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Учебное пособие предназначено для занятий иностранным языком со студентами по профилю подготовки 35.03.04 – Агрономия; 35.03.05 – Садоводство; 35.03.03 – Агрохимия и агропочвоведение; 35.03.07 – Технология производства и переработка сельскохозяйственной продукции; 35.03.06 – Агроинженерия; 38.03.01 – Экономика; 38.03.02 – Менеджмент; 38.03.04 – Государственное и муниципальное управление; 35.03.01 – Лесное дело; 21.03.02 – Землеустройство и кадастры; 20.03.01 – Техносферная безопасность; 23.03.03 – Эксплуатация транспортно – технологических машин и комплексов; 23.05.01 – Наземные транспортно – технологические средства, специализация: автомобили и тракторы.

Данное пособие соответствует требованиям подготовки студентов Казанского ГАУ по английскому языку для профессиональной и научной деятельности. Пособие состоит из 2 разделов. Каждый раздел состоит из текстов для чтения и перевода, упражнений для закрепления новой лексики, вопросов и заданий на понимание текста, грамматических и лексических упражнений, таблицы неправильных глаголов.

Учебное пособие может служить материалом как для практических и индивидуальных занятий под руководством преподавателя, так и для самостоятельной работы.

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UNIT 1

Grammar: Present Simple; Much/Many/A lot of;
Little/Few/Some/Any/No; There is(are) / It is

Reading: Jobs

It is impossible to give all the names of the jobs in the world. The list of them often changes. Some typical job titles are: a manager, a secretary, an executive, a research worker. People who do these jobs work in different businesses and for different companies. Some jobs don't require any special training, e.g. the job of a cleaner; other jobs require a lot of training and a few qualifications, e.g. the job of a lawyer, an accountant or a designer.

People look for jobs which give them much money, career opportunities, job satisfaction. Some companies offer fringe benefits – swimming-pools, fitness centers, doctors, dentists. Many employers want to show that they help employees to balance their lives. A lot of people change their jobs if the pay is low, or they commute a long way to work, and for some other reasons.

When a company decides to employ new people it often advertises jobs in a newspaper. A few people apply for this job. They send a letter of application and a CV with details of their education and experience. The company then invites candidates for an interview. A good company usually recruits responsible and experienced staff.

There are different ways to work. A lot of people work nine-to-five, some have flexible working hours, a few work in shifts. Many employers and employees find flexible employment very continuous. This is especially good for women with children. Part-time work appeals to students because they are very busy at universities.

Some people make the decision to leave their jobs and start their own businesses. A few of them start their business at home and then move it out, for example Disney, Amazon.com, Microsoft, Apple. You have the ability to run your business if you are decisive, organized, ready to take risk. But if you have little self-discipline, you do not plan ahead and you are not creative, you are not ready to start your own business.

In any case, you are successful in a job of an employee or in your own business if you enjoy your work.

Exercise

Exercise.1. Answer the following questions using the text.

1. What are the typical job titles now?
2. What does the job of a lawyer require?
3. What kinds of jobs do people look for?
4. What do some companies do to keep their employees?
5. Why do people change their jobs?
6. Where does a company advertise its vacancies?

7. What do people who apply for a job send to a company?
8. What are different ways to work?
9. Why does part-time work appeal to students?
10. What abilities help people to run their business?

Exercise.2. Read the following statements and say if they are true or false according to the text.

1. The job of a cleaner requires a lot of training.
2. People look for jobs that offer a good pay.
3. Fringe benefits appeal to a lot of employees.
4. You don't send a CV when you apply for a job.
5. A CV is a short biography and qualifications.
6. Flexible employment is attractive to everybody.
7. Students don't like to work part-time.
8. If you are decisive and creative you have the chance to start your own business.
9. Women with children like to work full-time.
10. People don't start their businesses at home.

Exercise.3. Translate the following sentences from English into Russian.

1. My job is to sell different goods. 2. Why do companies decide to recruit new employees? 3. Your results of the test are satisfactory. 4. A lot of companies offer fringe benefits to their employees. 5. Now he needs full-time employment. 6. Is it difficult for you to commute to work? 7. This company always advertises vacancies in newspapers. 8. He doesn't have any necessary experience. 9. My work schedule is very flexible. 10. A CV is very important when you apply for a job. 11. He often makes wrong decisions. 12. This job appeals to me greatly. 13. It is an impossible situation. 14. He enjoys the opportunity to work part-time. 15. Her pay is very high.

Exercise.4. Translate the following word-combinations from Russian into English.

Отвечать требованиям; предлагать дополнительные льготы; работать неполный рабочий день; открыть свое дело; искать работу; полная занятость; набирать персонал; принять решение; большая оплата; найти причину чего-либо; объявлять о вакансии; неудовлетворительная работа; подать заявление о приеме на работу; гибкая политика; отвечать за отдел кадров; получать удовольствие от работы; решительный характер.

Exercise.5. Complete the following sentences using the necessary prepositions.

1. Don't look ... him. He is away on business. 2. My friend isn't ... work now, he is ... home. 3. I am not satisfied ... your offer. 4. Such policy is typical ...him. 5. This job appeals ... me. 6. What is your place ... work? 7. He has a reason ... not working ... shifts. 8. How many employees are ... the staff ... the company? 9. She is responsible ... the personnel. 10. This product doesn't meet the requirements

... our customers. 11. When people apply ... a job they send a letter ... application and a CV. 12. She always pays ... herself.

Exercise.6. Insert the missing words. Use your active vocabulary.

1. To start... is rather risky. 2. Some jobs don't ... any education. 3. Students prefer to work ... 4. What ... job titles do you know? 5. He often loses his keys and ... them everywhere. 6. What kind of job do they ... him? 7. This designer is the leader of the group. He ... ten people. 8. People change jobs if their ... is low. 9. It takes her an hour and a half ... to work. 10. This company needs experienced 11. Working in ... doesn't ... to me. 12. What are your duties? What are you ... for? 13. When people ... a job they send ... and ... to a company. 14. The company often recruits new 15. A lot of people think that ... employment is very convenient.

Exercise.7. Paraphrase the following words and expressions using your active vocabulary.

1. to present
2. a chance
3. to call public attention to smth.
4. to search for
5. to attract
6. personnel
7. to solve
8. unable to happen
9. adaptable to change
10. to give money to smb.

Exercise.8. Open the brackets using Present Simple.

1. There ... some fringe benefits that make this company attractive to me (be).
2. We ... you to work in shifts (offer).
3. Our boss always ... professional staff (recruit).
4. When Tom ... to apply for another job he always says he ... his current boss (decide, not like).
5. This company ... sports cars (advertise).
6. It ... impossible to start your own business when a person ... money (be, not have).
7. ... this job ... to you (appeal)?
8. What ... the typical job titles in a company (be)?
9. ... he ... to his office in London or ... he ... in the city (commute, live)?
10. A doctor's job ... a lot of training (require).
11. What career opportunities ... this job ... (offer)?
12. I ...any satisfaction from my present job (not get).
13. Why ... the pay so low for such hard work (be)?
14. What ... you ... of his letter of application and CV (think)?

15. How many employees ... there in your firm (be)?

Exercise.9. Choose the right item.

1. I don't have... time because I have a full-time job.

a) many b) much c) few d) some

2. Sam usually has ... reasons to be late for work.

a) a lot of b) little c) much d) any

3. This job doesn't require ... special training, it's easy.

a) a few b) many c) no d) any

4. Can we look at ... advertisements of job vacancies in your newspaper?

a) no b) some c) any d) few

5. This pay is too ... for such a responsible job.

a) little b) a little c) much d) many

6. ... people start their own business if they have no money.

a) many b) few c) much d) a lot of

7. This company is successful because there are ... responsible and experienced employees in it.

a) no b) few c) a lot of d) a little

8. We can't give her this job as she has... experience at all.

a) little b) much c) any d) no

9. I know... about how to write a CV, can you help me?

a) little b) few c) a few d) much

10. Do you have ... special training in marketing?

a) many b) few c) any d) no

11. ... people like to work part-time, others enjoy working in shifts.

a) some b) little c) no d) any

12. They want to ask you ... questions about your work experience and qualifications.

a) much b) few c) a little d) some

Exercise.10. Translate the following sentences into English.

1. Если компания предлагает дополнительные льготы, это значит, что она заботится о своих сотрудниках. 2. Работа секретаря не отвечает моим требованиям. 3. Трудно принять решение открыть свое дело. 4. Кто отвечает за подбор кадров? 5. В газете есть объявление о вакансии бухгалтера. 6. Почему работодатели приглашают кандидатов на собеседование? 7. Заявление о приеме на работу включает данные об образовании и опыте работы. 8. Сколько человек находится в штате компании? 9. Я — студент, поэтому мне нравится работать на полставки. 10. Гибкая политика типична для этой компании. 11. Эта компания часто делает нам интересные предложения. 12. Оплата за эту работу очень высокая. 13. Я знаю по опыту, что очень трудно набирать на работу новых людей. 14. Люди переходят с одной работы на другую по разным причинам. 15. Нам нужны ответственные и творческие сотрудники.

Exercise.11. Read the following dialogue between two former school friends:

Tom – Hi, Dan! Good to see you again! How is life?

Dan – Great! I've got a new job.

Tom – Really? Congratulations! What do you do?

Dan – I work for a large multinational company. It produces water filters.

Tom – What are your responsibilities?

Dan – I have a lot of work to do every day. I am responsible for office work. Sometimes I don't have any free time to have lunch.

Tom – Oh, how terrible! But then your pay is good.

Dan – Well, now my pay is not very high, but when I have some experience I hope to get a promotion and a lot of money.

Tom – Does your job appeal to you? Are there any fringe benefits in your company?

Dan – Sure! My colleagues are friendly and this job gives me a lot of career opportunities. As for the fringe benefits – yes, I sometimes use a swimming-pool and a gym and I don't pay for them.

Tom – That's great! By the way, does your job require any special training?

Dan – I have good computer skills, I know English well and I am organized. Also, it is important for me to plan meetings and talk to clients on the phone.

Tom – I see. I remember you at school and I'm sure you are very good at communicating with all kinds of people. I think you are decisive too. Don't you think it's time to start your own business?

Dan – Not now, I have no capital to put in the business, no friends in business. But I have some creative ideas.

Tom – That's a good start!

Notes:

multinational company – транснациональная компания

promotion – продвижение по службе

Answer the questions based on the dialogue.

1. Where does Dan work?
2. Does he like his new job? Why?
3. What are his responsibilities?
4. Why does Dan sometimes have no time for lunch?
5. What skills are necessary for his job?
6. What does he want to do in the future, in your opinion?
7. What fringe benefits does Dan have?
8. What is Dan good at?
9. Why is it important to know English if you work for a large multinational company?

Exercise. 12 Work with your partner. Make a dialogue on the following assignment:

A: You are a middle manager at Ashan mega-store. Tell your friend about your work (responsibilities, working hours, salary, benefits, staff, etc.) Ask him/her about his/her job.

B: You are a business person. You have your own small company. It produces greeting cards. Say what you like about your business. Speak about job satisfaction, pay, creative ideas. Discuss your problems with your friend and invite him/her to work for your company as an Office Manager.

Vocabulary

1. advertise (v) – рекламировать

to advertise a vacancy – объявлять о вакансии advertisement (n, C) – рекламное объявление advertising (n, U) – реклама, рекламная деятельность

2. appeal (v) – нравиться

to appeal to smb – нравиться кому-л.

E.g. This job appeals to me. – Эта работа мне нравится.

3. apply for a job (v) – подавать заявление о приеме на работу a letter of application – заявление о приеме на работу applicant (n, C) – кандидат, претендент, соискатель

4. commute (v) – совершать регулярные поездки на работу из пригорода

commuter (n, C) – работник, живущий в пригороде

CV = curriculum vitae – автобиографические данные

5. decide (v) – решать (-ить)

to decide to do smth – решить сделать что-л. decision (n, C) – решение

to make a decision – принять решение decisive (adj) – решительный

6. employer (n, C) – работодатель employee (n, C) – служащий, сотрудник employ (v) – нанимать на работу

E.g. The company employs three people every day.- Каждый день компания принимает на работу трех человек.

7. employment (n, U) – работа, занятость

part-time employment (part-time work) – частичная занятость, работа на полставки

full-time employment – полная занятость

8. enjoy (v) – получать удовольствие от чего-л., нравиться

E.g. I enjoy my long holidays. – Мне нравятся длинные каникулы.

9. experience (n, U) – опыт, стаж

E.g. She has 10 years' experience in the job. – У нее десятилетний стаж на этой работе.

to know by/from experience – знать по опыту

10. flexible (adj) – гибкий

a flexible policy – гибкая политика

11. fringe benefits – дополнительные льготы (напр., бесплатное

медицинское обслуживание, субсидируемые столовые)

12. impossible (adj) – невозможный, невыполнимый

E.g. It is impossible to help him. – Ему невозможно помочь. Ant: possible (adj) – возможный

13. job (n, C) – работа, должность

E.g. I have got an interesting job. work (n, U) – работа; труд

E.g. He is at work. – Он находится на работе. place of work – место работы

14. look for smth/smb (v) – искать что-л./кого-л.

Compare: look at smb., smth. (v) – смотреть на кого-л., что-л. look after smb. (v) – присматривать, ухаживать за кем-л.

15. offer (v) – предлагать

to offer help/one's services – предлагать помощь / свои услуги an offer (n, C) – предложение

to make an offer – сделать предложение

16. opportunity (n, C) – возможность, (удобный) случай

to look for an opportunity to do smth. – искать возможности, чтобы сделать что-л.

17. pay (n, U) – оплата, заработная плата, заработок pay (v) for smth – платить за что-л.

18. reason (n, C) – причина

a reason for smth. – причина чего-л.

19. recruit (v) – нанимать на работу, вербовать recruitment (n, U) – подбор кадров

20. require (v) – требовать(ся)

E.g. We require help. – Нам требуется помощь. requirement (n, C) – требование

to meet smb's requirements – отвечать чьим-либо требованиям

20. responsible (adj) – ответственный

to be responsible for smth. – отвечать за что-л.

E.g. He is not responsible for this work. – Он не отвечает за эту работу.

21. satisfaction (n, U) – удовлетворение, удовлетворенность satisfy (v) – удовлетворять

to be satisfied with smth., smb. – быть довольным чем-л., кем-л.

E.g. He is satisfied with his job. – Он доволен своей работой. satisfactory (adj) – удовлетворительный

Ant: unsatisfactory – неудовлетворительный

21. shift (n, C) – смена

to work in shifts – работать посменно shift work – посменная работа

22. staff (n, C) – персонал, штат to be on the staff – быть в штате Syn: personnel

23. personnel department – отдел кадров

24. start one's own business (v) – открыть свое дело

25. typical (adj) – типичный

E.g. It is typical of him. – Это для него типично.

UNIT 2

Grammar: Present Perfect, Past Simple

Reading: Travelling on Business.

Mr. Spencer works for Maggate – a multinational company which manufactures more than 50.000 different products. Mr. Spencer is in the computer business. In fact he is responsible for European business which accounts for about 40% of the company's worldwide sales. Maggate has had subsidiaries for almost 30 years and Mr. Spencer has helped to set up research and development centers in Europe. He has already been to many countries all over the world.

Last week Mr. Spencer flew to Germany to discuss business with German partners. Maggate has always spent a large part of its annual budget on the improvement of its products, and Mr. Spencer's mission in Germany was to exchange ideas and information concerning computer software. Constant information exchange and coordination of efforts is a key to Maggate's success. Mr. Spencer has succeeded in his mission. He and his German colleague Mr. Brown have known each other for a long time and during the talks they got down to business immediately. They didn't waste time on formalities and ceremonies and managed to settle a lot of crucial items. The partners looked through the latest catalogues and closely studied the models on the market, they agreed on several changes in the planning of the new models. They accepted several new methods to increase their sales. They also made an appointment for October. Both parties were very pleased with the results of the meeting and are looking forward to seeing each other again.

Such meetings are important to the organization. Mr. Spencer has organized and attended a number of international meetings. He knows their organizers usually take into account a lot of factors. As a business traveller Mr. Spencer also knows that if you do business abroad, it's useful to find out local customs before you start. Mistakes are often expensive. Mr. Spencer is a successful businessman. He has never made serious mistakes and has gained a lot of business experience.

Exercises

Exercise.1. Answer the following questions using the text.

1. What type of business is Mr. Spencer in?
2. How long has the company had foreign subsidiaries?
3. What is the share of the European business in the company's sales?
4. Where did Mr. Spencer go on business last week?
5. What was his mission during the talks with German partners?
6. Has he succeeded in his mission?
7. What sort of work did Mr. Spencer and Mr. Brown manage to do?
8. Why did Mr. Spencer and his German colleague get down to business without formalities?

9. Did Mr. Spencer and Mr. Brown make any appointments?
10. Were the parties satisfied with the results of the talks?
11. Why are international meetings important for business partners?
12. Is Mr. Spencer an experienced businessman? Why? Why not?

Exercise.2. Read the text and say whether the statements are true or false.

1. Mr. Spencer works for a local clothes company.
2. He has helped to establish research centers in Europe.
3. Mr. Spencer's mission in Germany was to open a new subsidiary.
4. Mr. Spencer and Mr. Brown have already met before.
5. Mr. Spencer and Mr. Brown made an appointment for mid-autumn.
6. Mr. Spencer didn't manage to settle many crucial items.
7. The parties were upset with the results of the meeting.
8. It's very important to have meetings with your business partners to exchange ideas and solve difficult problems together.
9. If you know local customs it helps you to improve relations and succeed in your business.
10. Mr. Spencer has made a lot of serious mistakes in his business and hasn't been a big success yet.

Exercise.3. Translate the following sentences from English into Russian.

1. I am not pleased with his work.
2. He has wasted so much time.
3. Have you found out the facts concerning that agreement?
4. They got down to business and discussed the improvement of the design.
5. Where did he gain his experience? Did he attend any training courses?
6. We are looking forward to increasing our sales.
7. Our manager has closely studied the crucial problems of our business.
8. They gained a lot from the project.
9. Our mission is to improve sales.
10. How do they account for the waste of money?
11. We did not agree to set up a subsidiary abroad.
12. What have you decided concerning this business visit?
13. I don't want to waste time, let's get down to business.
14. The Managing Director attended the annual meeting and managed to settle the problem.

Exercise.4. Translate the following word-combinations from Russian into English.

Нести ответственность за ключевые вопросы; суметь выполнить задание; быть довольным результатами исследования; внимательно изучить договор; обмениваться мнениями по важным деловым вопросам; с

нетерпением ожидать получения проекта; договориться об открытии (setting up) нового зарубежного филиала; легко урегулировать конфликт; назначить встречу, чтобы обменяться идеями; согласиться с управляющим; тратить время на формальности; посещать ежегодные собрания.

Exercise.5. Complete the following sentences using the necessary prepositions.

1. Our Managing Director is pleased ... our retail sales. 2. She exchanged the money ... effort. 3. We agreed ... our business partners and decided to set ... a joint venture. 4. What accounts ... our sales decrease? 5. They agreed ... our price and we are looking ... doing business with them. 6. He tried to find ... their mission but it was a waste ... time. 7. What models are ... sale now? 8. The businessman offered a lot ... money ... exchange ... information ... their new model. 9. Why don't we to get ... business?

Exercise.6. Insert the missing words. Use your active vocabulary.

1. We cannot ... to your terms. 2. They are ... with our efforts to improve the sales. 3. The marketing ... showed the potential demand for our goods in that region. 4. The director ... out that some people didn't attend the ... meetings. 5. Have you studied ... all the details ... the contract? 6. This decision is ... for our future work. 7. How much money have you ... from this project? 8. At what price do you ... your goods? 9. It was not easy to ... the conflict, but finally we ... to do it. 10. This project is useless it is a real ... of money. 11. What are you ... forward to?

Exercise.7. Paraphrase the following words and expressions using your active vocabulary.

1. an attempt
2. to establish
3. to agree
4. to learn
5. to spend uselessly
6. to explain
7. to be present at
8. relating to
9. happening once a year
10. to be satisfied with
11. to get

Exercise.8. Open the brackets using Present Perfect

1. They recently (manage) to settle a serious financial problem.
2. All right, we (agree) on the method of payment, but what about a small discount?
3. This week our R and D department (set up) a research team to test the new hand cream.
4. Bob (not study) the offer yet.

5. ...you (find out) any information about our target customer?
6. Since the day I joined this consulting firm I (gain) a lot of useful experience.
7. They already (accept) our proposal but they (not send) us a draft contract yet.
8. ...James (complete) his mission in Russia yet?
9. This year our total sales (rise) by 10%.
10. You (waste) all your pocket money on fashion magazines again; you won't get any more next week!
11. It's already 12 o'clock but we (not get down) to business yet.
12. Mr. Tanaki and Mr. Furt just (exchange) business cards, they are very pleased with the conference.

Exercise.9. Choose the right item. Pay attention to the place of the adverbs of time.

1. Our client just called/ has called to say he has received/ received the order yesterday.
2. Have you seen/Did you see our latest prototype yet?
3. She hasn't found out/ didn't find out the order number on Monday and sent another inquiry on the next day.
4. We recently set up/have set up a sales network in Algeria.
5. I haven't seen/didn't see the Managing Director today.
6. Who took/has taken the copy of the contract? I have left/left it on the table a minute ago!
7. Mary has taken/took our VIP client to an expensive restaurant yesterday.
8. Was he/Has he been to Rome? – Not yet.
9. Look what you just did/have done! You've damaged my annual report with your coffee!
10. The partners have been/were pleased with the talks and signed a contract last week.
11. I finally managed/have managed to calculate the family budget for this month. Have a look!
12. Have you attended/Did you attend the conference in Brussels? – Yes, it was/has been a useful experience for me.
13. At first they were/have been not so rich, just a small family company.
14. She hasn't wasted/didn't waste time on shopping when she was in Greece; she has gone/went sightseeing.
15. So far our company developed/has developed two successful advertising campaigns, but we are working on some more.

Exercise.10. Translate the following sentences into English.

1. Мы только что провели большое исследование относительно улучшения данного продукта.
2. Наши партнеры были недовольны результатами переговоров, и мы не пришли к соглашению.
3. Мы не согласны на

Ваши условия. 4. Господин Браун попытался сразу перейти к делу, но господин Смит не хотел обсуждать ключевой вопрос переговоров и партнеры потратили много времени. 5. Почему цена неприемлема для Вас? 6. Если Вы хотите получить прибыль, откройте свое дело. 7. Выясните, пожалуйста, кто возглавляет это предприятие. 8. Мы не урегулировали конфликт и разорвали соглашение. 9. Как Вы объясняете низкий уровень продаж в этом месяце? 10. Сейчас наш управляющий директор находится на ежегодном собрании. 11. Наши партнеры тщательно изучают новую дилерскую сеть. 12. Заказчики с нетерпением ждут открытия нашего завода за рубежом. 13. Он не справился с заданием и это объясняет низкий объем продаж. 14. На что Вы хотите обменять свой товар?

Exercise.11. Read the dialogue and answer the questions given below.

Announcer: Hello, everybody and welcome to our weekly radio program "Business People". Today we have invited a person who has headed the European division of the successful international company Maggate for many years, – Mr. Spencer.

Spencer: It is my pleasure to be here today, Nick. I guess, I will answer some of the questions concerning my business experience and my company business activities. But, please, call me Jason if you don't mind.

Announcer: OK, Jason. Our listeners are ready for your advice to young businesspeople who have just set up their businesses. As we know, your division brings 40% of the total sales of computer software.

Spencer: Exactly. But to achieve these figures we have done a lot of work.

Announcer: What is crucial if a company wants to make an effort to go global?

Spencer: First of all, you set up research centers to investigate closely your potential market and plan your annual budget: it's rather expensive to run foreign subsidiaries.

Announcer: Jason, I know that your German subsidiary has done very well this year again. Could you share the secret of your success on the German market?

Spencer: Certainly. We are very pleased with the efficiency of this subsidiary, but it is the result of joint efforts of our company and our German partners. When we started ten years ago, we agreed to hold regular meetings with regional managers and our German partners to exchange information on the new developments in computer industry. We also agreed on arrangements to plan and monitor project management.

Announcer: You visit Germany quite often, don't you?

Spencer: My mission is to maintain efficient feedback with our German partners. So, I visit Germany every month. It allows me to get to know the staff, to find out all about their working style and to help them settle the strategic problems.

Announcer: One last question, Jason. Do you think business gains a lot from good personal relations between partners from different cultural groups?

Spencer: By all means! You get down to business only after you have established friendly relations and trust. I think learning about a foreign culture is not a waste of time. It makes or breaks your deal.

Announcer: Thank you very much, Jason and we hope to see you again on our program "Business People".

Notes:

to investigate – исследовать

joint – совместный

to maintain – поддерживать

Answer the following questions

1. What is the radio program about?
2. Why have they invited J. Spencer?
3. What is important when a company goes global?
4. What accounts for the success of the German subsidiary of Maggate?
5. Why does Mr. Spencer visit Germany?
6. Do you agree that it's crucial to learn about the local culture of the country you are doing business with? Why? Why not?
7. Why are good personal relations important in business?
8. Why did Mr. Spencer agree to take part in this program, in your opinion?
9. What kind of person is Jason Spencer, from your point of view?

Exercise.12. Work with your partner. Make up a dialogue on the following assignment:

A: You are Mr. Brown, Mr. Spencer's business partner from Germany. You have prepared a plan to advertise and promote sales of the new language learning computer program. Discuss your ideas with your colleague and ask him for advice.

B: You are Mr. Spencer. You have come to Düsseldorf to attend a regular meeting with your German partner. Discuss his new promotion campaign and the ways to increase sales.

Vocabulary

1. accept (v) – допускать, признавать

E.g. I accept that he is right. – Я признаю, что он прав. acceptable to smb (adj) – приемлемый, допустимый для кого-л.

E.g. The conditions are not acceptable to everybody. – Условия не приемлемы для всех.

2. account for smth (v) – составлять, объяснять что-л.

E.g. How do you account for the accident? – Как вы объясните причины этого несчастного случая?

3. to take into account – принимать во внимание, в расчет

4. agree (v) – соглашаться, договариваться to agree with smb – соглашаться с кем-л.

to agree to smth – соглашаться с чем-л.

to agree on smth – договариваться о чем-л.

E.g. He agreed to my plan. – Он принял мой план.

E.g. He agreed with our partners. – Он согласился с нашими партнерами.

5. agreement (n, C) – соглашение, договор

to reach an agreement – прийти к соглашению to break an agreement – разорвать соглашение

E.g. We reached an agreement with our partners. – Мы пришли к соглашению с нашими партнерами.

6. annual (adj) – ежегодный; годичный, годовой an annual meeting – ежегодное собрание

7. attend (v) – посещать; (лекции, собрания и т. п.)

E.g. He attends all annual meetings. – Он посещает все ежегодные собрания.

8. be pleased (with smb/smth) – быть довольным (кем-л./чем-л.)

E.g. I'm quite pleased with my new car. – Я вполне доволен своей новой машиной. Pleased to meet you. – Рад познакомиться.

9. closely (adv) – внимательно, тщательно

to study closely the contract terms – тщательно изучить условия контракта

10. concerning (prep) – касательно, относительно

E.g. Any information concerning this contract is important. – Любая информация по этому контракту важна.

11. crucial (adj) – ключевой, решающий

a crucial decision – ответственное решение

12. effort (n, C) – усилие, попытка

to make an effort – сделать усилие, попытаться without effort – без усилий, легко

13. exchange (n, C) – обмен; бартер (о товарах), замена

in exchange for smth – в обмен на что-л.

exchange smth for smth (v) – обменивать что-л. на что-л.

E.g. I'd like to exchange this book for that one. – Я хотела бы обменять эту книгу на ту.

14. find out (found out – found out) (v) – узнать, выяснить to find out the truth – узнать правду

15. gain (v) – получать, приобретать to gain experience – приобретать опыт to gain a profit – получать прибыль

16. get (got – got) down to business – заняться делом, перейти к делу

17. improvement (n, C) – улучшение, усовершенствование improvement of service – улучшение обслуживания improve (v) – улучшать(ся); совершенствовать(ся) improved (adj) – улучшенный, усовершенствованный improved design – усовершенствованная конструкция

18. look forward to smth/doing smth (v) – ожидать с нетерпением чего-л., стремиться к чему-л.

E.g. We look forward to receiving your offer. – Мы ожидаем получения вашего предложения.

19. manage (v) – 1) руководить, управлять, стоять во главе

E.g. She manages our foreign subsidiary. – Она стоит во главе нашего зарубежного филиала.

2) справиться, суметь сделать (что-л.)

E.g. He managed to finish this project. – Ему удалось завершить этот проект.

20. management (n, U) – управление; руководство, менеджмент
managing (adj) – руководящий, управляющий производством

Managing Director – директор-распорядитель, управляющий
staff – руководящий персонал

21. mission (n, C) – миссия; задание

to perform a mission – выполнять задание

E.g. Our mission was to work out a trade agreement. – Нашей миссией было разработать торговое соглашение.

22. research (n, U) – (научное) исследование; исследователь- ская работа

to do research – проводить исследования

E.g. His research has been successful. – Его исследование было плодотворным.

23. research work – (научно-)исследовательская работа
research (v) – исследовать; заниматься исследованиями

E.g. Marketing specialists have spent a lot of time researching into the study of demand for these goods. – Маркетологи потратили много времени на изучение спроса на эти товары.

24. sale (n, C) – продажа; сбыт, распродажа по сниженной цене

to be on sale – продаваться
sales – объем продаж

E.g. Retail sales fell in November by 5%. – Объем розничных продаж в ноябре сократился на 5%

25. sell (v) (sold – sold) – продавать(ся); торговать, вести торговлю

E.g. I don't want to sell the house at this price. – Я не хочу продавать дом по этой цене.

26. set up (set up, set up) (v) – учреждать, открывать (дело, предприятие и т. п.)

E.g. Ford set up a modest plant in the small town Walkersville, Ontario on August 17, 1904. – Форд открыл небольшой завод в городе Вокерсвилле, штат Онтарио 17 августа 1904 г.

27. settle (v) – урегулировать, разрешить (спор, конфликт)

E.g. We managed to settle the conflict. – Нам удалось урегулировать конфликт.

28. waste (v) – терять даром, тратить впустую (деньги, время, энергию и т. п.)

to waste time on smth – тратить время на что-л. waste (n) – ненужная трата; потеря
a waste of time/money/energy – бесполезная трата времени/денег/сил

UNIT 3

Grammar: Present Perfect Continuous

Reading: E-commerce

Many companies are beginning to use the Internet for commerce. The mass media have been noting recently that e-commerce hasn't met their financial expectations and many Internet start-ups have gone bankrupt. In reality many businesses have set up electronic commerce sites. Successful technology companies have been creating online shopping sites for business-to-business and business-to-consumer transactions. The examples of the companies that have successfully been using the Internet to sell their products are Dell and Cisco. Dell is generating more than seven million dollars a day in web sales, while Cisco exceeded one billion dollars in annual sales over the web in 1998. In e-commerce small companies can compete with big companies. In fact the Internet is very attractive to small companies for several reasons:

it makes the size of a company irrelevant. Large and small companies have the same access to customers and can create the same kind of Internet presence;

it makes the location of a company irrelevant. Customers from anywhere can easily use your company's site;

it increases feedback. If for example your company sells printing equipment you can go to a printing discussion group and see what subjects are of interest to people, what they are saying about you or your competitors' products.

For Avtotravel, a small company in a car business, the Internet has a lot of advantages. Usually a customer visits the Volkswagen site to find information on the Passat, the Toyota site to learn about the Camry and the Ford site to investigate the Taurus. He can also visit the Avtotravel site to get information concerning its products and prices. The Internet provides him with an easy way to shop for different products so he compares features, functionality and prices online.

The Avtotravel company has not only been dealing in cars, it has also been offering the cars to rent. The company has understood that e-commerce is not a marketing tool; it's a new business channel. Avtotravel has integrated e-commerce into its overall marketing and sales strategy. It helps the company to maximize the benefits of online purchasing.

Avtotravel has been successful in driving customers to the site through web advertising. Banners are a very popular form of web advertising. The general rule for advertising is that a site needs over three million visitors a day.

Exercises

Exercise.1. Answer the following questions using the text

1. Why are many companies beginning to use the Internet?
2. How is the information from the media different from what is happening in reality?

3. What two types of on-line shopping have companies been creating?
4. Why is the Internet attractive to small companies?
5. What kind of business has Avtotravel been in?
6. How does the Net help Avtotravel to increase sales?
7. What method of advertising has Avtotravel been using successfully?
8. How many visitors to a site a day bring a company profit?
9. What is the role of e-commerce for Avtotravel?
10. What net-companies do you know? What makes them successful?
11. Have you ever used the Internet for shopping?

Exercise.2. Read the following statements and say whether they are true or false.

1. Avtotravel drives the customers to the site through street advertising.
2. Thanks to the Internet large and small companies have the same access to customers.
3. Dell is generating about 8 million dollars a day.
4. The Avtotravel Company combines selling and renting cars.
5. The location of a company is important if it sells through the Internet.
6. There is little feedback between the on-line company and its customers.
7. E-commerce is not only a marketing tool; it's also a business channel.
8. Avtotravel is the market leader in a car business.
9. Avtotravel has been using billboards successfully.
10. The Internet is especially attractive to small companies.

Exercise.3. Translate the following sentences from English into Russian.

1. We have been dealing in this equipment for 10 years. 2. Rents are unreasonably high here. 3. We have compared the main features of our competitors' equipment with our equipment and have learned that our equipment has a lot of advantages. 4. Have you got the feedback from your customers? 5. This start-up exceeds us in marketing research. 6. Our provider went bankrupt last year, so we have established business connections with a new one. 7. He works for the Chamber of Commerce and often gets in touch with mass media. 8. How much rent do you pay for your flat? 9. We find your prices attractive. 10. We got a lot of benefits from that transaction.

Exercise.4. Translate the following word-combinations from Russian into English.

Заклучить сделку; привлекать потребителей; изучить пре-
имущества конкурентов; получить доступ к средствам массовой
информации; покупать оборудование; снабжать потребителей

информацией о новых товарах; внешняя торговля; арендовать машину; создать успешную компанию; конкурировать с крупными компаниями; иметь много недостатков; сравнить главные характеристики товаров; иметь коммерческий успех; иметь обратную связь с потребителями; извлечь выгоду из своего положения.

Exercise.5. Complete the following sentences using the necessary prepositions.

1. We compete ... many domestic and foreign companies. 2. This start-up exceeds our company ... staff but we have a lot of advantages ... them in business. 3. They have been dealing ... us for years and years. 4. He prefers purchasing ... credit. 5. We get benefit ... direct marketing. 6. Do you have access ... the information you need? 7. Your offer is not attractive ... us. 8. This company is very successful ... comparison ... its competitors. 9. We are going to purchase some equipment ... our new plant. 10. Who has provided you ... these goods?

Exercise.6. Insert the missing words. Use your active vocabulary.

1. We have purchased some office 2. The company has done ... research. 3. I don't want to ... with him any longer. 4. This company ... us with high-quality equipment. 5. It is difficult to ... the work of these two companies, they are so different. 6. We get ... from our consumers to improve our business. 7. Have you ... all the possible benefits of this transaction? 8. If you don't want to go ... , make a deal with this company. 9. We often get in touch with mass 10. We think that this price is rather

Exercise.7. Paraphrase the following words and expressions using your active vocabulary.

1. a deal
2. to produce
3. to examine
4. an interchange of goods
5. to go beyond the limits
6. to buy
7. commerce
8. a rival
9. a supplier
10. to do business
11. a new company

Exercise.8. Put the verbs into Present Perfect Continuous

1. Xerox (produce) quality equipment for many years.
2. We (sell) vacuum cleaners since 1986.
3. The police (investigate) this crime for two weeks already.
4. This reporter (provide) the Cosmopolitan with the latest news about celebrities since he first started working there.
5. John (deal) in cars all his life.

6. How long you (work) in the Marketing department?
7. Barbara (compare) these two dresses for 2 hours already but she still can't make up her mind which one to choose.
8. Bee-line, Megaphone and MTS (compete) since the day they started their business.
9. More and more customers (use) on- line shopping over the recent years.
10. Our best designer Jane Hopkins (create) attractive interior decorations for more than 4 years.
11. Mass media (cover) the scandal with this bank's bankruptcy since March.
12. Business "Angels" (invest) in start-ups for years.
13. I (use) the Skype for three months and I find it very amusing.
14. We (purchase) textbooks from Britannia bookshop for many years.
15. Their firm (rent) this office building since they set up their business in Moscow.

Exercise. 9. Choose the right item

1. The company... bankrupt because it couldn't compete with huge multinational corporations.
a) has gone b) went c) has been going
2. They just... a very attractive country house.
a) purchased b) have been purchasing c) have purchased
3. Our transactions with Panasonic Ltd. ...us 5 mln. dollars last year.
a) brought b) have brought c) have been bringing
4. Mike Dudley ... start-ups very successfully for 10 years now.
a) has financed b) has been financing c) financed
5. The agent already... the benefits of purchasing this house.
explained b) has been explaining c) has explained
6. When Tom started his business he first... in cheap ball-point pens.
a) dealt in b) has dealt in c) has been dealing in
7. We... any feedback from our suppliers yet.
a) haven't been receiving b) haven't received c) didn't receive
8. You ever... a flat?
a) have been renting b) did ...rent c) have rented
9. When we went to Rome the tour operator ... us with a map of the city.
a) provided b) has provided c) has been providing
10. We... the new vaccine for 3 years but we still haven't reached any results.
a) have tested b) have been testing c) tested

Exercise.10. Translate the following sentences from Russian into English.

1. Сколько сделок вы заключили в этом году? 2. Эта новая интернет-компания недавно обанкротилась. 3. Кто снабжает Вас оборудованием в

последнее время? 4. Если компания имеет обратную связь с потребителями, это дает ей большие преимущества по сравнению с конкурентами. 5. Офис находится в центре, поэтому арендная плата очень высокая. 6. Мы предоставляем своим работникам дополнительные льготы уже в течение 10 лет. 7. Чтобы улучшить нашу работу, мы проводим расследование всех жалоб потребителей. 8. Основной особенностью этой компании является то, что она проводит серьезные маркетинговые исследования. 9. С какими компаниями конкурирует Ваша фирма? 10. Объем продаж превзошел все ожидания. 11. Средства массовой информации никогда не имели и не имеют доступа к этой информации. 12. Обычно мы покупаем товары в кредит, а не за наличные. 13. Мы уже создали много рабочих мест в этом районе. 14. Цена не была конкурентоспособной и мы не заключили сделку.

Exercise.11. Read the dialogue between the reporter and the owner of a dot.com.

Reporter – John, you have created a popular internet company, which sells books. How long have you been working on this market?

John – We have been dealing with the book market for 5 years. Since that time we have created an overall strategy of establishing feedback with our target audience around all Scotland.

Reporter – And what are your customers?

John – Basically they are young people who buy text-books and books on CDs. But we can also provide books for general public and specialized market.

Reporter – Can you tell me what you find attractive in your business?

John – Actually, dotcoms have been successfully competing with brick and mortar shops for more than 10 years now. You see, the advantage is that a customer buys the necessary book from home.

Reporter – Yes, but what about delivery, prices and range of books for sale?

John – Our prices don't exceed the average market price, the courier service is available to any destination.

Reporter – What other advantages of e-commerce can you name?

John – If you are a dotcom, it makes the problem of rent and storage irrelevant. We contact any warehouse and order the required book.

Reporter – So, how about the future of dotcoms? You've probably heard that media say e-commerce has been experiencing a crisis lately?

John – Business is always risky. Some companies have gone bankrupt, others are prospering. It's a gamble. But if you are creative, enthusiastic the future is yours.

Reporter – Thank you very much, John. And I wish you best luck with your Internet business.

John – Thank you, and visit our site.

Notes:

target audience – целевая аудитория

available – доступный

irrelevant – не относящийся к делу
to prosper – преуспевать
gamble – риск

Answer the questions based on the dialogue.

1. What business is John's company in?
2. Who are his target customers?
3. What kind of shops has the dotcom been competing with?
4. How does John describe the main advantage of an internet shop?
5. What does the press say about the future of e-commerce?
6. Where does an Internet shop keep its stores of goods?
7. What can you say about the prices in Internet shops?

Exercise.12. Work with your partner. Make up a dialogue on the following assignment:

A: You have been purchasing through the Internet for 3 years and you find it very comfortable. Explain to your friend who does shopping in the usual way that the Internet shopping has more advantages (saves time, cheap, comfortable, a lot of information, etc.)

B: You don't trust Internet shops. You like to see and touch everything before you buy it. Explain to your friend why you dislike shopping through the Net (shops don't have what they advertise, the quality is not very good, the operators don't give you professional advice, wrong delivery, etc.)

Vocabulary

1. access to smth (n, U) – доступ к чему-л. access to markets – доступ к рынкам

E.g. All rooms in the hotel have access to the Internet. – Все комнаты в гостинице имеют доступ в Интернет.

2. advantage (n, C) – преимущество

an advantage of smth – преимущество в чем-л.

an advantage over smb/smth – преимущество над кем-л./чем-л.

E.g. Our team has the advantage of experience. – Преимуществом нашей команды является опыт.

Ant: disadvantage (n, C) – недостаток

E.g. Your advertisement has some disadvantages – Ваша реклама имеет недостатки.

3. attractive (adj) – привлекательный

E.g. The offer is very attractive to us – Это очень привлекательное для нас предложение.

4. attract (v) – привлекать

5. benefit (n, C) – выгода; польза

to get (a) benefit from smth – извлечь выгоду из чего-л. Syn: advantage

Ant: disadvantage

6. commerce (n, U) – торговля; коммерция

7. home / foreign commerce – внутренняя / внешняя торговля
Chamber of Commerce – Торговая палата

8. commercial (adj) – коммерческий, торговый; прибыльный

9. compare smb/smith with smb/smith (v) – сравнивать кого-л. / что-л. с кем-л./чем-л.

E.g. We always compare our goods with the goods of our partners. – Мы всегда сравниваем наши товары с товарами партнеров.

10. comparison (n, U) – сравнение

in comparison with – по сравнению с

11. compete with smb/smith (v) – конкурировать с кем-л./чем-л.

E.g. We compete with many foreign companies. – Мы конкурируем со многими иностранными компаниями.

12. competition (n, U) – конкуренция competitor (n, C) – конкурент

13. competitive (adj) – конкурентноспособный

a competitive price – конкурентноспособная цена

14. consumer (n, C) – потребитель

consumer goods – потребительские товары Syn: user, buyer

15. create (v) – производить, создавать to create jobs – создавать рабочие места

16. deal (dealt – dealt) (v) – торговать; вести дела to deal with smb in smth – торговать с кем-л. чем-л.

E.g. This shop deals in woollen goods. – Этот магазин торгует шерстяными изделиями.

E.g. We deal with a lot of customers. – Мы работаем с большим количеством заказчиков.

17. deal (n, C) – сделка, договор

to make / do a deal with smb – заключить сделку с кем-л.

E.g. We made a deal with them yesterday. – Вчера мы заключили с ними сделку.

18. equipment (n, U) – оборудование; оснащение office equipment – офисное оборудование

equipment for road construction – оборудование для дорожного строительства

19. exceed (v) – превышать; выходить за пределы; превосходить

to exceed smb in smth – превосходить кого-л. в чем-л. to exceed expectations – превосходить ожидания

20. feature (n, C) – особенность, характерная черта; признак a special feature – особая черта

21. feedback (n, U) – обратная связь

22. go bankrupt – обанкротиться

E.g. The company went bankrupt last year. – Компания обанкротилась в прошлом году.

23. investigate (v) – расследовать; изучать Syn: examine

24. investigation (n, C) – расследование

to carry out an investigation – проводить расследование Syn: examination

25. marketing (n, U) – сбыт; маркетинг

marketing research – маркетинговые исследования Syn: trade, commerce

26. mass media – средства массовой информации

27. provide smb with smth (v) – снабжать; обеспечивать кого-л. чем-л.

to provide smb. with goods – снабдить кого-л. товарами

E.g. Who provides you with the equipment? – Кто снабжает Вас оборудованием?

28. provider (n, C) – поставщик

29. purchase (v) – покупать, закупать purchase (n, C) – покупка; закупка

purchase on credit / for cash – покупка в кредит / за наличные (деньги)

E.g. She opened the box and looked at her purchase. – Она открыла коробку и взглянула на свою покупку.

30. rent (v) – арендовать, брать напрокат to rent a flat – снимать квартиру

E.g. He rented a car for the weekend. – На выходные он взял напрокат машину.

31. rent (n) – арендная плата (особ. плата за аренду жилья), прокат; плата за прокат

32. start-up (n, C) – новая фирма, предприятие, новая «интернет-компания»

Syn: dotcom

E.g. There are a lot of start-ups nowadays. – Сегодня существует большое количество новых фирм.

33. transaction (n, C) – сделка, соглашение financial transactions – финансовые операции

E.g. The bank charges a fixed rate for each transaction. – Банк берет фиксированную плату за каждую операцию.

Syn: deal

UNIT 4

Grammar: Future Forms

Reading: Starting your own business

The decision to start your own business can be one of the best you will ever make in your life. Your own business is a great adventure. There are definitely advantages and disadvantages of it. The benefits include control, money, independence and freedom. The downsides to it are uncertainty and risk. In any case the first step you make is personal evaluation. Why are you going to start a business? Are you planning to provide a service or a product? Will it be a full-time or a part-time venture? Will you have employees? The answer to these questions will help you choose a business.

Also you will need to evaluate your idea. Who will buy your product or service? Who will be your competitors? Another necessary thing is a business plan. It will help you figure out how much money you will need to start.

There are several ways to form your business. It can be a sole proprietorship, a partnership or a corporation. If you intend to create a sole proprietorship it won't take much time or money. Just get a business license and you are a business. But the downside to a sole proprietorship is significant: you and your business are legally the same thing. Your home, cars, bank accounts, everything is at risk when you are a sole proprietor. There is another problem. If a sole proprietor becomes seriously ill or dies his business perhaps won't continue and will probably close. One more difficulty with this form of business is that you have no partners to work with. It's a dangerous way to do business.

A partnership is rather attractive. A business partnership is like a marriage. You need to choose a good partner because you will be spending a lot of time together. A partner will give you another pair of hands to do the work. And he will share the financial responsibilities of the business. But it is still a good idea that you "date" first before jump in it. Find a project or two and work together. Will you get along? Will your styles mesh? How will you deal with deadlines? You need to be sure that you work well together, have a good time and have skills that complement one another.

Any two or more persons may form a public or private limited company. As soon as people and firms buy shares they will become shareholders and owners of the company. Shareholders will be receiving part of the company's profit in the form of dividends. The shareholders have limited liability, so if the company goes bankrupt a shareholder will only lose the money they paid for the shares. Unlike a public limited company the purpose of a private limited company is to keep ownership and control within a small group of shareholders. The best thing about forming your business as a corporation is that it will limit your personal liability.

So, which is best for you? No matter which form of business you choose, starting your business will certainly be stressful, challenging and enjoyable.

Exercises

Exercise.1. Answer the following questions using the text.

1. What are the advantages of your own business?
2. What are the disadvantages of your own business?
3. What is the first step when a person starts a business?
4. What other necessary steps does a person make to choose a business?
5. Which forms of business do you know?
6. What do you need to become a sole proprietor?
7. Why is a sole proprietorship a dangerous way to do business?
8. What is attractive about a partnership?
9. What are the downsides to a partnership?
10. What problems can you face if you form a partnership?
11. Who owns public and private limited companies?
12. In which form do shareholders get their profit?
13. What kind of liability do shareholders have?
14. What does limited liability mean?
15. What is the purpose of a private limited company?
16. What is the best thing about forming your business as a corporation?

Exercise.2. Read the following statements and say whether they are true or false.

1. Your own business is a great challenge.
2. Risk makes your business enjoyable.
3. A business plan and personal evaluation are the necessary steps of any business.
4. A business license is all you need to become a sole proprietor.
5. A sole proprietor has unlimited liability.
6. Public and private limited companies should have at least two shareholders.
7. Shareholders own and run limited companies.
8. The profit of public and private limited companies is spent on dividends for shareholders.
9. Shareholders of both public and private companies have limited liability.

Exercise.3. Translate the following sentences from English into Russian.

1. The article includes a lot of useful information.
2. I'd like to get a fair evaluation of the results.
3. He is using your ideas for his own purposes.
4. She shares all my troubles and joys.
5. He has been successful in all his ventures.
6. I'm sure he did it on purpose.
7. We must do our best to meet the deadline.
8. I'm going to speak about the downsides to a sole proprietorship.
9. What should

you do if you are intending to set up a joint venture? 10. Who is the owner of this company?

Exercise.4. Translate the following word combinations from Russian into English.

Дополнять друг друга; создать совместное предприятие; использовать оборудование для разных целей; выяснить курс акций; владелец индивидуального предприятия; незаконные действия; личная оценка; недостатки исследования; важное преимущество; делить прибыль с акционерами; компания с ограниченной ответственностью.

Exercise.5. Complete the following sentences using prepositions where necessary.

1.They are going to discuss the downsides ... our business. 2. We can use this tool ... many purposes. 3. Who will share the responsibility ... me? 4. These strategies complement ... one another and form a profitable combination. 5. The Managing Director gave a high evaluation ... this partnership. 6. The manager included some important data ... his sales report. 7. He has just become the owner ... the company. 8. Did he manage to meet ... the deadline?

Exercise.6. Insert the missing words. Use your active vocabulary.

1.What... do you have to meet in your daily life? 2. Uncertainty and risk are the ...to your own business. 3. What information does this contract...? 4. I'd like to know your personal ... of his work. 5. He is ... to start his own business. 6. A ... doesn't take much time or money. 7. As the matter is complicated you should ask for ... advice. 8. Mr.Brown is the ... of the factory. 9. Have you achieved your ... yet? 10. All the ... attended the meeting of the Board of Directors last week.

Exercise.7. Express the same ideas using your active vocabulary.

1. an aim
2. a disadvantage
3. the latest time for finishing smth.
4. important
5. to judge the value
6. to divide and distribute
7. to be going to do smth.
8. to have smth.
9. established by law
10. a business enterprise involving risk

Exercise. 8. Open the brackets using Future forms

1. I think I (buy) a new mobile phone for Tommy's birthday.
2. If you (phone) me tomorrow I (prepare) all the information for you.
3. Where you (go) if nobody (want) to go to the cinema with you?
4. She (start) her own business after graduation.

5. This time tomorrow I (swim) in the Atlantic.
6. ... you be at home tonight?
7. She (not listen) to me, you talk to her.
8. The phone is ringing. Don't worry, I (get) it.
9. Why are you putting your trainers on? Where you (go)?
10. We (talk) about it as soon as Mr. Jones (come).

