) my hands.
15 She always (ring) up and (ask) 16 Why you (make) a cake? Someone (come) to tea?
17 Where is Tom? -He (lie) under the car.
18 Can I borrow your pen or you (use) it at the moment?
19 You (do) anything this evening? -No, I'm not. -Well, I (go) to the cinema. Would you like to come with me?
20 We (have) breakfast at 8.00 tomorrow as Tom (catch) an early train.

Unit 3

Present Simple-Present Continuous

1. Headlines (in reference to past events <i>Ship sinks in midnight collision.</i>)	1. Actions which are in progress at the moment of speaking <i>The dog is sleeping on our bed.</i>
2. Instructions and itineraries <i>On day three we visit Paris.</i>	2. Actions which are generally in progress, but not at the moment of speaking <i>I'm learning to drive.</i>
3. Summaries of events <i>May 1945: The war in Europe comes to an end.</i>	3. Complaints about bad habits <i>You are always complaining about my cooking</i>
4. Facts which are always true <i>Water boils at 100 degrees Celsius</i>	4. Verbs, describing change and development <i>Things are getting worse!</i>
5. Habits <i>British people drink a lot of tea</i>	
6. States <i>I don't like gangster films.</i>	

Ex. 12. Put the verbs in brackets into Present Simple or Present Continuous.

Caller: Good morning, 1) *is* (be) Mr Green there?

Man: No, he 2)(not /be) here. He 3)(work) at the moment. He usually 4) (work) until 4 p.m.

Caller: What about Mrs Green? Where 5) (be) she?

Man: She 6) (do) the shopping. She always 7) (do) the shopping on Thursday afternoons.

Caller: Where 8) (be) the children?

Man: They 9) (play) football.

They always 10) (play) football after school.

Caller: How 11) (you/know) all this? Who are you?

Man: I 12) (be) the burglar!

Ex. 13. Choose a time expression from the list to complete each sentence.

at the moment, tonight, every day, never, always, now

1. She *never* eats meat. She's a vegetarian.

2. Mother *is* baking a cake .

3. They *are* going to a party .

4. She *goes* to the gym on Saturdays.

5. He *drives* to work .

6. She *is* playing the piano .

Ex. 14. Choose the correct words underlined in each sentence.

a) Someone *is*(waiting/waits for you outside.) 'Who is it?'

b) 'What are you thinking/do you think of this book?' 'I think it's fantastic!'

c) Are you believing/Do you believe in ghosts?

d) Kate is busy. She is studying/studies for a test.

e) We're having/We have a great time at the moment!

f) Tina is usually getting up/usually gets up at 7.00.

- g) There is a lot of noise in the street. What is happening/happens?
- h) Hurry up! The bus is coming/comes.
- i) Paul isn't liking/doesn't like pizza.
- j) What's your job exactly? What are you doing/do you do?

Ex. 15. Put the verbs in brackets into Present Simple or Present Continuous.

- a) Richard (always, get up) ...*always gets up*.... before 7.00.
- b) Hurry up! The bus (wait)..... for us!
- c) Where (we, go).....? This is the wrong road!
- d) My friends (not believe)..... my story.
- e) Mary can't talk to you at the moment. She (have)..... a hot bath.
- f) Please be quiet! I (read)..... a very interesting book.
- g) (like, Susan)..... horror films?
- h) Ali (usually, sit)..... at the front of the class.
- i) This bike (cost)..... a lot of money.
- j) I'm sorry, but I can't hear you. You (talk)..... very quietly.

Ex. 16. Put in one or two words into each space.

- a) What ...*do*..... you usually eat for lunch?
- b) George and Terry..... speak Portuguese.
- c) It's 9.30 and the children*j*..... sitting at their desks.
- d) Ken..... like tea. In fact, he hates it.
- e) you choose your clothes? Or does your mother choose them?
- f) When it rains,..... you take an umbrella?
- g) What..... it say on the board? I can't see from here.
- h) Becky and Colin..... doing their homework. They're watching television.

Ex. 17. Choose the correct word or phrase

- a) What time. 3 to bed?
1) usually do you go 2) do usually you go 3) do you usually go
- b) Every day Frank to work.
1) goes 2) is going 3) go
- c) Stop it!..... it!
1) I'm not liking 2) I don't like 3) I not like
- d) What.....? Is it an orange?
1) you arc eating 2) are you eating 3) do you eat
- e) Sorry, I can't speak to you now..... a bath.
1) I'm having 2) I have 3) I don't have
- f) Yumiko feels ill, so she basketball.
1) doesn't play 2) isn't play 3) isn't playing
- g) Pay attention, Philip!.....?
1) Do you listen 2) Is it listening 3) Are you listening
- h) Excuse me..... to Manchester?
1) This road goes 2) Does this road go 3) Is this road go

Ex. 18. Correct each sentence or question

- a) I doesn't likes this film.don't like.....
- b) What do you wants?
- c) Jim walk sometimes to school
- d) When the lesson begins?
- e) I don't gets up early on Saturdays.
- f) David do live near the station.
- g) Tina not like computer games.
- h) Figen watchs television every night.

Ex. 19. Put the verbs in brackets into Simple Present or Present Continuous.

- 1 Cuckoos (not build) nests. They (use) the nests of other birds.

- 2 You can't see Tom now: he (have) a bath.
- 3 He usually (drink) coffee but today he (drink) tea.
- 4 What she (do) in the evenings? ~
She usually (play) cards or (watch) TV.
- 5 I won't go out now as it (rain) and I (not have) an umbrella.
- 6 The last train (leave) the station at 11.30.
- 7 He usually (speak) so quickly that I (not understand) him.
- 8 Ann (make) a dress for herself at the moment. She (make) all her own clothes.
- 9 Hardly anyone (wear) a hat nowadays.
- 10 I'm afraid I've broken one of your coffee cups. — Don't worry. I (not like) that set anyway.
- 11 I (wear) my sunglasses today because the sun is very strong.
- 12 Tom can't have the newspaper now because his aunt (read) it.
- 13 I'm busy at the moment. I (redesign) the sitting room.
- 14 The kettle (boil) now. Shall I make the tea?
- 15 You (enjoy) yourself or would you like to leave now? ~ I (enjoy) myself very much. I (want) to stay to the end.

Ex. 20. Underline the correct sentence for each situation.

- a) You want to invite a friend to your party on Friday. You say:
1 I have a party on Friday. Do you want to come?
2 I'm having a party on Friday. Do you want to come?
- b) You find a wallet on your desk and ask the people nearby:
1 Who does this wallet belong to?
2 Who is this wallet belonging to?
- c) A friend invites you to a snack bar at lunch time. You say:
1 Thanks, but I always go home.
2 Thanks, but I'm always going home.
- d) A friend opens the door and says: What are you doing? You reply:
1 I work as a secretary.
2 I'm repairing the computer.
- e) You haven't decided yet about buying a new bike. You say:
1 I think about it.
2 I'm thinking about it.
- f) A friend asks: Do you like lemon tea? You reply:
1 I prefer tea with milk.
2 I'm preferring tea with milk.
- g) A friend asks you if you have finished the book she lent you. You say:
1 Sorry, I still read it.
2 Sorry, I'm still reading it. h) It's a hot day, but a friend has a heavy coat on. You ask:
1 Why do you wear a heavy coat?
2 Why are you wearing a heavy coat?

Ex. 21. Underline the correct word or phrase in each sentence.

- a) That can't be right! *I don't believe/I'm not believing* it!
- b) Caroline can't swim today. She *has/is having* a cold.
- c) See you in the morning. *I leave/I'm leaving* now.
- d) What *do you do/are you doing*? If you drop it, it will explode!
- e) Stop doing that, Bill! *You're/You're being* very silly.
- f) *I drive/I'm driving*! You can sit in the back with Martin.
- g) *What do we eat/are we eating* this evening? I'm really hungry!
- h) You're a great cook! This cake *tastes/is tasting* wonderful.
- i) Where *do you go/are you going*? I haven't finished speaking to you!
- j) Chemistry is hard. *I don't understand/I'm not understanding* it.

Ex. 22. Put each verb in brackets into Present Simple or Present Continuous

- a) Ugh, don't show me that picture! I (hate)
- b) Who (you, go) to the match on Saturday
- c) In the winter, what (you, wear) ?
- d) I can't stand horror films. I (think) they'
- e) Diana (not, usually, sit) next to Ellen.
- f) Why (you, look at) me like that?

g) I (not take) the bus to school today.

Ex. 23. Match each sentence (a-h) with a suitable response (1-8).

- a) What do you usually do on your birthday?f.....
- b) Would you like to meet again on Saturday?
- c) What do you usually do when there is an earthquake?
- d) Have you finished your homework?
- e) What are you doing?
- f) What are you doing on Friday?
- g) Are you in the school basketball team?
- h) What do you do?
- 1). I have a party.
- 2. I lie under the table.
- 3. I work in a travel agency.
- 4. Yes, we play every Friday.
- 5. I'm still doing it.
- 6. It's hot in here. I'm opening some windows.
- 7. I'm going back to Canada tomorrow.
- 8 I'm having a party.

Unit 4

Past Simple

Past Simple : verb + ed Past Simple is used :	
1. for actions which happened at a stated time in the past. He sold his car two weeks ago. (When? Two weeks ago.)	
2. to express a past state or habit. When she was young she lived in a small flat.	
3. for past actions which happened one after the other. She put on her coat, took her bag and left the house	
4. for a past action whose time is not mentioned and which is not connected with the present. I saw Elvis Presley. (I won't see him again; he's dead. - period of time now finished)	
Time adverbs and expressions used with Past Simple : yesterday, last week/month/year/ Monday etc, ago, how long ago, just now, then, when, in 1980 etc.	

Ex.
24.
Read what Debbie says about a typical working day:

I usually get up at 7:00 and have a big breakfast.

I walk to work, which takes me about half an hour. I start work at 8:45. I never have lunch. I finish work at 5:00. I'm always tired when I get home. I usually make dinner at night. I go to bed at about 11:00. I always sleep well.

Yesterday was a typical working day for Debbie. Write what she did or didn't do yesterday.

1. She got up at 7.00	7.at 5:00.
2. Shebig breakfast.	8.tired when.....home.
3. She.....	9.dinner.
4. It.....to get to work.	10.....out last night.
5.at 8:45.	11.at 11:00.
6.lunch.	12.well last night.

Ex. 25. Complete the sentences using the following verbs in the correct form:

buy catch cost drink fall hurt sell spend teach throw win write

- Mozart wrote more than 600 pieces of music.
- "How did you learn to drive?" "My motherme."
- We couldn't afford to keep our car, so weit.
- I was very thirsty. Ithe water very quickly.
- Sam and I played tennis yesterday. He's much better than I am, so he easily.
- Davedown the stairs this morning andhis leg.
- Jimthe ball to Sue, whoit.
- Jessica.....a lot of money yesterday. She a dress that.....\$200.

Ex. 26. Put the verbs into Simple Past.

- 1 He always wears black.
- 2 I make cakes every week.
- 3 She gets up at 6.30.
- 4 He understands me.
- 5 He shuts the shop at 6.00.
- 6 She speaks slowly.
- 7 He leaves the house at 9.00.
- 8 I read a chapter every night.
- 9 You eat too much.
- 10 I see him every day.
- 11 Tom sings in the choir.
- 12 He cries when he is hurt.
- 13 Who knows the answer? I think I know it.
- 14 The curtain rises at 8.00.
- 15 He takes the dog out twice a day.
- 16 We buy them here.
- 17 I dream every night.
- 18 I know what he wants.
- 19 He often feels ill.

Ex. 27. Put the verbs in the following sentences into negative and interrogative.

- 1 She saw your brother.
- 2 We heard a terrible noise.
- 3 He slept till 10.00.
- 4 He looked at the picture.
- 7 She thought about it.
- 8 The police caught the thief.
- 9 He hid the letter.
- 10 She found her watch.
- 11 His nose bled.
- 12 My mother chose this hotel.
- 13 She lent you enough money.
- 14 Keiko taught Japanese.
- 15 Tom hurt his foot.
- 16 He broke his arm.
- 17 His wife came at 8.00.
- 18 He lost his wallet.
- 19 His son wrote a novel.
- 20 They flew to New York.

Ex. 28. Complete the sentences. Put the verb into the correct form, positive or negative.

1. It was warm, so Itook.....off my coat. (take)
2. The movie wasn't very good. I(enjoy) it very much.
3. I knew Sarah was very busy, so I(bother) her.
4. I was very tired, so I(go) to bed early.
5. The bed was very uncomfortable. I(sleep) very well.
6. We went to Kate's house, but she.....(be) at home.
7. It was a funny situation, but nobody.....(laugh).
8. The window was open, and a bird(fly) into the room.
9. The hotel wasn't very expensive. It(cost) very much.
10. I was in a hurry, so I(have) time to call you.
11. It was hard work carrying the bags. They(be) very heavy.

Ex. 29. Put the verbs in brackets into Past Simple



Many years ago people *believed* (believe) that some women.....(be) witches. These women.....(not live) in big cities. They(live) in small villages. People.....(think) they(behave) strangely because they(make) unusual medicines from plants and they(not act) like other people. They(say) that they(not walk) but that they.....(fly) on brooms. Do you believe in witches?

Ex. 30. Look at the list of verbs, then fill in the blanks with Past Simple.

be, begin, become, stop, try, can, crash, fall, see, tell, rescue, take, give, make, arrive, thank



Two men 1) *were* at sea in a small motor boat. It 2).....to rain and the sea 3) very rough. Suddenly the engine 4)..... The men 5) but they 6).....(not) start it again. Then a huge wave 7).....against the boat and two men 8).....into the cold sea. Luckily there 9).....a big ship nearby and the captain 10).....the two men. He immediately 11)some of his crew to get a lifeboat and save the men. The crew in the lifeboat 12) t h e t w o m e n a n d 13).....them onto their ship. One of the crew 14).....the men blankets and 15) them hot drinks. When they 16)

.....at the harbour the two men 17)the captain of the ship and his crew for saving their lives.

Ex. 31. Team work.

The teacher divides the class into two teams and gives them a sentence. The teams in turn ask questions based on the teacher's sentence. Each correct question gets 1 point. The team with the most points is the winner.

Possible sentences : I bought her a present. I went on holiday last summer.

Teacher: I went on holiday last summer.

Team B S1: Did you enjoy it?

Team A S1: Where did you go?

Team A S2: Where did you stay?

Ex. 32. Team work

The teacher divides the class into two teams and writes a list of irregular verbs on the board. The teams in turn make sentences using verbs from the list in Past Simple. Each correct sentence gets 1 point. The team with the most points is the winner.

Ex. 33. Team work

The teacher divides the class into two teams and writes a list of verbs on the board. The teams in turn make up a story using verbs from the list in Past Simple. Each correct sentence gets 1 point. The team with the most points is the winner.

Ex. 34. Writing Activity

Write a paragraph about what you did yesterday. (60 - 80 words).

Ex. 35. Used to is used to talk about past habits. It has the same form in all persons, singular and plural. It forms its negative and interrogative with **did**.

I used to cry when I was a baby.

I didn't use to sleep late.

Did you use to sleep late?

Mrs Barnes: Do you want a cup of tea, Jenny?

Jenny: No thanks, mum. Have you got any coffee instead?

Mrs Barnes: But you 1) *didn't use to* like coffee. You 2).....drink tea.

Jenny: Yes, but I like it now. Could you put some sugar in it?

Mrs Barnes: You 3).....take sugar. You 4).....say it would make you put on weight. Do you want some cornflakes?

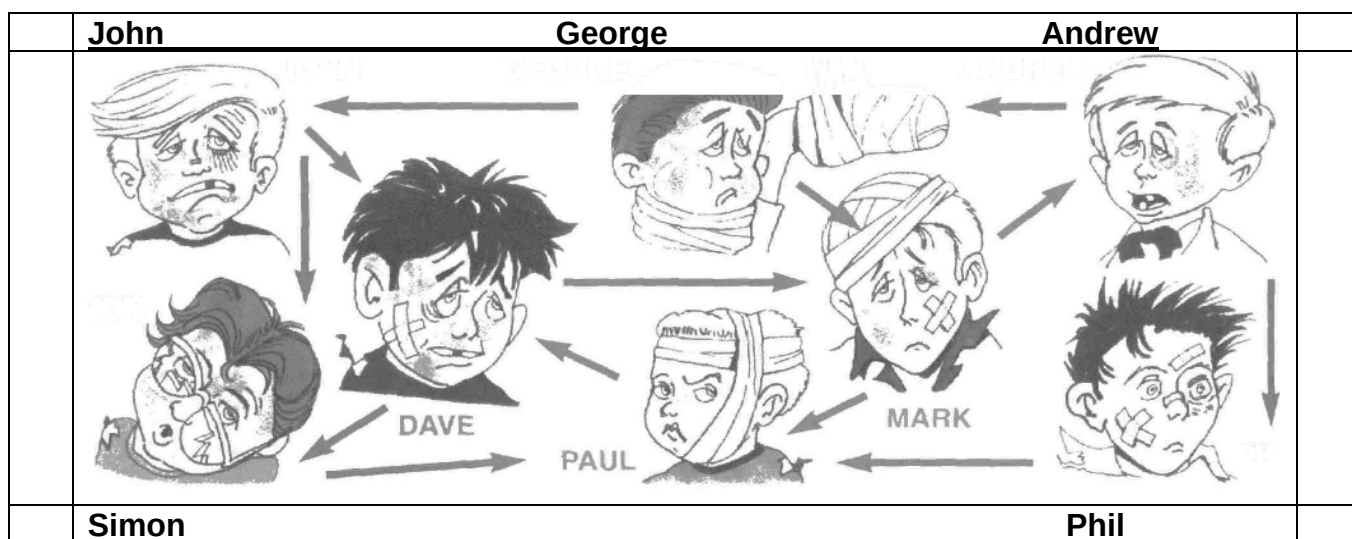
Jenny : Haven't you got any croissants? I 5)like cornflakes but I don't now.

Mrs Barnes : You 6) be so fussy before you went to Paris.

Ex. 36. A friend has just come back from vacation. Ask him about it. Write your questions.

- 1.(where/go?) Where did you go?.
2. (go alone?)
3. (food/good?)
4. (stay/at a hotel?)
5. (rent/a car?)
6. (the weather/nice?).....
7. (what/do in the evenings?)

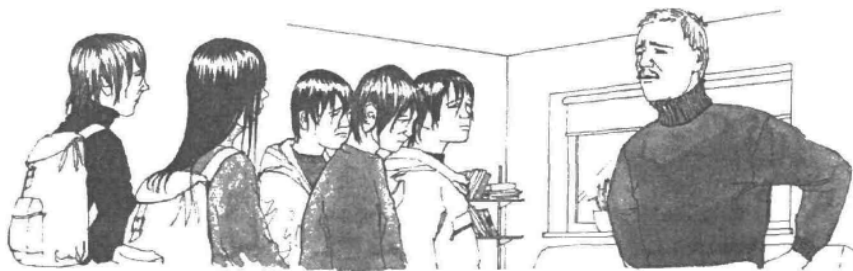
Ex. 37. Look at the picture and ask your partner two questions about each boy



1. John A : Who hit John? B: George hit John. A: Who did John hit? B: John hit Simon and Dave.	5. Mark A:..... B:..... A:..... B:.....
2. George A:..... B:..... A:..... B:.....	6. Simon A:..... B:..... A:..... B:.....
3. Andrew A:..... B:..... A:..... B:.....	7. Paul A:..... B:..... A:..... B:.....
4. Dave A:..... B:..... A:..... B:.....	8. Phil A:..... B:..... A:..... B:.....

Ex. 38. A group of hill-walkers has arrived back at a youth hostel after getting into difficulties on the hills. The warden of the hostel is finding out what went wrong.

Write the correct form of the verbs in *italics* (statement or question, positive or negative). If the verb is already correct, write 'no change'.



WARDEN: Ah, there you are! I suppose *1 you got lost* in the mist!

KEN: No. The mist *2 covered* our side of the hill.

WARDEN: Well, what happened? Why *you 3 got back* here before now? It *4 got* dark two hours ago. It was a short trip. You *5 had to* walk more than eight kilometres.

TOMMY: The problem was that we *6 took* a map with us.

WARDEN: What! You *7 took* a map! Why *8 you checked* that before *9 you left*, this morning?

LIZ: Actually, we *10 had* a map. But it was the wrong one.

WARDEN: But even without a map, *11 you have* any idea where you were going? It's just a matter of walking south along the valley. That's all *12 you needed* to do. *You 13 took* a compass with you?

LARRY: Yes, Sebastian *14 put* a compass in his pocket this morning. But he *15 knew* how to use it.

WARDEN: And where is Sebastian now?

KEN: We don't know. We *16 left* him behind on the hill while he was trying to use his compass.

1. no change	9.
2.	10.
3.	11.
4.	12.
5.	13.
6	14.
7.	15.
8.	16.

Ex. 39. Read the text and fill in the gaps with words from the two lists.

List 1 (verbs marked 1): come, come, feel, have, leave, make, phone, run, see, see, say, speak, stay, stop

List 2 (words marked 2): and, and, and, but, that, then, when, when, who

There have been many reports of 'UFOs' (unidentified flying objects) over the last few years. Many people believe that these UFOs come from other worlds, far away in space. Here is one report from an American newspaper.

On June 14th, in Carmel, Indiana, a woman 1.....a large strange bright light moving around in the sky. The woman, Mrs Dora Gabb, 34, 1.....the police? 1.....to Patrolman Conrad Brown, 1.....straight to her house to investigate. 2.....he arrived there was nothing to be seen, 2.....ten minutes later Mrs Gabb's 14-year-old daughter Leslie 1.....into the house screaming. Leslie 1.....2.....she and a girlfriend were riding on motor-bicycles in the woods 2.....they 1.....a large object, bigger than a house' directly in front of them, low in the sky. It 1.....a green top, white sides, a reddish purple tail, and lights of purple, green, gold, red and blue. It 1.....no sound. The girls' bicycles 1.....working, 2.....the girls 1.....strange'. The spaceship 1.....down lower, 2.....1.....for some time about 100 feet above the

ground, not moving, 2..... with a whistling sound, it 1.....at high speed.

Ex. 40. Write questions to which the bold type words are the answers.

A **woman** was murdered **at the Park Hotel last night**. A **maid** discovered her body. She found it in **the laundry room**. The police are looking **for the woman's husband**. **They think he did it**. He left the hotel **at 1.35 this morning**. He took all his **wife's jewellery and £1,000** from their hotel safety-deposit box. The woman's name was **Carol Webster**.

Ex. 41. This is the part of a conversation between a policeman and a young woman. Fill in the gaps with the following words:

arrive, do, go, make, see, stop, take, telephone, travel, watch

POLICEMAN: What timework yesterday?

