

В.А. Симхович

# **ПРАКТИЧЕСКАЯ ГРАММАТИКА АНГЛИЙСКОГО ЯЗЫКА**

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## **PRACTICAL ENGLISH GRAMMAR**

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**Рецензенты:** доктор филологических наук, профессор Минского государственного лингвистического университета *З.А. Харитончик*; кафедра английского языка гуманитарных специальностей факультета международных отношений Белорусского государственного университета

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Учебное пособие предназначено для развития и совершенствования грамматических навыков. Грамматические навыки закрепляются при помощи системы коммуникативно-ориентированных упражнений, направленных на подачу грамматического материала в речевых образцах, рецептивное усвоение отдельных грамматических структур, а также моделирование упражнений на продуцирование устной и письменной речи. Упражнения разработаны на основе аутентичной языковой базы, сочетающей общую, разговорную и профессионально ориентированную лексику широкого гуманитарного характера, что позволяет усвоить страноведческую информацию, необходимую для пребывания в стране, и обеспечить коммуникацию специалистов гуманитарного профиля в рамках их профессиональной сферы.

Для студентов учреждений высшего образования по гуманитарным специальностям, а также широкого круга лиц, изучающих английский язык.

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## ПРЕДИСЛОВИЕ

Развитие политических, экономических и культурных связей Республики Беларусь со странами мирового сообщества подтверждает востребованность иностранных языков. Одновременно высокие требования предъявляются к качеству владения иностранными языками специалистами в различных сферах профессионально-трудовой деятельности. Выпускники высших учебных заведений, которые готовят специалистов по гуманитарным специальностям, в целом должны уметь использовать иностранный язык как средство профессиональной деятельности, применять знания для решения практических задач, обладать академическими, социально-личностными и профессиональными компетенциями. Использование иностранного языка предполагает сформированные навыки различных видов чтения, диалогического и монологического говорения в типичных ситуациях социокультурного и профессионального общения, восприятия на слух иноязычной речи с последующим выражением коммуникативного намерения по поводу услышанного, навыки реферирования и аннотирования профессионально ориентированных и общенаучных текстов и др. Современный специалист гуманитарного профиля в силу специфики своей профессиональной деятельности должен обладать высоким уровнем коммуникативной компетенции, включающей языковую, речевую, социокультурную, учебно-познавательную и другие ее разновидности.

Поскольку полноценная коммуникация не может происходить вне или при отсутствии грамматики, знание грамматической системы языка и правил ее функционирования в процессе коммуникации составляет основу языковой компетенции. Понимание грамматического строя языка с позиций современной английской литературной нормы и узуса, а именно владение знаниями об уместности употребления грамматических структур в определенных ситуациях и сферах коммуникации, их маркированности по принадлежности к форме речи, стилю и варианту языка способствует формированию устойчивой языковой компетенции будущих специалистов гуманитарной сферы в целом и специалистов сферы бизнес-коммуникаций и внешнеэкономической деятельности в частности.

Учебное пособие «Практическая грамматика английского языка» подготовлено в соответствии с Типовой учебной программой «Иностранный язык» для высших учебных заведений ТД-С.1.013/тип и в контексте образовательных стандартов и учебных программ нового поколения. В его основе лежат компетентностный подход, практическая

ориентация и направленность на развитие коммуникативной компетенции будущего специалиста в предполагаемых сферах его профессиональной деятельности.

Основная цель данного учебного пособия состоит в том, чтобы обеспечить, с одной стороны, совершенствование навыков правильного грамматического оформления речи на базе лексического и грамматического материала, усвоенного в рамках школьной программы, а с другой стороны, дальнейшее развитие лингвистической и коммуникативной компетенции с учетом специфики конкретных специальностей гуманитарного профиля учреждения высшего образования. Реализация данных целей, а также необходимость освоения вариативности грамматической системы и стимулирование познавательной деятельности студентов обусловили структуру пособия, подачу грамматического материала в речевых образцах, а также моделирование различных упражнений, направленных на продуцирование устной и письменной речи, и рецептивное усвоение отдельных грамматических структур.

Учебное пособие строится на основных методических принципах обучения иностранным языкам: коммуникативной и профессиональной направленности, обучения на основе речевых образцов при доминирующей роли системно-деятельностного подхода к обучению иностранному языку. В нем сделан акцент на дифференцированном подходе к разработке разных по трудности грамматических тем, последовательной детализации упражнений, использовании элементов ролевых игр, моделировании бытовых и производственных ситуаций и т.д.

Грамматический материал подается по разделам, каждый из которых включает теоретическую и практическую части. При разработке системы упражнений наряду с использованием традиционного подхода к грамматическим явлениям были учтены достижения современной грамматики, проявляющиеся в ориентации на функциональный аспект языка и выявление коммуникативных особенностей использования языка. Поскольку в условиях коммуникативного обучения все упражнения должны иметь речевой характер, основную часть упражнений составляют ситуативные упражнения. Системно-деятельностный подход обусловил наличие всего многообразия упражнений: иллюстративных, тренировочных, репродуктивных и рефлексивных по всем разделам морфологии английского языка, а также контролирующих упражнений, в частности тестов и упражнений на перевод с русского языка на английский. Упражнения структурированы в плане последовательности усвоения речевых образцов, а также лексического наполнения. Речевые образцы усваиваются как на базе общеупотребительной лексики, используемой в обыденных ситуациях общения и межличностной коммуникации, так и профессионально ориентированной лексики, необходи-

мой для реализации коммуникации в сфере управления, информационных технологий, бизнеса, образования, хозяйственного права, культуры, спорта и др.

Дальнейшее развитие процессов глобализации и международных связей в мировом сообществе обусловили включение в учебник новых, актуальных социолингвистических и социокультурных реалий, что позволило расширить его экстралингвистическую компоненту. Широкая экстралингвистическая компонента способствует усвоению грамматической системы английского языка в соответствующих речевых ситуациях, познавательных по своему содержанию и идиоматичных по построению и лексическому наполнению. Коммуникативная направленность упражнений и их разнообразие позволяют закрепить грамматические образцы и избежать при этом монотонности, которая часто присутствует в процессе изучения грамматики.

Обширный диапазон диалогов и коммуникативных реплик делает возможным использование учебного пособия не только студентами гуманитарных специальностей, но и широким кругом лиц, имеющих определенную языковую подготовку, которые хотели бы совершенствовать свои знания английского языка. Системность подачи грамматического материала позволяет использовать данное пособие в качестве справочника, а наличие ключей дает возможность использовать его и для самостоятельной работы.

Автор выражает глубокую благодарность доктору филологических наук, профессору Минского государственного лингвистического университета З.А. Харитончик и коллективу кафедры английского языка гуманитарных специальностей факультета международных отношений Белорусского государственного университета за ценные замечания во время рецензирования рукописи.

*Автор*

# THE NOUN

## THE PLURAL OF NOUNS

Normally countable nouns form the plural by adding -s to the singular form while uncountable nouns have no plural.

### Regular nouns

Singular	Plural
job customer shop	jobs customers shops

### Other plural forms

Forms of plural	Examples
-es	boss – bosses, branch – branches, loss – losses <b>but:</b> epoch – epochs, monarch – monarchs, stomach – stomachs
-es -s	commodity – commodities, company – companies key – keys, valley – valleys
-es -s -s or -es	potato – potatoes, tomato – tomatoes bungalow – bungalows, radio – radios, photo – photos cargo – cargos or cargoes, volcano – volcanos or volcanoes
-f into -ves	knife – knives, shelf – shelves <b>but:</b> chef – chefs, chief – chiefs, gulf – gulfs, safe – safes

### Irregular nouns

Forms of plural	Examples
<i>change of the root vowel</i> <i>no changes</i> -en	man – men, woman – women means – means, species – species child – children, ox – oxen

## Compound nouns

Types of nouns	Examples
non-hyphenated: the last word is used in the plural	businessman – businessmen onlooker – onlookers
hyphenated: the main meaningful word is used in the plural	editor-in-chief – editors-in-chief hotel-manager – hotel-managers
hyphenated: if the first word of the compound is <b>man</b> or <b>woman</b> , both words are used in the plural	man-servant – men-servants woman-doctor – women-doctors

## NOTES

1. Some nouns from Latin and Greek retain their original plural form: *analysis – analyses, consortium – consortia, crisis – crises, criterion – criteria, datum – data, phenomenon – phenomena, radius – radii, stimulus – stimuli, medium – media*, etc.

2. Mind that the following nouns are usually uncountable in English but often countable in other languages: *accommodation, advice, fruit, hair, knowledge, money, news, traffic, trouble, work*, etc.

Many nouns can be used both as countable and uncountable. Usually there is a difference in meaning:

**paper** / *I bought a paper.* (– a newspaper – countable)

*I bought some paper.* (– material for writing on – uncountable)

3. Some nouns as goods are used only in the plural: *clothes, glasses / spectacles, jeans, leggings, scissors, shorts, tights, trousers*, etc. We can also use **a pair of ...** with these words:

*I bought some new jeans (a pair of jeans).*

4. The following nouns end in -s but they are not usually plural: *athletics, economics, news, mathematics, physics, statistics*:

*What time is the news on television?*

*Economics is my favourite subject.*

The nouns *means, series, species* end in -s and can be singular or plural:

*a means of transport*

*many means of transport*

*a species of bird*

*200 species of birds*

5. The nouns in the singular *family, audience, committee, government, staff, team*, etc. are used with a plural verb when they denote a number of people:

*The government (– they) want to reduce taxes.*

A singular verb (*The government wants ...*) is also possible.

6. Names of sport teams and the following nouns *police, cattle, people* are always used with a plural verb:

*Brazil are playing France in a football match tonight.*

*Are the police well paid?*

7. Sometimes a plural noun is used with a singular verb. You do this when you talk about a sum of money, a period of time, a distance:

*Three years (= it) is a long time to be without a job.*

## **EXERCISES**

**1. Divide the following English nouns into countable and uncountable, and write them down in two lists. Use a dictionary if necessary to check.**

Affair, bank, bunch, cattle, computer, decision, datum, density, downfall, economy, euro, formula, galaxy, income, information, knowledge, labour, law, market, message, money, network, piracy, right, realization, security, service, smart-phone, software, society, traffic, youth.

**2. Give the plural of the following nouns.**

Basis, bell-boy, bid, calf, cargo, child, commodity, consumer, credit, criterion, degree, deposit, employee, epoch, gadget, office-manager, job, iPhone, license, loss, loaf, man, means, medium, money, passer-by, plant, policy, product, safe, sheep, shop-assistant, species, technology, tooth, quiz, venture, woman-economist.

**3. Write the singular of the following nouns.**

Accounts, benefits, businessmen, bunches, calves, cargos, chefs, costs, deals, deer, devices, enterprises, factories, feet, keys, liabilities, loaves, monarchs, panels, phenomena, printers, proofs, radii, scenarios, secretaries, series, services, stimuli, theses, tomatoes, valleys, villages, watches, websites, zeros.

**4. Make these sentences plural.**

1. A woman is busier than a man. 2. The shop is closed today. 3. The receptionist is helpful. 4. The roof of the building was broken by the storm. 5. The SMS was sent. 6. He suggested some advice. 7. The gadget is cool. 8. The purchase is expensive. 9. The office-manager should sort out papers. 10. The given technology is not effective. 11. The bribe is forbidden by law. 12. The interest rate is low. 13. The loss is excessive. 14. The employee was hired. 15. The enterprise has increased its output.



### 5. Make the following sentences singular.

1. Take these loaves of bread. They are fresh. 2. Ted had no stimuli to get a higher education. 3. The mysteries of the storms were revealed. 4. He taught the children to use the skype. 5. There are some interesting coins in Nick's collection. 6. What are the criteria for this estimation? 7. These jobs are very prestigious. 8. He is liable for debts. 9. Some businesses are risky. 10. These gadgets were invented in late XX century. 11. The utility rates are high. 12. These brands are in the top ten. 13. His deals are always lawful. 14. The LG washing machines are rather cheap. 15. There were several small losses. 16. Customers like seasonal sales.

6. Combine a word from box A with a word from box B to form a compound noun. Then use the nouns to complete the sentences below, making the noun plural where necessary. The first one has been done for you.

#### A

ash	hand	news	rain
soft	shop	ear	head
arm	web	house	market

#### B

bag	site	assistant	coat
ring	line	chair	ware
paper	tray	work	place

1. Hadn't you better take your raincoat? It's awfully cloudy. 2. Have you seen today's ...? The Prime Minister's resigned! 3. I get the shopping on Thursday and do all the ... on Friday so the weekend is free for the family. 4. Could you pass me that ... ? I want to have a cigarette. 5. Why don't you sit in the ... ? You'll be more comfortable. 6. Have you finished with the ... ? I want to see what's on TV tonight. 7. I asked the ... for advice about the gift. She was very helpful. 8. What a pretty pair of ... ! Are those diamonds? 9. If you pass me my ... , I'll give you the money now. 10. There is no computer without ... . 11. Companies often use their own ... to promote goods. 12. The ... was usually situated in the centre of the settlement.

### 7. Write the plural of the following compounds.

Best-seller, boiler-room, cattle-truck, common council, custom-house, death tax, deck-cargo, gas-field, grown-up, hardhead, hat-check girl, headline, housewife, jackpot, key point, knocker-up, lady-in-waiting, looker-in, man-of-war, market-place, mischief-maker, newsflash, oak-nut, oil-well, package holiday, paper clip, passer-by, pathway, share-list, stakeholder, thread mark, toll-bar, woman-tutor.

**8. Complete the following sentences using the nouns given in the box. The first one has been done for you.**

progress	advice	accommodation	behaviour	experience
paper	labour	information	luggage	permission
		knowledge	homework	furniture

1. We haven't got anywhere to live. We're looking for (some) **accommodation**. 2. I can't come out tonight. I've got a lot of ... to do. 3. "I have some ... at the station", he said and he asked her how he could have it. 4. His ... in economic subjects is brilliant. 5. Carla's skills in using information technologies have improved. She has made ... . 6. I want to write down the e-mail address of our partner. Have you got any ... ? 7. I didn't know how to start up the appeal about bad service in the shop. So I asked Jack for ... . 8. They've got some lovely ... , but just look at the price! 9. They'll tell you all you want to know about the personnel. They'll give you plenty of ... . 10. If you want to leave work earlier, you have to ask for ... . 11. Physical ... is difficult but it is not well-paid. 12. His ... doesn't comply with the Ethic code of our company. He may be sacked. 13. I don't think Ann will get the job. She hasn't got enough ... .

**9. Paraphrase each sentence using the word in brackets.**

**Example:** He told me how my friend in the States was getting on. (*news*)      He gave me **news** about my friend in the States.

1. He told me how to work the machine. (*advice*) 2. For the conference we hope to stay at the Hilton hotel. (*accommodation*) 3. She has shown that computer crime is in fact very widespread. (*evidence*) 4. I had never seen such a complex and expensive machine. (*equipment*) 5. He told me many details about how the computer programme was prepared. (*information*) 6. A team of scientists is looking into ways of using computers in medicine. (*research*) 7. We have not yet had time to evaluate these facts. (*data*) 8. I want to leave the factory. My operations at the conveyor are very tiresome. (*work*)

**10. Choose the appropriate noun for each sentence.**

1. I must get my ... cut. He has a few gray ... . (*hairs / hair*) 2. There are pears, oranges and other ... on the table. ... is useful for our health. (*fruit / fruits*) 3. I like to read in train, so I bought ... . I need ... to write a report. (*a paper / some paper*) 4. When water freezes, it changes into ... . Will you

bring us two chocolate ... ? (*ice / ices*) 5. She doesn't like the vase. The ... is not transparent. Where have I put my ... ? I can't read a thing. (*glass / glasses*) 6. Three ... , please. I like strong ... . (*coffee / coffees*) 7. We had a lot of interesting ... during our holiday. You need ... for this job. (*experience / experiences*) 8. Sorry I'm late. I had ... with the car this morning. There are always no ... with his studies. (*trouble / troubles*) 9. But commodity ... are less satisfactory as media of exchange and stores of value. This ... belongs to the boss. (*money / moneys*) 10. Can you tell me how many thousands of ... are produced at the plant every day? Our college was built of ... . (*brick / bricks*) 11. He's 75 but he is in possession of all his ... . The ... of our University consists of highly qualified specialists. (*faculty / faculties*) 12. After spending most of his life travelling round the world, he is now writing a book about his ... . A manager should have ... in solving such problems. (*experience / experiences*)

# **11. Complete the following sentences with nouns ending in -s. Remember that some of them can be both singular and plural.**

**Example:** This plant is a very rare ... . This plant is a very rare *species*.

1. She can't see very well. She needs ... . 2. The bicycle and the car are ... of transport. 3. Footballers don't wear trousers when they play. They wear ... . 4. Be careful! The ... to the office is steep. 5. I know he's very clever but ... are not the only thing in life. 6. The ... are out of fashion. 7. Kate is going to write a ... of articles for her local paper. 8. If you want to buy some new ..., the shop I would recommend is Harrison's. 9. Our employees planted different ... of trees. The action was part of their company's practice of social responsibility. 10. Put the suitcase on the ... so I can see how much it weighs. The excess luggage should be paid. 11. He reads the *Financial Times* to get the ... about the exchange rates. 12. The ... produced by *Sony* are always of excellent quality. 13. The ... of our corporation is situated in Brussels. 14. My ... are not high but at least they are regular.

Prompts: *scales, glasses, clothes, brains, series, means, trousers, shorts, news, goods, species, stairs, headquarters, earnings.*

# **12. Choose the appropriate form of the verb, singular or plural.**

1. Fortunately the news ... (*wasn't / weren't*) as bad as we had expected. 2. England ... (*has / have*) won all their football matches this season. 3. I'm going to take a taxi. Six miles ... (*is / are*) too far for me to walk. 4. The china ... (*was / were*) good, of a delicate pattern. 5. Two years ... (*isn't / aren't*) long enough to get the necessary experience in the branch. 6. Cheap

clothes ... (*is / are*) usually on sale. 7. When ... (*was / were*) this patent licensed? 8. The baggage ... (*contain / contains*) apparatus and appliances. 9. The police ... (*want / wants*) to interview the chief executive officer about the bribe. 10. The money ... (*was / were*) so scarce that it could fairly be said not to exist at all. 11. The means for a business start-up ... (*was / were*) easily found. 12. The steelworks ... (*was / were*) his country, his home, his reason for being. 13. The goods you ordered ... (*hasn't / haven't*) arrived yet. 14. Fifty dollars ... (*is / are*) a lot of money to lose.

### 13. Fill in *is* or *are* in the sentences of the following story.

You know, old Ben, who sits outside the bus station every day and begs for money? Well, he must be a rich man. His clothes ... torn and dirty, his hair ... never washed, his glasses ... broken, but his earnings ... more than enough to buy new clothes. Someone told me he takes \$50 a day in summer. People ... generous, aren't they? Now \$50 ... not much to live on, but he never spends any of it. His savings ... hidden away somewhere. He's been begging there in the same place for twenty years, which ... a very long time. And it's against law. But obviously the police ... quite happy about it.

### 14. Translate the following sentences into English. Mind the use of singular and plural nouns.

1. Я доставил три пиццы, как Вы заказывали. – Спасибо. Поднимайтесь в офис, но будьте осторожны – лестница крутая. 2. Остап Бендер любил повторять, что автомобиль – это не роскошь, а средство передвижения. 3. Какие великолепные серьги у тебя! Они, наверно, бриллиантовые? 4. Лосось любит чистую воду. Когда-то он водился в реках Беларуси. Сегодня этот вид рыб исчез, потому что среда его обитания подверглась загрязнению. 5. Знает ли полиция об украденных деньгах? – Конечно, знает. Полицейские уже спрашивали начальника отдела о том, как деньги исчезли из сейфа. 6. Я люблю делать покупки в этом супермаркете: продавцы всегда приветливы, а их советы всегда полезны. 7. Борис Акунин – очень популярный автор. Все его книги сразу становятся бестселлерами. 8. Средство для решения этой производственной проблемы нашлось очень быстро. 9. Я работаю на тракторном заводе и очень люблю свою работу. Завод стал мне вторым домом. 10. Статистика показывает, что 50% компаний становятся банкротами в первый год своего существования. 11. Наш университет готовит специалистов для различных отраслей национальной экономики – экономистов, менеджеров, бухгалтеров, маркетологов и др. Выпускники вуза, получив опыт практической работы на предприятии, начинают быстро продвигаться по карьерной лестнице. 12. Какие новости, Де-

нис? – Куратор не очень доволен моими успехами по экономической теории и математике. Он посоветовал уделять больше времени изучению этих предметов. А как же моя атлетика? Двадцать четыре часа в сутки – не так уж много времени, чтобы все успеть сделать. 13. Правительство этой страны очень нестабильно. За последние десять лет страна испытала ряд политических кризисов, а экономические проблемы идут одна за другой. 14. Акционеры компании недовольны решением совета директоров внедрять принципы корпоративной социальной ответственности. По их мнению, основной целью бизнеса является прибыль и финансовые дивиденды. По этой причине они считают, что топ-менеджеры, практикующие социальную ответственность, воруют деньги у собственников.

**15. Make up a list of things that are in fashion this season. Ask your partner for advice to choose the clothes you will look cool at the coming party.**

**16. Work in groups of three. Imagine you were speaking with your parents about your first days at the University. You like studies there and the parents, who graduated from the same University, want to know more about the subjects, teachers, methods of teaching, etc. Use as many nouns in the singular and plural as possible.**

## THE POSSESSIVE CASE

To show possession both the *of*-phrase and the possessive case 's can be used.

1. Nouns usually form possessives by adding 's. After a singular noun 's is used, after a plural noun (which ends in -s) only the apostrophe (') is used. If a plural noun does not end in -s, we use 's:

*the manager's office      Mr. Brown's savings      the boss's office*  
*the managers' office      the Browns' savings      the women's ideas*

The apostrophe 's can be used with a word-combination after the last noun:

*Mr. and Mrs. White's house*  
*Bill and Jane's accommodation*

The 's-form can be used without a following noun if the noun is used already:

*Tom's office is smaller than Ann's. (– Ann's office)*

2. The 's-form is obligatory with  
a) proper nouns: *Mr. Evans's diary*

- b) names of shops: *baker's* (shop) but: *bakery*
  - c) names of places where people live: *at my granny's* (house)
  - d) time words (today, tomorrow, Friday, etc.):  
*Have you still got last Sunday's newspaper?*
  - e) periods of time; mind that with plurals only the apostrophe (') is used:  
*Jack has got a week's leave.*  
*I need two hours' training a day.*
3. Normally the apostrophe 's is used when the first noun is a person or an animal:
- the director's office      the horse's tail*
- Otherwise (with things) the **of**-phrase is normally used:
- the beginning of the crisis      the start of the presentation*
- Sometimes 's can be used when the first noun is a thing, but it is safer and more common to use the **of**-phrase:
- the crisis's impact / the impact of the crisis*
4. Both the 's-form and the **of**-phrase can be used:
- a) when the first noun is an organization (– a group of people):  
*the government's bill / the bill of the government*
  - b) with places:  
*Britain's economy / economy of Britain*  
*the world's coal resources / the coal resources of the world*
  - c) with nouns denoting parts of the entity, or units of machines and mechanisms:  
*the company's department / the department of the company*  
*the plane's engines / the engines of the plane*
  - d) with nouns of special interest to human activity:  
*science's influence / influence of science*

## **EXERCISES**

### **1. Join two nouns to express possession. Mind different ways of doing it.**

<b>Example:</b>	the door / the room	the door of the room
	car / Ann	Ann's car

1. the camera / Kate; 2. the computer / my friend; 3. the newspaper / yesterday; 4. glasses / the colleague; 5. the car / Don and Jane; 6. the birthday / my peer; 7. the result / the interview; 8) a credit card / John; 9. a new manager / the company; 10. the savings / the Watsons; 11. the oil resources / Saudi Arabia; 12. the headquarters / the corporation; 13. the turnover / the BP; 14. the name / the partner I saw you with yesterday;

15. the cost / the delivery; 16. salary / a month; 17. the needs / the customers;  
18. the economic policy / the government.

**2. Join the sentences using the possessive case.**

**Example:** Jake works in the office on the tenth floor. It is very large.      **Jake's office on the tenth floor is very large.**

1. My parents live on a farm. It's near the Canadian border. 2. Phil has a sports car. It can do 180 kph. 3. Mr. Brown uses a computer. It saves him a lot of time. 4. Alice has made a report on personnel training. It's very good. 5. The hotel has got a new receptionist. She's very helpful. 6. Jake has got a new job. It seems to be very interesting. 7. In winter our shops sell tomatoes exported from Spain. They are not very tasty. 8. I went on a business trip to Boston. I stayed there a week. 9. The deputy manager made an analysis on the changes in the company. It was highly approved of. 10. Britain produces wool. It is of high quality. 11. The chief executive officer has got rich experience in the branch. It helps him to make the right decision. 12. The company developed its own web-site. It helps the management to inform the staff. 13. The annual meeting is tomorrow. It is important for the shareholders because the results of the corporate activities will be discussed. 14. The management has made a new offer. It's too low, so we're going to strike.

**3. Choose the singular or plural nouns from the box and fill in the blanks using the possessive forms. The first sentence has been done for you.**

holiday	climate	environment	headquarters	problems
property	earnings	home	jobs	reserves
desire	complaint	voice	revenue	expectations

1. A man's home is his castle. 2. The men ... are hard. 3. A fortnight ... is over. 4. The country... is different. 5. This cottage is not mine. It is my brother ... . 6. The earth ... is in danger. 7. The personnel ... should be solved. 8. It was only Jane ... to change the job. 9. The staff didn't approve of the management ... to cut wages. 10. The boss ... is heard in the distance if he is irritated. 11. My sister ... are regular and high. 12. The customer ... was satisfied. 13. The company ... are situated in London. 14. Venezuela ... of oil are the largest in the world. 15. *Volkswagen* ... is around US\$ 409,000 million. 16. The African nations ... for a better standard of living have increased.

**4. Change each sentence using 's with the words given in bold.**

**Example:** The newspapers **today** are full of news about the political crisis in Ukraine.      **Today's** newspapers are full of news about the political crisis in Ukraine.

1. The meeting **tomorrow** has been cancelled. 2. The storm **last week** caused a lot of damage to the grain. 3. The only factory in **the town** has been closed down. 4. He is still thinking of the *Financial Times* to come **next morning**. 5. Tourism is the main industry in **the region**. 6. A number of best employees will be awarded at the party **this evening**. 7. Crime is the product of social order in **a country**. 8. The car companies in **Japan** are doing very well. 9. Most enterprises in **the region** fell under the impact of the economic crisis. 10. The relations between the banks and industry in **Germany** have not always been conducive to success in export markets. 11. Exports from **Britain** to the United States have fallen recently. 12. The oil riches in **certain Arab states** are known to all.

**5. Using the information given, make sentences with nouns denoting periods of time and distance.**

**Example:** My house is very near here. It takes us only five minutes to get it. (*walk*)      So it's only five minutes' walk far from here.

1. I went to sleep at 3 o'clock this morning and woke up an hour later at 6 o'clock. (*sleep*) 2. If I leave the house at 8 o'clock and drive to work in London, I arrive at about 8.30 a.m. (*drive*) 3. He delayed upstairs for an instant and then he went down to the police car awaiting him. (*delay*) 4. That morning he had already done good work. It had taken him three hours. (*work*) 5. The delegation arrived in Stockholm on the 5th and left on the 8th. (*visit*) 6. Carol is leaving on holiday on the 13th. She has to come back to work on the 27th. (*holiday*) 7. I flew from Heathrow to Paris. The plane took off at 9 a.m. and landed at 10 a.m. (*flight*) 8. We began the talks with the partner at 10 o'clock in the morning and finished them at the midday. (*talks*) 9. Rex started his MBA courses at Harvard two years ago. Now he is about to leave. (*study*) 10. The *Coca-Cola Company* was set up in 1902. It has been in business for more than a century. (*history*) 11. The auditing inspection in our company started on Monday. It's Thursday but the inspectors are still working. (*auditing*)

**6. Fill in the blanks using the given nouns: bar, blade, loaf, block, glass, lump, piece, pile, slice. Use the word combinations in sentences of your own.**



1. a ... of chocolate; 2. a ... of bread; 3. a ... of soap; 4. a ... of grass; 5. a ... of sugar; 6. a ... of water; 7. a ... of ice; 8. a ... of cake; 9. a ... of rubbish.

**7. Translate the following sentences into English. Mind the use of the possessive case.**

1. Мама попросила меня купить две бутылки минеральной воды, коробку конфет, плитку шоколада и батон. Я отправился в торговый центр «Арена Сити», который находится недалеко от моего дома – в пяти минутах ходьбы. 2. Ты не знаешь, как зовут девушку, которая сейчас разговаривает с Дэном? – Это Оливия, младшая дочь мистера Джонсона, владельца компании, на которой женился Роберт, помощник моего босса. Свадьба Оливии и Роберта была одной из самых дорогих. 3. Родительский дом милее всего на свете. 4. Какой великолепный коттедж! Он твой, Пик? – Нет, не мой, хотя я в нем живу. Это собственность моего двоюродного брата. 5. В прошлом году экспорт Польши в европейские страны увеличился, не так ли? 6. На торжественном приеме, устроенном по поводу основания корпорации, присутствовали и жены топ-менеджеров. 7. Мой босс был в недельной командировке. 8. Компания «Вольво» была основана в 1927 году. За свою почти столетнюю историю она превратилась из маленькой региональной фирмы в одного из крупнейших в мире производителей автобусов, грузовых и легковых автомобилей. 9. Большинство населения страны поддерживает экономическую политику правительства. 10. Во время переговоров субординация вдруг обвинил директора по персоналу нашей компании в неэтичном поведении. Наступило минутное молчание; все почувствовали себя неловко. 11. Природа Беларуси уникальна, поэтому экологический туризм в республике должен стать перспективным бизнесом. 12. В условиях экономического кризиса многие предприятия стали сокращать издержки. Наше предприятие оказалось в их числе. Однако сотрудники не одобрили решение руководства снизить им заработную плату.

**8. Test yourself. Choose the correct form (a, b or c) to complete the sentences.**

1. Five-star hotels provide customers with restaurants, beauty parlours, ... etc.

- a) barber                      b) barber's                      c) barbers'

2. Could you take these books to the ... office, please?

- a) Dean                      b) Dean's                      c) Deans'

3. I'm borrowing ... car while they're away.

- a) Kate and Phil              b) Kate's and Phil's              c) Kate and Phil's

4. You can't sit here. That is the ... place.  
 a) director                      b) director's                      c) directors'
5. The cottage you are admiring is not mine. It is my ... property.  
 a) aunt Emily                      b) aunt's Emily                      c) aunt Emily's
6. "At ... hotel" is a novel by Agatha Christie.  
 a) Bertram                      b) Bertram's                      c) Bertrams'
7. Have you seen the ... keys anywhere?  
 a) car                      b) car's                      c) cars'
8. He got his ... salary and looked very proud.  
 a) first month                      b) first month's                      c) first months'
9. That's Mrs Davies, the ... wife, isn't she?  
 a) top-manager                      b) top-manager's                      c) top-managers'
10. Nobody can deny that ... jobs are hard.  
 a) men                      b) men's                      c) mens'
11. I strongly believe that it's a ... duty to keep house.  
 a) woman                      b) woman's                      c) womans'
12. The management of our company always keep an eye on the ... concerns.  
 a) employee                      b) employee's                      c) employees'
13. The executive manager is making a report at the ... meeting.  
 a) shareholder                      b) shareholder's                      c) shareholders'
14. Certain ... oil riches are known to all.  
 a) Arab states                      b) Arab states'                      c) Arab states's

## **THE ARTICLE**

There are three articles in English: the indefinite article **a/an**, the definite article **the** and zero article when the noun is used without any article.

### **THE INDEFINITE ARTICLE**

Normally the indefinite article **a/an** is used with singular countable nouns.

1. The indefinite article **a/an** is used

- a) with the noun mentioned for the first time:

*For lunch I had a sandwich and an apple.*

- b) in sentences beginning with *there is, it is, this is*:

*There is a newspaper on the table.*

- c) with the noun used in the general sense; so the article has the meaning of “every”:

*A good dog deserves a good bone.*

- d) to state that the object denoted by the noun belongs to a certain class:

*Tom is a very experienced worker.*

*To eat out tonight is a good idea.*

2. The indefinite article preserves its old original meaning of one with nouns denoting time, weight, measure and with numerals *hundred, thousand, million*:

*A week or two passed.*

*My new car cost a thousand pounds.*

*The butter is three dollars a kilo.*

3. *A/an* is used with singular countable nouns in exclamatory sentences and after *such, quite* and *rather*:

*What a lovely day today!*

*It's such an interesting idea, isn't it?*

## THE DEFINITE ARTICLE

The definite article **the** is used with uncountable nouns and singular or plural countable nouns.

### With countable and uncountable nouns

1. The definite article is used with the noun mentioned for the second time. Compare:

*For lunch I had a sandwich and an apple. The sandwich wasn't very nice.*

2. The definite article is used when it is clear in the situation which person or thing you mean. For example, in a room you talk about *the light / the floor / the ceiling / the door*, etc.:

*Can you close the door, please? (- the door of this room)*

3. The definite article is used when there's an attribute to point out a particular object:

*This is the house that Jack built,*

*And this is the mouse that lives in the house that Jack built.*

4. The definite article is also used with nouns denoting unique things (*the moon, the sun, the heaven*, etc.):

*The sun was bright.*

5. The definite article is used with nouns in the generic sense when the speaker talks about a type of plant, animal, or a type of machine, invention or musical instrument:

*The bicycle is an excellent means of transport.*

*My favourite flower is the tulip.*

*Can your daughter play the piano?*

6. The definite article is also used with nouns in word-groups the first component of which is *some, many, most, none*, and the second one is a noun with the preposition of:

*Most of the novels by G. Durrel are devoted to animals.*

7. The definite article is used with nouns modified by the pronoun *same* or by *next, wrong, right, very*, etc.:

*What is the next question, please?*

*But: I'll do it next week.*

8. The definite article is used with nouns modified by adjectives in the superlative degree:

*The Dnieper is the longest river in Belarus.*

9. The definite article can be used with following adjectives (without a noun): *the blind, the dead, the deaf, the disabled, the injured, the old, the poor, the rich, the sick, the unemployed, the young*. Their meaning is always plural:

*Do you think the rich should pay more taxes?*

10. The definite article is used with some nationality adjectives to denote "the people of that country":

*The French are famous for their food.*

## With proper nouns

1. The definite article is used with proper nouns when they denote the whole family:

*The Browns lived in this house 10 years ago.*

2. The definite article is also used with names of persons that are modified by a particularizing attribute:

*He was again the Elvis Presley everybody knew.*

3. The definite article is used with the following geographical names:

a) names of oceans, seas, rivers, lakes (without the word *lake*) and canals: *the Atlantic* (Ocean), *the Red Sea, the Nile, the Panama Canal*;

b) mountain ranges which usually have plural names: *the Rockies, the Alps*;

c) island groups which usually have plural names: *the British Isles, the Canaries*;

d) regions and provinces: *the Far East, the Crimea, the Caucasus*;

e) countries and states which include words **republic, union, kingdom, states**: *the Republic of Belarus, the United Kingdom, the United States (of America).*

The definite article is also used with plural names: *the Netherlands, the Philippines.*

**Exceptions:** **the Congo, the Lebanon, the Hague (the city)**

4. Normally the definite article is used with the names of:

hotels	<i>the Hilton, the Ritz</i>
restaurants / pubs	<i>the Bombay Restaurant, the Red Lion (pub)</i>
theatres	<i>the National Theatre, the Palace Theatre</i>
cinemas	<i>the ABC, the Odeon</i>
museums / galleries	<i>the British Museum, the Tate Gallery</i>

**But:** The definite article is not used with names of shops, banks, hotels, restaurants, etc. that are named after the people who started them.

These names end in **s** or **'s**:

restaurants	<i>Maxim's, McDonald's, Luigi's Italian Restaurant</i>
shops	<i>Harrods, Selfridge's</i>
banks	<i>Lloyds Bank, Barclays Bank</i>
hotels	<i>Claridge's</i>
churches	<i>St Paul's Cathedral</i>

5. The definite article is also used with the names of places, buildings, etc. with of:

<i>the Great Wall of China</i>	<i>the Tower of London</i>
<i>the Houses of Parliament</i>	<i>the Bank of England</i>

6. The definite article is also used with names of British and American newspapers and magazines: *the Times, the Daily Telegraph.*

**But:** No article is used with the names of Russian newspapers: *Moscow News.*

7. The definite article is also used with the names of cardinal points: *the North, the East, the South, the West.*

## THE ZERO ARTICLE

1. Normally no article is used with a noun (an abstract one or a countable one in the plural) when something is meant in general:

*I like animals.*

*Knowledge is power.*

2. No article is used with proper nouns (names of people, streets, roads, individual islands, mountains, countries and states, towns and cities, continents and lakes when the word *lake* is used):

*My friend Ted lives in Piccadilly Circus in London.*

*Where is Lake Baikal situated?*

**Exceptions:**     **the High Street, the Strand** (street)

No article is used with the names consisting of two nouns when the first word is the name of a person or a place:

*Kennedy Airport*

*Westminster Abbey*

*Victoria Station*

*Hyde Park*

*Buckingham Palace*

*Oxford University*

3. No article is used with names of materials, metals, food products used in the general sense:

*Gold is an expensive metal.*

*Milk is good for children.*

4. No article is used with nouns after the verbs **to elect**, **to appoint**, **to make**:

*He was appointed sales manager.*

5. No article is used with nouns in direct address:

*Good afternoon, professor.*

6. No article is used before nouns in newspaper headlines, telegrams and stage directions:

*Fog stops play.*

7. No article is used with the nouns modified by cardinal numerals:

*Open your books on page 75.*

8. **Prison, school, university, college, church.** You say a criminal goes to prison, a child goes to school, etc. You do not use **the** when you are thinking of the idea of these places and what they are used for. Compare:

*After I leave school, I want to go to university.* (as a student)

**But:** *Mr. Brown went to the school to meet his son's teacher.* (He did not go there as a pupil.)

## NOTE

There is a number of fixed word-combinations in which the nouns are used with the indefinite article (list 1), with the definite article (list 2). List 3 contains the word-combinations without any article with nouns.

**List 1:** a lot of, a great deal of, a good deal of, a great number of, a few, a little, all of a sudden, as a result of, as a matter of fact, at a time, for a short (long) time, in a loud (low) voice, it is a pity, to be in a hurry, to be at a loss,

to have a good time, to have a mind, to have a headache, to have a cold, to go for a walk, to take a seat, it's a shame.

**List 2:** in the morning, in the afternoon, in the evening, in the night, in the country, on the right (left), on the one (other) hand, on the whole, the day before yesterday, the day after tomorrow, the other day, to go to the cinema (the pictures, the theatre), to tell the truth, to pass the time. What is the time?

**List 3:** at night, at dinner (breakfast, supper), at home, at school, at work, at dawn (sunset), at first sight, at table, in (on) time, at war, in debt, in fact, in conclusion, on board a ship (train, plane), on deck, on sale, on credit, by bus (train, tram, boat, plane), by air, by day, by post, by air mail, by heart, by chance, by mistake, by name, day after day, day and night, to be in bed, to go to bed, after school, from morning to (till) night, from time to time, to have breakfast (lunch, dinner, supper), to be in hospital, to keep house, at sunrise, at sunset, to start (finish) work, to go (come, get, arrive) home.

## **EXERCISES**

**1. Say what these things are. Mind the use of the indefinite or zero article.**

**Example A:** an ant?

It's an insect.

an eagle?	a skyscraper?	a TV set?	a banker?	Microsoft?
an oak?	a train?	a computer?	an employee?	Europe?
a whale?	a table?	an iPhone ?	an employer?	Belarus?

**Example B:** An ant? a bee?

They're insects.

Sumatra? Madeira? Man?

They're islands.

1. A tiger? a lion? a cat? 2. A birch? an aspen? an oak? 3. A flower? a tree? a bush? 4. An apple? A pine-apple? a pear? 5. Milk? cheese? yogurt? 6. Meat? milk? bread? 7. A cottage? a bungalow? a skyscraper? 8. A school? a college? a university? 9. A manager? a teacher? a doctor? 10. A banker? an economist? an accountant? 11. The Thames? the Nile? the Mississippi? 12. The Independent? the Daily Telegraph? the Financial Times? 13. Everest? Ben Nevis? Kilimanjaro? 14. Microsoft? Sony? Phillips? 15. Volvo Car? Volkswagen? Ford Motor? 16. Mars? Venus? Earth?

**2. Say what these people were or are.**

**Example A:** Beethoven?

He was a composer.

- |                     |                     |                      |
|---------------------|---------------------|----------------------|
| 1. Charles Dickens? | 7. Mariah Carey?    | 13. Bill Gates?      |
| 2. Elisabeth II?    | 8. Maria Sharapova? | 14. Milton Friedman? |
| 3. Mother Teresa?   | 9. Lloyd Webber?    | 15. Lee Jacocca?     |
| 4. Lady Diana?      | 10. Walt Disney?    |                      |
| 5. James Cameron?   | 11. Michael Jordan? |                      |
| 6. Angelina Jolie?  | 12. Giorgio Armani? |                      |

**Example B:** Beethoven? Bach? Mozart? They are **composers**.

1. Isaak Newton? Albert Einstein? Charles Darwin? 2. Claude Monet? Salvador Dali? Marc Chagall? 3. Agatha Christie? Dan Brown? Paulo Coelho? 4. Brad Pitt? Johnny Depp? Leonardo DiCaprio? 5. Quentin Tarantino? Steven Spielberg? Clint Eastwood? 6. Beyonce? Shakira? Lady Gaga? 7. George Washington? Barack Obama? Bill Clinton? 8. Estée Lauder? Coco Chanel? Mary Kay Ash? 9. Gucci? Armani? Dior? 10. Peter Drucker? John Keynes? Gary Becker? 11. Donald Trump? Richard Branson? Ray Kroc? 12. Henry Ford? Kiichiro Toyoda? Soichiro Honda? 13. Konosuke Matsushita? Lee Jacocca? Kárlós Góśń? 14. Larry Page? Sergey Brin? Mark Zuckerberg?

### **3. Read about someone's job and write what his or her job is.**

**Example:** Veronica types letters                      She is a **typist**.  
in an office.

1. John flies aeroplanes. 2. Miss Brown translates what people say from one language into another so that they can understand each other. 3. Ann looks after patients in hospital. 4. Dennis drives a taxi. 5. Leonid Gaidai directed comedies. 6. Bernard Shaw wrote novels and plays. 7. Maxim compiles software. 8. Ted repairs cars in his garage. 9. Donnatella Gucci designs new clothes. 10. My father runs a business. 11. Jane assists the shop-owner to sell goods. 12. Diana keeps accounts. 13. Jake manages the activities of the personnel department. 14. Mr. Brandon chairs work of the board of directors.