Exercise.9. Choose the right item

1. Nick ... look for another job after he leaves. He's very ambitious.
a) will b) is going to c) doesn't
2. Don't ask me to do it. I ... go to this stupid party.
a) won't b) don't c) am not to
3. Henry ... his dentist today.
a) will see b) sees c) is seeing
4. Maybe Tom ... the answer.
a) knows b) will know c) is going to know
5. ... you ... your children with you on a holiday to Spain?
a) Are ... taking b) Will ... take c) Do ... take
6. ... John tonight? Tell him to call me.
a) Will you see b) Are you seeing c) Are you going to see
7. I'm sorry. I ... do it again.
a) am not b) won't c) don't
8. If the client... dissatisfied we... offer him a replacement.
a) is ... will b) will be ... are to c) is not... will
9. How ... spend your holiday?
a) will you b) are you going to c) shall you
10. She ... redecorate her kitchen next week.
a) is to b) will c) is going to

Exercise.10. Translate the following sentences from Russian into English.

1. Наша компания собирается потратить значительную сумму на покупку нового оборудования. 2. Предельные сроки часто являются причинами стресса на работе. 3. Мы постараемся оценить преимущества и недостатки нового метода. 4. Этот документ не является юридически законным. 5. Он владелец индивидуального предприятия, которое приносит большую прибыль. 6. Целью нашего собрания является обсуждение ряда вопросов с акционерами. 7. Если Вы намереваетесь создать товарищество, Вам надо выбрать хорошего партнера. 8. Что включают в себя Ваши обязанности? 9. Деловые партнеры должны дополнять друг друга. 10. Много бизнесменов приезжает в Москву с разными целями. 11. Как только Вы подпишете этот контракт, он станет правовым документом. 12. Я оценю данные после того, как проведу исследование.

Exercise.11. Read the dialogue and answer the questions given below.

This is a conversation between two friends Sam and Maggie. Maggie is in retail business and Sam is thinking of starting one.

Maggie – Well, Sam, I've heard you are planning to start your own business. What form will it take?

Sam – Maggie, I am completely at a loss. I am not even sure that this business is for me. I have so many questions to answer. What will I sell, where will I locate my business, will I be able to share the customer base with my competitors, and will I buy a building for my business or lease space?

Maggie – Hey, stop complaining. I'm sure you've already done a lot of work.

Sam – Well, quite a lot, to be honest, but I am feeling so confused.

Maggie – Come on! Pull yourself together. Tell me, are you going to establish your business as a sole proprietorship, a partnership or a corporation?

Sam – A sole proprietorship is the simplest way, I've heard.

Maggie – Yes, it is the least complicated one. You won't have to take any legal steps to open a sole proprietorship. But, if something goes wrong you will be personally liable for all the debts.

Sam – On the other hand, when you establish a corporation you will definitely need a lawyer to draw up the papers and an accountant to advise you on tax matters. A partnership is a good form only if you trust your partner.

Maggie -The primary advantage of these forms is the protection of your personal assets if your business fails.

Sam – Still, I am planning to start as a sole proprietor and later perhaps I'll convert it into a corporation.

Maggie – Don't forget that there is another question which you should think over – a name. In the retail business it's essential. A name should be short, clear and easy to remember.

Sam – Oh, it's three o'clock. I must be off to the bank. Do you mind if I call you tonight and you will help me with the name selection?

Maggie – O'K. You may call me any time you want. Good-bye!

Sam – Bye-bye.

Answer the questions based on the dialogue.

1. What is Sam planning to do?
2. Which form of business has Sam chosen?
3. Why is Sam feeling confused?
4. What are the benefits of a sole proprietorship in comparison with a partnership and a corporation?
5. What is the primary advantage of a partnership and a corporation?
6. What should a business name be?

Exercise.12. Make up a dialogue on the following assignment:

Mr. Bond is a small business owner. He is giving professional advice to his younger relative how to set up a retail business. A young relative has prepared a lot of questions for him. In particular, they are discussing what form this starting business should take.

Vocabulary

1. complement (v) – дополнять

E.g. These two methods complement each other. – Эти два метода дополняют друг друга.

2. deadline (n, C) – предельный срок

to meet a deadline – успеть к назначенному сроку, уложиться в срок

3. downside (n, C) – недостаток

E.g. There are several downsides to your proposal. – В Вашем предложении имеются недостатки.

4. evaluate (v) – оценивать, давать оценку to evaluate data – оценивать данные evaluation (n, C) – оценка

a high evaluation of the research methods – высокая оценка методов исследования

5. include (v) – включать в себя

E.g. The speaker included some important facts in his report. – Докладчик включил несколько важных фактов в свой отчет.

6. intend (v) – намереваться, собираться

E.g. I intend to leave tomorrow. – Я собираюсь уехать завтра. intention (n, C) – намерение

7. legal (adj) – законный, правовой, юридический a legal document – правовой документ

Ant: illegal

8. liability (n, C) – ответственность, обязанность unlimited liability – неограниченная ответственность limited liability – ограниченная ответственность

9. own (v) – владеть

to own property – владеть имуществом

10. owner (n, C) – владелец, хозяин

the owner of a house – хозяин дома

11. ownership (n, U) – собственность, право собственности

12. partnership (n, C) – товарищество, партнерство

13. purpose (n, C) – цель

for various purposes – для разных целей

on purpose – нарочно

to achieve one's purpose – добиться своей цели

14. share (v) – делить, распределять

to share smth. with smb. – поделиться чем-л. с кем-л. share (n, C) – 1. часть, доля 2. акция

15. shareholder (n, C) – акционер a share price – курс акций

- 16. significant (adj) – значительный, важный, существенный а significant sum – значительная сумма
- 17. sole proprietorship (n, C) – индивидуальное предприятие (ИП)
- 18. venture (n, C) – рискованное предприятие, коммерческое предприятие
- 19. a joint venture – совместное предприятие

UNIT 5

Grammar: Passive Voice, Infinitive

Reading: Business Ethics

It has always been accepted that the **aim** of business is to make a profit. This point of view can be easily explained. Various products are being produced non-stop to satisfy the growing demand of the public. The more goods have been sold, the more **income** has been received. So if you want to increase a company profit all efforts must be taken to **boost** sales and maintain high production performance. This can be done by several methods: more manufacturing plants should be opened; a bigger number of workers can be employed, new technologies might be applied. However there is a cost to all these activities. In order to build a new plant and to install up-to-date equipment huge expenses are needed. Workers should be paid at least **average wages** in this industry. New technologies will pay off in the long run but at the initial stage a lot of investment and staff training are required. At the same time a lot of workers can be made **redundant** if a company introduces cost-saving and labour-saving technologies.

To avoid costs and to gain extra high profits some companies use illegal or unethical methods of business. Management employ illegal immigrants and pay them low wages. The workers may live in unhealthy **conditions** and **lack** medical service as they haven't been **insured**. Most multinational companies try to get cheaper labour force and **save on operating costs**, a few companies have even been involved in industrial espionage to gain a competitive advantage. Some businesses **encourage** corruption when they try to **bribe** government officials who are in charge of important construction or production projects.

Examples of unethical behaviour in relation to the staff of a company are constantly being discussed in mass media. Employees may be discriminated on the basis of race, age and gender. Women are often **confronted** with the so-called glass ceiling problem when they can't be promoted to senior positions only because men are considered better executives.

Development of international trade creates serious problems for many firms operating in countries where bribes are a common part of business activity. In the field of advertising false and **misleading** advertising is treated as illegal and unethical because it persuades consumers to buy unnecessary or dangerous goods. This is especially important in the case of health-related products and products for children.

Now companies are becoming **aware** of the fact that it is **vital** to have a code of ethics and to follow certain ethical standards if they want to keep their image as good citizens and ethical businesses. Today consumers' attention is focused not exclusively on the product characteristics. A growing number of customers prefer **environmentally friendly merchandise** that hasn't been tested on animals. More and more people are buying organically grown fruit and vegetables. So companies are being **forced** to use technologies and processes that should be **harmless** to the environment. Moreover, if a business positions itself as ethical this could be considered a clever marketing strategy. The corporate and brand image

will be **strengthened** if the public trust and rely on the ethical standards for the staff and the executive board of a company. As a result, the aim of a **contemporary** business is to maintain its reputation as a fair business that is both socially responsible and customer oriented.

Exercises

Exercise.1. Answer the following questions using the text.

1. What has always been the aim of business?
2. What should be done to increase company profits?
3. Why do companies have to make some of their workers redundant?
4. What are the advantages and disadvantages of new technologies?
5. Why is it unethical to employ people illegally?
6. What methods do multinational companies use to save on operating costs?
7. How is corruption encouraged by some unethical businesses?
8. What type of discrimination are women often confronted with?
9. What were several American companies prosecuted for?
10. What kind of advertising is treated as illegal and unethical and why?
11. Why is misleading advertising especially dangerous in the case of health-related products?
12. Why are a lot of companies starting to focus more on ethical issues?
13. What is the aim of a contemporary business that wants to stay competitive in the long run?

Exercise.2. Read the following statements and say whether they are true or false.

1. The more goods are sold the more profit a company gets.
2. It is not very expensive to install new equipment and introduce new technologies.
3. Up-to-date technologies pay off in the short run.
4. Some companies employ illegal immigrants because they are better qualified.
5. If the workers are not insured they don't get medical service.
6. Government officials often try to bribe the executives of huge multinational corporations.
7. Sometimes employees are discriminated because they come from a different nation or are too old for the job.
8. The so-called "glass ceiling" type of discrimination means that bosses keep an eye on every employee all day long.
9. Illegal payoffs and bribes are different things.
10. False advertising persuades consumers to run to supermarkets and buy useless and expensive things.
11. It is more important for a company to increase profits than to be environmentally responsible.

12. Today people prefer to buy more fast food because it is good for your health and is organically grown.

13. If people trust ethical standards of a business it improves the brand image and increases sales.

Exercise.3. Translate the following sentences from English into Russian.

1. He reads contemporary English writers in the original. 2. Our aim is to boost sales. 3. A lot of vital questions have already been discussed. 4. Energy-saving technology has been introduced at this plant lately. 5. Cultural awareness is vital in modern business. 6. I have never heard of bribery in this sphere. 7. This merchandise will bring our company a huge income. 8. Who forced you to bribe him? 9. We spend a lot of money on environmental protection. 10. How can we strengthen the position of our company? 11. At the meeting I was asked about our working conditions. 12. Smoking is harmful to your health.

Exercise.4. Translate the following word combinations from Russian into English.

Насущная проблема, экономить на эксплуатационных расходах, заставить сократить сотрудника, недостаток информации, вводить покупателей в заблуждение, повысить доход компании, принести вред покупателям, экологически безопасные товары, повышать занятость населения, осознавать эффективность стимулирования сбыта, стремиться к высоким результатам, подкупить старшего менеджера.

Exercise.5. Complete the following sentences using the necessary prepositions.

1. He insured his business ... a huge sum of money. 2. They aim ... a high income. 3. I can not understand what they save 4. Are you aware ... your problems? 5. There is a lack ... water in this district. 6. ... what condition will they sign the contract? 7. I am afraid it can be harmful ... you. 8. We think that this matter is ... vital importance. 9. I don't think he will be made ... redundant. 10. Most of his problems come from a lack ... confidence.

Exercise.6. Insert the missing words. Use your active vocabulary.

1. We would like to ... our business for \$300 000. 2. He is afraid to be ... because of the crisis. 3. It is difficult to ... a large sum of money. 4. What is his annual ... ? 5. It is ... to your health to eat fast food. 6. He was ... by advertising and bought this expensive merchandise. 7. I am sorry, I was not ... of the fact. 8. When we find out all your ... we will make a decision about the future cooperation. 9. Because of ... of time he could not meet the deadline. 10. Our top management ... employers to increase their professional skills. 11. It was my own decision, I was not ... to change jobs. 12. We are sure this merchandise will ... our sales.

Exercise.7. Paraphrase the following words and expressions using your active vocabulary.

- | | |
|--------------------------|--|
| 1. to set aside | 8. to increase |
| 2. to stimulate | 9. of the present time |
| 3.essential, important | 10. payment received for goods or services |
| 4. a purpose | 11. absence of smth. |
| 5. to make smb. do smth. | 12. to lead into error of judgement |
| 6. having knowledge | 13. goods |
| 7. to grow stronger | |

Exercise.8. Translate the following sentences from Russian into English.

1. Вводящая в заблуждение реклама может нанести вред покупателям. 2. К чему Вы стремитесь? 3. Мы продаем только экологически безопасные товары. 4. Мы испытываем недостаток в современных технологиях, которые сокращают себестоимость и трудоемкость производства. 5. Он сказал, что его скоро сократят. 6. Вы собираетесь застраховать свое жилье? 7. Мы не можем экономить на охране окружающей среды. 8. Его заставили изменить условия договора. 9. Я не могу поверить, что он берет взятки, у него очень высокий годовой доход. 10. Ваши эксплуатационные расходы повысились. Что случилось? 11. Мы знали, что он создает преимущества новой энергосберегающей технологии. 12. Каковы цели Вашей деятельности?

Exercise.9. Make the sentences passive starting from the underlined words.

- 1.We aim our advertising campaign at young customers.
- 2.They bribed this customs officer.
- 3.They should force him to accept their terms. (He)
- 4.My parents have always encouraged me in my projects. (I)
- 5.He insured his house for a large sum.
- 6.They have just made her redundant. (She)
- 7.We strengthened our friendship during his trip to the mountains.
- 8.You will save costs if you follow this strategy.
- 9.Car manufacturing can harm the environment.
- 10.They boosted sales by a clever promotional strategy.

Exercise.10. Translate the sentences into English using the Infinitive.

- 1.Мы хотим увеличить объем продаж на 15 %.
- 2.Наши конкуренты попытались подкупить одного нашего сотрудника из отдела планирования.
- 3.Чтобы поощрить хороших работников, им можно дать премию.
- 4.Ваша цель – показать покупателю, что ваш товар имеет уникальные преимущества.

5.Купить новое оборудование и запустить рекламу на телевидении за один месяц – это очень дорого.

6.Крайне важно соблюдать этику бизнеса, если вы хотите иметь хорошую репутацию в деловых кругах мира.

7.Клиенты должны быть осведомлены о нашей экологической позиции.

8.Вам следует заставить этого сотрудника извиниться перед покупателем.

9.Они сократили пятьдесят сотрудников, чтобы сэкономить на издержках.

10.Мы заключили это соглашение, чтобы укрепить деловые и культурные связи между нашими странами.

Exercise.11. Read the following dialogue.

Managing Director Terry Warner and Marketing Director Jack Travis are discussing the problem of staff redundancies at their small dairy factory.

Terry Warner – Right, Jack. I'm not going to mislead you. I'm sure you are aware of the situation at our plant. The volume of production has been decreased due to the lack of new equipment. The staff are unable to operate it as they haven't been trained to do so. Our sales are dropping and that doesn't boost the enthusiasm of the Board. Serious cuts will be made very soon.

Jack Travis – Now hold on, Terry. Let's look at it from another point of view. The lack of equipment has been caused by your desire to save on training costs. You preferred to keep the outdated unproductive tools because it would be time-consuming to organize training for the staff. If the workers are taught how to operate contemporary equipment their average wages must be increased. As far as I can see that is not your aim.

Terry Warner – Well, I have a better idea. We can employ a few workers who are not American citizens. Then we won't have to arrange medical insurance for them or guarantee the same level of wages as our employees get. What do you think of that?

Jack Travis – That is out of the question, Terry! Are you going to make our workers redundant to take on illegal immigrants? That is against the law. Besides, this will not make the quality of our merchandise better because the new equipment won't be used by the low-income staff. No, there must be other legal ways to deal with this problem.

Terry Warner – We might go back to the old traditional recipe of Tapioka pudding that was produced at our factory in the 70-s. It can be positioned as an environmentally friendly dairy product useful for children and for people who want to keep fit.

This may help us to save on the production costs as the old tools will be used. Also we won't be forced to make anyone redundant – all our workers know the production process.

Jack Travis – Great! Besides, Tapioka pudding production process is completely harmless to the environment. And don't forget, the recipe is our know-how, so our competitive position will be strengthened and with a clever advertising

campaign customers can be encouraged to buy more of our healthy traditional American food.

Terry Warner – That's good for you to talk, Jerry, but we might be confronted with various health inspectors and representatives of various food and drink departments. We may be forced to get all sorts of quality certificates and licenses.

Jack Travis – Come on, can't these officials be bribed? I heard that's the way business is done in many companies.

Terry Warner – Now it's my turn to say: "It's out of the question!" We have nothing to hide: our product will be manufactured according to the health standards and I will insist that it is vital to keep local people employed and to improve the conditions of small business in our state.

Jack Travis – That sounds like a real long-term strategy, Terry. Let's hope it works out.

Notes:

1. to confront – столкнуться

Answer the questions.

1. Why was the Managing Director worried?
2. What did he plan to do at first to cut costs?
3. What kind of equipment was the factory using?
4. Why did the Director keep outdated tools?
5. What kind of staff was he going to employ?
6. What was Jack's opinion on the problem of staff redundancies and cheap workforce?
7. When was the traditional pudding first produced by this factory?
8. How is it going to be positioned now?
9. What advantages can this decision bring to the company?
10. Did Terry agree to bribe some important officials? Why? Why not?
11. Who will benefit from the strategy to get back to the traditional American food? Give your reasons.

Exercise.12. Make up a dialogue on the following assignment:

A: You are the managing director of a small company. Recently your staff have become nervous and dissatisfied. The quality of work has dropped, the conflicts have become more frequent. Meet with the trade union representative to discuss this problem. Try to find ways to improve the working environment and to encourage people to work with you.

B: You represent the personnel of the company and must defend their rights and interests. Explain the reasons for the staff dissatisfaction: lack of information about the plans and new tasks to perform, lack of trust and attention to the proposals of the workers, low pay, unrealistic deadlines, dominating style of management, etc. Try to force the boss to pay attention to the people's problems and to change his relations

with the staff. Offer ways to strengthen the team spirit and performance in your company.

Vocabulary

1. aim (n, C) намерение, цель

E.g. It is our aim to complete the work before the end of the month. – Наша цель – закончить работу к концу месяца.

Syn: intention, purpose

to aim at smth – стремиться к чему-л

E.g. He is aiming at success. – Он стремится к успеху.

2. aware of smth (adj) – осведомленный, сознающий что-л. E.g. They were aware of the difficulties. – Они знали о трудностях.

awareness (n, U) – осведомлённость, компетентность

3. boost (v) – повышать, увеличивать

E.g. Extensive advertising boosts sales. – Обширная реклама увеличивает объем продаж.

4. bribe (n, C) – взятка, подкуп bribery (n, U) – взяточничество

to bribe (v) – подкупать; давать взятку

E.g. It is illegal to give bribes. – Давать взятки противозаконно.

5. condition (n, C) условие; положение

on condition that – при условии, что

E.g. We will accept this proposal on condition that everybody agrees. – Мы примем это предложение при условии, что все будут согласны.

6. contemporary (adj) – современный contemporary writers – современные писатели

7. encourage to do smth (v) поощрять, поддерживать

E.g. The staff are encouraged to attend training courses. – Руководство поощряет персонал посещать курсы повышения квалификации.

8. environment (n, U) окружение, окружающая обстановка; окружающая среда

environmental protection – охрана окружающей среды environmentally friendly – экологически безопасный

9. force (v) – заставлять, вынуждать

to force smb to do smth – заставлять кого-л. делать что-л.

E.g. The financial problems forced her to sell her house. – Финансовые проблемы вынудили ее продать дом.

10. harm (n, U) вред; урон, ущерб

to do smb harm – приносить кому-л. вред harmful (adj) – вредный

harmful to health – вредный для здоровья harmless (adj) – безопасный, безвредный

11. income (n, C) – доход, заработок an annual income – годовой заработок

E.g. Their company aims at boosting their income. – Компания стремится повысить доходы.

12. insure (v) – страховать, застраховывать insurance (n, U) – страхование
life insurance for \$ 100 000 – страхование жизни на \$ 100 000
13. lack (v) – испытывать недостаток, нуждаться; не иметь что-л.
E.g. He often lacks money. – Он часто испытывает недостаток в деньгах.
lack of smth (n, U) – недостаток, нужда; отсутствие (чего-л.)
14. merchandise (n, U) – товары
high-quality merchandise – товары высшего качества
15. mislead (misled, misled) (v) – вводить в заблуждение misleading (adj) –
вводящий в заблуждение, обманчивый misleading advertising – реклама,
вводящая в заблуждение
16. operating costs – эксплуатационные расходы
17. redundant (adj) – уволенный по сокращению штатов to make smb
redundant – сократить кого-л.
E.g. He has been made redundant. – Его уволили по сокращению штатов.
redundancy (n, U) – сокращение штатов
18. save (v) – беречь, экономить save on smth – экономить на чем-л.
cost-saving – сокращающий себестоимость labour-saving – сокращающий
трудоемкость energy-saving – энергосберегающий
19. strengthen (v) – усиливать(ся); укреплять(ся)
E.g. The position of the company has been strengthened lately. – За последнее
время положение компании укрепилось.
strength (n, U) – сила; мощность, прочность
20. vital (adj) – (жизненно) важный, насущный; необходимый
a question of vital importance – вопрос первостепенной важности

GRAMMAR REFERENCE

1. VERB *TO BE*

	I	WE, YOU, THEY	HE, SHE, IT
Positive	I am from Russia.	We are from Russia.	He is from Russia.
Negative	I am not from Russia.	We aren't from Russia.	He isn't from Russia.
Questions	Am I from Russia? Yes, I am. No, I am not. Where am I from?	Are you from Russia? Yes, we are. No, we aren't. Where are you from?	Is he from Russia? Yes, he is. No, he isn't. Where is he from?

Exercise 1. Complete the sentences with "to be"

1. I _____ a girl.
2. My father _____ at work.
3. Alex and Dino _____ my cats.
4. Alex _____ in the garden.
5. Dino _____ on the floor.
6. My red pencil _____ on the floor, too.
7. The other pencils _____ in my pencil case.
8. My mother _____ in the living room.
9. Eli and Rafa _____ good friends.
10. They _____ good at tennis.
11. _____ they in Amsterdam this week?
12. The pupils _____ not at school today.
13. It _____ Monday.
14. I _____ at home.
15. We _____ friends.

Exercise 2. Make affirmative sentences with "to be"

1. I _____ never happy on a Sunday afternoon.
2. We _____ Scottish.
3. He _____ a pilot.
4. Mayte and Joshua _____ angry.
5. You _____ clever and good-looking.

Exercise 3. Make negative sentences with "to be"

1. You _____ not Dutch.
2. Gemma _____ at home.
3. Agust and I _____ pleased about it.
4. I _____ not cruel.
5. It _____ good.

Exercise 4. Questions with "to be"

1. _____ you from Málaga?
2. _____ Isabel Spanish?
3. _____ we ready to go?
4. _____ he married?
5. _____ you tired?

Exercise 5. Fill in the correct form of "to be"

- A.1.** Joshua _____ Marco's son.
2. Patty's mother _____ Joshua's sister.
3. Beatriz and Marcos _____ their grandparents.
4. They _____ Cristina's parents.
5. Cecilia and Victor _____ María's children.
6. Janice _____ my grandmother.
7. My father's name _____ Juan.
8. Francisco and Jaime _____ from Colombia.
9. It _____ a donkey. It _____ not a horse.
10. It _____ very hot today. It _____ not very comfortable.
11. I _____ Peter. I _____ not Paul.
12. She _____ Miss Lee. She _____ a teacher.
13. He _____ my father. He _____ a doctor. He _____ not a lawyer.
14. You _____ a stranger. You _____ not my friend.
15. We _____ in the same class, but we _____ not on the same team.

- B.1.** The camel _____ a desert animal.
2. Vegetables and fruit _____ healthy foods.
3. Lambs _____ baby sheep.
4. Kenneth _____ a lawyer.
5. Rex _____ a clever dog.
6. A duck _____ a kind of bird.
7. The playground _____ full of people today.
8. My house _____ near the school.
9. The questions _____ not too difficult.
10. The balloons _____ very colorful.

- C.1.** They _____ my good friends.
2. He _____ a soldier.
3. You _____ taller than Charlie.
4. She _____ ill.
5. We _____ very hungry.
6. John's dog _____ very friendly.
7. Robert _____ ten years old.
8. These flowers _____ very pretty.

9. The two schools ____ close to each other.
10. Math ____ not a very difficult subject.
11. ____ dinner ready?
12. This computer ____ very easy to use.
13. All the windows ____ open.
14. Sue and Jane ____ neighbours.
15. His hair ____ curly.

Exercise 6. Turn the sentences into negative.

1. The British Isles are in Africa.
2. The Mediterranean is an ocean.
3. The Alps are in America.
4. The Nile is in Asia.
5. Mount Everest is in Africa.

Exercise 7. Complete the sentences with "to be" in Present Simple.

1. What ... your name? — My name ... Shirley Frank. 2. What ... your address? — My address ... 175 Grand Central Parkway. 3. What... your phone number? — My phone number ... 718-1930. 4. Where ... you from? — I ... from New York. 5. I ... a pupil. 6. My father ... not a teacher, he ... a scientist. 7. ... your aunt a doctor? — Yes, she 8. ... they at home? — No, they ... not at home, they ... at work. 9. My brother ... a worker. He ... at work. 10. ... you an engineer? — Yes, I 11. ... your sister a typist? — No, she ... not a typist, she ... a student. 12. ... your brother at school? — Yes, he 13. ... your sister at school? — No, she ... not at school. 14. My sister ... at home. 15. ... this your watch? — Yes, it 16. She ... an actress. 17. This ... my bag. 18. My uncle ... an office worker. 19. He ... at work. 20. Helen ... a painter. She has some fine pictures. They ... on the walls. She has much paper. It ... on the shelf. The shelf ... brown. It ... on the wall. Helen has a brother. He ... a student. He has a family. His family ... not in St. Petersburg, it ... in Moscow.

Exercise 8. Translate from Russian into English.

1. Как тебя зовут? — Меня зовут Аня. 2. Какой твой адрес? — Мой адрес: Оксфорд Стрит, 45. 3. Откуда ты родом? (... приехала?) — Я из Лондона. 4. Кто он (на фотографии)? — Это мой отец. 5. Как его зовут? — Его зовут Джон. 6. Где он? — Он в Лондоне. 7. Я Лена, а это Коля. Он мой брат. Ему 10 лет, а мне 12 лет. Мы из Петербурга. 8. Я ученик. Я в школе. 9. Мой брат — художник. Он не инженер. 10. Моя сестра на работе. Она врач. 11. Он студент. 12. Вы студент? — Нет, я врач. 13. Моя сестра дома. 14. Мы не в школе. Мы дома. 15. Мой брат — ученик. Он в школе. 16. Ваша мама дома? — Нет, она на работе. 17. Ваш двоюродный брат дома? — Нет, он в школе. Он ученик. 18. Ваша сестра — учительница? — Нет, она студентка. 19. Твой папа на работе? — Нет, он дома. 20. Твоя сестра — машинистка? — Да. — Она дома? — Нет, она на работе. 21. Мой дедушка — ученый. 22. Моя мама — не учительница. Она врач.

Exercise 9. Complete the sentences with "to be" in Present Simple.

1. Where ... you? — I... in the kitchen. 2. Where ... Fred? — He ... in the garage. 3. Where ... Lisa and John? — They .. at college. 4. ... you busy? — No, I... not. Mike ... busy. He ... the busiest person I've ever met. 5. It... ten o'clock. She ... late again. 6. How ... you? — I ... not very well today. — I ... sorry to hear that. 7. We ... interested in classical music. 8. Vera ... afraid of snakes. 9. My grandmother ... not nervous and she ... rarely upset. She ... the kindest person I've ever seen. My grandmother ... really wonderful. 10. I ... sorry. They ... not at the office at the moment. 11. Where ... the keys? — In your jacket. 12. What... the time, please? — Two o'clock. 13. It ... the biggest meal I've ever had. 14. Which sport do you think ... the most dangerous? 15. Chess and aerobics ... not as exciting as skydiving and figure skating. 16. Debt... the worst kind of poverty. 17. The game ... not worth the candle. 18. Do you have any idea where he ... ? 19. Used cars ... cheaper but less reliable than new cars. 20. What ... the weather forecast for tomorrow? 21. Art ... long, life ... short. 22. You ... the best friend I've ever had. 23. I don't remember what his telephone number 24. Two heads ... better than one. 25. You ... right. That ... a lot of money! Coffee ... very expensive this week.

2. PRESENT CONTINUOUS

	I	WE, YOU, THEY	HE, SHE, IT
Positive	I am learning English	We are learning English	He is learning English
Negative	I am not learning English	We aren't learning English	He isn't learning English
Questions	Am I learning English? Yes, I am. No, I am not. Why am I learning English?	Are we learning English? Yes, we are. No, we aren't. Why are we learning English?	Is he learning English? Yes, he is. No, he isn't. Why is he learning English?

The Present Continuous tense describes an activity happening now (at the moment of speech, during the current period). The following adverbs may be signals of the tense: now, at the moment, at present.

E.g. She is wearing a coat today.

I'm writing now.

Note: some verbs such as: like, love, hate, know, understand, want, prefer, realize, suppose, mean, believe, see, hear, remember, belong, contain, consist, depend, seem are not normally used in continuous tenses. Simple tenses are used instead.

Exercise 1. Put the verbs into the correct form. (NOW)

1. Timothy (to feed) his dog. 2. Mr. Jones (to clean) his yard. 3. Nancy (to paint) her kitchen. 4. Our neighbours (to wash) their car. 5. I (to wash) my hair. 6. Who (to fix) your sink? 7. What she (to do) now? — She (to dance). 8. The children (to brush) their teeth. 9. What he (do) at the moment? — He (to fix) his bicycle. 10. They (to have) a big dinner together. 11. The boys (to run) about in the garden. 12. I (to do) my homework. 13. John and his friends (to go) to the library. 14. Ann (to sit) at her desk. She (to study) geography. 15. A young man (to stand) at the window. He (to smoke) a cigarette. 16. The old man (to walk) about the room. 17. The dog (to lie) on the floor. 18. You (to have) a break? 19. What language you (to study)? 20. Who (to lie) on the sofa? 21. What they (to talk) about? 22. It still (to rain). 23. I (to open) an umbrella. 24. John (to play) computer games.

Exercise 2. Put the verbs into the correct form. (NOW)

It (not to rain) any more, it (to clear) up and the sun (to shine). The jazz band (to play) in the park. A lot of people (to listen) to the music and they really (to have) a good time. But they (not to dance) yet. There is a coffee shop there. Only seven people (to sit) there, and only five people (to wait) in the queue. Some people (to have) sandwiches and (to drink) coffee, tea or fruit juices. Boys and girls over there (to laugh) and (to make) a lot of noise. They (to play) games and Tom (to take) pictures. So what (to go) on?

Exercise 3. Translate from Russian into English. (NOW)

1. Я читаю. 2. Он не пишет. 3. Мы не работаем. 4. Вы читаете? 5. Он спит? 6. Коля и Миша играют в футбол. 7. Катя играет на рояле. 8. Она не поет. 9. Моя сестра спит. 10. Папа пьет чай? 11. Твои родители пьют чай? 12. Я не сплю. 13. Она сидит за столом. 14. Мы делаем упражнение. 15. Мы не купаемся. 16. Они играют во дворе? 17. Нина и Аня моют пол. 18. Коля помогает маме. 19. Ты помогаешь папе? 20. Моя сестра читает интересную книгу. 21. Они идут в школу. 22. Вы идете в школу? 23. Он работает? 24. Твоя бабушка идет в магазин? 25. Он покупает конфеты. 26. Что делает твоя сестра? 27. Где играют дети? 28. Почему ты смеешься? 29. Куда они идут? 30. Что несут эти мальчики? 31. Я сижу в парке на скамейке и кормлю птиц. 32. Мама сидит на диване в гостиной и смотрит телевизор. 33. Это фотография моих друзей. Том играет на гитаре, а Джейн поет. 34. А здесь они танцуют на моем дне рождения.

Exercise 4. Read and translate the following sentences. Explain the use of the Present Continuous.

1. Family life is changing rapidly. 2. These days many people are complaining that life is too tough. 3. I can't understand what he is talking about. 4. He is always coming up with new ideas. 5. Look here, Michael, I'm not being critical of you. 6. You're looking strange, Teddy. What's the matter? 7. You're looking so very healthy at the moment. 8. She scanned the scenery. "What I don't understand is why we're not seeing the river." 9. And so ... Am I understanding this correctly? 10. I'm hoping

I'll feel better by lunchtime. 11. Forgive me! I am being thoughtless. How is your son? 12. She is feeling dead guilty. Forgive her. 13. Maxim's jaw dropped, he is unable to absorb the things he is hearing. 14. Isn't he being just a little bit unfair? 15. I am only agreeing to this ridiculous decision of yours because there is no other way out.

Exercise 5. Make sentences with "to be" in the Present Continuous Tense.

1. I/play/tennis/with/my/friend/now.
2. We/walk/on/the/ beach/now.
3. They/have/a/great/time/at/the/camp/at/the/ moment.
4. Angela/paint/a/beautiful/picture/now.
5. Tina/ and/Pam/stay/in/a/five-star/hotel.
6. It/rain/outdoors/at/the/ moment.
7. Bobby/prepare/for/the/test/in/his/room.
8. The/ dog/bark/at/some/strangers.
9. The/water/in/the/kettle/boil.
10. Somebody/knock/at/the/door.
11. The/children/still/sleep.
12. You/watch/the/sunset/now.
13. The/girls/choose/the/ costumes/for/the/party.
14. We/wait/for/the/bus/at/the/ bus-stop.
15. A/little/girl/cry.

Exercise 6. Make sentences according the model.

Example: Tim isn't reading now. (to sleep) +

Tim isn't reading now. He is sleeping. Colin and Den are playing now. (to work) — Colin and Den are playing now. They aren't working.

1. Pupils aren't writing a dictation now. (to translate the text) +
2. Margaret is washing the dishes, (to sweep the floor) —
3. The days are getting shorter, (to get longer) —
4. My Granny isn't reading a magazine, (to watch TV) +
5. My friend and me are sunbathing, (to swim) —
6. The kitten isn't sleeping, (to play) +
7. Greg and his boss aren't having lunch, (to read a report) +
8. Cliff and Julia are preparing for the test, (to dance at the disco) —
9. My father isn't washing his car. (to dig in the garden) +
10. I'm not learning a poem now. (to write an essay) +
11. You are skating now. (to play snowballs) —
12. I'm drinking tea now. (to drink coffee) —
13. My father and me aren't listening to music now. (to listen to news) +

Exercise 7. Put the verbs into the correct form.

1. Alice and Ron ... (to sit) in a cafe now.
2. It ... (not to snow) outdoors now.
3. We ... (to wait) for our teacher in the classroom.
4. I ... (to watch) the children playing in the yard.
5. The girls ... (to argue) about what present to buy for Lewis.
6. Andrew ... (not to have) a rest at the moment.
7. Look! All the people ... (to come) into the hall.
8. Unfortunately our experiment... (not to go) according to the plan.
9. Pam ... (to stand) too close to the road.
10. The students ... (not to have) a lecture now.
11. Her health ... (to improve) day after day.
12. The rainforests ... (to disappear) from our planet nowadays.
13. The baby-sitter ... (not to look) after the child because the child ... (to sleep) now.
14. Look! The guide ... (to point) at some ancient building.
15. I... (not to discuss) this question now.

Exercise 8. Put the verbs into the correct form. Give short answers for questions

1. ... Anna ... (to type) the documents? — No, She ... (to speak) to her boss.
2. ... it ... (to get cold)? — Yes, And the wind ... (to get) stronger.
3. ... you ... (to look) through the papers? — No, I.... I... (to write) a report for the conference now.
4. ... Bill and Mike ... (to mend) the fence? — Yes,....
5. ... your parents and you ... (to rest) in the country house? — No, We ... (to spend) our weekend at the seaside.
6. ... Edgar ... (to play) a computer game? — Yes,
7. ... the phone ... (to ring)? — No, Somebody ... (to ring) the door bell.
8. ... your grandparents ... (to rest)? — No, My grandparents ... (to work) in the kitchen garden.
9. ... the kitten ... (to sleep)? — No, The kitten ... (to hide) somewhere.
10. ... you ... (to slice) cheese? — No, I I ... (to mix) the vegetable salad

Exercise 9. Make sentences using these words.

1. gathering/forest/We/the/mushrooms/are/in.
2. horses/are/The/not/now/boys/riding/the.
3. breakfast/sister/now/your/having/Is?
4. whitewashing/garden/the/They/in/trees/are/the.
5. me/waiting/Are/for/you?

6. having/not/now/is/lunch/Roger.
7. to/teacher/speaking/Our/them/is/now.
8. carpet/the/Vicky/Is/the/vacuuming/ living-room/in?
9. is/coffee/Helen/for/making/not/me.
10. friend/going/and/My/are/the/me/cinema/to.
11. The/new/concert/learning/children/a/for/song/are/the.
12. is/now/brother/for/His/looking/not/work.
13. you/hall/the/hanging/in/the/Are/garlands?
14. the/in/dusting/is/now/sister/furniture/bedroom/the/My.
15. party/Everybody/the/enjoying/is.

3. PRESENT SIMPLE

	I, YOU, WE, THEY	HE, SHE, IT
Positive	We like music.	She likes music.
Negative	I don't like music.	She doesn't like music.
Questions	Do you like music? Yes, I do. No, I don't. What do you like?	Does she like music? Yes, she does. No, she doesn't. What does she like?

We use the Present Simple tense to express:

a situation which we see as permanent

E.g. He lives in Moscow with his parents.

habitual, repeated actions

E.g. My parents visit me on Saturdays.

universal truths

E.g. Twice two makes four.

The following adverbs may be signals of the Present Simple tense: usually, always, often, sometimes, never, generally, occasionally, seldom. With most verbs, we put them before the main verb.

E.g. : He doesn't usually ring up early in the morning

With the verb be, we put these adverbs after the verb.

E.g. : We are always on time.

We also use such phrases as every year (week, month, day, ...), once (twice, three times, ...) a year, on Sundays (Mondays, ...) with the Present Simple.

These phrases are usually put at the end or at the beginning of the sentence.

E.g. : They go to the swimming pool every week. Once a year I go to the seaside.

Exercise 1. Put the verbs into the correct form in Present Simple.

1. I (run) very fast.
2. He (run) very fast too.
3. We often (sleep) in the garden.
4. Her sister (leave) home early.
5. Sally (open) the window when she is hot.
6. Mr.

Bay often (go) to the cinema with his son. 7. My Mummy (swim) very well. 8. They (swim) well too. 9. I usually (get) up at 7 o'clock. 10. The baby always (sleep) in the afternoon.

Exercise 2. Put the verbs into the correct form. (USUALLY)

1. My working day (to begin) at seven o'clock. I (to get) up, (to switch) on the radio and (to do) my morning exercises. It (to take) me fifteen minutes. At half past seven we (to have) breakfast. My father and I (to leave) home at eight o'clock. He (to take) a bus to his factory. My mother (to be) a doctor, she (to leave) home at nine o'clock. In the evening we (to gather) in the living room. We (to watch) TV and (to talk). 2. My sister (to get) up at eight o'clock. 3. She (to be) a schoolgirl. She (to go) to school in the afternoon. 4. Jane (to be) fond of sports. She (to do) her morning exercises every day. 5. For breakfast she (to have) two eggs, a sandwich and a cup of tea. 6. After breakfast she (to go) to school. 7. It (to take) him two hours to do his homework. 8. She (to speak) French well.

PRESENT SIMPLE vs PRESENT CONTINUOUS

Exercise 1. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. I (not to drink) coffee now. I (to write) an English exercise.
2. I (not to drink) coffee in the evening. I (to drink) coffee in the morning.
3. Your friend (to do) his homework now?
4. Your friend (to go) to school in the morning?
5. Look! The baby (to sleep).
6. The baby always (to sleep) after dinner.
7. My grandmother (not to work). She is on pension.
8. My father (not to sleep) now. He (to work) in the garden.
9. I usually (to get) up at seven o'clock in the morning.
10. What your sister (to do) now? - She (to wash) her face and hands.

Exercise 2. Put the verbs in brackets into the Present Continuous.

1. He (read) a book now. 2. She (do) her homework. 3. My mother (sit) at the table now. 4. I (t write) a letter. 5. They (play) football. 6. It (snow) now. 7. We (have) dinner now. 8. Whyyou (talk)?

Exercise 3. Put is / am / are / do / don't / does / doesn't.

Our grandma ... live with us. She has her own little house. 2. What time you usually wake up? 3. Why ... they looking at us? 4. I can't talk to you now. I working. 5. your brother shave every morning? 6. We want to move at all. 7. Sam a good football player, but he play very often. 8.the sun shining? No, it ... not.

Exercise 4. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. Don't put your coat on. The sun (shine) is shining. 2. In summer the sun (shine)..... brightly. 3. Run downstairs. Your sister (wait for) ... you. 4. I usually (wait for).....Tom. He is always late.5. We (have) coffee every morning. 6. I like tea, but now I (have)..... coffee. 7. Mary (to play) the piano every evening. 8. Where is John? - He (to play)..... the piano. 9. My mum (not make)..... cakes on Mondays. 10. Ann usually (make)..... doll dresses herself. 11. She is in the kitchen. She (make)..... tea for us. 12. What(you / look at)? – I (look at)..... the sky. 13. I am busy. I (make)..... my bed. 14. I always (make)..... my bed before breakfast.

Exercise 5. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. I (rest) ... now. I (rest) ... every day. 2. They (talk) ... now. They (talk) ... every day. 3. He (drink) ... coffee now. He (drink) ... coffee every morning. 4. She (go) ... to school now. She (go) ... to school every day. 5. They ... (have) dinner now? They always ... (have) dinner at two o'clock? 6. What ... she (write) now? What ... she (write) every evening? 7. What he ... (do) now? What he ... (do) every Sunday? 8. What they ... (eat) now? What they ... (eat) at dinner?

Exercise 6. Put the verbs into the correct form.

1. It sometimes (snows/is snowing) here in April. 2. It (snows/is snowing) now. 3. Every morning mother (cooks/is cooking) breakfast for us. 4. It is 8 o'clock. Mother (cooks/cooking) breakfast. 5. Every day father (leaves/is leaving) the house at half past eight. 6. It is half past eight. Father (leaves/is leaving the house). 7. We often (watch/are watching) TV. 8. Now we (sit/ sitting) in armchairs and (watch/are watching) TV. 9. Sometimes Mike (does/is doing) his lessons in the evening. 10. Look at Mike. He (does/is doing) his lessons. 11. It often (rains/is raining) in September. 12. It (rains/is raining) now. 13. Every day the family (has/is having) tea at 5 o'clock. 14. It is 5 o'clock. The family (has/is having) tea.

Exercise 7. Put the verbs into the correct form.

1. He often (go) to the cinema. 2. They (watch) TV at the moment. 3. She (write) letters to her mother every week. 4. Nina usually (drive) to work. 5. Father (sit) on the sofa now. 6. Listen. The telephone (ring). 7. Tim (study) a new language every year. 8. We always (spend) the summer in York. 9. In summer we usually (go) to the seaside. 10. Look at Tom. He (ride) a horse.

Exercise 8. Make sentences with don't, doesn't, isn't, aren't или am not.

1. We ... watching a television programme now. 2. We ... watch television every day. 3. It... raining very hard at the moment. 4. I ... hear you well. 5. It... rain very much in summer. 6. Mr Johnson ... eating his lunch now. 7. Mr Johnson ...

always eat at that cafe. 8. I... see any students in that room. 9. They ... like milk for lunch. 10. He ... have money for a new car.

Exercise 9. Make questions using do, does, is, are или am.

1. ... you learn new words in each lesson? 2. ... you learning the new words right now? 3. ... she usually sit at the third desk? 4. ... she sitting at the third desk today? 5. ... you read many books every year? 6. ... you reading an interesting book now?

Exercise 10. Find the mistakes and correct them.

1. We not going to school today. 2. What you doing after school? 3. At the moment Peter is work in Russia. 4. Does he got a new car? 5. He never wear a hat. 6. He don't like black coffee. 7. We are have a good time. 8. What you doing now? 9. It rains at the moment. 10. How you like the game?

Exercise 11. Put the verbs into the correct form.

1. My brother (talk) to Tom now. 2. He (work) hard every day. 3. That girl (speak) English very well. 4. My friend (enjoy) hamburgers very much. 5. John and Frank (write) letters at this moment. 6. The children (sleep) for two hours every afternoon. 7. It (rain) very much in autumn. 8. Miss Peters (talk) to Mr Johnson right now. 9. We (do) Exercise 13. 10. My mother (cook) very well.

Exercise 12. Find the mistakes and correct them.

1. Where your sister work? 2. I'm go to the cinema tonight. 3. How much you sleep? 4. We no wear a uniform at school. 5. That's my brother over there. He stands near the window. 6. Claire not like oranges. 7. Sorry. You can't speak to Jane. She's sleep. 8. My friend live in Great Britain. 9. Peter's a businessman. He's working all over the world.

Exercise 13. Translate the following sentences into English.

1. Я люблю апельсиновый сок. Я всегда пью его по утрам.
2. — Что ты сейчас пьешь? — Я пью апельсиновый сок.
3. — Том, куда ты идешь? — Я иду в библиотеку. — Я всегда хожу в библиотеку по субботам.
4. — Где Джек? — Он играет в саду.
5. Джек хорошо играет в теннис.

Exercise 14. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. Elephants (not/eat) meat. 2. He (go) to the cinema once a week. 3. He (not/see) always a good film. 4. Uncle George always (come) to dinner on Sundays. 5. He (not/work) on Sundays, of course. 6. Look! A big white bird (sit) in our garden.

Exercise 15. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1.—What you (do) here? —I (wait) for a friend. 2. —He (speak) French? — Yes, he (speak) French well. 3. Someone (knock) at the door. 4. Don't go into the classroom. The students (write) a dictation there. 5. The man who (read) a book is our English teacher. 6. Let's go for a walk. It (not/rain). 7. — Where is Joe? — He (look for) his key. 8. Don't disturb Ed. He (do) his homework. 9. We usually (watch) TV One but tonight we (watch) TV Two for a change. 10.—What's that noise? —Sam (play) ball.

Exercise 16. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. He (to work) in the centre of the city.
2. I (to write) an exercise now.
3. You (to go) to school on Saturdays?
4. We (not to dance) every day.
5. They (to play) in the room now?
6. Where he (to live)? – He (to live) in a village.
7. He (to sleep) now?
8. They (to read) many books.
9. The children (to eat) soup now.
10. He (to help) his mother every day.
11. You (to play) the piano well?
12. Look! Kate (to dance) now.

Exercise 17. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. His father (not to watch) TV at the moment. He (to sleep) because he (to be) tired.
2. Where your cousin (to work)? – He (to work) at school.
3. Your friend (to do) his homework now?
4. When you usually (to come) home from school? – I (to come) at four o'clock.
5. My mother (not to play) the piano now. She (to play) the piano in the evening.
6. You (to read) a magazine and (to think) about your holiday at the moment?
7. I (to sit) in the waiting room at the doctor's now.
8. When you (to listen) to the news on the radio?
9. You (to play) chess now?
10. My uncle (not to work) at the shop.
11. Look at the sky: the clouds (to move) slowly, the sun (to appear) from behind the clouds, it (to get) warmer.
12. I (not to drink) coffee in the evening. I (to drink) coffee in the morning.
13. What your sister (to do) now? – She (to wash) the dishes.

14. Your father (to work) at this factory?

Exercise 18. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. I (to take) my sister I (to take) her to school to school now. every day. 2. He (to help) his He (to help) his father father now. very often. 3. At the moment they They usually (to go) to (to go) to the river the river for a swim. for a swim. 4. She (to play) the She (to play) the violin violin now. every day. 5. I (to read) now. I (to read) every day. 6. He (to sleep) now. He (to sleep) every night. 7. We (to drink) tea We (to drink) tea every now. morning. 8. They (to go) to school now. 9. I (not to sleep) now. 10. She (not to drink) coffee now. 11. We (not to watch) TV now. 12. They (not to eat) now. 13. My mother (not to work) now. 14. You (to work) now? 15. He (to play) now? 16. They (to eat) now? 17. Your sister (to rest) now? 18. What you (to do) now? 19. What you (to read) now? 20. What they (to eat) now? 21. What your brother (to drink) now? 22. Everybody (to have) a good time now? 23. She (to take) medicine now? 24. Where they (to go) now? 25. They (to speak) English now? They (to go) to school every morning. I (not to sleep) in the daytime. She (not to drink) coffee after lunch. We (not to watch) TV in the morning. They (not to eat) at the lesson. My mother (not to work) at an office. You (to work) every day? He (to play) in the afternoon? They (to eat) at school? Your sister (to rest) after school? What you (to do) every morning? What you (to read) after dinner? What they (to eat) for breakfast? What your brother (to drink) in the evening? Everybody (to have) a good time every Saturday? How often she (to take) medicine? Where they (to go) on Sunday? What language they usually (to speak)?

Exercise 19. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. He (to work) in the centre of Chicago. 2. He (to work) in the centre of Chicago? 3. He (not to work) in the centre of Chicago. 4. They (to read) many books. 5. They (to read) many books? 6. They (not to read) many books. 7. The children (to eat) soup now. 8. The children (to eat) soup now? 9. The children (not to eat) soup now. 10. You (to play) volleyball well? 11. When you (to play) volleyball? 12. What Nick (to do) in the evening? 13. He (to go) to the cinema in the evening? 14. We (not to dance) every day. 15. Look! Kate (to dance). 16. Kate (to sing) well? 17. Where he (to go) in the morning? 18. He (not to sleep) after dinner. 19. My granny (to sleep) after dinner. 20. When you (to sleep)? 21. Nina (not to sleep) now. 22. Where John (to live)? — He (to live) in England. 23. My friends from Switzerland (to speak) four languages. 24. Elvire (to speak) English, German and French? — Yes, she 25. She only (not to speak) Italian.

Exercise 20. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. Tom (to play) football on Saturday. 2. He (not to play) football every day. 3. I (to wear) a suit now. 4. I (not to wear) jeans now. 5. My friend (not to like) to play

football. 6. I (not to read) now. 7. He (to sleep) now? 8. We (not to go) to the country in winter. 9. My sister (to eat) sweets every day. 10. She (not to eat) sweets now. 11. They (to do) their homework in the afternoon. 12. They (not to go) for a walk in the evening. 13. My father (not to work) on Sunday. 14. He (to work) every day. 15. I (to read) books in the evening. 16. I (not to read) books in the morning. 17. I (to write) an exercise now. 18. I (not to write) a letter now. 19. They (to play) in the yard now. 20. They (not to play) in the street now. 21. They (to play) in the room now? 22. He (to help) his mother every day. 23. He (to help) his mother every day? 24. He (not to help) his mother every day. 25. You (to go) to school on Sunday? 26. She (to work) in a shop now? 27. He (to deliver) letters now? 28. You (to go) to the opera with your friends?