WOMAN: I don't know. About half past five.

POL: And whereafter that?

WOM: I went straight home.

POL: I see. Howhome? By bus?

WOM: Yes.

POL: What bus?

WOM: I don't remember.

POL: All right. What time. home?

WOM: Oh, around six, I suppose.

POL:..... anybody you knew on the way?

WOM: I don't think so. I don't remember.

POL: What.....when you got home?

WOM: Made a cup of tea and put the TV on.

POL: Oh, yes. What programme?

WOM: 'Front page'.

POL: 'Front page' wasn't on last night.

WOM: I've got it recorded on video.

POL: I see. any phone calls?

WOM: Pardon?

POL: anybody?

WOM: I might have done. I don't remember.

Ex. 42. Underline the correct word or phrase in each sentence.

- a) While I *washed/was washing* my hair, the phone *rang/ringed*.
- b) How *did you felt/did you feel* yesterday afternoon?
- c) When I *got/was getting* home I *received/was receiving* a phone call.
- d) Last summer I *was going swimming/went swimming* every weekend.
- e) When the dog *bit/was biting* Laura's leg, she *screamed/was screaming*.
- f) We *sang/sung* some songs and then *ate/eat* some sandwiches.
- g) When you *fell/felt* over the cliff, what *happened/was happening* next?
- h) While Mary *washed-up/was washing-up*, she *broke/was breaking* a cup.
- i) I didn't *see/saw* where the bus stop was, so I *was missing/missed* the bus.
- j) What *did you do/were you doing* when I *phoned/was phoning* you last night? There was no reply.

Ex. 43. Rewrite each sentence according to the instructions given.

- a) I enjoyed the concert. (negative) *I didn't enjoy the concert.*
- b) You ate all the bread. (question)
- c) Did John spend a lot? (affirmative)
- d) I felt well yesterday. (negative)
- e) Anna didn't buy a car. (affirmative)

- f) They won the prize. (question)
- g) Paul doesn't speak Greek. (affirmative)
- h) I paid all the bills. (negative)

Ex. 44. Complete each sentence with a suitable time expression from the box.

Ago, in, last week, at, when, while

a) A burglar broke into the housewhile:..... we were watching television.

- b) I met an old friend of mine in the city centre.
- c) What were you doing the police officer knocked on the door?
- d) Jan met Sarah half-past eight outside the cinema.
- e) Dick was preparing lunch, he cut his finger badly.
- f) I first came to this town more than twenty years
- g) Jeff was studying to be a doctor he met Sally.
- h) Tony bought his first motorbike 1992.
- i) did you start playing basketball?
- j) Most of the young people left this village a long time.....

Ex. 45. Match each sentence (a-h) with a suitable response (1-8).

- a) What was Katrina doing when you knocked on the door?3.....
- b) How did Brenda spend her holiday?
- c) What happened when the lights went out?
- d) When did you meet Cathy?
- e) What did Julie do when Tony called?
- f) Did Suzannah hear what David said?
- g) What did Lucy do when the bell rang at the end of the lesson? h) Why did Alicia leave so early?

- 1. She went sailing most days, and sunbathed at the beach.
- 2. She put the phone down.
- 3. She was listening to the radio in the kitchen.
- 4. She went to meet her parents at a restaurant.
- 5. She came to my brother's birthday party.
- 6. While Tina was looking for a torch, they came back on.
- 7. She wasn't listening.
- 8. She put her books away and left.

Unit 5

Past Continuous

Was/were+verb-ing

Past Continuous is used:

1. for an action that was in the middle of happening at a stated time in the past.
At 8 o'clock last night she was watching TV.

2. for two or more actions which were happening at the same time in the past (simultaneous actions).

They were dancing while he was playing the guitar.

3. for a past action which was in progress when another action interrupted it. We use Past Continuous for the interrupted action and Past Simple for the action which interrupts it.



He was painting the bedroom when suddenly he fell off the ladder.

4. to describe the background to the events in the story.

We were walking in the woods. It was raining hard.

Ex. 46. Put the verbs into Past Continuous.

- 1 He usually wears sandals but when I last saw him he (wear) boots.
- 2 The house was in great disorder because he (redecorate) it.
- 3 The director didn't allow the actors to travel by air while they (work) on the film.
- 4 The car had nobody in it but the engine (run).
- 5 Two children (play) on the sand and two fishermen (lean) against an upturned boat.
- 6 I was alone in the house at that time because Mr Jones (work) in the garage and Mrs Jones (shop).
- 7 He said that he was the captain of a ship which (sail) that night for Marseilles.
- 8 Are you going to Rome? I thought that you (go) to Milan.
- 9 My wife and I (talk) about you the other day.
- 10 When I first met him he (study) painting.
- 11 There was a strong smell and the sound of frying. Obviously Mrs Jones (cook) fish.
- 12 Tom ate nothing for lunch because he (diet). He said that he (try) to lose 10 kilos.
- 13 Who you (talk) to on the telephone as I came in? I (talk) to Mr Pitt.
- 14 As she (climb) the ladder it slipped sideways and she fell off it.
- 15 When I first met him he (work) in a restaurant.
- 16 He watched the children for a moment. Some of them (bathe) in the sea, others (look) for shells, others (play) in the sand.
- 17 Where he (live) when you saw him last?
- 18 She (stand) at the bus stop. I asked her what bus she (wait) for.
- 19 From the sounds it was clear that Mary (practise) the piano.
- 20 There had been an accident and men (carry) the injured people to an ambulance.

Ex. 47. Put the verbs in brackets into Simple Past or Past Continuous.

- 1 I lit the fire at 6.00 and it (burn) brightly when Tom came in at 7.00.
- 2 When I arrived the lecture had already started and the professor (write) on the overhead projector.
- 3 I (make) a cake when the light went out. I had to finish it in the dark.
- 4 I didn't want to meet Paul so when he entered the room I (leave).
- 5 Unfortunately when I arrived Ann just (leave), so we only had time for a few words.
- 6 He (watch) TV when the phone rang. Very unwillingly he (turn) down the sound and (go) to answer it.
- 7 He was very polite. Whenever his wife entered the room he (stand) up.
- 8 The admiral (play) bowls when he received news of the invasion. He (insist) on finishing the game.

- 9 My dog (walk) along quietly when Mr Pitt's Pekinese attacked him.
- 10 When I arrived she (have) lunch. She apologized for starting without me but said that she always (lunch) at 12.30.
- 11 He always (wear) a raincoat and (carry) an umbrella when he walked to the office.
- 12 What you (think) of his last book? -I (like) it very much.
- 13 I (share) a flat with him when we were students. He always (complain) about my untidiness.
- 14 He suddenly (realize) that he (travel) in the wrong direction.
- 15 He (play) the guitar outside her house when someone opened the window and (throw) out a bucket of water.
- 16 I just (open) the letter when the wind (blow) it out of my hand.
- 17 The burglar (open) the safe when he (hear) footsteps. He immediately (put) out his torch and (crawl) under the bed.
- 18 When I (look) for my passport I (find) this old photograph.
- 19 You looked very busy when I (see) you last night. What you (do)? The boys (play) cards when they (hear) their father's step. They immediately (hide) the cards and (take) out their lesson books.
- 20 He (clean) his gun when it accidentally (go) off and (kill) him.

Ex. 48. Put each verb in brackets into either Past Simple or Past Continuous.

- a) When Harry (wake up) *woke up*..... , we (tell)*told*....him the news.
- b) Everyone (wait) for the concert to begin when a message (arrive)
- c) Charlotte (want) a relaxing holiday, so she (choose) to stay on a small island.
- d) When Roberto (study) in America, his parents (phone) him every week.
- e) I (find) my pen while I (look for)my bag.
- f) Ann (watch) a film on television when Julie (arrive)
- g) When the lights (go out) , I (lie)in bed reading.
- h) When you (go) to the new Chinese restaurant, what (you eat)..... ?

Unit 6

The Future

Ways of referring to Future

1.Future Indefinite is used:
1. to talk about things we are not sure about or we haven't decided yet. I'll probably buy a new car. (I'm not sure yet.)
2. to express hopes, fears, threats, on-the-spot decisions, offers, promises, warnings, predictions, comments etc. especially with: expect, hope, believe, I'm afraid, I'm sure, I know, I think, probably etc. I think it will be sunny tomorrow, (prediction)
3. to express a prediction or a future action or event which may or may not happen. I think you will pass the test, (prediction) He will be twenty next year, (future event) She will probably phone later, (prediction)
Will is used to express predictions, warnings, offers, promises, threats, requests, suggestions, on-the-spot decisions, opinions, hopes and fears (especially with words such as: think, expect, suppose, hope, believe, know and probably). I expect she will come early, (prediction)

2. To be going to

Be going to is used:
1. to talk about things we are sure about or we have already decided to do in the near future. I'm going to buy a new car. (I've decided it.)
2. to express intention and plans. Now that I've got the money, I'm going to buy a new dress, (intention) I'm going to get some more training so I can get a better job. (plan)
3. when we can see (evidence) that something is going to happen. Watch out! We're going to have an accident. (We can see a car coming.) It's going to rain. (We can see dark clouds in the sky).
We use Present Cont. rather than "be going to" for things which are definitely arranged to happen in the future. They are having a party next week. (It's all arranged, invitations have already been sent). They are going to have a party in two weeks. (They've decided it, but it hasn't been arranged yet).

3. Present Continuous

1. Fixed arrangements (travel or social)
I am coming by 6 o'clock train.
We are having a conference tomorrow.

4. Future Continuous

1. Event which will be happening at a future point

Come round in the morning. I'll be painting the kitchen.

2. Events which are going to happen anyway either we want them or not

I won't bother to fix a time to see you, because I'll be calling into the office anyway several times next week.

3. More polite than will

Will you be going to the shops later?

4. Fixed arrangements and plans

The band will be performing in Paris this summer.

5. Future Perfect

1. Refers to time which we look back at from a future point

In two years' time I'll have finished this book.

2. Assumption on the part of the speaker

You won't have heard the news, of course.= I assume you have not heard the news.

6. Present Simple

1. Time clauses

I'll go for a walk as soon as the weather is fine.

2. Fixed events which are not simply the wishes of the speaker

He retires in 3 years.

Christmas is on Tuesday.

3. Schedules

The train arrives in 40 min.

7. is/are to be - in formal arrangements

The president of the company is to come on Monday.

8. to be about to/to be on the point of/to be due to

I think the play is about to start now.

The play is due to start in 5 min.

9. to hope + Present or Future Tense

I hope it doesn't rain.

Ex. 49. Fill in: will or be going to.



Julie is planning her summer holiday,

I 1) 'm going to spend my holiday in Crete because there is a lot to see. I 2).....travel there by ferry because I enjoy boat trips. I'm not going on my own; my best friend 3).....come with me and I think my cousin 4).....come too if I ask her. We 5).....stay in Hania for two weeks, then we 6).....go somewhere else. I hope we 7).....find a hotel easily but if there's any problem, we 8).....stay at a campsite. We 9).....swim every day so I 10).....take a lot of suntan oil with me - I think we 11).....need it. I am looking forward to this holiday. I'm sure it 12)be the best holiday ever.

Ex. 50. Fill in: be going to or will.

I heard on TV last night that Portsmouth Council 1) *is going to* build a new swimming pool in the centre of town. They 2).....start work in July and the pool 3).....probably be finished by September. The Mayor said, "I'm sure the people of Portsmouth 4).....welcome the new pool. I hope they 5).....understand the temporary problems which 6).....be caused in the centre of town." The opposition leader does not seem to like the idea. He 7).....organise a protest to stop the council wasting public money, and he believes that the majority of the people living in Portsmouth 8).....support him.

Ex. 51. Match the sentences with the pictures, then identify the speech situations

1. Look at that tree! It's going to fall down.
2. I love cooking. I'm going to be a chef.
3. He's going to paint his house.
4. I'll have two cheeseburgers for lunch.
5. Put on your coat or you'll catch cold!
6. Shall I do the washing up?

intention, promise, evidence, prediction, offer, threat, warning, on-the-spot decision

Intention: He is going to paint his house	



Ex. 52. Fill in: shall, will or be going to.

1. A: What do you want for lunch?
B: I think I 1) will have chicken and some salad.
2. A: John has come back from England.
B: I know. I 2)see him tonight.
3. A: I haven't got any money.
B: I 3)lend you some if you want me to.
4. A: Ben and I 4)get married in April.
B: Really? Congratulation!
5. A: 5) we meet on Sunday?
B: Sorry, but I 6) visit my aunt. She is expecting me.
6. A: Is Dave coming to the party?
B: Yes, but he 7)probably be late.
7. A: Laura is in hospital.
B: Really? I 8) send her some flowers.
8. A: Have you decided where to go on holiday?
B: Yes, I 9) travel round Europe.
9. A: The plants need watering.
B: I know. I 10)them later.

Ex. 53. Put the verbs in brackets into Present S., Present Cont. or the Future tense

- John: Hello, Gary. Where 1) are you going (you/go)?
Gary: To the sports centre. I've got a football training session. Our team 2)(go) to France next week. We 3)(leave) on Wednesday.
John: Oh, that 4)(be) great! How 5)(you/get) there?
Gary: We 6)(travel) on the ferry. It 7)(leave) at 5 o'clock in the morning.
John: How long 8) (you/stay) in France?
Gary: About a week. We 9)(play) four matches. The first one 10)(start) at 3 o'clock on Wednesday afternoon, and the last one 11)(finish) at 5 o'clock on the following Tuesday.
John: Do you think you 12)(win)?
Gary: Yes, but I have to go now. The coach 13)(shout) at me if I'm late for training. I 14)(tell) you all about it when I 15)(get) back.

Ex. 54. Which is correct?

- "Did you call Julie?" "Oh no, I forgot. ~~I call~~/I'll call her now." (I'll call is correct)
- I can't meet you tomorrow afternoon. I'm playing/~~I'll play~~ tennis. (I'm playing is correct)
- "I meet/I'll meet you outside the hotel in half an hour, OK?" "Yes, that's fine."
- "I need some money." "OK, I'm lending / I'll lend you some. How much do you need?"

5. I'm having / I'll have a party next Saturday. I hope you can come.
6. "Remember to get a newspaper when you go out." "OK. I don't forget/I won't forget."
7. What time does your train leave/will your train leave tomorrow?
8. I asked Sue what happened, but she doesn't tell/won't tell me.
9. "Are you doing/Will you do anything tomorrow evening?" "No, I am free. Why?"
10. I don't want to go out alone. Do you come/Will you come with me?

Ex. 55. Which is correct in these sentences?

1. Ann isn't free on Saturday. She'll work/ She's working. (She's working is correct.)
2. I'll go/I'm going to a party tomorrow night. Would you like to come, too?
3. I think Amy will get/is getting the job. She has a lot of experience.
4. I can't meet you this evening. A friend of mine will come/is coming to see me.
5. A: Have you decided where to go on vacation?
B: Yes, we will go/we are going to Italy.
6. You don't have to be afraid of the dog. It won't hurt/It isn't hurting you.

Ex. 56. Complete the sentences with will ('ll) + one of these verbs:

be be come get like look meet pass

1. Don't worry about your exam. I'm sure you 'll pass.
2. Why don't you try on this jacket? Itnice on you.
3. I want you to meet Brandon sometime. I think youhim.
4. It's raining. Don't go out. Youwet.
5. They've invited me to their house. Theyoffended if I don't go.
6. I've invited Sue to the party, but I don't think she
7. I wonder where I20 years from now.
8. Good-bye. I'm sure weagain soon.

Ex. 57. Write questions using Do you thinkwill... ? with one of these verbs:

be back cost get married happen like rain

1. I bought Rosa a present. *Do you think she'll like it?*
2. The weather doesn't look very good. Do you?
3. My car needs to be fixed. How much?
4. Sarah and David are in love. Do.....?
5. "I'm going out now." "OK. What time.....?"
6. The future is uncertain. What.....?

Ex. 58. Underline the correct sentence, 1 or 2, in each mini-dialogue.

- a) A: Can you come dancing tomorrow night?
B: 1. Sorry, I'll play basketball.
2. Sorry. I'm playing basketball.
- b) A: What are your plans for the summer?
B: 1. I'll spend a month in the mountains.
2. I'm going to spend a month in the mountains.
- c) A: What do you think about the weather?
B: 1. It'll probably rain tomorrow.
2. It's raining tomorrow.
- d) A: What about tomorrow at about 5.30?
B: 1. OK, I'll see you then.
2 OK, I'm seeing you then.
- e) A: Mary is buying a dog next week.
B: 1. Really? What is she calling it?
2 Really? What is she going to call it?
- f) A: It would be nice to see you next week.
B: 1. Are you doing anything on Wednesday?
2 Will you do anything on Wednesday?

Ex. 59. Put each verb in brackets into a form of will, going to or Present Continuous. More than one answer may be possible.

- a) Have you heard the news? Harry (join) *..is joining/is going to join...* the Army!
- b) Sorry to keep you waiting. I (not be) long.
- c) According to the weather forecast, it (snow)tomorrow.
- d) I'm sorry I can't meet you tonight. I (go out) with my parents.
- e) Careful! You (knock) that jug off the table!
- f) In fifty years' time, most people (probably ride)bicycles to work.
- g) Our teacher (give) us a test tomorrow.
- h) I (go) to Manchester at the end of next week.

Ex. 60. Complete the second sentence so that it has a similar meaning to the first sentence.

- a) My party is on Thursday.
I....'m *having a party*...on Thursday.
- b) Tomorrow's weather forecast is for rain. It's tomorrow.
- c) I predict a victory for our team.I think win.
- d) Tomorrow I'll be absent, Mrs Jones. I here tomorrow, Mrs Jones.
- e) Terry intends to finish painting the kitchen this evening. Terry painting the kitchen this evening.
- f) Meet me outside the station at 5.30. I outside the station at 5.30.
- g) What's our arrangement for lunch? Where for lunch?
- h) Everyone expects lots of tourism in this country next summer.
Everyone thinks a large number of tourists this country next summer.

Ex. 61. Underline the sentences which are incorrect. Rewrite them. If the sentence is correct, put a tick (/).

- a) I go swimming next Saturday. Would you like to come?
I'm going swimming next Saturday. Would you like to come?
- b) What are you going to discuss at the next meeting?
- c) The boat is turning over! I think it will sink!
- d) Sue is going to lend me her roller-skates.
- e) The weather forecast says it's definitely sunny tomorrow.
- f) There is a lot to do. Is anyone going to help you?
- g) Sorry, I'm not seeing you tomorrow. I have to go to London, h) Bye for now. I see you later this evening.

Ex. 62. Complete each part sentence (a-h) with one of the part sentences (1-8). More than one answer may be possible.

- a) As soon as I hear from Sharon, ...5...
- b) By the time Mary arrives
- c) Please take a seat
- d) This time next week
- e) The next time you see me
- f) We'll have time to have some lunch
1 until the dentist is ready.
2 the match will be over.
3 I'll have had my hair cut and you won't recognize me.
4 before the train leaves.
5 I'll ask her to phone you.
6 we'll be enjoying ourselves on holiday.

Ex. 63. Complete the second sentence so that it has a similar meaning to the first sentence.

- a) The work won't take us longer than an hour.
We'll *have finished* the work in an hour.
- b) I promise to phone you before our next meeting. Before we
..... you.
- c) Would you like me to check the spelling for you? Shall
..... for you?
- d) Sheila refuses to let me share her book.
Sheila won't book.

Unit 7

Present Perfect

Present Perfect: have + past participle Present Perfect is used :
1. for actions which happened at an unstated time in the past. He has sold his car. (When? We don't know.)
2. to express actions which have finished so recently that there's evidence in the present. He has just painted the room. (The paint is wet.)
3. for actions which started in the past and continue up to the present. She has lived in this house for two years. (She still lives in this house.) BUT : He lived in Australia for one year. (He doesn't live in Australia now.)
4. for a past action whose time is not mentioned but which is connected with the present. I've met Madonna. (I may meet her again; she's still alive. - period of time not finished yet)
Time adverbs and expressions used with Present Perfect: just, ever, never, always, already, yet, for, since, so far, how long, recently, today, this week/month/year, once, several times etc.
Since is used to express a starting point. For is used to express a period of time. Yet is used in questions and negations. Already is used in statements and questions. Just + Present Perfect. Just now + Past Simple: I've known Ann since October. I've known Ann for two months. Have you met him yet? I haven't met him yet. I've already posted the letters. I've just called the doctor. He left just now.

Ex. 64. Put the verbs into Present Perfect

1. The post (come)? ~ Yes, it ...
2. You (see) my watch anywhere? -No, I'm afraid I ...
3. Someone (wind) the clock? ~ Yes, Tom . . .
4. I (not finish) my letter yet.
5. He just (go) out.
6. Someone (take) my bicycle.
7. The phone (stop) ringing.
8. You (hear) from her lately? -No, I ...
9. I just (wash) that floor.
10. The cat (steal) the fish.
11. You (explain) the exercise? ~ Yes, I ...
12. There aren't any buses because the drivers (go) on strike.
13. You (have) enough to eat? ~ Yes, I (have) plenty, thank you.
14. Charles (pass) his exam? -Yes, he ...
15. How many bottles the milkman (leave)? ~ He (leave) six.
16. I (live) here for ten years.
17. How long you (know) Mr Pitt? ~ I (know) him for ten years.
18. Would you like some coffee? I just (make) some.
19. Mary (water) the tomatoes? ~ Yes, I think she ...
20. I (ask) him to dinner several times.

Ex. 65. Fill in : has - have been in/to, has - have gone to

Gina.: Hello Paul. Are you enjoying yourself in Rome?

Paul: Oh, yes.

Gina: Which places 1) *have* you *been to* since you arrived?

Paul: Well, I 2) Rome for two weeks now so I 3) a lot of places, like the Colosseum, some museums and the Vatican.

Gina: Where are your friends today?

Paul: Mark and Jim 4) a travel agent's to buy tickets for the plane and they haven't come back yet. Mark says he 5) Rome too long. He 6)

Capri before but Jim and Sean 7) (not) any islands, so I think we will go to Sardinia. Sean 8) the hotel to sleep.

Gina: Well, I'm leaving now. My parents 9) the hospital to see my uncle. He 10) hospital for a week. See you later!

Ex. 66. Writing Activity

Write 5 sentences saying what you have done or haven't done today.

Ex. 67. Complete the text using *since* or *for*.

Maria has lived in England 1) *since* 1988. She has been married to James 2)four years. She has known him 3)1987 when they met in Paris. They have lived in central London 4)two years. They have lived at their present address 5)last summer. Maria has worked for the French Embassy 6)nine months. James and his family have run a small hotel in the heart of London 7)many years. James has been the manager 8)Christmas, when his father retired. Maria and James have saved a lot of money 9)last year, so they are planning to go on a trip to France.