### **4. Complete the exclamations with the indefinite article only where necessary.**

1. What ... awful shock! 2. What ... nice people, and what ... idiotic thing they're doing! 3. What ... interesting story! 4. What ... delicious taste! 5. What ... sad news! 6. What ... expensive hotel! 7. What ... good idea! 8. What ... lovely coffee I'm having! 9. What ... awful experience! 10. What ... offensive words the boss was saying! 11. What ... terrible



situation we are! 12. What ... soaring prices nowadays! 13. What ... strong breakthrough in the market your company has got! 14. What ... valuable information about the rival! 15. What ... nice job I have found!

**5. Complete the following sentences using the word-combinations from List 1 given on page 22.**

1. Don't be ... . There must be some way out. 2. The Cottons are always ... in the morning. 3. The first-year students of our University have ... to do. 4. We had ... at the picnic. 5. A baby can't drink a litre of milk ... . 6. We haven't heard from them ... . 7. We have half an hour before the sitting begins. Let's go ... . The weather is nice! 8. ... the computer screen faded and the secretary didn't manage to save the data. 9. Last night I had three hours' sleep so now I have ... . 10. The boss is coming back from the shareholders' meeting. Could you ... and wait for some time? 11. He always speaks ... to be heard by every employee in the office. 12. I'd like to say a few words about Sue. ..., she is a very honest person and a good peer. 13. I know for sure that the president had a mind to sign a contract with your company, but ... he changed his mind. 14. The problems of small high-tech firms have attracted ... attention recently.

**6. Contrast the use of the indefinite and definite articles.**

<p><b>Example:</b> There was (a)... man and (b)... woman in the room. (c)... man was English but (d)... woman looked foreign.</p>	<p>There was <b>a man</b> and <b>a woman</b> in the room. <b>The man</b> was English but <b>the woman</b> looked foreign.</p>
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1. My parents have (a) ... cat and (b) ... dog. (c) ... dog never bites (d) ... cat but (e) ... cat often scratches (f) ... dog. 2. When you turn into Union Street, you'll see three houses: (a) ... red one, (b) ... yellow one and (c) ... white one. I live in (d) ... white one. 3. This morning on the way to work Don bought (a) ... newspaper and (b) ... magazine. (c) ... newspaper is on the table but he doesn't know where (d) ... magazine is. 4. We live in (a) ... old house in (b) ... middle of the village. There is (c) ... beautiful garden behind (d) ... house. (e) ... roof of (f) ... house is in very bad condition. 5. I saw (a) ... accident this morning. (b) ... car crashed into (c) ... wall. (d) ... driver of (e) ... car was not hurt but (f) ... car was quite badly damaged. 6. In the USA (a) ... drug-store is (b) ... shop where one can get not only medicines but also drinks and snacks. Sometimes when I have to stay longer in the office I visited (c) ... nearest drug-store to buy something to eat. 7. How long have

you been (a) ... secretary? – You know, I worked with Mr. Greenwood. Being (b) ... secretary to him was not easy because of his severe character, so in a year I quit. 8. How hard is it for you to make (a) ... decision for (b) ... group of people? – Rather. It is (c) ... group that seems to make me do it whether I want it or not. 9. There are certain steps to solve (a) ... problem. First, (b)... manager must identify and define (c) ... problem. It is important that he does not mistake the symptoms of (d) ... problem for (e) ... real problem he must solve. 10. If (a)... company pursues (b)... policy of empowerment, who is empowered? – Normally, it is (c) ... company's staff or workers.

**7. Complete the following sentences using the expressions with the definite article.**

**Example:** It was getting dark in the room, so I switched on ... . It was getting dark in the room, so I switched on **the light**.

1. The plane was delayed, so we had to wait at ... for two hours. 2. As soon as I saw the fire, I called ... . 3. Nick had a toothache, so he made an appointment with ... . 4. When we found that someone had broken into our house, we called ... . 5. There were no chairs in the room so we had to sit on ... . 6. We didn't have any stamps, so we had to go to ... . 7. Ann didn't feel well, so she went to ... . 8. Sam had to catch a train, so I took him to ... . 9. If you are not a university student at the age of 18, you have to go to ... to serve. 10. Jane got to ... just in time for her flight. 11. You must go to ... to exchange dollars for pounds. 12. We didn't have any money, so we had to go to ... .

**8. Translate the following sentences into English. Mind the use of the articles.**

1. Если тебе нужны деньги, возьми кредит в банке. 2. Кто эта девушка в красном? – Это Ника, моя двоюродная сестра. Она студентка Экономического университета, будущий маркетолог. 3. Мистер Грин пока занят и не может Вас принять. Присядьте, пожалуйста, и подождите немного. 4. Нашла ли полиция того человека, который украл твой байк? – Пока еще нет. Я долго копил деньги на «Харлей Дэвидсон», а его украли через неделю после покупки. 5. Какой неожиданный визит, Колин! Для него есть важная причина, не так ли? – Причина очень важная. Я принял решение перейти на работу в вашу компанию. – Это хорошее решение. Кем ты собираешься работать? – Менеджером по продажам. 6. Я хочу сказать несколько слов о Марке. Он честный человек, опытный сотрудник и хороший коллега. Жаль, что он собирается увольнять-

ся. 7. Она не могла потратить столько денег за один раз! 8. После окончания университета Денис сразу нашел работу. Сейчас он работает программистом в Парке высоких технологий. 9. Я знаю, что исполнительный директор намеревался подписать контракт с Вашей компанией. К сожалению, он вдруг почему-то передумал, и в результате мы вынуждены искать нового партнера.

**9. Complete the sentences about animals choosing one of the words in brackets.**

**Example:** ... is a mammal but it lives in the sea. (*octopus / elephant / whale*)      **The whale** is a mammal but it lives in the sea.

1. ... is the largest living bird. (*eagle / sparrow / ostrich*) 2. ... is the tallest of all animals. (*elephant / lion / giraffe*) 3. ... is the fastest of all animals. (*tiger / cheetah / elephant*) 4. ... is the smallest living bird. (*heron / nightingale / hummingbird*) 5. ... is the strongest of all animals living on the earth. (*bison / lion / elephant*) 6. ... is the most dangerous fish in the open sea. (*sturgeon / tunny / shark*) 7. ... is the animal that can live without water for a fortnight. (*antelope / hippopotamus / camel*) 8. ... is a bird with pink feathers. (*stork / crane / flamingo*)

**10. What do you call the people of these countries? Make up sentences with the nouns denoting nationalities to show their character.**

**Example:** England?      **The English.** The English are reserved people.

- |             |              |              |                   |
|-------------|--------------|--------------|-------------------|
| 1. Ireland? | 6. Sweden?   | 11. China?   | 16. Greece?       |
| 2. Norway?  | 7. Japan?    | 12. Belgium? | 17. the USA?      |
| 3. France?  | 8. Germany?  | 13. Holland? | 18. Israel?       |
| 4. Spain?   | 9. Scotland? | 14. Italy?   | 19. Egypt?        |
| 5. Finland? | 10. Wales?   | 15. Estonia? | 20. your country? |

**11. Complete the extract from a social and economic survey (A) and the sentences (B) using the definite article with the following adjectives: *blind, dead, disabled, homeless, injured, old, poor, rich, sick, strong, unemployed, weak, wealthy, young*. The first sentence has been done for you.**

**A.** Society, in those days, was divided into the rich and the poor. Life for ... was easy. They could send their children to school and they could afford the best doctors. However, life for the vast majority was very different. There was little education for ... , no free hospital treatment for ... and

no state pensions for ... , who could not find jobs, were frequently regarded as lazy, and ... , who had nowhere else to go, simply slept in the streets. It was not surprising, then, that only ... survived. ... rarely lived more than a few years.

**B.** 1. Braille is a system of reading and writing by touch for ... .  
2. In Britain there are a lot of devices to help ... to lead a normal life. 3. Many people were killed in the plane crash. The bodies of ... were taken away. ... were taken to hospital.

**12. Answer the following questions about the time. If necessary, you may use any prompt given below.**

**Example:** When do you go to the University? I go to the University in the morning.

1. The Euronews is 24 hours on television. When do you watch it? 2. You are in a good form. When do you jog? 3. Where are you going to for your holiday in summer? 4. Where do you prefer to live? 5. Where is the nearest supermarket? 6. When did your boss come back from a business trip? 7. Is your supervisor always right? 8. Are you wrong sometimes? 9. It's dangerous when young people walk listening to music through the earphones, isn't it? 10. Where is the department of the National Westminster Bank? 11. When does your boss like to have meetings? 12. Is staffing a separate management function? 13. The latest economic crisis is rather severe. How is your firm doing? 14. Do you consider the talks with the partner fruitful?

**Prompts:** *in the afternoon, the day before yesterday, on the left, in the morning, the other day, in the country, on the right, on the whole, on the one hand, on the other hand, in the evening, in the afternoon on Fridays, in the night, to tell the truth.*

**13. Choose the correct form, with or without the definite article.**

**Example:** ... (*Apples / The apples*) Apples are good for health.  
are good for health.

1. ... (*Women / The women*) are often better teachers than ... (*men / the men*). 2. In Britain ... (*tea / the tea*) is cheaper than ... (*coffee / the coffee*). 3. ... (*Old / The old*) couldn't help ... (*young / the young*). 4. ... (*Most people / The most people*) still believe that ... (*marriage / the marriage*) and ... (*family life / the family life*) are the basis of our society. 5. ... (*Compass / The compass*) was invented in ... (*ancient China / the ancient China*). 6. We both appreciate ... (*simplicity / the simplicity*). 7. He always

hated ... (*violence / the violence*). 8. ... (*Life / the life*) would be very difficult without ... (*electricity / the electricity*). 9. We had a nice meal in that restaurant. ... (*Fish / The fish*) was especially good. 10. Don't stay in that hotel. (*Beds / The beds*) ... are very uncomfortable. 11. Two biggest social problems are ... (*crime / the crime*) and ... (*unemployment / the unemployment*). 12. ... (*Business / The business*) is ... (*work / the work*) relating to the production, buying and selling ... (*goods / the goods*) and ... (*services / the services*). 13. ... (*Business / The business*) my farther runs is very risky. 14. ... (*Commerce / The commerce*) is ... (*activities / the activities*) and procedures involved in buying and selling ... (*things / the things*).

**14. This is a speech made by a Salvation Army representative. Complete it by inserting the definite article where necessary.**

"We in (1) ... West are very lucky. How often do we experience (2) ... real poverty, (3) ... oppression or (4) ... natural disasters? (5) ... life for us is fairly easy compared with (6) ... life led by millions all over (7) ... world. I've travelled far and wide and (8) ... poverty I have seen in some countries is unimaginable. Every day (9) ... people die from (10) ... starvation and (11) ... diseases caused by (12) ... starvation. (13) ... people in these countries need (14) ... food and (15) ... medicine urgently, and they are asking us for (16) ... help. But we need (17) ... money: your money. We cannot buy (18) ... food they need, nor provide (19) ... medicine they require without (20) ... money you give today. So, please, give generously. Thank you".

**15. Contradict the following statements.**

<p><b>Example:</b> Milan is situated in France.</p>	<p>On the contrary. / I'm afraid you're wrong. / I can't agree with you. Milan is situated in Italy.</p>
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1. The Titanic was a plane. 2. Belarus and Poland are the countries located in the Far East. 3. The New York Times is issued in Los Angeles. 4. Moscow News is published only in Russian. 5. The Baikal is situated in Belarus. 6. The Urals are located in Africa. 7. The Volga is the longest river in Asia. 8. The south of Spain is colder than the north. 9. The Hague is the capital of Denmark. 10. The Hilton is a cheap hotel. 11. Businessmen don't like to read the Financial Times. 12. The headquarters of Coca Cola are in Paris. 13. Ford Motor Co. was set up in 1917. 14. Mark Zuckerberg is the founder of Google. 15. Over 80% of face-to-face communication is non-verbal. 16. Strategic management is a single event.

**16. Here are some geography questions. Choose the correct answer using the definite article with the geographical names where necessary and then write down the whole sentence.**

**Example:** What joins the Atlantic and Pacific oceans? (*Suez Canal / Panama Canal*)      The Panama Canal joins the Atlantic and Pacific oceans.

1. Which country does Russia border on the west? (*Poland / Belarus / Finland*) 2. What is the longest river in the world? (*Rhine / Nile / Amazon*) 3. Which is the largest continent? (*Asia / Africa / South America*) 4. What is the name of the sea between Europe and Africa? (*Black Sea / Mediterranean Sea / Red Sea*) 5. Which country lies between Canada and Mexico? (*El Salvador / Venezuela / United States*) 6. What is the name of the mountain range in the heart of Europe? (*Rocky Mountains / Andes / Alps*) 7. Of which country is Manila the capital? (*Indonesia / Philippines / Japan*) 8. What joins the Atlantic and Indian oceans? (*Suez Canal / Panama Canal*) 9. Which river flows through Vienna, Belgrade and Budapest? (*Volga / Danube / Rhine*) 10. What is the name of the ocean between Africa and Australia? (*Atlantic / Indian / Pacific*) 11. Of which country is Beijing the capital? (*Norway / Japan / China*). 12. Where is Belarus situated? (*Africa / America / Europe*)

**17. Translate the following sentences into English. Mind the use of proper nouns.**

1. Вероника закончила Белорусский государственный экономический университет. Сейчас она учится в магистратуре Гарвардского университета. 2. Река Припять течет в Беларуси. 3. Вы когда-нибудь бывали в музее Мадам Тюссо? 4. Газета «Вашингтон Пост» опубликовала ряд статей о скандале, который случился в отеле «Уотергейт». 5. Букингемский дворец – официальная резиденция королевы Великобритании. 6. Где находится штаб-квартира Европейского парламента – в Гааге или Брюсселе? 7. Великая китайская стена протянулась на тысячи километров. Ее строили древние китайцы для защиты от внешних врагов. 8. Наша группа прилетела в аэропорт Кеннеди в два часа ночи. Нас встречал представитель компании-партнера, который отвез нас в Нью Йорк и поселил в отеле «Парк Лейн». 9. Гугл – это крупнейшая сеть поисковых систем в Интернете. Ее создатели Лари Пейдж и Сергей Брин, по оценкам американского журнала «Форбс», входят в двадцатку самых состоятельных людей США. 10. Когда Генри Форд решил инвестировать часть прибыли в развитие производства, братья Додж, акционеры компании «Форд Мотор», подали на него в суд. 11. Банк Ллойда –

один из старейших банков Соединенного Королевства. 12. Я лечу в США в командировку. В течение недели я буду изучать опыт нашего партнера, который производит консервированные овощи и фрукты, а на уикенд отправлюсь на Великие озера. 13. Автомобили, которые выпускает компания «БМВ», пользуются большой популярностью. Сегодня БМВ Х6 – самая продаваемая модель. 14. Когда-то Аральское море являлось одним из четырех крупнейших озер в мире. К 2007 году его площадь сократилась на 25%. Высыхание Аральского моря – одна из самых серьезных экологических катастроф планеты.

**18. Complete the following sentences using the word-combinations from List 3 given on page 23.**

**Example:** I was very tired and it was very late, so I went ... . I was very tired and it was very late, so I went to bed.

1. Max doesn't often go out at night. He usually stays ... . 2. Jill is a religious person. She often goes ... . 3. Three people were injured in the accident and were taken ... . 4. Children sometimes get into trouble if they are late for ... . 5. When Ken leaves school, he wants to study economics ... . 6. Jack is at home today. Why isn't he ... ? 7. I hate being late, so I always come ... . 8. There is a lot of traffic in the morning when everybody is going ... . 9. Bill robbed a bank but was caught by the police. He was sent ... . 10. I hate changing trains, that's why I prefer to travel ... . 11. Being ... is never good for the states because military operations require a lot of money. 12. Are you still in the office? When do you usually finish ... ? 13. Most people prefer to buy clothes ... when they are cheaper. 14. The partner denies this term in the offer. He believes it was put in it ... . 15. Don't disturb the manager. She is meeting some big fish from New York. – Big fish? – Yes, influential people. She's got a new project and wants to get them ... .

**19. Insert the definite article where necessary.**

1. What time do you have to start ... work tomorrow morning? 2. Some children hate ... school. 3. There is no school in this village, and the children have to go to ... school which is two miles away. 4. How many people go to ... university in your country? 5. Sally left ... University of Manchester without doing her examinations. 6. Mr. Kelly is seriously ill in ... hospital. His children go to ... hospital every day to visit their father. 7. On the way to Oxford they passed through a small village with an old church. They stopped to visit ... church. It was a beautiful building. 8. My granny is a regular churchgoer. She goes to ... church every Sunday. 9. Ken's brother

is in ... prison for robbery. 10. The other day the fire-brigade had to go to ... prison to put out a fire. 11. What's happened to Jill? Why isn't she at ... work today? 12. I studied in ... college that trains future accountants.

**20. Translate the following story into English. Mind the use of articles.**

Мой отец тяжело заболел и сейчас лежит в больнице. Каждый день мама и я ходим в больницу проведать его. Кстати, здесь я познакомился с девушкой, которая работает в этой больнице рентгенологом. Три года назад она закончила университет. В больнице у нее много работы. Она начинает работу в 9 часов утра и заканчивает только в 4 часа пополудни. Обычно после работы она идет домой. По дороге домой она делает покупки в ближайшем супермаркете, который находится в пяти минутах ходьбы от ее дома.

Я встретил девушку случайно, но влюбился в нее с первого взгляда и сейчас думаю о ней день и ночь. Если она согласится стать моей женой, свадьба будет в церкви Святой Марии. Это будет самый счастливый день в моей жизни.

**21. Insert either *a/an* or *the*.**

1. We're ... small firm, so we aren't able to offer ... wide product-line. 2. We went out for ... meal last night. ... restaurant we went to was superb. 3. Every possible test was carried out to decide ... nature of her illness. 4. Did ... police find ... person who robbed ... bank in Lipson Road? 5. ... President of ... United States is elected every four years. 6. As I was walking along the street, I saw ... banknote on ... pavement. 7. I'm looking for ... job. 8. Did Harry get ... job he applied for? 9. I went into the shop and asked to speak to ... sales manager. 10. What do you usually do after you have made ... deal with ... overseas agent? 11. ... owner is not interested to sell ... business at the moment. 12. We are developing ... new product. The Managing Director wants us to launch ... new product by January. 13. He is sure that ... bank will lend him ... money for future development. 14. Max is ... leader of ... trade union in ... company with ... hierarchical structure. 15. His company has ... personnel problem: their employees want ... 20% pay increase.

**22. Insert the definite article where necessary. Mind the use of proper nouns.**

1. Mr. Murphy reads ... Independent but his wife reads ... Times. 2. We flew from Vienna to ... Heathrow Airport. 3. Diana and Charles got married in ... St. Matthew's Church. 4. You must visit ... British Museum



when you are in ... London. 5. ... Madame Tussaud's is visited by most tourists of London. 6. Have you ever visited ... Tower of London? 7. If you want to buy some new clothes, the shop I would recommend is ... Harrods. 8. Shall we have ... lunch at ... home or go to ... Royal Oak and Castle pub? 9. Raymond was a man of thirty-five, graduate of ... Stanford University, conservative speaker for ... Republican Party during campaigns. 10. The British Prime Minister lives in ... Downing Street. 11. ... Houses of Parliament are situated opposite ... Westminster Abbey. 12. ... Chicago Bulls from ... USA are a best-known basketball team. 13. ... Savoy is a luxury hotel in ... Strand in London. 14. I know a good supermarket near here, it's ... Turner's in ... Baines Street. 15. ... Barclays Bank provides services to general public. 16. ... Marks and Spenser sell fashionable clothes for young people.

**23. Using the information in the shopping list, complete the sentences below. Calculate how much money each item costs. The first sentence has been done for you.**

5 kilos of potatoes	60 p	The potatoes are 12 p a kilo.
2 loaves of bread	70 p	The bread is ... a loaf.
3 pints of milk	69 p	The milk is ...
1/2 dozen eggs	79 p	The eggs are ...
2 litres of orange juice	98 p	The orange juice is ...
500 grams of butter	£ 1.11	The butter is ...
1.5 litre of wine	£ 4.50	The wine is ...

**24. Reply to the following questions according to the example. Work in pairs.**

**Example:** It's hot today, isn't it?

Yes, it's the hottest day of the week.

1. In London you stayed at the Savoy. Is it an expensive hotel? 2. Do you consider the job of a miner difficult? 3. Is the pre-Christmas time busy but profitable for shops? 4. Is your peer a reliable person? 5. The deal was very profitable, wasn't it? 6. Do you think it was a ridiculous suggestion to accept the partner's terms? 7. Is Bill Gates a rich man yet? 8. The Chernobyl disaster was a bad accident, wasn't it? 9. Do you share the opinion that controlling the finances is difficult? 10. The latest economic crisis is very severe, isn't it? 11. Google is a web search engine that offers access to over three million web-documents in over 30 languages. It is a very often used search on the World Wide Web, isn't it? 12. Gary Becker is a gifted economist, who was awarded the Noble Prize in 1992 for having extended microeconomic analysis to human behaviour and interaction, isn't he?

13. K. Matsushita and S. Honda were successful managers of postwar Japan, weren't they?

25. Say if you like or dislike something. Begin your answer with: *I (don't) like ... / I hate ... / I don't mind ... / I'm (not) interested in ... / I have no opinion about ...*. Then ask your partner if he has the same liking or disliking.

**Example:** I like football. And you? I'm also interested in football. It's a nice game.

Prompts: *computer games, over-crowded bus, sudoku puzzles, rap music, blogging, snowboarding, paintball, scuba diving, Irish dancing, long business trips, organic food.*

26. Ask your partner about his opinion about the following things. His answer should begin with: *In my opinion ... / I (don't) think ... / I (don't) agree with ... / I'm in favour of ... / I'm against ...*

**Example:** What do you think about smoking? I think smoking is dangerous.

Prompts: *nuclear power, higher education, gardening, hunting, social networking, R'n'B music, paragliding, terrorism, smuggling, capital punishment, globalization, economic crisis, unemployment, mortgage, inflation rate, environment issues.*

27. Test yourself. Complete the following dialogues inserting the definite article where necessary.

1. – Who put (1) ... first man into (2) ... space? (3) ... America or (4) ... Soviet Union?

– (5) ... Soviet Union. But (6) ... Americans were first on (7) ... moon.

2. – Are you voting for (8) ... Government in (9) ... next election?

– Certainly not. This Government has only made (10) ... rich richer and (11) ... poor poorer. And they've done nothing to help (12) ... unemployed find (13) ... jobs.

3. – Excuse me, can you tell me where (14) ... nearest garage is?

– It's on (15) ... main road, just after (16) ... supermarket.

4. – Who's that girl over there talking to (17) ... man with red hair?

– Oh, that's Sandra. She's one of (18) ... girls I work with. She only started (19) ... week before last.

5. – What's on at (20) ... cinema? Anything interesting?

– No. There's only a musical or a Western. We've seen (21) ... Western before, and I don't like (22) ... musicals very much.

6. – Did you have a good holiday?

– Yes, it was one of (23) ... best I've ever had. (24) ... hotel was comfortable, (25) ... food was superb and even (26) ... beaches were clean. We're going back (27) ... next summer.

7. – Do you think (28) ... men are better drivers than (29) ... women?

– Not necessarily. Some of (30) ... worst drivers I know are (31) ... men.

8. – I don't agree that (32) ... honesty is always (33) ... best policy. Do you?

– Definitely not. (34) ... diplomacy is sometimes more important.

**28. Complete the items taken from the BBC news with *a*, *an* or *the* where necessary.**

1. Good evening. Here is (1) ... nine o'clock news. (2) ... Prime Minister arrived in (3) ... Washington this morning for (4) ... talks with (5) ... American President. (6) ... talks are expected to start in (7) ... morning.

2. (8) ... Government has promised to give (9) ... quarter of (10) ... million pounds to help (11) ... homeless in London. (12) ... recent survey has shown that (13) ... number of people without (14) ... homes has doubled in (15) ... last two years.

3. (16) ... lorry containing (17) ... dangerous chemicals was stolen from outside (18) ... factory in Epping over (19) ... weekend. (20) ... spokesman for (21) ... factory said (22) ... chemicals were highly poisonous.

4. (23) ... man was arrested in London this evening after (24) ... 100 mile (25) ... hour car chase along (26) ... M4 motorway. (27) ... man has, so far, not been named.

5. From midnight tonight (28) ... petrol will cost (29) ... extra 1p (30) ... litre. (31) ... rise is caused by (32) ... present high price of (33) ... oil in (34) ... Middle East.

6. (35) ... eighty-year-old man has become (36) ... oldest person to cross (37) ... Atlantic alone. Sam Taylor, from New York, arrived in Plymouth last night.

## THE ADJECTIVE

1. An adjective tells you more about a noun. It is used before a noun and after a few verbs (*be*, *become*, *feel*, *get*, *smell*, *taste*, *sound*, *seem*, *look* in the meaning of *seem*):

*He is a good engineer.*

*This pie tastes strange.*

*Be quiet, please.*

2. Adjectives like *large, tall, wooden* are fact adjectives. They give you information about something (age, size, colour etc.). Adjectives like *nice, good, beautiful* are opinion adjectives. They tell you what someone thinks of something. Opinion adjectives usually go before fact adjectives:

*a nice sunny day   an intelligent young man*

Sometimes there are two or more fact adjectives. Very often (but not always) we put fact adjectives in this order:

1 how big?	2 how old?	3 what colour?	4 where from?	5 what is it made of?	NOUN
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*an old Russian song   a white cotton shirt   a small black plastic bag*

Adjectives of size and length usually go before adjectives of shape and width:

*a tall thin girl   a long narrow street*

3. The words *fast, hard, late* are both adjectives and adverbs. When they are used before nouns they are adjectives, when after verbs – they are adverbs. Compare:

*Ann is a hard worker.*

*Ann works hard.*

*He was late for school.*

*He got up late this morning.*

*Jack is a very fast runner.*

*Jack can run very fast.*

4. There are many pairs of adjectives ending in *-ing* and *-ed*. Someone is *-ed* if something (or someone) is *-ing*. Or, if something is *-ing*, it makes you *-ed*:

*Ted is bored because his job is boring.*

*Ted's job is boring, so Ted is bored.*

5. There are two ways to form the degrees of comparison of regular adjectives. Short (one- or two-syllable) ones form the comparative degree with the help of the suffix *-er* and the superlative degree – with the suffix *-est* added to their positive form. The superlative degree has the definite article:

*nice – nicer – the nicest*

*heavy – heavier – the heaviest*

*thin – thinner – the thinnest*

*clever – cleverer – the cleverest*

Long adjectives form their comparative degree with the help of the adverb *more* and the superlative degree – with the adverb *most* used before them:

*interesting – more interesting – the most interesting*

The degrees of comparison of irregular adjectives should be learnt by heart:

*good – better – the best*

*bad – worse – the worst*

*far – farther / further – the farthest / furthest*

6. The less quality of the objects named by the adjectives can also be compared:

*Her job is not so difficult as his.*

*Her job isn't as difficult as his.*

*Her job is less difficult than his.*

7. The least degree of the quality is expressed in the following way:

*This is the least challenging job I've got lately.*

8. Two objects can be equal in the quality named by the adjective. In positive sentences and questions you use **as ... as**:

*It is as cold today as it was yesterday.*

*Is he as clever as his father?*

You can also say **the same as** (not "the same like"):

*George is of the same age as Alan.*

9. You also say **twice as ... as**, **three times as ... as**, etc.:

*Their house is three times as big as ours.*

10. Sometimes an object is acquiring or losing a quality by degrees:

*Your French is getting better and better.*

*I am becoming more and more satisfied with my job.*

## EXERCISES

1. Put the adjectives in brackets in the correct position.

**Example:** a village (*old, little, lovely*)     a lovely old little village

1. a blockbuster (*American, latest*); 2. a table (*mahogany, beautiful, old, little*); 3. clothes (*fashionable, expensive*); 4. a container (*metal, small, black*); 5. an office building (*modern, high, attractive*); 6. the supervisor's office (*huge, well-designed, sunny*); 7. a peer (*loud, noisy, old*); 8. an employee (*experienced, intelligent, reliable*); 9. a gadget (*new, effective*); 10. a solution (*simple, effective*); 11. a sales manager's Mazda (*white, new, big*); 12. a system (*multichannel, communicative, corporate*); 13. a culture (*motivating, ethical, corporate*); 14. a crisis (*economic, global, severe*); 15. Lloyds Bank (*old, famous, trustworthy*).

2. Complete the following sentences with the adjectives from the box.

important	angry	high	good	new	overseas	valuable	low
safe	dusty	ungrateful	slow	quiet	boring	upset	intolerant

1. Claire seemed ... this morning. Do you know what was wrong?  
 2. I hurry up! You're always so ... . 3. Our elderly neighbours have a rather ... attitude toward young people. 4. My friend told me about his new job last night. It sounded quite ..., much better than his old job. 5. Don't go up that ladder. It doesn't look ... . 6. Collie said some very ... thing about the advice I gave her – I was only trying to help! 7. One of my peers is ... at meeting. He talks for hours and never keeps to the point. 8. I'm fed up with working in a ... office with no air-conditioning! 9. The boss sounded ... when I spoke to him on the phone. 10. Colleagues, I'm working at the balance sheet and trying to concentrate. Can you be ..., please? 11. I'm a ... member of the organization, so at my next salary review I shall ask for a lot more money. 12. At the meeting he raised an ... point about motivating the personnel. 13. Due to the recession the firm cannot afford to pay ... salaries. 14. If we don't come up with ... products, we may get the risk of falling behind our competitors. 15. Coca-Cola improved sales by more selling into ... markets. 16. The company's annual report shows that the sales figures are ... this year.

### 3. Choose the correct word to complete the sentences below.

**Example:** Kate always works ... Kate always works **hard**.  
 (*hard / hardly*).

1. He ran ... (*fast / fastly*) and won the Cup. 2. John is very punctual. He is never ... (*late / lately*) for work. 3. The river is flowing (*fast / fastly*) and its thresholds may become danger for the rafters. 4. My sister is a ... (*hard / hardly*) worker. 5. We were ... (*late / lately*) for the bus, so we had to wait for another one in the boiling sun. 6. Pamela is ... (*good / well*) at chairing meetings because she always make sure the speakers keep to the point. 7. I tried ... (*hard / hardly*) to remember the complainant's name but I couldn't. 8. The company's financial state is not ... (*good / well*) at the moment. 9. Have you applied for a higher-paid job ... (*late / lately*)? 10. Pepsi-Cola was ... (*fast / fastly*) to spot the growth in the US bottled water market.

### 4. Write the comparative form of the adjectives in brackets to complete the following sentences.

1. Don't go by train. It's (*expensive*). Let's go by car. It's (*cheap*). 2. Greg is not keen on his studies. He's (*interested*) in having a good time. 3. Jack is late. We expected him to be here (*early*). 4. The examination was (*easy*) than Max expected. 5. There were a lot of people in the bus. It was (*crowded*) than usual. 6. Things went from bad to (*bad*). 7. To be ashamed of his own father is perhaps a (*bitter*) experience a young man can go through. 8. The

hotel was surprisingly cheap. We expected it to be much (*expensive*). 9. The new headquarters are ... (*spacious*) than the one we had in the West End. 10. Training of the staff overseas turned out ... (*costly*) for the company than expected. 11. Having worked in the industry for 10 years he became (*competent*) than his former group-mates. 12. This place must be good for me now: it has become certainly (*polluted*) and (*stressful*) these days. 13. He is (*confident*) in his decision-making if he has time to weigh all the options. 14. Pepsi-Cola was (*fast*) to spot the growth than its competitors and ranked number two in the US bottled water market after Perrier. 15. The head's decision to give everyone in the department a pay cut is (*tough*) than his subordinates may think. 16. The new CEO demonstrated (*strong*) leadership skills.

### 5. Complete the following sentences using the comparative form of the adjectives in brackets.

**Example:** The problem turned out to be ... (simple) than I thought.      The problem turned out to be simpler than I thought.

1. The situation with producing the device is becoming ... (*difficult*).  
 2. The problem is not so complicated. It's ... (*simple*) than you think.  
 3. Health and happiness are ... (*important*) than money. 4. Sorry I'm late. It took me ... (*long*) to get here than I expected. 5. Come and visit Israel, where the people are ... (*hospitable*) than anywhere else. 6. All his life he took pains to be ..., ... (*strong, brave*) than his fellows. 7. I don't like your behaviour. You ought to be ... (*respectful*). 8. He would walk here and there and be no ... (*conspicuous*) than an ant on the hill. 9. Your next decision was even ... (*short-sighted*), he said. 10. Our company offers tailor-made tours for ... (*small*) groups than is usual on a package holiday. 11. His salary is ... (*high*) than his peers' because he is ... (*experienced*). 12. Our sales have been ... (*low*) this quarter. 13. The CEO prefers ... (*responsible*) employees. 14. A team which works well together is likely to make a business ... (*successful*). 15. Staff communications are much ... (*easy*) if work places are designed in such a way that people frequently come into contact with each other.

### 6. Write the comparative of the irregular adjectives.

1. The ability to remember things gets (*bad*) as the years go by. 2. The new office is situated much (*far*) from the place I live. 3. Things go from good to (*good*). 4. Helen's younger sister is still at school. Her (*old*) sister works for the IBM. 5. The damage to our car wasn't so bad. It could have

been much (*bad*). 6. If you need any (*far*) information, do not hesitate to contact our head office. 7. Some time ago in Japan senior managers must be (*old*) than their subordinates. 8. It will be (*good*) if the deal is cancelled. 9. Usually (*old*) people are rather intolerable toward young people. 10. Was there anything in the world (*bad*) than indecision? 11. Mr. Trevor considered my (*far*) explanations needless and told me to leave. 12. The situation was much (*bad*) than we expected. 13. (*Good*) communications between managers and employees can be achieved by reducing the social divisions between them within the company.

**7. Answer the following questions using the comparative of the adjectives.**

**Example:** Which is colder: January or April?      January is colder than April.

1. Which is higher: Everest or Etna?
2. Which is heavier: water or air?
3. Which language is more difficult: German or Japanese?
4. Which is stronger: friendship or steel?
5. Which is better: health or wealth?
6. Which is longer: the Volga or the Nile?
7. Which is taller: Big Ben or the Empire State Building?
8. Which car is more powerful: a BMW or a Ferrari?
9. Which company is more known in the world: Apple or Microsoft?
10. Which profession is more prestigious: a banker or a merchandiser?
11. Which managerial function is more important: planning, organizing, motivating or controlling?
12. Which level of management is higher in the company's structure: top or first-line?
13. Which department in the organization is responsible for PR: marketing or human resources one?
14. Which strategy is more important for the company under recession: minimax or maximin?

**8. Read the following reports on two hotels. Then compare them. There may be more than one acceptable answer.**

The Sheraton	The Etruria Hotel
Position: 5 minutes from city centre	Position: 25 minutes from city centre
Accommodation: 180 rooms	Accommodation: 38 rooms
Price: \$150–1,000 per night	Price: \$60–195 per night
Facilities: 2 restaurants, 3 bars, sauna, nightclub, pool, parking lot, Wi-Fi	Facilities: restaurant, bar, tennis court, free Internet service
Food: wide choice on menu	Food: small choice but excellent
Service: efficient but impersonal	Service: a little slow but friendly
Comments: rather noisy	Comments: quiet and comfortable



**Example:** The Sheraton is **nearer** the city centre than the Etruria Hotel.  
The Etruria Hotel is **farther** (further) from the city centre than the Sheraton.

**9. Say that an object is acquiring or losing a quality by degrees.**

**Example:** The situation is getting ...      The situation is getting better  
(*good*).    and better.

1. Since you have started working with a Chinese partner, your Chinese is getting ... (*good*). 2. Nowadays travelling is becoming ... (*expensive*). 3. As Bill waited for his interview, he became ... (*talkative*). 4. As the day went on, the situation got ... (*bad*). 5. As the manager was going on, his presentation was becoming ... (*informative*). 6. For his frequent lies, he was being treated as ... (*untrustworthy*). 7. Under the crisis it's getting ... (*hard*) to find a job. 8. As soon as he was explaining the situation, the supervisor's surprise was becoming ... (*big*). 9. As his glory grew, he was becoming ... (*arrogant*). 10. As far as I know, he is getting ... (*satisfied*) with his job. 11. As he rose on a career ladder, he seemed to become ... (*self-confident*). 12. Nowadays the prices are growing ... (*high*) due to the inflation rate.

**10. Use the adjectives in brackets in the comparative degree with *a bit*, *a little*, *much*, *a lot*, *far* to intensify the meaning of adjectives.**

**Example:** Let's go by car. It's ...      Let's go by car. It's **much**  
(*much / cheap*).                              **cheaper.**

1. It's ... (*a lot / easy*) to learn a foreign language in the country where it is spoken. 2. This hotel is very noisy. Can we change for a ... (*a little / quiet*) one? 3. Did you enjoy an American remake of Taxi comedy film? – Yes, I found it ... (*much / funny*) than I expected. 4. The test appeared to be ... (*much / easy*) than Nick expected. 5. I prefer to travel by plane. Of course, it's more expensive than to travel by train but ... (*much / quick*). 6. The incident was ... (*far / serious*) than we at first thought. 7. The reason for his misconduct became ... (*much / evident*). 8. The goods on sale are ... (*a lot / cheap*). 9. Dick was very economical in his youth. When he earned his first million dollars he became ... (*far / economical*). 10. Mr. Greenwood turned out a ... (*much / effective*) leader than his previous executive. 11. He's a ... (*far / intelligent*) person than his peers. 12. Due to the recession the company's turnover is ... (*much / low*) this year. 13. The results of their research were ... (*a lot / disappointing*). 14. From his definition it became ... (*a little / clear*) that not only qualities (higher self-confidence, better judgment, etc.) distinguish leaders from non-leaders. Many people with

these qualities do not become leaders and many leaders do not have such qualities.

**11. Write a new sentence with the same meaning. Use a superlative each time and begin each sentence as shown.**

**Example:** I've never met such a gifted student. He's the most gifted student a gifted student. He's ... I've ever met.

1. He says he has never met such a generous person as Sibyl. Sibyl is ...
2. I haven't tasted such good coffee since I visited Brazil. It's ...
3. I haven't had such a delicious meal for a long time. That was ... for a long time.
4. He has never made such a silly mistake. It's ...
5. I've never had such a bad experience before. It's ...
6. I haven't seen such a big crowd of young girls willing to participate in the Miss Beauty contest. It's ...
7. The world hasn't faced such a terrible shipwreck as the sinking of the Titanic. It is ...
8. The survivors said they had never got such a frightening experience in their lives. It was ...
9. Roy hasn't had to make such a difficult decision for years. This is ... for years.
10. The company hasn't experienced such big losses for a decade. They are ...
11. In April 2010 the BP Deepwater Horizon platform sank in the Mexican Bay and the USA faced such a big flood of oil in its history. It is ...
12. We haven't expected such fruitful results. They are ...
13. I haven't met such a sharp, shrewd negotiator as Brian is. Brian is ...

**12. Read the following notes from the diary of a mountaineer. Then describe each day according to the model below.**

Day 1. Didn't climb very far.  
Fairly easy day.

Day 6. Impossible to climb.  
Very frustrating!

Day 2. Climbed for 8 hrs.  
Very long day.

Day 7. Didn't make much progress.  
Extremely depressing.

Day 3. Altitude made air thin.  
Very exhausting.

Day 8. Climb very difficult.  
Very hard day.

Day 4. Weather appalling!  
Very bad day.

Day 9. Reach the top at last!  
Tremendously exciting!

Day 5. Wind icy! Extremely cold!

**Example:** The first day was the easiest because he didn't climb far.

**13. You are discussing with your partner the night you spent together. Agree that you experienced the same by using the superlative degree of the adjectives.**

**Example:** Last night was bad,  
wasn't it?

Yes. It was **the worst** night  
in my life.

1. Do you remember the meal we had last night? It was very bad, wasn't it? 2. They served us very tough meat. 3. And our waiter was very rude. 4. And the music they played was terrible. 5. And they gave us sour wine. 6. And the chair I was sitting in was very uncomfortable. 7. But the cabaret was very good, wasn't it? 8. You know I set eyes on that tall blonde. She is a very beautiful girl. 9. But the bill they gave us was very large. 10. And later in the bar, the drinks were very expensive. 11. The restaurant and the bar were very noisy. Besides, they were overcrowded. 12. And the man that robbed me near my house is a very dangerous criminal. 13. To sum it up, the last night was horrible.

**14. Respond to the following statements by using the superlative of the adjectives.**

**Example:** Cameron has shot a lot of  
films. They are all thrill-  
ling. What about *Avatar*?

*Avatar* is **the most thrilling**  
film shot by Cameron.

1. This is a very good class, and Paul is a gifted student. What about Hew? 2. The buildings in the street I live in are rather old. The building next to my house is ancient. What about the building at the end of the street? 3. All these people are poor. Bill has got little money. What about Ted? 4. We've got three cars. The Toyota is quite powerful. What about the Volvo XC90? 5. These young people are all intelligent. Kate is very intelligent. What about Vicky? 6. We've got a good army, but Martin isn't a skillful soldier. What about Phil? 7. We've visited some castles in Scotland. The one in Berwick is rather old. What about the castle in Tantallon? 8. The roads in the Highlands in Scotland are very picturesque. What about the roads in Derbyshire? 9. Spanish football teams are well-known. Real Madrid is famous. What about Barcelona? 10. Everybody considers Ford a fast car. What about Jaguar? 11. There are a lot of hot actresses in Hollywood, Charlize Theron, Nataly Portman, Keira Knightley, etc. are among them. What about Scarlett Johansson who is number one in the Top 10 list of 2013? 12. The list of people famous for their achievements in running business is long: Henry Ford, Randolph Hearst, Paul Getty, Bill Gates, Donald Trump, etc. What about Steve Jobs?

**15. Work in pairs. Ask each other the following questions.**

1. What is the largest city in your country? in the world? 2. What is the longest river in your country? in Europe? in the world? 3. Who is the most famous singer in your country? in the world? 4. Who is the best football player? tennis player? 5. Who is the most talented person you know? 6. What was the happiest day in your life? 7. What was one of the worst experiences of our life? 8. What was the most stupid thing you've ever done? 9. What is the most expensive thing you've ever bought? 10. Who is the most intelligent person you know? 11. What was the best advice you've ever been given? 12. Who is the best qualified specialist you know?

**16. Complete the following sentences using *as ... as* with adjectives in brackets.**

**Example:** His last advice was ... His last advice was **as helpful**  
(*helpful*) usual. as usual.

1. My mother is always ... (*busy*) a bee. 2. Let's go to watch Cameron's *Avatar*. It is ... (*thrilling*) his *Titanic* was. 3. A woman is ... (*old*) she looks, a man is ... (*old*) he feels. 4. Today scuba diving is ... (*popular*) paragliding. 5. Jane was ... (*nervous*) I once had been before the interview. 6. He never panics in a difficult situation. He is ... (*cool*) cucumber. 7. Planning is ... (*important*) other management functions. 8. Brian is ... (*well-qualified*) his colleagues. 9. His salary is ... (*high*) theirs. 10. Larry Page is ... (*rich*) Sergey Brin. 11. The service at McDonald's in Minsk is ... (*good*) in other places of theirs in the world. 12. His comments on the target market were ... (*noteworthy*) mine. 13. In business marketing is ... (*important*) management.