Exercise 21. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. His father (not to watch) TV at the moment. He (to sleep) because he (to be) tired. 2. Pat (not to cook) dinner at the moment. She (to talk) on the phone. She (to cook) dinner every Monday. 3. I (not to drink) coffee now. I (to write) an English exercise. 4. I (not to drink) coffee in the evening. I (to drink) coffee in the morning. 5. Your friend (to do) his homework now? 6. Your friend (to go) to school in the morning? 7. Look! The baby (to sleep). 8. The baby always (to sleep) after dinner. 9. My grandmother (not to work). She is on pension. 10. My father (not to sleep) now. He (to work) in the garden. 11. I usually (to get) up at seven o'clock in the morning. 12. What your sister (to do) now? — She (to wash) her face and hands. 13. When you usually (to come) home from school? — I (to come) at three o'clock. 14. Where your cousin (to work)? — He (to work) at a hospital. 15. Your sister (to study) at college? — No, she (to go) to school.

Exercise 22. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. I (not to know) what to give my brother for his birthday. 2. They (to want) to publish this book in July? 3. She (to think) he (to drive) dangerously. 4. He (to understand) that he (to eat) noisily, but he always (to forget) about it. 5. Who that man (to be) who (to stand) in the doorway? — You (not to recognize) him? It (to be) John, my cousin. 6. I (to have) no time now, I (to have) dinner. 7. Your family (to leave) St. Petersburg in summer? — Yes, we always (to go) to the seaside. We all (to like) the sea. Mother (to stay) with us to the end of August, but father (to return) much earlier. 8. Where Tom and Nick (to be) now? — They (to have) a smoke in the garden. 9. What you (to do) here now? — We (to listen) to tape recordings. 10. You (to want) to see my father? — Yes, I ... 11. Michael (to know) German rather well. He (to want) to know English, too, but he (to have) little time for it now.

Exercise 23. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. In the evening I often (to go) to see my friends. 2. On Sunday we sometimes (to go) to the cinema or to a disco club. 3. Andrew (to get) up very early as he (to live) far from school. He (to be) never late. 4. It (to be) six o'clock in the evening now. Victor (to do) his homework. His sister (to read) a book. His mother and grandmother (to talk). 5. I (to write) a letter to my grandmother who (to live) in Novgorod. I (to write) to her very often. 6. It (to take) me forty minutes to get to school. 7. Hello, Pete, where you (to go)? — I (to hurry) to school. 8. When your lessons (to begin) on Monday? — They (to begin) at nine o'clock. 9. Where your sister (to be)? — She (to do) her homework in the next room. 10. It usually (to take) me an hour to do my written exercises. 11. Where Boris (to be)? I (to look) for him. — He (to have) dinner. 12. I (to look) for a cassette recorder. You (to have) anything on sale? — Take a look at this little Sonic Walkman. — No, I (not to want) that kind. — Well, this Supersound might interest you. It (to be) a good size, it (to be) stereo and it (to have) a radio to listen to the news.

Exercise 24. Put the verbs into the correct form. Complete the sentences

A.

1. María _____ (work) for a TV station.
2. At the moment she _____ (travel) in the Sahara Desert.
3. Dan _____ (love) wild animals.
4. He _____ (not visit) Alaska at the moment.
5. Marta _____ (not live) in Africa.
6. She _____ (stay) in Africa at the moment.
7. Dad usually _____ (cook) dinner.
8. My parents _____ (go) to Italy every year.
9. My sister _____ (walk) to school every day.
10. We _____ (have) lunch now.
11. I never _____ (stay in) on Saturday evening.
12. I _____ (go) to the cinema now.
13. My mum _____ (not work) today.
14. Peter _____ (not like) rap music.
15. He _____ (listen) to pop music at the moment.
16. Donna usually _____ (go) shopping on Saturdays.
17. Let's go out. It _____ (not rain) now.
18. Hurry up! Everybody _____ (wait) for you!
19. The sun _____ (rise) in the east.
20. Water _____ (boil) at 100 degrees.
21. The water _____ (boil). Can you turn it off?
22. I must go now. It _____ (get) late.
23. I usually _____ (go) to work by car.
24. It _____ (not rain) very much in the summer.
25. The moon _____ (go) round the earth.

B.

1. Who is that man? What _____ he _____ (want)?
2. Who is that man? Why _____ he _____ (look) at us?
3. _____ you _____ (believe) in God?
4. Gilbert says he is 80, but nobody _____ (believe) him.
5. Every Monday Maite _____ (drive) her kids to football practice.
6. Be quiet. Arturo _____ (sleep).
7. Don't forget to take your umbrella. It _____ (rain).
8. I don't like living in England. It always _____ (rain).
9. Look!. It _____ (snow). We are going to have a white Christmas.
10. Maila _____ (watch) TV every morning.
11. I have to go now. It _____ (get) dark
12. Right now I _____ (spend) time with my father.
13. We usually _____ (go) to the gym on Mondays.
14. She _____ (talk) to Pete at the moment.
15. He _____ (look) good in jeans.
16. She _____ (wear) a dress today.
17. We _____ (drive) on the left in England.
18. I _____ (not want) to go to the Cinema.
19. We _____ (go) dancing every weekend.
20. I _____ (take) a pill every day.
21. He _____ (speak) Dutch and Italian.
22. We always _____ (stay) at the Village.
23. I _____ (need) to see the doctor.
24. Ray _____ (drink) very much coffee.
25. I _____ (not feel) very well.

C.

1. I _____ (play) cricket right now.
2. I _____ (play) cricket on Saturdays.
3. Silvia _____ (cook) in the kitchen now.
4. Silvia _____ (cook) for her father on Sundays.
5. Maila _____ (like) Chinese food.
6. Keep silent, Manolo _____ (read) a book.
7. Erik _____ (love) María.
8. Ann _____ (jog) in the park today.
9. George _____ (want) to go outside.
10. Barbara _____ (eat) chicken wings at the moment.
11. What _____ you _____ (do)? I'm sleeping.
12. How many languages _____ you _____ (speak)?
13. I _____ (not like) politics.
14. What _____ you _____ (do) at the moment?
15. Where _____ you _____ (live)?

16. I _____ (want) to be a millionaire.
17. Nacho _____ (not wear) a tie today.
18. Jesus is in Amsterdam this week. He _____ (stay) at the Hilton.
19. Look! Miguel _____ (jump) into the water.
20. Lili is rich, she _____ (drive) a Mercedes.
21. Once a week, I _____ (go) to my yoga lessons.
22. I _____ (think) you're amazing.
23. Bea sometimes _____ (read) comics.
24. We never _____ (watch) TV in the morning.
25. Listen! Blanca _____ (sing) in the bathroom.

D.

1. Look! The boys _____ (come) home.
2. Every day Ayla _____ (go) for a walk.
3. Sofía usually _____ (help) in the kitchen.
4. Bob _____ (make) breakfast now.
5. I _____ (chat) with my sister at the moment.
6. It never _____ (rain) in Valencia.
7. Don't bother me now. I _____ (work).
8. They _____ (swim) at the moment.
9. I _____ (play) chess with my friend.
10. Look! He _____ (leave) the house.
11. Quiet please! I _____ (write) a letter.
12. I _____ (not do) anything at the moment.
13. _____ he _____ (watch) the news regularly.
14. I _____ (work) as an accountant.
15. Eli _____ (work) eight hours a day.
16. I _____ (know) him very well.
17. My wife _____ (have) coffee at the moment.
18. _____ you _____ (meet) your friend now?
19. Sandra _____ (work) on her project at the moment.
20. _____ Milie _____ (work) in a restaurant?
21. He _____ (wear) a T-shirt and shorts today.
22. Carlos _____ (like) fruits and vegetables.
23. Cristina _____ (have) long blond hair.
24. What's that noise? Someone _____ (play) the piano.
25. She often _____ (talk) to herself.

E.

1. Every Monday, Sally (drive) _____ her kids to football practice.
2. Usually, I (work) _____ as a secretary at ABT, but this summer I (study) _____ French at a language school in Paris. That is why I am in Paris.

3. Shhhhh! Be quiet! John (sleep) _____.
4. Don't forget to take your umbrella. It (rain) _____.
5. I hate living in Seattle because it (rain, always) _____.
6. I'm sorry I can't hear what you (say) _____ because everybody (talk) _____ so loudly.
7. Justin (write, currently) _____ a book about his adventures in Tibet. I hope he can find a good publisher when he is finished.
8. Jim: Do you want to come over for dinner tonight?
Denise: Oh, I'm sorry, I can't. I (go) _____ to a movie tonight with some friends.
9. The business cards (be, normally) _____ printed by a company in Kiev. Their prices (be) _____ inexpensive, yet the quality of their work is quite good.
10. This delicious chocolate (be) _____ made by a small chocolatier in Ukraine.

Exercise 25. Put the verbs in brackets into the Present Simple or Present Continuous tense.

1. Tom (to play) football on Saturday. 2. He (not to play) football every day. 3. I (to wear) a suit now. 4. I (not to wear) jeans now. 5. My friend (not to like) to play football. 6. I (not to read) now. 7. He (to sleep) now? 8. We (not to go) to the country in winter. 9. My sister (to eat) sweets every day. 10. She (not to eat) sweets now. 11. They (to do) their homework in the afternoon. 12. They (not to go) for a walk in the evening. 13. My father (not to work) on Sunday. 14. He (to work) every day. 15. I (to read) books in the evening. 16. I (not to read) books in the morning. 17. I (to write) an exercise now. 18. I (not to write) a letter now. 19. They (to play) in the yard now. 20. They (not to play) in the street now. 21. They (to play) in the room now? 22. He (to help) his mother every day. 23. He (to help) his mother every day? 24. He (not to help) his mother every day. 25. You (to go) to school on Sunday? 26. She (to work) in a shop now? 27. He (to deliver) letters now? 28. You (to go) to the opera with your friends?

Exercise 26. Translate the sentences into English using to be in Present Simple, Past Simple or Future Simple.

1. Вчера они были в библиотеке. 2. Сейчас они в школе. 3. Завтра они будут в театре. 4. В данный момент его здесь нет. 5. В воскресенье он будет на концерте. 6. В прошлую субботу он был на стадионе. 7. Мой брат сейчас в школе. 8. Мой брат был вчера в кино. 9. Мой брат будет завтра дома. 10. Ты будешь дома завтра? 11. Она была вчера в парке? 12. Он сейчас во дворе? 13. Где папа? 14. Где вы были вчера? 15. Где он будет завтра? 16. Мои книги были на столе. Где они сейчас? 17. Моя мама вчера не была на работе. Она была дома. 18. Мой друг не в парке. Он в школе. 19. Завтра в три часа Коля и Миша будут во дворе. 20. Мы не были на юге прошлым летом. Мы были в Москве.

4. PAST SIMPLE

Positive	She talked about it last Sunday.
Negative	She didn't talk about it last Sunday.
Questions	Did she talk about it last Sunday? Yes, she did. No, she didn't. Why did she talk about it?

We use the Past Simple tense for past actions or past situations.

Some verbs have an irregular past form. The list of irregular verbs is given at the end of the book.

The Past Simple tense is the same in all persons except in the past tense of be.

	I, HE, SHE, IT	WE, YOU, THEY
Positive	He was at home yesterday	They were at home yesterday.
Negative	He wasn't at home yesterday.	They weren't at home yesterday.
Questions	Was he at home yesterday? Yes, he was. No, he wasn't. Where was he?	Were they at home yesterday? Yes, they were. No, they weren't. Where were they?

The following adverbs and word combinations may be signals of the Past Simple tense: yesterday, the day before yesterday, yesterday morning (afternoon/evening), last year (month, week, Sunday, ...), in 2001, when I was 5, 15 years ago, the other day, in my childhood, ...

Exercise 1. Rewrite the sentences Past Simple

Boris wakes up when it is already quite light. He looks at his watch. It is a quarter to seven. Quick! Boris jumps out of bed and runs to the bathroom. He has just time to take a cold shower and drink a glass of tea with bread and butter. He is in a hurry to catch the eight o'clock train. At the railway station he meets three other boys from his group. They all have small backpacks and fishing rods. In less than an hour they get off the train at a small station near a wood. They walk very quickly and soon find themselves on the shore of a large lake. The boys spend the whole day there fishing, boating and swimming. They return home late at night, tired but happy.

Exercise 2. Put the verbs into the correct form.

1. What your neighbours (to do) yesterday?
2. Mr. Smith (to fix) his car yesterday morning.
3. His wife (to water) plants in the garden.
4. Their children (to clean) the yard and then they (to play) basketball.

5. In the evening their boys (to listen) to loud music and (to watch) TV.
6. Their little girl (to cry) a little and then (to smile).
7. Her brothers (to shout) at her.
8. Mrs. Smith (to work) in the kitchen.
9. She (to bake) a delicious apple pie.
10. She (to cook) a good dinner.
11. She (to wash) the dishes and (to look) very tired.
12. The children (to brush) their teeth, (to yawn) a little and (to go) to bed.
13. Their mother (to change) her clothes and (to brush) her hair. Then she (to talk) on the phone.
14. Her husband (to smoke) a cigarette and (to talk) to his wife.
15. They (to wait) for the bus. The bus (to arrive) at 9 o'clock.
16. They (to visit) their friends.
17. They (to dance) a lot there.
18. Mr. and Mrs. Smith (to rest) very well last night. They really (to have) a wonderful time at their friends.

Exercise 3. Put the verbs in brackets into Past Simple.

1. — ____ (you/play) basketball yesterday afternoon?
— No, I _____. I _____ (surf) the Net.
2. — ____ (your cousin/visit) Germany last month?
— No, he _____. He _____ (visit) Prague.
3. — How old was Mozart when he _____ (die)?
— 35 years old.
4. — When _____ (you/finish) work yesterday?
— At 5:00. Then I _____ (walk) home with Jane.
— When _____ (your parents/call) you?— They _____ (call) an hour ago.

Exercise 4. Put the verbs into the correct form.

1. I (to do) morning exercises. 2. He (to work) at a factory. 3. She (to sleep) after dinner. 4. We (to work) part-time. 5. They (to drink) tea every day. 6. Mike (to be) a student. 7. Helen (to have) a car. 8. You (to be) a good friend. 9. You (to be) good friends. 10. It (to be) difficult to remember everything.

Exercise 5. Put the verbs into the correct form.

1. Alice (to have) a sister. 2. Her sister's name (to be) Ann. 3. Ann (to be) a student. 4. She (to get) up at seven o'clock. 5. She (to go) to the institute in the morning. 6. Jane (to be) fond of sports. 7. She (to do) her morning exercises every day. 8. For breakfast she (to have) two eggs, a sandwich and a cup of tea. 9. After breakfast she (to go) to the institute. 10. Sometimes she (to take) a bus. 11. It (to take) her an hour and a half to do her homework. 12. She (to speak) English well. 13. Her friends usually (to call) her at about 8 o'clock. 14. Ann (to take) a shower before going to bed. 15. She (to go) to bed at 11 p. m.

Exercise 6. Put the verbs into the correct form.

1. My working day (to begin) at six o'clock. 2. I (to get) up, (to switch) on the TV and (to brush) my teeth. 3. It (to take) me about twenty minutes. 4. I (to have) breakfast at seven o'clock. 5. I (to leave) home at half past seven. 6. I (to take) a bus to the institute. 7. It usually (to take) me about fifteen minutes to get there. 8. Classes (to begin) at eight. 9. We usually (to have) four classes a day. 10. I (to have) lunch at about 2 o'clock.

Exercise 7. Put the verbs into the correct form.

1) They _____ football at the institute. (to play) 2) She _____ emails. (not / to write) 3) _____ you _____ English? (to speak) 4) My mother _____ fish. (not / to like) 5) _____ Ann _____ any friends? (to have) 6) His brother _____ in an office. (to work) 7) She _____ very fast. (cannot / to read) 8) _____ they _____ the flowers every 3 days? (to water) 9) His wife _____ a motorbike. (not / to ride) 10) _____ Elizabeth _____ coffee? (to drink)

Exercise 8. Complete the sentences with "to be" in Past Simple.

I ... a student. 2. My father ... not a shop-assistant, he ... a scientist. 3. ... your aunt a nurse? - Yes, she 4. ... they at home? - No, they ... not. They ... at school. 5. ... you an engineer? - Yes, I... 6. ... your friend a photographer? No, she ... not a photographer, she ... a student. 7. ... your brothers at school? - Yes, they 8. ... this her watch? - Yes, it 9. Max ... an office-worker. 10. We ... late, sorry!

Exercise 9. Translate the sentences into English.

1. Она была занята. (to be busy) 2. Я не был занят. 3. Вы были заняты? 4. Они были дома? (to be at home) 5. Его не было дома. 6. Я не знал. 7. Они знали? 8. Она не знала. 9. Кто знал? 10. Никто не знал. 11. Он читал английские книги? (to read English books) 12. Они никогда не читали. (never / to read) 13. У неё была квартира? (to have a flat) 14. У него ничего не было. 15. Кто это был?

Exercise 10. Rewrite the sentences Past Simple

On Monday we have five lessons. The first lesson is English. At this lesson we write a dictation and do some exercises. Nick goes to the blackboard. He answers well and gets a "five". Pete does not get a "five" because he does not know his lesson. After the second lesson I go to the canteen. I eat a sandwich and drink a cup of tea. I do not drink milk. After school I do not go home at once. I go to the library and take a book. Then I go home.

Exercise 11. Rewrite the sentences using Past Simple (что рассказала мама).

On Tuesday I get up at half past six. I go to the bathroom and wash my hands and face and clean my teeth. Then I dress, go to the kitchen and cook breakfast for my family. At half past seven my son gets up and has breakfast. I have breakfast with my son. My son eats a sandwich and drinks a cup of tea. I don't drink tea. I drink

coffee. After Breakfast my son leaves home for school. I don't leave home with my son. On Tuesday I don't work in the morning. I work in the afternoon. In the evening I am at home. My husband and my son are at home, too. We rest in the evening. My son watches TV, my husband reads newspapers and I do some work about the house. At about eleven o'clock we go to bed.

Exercise 12. Rewrite the sentences using Past Simple

Barry waked up when it was already quite light. He looked at his watch. It was a quarter to seven. Quick! Barry jumped out of bed and ran to the bath-room. He had just time to take a cold shower and I drank a glass of tea with bread and butter. He was in a hurry to catch the eight o'clock train. At the railway station he met three other boys from his group. They all had small backpacks and fishing-rods. In less than an hour they got off the train at a small station near a wood. They walked very quickly and soon found themselves on the shore of a large lake. The boys spent the whole day there fishing, boating and swimming. They returned home late at night, tired but happy.

Exercise 13. Put the verbs into the correct form.

1. What your neighbours (to do) yesterday? 2. Mr. Smith (to fix) his car yesterday morning. 3. His wife (to water) plants in the garden. 4. Their children (to clean) the yard and then they (to play) basketball. 5. In the evening their boys (to listen) to loud music and (to watch) TV. 6. Their little girl (to cry) a little and then (to smile). 7. Her brothers (to shout) at her. 8. Mrs. Smith (to work) in the kitchen. 9. She (to bake) a delicious apple pie. 10. She (to cook) a good dinner. 11. She (to wash) the dishes and (to look) very tired. 12. The children (to brush) their teeth, (to yawn) a little and (to go) to bed. 13. Their mother (to change) her clothes and (to brush) her hair. Then she (to talk) on the phone. 14. Her husband (to smoke) a cigarette and (to talk) to his wife. 15. They (to wait) for the bus. The bus (to arrive) at 9 o'clock. 16. They (to visit) their friends. 17. They (to dance) a lot there. 18. Mr. and Mrs. Smith (to rest) very well last night. They really (to have) a wonderful time at their friends.

Exercise 14. Rewrite the sentences using Past Simple

On Monday we have five lessons. The first lesson is Russian. At this lesson we write a dictation and do some exercises. Nick goes to the blackboard. He answers well and gets a "five". Pete does not get a "five" because he does not know his lesson. After the second lesson I go to the canteen. I eat a sandwich and drink a cup of tea. I do not drink milk. After school I do not go home at once. I go to the library and change the book. Then I go home.

Exercise 15. Rewrite the sentences using Past Simple

Boris wakes up when it is already quite light. He looks at his watch. It is a quarter to seven. Quick! Boris jumps out of bed and runs to the bathroom. He has just time to take a cold shower and drink a glass of tea with bread and butter. He is in a hurry to catch the eight o'clock train. At the railway station he meets three other boys

from his group. They all have small backpacks and fishing rods. In less than an hour they get off the train at a small station near a wood. They walk very quickly and soon find themselves on the shore of a large lake. The boys spend the whole day there fishing, boating and swimming. They return home late at night, tired but happy.

Exercise 16. Give the Past Simple of the following verbs.

Be, bear, begin, become, bring, buy, broadcast, cut, do, eat, fall, feel, find, found, give, go, have, read, rise, set, shine, sing, strike, stroke, swing, spring, throw, wear, win, write.

Exercise 17. Make the following sentences interrogative and negative.

1. We went for a stroll down "Alphabet Street" to Ginger Street. 2. In the 1950s, television cut deeply into the movie-going audience. 3. He did a tremendous amount of work. 4. They carried out a huge survey. 5. There were a lot of disasters in the 20th century. 6. The actress gave a bravura performance in the Aldwych in London. 7. He failed to appear before the magistrate. 8. Hobbs was a founding partner in the Atlantic Financial Markets. 9. They couldn't get out of the place. 10. We had absolutely nothing to do last weekend. 11. When they saw me, they shut up. 12. She began the examination on time. 13. She had a problem on her mind. 14. My friend taught English for twenty-five years. 15. The old man used to take a long walk every morning.

Exercise 18. Put the verbs into the correct form.

1. Hilary Benson let Melanie (weep). She handed her patient a box of tissues in silence. Then she (pour) a glass of water, and (bring) it to the crying woman. Meredith (take) it from her, (sip) the water, and (say) after a moment, "I'm sorry for my outburst." 165 The Verb 2. "Listen, you two, before we have supper I want to show you my finds." "Finds? What you (mean)?" Andrew asked, smiling at me fondly. "I (poke) around in the library this afternoon, and I (find) a diary by one of your ancestors, Lettice Keswick, which she (write) in the seventeenth century." "Good Lord! So that's what you (do) all afternoon, digging amongst those old books," Diana (cut) in, "but you (say) finds, Mai, in the plural. What else you (discover)?" "Let me (go) and (get) them. Once you (see) the books, you (understand) what I (talk) about."

5. PAST CONTINUOUS

	I, HE, SHE, IT	WE, YOU, THEY
Positive	He was reading.	They were reading.
Negative	He wasn't reading.	They weren't reading.
Questions	Was he reading? Yes, he was. No, he wasn't. What was he reading?	Were they reading? Yes, they were. No, they weren't. What were they reading?

The Past Continuous tense is used to express an activity in progress around a point of time in the past.

The Past Continuous tense means that:

at a time in the past we were in the middle of an action

E.g. She was playing the piano at 6 o'clock (from 5 to 7 o'clock) yesterday.

a past action in progress was interrupted by another past action

E.g. When she arrived, we were having dinner.

there were two or more simultaneous past actions

E.g. While I was reading, Tom was sleeping.

Exercise 1. Complete the sentences with Past Continuous Tense.

1. I/to go home/at 4 o'clock yesterday.
2. We/to play basketball/at 6 o'clock last Sunday.
3. She/to talk with her friend/for forty minutes yesterday.
4. You/to wash the window/in the afternoon yesterday.
5. Nick/to ride his bike/all the evening.
6. Sheila and Dora/to wait for a bus/for half an hour.
7. They/to prepare for the party/all day yesterday.
8. I/to learn the poem/for an hour.
9. Dick/to paint the walls in his room/from 2 to 6 o'clock last Wednesday.
10. Eve and Tony/to skate/all day last Saturday.

Exercise 2. Choose the correct answer.

1. I was brushing my teeth when/while my sister was making tea.
2. He was riding a horse when/while the car drove to the stable.
3. Sue was walking along the path as/while it started to rain.
4. You were washing the dishes as/while I was drying them.
5. Kate was speaking to the doctor when/while her mobile telephone rang.
6. We were discussing the film as/while Mary was looking through some magazines.
7. The waiter was carrying the tray when/while he dropped a glass.
8. Sam was crossing the road when/while he saw his friend at the bus stop.
9. Lin and Wendy were preparing for the test as/while the postman knocked at the door.
10. The child was eating soup when/while his mother was making salad.

Exercise 3. Make the sentences using Past Continuous Tense.

Example: He wasn't reading the newspaper, (magazine) +

He wasn't reading the newspaper, he was reading a magazine. We were looking for apples, (bananas) — We were looking for apples, we weren't looking for bananas.

1. Angela wasn't singing a song, (dance) +
2. I was cooking potatoes, (fish) —
3. The boys were watching a film, (the news) —
4. My mother wasn't washing the dishes, (iron the clothes) +
5. He was building the house, (garage) —
6. They were gathering berries, (mushrooms) —
7. You weren't listening to music, (read the book) +
8. Ben was repairing his bike, (his car) —

1. A man/to fish/on the bank of the river.
2. They/to make notes/during the lecture?
3. She/not to smile/any more.
4. Polly/and her cousin/to have tea.
5. You/to dig/in the garden?
6. Mike/to hang/a picture in the living-room.
7. Sue/not to swim/in the swimming-pool.
8. They/to wait/for the doctor?
9. I/not to look/at the actors.
10. She/to speak/in a friendly way.

Exercise 4. Put the verbs into the correct form.

1. you ... (to wash) the clothes at 4 o'clock yesterday? — No, I I ... (to tidy) my room at that time.
2. ... Lucy ... (to do) the shopping when you met her? — Yes, she
3. ... they ... (to translate) the text in the afternoon? — No, they They ... (to prepare) for the Maths test.
4. ... Alison and Rita ... (to sit) in a cafe at three o'clock? — Yes, they They ... (to eat) ice cream.
5. ... Steve ... (to play) computer games all the evening? — No, he He ... (to do) his homework.
6. ... Barbara ... (to sunbathe) in the morning yesterday? — Yes, she
7. ... the children ... (to help) their grandparents yesterday? — Yes, they They ... (to gather) fruit in the garden.
8. ... you ... (to sleep) at four o'clock yesterday? — Yes, I
9. ... Phil ... (to speak) to the receptionist when you came into the hall of the hotel? — No, he He ... (to have) breakfast in the cafe.
10. ... you (to pack) your luggage when the taxi arrived? — No, I

Exercise 5. Write questions for sentences using question words in brackets.

1. She was visiting her dentist at two o'clock yesterday. (What to do? When?)
2. They were having an English lesson at ten o'clock last Monday. (Who? What lesson?)
3. We were driving towards the village yesterday evening. (Where?)

When?)

4. He was painting the roof of the garage last Saturday. (What? When?)
5. You were waiting for your brother at the bus stop. (Whom? What to do?)
6. My aunt was speaking to the shop- assistant in the supermarket. (Whose?

Where?)

7. We were walking quickly because of the rain. (How? Why?)
8. The dog was barking in the yard. {What to do? Where?)
9. They were sunbathing on the beach. (Who? Where?)
10. She was painting a picture in her room. (What? What to do?)

6. THE PAST CONTINUOUS

Exercise 1. Comment on the use of the Past Continuous in the following sentences.

1. When Ann turned on the television, the weatherman was giving the weekend forecast for Europe. 2. Diana and I were sitting in the library on Sunday morning, reading the newspapers. Or rather, she was reading, I was merely glancing through them. 3. To make conversation I asked him what he was doing at Oxford. 4. The noise was caused by a dog, which was chasing a cat through the garden. 5. Summer was slipping away, day by day. 6. The crisis over, Jake was finally feeling better in spirits. 7. Maxim's jaw dropped, he was unable to absorb the things he was hearing. 8. And I just knew it was my mother's face I was seeing in my mind. 9. Emma was generous of her time and money and she was understanding of heart. And she was being understanding now. And yet part of her was still disbelieving that it was true. 10. As usual, he was being selfish, thinking only about himself. 11. When she came back to the office, the secretary was still riffling through some papers. 12. She was being perfectly friendly again. 13. Nora thought she was being noisy. 14. When I entered a Pizza Hut, all around me people were eating pizzas the size of bus wheels. 15. He was liking the boy less and less every second.

Exercise 2. Put the verbs into the correct form.

1. On that special day Grandma was in her best clothes, she (wear) net gloves and a hat. 2. The child's eyes (shine) with excitement as he stared at the rows and rows of toys in this fantastic shop. 3. The scientists (work) around the clock, they (try) to raise funds for further research. 4. She looked out of the window and saw that the children (return) slowly from school. 5. When we (meet) for the first time, he (sell) newspapers on the streets. 6. At exactly this time yesterday they (have) a briefing. 7. What you (do) when I (call) you? You (sleep) or what? 8. We (have) a very lazy holiday. We (play) tennis, (visit) friends, the children (swim) and (sunbathe). 9. Gwenny still (leaf) through the magazines when I returned to the parlour. 10. The middle-aged couple next to me (discuss) their plans for Christmas — who to invite out. 11. The police who (investigate) the crime at the moment, (can) find no clues at all. 12. I know that you thought that I (be stubborn) the other day. 13. The train (speed) past hills full of cows and sheep.

Exercise 3. Put the verbs into the correct form.

It (snow) again. It (be) gorgeous. Just like a fairyland. All white. And the snow (glisten) in the sun. But the snow flakes (be) light, and as I (glance) out the window, I (notice) that they (melt) the moment they (hit) the pavement so it (can) not be the weather which (make) Andrew late getting home. "I think the traffic and the snow (hold) him up," Sarah said. "If it (snow) in Connecticut, it (can) (slow) Andrew down, and everyone else who (come) back to the city on Sunday night. There (be) probably a backup of cars." "That's true, yes," I (say), seizing on this possibility, wanting to ease my worry. But the fact (be), Andrew was never late, and that was what (trouble) me now. Sarah (know) it as well as I (do), but neither of us (voice) this thought at the moment.

Exercise 4. Make the right choice.

1. Kate's hopes after her last interview
a) raised b) rose c) were raising
2. The landscape in silence, as if the world had stopped.
a) lay b) laid c) was lying
3. The King's palace on the hill, overlooking the river.
a) was standing b) stood c) stayed
4. A narrow path to the entrance to the secret garden.
a) led b) was leading c) is leading
5. Meredith laughed and a perfectly shaped blonde brow.
a) rose b) raised c) was raising
6. Instinctively, she recognized that here her future
a) lay b) lied c) was lying
7. She suddenly and began to clear the kitchen table.
a) raised b) was rising c) rose
8. I my hand in greeting.
a) raised b) rose c) was raising
9. A little river through the grounds.
a) flowed b) was flowing c) flew
10. Molly was walking along the lonely path that between the hills.
a) ran b) was running c) runs
11. A thick fog in the air.
a) hanged b) hung c) was hanging
12. Do you happen to know who this public fund?
a) found b) founded c) finds
13. My parents can't offer me any financial help. I have to the money myself.
a) raise b) rise c) rose
14. Now she knew that her happiness in his hands.
a) was lying b) was laying c) lay
15. When I came into the room, my dog on the bed again.

- a) was laying b) lay c) was lying
 16. The door open.
 a) stood b) was standing c) stood up
 17. Last week he a new record.
 a) sat b) set c) was sitting
 18. After the heavy rains the lake
 a) rose b) raised c) risen

Exercise 5. Put the verbs into the correct form.

1. Where ... you ... (to go) yesterday evening? — I ... (to go) to the railway station to meet my uncle.
2. Where ... your sister ... (to shop) yesterday morning? — Well, she ... (to shop) in a new shopping centre all day yesterday.
3. How long ... they ... (to prepare) for the test last Sunday? — They ... (to prepare) for the test from 2 to 6 o'clock.
4. What book ... he ... (to read) at five o'clock yesterday? — He ... (not to read). He ... (to translate) a short story for his French lesson.
5. What ... Dick ... (to do) yesterday evening? — He ... (to play) a new computer game all the evening.
6. Why ... Chris and Sam ... (to laugh) so loudly? — Because they ... (to watch) a comedy film.
7. Who ... (to sing) that nice song when we came into the hall? — My friend ... (to sing).
8. Why ... you ... (to bake) a cake yesterday morning? — Because I ... (to wait) for the guests.
9. Whom ... she ... (to speak) to when I met her? — She ... (to speak) to her coach.
10. Whose car ... Bill ... (to drive) yesterday? — He ... (to drive) his cousin's car.

Exercise 6. Translate the sentences into English.

1. Что вы делали вчера в пять часов? — Мы готовили ужин и ждали гостей.
2. Куда она шла вчера утром? — Она шла к стоматологу.
3. Какой фильм твой брат смотрел вчера в кинотеатре? — Он смотрел новый фильм ужасов.
4. Где она ждала меня? — Она ждала нас возле театра.
5. Какую статью вы читали вчера? — Я читал статью о новейших научных открытиях.
6. Почему он вел машину так быстро? — Он спешил на вокзал.
7. Когда Том плавал в бассейне вчера? — Он плавал с четырех до пяти часов.
8. Что твой брат делал вчера утром? — Он ремонтировал велосипед вчера утром.

9. С кем Анна разговаривала вчера в 2 часа? — Она разговаривала с секретарем.

10. Что дети делали вчера после уроков? — Они готовились к спортивным соревнованиям.

PAST SIMPLE vs PAST CONTINUOUS

The Past Simple tense expresses past actions as simple facts.

The Past Continuous tense gives past activities time and duration.

Compare the following pairs of sentences:

A *I did not see you in the pub last night.*

B *No. I stayed at home and watched TV.*

A *I rang you last night, but there was no reply.*

B *Sorry, I was watching TV, I did not hear the phone.*

Exercise 1. Read the story. Put all underlined verbs in the Past tense.

A London Fog

It *is* a very foggy day in London. The fog *is* so thick that it *is* impossible to see more than a foot or so. Buses, cars and taxis *are* not able to run and *are* standing by the side of the road. People *are* trying to find their way about on foot but *are* losing their way in the fog. Mr. Smith *has* a very important meeting at the House of Commons and *has* to get there but no one *can* take him. He *tries* to walk there but *finds* he *is* quite lost. Suddenly he *bumps* into a stranger. The stranger *asks* if he *can* help him. Mr. Smith *says* he *wants* to get to the Houses of Parliament. The stranger *tells* him he *will* take him there. Mr. Smith *thanks* him and they *start* to walk there. The dog *is* *getting* thicker every minute but the stranger *has* no difficulty in finding the way. He *goes* along one street, *turns* down another, *crosses* a square and at last after about half an hour's walk they *arrive* at the Houses of Parliament. Mr. Smith *can't* understand how the stranger *finds* his way. "It is wonderful," he *says*. "How *do* you find the way in this fog?" "It *is* no trouble at all to me," *says* the stranger. "I am blind."

Exercise 2. Make negative sentences .

1. She made a mistake in my exercise.
2. I woke very early this morning.
3. He went to school this morning.
4. Henry swam across the river.
5. The girls went to the party.
6. Omar rode to school on his bicycle.
7. My father gave us good ideas for our pictures.
8. Yesterday evening I watched TV.
9. The children sang very well.
10. Mary painted this poster yesterday.

11. I wrote a letter yesterday.
12. They took part in the competitions.

Exercise 3. Make sentences interrogative:

1. The lesson began at nine o'clock.
2. My father went to the office by car.
3. Mike caught the ball.
4. The cat drank its milk.
5. She drew a picture of the teacher.
6. Mike bought a bicycle.
7. He opened the door.
8. She broke the vase.
9. Ann walked to school.
10. I knew Kate.
11. We have a holiday last year.
12. My sister bought a new dress yesterday.

Exercise 4. Put the verbs into the correct form.

1. I (play) the guitar when he came into the room.
2. Mother (plant) roses when he came.
3. She (write) a letter when I came home.
4. The children (eat) a birthday cake when father came home.
5. Askar (work) all day yesterday.
6. I (sit) by the window when I heard the noise.
7. When you rang me yesterday, I (have) a bath.
8. Granny (bake) a cake yesterday at 3 o'clock.
9. I (cook) pizza when you came at home.
10. At six o'clock he (wait) for Mary at the station.
11. He (walk) home when the rain began.
12. The baby (eat) its dinner when I came home.

Exercise 5. Put the verbs into the correct form.

1. When she was young, she (dance) a lot.
2. Mike (drive) home when his car (break down).
3. Nick (read) a book while Kate (watch) TV at 4 o'clock yesterday afternoon.
4. Father was tired. He (work) on his computer all night.
5. He was upset because he (lose) his money.
6. I (wait) for an hour before the bus (come).
7. Mary and Ann (talk) when I (come) into the room.
8. When I (came) home Granny (knit).
9. When the teacher (came) into the class, John (write) on the board.
10. While my son (wait) for my call, somebody (knock) at the door.

Exercise 6. Put the verb into the correct form, Past Continuous or Past Simple.

1. Elena was waiting (wait) for me when I arrived. (arrive)
2. 'What _____ (you/do) this time yesterday?' I was asleep.
3. '_____ (you/go) out last night?' 'No, I was too tired.'
4. 'Was Elizabeth at the party last night?' 'Yes, she _____' (wear) a really nice dress.
5. How fast _____ (you/drive) when the accident _____ (happen)?
6. Damian _____ (take) a photograph of me while I _____ (not/look).
7. We were in a very difficult position. We _____ (not/know) what to do.
8. I haven't seen Peter for ages. When I last _____ (see) him, he _____ (try) to find a job in London.
9. I _____ (walk) along the street when suddenly I _____ (hear) footsteps behind me. Somebody _____ (follow) me. I was frightened and I _____ (start) to run.
10. When I was young, I _____ (want) to be a bus driver.

Exercise 7. Complete the sentences

A: What (you, do) _____ when the accident occurred?

B: I (try) _____ to change a light bulb that had burnt out.

1. After I (find) _____ the wallet full of money, I (go, immediately) _____ to the police and (turn) _____ it in.
2. The doctor (say) _____ that Tom (be) _____ too sick to go to work and that he (need) _____ to stay at home for a couple of days.
3. Sebastian (arrive) _____ at Susan's house a little before 9:00 PM, but she (be, not) _____ there. She (study, at the library) _____ for her final examination in French.
4. Sandy is in the living room watching television. At this time yesterday, she (watch, also) _____ television. That's all she ever does!

A: I (call) _____ you last night after dinner, but you (be, not) _____ there. Where were you?

B: I (work) _____ out at the fitness center.

1. When I (walk) _____ into the busy office, the secretary (talk) _____ on the phone with a customer, several clerks (work, busily) _____ at their desks, and two managers (discuss, quietly) _____ methods to improve customer service.
2. I (watch) _____ a mystery movie on TV when the electricity went out. Now I am never going to find out how the movie ends.
3. Sharon (be) _____ in the room when John told me what happened, but she didn't hear anything because she (listen, not) _____.

4. It's strange that you (call) _____ because I (think, just) _____ about you.
5. The Titanic (cross) _____ the Atlantic when it (strike) _____ an iceberg.
6. When I entered the bazaar, a couple of merchants (bargain, busily) _____ and (try) _____ to sell their goods to naive tourists who (hunt) _____ for souvenirs. Some young boys (lead) _____ their donkeys through the narrow streets on their way home. A couple of men (argue) _____ over the price of a leather belt. I (walk) _____ over to a man who (sell) _____ fruit and (buy) _____ a banana.
7. The firemen (rescue) _____ the old woman who (be) _____ trapped on the third floor of the burning building.
8. She was so annoying! She (leave, always) _____ her dirty dishes in the sink. I think she (expect, actually) _____ me to do them for her.
9. Samantha (live) _____ in Berlin for more than two years. In fact, she (live) _____ there when the Berlin Wall came down.

8. PRESENT PERFECT SIMPLE

	I, WE, YOU, THEY	HE, SHE, IT
Positive	They have arrived.	He has arrived.
Negative	They haven't arrived.	He hasn't arrived.
Questions	Have they arrived? Yes, they have. No, they haven't. Where have you been?	Has he arrived? Yes, he has. No, he hasn't. Where has he been?

The Present Perfect tense is a present tense. We use it to talk about:

1. A present result of a past action.

E.g. He has lost his diary. (= He doesn't have it now)

Typical time words here are: *just, already* (in positive sentences), *yet* (only in negative sentences and questions).

E.g. I have just done the washing. She has already cleaned the room. Have you finished the work yet?

2. People's experiences without any specific time reference. Here *never* and *ever* are often used.

E.g. "Have you ever seen him?" "No, I have never met this person".

Other time words are: *before, recently, so far, lately*.

E.g. I haven't seen them recently. I haven't done it so far.

Have you met them before?

3. Things (actions, states) which began in the past and still continue, especially when we say how long they have lasted.

E.g. Ann has worked with children for 15 years.

Note the time expressions that are common with this use.

Also *this morning, this evening, this week, today*, etc. are typical here.

E.g. I haven't seen her for ages. We haven't met since October. "How long have you known her?" "I have known her for a year."

I have translated three texts today.

Exercise 1. Put the sentences into the Present Perfect.

1. He _____ (finish) training.
2. She _____ (score) twenty points in the match.
3. We _____ (watch) all the Champions League matches this season.
4. That's amazing! She _____ (run) fifteen kilometers this morning!
5. She _____ (buy) some really nice rollerblades!
6. Oh, no! I _____ (lose) my money!
7. My mum _____ (write) shopping list. It's on the kitchen table.
8. Dad, you _____ (eat) my biscuit!
9. I'm tired. I _____ (watch) three X-Files videos.
10. Hurry up! They _____ (start) the film!
11. Mary _____ (study) hard this year, so she'll pass her exams.
12. Oh no! She _____ (drop) the plate!
13. The garden is very green. It _____ (rain) a lot this month.
14. These are my favourite trousers. I _____ (have) them for five years.
15. Tom's my best friend. I _____ (know) him for three years.
16. They _____ (live) in Miami for two years.
17. Jo has earache. He _____ (have) it since 7 o'clock.
18. Brad _____ (live) in Chicago since 1998.

Exercise 2. Put the sentences into the Present Perfect. Translate the sentences into Russian.

1. The pupils are writing a dictation. 2. My friend is helping me to solve a difficult problem. 3. I am learning a poem. 4. She is telling them an interesting story. 5. Kate is sweeping the floor. 6. The waiter is putting a bottle of lemonade in front of him. 7. I am eating my breakfast. 8. We are drinking water. 9. He is bringing them some meat and vegetables. 10. You are putting the dishes on the table. 11. They are having tea. 12. She is taking the dirty plates from the table. 13. The children are putting on their coats. 14. Susan is making a new dress for her birthday party. 15. She is opening a box of chocolates. 16. I am buying milk for milk shakes. 17. James is ordering a bottle of apple juice. 18. We are looking for more CDs with good music. 19. Are you recording your favourite film on his video recorder? 20. I am translating a difficult article from German into Russian.

Exercise 3. Put the verbs into the correct form.

1. What are you (to do) here? — I am (to write) a letter to my friends. 2. Who has (to write) this article? 3. What language are you (to study)? 4. We have already

(to learn) a lot of English words. 5. What is she (to teach) them? 6. Who has (to teach) you to do it? 7. He has just (to do) something for us. 8. Have you (to find) the book? 9. What are you (to look) for? 10. What are you (to talk) about? 11. We have just (to talk) about it. 12. He has just (to say) something about it. 13. She is (to tell) them some interesting story. 14. He has (to tell) us nothing about it. 15. She has (to tell) them some stories about dogs. 16. We have (to have) two lessons today. 17. They are (to have) a meeting. 18. She has not (to speak) yet. 19. They have (to ask) me several questions. 20. He has already (to learn) the rule. 21. I am (to write) an exercise. 22. What is he (to do)? — He is (to read) a newspaper. 23. Have you (to read) any stories by Jack London? 24. I am (to answer) the telephone right now. 25. He has (to fix) his car and now he is (not to have) any trouble with the brakes anymore. 26. You have just (to hear) tomorrow's weather forecast. Упражнение 224 Раскройте скобки, употребляя глаголы в требуемой форме, так чтобы получить Present Continuous или Present Perfect. 1. What's the matter? Why he (to stop)? 2. My cousin (to look) for a job, but he (not to find) a job yet. 3. It (to be) impossible for her to feel at home here. 4. What you (to study) now? 5. They just (to give) you a pay rise. 6. Sophie is busy. She (to knit) a sweater for her grandson. 7. You only (to have) a piece of cake? You (not to eat) much. 8. People (to plant) carrots and tomatoes now. 9. You (to go) to plant tomatoes this year? 10. Johnny, who finally (to find) a new job, (to give) a big party. 11. How long you (to be) sick? 12. You (to see) any good movies recently? 13. What you (to look) forward to? 14. Nancy (to look) forward to this weekend.

Exercise 4. Read and translate the following sentences. Explain the use of the Present Perfect.

1. We live in the life that we have created. 2. Miss Lazy has hardly done any work this week. 3. I've said all I wanted to say on the matter. 4. Alan and Chloe are both down with the flu. Thank God I haven't caught it from them. 5. I think you've made a good choice. 6. Rick, I've just told you that we don't have a future together. 7. The country has made enormous progress this year. The Prime Minister has done so much good. 8. I've studied the last two faxes from Geneva and I've come to a decision. 9. You are my mother. I love you very much, and I thank you from the bottom of my heart for everything you have done for me. 10. Wait, you haven't read the details. 11. You have become very dear to me, and in such a short time. I've fallen in love with you, Mary. 12. So the vendetta has finally ended. You have united the two families at last. 13. You've been generous beyond belief. Thank you. 14. Have you ever seen a ghost? 15. We've run out of sugar. Ask Mrs. Helpful to lend us some. 16. We have had some successes in tennis lately.

Exercise 5. These are some sentences from Nigel's letter home from Africa. He has made four mistakes in using 'for' and 'since'. Correct his mistakes.

Dear Mum and Dad,

I've lived in Africa since two weeks and I love it! Africa is beautiful! I haven't travelled to any faraway place for last summer. I'm so happy now!

I've already seen Mr. Rambler. He is working for WWF here and taking photos of wild animals. I haven't seen any lions yet. I think I'll see them later.

Thank you for the trip. I've dreamed of Kenya for my childhood. I haven't seen you since ages! I miss you so much!

Love, Nigel.

Exercise 6. Complete the sentences. Use for or since.

1. I've lived in Washington _____ 1997.
2. Ben has studied English _____ three years.
3. They haven't visited their grandparents _____ months.
4. Julie's ill. She's been in bed _____ Tuesday.
5. My dad has had his car _____ sixteen.
6. It's been ten years _____ we moved to Oxford.

Exercise 7. Complete the sentences. Use for or since in Present Perfect

Simple.

1. Kate/be/in bed/a long time.
2. She / not eat / anything / this morning.
3. She / not see / her friends / a week.
4. She / stay / at home / Tuesday.
5. She / have / a red nose / three days.
6. She / not play / basketball / last weekend.
7. She / not do / any school work / Monday.

Exercise 8. Complete Jane's letter to her American friend. Use the Present

Perfect Tense.

Dear Amy

I _____ (1 not have) a letter from you for a long time. _____ (2 you lose) my address? I bought the new Steps CD at the weekend. I _____ (3 already listen) to it. _____ (4 you hear) it yet? It's brilliant. There's a new video too, but I _____ (5 not see) it yet.

School is going OK. I _____ (6 just finish) some exams, but the holidays _____ (7 not start) yet. We're going to Ireland. I _____ (8 never be) there.

Write soon with your news.

Love Jane

Exercise 9. Nick is getting ready to travel. He is going to visit his Granny.

Read the list of things he must do before travelling. Write what he has done and what he hasn't done.

THINGS TO DO

- to pack the suitcases (+)
- to water the flowers (+)
- to take my library book back
- to say 'good-bye' to Nigel (+)

- to clean my shoes
- to call Granny (+)
- to buy some food and drinks (+)
- to clean the parrot's cage
- to change the water for the fish
- to buy a present for Granny (+)

Exercise 10. Use the right form of the verbs in brackets. (Present Continuous or Present Perfect.)

1. What's the matter? Why he (to stop)?
2. My cousin (to look) for a job, but he (not to find) a job yet.
3. It (to be) impossible for her to feel at home here.
4. What you (to study) now?
5. They just (to give) you a pay rise.
6. Sophie is busy. She (to knit) a sweater for her grandson.
7. You only (to have) a piece of cake? You (not to eat) much.
8. People (to plant) carrots and tomatoes now.
9. You (to go) to plant tomatoes this year?
10. Johnny, who finally (to find) a new job, (to give) a big party.
11. How long you (to be) sick?
12. You (to see) any good movies recently?
13. What you (to look) forward to?
14. Nancy (to look) forward to this weekend.
15. She (to go) to read Shakespeare and she (not to go) to think about work.
16. Mike (to leave) for work yet?
17. They (to pay) their electric bill this month?
18. How long you (to know) each other?
19. Your car (to make) strange noises. Is anything wrong?
20. The boy (to do) his homework and (to take) a karate lesson now.
21. I (to have) dinner with my friends at the moment and I am very happy to see them again.
22. Jay never (to travel) overseas.
23. We always (to have) a dog and a cat. We love pets.
24. Larry never (to own) a sports car.

Present Perfect vs Past Simple

is used to describe
an action in the time
"up to now"

is used to describe
an action in
"finished time"

(there is a connection (no connection with the present) between the past and the present)

Compare*Typical time words:*

this week

never

today

lately

Typical time words:

when

yesterday

last month

in 1981

for ages

ten minutes ago

long ago, etc.

Compare these sentences.

Present Perfect	Past Simple
1. I have already been to London.	1. I was in London <u>last year</u> .
2. She has returned from her business trip.	2. She returned from her business trip <u>2 days ago</u> .
3. We have not seen the contract yet.	3. We didn't see the contract <u>when we were</u> at their office.
We know the result, but we don't know the time of the action.	We know exactly when the action took place in the past.

Exercise 1. Complete the pairs of sentences. Use the Present Perfect or the Past Simple in the other.

1. I (know) _____ her for six years.
2. I (know) _____ him when I was at school.
3. He (live) _____ in Paris from 1997 to 2000.
4. He (live) _____ in New York since 2001.
5. Where's Pete? I (not see) _____ him for ages.
6. I (not see) _____ Pete last night.
7. We (be) _____ at primary school from 1993 to 1998.
8. We (be) _____ in this class since September.
9. I (not watch) _____ this video yet.
10. I (not watch) _____ a video at the weekend.

Exercise 2. Put the verbs in brackets in the Past Simple or in the Present Perfect.

1. I _____ (never/ be) to the USA. I _____ (want) to go there last summer but I couldn't.
2. He _____ (live) in this street all his life.
3. His father _____ (come back) to London last Sunday.
4. Yan _____ (write) a letter to Nick two days ago.
5. He _____ (send) his letter yesterday.
6. They _____ (just/ buy) some postcards.

Exercise 3. Fill in last night, ever, ago, just, yet, always in the right place.

1. Nick's uncle went to Russia 3 years.
2. Mr. Rambler has come back from Belarus.
3. Nick has wanted to visit Belarus.
4. Mr. Rambler saw Yan.
5. They haven't visited this old castle.
6. Have you been to England?

Exercise 4. Choose the correct option.

1. She has /'s had a moped since she was 15.
2. We took /'ve taken a taxi to town that morning.
3. We played /'ve played volleyball last night
4. I'm really hungry. I didn't eat / haven't eaten since last night.
5. They visited/ 've visited Colorado last summer.