Ex. 68. Fill in the blanks with time adverbs or expressions from the list below:

so far, how long, just, for, since, how long ago, yet, this week, ago, just now, already

1. They got married a month *ago*.
2.have you been to Rome?
3. He hasn't called us.....
4. The boss came.....
5. I've had this car.....a year.
6. Carol has been to the cinema twice.....
7. He has.....left.
8.did he move house?
9. She's typed three letters.....
10. I've studied Maths1991.
11. She's.....cooked dinner.
12. Peter has been here 5 o'clock.

Ex. 69. Complete each sentence with a time word or phrase from the box.

yet for since often ever never already so far just always

- a) Luis has lived in the city centresince..... 1996.
- b) Thanks for the present! I've wanted a pet goldfish!
- c) Have you drunk pineapple juice? It's fantastic!
- d) I've heard some fantastic news! I've passed my exams!
- e) Hurry up! Haven't you finished ? You're so slow!
- f) Nina has worked in this company five years.
- g) I've been on a big ship before. It's an interesting experience!
- h) We're very busy today. we've sold over a hundred bikes.
- i) I've passed this building, but this is the first time I've been inside.
- j) Can I have a different book? I've read this one.

Ex. 70. For each question, complete the second sentence so that it means the same as the first, using no more than three words.

- a) We started working here three years ago.
We've *worked* here... for three years.
- b) This is the first time I've been on a plane.
I on a plane before.
- c) That's strange! My pen isn't here!
That's strange! disappeared!
- d) Nicky and Jan aren't at this school any more.
Nicky and Jan this school.
- e) I saw a friend of yours a few moments ago.
I a friend of yours.
- f) I'm still writing my letters.
I writing my letters yet.
- g) Is this your first visit to South America?
Have to South America before?
- h) Oh no! My wallet is still in the car.
Oh no! I my wallet in the car.
- i) It's a long time since we spoke to your sister.
We to your sister for a long time.
- j) Is Anna still asleep?
Has..... up yet?

Ex. 71. Underline the correct word or phrase in each sentence.

- a) I *live here*/I've *lived here* since the end of last year.
- b) I'm afraid the last train *left*/*has left* an hour ago.
- c) Someone *has just stolen*/*has just been stealing* my bicycle.
- d) Thank you for your offer, but I *decided*/I've *decided* not to accept.
- e) Yesterday I *lost*/I've *lost* my wallet.
- f) Take your umbrella with you. *It started*/It's *started* raining.
- g) We're enjoying our trip. *We visited*/We've *visited* two countries so far.
- h) *I'm standing here*/I've *been standing here* for hours and I feel tired,
- i) This *was*/*has been* a busy day and it isn't over yet!
- j) I feel really tired. *We went*/We've *been* to a party last night.

Unit 8

Past Simple-Present Perfect

Ex. 72. Fill in Past Simple or Present Perfect.

My best friend is called Alison. We 1) *have known* (know) each other since we 2)(be) five years old. We 3)(always / share) our problems and our troubles, but we 4)(also / enjoy) good times together and 5)(spend) many hours laughing together. We 6) (live) next door to each other before Alison.....7) (move) to London. I 8)(visit) her many times since then. She 9)(just / buy) a new house but I 10)(not / see) it yet.

Ex. 73. Put the verbs in brackets into Past Simple or Present Perfect.

1. A: Last night I...*saw*...(see) "The Bodyguard" at the cinema.
B: Oh, I.....(already/see) it twice.
2. A: Do you know that Mrs Jones.....(work) here for sixteen years?
B: I thought she.....(start) working here ten years ago.
3. A:(you / ever / meet) anyone famous?
B: I..... (see) Jane Fonda.
- A: Really? I.....(meet) her father, Henry Fonda, once. But he is dead now.
4. A: Yesterday I(leave) the house and (catch) the train. Then I(realize) that my keys.....(be) in the house.
B: Oh no! That.....(happen) to me before. What(you/do)?
A: I (call) the locksmith.
5. A: I(already / make) the beds and I(just/sweep) the floor, but I(not / start) the ironing yet.
B: Don't worry. I.....(do) it yesterday.
6. A: How long ago.....(you / begin) painting?
B: Ten years ago. I(recently/complete) a painting that the National Gallery..... (ask) me to do a year ago.
7. A: Why are you so happy?
B: I.....(just/pass) my driving test!
8. A:(you/always/have) long hair, Julie?
B: No, when I was young my hair(be) very short.

Ex. 74. Put the verbs into Past Simple or Present Perfect

Mr Briggs is away on business and he is phoning his wife to see how she is.

Mr Briggs: Hello, darling. How are you? Is everything OK?

Mrs Briggs: I'm fine. I....'ve *been* .. very busy since you.....(leave).

Mr Briggs: What(you/do)so far?

Mrs Briggs: I.....(do)the shopping, I.....(wash) and(iron) all the clothes,(clean) the house and I(go) to the dentist's. Oh, and yesterday I(speak) to a builder about the garage.

Mr Briggs: A builder? The garage? What.....(happen) to the garage?

Mrs Briggs: Well, the garage wall.....(fall) down two days ago.

Mr Briggs: What???

Mrs Briggs: I..I(not/finish) yet. We, well,(have) a little accident... But I(take) the car to the garage to be repaired.

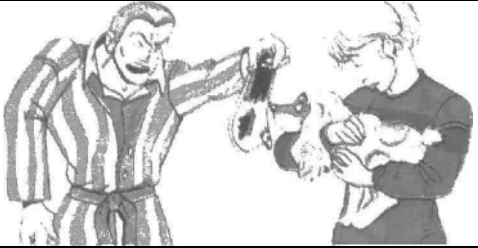
Mr Briggs: Accident? Car? Oh no! You.....(not/crash) my new car into the garage wall?

Mrs Briggs: Er, well, yes. I(not/want) to tell you, but that's exactly what(happen).

Unit 9

Present Perfect Continuous

Present Perfect Continuous is used:	
1.for actions which started in the past and continue up to the present.	2.for continuous past actions which have visible results or effect in the present

	
I've been packing my case all morning. (I'm still packing.)	They have been walking in the rain. (They are wet.)
3. to express irritation, anger, annoyance, explanation or criticism.	4. to put emphasis on duration, usually with for, since or how long. I've been typing letters since 9 o'clock.
	Non-continuous verbs are not used in Present Perfect Cont. (know, believe, see, like, love, taste, understand, want etc.) I've known her since 1985.
Has the dog been chewing on my slippers? (showing anger)	(NOT: I've been knowing her since 1985)

With the verbs live, feel and work we can use either Present Perfect or Present Perf. Cont. with no difference in meaning.

I've been living in London for a year.

or I've lived in London for a year.

Time adverbs used with Present Perfect Continuous:

for, since, how long.

Ex. 75. Put the verbs into Present Perfect Cont.

Tim: Hello Joe. What 1)...have you been doing..(you/do)?

Joe: I(play) tennis with Helen.

Tim: Who is Helen?

Joe: She's my new girlfriend. I 3).....go) out with her for two weeks.

Tim: Does she live here?

Joe: Yes, she 4).....(live) here for two months

Tim: Why haven't you met her?

Joe: Because she 5).....leave home early and she 6).....(come) back late every day for the last six weeks.

Tim: Why 7).....(she/do) that?

Joe: Because she 8).....(look for) a job.

Tim: I must meet her some time.

Joe: Well, let's all go out together tomorrow then.

Ex. 76. Fill in the blanks with for or since

Tom and Mary have been building a house 1) *for* two years. They have been dreaming of finishing it 2) *last* summer but they have been having problems 3) *few* months because of the weather. In fact, it has been raining and snowing 4) *October* so they haven't been able to put the roof on yet. This weekend they are trying to put in the windows. They have only been working 5) *8 o'clock* but they feel like they've been doing it 6) *hours* because it is very difficult. They have been saving up 7) *a long time* but they haven't been able to hire any workmen yet. Tom has been looking for an evening job 8) *a week* and Mary has been working overtime 9) *Christmas*, so they will have enough money soon. They haven't been going out 10) *they started saving* - but when the house is finished they are going to have a big party to celebrate.

Ex. 77. Underline the errors in these sentences. Rewrite each sentence.

a) My penfriend is writing to me for years.

My penfriend has been writing to me for years.

b) We have started this course three weeks ago.

c) 'What have you been doing all day?' 'I've been written letters.'

d) When have you arrived in this city?

- e) You have ever been to India?
- f) Paula has been stayed in a hotel by the sea.
- g) I've been feeling ill three weeks ago.
- h) I live in this city since I was born.
- i) I wait here for ages. Where have you been?
- j) Tony has leaved his books on the bus.

Ex. 78. Team work



The teacher divides the class into two teams. Students look at the picture and the teacher introduces Mr May. (*Mr May is a strange old man. He doesn't like changes. He has been doing the same things for years.*) Then, looking at the list of verbs and using the picture as a stimulus, students, in turn, suggest what Mr May has been doing. The team which cannot give a sentence or makes a mistake doesn't get a point. The team with the most points is the winner.

List of verbs: read, wear, collect, drink, play, live, etc.

Ex. 79. Put the verbs in brackets into Present Perfect Continuous.

1. I (make) cakes. That is why my hands are all covered with flour.
- 2 Her phone (ring) for ten minutes. I wonder why she doesn't answer it.
- 3 He (overwork). That is why he looks so tired.
- 4 There is sawdust in your hair. ~ I'm not surprised. I (cut) down a tree.
- 5 Have you seen my bag anywhere? I (look) for it for ages.
- 6 What you (do)? ~
I (work) in the laboratory.
- 7 He (study) Russian for two years and doesn't even know the alphabet yet.
- 8 How long you (wait) for me? ~ I (wait) about half an hour.
- 9 It (rain) for two days now. There'll be a flood soon.
- 10 We (argue) about this for two hours now. Perhaps we should stop!
- 11 I (bathe). That's why my hair is all wet.
- 12 You (drive) all day. Let me drive now.

Ex. 80. Fill the spaces in the following sentences by using for or since.

1. We've been fishing . . . two hours.
2. I've been working in this office ... a month.
3. They've been living in France . . . 1970,
4. He has been in prison ... a year.
5. I've known that... a long time.
6. That man has been standing there ... six o'clock.
7. She has driven the same car ... 1975.
8. Things have changed ... I was a girl.
9. The kettle has been boiling ... a quarter of an hour.
10. The central heating has been on ... October.
11. That trunk has been in the hall ... a year.
12. He has been very ill ... the last month.
13. I've been using this machine . . . twelve years.
14. We've been waiting . . . half an hour.
15. Mr Pitt has been in hospital . . . his accident.

16. He hasn't spoken to me ... the last committee meeting.
17. I have been very patient with you . . . several years.
18. They have been on strike . . . November.
19. The strike has lasted ... six months.
20. It has been very foggy . . . early morning.

Unit 10

Past Perfect and Past Perfect Continuous

Time expressions used with Past Perfect and Past Perfect Continuous: before, after, just, yet, already, for, since, ever, never, till/until, when, by, by the time etc	
Past Perfect is used:	<u>Past Perfect Continuous is used:</u>
for a complete action She had cleaned the house by 6 o'clock.	for a continuous, past action which had visible results or effect in the past.
for a past action which happened before another past action or before a stated past time. She had already left when I got home. She had arrived by 8 o'clock	for an action continuing up to a specific time in the past. He had been waiting for an hour before she arrived. She was tired. She had been cleaning the house all morning
as the past equivalent of Present Perfect. She isn't in her office. She has already left. (before a present time) She wasn't in her office. She had already left. (before a past time)	as the past equivalent of Present Perfect Continuous. She is tired. She has been working hard all morning, (present time) She was tired. She had been working hard all morning, (past time)

Ex. 81. Underline the errors in these sentences. Rewrite each sentence.

- When we had ate lunch, we were sitting in the garden.
When we had eaten lunch, we sat in the garden.
- While I looked for my keys, I remembered I left them at home.
- Anna had used to play badminton when she had been at school.
- When I got into bed, I was falling asleep immediately.
- When I was finally finding the house, I was knocking at the door.
- After Jill was giving Nick his books, she went home.
- Maria would live in Sweden when she was a child.
- I was using to get up early when I had gone sailing.
- The Vikings had sailed to North America a thousand years ago.
- Juliet was sure she was seeing the tall man before.

Ex. 82. Underline the correct word or phrase in each sentence.

- While I *had waited/was waiting/waited* at the bus stop, I *had noticed/was noticing/noticed* a new shop which *wasn't/hadn't been* in the street the day before.
- I *had gone/went* out into the garden to fetch my bike, but *found/was finding* that someone *stole/had stolen* it.
- When George *met/was meeting* Diane at the party, he *thought/was thinking* that he *saw/had seen/was seeing* her somewhere before.
- Emily *got off/was getting of* the bus, and *walked/was walking* into the bank when she *realized/had realized/was realizing* that she *left/had left/was leaving* her handbag on the bus.
- After I *was buying/had bought* my new computer, I discovered that I *wasn't having/didn't have* enough memory.
- I went to the post office to ask about my package, but they *had said/said* that it still *hadn't arrived/didn't arrive*.

Ex. 83. For each question, complete the second sentence so that it means the same as the first, using no more than three words.

- a) Michael took a deep breath and dived into the water.
After Michaelhad taken..... a deep breath, he dived into the water.
- b) Terry was fatter. Terry to be so thin.
- c) Gary was sure his keys were not in his pocket. Gary was sure his keys.
- d) When he was younger David played tennis.
David tennis when he was younger.
- e) Last summer, Julia got up early every morning.
Last summer, Julia used to early every morning.
- f) We missed the bus so we took a taxi.
We took a taxi because the bus.
- g) In those days, we spent the summer in the mountains.
In those days, we the summer in the mountains.

Ex. 84. Combine the two sentences to make one sentence. Use *when* and Past Perfect.

- a) I washed and got ready. I went out to meet my friends.
b) I knew much more about the job. I visited their offices.
c) I looked at the new dress for ages. I asked how much it cost.
d) I felt much more independent. I passed my driving test.
e) Anne went on holiday. She saved enough money.
f) The team finally won the match. They ran round the pitch to celebrate.
g) When I'd washed and got ready, I went out to meet my friends.

Ex. 85. Look at the picture, ask and answer questions as in the example:

	It's the day after Christmas. Last night the Dicksons had a party at their house. What had they done and what hadn't they done before they went to bed? 1. (they/open/all presents) Had they <i>opened</i> all the presents? Yes, they <i>had</i>. 2. (they/drink/lemonade) 3. (they/eat/all the cake) 4. (they/let/cat in) 5. (they/eat / turkey) 6. (they / tidy / the room)
--	--

Ex. 86. Fill in Past Simple or Past Perfect, then state which action happened first.

1. When I *arrived* (arrive) at the station, the train *had left* (leave), first action : *had left*
2. We.....(light) the candles because the lights.....(go off), first action :
3. When I got home I.....(discover) that somebody.....(break into) my flat, first action:
4. The patient.....(die) before the ambulance.....(reach) the hospital, first action:
5. John.....(eat) all the cakes by the time the other children.....(arrive) at the party, first action :

Ex. 87. Write what each person had been doing using verbs from the list below.

sleep, write, walk, wash, play, cut, listen, work

1. Jane's clothes were wet. She *had been washing* her dog.
2. Carol's ears hurt. Sheto the radio for two hours.
3. The boys were dirty. They.....football.
4. John was not happy that the noise woke him. He.....
5. Anne's feet hurt. She.....for two hours.
6. Dave had stains on his shoes. He.....the grass.
7. Nina looked tired. She.....all morning.
8. Kate had black ink on her hands. Shefor three hours.

Ex. 88. Put the verbs in brackets into Past Perfect or Past Perfect Continuous.



Mr Thomas was exhausted. He 1) *had had* (have) the worst morning of his life! Everything 2).....(go) wrong. He 3)(drive) to work for half an hour when suddenly his car broke down. Not wanting to be late he decided to start walking and try to catch a bus. After he 4).....(walk) for over an hour, it began to rain. However, just at that moment a taxi appeared and Mr Thomas jumped in..

When he arrived at the office, he realised that he 5)(leave) his wallet in his own car and he had no money to pay the driver! He rushed into the office, followed by the angry taxi driver. However, an important business meeting 6).....(just/start). Mr Thomas was wet and dirty because it 7).....(rain) and his boss was very angry because he 8).....(wait) for him to arrive for over an hour. After explaining what 9).....(happen) to his boss, Mr Thomas borrowed a car and went home to change. When he arrived home he realised to his horror that someone 10).....(break into) his house. What a morning!

Ex. 89. Put the verbs in brackets into Past Perfect or Past Simple.

After Jim and Terry 1) *had finished* (finish) their breakfast, they 2).....(take) their bags and 3).....(go) to the river to fish. They 4).....(go) there before and 5).....(catch) some big fish. By 5 o' clock they 6).....(not/get) any fish, so they decided to go home. They 7).....(promise) their mother to bring fish for dinner, so they 8).....(look) for a shop where they could buy some but the shops 9).....(already/close). When they 10).....(arrive) home, they 11).....(tell) their mother that they 12).....(catch) the biggest fish they 13).....(ever/see) but it 14).....(escape).

Ex. 90. Team work

The teacher divides the class into two teams and asks students in turn to give reasons why they were pleased the last time something nice happened. Each correct sentence gets 1 point. The team with the most points is the winner.

Team A S1: The last time I was pleased was because I had received a present.

Team B S1: The last time I was pleased was because I had passed a test.

Team A S2: The last time I was pleased was because I had won a prize, etc.

Ex. 91. Team work

The teacher divides the class into two teams and asks students to look at the following situations, giving reasons in turn for each situation. Each correct reason gets 1 point. The team with the most points is the winner.

1. Ben couldn't write the letter because *he had lost his pen.*

2. Jane missed the train because.....
3. He couldn't pay the electricity bill because.....
4. She failed her exam because.....
5. She was sad because.....
6. His hands were dirty because.....
7. He was wet because.....
8. They were hungry because.....since morning.
9. He had a stomach-ache because.....
10. They were tired because.....
11. He had a black eye because.....
12. Jennifer got sunburnt because.....

Unit 11

Revision of tenses

Ex. 92. Write questions to which the bold type words are the answers

1. **Sam** met Julie.
2. Roger spoke to **Jean**.
3. Ella phoned **Stuart**.
4. Jenny will see **Rosie**.
5. **Steve** has left a message for Jim.
6. **Ted** loves Mary.
7. Pam will visit **Tom**.
8. Joanne is marrying **Richard**.
9. He is talking to **her**.
10. They come from **Italy**.

Ex. 93. Put each verb in brackets into either Present Perfect, Past Simple or Present Simple.

- a) Last week I (lose)lost..... my scarf, and now I (just lose)..... 've *just lost*..... my gloves.
- b) I (work) for Blue Bank at the moment but I (decide) to change jobs.
- c) We (be) here for hours. Are you sure we (come)..... to the right place?
- d) (you see) my calculator? I'm sure I (leave)..... it here earlier.
- e) We (have) some coffee and then (catch)..... the bus home.
- f) I (never eat) octopus, but once on holiday I (eat) some squid.
- g) I (hope) you aren't a vegetarian. I (cook)..... you some lamb chops.
- h) Recently a lot of young people (take up) kite surfing.
- i) When we (reach) the cinema, there (not be)..... any tickets left.

Ex. 94. Underline the correct word or phrase in each sentence.

- a) *I live here/I've lived here* since the end of last year.
- b) I'm afraid the last train *left/has left* an hour ago.
- c) Someone *has just stolen/has just been stealing* my bicycle.
- d) Thank you for your offer, but */ decided/I've decided* not to accept.
- e) Yesterday */ lost/I've lost* my wallet.
- f) Take your umbrella with you. *It started/It's started* raining.
- g) We're enjoying our trip. *We visited/We've visited* two countries so far.
- h) *I'm standing here/I've been standing here* for hours and I feel tired,
- i) This *was/has been* a busy day and it isn't over yet!
- j) I feel really tired. *We went/We've been* to a party last night.

Ex. 95. Choose a verb from the list and complete the text using Past S. or Past Cont.

be (2), drive, shine (2), stop, look (3), seem, hear, fly, can, feel, wonder, go, think, get into, talk



It 1) *was* 10 o'clock on a dark winter night. Mr Trindle 2).....home alone on a small country road. The stars 3).....and it 4).....very quiet. Suddenly his car 5)..... Mr Trindle 6).....under the bonnet but everything 7).....to be normal. Then, as he 8).....at the engine, he 9).....a strange noise. A UFO 10).....above him! He 11).....(not) believe his eyes. A bright light 12).....on him and he 13).....very strange. He 14).....what to do when suddenly everything 15).....quiet. Mr Trindle 16).....he had imagined the UFO, but as he 17).....the car, the newsreader on the radio 18).....about a UFO that people had seen the previous night. "The previous night?" Mr Trindle 19).....at his watch. It 20).....7 o'clock in the morning!

Ex. 96. Put the verbs into Past Cont., Past S., was / were going to or used to form.

Policeman : What 1) *were you doing* (you / do) at 9 o'clock last night?

Witness : I 2).....(watch) TV while my wife 3).....(make) dinner. We 4)(have) dinner at a restaurant but we 5).....(not / have) enough money. We 6).....(go) out a lot but we can't afford to now.

Policeman : What 7).....(happen) then?

Witness : I 8).....(think) I 9).....(hear) a gunshot from outside. I 10).....(go) outside but I 11).....(not/see) anything unusual. Then I 12).....(realise) what the noise was. Our neighbours 13).....(have) a party and they 14).....(set off) fireworks in their garden. It 15).....(not/be) a gunshot after all, officer.

Ex. 97. Sarah is on holiday in Cornwall. One day she meets Alice, a friend from school, whom she hasn't seen for five years. Write the correct form of the verbs listed below using Present Progressive, Present Perfect or Present Perfect Progressive.

Not see, not change, do, tour, visit, live, stay, stay, find, leave, do, work, earn, not like, want, change, live, work, move, buy, live, live, go, do, look

Sarah: Alice! What a surprise meeting you here!

Alice: Sarah! I.....you for ages. Youa bit.

Sarah: You haven't either. Whatyou here?

Alice: Oh, just a holiday. IDevon and Cornwall by car.

Sarah: Really? That's nice. I.....my mother. Shehere in Penzance and Iwith her for a few days. What about you? Where.....you?

Alice: Oh, Inice little hotel on the seafront. But Itomorrow. Anyway tell me all the news. What.....over the last few years?