**17. Say that two objects are equal in the quality named by the adjective in brackets.**

**Example:** Controlling is ... (*important*) planning. Controlling is **as important**  
as planning.

1. You won't find a cheaper hotel round here. They'll all be ... (*expensive*) this one. 2. There's no choice for you to get to the town. The way through the forest is ... (*difficult*) the way through the hills. 3. We got on the bus with difficulty. It was ... (*overcrowded*) usual. 4. I thought you were nice but you are ... (*bad*) everybody else. 5. The talk to Henry was ... (*useless*) all the previous ones. 6. David still believes that his friends are ... (*good and reliable*) mine. 7. I'm not surprised that Tony is ... (*promising*) his father in his early days. 8. His expectations seemed to be ... (*humble*) his partner's. 9. Runway 08 was ... (*long*) the airport's other runways. 10. I am absolutely

sure that a Toyota is ... (*powerful*) a Ford. 11. Why did he get the job? My experience in the industry ... (*rich*) his. 12. The results obtained in the next research were ... (*disappointing*) those of the previous one. 13. The marketing researcher's report was ... (*informative*) usual.

#### 18. Say that two objects are of the same quality.

**Example:** Tom is 20, George is 20      George is of the same age as  
too. (*age*)      Tom.

1. Mike experiences fear before any testing. I'm also nervous before any testing. (*feeling*) 2. The office of the sales manager is large. The office of the personnel manager is large, too. (*size*) 3. At the Intercontinental I paid \$120 per night for a single room. My colleague paid \$120 for a single room at the Ritz. (*price*) 4. Ann bought a Samsung phone. Her friend bought a Samsung phone, too. (*company*) 5. Nicholas gets \$2,000 a month. His wife also gets \$2,000 a month. (*salary*) 6. Jeffrey has been working as an accountant for ten years. Jack started working as an accountant two years ago. (*qualification*) 7. My friend is a marketing manager in the holding company. I've just been appointed marketing manager in the sister company. (*job*) 8. Our company was suggested to merge with Kepp Ltd. Altman Koop was also suggested to merge with Kepp Ltd. (*offer*) 9. At Heathrow runway 08 is long. The airport's other runways are long, too. (*length*).

#### 19. Compare the things and objects to show their size, length, etc.

**Example:** Our office is large but      Their office is two times as  
their office is larger. (*two*      large as ours.  
*times*)

1. My report on the issue is long. There are 25 pages in it. He has worked harder and there are 50 pages in his report. (*twice*) 2. It takes me 10 minutes to get to work. My peer lives much farther and it takes him longer to get to work – usually an hour. (*six times*) 3. In Spain TALGO trains can do 100 km an hour. AVE trains are much faster. They can do 300 km an hour. (*three times*) 4. Your suitcase is very heavy, it is 35 kilos. You should take something off or pay for the extra baggage because passengers are allowed only 20 kilos free of charge. (*almost two times*) 5. This memory stick is only 2 GB. I need another or a bigger one to store the data. – Take an ADATA memory stick with 8 GB. (*four times*) 6. It takes us half a year to increase the sales if we follow the sales manager's suggestion. We achieve the goal in a shorter period of time, say in a quarter if we follow the recommendations of the marketing researchers. (*twice*) 7. According to the Forbes in 2013

Carlos Slim Helu, the owner of the Mexican telecommunications, with 73 billion dollars was the richest man in the world. Amancio Ortega, the owner of Zara brand, earned 31 billion dollars. Viktor Vekselberg from Russia, the owner of the Renova Group, earned 12 billion dollars. (*twice, six times*). 8. In 2008 the turnover of Shell Oil Company was 318,8 billion dollars. The turnover of Hewlett-Packard was smaller – 105,4 billion dollars. (*three times*). 9. The world's most valuable apparel brand is Gucci, it costs 12,1 billion dollars. Ralph Lauren is cheaper with the cost of 6,4 billion dollars. (*twice*)

## 20. Compare objects using either *as ... as* or *so ... as* in negative sentences.

**Example:** I'm quite tall but you are taller. I'm not as tall as you. / I'm not so tall as you.

1. Oxford is ten miles farther from London than Cambridge. 2. The continent of Australia is large but Africa is larger. 3. He is well in his fifties but his wife is young, about 30. 4. I know Pete was a bit nervous before the interview but usually he's a lot more nervous. 5. The Burnes are rich, they've got much money. But the Speirs are richer as they've got more money. 6. His comments on the target market were noteworthy but my comments on the issue were taken into account at preparing the annual report. 7. My salary is high but my boss's is higher. 8. I wish I had enough money to buy a BMW. But a Volkswagen is cheaper. 9. This year is better for the company I work for, but last year was very bad. 10. The way to introduce changes in the firm's structure suggested by the personnel department was promising but the way agreed upon by the board of directors was more promising. 11. The Yandex search engine is popular, but Google is more popular nowadays. 12. Richard Blake is known mainly for developing the managerial grid. Edward Freeman is more known for developing the issue of strategic management.

## 21. Express your opinion towards some objects. You may choose any version.

**Example:** The suitcase is heavy. And the box? The box is as heavy as the suitcase. The box isn't as heavy as the suitcase. The box is not so heavy as the suitcase.

1. The Grand Hotel is full so we can't get any room here. How about the Hilton? 2. The tuna is large. And the mackerel? 3. As far as I know you've

had an exciting cruise around the Mediterranean Sea this year. How about your holiday in Egypt last year? 4. Oxford Street in London is well-known all over the world. And Wall Street in New York? 5. Barbara considers nurse's duties as rather tiresome. She would like to be an office-manager. 6. Noel was encouraged with meeting the new head. How about his colleagues? 7. For many countries the 2008 financial year was very bad because the economic crisis started. And the previous year? 8. The increased sales of the Benson Group under recession is disputable. What about the Domain Dynamics Group?

**22. Translate the following sentences into English. Mind the degrees of the adjectives.**

1. Полоцк намного старше Минска: он один из древнейших городов Беларуси. 2. В XVI в. Испания была самой могущественной державой в Европе. 3. Семья Смит не такая богатая, как их соседи: и квартира у них меньше, и автомобиль не такой престижный и менее мощный, и вещи они покупают более дешевые. 4. Пожилые люди часто проявляют нетерпимость по отношению к молодежи. Они считают, что ее поведение хуже, мораль – ниже, а ее единственное желание – хорошо проводить время. 5. По мере того, как начальник отдела продолжал задавать вопросы, его подчиненный становился все менее и менее разговорчивым. 6. Если вам нужна дополнительная информация, обращайтесь к руководителю проекта. 7. Мне все больше и больше нравится моя работа менеджера. Я считаю, что планирование является самой важной функцией управления, однако организация и контроль не менее важны, чем планирование. 8. В апреле 2010 года в США произошел самый крупный разлив нефти, когда у побережья штата Луизиана в Мексиканском заливе затонула платформа *Deepwater Horizon*, принадлежавшая корпорации *British Petroleum*. 9. Коммуникация персонала осуществляется намного легче, если сотрудники имеют возможность часто контактировать друг с другом. 10. Во время кризиса эта компания распродавала товары по бросовым ценам. Благодаря этому они в два раза увеличили свою долю рынка. 11. Самое слабое место нашей компании – это текучесть кадров, поэтому наш начальник отдела кадров начал подыскивать уверенных в себе сотрудников. 12. Из-за кризиса финансовое положение корпорации намного хуже, чем ожидалось. Однако главная причина в том, что наши старые клиенты перешли к другому поставщику. Они считают его более надежным и гибким. Если это так, то это самый тревожный симптом для нашей компании: она может обанкротиться в ближайшем будущем. 13. Индустрия моды знает целый ряд дорогих брендов. Самый дорогой из них – Гуччи, который стоит выше

12 млрд долларов. Прада и Шанель имеют одинаковую стоимость в 7 млрд долларов, а Ральф Лоран стоит в два раза дешевле Гуччи.

**23. Test yourself. Complete the following television broadcast putting the adjectives in brackets into the appropriate form.**

Welcome to the 2012 Paris Motor Show, where I've been looking at all (1) ... (*late*) models, and there's no doubt in my mind that (2) ... (*impressive*) car this year is this Peugeot 208 GTi. As you can see, it's slightly (3) ... (*small*) than many of the others on show, but inside it's (4) ... (*spacious*) than it looks and, I have to admit, it's one of (5) ... (*comfortable*) cars I've ever driven. The emphasis this year is on safety and economy. So, although it's not (6) ... (*fast*) car here today, it's certainly (7) ... (*economical*). It does (8) ... (*many*) kilometres to the litre than any of the others. Changes in design have resulted in a (9) ... (*good*), (10) ... (*efficient*) braking system than in other models, and the introduction of power steering means it is (11) ... (*easy*) to drive. In fact, tests have shown that this car is probably (12) ... (*safe*) and (13) ... (*reliable*) in the show. The standard Peugeot 208 GTi will cost around \$19,000 and, from what I've seen of it, will definitely be (14) ... (*good*) value for money in this price range.

**24. Complete this dialogue making the adjectives comparative or superlative where necessary.**

John: This grey car is (1) ... (*old*) than the red one. Why is it (2) ... (*expensive*) than the red one?

Salesman: It isn't (3) ... (*old*). It's the same age as the red one. But it's in (4) ... (*good*) condition. The red one is (5) ... (*cheap*) in the garage at the moment, but of course it's not (6) ... (*good*) as our other cars.

John: Is that blue car there the same model as the red one?

Salesman: No. It's (7) ... (*similar*) to the red one, but it's got a (8) ... (*powerful*) engine than the red one, so naturally it goes much faster. It's automatic too, so it's (9) ... (*easy*) to drive than the others.

John: I suppose it's (10) ... (*expensive*) of the three, isn't it?

Salesman: Yes and no. In one way it's (11) ... (*expensive*) of all, because you'll be able to drive much (12) ... (*far*) in it before you need to spend a lot of money on repairs.

**25. Put the adjectives in brackets into the comparative or superlative form, adding the necessary words.**

The company's annual report shows that the sales figures were (1) ... (*low*) than the previous year. This is no surprise due to the recession but



what is (2) ... (*disappointing*) than this is the clear evidence that some of our very (3) ... (*old*) clients have switched to another supplier. We are aware that there are (4) ... (*cheap*) suppliers than ourselves but this may not be (5) ... (*important*) factor. One old client was heard to say that their new supplier was (6) ... (*efficient*) and ... (7) (*flexible*) than we are. If this is the case, then this is (8) ... (*worrying*) than anything else. The economic situation is getting (9) ... and ... (*critical*) and if we do not compare favourably with our (10) ... (*big*) competitors, then we will not survive. We used to have (11) ... (*high*) reputation in the business but we are in danger of losing that forever. It is easy to be (12) ... (*good*) but that is what we should be aiming for.

26. Write down about a) hobbies, b) films or theatre performances, c) sports, d) subjects, etc. The student who is able to give the greatest number of qualities in his reasoning becomes the winner.

## THE ADVERB

1. When an adjective tells you more about a noun, an adverb tells you more about a verb. An adverb tells you in what way someone does something or in what way something happens. So an adverb often goes after a verb:

*He usually drives carefully.*

*We didn't go out because it was raining heavily.*

Adverbs can also be used before adjectives, other adverbs and Participle II:

*The examination was surprisingly easy.*

*She speaks German very well.*

2. According to the meaning, adverbs may indicate: 1) time (*yesterday, never*); 2) manner (*carefully, hard*); 3) place (*here, outside*); 4) degree (*much, quite*).

Only manner adverbs have a recognizable form, most of them consisting of the ending *-ly* on an adjective base (*quickly, clearly*). Other adverbs cannot be recognised by their form.

Mind that the adverbs *hardly* and *lately* have a meaning different to that of *hard* and *late*.

3. The adverbs *such* and *so* make the meaning of adjectives stronger. *Such* is used with an adjective and a noun while *so* is used with an adjective without a noun:

*We enjoyed the book. It was such a fascinating story.*

*We enjoyed the book. The story was so fascinating.*

You say *so long* but "*such a long time*"; *so far* but "*such a long way*"; *so many, so much* but "*such a lot (of)*":

*I didn't know you lived so far / such a long way from the city centre.  
Why did you buy so much / such a lot of food?*

4. The adverb *enough* goes after adjectives and adverbs but before nouns:  
*You can't get married yet. You're not old enough.  
He won't pass the exam if he doesn't work hard enough.  
I'd like to go on holiday but I haven't got enough money.*

After the adverbs *enough* and *too* you can use *for someone / something* or *to* + *Infinitive*:

*I've got enough money for a holiday at the sea.  
Let's take a taxi. It's too far to walk.*

5. Adverbs form their degrees of comparison in two ways. Regular short (one-syllable) adverbs form the comparative degree with the help of the suffix *-er* and the superlative degree – with the suffix *-est* added to the positive form:

*hard – harder – the hardest      fast – faster – the fastest*

Long (two- and more syllable) adverbs form the comparative degree with the adverb *more* and the superlative degree – with the adverb *most*:

*slowly – more slowly – the most slowly*

*skillfully – more skillfully – the most skillfully*

The degrees of comparison of irregular adverbs should be learnt by heart:

*well – better – the best*

*little – less – the least*

*badly – worse – the worst*

*far – farther – the farthest*

*much – more – the most*

6. Other structures to compare how the action is done can also be used with adverbs. They are as follows: *as ... as*, *not so ... as*, *the ... the*, etc.

*He ran as fast as he could.*

*The more you learn the more you know.*

## EXERCISES

1. State whether the words given in bold type are adjectives or adverbs.

1. It was **half** white and **half** black. 2. Yesterday I overworked, became very tired, and went to bed **later**. Naturally this morning I overslept and got up **later**. 3. He kept **close** to the road. 4. Farm workers have to work very **hard** during the harvest. 5. He is very slow and is always **late** for any meeting. 6. She looked quite **ill** when I saw her last time. 7. Look **straight** ahead. 8. Don't drive so **fast**. 9. Be **quiet**, please! I'm working at the report and trying to concentrate. 10. I was surprised that everything looked rather **quiet**. 11. It took her **long** to get there. 12. When the rockfall started, the

climbers were fast asleep in their tents. 13. Ann has been working **hard** recently to save her small business from bankruptcy.

**2. Mind the place of an adverb in a sentence. Sometimes more than one position is possible.**

1. This method is regarded as efficient. (*highly*) 2. Have you been to Italy? (*ever*) 3. Wait for me. (*outside*) 4. Jamie is working at the course paper. (*still*) 5. They help old Mrs. Huckster do the shopping. (*generally*) 6. Drink this and you will feel better. (*soon*) 7. Don't tell me the end of the film! I haven't seen it! (*yet*) 8. She answered the teacher's question so quickly that we could follow her. (*hardly*) 9. Like to have a look at the paper? – No, thanks. I've seen it. (*already*) 10. I've finished the work. (*quite*) 11. Excuse me, is there a garage? (*nearby*) 12. Ah, there it is! I've been looking for it. (*everywhere*) 13. Thanks for waiting. I've finished the urgent assignment and can have a talk with you. (*already*) 14. Ted likes his job. (*very much*)

**3. Choose two words (one from each box) to complete each sentence.**

slightly	absolutely	extremely	cheap	insured	destroyed
bitterly	totally	unusually	quiet	married	damaged
happily	badly	completely	ill	planned	enormous
seriously	fully	reasonably	sorry	changed	disappointed

1. The children are normally very lively but they're ... today. 2. Sally's father is ... in hospital. 3. When I returned home after 15 years, everything had ... . 4. Alice and Stan have been ... for eight years. 5. I thought the restaurant would be expensive but it was ... . 6. The building was ... in the fire. The fire destroyed our cottage but luckily we were ... . 7. What a big house! It's ... . 8. I'm ... about losing your iPad. I'll buy another one. 9. A lot of things went wrong during our stay because it was ... . 10. It wasn't a serious accident for Frank. Luckily, he didn't have a scratch and his car was only ... . 11. I was ... that I didn't get the job.

**4. Insert either *so* or *such* in the following sentences. Mind the article where necessary.**

1. The wind was ... strong, it was difficult to walk. 2. Come on! Don't walk ... slowly! 3. The food at the hotel was very bad. I've never eaten ... awful food. 4. I was surprised that Nelly looked ... well after her recent illness. 5. They have got ... a lot of money, they don't know what to do with it. 6. Gillian behaved ... freely at the corporate party that his peers didn't recognize him. 7. Why did she ask me ... stupid questions? 8. Everything

is ... expensive these days, isn't it? 9. I haven't seen him ... long that I've forgotten what he looks like. 10. Simon passed the exam easily but he was ... embarrassed when he came last in the class, with 20%. 11. We didn't expect to have ... many problems. 12. The World of Tanks is ... exciting computer game! 13. She replied with ... trembling voice that everyone in the office noticed her state. 14. The company's success was ... evident that even competitors couldn't deny it.

**5. Write a new sentence with the same meaning to use *such* instead of *so*.**

**Example:** The game was so exciting that I couldn't stop playing.      It was such an exciting game that I couldn't stop playing.

1. The manner he made a report on the issue was so convincing that we couldn't but agree with him. 2. The cruise round Europe was so well organized that we enjoyed every minute. 3. Carrer Petritxol is one of the narrowest streets in Barselona. It is so narrow that it's impossible for two cars to pass each other. 4. His feet are so big that he has difficulty in finding shoes to fit him. 5. The house was so old that there was no use to repair it. 6. The accident was so serious that nobody remained alive. 7. Dick is so economical that he doesn't go to work by bus and prefers walking. 8. John asked the supervisor about his pay cut. His question was so unexpected that the supervisor didn't know what to answer. 9. John repeated the question waiting for a definite answer. The situation became so awkward that everyone in the office looked down. 10. The main result of the marketing research was so surprising that we decided to conduct a new one. 11. The company's distribution network is so efficient that they have no problems with sales. 12. The inflation rate is so high these days that wages don't keep pace with it.

**6. Complete the following sentences using *enough* with one of these words: *clean, low, self-confident, experience, warm, chairs, attentive, money, qualifications, disappointing, room, food*.**

**Example:** Mary doesn't go to school. She is not ... .      She is not old enough.

1. My Fiat Panda is only a small car. There isn't ... for all of you. 2. Are you ... ? Or shall I switch on the heating? 3. There weren't ... for everyone to sit down. 4. The water was not ... to swim in. 5. There is not ... to feed the company of twelve. 6. Do you think I've got ... to apply for the job? 7. The audience wasn't ... when listening to his report. 8. The shelves should be ...



6. We couldn't hear what the speaker was saying. We were too far away from the place he was standing. 7. Farm workers can't pay their bills. Their earnings are too low. 8. We have studied the charity practice in the region. The obtained data are informative enough. 9. I can't understand why the company's shares have risen. The rise is too unexplainable. 10. The manager was tactful enough. He didn't notice the freshman's embarrassment. 11. George wants to be appointed deputy manager. His qualification is high enough. 12. I can't believe him to sell the company's information to the competitor. His reputation is too high.

**10. Answer the questions using the adjectives in brackets with the adverbs *too* or *enough*.**

**Example:** Does Harry work? (*lazy*) No, he's too lazy to work.

1. Why don't you drink the coffee? (*hot*) 2. I don't want to miss the 11.15 train. Shall I leave for the station at 11 sharp? (*late*) 3. Why didn't your friend get the job of a sales manager? (*experienced*) 4. Why can't Doris phone me now? (*busy*) 5. Bill is your co-founder. Why doesn't he make a decision about the business? (*self-confident*) 6. Why didn't he collect all the people from the airport? He went there by car. (*small*) 7. Would you like to be a politician? (*nice*) 8. Why does everybody discuss the results of the exit poll? (*unexpected*) 9. Why don't the management believe the data? (*disputable*) 10. Is the head officer going to retire? (*old*) 11. Why does everybody listen to him and believe his every word? (*reliable*) 12. Did you hear what the business partner was saying? (*far*) 13. Why has your company increased the employees' pay? (*prosperous*) 14. Why did they choose your idea for a project start-up? (*perspective*).

**11. Write sentences with *the ... the ...*. Choose a half-sentence from box A to go with a half-sentence from box B.**

**Example:** The longer he waited, the more impatient he became.

**A**

The earlier we leave  
The longer he waited  
The more I got to know him  
The more you practise your German  
The more you learn  
The harder you work

**B**

the faster you'll learn.  
the more you forget.  
the sooner we'll arrive.  
the less I liked him.  
the more impatient he became.  
the better you pass the exams.

12. Use the following notes and a suitable adverb from the box to complete the magazine article below. When there is more than one possibility, try to use as many different adverbs as possible. The first sentence has been done for you.

always	continually	ever	frequently	generally	hardly
ever	never	occasionally	often	usually	rarely
					sometimes

**Robert Williams**

- 1) interested in acting ever since he was a child;
- 2) gets a part in the theatre now and then;
- 3) is out of work sixty per cent of the time;
- 4) helps in a friend's restaurant most of the time;
- 5) is worried about money all the time;
- 6) parents help him financially now and then;
- 7) sees them only every two or three years;
- 8) gets depressed from time to time;
- 9) definitely wouldn't consider doing anything else.

Life can be difficult for a young actor, as I found out when I visited Robert Williams at his home in Durham since he was a child. Robert (1) **has always been interested in acting**. If he's lucky, he (2) ... but he (3) ... . To pay the rent he (4) ... but he (5) ... . His (6) ... but as they live in New Zealand, he (7) ... . He admits that he (8) ... but says he (9) ... .

13. Complete the following in an appropriate way. The adverbs should be used in the comparative degree. There is often more than one acceptable answer.

**Example:** Sorry, I don't understand what you are saying. Could you...?      Could you say it again **more slowly**? Could you speak **less quickly**?

1. If you want to pass this exam, Freddie, you'll have to ... 2. I can't understand what's happened to the team. They've been playing pretty badly all season and last night they ... than usual. 3. Daniel was going to take the train leaving at 5 a.m. So he had to get up ... 4. You know I don't like smoking very much. It's too smoky in the room. Can't you ...? 5. Kids, I know you're enjoying yourselves, but I've got a terrible headache. Please can you ...? 6. Sue, there's a police car following us. Hadn't you better ...? 7. If you don't hurry up, I'll miss my bus. Can't you ...? 8. Your work isn't very good. I'm sure you can do ... than this. 9. I'm sorry, but this is a very

bad line, and I can't hear you. Could you ...? 10. Usually the procedures for making insurance are clearly defined but I don't understand these ones. Could you define them ... ? 11. The assignment is very urgent. Could you work ... to finish it as quickly as possible?

#### 14. Reply the following questions using *a bit, a little, far, a lot, much*.

**Example:** Do you play tennis better than your brother? No, he plays tennis **much better**.

1. Do you know English better than Russian? 2. I'm sorry, I don't understand. Could you say it again more slowly? 3. Can you type better than write shorthand? 4. I'm simply dying. Can you walk more slowly? 5. Do you enter the classroom earlier than the lecturer does? 6. Do you work later than usual getting ready for an exam? 7. Do you get up earlier than usual on the day you are having an exam? 8. Can you work harder than your teachers expect from you? 9. Do you work more enthusiastically if you expect the dean to praise you? 10. Do you act more sensibly if you know the possible consequences? 11. Can you drive faster than the police car following us?

#### 15. Use the comparative or superlative degree of the adverbs.

1. Bill's eyebrows rose ... (*high*) than ever. 2. Driving ... (*slowly*) now, she arrived between four and five. 3. She was the one who was being hurt ... (*deeply*). 4. Moreover, he was ... (*well*) educated than the others. 5. Then he dismissed the thought as unworthy, and yielded himself ... (*freely*) to the music. 6. All the class has learned quite a lot, but Alfred has definitely learned ... (*much*), which is not surprising, as he's always worked ... (*hard*). 7. I know she thought about it ... (*carefully*) before making a decision and taking everything into consideration, she acted ... (*sensibly*). 8. Well, out of all the different machines to choose from, this model works ... (*efficiently*), produces the best copies and costs ... (*little*) to run. 9. The Head Manager argued ... (*persuasively*) of all the speakers. 10. Look, the man has written back to you ... (*apologetically*), explaining that there was a mistake, so, under the circumstances, I think you are behaving ... (*unreasonably*). 11. Robert followed her mental process ... (*clearly*) now, and her soul was no ... (*long*) the sealed wonder it had been. 12. I'm pleased to say all ideas developed by your team were received ... (*favourably*), but Nick's idea was received ... (*enthusiastically*), so that's the one we've chosen.



**16. Choose suitable adverbs to complete the following letter of reference. Try to use as many different adverbs as possible. The first sentence has been done for you.**

To Whom It May Concern

Miss Evans has worked for this company for five years and has always been an extremely reliable and cooperative employee. She is ... well organised and does her work ... and ... . She types ... and writes shorthand ... . In addition, she speaks French ... and can understand Russian ... . Future employers will find that she always arrives ... and works ... .

We wish her every success in her future career.

*David Martin*

David Martin,

Managing Director

**17. Translate the following sentences into English using various adverbs.**

1. Чем больше я узнаю его, тем больше его уважаю. 2. Гарри был достаточно тактичен, чтобы не заметить смущение своего старого друга. Он так сильно изменился, что Гарри едва узнал его. 3. Мальчик очень устал: он уже не мог идти так быстро, как его товарищи, поэтому очень скоро отстал. 4. Не могу понять, что произошло с командой. Весь сезон они играли очень плохо, а вчера умудрились сыграть еще хуже, чем обычно. 5. Начальник нашего отдела еще не так стар, чтобы уходить в отставку. 6. Если вы думаете, что ваш стиральный порошок тщательно отстирывает вещи, вы никогда не пробовали Тайд. Тайд отстирывает намного лучше (тщательнее). 7. Машина Билла достаточно большая, чтобы отвезти сразу всю нашу компанию из восьми человек. 8. Пик всегда действует быстро в критических ситуациях. Однако в последний раз он прореагировал так быстро, как никогда раньше. 9. Улочка была такая узкая, что по ней едва могли разехаться два автомобиля. 10. Почему руководство не верит данным, полученным в ходе опроса сотрудников? – Сейчас кризис и едва ли политика руководства по снижению издержек, в том числе зарплаты, получила одобрение персонала. Руководство считает эти данные весьма сомнительными. 11. Их идеи были приняты самым лучшим образом. 12. Вчера у него было много работы в клинике; он устал и решил пойти спать немного пораньше. По ему не пришлось отдыхать так долго, как он надеялся: в пять часов утра его вызвали к больному. 13. Из всех машин, которые производит наше предприятие, эта модель работает наиболее эффективно, а ее обслуживание требует наименьших затрат. 14. Мисс Уилсон работает в нашей компании уже десять лет. Это очень надежный сотрудник. Она исполняет свои обязанности самым тщательным образом.

**18. Test yourself.** Read the following interview with a sportsman. Then choose suitable adverbs to complete the discussion. There is often more than one acceptable answer. The first sentence has been done for you.

**Interviewer:** My first guest this evening is the young British cyclist Ken Barclay. Ken has (1) **just** been chosen to ride in next year's Tour de France. Congratulations, Ken. How do you feel about it?

**Ken:** Thanks. Well, of course, I'm (2) ... pleased. I (3) ... expected to be selected.

**Interviewer:** Which will be the most difficult part of the race for you?

**Ken:** Well, I'm not very good at climbing. I ride (4) ... on flat roads. So, I don't expect to do (5) ... in the mountains.

**Interviewer:** You must have to do a lot of training, don't you?

**Ken:** Yes, of course. I train (6) ... for about five or six hours. But (7) ... I've been training ever (8) ... than that. But I'm still not as good as I should be. You see, it's a very long race. You have to ride (9) ... than in most other races, and there are (10) ... any rest days, maybe only one or two. So, it's (11) ... tiring, too. You've got to be (12) ... fit.

**Interviewer:** It's a dangerous sport, too, isn't it?

**Ken:** Oh, yes, (13) ... . You have to ride so (14) ... to each other that it's (15) ... easy to fall. (16) ... the worst accident I've (17) ... had was breaking a finger, but some riders have been (18) ... injured. Some have even been killed.

**Interviewer:** Well, Ken, the very best of luck in the Tour, and let's hope you finish the race (19) ... .

**Prompts:** *extremely, very, well, regularly, harder, hardly, longer, quite, close, luckily, ever, seriously, best, safely, badly, fortunately, farther, severely, more, recently, lately, daily, fastest, successfully.*

## THE PRONOUN

Words that stand instead of nouns are called pronouns. They are classified as personal, possessive, reflexive, demonstrative, indefinite, relative and others. Each group of pronouns has its own characteristic features.

### PERSONAL PRONOUNS

1. Personal pronouns have gender and number. Pronouns like **he, she, you** that refer to only one person are singular, those like **we, they** that refer

to more than one person are plural. Pronouns that stand for males are masculine gender, those for females are feminine gender, and those for things are neuter gender:

*Boy, king, father – he      girl, woman, mother – she*  
*book, house, table – it*

Normally words used for animals are neuter gender but sometimes we think of them as masculine or feminine:

*My dog is called Jessie. She is very nice.*

Mind that in English some things can also be of masculine or of feminine gender:

*boat, locomotion, reed – she      swallow – he*

2. In English, nouns always have the same form whether they are in the subject or in the object, but pronouns are different. With most of them there is one form for the subject (the nominative case) and another form for the object (the objective case). Compare:

Singular			Plural	
Person	Nominative	Objective	Nominative	Objective
1 <sup>st</sup>	I	me	we	us
2 <sup>nd</sup>	you	you	you	you
3 <sup>rd</sup>	he, she, it	him, her, it	they	them

## POSSESSIVE PRONOUNS

1. Possessive pronouns are formed from the corresponding personal pronouns to show possession of the object to a person:

I – **my**      we – **our**  
 you – **your**      you – **your**  
 he – **his**; she – **her**; it – **its**      they – **their**

2. Normally they are used with nouns as attributes:

*My parents are economists.*

*He has finished his work.*

The absolute form of the possessive pronouns is used when possessive pronouns are used without nouns:

my – **mine**      our – **ours**  
 your – **yours**      your – **yours**  
 his – **his**; her – **hers**; its – **its**      their – **theirs**

Compare the following sentences where the possessive pronouns are used differently:

*This is my book. This book is mine.  
John is our friend. John is an old friend of ours.*

## REFLEXIVE PRONOUNS

1. Reflexive pronouns can be singular **myself, yourself, himself, herself, itself** and plural **ourselves, yourselves, themselves**. We use a reflexive pronoun when the subject and the object are the same:

*Raymond cut himself when he was shaving.*

2. We do not normally use **myself**, etc. after *feel, relax, concentrate, wash, dress, shave*:

*He got up, shaved, washed and dressed. (not shaved himself, etc.)*

3. A reflexive pronoun can be used with the preposition **by** to mean *alone*:

*Learner drivers are not allowed to drive by themselves.*

4. It is possible to use a reflexive pronoun to emphasize that the person himself does or did something:

*I'm not going to do it for you. You can do it yourself.*

## DEMONSTRATIVE PRONOUNS

Demonstrative pronouns are limited in number: singular **this, that**, plural **these, those** and **such** and **same**. They may be used as the subject, attribute and object:

*Everybody knows this already.*

*These papers are for you.*

## RELATIVE PRONOUNS

1. Relative pronouns **who (whom), whose, what, which, how, where** are used when you form a question and as conjunctions with the subordinate clauses:

*What books do you like to read?*

*Isn't he the man whose photo was in the paper?*

2. The pronoun **who** is used in a relative clause instead of **he / she / they**. Mind that for things you should use **that** instead of **it / they**:

*This is John, who has the room next to ours.*

*Where are the files that were in the safe?*

The objective form **whom** of the pronoun **who** is a characteristic feature of written English. In spoken English **who** is preferred. **Whom** is possible instead of **who** when it is the object of the verb in the relative clause; it can also be used with a preposition (*to, from, with whom*, etc.):

*The man **whom** I wanted to see was away on holiday. (I wanted to see him.)*

*The girl **with whom** we work is a good specialist. (We work with her.)*

3. The pronoun **which** is used for things and people when there is a choice of them. Like **whom** it can be used with a preposition:

***Which** book do you prefer?*

***Which** of you can speak Italian?*

4. In relative clauses the pronoun **whose** is used instead of **his / her / their** mostly for people:

*A widow is a woman **whose** husband is dead. (Her husband is dead.)*

## INDEFINITE PRONOUNS

1. In speech we often use indefinite pronouns such as (1) **some, any, no, many, much, few, little, one, other, another**; (2) **both, all, every, each, neither, either** and their derivatives such as (3) **somebody, somewhere, something, anybody, anything, anywhere, nobody (no one), nothing, nowhere**, etc. Most of the indefinite pronouns from group 1 are also considered as quantifiers (see the chapter "The quantifier"). Their derivatives are used similar to them.

2. Negative pronouns and their derivatives should be used especially at the beginning of the sentence or alone. These words can be used in the middle or at the end of the sentence but without the negative particle **not** as they are always negative:

***No one (or Nobody)** came to visit me when I was ill.*

*It was too dark so I saw **nothing**.*

In the middle or at the end of the sentence **not ... any / anything / anybody / anywhere** more often used:

*She did **not** tell **anyone** about her plans.*

When there is another negative word, the particle **not** is never used:

***Nobody** told me **anything**.*

3. Pronouns **everyone / everybody / everything** should be used to mean **all**. The pronoun **all** can be used to mean "everything" but **everything** is more preferable:

***Everybody** enjoyed the dinner party.*

*It has been **one of those** days when **everything** seems to go wrong.*

Sometimes **all** is used to mean *the only thing(s)*:

*All I've eaten today is a sandwich. (– the only thing I've eaten)*

4. With time words you can use **every** to say how often something happens: **every day / every week / every month**, etc. **All day / the whole day** means *the complete day*. Compare:

*I go to university every day except Sunday.*

*Yesterday I spent at the University all day.*

5. With **all, some, any, none, most, each, little, few** the *of*-phrase can be used with a noun modified by the article and/or by another pronoun. With **all** the preposition *of* can be left out:

*All of the students were present today. (– All students were present today.)*

*Most of my friends live in Boston.*

*I know none of them.*

6. You can use **both, either** and **neither** when you talk about two things. These words can be used with a noun. With the *of*-phrase they need either a noun modified by the article and/or by another pronoun:

*Can either of you speak Italian?*

*Both of these books were good. (– Both books were good.)*

*I want Tom and Ann to come but neither of them want (or wants) to.*

It is also possible to say **both ... and, neither ... nor, either ... or**. Mind that **neither ... nor** is negative in its meaning in contrast to **either ... or** which is affirmative.

*Both Nick and Kate were late.*

*Either he or his friend will help me.*

*Neither Nick nor Jack came to see me when I was ill.*

The pronouns **both, either, neither** can also be used alone:

*I couldn't decide which cake to choose. I liked both.*

*Do you want tea or coffee? – Either. I don't mind.*

*Is she American or British? – Neither. She is Australian.*

## EXERCISES

1. Finish up the following sentences using an appropriate personal pronoun (variants are possible).

1. I am from Minsk. – So am ...
2. Why are ... looking at me? – ... sorry for ...
3. My brother is younger than Peter but ... is nearly as tall as ...
4. Nobody except your mother knows the truth but ... won't tell anything.
5. I haven't met Nick. Is ... here yet?
6. ... feel sorry for Kate but ... doesn't trust us.
7. Linda's parents live in London but ... lives in Brighton.
8. My friends saw me in the office yesterday but ... was too busy to talk

with ... . 9. Max said ... had attended the meeting but ... didn't see ... .  
10. They are both highly qualified. It's difficult to choose between ... .

**2. Make up an appropriate possessive pronoun to finish up the sentence.**

1. I like ... (*we*) flat very much – it's big and comfortable. 2. Whose bag is it? – It's ... (*she*). 3. Tennis is ... (*I*) favourite sport. I play a lot in summer. 4. They've got the same apartments as ... (*we*). 5. ... (*You*) idea is good but ... (*he*) is better. 6. It's ... (*we*) problem, not ... (*they*). 7. Speak for yourself! It's not business of ... (*you*). 8. I don't know about you but ... (*I*) opinion is that he is a reliable man. 9. They know ... (*I*) e-mail address but I don't know ... (*they*). 10. Do you think most people are happy in ... (*they*) job? 11. I enjoy ... (*I*) job but she doesn't. She wants to change ... (*she*). 12. The company has offices in many places but ... (*it*) head office is in Madrid.

**3. Complete the sentences below using an appropriate verb from the box and a corresponding reflexive pronoun. The first one has been done for you.**

teach	burn	look after	hurt	talk to	do	blame	
	lock	cut	help	buy	repair	enjoy	kick

1. The party was great. We **enjoyed ourselves** very much. 2. It isn't her fault. She really shouldn't ... . 3. I'm a mechanic, so I can ... the bicycle ... . 4. Be careful! That pan is very hot. Don't ... . 5. If you want more to eat, ... . 6. Don't worry about us. We can ... . 7. What a stupid fool I am! I could ... . 8. He spends most of his time alone, so it's not surprising that he ... . 9. Tom ... while he was shaving this morning. 10. They couldn't get back into the house. They had ... out. 11. The boy was lucky when he fell down the stairs. He didn't ... . 12. I'm trying to ... Spanish ... but I'm not making much progress. 13. Nobody is going to help us, so we'll have to ... . 14. Here's the money, go and ... anything you like. 15. Be careful, you must be able to ... .

**4. Write down the definitions of the people given below using the pronoun *who*.**

**Example:** an architect

An architect is someone **who** designs buildings.

1. a post-graduate; 2. a driver; 3. a car mechanic; 4. a web developer;  
5. a shoplifter; 6. a customer; 7. a banker; 8. a vegetarian; 9. a camera-man;

10. a HR manager; 11. a scuba-diver; 12. a shareholder; 13. a politician; 14. an accountant; 15. a reporter.

**5. Read the news items given below and join each of the pairs of the sentences to make one sentence using *who*, *which*, *whose* or *whom*. Sometimes there may be more than one acceptable version.**

**Example:** That's Juan. He showed us how to dance flamenco.      That's Juan, **who** showed us how to dance flamenco.

1. A priceless seventeenth-century painting has been discovered in a house in Berkshire. It was stolen over twenty-five years ago. 2. Simon Walsh, twenty-two, appeared at Manchester Crown Court today, charged with driving without a licence. His father is the Conservative MP for Lower Trauton. 3. Amateur radio enthusiast Paul Little saved the lives of nine Spanish seamen last night. He heard the SOS signal on his transmitter. 4. Cardinal Onzo of Brazil left for Heathrow this morning. The Archbishop of Canterbury had talks with him earlier this week. 5. The Winstons have received more than \$200,000 compensation from their local council. Their house was demolished by mistake. 6. The famous 1930s beauty Nancy Loughborough has died in her sleep at the age of eighty-two. The well-known song *Beautiful* was written for her. 7. Mrs. Brenda Tyler has been nominated Slimmer of the Year. She lost more than thirty-five kilos in six months. 8. And finally, heavy snow has blocked most roads in the north of Scotland. It fell unexpectedly during the night.

**6. Make one sentence of two using *all of* / *most of*, etc. + *whom* / *which*.**

**Example:** He has three brothers. All of them are married.      He has three brothers, **all of whom** are married.

1. Carol has a lot of gadgets. She doesn't know how to use most of them. 2. There were a lot of people at the party. I had met only a few of them before. 3. He gave us a lot of information. Most of it was useless. 4. Roger tried on three jackets. Neither of them fitted him. 5. Chris has a lot of friends. Many of them he was at school with. 6. They have got three cars. Two of them they never use. 7. I have sent her five letters. Neither of them has arrived. 8. Norman won \$30,000 in the lottery. He gave half of it on charity. 9. Two men came to my office. I had seen neither of them before. 10. Ten people applied for the job. None of them were suitable. 11. Tom made a number of suggestions. Most of them were very helpful.



**7. Complete the sentences given below with *some, any, someone, anyone, somebody, anybody, something, anything, somewhere or anywhere*.**

**Example:** Does ... mind if I smoke? Does **anyone** (*anybody*) mind if I smoke?

1. There is ... at the door. Can you go and see who it is? 2. Would you like ... to offer me? 3. We slept in the park because we didn't have ... to stay. We didn't know ... we could stay with and we didn't have ... money for a hotel. 4. The prisoners refused to eat ... 5. Sue is very secretive. She never tells ... (*two words*) 6. He left the house without saying ... to ... 7. Do you live ... near Jim? 8. The film is really great. You can ask ... who has seen it. 9. Can you give me ... information about the places to see in the town? 10. This is a No Parking area. ... who parks a car here will have to pay a fine. 11. With this special tourist bus ticket you can go ... you like on ... bus you like. 12. You can cash these traveller's cheques at ... bank. 13. Has ... called to the office?

**8. Complete the following sentences with *any, anyone, anybody, anything, anywhere, no, none, no one, nobody, nothing or nowhere*.**

**Example:** I can't talk to you now because I ... time. I can't talk to you now because I have **no** (*haven't any*) time.

1. I couldn't make an omelet because I had ... eggs. 2. I didn't say ... . Not a word. 3. The bus was completely empty. There wasn't ... on it. 4. I can't find my watch ... . I've looked all over the house. 5. They took a few photographs but ... of them were very good. 6. What did you have for breakfast? – ... . I don't usually have ... for breakfast. 7. Where did you go for your holidays? – ... . I stayed at home. 8. How many cinemas are there in your town? – ... . The last one closed six months ago. 9. There was complete silence in the room. ... said ... 10. The town was still the same when I returned years later. ... had changed. 11. The accident looked serious but fortunately ... was injured. 12. ... intelligent person could do such a stupid thing. 13. The four of us wanted to go to a restaurant but we couldn't because ... of us had ... money. 14. We cancelled the party because ... of the people we invited could come.

**9. Choose between *both, either or neither* to finish up the sentences given below. Sometimes you need *of*.**

**Example:** I invited Tom and Ann to the party but ... them came. I invited Tom and Ann to the party but **neither of them** came.

1. It wasn't a very good football match. ... team played well. 2. Which of the two films do you prefer? The first or the second one? – Actually I didn't like ... them. 3. ... pullovers are very nice. I don't know which one to buy. 4. ... his parents is English. His mother is German and his father is Italian. 5. Is today the 14th or the 15th? – ... it's the 16th. 6. Arnold and I hadn't eaten for a long time, so ... us were very hungry. 7. There are two windows in my room. It was hot so I had ... them open. 8. Do you want tea or coffee? – ... I really don't mind. 9. Did you go to France or Italy for your holidays? – We went to ... A week in France and a week in Italy. 10. When the boat started to sink, we were really frightened because ... us could swim. 11. There are two ways to the city centre. You can go along the footpath by the river or you can go along the main road. You can go ... way. 12. After the accident ... cars stopped. ... drivers got out and started shouting at each other. ... them were very aggressive.