Exercise 5. Put the verbs in brackets in the Past Simple or in the Present

Perfect.

1. Maria (get) _____ some bad news last week. She (be) _____ sad since she (get) _____ the bad news.
2. I (start) _____ school when I was five years old. I (be) _____ at school since I (be) _____ five years old.
3. I (change) _____ my job three times this year.
4. I (change) _____ my job three times last year.
5. The weather was hot and dry for many weeks. But two days ago it (rain) _____.
6. Tom (break) _____ his leg five days ago. He's in hospital. He (be) _____ in hospital since he (break) _____ his leg.
7. Are you going to finish your work before you go to bed? — I (finish) _____ it (already). I (finish) _____ my work two hours ago.

Exercise 6. Put the verbs in brackets in the Past Simple or in the Present

Perfect.

1. I (have, just) _____ a nice pot of coffee. Would you like a cup?
2. I (see, not) _____ Steve this morning yet.
3. Carol and I are old friends. I (know) _____ her since I (be) _____ a freshman in high school.
4. Maria (have) _____ a lot of problems since she (come) _____ to this country.
5. I (go) _____ to Paris in 2003 and 2006.
6. A car came round the corner and I (jump) _____ out of the way.
7. Don't throw the paper away because I (not to read) _____ it yet.
8. Is Jim going to eat lunch with us today? — No. He (eat) _____ (already). He (eat) _____ lunch an hour ago.

9. Since we (start) _____ doing this exercise, we (complete) _____ some sentences.

10. I (be) _____ never to Italy.

Exercise 7. Put the verbs in brackets in the Past Simple or in the Present Perfect.

1. You (ever work) _____ in a shop?
2. I (work) _____ at my uncle's shop when I was younger.
3. It's the first time I (be) _____ on a ship.
4. Ann is looking for her key. She can't find it. She (lose) _____ her key.
5. How many symphonies Beethoven (compose) _____?
6. Look! Somebody (spill) _____ ink on the notebook.
7. You (have) _____ a holiday this year yet?
8. You (see) _____ any good films recently?
9. He (have, not) _____ any problems since he (come) _____ here.

Exercise 8. Put the sentences into the Past Simple or Present Perfect. Translate the sentences into Russian.

1. I (cut) _____ some flowers from my garden yesterday. I (cut) _____ lots of flowers from my garden so far this summer.
2. I (not / see) _____ Tom lately.
3. The artist (draw) _____ a picture of sunset yesterday. She (draw) _____ many pictures of sunsets in her lifetime.
4. I (feed) _____ birds at the park yesterday. I (feed) _____ birds at the park every day since I (lose) _____ my job.
5. Ann (wake up) _____ late and (miss) _____ her breakfast on Monday.
6. I (forget) _____ to turn off the stove after dinner. I (forget) _____ to turn off the stove a lot of times in my lifetime.
7. The children (hide) _____ in the basement yesterday. They (hide) _____ in the basement often since they (discover) _____ a secret place there.
8. The baseball player (hit) _____ the ball out of the stadium yesterday. He (hit) _____ a lot of homeruns since he (join) _____ our team.
9. We first (meet) _____ in 2001. So we (know) _____ each other for 8 years.

Exercise 9. Put the sentences into the Past Simple or Present Perfect.

1. She (change) _____ a lot since she left school.
2. I (see) _____ this film and I don't want to see it again.
3. Jazz (originate) _____ in the United States around 1900.
4. Tom Hanks (win) _____ an Oscar several times already.
5. Long ago, they (build) _____ most houses out of wood.
6. Scientists still (not/find) _____ a cure for cancer.
7. Sean (eat, never) _____ Chinese food before.
8. In my first job, I (be) _____ responsible for marketing.

9. The last job I (apply) _____ for required applicants to speak some Japanese.

10. The first modern Olympics (take) _____ place in Athens more than a hundred years ago.

11. I am writing in connection with the advertisement which (appear) _____ in December.

Exercise 10. Complete the sentences. Use the Present Perfect or the Past Simple.

My family and I (move) from London to Cardiff last summer, so we (live) in Cardiff for seven months now. I miss my friends in London. My best friend is called Megan. We (meet) at primary school, so I (know) her for nine years. Unfortunately, I (not see) her since last summer.

I go to Greystone Secondary School in Cardiff. I (be) at the school since last September. At first I (not like) it because I (not have) any friends here. But the students in my class are really nice and I'm happy here now.

Exercise 11. Correct the mistakes in these sentences.

1. We lived here since 1997.
2. I've been ill since two days.
3. How long do you know him?
4. Susie has seen a good film last night.
5. We've finished our homework just.
6. I've already wrote three letters.

Exercise 12. Complete the sentences. Use the Present Perfect or the Past Simple

Helen: That's a nice tennis racket. Is it new?

Andy: No, (I/have) _____ it for about a year, but (I/not play) _____ with it very much. (I/buy) _____ it in Florida.

Helen: When (you/go) _____ to America?

Andy: (I/go) _____ there with my family in the spring.

Helen: What was it like?

Andy: Great! (I/stay) _____ with my penfriend.

Helen: Is your penfriend American?

Andy: Yes. (I/have) _____ an American penfriend for two years. (he/come) _____ to England last summer.

Helen: (I/not meet) _____ him.

Andy: No, (you/be) _____ on holiday in Turkey.

Exercise 13. Choose the correct form of the verb.

1. We went/ 've been to the seaside last summer.
2. I finished / 've finished my homework. Can I go out now?
3. I was /'ve been ill three month ago.

4. Have you been / Did you to the shop? I need some stamps.
5. My hobby is fishing. I've caught / caught a lot of fish.
6. Jenny is in Oxford today, but she was /has been in London yesterday.
7. I played /'ve played basketball when I was younger, but I don't play now.
8. I've already seen / already saw 'Shrek'.
9. Julie has been / was ill since Tuesday.
10. I didn't see / haven't seen Josh since 1998.
11. We've stayed / stayed at our grandparents for three days. We arrived home yesterday.
12. The dog went / has gone to sleep an hour ago.
13. I had / 've had a cat for two years. It's name is Willis.
14. I've waited / waited for a bus for twenty minutes. Then I decided to walk

The Past Simple and the Present Perfect

Exercise 1. Say if the given below words and phrases express finished or unfinished time. Make up sentences of your own with them to illustrate the difference.

Today, yesterday, this morning, ever, never, always, when I was nine, until I was nine, since I was nine, after I got up, since I got up, three years ago, for the last three years, this year, last year, for the last year, in 2008, since 2007, recently, lately, so far, just now, just, up till now.

Exercise 2. Put the verbs into the correct form.

1. — You (see) Jane today? — Yes, I (see) her at about nine, but I not (see) her since then. 2. I always (want) to go to Scotland, but I never (manage) to get there. 3. Bob (want) to be a bodyguard until he (be) fifteen. 4. — We not (see) much of Helen lately. — You (see) her? 5. I (be) ill a lot last year. 6. I (be) ill for two weeks. 7. — How's your new job? — Everything (be) all right up to now. 8. Nelly (go) to America on holiday ten years ago, and she (live) there ever since. 9. He (climb) quite a lot of mountains, but he never (be) up Everest. 10. You ever (study) a musical instrument? 11. Alex (have) an enormous amount of work last week. 12. We (have) a very busy week. We need a break. 13. When you first (fall in love)? 14. How long ago you (meet)? 15. How long you (be) in your present job?

Exercise 3. Put the verbs into the correct form.

Ninia. Guess what? I have wonderful news. Vladimir and I are engaged.

Erika. What! You ... engaged? It's all so sudden.

Ninia. I not (tell) anyone yet. This is the first time I (speak) about it.

Erika. But are you sure you know what you (do)? I never (meet) Vladimir. Who is he?

Ninia. He's the most wonderful person I ever (know).

Erika. Where you (meet) him?

Ninia. I (meet) him in History class last semester.

Erika. Oh, he's a student. He (finish) college yet.

Ninia. He not (graduate), but he already (finish) most of his courses.

Erika. How will you support yourselves?

Ninia. We already (discuss) that. I am going to work until he (finish) school.

Erika. Nina, you never (be) on your own. Has he? He ever (work) before? He ever (live) alone?

Ninia. No, but that's not important. What matters is that we're in love.

Erika. How you (know) you're really in love? You not (have) much experience with men.

Ninia. Yes, Vladimir is the first one I ever (fall in love with). But I feel as if I always (know) him.

Erika. I know, I know. Love (make) the world go round. But so far you not (convince) me that you know what you're doing. Why you not (wait) for a while?

9. PRESENT PERFECT CONTINUOUS

	I, WE, YOU, THEY	HE, SHE, IT
Positive	We have been studying English for 5 years.	He has been studying English for 5 years.
Negative	We haven't been smoking since November.	He hasn't been smoking since November.
Questions	Have you been working here long? Yes, I have. No, I haven't. What have you been doing lately?	Has he been working here long? Yes, he has. No, he hasn't. What has he been doing lately?

The Present Perfect Continuous tense shows the action which started in the past and is still going on.

The following words may be signals of the Present Perfect Continuous tense:

For shows for how long the action has been going on.

Since shows from what moment in the past it has been going on.

How long is used in questions.

Exercise 1. Write a question for each situation.

1. Irina looks sun burnt.

You ask: you/sit in the sun? __

2. You have just arrived to meet a girlfriend who is waiting for you.

You ask: you / wait / long? __

3. You meet a friend in the street. Her face and hands are very dirty.

You ask: what / you / do? __

4. A friend of yours is now living in Khreschatic street.

You want to know "How long ... ?"

You ask: how long / you / live / in Khreschatic street? __

5. A friend tells you about his job – he sells computers.
You want to know 'How long ...?'
You ask: how long / you / sell / computers?

Exercise 2. Put the verbs in Present Perfect Continuous.

1. He (work) ___ in this company since 1995.
2. I (wait) ___ for you since three o'clock.
3. Mary (live) ___ in Germany since 1992.
4. Why is he so tired? He (play) ___ football for five hours.
5. How long (learn / you) ___ English?
6. We (look for) ___ the motorway for more than two hours.
7. I (live) ___ without electricity for three weeks.
8. The film (run / not) ___ for ten minutes yet, but there's a commercial break again already.
9. How long (work / he) ___ in the garden?
10. He (not / be) ___ in the garden for more than an hour.

Exercise 3. Write sentences in Present Perfect Continuous.

1. the cat / the mouse / chase ___
2. he / the homework / copy ___
3. they / a new garden / take care ___
4. they / in a forum / chat / not ___
5. Ruslan / on the task / concentrate / not ___

Exercise 4. Write questions in present perfect continuous.

1. Dmitriy / paint ___
2. the secretary / the documents / print out ___
3. we / a room / share ___
4. the dog / run around / how long ___
5. she / at the door / knock / how long ___

Exercise 5. Translate into English using verbs in Present Perfect или Present Continuous.

1. Она все еще печатает свою статью.
2. Мы ее давно не видели.
3. Бабушка с дедушкой уже навестили своих внуков.
4. Сейчас они сидят в гостиной и разговаривают о своей поездке.
5. Ты когда-нибудь был в Африке?
6. Он все сделал для нее. Теперь он еще собирается купить ей дом.
7. Концерт еще не начался, и мы сидим в зале и обсуждаем свои проблемы.
8. Подожди меня! Я не взяла деньги.
9. Я только что позавтракал.
10. Он уже позавтракал.
11. Мы еще не завтракали.
12. Они все еще пьют чай в столовой.
13. Я уже сделал свои уроки.
14. Он все еще делает свои уроки.
15. У нас сегодня было три урока.
16. У них только что было собрание.
17. Она еще не читала этой книги.
18. Она все еще читает.
19. Кто это написал?
20. Что вы ему написали?
21. Я только что была у зубного врача и чувствую себя намного лучше.
22. Он

говорит неправду. Он не сделал уроки. 23. Почему он не обедает? — Он все еще разговаривает со своим другом по телефону. 24. Куда исчезла эта ленивая кошка? — Она вон там, спит перед камином.

Present Perfect Simple vs Present Perfect Continuous.

Compare these sentences

Present Perfect Simple	Present Perfect Continuous
1. She has written two letters today. 2. We have built a country house this year. 3. I have learnt all the English tenses.	1. She has been writing letters since morning. 2. We have been building a country house for two years. 3. I have been learning the English tenses for two months.
You can see the result of a <u>finished</u> action.	The action is <u>not finished</u> , it is still <u>going on</u> .

Exercise 1. Put the verbs into the correct form.

1. Nina has been learning/has learned English for 2 years.
2. The birds have already flown/have been flying to the South.
3. They have known /have been knowing him for many years.
4. Mike has forgotten/has been forgetting to learn the poem.
5. The children have been watching/have watched cartoons for 2 hours.
6. The train has just come/has been coming.
7. We haven't been having/ haven't had a holiday for 5 years.
8. She has been teaching/has taught at this school for twenty years.
9. David has been painting/has painted in his studio since 10 o'clock.
10. Mary and Sam have collected/ have been collecting stamps for 3 years.
11. Their parents have been/have being friends since their childhood.
12. Dave has been/ has been being a student for 2 years.

Exercise 2. Make sentences using Present Perfect or Present Perfect Continuous.

1. Granny/knit/in the living room/ since morning.
2. Helen/travel/round Europe/for 3 weeks.
3. She/visit/already/3 countries.

Exercise 3. Put the verbs into the correct form.

1. I (not to see) him for ages.
2. He (to do) his lessons since lunch.

3. I (not to hear) about him for a long time.
4. I (to drive) since I was 17.
5. Jack (to fail) his driving test three times because doesn't know how to park.
6. I think he (make) a lot of improvement.
7. Alice (not/pass) her driving test because she doesn't know the rules well.
8. She (worry) about this for two months.
9. She (study) the driver's manual for hours every day.
10. She (not/take) another test yet.
11. I (to have) a headache since I got up.
12. He is my friend, I (to know) him for a long time.
13. Ivan has a stomachache. He (to eat) junk food all day.
14. I (never to hear) that song before.

Exercise 4. Make questions using either Present Perfect or Present Perfect Continuous.

1. My friend is waiting for me at the station. (How long...?)
2. He translates books. (How many...?)
3. Mother is making a cream cake. (How long...?)
4. Bill is travelling in Europe at present. (How many countries...?)
5. My parents are decorating the fir-tree. (How long...?)
6. They are married. (How long...?)

Exercise 5. Translate into English using either Present Perfect or Present Perfect Continuous.

1. Моя жена рисует уже 5 лет, но ещё не продала ни одной картины.
2. Я рад, что мы закончили эту работу.
3. Мои руки грязные. Я работала в саду.
4. Ник съел все конфеты.
5. Вы когда-нибудь играли в шахматы?

Exercise 6. Correct the mistakes if any.

1. They are discussing the problem for hours, but has not solved it yet.
2. Somebody has been playing tennis since 2 o'clock.
3. Is it still raining? No, it have stopped.
4. John has been winning the championship two times.
5. The boys have fished for 3 hours.
6. How many books have you written?
7. Mike has invited many friends to his birthday party.
8. He has been hating oranges since his childhood.
9. They have been taken the dog for a walk.
10. Irene has left for the airport.

10. PAST PERFECT

	I, WE, YOU, HE, SHE, IT, THEY
Positive	I had done the work.
Negative	I hadn't done the work.
Questions	Had you done the work? Yes, I had. No, I hadn't. What had you done?

We use the Past Perfect tense to show that one action happened before another in the past, and that the first action finished before the second action started.

E.g. When I got home, my sister had already gone to the concert.

The signals of Past Perfect may be an adverbial phrase with preposition – by or another past action.

E.g. : By that time I had already left London.

Exercise 1. Complete the sentences using the Past Perfect tense of the verbs below.

Example/Пример:

to learn the poem

— I went to bed after I had learnt the poem.

to have dinner, to do homework, to come , to read the book, to clean the room, to go shopping, to return from Australia, to finish work

1. I went to see my friend after...
2. I watched TV after...
3. They went home after...
4. He phoned me after...
5. She went to dance after...
6. We wrote a composition after...
7. They rebuilt the house after...
8. We went for a walk after...

Exercise 2. Put the verbs into the correct form.

1. I ... (to have) breakfast before I went to school.
2. He went to meet his friends after he ... (to do) his homework.
3. By 8 o'clock the rain ... (to stop).
4. Alice was late because she ... (to miss) the bus.
5. She went to the post-office after she ... (to write) the letter.
6. He ... (to work) at the factory before he entered the college.
7. He got a bad mark for his test because he ... (to make) a lot of mistakes

in it.

8. I went to bed after I ... (to finish) reading the book.
9. The child ... (to fall) asleep before the parents came home.
10. They ... (to marry) before they bought this house.

Exercise 3. Use Past Perfect of the verbs in the box to complete the sentences. to leave, to go, to die, to see, to live, to fly

1. I didn't read the text in class because I ... my book at home.
2. The children didn't want to go to the cinema because they ... already ... the film.
3. Kate wasn't at home last week because she ... to visit her uncle.
4. Linda never knew her father because he ... before she was born.
5. I was excited when the plane took off because I... never ... before.
6. My grandfather was always afraid of animals because he ... never ... in the country.

Exercise 4. Insert the verbs in the Past Perfect tense.

1. Jill was afraid she _____ (forget) her key at home, but she found it in her handbag.
2. Dad wasn't at home when I came back. He _____ (go) out twenty minutes before.
3. I wasn't hungry because I _____ (just/have) breakfast.
4. Peter saw an urgent message on his table. Somebody _____ (leave) it the day before.
5. I apologized I _____ (not/phone) her.
6. He told me that he _____ (come back) a fortnight before.
7. I knew him at once though I _____ (meet) him many years before.
8. We spent the night in Klin, a town we _____ (often/hear of) but _____ (never/see).
9. They couldn't believe he _____ (give up) his job in the bank. He _____ (make) a good living there.
10. Mr. Jackson said that he _____ (already/buy) everything for lunch.
11. Alice asked her brother where he _____ (arrange) to meet his friends.
12. We had no car at that time because we _____ (sell) our old one.
13. They _____ (finish) painting the ceiling by two o'clock.

Exercise 5. Comment on the use of the Past Perfect in the following sentences.

1. The programmer had done the work by four o'clock.
2. The policeman asked if there had been any witnesses.
3. By the time we got to the shopping centre it had closed.
4. The students had written the test and were now checking them up.
5. Mike phoned Rosie, but she hadn't returned home yet.
6. We had discussed the news and were now thinking about it.
7. She complained that she was penniless as she had spent all her money.
8. When I came back home, my family had already had dinner and were now watching the film.
9. It turned out that Dick was ill and he had been ill

for a fortnight. 10. We learnt that they had been close friends for many years. 11. Hardly had I turned on the television, when I heard shocking news. 12. No sooner had he opened the door than the children rushed to meet him. 13. Scarcely had the inspector opened the envelope when he understood everything. 14. By next morning, the snow that had begun in the night had turned into a blizzard so thick that the last class of the term was cancelled. 15. She had a stock of excuses, as usual, when in fact she had overslept as usual.

Exercise 6. Put the verbs into the correct form.

1. She (talk) about the party she (arrange) for the children who (attend) her Sunday-school classes. 2. Emma suspected he (arrive) at the truth years ago. 3. Jack and Amelia were the only family she ever (have). 4. She got dressed in the cotton shorts and top she (wear) the day before. 5. Mari glanced over at the clock. It (be) nearly nine. She recently (learn) to tell the time. 6. Her words had touched the core of me, and I realized with a small shock how badly I (behave), I (think) only of myself. 7. They (be) truly good friends again, closer than they ever (be). 8. It was lovely to hear her laugh again. He not (hear) her laugh in years. 9. The police cordoned off the street where the bomb (go off). 10. The suspect refused that he (assault) a policeman. 11. The prisoner (spend) almost a month digging a tunnel before the guards (discover) it. 12. He said he (be) awfully sorry for the things he (do). 13. She seated herself in the chair Bill (pull) out for her. 14. The tense, worried expression he in variably wore, (disappear). Now it (be) smooth, free of pain and concern. 15. Roger guessed that she just (make) a dreadful slip of the tongue. 16. Before the mid-nineteenth century, no dentist (use) anaesthesia.

Exercise 7. Put the verbs into the correct form.

1. After we ____ (finish) lunch, we went out.
2. The garden died because it ____ (be) dry all summer.
3. She ____ (meet) him somewhere before.
4. They were late for the plane because they ____ (forget) our passports.
5. She told me she ____ (study) a lot before the test.
6. The grass was yellow because it ____ (not/rain) for a long time.
7. The lights went off because they ____ (not/pay) the electricity bill.
8. The kids ____ (not/do) their homework, so they were in trouble.
9. We ____ (not/eat) so we went to a restaurant.
10. We couldn't go into the concert because we ____ (not/buy) our tickets.
11. She said that she ____ (visit) Ukraine before.
12. She ____ (not/use) messenger before, so I showed her how to use it.

Exercise 8. Put the verbs into the correct form.

1. After Alex ____ (spend) his holiday in Spain he ____ (want) to learn Japanese.
2. Sveta ____ (phone) Tolik at work before she ____ (leave) for her trip.
3. Tanya ____ (turn on) the TV after she ____ (wash) the dishes.
4. When he ____ (arrive) the match already ____ (start).

5. After Lilia __ (come) home he __ (feed) the cat.
6. Before he __ (sing) a song he __ (play) the guitar.
7. He __ (watch) a video after the children __ (go) to bed.
8. After Maxim __ (make) breakfast he __ (phone) his friend.
9. I __ (be) very tired because I __ (study) too much.
10. They __ (ride) their bikes before they __ (meet) their friends.

11. FUTURE FORMS

The English language has several forms that can refer to the future: *will (do)/ be going to (do)/ the Present Continuous tense, the Future Continuous tense and some others.*

E.g. I will return next spring. She is going to study Spanish.

They are coming to our place tonight.

She will be doing the washing-up tomorrow afternoon.

1. Future Simple

	I, WE, YOU, HE, SHE, IT, THEY
Positive	I will (shall) work.
Negative	They will not (won't) work.
Questions	Will they work? Yes, they will. No, they won't. Where will they work?

Will is more common than *shall*.

The Future Simple tense is used to show future time. It expresses a future fact or prediction. The following words and expressions may be signals of the future simple tense: tomorrow, the day after tomorrow, next week (year, etc.), in a few days (two, three days, etc.), one of these days, etc.

E.g. It will be hot and sunny tomorrow.

Next week she will be in Rome.

Note: after *if, when, after, before, while, until / till, as soon as* we don't use the Future Simple tense.

E.g. He won't return until you leave.

He will be angry if you don't come on time.

We often use the Future Simple tense to express a decision or intention made at the moment of speaking.

E.g. I'll call you back in a minute.

2. Be going to (do)

	I	WE, YOU, THEY	HE, SHE, IT
--	---	---------------	-------------

Positive	I am going to travel.	We are going to travel.	He is going to travel.
Negative	I am not going to travel.	We aren't going to travel.	He isn't going to travel.
Questions	Am I going to travel? Yes, I am. No, I am not. When am I going to travel?	Are we going to travel? Yes, we are. No, we aren't. When are we going to travel?	Is he going to travel? Yes, he is. No, he isn't. When is he going to travel?

Be going to (do) is used to talk about an intention made before the moment of speaking.

E.g. I am going to sell my car.

He is going to stay with his friends in Paris.

Also *be going to (do)* is used to talk about things which we see are certain to happen.

E.g. I am going to be late. (My work starts at eight. There's only 5 minutes left and I am still at home.)

That child is going to fall. (He is standing on the edge of a cliff...)

3. Present Continuous with a future meaning.

The Present Continuous tense is used to speak about personal arrangements for the nearest future.

E.g. I am visiting the Browns tonight. What are you doing this week-end?

4. Present Simple with a future meaning.

The Present Simple tense is used to speak about timetables, programmes, etc. (for example for public transport, theatres, etc.).

E.g. The train leaves Moscow at 9 a.m. and arrives in Tver at 11.30 a.m.

What time does the play begin?

The Present Continuous tense is more common for personal arrangements.

E.g. I am meeting my chief tomorrow at 2 p.m.

5. Future Continuous

	I, WE, YOU, HE, SHE, IT, THEY
Positive	I will be doing the work.
Negative	I won't be doing the work.

Questions	Will you be doing the work? Yes, I will. No, I won't. What will you be doing?
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It is used to talk about an activity that will be in progress at a point of time in the future.

E.g. Don't come at nine. I will be taking a bath at that time.

Tomorrow at 5 o'clock in the afternoon he will be working in the garden.

Also you can use the Future Continuous tense to talk about a planned or decided future activity, especially if it happens regularly, in the natural course of events.

E.g. I will be working in the library later. (I usually do it at this time of the day.)

Exercise 1. Complete the sentences with future form of the verbs in brackets

A.

1. I __ (help) you with your essay.
2. She __ (be) here very late.
3. They __ (come) at 9 o'clock.
4. You __ (call) me tomorrow.
5. I __ (use) the money effectively.
6. They __ (return) as soon as possible.
7. It __ (snow) tomorrow.
8. It __ (be) very hot this summer.
9. Dmitriy __ (pay) for it.
10. Vera __ (win) this game.
11. Maybe she __ (stay) at home.
12. They __ (bake) some pies.
13. I __ (take) you with me next week.
14. Alexander __ (stay) at home tonight.

B.

1. They __ (do) this together.
2. Next month __ (be) very exciting.
3. People __ (invent) new things, trust me.
4. I __ (be) in Kiev next week.
5. Valera __ (be) very pleased.
6. Wait a sec, I __ (do) this.
7. We __ (catch) up with him.
8. They __ (probably finish) next week.
9. You __ (find) your glasses.
10. It __ (be) rainy tomorrow.

Exercise 2. Put the verbs into the correct form (use going to)

1. It ___ (rain).
2. They ___ (eat) pasta.
3. I ___ (wear) black shoes tonight.
4. They ___ (not / help) you.
5. Kirill ___ (not / walk) home.
6. ___ (cook / you) lunch?
7. Masha ___ (share / not) his biscuits.
8. ___ (leave / she) the house?
9. ___ (take part / he) in the contest?
10. We ___ (not / spend) my holiday abroad this year.

Exercise 3. Complete the sentences using will (ll) or going to.

1. Why are you turning on the television? - I ___ a film. (I / watch)
2. Oh, I've just realised. I haven't got any money. - Haven't you? Well, don't worry. ___ you some. (I / lend)
3. I've got a headache. - Have you? Wait a second. ___ an aspirin for you. (I / get)
4. Why are you filling those buckets with water? - ___ the car. (I / wash).
5. I've decided to repaint this shed. - Oh, have you? What colour ___ it? (you / paint)
6. Where are you going? Are you going shopping? - Yes, ___ something for lunch. (I / buy)
7. I don't know how to use this camera. - It's not difficult. ___ you. (I / show)
8. What would you like to order? - ___ a sandwich, please. (I / have)
9. Have you send the agreement? - Oh, I'm sorry. I completely forgot. ___ it now. (I / do)
10. The picture in this room doesn't look very safe, does it? - No, it looks as if ___ down. (it / fall)

Exercise 4. Put the verbs into the correct form.

A.

1. I ___ (leave) by seven.
2. ___ (you/finish) the project by the deadline?
3. He ___ (finish) his exams by then, so we can go the cinema.
4. She ___ (not/finish) work by six.
5. ___ (you/do) everything by ten?
6. ___ (they/arrive) by the time it gets dark?
7. How long ___ (you/be) in this company by the time you retire?
8. By this time tomorrow, I ___ (finish) the website.
9. By 9 o'clock, the kids ___ (fall) asleep.
10. Ivan ___ (clean) the entire house by dinner.

B.

1. Before Sunday, you ___ (do) all of your homework.

2. By September, Rita __ (teach) us for over a year.
3. In 2020, they __ (work) here for 20 years.
4. They __ (write) their essay by tomorrow.
5. Sveta __ (manage) the teams well.
6. If we can't do that, then we __ (not/fulfil) our mission.
7. __ (buy / he) the new house by November?
8. The sun__ (not / rise) by 5 o'clock.
9. __ (you/do) the shopping by 5 o'clock?
10. They __ (be) married for 40 years by the end of this month.

Exercise 5. Put the verbs into the correct form.

1. Catherine Zeta-Jones (to act) __ in America for 12 years by the year 2010.
2. By the time I retire, I (to write) __ movie reviews for more than 30 years.
3. By the time the movie will stop, it (to rain) __ outside for 4 hours at least.
4. By the time he turns 30, Elijah Woods (to work) __ in the entertainment business for 32 years.
5. At the end of his career, Kevin Spacey (to entertain) __ audiences for many many years.
6. Stephen Spielberg (to make) __ great movies for a long time when he will decide to stop.
7. At the end of the show, I (to eat) __ continuously.
8. By the time he stops, my friend (to act) __ for most of his life.
9. My cousin (to exercise) __ for 2 years next week in preparation for a role in a movie.
10. They (to think) __ about whether to go see the new movie or not for half an hour by the time it begins tonight.

Exercise 6. Put the verbs in the following sentences in affirmative, interrogative and negative forms (Future Simple.)

1. I (to do) morning exercises. 2. He (to work) at a factory. 3. She (to sleep) after dinner. 4. We (to work) part-time. 5. They (to drink) tea every day. 6. Mike (to be) a student. 7. Helen (to have) a car. 8. You (to be) a good friend. 9. You (to be) good friends. 10. It (to be) difficult to remember everything.

Exercise 7. Put the verbs into the correct form.

1. Alice (to have) a sister. 2. Her sister's name (to be) Ann. 3. Ann (to be) a student. 4. She (to get) up at seven o'clock. 5. She (to go) to the institute in the morning. 6. Jane (to be) fond of sports. 7. She (to do) her morning exercises every day. 8. For breakfast she (to have) two eggs, a sandwich and a cup of tea. 9. After breakfast she (to go) to the institute. 10. Sometimes she (to take) a bus. 11. It (to take) her an hour and a half to do her homework. 12. She (to speak) English well. 13. Her friends usually (to call) her at about 8 o'clock. 14. Ann (to take) a shower before going to bed. 15. She (to go) to bed at 11 p. m.

Exercise 8. Put the verbs into the correct form.

1. My working day (to begin) at six o'clock. 2. I (to get) up, (to switch) on the TV and (to brush) my teeth. 3. It (to take) me about twenty minutes. 4. I (to have) breakfast at seven o'clock. 5. I (to leave) home at half past seven. 6. I (to take) a bus to the institute. 7. It usually (to take) me about fifteen minutes to get there. 8. Classes (to begin) at eight. 9. We usually (to have) four classes a day. 10. I (to have) lunch at about 2 o'clock.

Exercise 9. Put the verbs into the correct form.

1) They _____ football at the institute. (to play) 2) She _____ emails. (not / to write) 3) _____ you _____ English? (to speak) 4) My mother _____ fish. (not / to like) 5) _____ Ann _____ any friends? (to have) 6) His brother _____ in an office. (to work) 7) She _____ very fast. (cannot / to read) 8) _____ they _____ the flowers every 3 days? (to water) 9) His wife _____ a motorbike. (not / to ride) 10) _____ Elizabeth _____ coffee? (to drink)

Exercise 10. Translate the sentences into English.

1. Она будет занята. (to be busy) 2. Я не буду занят. 3. Вы будете заняты? 4. Они будут дома? (to be at home) 5. Его не будет дома. 6. Я не буду знать. 7. Они будут знать? 8. Она не будет знать. 9. Кто будет знать? 10. Никто не будет знать. 11. Он будет читать английские книги? (to read English books) 12. Они никогда не будут читать. (never / to read) 13. У неё будет квартира? (to have a flat) 14. У него ничего не будет. 15. Кто это будет?

Exercise 11. Put the verbs into the correct form.

1. I (to do) my homework tomorrow. 2. I (to do) my homework at six o'clock tomorrow. 3. I (to do) my homework by six o'clock tomorrow. 4. Tomorrow I (to begin) doing my homework as soon as I come from school. I (to do) my homework from three till six. My father (to come) home at seven o'clock tomorrow. I (to do) all my homework by the time he comes, and we (to go) for a walk together. 5. When I come home tomorrow, my family (to have) supper. 6. When you come to my place tomorrow, I (to read) your book. I (to do) my homework by the time you come. 7. Don't come to my place tomorrow. I (to write) a composition the whole evening. 8. I (not to go) to the cinema tomorrow. I (to watch) TV the whole evening. 9. What you (to do) tomorrow? 10. What you (to do) at eight o'clock tomorrow? 11. You (to play) volleyball tomorrow? 12. You (to do) this work by next Sunday? 13. When you (to go) to see your friend next time? 14. How many pages you (to read) by five o'clock tomorrow?

Exercise 12. Fill in the blanks with shall (not) or will (not).

1. I phone for a taxi for you? 2. What you have to drink? 3. Who we pass the message to? 4. I never let you go. 5. Where I place the books? 6. Let's not talk about it, we? 7. Keep your mouth shut, you?

8. Let's get started, we? 9. When I retire, I have more time for my hobbies and friends. 10. — Drive carefully. — Don't worry, I 11. The conference begin at 10 a.m. 12. I give you a lift to the school? 13. No matter what may happen, we always be by your side. 14. I be happy, I be rich? 15. Where and when I see you again? 16. — I hope you like my present, darling. — I'm sure I 17. As long as I am head of this company, I handle all the business.

Exercise 13. Match the following sentence parts.

1. Advise him to stop before a) mother knows it. 2. You'd better stop before b) the police come. 3. I wonder if c) you apologize. 4. My heart will be broken if d) you go to bed early. 5. Don't touch anything before e) you switch on the computer. 6. You'll lose your looks if f) you tell me the truth. 7. You'll feed a man for a day if g) he gets into trouble. 8. You'll get rid of him at weekend if h) you break my heart. 9. I won't have anything to do with you unless i) I lose you. 10. You'll have a beauty sleep if j) you forget about it. 11. You'll find the fill as soon as k) she is sixteen. 12. I will believe you after you l) you don't mind your diet. 13. The secretary will remind in case m) you give him a fish. 14. Ann's mother doesn't allow her to wear make-up till n) you teach him to fish.

Exercise 14. Complete the following sentences.

1. I'm going to eat without you if 2. You'll get some fresh fruit after 3. I'll be able to afford a holiday in case 4. They'll be able to leave their kids when 5. Your T-shirts won't shrink if 6. You'll tan more quickly after 7. Your roses will last longer if 8. Your house plants will die 187 The Verb unless 9. Take your umbrella in case 10. You'll learn the results as soon as 11. I must go to the shop before 12. She'll be pleased when 13. I wonder if 14. Will you be upset if ? 15. The young specialist will lose his independence if 16. Nobody knows when 17. I'll buy some new clothes as soon as 18. We shall take some measures before 19. Mother doesn't know whether 20. I doubt whether anyone 21. We don't know either if Maxim

Exercise 15. Put the verbs into the correct form.

1. If the car (be) out of order again, you (have to) call the service station, but I doubt if they (be able to) serve it very quickly. 2. Nobody (know) what (happen) in ten or twenty years if life (get) tougher and tougher. 3. I wonder if they (turn) to us if any need (arise). 4. My little son (want) to know if there (be) some cartoons on TV on Saturday. If there (be) some, he certainly (watch) them. 5. Everybody (be interested) if the weather (change) for the better next week. 6. I (leave) a message at the office in case the customer (phone). But it's difficult to say if he (do) it today. 7. He (wonder) if Caroline (change) her mind about going to the party. If that (happen), he'll be really glad. 8. Nobody can definitely tell us when he (come) back from London. But as soon as he (return), we (get in touch) with him. 9. — If Linda (want) to learn

Italian, she (have to) attend a special course. — I wonder if it (cost) her a lot. 10. We (have) the meeting this week, provided no one (object). 11. I (be) always by your side as long as you (promise) to listen to me. 12. Not (speak) to her unless she (speak) to you first

Exercise 16. Comment on the use of the tenses in the following sentences.

1. We'll do that once you've made your final decision. 2. Charles can take the luggage to the apartment, after he's dropped us off. 3. Once the waiter has disappeared, we'll discuss this problem. 4. Next week is a bit tough for me. I'm due in Paris soon, in case you've forgotten. 5. As soon as you have seen her, come and tell me. 6. I'll write to you after I have spoken to Frederick. 7. After Roger has written this book, he's having a holiday. 8. You can go when you've typed these letters. 9. I won't take any decision before I have received the fax from the head office.

Exercise 17. Read and translate the sentences. Comment on the use of the Future Continuous.

1. You'll have to add another cup and saucer on the tray, Parky. A friend of Mrs. Keswick's has just arrived. She'll be having tea with us. 2. I'd better get you home, Theodora darling. Your aunt will be worrying and wondering where you are. 3. Goodbye. You won't be seeing me for a long time. 4. — Why must I take a book and a packed lunch? — You'll be sitting on the train for hours. 5. While you are slicing the cheese, I will be buttering the bread. 6. We'll be arriving at Miami airport at exactly this time tomorrow morning. 7. Next Sunday, the Prime Minister will be celebrating ten years in power. 8. Whenever I think of you, I will be remembering the shadow of your smile. 9. And you, Edwin, will be doing me a great service if you get me the smelling salts from my bedroom. 10. Will you be wearing your new earrings tonight? 11. Mind, I shall be keeping a very careful eye on you from now on! 12. She'll be soon coming round the mountains! (about the first train) 13. In the next few minutes we shall be crossing the Belgian border.

Exercise 18. Read the text and translate it. Comment on the ways of expressing future actions.

It's struck me several times lately that perhaps I should write down my stories and draw pictures to illustrate them. Perhaps I will, but only for Jamie and Lissa. This idea suddenly took hold of me. What a wonderful surprise it would be for the twins if I created a picture book for each of them, and put the books in their Christmas stockings. I groaned inside; how ridiculous to be thinking of Christmas on this suffocatingly hot summer's day. But the summer will soon be drawing to an end; it always does disappear very quickly after July Fourth weekend. Then Thanksgiving will be upon us before I can blink, with Christmas not far behind. This year we are planning to spend Christmas in England. We will be staying with Diana at her house in the Yorkshire dales. Andrew and I are really looking forward to it, and the children are excited. They are hoping it will snow so that they can go sledging with their

father. He's promised to take them on the runs he favoured when he was a child; and he is planning to teach them to skate, providing Diana's pond has frozen solid.

Exercise 19. Read and translate the sentences. Comment on the use of the Future Perfect.

1. By the time my parents get back home I will have cleaned the house from top to bottom. 2. The tourists hope that the tornado will have finished before they arrive in California. 3. Next month I will have known Rick for twenty years. 4. By the time you start writing your test I will have finished mine. 5. When you drop in at my place, I will have painted the door. 6. Will you have arranged everything by tomorrow?

Exercise 20. Read and translate the sentences. Comment on the use of the Future Perfect Continuous.

1. Next year I will have been living in Moscow for thirty years. 2. Next month we shall have owned this house for ten years. 3. When he is forty, he will have been learning English for twenty-five years. 4. By the time the manager turns up, the customers will have been waiting for him for several hours. 5. He complains that by May he will have been reading "War and Peace" for five months. 6. I shall have been staying here just a year this July.

Exercise 21. Read the sentences and comment on the ways future actions can be expressed.

1. Their plane arrives at two o'clock in the morning. 2. I'm away on holiday next week. 3. The sun rises at 5.30 tomorrow. 4. She's making a speech at the conference next week. 5. I'm going to town next week. 6. I think it's going to rain. 7. Alison is going to enter the university this year. 8. This Saturday Nora will be celebrating her birthday. 9. We are to meet after lunch. 10. He is to be in court tomorrow morning. 11. Who is going to be the next to take the floor? 12. The new tax is to be introduced next week.

REVISION OF TENSES

Exercise 1. Put the verbs into the correct form.

1. What time _____ (the meeting/end)?
2. Tomorrow I _____ (fly) to Moscow to visit my aunt Sally.
3. Right now he _____ (talk) on the phone.
4. The Earth _____ (go) round the Sun.
5. I _____ (look) for my camera for an hour.
6. Could you close the window? I _____ (freeze)
7. The man _____ (paint) the walls all day long.
8. The coffee _____ (smell) good.
9. At the moment we _____ (take) a walk around a beautiful village.

10. We _____ (not/finish) our history project yet.
11. Kim _____ (never/be) abroad.
12. School always _____ (close) for Easter holidays.
13. I'm exhausted. I _____ (train) my stomach muscles all morning.
14. What _____ (usually/you/do) in your free time?
15. Look! Your mum _____ (water) tomatoes in the vegetable garden.

Exercise 2. Put the verbs into the correct form.

Hello Nancy

It (1) _____ (be) time since my last letter to you. I (2) _____ (still/work) at ABS and the company (3) _____ (do well). This is very fortunate as many of my friends (4) _____ (lose) their jobs. Our savings (5) _____ (take) a disastrous dive because of the economy. I (6) _____ (know) the situation everywhere is difficult and I (7) _____ (be) happy I still have a job. My friend Michael and his wife Georgia (8) _____ (now, live) in Virginia. Michael (9) _____ (finish) studying massage therapy. He (10) _____ (run) a small clinic in partnership with another woman. He and Georgia (11) _____ (look) for a full-time job, though, as they (12) _____ (lose) money also. As I say, many people (13) _____ (have) a hard time now.

Exercise 3. Translate the sentences into English.

1. Он смотрит телевизор с самого утра.
2. Завтра у меня урок английского в 8:00.
3. Воздух в городе становится все более и более грязным.
4. Я потерял кошелек.
5. Её волосы грязные. Она красила дом весь день.
6. Ты постоянно что-то теряешь!
7. Ты пишешь сочинение уже два часа.
8. Я хожу в бассейн три раза в неделю.
9. Папа чинит машину с самого утра.
10. Он сломал ногу.

Exercise 4. Put the verbs into the correct form.

1. Boil
a) Water Can you turn the kettle off? b) Water ... at 100 degrees Celsius.
2. go to bed
a) It is very late. I ... now. b) My little sister usually ... at 9 o'clock in the evening.
3. Work
a) John ... very hard. He is a great specialist. b) You always Can you do something else?
4. Live

a) I ... with my cousin until I find my own accommodation. b) My brother ... in a big city.

5. Think

a) What ... he ... about? b) I ... it is a brilliant idea.

Exercise 5. Put the verbs into the correct form.

1. Oh, this chicken ... nice. (smell)
2. I can't meet with you tomorrow. I ... my lawyer in the morning. (see)
3. "What is this noise?" "My neighbours ... a party". (have)
4. Please, be quiet. My mother ... a headache. (have)
5. Do you understand what I ... ? (mean)

Exercise 6. Make questions with the underlined words.

1. I always drink coffee with milk.
2. Dave is reading a very interesting book right now.
3. It snows in winter.
4. My parents finish work at 5 o'clock in the evening.
5. They are still arguing with each other.

Exercise 7. Make negative sentences using the correct form – Present Simple или Present Continuous.

1. I ... my laptop at the moment. You can borrow it. (use)
2. It ... in summer. (snow)
3. He ... English, he only speaks Russian. (speak)
4. Last week they rented a nice flat, so now they ... for a place to live. (look)
5. They moved to another neighbourhood. We ... each other very often now. (see)

Exercise 8. Make sentences in the Present Perfect Continuous Tense.

1. I/to read/this book/for three days.
2. We/to play volleyball/ for twenty minutes.
3. She/to clean/the flat/for more than an hour.
4. Peter/to swim/for half an hour.
5. Anna/to speak/on the phone/for an hour now.
6. You/to wait/for a bus/for ten minutes only.
7. Nelly and Mary/to do the shopping/since early morning.
8. It/to snow/since last night.
9. Jack and his friend/ to ride bikes/for three hours now.
10. The teacher/to explain/ a grammar rule/since the beginning of the lesson.

Exercise 9. Make questions with the underlined words.

1. He has been speaking to his friend for an hour.
2. We have been whitewashing the trees in the garden for two hours.

3. You have been telling us about your work since five o'clock.
4. She has been translating this text for half an hour.
5. They have been having lunch in the canteen since one o'clock.

Exercise 10. Put the verbs into the correct form.

1. Your shirt smells terrible! ... (you/smoke)? (Твоя рубашка ужасно пахнет! Ты курил?)
2. How long ... (you/wait) for them? (Как долго ты их ждешь?)
3. How many glasses of beer ... (he/drink) today? (Сколько бокалов пива он сегодня выпил?)
4. ... (you/ever/live) in a tent? (Ты когда-нибудь жил в палатке?)
5. Where ... (you/be)? (Где ты был?)
6. How much money ... (Kevin/spend) in the casino? (Сколько денег потратил Кевин в казино?)
7. ... (those vegetables/boil) since 2 o'clock? (Те овощи варятся с двух часов?)
8. ... (you/defrost) the fridge yet? (Ты еще не разморозила холодильник?)
9. How many messages ... (she/send) today? (Сколько сообщений она послала сегодня?)
10. How long ... (your sister/travel)? (Как долго твоя сестра путешествует?)
11. How many people ... (Angela/invite) to her party? (Сколько людей пригласила Анджела на свою вечеринку?)
12. ... (you/sit) here for a long time? (Ты долго тут сидишь?)

Exercise 11. Put the verbs into the correct form.

1. Maria _____ (learn) English for two years.
2. Hello, Tom. I _____ (look) for you all morning. Where have you been?
3. Why _____ (you/look) at me like that? Stop it!
4. We always go to Ireland for our holidays. We _____ (go) there for years.
5. I _____ (think) about what you said and I've decided to take your advice.
6. "Is Ann on holiday this week?" "No, she _____ (work)."
7. Sarah is very tired. She _____ (work) very hard recently.

Exercise 12. Put the verbs into the correct form, using words in brackets.

1. I never eat mushrooms. (now)
2. Mrs. Sanders is closing her shop now. (already)
3. He smokes every half an hour. (since 2005)
4. Every summer we visit our relatives in France. (twice this year)
5. Tom has been wearing glasses for 2 years. (every day at school)
6. We have just built a sand castle on the beach. (now)

Exercise 13. Put the verbs into the correct form.

1. My uncle (to walk) two miles every day and (to feel) very well.
2. We really (to need) another vacation.
3. Sorry, I can't talk now, I (to run) to see the doctor at the moment.
4. My dad always (to say) that I should find another job.
5. Take an umbrella, it (to go) to rain.
6. I added some pepper to the soup, now it (to smell) better.

Exercise 14. Choose the correct option:

1. He ... the test for 40 minutes.
a) writes b) has been writing c) is writing
2. We ... already ... the text.
a) have ... translated b) has been translating c) are translating
3. They are flying over the ocean...
a) for 3 hours b) every week c) at this moment
4. She often ... by Delta.
a) travels b) is travelling c) has travelled
5. How long ... you ... reading this book?
a) have .. been b) are c) is
6. Mrs Brown ... me English.
a) is teaching b) teach c) teaches
7. I have been studying History ...
a) for 5 years b) now c) already
8. I ... not ... you for ages.
a) have ... seen b) have ... been seeing c) don't see
9. We ... to school every day except Sunday.
a) are going b) goes c) go
10. Look out of the window! It ... now.
a) rains b) is raining c) has been raining

Exercise 15. Put the verbs into the correct form.

1. I (to see) Petrov sitting near the window.
2. Our cadets (to appear) on Sunday in Monino.
3. He (to see) his parents tomorrow.
4. We (to have) a big house in the countryside.
5. The soup (to smell) delicious.
6. I can't call you now, I (to have) lunch.
7. She (to appear) to be very happy with her new fiancé

Exercise 16. Put the verbs into the correct form.

1. I (learn) ___ English for eight years now.
2. Last year I (not / work) ___ hard on English grammar, that's why my marks (not / be) ___ so good.

3. During my last summer holidays, my parents (send) ___ me on a language course to the English4real language school.

4. It (be) ___ nice and I (believe) ___ I (learn) ___ a lot then.

5. Before I (go) ___ to that course, I (not / enjoy) ___ learning English.

6. When I (do) ___ the language course, I (make) ___ some friends.

7. There I (notice) ___ how important it (be) ___ to be able to build an argument and express yourself.

8. Now I (have) ___ much more progress in learning English than I (have) ___ before I started the course.

9. At the moment I (review) ___ English grammar.

10. I (start / already) ___ to revise the texts in my English textbooks again to check if I (study) ___ the vocabulary well.

11. I (think) ___ I (do) ___ one module every day.

12. My final test (be) ___ on 25 December, so there (not / be) ___ much time left.

13. If I (do) ___ my test well, I (buy) ___ myself a nice present.

14. Then, maybe I (go) ___ to visit my grandparents.

15. By 2050, I believe I (write) ___ a book about my life and experience.

Exercise 17. Put the verbs into the correct form.

1. Погода была прекрасная. Было тепло и солнечно. Мои дети были в школе, а мой муж был на работе. Я была в саду. Там было много красивых цветов. Это было в мае. Я была счастлива. 2. Я ученик. 3. Он летчик. 4. Она доктор. 5. Мы школьники. 6. Вы рабочие. 7. Ты рабочий. 8. Они ученики. 9. Я дома. 10. Он в школе. 11. Она в кино? 12. Мы в парке. 13. Они в театре? 14. Она молодая? 15. Он старый. 16. Она не старая. 17. Они сильные. 18. Она больна. 19. Вы больны? 20. Он болен? 21. Я не болен. 22. Я был болен вчера. 23. Она не была больна. 24. Мы были в кино.

Exercise 18. Put the verbs into the correct form.

1. The students ... in the Russian Museum. 2. Last month they ... in the Hermitage. There ... an interesting exhibition there. 3. In two weeks they ... in the Tretyakov Gallery. They ... lucky. 4. My father ... a teacher. 5. He ... a pupil twenty years ago. 6. I ... a doctor when I grow up. 7. My sister ... not ... at home tomorrow. 8. She ... at school tomorrow. 9. ... you ... at home tomorrow? 10. ... your father at work yesterday? 11. My sister ... ill last week. 12. She ... not ill now. 13. Yesterday we ... at the theatre. 14. Where ... your mother now? — She ... in the kitchen. 15. Where ... you yesterday? — I ... at the cinema. 16. When I come home tomorrow, all my family ... at home. 17. ... your little sister in bed now? — Yes, she 18. ... you ... at school tomorrow? — Yes, I 19. When my granny ... young, she ... an actress. 20. My friend ... in Moscow now. 21. He ... in St. Petersburg tomorrow. 22. Where ... your books now? — They ... in my bag.

Exercise 19. Put the verbs into the correct form.

Ronald Frank ... a managing director of the First Bank of Kings ville on Main Street. He ... always on a business trip. Yesterday he ... in Geneva. Tomorrow he ... in London. Last week he ... in Chicago. Next week he ... in New Orleans. At the moment he ... in Amsterdam. In two hours he ... in the Hague. Three days ago he ... in Paris. At the end of his trip he ... usually very tired but happy. He ... with his family now. His sons ... so much excited. They have got new toys from their father. Everybody in the family ... very glad to see him at home again.

Exercise 20. Put the verbs into the correct form.