Sarah: It's not very interesting. I in computers for the last three years. Iquite a lot but I.....very much. Ito change.

Alice: Well, my live never.....I stillin Birmingham and stillfor the same old company.

Sarah: I.....away from Birmingham. Ia house near Stratford.

Alice: Have you really? How longthere?

Sarah: Oh, Ithere for about two years. Listen, where.....now?anything special?

Alice: No, Ijust.....around the town. Why don't we go somewhere to have a drink?

Sarah: Good idea!

Ex. 98. Fill in the correct preposition of time.

1. I can't sleep.....night.
2. She always goes dancing.....Sunday afternoons.
3. My father was born.....1940.
4. He seldom goes out.....the evening.
5.July they'll join us at the seaside.
6. Where did you go.....Easter?
7. Do you always get up7 30?
8. We'll arriveMay 31st.
9. ...winter the day are very short.

Ex. 99. Fill each blank with one of these words or phrases:

when, until. After, already, again, before, once, no longer, while, still, not yet

From 1777 until the end of the following year, Mozart lived in Paris. By then he hadestablished himself as a well-known composer and musician.his mother died in 1778, he thought he couldremain in Paris and went back to Salzburg..... He was appointed court organist, and remained in the archbishop's employ.....he decided to move to Vienna. He had just settled in the capitalhe met Constanze Weber, and soon married her, despite his father's opposition.in Vienna, Mozart found himself surrounded by the most brilliant musical and literary figures of the time.he was living in Vienna, his stunning successes as a composer took him to Prague twice and, in 1789, to Germany.

Joseph II's death marked the end of Mozart's fortune. The new emperor, Leopold 11 withdrew the court's financial support, and he could even realise it, Mozart found himself in misery. The cause of his death in 1791 has been discovered. He was buried in a common grave in one of Vienna's burial grounds.

Ex. 100. Join each sentence on the left to the correct sentence on the right using one of the linking words in the middle.

1 He found his wallet	Before	a) the film was over.
2 He always sits by the window	When	b) he saw his name in the newspaper.
3 He left the cinema	Since	c) he is sixty-five.
4 He had already reserved his seat	While	d) he took the train.
5 He stayed in the factory	Until	
6 He was very surprised	As soon as	e) he was cleaning the cupboard.
7 He wants to work in the factory	Whenever	f) he was a boy.
8 He has been keen on maths	After	g) the other workers had gone home.
		h) he eats in that restaurant.

Ex. 101. Fill in the blanks using the words in this list:

until, by, again, from, later, still, within, soon, already, before, when, when, while, while

Angela Robson, the famous English writer, was born in Leeds in 1935 of Irish parents, the second of four sisters.....she was five, her father lost his job as a railway engineer. Consequently, the Robson family moved to Bristol, where Angela completed her primary school.....moving back to Leeds in 1946.

.....she wasattending secondary school, she wrote her first novel, "Back to the start", a story of love and adventure. At the age of 18, when she took her A levels, Angela had.....decided to become a novelist.

In April, 1955, at a literary conference in London, Angela met Harold Kingsley, then a promising literary critic, and before the end of that year married him. They set up home in St Albans, not far from London, and.....began a life of work, travel and study, Harold was able to find Angela a job as a foreign correspondent for the Daily Telegraph and they were both away from England most of the time. They did not really settle down at home.....they had a child, in 1958. Three years....., Harold died.

Angela was shocked by her husband's death.then she written two other books, but they had not been very successful. In 1964 she gave up her job with the Telegraph and moved to Norwich where she still lives. Her first really successful novel did not appear until 1971,she published 'Down by the riverside', a detective story set in America in the early fifties. It was a tremendous successthe very start: it sold over 35,000 copies in the first week and.....a few days Angela found herself a world-famous novelist.

At the age of forty,she was touring the States to promote her book, Angela got married for the second time. 'I feel life starts anew every day of my life,' she said on that occasion. Now back in England, she has taken up journalismand has published three highly successful novels in the last ten years.

Ex. 102. Is or has? Write the correct form.

1. There's a woman in your office.....
2. There's been a fire at the airport.....
3. My husband's fallen down the stairs.....
4. My wife's working in Edinburgh this week.....
5. Somebody's on the phone right now.....
6. There's been a mistake.
7. She's broken her finger.
8. He's going to speak later.
9. Somebody's stolen my bicycle.....
10. There's a post office very near here.....
11. My son's hurt.....

Ex. 103. Underline the correct word or phrase in each sentence.

- a) When I was a child / used to ride/I was riding a tricycle.
- b) That looks very heavy. Will I/Should I help you?
- c) I'm waiting for Sue. Have you seen her/Did you see her?
- d) How long are you working/have you been working here?
- e) I can't come out because / haven't finished/I didn't finish my homework yet
- f) When the phone rang / washed/I was washing my hair in the bathroom.
- g) Why do you stare/are you staring at me like that?
- h) I've finished my exams so I'm having/I have a party tomorrow.
- i) We'd better wait here until the rain stops/will stop.
- j) When did you last go/have you last been to the cinema?

Ex. 104. Put each verb in brackets into Present Simple or Continuous, or Past Simple or Continuous.

- a) 'What (you do)do you do..... ?' 'I'm an engineer.'
- b) The door was open so the dog (run) into the living room.
- c) When we arrived home Jan (sit) outside the door.
- d) Can you help me? I (not understand) Spanish:
- e) At the beginning of the film I (realize) I'd seen before.
- f) I'm sorry, I can't talk long. I (study) for an examination.
- g) At the moment of the earthquake Pat (read) in the bed.
- h) I'll phone you as soon as I (know) the results.
- i) I (stay) at the Hotel Tirol. Why don't you call me?
- j) 'What (you do) when you saw the snake? "I ran!"

Ex. 105. Look carefully at each line. Some lines are correct but some have a word which should not be there. Tick (/) each correct line. If a line has a word which should not be there, write the word in the space.

Dear Emma,	
I'm sorry I haven't been written to you lately, but I've	1.....
been working hard. When I received your last letter	2.....
I was acting in a play at school, and when	3.....
I have finished that, I went on holiday with some friends.	4.....
I meant to send you a postcard, but I had forgot to take	5.....
your address with me. How are you getting on at	6.....
college? You didn't say very much about this in	7.....
your letter. I hope you are still like it, and don't	8.....
been work all the time! Do you still want to come	9.....
and will stay for a few days? I'm starting work in	10.....
London after I shall leave school in July, and I want	11.....
to see you before then. I have know you're busy,	12.....
but by the time your term finishes, I'll have	13.....
started my job. I've been done so many things	14.....
lately! I've just learned to drive and my parents	15.....
have sometimes lend me their car, so I often go out	16.....
with friends. Maybe I'll be drive to Nottingham and	17.....
see you one day.	
Best wishes, Luisa	

Ex. 106. Underline the errors in these sentences. Correct the error.

- a) By the time I got to the phone it stopped ringing.
It had stopped ringing.
- b) I'm not very good at this game. You see, I didn't play it before.
- c) When has Pete written to you last?
- d) What do you do at weekends? Are you ever going to the cinema?
- e) When I was on holiday last summer I was going to the beach every day.
- f) Julie can't meet you tomorrow. She will play basketball.
- g) You're always late! I'm waiting here for ages!

LIST OF IRREGULAR VERBS

Неопределенная форма (The Infinitive)	Прошедшее время (Past Simple)	Причастие прошедшего времени (Participle II)	Основное значение
be	was / were	been	быть
beat	beat	beaten	бить
become	became	become	стать, становиться
begin	began	begun	начинать
blow	blew	blown	дуть
break	broke	broken	(с)ломать
bring	brought	brought	приносить
build	built	built	строить
burn	burnt	burnt	жечь, гореть
buy	bought	bought	покупить
catch	caught	caught	ловить, поймать
choose	chose	chosen	выбирать
come	came	come	приходить
cost	cost	cost	стоить
cut	cut	cut	резать
do	did	done	делать
dream	dreamt dreamed	dreamt dreamed	мечтать
drink	drank	drunk	пить
drive	drove	driven	ехать
eat	ate	eaten	кушать, есть
fall	fell	fallen	падать
feed	fed	fed	кормить
feel	felt	felt	чувствовать
fight	fought	fought	сражаться
find	found	found	находить
fly	flew	flown	летать
forget	forgot	forgotten	забывать
forgive	forgave	forgiven	прощать
freeze	froze	frozen	замерзать
get	got	got	получать
give	gave	given	давать
grow	grew	grown	расти
hang	hung hanged	hung hanged	висеть
have	had	had	иметь
hear	heard	heard	слышать
hide	hid	hid	прятать(ся)
hold	held	held	держать
hurt	hurt	hurt	причинять боль
keep	kept	kept	хранить
know	knew	known	знать
lay	laid	laid	класть, положить
lead	led	led	вести
learn	learnt learned	learnt learned	учить, узнавать
leave	left	left	оставлять
lend	lent	lent	одолжать
let	let	let	позволять
lie	lay	lain	лежать
light	lit	lit	зажигать
lose	lost	lost	терять
make	made	made	делать
mean	meant	meant	подразумевать
meet	met	met	встречать
pay	paid	paid	платить

put	put	put	класть
read	read	read	читать
ride	rode	ridden	ездить верхом
ring	rang	rung	звонить
rise	rose	risen	подниматься
run	run	run	бежать
say	said	said	говорить, сказать
see	saw	seen	видеть
sell	sold	sold	продавать
send	sent	sent	посылать
set	set	set	устанавливать
shake	shook	shaken	трясти
shave	shaved	shaved	брить(ся)
		shaven	
shine	shone	shone	светить
shoot	shot	shot	стрелять
show	showed	shown	показывать
shut	shut	shut	закрывать
sing	sang	sung	петь
sit	sat	sat	сидеть
sleep	slept	slept	спать
speak	spoke	spoken	говорить
spend	spent	spent	тратить
spread	spread	spread	распространять(ся)
stand	stood	stood	стоять
steal	stole	stolen	красть, воровать
strike	struck	struck	ударить, бить
sweep	swept	swept	мести
swim	swam	swum	плавать
take	took	taken	брать, взять
teach	taught	taught	обучать
tell	told	told	рассказывать
think	thought	thought	думать
throw	threw	thrown	бросать
understand	understood	understood	понимать
wake	woke	woken	просыпаться
wear	wore	worn	носить (одежду)
win	won	won	выигрывать
write	wrote	written	писать

КОНТРОЛЬНЫЕ РАБОТЫ (LEXICAL-GRAMMAR TESTS)

Выполнение контрольных заданий и оформление контрольных работ.

Контрольные работы по английскому языку представлены в виде лексико-грамматического теста в пяти вариантах (1 семестр) и трёх вариантах (2,3 семестры). Студент обязан выполнить один из предложенных ему вариантов (см. таблицу ниже). Выполнять контрольную работу следует при помощи компьютера и сдавать в распечатанном виде. Титульный лист оформляется по стандарту БНТУ на русском или английском языке (см. образец). Задания теста выполняются в последовательности, указанной в к/р. Студент должен составить список из незнакомых слов (Vocabulary), перевести их на русский язык и вложить в контрольную работу.

Перед лексико-грамматическими контрольными заданиями приводится перечень подлежащего усвоению грамматического материала. Раздел «Грамматика» содержит грамматический материал, который необходимо усвоить для выполнения теста. После изучения соответствующих грамматических тем студенту необходимо выполнить контрольные задания и предоставить их преподавателю за 2 недели до начала зачетно-экзаменационной сессии. Студент может прислать работу для предварительной проверки по электронной почте (адрес узнать у преподавателя).

ВЫБОР ВАРИАНТА

Если контрольная работа представлена в 3 варианта

Номер варианта лексико-грамматического теста совпадает с первой буквой фамилии (смотрите таблицу).

№ варианта	1	2	3
Первая буква фамилии	А	Б	В
	Г, Д	Е, Ж, З	И, К
	Л	М	Н, О
	П, Р	С	Т, У
	Ф, Х	Ц, Ч	Ш, Щ
	Э	Ю	Я

Если контрольная работа представлена в 5 вариантах

№ варианта	1	2	3	4	5
Первая буква фамилии	А	Б	В	Г	Д
	Е	Ж	З	И	К
	Л	М	Н	О	П
	Р	С	Т	У	Ф
	Х	Ц	Ч	Ш	Щ
	Э	Ю	Я		

**БЕЛОРУССКИЙ НАЦИОНАЛЬНЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ
МЕЖДУНАРОДНЫЙ ИНСТИТУТ ДИСТАНЦИОННОГО ОБРАЗОВАНИЯ
КАФЕДРА «ИНФОРМАЦИОННЫЕ ТЕХНОЛОГИИ В УПРАВЛЕНИИ»**

ОБРАЗЕЦ

КОНТРОЛЬНАЯ РАБОТА №1

1 семестр

Вариант № _

по дисциплине: «Иностранный язык (английский)»

**Выполнил:
ст. гр. 417219
Иванов Д.А.**

**Проверила: Шапаренко
А.А.
Голикова А.Е.**

Минск 2013

**BELARUSIAN NATIONAL TECHNICAL UNIVERSITY
INTERNATIONAL INSTITUTE OF DISTANCE EDUCATION
DEPARTMENT “INFORMATION TECHNOLOGIES FOR MANAGEMENT”**

SAMPLE

LEXICAL-GRAMMAR TEST «ENGLISH»

**1st semester
Variant № __**

**Performed by:
a first-year student, group № _____
student's name _____**

**Checked by:
teacher's name _____**

Minsk 2013

КУРС 1
СЕМЕСТР 1
LEXICAL - GRAMMAR TEST №1
VARIANT №1

Для правильного выполнения контрольной работы №1 необходимо усвоить следующий грамматический материал:

1. Существительное. Множественное число. Притяжательный падеж. Артикли.
2. Местоимения личные, притяжательные, вопросительные, указательные, относительные.
3. Числительные.
4. Прилагательные. Степени сравнения.
5. Структура предложения. Повествовательные, отрицательные, вопросительные предложения. Оборот there is/ are.
6. Особенности образования форм глаголов to be, to have.
7. Видовременные формы глагола (действительный залог). Правильные и неправильные глаголы. Типы вопросов.

I. Read the short text and choose the correct word in the sentences below.

TOO MANY MISTAKES

"More and more organisations are now approaching us to teach grammar and business writing to their staff", says Julian Watts, from the Better English Group, which runs grammar courses for companies nationwide. There are different reasons for this: Senior staff no longer ask secretaries to prepare their business documents. Also, communication is very fast and staff send emails without checking them first.

1. We don't have *there/their* address.
2. Can you give me *your/you're* new number.
3. - What is the company's name?
- *Its/it's* name is the Vectra.
4. *Whose/who's* is this mobile phone? Can I ask *who's/whose* calling?
5. - What time does the train arrive?
- *Thats/that's* six thirty in the evening.

II. Define the tense forms of the underlined verbs. Translate the sentences into Russian. Make the sentences negative.

1. The boss has already signed all the papers.
2. They had reached an agreement by the time we arrived.
3. Our company has been doing business with the French firm for 6 years.
4. If you prepare the report in time, you will take part in the conference.
5. We were discussing the plan for the second term at the meeting.
6. The supplier will have delivered all the necessary goods by the end of the week.
7. – Does Mr. James work in the sales department? – Yes, he does. – Is he working there today?

III. Fill in the gaps with the necessary form of the verbs "to be, to have". Translate the sentences into Russian.

1. ... you a programmer or an engineer?
2. We ... a new office now. It ... modern and well-equipped.
3. I ... much work yesterday. I ... very tired.
4. How old ... you? – I ... twenty. I ... a distant student.
5. All these files ... very important.
6. There ... several reasons why we study economics.

IV. Define degrees of comparison of the adjectives:

the most famous university, a shorter text, the best education, the largest city, a less interesting lecture, more acceptable terms, a younger scientist, shorter terms, the worst results.

V. Make up sentences with “there is/there are”.

Model: in America; of higher learning; nearly 1900 institutions.

There are nearly 1900 institutions of higher learning in America.

- 1) on the table, gadgets, in the office.
- 2) a fax machine, a notebook, on the table, files.
- 3) traffic lights; of the street; at every corner.
- 4) in the fridge, no food.
- 5) in this city, large corporations, a lot of.

VI. a) Write and say the numbers and the dates.

NUMBERS:

97 _____

30 _____

482 _____

253 _____

DATES:

1974 _____

2007 _____

1762 _____

1801 _____

b) Write the words in italics as numbers.

Model: 1. That'll be *twenty-nine dollars and thirty cents*, please. - \$29.30

2. The room measures *about two hundred and twenty-nine metres*.

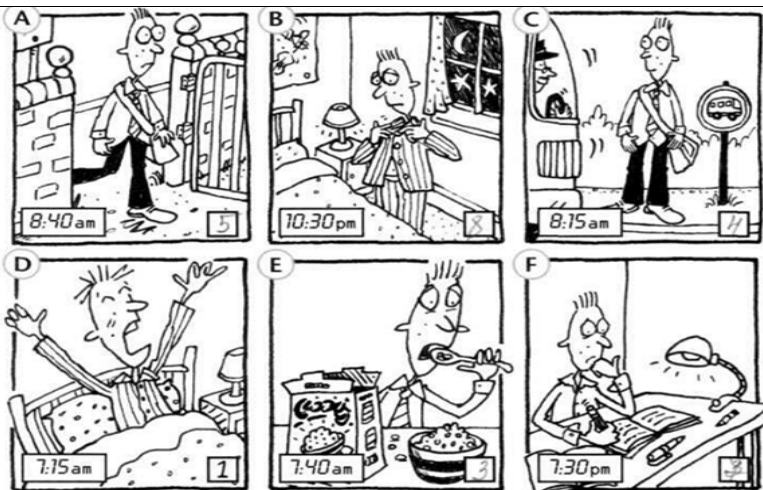
3. The account number is *six double-seven nine two eight*.

4. He owns *a third* of the company.

5. The data shows that *nought point four per cent* of people work from home.

c) Write about John's working day. Use the words in the box in Present Simple (V/Vs/es).

to leave home	to wake up	to have breakfast	to be at the bus stop
to go to bed	to work	to be on the way to work	



VII. Read the text and translate it into Russian.

Find in the text words with "s"-ending. Divide the word into three groups (verbs, nouns, pronouns).

Ending “-s/es” is

а) показатель 3-го лица единственного числа глагола в Present Indefinite;

б) признак множественного числа имени существительного;

в) показатель притяжательного падежа имени существительного.

At the Office

Mr. Colasanti is an engineer at Machinery Ltd. Machinery Ltd. does business with different countries of the world. They sell mining equipment, power equipment and other goods.

Mr. Colasanti's office is on the second floor. There are six desks in it. You see a lot of faxes, letters and cables on them. There is a computer and a telephone on every desk. All the engineers and economists at his office speak one or two foreign languages. The company does business with foreign firms so it is necessary for the employers to know foreign languages.

Mr. Colasanti's working hours begin at 9 o'clock, but he usually comes to the office at a quarter to nine to get ready for work. At 9 o'clock the secretary brings him the mail. He goes through the letters, cables and faxes and sends answers to foreign firms or telephones them. He sometimes receives foreign businessmen from Great Britain, France, Germany and other countries. They usually discuss prices, terms of payment and delivery.

At half past one Mr. Colasanti has lunch. After lunch he sometimes meets directors or engineers of our factories. He finishes his work at 5 o'clock in the afternoon.

Mr. Colasanti is in his office now. He is sitting at the desk and speaking on the phone. The company manager of Bell and Co is phoning him. They are making an appointment for tomorrow.

Mr. Colasanti is very busy today. He has got much work to do. He will stay in his office till 8 o'clock in the evening. He will come home very late.

VIII. Read the profile of Derek Stirling. Write another profile about yourself.

Answer the questions below when writing.

What's your name?

What nationality are you?

What's your home town?/Where do you live?

Who do you work for?/What company do you work for?

What is your position in the company?

What are your responsibilities (duties)?/ What are you responsible for?

What are fond of?/What do you like doing in your free time?

PROFILE*

My name is Derek Stirling and I'm Scottish. I live in Hadlow, a lovely English village near London. I work for the Swire Group. The Swire group is Britain's largest private company. The Group's activities are divided* into 5 business areas: shipping*, aviation, property, industries and trading. I have been working for the company for 8 years. I work at our London head office*. I'm head of Corporate Finance. I'm responsible for developing the business of the Group. I'm always very busy and I don't have much free time, but when I do, I like fishing. And I grow my own vegetables just for fun.

UNKNOWN WORDS AND PHRASES:

profile - краткий биографический очерк; сведения из биографии

are divided (Present Simple, Passive Voice) - делятся, подразделяются

head office - главный офис корпорации, компании

shipping - транспортировка, перевозка (напр. продукции)

IX. Write your CV.

LEXICAL - GRAMMAR TEST №1

VARIANT №2

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3. Числительные.
4. Прилагательные. Степени сравнения.
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1. The boss doesn't know *their/there* address.
2. Could you show us *you're/your* new project.
3. - What's/whats the secretary's name?
- *Her/hers* name is Tina.
4. *Whose/who's* is that passport?
5. - What time do the customers arrive?
- *Thats/that's* six thirty in the evening.

II. Define the tense forms of the underlined verbs. Translate the sentences into Russian. Make the sentences negative.

1. The terms of the contract remained unchanged.
2. Have we ever met before?
3. Did you take any notes at the conference yesterday?
4. This company develops new software programmes.
5. We will give you a refund if you return the product in the original box.
6. When he came to the office the event organizer was performing a new project.
7. Peter will have copied the papers by 5 p.m..

III. Fill in the gaps with the necessary form of the verbs "to be, to have". Translate the sentences into Russian.

1. Few people ... enough money to buy everything they want.
2. They ... a good rest at the seaside last year.
3. He ... twenty-three in a year.
4. ... you at the library yesterday?
5. He ... a lot of close friends in our city.
6. We ... a conference tomorrow. So I ... very busy with my report today.

IV. Define degrees of comparison of the adjectives:

the highest degree, the oldest university, the most interesting innovation, the smaller income, a more difficult subject, a better choice, the largest faculty.

V. Make up sentences with "there is/are".

Model: At the Open University; more than 150,000 students.

There are more than 150,000 students at the Open University.

1. to expand old universities; a tendency ; in Britain.
2. more than 40 universities; in Britain.
3. in your computer, viruses, no.
4. in your group; students; how many?
5. and, companies, small, large, a few, producing digital cameras.

VI. a) Write and say the numbers and the dates.

NUMBERS:

75 _____

40 _____

571 _____

396 _____

DATES:

1984 _____

2005 _____

1652 _____

1706 _____

b) Write the words in italics as numbers.