**10. Make sentences with *both ... and*, *neither ... nor* and *either ... or* according to the model.**

**Example:** Jack was late. So was Carol. **Both** Jack and Carol were late.  
He didn't write, he didn't phone. **He neither** wrote **nor** phoned.

1. We were tired. We were hungry. 2. I'm not sure where he is from. He may be Spanish but he may be Italian. 3. Tom didn't come to the party. Neither did Ann. 4. George doesn't smoke. And he doesn't drink. 5. Is that man's name Richard? Or is it Robert? It's one of the two. 6. I haven't got the time to go on holiday. And I haven't got the money. 7. The hotel wasn't clean. And it wasn't comfortable. 8. The front of the house needs painting. The back needs painting too. 9. Advertised as "an original comedy" the film was not original. It was not amusing as well. 10. We can leave today or we can leave tomorrow – whichever you prefer. 11. He gave up his job because he needed a change. Also the pay was low.

**11. Complete these sentences with *all*, *everything* or *everyone / everybody*.**

**Example:** ... I've eaten today is a sandwich. **All** I've eaten today is a sandwich.

1. Ken is very popular. ... likes him. 2. ... was very kind to us. They did ... they could to help us. 3. Marianna doesn't do any of the housework. Her husband does ... 4. Can ... write their names on a piece of paper, please? 5. I can't lend you ... money. I've 20 pounds and I need that. 6. I can't stand

him. He disagrees with ... I say. 7. She didn't spend much money in the shops. ... she bought was a pair of gloves. 8. He didn't say where he was going. ... he said was that he was going away. 9. ... you have to do is to make an excuse. The head isn't vindictive, he'll forgive you. 10. ... has got their faults. Nobody is perfect. 11. Margaret told me ... about her new job. It sounds quite interesting. 12. Why are you always thinking about money? Money isn't ...

**12. Max Warner, Bill Show and Jack Clay have just interviewed several applicants for a job. Complete the following discussion by choosing the appropriate personal pronoun from those given in the brackets.**

M A X: Well, gentlemen, that's the last applicant, and now it's up to (1) ... (*us, our, ours*) to make a decision. It seems to (2) ... (*me, my, mine*) that there are only two possibilities: Rosemary Bell and Michael Smith. However, as (3) ... (*them, their, theirs*) qualifications are equally good and they have both got a lot of experience, it's difficult to choose between (4) ... (*them, they, their*). So, I'd like to hear (5) ... (*you, your, yours*) opinions first. Jack?

J A C K: Oh, I'd definitely give the job to (6) ... (*she, her, hers*). I liked (7) ... (*she, her, hers*) enthusiasm and felt (8) ... (*she, her, hers*) ideas were more up to date than (9) ... (*he, his, him*). To be honest, I was rather disappointed in (10) ... (*he, his, him*). Moreover, I found (11) ... (*he, his, him*) rather dull. Well, that's only (12) ... (*me, my, mine*) opinion. What's (13) ... (*you, your, yours*), Bill?

B I L L: I don't really agree with (14) ... (*you, your, yours*), Jack. I got the impression that she was rather neurotic. I would give (15) ... (*he, his, him*) the job and not to (16) ... (*she, her, hers*). Don't forget, (17) ... (*he, his, him*) references are much better than (18) ... (*she, her, hers*).

J A C K: References! Who takes any notice of references! If I remember correctly, (19) ... (*me, my, mine*) weren't very good either, and I doubt if (20) ... (*you, your, yours*) were much better, Bill!

B I L L: Speak of yourself, Jack! Anyway, it's no business of (21) ... (*you, your, yours*)!

M A X: Gentlemen, if we could get back to discussing the candidates. Now, personally, I agree with (22) ... (*you, your, yours*).

**13. Complete the following newspaper article by choosing the pronoun *who, whom, whose* or *which*.**

### *Actress Buried in Hollywood*

The actress Lilian Bell, (1) ... died last week, was buried in Hollywood. Miss Bell, (2) ... career in films lasted more than forty years, was one of the

great stars of the 1940s. Her most successful role was Catherine the Great in *The Russian Empress*, (3) ... was directed by her first husband, Daniel Steinberg, from (4) ... she was divorced in 1952. She later married the actor Peter Becker, with (5) ... she made several films before his death in 1969.

Hilary Marshall, (6) ... biography of Miss Bell was published last year, said, "She was a talented actress (7) ... knew exactly what the public wanted. Her death is the end of an era (8) ... produced some of the finest actors in the history of the cinema."

**14. There are some facts about the Coca-Cola Company. Complete the sentences below with *who*, *which* or *where*.**

The Coca-Cola Company, ... was founded in 1892, is famous all over the world. The company, ... produces many soft drinks, is based in Atlanta. John S. Pemberton, ... invented Coca-Cola, intended the drink to be used as a cure for common illnesses. Frank Robinson, ... worked for Pemberton, chose the name of Coca-Cola. Fanta, ... was originally produced in Germany, was bought by the Coca-Cola Company. Sprite, ... was introduced in 1961, is also made by the Coca-Cola Company. The US Patent Office, ... the trademark "Coca-Cola" was registered, has also registered the trademark "Coke" and the Coca-Cola glass bottle. In America, ... Coca-Cola was first produced, there is a large soft drink industry, but the Coca-Cola Company is the most successful.

**15. Choose the appropriate pronoun from those given in brackets to complete the following speech.**

Ladies and gentlemen, could I have (1) ... (*you / your / yours*) attention for a moment? As you know, (2) ... (*this / that / these / those*) is a very sad occasion for all of (3) ... (*we / us / our*), because we have to say good-bye to Duncan Brown, (4) ... (*who / whom / whose*) retires today after 25 years with the company.

Duncan has been here longer than (5) ... (*someone / somebody / anyone*) else, and we will miss (6) ... (*he / his / him*) very much. He has always been an enthusiastic worker, (7) ... (*who / whom / whose*) sense of humour cheered (8) ... (*someone / anyone / everyone*) up, especially on Monday mornings! He is a man I admire and respect enormously, even though, as he well knows, we haven't always seen eye-to-eye with (9) ... (*ourselves / each other / us*). And I'm sure he remembers (10) ... (*this / that / these / those*) arguments as well as I do!

Duncan, if you look at the contribution you have made to the company, you can be proud of (11) ... (*you / yours / yourself*). And to show (12) ... (*us / our / ours*) appreciation, we would like to give you (13) ... (*anything /*

*something / nothing else*) to remember (14) ... (*us / our / ours*) by. And I'm sure I'm not just speaking for (15) ... (*me / each other / myself*) but for (16) ... (*anyone / everyone / someone*) else too when I wish you and your wife a very happy retirement.

**16. Reply to the following using the possessive pronouns *mine, yours, hers, his, theirs* or *ours* to show that something belongs to somebody.**

**Example:** Is this test yours?

Yes, it's **mine**. / No, it's not **mine**.

1. Is it Susan's handbag? 2. Is it your luggage? 3. Our last holiday was disastrous. And yours? 4. Is it your brother's tennis racket? 5. Which one is your car: the Ford or the Honda? 6. It's their duty to check in and out, isn't it? 7. Is it Cindy's smart phone? 8. I suppose, it's your boss's office, isn't it? 9. Now it is my turn to make a choice, isn't it? 10. Is this Mr. Clay's message that he sent yesterday? 11. Is it your deputy head's opinion to expand the company? 12. Was it your intention to invite those horrible people to the corporate party?

**17. Express surprise using the reflexive pronouns.**

**Example:** I translated the article for John. Didn't he translate it **himself**?

1. I washed the car for Mike. 2. Kate wrote a term paper for Jane. 3. She asked me to post her letters. 4. I packed my children's things. 5. Helen told me that she was getting married my brother. 6. Ann's friend painted her lounge and dropped the tin of paint. 7. Last time we were in the pub Jake paid for our drinks. 8. He made a phone call to Maxim's to reserve a table for them. 9. I recorded the last Grammy ceremony for her. 10. Kevin did most boring routine jobs for me.

**18. Read some sayings and proverbs with pronouns and use them in situations of your own.**

1. Never take anything for granted. 2. It is not every question that deserves an answer. 3. There is nothing either good or bad, but thinking makes it so. 4. No one knows what he can do until he tries. 5. Practice is the best of all instructions. 6. He who does not work neither shall he eat. 7. Leave undone those things which one ought to have done. 8. Every bullet has its billet. 9. Nothing succeeds like success. 10. When everyone is somebody, then no one's anybody. 11. The books that everybody admires are those that nobody reads. 12. One man's word is no man's word; we should hear both

sides. 13. In every beginning think of the end. 14. When children stand quiet they have done something ill.

**19. Test yourself. Translate the Russian parts in the following sayings and complete.**

1. Be noble in *каждой* thought and in *каждом* deed. 2. No man is happy *который* does not think himself so. 3. *Все люди* are poets at heart. 4. *Что* is done can't be undone. 5. *Каждый человек* is the maker of *своей* own fortune. 6. *Нет места* more delightful than home. 7. Almost *все* that is great has been done by youth. 8. With stupidity the gods *сами* struggle in vain. 9. A mere copier of nature can never produce *ничего* great. 10. He who loves not his country *ничего не может любить*.

## THE QUANTIFIER

The meaning of quantity is expressed not only by numerals but by quantifiers as well. Quantifiers are used when you don't know or don't care for the definite number. There are a lot of quantifiers in English. They are neutral quantifiers **much / many, some / any, several**; large quantifiers **a lot (of) / lots (of), a great deal (of), plenty (of), a number (of)**, and small quantifiers **a few / a little, few / little**.

1. Quantifiers **much** and **little** are used with uncountable nouns (a), and **many** and **few** with plural nouns (b):

- a) *much money*            *little energy*
- b) *many people*           *few companies*

2. Large quantifiers **a lot (of) / lots (of) / plenty (of)** are used with both uncountable and plural nouns:

- a lot of money*           *lots of time*            *plenty of petrol*
- a lot of books*           *lots of people*          *plenty of orders*

The quantifier **plenty** means *more than enough*:

- Have some more to eat. – No, thanks. I've had plenty.*
- There's no need to hurry. We've got plenty of time.*

3. The quantifiers **much** and **many** are mainly used in negative sentences and questions:

- We didn't spend much money.*
- Have you got many orders for organic food?*

In positive sentences it is more common to use **a lot of**. The quantifier **much** is especially uncommon in positive sentences:

- We spent a lot of money.*

But you can use **too much** and **so much** in positive sentences:

*I can't eat the soup. There's **too much** salt in it.*

4. The quantifiers **little** and **few** are used to express negative ideas (a), and **a little** and **a few** with more positive ideas (a few, a little – some, a small amount or a small number) (b):

a) *Hurry up! We've got **little** time left.* (– not much time)

b) *When did you last see Ted? – **A few** days ago.* (= some days ago)

5. In general the quantifier **some** is used in positive sentences and the quantifier **any** in negative sentences:

*I've bought **some** food.*

*The bank didn't give him **any** loan.*

Sometimes **any** is used in sentences with negative meaning:

*He left home without **any** money.* (– He didn't have any money.)

6. The quantifier **any** is often used after the conjunction **if**. Sometimes the sentences are without **if**, but they have the idea of **if**:

*Buy some pearls **if** you see **any**.*

*I'll send on **any** letters that arrive for you.* (– if there are any)

7. In questions it is common to use **any** (not *some*):

*Have you got **any** work for me?*

But **some** is often used in questions when you expect the answer “yes” or when you offer or ask for things:

*Would you like **some** coffee?*

*Can I have **some** of these peas?*

## EXERCISES

1. Tom is talking to a friend about the party which he didn't go to. Complete the following with **much** or **many**.

What was the party like? Oh, not very good. There were too (1) ... people there, so there wasn't (2) ... room to dance or move about and talk to people. How (3) ... people were there? About forty, I should think. Mind you, I didn't know (4) ... of them and I'm not very good at talking to people I don't know. I didn't get there till late anyway, so, by the time I got there, there wasn't (5) ... food left or (6) ... drink either. I've been to one or two of her parties before, but not (7) ... . I don't think I'll go to another one. It wasn't (8) ... fun.

2. Complete these sentences with **much**, **many** and **a lot (of)**. Sometimes there are two possibilities.

1. It cost me ... money to furnish this house. 2. She is a very quiet person. She doesn't say ... 3. We didn't take ... photographs when we were on a

business trip in Milano. We didn't have ... spare time. 4. ... luck attend you!  
 5. This car is expensive to run. It uses ... petrol. 6. Sydney always puts ... salt  
 in his food. 7. The woman was badly injured in the accident. She lost ...  
 blood. 8. The place was not a lively town. There wasn't ... to do. 9. ... people  
 do not like flying. 10. Don't disturb the chief accountant. He's got ... work  
 to do. 11. There weren't ... people at the reception I had been before. 12. He's  
 got so ... money, he doesn't know what to do with it.

**3. There is a dialogue for you to complete choosing a large quantifier from the box below. Frequently more than one answer is possible, but you should use each quantifier at least once.**

much	many	a lot (of)	lots (of)	a great deal (of)
	a number (of)		plenty (of)	

**Director:** Has there been (1) ... response to the job advertisement?

**Manager:** Oh, yes. We've had (2) ... applications. The only trouble is that not (3) ... of them are really suitable. They've either got (4) ... qualifications but not (5) ... experience or vice versa. Take this girl, for example. She hasn't got (6) ... qualifications, but she's had (7) ... different jobs.

**Director:** Still, sometimes experience is more important than qualifications. Anyway, we haven't got (8) ... time, so we'll have to make a decision soon. Have you any idea how (9) ... we'll need to interview?

**Manager:** Well, I've put (10) ... them aside for you to look at, and then we can make a short list.

**Director:** Fine. I've got (11) ... things to do this morning, but I should have (12) ... time this afternoon. So perhaps we can discuss it then.

**Manager:** That suits me.

**4. Use the quantifiers *a great deal (of)*, *a number (of)* and *plenty (of)* to complete the following. Sometimes more than one answer is possible.**

1. We don't need to go to a petrol station, there's ... petrol in the tank.  
 2. Come on, everyone. There's ... food, so help yourselves! 3. It's kind of you to help, but there isn't really ... work to do. 4. Being a primary school teacher, Margaret must have ... patience. 5. Mike always shows ... interest in everything you do. 6. ... people have asked me the same question. I'm afraid I really don't know the answer. 7. There are ... problems in this area. 8. London University has ... various colleges. 9. I don't know why you think she's lonely. She's got ... friends. 10. I've complained about it ... times, but they still haven't done anything about it. 11. He's got no financial problems.



He's got ... money. 12. My father has been working in this area for 23 years. He's got ... experience. 13. ... companies have diversified into areas favoured by the government.

**5. Complete the following weather forecast with *a few* or *a little*.**

After a clear night, it will be a dry day in most places, though (1) ... areas will have (2) ... rain in the afternoon. In the south it will be rather dull with only (3) ... sunshine and the possibility of (4) ... showers later in the day. In the Midlands and East Anglia there may be (5) ... fog at first, but this should clear quickly, giving a bright day with temperatures (6) ... degrees above zero. The cold weather over Scotland's likely to continue for (7) ... more days, with (8) ... snow on high ground. However, milder weather is expected by the weekend.

**6. Complete these conversations with *few*, *a few*, *little*, *a little* and reproduce them.**

1. Student: You wanted (a) ... words with me, sir?

Principal: Ah, yes, Patrick. Come in. It's about your work. Now, I know this exam is of (b) ... importance to you personally, but (c) ... of the students have complained about your behaviour in class. I would be grateful if you could make (d) ... more effect for the rest of the term.

2. Tom: Oh! Come on! Liverpool have very (a) ... chance of winning! After all, they've lost nearly every match this season.

Nick: I'm not so sure. They've got (b) ... good players and, with (c) ... bit of luck, they might just beat Rangers.

3. Director: A very successful meeting, don't you think?

Chairman: Very successful indeed. Just think, we've had (a) ... arguments, (b) ... disagreement and (c) ... objections. In fact, we've made quite a lot of progress.

**7. Use *fewer* / *the fewest* / *less* / *the least* in the sentences below.**

1. It's a good car. It needs ... repairs. 2. He feels ... optimistic about the future than a year ago. 3. It was ... successful day in my life. 4. Kate is ... shy than her sister. 5. He has made ... mistakes in the last test. 6. Jack is very clever but he's got ... self-confidence of anyone I know. 7. She doesn't use English in her job, so she speaks it ... than six months ago. 8. He always overworks so he's had ... days off work of anybody in the office. 9. Do you want more time and ... money, or more money and ... time? 10. It was ... successful corporate party we had. 11. The company has earned ... money in the transaction than it planned. 12. This quarter they have sold ... number of iPads.

**8. Secretaries are talking at lunchtime. Complete the following sentences with *some* or *any*.**

1. Thank goodness it's lunchtime! I'm starving! I didn't have ... breakfast!
2. Have you got (a) ... change, Barbara? I need (b) ... for the coffee machine.
3. – It smells nice, Pam. What is this?  
– It's a homemade soup. Would you like to try ...?
4. – Oh, no! There isn't (a) ... milk left!  
– Do you want (b) ... of my powdered milk?  
– Thanks.
5. Have ... of you seen my lighter? I left it on my desk.
6. I'm going out. I've got (a) ... shopping to do. We've got (b) ... people coming for dinner and there isn't (c) ... food in the house.

**9. The actor David Clay is being interviewed. Complete the conversation choosing quantifiers from the box below. Sometimes more than one answer is possible, but you should use each quantifier at least once.**

a few	a little	few	little	quite a few	some	any
		several	fewer	less		

**Interviewer:** Now, David, you've been voted Actor of the Year. How do you feel about that?

**David:** I'm delighted, of course, but I could name (1) ... actors who are better than I am. I've just had (2) ... more luck than they have. That's all.

**Interviewer:** Is luck very important in the theatre, then?

**David:** Oh, definitely. You see, there are very (3) ... good parts, so it's very competitive.

**Interviewer:** Did you find it difficult at first?

**David:** Yes, very. It was (4) ... months before I got my first job, and so I didn't have (5) ... money. Then I was lucky enough to get (6) ... small parts on television, but even then I earned very (7) ...

**Interviewer:** But it must be easier now that you're well known.

**David:** Well, of course, I have (8) ... financial problems than I did before, but I still have to work just as hard. I mean, (9) ... people think actors have an easy life, only working in the evenings. Well, that's quite wrong. During the day we have to rehearse new plays or look for more job, so we probably have (10) ... free time than most people.

**Interviewer:** And have you got (11) ... idea what you'll do next?

**David:** Well, there are (12) ... things I'm interested in doing. I've had (13) ... offers from film directors and producers, but I haven't made (14) ... definite plans yet.

**Interviewer:** David Clay, thank you for talking to me.

## 10. Translate the following sentences into English using various quantifiers.

1. У него мало друзей. 2. Не могли бы вы мне рассказать об этом в нескольких словах? 3. Большая часть территории принадлежит частным владельцам. Все дороги здесь тоже частные. 4. Постарайся тратить меньше времени понапрасну. И меньше говори, а больше работай. 5. Этой весной в пустыне было много дождей. Воды было так много, что она уносила джипы любителей путешествий. 6. У меня нет никаких идей по этому поводу. А у вас? 7. Тот день был самым неудачным – я потерял работу. 8. Если вам что-то не нравится в этом проекте, вносите свои предложения. Есть какие-то предложения? Если нет, не поднимайте руки. 9. Сколько рабочих занято на вашем предприятии? 10. На встречу с руководством компании пришло очень много сотрудников, что совсем не удивительно. 11. До конца финансового года осталось мало дней. Вы успеете закончить отчет? 12. Мы рискуем потерять постоянных клиентов, если не предпримем никаких действий по улучшению качества обслуживания. 13. Кто из этих претендентов, по вашему мнению, может занять должность начальника отдела? – Думаю, первый кандидат намного предпочтительнее. У него много достоинств и совсем мало недостатков. Второй кандидат слишком замкнут и менее активен.

## THE NUMERAL

Two sets of numerals are distinguished: cardinal and ordinal numbers. Both cardinal and ordinal numbers can be simple (**four**), derived (**fourteen**) and compound (**twenty-eight**).

## CARDINAL NUMBERS

1. Derived cardinal numbers from 13 to 19 are formed by adding the suffix **-teen** to the base, and tens – by adding the suffix **-ty**.

<i>five – fifteen</i>	<i>five – fifty</i>
<i>nine – nineteen</i>	<i>nine – ninety</i>

2. **Nought** stands for 0 in mathematical calculations, **oh** or **zero** in telephone numbers, addresses, etc.

3. Compound numbers from 100 are read in the following way:

101	one hundred and one
200	two hundred
6,524	six thousand five hundred and twenty four
10,000	ten thousand
100,000	one ( <i>a</i> ) hundred thousand
1,000,000	one ( <i>a</i> ) million

**Hundred, thousand and million** can be preceded not only by **one**, but also by the indefinite article **a**. They can also be pluralized (*hundreds of people, millions of dollars*).

4. Years are read in the following way:

1900 – <i>nineteen hundred</i>	1915 – <i>nineteen fifteen</i>
1901 – <i>nineteen one (nineteen oh one, nineteen hundred and one)</i>	1948 – <i>nineteen forty-eight</i>
	2000 – <i>two thousand</i>

## ORDINAL NUMBERS

All ordinal numbers, except **one**, **two**, **three** that have forms to be memorized (**first**, **second**, **third**), are formed by adding the suffix **-th** or **-th** to the corresponding cardinal numbers. Ordinal numbers are used with the definite article.

<i>seven – the seventh</i>	<i>one hundred – the one hundredth</i>
<i>twenty – the twentieth</i>	<i>one hundred and one – the one hundred and first</i>
<i>fifty-two – the fifty-second</i>	

## EXERCISES

1. Answer the following funny riddles.

- What makes more noise than one cat stuck in a tree?  
(*Two cats stuck in a tree.*)
- How many lions can enter an empty cage?  
(*Only one. After that the cage is not empty.*)
- Name five things that have milk in them.  
(*Butter, cheese, ice-cream and two cows.*)
- How can you divide six apples among seven hungry people?  
(*Make apple sauce.*)
- Why does a stork stand on one leg?  
(*Because if it took two legs off the ground, it would fall down.*)
- How many balls of string would it take to reach the Moon?  
(*Just one. But it would have to be a big one.*)

## 2. Read the tables given below and memorize them.

Vulgar fractions	Decimal fractions
$\frac{1}{2}$ – a (one) half $\frac{3}{4}$ – three quarters	0.25 – (nought) point two five 1.48 – one point four eight 2.379 – two point three seven nine
$\frac{1}{3}$ – a (one) third $\frac{4}{7}$ – four sevenths	0.132 – (nought) point one three two
$\frac{1}{4}$ – a (one) quarter	

Mathematical powers
$7^2$ – seven is raised to the second power $9^3$ – nine is raised to the third power $4^n$ – four is raised to the $n$ -th power

Roots (radicals)
$\sqrt{4}$ – square root $\sqrt[3]{27}$ – cube root $\sqrt[n]{144}$ – $n$ -th root

## 3. Read the following numbers aloud.

379,512   3,056,987   4,935   1,287,346   156.94   28.765   1.731   8.043  
 0.57   0.45    $\frac{3}{4}$     $\frac{11}{25}$     $\frac{8}{29}$     $\frac{64}{156}$     $\frac{7}{15}$     $\frac{1}{30}$    1.4%   67%   118.5%  
 37 sq km   140 km/hr    $x^2 = 2^7$     $y^5 = 15^3$     $\sqrt{144}$     $\sqrt[3]{27}$     $pr^2$     $x > 10$     $y < 9$   
 122 cd   56 cm   1682 m

## 4. Do the following sum using the words.

**Example:**     $3 + 4 = -$  → Three plus (*and*) four is seven.  
                    $6 - 1 = -$  → Six minus (*take away*) one is five.  
                    $2 \times 2 = -$  → Two multiplied by (*times*) two is four.  
                    $9 : 3 = -$  → Nine divided by three is three.

- a)  $8 + 9 =$                        $54 - 28 =$                        $11 \times 6 =$                        $12 : 6 =$   
       $34 + 16 =$                        $146 - 92 =$                        $27 \times 30 =$                        $225 : 45 =$
- b)  $\frac{1}{5} + \frac{1}{4} =$                        $\frac{2}{7} - \frac{1}{8} =$                        $\frac{3}{4} \times \frac{1}{8} =$                        $\frac{7}{8} : \frac{11}{15} =$   
       $\frac{8}{9} + \frac{4}{7} =$                        $\frac{3}{27} - \frac{1}{9} =$                        $\frac{1}{15} \times \frac{2}{3} =$                        $\frac{5}{47} : \frac{3}{25} =$
- c)  $2.36 + 0.9 =$                        $1.9 - 0.8 =$                        $0.75 \times 4 =$                        $6.36 : 0.12 =$   
       $8.84 + 7.6 =$                        $22.4 - 5.7 =$                        $1.13 \times 0.3 =$                        $5.05 : 5 =$

**5. Tell us their telephone numbers please. Mind that the number in brackets stands for the code.**

**Example:** Mine in Minsk (17)      My telephone number in  
2493405      Minsk is one seven two four  
   nine three four oh five (*two  
forty nine thirty four oh five*).

1. Dr. Rodney Bussey's in Berea, Kentucky (606) 986-9341
2. The Revd. Kenneth Walker's in Athelstaneford, Scotland (0620) 88-378
3. Susanne Begnum's in Stavanger, Norway (474) 87-4406
4. Prof. Jorma Sundquist's in Espoo, Finland (90) 43-711
5. CPA Judith Rushing's in Las Vegas, USA (702) 221-1111
6. Gabriella Sozanski's in Geneva, Switzerland (22) 798-4121
7. Prof. Geoff Stone's in Sheffield, Britain (0742) 76-8555.

**6. Address the envelopes in the correct order. The order is: 1) title and name; 2) number of house and name of street (or name of house followed by name of street); 3) village, town or city; 4) county or state followed by postcode; 5) country (when writing to someone abroad).**

**Example:** Mr. David Clay      Ph.D. Martha Minow  
50 St. John's Way      Dean, Harvard Law School  
Rochester, Kent ME11 3NT      Griswold, 200  
Great Britain      Cambridge, MA 02138  
   USA

1. England, J.D. Reekie, BSc (Econ), W14 9RY, 200 Greyhound Road, London.
2. Virginia 23005, C. Hunter Jones, 308 Ducan Street, CPA, Ashland, USA.
3. Brian McGuire, Scotland, Smiddy Cottage, East Lothian, EH13 5PW, Halflandbarns.
4. USA, 651 Eucklid Avenue, Sam Keller, Kentucky 40202, Lousville.
5. St. Michael's House, Guildford, Julianne R. Eve, GU1 4RF, Surrey, England, 53 Woodbridge Road.
6. Suite 201, Nevada 89102, Las Vegas, 5420 W. Sahara, William Woodworth, USA.

**7. Telling the time. Ask your classmate about the time.**

**Example:** What's the time, please?      It's a quarter past two. (It's  
   two fifteen.)  
   It's half past eleven. (It's  
   eleven thirty.)  
   It's twenty minutes to nine.  
   (It's eight forty.)

8. Jane Nelson is the head of a department at the advertising agency. Speak about her daily routine using the facts below. Supply your own times if necessary.

**Example:** 6.30 get up

Jane Nelson usually (always, often) gets up at 6.30.

6.30	get up	10.00	have a meeting with the boss
6.40	have a shower		
6.55	start making up	13.00	have lunch
7.30	have breakfast	14.00	meet with customers
8.05	leave home	17.15	finish work
8.25	catch a train	18.25	arrive home
9.15	start work	18.40	have a shower
9.20	discuss plans for the day with the employees	19.00	have dinner
		after dinner	watch TV (read, go out)
		23.45	go to bed

9. Read the table of British and American money and memorize it.

<i>British</i>		<i>American</i>	
Pounds (£); pence (p); £ 1 – 100 p		Dollars (\$)1; cents (c); \$1 – 100 c	
COINS		COINS	
1 p	a penny (one p)	1 c	a cent (one cent), a penny
2 p	two pence (two p)	5 c	five cents, a nickel
5 p	five pence (five p)	10 c	ten cents, a dime
10 p	ten pence (ten p)	25 c	twenty-five cents, a quarter
20 p	twenty pence (twenty p)	50 c	fifty cents, half a dollar (a half dollar)
50 p	fifty pence (fifty p)	100 c	a hundred cents, a dollar
100 p	a hundred pence, a pound		
NOTES		NOTES	
£ 1	a pound (one pound)	\$ 1	a dollar (one dollar)
£ 5	five pounds	\$ 5	five dollars
£ 10	ten pounds	\$ 10	ten dollars
£ 20	twenty pounds	\$ 20	twenty dollars
£50	fifty pounds	\$50	fifty dollars
		\$ 100	a hundred dollars

**10. You are expecting guests to come and you need some food. There is a shopping list on the left and a list with prices for each item on the right. Calculate how much money you should have with you to do the shopping.**

2 loaves of bread  
1/2 dozen eggs  
3 pints of milk  
500 gramms of butter  
4 cans of lager  
a tin of coffee  
2 litres of orange juice

bread 35 p a loaf  
eggs £ 1.58 a dozen  
milk 23 p a pint  
butter £ 2.22 a kilo  
lager 30 p a can  
coffee 84 p a tin  
orange juice 49 p a litre

**11. Read the following years aloud. Remember any fact happened that year.**

63 B.C. 1066 1799 1812 1825 1917 1945 1961 2000 2008 2014

**12. There is some information missing from the lists below. Here are some questions you can ask partner to find out if he or she has missing information.**

**Example:** Who was born / died in ...?  
When was ... born? When did ... die?

### A

Births	Name	Deaths	Name
1863		1946	John Keynes
1879	Einstein, Stalin	1947	
1883	John Keynes		Stalin
	Chaplin	1955	Einstein
1902	Ray Kroc	1963	Kennedy
1909			Chaplin
	Milton Friedman	1984	
1915	Paul Samuelson		Peter Drucker
1917		2006	Milton Friedman
1925	Margaret Thatcher	2009	Paul Samuelson
	Hugo Chavez		Steve Jobs
1955	Steve Jobs	2013	Margaret Thatcher, Hugo Chavez



## B

Births	Name	Deaths	Name
1863	Henry Ford		John Keynes
	Einstein, Stalin	1947	Henry Ford
1883		1953	Stalin
1889	Chaplin		Einstein
	Ray Kroc	1963	
1909	Peter Drucker	1977	Chaplin
1912	Milton Friedman	1984	Ray Kroc, Indira Gandhi
1915		2005	Peter Drucker
1917	Jonh Kennedy, Indira Gandhi		Milton Friedman
	Margaret Thatcher	2009	
1954	Hugo Chavez	2011	Steve Jobs
	Steve Jobs	2013	

**13. Practise the dates aloud. Your peer should write them down in either British or American way.**

**Example:** I was born on the first of 01.05.1990 (GB)  
May, nineteen ninety. 05/01/1990 (USA)

**14. Work in pairs. Answer the following questions about your daily routine.**

1. When do you hear the alarm clock ringing? 2. If you don't get up immediately after you've heard the bell, when do you get up? 3. Do you spend your time on doing morning exercises? If you don't, at what time are you ready for breakfast? 4. When do you leave for the University? 5. You've been 20 minutes late this morning. When did you leave home? When did you reach the University? 6. It's bad manners to enter the classroom 20 minutes late after the teacher's coming. Do you remember when your classes begin? 7. At what time does the long break begin? How long is it? 8. When do you have lunch (a snack) when you're at the University? 9. At what time are your classes over? 10. How long do you stay at the University after classes? 11. When do you arrive home? 12. At what time

do you have dinner? 13. When do you start doing your homework? 14. When do you go to bed?

**15. Translate the following story into English. Mind the use of numerals.**

На удивление, Джон Морган-старший оказался еще не очень старым человеком. Он родился на рубеже XIX–XX вв., 50–55 лет назад, в Техасе. Своим рождением он осчастливил городок Сент-Луис, который расположен в 37 милях от столицы штата. В то время население Сент-Луиса составляло не более 4500 человек. В городке имелось два банка, но число их клиентов не превышало одной трети населения.

Сент-Луис начал быстро развиваться только в 20-е гг. нашего столетия, когда недалеко от города нашли нефть. Вот тогда Джон Морган и сколотил свой первый капитал в 3 тыс. долларов. А начинал он простым клерком в нефтяной компании, получая 7,5 долларов в неделю. Джон экономил на всем: питался дешевыми десятицентовыми обедами, ни гроша не тратил на транспорт и ходил пешком, не угощал друзей выпивкой. Однако два раза в месяц он позволял себе потратить доллар-другой на синемаатограф. Сейчас Джон Морган-старший весьма уважаемый гражданин штата. Его собственность оценивается в 25 млрд долларов. Вот у такого богача мне посчастливилось работать секретарем.

**16. Read the following facts about music and musicians recorded in the *Guinness Book of Records*. Discuss the information with your classmates and ask them to enlarge the list of records. Mind that each piece of information should contain a number.**

1. Musical instruments 25,000 years old have been found in Hungary. The longest musical instrument in the world is a Swiss alphorn which measures over 13 metres from end to end.

2. The biggest guitar in the world stands 2.6 metres tall and weighs 36 kilograms.

3. Some violins made by Antonio Stradivari (1644–1737) are worth over 1 million pounds.

4. Wolfgang Amadeus Mozart wrote his three symphonies in 42 days. The American composer John Cage has written a piece of “music” which consists of 4 minutes and 33 seconds of total silence.

5. The most frequently sung English song is “Happy Birthday to you”.

6. Between 1962 and 1978, Paul McCartney wrote 43 songs that sold a million or more records.

# THE VERB

## THE ACTIVE VOICE

### THE PRESENT SIMPLE

1. The Present Simple is used to talk about things in general. It is used to say that something happens all the time or repeatedly, or that something is true in general:

*The moon goes round the earth.*

*I usually make plans for the weekends.*

2. The Present Simple is formed with the help of the base form without the particle **to**. In the third person singular the verb requires the ending **-s**:

*I work in a shop. Nick also works here.*

The auxiliary verb **do / does** is used to make questions and negative sentences:

*Do you speak French?*

*Ann doesn't like working at night.*

3. As the Present Simple is used for a permanent situation or to say how often you do things, such words as *always, usually, as a rule, every day (week, month, year), sometimes, often, once (twice) a week*, etc. can be considered the indicators of the tense:

*As a rule, I go to work at 8 a.m.*

*Sam always argues with his mother.*

4. The Present Simple is also used to denote a future action when you are talking about timetables, programmes, etc. (*for public transport, cinemas*):

*What time does the train leave?*

*The basketball match starts at 7 o'clock.*

**But:** The Present Simple is not normally used for personal arrangements where the Present Progressive is safer: *When are we meeting tomorrow?*

5. Some verbs are used only in simple tenses. Here is a list of verbs that are not normally used in continuous tenses (*but there are exceptions*):

want	like	belong	realize	forget	remember
need	love	see	know	look	suppose
prefer	hate	hear	believe	mean	understand
guess	dislike	smell	taste	seem	mind

have (*when the meaning is "possess"*)

think (*when the meaning is "believe" to express opinion*)

*I don't quite understand what you mean.*

*What do you think Ted will do? (– What do you believe he will do?)*

## EXERCISES

### 1. Write descriptions for the following jobs.

**Example:** a pianist

A pianist is a person who plays the piano.

1. a bus driver; 2. a dentist; 3. an economist; 4. a surgeon; 5. a journalist; 6. an actor or actress; 7. a salesperson; 8. a veterinarian; 9. a broadcaster; 10. a software engineer; 11. a DJ; 12. a hotel manager; 13. a sociologist; 14. a pharmacist; 15. a fitness trainer / instructor.

### 2. Put the verbs in brackets into the appropriate form.

**Example:** I ... (*play*) the piano, but  
I ... (*not play*) very well.

I **play** the piano, but I **don't**  
**play** very well.

1. Britain ... (*have*) very strict laws about bringing animals into the country, but every year many people ... (*try*) to import animals illegally. 2. The swimming pool ... (*open*) at 9.00 and ... (*close*) at 18.30 every day. 3. I have a car but I ... (*not use*) it very often. 4. Water ... (*boil*) at 100 degrees. 5. Where ... (*your father / come*) from? – He ... (*come*) from Wales. 6. Rice ... (*not grow*) in Europe. 7. What ... (*you / do*)? – I'm an electrical engineer. 8. The firm ... (*produce*) about 500 sport cars a year. 9. Nearly all farmers in this country ... (*care*) about plant and wild animal conservation. 10. If you need money, why ... (*you / not get*) a job? 11. I ... (*not know*) anybody who ... (*enjoy*) filling in the income declaration form. 12. Before asking a bank manager for money, it ... (*be*) wise to show him a business plan. 13. How many people ... (*your company / employ*)? 14. Wages ... (*not / keep*) pace with the rising cost of living.

### 3. Say that the person you are asked about doesn't do it because he / she prefers doing another thing.

**Example:** I borrow books from the library. And Pam?

Pam **doesn't borrow** books from the library. She prefers e-books and **borrow**s them from the Internet.

1. Jack tries to go round every city he visits. And Daniel? 2. The Hilton hotels maintain reputation for fine food and good services. And two star hotels? 3. Businessmen travel much. And teachers? 4. At the airport the visitor walks through the green door if he has nothing

to declare. And the visitor who has goods to declare? 5. Unaccompanied luggage arrives separately. And hand luggage? 6. Bob usually reads magazines on board a plane. And Mary? 7. He often loses his tempo when someone makes a silly mistake. And you? 8. Pete works hard to become a good specialist on marketing. And Walter? 9. Pete tries to avoid discussion if he already knows his partner's viewpoint. And Walter? 10. I'm in business with my father. We operate a fast-food restaurant. And you? 11. I feel confident stepping out and making decisions for others. And you? 12. Businessmen generally like the feeling of independence. And salespeople? 13. I'm a kind of person who always works harder when confronted by a challenging assignment. And you? 14. It is risky to tell the truth to someone higher up in the organization's hierarchy – they may not like what they hear and hold it against you. That's why employees often "filter" information. And you? 15. A marketing manager is an influential person in a company that sells consumer goods. And a personnel manager?

**4. Read the following sentences and correct them. The English is correct but the information is wrong. Write two correct sentences each time.**

**Example:** The sun goes round the earth.      The sun ~~doesn't~~ go round the earth. The earth goes round the sun.

1. Bamboo grows 5 metres in 24 hours. 2. The River Amazon flows into the Pacific Ocean. 3. The sun rises in the west. 4. New York is the capital of the United States. 5. Carpenters make things from metal. 6. People save money in shops. 7. Philips Records is an American firm. 8. The Coca-Cola Company produces wines. 9. Building companies provide insurance services. 10. Merchandising companies perform services. 11. Robbins Inc. employs around 300,000 people. It's a small company. 12. The British company Boots manufactures Ariel, a universal detergent.

**5. Write the "reply questions" to express surprise.**

**Example:** I'm George Temple. – Oh, ~~are~~ you really?  
He likes jogging. – Oh, ~~does~~ he really?

1. She runs five miles a day. 2. The grass needs cutting. 3. I know Peter Lewis. 4. The car looks pretty good. 5. Neville speaks Greek. 6. Housewives fly a lot. 7. Our flight to Tokyo is quick. 8. My friend usually drives very carefully. 9. There is a customs check at the border. 10. I'm off to Canada

tomorrow. 11. He's a sales manager. 12. Jake earns enough money to pay his bills. 13. I work for BCJ Electrical Components. 14. The company motivates its active employees and increases their salaries. 15. When put under pressure Mr. Collins keeps cool.

**6. Ask general questions to these statements to express doubt or disbelief. Mind the adverb *really*.**

**Example:** It never rains in Lima. Does it **really** never rain in Lima?

1. It's very stuffy and cold in the room. 2. It follows from your story that Lilly is a liar. 3. The working day of a bank clerk begins at 7 a.m. 4. It usually takes me half an hour to approach the ranch by car. 5. It is necessary to mention that the Eiffel Tower is a must for all visitors of Paris. 6. The United Kingdom goes by the continental time. 7. A lot of eating places at Covent Garden in London cater for all tastes at various prices. 8. Five star hotels treat their guests to "Swedish Board" which gives you a quick and delicious meal. 9. We offer highly sophisticated, reliable and easy to run equipment. 10. This project is a top priority. 11. The fiscal year of Japanese companies ends on 31 March. 12. We offer competitive salaries and fringe benefits to the staff. 13. The government want to increase taxes.

**7. Use the following sentences to write special questions. Begin your question with the word(s) in brackets.**

**Example:** I like scuba diving. (*What?*) What do you like?

1. The car breaks down once a week. (*How often?*) 2. The train for Bern leaves at 9.37. (*When?*) 3. Sometimes people do stupid things. (*Why?*) 4. Tom works for a bank. (*Where?*) 5. They have dinner in the evening. (*What time / usually?*) 6. I need the missing suitcase badly. (*How?*) 7. People who go on business prefer to travel by air. (*Who? How?*) 8. He is a logical person, with good powers of reasoning. (*What kind?*) 9. Bob prefers reading the Financial Times to the Observer. (*Which newspaper?*) 10. I usually go shopping to Marks and Spencer. (*Where to?*) 11. It takes the accountant a fortnight to make up the company's balance sheet. (*How much time?*) 12. These papers usually lie on the manager's desk. (*Where?*) 13. Harsh living conditions often embitter people most. (*What?*) 14. The United Kingdom goes by the continental time. (*Which time?*)

**8. Here is a set of semidetached houses in Endcliffe Road and two lists with information about the people living in them. You should practise all types of questions to get the information about the inhabitants and fill in the blanks. Work in pairs.**

**Example:** Who lives in house 14?

Is he / she married?

What is his / her hobby?

What does he / she like to drink?  
etc.

Number of the house	12	14	16	18	20
Name					
Marital status					
Pets					
Drinks					
Books					

**List 1**

**List 2**

<p>1. Mr. Mayer lives at 18.  2. Miss Barclay likes her Siberian cats very much.  3. Mr. Baker prefers whisky and soda to all drinks of the world.  4. Mrs. Evans's pets are a tortoise and a rabbit.  5. Every night Mr. Russel goes to a pub to drink a pint of lager.  6. Mr. Mayer is a researcher at Oxford. He studies Shakespeare's chronicles.  7. Mrs. Evans and her husband live at 12.  8. Mr. Baker and his wife live next door to Mr. Mayer.  9. Mr. Russel's hobby is to read detective stories.  10. Miss Barclay likes to read love stories before going to bed.  11. Mr. Mayer likes his parrots and canaries.</p>	<p>1. Mrs. Evans likes to read comics.  2. Mr. Russel lost his wife 2 years ago in an accident. He's not married yet.  3. Mr. Mayer is a bachelor.  4. Miss Barclay lives next door to Mr. Russel.  5. Mr. Baker likes wild animals. His pet is a raccoon.  6. Mr. Russel's neighbours are Miss Barclay and Mrs. Evans.  7. Miss Barclay has never been married though she is 41 already.  8. Mr. Baker reads fiction stories in the evening.  9. Mrs. Evans likes dry red wine.  10. Mr. Mayer likes to drink cocktails.  11. Miss Barclay prefers orange juice to all drinks.  12. Mr. Russel likes his spaniel very much.</p>
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9. Study the timetable of Inter-City trains for a few minutes. Imagine you worked in the Information Office at Bournemouth. Advise people to get from Bournemouth to their destinations in good time.