1. Oh, darling, pay no attention to Mr. Wonka! He (lie) to you. 2. "I (starve), and my feet (kill) me. I (want) to have a rest," complained Grandma. 3. "Watch the road!" cried the policeman. "Something (happen) there." 4. — You (kid)? — No, I not (joke), sir. I'm dead serious. 5. Now, children, we (go) to the most wonderful place in the world. 6. You (think) of selling this house? I not (think) it's the right time to do it. 7. We still can't understand what he (talk) about. 8. She (show) the latest collection of new designs tonight. 9. Today, in this country, we (face) a lot of problems. 10. — Why you (cry), Nicky? — Can't you see I (cut) onions? 11. Listen, you and Eric (come) for Sunday's barbecue? 12. — You (feel) better, darling? — Yes, I (do) fine, thank you. 149 The Verb 13. — Have you put the kettle on to boil? — It (whistle) already. 14. All the talk tonight is about the house which he (renovate). 15. We not (get) younger. 16. Make the tea, Jess, the kettle (screech) its head off. 17. Now clear off, I (read). 18. Hello, is that me you (look for

Exercise 21. Put the verbs into the correct form.

1. My aunt often (talk) to herself. Look, Grandpa (talk) to himself. 2. I never (drink) anything with my meals. — What you (drink)? — Tonic water. 3. The days (get) longer from January to June. The days (get) longer now. 4. We (go) out a lot in the summer. We (go) out on Saturday. 5. — What's that terrible noise? — My neighbour (drill) the wall. He (do) it every weekend. 6. I wonder if Kate is on a diet. She (get) thinner and thin- 7. My house plants (grow) very slowly. 8. She can't come to the phone right now. She (wash) her hair. She (wash) it twice a week. 9. Many people (go) to church on Sundays. Hey, people! Where you (go)? 10. Unemployment (rise) at an alarming rate. Prices (rise) after economic crises. 11. Don't disturb him, he (work). 12. Your husband ever (work) at the weekends? 13. Come in, I not (sleep). 14. He always (come) at the wrong moments! 15. She constantly (talk)! 16. Why you always (chew) something?

B. 1) Take any picture you like and describe it. Use the Present Continuous and Present Simple. 2) Imagine you are in a nightclub watching what is going on around you. Write about what people around you are doing.

Present Continuous vs Present Simple

Exercise 1. Put the verbs into the correct form.

1. I (to play) chess tomorrow. 2. I (not to play) chess tomorrow. 3. You (to play) chess tomorrow? 4. He (to play) chess every day. 5. He (not to play) chess every day. 6. He (to play) chess every day? 7. They (to play) chess now. 8. They (not to play) chess now. 9. They (to play) chess now? 10. Nick (to go) to the park now. 11. Nick (to go) to school every day. 12. Nick (to go) to school tomorrow. 13. I (to miss) your excellent cooking! 14. You ever (to buy) presents? 15. You (to think) it (to be) easy or difficult to choose the right presents for people? 16. What present your mother (to receive) for her next birthday? 17. A: The weather (to be) unpredictable these days. B: Well, maybe it (to be) warm and sunny. A: It (to get) cold, and look at those clouds. I (to think) it (to be) cold and damp. B: You (to be right). It (to get) cold. My feet (to freeze). You (to know), it might snow. A: You never (to know). They (say) fog (to cover) the area early tomorrow morning. It (to clear) and (to become) sunny by noon. So it might be beautiful this afternoon, too. B: You (to kid)? I (to freeze). Where (to be) the bus? We (to wait) for the bus now. We always (to wait) for the bus. And tomorrow we (to wait) for the bus, too.

Exercise 2. Put the verbs into the correct form.

1. You (to come) to my place next Sunday? 2. You (to read) this book next week? 3. You (to read) books every day? 4. You (to read) a book now? 5. I (not to see) him tomorrow. 6. What you (to do) tomorrow? 7. What your friend (to do) tomorrow? 8. Where you (to go) next summer? 9. Where you (to go) every morning? 10. Where you (to go) now? 11. Look! Mary (to dance). 12. She (to dance) every day. 13. She (to dance) tomorrow? 14. He (to go) to the theatre tomorrow. 15. We (to go) to school in the morning. 16. Look! Kate (to go) to school. 17. You (to help) your mother tomorrow? 18. I (not to play) the guitar now. 19. My brother (to play) the guitar every evening. 20. They (not to take) care of the garden next summer. 21. You (to like) apples? 22. You (to eat) apples tomorrow? 23. Nick (to read) many books. 24. Mother (to work) every day. 25. He (not to sleep) now. 26. Your brother (to go) to the exhibition next Sunday? 27. We (not to go) to the zoo tomorrow. 28. I (not to learn) the poem now. 29. She (to live) in San Francisco. 30. My father (to shoot) very well. 31. He is very strong. Look! He (to carry) a very heavy box.

Exercise 3. Put the verbs into the correct form.

1. It (to be) cold in autumn. It often (to rain). A cold wind often (to blow). 2. The weather (to be) fine today. It (to be) warm, the sun (to shine) brightly. A soft wind (to blow). Small white clouds (to sail) in the sky. 3. Don't go out: it (to rain) heavily. 4. Take your raincoat with you. I am afraid it (to rain) in the evening and you (to get) wet through if you (not to put) on your raincoat. 5. Every spring birds (to come) to our garden and (to sing) in the trees. 6. Listen! Somebody (to sing) in the next room. 7. It usually (not to snow) at this time of the year. 8. What the weather (to be) like now? It (to snow)? — No, it ... 9. We (to go) out of town to ski on Sunday? — Yes, we ... if it (to snow) this week and if there (to be) a lot of snow everywhere. 10. What you (to do) tomorrow? — We (to go) out of town if the weather (not to change) for the worse. You (to come) with us? — With pleasure, if only I (not to l

have) too much work to do at home. 11. If we (to have) televisions at our supermarket, they (to inform) customers about things in the store. 12. If we (to play) music, it (to produce) the right atmosphere. 13. If we (to put) in cameras, they (to stop) people stealing things. 14. If we (to employ) more assistants, they (to help) our customers.

Exercise 4. A. Read the dialogue between Jimmy and Nelly and retell it in indirect speech.

A visit to the doctor

- Hello, how are you?
- I feel terrible.
- Oh, dear! What's the matter?
- Well, I went to the doctor's on Wednesday.
- Was it serious?
- Well, I felt fine on Tuesday, but now I feel dreadful.
- Poor you. What happened?
- Yes, poor me. He looked into my eyes, then he shone a light down my throat.
- Oh, dear!
- And he felt my chest, and hit me on the knee with a little hammer.
- Was it painful?
- It was murder! And he poked my stomach with his fingers, and gave me an X-ray.
- He gave you a thorough exam then.
- Oh, yes. Then he gave me two bottles of pills and a bottle of medicine. And now I feel terrible.
- Oh, dear! What a shame!
- Yes, it was! After all I only went to make an appointment for my sister! B. Speak about your last visit to the doctor.

Exercise 5. Read the joke and retell it.

An absent-minded professor moved to a new house further along the same street. His wife knew that he was prone to forgetting things and so she wrote down the new address on a piece of paper before he went off to college. She handed him the paper and the key to the new house and reminded him not to go back to the old address. That morning, one of his students asked him a complex question and the professor wrote the answer down on the back of the slip of paper. The student asked whether he could keep the paper. Forgetting what was on the other side, the professor said, "Certainly." In the evening, he returned out of habit to the old house, tried the key and couldn't get in. Realizing his mistake, he searched in his pockets for the slip of paper with the new address, but of course there was no sign of it. So he wandered along the street and stopped the first reasonable-looking lad he saw. "Excuse me, I'm Professor Galbraith. You wouldn't happen to know where I live, would you?" "Sure, Dad," said the boy.

Exercise 6. Put the verbs into the correct form.

1. As Emma walked, she (do) a little window shopping. From time to time she (stop) and (look) at the beautiful clothes in the chic boutiques. Milan (be) the fashion centre of the world and she (decide) to do some shopping later if she (have) time. 167 The Verb 2. At nine Jack (stop) working, (shut) off the lights, (leave) the barn, and (go) back to the house. He (find) a cold beer in the refrigerator, (make) himself a cheese-and-tomato sandwich, and (take) his evening snack into the living-room. After turning on the television, he (sit) down in the chair, (eat) his sandwich, (drink) his beer, and channel (surf) absent-mindedly. 3. The days passed quietly, uneventfully. I (do) very little. I (read) occasionally, (watch) television, sometimes I (listen) to music, but for the most part I (sit) in the front of the fire, lost in my own world. I (have) no one and nothing I (can) live for. I simply (exist). 4. After dinner Molly (busy) herself at the sink. She (pull) apart several heads of lettuce, and (wash) the leaves scrupulously. Her thoughts (be) on her mother, but then they (take) an unexpected turn, and (zero) in on her father.

Exercise 7. Put the verbs into the correct form.

1. The office hours were over at last. Jake (head) in the direction of the district where he lived. He (think) what a glorious day it (be), the way you always hoped an April day would be. It was crisp and dry, with bright sunlight and a vivid blue sky. It was the kind of day that (make) him (feel) good (be alive). He (open) the window of the pickup and (take) a few deep breaths of the clean air. Jake was finally feeling better in spirits. The light was crystalline today. Perfect. 2. As he (get) into the cottage, Jake opened the fridge and took out a cold beer. After swallowing a few gulps, he (go) into the living room, (sit) down, (pick) up the remote control and (flick on) the television. He (drink) his beer, staring at the set. He wasn't paying much attention to the sitcom on one of the networks. Suddenly impatient with the television, he (flick off) the 168 CHAPTER 7 set and (lean) back in the chair, taking an occasional swallow of beer. 3. Half an hour later, as he (step) out of the shower, Jake (hear) the phone ringing. Maggie's voice (say) good-bye. The answering machine (click off); he (depress) the button and (play) the message back. Pulling the phone toward him, he (dial) Maggie's number. They (talk) for good twenty minutes and (decide) to meet the next day. B. Describe your after-work hours. Use the words and phrases in bold type from the above text.

Exercise 8. Comment on the use of tenses.

1. I can't come to your party because I've broken my leg. 2. Some fool has let the cat in and now I can't catch it. 3. Who let that cat in? 4. Look what Victor has given me! 5. Who gave you that watch? 6. — Why are you crying? — Granny hit me. 7. That's a nice picture. Did you paint it yourself? 8. How did you get that scar? 9. Have you seen Irene this week? 10. We saw Jack this week, and he says he's leaving the city soon. 11. What did you do then? 12. You've done a lot for me, thank you. 13. My grandfather did a lot for me. 14. — Where did you actually meet? — At some party. 15. — When did you leave the city? — Last Tuesday.

Exercise 9. Use the right form of the verbs in brackets.

1. "Don't worry! She'll book your flight and get you a ticket before you even (say) Jack Robinson." Catherine (begin) to laugh. "I not (hear) you use that expression for years, not since I (be) a kid. You (tell) me once where it (come) from, but now I can't (remember). It (be) such an odd expression!" "Yes, it is. I (think) it (originate) in England and the Pommies (bring) it to Australia. Australians (start) to use it, and I guess it (become) part of our idiomatic speech. Sort of slang, really." Maggie put the receiver in its cradle and (turn) around, (stand) leaning against the desk, staring at Samantha. "You not (be going) to believe it, but that snake in the grass just (have) the temerity to call me honey." 3. I looked at my mother and (see) the tears rising in her eyes. She (push) them back, and (take) a deep breath. "Mai, you (be) really all right? I (feel) that you (push) me away recently. You not (say) a word since I (be) here. You (feel) a bit better, darling? Tell me the truth." "Yes, I (do) fine," I (lie). A few days after that visit of my mother's, I (fall) into a deep depression. I (feel) listless, without energy. I (be) helpless, almost an invalid

Present Simple vs Past Simple

Exercise 1. Put the verbs into the correct form.

1. His sister (to study) English every day. 2. She (to study) English two hours ago. 3. You (to come) home at six o'clock yesterday? — No, I Yesterday I (to come) home from school at half past eight. I (to be) very tired. I (to have) dinner with my family. After dinner I (to be) very thirsty. I (to drink) two cups of tea. Then I (to rest). 4. I (to go) to bed at ten o'clock every day. 5. I (to go) to bed at ten o'clock yesterday. 6. My brother (to wash) his face every morning. 7. Last night he (to wash) his face with soap and water. 8. I (not to have) history lessons every day. 9. We (not to rest) yesterday. 10. My brother (not to drink) coffee yesterday. 11. My mother always (to take) a bus to get to work, but yesterday she (not to take) a bus. Yesterday she (to walk) to her office. 12. You (to talk) to the members of your family every day? — Yes, I But yesterday I (not to talk) to them: I (to be) very busy yesterday. 13. Your sister (to go) to school every day? — Yes, she 14. Mary (to like) writing stories. 15. Last week she (to write) a funny story about her pet. 16. You (to tell) your mother the truth about the money? 17. You (to wear) your polka-dot dress to work? — Yes, I I (to wear) it yesterday. 18. We (to like) to go to the beach. We (to enjoy) swimming in the ocean last weekend.

Exercise 2. Put the verbs into the correct form.

1. He (to turn) on the television to watch cartoons every morning. 2. He (to turn) on the television to watch cartoons yesterday morning. 3. He (to turn) on the television to watch cartoons tomorrow morning. 4. I always (to go) to the Altai Mountains to visit my relatives there. 5. I (to be) very busy last summer and I (not to go) there. 6. I (not to go) there next year because it (to cost) a lot of money and I can't afford it. 7. They (to enjoy) themselves at the symphony yesterday evening? 8. Who

(to take) care of the child in the future? 9. How often you (to go) to the dentist's? 10. We (not to have) very good weather, but we still (to have) a good time during our short stay in London. 11. She (to do) all the washing in their house. 12. He even (not to know) how to use the washing machine. 13. Two years ago they (to be) rich and money (to be) never a problem. 14. You (to think) you (to be) happy in your new neighbourhood? 15. When the cabbage soup (to be) ready? 16. The customs officers at JFK airport in New York (to arrest) that young man when he (to arrive). 17. I (to like) to get on with my friends, so I often (to do) what they (to want). 18. When (to be) your birthday? 19. When you (to get) your watch? 20. Who (to create) Mickey Mouse?

Compare Present Continuous, Present Simple, Past Simple and Future Simple

Exercise 1. Put the verbs into the correct form.

1. Kate (to cook) dinner every day. 2. Kate (to cook) dinner tomorrow. 3. Kate (to cook) dinner now. 4. Kate (to cook) dinner yesterday. 5. I (not to eat) ice cream every day. 6. I (not to eat) ice cream now. 7. I (not to eat) ice cream tomorrow. 8. I (not to eat) ice cream yesterday. 9. He (to spend) last summer in the country. 10. He (not to spend) last summer in the country. 11. He (to spend) last summer in the country? 12. Where he (to spend) last summer? 13. She (to help) mother yesterday. 14. She (not to help) mother yesterday. 15. She (to help) mother yesterday? 16. How she (to help) mother yesterday? 17. You (to go) to school every day? 18. You (to go) to school now? 19. You (to go) to the south next summer? 20. You (to go) abroad last summer? 21. What your brother (to do) every day? 22. What your brother (to do) now? 23. What your brother (to do) tomorrow? 24. What your brother (to do) yesterday?

Exercise 2. Put the verbs into the correct form.

1. I (to think) Nellie (to leave) for Moscow tomorrow. 2. I (to be) in a hurry. My friends (to wait) for me. 3. You (to be) at the theatre yesterday. You (to like) the opera? — Oh yes, I (to enjoy) it greatly. 4. We (to expect) you (to go) to London next summer. 5. Her English (not to be) excellent, but she (to work) at it. 6. A week ago they (not to know) what to think. 7. She (to worry) a lot at the moment, but the problems (not to be) very great. 8. Last Tuesday he (to be) upset and (to have) no idea where to go. 9. Could you tell me the way to Trafalgar Square? I (to go) the right way? 10. Various kinds of sports (to be) popular in Russia. 11. Both children and grown-ups (to be) fond of sports. 12. What (to be) the matter with her? She (to be) so excited. — I (not to know). 13. Where you (to go)? — I (to go) to the stadium to see the match which (to take) place there today. 14. You (to know) that a very interesting match (to take) place last Sunday? 15. He (to go) to the south a week ago. 16. When I (to be) about fifteen years old, I (to enjoy) playing football. 17. Our foot-ball team (to win) many games last year. 18. Where (to be) Boris? — He (to play) chess with his friend.

Exercise 3. Put the verbs into the correct form.

1. My friend (to go) to the library every Wednesday. 2. He (not to go) to the country yesterday. 3. Why you (to go) to the shop yesterday? 4. We (to grow) tomatoes next summer. 5. What you (to do) now? 6. He (to sleep) now. 7. Where your father (to work) last year? 8. She (to go) to the south next summer? 9. He (not to watch) TV yesterday. 10. Yesterday we (to write) a paper. 11. I (to buy) a very good book last Tuesday. 12. My granny (not to buy) bread yesterday. 13. What you (to buy) at the shop tomorrow? 14. Don't make noise! Father (to work). 15. We (to go) on a tramp last Sunday. 16. Your brother (to go) to the country with us next Sunday? 17. Granny (not to cook) dinner now. 18. We (to cook) our meals on a fire last summer. 19. My sister (to wash) the dishes every morning. 20. When you (to go) to school? 21. What you (to prepare) for breakfast to-morrow? 22. You (to invite) your cousin to stay with you next summer? 23. How you (to help) your sister last summer? 24. I (to send) a letter to my friend tomorrow. 25. Every morning on the way to school I (to meet) my friends. 26. His grandfather (to listen) to rock'n'roll music. That (to be) strange! He always (to listen) to classical music.

Exercise 4. Put the verbs into the correct form.

1. Max (not to be) here. He (to wash) his car. He (to wash) it every weekend. 2. He (not to play) the piano tomorrow. 3. We (to see) a very good film last Sunday. 4. Your mother (to cook) every day? 5. We (to make) a fire last summer. 6. I (to spend) last summer at the seaside. 7. Where you (to spend) last summer? 8. Where he (to spend) next summer? 9. What mother (to do) now? — She (to cook) dinner. 10. I (not to play) computer games yesterday. 11. Last Sunday we (to go) to the theatre. 12. I (to meet) my friend yesterday. 13. I (to write) a letter to my cousin yesterday. 14. You (to write) a dictation tomorrow? 15. I (not to write) a report now. 16. Mother (to cook) a marvellous dinner yesterday. 17. Tomorrow Nick (not to go) to school — I (not to think) so.

Exercise 5. Put the verbs into the correct form.

1. I (to write) an English exercise now. 2. I (to write) an English exercise at this time yesterday. 3. My little sister (to sleep) now. 4. My little sister (to sleep) at this time yesterday. 5. My friends (not to do) their homework now. They (to play) volleyball. 6. My friends (not to do) their homework at seven o'clock yesterday. They (to play) volleyball. 7. She (to read) the whole evening yesterday. 8. She (not to read) now. 9. Now she (to go) to school. 10. What you (to do) now? — I (to drink) tea. 11. You (to drink) tea at this time yesterday? — No, I (not to drink) tea at this time yesterday, I (to eat) a banana. 12. My sister is fond of reading. She (to read) the whole evening yesterday, and now she (to read) again. 13. Look! My cat (to play) with a ball. 14. When I went out into the garden, the sun (to shine) and birds (to sing) in the trees. 15. You (to eat) ice cream now? 16. You (to eat) ice cream when I rang you up yesterday? 17. What your father (to do) now? 18. What your father (to do) from eight till nine yesterday? 19. Why she (to cry) now? 20. Why she (to cry) when I saw her yesterday?

Exercise 6. Put the verbs into the correct form.

1. The girl (to cook) dinner when the lights (to go) out. She (to burn) herself. 2. The boy (to hurt) himself while he (to skate). 3. When the woman (to enter) the room, the children (to feed) the goldfish. 4. When I (to visit) my friends in Denmark, I (to buy) two presents for my family. 5. When it (to start) to rain, we (to bathe) in the river. 6. Yesterday at one o'clock I (to have) lunch at the canteen. 7. When he (to come) in, I (to do) my exercises. 8. What you (to do) at eight o'clock yesterday? 9. At this time yesterday I (to go) home. 10. You (to sleep) when I (to go) out. 11. He (to read) on the sofa when I (to come) in and (to sit) down beside him. 12. I (to walk) along the street with my friend when a tram (to pass). 13. She (to look) out of the window when I (to see) her. 14. We (to answer) the teacher's questions when the headmistress (to enter) the classroom. 15. They (to drink) tea when I (to come) home. 16. He (to walk) along the river when a boat (to pass). 17. The old man (to think) about his plan when he (to fall) asleep. 18. We (to listen) to an interesting lecture yesterday. 19. When I (to enter) the classroom, the teacher (to write) words on the blackboard and the pupils (to copy) them into their exercise books. 20. They (to get) ready to go out when it (to begin) raining.

Exercise 7. Put the verbs into the correct form.

1. I (to go) to the theatre yesterday. 2. At seven o'clock yesterday I (to go) to the theatre. 3. What you (to do) at 5 o'clock yesterday? — I (to play) the piano. 4. When I (to come) to school, the children (to stand) near the classroom. 5. We (to play) in the yard the whole evening yesterday. 6. When I (to prepare) breakfast in the morning, I (to cut) my finger. 7. Last year I (to go) to the United States. 8. You (to go) to Great Britain last year? — No, I (to go) to France. 9. What you (to do) yesterday? — I (to translate) a very long article. 10. When I (to ring) up my friend, he (to sleep). 11. When grandfather (to watch) TV, he (to fall) asleep. 12. When my friend (to come) to see me, I (to do) my homework. 13. When I (to go) to the stadium, I (to meet) Kate and Ann. 14. When Nick (to ring) me up yesterday, I (to help) mother. 15. When the children (to walk) through the wood, they (to see) a fox. 16. When I (to come) home, my sister (to wash) the floor. 17. When Mike (to play) in the yard, he (to find) a ball. 18. When I (to draw) yesterday, I (to break) two pencils. 19. When I (to meet) Tom, he (to go) to the shop. 20. When I (to look) out of the window, the children (to play) hide-and-seek.

Exercise 8. Put the verbs into the correct form.

1. Father (to watch) TV at ten o'clock yesterday. 2. I (to go) to bed at nine o'clock yesterday. 3. I (to finish) my homework at nine o'clock yesterday. 4. I (to play) the piano at five o'clock yesterday. 5. He (to begin) to do his homework at four o'clock yesterday. 6. She (to wash) the floor at four o'clock yesterday. 7. I (to meet) Nick at three o'clock yesterday. 8. When I (to come) home, Kate (to play) the piano. 9. When I (to meet) John, he (to go) to the railway station. 10. When I (to go) to the museum, I (to see) a big crowd of people in the street. 11. They (to play) in the yard

in the evening yesterday. 12. They (to play) in the yard the whole evening yesterday. 13. I (to clean) my teeth at eight o'clock in the morning yesterday. 14. We (to go) to the wood in summer. 15. When the teacher (to open) the door of the classroom, the pupils (to sit) at their desks. 16. He (to get) up at seven o'clock yesterday. 17. Father (to come) home at six o'clock yesterday. 18. I (to read) a book at six o'clock yesterday. 19. She (to fall) asleep at eleven o'clock yesterday. 20. Mother (to drink) tea at eleven o'clock yesterday.

Exercise 9. Put the verbs into the correct form.

1. Last Sunday we (to go) skiing in the country. There (to be) already a lot of snow in the fields and we (to enjoy) ourselves. We (to ski) for two hours and a half. 2. They (to meet) at the station two hours ago. 3. Where you (to spend) last Sunday? 4. We (to be) in a hurry because only twenty minutes (to be) left before the beginning of the performance. 5. I (to play) the violin when my friend (to come) in. He (to invite) me to the theatre and I (to accept) the invitation with pleasure. 6. He (to ring) up his friend and (to ask) him about the homework. 7. When I (to come) to the theatre, my friend already (to wait) for me. 8. When I (to go) to the dentist's, I (to break) my arm. 9. When the teacher (to walk) into the classroom, the boys (to listen) to pop music and the girls (to eat) chips and (to drink) lemonade. 10. She (to go) to the bank when I (to meet) her. She (not to go) to the doctor's. 11. What you (to do) when the accident (to happen)? — I (to walk) out of the hospital. 12. He (to leave) the bank, when the thieves (to take) his money.

Exercise 10. Put the verbs into the correct form.

1. Lena (to sweep) the floor on Sunday. 2. Lena (to sweep) the floor from eleven till twelve on Sunday. 3. They (to go) to the wood last Sunday? 4. When they (to sail) down the river they (to see) a little island. 5. We (to work) the whole morning yesterday. 6. Mother (to cook) dinner at three o'clock yesterday. 7. She (to finish) cooking at four o'clock yesterday. 8. At half past four yesterday we (to have) dinner. 9. They (to translate) a difficult text yesterday. 10. I (to open) the window at six o'clock yesterday. 11. You (to go) to the cinema yesterday? 12. I (not to see) Mike last week. 13. When I (to open) the door, my friends (to sit) around the table. 14. When you (to begin) doing your homework yesterday? 15. We (to discuss) the latest news from three till four yesterday. 16. When I (to read) the newspaper yesterday, I (to find) an interesting article on UFOs. 17. You (to watch) TV yesterday? — Yes, we (to watch) TV the whole evening yesterday. 18. When you (to go) to bed yesterday? 19. I (to go) to bed at ten o'clock yesterday. 20. At half past ten yesterday I (to sleep). 21. When I (to come) home from school yesterday, my little brother (to sit) on the floor with all his toys around him. He (to play) with them. I (to tell) him to put his toys into the box as he (to make) too much noise. Упражнение 215 Раскройте скобки, употребляя глаголы в Past Simple или Past Continuous. 1. I (to feed) my cat with fish yesterday. 2. What you (to do) at four o'clock yesterday? — I (to feed) my cat. 3. What your brother (to do) yesterday? — He (to play) computer games. 4. I (to begin) repairing my camera at six o'clock yesterday. 5. At five o'clock

yesterday Helen (to cook) soup. 6. What you (to do) when your sister (to come) home yesterday? 7. You (to have) supper at nine o'clock yesterday? 8. He (not to go) to the shop yesterday. 9. Nick (to go) to bed at ten o'clock yesterday. 10. Rick (to sleep) at eleven o'clock yesterday. 11. When we (to play) in the yard yesterday, it suddenly (to start) raining heavily. 12. I (to see) Mike when he (to cross) the street. 13. He (to begin) repairing his bicycle in the morning yesterday. 14. He (to repair) his bicycle the whole day yesterday. 15. He (to finish) repairing his bicycle in the evening yesterday. 16. We (to play) badminton from nine till eleven yesterday.

Exercise 11. Put the verbs into the correct form.

We (to walk) down the street in the direction of Mike's house, when we (to see) him in the window of a bus that (to pass) by. He (to recognize) us, too, but he could not get off as the bus (to be) overcrowded. We (to be) very sorry that we (to have) no chance to speak to him. But we could do nothing and (to decide) to go back. At that very moment we (to hear) Mike's voice behind us. "How funny," he (to say), "I (to go) to your place when I suddenly (to see) you here. I am so glad to see you."

Exercise 12. Put the verbs into the correct form.

The sun (to go) down behind the hills when I (to reach) a village which (to be) only a few miles from the sea. The working day (to be) over, and the villagers (to come) home from the fields. Along the road two boys (to drive) cows and sheep in the direction of the village. I (to approach) a group of people standing near the road and (to ask) them if I could find a place in the village to spend the night. An old man (to say) he would help me. He (to take) me to his small cottage at the far end of the street. A fire (to burn) in the stove when we (to enter) the house. One girl of about eighteen (to prepare) supper in the kitchen while two other girls still (to do) something in the kitchen garden near the house. The old man (to invite) me to have supper with them. They all (to seem) to be nice people and we (to have) a friendly talk. After supper my new friends and I (to go) out into the garden. The moon (to shine) high in the sky, and the night (to be) warm and beautiful. That evening (to be) very pleasant, and I'll remember it a long time.

Compare Present Simple, Past Simple, Present Continuous and Past Continuous

Exercise 1. Put the verbs into the correct form.

1. Where you (to be) yesterday? — I (to be) at home the whole day. — How strange. I (to ring) you up at two o'clock, but nobody (to answer). — Oh, I (to be) in the garden. I (to read) your book and (not to hear) the telephone. 2. What you (to do) at five o'clock yesterday? — I (to work) in the library. — I (to be) there, too, but I (not to see) you. 3. Nina (to celebrate) her birthday yesterday. Her room looked beautiful, there (to be) many flowers in it. When I (to come) in, somebody (to play) the piano, two or three pairs (to dance). 4. Listen! Somebody (to play) the piano. 5. I (to like) music very much. 6. When I (to look) out of the window, it (to rain) heavily and people (to hurry) along the streets. 7. What you (to do) at seven o'clock

yesterday? — I (to have) supper. 8. When I (to come) home yesterday, I (to see) that all my family (to sit) round the table. Father (to read) a letter from my uncle, who (to live) in Kiev. 9. Yesterday I (to work) at my English from five till seven. 10. It (to rain) the whole day yesterday. 11. Where your sister (to be) now? — She (to be) in her room. She (to do) her homework. 12. He (to brush) his teeth at the moment. He (to clean) them thoroughly morning and night. 13. Don't disturb her while she (to sleep). 14. You (to talk) nonsense. You never (to talk) sense. 15. My mother (to sit) in the sunlight now and I (to set) the table. He (to study) computer science. 16. What you (to do) at this weekend? 17. When she (to open) the door, a man (to stand) on the doorstep. It (to be) her uncle, but she (not to recognize) him because he (to wear) dark glasses. 18. Last night we (to go) to a cafe to meet our friends.

Compare Present Simple, Past Simple, Future Simple; Present, Past Continuous

Exercise 1. Put the verbs into the correct form.

We (to have) a postcard from them two days ago. They (to say) they (to have) a marvellous time. 2. While she (to shop) this morning, she (to lose) her money. She (not to know) how. 3. They (to announce) our flight. We (to have) a problem. One of our suitcases (to miss). 4. Who (to speak) there? — I (not to know). 5. He (not to smoke). He (not to smoke) now. When he (to be) at the office yesterday, he (not to smoke), he (to work) hard. 6. When my sister (to wash) her skirt, she (to find) a pound note in the pocket. 7. When you (to learn) German? 8. We (to go) home now because it (to be) late. 9. Who you (to wait) for? 10. Her car (to break) down yesterday while she (to drive) to work. 11. When and where it (to happen)? 12. She always (to wear) nice clothes for work. Today she (to wear) a nice blouse and a dark skirt. 13. What she (to watch) at the moment? 14. I (to see) my friend in the street yesterday, but he (to run) for a bus and he (not to have) time to speak to me. 15. What your son (to do)?

Exercise 2. Translate the sentences from Russian into English.

1. Вчера они были в библиотеке. 2. Сейчас они в школе. 3. Завтра они будут в театре. 4. В данный момент его здесь нет. 5. В воскресенье он будет на концерте. 6. В прошлую субботу он был на стадионе. 7. Мой брат сейчас в школе. 8. Мой брат был вчера в кино. 9. Мой брат будет завтра дома. 10. Ты будешь дома завтра? 11. Она была вчера в парке? 12. Он сейчас во дворе? 13. Где папа? 14. Где вы были вчера? 15. Где он будет завтра? 16. Мои книги были на столе. Где они сейчас? 17. Моя мама вчера не была на работе. Она была дома. 18. Мой друг не в парке. Он в школе. 19. Завтра в три часа Коля и Миша будут во дворе. 20. Мы не были на юге прошлым летом. Мы были в Москве. 21. Завтра мой дедушка будет в деревне. 22. Когда твоя сестра будет дома? 23. Ты будешь летчиком? — Нет, я буду моряком. 24. Моя сестра была студенткой в прошлом году, а сейчас она врач. — Ты тоже будешь врачом? — Нет, я не буду врачом. Я буду инженером. 25. Они не были в кино. 26. Они не в школе. 27.

Они дома. 28. Вы были в парке вчера? 29. Он был в школе вчера? 30. Он был рабочим. 31. Она была учительницей.

Exercise 3. Put the verbs into the correct form.

1. Where your brother (to work)? — He (to work) at an institute. 2. Your grandmother (to sleep) when you (to come) home yesterday? 3. What your brother (to do) tomorrow? 4. I (not to go) to the shop yesterday. I (to go) to the shop tomorrow. 5. Where Kate (to go) when you (to meet) her yesterday? 6. Look at these children: they (to skate) very well. 7. You (to skate) last Sunday? — Yes, we (to skate) the whole day last Sunday. We (to skate) again next Sunday. 8. My brother can skate very well. He (to skate) every Sunday. 9. What you (to do) now? — I (to wash) the dishes. 10. What you (to do) at three o'clock yesterday? — I (to have) dinner. 11. You (to have) dinner now? 12. Every day the boss (to enter) the office at nine o'clock. 13. Yesterday the boss (to enter) the office at half past nine. 14. When the boss (to come) tomorrow? 15. At six o'clock yesterday we (to listen) to a very interesting lecture. 16. When I (to enter) the office, the secretary (to type) some letters. 17. My friend (to ring) me up at eight o'clock yesterday. 18. Look! My friends (to play) football. 19. Kate (not to write) letters every day. 20. You (to see) your friend yesterday? 21. Your father (to go) on a business trip last month? 22. What Nick (to do) yesterday? 23. When Nick (to get) up every morning? 24. Where your mother (to go) tomorrow? 25. I (to invite) my friends to come to my place tomorrow. 26. A disco, which (to take) place at the club last weekend, (to keep) people awake half the night.

Exercise 4. Put the verbs into the correct form.

1. I (to apply) for a visit visa and (to want) to make two journeys to your country while the visa (to be) valid. 2. They (to listen) to the news on the radio when the telephone (to ring). 3. I (to look) for a nice pair of gloves. 4. My train (to leave) in half an hour. — OK, I (to drive) you to the station in my car. 5. I (to check) the battery? — Yes, please. 6. Nowadays cars (to get) more and more expensive. 7. He (to get) a higher salary. 8. A father and his son (to travel) home in a car. It (to snow) and a strong wind (to blow). As they (to go) over a bridge, they (to hear) a loud bang and the father (to lose) control of the car. They (to be) injured and their lives (to be) in great danger. A helicopter (to take) the father and the boy to hospital and they (to be) saved. Now, the happy father (to look) at his son and (to say) to him, "I never (to drive) my car when it (to snow). I (to promise) you. It (to be) very dangerous to drive when it (to be) so slippery."

Exercise 5. Read and translate the following sentences. Comment on the use of tenses in them.

1. I have had a headache since I got up. 2. Things have been pretty tight lately. Many people have died as a result. 3. I have often thought of changing my job. 4. That's something he's known all his life. 5. I have been married to Andrew for ten years now. 6. You are a human dynamo, I've never seen you waste a minute. 7. They have been separated for donkey's years. 8. We've been friends since we were babies.

Actually, you can say we've been inseparable since our prams. 9. "People haven't changed much over the centuries," he remarked. 10. I can see that my lessons over the past few weeks have served you well. 11. Have you ever had an experience of telepathy? 12. He's been my friend for forty-seven years. Loyal, devoted, staunch and wise. 13. That's what I've always wanted for you, my dear, a big white wedding with all the trimmings. 14. My motto has always been: Through thick and thick and thin and thin. 15. Cricket has for centuries been the most popular English national pastime.

Exercise 6. Use the right form of the verbs in brackets.

1. They (be) political rivals for more than thirty years and still are. 2. New York house (be) his main home for the last forty years. 3. I (miss) you terribly! Where you (be) all this time? 4. It 153 The Verb (be) a long way, I really feel tired. 5. I always (like) being near water, and for as long as I can remember. 6. Frank wants to fly. He (do) this so many times in his mind that he is beginning to think it really (happen). 7. Life always (be) very kind to me. 8. I not (see) fireflies since I (be) a kid. 9. I (notice) something strange in her lately. 10. We believe you (be) very busy since you (arrive) in New York. 11. Melanie (know) the Hills for donkey's years. 12. After all, Nigel always (be) a bit of a know-it-all. 13. It is quiet in the apartment now that everybody (leave) it. 14. It's strange that they are friends, they never (share) the same interests. 15. "I think you had better leave," he said icily. "Before I really lose my temper. I just (have) enough of you." 16. I always (want) to look clever, but now at the age of twenty I have to admit that I look like a person who never even (hear) of Capote or Updike. 17. We (see) each other fairly steadily for the past year, and when David (ask) me to marry him last week, there (seem) no reason to say "no". I (be) very lonely for a very long time. And so (have) David, ever since his wife (die) seven years ago.

Exercise 7 . A. Read the following text and retell it.

Fear has paralyzed me emotionally for a number of years. I am well aware of that, and so I have created a life for myself, a life alone; this has always seemed so much safer. Brick by brick I have erected a wall around myself, a wall built on the foundations of my business, my work, and my career. I have done this in order to protect myself, to insulate myself from life; work has been my strong citadel for such a long time now, and it has given me exactly what I have needed these few years. Once I had so much. I had everything a woman could possibly want. And I lost it all. For the past five years, since that fateful winter of 1988, I have lived with pain and heartache and grief on a continuing basis. 154 CHAPTER 7 I have lived with a sorrow that has been, and still is, unendurable. And yet I have endured. I have gone on; I have fought my way up of a terrible darkness and despair when I had hardly any strength left and when I had lost even the will to life. I have managed, somehow, to survive. (from "Everything to Gain" by B. Bradford) B. Now that you have read the text, say what life has taught you, and what it hasn't yet.

Exercise 8. Fill in the gaps with since or for.

1. I haven't met my classmates ... five years. 2. Grandma has had a headache ... the weather changed. 3. They have 155 The Verb been in this business ... twenty years. 4. It hasn't rained ... a month. 5. Andrew has been very busy ... the conference began. 6. We've had the same director ... twelve years. 7. He hasn't spoken ... his dog died. 8. My relatives haven't visited me ... quite a long time. 9. Nothing special has happened ... yesterday. 10. I have passed all my exams ... the last six days. 11. They have been up ... early morning. 12. Margie has been unwell ... she came back from the North. 13. Nick has had a beard ... he was forty. 14. Mr. Stone has been our family doctor ... ages. 237. Answer the following questions. 1. Have you ever pretended to be ill to get off work or school? 2. Have you ever cheated in an exam? 3. Have you ever ridden a camel or an elephant? 4. Have you ever read your brother's, sister's or friend's letter which was lying around the house? 5. Have you ever hidden any of your earnings from the tax inspector? 6. Have you ever taken anything home with you from the hotel? 7. Have you ever travelled without a ticket on public transport? 8. Have you ever told lies and invented stories about yourself to impress other people? 9. Have you ever met any people who could speak Swahili? 10. Have you answered all the questions honestly?

Exercise 9. Read the following texts and discuss the two questions given below. The words and phrases in bold type may help you.

1. I can't cope with Maxim's life, his business, his work schedule. He's not a nine-to-five man, and he never has been. He's ambitious, and brilliant at what he does. He is not normal when it comes to work. He is beyond a workaholic, Mother. They haven't invented a name for a person who works the way he does. Around the clock. 2. "Everything looks beautiful, darling," Meredith said as she walked into her daughter's flat. "You've added a few things since I was here last. You've given it a wonderful look, your many new touches have really worked. That painting over there, the lamp, the sculpture in the corner." "Thanks, Mom. Like mother like daughter. I guess I've taken after you. You know, I've become a real 'nester' just as you are."

Questions: 1. Are you a workaholic? Describe your work schedule. 2. Are you a "nester"? Have you changed anything in your room, flat, house lately? Describe those changes.

Compare Present Perfect and Past Simple

Exercise 1. Put the verbs into the correct form.

1. Helen speaks French so well because she (to live) in France. 2. She (to live) there last year. 3. The rain (to stop) and the sun is shining in the sky again. 4. The rain (to stop) half an hour ago. 5. Mary (to buy) a new hat. 6. I (to buy) a pair of gloves yesterday. 7. The wind (to blow) off the man's hat, and he cannot catch it. 8. The weather (to change), and we can go for a walk. 9. The wind (to change) in the morning. 10. We (to travel) around Europe last year. 11. My father knows so much

because he (to travel) a lot. 12. I (to see) Pete today. 13. She (to see) this film last Sunday. 14. Alex (to meet) his friend two hours ago. 15. I just (to meet) our teacher. 16. The children already (to decide) what to do with the books. 17. Yesterday they (to decide) to help their grandmother. 18. I (not to see) you for a long time. I (to see) you in town two or three days ago, but you (not to see) me. I (to be) on a bus.

Exercise 2. Put the verbs into the correct form.

1. I (not yet to eat) today. 2. He (not to eat) yesterday. 3. You (to play) the piano yesterday? 4. You (to play) the piano today? 5. What you (to prepare) for today? 6. Look at this birdhouse. Mike (to make) it himself. He (to make) it last Sunday. 7. Where you (to put) my pen? I cannot find it. 8. You (to see) Mary today? 9. When you (to see) Mary? — I (to see) her last week. 10. Your mother (to promise) to take you to the theatre? 11. Look at my new dress! I (to make) it myself. 12. He is not at school today, he (to fall) ill. — When he (to fall) ill? — He (to fall) ill yesterday. 13. I already (to do) my homework. Now I can go for a walk. 14. I (to do) my homework yesterday. 15. He just (to come) home. 16. He (to come) home a minute ago. 17. Nick (to play) football yesterday. 18. She already (to come) from school. Now she is doing her homework. 19. I (to read) this book last year. 20. I (to read) this book this year. 21. I never (to be) to Washington. 22. You ever (to be) to New York? 23. You ever (to see) the eruption of a volcano? 24. I (to invite) Linda to the party. — When you (to see) her? — I (not to see) her for ages. I (to call) her an hour ago.

Exercise 3. Put the verbs into the correct form.

1. She just (to go) out. 2. She (to leave) the room a moment ago. 3. We (not yet to solve) the problem. 4. When it all (to happen)? 5. The morning was cold and rainy, but since ten o'clock the weather (to change) and now the sun is shining brightly. 6. Show me the dress which you (to make). 7. Oh, how dark it is! A large black cloud (to cover) the sky. I think it will start raining in a few minutes. 8. Oh, close the window! Look, all my papers (to fall) on the floor because of the wind. 9. When you (to open) the window? — I (to open) it ten minutes ago. 10. The sun (not to rise) yet, but the sky in the east is getting lighter every minute. 11. I (to see) you walking along the street the other day with a heavy bag. 12. I (not to read) the newspaper today. 13. It is very late, and trams (to stop) running: we must find a taxi to get home. 14. How many times you (to be) to St. Petersburg? 15. At last I (to translate) this article: now I shall have a little rest. 16. We (to go) to the country yesterday, but the rain (to spoil) all the pleasure. 17. My watch was going in the morning, but now it (to stop). 18. The lecture (not yet to begin) and the students are talking in the classroom.

Compare Present Perfect, Present Continuous and Past Simple

Exercise 1. Put the verbs into the correct form.

1. What you (to do) here at such a late hour? You (to write) your composition? — No, I (to write) it already. I (to work) at my report. — And when you (to write)

your composition? — I (to finish) it two days ago. 2. I say, Tom, let's have dinner. — No, thank you, I already (to have) dinner. 3. What the weather (to be) like? It still (to rain)? — No, it (to stop) raining. 4. Please give me a pencil, I (to lose) mine. 5. I (not to meet) Peter since Monday. 6. Nina just (to finish) work. 7. Where Sergei (to be)? — He (to go) home. He (to leave) the room a minute ago. 8. What you (to read) now? — I (to read) "Jane Eyre" by Charlotte Bronte. 9. They (to read) "Ivanhoe" by Walter Scott a month ago. What about you? You (to read) "Ivanhoe"? 10. My watch (to stop). There (to be) something wrong with it. 11. You (to see) Jack today? — Yes, I (to see) him at the institute. 12. You (to hear) the new symphony by M.? — Yes, I — When you (to hear) it? — I (to hear) it last Sunday. 13. You (to change) so much. Anything (to happen)?

Compare Present Perfect, Present Continuous, Past Simple and Past Continuous

Exercise 1. Put the verbs into the correct form.

1. With whom you (to discuss) this question yesterday? 2. I (to see) this film this week. I like it very much. 3. When I (to enter) the kitchen, I (to see) that my mother (to stand) at the table and (to cut) some cabbage. She (to cook) dinner. 4. As soon as I (to hear) a cry, I (to run) out of the room and (to see) that a child (to lie) on the ground and (to cry). "What (to happen)? Why you (to cry)? You (to hurt) yourself?" I asked. 5. They (to go) to the Hermitage last week. 6. They (to be) to the Hermitage twice this week. 7. After school yesterday he (to come) home, (to have) dinner, (to read) an article from the latest magazine and (to begin) doing his homework. 8. When your friend (to return) from the south? — She (to return) yesterday. — You (to go) to the station to meet her? — No, I ..., I (to be) too busy. 9. Your brother (to return) from the north? — Yes, he (to come) a few days ago. 10. You (to be) to the Crimea? When you (to be) there? — I (to be) there in 2005. 11. Where (to be) your brother? — He just (to come) home. He (to take) a shower in the bathroom now. 12. As soon as I (to see) him, I (to understand) that he (to work) hard. He (to write) some-thing and (not to notice) anything. 13. When I (to come) home yesterday, the children (to run) and (to sing) merrily. "We (to learn) a new song!" they cried. 14. When the young man (to enter) the room, she (to look) at him in surprise. "What you (to want) to tell me?" she (to say). "Why you (to come)?" 15. It (to rain) hard when I (to leave) home yesterday, so I (to return), (to put) on my raincoat and (to start) again. 16. You (to work) right now? — Yes, I (to prepare) for the English exams. 17. Have a look! That (to be) the Golden Gate Bridge on your left. — Oh, it (to be) beautiful. I just (to take) a picture of it. 18. Where you (to learn) the news? 19. They already (to think) of everything? They (to buy) a lot of food? — Yes, Mark just (to order) ten bottles of Coke and four kinds of mineral water. He (to mention) peanuts, but he (not to order) any. He (to think) of tea and fancy cakes. The shop (to charge) everything to Mark's credit card. 20. Why you (to shiver)? — I (to shiver) because I (to be) cold.

Exercise 2. Put the verbs into the correct form.

1. Tom (to return) from the cinema at five o'clock. 2. Tom (to return) from the cinema by five o'clock. 3. I (to finish) my homework at seven o'clock. 4. I (to finish) my homework by seven o'clock. 5. He (to think) that he (to lose) the money. 6. Ann (to tell) me that she (to see) an interesting film. 7. When I (to come) home, mother already (to cook) dinner. 8. When father (to return) from work, we already (to do) our homework. 9. When the teacher (to enter) the classroom, the pupils already (to open) their books. 10. Kate (to give) me the book which she (to buy) the day before. 11. Nick (to show) the teacher the picture which he (to draw). 12. The boy (to give) the goats the grass which he (to bring) from the field. 13. Mother (to see) that Nick (not to wash) his hands. 14. The teacher (to understand) that Lena (not to do) her homework. 15. I (to know) that my friend (not yet to come). 16. When I (to wake) up yesterday, father already (to go) to work. 17. Nick (to think) that his father (not yet to come) home. 18. Mary (to tell) us that she (to cook) a good dinner. 19. Yesterday I (to find) the book which I (to lose) in summer. 20. When we (to come) to the station, the train already (to leave).

Exercise 3. Put the verbs into the correct form.

1. By two o'clock the teacher (to examine) all the students. 2. On my way to school I (to remember) that I (to leave) my report at home. 3. All my friends (to be) glad to hear that I (to pass) all the examinations successfully. 4. Poor Oliver (to lie) unconscious on the spot where Sikes (to leave) him. 5. He (to open) his eyes, (to look) around and (to try) to remember what (to happen) to him. 6. All the passengers (to see) at once that the old man (to travel) a great deal in his life. 7. By the time we (to come) to see him, he (to return) home. 8. During the holidays my friend (to visit) the village where he (to live) in his childhood. 9. When they (to enter) the hall, the performance already (to begin). 10. When I came home, my mother (to tell) me that she (to receive) a letter from grandfather. 11. Where you (to work) before you (to enter) the institute? 12. He (to study) French before he (to enter) the university. 13. Lanny (to say) that he (to get) his education in Cape Town. 14. The boy (to want) to act the main part in the play because he (to organize) the theatre. 15. Lanny (not to know) who (to attack) him in the darkness. 16. The girl (to be) glad that she (to find) a seat near the window. 17. Suddenly he (to remember) that he (not to ring) her up in the morning. 18. By the time the train (to reach) the city, he (to make) friends with many passengers. 19. When my uncle (to leave), he (to hurry) to the station to book a ticket. 20. She (to think) that Gert and Lanny (to quarrel).

Exercise 4. Read and translate the sentences. Comment on the use of tenses in past time contexts.

1. She sat staring at the page she had written last night in New York. How swiftly and drastically her life had changed since she had made that entry. 2. And for the first time in more than twenty years she had found herself living in the city where she had been born. 3. They walked toward the house. It had been months since they had been there. They felt comforted by the charm of the house. It had always been a peaceful place. Ever since they had first set eyes on it, they had thought of it as a

living thing. 4. It crossed her mind that she had not been able to go out much since she had arrived almost five weeks ago. 5. Scott was definitely worried by something. It had been a long time since I had seen him in such a difficult mood. 6. The children loved Mat. They had felt safe with him from the very first. 181 The Verb time they had met on the moors. 7. She remembered that once, long ago, her mother had said that Maxim was like a cat with nine lives. How many of his had he used up?

Exercise 5. Use the right form of the verbs in brackets.

1. The three of them became inseparable. A great deal of camaraderie (develop) between them in the short time they (know) each other. 2. He admitted that it (be) too long since he (see) them. 3. My life was hectic. And indeed it (be) a stormy life I (live) ever since. 4. Joe saw that Nel was worried. She (live) with a problem for the last few days, ever since the baby (be) born. 5. Mrs. Loveday liked Maggie. In the few weeks she (know) the girl she never (see) her ruffled. Nor she ever (hear) her raise her voice at the children. 6. He painted mostly in the red barn. It (become) a refuge for him since he (move) into the house. 7. She looked up at Charles. She (be) acutely conscious of him from the moment he (arrive). 8. The Berlin, she (be born) in, and where she (grow up), no longer existed.

Compare Past Simple, Past Continuous and Past Perfect

Exercise 1. Put the verbs into the correct form.

1. By eight o'clock yesterday I (to do) my homework and at eight I (to play) the piano. 2. By six o'clock father (to come) home and at six he (to have) dinner. 3. By nine o'clock yesterday grandmother (to wash) the dishes and at nine she (to watch) TV. 4. When I (to meet) Tom, he (to eat) an ice cream which he (to buy) at the corner of the street. 5. When father (to come) home, we (to cook) the mushrooms which we (to gather) in the wood. 6. When I (to see) Ann, she (to sort) the flowers which she (to pick) in the field. 7. When I (to come) home yesterday, I (to see) that my little brother (to break) my pen and (to play) with its pieces. 8. When I (to open) the door of the classroom, I (to see) that the teacher already (to come) and the pupils (to write) a dictation. 9. When I (to come) home, my sister (to read) a book which she (to bring) from the library. 10. When mother (to come) home, the children (to eat) the soup which she (to cook) in the morning. 11. When I (to ring) up Mike, he still (to learn) the poem which he (to begin) learning at school. 12. When I (to look) out of the window, the children (to play) with a ball which Pete (to bring) from home. 13. By ten o'clock the children (to settle) comfortably on the sofa and at ten they (to watch) a film on TV.