Model 1. There are exactly *four thousand, six hundred and two* employees. - 4602

2. This shows a rise of *nineteen point five per cent*.

3. The population of the United States is over *two hundred and ninety-six million*.

4. The pack of paper for photocopier costs *ten dollars and twenty-five cents*.

5. The profit of the company increased greatly in *two thousand and five*.

c) Write the clock times in words. Write some sentences about what you and your friend (members of your family ...usually do or don't do at this time of the day).

1. 8.10 a.m. Model: *ten past eight in the morning. I usually have breakfast at ten past eight in the morning. My friend (my son, my husband...) usually works. I don't work at this time.*

2. 10.40 a.m.

3. 13. 35

4. 17.55

5. 20.20

6. 21.30

VII. Read the text and translate it into Russian. Put 10 questions to the text.

Find in the text words with "s"-ending. Divide the words into three groups (verbs, nouns, pronouns). Ending "-s/es" is

a) показатель 3-го лица единственного числа глагола в Present Indefinite;

б) признак множественного числа имени существительного;

в) показатель притяжательного падежа имени существительного.

Office work

Brenda works for a company, which produces office furniture. She works in the office, which is just opposite the factory where the furniture is made (производится). The woman is very busy during her office hours. This is how she spends her day.

She works at a computer most of the time. She uses it for word processing (writing letters and reports). It's well-known that office work is impossible without a computer. More and more people are becoming computer-literate. Today being computer-literate is a must for office workers. Sometimes Brenda uses spreadsheets and databases. If she wants to connect her computer to the computers of foreign partners she uses Internet. They often send each other e-mail (electronic mail) messages using this system or network.

Brenda also answers phone calls, mostly from retailers (shops selling the factory's furniture). Sometimes she makes phone calls to retailers and the factory making office furniture. Besides Brenda sends invoices (papers showing products sold and money to pay) to customers. So, she does general paperwork (filing reports, writing memos, answering letters etc.).

From time to time Brenda shows representatives of other companies around the factory. Moreover, she arranges meetings for her boss and other managers in the company.

VIII. Read the profile of Linda Wong. Write another profile about yourself.

Answer the questions below when writing.

What's your name?

What nationality are you?

What's your home town?/Where do you live?

Who do you work for?/What company do you work for?

What is your position in the company?

What are your responsibilities (duties)?/ What are you responsible for?

What are you fond of?/What do you like doing in your free time?

PROFILE*

My name is Linda Wong and I'm Taiwanese. I come from Taiwan, but I live in Hong Kong. I'm 31 years of age. I'm very successful and I love my job. I work for the Parkview company. I'm chairman of Parkview, a property development*, ship building, and car distribution business. I have been working for the company for 10 years.

I'm always very busy and I don't have much free time. In my spare time I listen to pop music. I have 3 cars: a Ferrari, a Lamborghini Diablo and a Mercedes. I hate numbers. I'm bad at balance sheets, profit* and loss* accounts*. I also hate skirts. I never wear one.

UNKNOWN WORDS AND PHRASES:

profile - краткий биографический очерк; сведения из биографии

property development - строительство недвижимости

profit account - счет прибыли

loss account - бухгалтерский учет потерь

IX. Write your CV.

LEXICAL - GRAMMAR TEST №1

VARIANT №3

Для правильного выполнения контрольной работы №1 необходимо усвоить следующий грамматический материал:

1. Существительное. Множественное число. Притяжательный падеж. Артикли.
2. Местоимения личные, притяжательные, вопросительные, указательные, относительные.
3. Числительные.
4. Прилагательные. Степени сравнения.
5. Структура предложения. Повествовательные, отрицательные, вопросительные предложения. Оборот there is/ are.
6. Особенности образования форм глаголов to be, to have.
7. Видовременные формы глагола (действительный залог). Правильные и неправильные глаголы. Типы вопросов.

I. Read the short text and choose the correct word in the sentences below.

TOO MANY MISTAKES

More and more organisations are now approaching us to teach grammar and business writing to their staff", says Julian Watts, from the Better English Group, which runs grammar courses for companies nationwide. There are different reasons for this: Senior staff no longer ask secretaries to prepare their business documents. Also, communication is very fast and staff send emails without checking them first.

1. *Im/I'm* currently responsible for European sales.
2. Could you give us *you're/your* new price-list.
3. - What's/whats the manager's family name?
- *Her/hers* last name is Shvedova.
4. *Whose/who's* is that car?
5. - What time does the client arrive?
- *Thats/that's* half past seven in the evening.

II. Define the tense forms of the underlined verbs. Translate the sentences into Russian. Make the sentences negative.

1. The manager has been showing the visitors around the factory for 3 hours.
2. Are you organizing a project in Liverpool this month?
3. Tomorrow at this time she will be going here to the Institute.
4. Yesterday the price was € 4.50. Today it is € 4.30. It has gone down by 20cents.
5. If we don't improve our after-sales service, our reputation will suffer.
6. My boss wrote a report last week.

III. Fill in the gaps with the necessary form of the verbs "to be, to have". Translate the sentences into Russian.

1. There ... PCs and telephones on the desks.
2. Few people ... enough money to buy everything they want.
3. We ... no problems with our project last year.
4. ... she ... busy next Monday?
5. ... you at the product development meeting yesterday?
6. The team ... a meeting every week.

IV. Define degrees of comparison of the adjectives:

Greater achievement, a better student, more simple, the latest news, more important, less difficult, the least complicated, a longer way, the earliest hour, the most famous library.

V. Make up sentences with "there is/are".

Модель: faculties, in London university, many.

There are many faculties in London University.

1. error messages, on the screen.
2. subjects, many, at each faculty.
3. different, many, books, in our library.
4. students, at our university, how many?
5. equipment, modern, in the office.

VI. a) Write and say the numbers and the dates.

NUMBERS:

43 _____
90 _____
972 _____
157 _____

DATES:

1997 _____
2001 _____
1431 _____
1209 _____

b) Write the words in italics as numbers.

Model: 1. There are *fifteen thousand seven hundred* products in the catalogue. - 15700

2. It costs *two hundred and seven euro and forty-five cents*.

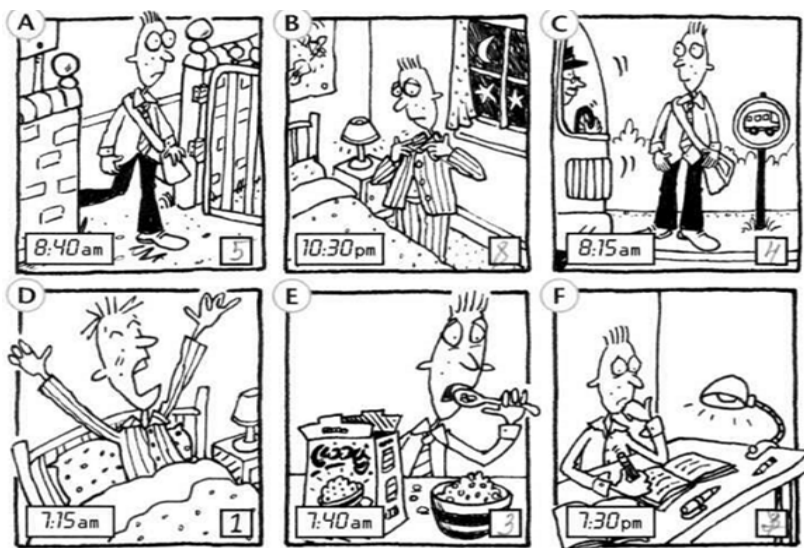
3. We have worked on this project since *nineteen ninety-nine*.

4. Could you contact our export manager. His telephone number is seven double eight nine seven six seven.

5. The price of energy rose by *seven point five percent* last year.

c) Write about Ted's working day. Use the words in the box in Present Simple (V/Vs/es).

to leave home	to wake up	to have breakfast	to be at the bus stop
to go to bed	to work	to be on the way to work	



VII. Read the text and translate it into Russian. Write out all the verbs in the past from the text. Divide the verbs into 2 groups.

- a) regular verbs
b) irregular verbs

Jeff Fuller Goes to Chicago

Jeff Fuller is a salesman. He has a wife and three children and lives in San Francisco. He travels a lot. Every week he goes to New York or Washington or Chicago. He brings home presents for his wife and children. Last week he had to go to Chicago on business. He left San Francisco on Monday morning. He got to Chicago at noon. He went to the Park Hotel and had lunch. In the afternoon he talked to some businessmen. That evening he called his friend, Carlos, and they had dinner at the hotel.

On Wednesday morning he got up at 6.00. He took the 8.00 plane to San Francisco. He didn't want breakfast on the plane, but he drank some coffee and read the paper. He got to San Francisco at 9.30. He took a taxi and went home. His wife and daughter were at home. They were glad to see him and get their presents. After breakfast Mr Fuller went to his office. When he entered the office he found a number of business letters on his desk. Mr Fuller sat down and began to look through the letters. Suddenly the telephone rang. Mr Fuller took up the receiver and heard the voice of his chief. The chief asked Mr Fuller to come over to his office and discuss the results of the trip. After the talk with the chief Mr. Fuller came back to his office and continued his work.

Mr Fuller came home later than usual that day. His wife and children were waiting for him. They all had dinner together. After dinner Mr Fuller told his wife and children about his business trip and his friends in Chicago. Then he looked through the papers and watched television. At half past ten he switched off the TV set and went to bed.

VIII. Read the profile of Derek Stirling. Write another profile about yourself. Answer the questions below when writing.

What's your name?

What nationality are you?

What's your home town?/Where do you live?

Who do you work for?/What company do you work for?

What is your position in the company?

What are your responsibilities (duties)?/ What are you responsible for?

What are fond of?/What do you like doing in your free time?

PROFILE*

My name is Derek Stirling and I'm Scottish. I live in Hadlow, a lovely English village near London. I work for the Swire Group. The Swire group is Britain's largest private company. The Group's activities are divided* into 5 business areas: shipping*, aviation, property, industries and trading. I have been working for the company for 8 years.

I work at our London head office*. I'm head of Corporate Finance. I'm responsible for developing the business of the Group. I'm always very busy and I don't have much free time, but when I do, I like fishing. And I grow my own vegetables just for fun.

UNKNOWN WORDS AND PHRASES:

profile - краткий биографический очерк; сведения из биографии

are divided (Present Simple, Passive Voice) - делится, подразделяется

head office - главный офис корпорации, компании

shipping - транспортировка, перевозка (напр. продукции)

IX. Write your CV.

LEXICAL - GRAMMAR TEST №1

VARIANT №4

Для правильного выполнения контрольной работы №1 необходимо усвоить следующий грамматический материал:

1. Существительное. Множественное число. Притяжательный падеж. Артикли.
2. Местоимения личные, притяжательные, вопросительные, указательные, относительные.
3. Числительные.
4. Прилагательные. Степени сравнения.
5. Структура предложения. Повествовательные, отрицательные, вопросительные предложения. Оборот there is/ are.
6. Особенности образования форм глаголов to be, to have.
7. Видовременные формы глагола (действительный залог). Правильные и неправильные глаголы. Типы вопросов.

I. Read the short text and choose the correct word in the sentences below.

TOO MANY MISTAKES

"More and more organisations are now approaching us to teach grammar and business writing to their staff", says Julian Watts, from the Better English Group, which runs grammar courses for companies nationwide. There are different reasons for this: Senior staff no longer ask secretaries to prepare their business documents. Also, communication is very fast and staff send emails without checking them first.

1. His/he's responsible for European sales.
2. Why did you give us you're/your old price-list. We want you're/your new price-list.
3. - What's/whats the manager's family name?
- Her/hers last name is Shvedova.
4. Whose/who's is that car?
5. - Is that your computer?
- Yes, thats/that's mine.

II. Define the tense forms of the underlined verbs. Translate the sentences into Russian. Make the sentences negative.

1. The manager has been showing the visitors around the factory for 3 hours.
2. Is Mr. Brown finishing his report at the moment?
3. The software engineers will be testing the new system at this time tomorrow.
4. In 2011 the price per liter was \$2.50. In 2012 it was \$ 3.50. The price has gone up.
5. If there is a discount on large orders we'll buy more of that product.
6. My boss wrote a report on the computer last week.

III. Fill in the gaps with the necessary form of the verbs "to be, to have". Translate the sentences into Russian.

1. There ... two PC's and a telephone on my desk.

2. We ... modern scientific equipment in the new laboratory.
3. Mr. Douglas says he ... a great business because he had invested a lot in staff training.
4. Computers less expensive in future.
5. About 30 years ago, most computers ... not cheap.
6. Microsoft ... departments in many countries.

IV. Define degrees of comparison of the adjectives:

greater achievement, better choice, the latest news, the worst result, more important, less difficult, the most complicated, longer way, the earliest hour, the most famous library.

V. Make up sentences with "there is/are".

Model: faculties, in London university, many.

There are many faculties in London University.

1. error messages, on the screen.
2. subjects, many, at each faculty.
3. different, many, books, in our library.
4. students, at our university, how many?
5. equipment, modern, in the office.

VI. a) Write and say the numbers and the dates.

NUMBERS:

64 _____

20 _____

761 _____

306 _____

DATES:

1991 _____

2004 _____

1451 _____

1269 _____

b) Write the words in italics as numbers.

Model: 1. Your order is *five thousand seven hundred euro* including discount. 5700€

2. The car is *five point oh seven metres* long. It weights *one thousand, eight hundred and fifty five kilograms*.

3. The conference was held *on the first of March two thousand and nine*.

4. Printer cartridges CE 490 cost *nine dollars and thirty cents* each.

5. The budget of the company last year was *five million pounds*.

c) Write the clock times in words. Write some sentences about what you and your friend (members of your family ...usually do or don't do at this time of the day).

1. 8.10 a.m. Model: *ten past eight in the morning. I usually have breakfast at ten past eight in the morning. My friend (my son, my husnad...) usually works. I don't work at this time.*

2. 11.40 a.m.

3. 14. 45

4. 16.50

5. 19.25

6. 22.30

VII. Read the text and translate it into Russian. Write out all the past verbs from the text. Divide the verbs into 2 groups:

a) regular verbs

б) irregular verbs

Jeff Fuller Goes to Chicago

Jeff Fuller is a salesman. He has a wife and three children and lives in San Francisco. He travels a lot. Every week he goes to New York or Washington or Chicago. He brings home presents for his wife and children. Last week he had to go to Chicago on business. He left San Francisco on Monday morning. He got to Chicago at noon. He went to the Park Hotel and had lunch. In the afternoon he talked to some businessmen. That evening he called his friend, Carlos, and they had dinner at the hotel.

On Wednesday morning he got up at 6.00. He took the 8.00 plane to San Francisco. He didn't want breakfast on the plane, but he drank some coffee and read the paper. He got to San Francisco at 9.30. He took a taxi and went home. His wife and daughter were at home. They were glad to see him and get their presents. After breakfast Mr Fuller went to his office. When he entered the office he found a number of business letters on his desk. Mr Fuller sat down and began to look through the letters. Suddenly the telephone rang. Mr Fuller took up the receiver and heard the voice of his chief. The chief asked Mr Fuller to come over to his office and discuss the results of the trip. After the talk with the chief Mr. Fuller came back to his office and continued his work.

Mr Fuller came home later than usual that day. His wife and children were waiting for him. They all had dinner together. After dinner Mr Fuller told his wife and children about his business trip and his friends in Chicago. Then he looked through the papers and watched television. At half past ten he switched off the TV set and went to bed.

VIII. Read the profile of Linda Wong. Write another profile about yourself.

Answer the questions below when writing.

What's your name?

What nationality are you?

What's your home town?/Where do you live?

Who do you work for?/What company do you work for?

What is your position in the company?

What are your responsibilities (duties)?/ What are you responsible for?

What are you fond of?/What do you like doing in your free time?

PROFILE*

My name is Linda Wong and I'm Taiwanese. I come from Taiwan, but I live in Hong Kong. I'm 31 years of age. I'm very successful and I love my job. I work for the Parkview company. I'm chairman of Parkview, a property* development*, ship building, and car distribution business. I have been working for the company for 10 years.

I'm always very busy and I don't have much free time. In my spare time I listen to pop music. I have 3 cars: a Ferrari, a Lamborghini Diablo and a Mercedes. I hate numbers. I'm bad at balance sheets, profit* and loss* accounts*. I also hate skirts. I never wear one.

UNKNOWN WORDS AND PHRASES:

profile - краткий биографический очерк; сведения из биографии

property development - строительство недвижимости

profit account - счет прибыли

loss account - бухгалтерский учет потерь

ship building - кораблестроение

IX. Write your CV.

LEXICAL - GRAMMAR TEST №1
VARIANT №5

Для правильного выполнения контрольной работы №1 необходимо усвоить следующий грамматический материал:

1. Существительное. Множественное число. Притяжательный падеж. Артикли.
2. Местоимения личные, притяжательные, вопросительные, указательные, относительные.
3. Числительные.
4. Прилагательные. Степени сравнения.
5. Структура предложения. Повествовательные, отрицательные, вопросительные предложения.оборот there is/ are.
6. Особенности образования форм глаголов to be, to have.
7. Видовременные формы глагола (действительный залог). Правильные и неправильные глаголы. Типы вопросов.

I. Read the short text and choose the correct word in the sentences below.

TOO MANY MISTAKES

"More and more organisations are now approaching us to teach grammar and business writing to their staff", says Julian Watts, from the Better English Group, which runs grammar courses for companies nationwide. There are different reasons for this: Senior staff no longer ask secretaries to prepare their business documents. Also, communication is very fast and staff send emails without checking them first.

1. They don't remember *there/their* surnames.
2. Can you give me *your/you're* new CV.
3. - What is the company's name?
- *Its/it's* name is the Supra.
4. *Whose/who's* is this mobile phone? Can I ask *who's/whose* calling?
5. - What time does the plane arrive?
- *Thats/that's* 8 p.m.

II. Define the tense forms of the underlined verbs. Translate the sentences into Russian. Make the sentences negative.

1. New technological developments will give new opportunities, create new kinds of jobs.
2. The word "economics" derives from the Greek word "oikonomika" that means household management.
3. They will be installing the software from 3 till 5 tomorrow.
4. When I left the office, the managers were discussing the ideas for the new project with suppliers.
5. Our new software engineer will have tested the new system by the end of the day.
6. Did the manager visit the factory last February?
7. They paid the money they had borrowed only some days before.

III. Fill in the gaps with the necessary form of the verbs "to be, to have". Translate the sentences into Russian.

1. Many big projects ... a number of problems.
2. The supplier ... a lot of computers in stock last month.
3. The company ... busy during the summer.
4. The old design of this product ... very successful.
5. This international company ... offices in London and New York.
6. We ... a conference tomorrow. So I ... very busy with my report today.
7. Our boss ... very strict.

IV. Define degrees of comparison of the adjectives:

quicker progress, greatest success, less difficult, the worst result, the highest degree, the most popular, the least possible, more popular, the best library, more important.

V. Make up sentences with “there is/there are”

Model: At the Open University; more than 150,000 students.

There are more than 150,000 students at the Open University.

1. to expand old universities; a tendency ; in Britain.
2. more than 40 universities; in Britain.
3. in your computer, viruses, no.
4. in your group; students; how many?
5. and, companies, small, large, a few, producing musical instruments.

VI. a) Write and say the numbers and the dates.

NUMBERS:

97 _____

20 _____

761 _____

806 _____

DATES:

1982 _____

2017 _____

1462 _____

1365 _____

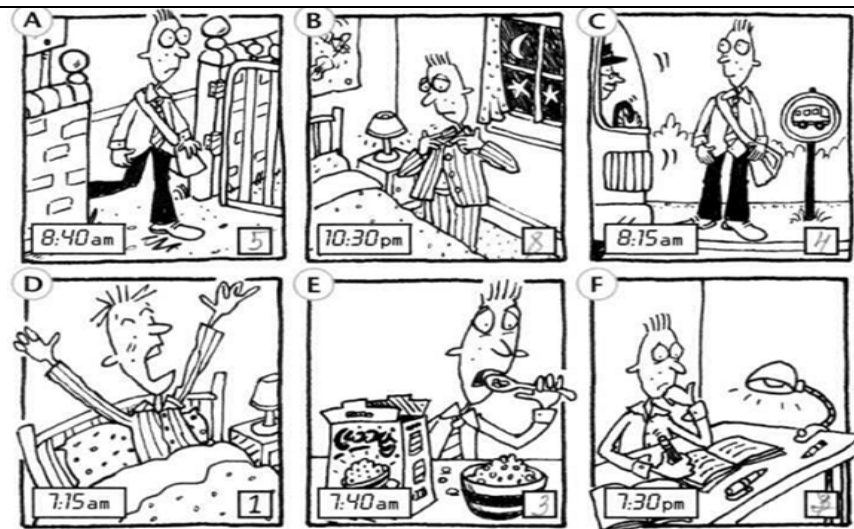
b) Write the words in italics as numbers.

Model: 1. The round-the- world journey takes eighty- four days and a one- way ticket costs ***three thousand, seven hundred and fifty pounds.*** – £3750.

2. In recent years, this company has cut its workforce by ***thirty-two point seven per cent.***
3. There were big increases in the prices of oil ***in two thousand and four.***
4. The company employs ***about three thousand*** people.
5. The price has risen by ***one point five percent*** this month.

c) Write about Ted’s working day. Use the words in the box in Present Simple (V/Vs/es).

to leave home	to wake up	to have breakfast	to be at the bus stop
to go to bed	to work	to be on the way to work	



VII. Read the text and translate it into Russian. Find in the text words with "s"-ending. Divide the words into three groups (verbs, nouns, pronouns). Ending “-s/es” is

- a) показатель 3-го лица единственного числа глагола в Present Indefinite;
- б) признак множественного числа имени существительного;
- в) показатель притяжательного падежа имени существительного.

Office work

Brenda works for a company, which produces office furniture. She works in the office, which is just opposite the factory where the furniture is made (производится). The woman is very busy during her office hours. This is how she spends her day.

She works at a computer most of the time. She uses it for word processing (writing letters and reports). It's well-known that office work is impossible without a computer. More and more people are becoming computer-literate. Today being computer-literate is a must for office workers. Sometimes Brenda uses spreadsheets and databases. If she wants to connect her computer to the computers of foreign partners she uses Internet. They often send each other e-mail (electronic mail) messages using this system or network.

Brenda also answers phone calls, mostly from retailers (shops selling the factory's furniture). Sometimes she makes phone calls to retailers and the factory making office furniture. Besides Brenda sends invoices (papers showing products sold and money to pay) to customers. So, she does general paperwork (filing reports, writing memos, answering letters etc.).

From time to time Brenda shows representatives of other companies around the factory. Moreover, she arranges meetings for her boss and other managers in the company.