Bournemouth → Southampton → London									
Mondays to Fridays									
Bournemouth	Lymington Town	Brockenhurst	Southampton	Southampton Airport	Winchester	Basingstoke	Woking	Heathrow Airport	Waterloo
d	d	d	d	d	d	d	a	a	a
11.40	11.19M	11.39M	12.10	→	→	→	→	→	13.20
12.00	12.06	12.21	12.40	12.48	13.01	13.19	13.38	14.45	14.04
12.40	12.19M	12.39M	13.10	→	→	→	→	→	14.20
13.00	13.06	13.21	13.40	13.48	14.01	14.19	14.38	15.45	15.04
13.40	13.19M	13.39M	14.10	→	→	→	→	→	15.20
14.00	14.06	14.21	14.40	14.48	15.01	15.19	15.38	16.45	16.04
14.40	14.19M	14.39M	15.10	→	→	→	→	→	16.20
							16.28	17.02	17.32
16.00	16.06	16.21	16.40	16.48	17.01	17.19	17.38	18.45	18.04
							17.23	18.45	18.14
16.40	16.19M	16.39M	17.10	→	→	→	→	→	18.23
17.00	17.06	17.21	17.40	17.48	18.01	18.19	18.38	19.45	19.04
			x	1822W	1836W	19.01	19.24		19.53
W Change at Basingstoke M Change at Southampton a Arrival time d Departure time x Restaurant Car all or part of journey Connections cannot be guaranteed.									

**Example:** I'm meeting my sister  
in Southampton at 12.30.

I think the train you need  
leaves Bournemouth at 11.40.  
It arrives at Southampton at  
12.10, so you've got enough  
time to find the platform.



1. I'm flying from Southampton to le Touquet and then on to Paris. Check-in time is 13.40. 2. My flight leaves from Heathrow at 18.45. 3. I want a train to Winchester that'll get me there in time for the football match. The match starts at 18.30. 4. I have to get to Basingstoke by 6 p.m. 5. I want a fast train to London that'll get me there in time for the theatre. The performance begins at 7 p.m. 6. I've got a meeting in London at 2.20. The office is about half an hour from Waterloo by tube.

**10. Read the following text, and then write two or three paragraphs about how you spend your day.**

I am a commercial artist. Many people imagine that artists live a lazy life. Perhaps some do. However, my family gets very bad-tempered if there is no food, and I find I have to work quite hard to pay the bills. So I do not simply sleep all morning, stagger out of bed at midday, and go off to the pub for a liquid breakfast. Here is how I spend my day.

I get up at about eight o'clock. I wash, dress and have breakfast. I look through the mail, hoping to find cheques and commissions. They are never enough of either.

When breakfast is over I drive to my studio and spend the morning working. Working, for me, means trying to think of new design ideas, and then working the ideas out in detail when I have found them. This goes on till about twelve-thirty or one o'clock; then I have a quick sandwich lunch, and after that it's back to work.

During the afternoon I often have meetings with clients. These tend to be difficult, because many of my clients have strong views about art (although very few of them know what they are talking about). By the time five-thirty comes round I'm more than ready to stop. I close up the studio, drive home and begin to relax.

**11. You are planning to make an exchange with a British student and have been asked to provide details of yourself (age, sex, appearance) as well as a brief description of your favourite leisure activities. Write two paragraphs about yourself, as in the model below.**

My name is Jonathan Prichard. I'm 20, quite tall, with fair hair and blue eyes. I live in a suburb of Birmingham with my parents and younger sister in a semidetached house.

I'm interested in photography, bird-watching and classical music. I enjoy going to concerts and I play tennis and squash. At the moment I'm studying law at the local college.

## 12. Translate the following sentences into English. Mind the verbs in the Present Simple.

1. Кто эта новая девушка в нашей компании? – Это Марта Пельсон. Говорят, она из Калифорнии. – Неужели? Я ведь тоже из Калифорнии. Из какого она города? – К сожалению, не знаю, но зато знаю, чем Марта занимается. Она изучает финансы в нашем университете.

2. Мне нужно быть завтра в Лондоне на научной конференции в 2 часа пополудни. Когда прямой рейс из Минска? – Прямой рейс в 14.25. Я советую вам лететь в Вену рейсом, который отправляется в 8.05. В 10.15 из Вены есть самолет на Лондон, и через два часа вы на месте. Отнимите два часа разницы между австрийским и британским временем. Сколько получится? Да, четверть одиннадцатого. Иными словами, у вас достаточно времени, чтобы заселиться в гостиницу.

3. Тяжелая промышленность не является ведущей отраслью экономики этой страны. На первом месте здесь находится индустрия услуг.

4. Я не принадлежу ни к одной политической партии, хотя уважаю политические взгляды тех, кто их выражает.

5. Как производители мы стремимся сохранить и увеличить нашу долю рынка.

6. Сколько стоит отправить товары в Грецию морем? А сколько времени займет их перевозка по железной дороге?

7. Наша компания выпускает широкий ассортимент продукции, что помогает ей успешно конкурировать.

8. Многие специалисты считают, что антикризисное управление актуально только тогда, когда у компании плохое финансовое положение.

9. Цель данного сайта – содействие широкому кругу исследований, поэтому он предлагает доступ к уникальному набору данных.

10. Всемирный банк предоставляет техническую помощь развивающимся странам. Каждые десять лет он выделяет им 12 млрд долларов.

11. Мне нравится моя работа и моя зарплата, но как председатель совета директоров я не желаю поддерживать акционеров, которые хотят лишь быстрой прибыли и не думают о долгосрочной перспективе компании.

## THE PRESENT PROGRESSIVE

1. The Present Progressive is formed with the help of the auxiliary verb **to be** in the appropriate present simple form and the present participle of the meaningful verb:

I am (= I'm)	}	+ driving
he / she / it is (- he's, etc.)		
we / they / you are (- we're, etc.)		

As the Present Progressive is used for a temporary situation, the words *now, right now, just now, at the moment, today, this week (month, season, etc.), these days*, etc. can be considered the indicators of the tense:

*The population of the world is growing these days.*

2. The Present Progressive is used when you talk about something that is happening at the time of speaking or around the time of speaking:

*Please don't make much noise. I am studying.*

*Have you heard about Nick? He is building his own house.*

3. The Present Progressive is used when you talk about constant tendency, changing situations or when the object is acquiring (or losing) a quality by degrees:

*The population of the world is rising very fast.*

*It is getting more and more difficult to get a job nowadays.*

4. The Present Progressive is also used when you talk about what you have already arranged to do or about a planned action that will happen very soon (about nearest future):

*What are you doing tonight?*

*Tom is coming tomorrow.*

5. It is also possible to use **be going to (do)** to express the speaker's intention:

*What are you going to do tonight?*

## EXERCISES

1. You have to decide if the verbs in bold type are right or wrong. Give the correct form of those that are wrong.

Example: The Moon goes round the Earth.	– Right. The Moon goes round the Earth.
Please, don't make noise. I study.	– Wrong. I'm studying.

1. Look! Somebody is climbing up that tree over there. 2. Are you believing in God? 3. I'm usually going to work by car. 4. Can you hear those people? What do they talk about? 5. What is your father doing? – He's a teacher, but he does not work now. 6. The United Kingdom goes by European time. 7. I'm thinking it would be a good idea to change the method. 8. Look! That man tries to open the door of our car! 9. I don't

know Eddy's e-mail address. 10. The government is worried because the number of people without jobs is **increasing**. 11. The firm is **employing** only the very best graduates. 12. More than 85% of all small businesses **fail** because of poor strategy.

## 2. Put each verb into the present progressive tense form.

1. The world ... (*change*). Things never stay the same. 2. Norman comes from Liverpool, but he ... (*study*) electronics in London. 3. The population of the world ... (*rise*) very fast. 4. Do you remember Mr. Cracker? He ... (*come*) to negotiate the contract today. 5. These days Japanese economy ... (*recover*) after a long recession. 6. The cost of living ... (*increase*). Every year things are dearer. 7. The company's financial state is already very bad and it ... (*get*) worse. 8. BAT ... (*sell*) the British retail chain, International Stores, for \$430 million. 9. The number of people without jobs ... (*fall*) at the moment. 10. Ted Turner's cable-TV company ... (*think*) of buying ESPN, America's largest cable channel. 11. Our company ... (*plan*) to set up an overseas plant in Europe, which will manufacture micro-chips. 12. This book is in great demand. It ... (*sell*) like hot cakes. 13. At the moment our chairman ... (*present*) a proposal for a profit-sharing scheme. 14. The Japanese manufacturing giant, Toshiba, ... (*do*) extremely well in Great Britain.

3. A naughty client is telephoning your secretary to complain again. Knowing this the secretary is trying to postpone an unpleasant meeting. Look at the diary below and complete the dialogue between Mrs. Green and the secretary. Mind the use of articles.

<i>June 2015</i>		
15 Monday	meet Board of Directors	2 p.m.
16 Tuesday	attend production line in Salsberry	10 a.m.
17 Wednesday	business lunch with Mr. Atkinson	1 p.m.
18 Thursday	deliver lecture at local college	2 p.m.
19 Friday	visit Motor Show in Leeds	10.30 a.m.

Secretary: Rhodes and Baker Company. Richard Matthew's office.

Mrs. Green: Good morning. It's Mrs. Green again. I'd like to meet with Mr. Matthew to let him know something about his employees.

Secretary: Sorry, but Mr. Matthew is very busy this week.

Mrs. Green: Can he see me in the afternoon today?

Secretary: I'm afraid he can't. Mr. Matthew is having a meeting with the Board of Directors.

Mrs. Green: What about Tuesday morning then?

Secretary: Sorry but ...

Mrs. Green: Is Mr. Matthew free on Wednesday, say at 12.30?

Secretary: I'm afraid he's not ...

Mrs. Green: OK, Thursday afternoon would be good for me.

Secretary: But it wouldn't be good for Mr. Matthew ...

Mrs. Green: How about Friday morning then?

Secretary: Sorry but ... He can meet you only next week, Mrs. Green.

#### 4. Ask questions by putting in the subject and a present progressive verb.

**Example:** What ... (*your sister / do*) this evening?      What is your sister doing this evening?

1. ... (*The world population / increase*) steadily? 2. What parts of the world ... (*the population / grow*) fastest? 3. Where ... (*the Southampton / cruise*) now? 4. What courses ... (*Hannah's children / do*)? 5. Where ... (*your karate class / meet*) these days? 6. What time ... (*Malcolm / arrive*) tomorrow? 7. How ... (*Toshiba / do*) these days in Britain? 8. What ... (*he / look forward*) to improve? 9. When ... (*the naughty customer / come*) to see the shop manager? 10. How ... (*iPhone 5 / sell*)? 11. What business ... (*Walt Disney / put into*) a lot of money at the moment? 12. Who ... (*the head manager / negotiate*) the contract with?

#### 5. This is Mr. Brown's story about the family's plans for the coming Sunday. Say that it's somebody's habit to do it.

**Example:** We're going for a picnic on Sunday. (*every Sunday*)      We go for a picnic every Sunday.

1. We're leaving early in the morning. (*usually*) 2. The children are coming with us. (*always*) 3. I'm taking my fishing-rod. (*sometimes*) 4. My wife's cooking a chicken now. (*every weekend*) 5. Tim's bringing some beer. (*generally*) 6. He isn't driving the car. (*usually*) 7. We are swimming in the river. (*when the weather is fine*) 8. We aren't staying out late. (*often*) 9. We're coming back before 5 p.m. (*usually*) 10. My parents-in-law are coming to dine with us. (*every Sunday*)

## 6. Open the brackets putting the verbs into a suitable tense form.

1. Hurry up! The bus ... (*come*). I ... (*not want*) to miss it. 2. George says he is 85 years old but I ... (*not believe*) him. 3. We usually ... (*grow*) vegetables in our garden but this year we ... (*not grow*) any. 4. The river Nile ... (*flow*) into the Mediterranean. 5. The river ... (*flow*) very fast today – much faster than usual. 6. Can you drive? – No, but I ... (*learn*). My father ... (*teach*) me. 7. George, is it true that you ... (*get*) married next week? 8. I ... (*catch*) the train to London this evening. It ... (*leave*) at eight o'clock. 9. Ann, we ... (*go*) to town. You ... (*come*) with us? 10. Ron is in Chicago now. He ... (*stay*) at the Hilton hotel. He usually ... (*stay*) at this hotel when he's in Chicago. 11. We ... (*think*) to break into new markets. 12. Profits are down this year for the multinational BIG Co. and the figures show the company ... (*do*) worse. 13. Our manager ... (*work out*) a new market strategy now but I think he ... (*underestimate*) the impact of the global financial crisis. 14. This month C&A ... (*make*) a special effort to sell fashionable clothes for young people. 15. You can't see the chief executive now. She ... (*chair*) the directors' meeting.

## 7. Translate the following sentences into English using the Present Progressive.

1. В нашем отеле нет свободных номеров, потому что у нас сейчас проходит международная конференция по проблемам инвестиций. 2. Я не поеду отдыхать в следующем месяце в Испанию, так как у меня мало денег. 3. Завтра утром Питер летит в командировку в Бостон. 4. Начальник отдела не может принять вас сейчас – у него в кабинете некий мистер Грин. 5. Неужели компания «Джонсон и Джонсон» собирается купить «Лекфарм», убыточный завод медицинских препаратов? 6. Из-за кризиса наше предприятие работает все хуже и хуже; доходы падают. 7. Завтра к нам приходят с проверкой ревизоры. 8. Что это за бизнес, в который вы вкладываете столько денег? – Это производство продуктов детского питания, которые мы планируем продавать в фирменных магазинах. Кроме того, мы собираемся заняться благотворительностью.

## 8. Complete the following conversation putting the verbs in brackets into an appropriate tense form. Make up a dialogue by analogy.

Brian and Steve meet in a restaurant.

Brian: Hello, Steve. I haven't seen you for ages. What ... (*you / do*) these days?

Steve: I ... (*train*) to be a shop manager.

Brian: Really? ... (*you / enjoy*) it?

Steve: Yes, it's quite interesting. How about you?

Brian: Well, I ... (*not work*) at the moment, but I'm very busy. I ... (*build*) a house.

Steve: Really? ... (*you / do*) it alone?

Brian: No, some friends of mine ... (*help*) me.

**9. You are a guest at the reception arranged by the firm you have close business contacts with. Ask your neighbour to indicate people doing some actions at the reception.**

**Example:** the administrator / – Which one is the administrator?  
instruct the servants – The administrator is the man  
who is **instructing** the servants.

1. The President / deliver a speech. 2. The Vice President / sit next to the President. 3. The General Manager / drink champagne. 4. The Production Manager / talk to the blond girl in red. 5. R&D Supervisor / tell a funny story to his colleagues. 6. The Group Head's wife / wear diamonds in her hair-do. 7. The Home Sales Manager / make compliments to the President's wife. 8. The President's wife / ask questions about the group's activities. 9. The Information Services Manager / listen to the elderly lady in black. 10. The Personnel Manager / try to talk to the General Manager. 11. The Product Line Manager / eat a strawberry pie. 12. The Accounting Supervisor / calculate the costs of the reception.

**10. Two people are talking. Choose the appropriate tense of the verb: the Present Simple or the Present Progressive. Make up a dialogue by analogy.**

1. Hello, Alex. What ... these days?

- a) do you do                      b) are you doing

2. Well, just now I ... to classes in computer programming and German, believe it or not.

- a) go                                      b) am going

3. In my business most people ... at least two languages.

- a) speak                              b) are speaking

4. And everybody ... computers the whole time.

- a) uses                                      b) is using

5. You know our factory ... central heating systems.  
a) produces                      b) is producing
6. Well, we ... a new type of boiler that is 30% more efficient.  
a) just develop                b) are just developing
7. I ... to Switzerland next week for discussions with Head Office about prices.  
a) fly                                b) am flying
8. It's difficult. Costs of raw materials ... steadily higher.  
a) get                                b) are getting
9. And of course labour ... more than anything else.  
a) always costs                b) is always costing

**11. Translate the following sentences into English using the Present Progressive or the Present Simple.**

1. Сейчас у меня каникулы, и я подрабатываю в магазине продавцом. Я считаю, что этот опыт помогает мне лучше понимать требования и психологию покупателей.

2. Да, меня зовут Блэк, но я не тот Блэк, которого вы ищете. Он здесь больше не работает.

3. В этом году наша компания работает успешнее, чем в прошлом году, поэтому прибыль постоянно растет.

4. Привет, Алекс! Как дела (do)? – Дела идут очень хорошо. Знаешь, я сейчас занимаюсь на курсах немецкого языка и программирования. При приеме на работу руководство совместного предприятия, где я работаю, отдает предпочтение тем, кто владеет иностранным языком. Ну а компьютер в работе использует практически каждый сотрудник. – А что производит ваше предприятие? – Мы выпускаем телевизоры. Некоторые детали к ним поставяет немецкая сторона. К сожалению, у нас сейчас проблема сборки блока дистанционного управления, поэтому на следующей неделе я лечу в Германию, чтобы обсудить этот вопрос с немецкими партнерами.

5. Где босс? – Он сейчас обсуждает условия и сроки поставки новой партии гаджетов. – Но сегодня четверг. В этот день он принимает посетителей. Вот и сейчас его дожидается назойливая покупательница. Кстати, как продается новый айфон? – Он пользуется большим спросом несмотря на высокую цену. Можно сказать, что он продается как горячие пирожки.

**12. Test yourself. Complete the following dialogues putting the verbs in brackets into the present progressive or present simple form. Decide the correct position of the adverb in the sentence.**



1. – What (a) ... you ... (*make*), Pamela? It (b) ... (*smell*) really nice.  
– Well, I (c) ... (*try*) a recipe my mother-in-law gave me. It (d) ... (*sound*) really easy. You (e) ... (*cut*) up the meat and vegetables and then you (f) ... (*just / add*) a few herbs. When she (g) ... (*make*) it, it (h) ... (*taste*) really delicious. But I'm not sure about this. It (i) ... (*not look*) quite right.

2. – What (a) ... you ... (*think*) of that new girl, Jacqueline?

– Well, frankly, I (b) ... (*find*) her terribly annoying. She (c) ... (*always / make*) silly remarks and she (d) ... (*never / listen*) to anything you say.

– I (e) ... (*know*) what you (f) ... (*mean*), but I (g) ... (*feel*) a bit sorry for her, actually. I (h) ... (*think*) she (i) ... (*try*) to hide her shyness by being funny, but she (j) ... (*only / succeed*) in getting on everyone's nerves.

3. – Why (a) ... we ... (*wait*)?

– John isn't here yet. I (b) ... (*expect*) he (c) ... (*have*) trouble with his car again.

– Oh! That car (d) ... (*always / go*) wrong! Well, I (e) ... (*not wait*) any longer. I (f) ... (*not want*) to miss the start of the match. (g) ... you ... (*come*) with me, or not?

4. – I (a) ... (*see*) the price of petrol (b) ... (*go*) up again.

– Yes, I (c) ... (*know*). I (d) ... (*seriously / consider*) selling the car. It's so expensive, and we (e) ... (*not often use*) it.

– What (f) ... your wife ... (*think*) of that idea?

– She (g) ... (*agree*) with me. She (h) ... (*not like*) driving anyway.

5. – How (a) ... you ... (*work*) this photocopier? I (b) ... (*think*) I (c) ... (*do*) something wrong.

– Yes, you (d) ... (*press*) the wrong button. That one (e) ... (*enlarge*) the copies. You (f) ... (*need*) to press this one.

– Oh, yes. It (g) ... (*work*) properly now. Thanks.

6. – Good morning. Is Mr. Granshaw in?

– Yes, he is, but he (a) ... (*see*) someone at the moment. (b) ... he ... (*expect*) you?

– Yes, I (c) ... (*have*) an appointment with him at 10.30. My name's Phillips.

– Ah, yes, Mr. Phillips. I'm afraid we (d) ... (*run*) a little late this morning, but I (e) ... (*not expect*) Mr. Granshaw will be long, if you (f) ... (*not mind*) waiting.

## THE PAST SIMPLE

1. The Past Simple is used to talk about finished actions or situations in the past. To indicate the time in the past the expressions *yesterday*, *last week* (*month*, *year*, etc.), *two days ago*, *in 1983*, *when I was a child*, etc. are normally used:

*She studied hard last term.*

*John lost his key two days ago.*

2. Very often the Past Simple ends in **-ed** when it is a regular verb. But many important verbs are irregular and their past simple form should be learnt by heart:

*I enjoyed the party very much but I left it at 9.*

3. In past simple questions and negatives the auxiliary verb **did / didn't** + the **Infinitive** (**do / open / snow**, etc.) are used:

– *Did you go out last night, Mary?*

– *Yes, I went to the cinema. But I didn't enjoy the film.*

4. If you want to ask about when something happened, you should use the Past Simple:

*When were you born?*

*What time did they come?*

5. The Past Simple is also used for happenings or actions that are not connected with the present (for example, historical events):

*How many symphonies did Beethoven compose?*

6. Note that **used to** + the **Infinitive** can be used to express repeated actions and states in the past that have now ended. In questions and negative sentences the auxiliary verb **did / didn't** is required:

*My father used to play tennis every Saturday.*

*Did he use to play tennis every Saturday?*

## EXERCISES

1. Complete these sentences by putting the verbs in brackets into the past simple form.

1. The football team ... (*play*) well last season. 2. The pop singer Lady Gaga ... (*get*) to Number One many times in the 2010s. 3. All the crew of the yacht ... (*save*) their lives. 4. I remember first travelling by air. The cabin staff ... (*be*) very friendly and we ... (*enjoy*) our trip. 5. The gang ... (*get*) away with \$50,000 from the bank. 6. Who ... (*back*) Barack Obama for the last presidential nomination? 7. The office staff were so fed up that they ... (*walk*) out of the building. 8. Two years ago Terry ... (*join*) a consulting company. 9. Levi Strauss ... (*found*) the company more than 140 years ago.

10. Last week the company ... (*announce*) a drop in profits. In the second quarter they ... (*fall*) by 85%.

**2. Read the information about Tom Sander's jobs he usually does. Confirm that he did the same thing last night, two days ago, etc. Mind the past simple form of the irregular verbs.**

**Example:** Tom usually gets up at 7. As far as I know, yesterday he also got up at 7.

1. Tom usually wakes up early. 2. He generally has a sandwich and a cup of tea for breakfast. 3. Tom usually walks to work. 4. He is never late for work. 5. Tom is always busy at work. 6. Very often he has lunch in a cafe. 7. Tom usually works late. 8. When Sandra waits for Tom after work, she gives him a lift home. 9. Tom usually goes out in the evening. 10. He sleeps very well, as a rule. 11. If the weather is fine on Sunday, Tom goes for a picnic. 12. Normally Tom meets Sandra on Fridays.

**3. Say what other people did using the words given in brackets.**

**Example:** I learnt English at school. I learnt English at school.  
(*my sister / French*) And my sister learnt French.

1. I was late for the flight last Tuesday. (*my brother / his wedding*) 2. Last summer I swam in the Black Sea. (*my friend / the Caribbean*) 3. My groupmates lived in the hall of residence last year. (*I / rent a room*) 4. We went to see an interesting movie two days ago. (*our neighbours / a dull play*) 5. I used to practise the violin when I was at school. (*my brother / the trumpet*) 6. The famous British pianist Solomon gave his first public concert at the age of eight. (*Wolfgang Mozart / at the age of 6*) 7. A few years ago Robert went on a camping holiday in the Alps. (*his friends / hiking in Scotland*) 8. Once he had a serious infection of the hip joint. (*his younger brother / measles*) 9. In London Paul reserved accommodation at the Regent Palace Hotel. (*his friends / the Tavistock*) 10. David gave me all the necessary information about the services at Heathrow. (*the information officer / all flights to Warsaw*) 11. The South African swimmer Karen Muir broke a world record when she was 12. (*Joy Foster / be Jamaican table tennis champion at the age of 8*) 12. Oscar Swahn, from Sweden, won a silver medal for shooting in the 1920 Olympic Games at the age of 72. (*boxer Oscar de la Hoya / \$53 million for a single fight with Floyd Mayweather Jr. in 2007*)

#### 4. Paraphrase the following sentences to show the actions or states that have ended.

**Example:** When we were children, we often visited the funfair.      When we were children, we used to visit the funfair.

1. In childhood father told me bedtime stories almost every night. 2. When a boy I got more exercise than I do now. 3. As a child I drew and painted pictures. 4. When my daughter was a child, she thought people on television could see her. 5. On warm days we swam in the river, but it's too polluted to do that now. 6. When Janet was a child, she had violin lessons for six or seven years. Music gave her a lot of pleasure, and she often dreamed of being a professional musician. But she didn't have a good enough ear. 7. Robert got to the University by metro when he studied in London. 8. When a student, Caroline worked in a laboratory every Thursday. 9. We often took the train into town until the line was closed. 10. A hundred years ago many people went around on horseback. 11. There was an airfield here before the war; planes flew over our heads and we thought how exciting it would be to zoom through the sky. 12. When I started working 30 years ago, the average weekly wage was about £60. It is now about £680.

#### 5. Give the reason why somebody didn't do it.

**Example:** Why didn't you see me on Tuesday? (be away)      I didn't see you on Tuesday because I was away.

1. Why wasn't Jane interested in the subject? (*not understand it*) 2. Why didn't you rush? (*have enough time to reach the station*) 3. Why didn't you eat anything? (*not be hungry*) 4. Why didn't Tom go to work yesterday? (*not be very well*) 5. Why didn't you keep the promise? (*the situation change*) 6. Why didn't you participate in the cycle race when you were on holiday in the mountains? (*not see the notice advertising it*) 7. Why didn't you visit the Rockefeller Centre in New York? (*be short of time*) 8. Why didn't they come to the party? (*be very busy*) 9. Why didn't your secretary pass the proposal to Mr. Clay? (*not ask her*) 10. Why didn't Victoria Azarenko win the Australian Open? (*have trouble with the elbow*) 11. Why didn't you apply for a job of home sales manager? (*get little experience for it*) 12. You didn't like the job, but why didn't you change it? (*get enough to feed the family*) 13. Why didn't you accept a promising offer? (*mean moving to another area*)

#### 6. Make general questions using the verbs in brackets.

**Example:** Last summer my family went on a camping holiday in France. (*enjoy*)      Did the family enjoy staying there?

1. Pamela lived in Greece when she was a girl. (*enjoy*) 2. When he was 10, he wanted to become a *Facebook* user. (*register / at the age of 13*) 3. The children were given a Lego constructor. (*like*) 4. When a child, Alice was very plump. (*eat a lot of sweets*) 5. The plane landed at 3.48. (*be late*) 6. Jill bought an iPhone-5 two weeks ago. (*cost / much*) 7. Last year they intended to abolish corporate planning department brining it under marketing department. (*do*) 8. Last Friday the sales manager negotiated the contract with the overseas agent. (*sign*) 9. At his last salary interview my peer asked for a higher pay. (*they / increase*) 10. After graduating from university their father worked for a bank. (*like*) 11. Last night Alan arrived home at half past twelve. (*work overtime*) 12. She got promotion last month. (*deserve*) 13. In 1990 Telecom began its programme to upgrade and expand the network. (*succeed*) 14. Konosuke Matsushita declared the idea of his corporation's mission as its serving the society in 1928. (*idea / work*)

### 7. Answer the following questions about the time some facts happened.

**Example:** When did you give up smoking? I gave up smoking two months ago.

1. When did you first meet your best friend? 2. When did you last play tennis? 3. When did you become a university student? 4. When did the Internet appear? 5. When was iPad invented? 6. When was Christina Aguilera most popular? 7. When did Wright Brothers make the first powered flight? 8. When did Napoleon suffer a defeat at Waterloo? 9. When did Lincoln abolish slavery in the USA? 10. When did Ford start mass production of Model T car? 11. What year did Belarus proclaim its independence? 12. When did Latvia, Lithuania and Estonia join the EU?

### 8. Work in pairs. Express doubt, disbelief or interest using *really*.

**Example:** Jane came here at 7 p.m. Did she *really* come here at 7 p.m.?

1. She felt happier in the country only. 2. In Madrid I once went to a bullfight and found it exciting. 3. Anne drove me to work this morning. 4. Jack became a *Facebook* user at the age of twelve. 5. Our programme in Paris was very packed. 6. Last summer my colleague went to Rome on business. The city impressed him favourably. 7. For all my brothers, driving through the long tunnel under the ship channel was always exciting. 8. Everyone else in the compartment got off the train at Dundee, so I was alone for the last part of the journey. 9. Francis used to be terrified of speaking in front of a lot of people. 10. My father worked abroad for several years.

11. Last week the chief financial officer resigned for some rough talk with the CEO. 12. Last month the airport customs house managed to prevent all smugglings. 13. The government increased the pension pays by 5%. 14. Apple abandoned its plans to release a major upgrade of its operating system.

**9. Work in pairs. Use the information in brackets to express reproach.**

**Example:** I lost your e-book yesterday. **Didn't I tell you not to read it on the bus?** (*not read it on the bus*)

1. My dog was very hungry and wanted to attack me. (*give more meat to him*) 2. Mary was late for her classes again. (*not sit in social networks till late at night*) 3. I saw nothing of the performance. (*take spectacles with you*) 4. We failed to get a room at the hotel. (*reserve accommodation*) 5. Catherine missed the train. (*hurry up*) 6. Phil broke his Nissan last week. (*drive more carefully*) 7. Last Saturday a burglar got into our house, found the jewels and took them with him. (*put the jewels in the safe*) 8. Tom and Mike, two yachtsmen, were rescued last night after getting into difficulty in heavy seas. (*not sail in bad weather*) 9. Our cottage was burnt out last night. (*insure it*) 10. Sam broke his leg skiing. (*not climb down that high hill*) 11. Cindy sold her story to a newspaper for \$5,000, but this paid half the hospital bills. (*sell her story for \$10,000*) 12. George lost his job last week after making an unfortunate remark about his boss's wife. (*think before he speaks*)

**10. Read the following text and ask special questions on it.**

At 8 a.m. our plane took off with ninety passengers aboard. We flew at a speed of 350 knots and at a height of 10,000 metres. I had to go to Grenoble on business of my company and I was very fond of flying. As I sat in my first-class seat I looked through the window at the countryside. Two hours later we landed in Grenoble. The airport lounge was full of French businessmen waiting for a plane to England. It was cold outside so I put my coat on. A few minutes later it began to snow. I had arrived just in time! I climbed a taxi and we drove forward.

**11. Make notes about the last holiday you had under the following headings.**

- |                       |                                   |
|-----------------------|-----------------------------------|
| 1. Where did you go?  | 7. Facilities                     |
| 2. When?              | 8. Weather                        |
| 3. Who with?          | 9. Good points about your holiday |
| 4. Accommodation      | 10. Bad points about your holiday |
| 5. First time?        | 11. Opinion of holiday            |
| 6. Leisure activities | 12. Again?                        |

## 12. Add additional information answering the questions for facts.

**Example:** You were happy to meet your granny, weren't you? Of course / Sure, I was. I like her visits to us.

1. Last summer your peers rafted down the Cheremosh river in Bukovina, didn't they? 2. It was pleasant to travel round Sochi by car on the eve of the Olympic Games opening, wasn't it? 3. Last summer you went to the USA with the Work and Travel Program, didn't you? 4. Claudia didn't allow the door-to-door salesman into the flat when he came, did she? 5. John received an injury at work, didn't he? 6. The company took liability for the accident, didn't it? 7. Lucie gave up her previous job, didn't she? 8. Larry Page and Sergey Brin founded *Google* homepage in 1998, didn't they? 9. On October 4, 2012 the *Facebook* social network encountered one billion users, didn't it? 10. The bank manager agreed to treat Mike's request for a loan sympathetically, didn't he? 11. Diana's promotion was in recognition of her services to the company, wasn't it? 12. Henry Ford gave a lot of money on charity, didn't he? 13. In 1990s Ted Turner made separate charitable acts a practice by donating on a systems way, didn't he?

## 13. Work in groups of three or four. In each group, ask each other questions to help you remember some amusing or unpleasant experiences.

An accident you saw or which happened to you  
Shopping or eating out in a foreign country  
An unusual job you once did  
A crime you witnessed or were the victim of  
The longest or worst journey you once were on  
A coincidence which happened to you or someone you know

## 14. Translate the following sentences into English using the Past Simple.

1. Тебе понадобилось несколько дней, чтобы освоить игру «Мир танков», не так ли? 2. Вчерашняя встреча продолжалась почти шесть часов. Это была напрасная трата времени. 3. Эта скрипка стоит 50 тыс. долларов. Когда-то она принадлежала самому Паганини. 4. Ты принимал участие в экологических акциях, когда учился в университете? 5. Джейк на прошлой неделе попал в аварию и сильно разбил машину. Сам он, к счастью, не пострадал. Но на покупку новой машины денег у него не хватает. – Разве я не советовал ему застраховать свою машину? Но он меня не послушал. 6. Кто поддерживал Барака Обаму на его последних выборах? 7. Ник сегодня возглавляет управление маркетинга. Его повышение было признанием его заслуг перед компанией.

8. В 2010 г. Джон не принял весьма выгодное предложение возглавить филиал компании в Валенсии, поскольку это означало переезд в другую страну. Кроме того, тогда он еще плохо владел испанским языком.  
 9. Всем известен факт, что Генри Форд тратил много денег на благотворительные акции. Но только в 1990-х годах Тед Тернер превратил отдельные благотворительные акции в практику.

### 15. Test yourself. Put the verbs in the conversation into the Past Simple.

- Where you (*go*) for your last summer holiday?
- We (*go*) to Egypt.
- Oh really? How interesting! You (*enjoy*) it?
- We (*do*). George (*love*) the Nile and I (*think*) the pyramids and all the historical sights (*be*) fascinating.
- How long you (*stay*)?
- For four weeks. We (*be*) there for the whole October.
- How nice. So you (*have*) a lot of time to travel round.
- Yes, we (*do*), quite a lot. But we only (*see*) a few places so I'd like to go again.
- You (*learn*) any Egyptian Arabic?
- I (*do*), but George (*not / do*). I had studied the language a few weeks before we (*go*). I (*find*) a good Arabic language video cassette in the local library and that (*be*) very helpful.
- You (*talk*) to the local people?
- Not really, but I (*know*) how to order food and drink in the cafés and restaurants.
- Well, that's good.
- Yes, it is, but I (*want*) to talk to people, too, so I'm still studying Arabic and I hope to go to Egypt again next year.
- Well, best of luck.

## THE PAST PROGRESSIVE

1. The Past Progressive is formed with the help of the auxiliary verb to be in the appropriate past simple form and the present participle of the meaningful verb:

I / he / she / it was	}	+ singing
we / you / they were		

To indicate a certain time in the past the expressions with numerals or adverbs with reference to the past such as *this time last month*, *at 9 o'clock yesterday*, *from 4 to 5 yesterday*, *all day long (yesterday, last Tuesday)*, etc. and subordinate clauses of time are used:



*I was chairing the meeting at 10 o'clock yesterday.*

*They were playing football when it started to rain.*

2. The Past Progressive is used to say that someone was in the middle of doing something at a certain time:

*Last year we were working hard to pass the final exams.*

The Past Progressive does not tell you if an action was finished or not. Perhaps it was finished, perhaps not. Compare:

*She was cooking the dinner. = She was in the middle of cooking the dinner and we don't know if she finished cooking or not.*

*She cooked the dinner. = She began and finished it.*

3. The Past Progressive is also used for a continuous past action that is interrupted by a single action:

*When the phone rang, I was sitting at breakfast.*

But: To say that one thing happened after another, the Past Simple is used. Compare:

*When Ted arrived, we were having dinner. = We had already started dinner before Ted arrived.*

*When Ted arrived, we had dinner. = Ted arrived, then we had dinner.*

4. The Past Progressive is used for two actions happening at the same time in the past:

*I was shaving while the children were having breakfast.*

5. The Past Progressive can also be used for frequently repeated habitual actions in the past. In this case the adverbs *always*, *constantly*, *continually*, *for ever*, etc. are used:

*She was always smiling, we couldn't take her seriously.*

## EXERCISES

1. Refer the following actions to the past. Mind the use of adverbial modifiers of time.

**Example:** Pete is taking an exam in economics at the moment.  
(*prepare for*)

Pete was preparing for his exam in economics at this time yesterday.

1. Ted is now going to classes in computer programming. (*learn to drive a car*) 2. At the moment Andrew is showing the English students the main building of our University. (*meet them at the airport*) 3. Jill and Ben are breeding pigeons this year. (*breed rabbits*) 4. These days Susan is jobless. (*work in an art gallery*) 5. Ann is now working as a secretary. (*train for secretarial work*) 6. James is working overtime this month. (*have a rest*)

*in Italy*) 7. We are now putting the project into practice. (*work out its main points only*) 8. At the moment the head is reporting on the project to the boss. (*finish the paperwork on it*) 9. It's crisis and the company is suffering big losses. (*do well*) 10. At the moment Sheila is chairing the meeting. (*get ready*) 11. The executive manager is having talks with the Australian partners. (*analyse the information on the activities of their company*). 12. We are now producing a new type of photocopier that is 25% more efficient. (*develop*) 13. This operational system is now selling very well. (*bring losses*)

**2. Here is a list of some things that a housewife did yesterday and times at which she did them. Write sentences to show what she was doing at these times.**

**Example:** At 7.45 she was having a bath.

7.30 – 8.00	had a bath
8.00 – 8.15	made breakfast
8.15 – 8.45	had breakfast
8.45 – 9.00	washed up
9.00 – 9.45	read the newspaper
9.45 – 10.00	made plans for the day
10.00 – 12.30	cleaned the flat
12.30 – 1.00	made lunch
1.00 – 1.45	had lunch
2.00 – 3.00	washed some clothes
3.30 – 4.15	took children from school
4.30 – 6.00	watched television
6.45 – 8.00	ate out in a Chinese restaurant
8.45 – 9.15	told her youngster bedtime stories

**3. Use the proper time expressions to say that the action was going on at a given period of time in the past.**

**Example:** I was visiting my gran- I was visiting my granny ... from 3 to 6 yesterday.

1. It was raining heavily ... . 2. When he was a boy, he was playing football ... . 3. The boy was playing *BioShock Infinite* PC game ... . 4. John was writing a poetic message to his girl-friend ... . 5. The Russian group was climbing Everest ... . 6. We were having a caravan holiday in Austria ... . 7. They were travelling round India ... . 8. The Queen Mary II was cruising round the Caribbean Sea ... . 9. They were discussing their future trip

to Paris ... . 10. A group of Chinese businessmen were staying in Minsk ... . 11. The secretary was photocopying the Director's report ... . 12. The head manager and the partner were negotiating the contract ... . 13. My farther was working for a kitchen appliance manufacturer ... . 14. The company was doing very well ... .

#### 4. Work in pairs. Respond to the statements using the Past Progressive.

**Example:** I invited David to our party but he didn't come. No wonder, because at this time he **was eating out** with his future mother-in-law.

1. When the teacher came in, the students didn't stop talking excitedly. 2. I wanted to see our monitor yesterday afternoon but I couldn't find him anywhere. 3. Ann promised to eat out with me, but she didn't. 4. I called Ronald by name twice but he didn't pay any attention to me. 5. Nick happened to be out of doors yesterday when the rain started. In five minutes he got soaked to the skin. 6. Why was Pete so absent-minded when we last saw him? 7. Because of very bad weather conditions last Friday, only 65% of the registered voters actually voted. 9. Last quarter *The Star Wars. Episode VIII* got a lot of money. 10. I wanted the secretary to select some material on the issue by the midday but when I came at 1 p.m. she was still doing the job. 11. Julia wanted to see the boss for an urgent issue but he was busy all the time. 12. The talks started at 10 o'clock in the morning. It was lunch time already but nobody left the room. 13. Proctor and Gamble didn't increase its share of the market in the year when the crisis began.

#### 5. Write a compound sentence made of two simple clauses to show that two actions were going on at the same time.

**Example:** I read a book. She watched TV. While I **was reading** a book, she **was watching** TV.

1. Max had a holiday in France. His parents worked hard. 2. The children enjoyed playing the PC games. Their mothers chatted in another room. 3. Peter washed the windscreen. Sue vacuumed the car upholstery. 4. Sally and Jack met in the café by chance. They flirted, drank coffee and ate cakes. Jack's girlfriend Jane lay in bed ill. 5. Dustin paraglided at the seashore. His friends rafted down the river with numerous rapids in western Ukraine. 6. Roy prepared a report for the last quarter. His deputy looked through the statistics. 7. They worked out a new strategy of the organization's development. They focused on marketing. 8. The quality of goods changed to better. The company's sales increased. 9. The company's sales increased.

Its profits increased, too. 10. A strong hurricane reached the coast of Texas. The National Hurricane Center watch it closely. 11. Jack announced his candidacy for head of the department. His phone rang constantly. 12. They discussed the plan of developing the enterprise's infrastructure. The head officer flew to the conference in Rome.

**6. Ask special questions to the following statements using a given interrogative word.**

**Example:** At 9 p.m. last night I was driving home. (*What ...?*)      What were you doing at 9 p.m. last night?

1. The foreigner was speaking slowly because he wanted us to understand the joke. (*How ...? Why ...?*) 2. The Fretwells were travelling from Greece to France when they met the stranger again. (*Where ... to?*) 3. They were admiring the marine view on the ship deck when the storm started. (*When ...?*) 4. While they were sailing up the west coast of Africa, they ran out of food. (*Where ...?*) 5. Just as he was crossing the street, a car came round the corner. (*What ...?*) 6. At that time Helen was talking to Mrs. Bell who was always dissatisfied with service. (*Who ...?*) 7. The customs official was inspecting the passengers' luggage when he heard an explosion. (*What ...?*) 8. Last year customers were getting used to soaring prices. (*Who ...?*) 9. The clerk was adjusting Mr. Brown's complaint for an hour. (*How long ...?, Whose ...?*) 11. All year long the company was slowly recovering after the recession. (*When ...?*) 12. From 14–20 June Liverpool was holding its International Garden Festival. (*When ...? What ...?*) 13. At the meeting the CEO was talking of an alliance and a strategic joint venture. (*Where ...? Who ...? What ...?*)

**7. Using the past progressive tense forms change the following sentences to denote a frequently repeated habitual action in the past.**

**Example:** The brothers used to quarrel all the time when they were children.      The brothers were always quarrelling when they were children.

1. Becky used to answer back when she was a little girl. 2. Helen used to shout at the top of her voice when she talked to her friends. 3. Isabel used to laugh all the time, as she used to try to attract attention at all costs. 4. When a boy, Denis used to play football from morning till night. 5. Ann was very fond of cooking. She used to do something in the kitchen all the time. 6. She used to giggle all the time, that's why nobody could take her seriously. 7. He used to ask difficult questions to answer when he was a boy. 8. Alice used to put off some difficult work to the very last moment.