Exercise 2. Put the verbs into the correct form.

1. Last night we (to go) to a football match. We (to take) a bus. The bus (to be) overcrowded as many people (to want) to see the match. We (to get) off the bus and (to go) in the direction of the stadium. While we (to cross) the road, I (to see) Victor. He (to stand) at the corner. He said he (to wait) for his friend who (to come) to St.

Petersburg the day before and (to wish) to see the new stadium. A man (to come) up to me and asked if I (to have) a spare ticket for the match. Victor told us that two boys just (to ask) him whether he (to have) a spare ticket. We (to enter) the stadium just as the football players (to come) out on to the field. At the entrance to the stadium we (to meet) Sergei. He (to show) us to our seats and (to ask) me if I (to play) football in my childhood. We (to agree) to meet in the snack bar during the interval.

Exercise 3. Put the verbs into the correct form.

1. There (to be) two men in the room. One of them (to write) something while the other (to read) a news- paper. 2. He (not to tell) me that he (to receive) a telegram from her. 3. I (to ask) him if he (to know) where she (to live). I (to say) I (not to know) her address. 4. He (to ask) me if I (can) give him your address. 5. She (to say) that he (to give) her the wrong address. 6. I (to ask) him where he (to put) my letter. 7. He (to tell) us that they (to spend) all the money. 8. I (to sit) in an armchair and (to think) of my coming trip across the North Sea when the door suddenly (to open) and an old friend of mine whom I (not to see) for a very long time (to enter) the room. 9. She (to come) to see us just at the time when we (to have) dinner. It (to be) the first time I (to see) her. 10. I (to see) him just as he (to leave) the hotel. 11. I (not to see) him before we (to meet) at the con-cert. 12. He (to leave) the house before I (to have) time to ask him anything. 13. After spending several days in Paris he (to feel) lonely and (to want) to return home. 14. I (to think) he already (to go) home. 15. I (to find) the old man in the garden. He (to talk) to some children who (to stand) around listening to him. 16. He (to speak) a language we never (to hear) before. 17. He (to tell) me he (to learn) it from the newspaper. 18. He (to enter) the room, (to take) something from the desk and (to go) out.

Exercise 4. Put the verbs into the correct form.

1. Last summer we (to live) in the country and (to go) to the river every day. 2. My sister (to spend) a lot of money yesterday. 3. She is so upset: she (to lose) the key to the front door. 4. By the 1st of September all the children (to return) from the country. 5. Columbus (to discover) America 500 years ago. 6. Columbus (not to know) that he (to discover) America. 7. I already (to read) five English books. 8. He (to discuss) the problem with a lot of people before he (to take) a decision. 9. Mother (to bake) a delicious cake! Sit down at the table and let's eat it! 10. She (to read) an English book the whole evening yesterday. 11. I never (to be) to Greece. 12. They (to tell) me yesterday that you (to get) an excellent mark. 13. When you (to receive) a letter from your friend? 14. Our grandmother (to cook) dinner from twelve till three yesterday. 15. Look! What beautiful flowers she (to buy)! 16. They (to travel) along the coast of Africa last year. 17. We (not to see) each other for ages. 18. They (to eat) all the apples which I (to bring). 19. When the children (to have) dinner, they (to go) for a walk. 20. You ever (to be) to the Niagara Falls?

Exercise 5. Put the verbs into the correct form.

1. She is very happy: her son (to finish) school. 2. My brother (to train) at the stadium from six till eight yesterday. 3. My sister (to buy) a pair of nice model shoes this month. 4. I (not to dance) for ages. 5. When Nick (to come) from school, his friends (to play) in the yard. 6. When your sister (to go) to London? 7. My friend just (to recover) after a serious illness. 8. I never (to be) to the Bahamas. 9. At this time yesterday we (to talk) about you. 10. I (to speak) to my friend yesterday. 11. Look! Kate (to wash) all the dishes. 12. Your mother (to return) from work? Can I speak to her? 13. She (to do) her flat the whole day on Saturday. 14. The cat (to drink) all the milk which I (to give) it. 15. You ever (to be) to Piccadilly Circus? 16. He (not to read) Turgenev since he was a pupil. 17. They (to reach) the river by sunset. 18. I (not yet to receive) an answer to my letter. 19. Only when she was going to bed, she remembered that she (to forget) to ring up her friend. 20. We already (to study) seven English tenses. 21. He (to spend) two weeks in Scotland two years ago. 22. I (to buy) a lovely fashionable dress. Now I shall look smart at the party. 23. He (to learn) English before he (to go) to the USA. 24. When she (to spend) all her money, she (to go) home.

Exercise 6. Put the verbs into the correct form.

1. My friend (to like) pies. He (to eat) pies every day. When I (to meet) him in the street yesterday, he (to eat) a pie. He (to tell) me that he (to buy) that pie at the corner of the street. Look at my friend now! He (to eat) a pie again. 2. I always (to come) to school at a quarter to nine. 3. Yesterday I (to come) to school at ten minutes to nine. 4. Tomorrow Nick (not to go) to the cinema because he (to go) to the cinema yesterday. He already (to be) to the cinema this week. He (to stay) at home and (to play) a computer game. 5. What your brother (to do) now? 6. My father (to work) in an office. It (to be) Sunday now. He (not to work), he (to read) at home. 7. I (not to see) you for a while! You (to be) busy at work? — I (to have) an awful week, you (to know). 8. What he (to do) at ten o'clock last night? — He (not to do) anything really. He just (to look) at some magazines. 9. We (to have) rather a difficult time at the moment. — I (to be) sorry to hear that. 10. Something awful (to happen). Her little daughter (to swallow) a coin. 11. She (to ask) me if I (to see) her backpack. 12. After the boys (to do) all the work, they (to go) to the pictures.

Exercise 7. Put the verbs into the correct form.

1. We (to bring) a lot of berries from the wood. Now we shall make jam. 2. Look! Jane (to swim) across the river. 3. What you (to do) at six o'clock yesterday? 4. You ever (to see) the Pyramids? 5. I (to go) to the Caucasus two years ago. 6. We (to go) to school every day. 7. Nick (to do) his homework by seven o'clock yesterday. 8. You (to help) your father tomorrow? 9. When Nick (to come) home yesterday, his mother (to return) and (to cook) dinner in the kitchen. 10. When I (to go) to school yesterday, I suddenly (to remember) that I (to forget) to take my English exercise book. 11. Yesterday grandfather (to tell) us how he (to work) at the factory during the war. 12. When Mr. and Mrs. Smith (to arrive) home, they (to discover) that someone

(to break) into their house. Their video recorder and television (to disappear). They (not to know) what they (to do) to deserve this bad luck. 13. The man (to get) off the bus without paying while the conductor (to collect) fares upstairs.

Exercise 8. Put the verbs into the correct form.

1. Don't go to Nick's place now, he (to work). He (to finish) his homework at seven o'clock. If you (to come) after seven, he (to be) very glad. 2. Pete (to go) to the cinema? — Yes, I (to think) so. He usually (to play) in the yard at this time, and now he (not to be) there. 3. He (to read) a book at five o'clock yesterday. 4. You (to go) for a walk with me? — I (to be) sorry, I can't. I (to do) my homework. I (not yet to write) the English exercise. If you (to wait) for me, I (to go) with you in half an hour. I (to want) to go for a walk very much, because I (not to go) for a walk yesterday. 5. Yesterday the children (to do) all their homework before mother (to come) home, and when she (to come), they (to play) with the cat. 6. I (to lose) my key when I (to play) in the yard yesterday. 7. Ring me up as soon as you (to come) home. 8. Where you usually (to take) books for reading?

Exercise 9. Put the verbs into the correct form.

1. Mike (to eat) ice cream every day. Look, he (to eat) ice cream now. When I (to see) him in the morning, he (to eat) ice cream, too. He (to say) he (to eat) one ice cream already by that time. I think he (to fall) ill if he (to eat) so much ice cream. 2. They (to walk) along the street and (to talk). Suddenly Nick (to stop) and (to say), "Oh, what shall we do? I (to lose) the key to the door." "If you (not to find) it," said Pete, "we (to have) to wait for mother in the street." 3. When I (to come) to the station yesterday, I (to learn) that my train already (to leave). 4. What he (to do) when you (to see) him yesterday? 5. I (to give) you this book as soon as I (to finish) reading it. 6. When the ship (to cross) the ocean, a great storm (to break) out. 7. I never (to hear) of her. 8. To whom you just (to write)?

Exercise 10. Put the verbs into the correct form.

1. Let's go for a walk. The rain (to stop) and the sun (to shine). 2. If you (to help) me, I (to do) this work well. 3. I always (to get) up at eight o'clock, but tomorrow I (to get) up a little later. 4. What you (to read) now? — I (to read) Tom's book. I (to be) in a hurry. Tom soon (to come), and I (to want) to finish reading the book before he (to come). 5. As soon as you (to see) your friend, tell him that I (to want) to see him. 6. When I (to come) home yesterday, my brother (to sleep). 7. When you (to come) to see us? — I (to come) tomorrow if I (not to be) busy. 8. I (not to like) apples. 9. He (to come) home at five o'clock yesterday. 10. I (to ring) you up as soon as I (to come) home tomorrow. 11. I (to show) you my work if you (to like). 12. He (to come) home by six o'clock yesterday. 13. Pete certainly (to help) you with your English if you (to ask) him. 14. This little boy never (to see) a crocodile. 15.

Send me a telegram as soon as you (to arrive). 16. He (to know) the results before we (to meet).

Exercise 11. Put the verbs into the correct form.

1. Yesterday I (to put) five apples into the vase. Where they (to be) now? — I (to eat) them. You (to bring) some more tomorrow? — Yes, if you (not to make) noise when granny (to sleep). 2. You ever (to be) to the Hermitage? 3. What Nick (to do) when you (to ring) him up yesterday? — He (to play) the piano. He (to tell) me that he already (to write) his composition. 4. Why she (to sleep) now? It (to be) too early. She never (to sleep) at this time. 5. You (to go) to the library tomorrow? — No, I already (to be) to the library this week. I (to be) there on Monday. As a rule, I (to go) to the library every Wednesday. But yesterday I (not to go) there, because I (not to read) the book. I (to read) it now. I (to go) to the library on Saturday if I (to finish) the book by that time. 6. As soon as I (to receive) a letter, I shall go to Moscow. 7. By six o'clock we already (to make) arrangements to take the early train.

Exercise 12. Put the verbs into the correct form.

1. Autumn (to come). It (to be) November now. It (to get) colder, the days (to get) shorter. It often (to rain). Soon it (to be) very cold. 2. When I (to do) my homework yesterday, I quickly (to run) to the yard, because my friends (to wait) for me there. 3. We (to have) a good time last summer. 4. What you (to learn) for today? — I (to be) sorry, I (not to prepare) my lesson. I (to be) ill yesterday and (not to know) what to do. I (to prepare) my lesson tomorrow. — If you (not to prepare) your lesson tomorrow, you (to get) a bad mark. 5. What you (to do) at five o'clock yesterday? 6. Mike always (to do) his homework in the evening, but today he (to begin) doing it as soon as he comes from school, because his father (to promise) to take him to the theatre. 7. When Mary (to come) home, her brother (to read) the book which she (to bring) him two days before.

Exercise 13. Put the verbs into the correct form.

1. Hello! Where you (to go)? — Nowhere in particular. I just (to take) a walk. 2. Our students (to do) all kinds of exercises and now they (to be) sure that they (to know) this rule well. They (to hope) they (to make) no mistakes in the paper. 3. The expedition (to cover) hundreds of kilometres, but they still (to be) far from their destination. 4. You (to go) to Great Britain next year? 5. Yesterday Nick (to say) that he (to read) much during his summer vacation. 6. At the age of twenty my father (to combine) work and study. 7. A great number of students (to study) in the reading room when I (to enter) it last night. 8. The storm (to rage) the whole night, and the sailors (to try) to do their best to save the ship. 9. Mike's friends could hardly recognize him as he (to change) greatly after his expedition to the Antarctic. 10. When I (to enter) the hall, the students (to listen) to a very interesting lecture in history.

Exercise 14. Put the verbs into the correct form.

It was eight o'clock in the morning and time for me to go to work. I (to look) out of the window. It (to rain) hard. "You (to get) wet through if you (to go) out now," said my mother. "No, I ...," I answered, "I (to take) an umbrella." We (to have) five umbrellas in the house, but when I (to want) to take one, I (to find) that there (to be) not one that I could use: they all (to be) torn or broken. So I (to take) them all and (to carry) them to the umbrella maker, saying that I would call for the umbrellas on my way home in the evening. When I (to go) to have lunch in the afternoon, it still (to rain) very hard. I (to go) to the nearest cafe, and (to sit) down at a table. A few minutes later a young woman (to come) in and (to sit) down at the same table with me. When I (to finish) my lunch and (to be) ready to leave, I absent-mindedly (to take) her umbrella and (to start) for the exit. She (to stop) me saying that I (to take) her umbrella. I (to return) the umbrella with many apologies. In the evening I (to go) to the umbrella maker, (to take) my five umbrellas and (to get) on the tram to go home. It so happened that the woman I (to meet) at the cafe (to ride) in the same tram. When she (to see) me with my five umbrellas, she (to say), "You (to have) a successful day today, (to have not) you?"

Exercise 15. Put the verbs into the correct form.

1. This man (to be) a writer. He (to write) books. He (to write) books since he was a young man. He already (to write) eight books. 2. What you (to do) here since morning? 3. Lena is a very good girl. She always (to help) her mother about the house. Today she (to help) her mother since morning. They already (to wash) the floor and (to dust) the furniture. Now they (to cook) dinner together. 4. He (to run) now. He (to run) for ten minutes without any rest. 5. What they (to do) now? — They (to work) in the reading room. They (to work) there for three hours already. 6. Where he (to be) now? — He (to be) in the garden. He (to play) volleyball with his friends. They (to play) since breakfast time. 7. I (to live) in St. Petersburg. I (to live) in St. Petersburg since 1990. 8. This is the factory where my father (to work). He (to work) here for fifteen years. 9. You (to find) your notebook? — No! I still (to look) for it. I already (to look) for it for two hours, but (not yet to find) it. 10. You (to play) with a ball for three hours already. Go home and do your homework. 11. Wake up! You (to sleep) for ten hours already. 12. I (to wait) for a letter from my cousin for a month already, but (not yet to receive) it. 13. She already (to do) her homework for two hours; but she (not yet to do) half of it. 14. I (to wait) for you since two o'clock. 15. What you (to do)? — I (to read). I (to read) for two hours already. I already (to read) sixty pages. 16. It is difficult for me to speak about this opera as I (not to hear) it. 17. I just (to receive) a letter from my granny, but I (not yet to receive) any letters from my parents. 18. The weather (to be) fine today. The sun (to shine) ever since we got up. 19. Every day I (to wind) up my watch at 10 o'clock in the evening. 20. Come along, Henry, what you (to do) now? I (to wait) for you a long time. 21. Where your gloves (to be)? — I (to put) them into my pocket. 22. I (to stay) with some American friends in Chicago. I (to stay) with them for two weeks now. I (to have) a great time here. I (to take) the opportunity to improve my English. I already (to see) the

towering skyscrapers of Chicago which are reflected in the rippling water of Lake Michigan. I just (to take) a picture of Chicago's Sears Tower which (to rise) 1,707 feet and (to provide) a panoramic view from the skydeck. 23. I (to go) to give that cat some food. I (to be) sure it (to starve). — But Jane already (to feed) the cat. You needn't do it.

Exercise 16. Translate the sentences from Russian into English.

1. Мы знаем друг друга уже четыре года. 2. Я всегда хотел изучать английский язык. 3. Где Нина? — Она уже два часа дома. 4. Где дети? — Они все еще играют во дворе. 5. Мой брат уже три года инженер. 6. Мой друг знает английский с детства. 7. Я уже полчаса наблюдаю за тобой. 8. Ваш брат еще болен? — Нет, он уже поправился. Он уже три дня занимается физикой. Он хочет получить отличную оценку на экзамене. 9. Мне уже давно хочется прочесть эту книгу. 10. Я уже двадцать минут пытаюсь найти мою старую тетрадь. 11. Они уже десять лет живут в Нью-Йорке. 12. Моя тетя — артистка. Она всегда любила театр. 13. Ваш папа уже вернулся с севера? — Да, он уже две недели дома. 14. Я уже три дня об этом думаю. 15. Моя сестра пьет кофе с молоком. А я всегда предпочитал черный кофе. 16. Мы очень рады вас видеть. Мы вас ждали целый месяц. 17. Вы все еще читаете эту книгу? Сколько времени вы ее уже читаете? 18. Моя сестра занимается музыкой уже пять лет. 19. Я ищу тебя весь вечер. Где ты был все это время? 20. Они пишут сочинение уже два часа.

Exercise 17. Read and translate the sentences. Comment on the tenses in them.

1. — Can I let you in on a little secret? — Why not? You've been telling me your secrets since you were eight. 2. There's something I've been meaning to ask you. 3. A fine rain has been falling steadily since six o'clock and there is a dark mist on the river. 4. "Are you thinking of selling off one of the hotels?" "I have been toying with the idea," Meredith admitted. 5. She is filling the case with the papers she has been working on all day. 6. Was it gout again? Has it been bothering you lately, Bruce? 7. Blair has been working for days to make this Christmas Day a very special one. 8. Is there someone you've been seeing? 9. For generations, Transamerica has been helping people plan for a comfortable career. 10. In my eyes you can see all the love that I've been feeling. 11. Let's talk about that fatigue, the attacks you've been having. When did the first one occur? 12. Her mind is still on her mother who has been seeing psychiatrist for the past few weeks. 13. British Rail has been wanting to close this line down for years on the grounds that it doesn't pay 159 The Verb its way. 14. We've been hearing this warped reasoning for so long about so many things that it has become received wisdom. 15. What's been going on? Why haven't you been answering my letters?

Exercise 18. Read the text and retell it. Find the cases of the Present Perfect Continuous and comment on them.

In the evening Mrs. Dursley told her husband that she had had a nice, normal day. She told him over dinner all about Mrs. Next Door's problems with her daughter and how Dudley had learned a new word ("Won't!"). When Dudley had been put to bed, he went into the living room in time to catch the last report on the evening news: "And finally, bird-watchers everywhere have reported that the nation's owls have been behaving very unusually today. Although owls normally hunt at night and are hardly ever seen in daylight, there have been hundreds of sightings of these birds flying in every direction since sunshine. Experts are unable to explain why the owls have suddenly changed their sleeping pattern." The newscaster allowed himself a grin. "Most mysterious. And now, over to Jim McGuffin with the weather. Going to be any more showers of owls tonight, Jim?" "Well, Ted," said the weatherman, "I don't know about that, but it's not only the owls that have been acting oddly today. Viewers as far apart as Kent, Yorkshire, and Dundee have been phoning in to tell me that instead of the rain I promised yesterday, they've had a downpour of shooting stars! Perhaps people were celebrating Bonfire Night early — it's not until next week, folks! But I can promise a wet night tonight." Mr. Dursley sat frozen in his armchair. Shooting stars all over Britain? Mysterious people in cloaks all over the place? (from "Harry Potter" by J.K. Rowling)

Exercise 19. Use the right form of the verbs in brackets.

1. Good gracious, Kit, whatever you (do)? You seem to have all the paint on yourself that there is in the world. 2. I (think) about you all day, Emma. 3. What you (do) since we last (meet)? 4. — You look hot. — Yes, I (play) tennis. 5. I (work) in a bookshop now. I (work) here for about six weeks. 6. I (do) so for thirty years and I'm not going to change my ways. 7. She (have) a toothache since she (get) up this morning. 8. How long you (know) Susan? 9. We (write) invitation cards all morning. We (write) eleven already. And we still not (finish) them all. 10. Mary (go out) with Steve for a year now, and they (plan) to get married soon. 11. I (keep) a watch on the road for the last few days, trying to catch a glimpse of you as you passed. 12. And now, gentlemen, I want to know what (go on) here and how long it (go on). 13. He (chase) this girl for half a year but she wouldn't even look at him. 14. They (think) a lot about this situation these past few days, since they (be) home. 15. There's something I (want) to ask you for the last couple of hours.

Exercise 20. Use the right form of the verbs in brackets.

T a n y a. Julia, what you (do)? It's already two o'clock. Aren't we going shopping?

J u l i a. I know, but everything takes twice as long to do as I expected. I (have) a lot of problems since I (move) into this apartment.

T a n y a. How long you (paint) those cabinets?

J u l i a. I started at 8.00 this morning.

T a n y a. You mean you (paint) for six hours!

J u l i a. I really don't know what I (do). I never (paint) before. Besides, nothing (go) right today. The man from the phone company still not (come). I (wait) for him all day.

T a n y a. What's that strange noise I (hear)?

J u l i a. Oh, that! That's the toilet. It (run) like that since last night. And the refrigerator not (work) properly since I moved in.

T a n y a. Well, just call the superintendent to fix those things.

J u l i a. I don't know. Maybe I (make) a mistake. I (think) things over lately. Maybe I shouldn't have moved into this apartment. It (need) too much work.

T a n y a. It's not that bad. Your apartment will be great in a few weeks.

J u l i a. Maybe. All I know is that I (have) nothing but headaches ever since I (move) in.

T a n y a. But don't forget that you (have) a lot of fun, too.

Exercise 21. . Answer the questions.

1. Have you made any changes in your life recently? What have you been doing since that change took place? 2. Choose a person that you know whose life-style has changed. What change took place in this person's life? What was his or her life like before? What has he or she been doing since the change took place? 163 The Verb 3. Do you have a particular hobby? Have you ever had one? How long have you been interested in this? How did you become interested in it? Why do you enjoy it? Why are hobbies important to people? What are some typical hobbies that people in this country enjoy?

The Past Perfect Continuous

Exercise 1. Read and translate the sentences. Comment on the use of the Past Perfect Continuous.

1. Later that afternoon, Derek put down the script he had been reading. 2. That evening Diana called me from London, and I told her what I'd been doing all day. 3. Emma, who had been listening attentively, knew with absolute certainty that he was speaking the truth. 4. Ketti looked at Sue and knew that she had been weeping. 5. Catherine, who had been looking at her mother intently, now spoke in a concerned voice. 6. It just happened so that she knew what her son had been doing. He had been courting her personal clients in an effort to take them over himself. But it wouldn't work as long as she was head of the company. 7. Andrew, who is English, had been living in New York for seven years when we met. We had been seeing each other for only two months when he asked me to marry him. 8. I had been hearing and reading about the Vatican for so long that I was genuinely keen to see it.

Exercise 2. Use the right form of the verbs in brackets.

When Nikita finally reached the club, his friends Olga and Oleg were already waiting for him near the entrance. Nikita said he was sorry he was late and asked how long they (be) there. They explained that they (wait) for about thirty minutes and in

their turn asked him where he (be). Nikita said he (finish) a pot in his pottery class, and it (take) him a really long time to clean up. Olga was greatly surprised and asked how long he (take) a class in pottery, as he never (mention) it before. Nikita said he (register) some time before as he needed a break from his classes. He never (try) to do anything creative before and he (have) a really good time. He admitted that since he (start) it, he (spend) all his free time in workshop. He also (run) around to antique stores, though he not (go out) much with his friends recently. His friends said they were sure it was just the beginning and soon things (get back) to normal.

Exercise 3. Explain the difference between the following pairs of sentences.

1. a) When I last went to London, they had renovated the National Portrait Gallery. b) When I last went to London, they had been renovating the National Portrait Gallery. 2. a) Although she tried to hide her face, we could see that Vicky was crying. b) Although she tried to apply some make-up, we could see that Vicky had been crying. 3. a) When they got to their dacha, they discovered that water was leaking through the roof. b) When they got to their dacha, they discovered that water had been leaking through the roof. There were pools on the floor. 185 The Verb 4. a) By the smell in the room and his guilty expression I could tell that Stephen had been smoking. b) Yesterday he was caught red-handed. When I came in, he was smoking. 5. a) When Denny joined in the conversation, they were discussing the latest events in the Balkans. b) Everybody looked unhappy. They had been discussing the Concorde's crash.

Exercise 4. A TV correspondent is interviewing a famous woman author who is eightyfi ve years old. Use the right form of the verbs in brackets.

C. I'd like to ask you some questions about the changes you (see) in your lifetime. What is the biggest change you (notice) in the way people live? A. That's a difficult question to answer. I guess it is the change in the younger generation. Young people (change) a lot recently. In my day, young people (be) very different. C. In what way they (change)? A. To my way of thinking, they (become) too casual and much too liberal in language, in dress, and in attitude in general. I guess I'm just old-fashioned. C. Would you give me an example of what you mean? A. Here's a small example. For the last fifteen years, since my youngest granddaughter (leave) high school, students (wear) blue jeans and T-shirts to school. Even some women-teachers (wear) pants in the classroom recently. In my day, they (kick) you out of school when you not (dress) properly. C. What you're saying is true. Even professors at the universities (lecture) in blue jeans nowadays. A. It also seems to me that young people (tend) to start dating at an earlier and earlier age. They start dating at thirteen, and, as you know, many couples (live) together without being married. That (be) unthinkable in my day. C. And what is the biggest change that you personally (experience)? A. I suppose getting married was the biggest change. C. How long ago you (get) married? A. I (get) married sixty years ago. My husband and I (live) happily

together ever since. C. Congratulations. It's nice to meet someone who (be) married for so long and (be) still happy.

Exercise 5 . Make the right choice.

1. George is on holiday. He to Barbados. a) is gone b) has gone c) has been 2. Everything is going well. We any problems so far. a) didn't have b) don't have c) haven't had 3. Nelly has lost her passport again. It's the second time this a) has happened b) happens c) happened 4. You're out of breath. ? a) Are you running b) Have you run c) Have you been running 5. Where's the letter I gave you? What with it? a) have you done b) have you been doing c) are you doing 6. We're good friends. We each other for a long time. a) know b) have known c) knew 7. Cindy has been writing this programme a) for a month b) since six months c) six months ago 8. "... this week?" — "No, he's on holiday." a) Is Bill working b) Does Bill work c) Had Bill worked 9. John tennis once or twice a week. a) is playing usually b) is usually playing c) usually plays 10. How now? Better than before? a) you are feeling b) do you feel c) are you feeling 11. Tracey her hand when she was cooking dinner. a) burnt b) was burning c) has burnt

Exercise 6. A. Read, translate and retell the text.

I walked home from school with Beth Ann. Beth Ann Bartels is my best friend, I guess. We're very different, but we have been friends, with no fights, since the fourth grade. I tell her just about everything, and she tells me everything, even things I do not want to know, like what she ate for breakfast and what her father wears to bed and how much her new sweater costs. Sometimes things like that are just not interesting. I always stop at Beth Ann's house for a little while before I go home. We have this little routine. We go in and the house is so quiet, not at all like my house which is a complete zoo at any hour of day or night. Her house is also always immaculately clean, as if someone had just raced through with a duster and a vacuum cleaner or as if no one really lived there. Our house always has people's clothes lying all over; socks on the stereo, jackets on the kitchen table, everyone's papers and books clumped in piles on chairs and counters. So, I like to stop at Beth Ann's house before I go home. Beth Ann's parents both work and so does her elder sister Judy, so we have the house to ourselves. We always go into the kitchen and I sit at the table while Beth Ann takes out a bottle of Coca Cola and a bag of potato chips. In our house, stuff like that would disappear in about ten minutes. After about a half-hour she goes into her room and changes her clothes and hangs everything up. She has special hangers for her skirts so she can put six skirts on one hanger. Her closet is very, very neat. The closet that I share with Maggie is just The Verb a mad jumble of hangers and the clothes are always falling off and they are wedged in so tightly that you can't ever see anything and when you go to get something, things fall off other hangers and on the floor are piles of old shoes and boots. I don't know why we are such slob. The other day, I found in the bottom of my closet, back in the corner, a

pair of shoes I had in the fifth grade! Lord. B. Do you like or dislike to visit your friends' houses? Is your closet neat? Does it relax you to put your things in order?

Exercise 7. Use the right form of the verbs in brackets.

1. I found Mother at one of the counters in the kitchen. She (slice) the chilled boiled potatoes I (make) earlier. She (have) a cup of coffee next to her, and a cigarette (dangle) from her mouth. I hated her to smoke around us, and most especially when she (work) in the kitchen. "Mother, you (mind) not smoking when you (prepare) food?" "I not (drop) cigarette ash in the salad, if that's what you (get) at," she answered. "I know you're not. I just hate the smoke, Mom. Please, put it out. If not for your health or mine, at least for your grandchildren's sake. You know what they (say) about secondhand smoke." "But the kids live in Manhattan. Think of all the polluted air they (breathe) in there." "Only too true, Mother," I (snap). "But let's not add to the problem of air pollution out here, shall we?" 2. "Why I not (go) into the kitchen and start on the potato salad?" my mother said. "Oh, but Diana's going to make that." "Good heavens, Mallory, what an Englishwoman (know) about making an all-American potato salad for an all-American celebration like Independence Day? Independence from the British, I (may) add." "You not (have to) give me a history lesson." "I (make) the salad," she sniffed. "It always (be) one of my specialities, in case you (forget)."

Exercise 8. A. Read, translate and retell the text.

Ever since my childhood, I have loved nature and the wild creatures who inhabit the countryside, and I have encouraged Jamie and Lissa to respect all living things, to treasure the animals, birds, and insects that frequent Indian Meadows. Unconsciously, and very often without understanding what they are doing, some children can be terribly cruel, and it always makes me furious when I see them hurting small, defenceless animals, pulling wings off butterflies, grinding their heels into earthworms and snails, throwing stones at birds. I made up my mind long before the twins were born that no child of mine would ever inflict pain on any living thing. I am extremely partial to the old stonewall property, mostly because it is home for a number of small creatures. I know for a fact that two chipmunks live inside it, as well as a baby rabbit and a black snake. Although I know the chipmunks well and have spotted the bunny from time to time, I have never actually seen the snake. But our gardener, Anna, has, and so have the twins. At least, this is what they claim, most vociferously. To make nature more personal, to bring it closer to them, I invented stories about our little friends who inhabit the garden wall. I tell Jamie and Lissa tales about Algernon, the friendly black snake, who has a weakness for chocolate-covered cherries and wishes he had a candy store; about Tabitha and Henry, the two chipmunks, married with no children, who want to adopt; and about Angelica, the baby bunny rabbit, who harbours an ambition to be in the Fifth Avenue Easter Parade. Jamie and Lissa have come to love these stories of mine; they can't get enough of them, in fact, and I have to repeat them constantly. In order to satisfy my children, I'm forever inventing new adventures, which entails quite a stretch of the

imagination on my part. B. Speak about your attitude toward nature. What are your childhood experiences with animals?

Exercise 9 . Use the right form of the verbs in brackets.

It was grey and overcast as I (leave) the hotel and (head) towards Berkley Square. I glanced up at the sky. It was leaden and promised rain, which Andrew (predict) before he (go) to the office earlier. Instead of walking to Diana's, which I usually (like) to do, I (hail) a cab and (get) in. Just in time, too. It (begin) to drizzle as I (slam) the door and (give) the cabbie the address. English weather, I (think) glumly, staring out the taxi window. It always (rain). But one not (come) to England for the weather, there (be) other, more important reasons to be here. I always (love) England and the English, and London (be) my most favourite city in the entire world. I (love) it even more than my hometown, New York.

GRAMMAR TEST: REVISION OF TENSES — Form A

I. Define the tense (Present Simple, Present Continuous, Past Simple, Past Continuous, Future Simple, Present Perfect, Past Perfect):

- 1) Mrs. Smith is looking out of the window now.
- 2) The weather in St. Petersburg changes twice a day.
- 3) My father doesn't like to listen to a hockey game on the radio.
- 4) We will walk in the forest tomorrow.
- 5) My mother collected little dolls many years ago.
- 6) He was writing a letter at 5 o'clock yesterday.
- 7) He had made his homework by 5 o'clock yesterday. (1 point)

II. Change the positive sentences into the negative ones:

- 1) The workers will turn on the central heating tomorrow.
- 2) I am leaving for Moscow now.
- 3) He wrote all exercises yesterday.
- 4) We shall fly to Madrid next week.
- 5) David always helps his classmates. (2 points)

III. Change the positive sentences into the questions:

- 1) They got married five years ago.
- 2) I am looking through a very interesting book now.
- 3) We usually lock the windows.
- 4) You will look for your textbook tomorrow.
- 5) My friend will go in for swimming next month. (2 points)

IV. Use the Present Simple, Present Continuous, Past Simple, Past Continuous, Present Perfect:

- 1) This car (to make) a very strange noise. I (hear) anything.
- 2) Someone (to knock) at the door. Shall I answer it?

- 3) You (to be) here before? – Yes, I (to spend) my holidays here last summer.
- 4) How often you (to buy) milk? – Twice a week.
- 5) You (to hear) the wind? It (to blow) very strongly tonight.
- 6) I (to know) that my friend (not yet to come).
- 7) Why you (to put on) your coat now? – I (to go) for a walk.
- 8) I (not to hear) the thunder last night because I (to sleep).
- 9) I (not to read) the newspaper today.
- 10) My brother and sister (to argue) about something when I (to walk) into the room.
- 11) The lecture (not yet to begin) and the students are talking in the classroom.
- 12) They boys (to play) cards when they (to hear) their father's steps.
- 13) Where is Tom? – I (not to see) him today.
- 14) I really (to enjoy) my vacation last January.
- 15) He suddenly (to realize) that he (to travel) in the wrong direction. (5 points)

GRAMMAR TEST: REVISION OF TENSES — Form B

I. Define the tense (Present Simple, Present Continuous, Past Simple, Past Continuous, Future Simple, Present Perfect, Past Perfect):

- 1) We shan't read a book of fairy-tales next time.
- 2) Helen is writing the date on the blackboard now.
- 3) He didn't learn the new rules well yesterday.
- 4) My mother always plans her time.
- 5) Liz will buy a new watch next month.
- 6) He had finished reading the book by 9 o'clock yesterday.
- 7) I have never been in London. (1 point)

II. Change the positive sentences into the negative ones:

- 1) The children will stay in after classes tomorrow.
- 2) They are speaking English now.
- 3) The secretary typed those letters yesterday.
- 4) It is raining outside now.
- 5) She usually helps her mother about the house. (2 points)

III. Change the positive sentences into the questions:

- 1) This woman is keeping to a diet now.
- 2) They laughed at that picture yesterday.
- 3) We will run a race next week.
- 4) My friend spends every summer at the seaside.
- 5) The cat is climbing a tree now. (2 points)

IV. Use the Present Simple, Present Continuous, Past Simple, Past Continuous, Present Perfect:

- 1) Tom and Liz (to have) a long conversation. I wonder what they (to talk) about.
- 2) I (to know) that my friend (not yet to come).
- 3) This car (to make) a very strange noise. I (hear) anything.
- 4) I (not to read) the newspaper today.
- 5) The children are very quiet. Go and see what they (to do).
- 6) Someone (to knock) at the door. Shall I answer it?
- 7) How often you (to buy) milk? – Twice a week.
- 8) The lecture (not yet to begin) and the students are talking in the classroom.
- 9) My brother and sister (to argue) about something when I (to walk) into the room.
- 10) I really (to enjoy) my vacation last January.
- 11) Where is Tom? – I (not to see) him today.
- 12) He (to play) the guitar outside her house when someone opened the window and (to throw) out a bucket of water.
- 13) She (to stand) at the bus-stop. I asked her what bus she (to wait) for.
- 14) I (to see) you yesterday from the bus.
- 15) You (to be) here before? – Yes, I (to spend) my holidays here last summer. (5 points)

MODAL VERBS (МОДАЛЬНЫЕ ГЛАГОЛЫ)

CAN - Возможность что-нибудь сделать (могу, умею).

I can (умею) play the piano. I cannot (неумею) swim. He can (может) answer the question. He cannot (неможет) understand.

Can you sing? (умеете?) Can you help me? (можете?) I could not ski when I was little (неумел). She could not jump so high (немогла).

Exercise 1. Translate into Russian.

1. Her grandmother can knit very well. 2. I can answer the questions. They are very easy. 3. This trip is too expensive for me. I can't afford it. 4. The children cannot carry this box: it is too heavy. 5. Can you go to have lunch with me? — I'm sorry. I can't. 6. Mike can run very fast. 7. They can understand French. 8. Kate can speak English well. 9. My brother can come and help you in the garden. 10. Can't you wait till tomorrow morning? — I can wait, but my toothache can't.

MAY - Разрешение (можно).

You may (можете) take my pen. You may not (нельзя) touch it. May (можно) I come in?

В косвенной речи: *Mother said that I might play. (сказала, что можно)*

Предположение (может быть) *It may rain soon (может быть, пойдет дождь). Be careful, you may fall (можешь упасть).*

Exercise 2. Translate into Russian.

1. May I invite Nick to our house? 2. You may go now. 3. If you have done your homework, you may go for a walk. 4. Don't go to the wood alone: you may lose your way. 5. May I go to the post office with Mike? 6. May I take Pete's bag? 7. Don't give the vase to the child: he may break it. 8. They may travel by sea. It may be cheaper, but it takes a long time. 9. You may not cross the street when the light is red. 10. May I shut the door?

MUST - Долженствование

You must (должны) respect your parents. You must not (нельзя) go there. Must (должен) I learn it by heart?

Предположение (должнобыть)

It must be (должнобыть) cold outside.

Exercise 3. Translate into Russian.

1. You must work hard at your English. 2. You must learn the words. 3. Must we learn the poem today? 4. It must be very difficult to learn Chinese. 5. You must not talk at the lessons. 6. Everybody must come to school in time. 7. Don't ring him up: he must be very busy. 8. You must not make notes in the books. 9. I must help my mother today. 10. Don't worry! This is not important. — Not important! You must be joking!

Exercise 4. Fill in the blanks with modal verbs can, may or must.

1. What ... we see on this map? 2. ... you speak Spanish? — No, unfortunately I ... 3. At what time ... you come to school? 4. ... I come in? 5. You ... not smoke here. 6. ... I take your book? — I am afraid not: I need it. 7. He ... not speak English yet. 8. He is busy. He ... be writing a book about his travels. 9. They ... not go to the park today because they are busy. 10. You ... read this text: it is easy enough.

Exercise 5. Translate into English.

1. Можно мне взять вашу книгу? 2. На уроке английского языка вы должны говорить только по-английски. 3. Мы должны сегодня сдать тетради? 4. Можно мне задать вам вопрос? — Пожалуйста. 5. Я не могу пойти с вами в кино, так как я очень занят. 6. Можно здесь курить? — Пожалуйста. 7. Он сейчас должен быть в своем кабинете. Вы можете поговорить с ним. 8. Можно войти? — Пожалуйста. 9. Вы должны прочитать этот текст. 10. Может ли он выполнить это задание?

GERUND (ГЕРУНДИЙ)

Причастие – неличная форма глагола, промежуточная между глаголом и прилагательным: The man <u>smoking</u> a pipe is my brother. 'Человек, курящий трубку, - мой	Герундий – неличная форма глагола, промежуточная между существительным и глаголом: <u>Smoking</u> is forbidden. 'Курение
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брат'.	запрещено'.
Причастие — в большей степени прилагательное по своим функциям	герундий — существительное
Причастие употребляется	Герундий употребляется
	1) в качестве подлежащего: <u>Swimming</u> is pleasant. 'Купание приятно'.
	2) как часть сказуемого после глаголов to finish, to start, to continue, to go on, to keep и др.: He finished <u>reading</u> the newspaper. 'Он закончил чтение газеты'.
	3) как предложное дополнение: I am fond <u>of reading</u> . 'Я обожаю чтение'.
	4) как прямое дополнение: Do you mind my <u>smoking</u> here? 'Ты не возражаешь против моего курения?'
1) в качестве определения (обычно без предлога): Let <i>sleeping</i> dogs lie. 'Не будите спящую собаку'. In the corridor he saw some people <i>waiting for him</i> . 'В коридоре он увидел несколько человек, ожидающих его'	5) как определение (обычно после предлога): There are different methods of <u>teaching</u> English to foreigners. 'Существуют различные методы преподавания английского языка для иностранцев'.
2) в качестве обстоятельства (обычно без предлога): <i>Seeing her</i> , he stopped. 'Увидев её, он остановился'. He came in <i>carrying a big parcel</i> . 'Он вошел, неся большой свёрток'.	6) как обстоятельство (обычно после предлога): On <u>coming</u> home I took a bath. 'По возвращении домой я принял ванну'

I like seeing a good film. Seeing a good film is a pleasure. We thought of seeing a film after supper. He went home with out seeing the film.

Exercise 1. Translate into Russian.

1. Repairing cars is his business. 2. It goes without saying. 3. Have you finished writing? 4. Taking a cold shower in the morning is very healthy. 5. I like skiing, but my sister prefers skating. 6. She likes sitting in the sun. 7. It looks like raining. 8. My watch wants repairing. 9. Thank you for coming. 10. I had no hope of getting an answer before the end of the month.

Exercise 2. Translate into Russian.

1. I had the pleasure of dancing with her the whole evening. 2. Let's go boating. 3. He talked without stopping. 4. Some people can walk all day without feeling tired.

5. Living in little stuffy rooms means breathing poisonous air. 6. Iron is found by digging in the earth. 7. There are two ways of getting sugar: one from beet and the other from sugarcane. 8. Jane Eyre was fond of reading. 9. Miss Trotwood was in the habit of asking Mr. Dick his opinion. 10. Avoid making mistakes if you can.

Exercise 3. Change the following sentences using the Gerund with the preposition of

Example: She thought she would go to the country for the weekend. She thought of going to the country for the weekend.

1. I thought I would come and see you tomorrow. 2. I am thinking that I shall go out to the country tomorrow to see my mother. 3. What do you think you will do tomorrow? — I don't know now; I thought I would go to the zoo, but the weather is so bad that probably I shan't go. 4. I hear there are some English books at our university bookstall now. — So you are thinking that you will buy some, aren't you? 5. I thought I would work in the library this evening, but as you have some, I won't go to the library. 6. We were thinking we would plant roses this year.

Exercise 4. Translate into English, using the model.

Model: way/intention/purpose/difficulty of doing smth

1. Это хороший способ уйти от ответа. 2. У него не было ни малейшего намерения обманывать вас. 3. У меня и мысли не было разрешить ей остаться. 4. Он приехал сюда с целью помочь вам. 5. Наши шансы получить обед были очень малы. 6. Здесь переходить реку не опасно. 7. Вреда в том не будет, если мы скажем ему правду. 8. У нее была привычка ложиться спать рано. 9. У меня не было возможности поговорить с ней об этом. 10. Не будет никакой трудности в том, чтобы найти место.

Exercise 5. Translate into English, using the model.

Model: mind/like/hate/avoid doing smth

1. Я не мог избежать разговора с ней. 2. Я не отрицаю, что помогаю им. 3. Я не могу оправдать его работу на конкурирующую (rival) фирму. 4. Терпеть не могу ждать. 5. Стоит это читать? 6. Я ужасно не люблю тратить время зря. 7. Она ничего не имела против того, чтобы зайти еще раз. 8. Он избегал выражать свое мнение. 9. Мне так неприятно оставлять тебя здесь. 10. Она не любит разговаривать с ним.

Exercise 6. Choose and write down first the sentences where ing-forms are participles then the sentences with the ing-forms used as gerunds.

1. We all listened with great interest to the speaker criticizing the new book. 2. Criticizing the work of our sports club, he said that it was not satisfactory. 3. We were criticizing the work of our sanitary committee at that moment. 4. I have no objection to your criticizing me. 5. When we entered the classroom, we saw many students writing at the

desks. 6. Do you mind my writing with your pen? 7. He was writing a letter when I entered the room. 8. Lydia could retell the English story she had read without looking into the book. 9. Everybody ran to meet the people returning from the city. 10. They went home quickly, protecting themselves from the rain by walking under the trees. 11. In this factory much attention is paid to protecting the health of the workers. 12. He stopped writing and looked around. 13. In this picture you can see a young man giving flowers to a girl. 14. Playing volleyball is a good amusement for young people. 15. She left the room without saying a word.

Exercise 7. Choose the correct form of the verbal.

1. Ann was made _____ her suitcase.
a) to open b) opening c) open
2. Do you know how _____ to his house?
a) getting b) get c) to get
3. I remember _____ door.
a) locking b) to lock c) to be locked
4. The coat is dirty. It needs
a) to clean b) clean c) cleaning
5. I bought a new car instead of _____ to America.
a) to fly b) fly c) flying
6. He is looking forward to _____ them again.
a) see b) have seen c) seeing
7. She was busy _____ in the garden.
a) working b) to work c) to be working
8. I don't enjoy _____ very much.
a) driving b) drive c) drove
9. I can't afford _____ tonight. I'm too tired.
a) to be going out b) to go out c) go out
10. His mother made him _____ the room.
a) to clean b) cleaning c) clean
11. Has it stopped _____ yet?
a) rain b) to be rain c) raining
12. Can you remind me _____ some coffee?
a) to buy b) buy c) having bought
13. Why do you keep me questions?
a) being asked b) asked c) asking
14. I refuse his questions
a) to answer b) answer c) having answered
15. I've enjoyed _____ them.
a) meet b) meeting c) being met
16. The girl began _____ at night.
a) cry b) to cry c) having cried
17. He is against _____ the discussion of this issue.
a) postpone b) having postpone c) postponing

18. I can't stand _____ here any longer.
 a) work b) being work c) working
19. They translated the story into English without _____ a dictionary.
 a) to use b) use c) using
20. _____ in that country all his life, he knew it very well.
 a) Having lived b) Being lived c) Live

Exercise 8. Put the verbs in brackets into the V-ingform or the infinitive with or without to.

When David decided (1) (give up) his job and (2) (sell) all his possessions, everyone thought he was mad. But, as it turned out, he was just the first of many friends (3) (do) this. In fact, escaping the pressures of everyday working life has become a priority for many people these days. They can't stand the idea of (4) (work) until they are 65, only (5) (retire) to some boring country village and (6) (waste) their time (7) (dig) the garden or (8) (gossip) with the neighbours. They would rather (9) (live) life to the full now, before they are too old (10) (enjoy) it. (11) (buy) a motorcycle and (12) (tour) the world is a popular option. Other, less adventurous types might prefer (13) (buy) a small farmhouse and live off the land. Personally, one fancies (14) (sail) around the world in a yacht. As for David, he bought a house in a little country village and spends his time (15) (walk) around the village and talking with the neighbours.

Герундий или инфинитив?

У герундия и инфинитива есть много общего, поскольку и тот и другой обладают свойствами существительного и глагола. Однако в инфинитиве преобладающими являются свойства глагола, а в герундии существительного.

Одной из проблем, связанных с выбором точного английского эквивалента, является согласование некоторых глаголов с герундием и инфинитивом. После некоторых глаголов можно использовать только инфинитив, после некоторых – только герундий, некоторые же глаголы допускают после себя использование и инфинитива, и герундия.

Инфинитив используется, как правило, после следующих глаголов:

<p><i>agree</i> – соглашаться; <i>intend</i> – намереваться; <i>appear</i> – казаться, появляться; <i>learn</i> – узнавать, учить; <i>arrange</i> – устраивать, организовывать; <i>manage</i> – справляться, успешно выполнять; <i>ask</i> – просить, спрашивать; <i>mean</i> – подразумевать, иметь в виду; <i>claim</i> – требовать, признавать; <i>offer</i> – предлагать; <i>consent</i> – соглашаться, смиряться; <i>plan</i> – планировать; <i>decide</i> – решать; <i>prepare</i> – готовить; <i>demand</i> – требовать; <i>pretend</i> – притворяться, представлять себе; <i>deserve</i> – заслуживать; <i>promise</i> – обещать; <i>expect</i> – ожидать; <i>refuse</i> – отказывать; <i>fail</i> – терпеть неудачу; <i>seem</i> – казаться; <i>forget</i> – забывать; <i>threaten</i> – угрожать; <i>hesitate</i> – колебаться; <i>wait</i> – ждать; <i>hope</i> – надеяться; <i>want</i> – хотеть</p>
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После следующих глаголов, как правило, используется герундий:

forbid – запрещать; *admit* – признавать; *mention* – упоминать; *appreciate* – ценить, признавать; *miss* – пропускать, скучать; *avoid* – избегать; *postpone* – откладывать; *complete* – завершать; *practise* – практиковать; *consider* – считать, оценивать; *quit* – прекращать, бросать; *delay* – откладывать; *recall* – вспоминать; *deny* – отрицать; *recommend* – рекомендовать; *discuss* – обсуждать; *risk* – рисковать; *enjoy* – наслаждаться, получать удовольствие; *suggest* – предлагать; *finish* – заканчивать; *tolerate* – терпеть, выносить; *keep* – держать, продолжать; *understand* – понимать; *regret* – сожалеть.

Основная разница в значении герундия и инфинитива состоит в том, что герундий имеет более общее значение, в то время как значение инфинитива более определённое и связано с какой-то конкретной ситуацией. Когда они сочетаются с одним и тем же глаголом следует чётко представлять разницу между ними

1. С глаголами *to like*, *to hate*, *to prefer* герундий обозначает более общее или повторяющееся действие, инфинитив более конкретное одиночное.

1. I like swimming (I am fond of swimming).
2. I hate interrupting people.
3. They prefer staying indoors when the weather is cold.
4. I shouldn't like to swim in this lake.
5. I hate to interrupt you, but I have to.
6. I'd prefer to stay at home in this cold weather.

2. С глаголами *to begin* и *to start* может использоваться любая форма, однако, если значение имеет общий характер, то предпочтителен герундий.

1. She began singing when a child.
2. She went over to the piano and began to sing.

3. Герундий не используется

a) после глаголов во времени Continuous

1. He is beginning to study French.
2. It's beginning to rain.

b) с глаголами *to understand* и *to see* (в значении *to understand*)

1. He began to understand how it was done.

c) когда подлежащее является неодушевленным предметом

1. The doors began to creak.
2. The clock began to strike.

4. После глагола *to remember* следует герундий, если он обозначает предшествующее действие (*to recall* – вспоминать, *to keep in one's memory* – держать в памяти), или инфинитив, когда он обозначает одновременное действие (работу памяти, запоминание).

I remembered posting the letters.	Я помнил, что опустил письмо.
I remembered to post the letters. =	Я не забыл опустить письмо.
I remembered and posted.	

То же самое относится к глаголу *to forget*.

I shall never forget hearing him sing	Я никогда не забуду как он пел.
Don't forget to post the letters!	Не забудь опустить письма.
I didn't forget to post the letters.	Я не забыл опустить письма.