VIII. Read the profile of Derek Stirling. Write another profile about yourself.

Answer the questions below to help you.

What's your name?

What nationality are you?

What's your home town?/Where do you live?

Who do you work for?/What company do you work for?

What is your position in the company?

What are your responsibilities (duties)?/ What are you responsible for?

What are you fond of?/What do you like doing in your free time?

PROFILE*

My name is Derek Stirling and I'm Scottish. I live in Hadlow, a lovely English village near London. I work for the Swire Group. The Swire group is Britain's largest private company. The Group's activities are divided* into 5 business areas: shipping*, aviation, property, industries and trading. I have been working for the company for 8 years. I work at our London head* office*. I'm head of Corporate Finance. I'm responsible for developing the business of the Group. I'm always very busy and I don't have much free time, but when I do, I like fishing. And I grow my own vegetables just for fun.

UNKNOWN WORDS AND PHRASES:

profile - краткий биографический очерк; сведения из биографии

are divided (Present Simple, Passive Voice) - делится, подразделяется

head office - главный офис корпорации, компании

shipping - транспортировка, перевозка (напр. продукции)

IX. Write your CV.

КУРС 1 СЕМЕСТР 2

LEXICAL - GRAMMAR TEST №2 VARIANT №1

Study the following grammar to do the lexical-grammar test - для правильного выполнения контрольной работы №2 необходимо усвоить следующий грамматический материал:

1. Tense forms of the Verb.(Active Voice and Passive Voice). Regular and irregular verbs. - Видовременные формы глагола (действительный и страдательный залог). Правильные и неправильные глаголы.
2. Direct and reported speech. Sequence of tenses. – прямая и косвенная речь. Согласование времён
3. Modal verbs and their equivalents - модальные глаголы и их эквиваленты.
4. Types of questions (revision). – типы вопросов (повторение).
5. Word formation. – словообразование.

I. Read the text and translate it from English into Russian. Write out from the text verbs in the passive voice.

UNEMPLOYMENT

We say that **unemployment exists** where people capable and willing to work are unable to find a suitable paid job. But where an economy **is adapting** to “changing conditions”, there will always be some persons unemployed as they change jobs or as seasonal work comes to an end. Unemployment may **occur** for many different reasons. There will always be people changing jobs. In certain occupations, e.g. **unskilled labour** in the construction industry, workers are not employed regularly by one employer. When a contract is completed labour is not required.

Employment in some industries, e.g. building, fruitpicking is seasonal in character. Seasonal employment can be reduced **out of “season”** and admit such persons as students and housewives during the busy period. Sometimes there are unemployed workers of particular occupation in one part of the country but a shortage of the same type of work in other parts.

Workers may be in “between jobs”. Some of them are looking for their first jobs, others are seeking better salaries. Young people search for their first jobs. This is called frictional unemployment. This type is usually short-term and regarded as **inevitable**.

Unemployment may also be caused by important changes in the structure of consumer demand and in technology. As a result some workers find that their skills and experience are unwanted by these changes. This type of unemployment is more long-term and regarded as more serious. It is known as structural unemployment.

Vocabulary:

unemployment - безработица

exist – существовать

to adapt – приспособливаться

to occur – происходить

unskilled labour - работа, не требующая

специальной квалификации; неквалифицированная рабочая сила

out of season – с окончанием сезона

short-term – краткосрочный

long-term - долгосрочный; длительный, долговременный

inevitable – неизбежный

II. Match the words from two columns.

banknote	- the money in general use or circulation in any country
black market	- person dealing with cash transactions in a bank, store
currency exchange office	- a piece of metal money
cash	- illegal traffic in officially controlled commodities such as foreign currency
cashier	- a piece of paper money; bill ^{US}
coin	- establishment where currencies of different countries may be found

III. Read the text. Give English equivalents to the Russian words and phrases below.

From Wikipedia

ELECTRONIC MONEY

Electronic money (also known as e-currency, e-money, electronic cash, electronic currency, digital money, digital cash, digital currency, cyber currency) is **money** exchanged **electronically**. Typically, this involves the use of **computer networks**, the **internet** and digital systems. **Electronic funds transfer**, **digital gold currency** and **virtual currency** are all examples of electronic money.

A number of electronic money systems use **contactless payment** transfer in order to facilitate easy payment and give the payee more confidence in not letting go of their electronic wallet during the transaction.

компьютерные сети –

электронные деньги -

проведение платежа бесконтактно -

электронный кошелёк –

упростить проведение платежей -

IV. Read and translate the sentences from English into Russian. Define the tense forms, voice of the underlined verbs.

Model: When trade began to develop widely advertising was oral. – Когда торговля начала широко развиваться, реклама была устной.

began – Past Simple, Active Voice

1. By the end of the month, I'll have been working for this firm for a year.
2. Since the computer was invented the work of accountants has been simplified.
3. More and more people are becoming computer-literate.
4. By the time they got to the station, the train had left.
5. When the required sum of money is paid, the goods will be delivered.

V. Read and translate the sentences from English into Russian paying attention to the meaning of the modal verbs. Underline the modal verbs.

1. Business can be small (just one person) or large.
2. Damage of the goods may be caused by improper packing.
3. We had to put off the meeting as we were very busy.
4. The applicant must sign the documents.
5. Can you name countries with a "pure" market economy?
6. Your CV shouldn't be longer than one page. But two pages are also acceptable.
7. There might be no private property at all in the country with planned economy.
8. Should I take a taxi to get to work or buy some paper for my business notes?
9. We have to decide which needs we will satisfy and which we will not.

VI. Fill each blank in the text with the correct word or phrase. Choose from the following list. Use each item once only.

commission

debited

in full

interest

issued

outstanding

salaries

slip

statement

withdraw

banker's draft

cash dispenser

credit rating

credit transfer

financial institutions

standing order

BANKING SERVICES

Banks offer many services to businesses and their customers. Here are some of the most common.

Many people now have a card which enables them to 1 money from a 2 You feed your card into the machine and key in your PIN (personal identification number) and the amount of money you want. If you have enough in your account, the money requested will be 3 to you up to a daily limit. Your account is automatically 4 for the amount you have drawn out.

Provided you have a sound 5, you can get a credit card from a bank and other 6..... To obtain goods or services, you present your card and sign a special voucher. When it receives the voucher, the credit card company pays the trader (less a 7) and then sends you a monthly 8

Depending on the type of card you have, you will either have to pay 9 or be able to pay part of what is owed and pay 10 on the balance left 11

If you need to make fixed payments at regular intervals, e.g. for insurance premiums, you can arrange a 12 (sometimes known as a banker's order) so that the bank will do this for you.

If you have several bills to pay, you can do this by 13 You write one cheque for the total sum involved, fill in a 14 for each bill and hand everything to the bank cashier.

The transfer system is also used by employers to pay 15 directly into employees' bank accounts.

If you are dealing with a supplier for the first time, a 16 may be used as payment. This is a cheque guaranteed by a bank and therefore it is not likely to 'bounce'.

VII. Read the words. Fill in the table.

to advertise, advertisement, widely, a story, economical, education, difference, collection, to specialize, different, American, nearly, roughly, institution, expensive, addition, physical, intensive, special, conclusion, additional, academic, immediately, easy, employment, to criticize.

NOUNS	VERBS	ADJECTIVES	ADVERBS

VIII. Read the letter. Fill in the gaps with the appropriate word from the box.

look forward	would like	as for (что касается)	further
in addition	sincerely	finally	

ul. Garbaska 95
90 112 Lodz

Fast-Track Inc.
Poland
377 West Main Street
Boston, MA 02116
USA
16 March

Dear Mr. Blankin,
.....to your advertisement in the newspaper "Vacancies", I to apply for the position of Office Manager.

I have been working as Secretary for the big company in Poland for 6 years. During this period, I worked with documents, answered phone calls. I'm a proficient user of MS Word, Excel, MS Windows.

.....my education, I graduated from Business School in Krakow.
....., I am bilingual in Polish and French and I know France well, as I traveled a lot throughout France and other European countries.
....., I'm dynamic, enthusiastic, able to work as a team.

LEXICAL - GRAMMAR TEST №2

VARIANT №2

Study the following grammar to do the lexical-grammar test - для правильного выполнения контрольной работы №2 необходимо усвоить следующий грамматический материал:

1. Tense forms of the Verb.(Active Voice and Passive Voice). Regular and irregular verbs. - Видовременные формы глагола (действительный и страдательный залог). Правильные и неправильные глаголы.
2. Direct and reported speech. Sequence of tenses. – прямая и косвенная речь. Согласование времён
3. Modal verbs and their equivalents - модальные глаголы и их эквиваленты.
4. Types of questions (revision). – типы вопросов (повторение).
5. Word formation. – словообразование.

I. Read the text and translate it from English into Russian. Write out from the text verbs in the passive voice.

THE BASIC FUNCTIONS OF ECONOMIC SYSTEMS

The central problem of economics is **to determine** the most effective ways **to allocate** the factors of production (natural resources, human resources and capital) and solve the problem of scarcity created by society's **unlimited wants** and limited resources. In doing so, economic systems must perform three main functions.

One function is to determine what is to be produced and in what quantity. Even a primitive economy must choose between food and **shelter**, weapons and tools. In modern economy the potential variety of goods and services that may be produced is **immense**.

The second function an economy must perform is to decide how the desired goods are to be produced. The efficient production of goods **requires** that certain rules must be followed: no resource should be used in producing one thing when it can be used in producing something more valuable; and each product should be made with the smallest possible amount of resources.

The third function of an economy is to determine who gets the product. One family gets \$5,000 worth of goods this year, another family five times as much – how is the division to be decided? The incomes of individuals are determined by the quantities of resources they own (labour skills, capital in all its forms) and the prices they receive for the use of these resources.

Vocabulary

to determine - определять, устанавливать

to allocate – размещать

unlimited wants – неограниченные потребности

shelter – кров

immense – огромный

to require – требовать

\$5,000 worth of goods – товары на сумму \$5,000

II. Match the words from two columns.

exchange rate	- an instance of buying or selling something in an ordinary commercial transaction a delivery date is essential
foreign exchange	currency that will probably not fall in value and is readily accepted
hard currency	put (money) into financial schemes, shares, property, or a commercial venture with the expectation of achieving a profit
invest	an institution or system for dealing in the currencies of other countries; the currencies of other countries
soft currency	the value of one currency for the purpose of conversion to another
transaction	currency that will probably fall in value and is not readily accepted

III. Read the text. Give English equivalents to the Russian words and phrases below.

INTERNET CURRENCY

Internet currency was a form of **electronic money** for the **Internet**. The idea of Internet currency could date back to 1995, when the first major website that used Internet trade was opened, **eBay**. The idea of trade over the Internet slowly got more popular, and more websites began opening stores over the Web.

Three of the corporations providing Internet currency, **InternetCash.com**, **Flooz.com** and **beenz.com**, were shut down in August 2001. Internet Cash used pre-paid cards, either in physical or electronic form to distribute money which could then be used anywhere on the Internet or on specific site. This proof of concept created a lot of customer demand. Flooz gave customers only four days to spend all of their money. If the money was not spent, the remaining money was rendered useless as the companies had shut down, thus transactions could not be processed. Many users of Internet currency lost money, and some complained to the site.

сделка, транзакция; торговая операция -

торговля-

клиенты -

оставшиеся деньги -

электронные деньги -

распределять денежные средства -

карточка предварительной оплаты -

IV. Read and translate the sentences from English into Russian. Define the tense forms, voice of the underlined verbs.

Model: When trade began to develop widely advertising was oral. – Когда торговля начала широко развиваться, реклама была устной.

began – Past Simple, Active Voice

1. If you leave me details of the services you are offering I'll get back to you if we're interested.
2. The company usually gives us business class tickets, but this time they have bought economy tickets for this trip because there are so many of us going.
3. If you don't mind waiting for a few minutes my colleague will be happy to speak to you as soon as he is free.
4. The project will be finished by February 2013.
5. When I entered the office most people were working at their desks.

V. Read and translate the sentences from English into Russian paying attention to the meaning of modal verbs. Underline the modal verbs.

1. Unemployment may occur for many different reasons.
2. Damage of the goods may be caused by improper packing.
3. They had to listen to a spot announcement.
4. The employee must sign the contract papers.
5. Can you name countries with a command economy?
6. Your resume shouldn't be longer than one page. But two pages are also acceptable.
7. There might be discounts in shops before Christmas.
8. Should I make copies of all the files?

VI. Fill each blank in the text with the correct word or phrase. Choose from the following list. Use each item once only.

commission

issued

statement

credit rating

debited

outstanding

withdraw

credit transfer

in full

salaries

banker's draft

financial institutions

interest

slip

cash dispenser

standing order

BANKING SERVICES

Banks offer many services to businesses and their customers. Here are some of the most common.

Many people now have a card which enables them to 1 money from a 2 You feed your card into the machine and key in your PIN (personal identification number) and the amount of money you want. If you have enough in your account, the money requested will be 3 to you up to a daily limit. Your account is automatically 4 for the amount you have drawn out.

Provided you have a sound 5, you can get a credit card from a bank and other 6..... To obtain goods or services, you present your card and sign a special voucher. When it receives the voucher, the credit card company pays the trader (less a 7) and then sends you a monthly 8

Depending on the type of card you have, you will either have to pay 9 or be able to pay part of what is owed and pay 10 on the balance left 11

If you need to make fixed payments at regular intervals, e.g. for insurance premiums, you can arrange a 12 (sometimes known as a banker's order) so that the bank will do this for you.

If you have several bills to pay, you can do this by 13 You write one cheque for the total sum involved, fill in a 14 for each bill and hand everything to the bank cashier.

The transfer system is also used by employers to pay 15 directly into employees' bank accounts.

If you are dealing with a supplier for the first time, a 16 may be used as payment. This is a cheque guaranteed by a bank and therefore it is not likely to 'bounce'.

VII. Read the words. Fill in the table.

Production, to produce, economic, demands, goods, price-list, to deposit, to withdraw, easily, commercial, lender, inappropriate, communication, necessity, technological, national, roughly, unemployment, freedom, necessary, application, banker, programmable.

NOUNS	VERBS	ADJECTIVES	ADVERBS

VIII. Read the letter. Fill in the gaps with the appropriate word from the box.

Events Manager	on behalf	sincerely
cc	pleased	hope

European Business Associates

26 Rue de Glion

Mr Heinrich von Trotta 1820 Montreux
Schneemans AG Vaud Canton
Hapsburger Platz 1
80333 Munich

3 May 2009

Dear Mr von Trotta

Re: Invitation to speak at next conference

.....of European Business Associates we would like to invite you to be a keynote speaker at our "Technologies for the Global Economy" conference planned for 19-21 October next year. European Business Associates is Europe's leading business- oriented media production company. We broadcast business programmes for television and radio throughout the European Union, including BUSINESS TODAY every morning from 07.00 on CNM.

We would be very if you would present for us at the conference.

Wethis invitation is of interest and look forward to hearing from you.

Yours

Brigitte Sea

Encs. Conference brochures

.....: Jean Thornett-Smith

Senior Director

LEXICAL - GRAMMAR TEST №2 VARIANT №3

Study the following grammar to do the lexical-grammar test - для правильного выполнения контрольной работы №2 необходимо усвоить следующий грамматический материал:

1. Tense forms of the Verb.(Active Voice and Passive Voice). Regular and irregular verbs. - Видовременные формы глагола (действительный и страдательный залог). Правильные и неправильные глаголы.
2. Direct and reported speech. Sequence of tenses. – прямая и косвенная речь. Согласование времён
3. Modal verbs and their equivalents - модальные глаголы и их эквиваленты.
4. Types of questions (revision). – типы вопросов (повторение).
5. Word formation. – словообразование.

I. Read the text and translate it from English into Russian. Write out from the text verbs in the passive voice.

EXPORTING

Exports are of two main kinds: goods and services, the first being known as visible items and the second as invisible. Over a period of time the total value of exports should balance with the total value of imports. When exports exceed imports we are said to have a favourable balance of payments. But when imports exceed exports the balance of payments is said to be unfavourable.

*One complication of the export trade is that every country has its own independent currency system; and another is that many countries **impose customs duties** or other restrictions on imports.*

The exporter is faced with a number of problems. First, there is a need to find a customer for his goods. The actual operation of selling is rather difficult because of language barriers and cultural differences. There are also additional transport problems because of the greater distances and often unfamiliar territories. When the manufacturer turns from selling at home to selling overseas, his problems are **magnified**.

*This is particularly true in terms of finance. The first financial problem facing the exporter is the time taken **to deliver** his goods. There could be a long **delay** while his goods is in transit. The second problem is even worse. If he is paid for his goods in a currency other than, for example, dollars, he has to convert that currency. And what if the other currency has fallen in value since the contract was made? These are the **perennial** problems for the exporter.*

II. Match the words from two columns.

exchange rate	a piece of paper money; bill ^{US}
hard currency	the value of one currency for the purpose of conversion to another
soft currency	an institution or system for dealing in the currencies of other countries; the currencies of other countries
cash	establishment where currencies of different countries may be
banknote	currency that will probably fall in value and is not readily accepted
currency exchange office	the money in general use or circulation in any country

III. Read the text. Give English equivalents to the Russian words and phrases below.

WEBMONEY

WebMoney is an **electronic money** and online payment system (transactions are conducted through **WebMoney Transfer**). WM Transfer Ltd, the owner and administrator of WebMoney Transfer Online Payment System, was founded in 1998. Webmoney is now used worldwide. The

company claims to have more than 11 million users. Every account, known as a "purse", is run in Gold-equivalents, ,US Dollar-equivalents, ruble-equivalents , Belarusian ruble-equivalents, euro-equivalents etc.

Account holders can remain completely anonymous towards each other. Signing up and receiving webmoney (known as "WM units") from other users is free; sending WM units to other accounts incurs a fee of 0.8%. Funds can be deposited into or withdrawn from webmoney accounts by money order, wire transfer, by conversion from other electronic currencies, or by cash transactions at authorized exchange offices.

WebMoney has offices in such countries as USA, Netherlands, Spain, Japan, Greece, Israel, France, UAE.

WebMoney transactions do not require a credit card or bank account and are final and cannot be retracted; this is similar to e-gold and cash and unlike credit card transactions.

кредитная карта –

счёт в банке -

электронные деньги -

система оплаты онлайн –

сделка, операция –

пункт обмена иностранной валюты -

IV. Read and translate the sentences from English into Russian. Define the tense forms, voice of the underlined verbs.

Model: When trade began to develop widely advertising was oral. – Когда торговля начала широко развиваться, реклама была устной.

began – Past Simple, Active Voice

1. I'm sorry. I have forgotten to bring the report.- Don't worry. I'll get a copy from someone else.
2. If you require a demonstration of any of the products in our brochure please let me know which ones you are interested in and I will arrange it.
3. My report looked much better by the time I had finished.
4. It has been decided to reduce all salaries by 10 %.
5. By the time you arrive he will have written the programme.

V. Read and translate the sentences from English into Russian paying attention to the meaning of modal verbs. Underline the modal verbs.

1. I can't find the information I need in the manual.
2. You ought to have come to the meeting. It was interesting.
3. May I use your computer while you are away?
4. The employee must sign the contract papers.
5. Can you name countries with a command economy?
6. Your resume shouldn't be longer than one page. But two pages are also acceptable.
7. There might be discounts in shops before Christmas.
8. We had to put off the meeting as we were very busy.

VI. Fill each blank in the text with the correct word or phrase. Choose from the following list. Use each item once only.

commission

debited

in full

interest

issued

outstanding

salaries

slip

statement

withdraw

banker's draft

cash dispenser

credit rating

credit transfer

financial institutions

standing order

BANKING SERVICES

Banks offer many services to businesses and their customers. Here are some of the most common.

Many people now have a card which enables them to 1 money from a 2 You feed your card into the machine and key in your PIN (personal identification number) and the amount of money you want. If you have enough in your account, the money requested will be

3 to you up to a daily limit. Your account is automatically 4 for the amount you have drawn out.

Provided you have a sound 5, you can get a credit card from a bank and other 6..... To obtain goods or services, you present your card and sign a special voucher. When it receives the voucher, the credit card company pays the trader (less a 7) and then sends you a monthly 8

Depending on the type of card you have, you will either have to pay 9 or be able to pay part of what is owed and pay 10 on the balance left 11

If you need to make fixed payments at regular intervals, e.g. for insurance premiums, you can arrange a 12 (sometimes known as a banker's order) so that the bank will do this for you.

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The transfer system is also used by employers to pay 15 directly into employees' bank accounts.

If you are dealing with a supplier for the first time, a 16 may be used as payment. This is a cheque guaranteed by a bank and therefore it is not likely to 'bounce'.

VII. Read the words. Fill in the table.

Production, to advertise, economic, widely, goods, price-list, to deposit, to specialize, easily, commercial, lender, intensive, inappropriate, communication, necessity, technological, employable, roughly, unemployment, freedom, necessary, application, immediately .

NOUNS	VERBS	ADJECTIVES	ADVERBS

VIII. Read the letter. Fill in the gaps with the appropriate word from the box.

Events Manager	on behalf	sincerely
cc	pleased	hope

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We would be very if you would present for us at the conference.

Wethis invitation is of interest and look forward to hearing from you.

Yours
Brigitte Sea

Encs. Conference brochures

.....

.....: Jean Thornett-Smith

Senior Director

ТЕСТЫ ДЛЯ САМОКОНТРОЛЯ. TESTS FOR SELF-CHECK

Выполнение тестов позволяет проверить уровень знаний в рамках грамматического материала контрольной работы №1.

TEST №1

1. Write the underlined words in numbers.

1. The price is two euros fifty cents.
2. The man says the time is half past six in the evening.
3. What is the date? It's the fifth of June.
4. We signed the contract with the company in nineteen ninety six.
5. She earns about ten thousand dollars a year.

2. Put the words in the correct order to make sentences.

1. you / I / can / help ?
.....?
2. time / What / the / is?
.....?
3. speak / I / Italian / don't
.....
4. the manager / Is / in her office / today?
.....?
5. are / this year / very good / Our exports
.....
6. doesn't / Jenny / meetings / like
.....

3. Choose the best word from the box to complete the text.

has	am	are
isn't	don't	have

My manager a big office. My company very big. We only 80 employees. But it is very international. My colleagues from many different countries. For example, I from Chile and my manager is from Germany. Sometimes, I understand him very well.

4. Choose the best word or phrase from the box to complete each sentence.

airport	buy	expensive car
park	speak	visitor weather

- a) – What is the like in Paris today?
– It's raining!
- b) – Which will you fly to?
– Linate, Milan.
- c) – Where can I leave my car?
– There's a near the hotel.
- d) – Where is the duty-free shop? I'd like to some tobacco.
- e) – This is Mr Prabhu. He's a from India.
– Welcome to London, Mr Prabhu.
- f) – The hotel costs £500 a night.
– That's!
- g) Paola can three languages: Italian, French and English.