9. My brother used to chat on-line with his girlfriend all nights. 10. Tom used to come home very late on Fridays because he worked overtime on that day. 11. He used to work overtime for that enterprise that's why he left it.

**8. Put the verbs into the correct form, either the Past Progressive or the Past Simple.**

1. Sally ... (*burn*) her wrist when she ... (*cook*) dinner. 2. Last night I ... (*read*) in bed when suddenly I ... (*hear*) a scream. 3. Tom ... (*take*) a photograph of me while I ... (*not look*). 4. We ... (*not go*) out because it ... (*rain*). 5. Malcolm ... (*fall*) off the ladder while he ... (*paint*) the ceiling. 6. I ... (*not drive*) very fast when the accident ... (*happen*). 7. What ... (*you / do*) at this time yesterday? 8. Ann ... (*break*) a plate last night. She ... (*do*) the washing-up when it ... (*slip*) out of her hand. 9. The phone... (*ring*) still when I ... (*rush*) into the room. 10. One day I ... (*play*) by the big window in our front room where I ... (*use*) to sit on wet days looking at the rain. 11. When Sid ... (*be*) young, he ... (*work*) from morning till night. 12. Last night at 9.35 Bill ... (*walk*) from the office to his car when somebody ... (*call*) him.

**9. Work in pairs. Say what you were doing at a certain moment in the past.**

**Example:** What were you doing at 8 o'clock yesterday evening? I was watching television at that time.

1. What game were you playing when we stopped to watch you? 2. What country were you travelling to when you found your luggage missing? 3. Who were you expecting at 7 o'clock last night? 4. Who were you visiting last Saturday? 5. What happened when you were taking your exam in marketing? 6. You were having a conference in your hotel last week, weren't you? 7. What were you doing on Monday afternoon when the insurance company representative rang you up? 8. You were working overtime last month, weren't you? 9. What were you doing when the sales manager came into your office? 10. Who were you talking with when your boss wanted to see you? 11. While talking to the naughty client you were getting more and more agitated, weren't you? 12. What was your enterprise producing when the oil crisis happened?

**10. A group of people was staying in a hotel. One evening the fire alarm rang. Using the words in brackets write what each person was doing at that time.**

**Example:** Tom (make a phone call) When the fire alarm rang, Tom was making a phone call.

1. Ann (*write an e-message in her room*); 2. Martha (*look through the Cosmopolitan*); 3. Don (*have a bath*); 4. David (*send an SMS*); 5. Linda and Paul (*quarrel*); 6. Mary (*chat with her friends in the lounge*); 7. George (*get ready to go out*); 8. The Whites (*come downstairs to the hotel's restaurant*); 9. Carol and Dennis (*have dinner*); 10. John and Ringo (*have a great fun in a hotel's bar*); 11. Brenda and her friends (*enjoy dancing in the disco*); 12. Susan (*wait for the lift to take her to her room*); 13. Daniel (*check out*).

**11. Read the following story. Put the verbs into the correct form, either the Past Progressive or the Past Simple to show that one action was interrupted by another one.**

What a rotten day I've had! Everything went wrong! This morning I just (1)... (*hang out*) the washing when it (2) ... (*start*) to rain, so I had to bring it all in again! Then I decided to clean out the kitchen cupboard, and while I (3) ... (*wipe*) the top shelf I (4) ... (*lose*) my balance and (5) ... (*fall off*) the stool! As I (6) ... (*wash*) the kitchen floor, our dog (7) ... (*rush*) in and (8) ... (*knock over*) the bucket of water! After that, I thought I'd earned a nice cup of coffee, I put on the milk and (9) ... (*let*) it boil while I (10) ... (*talk*) to my mother on the phone! Then I (11) ... (*manage*) to break three of the best glasses while I (12) ... (*do*) the washing-up! And just before you came, I (13) ... (*cut*) my finger when I (14) ... (*peel*) the potatoes! And the best is still to come. As I (15) ... (*reserve*) the car out of the garage, I somehow (16) ... (*forget*) about the new gate-post I'd put up and I (17) ... (*bump*) into it! I'm afraid we need a new rear light and a new bumper! But the gate-post is OK!

**12. Make up a dialogue by analogy using the Past Progressive. If you find it difficult, act out the given conversation.**

Bill: I'm sorry you didn't come yesterday, Jane. I was waiting for you in the café.

Jane: I'm awfully sorry, Bill, but I didn't feel very well.

Bill: I see. And while I was sitting at a table and waiting for you, Anne came in.

Jane: You were flirting, smiling at each other, drinking coffee and eating cakes while I was lying in bed ill.

Bill: You weren't ill. When we were leaving the café, we saw you and Harry. You were laughing together and walking arm in arm.

Jane: Oh, I can easily explain that. We were only ... I was only going to the chemist's ...

### 13. Translate the following sentences into English using the Past Progressive.

1. Когда случился нефтяной кризис, компания оказалась в тяжелом положении: спрос на ее продукцию падал, падала и прибыль, и соответственно зарплата снижалась, персонал увольнялся. – Что вы производили? – Мы делали эксклюзивные аксессуары из кожи: портмоне, сумки, ремни. 2. Мы собирались за город на пикник. В то время как я готовил машину, а жена укладывала провизию, дети бегали по всему дому, дразнили собаку и мешали нам. 3. Как раз в тот момент, когда Джек переходил дорогу, из-за угла появился автомобиль. Джек сразу понял, что у водителя проблемы с управлением. 4. Извини, я не слушал тебя, я думал о другом. 5. Весь прошлый год покупатели привыкали к стремительно растущим ценам. 6. Всю прошлую неделю группа бизнесменов из Польши находилась в нашем городе. Они изучали возможности сотрудничества в сфере малого бизнеса. 7. Пик раньше был не очень надежным сотрудником: он всегда откладывал важные дела на самый последний момент. 8. Весь прошлый месяц они пытались найти решение этой проблемы. 9. Вчера мне нужно было увидеться с нашим руководителем отдела по одному неприятному вопросу. Однако, когда я к нему пришел, у него в кабинете уже кто-то был. Я ждал в приемной окончания этой встречи, и мне было слышно, что с каждой минутой наш босс все больше и больше сердился: он даже повысил голос. Естественно, что после такой встречи у него не было никакого желания обсуждать мой вопрос. 10. Дон только сейчас безработный. Я помню, что в это время в прошлом году он работал на заводе, что в 100 километрах от дома. Чтобы прокормить большую семью, часто работал сверхурочно.

### 14. Test yourself. Complete the following story by putting the verbs in brackets into the correct tense form, either the Past Simple or the Past Progressive.

I (1) ... (*mend*) my sails one day when a man I had worked with before (2) ... (*walk*) up and (3) ... (*ask*) me if I'd like to have a drink. I (4) ... (*think*) he probably had more than just a friendly drink in mind, so I (5) ... (*stop*) what I (6) ... (*do*), (7) ... (*wipe*) off my hands and (8) ... (*follow*) him to the local drink shop. It (9) ... (*be*) there that I (10) ... (*find*) out that he (11) ... (*recruit*) people to work on Necho's project. Nowadays everybody knows about our journey, but then it (12) ... (*sound*) a bit strange. At first I thought the man (13) ... (*try*) to play a trick on me. But the more he (14) ... (*talk*), the better it (15) ... (*sound*) – a real adventure. I (16) ... (*get*) tired of the same old sea routes year after year. Besides, I (17) ... (*think*) it would be a great trading opportunity; the route to Carthage, across Greek waters (18) ... (*get*)

more and more dangerous. You may not believe this, but it (19) ... (*only take*) me a few minutes to decide; I (20) ... (*sit*) there in that shop with a cup in my hand, and I (21) ... (*make*) a decision that would change my life – and lots of other people's lives as well.

There were times on the journey when I (22) ... (*have*) doubts about my decision. Once while we were being pushed south-west by the monsoon winds, I was nearly washed off the deck by a big wave. And one day during the long sail south, one of the men (23) ... (*try*) to convince the rest of us that we were under a magic spell when a dead black bird (24) ... (*fall*) on the deck; believe me, we were scared.

But there were some good times, too. We (25) ... (*have*) to stop and collect supplies on the west coast, and we (26) ... (*stay*) there for a long time, in one of the most beautiful places I've ever seen. One evening while I (27) ... (*sit*) under a tree with the wind in my face and a luscious big mango to eat, I almost (28) ... (*decide*) to stay there for the rest of my life. But of course, I (29) ... (*not stay*), I (30) ... (*know*) that I would get tired of it soon enough, and besides, my wife and children (31) ... (*wait*) for me back in Tyre.

We (32) ... (*see*) thousands of birds at Gibraltar, but these (33) ... (*be*) alive: they (34) ... (*fly*) over, on their way south for the winter.

In December, when I (35) ... (*get*) home, I (36) ... (*make*) sure that no one told my family before I (37) ... (*arrive*). When I (38) ... (*walk*) through the door, my wife (39) ... (*put*) supper on the table, and my son and daughter – whom I (40) ... (*hardly recognize*) – (41) ... (*play*) by the fireplace. I (42) ... (*know*) when I (43) ... (*see*) them that I had done the right thing not to stay under that tree. I still think of that big tree in the jungle sometimes, though; and I'll bet there's not a man who (44) ... (*go*) on that journey who wouldn't like to go back.

## THE FUTURE SIMPLE

1. The Future Simple is formed with the help of the auxiliary verbs **shall** / **will** and the infinitive of the meaningful verb:

I / we shall	}	I do
He / she / it / you / they will		

In modern spoken English **will** and **won't (will not)** are used more than **shall** and **shan't (shall not)** after I and we. In more formal English first person **shall** and **shall not** are more frequently used. Such adverbial modifiers as *tomorrow*, *tomorrow morning (evening)*, *next day (week, month, Monday, etc.)*, *soon*, *in a week (month, year)*, etc. are normally used with the Future Simple:

*They will come next week.*



2. The Future Simple is used for future facts and habits:  
*Our meeting will start at 9 o'clock.*
3. The Future Simple is also used to talk about a decision at the moment of making it:  
– *Phew! It's really hot in here!*  
– *I'll open the window.*
4. The Future Simple is used in object clauses of compound sentences to denote future actions:  
*I don't know if (whether) the play will be interesting.*  
*I wonder when she will be able to catch up with the group.*
5. In adverbial clauses of time and condition after the conjunctions *when, till, before, after, as soon as, if, unless, on condition that*, etc. the Present Simple is used instead of the Future Simple to denote a future action:  
*Nick will join us as soon as (when, after, etc.) he finishes his work.*  
*We shall help you if we have some free time.*

## **EXERCISES**

**1. A salesman is trying to sell a computer. Complete what he says with *will / 'll / won't*.**

This is an excellent machine that ... give you many years of service. We ... install it for you. We ... even give you a special course to teach you how to use it. But you ... find it difficult to learn. You ... soon see how easy it is to store information and type letters with this computer. Now, about the payment. We ... ask you for immediate payment. We ... be OK if you make a small payment now, and you can pay the rest in three months' time. We ... send you a letter to remind you.

What's more, we ... give you a 5% reduction on the market price. And, of course, the computer ... come to you with a two-year guarantee. But actually, you ... need the guarantee, because there ... be many problems with the machine. If there are, I ... deal with them personally.

So you want to buy it? Good! I can tell you, sir, you ... be sorry! Actually, I ... give you this machine here in the showroom, it's rather dusty. I ... get you another one from the store downstairs. Please, wait a moment, sir. I ... be back in a minute.

**2. Refer these statements to the future using the given adverbial modifiers of time and making necessary changes.**

<b>Example:</b> Carry is a first-year student now. ( <i>next year</i> )	Next year Carry will be a second-year student.
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1. This year my friend remains a full-time student. (*next year*) 2. Helen is working hard to catch up with the group. (*soon*) 3. Last August my family had a wonderful journey cruising around the Mediterranean Sea. (*next August around Scandinavia*) 4. When he is in London he likes to stay at the Regent Palace Hotel. (*next time he is in the city*) 5. I didn't take part in the conference on small business in Vienna last month. (*in Bern in half a year*) 6. This researcher has got important achievements for developing nuclear power. He deserves a Noble Prize. (*next year*) 7. The company didn't reach its main aims last quarter. (*in a quarter*) 8. We're tired and don't proceed with our inquiry now. (*tomorrow morning*) 9. Due to the crisis the company's sales are low this year. (*next year*) 10. David thinks there's a chance for him to get a job he's applied for as he has got enough experience. (*soon*) 11. I have no time to see this customer today. (*the day after tomorrow*) 12. The conference hall we had a shareholders' meeting was cold and stuffy. I think we need a more comfortable place. (*next time*) 13. The owner is not interested in selling his brand right now. (*when it becomes more valuable*) 14. This year's contract is not good for us because the delivery dates are long. We need the spare parts in a shorter period to fasten the production of the finished goods. (*next year's contract*)

### 3. Complete these sentences with *I'll* and a suitable verb.

**Example:** I'm too tired to walk home. I think ... a taxi. I'm too tired to walk home. I think I'll get a taxi.

1. It's too late to visit Max now. I ... him tomorrow. 2. It's a bit cold in this room. – Is it? ... on the heating then. 3. Would you like tea or coffee? – ... coffee, please. 4. Why haven't you switched on the light? It's getting dark. – Oh, yes, it is. ... it now. 5. Did you invite Celine to your wedding ceremony? – Oh, I forgot. Thanks for reminding me. ... it this evening. 6. Why haven't you packed your things? We're leaving in a while. – Don't worry. ... in a moment. 7. We are going to play basketball and need a team. Will you join us? – Thanks for inviting. I ... in a minute. 8. Have you looked through the accounting report? – Not yet but I ... that in the afternoon. 9. Inspector, do you see the passenger in the blue coat? He is nervous. You should examine his luggage thoroughly. – OK, ... that very thoroughly. 10. Are you still having lunch? A naughty customer is waiting for you in the reception room! – Don't worry, ... in a minute. 11. Do you remember our partners are coming on Wednesday and you are to meet them at the airport? – Thanks for reminding me. Sure, ... them. 12. Have you answered the e-mail message of our subcontractor? – Not yet, I've been very busy but I ...

**4. Answer the following questions about your plans. Mind that the answers can be affirmative or negative.**

**Example:** Will you play football with us?      Yes, I'll do it with pleasure. /  
You know, I'm not fond of sport.  
I'll better read a book.

1. The New Year is coming, and it's time to buy presents for everyone. What will you buy? 2. Will you buy a CD for your mother? 3. Will you buy a box of Habana cigars for your father? 4. Will you buy model railways for your brother? 5. Will you buy a Barbie for your little sister? 6. Will you buy a bottle of Beaujolais for uncle Bob? 7. Will you invite your girlfriend to eat out in the restaurant? 8. Will you arrange a New Year party for your friends? 9. Will you celebrate the New Year in the restaurant / night club? 10. Will you stay with the parents to celebrate the New Year? 11. Will you go for a walk round the New Year city after the midnight?

**5. Work in pairs. Express agreement or disagreement adding some information.**

**Example:** Linda will become a film star, won't she?      I believe she will. She has appeared in 3 movies already.

1. You'll improve English next year, won't you? 2. If you don't improve English, you won't get a job of the translator, will you? 3. If Nick truly loves the girl, he will give up smoking, won't he? 4. The coming winter is expected to be severe and frosty. Fur coats will be in fashion, won't they? 5. You'll like Japanese sushi if you ever try it, won't you? 6. To travel by coach will be less quicker but much cheaper than to travel by train, won't it? 7. You'll easily recognize Lady Gaga, won't you? 8. Your friend from Britain is coming soon. He will work hard at Russian here, won't he? 9. He'll open another person's private secret to save his life, won't he? 10. In 2016 everybody in the world will have access to the Internet, won't they? 11. People will have no trouble with the customs if they have nothing to declare, will they? 12. The crisis seems to be over. The economic situation in your country will change to better soon, won't it?

**6. Say that you have decided to do or not to do something.**

**Example:** Why haven't you put on a warm coat? It's too frosty out of doors.      OK, I'll put the coat on.

1. Why haven't you taken your umbrella? It looks like rain. 2. Why haven't you phoned your parents yet? They're waiting for your call. 3. It's

cold and windy today, and you're not well. Why don't you stay at home? 4. Why haven't you shut the door? It's draught here. 5. I'm offering you a lift in my car instead of walking. 6. The children want to go to the aqua-park. Will you take them? 7. What would you like to order for the main course? What would you like to drink? 8. I don't like you swearing. Will you stop it? 9. The taxi is going much too fast. You'll get to the station an hour before the departure. 10. There are a lot of things for us to do this Saturday: clean the house, wash the clothes and so on. Are we going out on that day? 11. Computers are becoming more intelligent all the time. Researchers consider them directing traffic and teaching children. Do you share their opinion about the coming future? 12. There is a vacancy of an accountant at the Layetana Beef Company. Your qualification is appropriate. Will you apply for this job?

### 7. Express your agreement and give a promise to do things.

**Example:** A: Can you clean the windows?

B: Sure, I'll do it.

A: Do you promise?

B: OK, I'll clean them this afternoon.

1. Can you wash the car? 2. Can you vacuum the car upholstery? 3. Can I have a pet as a birthday gift? 4. It's too cold outdoors. Put on your coat. 5. Please don't torture the cat. 6. Will you take me to the country on Saturday? 7. Please don't tell anyone what has happened. 8. Nick adores you. Will you eat out with him tonight? 9. Can you inform me about the decision she will make? 10. Could you let me know when the boss comes back? I want to see him on a personal question. 11. Can you send me these data by e-mail? I need them for finishing the term paper.

### 8. Paraphrase the following sentences to use an adverbial clause of time or condition.

**Example:** We'll finish work and then we'll go windsurfing.      As soon as we finish work, we'll go windsurfing.  
(*as soon as*)

1. Alan will go shopping. He will put some petrol in the car first. (*before*)  
2. Harry will study hard and he'll pass the exam. (*if*) 3. The bell will ring and then they'll leave the room. (*the moment*) 4. John will clean the car. Mary will cook the lunch. (*if*) 5. Mary will be ready soon and they'll be able to start. (*when*) 6. Felicity will take children to the birthday party. She will check on the exact address first. (*before*) 7. I'll take my coat to the cleaner's

and then I'll come round to your place. (*after*) 8. The company will raise prices. The demand for its products will fall. (*if*) 9. We'll employ experienced and self-confident managers. The management's decisions will become optimal. (*after*) 10. They won't offer me any fringe benefits and I'll leave for another company. (*if*) 11. I think he will get the job. He should apply for it first. (*if*) 12. You will invest in a partnership and then you'll be a partner. (*as soon as*) 13. I don't like when my boss puts pressure on me. Next time he will do that and I'll leave work. (*if*) 14. We'll completely change the equipment and then we'll be able to increase our output. (*after*)

**9. Add the missing information to make up a compound sentence with an object clause.**

**Example:** He has gone fishing. I wonder if he ... (*catch any fish*).      He has gone fishing. I wonder if he **will catch** any fish.

1. I'm waiting for Jack as we're going for a picnic lunch. But Jack isn't in sight, and I really don't know when ... (*come*). 2. The Browns have just started work on the new building. I wonder how long it ... (*take to get the building finished*). 3. The parents want to know if he will be a faithful husband. If not, the point is whether you ... (*be able to forget him*). 4. I wonder what time tomorrow she ... (*come back from her trip*). 5. My cousin promised to get down to see me. I wonder whether she ... (*come sometime in the next couple of months*). 6. I wonder if I ... (*get any discount for the damaged thing*). 7. My friend has applied for the job of a programmer in IBM. I'd like to know if ... (*get*). 8. I can easily understand what happened to you during your business trip. But I wonder if your boss ... (*understand what you mean*). I also want to know if your colleagues ... (*understand*). 9. Our company did badly last year, and we're now losing money. I want to know if we ... (*manage to raise a state loan to improve the financial statement*). 10. Okay, we've borrowed money from the bank, but I wonder if that little sum ... (*help the company improve its financial statement*). 11. Our partners from Japan are not willing very much to develop the contacts with us. I'd like to know if they ... (*enter into a new trade agreement with the company*). 12. If our German partners agree to enter into a new agreement with our company, nobody knows when they ... (*sign it*).

**10. Complete the following sentences putting in the appropriate tenses.**

1. I wonder if he ... (*succeed*) in doing it. 2. After they ... (*finish*) the building work, things ... (*be*) easier. 3. I hope you ... (*tell*) me all about the holiday when you ... (*get*) back. 4. Next time Marion ... (*come*), I ... (*take*) her to see my mother. 5. If they ... (*catch*) the 10.37 train, what time ...

they ... (*be*) in Milano? 6. I'll be interested to see whether John ... (*come*) tomorrow or not. 7. ... you ... (*tell*) me as soon as the bell ... (*ring*)? 8. I don't know if Helen ... (*be*) here when you ... (*phone*) tomorrow morning. 9. I think when I ... (*be*) 80, I ... (*understand*) what goes on in your head. 10. We ... (*wait*) for you for some time if you ... (*be*) busy at that time tomorrow. 11. What time we ... (*get*) there ... (*depend*) on how bad the traffic is. 12. Thanks charity only, things ... (*not change*) unless government aid ... (*be*) spent more sensibly. 13. If I ... (*not manage*) to finish this project in time, I ... (*have*) my back against the wall. 14. I wonder if in the nearest future Yandex ... (*reach*) the same number of users as Google.

#### 11. Talk to your partner about similar things.

- How are you going to spend the weekend?
- I'll go boating if it doesn't rain.
- But if it does?
- Well, if it does, I'll stay at home and watch *12 Years a Slave* with starring Brad Pitt, Dede Gardner and Jeremy Kleiner.

#### 12. Translate the following sentences into English.

1. Из-за кризиса наша компания теряет деньги. Мы будем обращаться в банк за кредитом, чтобы улучшить финансовое положение. 2. Какие у тебя планы на лето? – Я думаю, что поеду на Браславские озера; буду там ловить рыбу, купаться, загорать. 3. Ты все еще пьешь кофе? А назойливая покупательница ждет тебя в приемной, ты не забыл? – Не волнуйся, через минуту я ее приму. Уверен, что она будет долго жаловаться мне на качество обслуживания. – Ты хочешь сказать, что не знаешь, когда ты освободишься, не так ли? 5. Ты, наверно, сильно замерз? Садись к огню, а я приготовлю тебе чашку чая. 6. В четверг королева Великобритании откроет новый госпиталь в Лондоне. На открытии будут присутствовать некоторые члены Британского парламента. 7. Если вы хотите получить работу в нашей компании, менеджер по кадрам предоставит вам всю информацию об имеющихся вакансиях. 8. Через три года он закончит университет и станет специалистом в области информационных технологий. 9. Хотелось бы знать, какие преимущества получит город от создания здесь свободной экономической зоны? 10. Вероятно, никто не знает, когда произойдут значительные изменения в этой отрасли. 11. Мой отец имеет богатый опыт работы в химической промышленности. Интересно, получит ли он место в региональном подразделении корпорации «Проктор и Гембл»? 12. Ты опоздаешь на собеседование с начальником отдела кадров, если не возьмешь такси. 13. Думаю, что собрание акционеров компании закончится

не раньше 5 часов. 14. Совет Европейского Союза начал разрабатывать новый проект финансовой помощи странам СНГ. Интересно, сколько времени потребуется на разработку этого проекта и когда можно будет получить эти деньги? Наконец, хотелось бы знать, каковы будут условия получения финансовой помощи.

13. You are trying to sell any goods. Make up a presentation for the product by analogy as given in exercise 1 on p. 113.

## THE FUTURE PROGRESSIVE

1. The Future Progressive (**will / shall be doing**) is used to say that the action will be in progress at a given future time. The given future moment is indicated by the adverbial phrases of definite time such as *at this time tomorrow (next week, next month, etc.)*, *at 9 o'clock on Monday*, etc. or is clear from the situation:

*At this time tomorrow Simon will be working at the report.*

2. The Future Progressive is also used to talk about things that are already planned or decided:

*I'll be travelling by train.*

In many cases the Future Progressive can be replaced by the Present Progressive. The use of the Present Progressive requires a statement of a much less distant and uncertain arrangement or activity:

*He says he's returning from abroad next year.*

3. The use of the Future Progressive in object clauses of compound sentences to denote future actions is similar to that of the Future Simple:

*I don't know if (whether) they will be playing football at this time tomorrow.*

4. The use of the Present Simple to denote a future action in adverbial clauses of time and condition after the conjunctions *when, till, before, after, as soon as, if, unless, on condition that*, etc. is similar to that of the Future Simple:

*I'll be doing my homework when you come.*

## EXERCISES

1. Act out a conversation using the Future Progressive.

– Tomorrow I'll be flying to Rome and you'll be sorting out the correspondence here in rainy old Birmingham. As you probably know, envy is not very good for your stomach.

– That's very clever of you to say so, but my stomach is never out of order. And besides, I'll be having a good time, too.

– Will you really?

– Yes, I'll be enjoying playing squash, swimming and chatting with friends in the pub.

– You'll probably be walking along wet streets, carrying an umbrella and wearing a raincoat.

– Going out in such rainy weather is out of the question. By the way, when will you be coming back?

– In a few weeks, probably. I'll send you a postcard from Rome, anyway.

## 2. Make a new sentence to say what a person will be doing at a definite future moment.

**Example:** He's sleeping now. (*when I arrive tonight*)      He will be sleeping when I arrive tonight.

1. Helen is learning to drive. (*next month*) 2. Steve's lying in the sun. (*while Terry's working hard*) 3. The boys are playing basketball. (*until 5 o'clock*) 4. I'm doing the paperwork. (*all day tomorrow*) 5. Donald is waiting at the airport to meet us. (*when we come back*) 6. Jane and Kate are playing squash. (*until they are tired*) 7. George is analysing statistics on the department's activities over the past quarter. (*next two hours*) 8. We are installing the ABB equipment on Monday and Tuesday. It is not easy. (*on Wednesday*) 9. Sony is continually putting new products in the market. (*next year*) 10. Marion is chairing the meeting. (*until last question comes*) 11. We're discussing the company's profits and shareholders' dividends. (*all morning the day after tomorrow*) 12. We're developing the South Asia markets. (*in a year's time*) 13. The training manager is conducting a master class for the employees working for the sales department. (*until midday*)

## 3. Say that other people will be doing something different.

**Example:** Pam will be packing her luggage at this time tomorrow. And Ann?      Ann won't be packing her luggage at this time tomorrow. She'll be flying already.

The British will be holding an election next month.

1. The Queen won't be speaking on the event on TV tonight. What about the Prime Minister? 2. My family will be listening to the speeches. What about you? 3. I'll be trying to turn the television off. What about you? 4. The Socialists will be introducing nationalisation. What about the Liberals? 5. The Liberals will be trying to persuade the voters that Britain can achieve



economic stability only under Liberal leadership. What about the Conservatives? 6. The Conservatives will be introducing privatisation. What about the Labour Party? 7. They won't be talking about inflation. What about prosperity? 8. They'll be promising higher salaries. What about higher prices? 9. The Scottish Nationalists will be urging the citizens of Scotland to vote for their complete independence from England. What about the Scottish parliament at Westminster? 10. They won't be talking sense. What about nonsense?

**4. Answer the following questions to let your partner know what you or other people will be doing.**

**Example:** Are you going to bed early? *(write a report)* No, I'm not, because I'll be writing a report.

1. Are you going to watch the David Cup match tomorrow evening? *(work)* 2. Are you coming to the party tonight? *(prepare for the seminar)* 3. Is he playing squash with us tomorrow? *(sit an exam)* 4. Are you going to stay in July at your granny's in the countryside? *(raft along mountainous rivers)* 5. Are they going to visit us next week? *(stay with their parents in Scotland)* 6. Is your friend going to start work immediately? *(have a holiday first)* 7. Are you going to catch the 8 o'clock train? *(catch the 8.17 o'clock train)* 8. Is your peer going to listen to your report at the conference? *(stay at the hotel)* 9. Is Alan going to join us for lunch? *(have lunch with a business partner)* 10. Are you going home earlier tomorrow? *(work out the project on the company's further development)* 11. Is your boss going to stay at the office after lunch? *(chair the meeting of the company's directors in the Atrium)* 12. Are the German businessmen going home on Friday? *(stay overnight in Minsk, go home on Saturday)*

**5. You misheard your partner who's talking about his plans. Using a given interrogative word (words), ask him / her a question to get the necessary information.**

**Example:** This time next week I shall be swimming in the Black Sea. *(Where ...?)* Where will you be swimming next week?

1. At the beginning of September I'll be starting my college course. *(When ...?)* 2. On June 30th I'll be taking my French exam for the third time! *(What ...?)* 3. I'll be having a few days' holiday in Germany. *(How long ...?)* 4. This time next month I'll be sitting on the beach admiring the sea. *(Where ...?)* 5. I'll be moving for the capital in some time next month.

(*When ...?*) 6. In a year from now I'll be settling down in the States. (*Where ...?*) 7. I'll be getting to the place by car. (*How ...?*) 8. In a fortnight's time I'll be attending an interview for a job. (*What ...?*) 9. I'll be working on the housing project for many years to come. (*How long ...?*) 10. So now I'll be working in Rome for a few months. (*Where ...?*) 11. At the end of the next month I'll be collecting my first wage packet. (*What packet ...?*). 12. My peers and I'll be developing a new product. (*Who ...?*) 13. I think the current crisis will be lasting the whole year round. (*What ...? How long ...?*)

**6. Complete the following sentences putting the verb in the appropriate tenses. Mind object clauses and clauses of time and condition.**

1. I wonder if she .... (*stay*) with her parents the whole holidays. 2. After you ... (*finish*) the first year, things ... (*get*) easier and easier. 3. He ... (*work*) in the garden till it ... (*get*) dark. 4. We ... (*wait*) as long as required until you ... (*come*) 5. She doesn't know whether she ... (*work*) on the project so long. 6. If nothing wrong ... (*happen*), the company's financial state ... (*improve*) next year. 7. No one knows if the voters ... (*support*) the candidate during the whole campaign. 8. We ... (*make*) an experiment as long as we ... (*get*) positive results. 9. At this time in a year I ... (*work*) as a chief accountant for the Ford Motor if the existing chief accountant ... (*retire*). 10. If the company ... (*get*) the order to produce spare units for Sony, it ... (*work*) at full swing for a year. 11. If speakers ... (*not keep*) time, the shareholders' meeting ... (*last*) till night. 12. After the enterprise completely ... (*change*) the equipment, its output ... (*increase*) for the next few years.

**7. Talk to your partner about similar things. Mind the use of the Future Progressive.**

1. – What will you be doing at this time on Sunday?  
 – I think I'll be playing hockey with my friends. And you?  
 – I'll probably be skiing in the park.
2. – At this time tomorrow I'll be flying home. What will you be doing, Kate?  
 – I'll be packing my luggage and looking forward to my seven days at home.  
 – I suppose we shall all be thinking about our home coming all the way there.  
 – And of course, we shall be feeling too excited to be tired after our journey.

**8. Translate the following sentences into English using the Future Progressive or Future Simple.**

1. Что вы будете делать в субботу утром? 2. Мы приедем в пятницу в 6 часов. – Хорошо, я буду ждать вас. 3. Кем ты станешь, когда вырастешь? – Модельером. 4. Боюсь, завтра опять весь день будет идти снег. 5. Интересно, останется ли он на лето в городе? 6. Когда мы приедем в Прагу, они будут встречать нас на вокзале. 7. После того как я сдам экзамены, я поеду на Майорку и буду целый месяц наслаждаться отдыхом у моря. 8. Они будут обсуждать проблему до тех пор, пока не поймут причин ее возникновения. 9. В понедельник я буду встречаться с менеджером по продажам и надеюсь, что он предоставит необходимую информацию. 10. Что ты будешь делать в это время через год? – В июне я оканчиваю университет и надеюсь, что в это время через год буду работать маркетологом. 11. Могу ли я встретиться с господином Брауном в среду в 10 часов утра? – К сожалению, нет, так как в это время господин Браун будет лететь в Канаду в командировку. – Можно ли встретиться с ним завтра после обеда? – К сожалению, с 2 до 4 часов господин Браун будет проводить совещание с сотрудниками отдела. Если вас устраивает время 4.30, я запишу вас.

**9. Use the verbs below as the Future Progressive or Future Simple.**

1. It's getting dark, the street lights ... (*go on*) in a few minutes. 2. They ... (*stay*) in Brighton all weekend. 3. What you ... (*do*) when you ... (*grow up*)? – I ... (*be*) a pilot. 4. What Sue ... (*do*) for the rest of the year? She ... (*go back*) to the old school? 5. I ... (*not / be able*) to lend you a car tomorrow – I need it myself. 6. They ... (*come*) round for dinner tomorrow evening. I ... (*show*) them the photos then. 7. He ... (*finish*) work in time if you ... (*help*) him. 8. I wonder if you ... (*know*) the results in some days. 9. In a few years' time we all ... (*live*) in houses heated by solar energy. 10. I don't think he ... (*not / meet*) Carry in London as it's a big city, besides they ... (*stay*) in different hotels. 11. There ... (*be*) a meeting in our office on Wednesday. You ... (*attend*) it? 12. Wages have gone up, so I suppose prices ... (*go up*), too. 13. There's going to be a bus strike. Everyone ... (*walk*) to work next week. 14. I ... (*ask*) her about it again when she ... (*visit*) our office next week. 15. I'd like to know if you ... (*get*) a well paid job under the current crisis.

## THE PRESENT PERFECT

1. The Present Perfect is formed with the help of the auxiliary verb **have** in the appropriate present simple form and the past participle of the meaningful verb:

I / you / we / they <b>have</b>	}	I	<b>worked</b>
he / she / it <b>has</b>			<b>thought</b>

The Present Perfect is often used with adverbs *ever, never, before, already, yet, seldom, recently, always, often, just, etc.*:

***Have you ever been to China?***

***I haven't finished the work yet.***

2. The Present Perfect is used when there is some result connected with the present:

***I've lost my key. (- I haven't got it now.)***

***Oh dear, I've forgotten her name. (- I can't remember it now.)***

***Hey! You've been in a fight. (When you see someone with a black eye.)***

3. The Present Perfect is often used to give new information or to announce a recent happening:

***Do you know about Alan? He's gone to France.***

After you've learnt the news the Past Simple should be used in the statement or question that follows:

***- Do you know about Alan? He's gone to France.***

***- Really? When did he go there?***

4. The Present Perfect is also used for a past action where the time is not stated:

***I have visited the Tower of London.***

After the action has been presented the Past Simple should be used in the statement or question that follows:

***I've seen that film. I saw it when I was in New York.***

5. The Present Perfect is used for actions that happened in the recent past if the period of time mentioned is still going on. In this case the adverbial expressions *this morning, this evening, today, this week, this term, etc.* are often used:

***Have you been busy today? (It is still the same day.)***

6. The Present Perfect is also used for a state that began in the past, lasted for some time and is still going on. It mostly concerns the verbs that are not normally used in the progressive tenses. Both **for** and **since** are used to say how long something has lasted. The preposition **for** is used when a period of time (*three years*) is meant and **since** is used to indicate the beginning of the period (*last summer, etc.*):

***I've known the Wilsons for three years. (- I still know them.)***

***He's had that car since last summer. (= He still has it.)***

## EXERCISES

1. You are writing an e-letter to a friend and giving news about the people you both know. Use the given words to make up sentences and put the verb into the Present Perfect tense form.

Example: Charles / go / Canada

Charles has gone to Canada.

Dear Marion,

Lots of things have happened since I last wrote to you. 1. Monica and Bill / *decide* / get married. 2. Chris / *go* / Italy for good. 3. Brian / *become* / Actor of the Year. 4. Sydney / *buy* / a new Toyota. 5. Phil / *pass* / his driving test. 6. Suzanne / *have* / a baby. 7. Paul / *graduate from* / Oxford. 8. Jill / *give up* / smoking. 9. Donald / *find* / a new job. 10. Max / *invent* / a new gadget. 11. Mike / *start* / working as a business analyst. 12. I / *set up* / a retail business.

With love,

Dustin

2. Re-fashion the following sentences using the Present Perfect and given adverbial modifiers.

Example: I was reading a book by  
A. Chase. (*just*)

I've just read the book by  
A. Chase.

1. We were to a rugby match. (*just*) 2. She always does a great deal for him. (*again, recently*) 3. He is always late. (*again*) 4. All the passengers are disembarking the plane. (*already*) 5. The bank manager is talking to a client. (*already*) 6. He works in the company. (*all his life*) 7. Mr. Wale is on business in Germany. (*recently*) 8. I'm fond of routine jobs myself. (*never*) 9. The firm will be able to export larger proportions of its output in a year. (*already*) 10. They are going to introduce a new technology. (*this year*) 11. The company is carrying out construction of a mini-dairy on a turn-key basis. (*just*) 12. We produce some steel structures to the particular needs of the clients. (*not yet*) 13. Inflationary pressures resulted in an increase in the cost of living of more than 100%. (*this year*) 14. Statistics are important barometers of national economies. (*since World War I*)

**3. Respond to the following remarks using the Present Perfect and the adverbs *just* or *already*.**

**Example:** You must translate the text. (*just*)      But I've just translated it.

1. Your hand luggage is too heavy. Will you take anything off? 2. Will you put my name up for the computer class? 3. You need to confirm your arrival, as they'll be meeting you at the airport. 4. She could save some money every week for her summer holiday. 5. If you look through the catalogue, you might see something you like. 6. You can't leave the restaurant without paying the bill. 7. You are to answer all the questions in the application form. 8. They promised to put down the fees for the evening classes. 9. You have to make a written application for the job offered. 10. Pay cash for these gadgets. You can't buy them on credit. 11. You'd better think about using alternative sources of energy. 12. Harry must sort out the club membership applications. 13. The Nelsons would better raise another loan from the National Westminster Bank. 14. Barbara should try to phone the project manager to get more information.

**4. Explain the reason using the information in brackets and putting the verb into the Present Perfect tense form.**

**Example:** He can't proceed with the experiment because ... (he / not find / necessary data)      He can't proceed with the experiment because he **hasn't found** the necessary data.

1. I can't lend you money because ... (*you / not pay back / the money borrowed a month ago*). 2. They can afford spending a month in Spain because ... (*they / save / enough money*). 3. I won't see Jack because ... (*he / not come back / from his business*). 4. Nick can't buy an iPad because ... (*he / not get / enough money*). 5. I can't meet the Chairman because ... (*I / not make / an appointment*). 6. I think we can sign the contract now because ... (*we / discuss / the guarantee clause*). 7. They can't get down to business right now because ... (*the head manager / not come*). 8. We can't start working because ... (*the subcontractors / not deliver / spare units*). 9. London University can't set up an MBA programme in Elgava because ... (*its experts / not explore / the possibilities for it*). 10. Now we accept the contract as ... (*the partners / specify / the terms of supplying raw materials*). 11. Coca-Cola can't expand its subsidiaries in India because ... (*the company / not comply / with the local laws*). 12. We always try advertise our products on television because ... (*advertising on commercial TV / become / the most effective method of test-marketing a household product*).

## **5. Work in pairs. Apologize for the things you haven't done.**

**Example:** I suppose you've packed the cases for the trip. I'm very sorry but I haven't packed them yet.

1. I suppose you've managed to talk to him. 2. You have paid a hundred pounds back you owed Steve, haven't you? 3. I suppose you've sent the e-mail message to the partner. 4. You've booked three seats on a day flight to Toronto, haven't you? 5. I suppose you've let your boss know about the problem. 6. You've come to me to discharge your debts, haven't you? 7. I suppose you have ordered stationery for the office. 8. I suppose you have informed the chairman when the business partners will arrive to see him. 9. You've replied to the customer's complaint, haven't you? 10. I suppose you've already asked for a statement of your current account. 11. You have anticipated your old rival's next move, haven't you? 12. I hope you've persuaded the boss that internal candidates for a job should be preferred to outsiders.

## **6. Answer your partner's questions using *yet*. Add some additional information.**

**Example:** Have you done it? No, I haven't done it yet, but I'm going to.

1. Have you ever cheated at your studies? 2. Have you tried Mexican cuisine? 3. The exhibition is closed tomorrow. Have you visited it? 4. Have you ever roller-skated? 5. Have you seen Cameron's *Avatar* at the cinema? 6. Have you bought the latest iPhone model? 7. Have you tried to work part-time at McDonald's? 8. Have you ever bought anything through the Internet? 9. Have you ever applied for a bank credit? 10. Have you travelled abroad? 11. Have you been to Japan? Germany? France? 12. Have you ever driven a Ferrari? 13. Have you ever had trouble with the police? 14. Have you experienced to carry out an applied sociological research?

## **7. Express surprise using the negative form of the verb in the Present Perfect.**

**Example:** I must do it. Haven't you done it yet?

1. I'm concerned about Sheila. She always comes back home early, but it's about midnight now. 2. You know, Bob is in the city again. I haven't seen him for ages. I'm going to phone him. 3. I must reserve us a table in a restaurant. 4. This photocopier can't be repaired any more. I must buy another one. 5. The equipment is completely out-of-date. We need to get

some up-to-date equipment. 6. I think we'll receive the news before noon. 7. Linda should apply for a job in the personnel unit. 8. I must send an e-mail message to our business partners. 9. I am to provide the CEO with more information about the stock company before starting negotiations. 10. Jack is making a report on the company's auditing. 11. Max applied for a job a fortnight ago. They are still keeping silence. 12. I should examine the terms of the treaty. 13. The counterpart must contact me to clear up the matter very soon, I suppose.

**8. Complain to your partner that people have never done these things for you.**

**Example:** I'll be travelling by car. But he **has never lent** me his car.  
Bob has lent me his car. car.

1. Joan has helped me with cleaning my flat. 2. The Roberts have invited me to spend the weekend with them. 3. When the meeting was over, it was late, so Doris gave me a lift home. 4. Oliver has taught me to play golf. 5. Ted showed me the video of his holiday in Spain when I saw him last. 6. It was Nick who met me at the railway station when I arrived yesterday. 7. I'm free in the afternoon because Olivia has done most boring routine jobs for me. 8. Ray has spent his bonus on entertaining me; he's bought me beautiful flowers, taken me to an exclusive restaurant (a night club, etc.). 9. I'm concerned about Sheila. It's about midnight now but she hasn't come back. 10. It was John who phoned me yesterday when I was cut off at home by snow-drifts. 11. Daniel has lent me a hundred pounds to buy this gadget. 12. The works manager was discussing the problems of our department with me all morning long. 13. They have offered me a 50% pay increase.

**9. Ask if other people have done things.**

**Example:** Don has come already. Don has come already, **hasn't he?**

1. The stewardess has served lunch already. 2. Ann and her husband have just returned from their tour around the Mediterranean Sea. 3. You have met Professor on your way to the University. 4. Alan has bought a new Volkswagen recently. 5. They have finished with the paper. 6. The accident hasn't delayed the departure of the train. 7. You have never worked at anything like this. 8. We've booked seats on a night flight to New York. 9. My father has worked for the company for twenty years. 10. He has been very busy today. 11. The boss hasn't phoned yet. 12. Most countries have experienced big trade losses in recent years.