4. После глагола *to regret* следует герундий, если предполагается предшествование одного действия другому, или инфинитив, если предполагается их одновременность.

I regret following his advice.	Я сожалею, что последовал его совету.
I regret to inform you.	С сожалением сообщаю вам это.
I regret to have to inform you.	Сожалею, что вынужден сообщить вам это.

5. После глагола *to stop* герундий используется, когда предполагается конец им обозначаемого действия, в то время как используемый после этого глагола инфинитив будет являться обстоятельством цели.

Stop arguing!	Перестань спорить!
I stopped talking.	Я замолчал.
I stopped to talk to a friend of mine	Я остановилась, чтобы поговорить с другом.

6. После фазового глагола *to go on* герундий означает продолжение действия

How long do you intend to go on playing those records?	Как долго ты намерен продолжать проигрывать эти пластинки?
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инфинитив после *to go on* означает перейти к какому-то новому действию

He welcomed the new students and went on to explain the college regulations.	Он приветствовал новых студентов и перешёл к объяснению правил распорядка в колледже.
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7. После глагола *to allow* используется герундий, если после этого глагола не употребляется дополнение.

They don't allow smoking here.	Здесь курить запрещено.
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They allowed us to smoke.

Они разрешили нам курить.

Отдельные случаи употребления герундия

Герундий употребляется

1. После таких фраз, как:

It's no use ...

бесполезно

It's useless...

It's no good ...

нестоит ...

I can't help ...

немогу не ...

It's no good leaving the work
incompleted.

Не стоит оставлять работу незавер-
шенной.

I can't help being surprised at their
success.

Не могу не удивляться их успеху.

2. После прилагательных: *like, busy, worth (worth-while)*

One more fact is worth mentioning.

Стоит упомянуть еще один факт.

He is busy checking the equipment' for
the experiment.

Он занят проверкой оборудования
для проведения эксперимента

3. После глаголов, требующих после себя предлога: *rely on, depend on, insist on, think of, thank for, devote to, object to, succeed in, prevent from.*

Our success depends on being
supplied with the necessary
equipment.

Успех наш зависит от
обеспечения необходимым
оборудованием.

They succeeded in obtaining all the
instruments they needed.

Им удалось получить все
необходимые приборы.

4. После прилагательных и причастий прошедшего времени, требующих после себя предлога: *fond of, tired of, proud of, used to* [ju:st].

He is used to working under such
conditions.

Он привык работать в таких
условиях.

5. После таких существительных, как: *idea, method, way, pleasure*, требующих после себя предлога *of*.

I like your idea of spending the
evening at home.

Мне нравится твоя идея провести
вечер дома.

6. После предлогов *in, on (upon), after, before, by, without*.

On pressing the button you will get the

Нажав кнопку, вы получите

information desired.

необходимую информацию.

Exercise 1. Choose the correct form of the verb in the brackets in the following sentences.

1. The teacher decided (accepting/to accept) the paper.
2. They appreciate (to have/having) this information.
3. His father doesn't approve of his (going/to go) to Europe.
4. We found it very difficult (reaching/to reach) a decision.
5. Donna is interested in (to open/opening) a bar.
6. George has no intention of (to leave/leaving) the city now.
7. We are eager (to return/returning) to school in the fall.
8. You would be better off (to buy/buying) this car.
9. She refused (to accept/accepting) the gift.
10. Mary regrets (to be/being) the one to have to tell him.
11. George pretended (to be/being) sick yesterday.
12. Carlos hopes (to finish/finishing) his thesis this year.
13. They agreed (to leave/leaving) early.
14. Helen was anxious (to tell/telling) her family about her promotion.
15. We are not ready (to stop/stopping) this research at this time.
16. Henry shouldn't risk (to drive/driving) so fast.
17. He demands (to know/knowing) what is going on.
18. She is looking forward to (return/returning) to her country.
19. There is no excuse for (to leave/leaving) the room in this condition.
20. Gerald returned to his home after (to leave/leaving) the game.

Exercise 2. Choose the correct form of the verb in the brackets in the following sentences.

1. They denied (to steal/stealing) the money.
2. He gave up (to smoke/smoking).
3. I don't want (to go/going) out tonight. I am too tired.
4. Try to avoid (to make/making) him angry.
5. Is there anything here worth (to buy/buying)?
6. I refuse (to answer/answering) any more questions.
7. He finished (to speak/speaking) and sat down.
8. Would you mind (to put/putting) your pet snake somewhere else?
9. I've enjoyed (to meet/meeting) you. I hope (to see/seeing) you again soon.
10. The boy's father promised (to pay/paying) for the broken window.
11. He decided (to steal/stealing) her bag.
12. I don't feel like (to work/working). What about (to go/going) to a disco instead?
13. Would you like (to join/joining) us?
14. I hope (to see/seeing) you soon.
15. Please go on (to write/writing). I don't mind (to wait/waiting).
16. He keeps (to ask/asking) me the time and I keep (to tell/telling) him (to

buy/buying) himself a watch.

17. I wish (to see/seeing) him as soon as possible.

18. I offered (to help/helping) him to translate the text.

19. Tom suggested (to go/going) to the cinema.

20. How old were you when you learnt (to drive/driving)?

Exercise 3. Translate into Russian

1. I can't help mentioning one more interesting fact. 2. The idea of using this technique is new and somewhat unexpected. 3. It's worth mentioning in this connection that this technique found no support two years ago. 4. It's useless devoting too much time to this problem without specifying all the details of the procedure. It's no good wasting much time in debates. 5. We insist on treating another important element in this technique. 6. The way of avoiding these difficulties is unknown at present. 7. This procedure will give us the possibility of determining both the state estimation and the time delay.

Exercise 4. Translate into English

1. Стоит рассмотреть этот вопрос. 2. Бесполезно думать об этом. 3. Не стоит тратить на это время. 4. Мы не можем не предпринять еще одной попытки. 5. Им удалось объяснить это явление. 6. Подумайте о том, как объяснить результаты ваших опытов. 7. Вы будете возражать против участия в этой работе? 8. Я устал от выполнения такой работы. 9. Идея использовать высокое напряжение не нова.

Синтаксические функции герундия в предложении и способы его перевода на русский язык

Герундий, как и существительное, может выполнять в предложении все функции, кроме функции глагольного сказуемого.

Функция	Пример	Перевод
1. Подлежащее	1. Smoking is not allowed here.	1. <i>Курить</i> (курение) здесь не разрешается.
2. Именная часть составного сказуемого	2. His hobby is driving a car.	2. Его любимое занятие – <i>водить</i> (вождение) машину.
3. Дополнение		
а) прямое	3a. The car needs repairing.	3a. Машина нуждается в ремонте.
б) предложное	3b. They spoke about their travelling to the North.	3b. Они говорили о поездке на север.
4. Определение	4. There are different ways of obtaining this substance.	4. Существуют различные способы получения этого вещества
5. Обстоятельство	5. After receiving good results they stopped	5. <i>Получив</i> (после того как получили) хорошие результаты,

	experiments.	они прекратили эксперименты.
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1. В функции подлежащего, определения, именной части сказуемого и прямого дополнения герундий переводится существительным или инфинитивом (см. примеры 1, 2, 3а, 4).

2. В функции предложного дополнения герундий переводится существительным или придаточным предложением (см. пример 3б).

3. В функции обстоятельства герундий переводится существительным с предлогом, деепричастием или придаточным предложением (см. пример 5).

4. Сложные формы герундия чаще всего переводятся придаточным предложением:

I know of his **having been appointed** to a new job. Я знаю, что его назначили на новую работу.

Герундиальный оборот (The Gerundial Construction)

В сочетании с существительным (в притяжательном или общем падеже) или притяжательным местоимением герундий образует сложные члены предложения, которые могут выполнять в предложении различные функции, и на русский язык обычно переводятся придаточными предложениями, вводимыми словами: *то, что; в том, что; тем, что; о том, что:*

1. The man's coming so early surprised us.	1. То, что этот человек пришел так рано, удивило нас.
2. We objected to your going there.	2. Мы возражали против того, чтобы вы пошли туда.
3. They insist on this experiment being made once more.	3. Они настаивают на том, чтобы этот эксперимент был сделан еще раз.

Exercise 1. Translate the sentences below paying attention to the gerunds.

1. Reading English technical magazines is important for an engineer.
2. He remembers having added some water to the mixture.
3. They finished installing the apparatus only on Saturday.
4. They began making the experiment in May.
5. After failing his examination in January he had to take it again in February.
6. After graduating from the Institute he worked in the Far North.
7. At the meeting they discussed different ways of improving their work.
8. There are different ways of obtaining the substance.
9. He improved his report by changing the end.
10. Instead of restoring the old theatre they decided to build a new one in the centre of the town.

Exercise 2. Translate the sentences below paying attention to the gerundial constructions.

1. I know of his having been sent to work to the Far East.
2. What is the reason for his having left our city so suddenly?
3. We heard of the experiment having been started last week.
4. The organizers of the conference were informed of his refusing to take part in it.
5. I remember his having been interested in languages in his childhood.
6. They objected to his staying at home.

Exercise 3. Translate the sentences paying attention to gerunds and gerundial constructions

1. I remember your having objected to this schedule.
2. He entered the room without noticing her.
3. We were surprised at hearing his name among the winners.
4. Nothing could prevent him from playing tennis practically every day.
5. Did you have any difficulty in solving this problem?
6. He improved his report by changing the end.
7. She is against being sent to this faraway place.
8. Is there any possibility of their finding a suitable building material so soon?
9. They insisted on the question being reconsidered.
10. Flying is better for long journeys but travelling by car is more interesting.
11. Wood has many uses. We use it for making chairs and tables. It is used for building houses. It is used for making matches.
12. Thank you for doing this work for me.

Complex subject (Сложное подлежащее)

Exercise 1. Translate into Russian.

1. He is said to know all about it. 2. He was said to have known the whole truth about it. 3. Yuri Gagarin is known to be the first man in the world to travel into space on the 12th of April, 1961. 4. He is supposed to be a very good film actor. 5. He is believed to be innocent of the crime. 6. Innocent people were announced to have been murdered by terrorists. 7. The students were supposed to come on time and take part in the marathon. 8. The exhibition of 19th-century French painting is expected to open by the end of next week. 9. Monet's painting is reported to be on exhibition until the end of the month. 10. The President of Russia was reported to speak to the nation on television tonight.

Exercise 2. Translate into Russian.

1. The American astronaut Neil Armstrong is known to be the first man to walk on the moon in 1969. 2. He is considered to be the richest man in the world. 3. She is said to borrow money but not bother to return it. 4. You are expected to be an obedient and smart boy. 5. Leonardo da Vinci is known to be a great Italian painter of the Renaissance. 6. You are supposed to check your change before you leave the

cashier. 7. He was expected to pass the mathematics exam. 8. Mother is said to know the right thing to do. 9. Sergei is thought to have a gift for languages. His English is known to be excellent. 10. True friends are known to be like diamonds, precious but rare. False friends are said to be like autumn leaves found everywhere.

Exercise 3. Paraphrase the following sentences using complex subject.

Example: He doesn't usually play tennis. – He seems to be playing tennis today.

He doesn't usually ...

1. Do the shopping. 2. Wait for his wife. 3. Collect the children from school. 4. Bring his girl-friend flowers. 5. Help his grandmother. 6. Talk to his mother. 7. Quarrel with his wife. 8. Play with his children. 9. Walk with friends. 10. Walk to work.

Exercise 4. Paraphrase the following sentences using complex subject.

Example: We heard that a car stopped outside the door. - A car was heard to stop outside the door.

It is believed that the poem was written by Byron. - The poem is believed to have been written by Byron.

1. People consider the climate there to be very healthy. 2. It was announced that the Chinese dancers were arriving next week. 3. It is expected that the performance will be a success. 4. It is said that the book is popular with both old and young. 5. It is believed that the poem was written by an unknown soldier. 6. It is supposed that the playwright is working at a new comedy. 7. It is reported that the flood has caused much damage to the crops. 8. It was supposed that the crops would be rich that year. 9. It has been found that this mineral water is very good for the liver. 10. Scientists consider that electricity exists throughout space.

Exercise 5. Translate the words in brackets.

1. He is thought (был) a very good singer. 2. They are expected (пошлют) a reply today. 3. They are said (переехали) to a new flat. 4. The doctor is supposed (прописал) you something. 5. The results of the experiment are believed (были) very good. 6. The expedition is said (сделала) a very important discovery. 7. She is known (интересовалась) in the subject. 8. They were heard (согласились) to do it. 9. They were believed (знали) the secret all the time. 10. The ship is expected (прибудет) here on Tuesday.

Complex object (Сложное дополнение)

Exercise 1. Complete the sentences, using Complex Object.

Example: "Bring me a book," said my brother to me. My brother wanted me to bring him a book.

1. "My daughter will go to a ballet school," said the woman. - The woman wanted ... 2. The teacher said to the pupils: "Learn the rule." — The teacher wanted ...

3. "Be careful, or else you will spill the milk," said my mother to me. — My mother did not want ... 4. The man said: "My son will study mathematics." — The man wanted ... 5. "Oh, father, buy me this toy, please," said the little boy. — The little boy wanted ... 6. "Wait for me after school," said Ann to me. — Ann wanted ... 7. "It will be very good if you study English," said my mother to me. — My mother wanted ... 9. "Bring me some water from the river, children," said our grandmother. — Our grandmother wanted ... 10. "Come to my birthday party," said Kate to her classmates. — Kate wanted ...

Exercise 2. Rewrite the following sentences using Complex Object .

Example: I expect that she will send me a letter. I expect her to send me a letter. I know that he is a great scientist. I know him to be a great scientist.

1. I know that my friend is a just man (праведный). 2. I expect that he will understand your problem and help you to solve it. 3. I expected that she would behave quite differently. 4. I did not expect that my brother would forget to send her flowers. 5. He knows that my mother is a very kind woman. 6. She expected that her brother would bring her the book. 7. I know that your uncle is an excellent mathematician. 8. People expect that the 21st century will bring peace on the Earth. 9. Children expect that they will get presents from their grandmother. 10. He knows that she is the best cook.

Exercise 3. Rewrite the following sentences using Complex Object .

Example: He was reading in the garden. She saw him. She saw him reading in the garden.

1. We saw Ben. He was crossing the square. 2. They heard their father. He was playing the piano in the drawing room. 3. I can see the train. It is coming. 4. I watched the rain. It was beating down the flowers in the garden. 5. We noticed a man. The man was cleaning his shoes. 6. He saw two girls. They were dancing on the stage. 7. She watched the children. They were running and playing in the garden. 8. The pupils were writing a paper. The teacher watched them. 9. You and your friend were walking along the street yesterday. I saw you. 10. I saw her. She was arranging her hair.

Exercise 4. Rewrite the following sentences using Complex Object .

1. They were fishing. We saw it. 2. I watched the sun. It was rising. 3. We saw our neighbour. He was listening to the latest news on the radio. 4. The cat was rubbing itself on my leg. I felt it. 5. A caterpillar was crawling on my arm. I felt it. 6. I heard him. He was singing an English song. 7. John heard his sister. She was talking loudly on the veranda. 8. I saw a group of boys. They were eating ice cream. 9. We noticed a group of people. They were digging potatoes in the field. 10. Didn't you see her? She was smiling at you.

Exercise 5. Translate into Russian.

He felt her arm slipping through his. 2. She felt her hands tremble. 3. Now and then he could hear a car passing. 4. He felt his heart beat with joy. 5. He felt his heart beating with joy. 6. She could hear her father walking up and down the picture gallery. 7. We saw him cross the street looking to the left and to the right. 8. I felt the wind blowing through a crack in the wall. 9. We stood on deck and watched the sun going down. 10. I heard him playing the piano in the house.

The participle (Причастие)

Таблица форм причастий

	Participle I		Participle II
	Active	Passive	
Indefinite	changing определение: <i>изменяющий(ся)</i> <i>(вищий) (ся)</i> обстоятельство: <i>изменяя(сь)</i>	being changed определение: <i>изменяющийся,</i> <i>изменяемый, кото-</i> <i>рый изменяется</i> обстоятельство: <i>будучи измененным</i>	changed определение: <i>изменяе-</i> <i>мый, измененный</i> обстоятельство: <i>когда</i> <i>(его) изменили,</i> <i>так как</i> <i>(его) изменили</i>
Perfect	having changed обстоятельство: <i>изменив(шись)</i>	having been changed обстоятельство: <i>когда (его) изменили,</i> <i>после того как (его)</i> <i>изменили</i>	

Exercise 1. Translate into Russian.

The boy playing in the garden is my sister's son. 2. Seeing her, he raised his hat. 3. Receiving no letters from her mother, she called her. 4. He left the office at three o'clock, saying he would be back at five. 5. She stood leaning against the wall. 6. He lay on the sofa, reading a newspaper. 7. Having lived in that town all his life, he knew it very well. 8. Being told of his arrival, I went to see him. 9. A person bringing good news is always welcome. 10. While skating yesterday, he fell and hurt himself.

Exercise 2. Translate into Russian.

Everybody looked at the dancing girl. 2. The little plump woman standing at the window is my grandmother. 3. The man playing the piano is Kate's uncle. 4. Entering the room, she turned on the light. 5. Coming to the theatre, she saw that the performance had already begun. 6. Looking out of the window, he saw his mother watering the flowers. 7. Hearing the sounds of music, we stopped talking. 8. She went into the room, leaving the door open. 9. Working at his desk, he listened to a new CD. 10. Running into the road, the young man stopped a taxi.

Exercise 3. Rewrite the following sentences using Participial Construction.

1. All the people who live in this house are students. 2. The woman who is speaking now is our secretary. 3. The apparatus that stands on the table in the corner of the laboratory is quite new. 4. The young man who helps the professor in his experiments studies at our university. 5. People who borrow books from the library must return them in time. 6. There are many pupils in our class who take part in all kinds of extracurricular activities. 7. As he now felt more at ease, the man spoke in a louder voice. 8. Since he knew who the man was, Robert was very pleased to have the chance of talking to him. 9. As he thought that it was his brother at the window, Steve decided to open it. 10. As the people were afraid of falling into a ditch in the darkness at any moment, they felt their way about very carefully.

Exercise 4. Translate into Russian, paying attention to Past Participle.

1. She put a plate of fried fish in front of me. 2. The coat bought last year is too small for me now. 3. Nobody saw the things kept in that box. 4. My sister likes boiled eggs. 5. We stopped before a shut door. 6. Tied to the tree, the goat could not run away. 7. They saw overturned tables and chairs and pieces of broken glass all over the room. 8. This is a church built many years ago. 9. The books written by Dickens give us a realistic picture of the 19th century England. 10. Nobody saw the letters written by him.

Exercise 5. Translate into Russian, paying attention to Participle I and Participle II.

1. a) A letter sent from St. Petersburg today will be in Moscow tomorrow.
b) He saw some people in the post office sending telegrams.
c) When sending the telegram, she forgot to write her name.
2. a) Some of the questions put to the lecturer yesterday were very important.
b) The girl putting the book on the shelf is the new librarian.
c) While putting the eggs into the basket, she broke one of them.
3. a) A fish taken out of the water cannot live.
b) A person taking a sunbath must be very careful.
c) Taking a dictionary, he began to translate the text.
4. a) A line seen through this crystal looks double.
b) A teacher seeing a mistake in a student's dictation always corrects it.
c) Seeing clouds of smoke over the house, the girl cried, "Fire! Fire!"
5. a) The word said by the student was not correct.
b) The man standing at the door of the train carriage and saying goodbye to his friends is a well-known musician.
c) Standing at the window, she was waving her hand.

Participle				
Participle I			Participle II	
Indefinite	Active	Passive	основа стандартного глагола + -ed	asked
	asking	being asked		
Perfect	having asked	having been asked		

Exercise 6. a) Analyse the participle forms of the verb to ask given in the table,

b) Read and translate the text and say what participle forms are used in it.

People **living** in Japan have some customs different from ours. Forexample, we wipe our washed faces with dry towels (полотенце), they wipe their faces with wet towels. **Entering** houses our men take off their hats, the Japanese take off their shoes. We give presents **when arriving**, they leave them **when departing**. When in mourning (траур) we wear black, they wear white. We frown (хмуриться) when **being scolded** (бранить), they smile.

When we say that Japanese are strange people, they could reply, "The same to you."

Exercise 7. Read and translate into Russian phrases given below paying attention to the participles

a) the student attending all the lectures the plan containing many details the workers building a new house the engineer using a new method the car developing the speed of 80 km	b) using new methods constructing new machines achieving good results dividing the apple into three parts discovering new lands
c) having entered the Institute having calculated the distance having developed the speed of 120 km having introduced new methods of work having decided to leave the city	d) the achieved results all developed countries the apple divided into three parts the information obtained recently the research made in the laboratory

Exercise 8. a) Form Participle I (Indefinite, Active) of the following verbs them into Russian.

to build, to grow, to think, to bring, to determine, to follow, to move, to refuse, to obtain, to contain, to produce, to use, to include, to offer, to enter, to get

b) Form Participle II of the following verbs and translate them into Russian.

to find, to send, to throw, to add, to change, to keep, to take, to save, to

maintain, to install, to consider, to burn, to achieve, to show, to develop, to decide

Exercise 9. Translate the phrases below from Russian into English.

<p>а) профессор, читающий лекцию студент, изучающий английский язык методы, улучшающие исследовательскую работу девочка, спрашивающая дорогу инженер, знающий иностранный язык человек, предлагающий свою помощь мальчики, играющие на улице</p>	<p>б) студент, опрошенный преподавателем книга, оставленная дома книга, взятая в библиотеке университет, основанный Ломоносовым письмо, найденное в столе телеграмма, посланная матери</p>
<p>в) изучая иностранный язык читая книгу сдавая экзамены строя дороги увеличивая скорость</p>	<p>г) изучив один иностранный язык прочитав интересную книгу оставив дочь дома окончив институт закончив работу</p>

Exercise 10. Open the brackets using Participle I or Participle II.

- 1.(Walk) along the street I saw several (destroy) houses.
- 2.It was an (excite) incident. No wonder she spoke about it in an (excite) voice.
- 3.(Sit) near the fire, he felt very warm.
- 4.(Find) a hotel, we looked for somewhere to have dinner.
- 5.The (frighten) child could not sleep all night – so (frighten) was the tale.
- 6.(Be) unemployed, he hasn't got much money.
- 7.I don't know what was in the (burn) letter. I didn't read it.
- 8.(Look) out of the window, he saw his mother watering the flowers.
- 9.The house (surround) by tall trees was very beautiful.
- 10.The wall (surround) the house was very high.
- 11.(Sell) fruit, he looked back from time to time, hoping to see his friends.
- 12.(Sell) all the fruit, he went to see his friends.
- 13.(Enter) the room, she turned on the light.
- 14.Jim hurt his arm while (play) tennis.
- 15.The (lose) book was found at last.
- 16.(Not wish) to discuss that problem, he changed the conversation.
- 17.A word (speak) in time may have very important results.
- 18.The students (speak) good English should help their class mates.

Exercise 11. Write down the sentences choosing the suitable participle form.

1. а) We listened to the girls (singing, sung) Russian folk songs.

- b) We listened to the Russian folk songs (singing, sung) by the girls.
2. a) The girl (washing, washed) the floor is my sister.
b) The floor (washing, washed) by Helen looked very clean.
3. a) Who is that boy (doing, done) his homework at that table?
b) The exercises (doing, done) by the pupils were easy.
4. a) The house (surrounding, surrounded) by tall trees is very beautiful.
b) The wall (surrounding, surrounded) the house was very high.
5. a) The girl (writing, written) on the blackboard is our best pupil.
b) Everything (writing, written) here is quite right.
6. Read the (translating, translated) sentences once more.
7. Name some places (visiting, visited) by you last year.
8. I picked up the pencil (lying, lain) on the floor.
9. She was reading the book (buying, bought) the day before.
10. Yesterday we were at a conference (organizing, organized) by the pupils of the 10th form.

Exercise 12. Translate the sentences below into Russian paying attention to the participles.

1. He heard the voices coming through the open window.
2. Waiting for him I looked through the magazines lying on the table.
3. They remained at home refusing to go anywhere that day.
4. The channel linking the two seas is being built now.
5. The explanation given was not complete.
6. The results received were of great importance for further work.
7. Having passed all the examinations he left for his native town.
8. Having been shown the way I could find his house easily.
9. Having waited for him for half an hour they went home.
10. Having obtained the necessary results they stopped their experimental work.
11. When studying elements Mendeleev found that they could be divided into nine groups.
12. When reconstructed, the theatre looked more beautiful than before.

Exercise 13. Translate into Russian the sentences given below paying attention to the absolute participle constructions.

1. The article having been translated, he could read some book for pleasure.
2. All the documents and letters received that day having been looked through, he called his secretary.
3. The ice having squeezed her, the steamer could not continue the way.
4. She showed us a list of the newly published books.
5. Lake Baikal is known to be the deepest lake in the world, 336 rivers flowing into it.
6. The sun having risen, they continued their way.
7. The talks between the two countries were conducted behind the closed doors, measures having been taken that no reporter should receive any information.

8. The goods having been loaded, the workers left the port.
9. The weather being cold, he put on his overcoat.
10. Radio was invented in Russia, its inventor being the Russian scientist Alexander Stepanovich Popov.
11. The electrons move with varying velocities, their velocity depending on the temperature and nature of the material.
12. The tourists were walking along the streets, the guide explaining the history of the town.

Article (Артикль)

Exercise 1. Underline the articles.

1. I see a book and an apple.
2. The boys read the books.
3. A girl lives in a big house.
4. On Sunday I have a sandwich for a lunch.
5. Paris is the capital of France.
6. In summer we live in the country.
7. Milan is an Italian city.
8. English is an international language.
9. It is a hot day.
10. He has the best brother.

Exercise 2. Insert in the article, where necessary.

1. I have ... two ... sisters. My ... sisters are ... students.
2. We are at ... home.
3. She is ... doctor.
4. This is ... book. It is ... my ... book.
5. They have got ... car.
6. I am ... engineer. I work in ... office.
7. We live in ... nice ... house.
8. Are you ... worker? – No, I am ... student.
9. What ... colour is ... your ... new ... hat? – It's ... red.
10. This is ... orange. It is from ... Spain.

Exercise 3. Find a mistake in every sentence.

1. He is postman, so he has breakfast at 4 a.m.
2. We come to the school by bus.
3. I live in centre of town, near the hospital.
4. My parents have the lovely house in the country.
5. "Where's Ann?"- "In a kitchen."
6. I don't eat the bread because I don't like it.
7. There are the two beds.
8. There are a small tables near a beds.

9. I live in house.
10. There is living room, bedroom, bathroom and kitchen in house.

Exercise 4. Insert in the article, where necessary.

1. My ... niece is at ... university.
2. Mike is ... agronomist on ... big ... farm.
3. I have ... two ... children, ... boy and ... girl. ... boy is ... seven and ... girl is ... four.
4. My ... mother goes to ... work by ... train. She is ... accountant.
5. His ... sister doesn't have ... job. She stays at ... home and looks after ... children.
6. I like ... potatoes.
7. There is ... supermarket in ... Green Street.
8. I'm going to ... supermarket. Do you want anything?
9. He is ... richest ... man in ... world.
10. What ... lovely ... day! Why don't we go for ... picnic in ... park?

Exercise 5. Insert in the article, where necessary.

1. This is ... good ... book. Take ... book from ... table. Put this ... book into ... bookcase.
2. ... weather is fine today.... sky is blue. ... sun is shining brightly in ... blue ... sky.
3. This is ... boy. ... boy is at ... school. He is ... pupil. This ... boy is my ... brother's ... friend. He has ... cat, but he has no ... dog. He likes his ... cat. He gives ... cat ... milk every day.
4. Yesterday I received ... letter from my ... friend. ... letter was interesting.
5. We live in ... big house. I like ... house very much.
6. Are you ... worker? — No, I am ... student.
7. I like your ... beautiful ... flower. Give me ... flower, please.
8. My ... mother is at ... home. She is reading ... interesting ... book.
9. My ... father is not at ... home. He is at ... work. He is ... doctor. He is ... good ... doctor. He works at ... hospital. ... hospital is large.

REPORTED SPEECH (КОСВЕННАЯ РЕЧЬ)

DIRECT SPEECH (ПРЯМАЯ РЕЧЬ)	REPORTED SPEECH (КОСВЕННАЯ РЕЧЬ)
Present Simple (Indefinite) <i>V-1, V-s</i>	Past Simple (Indefinite) <i>V-2, V-ed</i>
Present Continuous (Continuous) <i>am, is, are + V-ing</i>	Past Continuous (Continuous) <i>was, were + V-ing</i>
Present Perfect <i>have, has + V-3, V-ed</i>	Past Perfect <i>had + V-3, V-ed</i>
Present Perfect Continuous (Continuous) <i>have been + V-ing</i>	Past Perfect Continuous (Continuous) <i>had been + V-ing</i>
Past Simple/Past Indefinite <i>V-2, V-ed</i>	Past Perfect <i>had + V-3, V-ed</i>
Past Continuous (Continuous)	Past Perfect Continuous (Continuous)

<i>was, were + V-ing</i>	<i>had been + V-ing</i>
Past Perfect <i>had + V-3, V-ed</i>	Past Perfect <i>had + V-3, V-ed</i>
Past Perfect Continuous (Continuous) <i>had been + V-ing</i>	Past Perfect Continuous (Continuous) <i>Had been + V-ing</i>
Future Simple (Indefinite) <i>shall, will + V-1</i>	Future-in-the-Past <i>would + V-1</i>
Future Continuous (Continuous) <i>shall, will + be + V-ing</i>	Future-in-the-Past <i>would be + V-ing</i>
Future Perfect <i>shall, will+have+V-3, V-ed</i>	Future-in-the-Past <i>would+have+V-3, V-ed</i>
Future Perfect Continuous (Continuous) <i>shall, will + have + been + V-ing</i>	Future-in-the-Past <i>Would + have + been + V-ing</i>

При переводе прямой речи в косвенную одновременно с временным сдвигом меняются некоторые указательные местоимения, обстоятельства времени, места, наречия и другие слова, обозначающие время действия.

DIRECT SPEECH (ПРЯМАЯ РЕЧЬ)		REPORTED SPEECH (КОСВЕННАЯ РЕЧЬ)	
now	сейчас	then	тогда
here	здесь	there	там
this / these	Это, этот /эти	that / those	то, тот/ те
today	сегодня	that day	в тот день
tomorrow	завтра	the next day, the following day	На следующий день
yesterday	вчера	the day before, the previous day	накануне
next week/ month/ year	На следующей неделе/ в месяце/ году	the next/ the following week/ month/ year	На следующей неделе / месяце/ году
last week/ month/ year	На прошлой неделе/ в месяце/ году	the previous week/ month/ year the year/ month/ week before	За неделю/ месяц/ год до
In a day /week/ month/ year	В течение дня/ недели/ месяца/ года	the day/ week/ month/ year later	Через день/ неделю / месяц/ год
ago	назад	before	до

Exercise 1. Write sentences in reported speech.

1. He says: "I am facing a difficult problem".

2. They said: "We will solve that problem".
3. I said: "I am studying a new method of burning fuel".
4. I said: "Do you follow the professor's advice?"
5. He said: "I have heard about this new discovery".
6. We wrote to our friends: "Can you help us?"
7. My friend said to me: "You have every possibility to apply your invention at the factory we are working at".
8. He asked me: "Do you like fruit?"
9. I asked him: "Where do you live?"
10. They asked us: "Where is your garden?"

Exercise 2. Change sentences into reported speech

1. Jack told his father, "I have lost my notebook."
2. Henry said to me, "I didn't throw stones at your dog."
3. Bob said to Tom, "Henry doesn't sit next to me in class."
4. I told the policeman, "I saw the thief in the garden."
5. He said, "I have eaten nothing for two days."
6. Jack's father said to him, "You haven't cleaned your shoes."
7. Mary said, "I don't want to wear my old dress."
8. My mother said to me, "I feel very tired, and I have a headache."
9. My friend told me, "We have plenty of time to do our work."
10. I said to my sister, "George has written me a long letter."

Exercise 3. Translate into Russian.

1. I asked my friend where he lived.
2. He said that he lived in Moscow.
3. He told me that he worked for a car company and described where the company was.
4. I told him that I knew the company because I had worked there for about three years.
5. I said that I did not work there any longer because I was studying at the university.
6. Peter asked me if I knew the engineer working at the company.
7. I told him that I knew most of them.
8. He told me that the company had greatly increased its production and was producing almost three times more cars than four years ago.
9. I said that some of the students of our university would be sent to that company for practical work.
10. I think that I will be one of them.

Exercise 4. Change sentences into reported speech, using "He said, he asked, he told me" etc.

1. I have never been here before.
2. She is sorry he didn't count yesterday.
3. He will answer the letter when he gets the information.
4. I expect to hear some news tomorrow; I'll tell you if I do.
5. Is he invited to the party?
6. Do you know when he will arrive in Moscow?
7. What exhibition did you visit last week?
8. Why are you insisting on it?

9. I'm not asking a question.
10. My brother goes to bed early.

Exercise 5. Change sentences into reported speech

1. I hope to pass the examination.
2. The teacher is listening to us
3. I have never been to New York
4. I made no mistakes in the last dictation.
5. I haven't read many English books.
6. I didn't send the letter by air mail.
7. My friend is studying medicine at the university.
8. I don't feel tired.
9. My friend has eaten all the chocolates.
10. I haven't seen my uncle for a long time.

Exercise 6. Choose the correct variant.

1. I was told my friends (*to visit*) the art gallery the following week.
a) had visited; b) was visited; c) would visit
2. Teacher told us the story that (*to happen*) many centuries ago.
a) would happen; b) had happened; c) has happened
3. He understood that his brother (*to want*) to go with him.
a) wants; b) had wanted; c) wanted
4. She hoped that her parents (*not to return*) home early.
a) didn't return; b) haven't returned; c) wouldn't return
5. Margaret knew that we (*to be*) at the conference then.
a) were; b) are; c) had been
6. Bill said that he (*to be*) busy the day before.
a) would be; b) was; c) had been
7. He told us that he (*to translate*) the text then.
a) had translated; b) was translating; c) had translated
8. I knew that my classes already (*to finish*).
a) had finished; b) are finished; c) were finished
9. They thought that he (*to come*) in some minutes.
a) had come; b) had came; c) would come
10. He didn't know that she (*to leave*) a week ago.
a) was leaving; b) had left; c) left

Exercise 7. Change into reported speech.

1. John (to his sister): Buy three envelopes for me.
2. Richard (to his younger brother): Don't play in the street.
3. Kate (to her friend): Let me have the August number of the magazine, please.
4. Steve (to his mother): We have received a registered letter from Moscow.
5. Rose: I hope I shall be back in an hour.
6. Roger: I have never been in mountains.
7. Jack: I'm expecting a letter from my pen-friend.
8. Mother to her children: Don't turn off the gas!
9. Man: I had to buy the

newspaper at a stand. 10. Woman (to the shop-assistant): Have you weighed and rapped up the chicken?

Exercise 8. Choose the correct sentence in reported speech.

1. She said, "He's having a bath" a) *She said that he would have a bath.* b) *She said that he was having a bath.* 2. He told the boy, "Don't be afraid of my dog". a) *He told the boy not to be afraid of his dog.* b) *He told the boy don't be afraid of his dog.* 3. They told us, "We've bought everything we need". a) *They told us that they had bought everything they need.* b) *They told us that they bought everything they need.* 4. He asked me, "Are you busy now?" a) *He asked me if I were busy then.* b) *He asked me if I would be busy then.* 5. She told him, "Come here and sit down". a) *She told him that he would come there and sit down.* b) *She told him to come there and to sit down.* 6. Mother told her child, "Why did you go there?" a) *Mother asked her son why he went there.* b) *Mother asked her son why he had gone there.* 7. Teacher told me, "Show me your notes". a) *Teacher asked me to show my notes.* b) *Teacher told me that I show her my notes.* 8. They asked Bill, "Will you see her tomorrow?" a) *They asked Bill would he see her tomorrow.* b) *They asked Bill if he would see her the next day.* 9. He asked his students, "Who has written the essay?" a) *He asked his students who was written the essay.* b) *He asked his students who had written the essay.* 10. His friend said, "I've been looking for my glasses since morning". a) *His friend said that he had been looking for his glasses since morning.* b) *His friend said that he has been looking for his glasses since morning.*

Exercise 9. Change the following sentences into Direct Speech.

1. My sister said that she hadn't got a watch. 2. The teacher told his students that he was pleased with their work. 3. I told him that I hadn't seen his brother for a long time. 4. I told my mother that Henry was studying medicine at the University. 5. She told the grocer that she didn't want any sugar. 6. We told the teacher that we didn't understand his question. 7. He told the taxi-driver that he was driving too fast. 8. She said that her children were playing in the garden. 9. The mother asked if we promised not to play with the ball in the street. 10. The passenger asked the man when the train would arrive at the station.

Exercise 10. Choose the correct word from those in parentheses.

1. My grandmother always ____ me about her childhood. (*says/tells*) 2. "Don't do that!" she ____ them. (*said/told*) 3. Did she ____ you where she had put my books? (*say/tell*) 4. When I was introduced to the actor he ____ a few words to me. (*said/told*) 5. That little boy is very bad. He ____ a lot of lies. (*says/tells*) 6. She ____ to me she didn't know what to do. (*said/told*) 7. He often ____ things like that. (*says/tells*) 8. The porter ____ the passengers where their luggage was. (*asked/interested*) 9. George ____ to the boys didn't miss their school. (*asked/urged*) 10. The ticket-inspector ____ the passengers to show their tickets. (*said/asked*)

Exercise 11. Put sentences into reported speech in the form of orders, requests or commands.

1. Father said, "Pack the things, Johnny". 2. Mother said, "Don't put your old boots in the suitcase, Dick". 3. Lily said, "Will you please carry this heavy box for me, William?" 4. George said to the boys, "Don't miss your classes!" 5. The pilot said to the passengers, "Don't leave your places, please!" 6. The father said to the family, "Get the things ready by two o'clock". 7. Mary said to her brother, "Take the letter to the Post Office, please." 8. The old man said to the little girl, "Don't run across the street." 9. I said to my friend, "Meet me outside the cinema at six o'clock." 10. The doctor said to the sick man, "Don't go back to work for a fortnight."

Exercise 12. Put sentences into reported speech in the form of questions.

1. The mother said, "Do you promise not to play with the ball in the street?" 2. The man asked the clerk behind the counter, "Is it true that train 35 is late?" 3. The porter asked the passengers, "Where is your luggage?" 4. The woman asked the girl, "Does train 17 leave at 6 or at 7 p.m." 5. The boy asked his mother, "Which plain is ours?" 6. The man asked his friend, "Do you agree to go there by plane?" 7. Mother asked Jane, "What are you doing here?" 8. Ann asked Mary, "What do you usually have for breakfast?" 9. The inspector asked, "Who caused the accident?" 10. Margaret asked Richard, "Where are you going for your holidays?"

Exercise 13. Open the brackets, paying attention to the Sequence of Tenses and translate the sentences into Russian.

1. I didn't know that you already (*to read*) this book. 2. He did it better than I (*to expect*). 3. He said that the bus (*to be*) soon. 4. I think it all happened soon after the meeting (*to end*). 5. They decided that they (*to bring*) us all necessary books. 6. He said that he (*can*) not do it without my help. 7. He asked the students whether they ever (*to see*) such a film. 8. It was decided that we (*to start*) our work at eight o'clock. 9. I told you that I (*to leave*) for Minsk on the following day. 10. The visitors were told that the secretary just (*to go out*) and (*to come back*).

Exercise 14. Translate the sentences from Russian into English paying attention to the Sequence of Tenses.

1. Кондуктор сказал пассажирам не выскакивать (*get off*) из автобуса на ходу (*while/go*). 2. Он напомнил мне отправить письмо. 3. Отец запретил детям входить в его кабинет. 4. Инспектор предупредил нас, что здесь стоянка запрещена. 5. Гид посоветовал нам заглянуть в этот небольшой музей. 6. Я спросила своих гостей, хорошо ли они спали. 7. Он поинтересовался, часто ли мы ходим в театр. 8. Она спросила меня, видел ли я Джона в последнее время. 9. Она спросила, работаем ли мы сейчас. 10. Они спросили меня, когда начинается мой рабочий день. 11. Он спросил, какую музыку любят мои друзья. 12. Мы спросили его, кто из его друзей знает два иностранных языка. 13. Журналисты спросили писателя, над какой книгой он работает. 14. Я спросила у неё, какие ещё французские книги он прочитал за последнее время. 15. Друзья спросили

его, куда он ездил в прошлое воскресенье. 16. Врач спросил меня, занимаюсь ли я гимнастикой для поддержания своего здоровья. 17. Я сказал, что вернусь к вечеру. 18. Когда я позвонила ей, она сказала, что не желает обсуждать эти проблемы по телефону. 18. Он улыбнулся и спросил, что меня беспокоит. 19. Мама попросила меня закрыть окно. 20. Мой друг сказал мне, что у нас мало времени для выполнения этого задания

Exercise 15. Rephrase the following situations using an appropriate modal verb.

1. I advise you to stop eating chocolate. You _____ stop eating chocolate. 2. I insist that you do your homework. You _____ do your homework. 3. Will you let me speak to David, please? _____ I speak to David, please? 4. She can hear you well enough. You _____ shout. 5. Talking is not permitted during the test. You _____ talk during the test. 6. It isn't right to speak to your mother like that. You _____ speak to your mother like that. 7. It isn't possible for him to come to the party. He _____ come to the party. 8. He is obliged to go to the police station once a week. He _____ to go to the police station once a week. 9. It's forbidden to feed the animals in the Zoo. You _____ feed the animals in the Zoo. 10. It's necessary to dust the furniture. You _____ dust the furniture. 11. Would you mind if I read your book? _____ I read your book? 12. Perhaps they'll come with us. They _____ come with us. 13. Would you mind if I use your glasses? _____ I use your glasses? 14. Let's try doing this exercise. _____ we try doing this exercise. 15. He can do it himself. Why _____ he ask anybody for help? 16. Perhaps, she will phone them today. She _____ phone them today. 17. Why don't you go to the sea for a holiday? You _____ go to the sea for a holiday. 18. Would you like me to help you with the dishes? _____ I help you with the dishes?

Exercise 16. Choose the correct modal verb.

1. Mike _____ play the piano very well. And what about you? (a) *can*; b) *should*; c) *must*) 2. I _____ skate when I was little. (a) *can't*; b) *couldn't*; c) *mustn't*) 3. We _____ hurry. We've got plenty of time. (a) *can't*; b) *needn't*; c) *must*) 4. _____ you help me with this task? (a) *Could*; b) *Must*; c) *May*) 5. I'm sorry I'm late. _____ I come in? (a) *Must*; b) *Should*; c) *May*) 6. _____ you speak any foreign languages? (a) *Can*; b) *Should*; c) *May*) 7. It's raining. You _____ take an umbrella. (a) *can't*; b) *don't have to*; c) *should*) 8. I'm afraid I _____ come to the party on Friday. (a) *can*; b) *can't*; c) *may*) 9. You _____ go there at once. It's really very urgent. (a) *don't have to*; b) *needn't*; c) *must*) 10. When I was young, I _____ run for miles. (a) *could*; b) *must*; c) *should*) 11. '_____ I translate this sentence?' 'No, you needn't.' (a) *Can*; b) *May*; c) *Must*) 12. '_____ I smoke here?' 'No, you mustn't.' (a) *Can*; b) *May*; c) *Should*) 13. I looked everywhere for the book but I _____ find it. (a) *couldn't*; b) *mustn't*; c) *shouldn't*) 14. You _____ drive carefully on a busy road. (a) *can*; b) *may*; c) *should*) 15. There's nothing I _____ do about it. (a) *can*; b) *may*; c) *don't have to*) 16. Schools _____ teach children the difference between right and wrong. (a) *can't*; b) *mustn't*; c) *must*) 17. I don't feel well today. _____ I leave earlier? (a) *Should*; b) *May*; c) *Must*) 18. That _____ be true! It's absolutely impossible. (a) *can't*; b) *must*; c) *needn't*) 19. Yesterday I

stayed at home because I ____ help my father. (a) *must*; b) *had to*; c) *can*) 20. You ____ use my dictionary as long as you like. (a) *must*; b) *have to*; c) *may*)

Exercise 17. Fill in the necessary modal verbs.

1. Sally's husband ____ play football, tennis but he ____ not cook or iron.
 2. ____ I ask you a question? – You certainly ____.
 3. You ____ not put so much sugar in your tea.
 4. You ____ stay in town for the whole summer or you ____ go to the seaside with us if you want.
 5. ____ I do anything for you?
 6. We ____ to meet at 5, but I ____ put off the meeting till later.
 7. Sorry, madam. You ____ not smoke here.
 8. We ____ phone her at her office. She ____ be still working.
 9. You ____ be more attentive next time.
 10. In many countries people ____ drive the car at the age of 16.
 11. I'm sorry. I ____ not come at 6 o'clock tomorrow. I ____ attend a meeting which begins at the same time.
 12. I'm afraid something is wrong. They ____ be back an hour ago.
 13. – ____ you help me with Math? – No, I ____ not. I ____ read a whole chapter in Geography.
 14. We ____ hear some music through the open window.
 15. I'm late. I ____ hurry.
 16. You ____ not eat so much sweets. You ____ become fat.
 17. Mother leaves home early on Mondays and he ____ make his breakfast himself.
 18. Every child ____ know traffic rules.
 19. It's dark outside, it ____ be about 7 o'clock now.
 20. The doctor says I ____ stay in bed for a week.

Exercise 18. Choose the correct modal verb.

1. I don't want anyone to know it. You (*mustn't/ don't have to*) tell anyone.
 2. Listen! I (*can/must*) hear someone crying.
 3. When we were at school, we (*had to/ ought to*) wear a uniform.
 4. You (*don't have to/mustn't*) wear your seatbelt during the whole of the flight.
 5. You (*should/have to*) tell her that you are sorry.
 6. You (*need/must*) be a member of the library before you can borrow books.
 7. I (*needn't/shouldn't*) wear glasses because my eyesight is still quite good.
 8. When I first come to Madrid, I (*could/couldn't*) say only a few words in Spanish.
 9. Helen (*must/had to*) leave the meeting early because she had a train to catch.
 10. I (*didn't need to/couldn't*) get tickets after all – they were sold out.
 11. I left my bike outside the house last night and this morning it isn't there any more. Somebody (*can't/must*) have stolen it.
 12. 'I can't find my umbrella.' 'You (*should/might*) have left it in the restaurant last night.'
 13. (*Must/May*) I see your passport, please?
 14. He's not working tomorrow, so he (*doesn't have to/should*) get up early.
 15. Ann was in a very difficult situation. It (*must/can't*) have been easy for her.
 16. That shirt is dirty. You (*have to/needn't*) wash it.
 17. Last year I got a lot of money, so we (*had to/were able to*) buy a new house.
 18. I had forgotten to bring my camera, so I (*couldn't/shouldn't*) take any pictures.
 19. Don't tell anybody what I said. You (*must/can*) keep it secret.
 20. I'm really hungry. I (*could/might*) eat a horse!

Exercise 19. Complete this text using the verbs below.

should (4)	can (3)	ought (1)	have to (1)	need (1)
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How to be a friend of the Earth.

There are many simple things we ____ (1) all do to stop the destruction of the environment. First of all, we ____ (2) not dump our rubbish without thinking which things, such as bottles and paper, ____ (3) be recycled. We ____ (4) put objects that we ____ (5) recycle in recycling bins. Secondly, instead of taking our car wherever we go, we ____ (6) to leave it at home whenever possible, and go on foot or by public transport. If there is something wrong with our car's exhaust pipe, we ____ (7) get it fixed immediately. When we ____ (8) to drive to the supermarket to do our shopping, we ____ (9) always remember to take our own bag, so that we don't ____ (10) to use the supermarket's plastic bags.

Exercise 20. Translate the sentences using modal verbs.

1. Он, наверное, учит это стихотворение уже час. 2. Тебе следовало бы давно забыть об этом. 3. Автобус должен был прийти пять минут назад. 4. Не может быть, чтобы он был занят сейчас. 5. Возможно, он сможет помочь тебе. 6. Вам не надо приходить завтра. 7. Должно быть, ему пришлось сделать это. 8. Не могли бы Вы повторить свой вопрос? 9. Может быть, мне придётся работать в воскресенье. 10. Вероятно, он всё ещё ждёт меня. 11. Тебе следует закончить эту работу. 12. Через год я смогу говорить по-английски очень хорошо. 13. Что тебе пришлось делать вчера? 14. Можно мне выйти? 15. Он должен был прийти час назад. 16. Неужели он забыл про мой день рождения? 17. Учитель сказал, что мы можем идти домой. 18. Ты не должен читать эту книгу. 19. В прошлом году я не умел плавать, а теперь могу. 20. Возможно, он всё ещё ждёт меня.

Exercise 21. Translate the sentences into Russian.

1. Carol can speak three foreign languages. 2. Could you help me with my translation? 3. We were to meet at the railway station at 12 o'clock. 4. You may take a day off whenever you like. 5. Jim said that he might go home for the holidays. 6. You must tell me the truth. 7. I have to do some shopping today. 8. You don't have to answer my question if you don't want to. 9. Students should be well prepared for every exam. 10. Do you think Paul ought to see a doctor? 11. If you don't take your umbrella, you can get wet. 12. When Bob was a child he could play the piano wonderfully. 13. It can't be true. 14. May I have my test on Tuesday? 15. It's 7 o'clock now. They must be at home now. 16. Do we have to stay in town the whole summer? 17. Children shouldn't smoke. 18. You oughtn't to eat cakes. 19. He might be ill. He ate too much yesterday. 20. Parents must take care of their children.

THERE IS/ARE

Exercise 1. Insert there is/are.

Look! ... their telephone number in the letter. 2. York is a very old town. ... many old buildings there. 3. Excuse me, ... a restaurant near here? 4. How many students ... in your group? 4. How many students ... in your group? 5. I was hungry

but ... anything to eat. 6. ... a football match on TV last night. 7. ... many people at the meeting? 8. Look! ... an accident. Call the ambulance! 9. ... 24 hours in a day. 10. This box is empty. ... nothing in it.

Exercise 2. Translate into English.

В этом журнале много интересных статей. 2. В нашем городе много музеев и театров. 3. В этой комнате есть телефон? 4. В этой комнате два окна. 5. В чашке нет чая. 6. Сколько статей в этом журнале? – несколько статей. 7. Сколько студентов в аудитории? – двадцать. 8. Рядом с нашим домом есть парк. 9. На этой улице есть школа? 10. На столе лежит несколько книг.

Exercise 3. Translate into Russian.

1. There are many people present at the meeting. 2. There was no time to lose. 3. There are many ways of solving this problem. 4. There is a table in the middle of the room. 5. There was a violent storm last night. 6. There is a lamp on the table. 7. There is a meeting at our university today. 8. It was very early and there were very few people in the street. 9. There are two pictures on the walls. 10. There are some interesting articles on agriculture in this magazine.