5. Read the article and answer the questions.

Lindsay Owen-Jones is not a big man – about 1.65 metres – but he's president of L'Oreal, the world's largest cosmetics company, and he has a salary of 6.8 million.

The company is very international and has interests in 130 countries; 30 percent of its sales are to the US. L'Oreal is a French company and Owen-Jones is British (he comes from Liverpool). He lives in Paris and speaks perfect French. In fact, his colleagues say he speaks four languages or more. Owen-Jones is a graduate in modern languages from Oxford University and also has a business qualification from Insead in Paris.

His first job with L'Oreal was as a sales representative, selling shampoo. Now he's CEO (Chief Executive Officer — главный исполнительный директор, высшее должностное лицо). The staff of L'Oreal think he is an excellent manager. Two French business magazines made him 'Best Manager of the Year' in 1998. Owen-Jones is now 57 years old. He has a wife and a daughter. He likes rugby, football and driving racing cars.

	ANSWERS
This article is about	
Mr Owen-Jones's job	
His company's name	
His nationality	
His age	

1. Mr Owen-Jones has a salary.

a) small b) low c) high

2. L'Oreal ...

a) is an American company. b) sells only in Europe. c) produces cosmetics.

3. Mr Owen-Jones doesn't ...

a) speak French. b) live in England. c) like sport.

4. Mr Owen-Jones is ...

a) a large man. b) a good manager. c) not married.

5. According to the article, Mr Owen-Jones enjoys ...

a) sailing. b) travelling. c) driving fast cars.

6. Read the text and translate it into Russian

Everybody, Somebody, Anybody and Nobody

This is a story about four people named Everybody, Somebody, Anybody, and Nobody. There was an important job to be done and Everybody was asked to do it. Everybody was sure Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that, because it was Everybody's job. Everybody thought Anybody could do it but Nobody realised that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

7. Use the word in capitals at the end of each line and suffixes - ure, - ful, -tion, - ment, - ial, - en, - ry to form a word that fits in the space in the same line.

Evening classes

Recently I decided to go to evening classes twice a week. During the day I work in a (1) agency as a telephonist. It is not a very interesting (2) and I get bored. I also got tired of coming home every evening, putting a (3) meal in the oven, and then watching TV. So I decided to take up (4) as a hobby. Perhaps I should give you an (5) for my choice. Learning a skill is a good (6) to the problem of boring work. Also, I felt I was a (7)

SECRETARY

OCCUPY

FREEZE

CARPENTER

EXPLAIN

SOLVE

FAIL

because any time I tried to put up a shelf, for example,
it always fell down! Now I am quite a (8) wood-
worker! I am working on the (9) of some
furniture at the moment. And although there are only
two other girls in the class, I don't feel any (10)
I've turned out to be the best student in the class!

SUCCESS
CONSTRUCT
EMBARRASS

TEST №2.

1. Choose a word or phrase from the box to complete the conversation.

bill	credit card	receipt
check out	room	

Hotel guest: Good morning. I'd like to, please.

Receptionist: Certainly. What's your number?

Hotel guest: 506.

Receptionist: Ah yes – Mr. Brown. Here is your Would you like to
pay in cash or by?

Hotel guest: Cash, please. And can I have a please?

Receptionist: Yes, of course. Here you are, Mr. Brown. Goodbye. Have a good trip!

Hotel guest: Thank you. Bye.

2. Choose the correct answer.

1. She is/are/have in my class.
2. They are/will be/were in the office 5 minutes ago.
3. I am/has/have an expensive car.
4. The owner of the business have/is/has a lot of money.
5. How are/is/am you?
6. Mary and Kate is/are/have economists.
7. Contracts in different countries are/is/have good for business.

3. Fill in the gaps with 'was / wasn't / were / weren't'.

1. We didn't like that house. It was very old and it wasn't large enough.
2. Helen got married when she was 21 years old.
3. I called you yesterday evening but you were at home. Where were you?
4. My son was at work last week because he wasn't ill. He's better now.
5. The shops were open yesterday because it wasn't a public holiday.
6. "Were you at home at 9.30?" "No, I wasn't. I was at work."
7. Kate was in the south last year but Sue wasn't. She was busy with her work.
8. When my parents were young they rented a flat.

4. Tick the correct sentence.

1. Are you a secretary? +
You are a secretary?
2. She have problems at work.
She has problems at work.
3. The company hasn't modern equipment.
The company not has modern equipment.
4. Their wages were fixed.
Were their wages fixed.
5. Error messages is important.
Error messages are important.

5. Fill in the gaps with possessive pronouns (my, your, his, etc).

1. I like _____ flat.
2. He lives in London but _____ parents live in Dublin.
3. Is that _____ bag? – No, it's Kate's.
4. I'm a worker. _____ name is Ivanov.
5. Please give me _____ book, Pete.

6. Put different types of questions to the following sentences.

- 1) Advertising plays an important role in modern life.
- 2) The company has just bought (только что приобрела) a computer with a printer.
- 3) They have got a cosy flat.
- 4) They printed all the documents 5 days ago.
- 5) The train leaves at 9 o'clock.

7. Read and translate the sentences (прочитайте и переведите предложения, обращая внимание на глаголы to be, to have). Try to make the sentences negative.

1. Modern advertising is a part of our life.
2. Advertising wasn't so popular in the past.
3. Consumer goods are always in great demand.
4. The prices are high in this supermarket.
5. I am a future manager. I will be a manager in four years.
6. He had serious plans for Friday. He was very busy. He had little free time.
7. I have a new job. I am very glad. The job is interesting and well-paid. My boss is satisfied with my work.

TEST № 3

1. Fill in the gaps with the words much, many, a lot of, there is, or there are.

It's a very international city. a lot of people from other countries – France, Italy, Turkey, Brazil. You can hear different languages. There isn't traffic because most people travel by public transport. There aren't cars on the street, but there are buses and trams. a lot of nice places to visit. I like the old streets and historic buildings. And a big river – the River Rhine. One problem is – you need money. Accommodation is expensive. There aren't cheap hotels!

2. Read the conversation. Change the verbs into the past tense.

Q: (Do) you go to Columbia University?

A: That's right. I (study) French and marketing there.

Q: And (is) your first job in sales?

A: Yes. I (join) McAndrews – the paper company – in 1995. I (start) as a sales representative, selling in the home market. After a year, I (move) to the international sales department.

Q: What (do) you do there?

A: I (go) to France, to work in the French sales office.

Q: How long (do) you stay in France?

A: Five years. It was very interesting. I (learn) a lot about the French market. I (leave) .
..... because I wanted to see other countries too. I (don't) want to stay there forever.

3. Aisha explains why she changed her job. There is one mistake in each line.

Correct the mistakes.

Well, I moved to Computex because it is the bigger and
successfulest company in the region, so it offers the
best career opportunities and the most high salaries.

I'm more happier at Computex because my colleagues
 are more friendly as at Jarvis and I think the work is
 interesting. But, I'm afraid I also have to work
 very harder than before.

4. Read the article below and answer the questions.

Ten years ago a small boy fell off his bicycle because he wanted to look behind. This gave Billy Morgan, a British businessman, a new idea. He designed a bicycle helmet with a built-in mirror: the Reevu Vutech. Mr Morgan launched the product six months ago, and it now has sales of 27,000 and sells in twelve countries from South Korea to Finland. The target for the second year is for sales of nearly 1 million. But it wasn't easy for Mr Morgan to become successful. He had problems when he tried to interest UK manufacturers in making the helmet. It cost Mr Morgan 1 million of his own money to develop the helmet for the mass market. Mr Morgan found a helmet-maker in France. He worked with French consultants to make the design better for mass production, and spent 450,000 on preparing the French plant to make the Reevu helmet. Now he plans to do more research and development. He wants to manufacture other designs of rearview* helmets for motorcycling, skiing and horse-riding.

1. This article is about ...
 - a) a product launch that didn't succeed.
 - b) a new idea that became a commercial success.
 - c) a manufacturing problem.
2. To develop the helmet for the mass market, Mr Morgan ...
 - a) got help from a British manufacturing company.
 - b) got credit from a bank.
 - c) spent 1 million.
3. Mr Morgan has an arrangement to manufacture the helmet ...
 - a) in South Korea.
 - b) in France.
 - c) in England.
4. Mr Morgan worked with French consultants because ...
 - a) he wanted to sell the helmet in France.
 - b) he wanted to change the design of the helmet for mass production.
 - c) he wanted to develop new helmets for other sports.

5. Read and translate the sentences (прочитайте и переведите предложения, обращая внимание на глаголы to be, to have). Try to make the sentences negative.

1. I am sure you will be satisfied with the quality of the equipment.
2. The company has modern equipment.
3. Taxation is necessary in a modern state. In some countries taxes are very high.
4. Their wages were fixed.
5. Error messages are important.
6. The owner of the business had a lot of money.
7. That was the cause of all our difficulties.

6. Read and translate the sentences:

Model: - **Is there** a bookcase in her room? - Yes, there is.

В ее комнате есть книжный шкаф? - Да.

1. **There is** a clock in the dining-room.
2. **There is** no light in the classroom.
3. **There are** many trees in the street.
4. There are some boys in the yard.
5. What is there on the wall?

6. There is a map on the wall.
7. There are no notebooks there.
8. There are not any notebooks there.
9. Are there any pictures in your room? - Yes, there are some.

7. Use the word in capitals at the end of each line and the prefix *un-* and suffixes *-ure*, *-ful*, *-tion(sion)*, *-ment*, *-able*, *-ed*, *-en*, *-ce* to form a word that fits in the space in the same line.

School report

Margaret started English Literature this term, and I am afraid that her (1).....to the subject has not been entirely (2) She has not shown much enthusiasm, and does not always pay (3) in class. Her assignments are often (4)....., because she is so untidy, and because of her (5) to check her work thoroughly. She failed to do any (6)before the end of term test, and had poor results. She seems to have the (7) idea that she can succeed without studying. She has also had many (8)and has frequently arrived late for class. This has resulted in several severe (9) Although Margaret is a (10)student in some respects, she has not had a satisfactory term.

INTRODUCE
SUCCESS
ATTEND
READ
FAIL
REVISE
MISTAKE
ABSENT

PUNISH
GIFT

TEST № 4.

1. Complete the sentences with the words from the box. A colleague asks you how to use the Internet to buy a house in Spain.

surf	keywords	download
search engine	log on	websites

First, to connect to the Internet, you need to Next, use a good – Google, for example. Type in the: ‘property in Spain’. You will then get a list of useful Sometimes you have to for a long time before you can find what you want. Some sites let you files to your computer so you can study them.

2. Choose a word from the box to complete the sentences.

apply	successful	advertisement
candidates	CV	experience

When a company needs new employees, it often places an in the newspaper. If you are interested in the job, you can for it. You send your and a letter to the company. The company invites a small number of the best to an interview. In the interview, you answer questions about your If you are, the company offers you the job.

3. a) Jo is on a training course today. She is talking to another student on the course. Write the verbs in the conversation in the correct tense: present simple or present continuous.

Jo: This course is really good. I (learn) a lot!

Bob: What (do) you usually ?

Jo: I (design) websites. Usually I (work) alone. I (not meet) many people. Here I (meet) other people and it’s good to talk and get ideas. (you enjoy) the course?

Bob: Yes. It’s very interesting ... Oh look – the trainer (start) the next part of the course. We should go back.

b) Duncan is talking about travelling on business. Write the verbs in the correct tense: past simple or present perfect.

'Last year I (travel) a lot. I (go) to Japan ten times – and I (spend) nearly two months in Tokyo! But this year is different. I (not be) abroad since January. One of my Japanese colleagues (come) over to Edinburgh in February. She (be) here for nearly four months now. So I'm glad I'm not travelling so much.'

4. Look at Jan's schedule for next week. Choose the best word or phrase to complete the text.

1. a) I go b) I'm going to c) I went
2. a) I'm giving b) I would give c) I give
3. a) have b) having c) am having
4. a) would come b) is coming c) have come
5. a) won't have b) would have c) want have
6. a) leaving b) left c) am leaving
7. a) will meeting b) am meeting c) have meeting
8. a) going to b) will going to c) is going to
9. a) I'll come b) I come c) I coming

On Monday morning1. prepare my presentation. I must finish it before lunch because2. the presentation to the senior managers in the afternoon.

On Tuesday I can't go to Tom's leaving party because I3. lunch with Sara.

On Wednesday, a group of visitors4. from Bangkok. But I5. time to talk to them because I6. for Prague at 12.

On Thursday, I7. Milos in Prague, and on Friday, he8. show me round the Czech factory. I haven't booked my return flight. I think9. on Friday evening.

5. Read the article and choose the best answer to each question.

There are big cultural differences between British shoppers and shoppers in continental Europe when it comes to credit cards. Shopping by credit card in Britain is rising: it increased by 400 million last month. But shoppers in France and other continental European countries still prefer cheques, cash, debit or store cards to credit cards. Two-thirds of all credit card spending in the European Union takes place on British cards. But this picture is starting to change in continental European countries. In 2002, Visa increased the number of its credit cards in the EU by 10.6 percent. The number of transactions rose by 12 percent. In France, many shoppers are learning that store cards charge higher interest rates than credit cards.

There are still many difficulties for credit card companies that want to expand in continental Europe. Many continental European consumers don't like to spend on credit cards: they prefer to negotiate a loan with their bank branch. So their local bank remains the main source of credit. But many US- and UK-owned credit card companies see the possibility of growth in continental Europe and have ambitious plans to expand.

Which is true?

1. a) The British and other Europeans use credit cards in the same way.
- b) The British use credit cards more than other Europeans.
- c) The British use credit cards less than other Europeans.
2. a) There has been an increase in shopping by credit card.
- b) There has been a decrease in shopping by credit card.
- c) There has been no change in the way British people pay for things when shopping.
3. What do French people think about credit cards?
- a) They only pay in cash.
- b) They like shopping with credit cards best.
- c) They like store cards, cheques and cash better than credit cards.
4. In 2002, ...
- a) there was a rise in the number of Visa cards in the UK.
- b) there was a rise in the number of Visa cards in Europe.
- c) interest on credit increased.

5. Shopping by store card in France is ...
 - a) more expensive than shopping by credit card.
 - b) less expensive than shopping by credit card.
 - c) the same as shopping by credit card.
6. From the *Financial Times* Outside the UK, many continental Europeans ...
 - a) often get credit from their bank.
 - b) think credit cards are the best way to get credit.
 - c) don't like shopping on credit.
7. Credit card companies ...
 - a) think they have good market opportunities in the EU.
 - b) have no possibility of increasing their market in the EU.
 - c) want to grow – but it won't be easy for them.
8. In the article, you read about ...
 - a) four different ways to pay for things.
 - b) three different ways to pay for things.
 - c) five different ways to pay for things.

6. Complete each sentence with a form of do, make or take

1. Have you Exercise Three yet?
2. I can't come this afternoon. I'm an English exam.
3. Jack has very well this term.
4. I'm afraid that you haven't any progress.
5. Sue didn't know the answer, so she a guess.
6. You all look tired. Let's a break.
7. This is a good composition, but you have a lot of errors.
8. I think you should yourself more seriously.
9. The teacher gave a lecture, and the class notes.
10. Paul finds maths difficult, but he his best.

TEST № 5.

1. Назовите предложенные глагольные формы по-английски; определите изменяемую и неизменяемую части сказуемого (используйте условные обозначения табл.1 в приложении по грамматике)

1. was doing _____
2. will learn _____
3. have finished _____
4. had been writing _____
5. will be reading _____
6. is translating _____
7. will have returned _____

2. Образуйте формы V2, V3 следующих глаголов:

правильные глаголы (V-ed): to advise, to explain, to report, to invite, to dress

неправильные глаголы: to bring, to get, to know, to put, to speak, to understand.

3. Определите соответствие глагольных форм и их названий:

- | | |
|------------------------|-------------------------------|
| 1. writes | a. Present Perfect-Continuous |
| 2. were sleeping | b. Future Simple |
| 3. had prepared | c. Future Continuous |
| 4. will begin | d. Past Continuous |
| 5. have been repeating | e. Past Perfect |
| 6. will be doing | f. Present Simple |

4. Определите, какой английской форме соответствует данный русский перевод:

- | | |
|----------------------|-----------------------|
| 1. write | a. пишу (сейчас) |
| 2. am writing | b. пишу (уже... с...) |
| 3. have been writing | c. написал (уже) |
| 4. have written | d. пишу (регулярно) |

5. Read and translate the sentences:

Model: - **Is there** a bookcase in her room? - Yes, there is.

В ее комнате есть книжный шкаф? - Да.

1. How many apple-trees are there in this garden?
2. There are some papers on the table.
3. Are there any papers on the table?
4. No, there is no useful information in this file.
5. There is no paper in your bag, is there?
6. There are some girls in the park, aren't there?
7. Are there any books on your desk? - Yes, there are some.
8. There is some bread on the plate.
9. There is no milk in the glass.

6. Decide which answer A, B, C or D best fits each space

Learning How to Learn

There is usually one important (1).....missing from most school (2)Very few students are (3) how to organise their learning, and how to (4)the best use of their time. Let's take some simple (5) Do you know how to(6)up words in a dictionary, and do you understand all the (7)the dictionary contains? Can you (8) notes quickly, and can you understand them (9)? For some reason, many schools give learners no (10) with these matters. Teachers ask students to (11) pages from books, or tell them to write ten pages, but don't explain (12)to do it. Learning by (13)..... can be useful, but it is more important to have a genuine (14)of a subject. You can (15) a lot of time memorising books, without understanding anything about the subject!

- | | | | | |
|----|----------------|---------------|------------------|------------------|
| 1 | a) theme | b) book | c) subject | d) mark |
| 2 | a) agendas | b) timetables | c) terms | d) organisations |
| 3 | a) taught | b) learnt | c) educated | d) graduated |
| 4 | a) take | b) give | c) get | d) make |
| 5 | a) sentences | b) results | c) rules | d) examples |
| 6 | a) find | b) look | c) research | d) get |
| 7 | a) information | b) advise | c) subjects | d) themes |
| 8 | a) do | b) send | c) make | d) revise |
| 9 | a) after | b) afterwards | c) lastly | d) at last |
| 10 | a) teaching | b) ability | c) instruction | d) help |
| 11 | a) concentrate | b) remind | c) forget | d) memorise |
| 12 | a) how | b) what | c) why | d) it |
| 13 | a) the way | b) heart | c) now | d) law |
| 14 | a) information | b) success | c) understanding | d) attention |
| 15 | a) pass | b) waste | c) tell | d) use |

TEST № 6

1. Fill in the gaps with possessive pronouns (вставьте притяжательное местоимение).

1. I like _____ flat.
2. He lives in London but _____ parents live in Dublin.
3. Is that _____ bag? – No, it's Kate's.

4. I'm a worker. _____ name is Ivanov.
5. Please give me _____ book, Pete.

2. Insert the question word (who, what, when, etc.) (подберите вопросительное слово к ответу).

1. _____? At the cinema
2. _____? Ten.
3. _____? John's
4. _____? A book.
5. _____? In the evening.

4. Use a superlative or a comparative degree of the adjectives.

1. I prefer this report to the other one. It is (informative).
2. I've just been to the cinema. The film was extremely boring. It was (boring) film I have ever seen.
3. The exam was quite difficult – (difficult) than we expected.
4. You look (thin). Have you lost weight?
5. I want a (big) flat. We do not have enough space here.

5. Translate the sentences into Russian. Write out the adjectives and define their degrees of comparison.

1. Houses in other countries are cheaper than in Britain.
2. It is becoming more difficult for British people to emigrate.
3. Many people want to find a better job.
4. The most important thing is healthcare.
5. It is easier to work in another country when you speak the language.

6. Put different types of question to the following sentences.

1. Indian software engineers work on projects in the UK.
2. The company has just bought (только что приобрела) computer with a printer.
3. The project started in May 2009.
4. They printed all the documents 5 days ago.
5. Their company manufactures more than 30,000 products every year.
6. Manpower has been a successful employment agency for about 60 years.
7. The majority of our customers like the new logo.

7. Decide which answer A, B, C or D best fits each space

Learning How to Learn

There is usually one important (1).....missing from most school (2)Very few students are (3) how to organise their learning, and how to (4)the best use of their time. Let's take some simple (5) Do you know how to(6)up words in a dictionary, and do you understand all the (7)the dictionary contains? Can you (8) notes quickly, and can you understand them (9)? For some reason, many schools give learners no (10) with these matters. Teachers ask students to (11) pages from books, or tell them to write ten pages, but don't explain (12)to do it. Learning by (13)..... can be useful, but it is more important to have a genuine (14)of a subject. You can (15) a lot of time memorising books, without understanding anything about the subject!

- | | | | | |
|---|--------------|---------------|-------------|------------------|
| 1 | a) theme | b) book | c) subject | d) mark |
| 2 | a) agendas | b) timetables | c) terms | d) organisations |
| 3 | a) taught | b) learnt | c) educated | d) graduated |
| 4 | a) take | b) give | c) get | d) make |
| 5 | a) sentences | b) results | c) rules | d) examples |
| 6 | a) find | b) look | c) research | d) get |

- | | | | | |
|----|----------------|---------------|------------------|--------------|
| 7 | a) information | b) advise | c) subjects | d) themes |
| 8 | a) do | b) send | c) make | d) revise |
| 9 | a) after | b) afterwards | c) lastly | d) at last |
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TERM II

ТЕСТЫ ДЛЯ САМОКОНТРОЛЯ. TESTS FOR SELF-CHECK

Выполнение тестов позволяет проверить уровень знаний в рамках грамматического материала контрольной работы №2.

TEST №1

I. Read and translate the sentences from English into Russian. Define the tense forms, voice of the underlined verbs. Put the sentences in the negative and interrogative form. - прочтите и переведите предложения на русский язык. Определите видовременную форму и залог выделенных глаголов. Поставьте предложения в отрицательную и вопросительную форму.

1. We arrived at work in the morning and found that somebody had broken into the office during the night.
2. Peter has been working for IBM for 7 years.
3. We've known each other for years.
4. She has been in hospital since Monday. I haven't been told about it.
5. When I entered the room, the TV set was switched on but nobody was watching it.
6. They weren't able to come because they were so busy.

II. Choose the correct word to complete each sentence. You may have to change some words slightly. – заполните пробелы подходящими по смыслу словами, добавляя нужные окончания, если необходимо.