**10. Write questions to which the following statements are the answers. Begin with a given interrogative word (words).**

**Example:** The Whites have bought a new mini-bus recently. **What** have the Whites bought recently?  
(*What ...?*)

1. My friends have already taken a trip to the Alps to enjoy skiing. (*Who ...? Where ... to?*) 2. I know Sue has lent you some money. (*What ...?*) 3. Isabel is saying that she has broken her engagement to David. (*Who ... to?*) 4. Everybody knows that James has done a great deal for his brother. (*How much ...?*) 5. My colleagues have recently been on a tour in Greece. (*Where ...?*) 6. Mr. Heath has run the company for nearly 20 years. (*How long ...?*) 7. Bob has just become a certified public accountant. (*What ...?*) 8. We've introduced new machinery to increase the plant's capacity. (*Why ...?*) 9. The next day has brought forth no new information. (*What information ...?*) 10. Several weeks have passed after they contacted the company's head office. (*How long ...?*) 11. The extensions have considerably increased the production capacity. (*How ...?*) 12. Wages have not kept pace with rising cost of living. (*What with ...?*) 13. This week the personnel manager has pulled a quarter of employees off the job because the cheques were late cleared. (*Why ...?*) 14. The measures taken to cut unemployment have been effective as there is now less than 5% of the population out of work. (*What ...? Why ...?*)

**11. Work in pairs. Answer your partner's questions with the Present Perfect.**

1. You've just been to the shops. What have you bought? 2. You are 25 minutes late for the lesson. What has happened? 3. What plans have you made for the summer? Spain again? 4. Which car have your parents bought recently? 5. The reception is fabulous but it's a bit overcrowded. How many guests have they invited? 6. You're leaving for Vienna tonight. Who has reserved accommodation for you there? 7. The Director needs the report badly. Why haven't you finished it yet? 8. I can't see your partner from Armway, Inc. at the meeting. Why hasn't he come? 9. How often have you been on business in Germany? 10. Mike advised you to contact your bank manager. Why haven't you done it? 11. You've just come back home from your studies at Harvard University. What relevant training courses have you learnt? What kind of people have you met? 12. What technologies have you introduced to increase the enterprise's output?

**12. Complete the following sentences putting in *since* or *for*.**

1. I've lived in this town ... the last six months. 2. Al's been on holiday ... three days. 3. ... Christmas, the weather has been quite mild. 4. Bob and Tina have known each other ... two years. 5. That's a very old car. I've had it ... ages. 6. They haven't been all together ... the New Year. 7. Tom's father has been a policeman ... twenty years. 8. Nick has stopped working at night ... he became short-sighted. 9. Statistics have been important barometers of national economies ... World War I. 10. There's been a strike of the airport staff ... two days. 11. Peter has dreamed to run a company developing PC games ... 2010. Now his dream's become true. 12. I haven't seen Sally ... she was promoted. 13. He has worked in Greece ... three years now. 14. The standard of living has improved ... that time but the gap between the rich and the poor continues to grow.

**13. Make up a new sentence using the Present Perfect.**

**Example:** I know Chris. I first met him two years ago.      I have known Chris for two years.

1. Carol is ill. She became ill three days ago. 2. Bob and Alice are married. They got married ten years ago. 3. Jimmy has a beard. He grew it eight months ago. 4. She lives in Helsinki. She came here seven years ago. 5. The last time it rained was Thursday. Now the weather is fine. 6. My brother is very fond of lawn tennis. He started playing it in his childhood. 7. Fred has a new Lexus. He bought it in February. 8. This chauffeur is very experienced. The last time he had an accident was when he was 23. Now the man is 45. 9. Malcolm runs the company. He became its Managing Director in 2011. 10. We have got close contacts with Coca Cola. We first established contacts with the company five years ago. 11. Mr. Downing is an experienced auditor. He came to work for the agency in the year he graduated from university. 12. There's a strike of the airport staff in the US. They went on strike on Tuesday. 13. Max and Sarah put their money together and set up a joint venture to develop a new computer game for a British market. It happened five years ago.

**14. Interview your partner about his / her student's life at the University using the Present Perfect. Mind the use of adverbs and prepositions *for* and *since*.**

**15. Read the situation and then say which time it has happened.**

**Example:** He's late again. He's already been late once this week.      It's the second time he has been late this week.

1. Sally has just finished drinking a cup of coffee. She has already had three cups this evening. 2. George has just finished drinking a can of lager. He's already had two cans of beer tonight. 3. Jill has broken a plate. She's already broken two plates while washing up this morning. 4. Ron is phoning Jill again. He's already phoned her twice this evening. 5. The car has broken down. It has already broken down twice this month. 6. My favourite football team has won the match. It has already won six matches this month. 7. My cousin from France has visited us. She has already visited me once this year. 8. Tom has lost his mobile phone. He's already lost two phones this quarter. 9. Brian has moved to another flat. He has already moved into another flat twice this year. 10. Max has changed the job again. He has already changed the job three times this decade.

**16. Choose between the Past Simple and the Present Perfect to complete the sentences.**

1. Alice ... (*buy*) a new car recently. – Really? Where ... (*she / get*) the money? 2. Look! I ... (*find*) a fifty-dollar note! – It's probably mine. Where ... (*you / find*) it? 3. Jeans sales ... (*drop*) in Brazil. 4. The profits of the company in the second quarter ... (*fall*) by 85%. 5. What sum of the contract ... (*settle on*)? We ... (*decide*) on the last one. 6. When the 2012 Summer Olympics were held, many small businesses ... (*use*) the Olympic symbol on their goods. 7. I think John ... (*get*) the job he ... (*apply*) for. 8. You ... (*hear*) the news? There ... (*be*) a terrible fire in Birmingham. 9. We ... (*sign*) the contract three months ago, but the work ... (*not begin*) yet. 10. This year's committee of the corporation's directors ... (*predict*) a surplus. 11. We ... (*start*) the advertising campaign last month and since then the sales ... (*increase*). 12. You ... (*watch*) on TV the opening ceremony of the Winter Olympic games in Sochi? It ... (*be*) marvellous!

**17. Make up a dialogue by analogy using the given vocabulary. If you find it difficult, act out a given interview.**

Ms. Brown: Who do you work for now, Mr. Wigmore?

Mr. Wigmore: The National Bus Company.

Ms. Brown: And how long have you worked for them?

Mr. Wigmore: I've worked for them for five years.

Ms. Brown: How long have you been an area sales manager?

Mr. Wigmore: Eighteen months.

Ms. Brown: And what did you do before joining the Bus Company?

Mr. Wigmore: I worked for a chain of hotels as a junior manager.

Ms. Brown: The post you've applied for involves a lot of travelling. Have you been abroad much?

Mr. Wigmore: I've been to most of Western Europe, and I've been to Central Europe once, to Hungary.

Ms. Brown: Why did you go there?

Mr. Wigmore: The hotel sent me to **attend** a conference.

Ms. Brown: I see. **Have you ever organized** a conference yourself?

Mr. Wigmore: Yes, I have actually. Why?

Ms. Brown: Well, this job would **require** rather a lot of organizing meetings and conferences.

**18. Translate the following sentences into English using the Present Perfect.**

1. Я не видел своих друзей с понедельника, потому что в этот день заболел. 2. Пик и Диана знают друг друга уже десять лет. 3. Брауны уехали из нашего города в 2004 году. И с того времени я ничего не слышал о них. 4. Где вы собираетесь отдыхать летом? – Мы еще не решили. Ты же знаешь, мы недавно купили новый автомобиль и еще не выплатили весь кредит. Скорее всего, останемся дома. А вы? – А мы поедем к морю: Питеру в этом году повысили зарплату, и мы уже отложили необходимую сумму денег. 5. Сегодня мы празднуем 80-летие нашего университета и на этот юбилей пригласили много зарубежных гостей. 6. Я вчера опаздывал на работу, и Линда меня подвезла до офиса. – А меня она никогда не подвозила! 7. Надеюсь, твоя сестра довольна, что получила хорошее место в нашей компании. 8. Прошло десять лет, как я закончил университет. С тех пор мне пришлось много поработать. 9. Я хочу сообщить, что фирма согласилась на наши условия и подписала контракт. 10. Ты уже закончил разрабатывать свой бизнес-план? – Нет еще. Я не могу перейти к последнему разделу плана, так как не нашел необходимых данных. 11. Что произошло, что ты так опоздал на обсуждение главного вопроса? 12. Мой брат с детства мечтал работать в компании по разработке программного обеспечения, но только сейчас его мечта исполнилась. 13. Мы поддерживаем тесные контакты с компанией Nestle уже три года.

**19. Test yourself. Use the Past Simple or the Present Perfect to complete the following sentences.**

1. Jimmy ... (*already / see*) Eastwood's *Trouble with the Curve*. He ... (*see*) it when the film was on in the Odeon. 2. You know those young trees we ... (*plant*)? They ... (*die*). – You probably ... (*not water*) them enough. 3. I ... (*buy*) a new frock last month, but I ... (*not wear*) it yet. 4. Mummy! Look what I ... (*do*)! – Oh, my God! What ... (*you / do*) that for? 5. Peter ...

(live) in Brazil for the thirty three years. 6. I ... (*just / have*) my lunch. I ... (*finish*) eating five minutes ago. 7. I'm sorry. I ... (*break*) a cup. – How ... (*you / manage*) to do that? 8. ... you ever ... (*speak*) to him? – Yes, I ... (*speak*) to him before the party. 9. Sam ... (*never / play*) rugby in his life, but he ... (*play*) football when he was at school. 10. When ... (*you / meet*) the head manager? – I ... (*meet*) him the day before yesterday. 11. At the 1980 Winter Olympics, one company ... (*sell*) snow. 12. Well, what ... (*happen*) at Blackstable since I ... (*be*) here? 13. These people have been getting on my nerves all through the course. Time ... (*come*) to stop being polite and to really tell them what you think of them. 14. In the 1980s some countries of the Third World ... (*insist*) on multinationals entering into partnership with local investors. 15. "What tender figure you ... (*settle on*), sir?" asked the project manager. 16. The post you ... (*apply*) for involves overworking.

## THE PRESENT PERFECT PROGRESSIVE

1. The Present Perfect Progressive (**have / has been doing**) is used to say how long something has been going on. This time the action or situation began in the past, lasted for some time and is still going on. It concerns the verbs that are normally used in the progressive tenses. Prepositions *for*, *since* and such expressions *all day*, *all night*, *all week*, *all life*, etc. are used with the Present Perfect Progressive:

*I have been working for two hours. (– I began to work two hours ago and I am still working.)*

2. The Present Perfect Progressive is also used to talk about quite a long action that began in the past and has recently stopped or just stopped:

*You're out of breath. Have you been running?*

3. The Present Perfect and the Present Perfect Progressive have similar uses, but there are some differences. Compare:

a) *I've read the book.* (The action was completed recently and we're interested in the result.)

*I've been reading a book.* (I haven't finished reading the book. I'm still reading it.)

b) *He's worked in the company all his life.* (A more permanent situation.)

*I've been working here for three months.* (A more temporary situation.)

Remember that some verbs such as **be**, **have**, **know**, etc. (see Chapter The Present Simple) are not normally used in the progressive tenses:

*I've had a cold for the past week.*

## EXERCISES

### 1. Combine the two sentences into one using the Present Perfect Progressive.

**Example:** Kevin is studying. He began doing it two hours ago.      Kevin has been studying for two hours.

1. Our tourist group began to travel in the Crimea a week ago. We're still travelling in the mountains. 2. The rescue crew started looking for the survivors of the plane crash last night. They haven't found anybody but they are keeping on searching. 3. The Browns moved to Canada in 2006. They are still living in Canada. 4. The guest from room 1207 started bathing at 7 o'clock. It's 8 o'clock, and he's still bathing. 5. In 2011 Doris went to Helsinki to teach children English. She is still teaching them. 6. Mary's dream is to make a tour round Thailand. Two years have passed but her dream hasn't come true yet. So Mary is still looking forward to it. 7. Three months ago Larry was sent to Pace University to get a course in regional marketing. He is still studying there. 8. Ann is looking for a job. She began looking six months ago. 9. Jose Mourinho returned to Chelsea football club for his second spell in 2013. He is now working as first team manager. 10. According to the contract the plant started delivering cement to our construction site three years ago. It is still delivering it. 11. They're discussing the terms of the contract. They began discussing them at noon. 12. Harry began developing a business plan on Tuesday this week. He is still working at it. 13. David Jones was appointed supervisor in 1991. He quite likes the work so he is still working for the same company.

### 2. Practise asking special questions beginning with *how long*.

**Example:** Your friend is waiting for you.      How long has he been waiting (for me)?

1. Andy is learning Arabic. 2. It is raining heavily. 3. Jack and Jill are looking for a flat. 4. Tom lives in the High Street. 5. Helen Goldsmith writes books. 6. His parents are now staying at the Hilton in London. 7. Phil dreams to become a Navy officer. 8. She is carrying out a research on human resources. 9. Arsène Wenger, a former French football player, is Arsenal FC manager. 10. Joy sells washing machines. 11. Donald Clay runs the company producing stuffed toys. He is an experienced manager. 12. He works as the company's finance director. 13. The Agnelli family controls the car group through a variety of holding companies. 14. Miss Glen is an experienced documentalist. She is now working out a classification system.

**3. Write two sentences, one with the Present Perfect and one with the Present Perfect Progressive using the given information.**

**Example:** Jane is reading a e-book. Jane **has been reading** for two hours. She **has read** 86 pages so far.  
She started two hours ago and she is on page 86 now.

1. Julia is a tennis champion. She began playing tennis when she was 8 years old. Now she is the national champion for the third time. 2. Linda is from Australia. Now she is travelling around Europe. She began her tour two months ago. Poland is the seventh country Linda is visiting. 3. Andy and Phil make films. They started making documentary films together when they left college. *Lost in the Jungle* is the fifth film they're making together. 4. My father began working for the lorry plant when he graduated from the Polytechnic in Nottingham. He was appointed product line manager 17 years ago; my father became the plant's general manager 8 years ago. This year he is retiring. 5. Oh yes, we look very optimistic to developing markets in South Asia. We started developing them 16 months ago, and since then our profits are increasing every day. Malaysia is the sixth country in the area we're now trading with.

**4. Work in pairs. Express doubt or disbelief about the period of time somebody has been doing something.**

**Example:** Dick started painting the fence six hours ago. He is still painting it. **Has he really been painting the fence for six hours?**

1. They are planting bushes. They started doing it in the morning. Now it's lunchtime. 2. His French is very fluent though he began learning French three months ago. 3. Sandy is looking for the material on the subject area in the Internet. Three hours have passed but she is still in the system. 4. Max began driving a car ten hours ago and he's still on the way. 5. Bill went in for body-building only four months ago. Look, how strong he is! 6. Seven years ago Vicky started playing tennis. This year she has become a Wimbledon winner. 7. Carry joined the Facebook at 10 o'clock. Three hours have passed but she is still there. 8. It's time to leave work but Jane is still typing a report. She started typing it at noon. 9. Alex Cotton runs the company. He was appointed managing director in 2007. 10. Arsène Wenger, a former French football player, was named Arsenal FC manager in 1996. He is still managing the football club. 11. The naughty client came at 4 p.m. It is time to leave work but the shop manager is still meeting with her. 12. David came to work for McDonald's when he left school. He's still working here.

5. Imagine that you were talking to a friend. Make a short dialogue to ask if somebody has been doing it for a long time. Mind the use of *for* or *since*.

- Example:** George / swim / 10 o'clock  
– What is George doing now?  
– He's swimming.  
– Has he been swimming long?  
– Yes, he's been doing it since 10 o'clock.

1. Ruth and Val / jog / in the park / an hour. 2. Toby / train / at the stadium / morning. 3. Helen / try to convince / her husband to decide on her plan of spending a leave / two hours. 4. Mrs. Cotton / share / her experience on cooking with young girls / an hour and a half. 5. The girl / lie in bed / ill / over a week. 6. Alice / try to contact / the police / ten minutes. 7. Bill / make a report / fifteen minutes. 8. Bob / develop / the annual report / 9 o'clock. 9. The hotel personnel / discuss / the question of making services better / two hours. 10. My sister / train for / secretarial work / September. 11. The head of the unit / see / a Mr. Thatcher / a quarter of an hour. 12. John / explore / the possibility for changing the project / all day long. 13. The accountant / make / another set of calculations out / the beginning of the working hours. 14. They / develop / a new strategy / focusing on marketing / a week.

6. Respond to your partner's questions using the information in brackets.

- Example:** What's happening here? Oh, it's natural! I'm reading  
Why is there such mess? up for my exam. I've been  
(read up for one's exam / doing it for two days already.  
two days)

1. To go for a picnic in the country now is out of the question. (*rain hard / yesterday*) 2. The cat seems to be very upset. (*miaow / all the evening*) 3. Look out of the window! We're cut off by snow-drifts. (*snow heavily / last night*) 4. I say, Trevor. I'm late for the lecture again. Who's delivering the lecture? (*a Canadian professor / 15 minutes*) 5. What's happened to you, Tom? You look so nervous. (*try to get in touch with / one's bank manager / half an hour / the phone / be busy*) 6. I say, Emmy. Your brother knows so many interesting facts about Loch Ness in Scotland. (*collect / stories and legends / he moved there to live*) 7. Look! Your car's got another scratch. (*learn to drive / a fortnight only*) 8. What's happening here? Your table's blocked up with papers and calculators. (*search for / a mistake in the profits and losses statement / since noon*)



## 7. Act out the following story.

Two middle-aged friends haven't seen each other for ages. One of them has become particularly thin, the other very fat. At first they don't recognize each other. At last one exclaims, "Why! Bless my soul! It's Dick! I am sure you have been fasting ever since I saw you last." – "As for you," replies the other, "I am afraid you have been doing nothing but eating ever since."

## 8. Complete this dialogue between two friends. Include the Past Simple, Present Perfect and Present Perfect Progressive tense in your answers.

Bill: ... ?

Jane: Listening to the news. Have you heard?

Bill: No, ... ?

Jane: There's been a strike of the airport staff. We're stranded.

Bill: ... ?

Jane: Yes, I phoned them at once. My father's coming to collect us.

Bill: ... ?

Jane: Not yet. We'd better go and collect them from the luggage office.

Bill: ... ?

Jane: Yes. They told me that the strikers wanted higher salary rates for working outside normal hours. It's a pity they didn't let our plane take off first! I thought we'd be airborne by now.

Bill: Yes, ... !

## 9. Translate these sentences into English using the Present Perfect Progressive.

1. Где ты был все это время? Мы тебя ищем уже полчаса! Твой доклад уже через пять минут. 2. Сколько времени вы живете в этом городе? – Мои родители переехали сюда, когда мне исполнилось 10 лет. С тех пор мы здесь и живем. 3. О сегодняшнем пикнике нет и речи. С вечера дождь льет как из ведра. 4. Он уже три часа сидит ВКонтакте. Когда он будет готовиться к семинару по социологии? 5. Марта выглядит очень усталой. – Неудивительно, ведь в последнее время она много работает. Вот уже две недели она анализирует корпоративные коммуникации для создания новой системы информирования персонала. 6. Арсен Венге начал работать главным тренером футбольного клуба «Арсенал» в 1996 г. – Неужели он работает там уже 18 лет? 7. Почему никого из персонала отеля нет на месте? Мне нужно поглядить брюки. – Персонал отеля сейчас обсуждает вопрос улучшения сервиса. – Интересно, сколько времени они обсуждают этот вопрос? Я уже полчаса жду, чтобы мне кто-нибудь помог. 8. Когда я могу увидеть босса? –

Трудно сказать. Он уже почти час разговаривает с одной покупательницей. Да ты знаешь ее, это миссис Браун, которая всегда всем недовольна.

**10. Test yourself. Complete these sentences putting the verb into the appropriate form, either the Present Perfect or the Present Perfect Progressive.**

1. Sorry I'm late. There was a traffic jam. – It's not an excuse. You should have left home earlier! I ... (wait) for half an hour! 2. My sister is a short story writer. She ... (write) stories since she graduated from university. So far she ... (write) 35 stories. 3. Look! Somebody ... (break) that window. 4. Hello! I ... (clean) the windows. So far I ... (clean) five of them and there are two more to do. 5. Betsy looks very tired. – No wonder. She ... (work) hard at the project. 6. The Nelsons moved to Montreal in 2001 and they ... (live) there since. 7. Tim ... (have) a cold for the past week. He ... (stay) in bed all this time. 8. My cousin ... (be) in the Army since he was seventeen. 9. John ... (explore) the possibility for changing the project all day long. 10. Bill ... (be) unemployed since April. 11. My father ... (always / work) hard. Now he ... (work) at the project on developing overseas markets by his firm for two months. 12. We ... (purchase) goods from this company for eighteen months. 13. Ever since the accident Sue ... (be) afraid to drive. So for some months she ... (see) a psychologist who specializes in that sort of problem. 14. Dear sir! Every year our students choose a project on an environment problem. We ... (recently / see) your advertisements about protecting dolphins, so, for the last few weeks, we ... (learn) about the dolphins that live in the sea near here. Could you please send us some World Wildlife Fund posters to add to their work?

## THE PAST PERFECT

1. The Past Perfect (**had done**) is used for an action completed before another action or a certain moment in the past. The Past Perfect is normally introduced by the conjunction *after*:

*After Edwin had left London, he went to live to Wales.*

A certain moment in the past can also be expressed by the specified time indications (*hour, month, year, date*) with the preposition *by*:

*We had done the project by April.*

To show another action in the past, a subordinate clause beginning with *when* or *before* is introduced:

*When I arrived at the party, Nick had already gone home.*

*They had spent all their savings before their son left school.*

2. The Past Perfect (**had gone**) is the past form of the Present Perfect (**have gone**), and so the indicators of the latter can be used with the Past Perfect. Compare:

Present

*I'm not hungry. I've just **had** lunch.  
The house is dirty. They **haven't**  
cleaned it for weeks.*

Past

*I **wasn't** hungry. I'd just **had** lunch.  
The house was dirty. They **hadn't**  
cleaned it for weeks.*

3. The conjunctions *hardly* and *scarcely* that mean “almost not” are often used with the Past Perfect followed by *when*:

*They **had hardly** kicked off **when** it began to rain.*

No sooner is similar in meaning but it is followed by *than*:

*He **had no sooner** set out **than** he became engrossed in reading.*

When the conjunctions are used for some emphatic purpose the word order in the sentence is changed. Compare:

*She **had hardly** started cooking **when** the telephone rang.*

***Hardly** had she started cooking **when** the telephone rang.*

4. The Past Perfect is also used in the reported speech:

*Ann added she **hadn't** seen much of Nick since 2012.*

## EXERCISES

1. Complete the following sentences giving reasons. Use the verbs in brackets in the Past Perfect.

**Example:** Jane played tennis yesterday, at least she tried to play tennis. She wasn't good at it because she (*play*) ...

She wasn't good at it because she **had never played** tennis before.

1. Mr. and Mrs. Walker were on a plane. They were very nervous as the plane took off because they (*fly*) ... . 2. It was Keith's first driving lesson. He was nervous and didn't know what to do. He (*drive*) ... . 3. The man was a complete stranger to Sofia. She (*see*) ... . 4. Some time ago my brother lost his usual presence of mind because of a little danger. I wondered why as he (*lose / it*) ... . 5. Margaret was late for work. Her boss was very surprised because she (*be late*) ... . 6. Dick decided to participate in the rescue party down the Mississippi. I knew he was afraid of water, and so his decision made me surprised because Dick (*travel / by boat*) ... . 7. Yesterday the boss almost hit the roof and shouted at the staff. We were greatly surprised because he (*shout*) ... . 8. When my boss asked me to chair the meeting of the shareholders I was at a loss for some time because I (*chair / this kind*

*of meetings*) ... 9. We asked George to develop the alternatives for increasing the unit output. Of course, it would take him time and efforts because George (*do / this kind of work*) ... 10. In 1955 the parents emigrated to the USA from Turkey. They were very excited as they (*never / travel / outside Turkey*) ... 11. When Julia was a business student at Boston University, she learnt Japanese. But after university she (*never / have / the opportunity to use her Japanese*) ... until she went to Tokyo last month.

**2. Imagine that a forgetful old lady went out one evening to see some friends. She had a number of problems. Find reasons for them, using the Past Perfect.**

**Example:** Why didn't she get to her friends' house? Because she **had forgotten** their address.

1. Why didn't she look in her address book? 2. Why didn't she phone home and ask her daughter for their address? 3. Why didn't she go back home? 4. Why couldn't she get a hotel room? 5. Why did she get soaked to the skin? 6. Why didn't she take a taxi? 7. When she found her home, why couldn't she open the front door? 8. Why didn't she call her daughter to help her open the door? 9. Why did it take her daughter a long time to let her in?

**3. Say that one action happened after another action(s) in the past using the conjunctions *after, before* or *as soon as*.**

**Example:** I washed and dressed. After I **had washed and dressed**, I had breakfast.  
Then I had breakfast.

1. Gill felt tired. She stopped working. 2. The weather became stormy. The Air Traffic Control delayed the flights. 3. His wife died. David went abroad. 4. The plane took off from Gatwick Airport. The hijackers wanted to seize it but they failed. 5. The Wilsons used all their savings up. Then their son left high school. 6. The deputy manager introduced the business partners. They joined us. 7. The chairman studied the proposal. Then he spread it round the office for discussion. 8. Ann applied for a job. Then they invited her for an interview. 9. We increased our output last year. We completely changed the equipment. 10. Andrew got the first profits. Then he decided to expand his business. 11. We finished discussing the prices. Then we decided to comment on the delivery dates. 12. Ferrari suffered losses. Then Fiat bought a controlling block of stock. 13. The company complied with the Foreign Exchange Regulation Act. Then it got fringe benefits. 14. We made changes in the contract and agreed it upon. Then we passed the contract to the management to sign.

**4. Follow the model to write a compound sentence to show that one action happened after another action in the past according to the model.**

**Example:** 9.35 – I arrive at café.      When I arrived at the café,  
Café close at 9.30.      it had already closed.

1. 9.00 – he ring at Anne's house. Anne go to work at 8.45. 2. 12.00 – we reach airport. Plane take off 11.50. 3. 10.30 – they get to meeting. Meeting begin at 9.30. 4. 7 p.m. – I switch on TV. Programme finish at 6.55. 5. 8.02 – we arrive at the station. Train go at 8.00. 6. We move to Bristol. The Smiths live there for 10 years. 7. I get home. I find that someone break into my flat and steal my fur coat. 8. I manage to meet the project manager. She give instructions to subordinates. 9. I arrive at reception. Person I want to see go home.

**5. Say that somebody had not finished doing something at a certain moment in the past.**

**Example:** He was doing his lessons      He **hadn't finished** doing his  
when Max rang him up.      lessons when Max rang him up.

1. He was still writing his test when the ring went on. 2. The Smiths were reaching the place of destination when their car got a trouble with the engine. 3. Dick was watching the *Women in Rock* programme when the screen of his TV faded. 4. The customs official was inspecting the passengers' luggage when he heard an explosion. 5. Phil was still working in the laboratory when he heard the alarm signal. 6. They didn't like the hotel for many reasons. For instance, yesterday they were still getting ready for dinner when the water supply was cut off. 7. The Whites were still paying in their bungalow when the fire ruined it. 8. The secretary was typing the company's annual report when the assistant brought some amendments. 9. They were exploring the possibilities for setting up a subsidiary in Nigeria when a military coup happened there. 10. The plant was introducing a new technology when its output increased sharply. 11. The company's directors were discussing which policy to choose when the economic situation changed to better. 12. They were still making a SWOT analysis of the unit's current performance when the management reconsidered its objectives.

**6. Work in pairs. Express reproach as shown in the example.**

**Example:** Fred lost his watch. (*not*      **Hadn't I told him not to take**  
*take it / go to play foot-*      it when he went to play foo-  
*ball*)      ball!

1. Steve caught cold yesterday. (*change the clothes / finish jogging*)  
 2. I missed the train and was late for work. (*take a taxi / decide to walk*)  
 3. Yesterday my neighbour's dog chased me down the street. (*tease the dog / pass by*)  
 4. My girlfriend left me a week ago. (*not have a row with her / meet with*)  
 5. Bill didn't like his stay in Madrid. (*stay in a five star hotel / visit the city*)  
 6. A button came off my shirt. (*sew it / leave for university*)  
 7. Tom insulted his cousin by telling nonsense. (*think over / start speaking*)  
 8. It slipped my mind to book tickets to the theatre for today. (*write down promises in the diary / give a word*)  
 9. Jack felt sick after overeating last night. (*not try all the dishes / start eating*)  
 10. Jane didn't like the vase I had bought her as a birthday present. (*consult me / go shopping*)  
 11. Yesterday Nick paid high penalty for speeding. (*not drive too fast / be on the way home*)  
 12. I lost my wallet in a shop a fortnight ago. (*put it into an inside pocket / pay for goods*)

**7. Combine the two sentences to make a compound one with the conjunctions *hardly ... when, scarcely ... when, no sooner ... than*.**

**Example:** She started cooking. The phone rang.      She **had hardly started** cooking **when** the phone rang.

1. He saw the policemen approaching the house. He decided to escape immediately.  
 2. Nelly finished typing all the papers necessary to get a visa. The head of the department asked her to bring the papers to his office.  
 3. We ran into difficulty. Jacob knew how to overcome it.  
 4. She arrived at the hotel, but then she started complaining loudly.  
 5. My assistant linked different aspects of the problem. Then I understood the problem pretty well.  
 6. She typed one letter but then the boss gave her another one.  
 7. I asked the secretary about the contract with Bayer. She remembered she hadn't sent it to the company yet.  
 8. Mark started business, but then the war began.  
 9. Harry became CEO of a large firm. He started putting the firm's interests before those of his family.  
 10. In 1894 a small retailer Michael Marks took into partnership Tom Spenser, the cashier of one of his suppliers. Their business succeeded.  
 11. We were still processing the latest data. The head of the department gave us another task.

**8. Practise asking special questions to the following statements.**

1. Carry had scarcely introduced a newcomer when I recognized him.  
 2. Some twenty minutes had no sooner passed than it stopped raining.  
 3. Hardly had Mrs. Cotton spread the table-cloth on the green grass when a nasty-looking cloud came up behind them. The Cottons had scarcely entered the barn when it began to pour.  
 4. I had no sooner asked Molly about

her impressions of the mountains than she told me she was going to the Alps. 5. He had scarcely walked for five minutes when he fell over. 6. The children had no sooner had lunch than they wanted some chocolate. 7. James had no sooner decided to marry Christine than he met Jane. 8. Hardly had Bill Clinton become forty-four when he was elected President of the United States. 9. Hardly had Barack Obama become President of the USA when he became a Noble Prize winner for peace. 10. No sooner had we processed the latest data than we were given a new assignment.

**9. Translate the following sentences into English using the Past Perfect.**

1. Мальчик рассказал отцу обо всем, что с ним произошло. 2. По выражению его лица я понял, что он слышал каждое слово. 3. Вчера два террориста пытались захватить международный рейс 257 через тридцать минут после того, как самолет взлетел. 4. Извини, я забыл купить подарок для Линды. – Разве я тебе не говорила, чтобы ты записывал свои обещания! 5. Не успела секретарь позвонить в полицию, как грабитель снова появился в приемной. Как потом выяснилось, он заблудился в коридорах нашего здания и не смог найти выход. 6. Я посоветовал Ричарду обратиться в фармацевтическую компанию, чтобы получить работу, но он уже это сделал. Сейчас он ждет, когда его пригласят на собеседование. 7. Мы еще не успели обработать данные последней недели, как получили новое задание. 8. Брауны потратили все свои сбережения на образование сына до того, как он закончил колледж. 9. Как только он получил первую прибыль, он решил расширить свой бизнес.

**10. Test yourself. Choose the appropriate tense of the verbs in brackets, either the Past Simple or the Past Perfect.**

When I (1) ... (*go*) to London last autumn for a job interview, I (2) ... (*not be*) there for five years. I (3) ... (*arrive*) the evening before the interview, and (4) ... (*spend*) a happy hour walking round thinking about the good times I (5) ... (*have*) there as a student.

As I was strolling by the Thames, I suddenly (6) ... (*see*) a familiar face. It was Sally, the woman I (7) ... (*share*) a flat when I was a student, and whose address I (8) ... (*lose*) after leaving London. I (9) ... (*call*) her name and she (10) ... (*look*) up. As she (11) ... (*turn*) towards me, I (12) ... (*realize*) that she (13) ... (*have*) an ugly scar on the side of her face. Sally (14) ... (*see*) the shock in my eyes, and her hand (15) ... (*go*) up to touch the scar. She (16) ... (*explain*) that she (17) ... (*get*) it when she was a journalist reporting on a war in the Middle East.

Sally (18) ... (*not be*) uncomfortable telling me this, and we (19) ... (*feel*) as if the years (20) ... (*not pass*). She said she (21) ... (*have*) a hospital appointment already and the doctors (22) ... (*think*) they could remove the scar but she would have to stay in London for several months. Both of us (23) ... (*have*) the idea of the same time: if I (24) ... (*get*) the job, we could share a flat again. And we (25) ... (*begin*) to tell each other everything what (26) ... (*happen*) to us in the past five years.

## THE PAST PERFECT PROGRESSIVE

1. The Past Perfect Progressive (**had been doing**) is used to denote an action that began in the past and continued for a period up to another action in the past. Sometimes the first action was completed before the second action took place, but the effects were still apparent:

*I had been working for an hour before you came.*

*When the boys came in, their clothes were dirty and one had a black eye. They had been fighting.*

2. The Past Perfect Progressive (**had been doing**) is the past form of the Present Perfect Progressive (**have been doing**). Compare:

**Present**

*How long have you been working? (until now)*

*He is out of breath. He has been running.*

**Past**

*How long had you been working when the manager came?*

*He was out of breath. He had been running.*

3. The Past Perfect Progressive is also used to talk about quite a long action that began in the past and stopped just before another moment in the past. Compare:

*When I looked out of the window, it had been raining. (= It wasn't raining when I looked out; it had stopped.)*

*When I looked out of the window, it was raining. (= Rain was falling at the time I looked out.)*

4. The Past Perfect Progressive is not normally used in negative sentences. The Past Perfect is more likely in this case.

*He hadn't waited long before the bus came.*

## EXERCISES

1. Complete the following news item using the verbs in brackets in the Past Perfect Progressive.

John Updike, 45, an engineer at Felton Plastics in Leeds, had a lucky escape after an accident on the A4 motorway in the early hours of the



morning. Mr. Updike fell asleep while driving and crashed into a pile of sand left by the workers who ... (*repair*) the road. When he left Felton Plastics at 3.30 this morning, Mr. Updike ... (*work*) for 48 hours without sleeping. A passing motorist discovered the accident after the engineer ... (*lie*) in his car with a broken leg for half an hour. Ambulance workers said if Mr. Updike ... (*drive*) any faster, his injuries would have been much worse.

## 2. Read a situation and then write a compound sentence using the Past Perfect Progressive.

**Example:** The boys began to play football. After an hour it began raining heavily.      The boys **had been playing** football for an hour when it began raining heavily.

1. Dick started windsurfing at 11 a.m. At midday he saw a shark coming towards him. 2. Don had arranged to meet his girlfriend in a restaurant. He arrived and began waiting. After twenty minutes he realized that he had come to the wrong restaurant. 3. Ann's friend asked to paint her lounge. He was painting enthusiastically. After five minutes the tin of paint fell over and went all over the floor. 4. Mrs. Carters went to live in the south of France because of her disease. Eight months later she recovered. 5. The orchestra began playing at the concert. After about ten minutes a man in the audience suddenly began shouting. 6. When Jake arrived, Carry was still waiting for him. But she was very annoyed with him because he was twenty minutes late. 7. Nick's father began to work at the plant when he was only eighteen. He was fifty when a prolonged slump started, and he was made redundant. 8. When a girl, Sarah was dreaming to become a film star. When she left school she changed her mind, and her ambition was to run a company producing perfumes. 9. She got the job of a sales manager at the Granma's food processing company. After two years she was promoted. 10. The business partners started discussing the terms of the contract in the morning. At midday they decided to delay discussing the terms of payment till next morning. 11. The company began doing badly. After a year of arguments the board of directors decided to split its management. 12. The plant started with producing typewriters. Ten years after it made a decision to change the assortment completely.

## 3. Express the same idea using the Past Perfect Progressive.

**Example:** We knew he had begun to play hockey years before and he was still playing it.      We knew (that) he **had been playing** hockey for years.

1. Martha said she had started jogging two months before and she enjoyed it very much. 2. Tom looked tired when his peer came to see him at 5 o'clock. He had started working early in the morning and was still working. 3. When Jack telephoned Marion she was still busy with cleaning the flat though she had begun doing it three hours before. 4. Ann's mother said that her daughter had started looking for a job six months before and she was still looking for it. 5. She knew John and nine others had started training to climb Kilimanjaro six months before and they were still training. 6. Carol remarked she had started to explore the problem when she was a student, and she was still interested in it. 7. We learnt that Jeremy had begun working as an accountant at the Central Records Office three years before and he was still working there. 8. I knew Paul had begun working out a commercial offer four hours before and was still working at it. 9. The assistant said that she had begun to make the department's report six days before and she was still making it. 10. The boss got angry because the naughty client had begun to complain half an hour before and she was still doing it. 11. We learnt they needed \$450,000 to build accommodation for disabled children. Five years before they had tried to raise the money and they were still trying. 12. Everybody knew then that the Reuters news agency had started carrying stock market reports in 1851 and the company was still carrying them.

#### 4. Express surprise using the adverb *really*.

**Example:** Mary spoke French fluently. She said she had been learning it for three months only.      **Had she really been learning French for three months?**

1. Tom had been doing sports for two years before he joined the sports club. 2. Teachers in Britain had been punishing their pupils for more than three hundred years, till 1987. 3. Arsène had been attending a language school for over a fortnight when his French accent disappeared. 4. We learnt that for six months he had been living on a loaf of bread and a bottle of milk a day. 5. Walter thought his brother had been getting into trouble. 6. John had been working as a public accountant for ten years before he earned a CPA title. 7. They had been living in the cottage for half a year when they decided to let it. 8. No wonder that Ann's boss got angry with her. She had been talking on the phone for half an hour and failed to type the price list. 9. He wanted me to believe that he had been making up a commercial offer for an hour. 10. The company had been doing very well for a long time before a decision to split its management was made. 11. The naughty client had been complaining for an hour before she left the office. 12. The Reuters

news agency had been carrying stock market reports between European capitals for many years when the decision to provide commercial services was made.

**5. Answer the following questions giving your reasons. Work in pairs.**

<b>Example:</b> How long had Kate been waiting when the bus came?	As far as I know, Kate was late for work on that day. So she <b>had been waiting</b> for the bus too long. / I have no idea how long Kate <b>had been waiting</b> .
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1. How long had Jack been talking over the telephone when he realized he was a wrong number? 2. What had Bill been living on for three months before his uncle in Canada left him money? 3. How long had the mechanic been adjusting the machine before it started working properly? 4. How long had Martha been working as a public accountant before she earned a CPA title? 5. What had they been discussing for a few minutes before they started off? 6. How long had Anne been serving as a consultant before she changed her job? 7. How long had Max been working before he reached a middle-management position? 8. How had Japanese companies been doing in late 1990s when the recession was on? 9. What duties had Dennis been performing for the company when he was working as its financial director? 10. How long had Fred been working for the General Electric before he was appointed its personnel manager? 11. Ferrari had been suffering losses for five years before Fiat took it over, hadn't it? 12. How had car companies in Britain been doing when their productivity rose up every year?

**6. The company of Monocel started an investigation into its security services after several of its secrets agents had gone over to its enemy, Duracel. Complete the investigator's report using the verbs in brackets in the appropriate tense form.**

What went wrong? Our investigation revealed the following facts. Some of our agents ... (*work*) for the enemy for several years. We ... (*give away*) secrets to the enemy over a long period. The departments in our security services ... (*cooperate*) well with each other. Our most trusted agent in Duracel ... (*have*) problems in his marriage. The enemy ... (*listen*) to conversations between our agents using secret listening devices. Our agents ... (*receive*) enough money to carry out their operations. We should have guessed that something was wrong as over a period of several months we ... (*not get*) any useful information out of Duracel. The enemy ... (*feed*)

us false information. For several weeks one of our agents in Duracel ... (*send*) messages in the wrong code. We should have realized that he had been captured. We came to the conclusion that our security services ... (*not carry out*) their duties efficiently.

## **7. Translate the following sentences into English using the Past Perfect Progressive.**

1. В своем последнем сообщении моя подруга написала, что с сентября она занимается на курсах вождения. Я знала, что она два года мечтает научиться водить автомобиль. 2. К завтраку Диана вышла с красными глазами, и Чарльз знал, что она ночью снова плакала. 3. Том понимал, как тяжело бросить курить, потому что он сам курил уже 15 лет. 4. Когда мы прилетели в Непал, немецкая команда уже неделю поднималась по западному склону Эвереста. 5. Вчера Ричард вернулся домой очень усталый, так как ему нужно было выполнить срочное задание, и он работал весь день без отдыха. 6. Когда я наконец появился в приемной, секретарь босса сказала, что он разгневан. Неудивительно, ведь он ждал меня почти полчаса! 7. Сэм надеялся, что его не сократят, и работал последние три месяца очень старательно. 8. Сколько лет отец работал советником, до того как вышел в отставку? 9. Датская компания «Jlego» 17 лет выпускала деревянные игрушки, до того как в 1950 году она перешла на выпуск строительных кубиков из пластмассы.

## **8. Test yourself. Choose the appropriate tense of the verbs in brackets, either the Past Simple, the Past Perfect, the Past Progressive or the Past Perfect Progressive.**

1. On that day it ... (*rain*) heavily since early morning and mother ... (*not allow*) the children to go out. 2. John ... (*park*) his car under a "No parking" sign and ... (*go*) into the shop. When he ... (*come*) out of the shop ten minutes later the car ... (*be*) no longer there. He ... (*wonder*) if someone ... (*steal*) it or if the police ... (*drive*) it away. 3. She ... (*put*) aside the book she ... (*read*) for half an hour and ... (*get up*) from the sofa. 4. The boys ... (*play*) football and ... (*not hear*) their mother calling them from the window. 5. Actually, she ... (*not know*) what ... (*go on*) in the house on that Saturday morning. She ... (*work*) in the garden since the sun ... (*rise*). 6. All the roads were blocked: it ... (*snow*) all night long. 7. On Wednesday Marion ... (*go down*) with pneumonia. She ... (*look*) unwell for several days. 8. On her table Daniel ... (*see*) a message that his partner ... (*send*) him a few days before. 9. The employees ... (*feel*) tired as they ... (*work*) for eighteen hours. 10. Did the new boss know that we ... (*purchase*) goods from that company for five years yet? 11. He ... (*affirm*) that he ... (*be*) in the service for three months

already. 12. Robert ... (*work*) for a steel factory in Sheffield for a year already when his family ... (*move*) to live there. 13. The plant ... (*do*) very well when its executive manager ... (*decide*) to retire.