Exercise 4. Translate into English, using *there is / there are*.

1. На улице много народу. 2. В Казани много вузов. 3. В университете три факультета. 4. В нашей группе двадцать пять человек. 5. В аграрном университете есть библиотека. 6. Здесь много цветов. 7. В этом городе много заводов. 8. В читальном зале много студентов. 9. В нашей стране много электростанций. 10. В детском саду много детей.

Exercise 5. Ask questions to the sentences and answer them.

Example:

1. There is a good programme on TV tonight.

— Is there a good programme on TV tonight? — Yes, there is.

2. There aren't any theatres in my town.

— Are there any theatres in your town? — No, there are not/there aren't.

1. There is a cat in the window.

2. There is a book on the shelf.

3. There are several pictures on the walls.

3. There are many glasses in the cupboard.

4. There isn't a peach on the plate.

5. There was a shop at the corner.

6. There were many apples in the basket.

7. There wasn't a boy in the room.

8. There weren't any pears on the plate.

9. There will be a lot of people at the stadium.
10. There will be some interesting programmes on TV tomorrow.

Exercise 6. Put the sentences into the future and past tense changing the verb to be and using suitable adverbial modifiers of time: yesterday, tomorrow, next week, last month, next year, at 5 o'clock, etc.

1. Victor is free in the evening.
2. John is in America.
3. I am very busy.
4. She is at the lecture.
5. The child is 10 years old.
6. This work is interesting.
7. The expedition is in Africa.
8. The new film is long.
9. My mother is at home.
10. The workers are at the factory.
11. The students are at the Institute.

Exercise 7. Give the short answers to the questions below according to the pattern.

Pattern: Is Kovalev present at the lesson? –Yes, he is. (No, he is not.)

1. Was it cold last winter?
2. Are your friend's sisters beautiful?
3. Is it hot today?
4. Is it Sunday today?
5. Is the clock on the wall?
6. Are you twenty years old?
7. Will you be at home in the evening?
8. Are the trees green now?
9. Is your house in the centre of the city?
10. Will your mother be at home at five o'clock?
11. Were you free yesterday?
12. Is his answer good?
13. Will you be in town on Sunday?
14. Is mathematics difficult for you?
15. Are your summer plans interesting?

Exercise 8. Explain the use of the verb to be in the sentences below and translate them into Russian.

1. They were at home last night. 2. He is a well known scientist. 3. They are to leave Moscow to-night. 4. The children were walking down the street. 5. She is an experienced teacher. 6. The letter will be posted at once. 7. He is in Kiev now. 8. We were to part that day. 9. The letter was written by the secretary. 10. They were to have arrived at seven o'clock. 11. The purpose of his visit was to negotiate for the

purchase of timber.

Exercise 9. Translate into English.

1. Ее нет здесь сейчас, она дома. 2. Его не было дома вчера вечером. 3. Он один из лучших врачей нашей больницы. 4. Его задача заключается в том, чтобы собрать материал по этому вопросу к 1 июня. 5. Он находится сейчас в Крыму. 6. Она будет там в пять часов. 7. Пароход должен придти в 6 часов вечера. 8. Его брат инженер. 9. Я должен был встретиться с ним в 8 часов вечера. 10. Он будет рад вас видеть.

Exercise 10. Explain the use of the verb to have in the sentences below and translate them into Russian.

1. She has come home. 2. He has a large family. 3. We have to leave home early, in the morning. 4. He had the letter typed. 5. He has dinner at home. 6. They had to complete their work on Monday. 7. We shall have plenty of fruit in the autumn. 8. He will have read the story by ten o'clock. 9. They will have the book you need in 5 days.

Exercise 11. Translate into English.

1. У меня нет ее адреса. 2. У меня был вчера очень интересный разговор с профессором Д. 3. У него есть очень интересные книги по радио. 4. Я должен буду пойти туда еще раз. 5. У нас завтра будет собрание. 6. Я должен вставать теперь очень рано. 7. Вы вчера обедали в ресторане? 8. Есть ли у вас красный карандаш? 9. У меня не было времени навестить его вчера. 10. Нужно ли вам идти в библиотеку сегодня?

Exercise 12. Put the sentences into the future and past tense changing the verb to have and using suitable adverbial modifiers of time: yesterday, tomorrow, next week, last month, next year, at 5 o'clock, etc.

1. They have a big house in the country.
2. My friend has many interesting books.
3. His mother has a nice garden.
4. She has a good map of London.
5. We have a good dog.
6. I have a beautiful picture.
7. These students have five examinations.
8. His parents have a comfortable flat.
9. John had good work.
10. These pupils have four lessons every day.

Exercise 13. Put the sentences into the future and past tense changing the verb to be.

1. There are twelve students in our group.
2. There is a beautiful garden near the house.

3. There is a big blackboard in the classroom.
4. There is a letter for him on the table.
5. There are two lifts in the house.
6. There is a new stadium in the town.
7. There is a table in the middle of the room.
8. There is a hospital in the village.
9. Are there many sentences in this exercise?
10. Is there much work to do at home?
11. There are no pictures in the book.

Exercise 14. Paraphrase according to the pattern using suitable forms of the verb to have.

Pattern: There are no books in his bag. – *He has no books in his bag.*

1. There is no TV-set in his room.
2. There are no mistakes in his dictation.
3. There is no garden near his house.
4. There are no pictures in her room.
5. There are no French books in her library.
6. There is no English newspaper on her table.
7. There is no coffee in my cup.
8. There is no telephone in my flat.
9. There are no maps on the walls of our classroom.
10. There is no sugar in Peter's tea

Exercise 15. Put general and special questions to the sentences below using any where it is necessary.

1. There is a tea-pot on the table. 2. There are some flowers in the vase. 3. There are some English books on the shelf. 4. There is somebody in the garden. 5. There is a lot of milk in the jug. 6. There are some mistakes in your test. 7. There is some ink in your pen. 8. There are some pictures on the wall of the room. 9. There is some coffee in the cup. 10. There are six continents in the world. 11. There are a lot of flowers in the garden. 12. There is something in the box. 13. There are some new words in the text. 14. There is a lot of snow in the forest.

Exercise 16. Translate into English using there is /there are; pronouns any, some, no and words formed from them

1. В вашей семье есть дети? 2. На улице много народу. 3. В кувшине нет молока. 4. За вашим домом есть сад? 5. За вашим садом есть площадь, не так ли? 6. В вашем городе есть парки? 7. У вас есть вопросы? 8. На столе около окна стоят часы. 9. На полке мои книги и тетради. 10. В моем столе ничего нет. 11. В этом журнале есть что-нибудь интересное? 12. Что там на столе? Там стоит чашка и три стакана. 13. Есть кто-нибудь в соседней комнате? 14. На столе есть соль, но мало. 15. Времени нет.

Some, Any, No

As a rule some is used in positive sentences when we don't say exactly how many or how much. In interrogative and negative sentences some is changed for any.

No means the same as not any. Notice that the verb is positive.

E.g. I have got some English books. Is there any meat in the fridge?

There aren't any flowers in the vase. = There are no flowers in the vase.

Remember! We use some in questions when we offer or ask for things.

E.g. Would you like some tea?

Any is used in positive sentences to express that it doesn't matter which/who/where.

E.g. Take any book you like.

You can cash this cheque at any bank.

Exercise. 1. Make the following sentences negative and interrogative (yes/no questions)

1. There are some books on the table.
2. I have got some interesting news to tell you.
3. There are some pictures in this magazine.
4. There is some butter on the table.
5. There are some mistakes in your test.
6. There is some bread on the plate.
7. There is some boiled water in the kettle.
8. There are some messages for you.
9. I have got some cheese.
10. He has some time to speak to you.

Exercise. 2. Complete the sentences with *some* or *any*.

1. There is ... beer in the fridge.
2. I've got ... nice friends.
3. Alice hasn't got ... children.
4. There aren't ... penguins in Scotland.
5. Have you got ... English friends?
6. I know ... nice people in Canada.
7. Has your father got ... brothers and sisters?
8. There isn't ... sugar in the tea.
9. Take ... fresh butter from the fridge.
10. Where can I buy ... flowers?
11. He never has ... money.
12. There are ... messages for you on the answering machine.
13. There aren't ... museums where he lives.
14. She can't work abroad because she doesn't speak ... foreign

languages.

15. Do you have ... questions?

Exercise. 3. Insert *some, any* or *no*.

1. Would you like ... milk in your tea?
2. There are ... letters for you on the table but there are ... telegrams.
3. I'm afraid there is ... apple juice in the fridge. How about ... fruit instead?
4. He has got a computer and ... computer games.
5. You can sing ... song you like.
6. Could you lend me ... money?
7. There are ... shops open in the town on Sunday.
8. Have you ever seen ... English films?
9. ... student can answer this question.
10. I haven't been to ... European countries.

Exercise. 4. What food or drink is there in your fridge? Use *some, any, no*.

E.g. There is some milk in my fridge but there aren't any tomatoes

Use the following words:

butter, olives, cheese, sausages, meat, cucumbers, carrots, potatoes, fish, juice, wine, ketchup, mustard

Exercise. 5. Translate into Russian. Give two variants if possible.

1. Он – богатый человек и может отдыхать в любой стране мира.
2. Не могли бы вы купить хлеба, когда пойдете в супермаркет?
3. Если у вас нет вопросов, мы можем закончить обсуждение.
4. Нет, спасибо, я не пью кофе, у вас есть апельсиновый сок?
5. Мы не можем сделать омлет, потому что у нас нет яиц.
6. Город – современный, хотя в нем есть несколько старых зданий.
7. Рядом нет никаких магазинов, вам придется поехать в центр.
8. Вы можете сесть на любой автобус. Они все идут до вокзала.
9. Я не читал ни одну из этих книг, но мой друг прочитал некоторые из них.
10. Не могли бы вы дать мне какую-либо информацию о достопримечательностях этого города?
11. Некоторые деревья остаются зелеными круглый год.
12. Вы можете купить эту книгу в любом книжном магазине.
13. Она не сделала ошибок в переводе.
14. Сегодня у меня нет времени помочь вам.
15. Есть ли какие-нибудь английские журналы в библиотеке?

Compound pronouns.

These pronouns are formed with some-, any- no- and every-

Someone – anyone – no one Somebody – anybody – nobody Something – anything – nothing Somewhere – anywhere – nowhere

The compounds in -one and in -body are singular in meaning and can be used only of persons.

E.g. There is someone in his office.

Is there anyone at home?

The compounds in -thing can be used only of things. They are also singular in meaning.

E.g. There is something wrong with him.

He looked at me and didn't say anything.

	-body	- one	-thing	-where
some	somebody	someone	something	somewhere
any	anybody	anyone	anything	anywhere
no	nobody	no one	nothing	nowhere
every	everybody	everyone	everything	everywhere

Exercise. 1. Complete the sentences with *someone/somebody, anyone/anybody, everyone, something, anything, somewhere, anywhere.*

1. I don't see ... in the room.
2. Is there ... new?
3. There is ... in the next room who wants to speak to you.
4. Could you give me ... to eat?
5. I haven't got any more money, so I can't buy
6. Sit ... you like.
7. Give me ... to read.
8. Did you go ... yesterday? –No, I didn't but I am going ... tomorrow.
9. You can talk to ... you like.
- 10....has taken my dictionary.
- 11.Do you know ... about computers?
- 12.Have you informed all the managers about the presentation? – Yes, ... was at the meeting yesterday.
- 13.I don't understand ...!
- 14.I'd like ... to eat.
- 15.I didn't see ... interesting at the exhibition last week.

Exercise. 2. Form questions according to the example and give answers.

E.g. Is there anybody in the garden?

-Yes, there is somebody.

No, there is nobody.
No, there isn't anybody.

Is there Do you know	Do you see anybody anyone anything	in the flat? in the library? on the desk? in your bag? on the floor? in the street? about England?
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Exercise. 3. Complete the sentences with *nobody, nothing, nowhere, anybody, anything, anywhere, everybody, everything, everywhere*. Give two variants if possible and translate the sentences into Russian.

1. ... knows about it.
2. I know ... about your city.
3. ... can answer this question. It is too difficult.
4. I can see ... It is too dark here.
5. I can't find my keys...
6. Where is the book? – It is on the table. – But there is ... there.
7. ... is here.
8. You can get this book ...
9. Where did you go last Sunday? ... I stayed at home.
10. John is very friendly... likes him.

Exercise. 4. Translate the sentences into English.

1. Никто ничего не знает об этом.
2. Любой скажет тебе, что ты не прав.
3. Все всё знают об этом.
4. Мне кто-нибудь звонил вчера?
5. Вы хотели бы что-нибудь съесть?
6. После катастрофы никого не удалось спасти.
7. Я искал ключи везде, но нигде не мог их найти.
8. Он такой приятный человек. Все его любят.
9. Я был уверен, что знаю всех на вечеринке.
10. Она никуда не сможет пойти завтра.
11. Кто-то стучит в дверь.
12. Вы можете выбрать на завтрак все, что вы хотите.
13. Ничего особенного не случилось вчера.
14. В коробке ничего нет.
15. Я где-то оставил свой зонтик.

Much, Many, Little, Few, a Lot (of)

Much and many are usually used in questions and negatives. We use a lot (of) in positive sentences both with countable and uncountable nouns.

E.g. How much does it cost?

I don't have much money. I have got a lot of books.

Many is used with countable nouns, much is used with uncountable nouns.

E.g. many books

much money

Little means a small amount, it is used with uncountable nouns.

Few means a small number, it is used with countable nouns in the plural.

E.g. We have got little bread.

It was very late so there were few people in the street.

Both little and few have a negative meaning – they mean *not enough*.

A little and a few have a positive meaning – they mean *some but not much* (*many*).

E.g. He has saved a little money and can go on a short holiday.

He has a few friends who call to see him very often.

Much, a lot, little, a little follow the verbs they are used with.

E.g. It snowed a little yesterday.

He doesn't read much.

Exercise 1. Answer the following questions giving full answers.

1. Are there many new words in this exercise?
2. Is there much furniture in your flat?
3. Is there much work to do today?
4. Are there many people in the room?
5. Is there much meat in the fridge?
6. Are there many tables in the room?
7. Was there much snow last winter?
8. Do you speak on the phone much or little?

Exercise 2. Insert *little, few*.

1. ... people smoke in Europe these days.
2. We must hurry up. There is ... time.
3. He leads a lonely life. He has got ... friends.
4. I drink ... tea in the morning.
5. Our company receives ... mail.
6. He usually receives ... letters.
7. My friend goes out ... at the week-end.
8. ... towns have such old trees.
9. You rest too
10. He has ... books on this subject.

11. There is ... information on this problem.
12. ... people visit this cinema. It is not very popular.
13. She knows so ...
14. I can't say he earns very ...

Exercise 3. Insert *a few, a little*.

1. I have got ... pictures in my room, but not many.
2. There is ... bread in the cupboard.
3. There are ... books on the table, but there are no magazines there.
4. I have ... money in my pocket.
5. If you think ... you will find the answer.
6. I have just ... pictures but they all are very good.
7. I'm on a diet, so I'll have ... salad leaves.
8. It has been ... years since we met.
9. Do you understand Spanish? Yes,

Exercise 4. Translate the sentences into English.

1. Я прочитал мало книг по экономике.
2. Он дал вам много информации по этому вопросу? – Нет, очень мало.
3. На обеде вчера было немного гостей.
4. Я хотел бы задать вам несколько вопросов.
5. Добавить вам молока в чай? – Да, пожалуйста, немного.
6. Я трачу мало времени на домашние дела.
7. На улицах нашего города очень большое движение.
8. У Фреда мало родственников.
9. Я знаю только несколько слов по-итальянски.
10. Он знает мало людей в этом городе.
11. Вчера мы потратили много денег.
12. Вы пьете много или мало кофе каждый день?
13. Ее отец умер несколько лет назад.
14. В этот город приезжает много туристов?
15. Прошлой зимой было очень мало снега.

Adjectives and Adverbs

Adjectives describe nouns and go before them.

E.g. He has got a large house.

Adverbs normally describe verbs, adjectives or other adverbs.

E.g. You speak too quickly.

Note! Such verbs as: appear, be, become, feel, seem, smell, sound, taste, look etc. are described by adjectives, which go alone after the verbs.

E.g. The flower smells good. The music sounds nice.

Most adverbs are formed by adding –ly to an adjective.

E.g. slow – slowly.

Some adverbs and adjectives have the same form: fast, long, hard, far, little, much, early, daily, straight, the adverb of good is well.

Exercise. 1. Which is right?

1. They pay their employees very *bad/badly*.
2. Don't drive too *slow/slowly*.
3. Her dress looks really *nice/nicely*.
4. The car stopped *sudden/suddenly*.
5. It is snowing *heavy/heavily*.
6. She did very *good/well* at the exam.
7. Listen *careful/carefully*!
8. She is so *nice/nicely*.
9. He feels very *nervous/nervously*.
10. The performance was very *good/well*. I enjoyed it *great/greatly*.
11. The goods were *safe/safely* packed.
12. This is our *usually/usual* meal.
13. I can't understand why he behaved so *stupid/stupidly*.
14. The task seemed *clear/clearly*.
15. He was so *slowly/slow*!
16. We could *hard/hardly* see in the dark.
17. It was *hard/hardly* to persuade him.
18. My friend lives *near/nearly* the station.

Exercise. 2. Translate into English.

1. Он почти ничего не читает.
2. Он выглядел сердитым.
3. Мужчина холодно взглянул на посетителя.
4. Не говорите так громко. Я вас хорошо слышу.
5. Музыка звучит слишком громко.
6. Если вы посмотрите внимательно, вы увидите, что это портрет его сестры.
7. Вы прекрасно выглядите в этом платье.
8. Они жили счастливо долгие годы.
9. Последнее время он приходит поздно.
10. Вам следует усердно работать, если вы хотите получать много денег.
11. Фильм был неинтересным, но в нем играли знаменитые актеры.
12. Неожиданный шум разбудил его.
13. Души пахнут хорошо.

Comparisons

Comparisons indicate degrees of difference with adjectives and adverbs.

E.g. It is cheaper to travel by train. The plane is the most expensive means of transport.

Comparative and Superlative Adjectives

	Positive	Comparative	Superlative
Short adjectives (with one syllable)	small short	Smaller shorter	smallest shortest
Adjectives with two syllables that end in -y/-er/-ow/-le	happy clever narrow simple	happier cleverer narrower simpler	happiest cleverest narrowest simplest
Adjectives with two syllables or more	comfortable	more/less comfortable	most/least comfortable

Comparative and Superlative Adverbs

	Positive	Comparative	Superlative
Short adverbs	hard fast early soon late near	harder faster earlier sooner later nearer	hardest fastest earliest soonest latest nearest
Adverbs with two syllables or more	slowly strongly	more/less slowly more/less strongly	most/least slowly most/least strongly

Irregular Forms.

Positive	Comparative	Superlative
good / well bad badly far much / many little old	better worse further/father more less older (age); elder (in the family)	best worst furthest/fatherst most least oldest (age); eldest (in the family)

Mind the spelling:

Big – bigger – biggest Happy – happier – happiest

After comparatives we use than.

E.g. It is cheaper to go by train than by plane. We normally use the before a superlative.

E.g. He is the tallest in his class.

There are some patterns of comparison:

The + comparison, ... the + comparison

E.g. The earlier we leave, the earlier we get home.

the same as

E.g. Their living room is the same size as ours.

One of the(great) tennis players in the world is Kafelnikov.

Of the two books, this one is__(interesting).

He acts____(bad) now than ever before.

Exercise 1. Select the correct form in the brackets in the following sentences.

1. Of the five blouses, I like the green one (better/best).
2. Ann is the (more/most) beautiful of all the women.
3. The climate in Uzbekistan is (hoter/hotter) than in the UK.
4. He is the (cleverest/most clever) person I have ever met.
5. It is (much warmer/more warmer) today than it was yesterday.
6. Where is the (nearer/nearest) shop?
7. Her dress is better (than/as) mine.
8. What is the (most/more) interesting book you've read?
9. What is (less/least) difficult: to drive a car or to ride a bicycle?

Exercise 2. Answer the following questions.

1. What is the highest mountain in the world?
2. What is the longest river in Russia? In Europe?
3. Which country is larger: Canada or China?
4. What language has longer words: English or Russian?
5. What's the best way to learn a foreign language?
6. Who is the eldest in your family?
7. What is the most dangerous sea animal?
8. Who lives longer – elephants or people?
9. What is the most comfortable means of transport?
10. Where is the oldest underground in the world?

Exercise 3. Put the words in the correct order.

1. is / interesting / book / the / than / this / more / one / previous.
2. the / family / is / the / in / shortest / he.
3. than / her / to / difficult / she / more / deal / brother / is / with.
4. best / you / call / when / to / is / the / time?
5. is / East / best / West / home / or.
6. expected / were / fewer / party / at / there / the / we / people / than / had.
7. feel / sicker / you / in / the / you / longer / stay / bed / the.
8. world / in / the / the / richest / who / person / is?

Exercise 4. Translate into English.

1. Нил длиннее Волги.
2. Какой месяц самый короткий в году?
3. Говорите, пожалуйста, тише, вы разбудите ребенка.
4. Завтра можно встать позже, потому что нам не надо ехать на работу.
5. Вы написали работу лучше всех.
6. Вы старше вашего друга?
7. Какое самое высокое здание в Москве?
8. Какая страна имеет самое большое население?
9. Какой язык самый распространенный в мире?
10. В мае обычно теплее, чем в апреле.
11. В дорогих магазинах продавцы более вежливые, чем в дешевых.
12. Чем больше вы занимаетесь, тем лучше вы говорите.
13. Давайте встретимся завтра раньше, хорошо?
14. Лучше поздно, чем никогда.
15. Сегодня люди меньше двигаются, чем раньше.
16. Кто больше зарабатывает – учителя или врачи?

As ... as comparative pattern

We use *as ... as* to say that things are equal or unequal.

E.g. My flat is as comfortable as hers.

It is colder today. It isn't as warm as it was yesterday. He is as tall as his father.

He is not as tall as his father.

Exercise 5. Complete the sentences with *than* or *as*.

1. This task is more difficult ... the previous one.
2. He is the same age ... his wife.
3. My brother is not as young ... yours.
4. Brazil is larger ... Spain.
5. His car isn't ... expensive as mine.
6. Can you answer ... soon as possible?
7. My mother is younger ... my father.

8. He doesn't earn ... much as his wife.
9. I don't know anyone who reads more ... he does.
10. Is this task as difficult ... the previous one?

Exercise 6. Rewrite the sentences so that they have the same meaning.

1. He is older than he looks. He isn't.....
2. This building isn't as high as our house. Our house is.....
3. She does not work as hard as she used to. She used to work.....
4. I don't earn as much as you do. You earn
5. My house is farther from the sea than yours. Your house
6.
7. I know English better than French. I don't know French.....
8. I feel tired today, but I felt more tired yesterday. I am not.....
9. The beach was nearer than I thought. The beach wasn't.....
10. Tom is younger than Jim. Jim isn't.....
11. I don't know as many people as he does. He knows.....

Exercise 7. Put the words into the correct order.

1. looks / healthy / is / as / he / not / as / he.
2. know / many / as / you / do / I / people / as.
3. is / as / queen / she / rich / as / a.
4. not / is / yours / book / interesting / this / as / as.
5. bored / not / did / today / she / does / she / look / as / yesterday / as.

Exercise 8. Translate into English.

1. Моя квартира такая же большая, как его.
2. Вчера было не так холодно, как сегодня.
3. Его мать не такая старая, как отец.
4. Вы можете остаться у нас столько, сколько хотите.
5. Я не хотел будить ребенка и вошел так тихо, как мог.
6. Я катаюсь на велосипеде не так много в этом году, как в прошлом.
7. Он не ходит в театр так часто, как раньше.
8. Этот таксист не так хорошо знает город, как его коллега.
9. Эта улица будет такая же красивая, как ваша.
10. Я не знаю о машинах столько, сколько он.

Exercise 9. Choose between the adverb and the adjective given in the brackets to complete the sentences.

1. It is (correct/correctly).
2. Spell the word (correct/correctly).
3. You know it (well/good).
4. Of course it is (well/good).

5. It is (cold/coldly) in the room.
6. Don't look so (cold/coldly) at me.
7. I can do it (easy/easily).
8. I always worry if you come home (late/lately).
9. You are tired. You mustn't work so (hard/hardly).
10. She looks just (wonderful/wonderfully) in that new dress.
11. I can't hear the actors (well/good) from the last row.
12. I think it a (real/really) good play.
13. This soup makes me feel (bad/badly).
14. The actress is speaking (soft/softly), but I can hear her (clear/clearly).
15. The roses will (sure/surely) smell (sweet/sweetly).
16. The victim of the accident looked (helpless/helplessly) across the road.

Exercise 10. Give the comparative and the superlative degree of the following adjectives.

thin, joyful, yellow, free, comfortable, polite, shy, dry, just, recent, free, narrow, deep, wicked, right, real, sweet, grey, complete, glad, happy, strong-willed, good-natured, wide-spread, far-fetched, kind-hearted, broad-minded, well-known

Exercise 11. Add the missing forms of the adjectives and adverbs.

positive	comparative	superlative
well		
	worse	
		farthest
		best
	older	
near		
		biggest
	happier	
little		

Exercise 12. Translate into Russian.

1. He thought he was the happiest man in the world.
2. The new car is more comfortable than the previous one.
3. The Neva is wider and deeper than the Moskva River.
4. Last year he spent less time on English than this year.
5. The sooner they finish the construction of the plant the better.
6. The book is not so interesting as you think.
7. The more time you spend in the open air the sooner you will recover after your illness.
8. He has much more free time than I have.
9. Tom runs fast. Dick runs faster, but Harry runs fastest.
10. This road is the worst I've ever travelled over.

11. If you listen to the teacher more attentively you'll understand better.
12. Tennis and football are the games I like best.
13. This is the hottest day we have had for several weeks.
14. *Smiles* is the longest word in the English language because there is a mile between two *s*.
15. Yesterday was hotter than any other day we had this summer.

Exercise 13. Use the suitable form of the adjectives given in the brackets.

1. Kate is (young) than Mary. 2. John is the (clever) boy in the class. 3. The weather is (dull) today than it was yesterday. 4. London is one of the (big) cities in the world. 5. This sentence is (difficult) than the first one. 6. My dog is as (good) as yours. 7. His dog is (good) than yours. 8. Her dog is the (good) of the three. 9. The cat is much (happy) in her new home. 10. My cold is (bad) today than it was yesterday. 11. This mountain is the (high) in Europe. 12. This piece of homework is as (bad) as your last one. 13. This piece of homework is (bad) than your last one. 14. This piece of homework is the (bad) you have ever done. 15. Richard is not as (tall) as Tom. 16. Tom is (tall) than Richard. 17. Tom is the (tall) boy in the class. 18. Athens is (far) from London than Rome is. 19. Jack

is (rich) than Richard, but I don't think he is (happy) than Richard. 20. Summer is (warm) than winter. 21. Robert and Paul are the (noisy) boys that I know. 22. Boys are always (noisy) than girls. 23. Summer is the (warm) of the four seasons. 24. Winter in London is (foggy) than in Paris.

Exercise 14. Translate into English.

1. Последний поезд прибывает в полночь.
2. Моя старшая сестра на два года старше меня.
3. Этот текст гораздо труднее, чем тот, который мы переводили на днях.
4. Комната хорошая, но всё же не такая хорошая, как мне бы хотелось.
5. Я не так молод, как Вы.
6. Этот мальчик — старший сын моего старейшего друга.
7. Скажите, пожалуйста, где ближайшая остановка автобуса.
8. Ждите дальнейших распоряжений.
9. Эта проблема не так серьезна, как Вам кажется.
10. Ваша сестра очень талантлива. Пожалуй, самая талантливая из молодых художников.
11. Сибирь — один из самых богатых районов нашей страны.
12. Нам нужен стол поменьше, так как комната небольшая.
13. Вам нужны обои посветлее, тогда Ваша комната будет не такой мрачной.
14. Я читала обе статьи. Первая значительно интереснее второй.
15. Ей столько же лет, сколько мне, хотя она и выглядит значительно моложе.
16. Чем внимательнее Вы будете выполнять задания, тем успешнее будет Ваша учеба.
17. Чем труднее задача, тем больше времени занимает решение ее.

ИНФИНИТИВ (THE INFINITIVE)

Инфинитив, являясь неличной формой глагола, имеет свойства как существительного, так и глагола. Инфинитив может выполнять функции подлежащего, дополнения, обстоятельства, определения, а также может быть именной частью составного сказуемого:

To make mistakes is easy. It is easy to make mistakes.	Ошибиться легко. (в функции <i>подлежащего</i>)
His task was to complete the work in time.	Его задача состояла в том, чтобы закончить работу вовремя. (в функции <i>именной части сказуемого</i>)
He likes to read English.	Ему нравится читать по-английски. (в функции <i>дополнения</i>)
He stopped for a minute to rest (in order to rest).	Он остановился, чтобы передохнуть. (в функции <i>обстоятельства цели</i>)
He's looking for a place to live in .	Он ищет себе жилье. (в функции <i>определения</i>) (букв, место где он может жить)

Если определение выражено инфинитивом в пассивной форме, то на русский язык оно переводится придаточным определительным предложением с оттенком долженствования:

The texts **to be typed** today are on your desk. Тексты, которые следует напечатать сегодня, на вашем столе. (в функции *определения*).

Таблица форм инфинитива

Tense \ Voice	Active	Passive
Indefinite	He is glad to help his friend. Он рад <i>помочь</i> своему другу.	He is glad to be helped Он рад, что ему <i>помогают</i> .
Continuous	He is glad to be helping his friend. Он рад, что <i>помогает</i> своему другу (сейчас).	
Perfect	He is glad to have helped his friend. Он рад, что <i>помог</i> своему другу.	He is glad to have been helped. Он рад, что ему <i>помогли</i> .

Инфинитив в функции определения после слов **the first, the last** и т.п. переводится на русский язык глаголом в личной форме в том времени, в каком стоит глагол-сказуемое английского предложения:

He was the first **to come**.

Он **пришел** первым.

Употребление форм инфинитива

Инфинитив может выражать характер действия (длительность, законченность) и имеет залог.

1. Indefinite Infinitive (Active и Passive) обозначает действие, одновременное действию, выраженному глаголом-сказуемым:

I want **to show** you a new picture.

(Active)

Я хочу **показать** вам новую картину

I want **to be shown** a new picture. (Passive)

Я хочу, чтобы **мне показали** новую картину.

2. Continuous Infinitive (Active) обозначает действие, которое развивается одновременно с действием, выраженным глаголом-сказуемым:

Why's she so late? She can't still **be working**.

Почему она опаздывает? Не может быть, чтобы она все еще работала.

3. Perfect Infinitive (Active и Passive) обозначает действие, предшествовавшее действию, выраженному глаголом-сказуемым:

She said she was sorry **to have missed** you.

Она сказала, что сожалеет, что не встретила с вами.

Объектный инфинитивный оборот (The objective infinitive construction)

Объектный инфинитивный оборот (сложное дополнение Complex Object) представляет собой

существительное (в общем падеже) или местоимение (в объектном падеже: me, him, her, us, you, them)	} +инфинитив глагола	смыслового

Объектный инфинитивный оборот равнозначен придаточному предложению и поэтому имеет два элемента: 1) имя (существительное или местоимение), обозначающее лицо или предмет, которое совершает действие (соответствует подлежащему придаточного предложения), и 2) инфинитив, выражающий действие, совершаемое лицом или предметом (соответствует сказуемому придаточного предложения). Поэтому «Объектный инфинитивный оборот» переводится на русский язык придаточным дополнительным предложением, вводимым союзами **что, чтобы, как:**

I expect that she will come tomorrow. Я ожидаю, что она придет завтра
 I expect **her to come** tomorrow.

Объектный инфинитивный оборот употребляется после глаголов, выражающих:

1) *желание или потребность*: want, wish, desire, shouldlike

He wants me to help him	Он хочет, чтобы я помог ему.
I wish my friends to come on Sunday.	Я хочу, чтобы мои друзья пришли в воскресенье

2) *предположение, мнение, суждение*: suppose; expect; consider; assume; prove; believe; understand; think

I consider him to be dangerous.	Я считаю, что он опасен.
They expect the ship to arrive tonight.	Они ожидают, что пароход прибудет сегодня вечером.

3) *физическое восприятие и ощущение*: watch; observe; notice; see; hear; feel. После всех этих глаголов, а также после глаголов **to make, to cause** в значении *заставлять, вынудить* инфинитив употребляется без частицы *to*:

We did not see the teacher enter the room.	Мы не видели, как преподаватель вошел в комнату.
Have you heard him play the piano?	Вы слышали, как он играет на пианино?

4) *знание, осведомленность, утверждение, констатацию факта*: note; find; claim; state.

We found him (to be) dishonest.	Мы обнаружили, что он нечестен.
--	---------------------------------

5) *принуждение, разрешение или запрет*: make; cause; force; allow; permit; order; to command; to enable.

Объектный инфинитивный оборот после этих глаголов не переводится развернутым придаточным предложением:

Our English teacher makes us learn the words for every lesson	Наш преподаватель английского языка заставляет нас учить слова к каждому уроку.
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Субъектный инфинитивный оборот (The subjective infinitive construction)

Субъектный инфинитивный оборот (сложное подлежащее Complex Subject) состоит из:

существительного (в общем падеже) или местоимения (в именительном падеже: I, you, he, she, it, we, they)	} + инфинитив смыслового глагола, стоящий после сказуемого
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The results obtained are considered to be satisfactory.	Считают, что полученные результаты удовлетворительны.
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Субъектный инфинитивный оборот употребляется:

1) когда сказуемое выражено следующими глаголами в страдательном залоге: **to know**знать, **to consider**считать, рассматривать, **to say**говорить, **to state**заявлять, сообщать, **to report**сообщать, **to think**думать, считать, **to believe**, **to find**полагать, считать, **to suppose**, **to assume**предполагать, **to expect**ожидать и др.

The atom is known to emit rays of different length.	Известно, что атом испускает лучи различной длины. Или: Атом, как известно, испускает лучи различной длины.
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2) когда сказуемое выражено глаголами, которые употребляются в действительном залоге: **to seem**, **to appear**казаться, **to prove**оказываться, **to happen**оказываться, случаться.

The capacity of this mobile power station seems to range from 600 to 700 kilowatts.	Мощность этой передвижной электростанции, как оказывается, колеблется от 600 до 700 киловатт.
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Глагол **to appear** в таких предложениях часто переводится по-видимому.

This laboratory appears to be working out new possible applications of a laser.	По-видимому, в этой лаборатории разрабатываются новые возможные применения лазера.
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3) когда сказуемое выражено прилагательными: **likely** вероятный, **unlikely** маловероятный, **certain** несомненный, **sure** верный в сочетании с глаголом **to be**:

Under these conditions the output of the plant is likely to increase. The application of this device is certain to give better results.	При этих условиях <i>производительность завода,</i> вероятно, <i>увеличится.</i> Применение этого прибора несомненно даст лучшие результаты.
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Предложение с субъектным инфинитивным оборотом переводится на русский язык: 1) сложноподчиненным предложением. Сказуемое английского предложения, которое стоит в страдательном залоге (**issaid, wasconsidered**), переводится на русский язык глаголом в 3-м лице множественного числа (*говорят, полагали* и т. д.), за которым следует придаточное дополнительное предложение с союзом *что*; 2) простым предложением с вводными словами: *как известно, как считали, вероятно, по-видимому.*

Как уже говорилось, перфектные формы инфинитива выражают действие, предшествующее действию глагола-сказуемого, и переводятся на русский язык глаголом в прошедшем времени.

The new device is reported to have been put into mass production.	Сообщают, <i>что</i> этот новый <i>прибор</i> уже <i>запущен</i> в массовое производство.
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Предложный инфинитивный оборот *for*+ существительное (местоимение) + инфинитив с *to* выполняет роль любого члена предложения – дополнения, обстоятельства, части сказуемого и т. д. и переводится придаточным предложением, вводимым союзами *что, чтобы, для того чтобы*, подлежащим которого становится существительное или местоимение, стоящее перед инфинитивом, а сказуемым – инфинитив.

Everybody waited for the new data of the experiment to be published.	Все ожидали, <i>что</i> новые данные эксперимента <i>будут опубликованы.</i>
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Возможен перевод этого оборота существительным или инфинитивом.

It was important for us to solve this problem as soon as possible.	Нам было важно <i>решить</i> эту проблему как можно скорее.
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Exercise 1. Translate paying attention to the form and function of infinitives.

My hobby is to read books. I like to read books everywhere – at home, at the institute, but mostly in the bus on my way home or to the institute. If I want to read a book I always remember that some books are to be tasted, others to be swallowed (глотать), and some few to be chewed (обдумывать) and digested. I also know well that there is a great difference between the eager man who wants to read a book, and

the tired man who wants a book to read.

Exercise 2. Translate the phrases given below paying attention to the form and function of the infinitives.

I am happy to help you. I am glad to have helped him. He was glad to have been helped. I am glad to be helping them. I am glad to be helped.	I am glad to be helping them. I am glad to be helped. to send the letter to inform them the house to be built to build the road to connect two towns
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Exercise 3. Translate the phrases and say how the attribute is expressed.

the remark made

the distance travelled

the money paid

the delayed train

the translated article

the problem to be solved

the new device to be introduced

the theory to be considered

the instrument to be used

the bridge to be constructed

Exercise 4. Translate the sentences below paying attention to the form and function of the infinitives.

1. They were happy to take part in our expedition.
2. She wanted to be answered at once.
3. He was happy to be working with the famous scientist.
4. It's very difficult to drive a car in a big city.
5. Water may be used to drive dynamos which generate electricity.
6. Sputniks do not need any additional energy to move along their orbit.
7. Newton made use of the three laws of motion to explain the movement of the Moon around the Earth and of the planets around the Sun.
8. To extend the main street they had to destroy some old buildings.
9. The workers will use powerful machinery to assemble these huge units.
10. He was saving money to travel about the country.

Exercise 5. Translate the sentences below paying attention to the form and function of the infinitives.

1. The problem to be discussed is connected with the city water supply system.
2. This method is not good enough to be used everywhere.
3. A new comfortable coach was developed to transport people over long distances.
4. It did not take much time to pave the road.

5. The internal combustion engine to be used in this lorry is of a new design.
6. The road surface to be repaired was destroyed many years ago by heavy vehicles.
7. Goods to be transported to the north are stored at the railway station.
8. He was too tired to be asked any questions.
9. England looks like one well ordered park. Englishmen like to preserve various old trees. There are some trees which were even too old to be cut for building ships in the seventeenth century.
10. A high speed electronic machine has introduced great changes in carrying out various mathematical calculations. This electronic machine works according to a programme to be prepared in advance and can carry out several thousand arithmetic operations per second.

Exercise 6. Translate the sentences below paying attention to the Complex Object with the infinitives used with and without to.

1. He wanted us to visit the art exhibition.
2. I expect you to tell me everything.
3. I suppose her to be about 50.
4. The teacher does not consider him to be a good student.
5. The engineer expected the work to be done in time
6. We expect you to show good results.
7. We know him to have graduated from the Institute two years ago.
8. Everybody knows him to be working on a new book.
9. We thought him to have taken part in their experiment.
10. She felt somebody touch her.
11. We heard him come in and close the door behind him.
12. She watched the boy buy a newspaper, open it, look it through and then throw it away.
13. I heard him mention my sister's name.
14. Many people like to watch the sun rise.
15. She saw her son fall and shouted.

Exercise 8. Translate the sentences below paying attention to the Complex Subject.

1. The lecture was said to be very interesting.
2. The members of the committee are reported to come to an agreement.
3. The English delegation is believed to come at the end of the month.
4. She seems to know English and French.
5. He proved to be a good teacher.
6. This school is considered to be the best in the town
7. The weather appears to be improving.
8. The doctor happened to be there at the time of the accident.
9. She seems to be waiting for you.

10. Lake Baikal is said to be the deepest in the world

Exercise 9. Translate the sentences below paying attention to the infinitive constructions (Complex Object and Complex Subject)

1. A lot of people came to watch the ocean liner return home after a long voyage.
2. Everybody thought him to be quite a reliable person.
3. The captain declared the load to be too much for his small boat.
4. He seems to know a great deal about the history of navigation.
5. The boat, though very small, proved to be quite reliable.
6. The 20th century is considered to be the century of space travels.
7. The motor proved to be quite efficient.
8. Atomic ice-breakers are known to operate on a negligible quantity of atomic fuel.
9. The results of the test were found to be very interesting.
10. I know them to be working on the problem of protecting the cosmonauts from the effect of sun radiation.
11. Rubber is known to have been brought from America.
12. Ink is supposed to have been invented in Egypt.
13. We expected him to be appointed director of a new automobile plant.
14. This question appears to be of great importance.
15. The plan proved to be a great success.

Exercise 10. Translate into Russian paying attention to the translation of infinitives and infinitive constructions.

1. The child wanted to be taken seriously.
2. He didn't hear the boy enter the room.
3. The dog was the first to feel danger.
4. This question is too complicated to be answered at once.
5. To explain the problem the students were interested in, the engineer demonstrated some diagrams.
6. A delegation is expected to arrive in the capital of the country to discuss the creation of a shipping line to operate between the two countries.
7. The computer is said to be able to do computation in milliseconds.
8. He seemed to be completely exhausted after a whole day of hard work.
9. His knowledge of the subject proved to be both deep and many-sided.
10. Nothing could make him change his decision.
11. I tried to make him understand that his behaviour was no good.
12. He knows the language well enough to read English newspapers and magazines.

ГЛАГОЛ. THE PASSIVE VOICE

Глагол-сказуемое в PassiveVoice (страдательный залог) показывает, что подлежащее предложения является объектом действия со стороны другого лица или предмета.

I wrote three letters yesterday/Past Simple of the Active Voice/-

Three letters were written yesterday/ the Past Simple Passive /

Времена страдательного залога образуются при помощи вспомогательного глагола в соответствующем времени действительного залога и глагола-сказуемого в форме причастия прошедшего времени Participle II (-ed /III форма неправильного глагола) глагола сказуемого.

– Объект действия выражен подлежащим, а субъект действия либо совсем не упоминается, либо указан с предлогами by или with.

Football is played all over the world. / The sky was covered with clouds.

Времена Perfect Continuous и Future Continuous в страдательном залоге не употребляются.

ACTIVE PASSIVE

Present Simple:	We bake the bread here.	The bread is baked here.
Present Continuous:	We are baking the bread.	The bread is being baked.
Present Perfect:	We have baked the bread.	The bread has been baked.
Past Simple:	We baked the bread yesterday.	The bread was baked yesterday.
Past Continuous:	We were baking the bread.	The bread was being baked.
Past Perfect:	We had baked the bread.	The bread had been baked.

Future Simple:

To be going to: We will bake the bread next.

We are going to bake the bread. The bread will be baked next.

The bread is going to be baked.

Modals: We should bake the bread soon. The bread should be baked soon.

Exercise 1. Open the brackets.

1. Those magazines (return) to the library yesterday.
2. Why your home task (not/do)?
3. The children (take) to the circus this afternoon.
4. Dictionaries may not (use) at the examination.
5. This room (not/ use) for a long time.

Exercise 2. Translate into English.

1. Его часто посылают за границу.
2. Телеграмма была получена вчера.

3. Когда будет переведена эта книга?
4. Кому поручили это задание?
5. Мне предложили очень интересную работу.

Exercise 3. Rewrite these sentences beginning with the underlined words.

Model: Thieves robbed a woman. – A woman was robbed.

1. They may ban the film.
2. They offered Nancy a pay increase.
3. We need to correct the mistakes.
4. Someone reported that the situation was under control.
5. They are testing the new drug.

Exercise 4. Each of these sentences is incorrect. Find the mistakes.

Model: Those nice glasses was break. - Those nice glasses were broken.

1. The story was written Agatha Christie.
2. Baseball do play at this stadium.
3. This shirt needs iron.
4. I cut my hair yesterday.
5. My parents divorce- themselves last year.

РАБОТА НАД ТЕКСТОМ

Чтение иностранного текста нельзя сводить к переводу всех слов предложения по порядку их следования. Задача состоит в расшифровке смысла предложения: нужно переводить не слова, а мысли.

Для того чтобы понять английское предложение, содержащее большое количество незнакомых слов, поискам в словаре должен предшествовать и сопутствовать лексико-грамматический анализ предложения. Такой анализ дает возможность определить, какую грамматическую функцию в предложении выполняет то или иное слово. Необходимо научиться выделять даже в самых запутанных предложениях основной стержень – подлежащее, сказуемое, дополнение (начинать следует со сказуемого, слева окажется подлежащее, а справа - дополнение). Их можно определить не только по месту расположения в предложении (см. *Порядок слов*), а также по некоторым формальным признакам. Например, подлежащее обычно бывает выражено личным местоимением или существительным, а признаками имен существительных могут быть множественное число, наличие артиклей, суффиксов. Сказуемое обычно выражено глаголом. Признаки глагола следующие: если предложение содержит личное местоимение или относительные местоимения *who, which* или *that*, а за этими местоимениями следует одно слово без стоящих перед ними вспомогательных или модальных глаголов, то, как правило, это слово представляет собой личную форму глагола в настоящем или прошедшем простом времени (*The Present and Past Simple Active Voice*).

<i>We built new houses for workers.</i>	Мы строили новые дома для рабочих.
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Показателями сложной глагольной формы являются вспомогательные и модальные глаголы: *will, should, would, must, can (could), may (might), to be, to have, to do*. Однако главным определяющим словом является смысловой глагол.

<i>I have not read this book.</i>	Я не прочитал этой книги.
<i>They will arrive at 7 tomorrow.</i>	Они придут в семь часов завтра.

Следует помнить, что глаголы “*to be*” и “*to have*” могут быть в предложении и самостоятельными.

<i>The engineer has a plan.</i>	У инженера есть план.
<i>The engineer was in a shop.</i>	Инженер был в цехе.

Если за личной формой этих глаголов следует инфинитив с частицей “to”, данное сказуемое является глагольным, а глаголы “to be” и “to have” выступают как модальные глаголы.

The engineer *has to* make the plan. Инженер должен составить план.

The engineer *was to* meet us in the shop. Инженер должен был встретить нас в цехе.

Сказуемое, выраженное сложной глагольной формой, может быть расчленено другими словами, чаще всего наречиями.

This method *is highly efficient*. Этот метод высокоэффективен.

Ниже дается пример анализа и перевода простого распространенного предложения. Предложение разделено на звенья на основе формальных показателей.

5	6	7	8	
With the construction of new refineries and with the application of new methods				
9	2	3	1	4
in oil refining the yield of gasoline is steadily increasing in Russian Federation .				

Выделяем главные смысловые слова – сказуемое (1) и подлежащее (2):
increase – увеличивать, возрастать; yield – выпуск.

Определяем по составным элементам (*is increasing*), что сказуемое стоит в настоящем продолженном времени, действительный залог (The Present Continuous tense, Active Voice). Вспомогательный и смысловый глаголы разделены наречием “*steadily*”.

Группа 3 с предлогом “*of*” является определением к подлежащему. Группы 5, 7, начинающиеся с предлогов в сочетании с группами 6, 8, 9 являются в предложении обстоятельством, а сочетания 6, 8, 9 являются в свою очередь определениями. После того, как найдены значения неизвестных слов, предложение переводится:

С постройкой новых нефтеперегонных заводов и в результате применения новых методов перегонки нефти выпуск бензина в Российской Федерации неуклонно возрастает.

НЕПРАВИЛЬНЫЕ ГЛАГОЛЫ (IRREGULAR VERBS)			
Infinitive	Past Indefinite	Participle II	Перевод
to be	was, were	been	быть
to bear	bore	born	рождать
to beat	beat	beaten	бить
to become	became	become	становиться
to begin	began	begun	начинать(ся)
to blow	blew	blown	дуть
to break	broke	broken	ломать, разбивать
to bring	brought	brought	приносить
to broadcast	broadcast; ~ed	broadcast; ~ed	передавать по радио
to build	built	built	строить
to burn	burnt	burnt	гореть, жечь
to buy	bought	bought	покупать
to catch	caught	caught	ловить, хватать
to choose	chose	chosen	выбирать
to come	came	come	приходить, приезжать
to cost	cost	cost	стоить
to cut	cut	cut	резать
to deal (with)	dealt (with)	dealt (with)	иметь дело с
to do	did	done	делать
to draw	drew	drawn	рисовать, чертить
to dream	dreamt; ~ed	dreamt; ~ed	мечтать
to drink	drank	drunk	пить
to drive	drove	driven	везти, управлять
to eat	ate	eaten	есть (принимать пищу)
to fall	fell	fallen	падать
to feed	fed	fed	кормить, питать
to feel	felt	felt	чувствовать
to fight	fought	fought	бороться
to find	found	found	находить
to fly	flew	flown	летать
to foresee	foresaw	foreseen	предвидеть
to forget	forgot	forgotten	забывать
to freeze	froze	frozen	замерзать, замораживать
to get	got	got	получать, становиться
to give	gave	given	давать
to go	went	gone	идти, ехать
to grow	grew	grown	расти, становиться
to hang	hung	hung	висеть, вешать
to have	had	had	иметь
to hear	heard	heard	слышать
to hold	held	held	держать, владеть

to keep	kept	kept	держать, хранить
to know	knew	known	знать
to lay	laid	laid	класть
to lead	led	led	вести
to learn	learnt; ~ed	learnt; ~ed	учиться, узнавать
to leave	left	left	оставлять, уезжать
to let	let	let	позволять, пускать
to lie	lay	lain	лежать
to light	lit (lighted)	lit (lighted)	зажигать, освещать
to lose	lost	lost	терять
to make	made	made	делать
to mean	meant	meant	значить, предполагать
to meet	met	met	встречать
to overcome	overcame	overcome	преодолевать
to pay	paid	paid	платить
to put	put	put	класть
to read	read	read	читать
to ring	rang	rung	звонить, звенеть
to rise	rose	risen	вставать
to run	ran	run	бежать
to say	said	said	говорить, сказать
to see	saw	seen	видеть
to sell	sold	sold	продавать
to send	sent	sent	посылать
to set	set	set	ставить, устанавливать
to shine	shone	shone	сиять, блестеть
to show	showed	shown	показывать
to sit	sat	sat	сидеть
to sleep	slept	slept	спать
to speak	spoke	spoken	говорить
to spend	spent	spent	тратить, проводить
to split	split	split	расщеплять
to spread	spread	spread	распространять(ся)
to stand	stood	stood	стоять
to strike	struck	struck	ударять
to swim	swam	swum	плавать
to take	took	taken	брать
to teach	taught	taught	учить, обучать
to tell	told	told	рассказывать
to think	thought	thought	думать
to throw	threw	thrown	бросать
to undergo	underwent	undergone	подвергаться
to understand	understood	understood	понимать

to wake	woke; ~ed	woken; ~ed	будить, просыпаться
to wear	wore	worn	носить
to win	won	won	выигрывать
to withstand	withstood	withstood	противостоять
to write	wrote	written	писать

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