1. *explain, explained, explanation, explanatory*
 - a) The package includes an _____ booklet.
 - b) The instructions are very clear and do not require any further _____.
 - c) It will only take a couple of minutes to _____ how the program works.
 - d) If you are new to this system, almost everything will have to be _____.
2. *informative, misinformed, information, well-informed*
 - a) Please let me know if you need any more _____.
 - b) Are your customers _____ about the range, quality and cost of the products on offer?
 - c) I enjoyed her talk. It was very _____.
 - d) I'm afraid you've been _____. She no longer works for us.
3. *electron, electronic, electronics, electronically*
 - a) An _____ pen is one example of an input device.
 - b) A computer solves problems _____.
 - c) Many _____ students go on to work as engineers.

III. Read and translate the sentences from English into Russian paying attention to the meaning of modal verbs. Underline the modal verbs. Put the sentences in the negative and interrogative form. - прочтите и переведите предложения на русский язык, обращая внимание на значение

модальных глаголов. Подчеркните модальные глаголы. Поставьте предложения в отрицательную и вопросительную форму.

1. My father was a very clever man. He could speak 5 foreign languages.
2. Nobody disturbed me, so I was able to finish my work in the evening.
3. The situation was bad but it could have been worse.
4. May I ask you a question?
5. You may not keep the book till Thursday.
6. He works too much. He must have some rest.

IV. Report the speech using the structure given below. – преобразуйте речь из прямой в косвенную, используя схему, предложенную ниже.

1. I'm not enjoying my job very much. He said
2. I want to go for a holiday but I don't know where to go. She said
3. My parents are travelling around Europe. She said
4. John has given up his job. He said
5. I'm going away for a few days. I'll phone you when I get back. He said
6. I can speak English perfectly. She said
7. I have signed the contract. He said.....
8. I don't believe him. He has been dishonest with us. She said

V. Rewrite these sentences using the passive, beginning with the words indicated. – переделайте данные предложения в пассивный залог, используя предложенное начало. (Составленное вами предложение должно быть в том же времени, что и изначальное!)

Model: The secretary wrote and sent several letters yesterday. Several letters
Several letters *were written and sent* (by the secretary) yesterday.

1. The company employed 200 people last month. 200 people
2. Careless drivers cause a lot accidents. A lot accidents
3. My grandfather built this house. This house
4. The suppliers will deliver the consignment of keyboards in 4 days. The consignment of keyboards
5. I will have finished the work by the time you arrive home. The work
6. The firm is not independent. A big company owns this firm. The firm
7. The situation is serious. We must do something before it's too late. Something
8. They have built a new hospital near the airport. A new hospital
9. The room looked nice. Someone had cleaned it. The room

VI. Translate into Russian:

1. The large shopping centre is being built in our town.
2. We will be invited to his place, I'm sure.
3. The teacher was interrupted.
4. The telegram was received yesterday.
5. America was discovered by Columbus.
6. The letters have been typed by the secretary.

TEST№2

I. Read and translate the sentences from English into Russian. Define the tense forms, voice of the underlined verbs. Put the sentences in the negative and interrogative form. - прочтите и переведите предложения на русский язык. Определите видовременную форму и залог выделенных глаголов. Поставьте предложения в отрицательную и вопросительную форму.

1. More than 600 pieces of music were written by Mozart.
2. My parents live in Bristol. They were born here and have never lived anywhere else.
3. I'm sure, Tom will pass his exam. He has been studying hard for a week.
4. My friends will be arriving at 3.30 tomorrow. I'll meet them at the airport.
5. Sally always leaves for work at 8.30 in the morning, so she won't be at home at 9 o'clock. She'll have gone to work.
6. Most workers are paid every month.

II. Choose the correct word to complete each sentence. You may have to change some words slightly. – заполните пробелы подходящими по смыслу словами, добавляя нужные окончания, если необходимо.

1. employment, employer, unemployment

- a) In an area of high _____ people are desperate to find jobs.
- b) Her _____ gets very angry if she uses the phone too much.
- c) I'm looking for temporary _____ during the summer holidays.

2. introduction, introduce, introductory

- a) The chairman made some _____ remarks and then she gave her talk.
- b) I'd like to welcome Jane Phipps, who, I'm sure, needs no _____
- c) The company is planning to _____ a completely new product this year.

3. industrious, industrial, industrialized

- a) In this high-tech world _____ espionage is on the increase.
- b) In some of the more _____ countries pollution is a big problem.
- c) The new manager is very competent and _____.

4. unknown, knowledge, knowledgeable

- a) We need somebody with a good working _____ of French.
- b) Our company is virtually _____ abroad.
- c) She's obviously very _____ as far as marketing is concerned.

III. Read and translate the sentences from English into Russian paying attention to the meaning of modal verbs. Underline the modal verbs. Put the sentences in the negative and interrogative form. - прочтите и переведите предложения на русский язык, обращая внимание на значение модальных глаголов. Подчеркните модальные глаголы. Поставьте предложения в отрицательную и вопросительную форму.

1. I had to take a taxi to be in time for the appointment.
2. You mustn't forget your keys or you won't be able to get in.
3. I think Tim should accept the job offer.
4. You ought to have written the letter of thanks 2 days ago.
5. The students mustn't use the car park here.
6. They are very late. They should have been here an hour ago.

IV. Translate into Russian.

1. The skates haven't been brought back.
2. At the station he was met by the man from the travel bureau.
3. I am often invited to the theatre.
4. This book was translated into French.
5. The work was being done from 4 till 5 yesterday.
6. The truth had been told.
7. A new medicine was prescribed by the doctor.

V. Rewrite these sentences using the passive, beginning with the words indicated. – переделайте данные предложения в пассивный залог, используя предложенное начало. (Составленное вами предложение должно быть в том же времени, что и изначальное!)

Model: The secretary wrote and sent several letters yesterday. Several letters

Several letters *were written and sent* (by the secretary) yesterday.

1. The road is in very bad condition. They should have repaired it long ago. The road
2. An electrical fault might have caused the fire. The fire
3. The photocopier broke down and someone had to repair it. The photocopier
4. They didn't give me the money. I
5. How much will they pay you? How much will you
6. They are writing the project at the present moment. The project
7. The company is building a new ring road round the city. A new ring road
8. They have postponed the concert. The concert
9. Somebody was recording our conversation. Our conversation

VI. Complete the blank spaces with the terms from the box. In the brackets at the end of the sentences there is a short explanation to help you.

imposed	factory	investments	figures	loan	grant
----------------	----------------	--------------------	----------------	-------------	--------------

1. The car sales ____ for the first half of the year are dramatically down compared with those of the previous year. (statistics)
2. The Central Bank will ____ credit to people with sufficient demonstrable income. (provide)
3. Clients have repeatedly complained over the low quality of services provided by the company and the lack of maintenance _____. (money put in something in hope for a return)
4. He doesn't earn enough to cover a home _____. She must borrow from friends. (money you borrow from banks)
5. The opening of a new ____ by Ford Motor Company involved rehiring personnel. (building where goods are produced)
6. The government has ____ limits to imports. (made it lawful)

TEST №3

I. In each sentence cross out one inappropriate word:

- a) Harry gains/gets over £20 000 a year.
- b) Mary was awarded a scholarship/subsidy to study child psychology.
- c) How much did you pay/take for your new car?
- d) Their house produced/sold for a lot more than they expected.
- e) I'm going to the bank to remove/withdraw the money for the rent.

II. Choose the most suitable word or phrase.

- a) I inherited £10 000 in my uncle's will/testament.
- b) The wholesale/bargaining price is always lower than the retail price.
- c) I still have three more donations/installments to pay on my motorbike.
- d) We had to give the customs official a fee/bribe not to inspect our suitcases.
- e) After my business failed, I was declared uneconomical/ bankrupt by the court.

III. Translate into Russian:

- 1 . The text was translated at the last lesson.
- 2 . All the texts were looked through yesterday and not a single mistake had been found.
- 3 . The doctor will be sent for.
- 4 . Tennis was being played from 4 to 5 yesterday.
- 5 . The dishes are often washed by me.

6 . Your luggage will be brought by the porter.

IV. Open the brackets using the Passive Voice.

- 1 . The telegram (receive) tomorrow.
- 2 . I (give) a very interesting book last week.
- 3 . He always (laugh at)
- 4 . Nick (invite) to the conference last week.
- 5 . Flowers (sell) in the shops.
- 6 . This text (translate) from 5 p.m. till 7 p.m. yesterday.
- 7 . Our mother already (give) a present.

V. Decide which answer A, B, C or D best fits each space.

Money Matters

Are you always (1) up? Do you often have to (2)money from friends, or from your parents, whenever you need a little extra (3)? If you (4) too much, and save too little, you will end up with more (5) than friends. You know the solution, of course: just save a small (6) every month. Most banks will pay (7)on your savings, and you will soon be able to (8) all those things which seemed to cost too much before. The trouble is, you're a university student, and many banks treat you like a child. But not us. If you open a/an (9) with Smith Fulton Bank before October 31st, we'll not only send you your own (10)book and credit (11)....., but you'll also receive a copy of our booklet 'Putting Money (12)for Your Future'. Smith Fulton can pay your (13), help you with special student (14), and your friendly branch (15)can give you advice for the future. We believe in you. Why not believe in us and open an account.

- | | | | |
|----------------|--------------|-------------|-------------|
| 1) a) shut | b) hard | c) debt | d) money |
| 2) a) borrow | b) lend | c) save | d) pay |
| 3) a) cheque | b) pension | c) wealth | d) cash |
| 4) a) sign | b) spend | c) cost | d) cheat |
| 5) a) owe | b) loans | c) debts | d) profits |
| 6) a) amount | b) number | c) note | d) rest |
| 7) a) receipts | b) credits | c) rents | d) interest |
| 8) a) lend | b) economise | c) afford | d) spend |
| 9) a) cheque | b) customer | c) bill | d) account |
| 10) a) loan | b) cheque | c) cash | d) money |
| 11) a) plastic | b) tip | c) card | d) cheque |
| 12) a) aside | b) up | c) inside | d) work |
| 13) a) sales | b) bets | c) bargains | d) bills |
| 14) a) coins | b) loans | c) fortunes | d) pensions |
| 15) a) miser | b) swindler | c) manager | d) cashier |

TEST № 4.

I. In each sentence cross out one inappropriate word:

- a) The manager disappeared with the receipts/wages from the concert.
- b) By the time Kate retired she was a fortunate/wealthy businesswoman,
- c) We had a good holiday but it was rather costly/valuable.
- d) We would appreciate it if you would close/pay your bill as soon as possible.
- e) Unfortunately the old painting I found turned out to be priceless/worthless.

II. Choose the most suitable word or phrase.

- a) As soon as you buy a car, it starts falling in worth/value.

- b) A multinational company has made a/an bid/estimate to take over our firm.
- c) We demanded pay rises to take account of the price/rate of inflation.
- d) Things are going well. In fact, business is booming/falling.
- e) I bet you don't make as much profit/payment this year!

III. Open the brackets using the Passive Voice.

1. The letter (send) before they arrived.
2. His new book (finish) by next year.
3. Many houses (burn) during the fire.
4. Doctors (give) a new pay rise by the government.
5. Usually I (pay) my salary twice a month.
6. Switch on the radio. The President's speech (broadcast) now.

IV. Replace the underlined words by one of the words given in the box.

agenda	chair	expense	handle	takings
bargain	charge	fortune	income	unavailable

1. Sheila made a lot of money selling used cars.
2. When Mark took his new job, his earnings nearly doubled.
3. The cost of moving house was another problem for us.
4. We need someone else to be in charge of the meeting.
5. I am afraid this product is temporarily out of stock.
6. We usually count the money we have made when the shop closes.
7. Do you like my new dress? It was a very good price.
8. We don't deal with goods of that kind in this company.
9. Don't forget to draw up the list of items to be discussed for the next meeting.
10. We make no request for payment for delivery in the London area.

V. Choose the most suitable word or phrase underlined in each sentence:

- a) The building workers were paid their income/salary/wages every Friday.
- b) She's only here for three weeks. It's a/an full-time/overtime/temporary job.
- c) When he retired he received a monthly bonus/pension/reward.
- d) Apparently she earns/gains/wins over £20,000 a year.
- e) While the boss is away, Sue will be in charge/in control/in place of the office.
- f) Could I have two days away/off/out next week to visit my mother?
- g) Paul was always arriving late, and in the end he was pushed/sacked/thrown.
- h) When I left the job, I had to hand in my application/dismissal/notice three weeks beforehand.
- i) How much exactly do you do/make/take in your new job?
- j) If you have to travel on company business, we will pay your costs/expenses/needs.

VI. Match the notions with the definitions:

- | | |
|-------------------------------|--|
| 1. Someone who is sharp-nosed | a) he is completely without money. |
| 2. Legal currency | b) is when wages and prices take turn to grow in short intervals. |
| 3. A redundancy payment | c) is an instruction to a bank to pay some money at regular times to another bank account. |
| 4. A standing order | d) is the money which can be officially used in a country. |
| 5. If someone is stony broke, | e) is what a company pays to workers who are no longer needed. |
| 6. An inflationary spiral | f) is good at dealing with money. |

TEST №5.

I. Complete each sentence with a word from the list. Use each word once only.

call draw fall get take come face fill go turn
--

1. I think we should over our plan again before we tell the managing director.
2. Have you up with any new ideas for advertising the new products?
3. Our deal with the Chinese company maythrough, but we can sell the machinery to the German firm if necessary.
4. You have to in this form, and return it to the personnel manager.
5. She didn't..... on with her boss, so she left the company.
6. If they don't give us a better price, we'lldown their offer.
7. I'm afraid we have to up to the fact that the company is losing money.
8. Our lawyers are going to up a new contract tomorrow.
9. A multinational company is trying toover our firm, but we want to stay independent.
10. We had to off the office party because of the economic situation.

II. Open the brackets using the Passive Voice.

- 1) My husband just (offer) an interesting job in this firm.
- 2) For two years Tyler (tell) that his brother was dead.
- 3) The injured man couldn't walk and had (carry).
- 4) She (ask) to come here tomorrow, too.
- 5) The museum (not open) by last April.
- 6) Brian told me he (rob) in the street.

III. Replace the phrase underlined in each sentence with one of the phrases given. Translate the sentences.

challenged the figures	in credit	on the market
come into a fortune	commercially viable	

- a) We've decided to put our house up for sale.
- b) Jean has inherited a lot of money.
- c) At the meeting Peter said he thought the amounts were wrong.
- d) No one believes that the shop will ever be a business success.
- e) I am the possessor of a healthy balance at the bank.

IV. Complete each sentence a) to j) with one of the endings l) to 10). Use each ending once only.

- | | |
|---|---|
| a) If you work hard, the company will give you ... | 1. qualifications for a job of this kind. |
| b) In a different job I could get a higher ... | 2. advertisement in the local press on Friday. |
| c) The best way to find new staff is to put a/an..... | 3. application for the job as soon as possible. |
| d) Because he had stolen the money, we decided that . | 4. promotion to a more responsible position. |
| e) She has a pleasant personality but hasn't got the rig | 5. full-time employment at the moment. |
| f) In the meeting we are going to discuss the ... | 6. references from your previous employer. |
| g) As he has three young children he doesn't want ... | 7. dismissing him was the only possible action we could take. |
| h) I think it would be a good idea to send in your ... | 8. prospects for the future at the moment. |
| i) I'm afraid that in this job there aren't very good ... | 9. salary and better conditions of employment. |
| j) We cannot give you the job without..... | 10. appointment of a new sales representative |

V. In each sentence replace one or more words with one of the words given in the box, so that the sentence has an opposite meaning.

purchase	squander	worthless	dear	prosperous
----------	----------	-----------	------	------------

1. The precious stones our company mines are now known to be priceless.
2. Nigel cannot get used to being an unsuccessful businessman.
3. The company has decided to sell the premises in East Road.
4. I like living in this part of town. Of course, it's very cheap!
5. Jim inherited £20 000 and managed to save it all.

TEST №6.

I. Complete each sentence with a word from the list. Use each word once only

coin	guarantee	pension	rent	credit card
tip	loan	receipt	safe	wealth

- a) The old couple had only a small.....to live on.
- b) My uncle Sam acquired his considerable.....selling cars.
- c) David never carries cash with him and pays for everything by.....
- d) I wouldn't have been able to buy my boat without a bank.....
- e) The shop won't change any goods without the original.....
- f) Keith didn't like the waiter so he didn't leave a.....
- g) The house is not in very good condition so the.....is low.
- h) The food mixer has a twelve month.....
- i) We keep all our money and valuables in this.....in the floor.
- j) The five pence.....is so small that everyone dislikes it.

II. Choose the most suitable word or phrase to complete each sentence.

- 1) I bought these shoes in the sales. They were a real bargain/cheap.
- 2) If you put your money in the bank, it will earn ten per cent deposit/interest.
- 3) John asked his parents if they would pay off his debts/accounts.
- 4) Adults have to pay £2.50 to get in, but children under 14 get in open/free.
- 5) I'm interested in this old car. Is it to sell/for sale?
- 6) I'm trying to save for my holidays so I'm putting aside/putting up some money each week.
- 7) Just a minute! You've forgotten to sign/place your cheque!
- 8) I like your typewriter. How much did pay/cost it exactly?
- 9) The blackmailer asked for the money in used notes/cheques.
- 10) I gave the assistant £10 and she gave me four pounds rest/change.

III. Replace the phrase underlined in each sentence with one of the phrases given. Translate the sentences.

on easy terms	financial means	on expenses
make a wise investment	free of charge	

- a) Sue and Jane went to S America with everything paid for by their company.
- b) We don't believe you have the money to take over this company.
- c) All employees can stay at the hotel without paying.
- d) We bought our new electric cooker by instalments.
- e) Harry became rich after he managed to put his money in the right place.

IV. Complete the blank spaces with the terms from the box. In the brackets at the end of the sentences there is a short explanation to help you.

capital	supply	increase	transfer	token	staff
----------------	---------------	-----------------	-----------------	--------------	--------------

1. Last week a Japanese group took the first steps to acquire a very important restaurant chain even though the actual ____ of assets will take place next year.(movement of money)
2. The government might be feeling buoyant over the sharp ____ in this country's financial prospects. (growth)
3. In most markets the manufacturers provide a steady ____ of the goods traded. (flow of goods)
4. We gave our boss a gift ____ for his birthday. He can buy what he needs in the local fashion-shop. (a piece of paper to exchange for goods)
5. ____ uniforms are provided by the airline company. (people who work there)
6. If you are starting a large enterprise, you will need considerably greater ____ than friends or relatives could possibly provide. (money to start a business)

V. Match the notions with the definitions:

- | | |
|--|---|
| 1. Unemployment allowance | b) is a way of making money quickly, easily, and often dishonestly. |
| 2. The retail price index | c) is money given by an employer to someone who cannot work because of illness. |
| 3. Luncheon vouchers | d) are services such as banking supplied to foreign countries. |
| 4. The gravy train | e) is regularly paid by the government to people who do not have a job. |
| 5. Invisible exports | f) is a measurement of the changes in the cost of basic goods and services. |
| 6. Sick pay | |
| a) are given by employers to employees to buy meals in some restaurants. | |

TEST №7.

I. Match the notions with the definitions:

- | | |
|----------------------------|--|
| 1. A nest egg | f) is owned by the group of people who have shares in the company. |
| 2. A bank's interest rate | |
| 3. A loan shark | |
| 4. A joint-venture company | |
| 5. A merchant bank | |
| 6. A trade fair | |
-
- a) charges very large amounts for lending money to someone.
 - b) is involved with companies rather than with people.
 - c) is a sum of money that has been saved or kept for a special purpose.
 - d) is the amount that it charges on money that it lends you.
 - e) is a large gathering at which companies show and sell their products.

II. Complete the blank spaces with the terms from the box. In the brackets at the end of the sentences there is a short explanation to help you.

Evaders	fare	costs	basis	deduction	consumers
---------	------	-------	-------	-----------	-----------

1. The Fixed Interest Summary keeps you up to date with interest rate returns on a weekly _____. (scale)
2. In most markets the _____ provide a steady demand, which keeps the producers and the market in business. (people who use the goods)
3. Last year production _____ rose in line with inflation. (what you pay for goods)
4. Net salary is salary after _____ of tax and social security. (reduction)
5. The tax office will open a moratorium on taxes so that _____ may come forward to pay. (people who cheat on taxes)
6. Air traffic is growing for the able operators, but _____ prices are dropping in a very competitive market. (cost of flying, travelling)

III. Using the suffixes -ing, -ic, -ee, ed, -ment, -able, ation and word in capitals at the end of each line form a word that fits in the space in the same line.

Leaving a job

I recently left my job in an (1) agency after a disagreement with my boss. She accepted my (2) but warned me that because of the (3) situation, I might have to get used to the idea of being (4) for a while. I thought that she was trying to make a point, but after I had made over fifty (5) to other companies, I realised that she was right. Although I am a (6) designer, I didn't receive any offers of a job. After that I tried working from home, but it was not very (7) Then I became an (8) in a fast-food restaurant, even though my (9) were extremely low. I wish I had accepted early (10) from my old job. That is what I disagreed with my boss about!

ADVERTISEMENT

RESIGN

ECONOMY

EMPLOY

APPLY

QUALIFICATIONS

PROFIT

EMPLOY

EARN

RETIRE

IV. Choose the most suitable response to each sentence a) to j) from the sentences 1) to 10).

Use each response once only.

- | | |
|---|---|
| a) Who do I make the cheque out to? | 1) Sorry, but it's not for sale. |
| b) We seem to be spending a lot of money lately. | 2) I'm saving up to buy a new motorbike. |
| c) The house has burnt down! What are we going to do? | 3) Perhaps we should try to economise a bit. |
| d) How much do you want for this drawing ? | 4) Yes, my Aunt Clara left it to me. |
| e) Did you inherit this house? | 5) Well, we've nearly paid it all back. |
| f) Your dog must have cost a lot of money. | 6) To JB Waltrex. |
| g) Do we still owe the bank any money? | 7) Actually I got it for nothing. |
| h) How much do you make a year? | 8) I think they accept travellers cheques anyway. |
| i) Can we change money at the hotel to pay the bill? | 9) I've got quite a good salary actually. |
| j) Why are you putting so much money in the bank? | 10) Don't worry, we're insured. |

V. In each sentence replace one or more words with one of the words given in the box, so that the sentence has an opposite meaning.

appreciate	hard up	rise	wasteful	make
------------	---------	------	----------	------

1. We were poor when I was young and my father was very thrifty.

2. At the moment house values tend to go down in this area.
3. The workers were given a cut in wages when the takeover was announced.
4. Nobody thought that the company would lose a lot of money.
5. Richard's family is incredibly well-off.

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