## THE FUTURE PERFECT

1. The Future Perfect (*shall / will have done*) is used to denote an action that will already have happened before or by a certain time in the future:

*The concert will have finished by 10 p.m.*

*In two weeks' time we'll have completed our training.*

2. The Future Perfect is also used to express a conclusion about a future completed action, often involving quantity:

*We'll have finished building the cottage by September.*

3. In subordinate clauses of time and condition after the conjunctions *if*, *when*, *before*, *after*, *as soon as*, *until*, etc. the Present Perfect is used instead of the Future Perfect if a future tense is used in the main clause:

*After I have read the book, I'll give it to you.*

## EXERCISES

1. Read a situation and then respond to it using the Future Perfect.

**Example:** Tom is going to the cinema.  
The film begins at 7.30 and  
it's 7.20 already. It takes  
Tom 20 minutes to get there.  
(*film / start*)

When he gets there, the film  
**will have started** already.

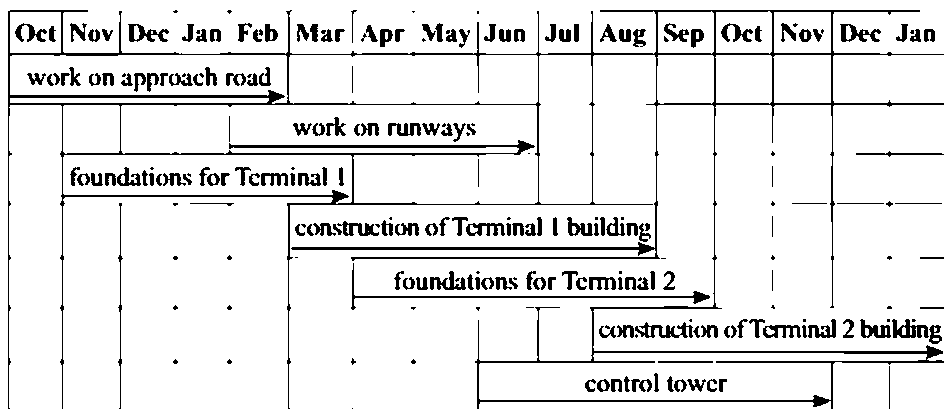
1. Betty's passion is driving. She started saving up ten years ago. Next summer she is going to buy her own car. (*she / save enough money*) 2. The Collins are building a summer cottage. Next spring they are planning to finish building it. (*they / build*) 3. Chuck came to Britain from the US nearly two years ago. Next Monday it will be exactly two years since he arrived. (*Chuck / be here*) 4. Her leave begins on June 25. It's a week left but she's still hesitating where to go to spend the leave. (*she / decide*) 5. The Halls are receiving guests tonight. They are expecting them to come at 6 o'clock. Mrs. Hall is having a lot of things to do but she is very energetic. (*she / do everything*) 6. Fred is on holiday. He has very little money and he is spending too much too quickly. (*he / spend all his money*) 7. Mrs. Tudor's long-life passion is driving, but there is a problem. She has been trying to pass her driving test for 17 years. She has taken it thirty-eight times already and failed it every time. Next week Mrs. Tudor will try another.

(*she / take the driving test / thirty-nine times*) 8. The working day begins at 9 sharp. It's three minutes to nine but the assistant hasn't come yet. (*he / come in time*) 9. The department is working over a new road project fulfilling the order of the local government. It is to be finished by June. The head of the department is sure they'll do the project in time. (*they / finish the project / by June*) 10. Ron worked as an engineer but half a year ago he was made redundant. Now he's having a retraining course to become an economist. The course is completed in two weeks' time. (*Ron / get a certificate of an economist*)

**2. Look at the work schedule and say what the situation will be at the following times: mid-March, the end of April, mid-June, early September, mid-November. etc.**

**Model:** By March they will have built most of the approach road, but they won't have started Terminal 2.

### Airport work schedule



**3. Complete the sentences using the Present Perfect in subordinate clauses of time.**

**Example:** You'll have the book after ... You'll have the book after  
(*I / read it*). I have read it.

1. Eric will come back as soon as ... (*finish work*). 2. You'll feel better after ... (*have something to eat*). 3. Don't say anything while Tim is here. Wait until ... (*go*). 4. I'll telephone Jimmy when ... (*complete my work*). 5. He's learning English at the University. After ... (*do three years here*),

he'll speak the language fluently. 6. I'll give you my address when ... (*I / find somewhere to live*). 7. Terry will come back home after ... (*do the shopping*). 8. Kate will get the dinner ready when ... (*finish cleaning the flat*). 9. We'll let you know as soon as ... (*make a decision*). 10. The manager says Kevin will get the job of a financial analyst in his department after ... (*graduate from university*). 11. I'll write him an e-mail after I ... (*clear up the situation*). 12. They will present the company's mission and objectives after ... (*work out the Corporate Code*). 13. The lawyer will sound his recommendation after he ... (*analyze the available information*). 14. He will submit the article on the ecological problems after he ... (*finish writing it*).

#### 4. Add some missing information about the person mentioned.

<p><b>Example:</b> By the time the dinner is ready, Helen ... (<i>do / the rooms</i>).</p>	<p>By the time the dinner is ready, Helen <b>will have done</b> the rooms.</p>
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1. Today Ted and Joan are celebrating the tenth anniversary of their married life. Joan has been up since early morning, cooking and baking. Before Ted comes back home from the office, she ... (*cook and bake / a lot of tasty things*). 2. As soon as Ted comes back home, he will begin to help his wife. When the guests arrive, he ... (*finish / decorating the lounge*). 3. Brian is on holiday at the seaside. He has little money and he is spending too much too quickly. Before the end of his holiday he ... (*spend / all his money*). 4. My relatives left for Austria five years ago. Next month it will be exactly five years since they arrived there. By next month they ... (*live / for five years*). 5. Larry is a great eater. Today his brother is late for dinner. Before he comes home, Larry ... (*eat / most of the dinner*). 6. When Bill left the office he asked his secretary to select the correspondence. He's sure by the time he comes back, she ... (*finish / doing it*). 7. If you work hard, by the end of the month you ... (*finish the project*). 8. The line manager hasn't got the necessary information yet, has he? He ... (*not be able*) to draw a conclusion by the time fixed by the head manager.

#### 5. Respond using the verb in the Future Perfect and *by then*, as shown in the example. Expand your responses.

<p><b>Example:</b> Will he finish the work on Friday?</p>	<p>Yes, he'll <b>have finished</b> the work by then. He'll <b>have completed</b> all the experiments by Friday.</p>
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1. Will he be able to return from his journey on Thursday? 2. Will they manage to build a new hall of residence if winter comes earlier than usual? 3. We're leaving at 7 o'clock in the morning. Don't oversleep, or shall

I wake you up? 4. Has George decided on what to do when he leaves school? 5. We need some bread for dinner, but the closing time of the nearest baker's begins in 15 minutes. Will you be able to reach it before it is closed? 6. Her family is moving into a new cottage on Friday, but Jane doesn't like the colour of the walls in the lounge and the wallpaper in the children's room upstairs. Do you think the workers will change the paper and re-paint the lounge before they settle in here? 7. Can you give me a ride in the car on Sunday if you repair it? 8. Ruth is leaving for a holiday on Friday. Last week Max promised to take her out for a dinner but hasn't kept a word. Will he do it this week, say, on Tuesday or Thursday? 9. Will you soon finish making the report? I have to start off at 4 p.m. if I don't want to be late. 10. I'm late for an interview. Will you be able to change a flat tire in 10 minutes? 11. A rebranding course starts on October 25. Will Chris be able to return from his business trip and join it? 12. I think four days is enough to strike the firm's balance sheet. I'd like to have it ready on Friday. Will the accountant manage to get it?

#### **6. Translate the following sentences into English using the Future Perfect.**

1. Из-за снегопада поезд опаздывает на три часа, поэтому он придет на станцию не раньше десяти часов вечера. 2. К понедельнику Билл поправится и приступит к работе. 3. Мы сообщим вам о результатах экзамена, как только они станут известны. 4. Линда уверена, что к осени они сэкономят достаточно денег, чтобы купить ей новую шубу. 5. Руководитель проекта спрашивает, закончим ли мы обработку данных к среде. 6. Фирма может предложить вам место в отделе маркетинга после того, как вы закончите университет. 7. К ноябрю цены на сельскохозяйственные товары снизятся на 15%. 8. Через месяц мы закончим курсы переподготовки и к августу уже начнем работать по новой специальности. 9. Мы не можем начать обсуждение договора через полчаса, в 11.00, как запланировано. Наши партнеры позвонили, что попали в пробку, поэтому они к этому часу еще не приедут.

#### **7. Test yourself. Choose between the Future Simple, the Present Simple, the Future Progressive and the Future Perfect to complete each sentence.**

1. My parents ... (*arrive*) soon to collect me from school after the tennis match. 2. By this time next month I ... (*finish*) all my exams. 3. "Do you think you ... (*mark*) most of the homework essays by nine o'clock?" the headmistress asked. 4. By September 1, 2015 Jennifer ... (*work*) as a teacher for ten years. 5. "The lesson ... (*start*) in about ten minutes, so don't



go away!” our teacher said. 6. I hope you ... (*forget*) all this by tomorrow. 7. These examination candidates ... (*write*) for over two hours before they are allowed to leave the room! 8. What ... you ... (*do*) this time next Monday? – I ... (*go*) on holiday to Ireland. 9. He ... (*work*) for ten days before he receives his pay. 10. The builders ... (*finish*) most of the work by Saturday. 11. By 2016 the factories of our corporation ... (*produce*) all the goods we need. 12. Sociologists say that in five years the Japanese ... (*enjoy*) a better standard of living than at any time in the country’s history. 13. In twelve months’ time the average income of the population ... (*rise*) by 5%, while inflation ... (*not rise*) at all.

## MIXED BAG ON THE ACTIVE VOICE

**1. Complete the following sentences putting in *there is / are* in the appropriate tense form.**

1. I used to enjoy cycling when I was younger, but ... not so many cars then. 2. Why ... a dustbin in the living room? 3. When I got home ... a letter from Charlie on the doormat. 4. Quick! Phone for an ambulance! ... an accident! 5. ... two policemen at the back door. They say they want to see you. 6. Do you think ... a teachers’ strike next week? 7. How many general elections ... since the war? 8. If food is properly distributed ... enough for everybody. 9. ... some news about the situation in Syria. 10. ... some radical changes in methods of management since the 1950s. 11. ... no meeting with the British Council representatives next Monday. 12. Usually ... five directors in the senior management committee. 13. A new nuclear power station is being built in the region. ... a steady demand for highly qualified labour here. 14. In partnership ... two or more people, businesses or industries that work together as partners. 15. When psychologists and other researchers first studied leadership they wanted to find out if ... specific traits that made leaders different from other people.

**2. Join the beginnings and ends together to make sensible sentences.**

### Beginnings

### Ends

When it started raining,	you won’t arrive before dark.
Unless you start now,	I switched on the radio.
Although I loved her,	I took an aspirin.
After I’d finished the housework,	I decided not to see her again.
Before you start your new job,	I went to the pub.
If you have time,	I closed the windows.
As soon as I got up,	you won’t believe how big it is.

Because I had a headache, Until you've seen it yourself,	you ought to have a holiday. write and tell me how you are.
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**3. Read the following news items from the Barston Gazette, a local newspaper. Then complete the articles putting the verbs in brackets into the appropriate tense form. Occasionally there is more than one possible answer.**

### **1. Schoolboy Saved from River**

Local schoolboy Brian Walker (a) ... (*recover*) in hospital after falling into the River Bar. Mr. Paul Bates, who (b) ... (*take*) his dog for a walk at the time (c) ... (*jump*) into the water and (d) ... (*pull*) the boy to safety. Brian (e) ... (*play*) on the river bank when the accident (f) ... (*happen*).

### **2. Cottage Destroyed by Fire**

Police (a) ... (*think*) that children accidentally (b) ... (*start*) the fire that (c) ... (*burn*) down an empty cottage in Wooden Lane last Sunday. Neighbours (d) ... (*call*) the fire brigade, but, by the time they (e) ... (*arrive*), the roof (f) ... (*fall*) in. The workmen (g) ... (*now / demolish*) the remains of the cottage.

### **3. Lorries Anger Residents**

Residents of Beechwood Avenue (a) ... (*protest*) to the council about the number of lorries using the road. "They (b) ... (*drive*) down our road to avoid going through the High Street" (c) ... (*complain*) one resident. "But they (d) ... (*make*) so much noise that I (e) ... (*not be able*) to sleep for weeks. And they (f) ... (*always/break*) the speed limit! One day there (g) ... (*be*) a serious accident, if the council (h) ... (*not stop*) them".

### **4. Fred Dies at 101**

Barston's oldest inhabitant, Fred Whyte (a) ... (*die*) at the age of 101. Fred (b) ... (*live*) in Barston since 1944 and (c) ... (*teach*) at the local primary school until he (d) ... (*retire*) in 1973. His funeral (e) ... (*take*) place next Friday.

### **5. Give Generously on Saturday!**

Next Saturday, Friends of Barston Hospital (a) ... (*collect*) money in the High Street to buy more equipment for the hospital. "We (b) ... (*hope*) that by the end of the day we (c) ... (*raise*) at least £800," (d) ... (*say*) the

organizer. "We (e) ... (*need*) a new incubator for premature babies and this money (f) ... (*help*) us buy one". At the moment the Friends (g) ... (*look*) for volunteers to help on Saturday.

## 6. Novelist to Open Library

The popular novelist Barbara Bartlett (a) ... (*open*) the new extension to Barston library next Wednesday afternoon. Miss Bartlett, who (b) ... (*write*) more than twenty best-selling novels (c) ... (*sign*) copies of her latest book from 3 to 4 o'clock.

**4. Read the following story about a man who found a leak in his bathroom. Then complete the story by putting the verbs in brackets into the correct form. The first one has been done for you.**

Richard Barnes (1) **had just come** (*just / come*) home from work when he (2) ... (*find*) a leak in the bathroom. Water (3) ... (*drip*) from the ceiling for some time, and there (4) ... (*be*) a large pool of water on the floor. As soon as he (5) ... (*see*) the leak, he (6) ... (*call*) the plumber. The plumber's wife (7) ... (*answer*). "I'm afraid he (8) ... (*go*) out an hour ago and he (9) ... (*not come*) back yet. I (10) ... (*tell*) him to phone you when he (11) ... (*come*) in. I (12) ... (*not expect*) he (13) ... (*be*) long".

Richard (14) ... (*hang*) up and (15) ... (*sit*) down to wait. Two hours later the phone (16) ... (*ring*).

"This is the plumber. I (17) ... (*believe*) you (18) ... (*call*) earlier".

"Where on earth (19) ... (*you / be*)?" (20) ... (*demand*) Richard angrily. "I (21) ... (*wait*) for two hours! What (22) ... (*you / do*) all this time?"

"I'm terribly sorry, sir", the plumber (23) ... (*answer*) nervously. "I (24) ... (*have*) a breakdown while I (25) ... (*drive*) along the motorway. I (26) ... (*only just / get*). I (27) ... (*not even have*) my dinner yet. My wife (28) ... (*get*) it now".

"Well, I'm sorry about your breakdown", (29) ... (*say*) Richard in a more friendly voice. "But (30) ... (*you / repair*) my leak tonight or not?"

"(31) ... (*not worry*), sir", (32) ... (*reply*) the plumber. "I (33) ... (*have*) my dinner and then I (34) ... (*come*) straight round". Richard (35) ... (*put*) down the receiver and (36) ... (*go*) back into the bathroom. The water (37) ... (*still / drip*) slowly into the bowl he (38) ... (*put*) under the leak. He (39) ... (*empty*) the bowl again and then (40) ... (*sit*) down to wait. Two hours later he (41) ... (*pick*) up the receiver again. Just as he (42) ... (*dial*) the number, the doorbell (43) ... (*ring*).

"I'm terribly sorry, sir", (44) ... (*say*) a small, dark-haired man apologetically. "I (45) ... (*think*) I (46) ... (*have*) to get a new car!"

## THE PASSIVE VOICE

1. The passive voice is used in English more than in many other languages. It tends to be used in preference to the active voice when:

a) you want to stress the action itself rather than the doer of it:

*The road is being repaired (by the workmen).*

b) the doer of the action is unknown or indefinite:

*Suggestions have been made to change the law.*

c) the doer of the action is obvious and for that reason does not need to be named:

*The work will be done in three days.*

d) the speaker wishes to make a statement sound impersonal or less direct for reasons of tact, diplomacy, discretion etc. as the passive makes it less clear who the actual doer is:

*It has been decided to close your account.*

e) in official notices, instructions, prohibitions to make them sound impersonal and thus more polite:

*This cannot be done so.*

f) in phrases such as "It is said that ...", "It can't be denied that ..." which normally appear with the adverbs *usually, generally, widely, often, sometimes, always, rightly, wrongly*.

2. In passive sentences the auxiliary verb **to be** in the appropriate tense form is used with the past participle of the meaningful verb. The table below shows how the active form of the verb can be changed into the passive:

Tense	Active	Passive
Present Simple	The divers use special equipment.	Special equipment is used (by the divers).
Present Progressive	Engineers are raising the ship.	The ship is being raised by engineers.
Past Simple	They made a film of the trip.	A film of the trip was made.
Past Progressive	The workmen were repairing the road.	The road was being repaired by the workmen.
Present Perfect	Somebody has stolen my car.	My car has been stolen.
Future Simple	They will open the hotel next year.	The hotel will be opened next year.
Be going to	Are you going to finish the job tonight?	Is the job going to be finished tonight?

In a passive sentence, if you want to say who did or what caused the action, use **by**; if you want to say how the action was done, use **with**:

*This house was built by my grandfather.*

*The letter was written with a pencil.*

3. Sometimes **get** is used instead of **be** in the passive, if you want to say that something happens to someone or something. Often the action is not planned; it happens by chance:

*There was a fight at the party but nobody got hurt.*

*The dog got run over by a car.*

4. Some verbs such as *offer, ask, tell, give, send, teach, pay*, etc. can have two objects, so it is possible to make two different passive sentences:

Active

*They didn't offer Ann the job.*

Passive

*Ann wasn't offered the job.*

*The job wasn't offered to Ann.*

5. When a prepositional object of the active sentence is used as the subject of the passive sentence, the preposition is placed directly after the main verb:

Active

*Nobody lives in the house.*

*We sent for the doctor.*

Passive

*The house is not lived in.*

*The doctor was sent for.*

In this case the translation starts with the preposition:

*The house is not lived in.*

*The doctor has already been sent for.*

*В этом доме никто не живет.*

*За доктором уже послали.*

6. The following verbs and verbal phraseological units are particularly often used in the passive:

a) verbs with prepositions: *account for, act on (upon); agree on (upon); approve of; arrive at; deal with; depend on (upon); hear of (about); insist on (upon); laugh at; listen to; look after; look for; refer to; rely on (upon); speak of (about); send for; touch upon*, etc.:

*His article is often referred to.*

b) verbal phraseological units: *catch hold of; do away with; lose sight of; make application of; make use of; pay attention to; put an end to; take advantage of; take care of; take notice of; make fun of*, etc.:

*Soon he was lost sight of.*

## EXERCISES

1. Replace the active form of the verb in each sentence with its equivalent passive form making the necessary changes.

**Example:** We made a suggestion      A suggestion to improve the  
to improve the project.      project was made.

1. Skin-divers don't wear heavy breathing apparatus. 2. Navy engineers will raise the wreck tomorrow. 3. Is the TV crew making a film of the elections? 4. Underwater cameras have located the site of the sunken treasure. 5. Coastguards received the lost yachtsman's SOS signal at midnight. 6. Last year they were building a new ring road round the city. 7. Somebody has accused John of stealing the money. 8. The bill includes service. 9. Some governments put pressure on foreign companies to make donations for political purposes. 10. The Department of Electronics has recently objected to special concessions given to IBM. 11. Many countries will allow foreign investment on a joint-venture basis. 12. They made a decision to reduce export orders. 13. In earlier times, people regarded multinationals as heroes, but now they view them with suspicion. 14. Fred Fiedler, professor of Psychology and Management at the University of Washington, made an important analysis of leadership. He identified two basic leadership styles: task-motivated and relationship-motivated ones. 15. The chairman is unable to attend the meeting so he has delegated his voting powers to the secretary.

**2. This is a genuine news report, published in June 1986. Fill in the gaps with verbs in the appropriate passive forms.**

In Denmark, 24 people ... (*trap*) hanging upside down when a roller coaster car made an unscheduled stop. The passengers ... (*leave*) 60 feet in the air for twenty minutes before they ... (*rescue*) by firemen with ladders. An official for the fairground, at Aalborg in western Denmark, said the riders firmly ... (*lock*) in and ... (*not be*) in danger. "They ... (*give*) their money back," the official said.

**3. Here are some of the notices in the fun palace and safari park. Fill in the gaps with verbs in the passive.**

1. Visitors ... (*allow*) into the house and grounds between 9.00 and 5.30 p.m. 2. Tennis-rackets can ... (*borrow*) on request. 3. A bell ... (*ring*) fifteen minutes before closing time. 4. Visitors ... (*request*) not to feed the animals. 5. People ... (*advise*) not to leave their cars while touring the safari park. 6. Dogs ... (*not allow*) in the safari park. 7. You ... (*ask*) not to touch the furniture. 8. Dogs must ... (*keep*) on a lead. 9. The staff ... (*not permit*) to accept tips. 10. Lunch ... (*serve*) in the cafeteria from 11.00 to 2.30.

**4. Complete the second sentence so that it means the same as the first, using *by* or *with* only where necessary.**

**Example:** The Browns built the house. The house ... . The house was built by the Browns.

1. Ice on the road almost certainly caused the accident. The accident ... .
2. They never object to his suggestions. His suggestions ... .
3. They have lent a car for the weekend. A car ... .
4. Lloyd Webber, a well-known composer, is writing the music for our film. The music ... .
5. Jack hasn't got his car at the moment. The garage is repairing it. His car ... .
6. The secretary brought the papers to the manager to sign. The papers ... .
7. The police have arrested a 39-year-old mother of three for shoplifting. A 39-year-old mother ... .
8. I think they should have offered Jim the job. I think Jim ... .
9. They will ask you a lot of questions at the interview. You ... .
10. The supermarket manager was afraid that someone had injected poison into some of the food. The supermarket manager was afraid that some of ... .
11. They promised us higher wages. We ... . Higher wages ... .
12. The colleagues gave Mr. Green a present when he retired. Mr. Green ... .
13. Employees earn annual leave credits for vacation at a rate specified in their compensation plan. Annual leave credits for vacation ... .
14. A good manager never draws a conclusion on unreliable information. A conclusion ... .

**5. Use the following sentences in the interrogative and negative forms.**

1. Ted was stung by a bee while he was sitting in the garden.
2. When they returned, the door had been locked.
3. Luggage tags are attached to the ticket.
4. A full explanation was promised to them.
5. They've been completely booked out recently.
6. A lot of trucks and lorries were produced at the plant last year.
7. The customer is being served at the moment.
8. Rita has been offered a good job in a Comet shop.
9. The answer will be given to them in a week.
10. Jim knew about the change of plans. He had been told.
11. Leadership is needed at all levels of an organization.
12. The men were paid \$2,800 to do the job.
13. Their failure has been attributed to the current financial crisis.
14. A method for measuring a person's leadership style was offered by Fred Fiedler.
15. She was given two hours to make a decision.

**6. Refer the following sentences to the future.**

**Example:** Don is always invited to their parties. Don will be invited to their parties.

1. The little boy was overjoyed with his presents.
2. The bridge over the river is going to be finished soon.
3. This artist's pictures are much sought

after. 4. This survey on demographic changes in Asia was often referred to some time ago. 5. He's offered a new job. 6. Such kind of problems is heatedly discussed in our department. 7. Depressions are brought about by this news. 8. This opinion is not shared by most of my colleagues. 9. The plans are being scrapped. 10. A lot of Japanese cars have been imported into Europe this year. 11. Complaints are sent to the head office. 12. This problem has been solved by joint efforts. 13. In fact, Jack has been suggested two offers of promotion this year. 14. In the old days it was not considered lady-worthy for a woman to smoke in public, if at all.

**7. Read the following news items and write different questions to each of them.**

1. Missing schoolgirl Sheila Patterson, aged eleven, has been found alive and well in Leicester. Sheila, who disappeared two days ago, said she had left home to join a circus. Her parents are travelling to Leicester tonight. Meanwhile, Sheila is being looked after at Leicester police station.

2. Four people were taken to hospital after a fire at their home in Tottenham early this morning. They were sent home after treatment for minor burns. Police believe the fire was started deliberately.

3. Disc jockey Paul Asherton has been banned from driving for two years. The court was told that it was the third time Asherton had been stopped for speeding in six months. Asherton admitted driving at more than 115 mph.

4. Two men are being questioned at Marylebone police station tonight in connection with last week's armed robbery in Luton, in which £ 425,000 was stolen from a security van. Another man has already been arrested for the crime.

5. Lorry-driver Albert Whittaker had a lucky escape this afternoon when a concrete block, which was being loaded on to his lorry, fell off and landed inches from his feet. Mr. Whittaker is being treated for shock.

**8. Answer the following questions using the words in brackets.**

**Example:** When should the book be returned? (*in two days*)      It should be returned in two days.

1. What is a man known by? (*the company he keeps*) 2. You're going to do the work. But how will it be done? (*joint efforts*) 3. How many lessons a day were given to the students at the beginning of the term? (*three lessons*) 4. Why are children forbidden to play on the carriageway? (*accident*) 5. Who was President John F. Kennedy shot by? (*Lee Harvey Oswald*) 6. How many times was the building of Shakespeare's Royal Theatre rebuilt? (*twice*)



7. What are guests of the restaurant requested to refrain from? (*smoking*)
8. What was being displayed in the Pushkin Art Museum when you visited it? (*letters by Pushkin*)
9. How much has Susan been fined for speeding? (*\$100*)
10. The boss was busy and George was kept waiting. How long had he been waiting before he managed to see the boss? (*forty minutes*)
11. How many classy cars have been produced by Jaguar this year? (*52,000*)
12. How long was the shareholders' meeting being held yesterday? (*all day long*)
13. What kind of salespeople is needed by a large retailer? (*work on their own initiative*)
14. What is sold by the ironmonger? (*pots, pans, tools and other metal goods*)

**9. Respond to the following making a passive sentence from the words in brackets.**

**Example:** A: Is Marge popular? Yes, she is liked by everybody.  
 B: Yes, (*she / like / by everybody*).

1. The cathedral looks very old. (*when / it / build*?)
2. A: Last night somebody broke into our house.  
 B: Oh dear. (*anything / take*?)
3. Where's my bicycle? It's gone. (*it / steal*)
4. The people next door disappeared six months ago. (*they / not see / since then*)
5. A tree was lying across the road. (*it / blow down / in the storm*)
6. The room looks different. (*it / paint / since I was last here*?)
7. There is a very popular television programme. (*every week / it / watch by millions of people*)
8. George didn't have his car yesterday. (*it / service / at the garage*)
9. A: Did anybody call an ambulance to the scene of the accident?  
 B: Yes. (*but nobody / injure / so / it / not need*).
10. A: There's no longer military service in Britain.  
 B: Really? (*when / it / abolish*?)
11. Mr. Kelly can't use his office at the moment. (*it / redecorate*)
12. A: Was there any trouble at the demonstration in Trafalgar Square?  
 B: Yes. (*about twenty people / arrest*)
13. What happens to the cars produced at the factory? (*most of them / export*?)
14. Last quarter the price of a retail item was increased by 45%. (*how much / it / increase / this quarter*?)
15. The captain changed the course. (*he / warn / by the Air Traffic Control / of bad weather*)

**10. Work in pairs. Respond to the following remarks using the verb in the appropriate passive form.**

**Example:** I want you to clean the carpet. But the carpet has been cleaned already.

1. I know she likes flowers. She'll be happy if you send her a bouquet.
2. Don't forget to reserve two singles for us.
3. Will you have finished writing the essay by Friday?
4. Don't forget to invite Pete to the party.
5. Don't forget to pay him money back.
6. I'd like to tell you the latest news about the events in Egypt.
7. I advise you to hold a meeting on the problem.
8. She's telling you to consult a solicitor.
9. Don't forget to submit the information on the issue by 11 o'clock.
10. I know this kind of people. He'll promise to offer you a job as soon as possible.
11. Sure, a small accident like that never appears in the newspapers.
12. Len is to provide the subcontractors with the payment terms. Remind him of doing it as soon as possible.
13. Mind that you are to prepare a tentative programme for the coming business partners.
14. This manager should be rewarded for being good at communicating with the staff.

**11. Work in pairs. Respond using the suggested verb with the preposition in the appropriate passive form.**

**Example:** Would you like to go to the disco with us? Oh, Don't worry. She will be looked after.  
how about your little sister? (*look after*)

1. Mike Brown is seriously ill. His state is becoming worse and worse. He needs a doctor. (*send for / already*)
2. Everybody likes this lecturer. His lectures are always as interesting as informative. (*listen to*)
3. Helen has bought another tasteless thing. (*her purchases / always disapprove of*)
4. Why were you kept in so long after the exam? I got so much worried. (*the answer / comment on; some mistakes / point out*)
5. The Stingrays are receiving guests tonight. (*fifty people / wait for*)
6. They never say "no" to his suggestions. (*object to*)
7. The Stones have not lived in their castle for ten years already. (*castle / not live in*)
8. Do you remember Tarantino's *Kill Bill-2*? Last spring everybody was willing to see it. (*much speak about*)
9. Marion is a gifted scientist. She has solved such an important problem in her last research paper. (*often refer to*)
10. Both parties have been discussing the contract terms for three hours. When will they come to any agreement, I wonder. (*agreement / arrive at / by midday*)
11. What is your opinion of Mr. Kelly from Vector Petroleum? Is he to be trusted? (*speak of; rely upon*)

## 12. Respond using the suggested verbal phrasological units in the appropriate passive form.

**Example:** What is Ron going to do with the old posters he collects? I think they will be made use of. (*make use of*)

1. Look, your cacti are in blossom. (*take much care of*) 2. There is no longer black death, or plague, in the world. (*do away with*) 3. I hope your report was a success at the conference yesterday. (*not take notice of*) 4. Did the policeman catch that fellow? Or did he manage to run away? (*lose sight of*) 5. Mary would like to do more shopping, but she does not know what to do with the heavy packages she's got with her. (*take care of*) 6. There's another war in the Middle East. (*when I put an end to?*) 7. In today's press I didn't find any information about the event you are telling me about. (*make no mention of*) 8. No matter how hard I try to do my best to serve customers, some of them are displeased. (*find fault with*) 9. The report triggered a furious reaction from British industrialists. There was a wide rift of opinion concerning its main terms. (*pay much attention to*) 10. Failures of many businesses are attributed to the current financial crisis. Its impact is discussed by everyone in the business community. (*speak much about*)

## 13. Translate these sentences into English using the verbs in the Passive Voice.

1. Ты видишь белый дом на окраине деревни? Он уже начал разрушаться, потому что в нем никто не живет. 2. Музыка на вечеринке была очень громкой: ее было слышно издалека. 3. Мне не сказали, чтобы я встретил их на вокзале. 4. О фильмах Джеймса Камерона много говорят. 5. Секретарь подтвердила, что вся необходимая документация была отправлена еще вчера. 6. В 1980-х годах в Британии много споров вызвали предложения комиссии Баллока об участии рабочих в управлении компанией или предприятием. Большое внимание уделялось вопросу о введении рабочих и представителей профсоюзов в состав совета директоров. 7. Данное мнение о развитии компании разделяют большинство ее сотрудников. 8. Встреча руководителей предприятий закончится к четырем часам. К этому времени будут обсуждены основные вопросы сотрудничества и подписан проект договора. 9. Почему тебя так долго держали в кабинете нашего шефа? – Комментировалось мое выступление на последнем собрании акционеров. Выступление шефу не очень понравилось, но в нем была сделана попытка проанализировать финансовое положение компании. – Ну и как, достигли соглашения? – Да, мне поручили сделать ревизию всей системы учета нашей компании.

**14. Test yourself. Choose a verb from the box below to complete each sentence putting the verb into the appropriate passive form. Use each verb once.**

arrest	wake	knock	check	hold	find	drive
make	hear	spend	carry	postpone	translate	

1. The music at the party was very loud and ... from far away.  
 2. A decision ... until the next meeting. 3. That building is dangerous. It ought to ... down before it falls down. 4. Her new book ... recently into a number of foreign languages. 5. I don't mind driving but I prefer to ... by other people. 6. The injured man couldn't walk and he ... . 7. The meeting ... because he fell ill yesterday. 8. If you kick a policeman, you ... . 9. I told the hotel receptionist that I wanted to ... up at 6 a.m. 10. The police are looking for the missing boy. He can't ... anywhere. 11. When you go through customs, your luggage ... . 12. Do you think that less money ... on arms? 13. Next year's congress ... in San Francisco.

## **MIXED BAG ON THE VOICES**

**1. Analyze the use of the tense forms in the following sentences.**

1. What on earth do you think he's doing? Has he gone mad? 2. Fred never minds that he is not invited to their parties. 3. English is spoken all over the world. 4. The economic boom of the 1960s led to the rapid growth of multinational activities. 5. Europeans working in some Arab countries say that they are quite willing to work long hours because there is nothing to do in the evenings – no theatres or concerts. Alcoholic drinks are forbidden. If somebody is found drinking anything alcoholic he is in real trouble. They dread summer months because the heat is intolerable. Actually they remain there because they are so well paid. 6. What price should a manufacturer pay when one of his products causes injury because it is defective? In 1977 in the USA, a man from Michigan was awarded \$154,000 after he had lost a finger while operating a lift truck. 7. The efforts of the World Bank to combat poverty, though praiseworthy, are doomed to fail because world population growth will not be contained. 8. It is true to some extent that many of the World Bank's projects have not been completed in time and have exceeded their budgets. Because of inadequate planning, and in some cases, bad judgment, there have been some heavy cost overruns. But the Bank organizes and administers a vast number of projects throughout the world.

**2. Complete the following letter using the appropriate tense and voice form of the verbs in brackets. The first sentence has been done for you.**

Dear Graham,

I'm sorry to say that we (1) **are having** (*have*) a disastrous holiday! To start with, the plane (2) ... (*delay*) for six hours, so we (3) ... (*not arrive*) until 3.00 a.m. Fortunately the courier (4) ... still ... (*wait*) to meet us, but when we got to the hotel, we found they (5) ... (*double-book*) our room! So now we (6) ... (*stay*) in another hotel, which, believe it or not, (7) ... still ... (*build*)! This means we (8) ... (*wake up*) every morning by the workmen. Why (9) ... it always ... (*happen*) to us? It's not a very good hotel, either. The shower (10) ... (*not work*), and yesterday, when we (11) ... (*get*) ready for dinner, the water supply (12) ... (*cut off*). I complained to the manager, but he (13) ... (*not seem*) very interested and, of course, he (14) ... (*not do*) anything about it yet. He has a typical "let's wait until tomorrow" attitude. (15) ... you ... (*know*) what I mean?

The weather (16) ... (*be*) pretty awful since we got here. Last Saturday we (17) ... (*take*) a train to the capital. (18) ... you ever ... (*be*) there? There's nothing much to see, and when we arrived we (19) ... (*find out*) Angela (20) ... (*forget*) the traveller's cheques, so we (21) ... (*not speak*) to each other for the rest of the day! It (22) ... (*rain*) again this morning, and, as there's nothing else to do, I (23) ... (*write*) a few letters. Also, we both (24) ... (*have*) bad stomachs for the last couple of days, so we (25) ... (*not want*) to go too far from the hotel!

By the way, (26) ... you ... (*remember*) to video the Cup Final for me last weekend? It (27) ... (*not matter*) if you forgot. I hear Sheffield City lost, which (28) ... (*not surprise*) me, as they (29) ... (*play*) very badly recently. Well, we'll see you in another week and, quite honestly, we (30) ... (*not be*) sorry to come home. With the food, the weather and the hotel, I (31) ... (*not think*) we (32) ... (*come*) here again!

Derek

**3. Translate the following sentences into English. Mind the tense and voice forms of the verbs.**

1. Дай знать, если тебе понадобится моя помощь. 2. Я учусь в Экономическом университете на факультете маркетинга и логистики. Сейчас у меня каникулы, и я подрабатываю в магазине мерчендайзером. Надеюсь, что этот опыт поможет мне в будущей профессии. 3. Я был очень занят с тех пор, как видел вас в последний раз. Мне поручили разработку новой системы коммуникаций нашей компании. 4. Наша группа получила задание закончить исследование к апрелю. – Хотелось

бы знать, будет ли исследование закончено к середине марта? 5. Наш партнер считает, что, если корпорация улучшит качество товаров, она получит больше прибыли. 6. Текущий экономический кризис негативно сказался на экономике многих стран. О нем много говорят в мировом бизнес-сообществе. 7. Вы слышали новость? Мистера Грина назначили президентом компании! 8. Почему жаловалась покупательница? – Ее не предупредили, что сегодня наш магазин закрывается немного раньше, а она не успела примерить все шляпки. 9. Прошлым летом мы ожидали увеличения прибыли после того, как увеличился выпуск товаров, пользующихся спросом. 10. Едва они образовали совместное предприятие, как спрос на их продукцию и товарооборот резко возросли. 11. Нам важно ваше мнение по поводу бизнес-плана. Приходите в 2 часа. Бизнес-план будет обсуждаться именно в это время. 12. Я получаю удовольствие от общения с людьми, поэтому я работаю в отделе кадров. 13. Мы продаем около 5000 изделий ежемесячно, но я полагаю, что следующий месяц станет поворотным пунктом для нас, и объем выпускаемой продукции увеличится на 25%. 14. Я думаю, предложение наших партнеров не стоит отклонять, тем более в такое кризисное время. 15. Понятие «корпоративная культура» вошло в управленческую практику в двадцатые годы прошлого столетия. Корпоративная культура включает набор ценностей и принципов, определяющих поведение персонала, как управляющих, так и подчиненных. Сегодня практически каждая корпорация или компания имеет свой корпоративный или этический кодекс. 16. В 2013 году разгорелся политический скандал. Выяснилось, что глав многих государств прослушивали в течение длительного времени.

## THE MODALS

### CAN, COULD AND BE ABLE TO

1. The modal verb **can** is used to express physical or mental ability, and possibility. The negative form is **can't / cannot**:

*My brother can skate well.*

*I'm afraid I can't come to you next Friday.*

**Can** has only two tense forms: **can** (present) and **could** (past), so sometimes the modal verb equivalent **be able to** in the appropriate tense form is used:

*I haven't been able to sleep recently.*

*Tom might not be able to come tomorrow.*

You should mind that **be able to** is also translated as «быть в состоянии»:

*He is able to do it himself.* (Он в состоянии сделать это сам.)

**Could** is normally used to say that someone had a general ability to do something:

*When he was young, he could dance well.*

But if it is meant that someone managed to do something in one particular situation, **was / were able to** (not *could*) should be used:

*The fire spread quickly but everyone was able to escape.*

The negative form **couldn't** is possible in all situations:

*Nick couldn't swim at the age of 12.*

*They couldn't get ashore.*

2. **Could** is sometimes the past form of **can**, but it has a present or future meaning in some situations. **Could** is used to talk about possible future actions or happenings, especially when suggestions are made. **Can** is also possible in this situation, but **could** is less sure than **can**:

– *What shall we do this evening?*

– *We could go to the cinema.*

3. The past form of **could do** is **could have done**. **Could have done** is used to say that somebody had an ability or possibility to do something but he *did not do* it:

*We could have gone for a walk last night but it was raining and we decided to stay at home.*

4. Both **can** and **could** are used to express polite request, when you ask people to do things or when you ask for something:

*Jill, can you give me a lift, please?*

*Excuse me. Could you show me the way to the bus station?*

5. Both **can** and **could** are used to express surprise or astonishment. With the indefinite infinitive (*do*) they refer to the speaker's surprise or astonishment about a present action while with the perfect infinitive (*have done*) – about a past action:

*How can you be so silly?*

*How could he have told you such a lie?*

6. **Can't / couldn't** are used to express doubt or uncertainty. With the progressive infinitive they refer to the speaker's doubt or uncertainty about a present action while with the perfect infinitive – about a past action:

*He can't be sleeping yet!* (He может быть, что он еще спит!)

*He couldn't have told a lie!* (He может быть, чтобы он солгал!)

7. **Can / could** are often used to ask permission to do something. To give permission, you use **can** (but not *could*):

– *Could I smoke here?*

– *Yes, you can smoke if you like.*

**Can / can't** is also used to talk about what is already allowed or not allowed (according to the existing law):

*You **can't** cross the street here!*

*You **can** drive for a year in Britain with an international licence.*

8. Sometimes **can** is used when you offer to do things:

*Can I get you a cup of tea?*

*Can I help you, madam? (in a shop)*

## EXERCISES

1. Define the following professions from the box using **can** or **be able to** in the appropriate form.

a bank clerk	a farmer	a lawyer	a film director	a veterinarian
a PR-specialist	a project manager	a policeman	a pilot	
a logistician	an accountant	a web-developer	a producer	

**Example:** a linguist

A linguist is a person who studies languages and **can** explain their usage.

2. Use **can** or **be able to** in the following sentences. Sometimes it is possible to use either; sometimes only **be able to** is possible.

**Example:** Jack has travelled much.

He **can / is able to** speak

He ... speak three languages.

three languages.

1. Tom ... drive but he hasn't got a car. 2. Ask Val about your problem. He should ... help you. 3. You ... see a nice park from our bedroom window. 4. Old Mrs. Savage ... sleep very well recently. 5. Bob ... stand on his head but he can't do it now. 6. Tom won't ... come to see you tomorrow. 7. I can't understand Helen. I never ... understand her. 8. Martin ... pass his finals successfully. 9. You ... get something to drink from this vending machine. 10. A lot of eating places in Covent Garden in London ... cater for all tastes. 11. My secretary ... book us on a first-class sleeper to Paris. 12. I think I ... meet the Trade Union representatives next Tuesday. 13. Managers are people who ... get the things done by other people. 14. Two young entrepreneurs who started a new Internet business two years ago, say that it was hard work, it didn't bring money and they ... hardly make both ends meet. 15. He knew Cornwall very well so he ... advise Alice what places of interest to see. 16. He is so gifted and experienced that he ... develop a strategy to break into a new market.



### 3. Complete the sentences referring the action to the past.

**Example:** She can't run fast now      She can't run fast now but when  
but ...      she was at school, she **could** run  
faster than anyone else.

1. I can't swim very far these days but ... 2. Jane can't speak Chinese fluently now but ... 3. Gerry can't sing loudly now but ... 4. Felix can't stand on his head these days but ... 5. Old uncle Henry can't dance well now but ... 6. She can't play tennis well after her ankle was injured but ... 7. Malcolm can't play squash very well these days but ... 8. Old David is 79 and he can't see well now but ... 9. My aunt is 80 now, she can't sleep long at night but ... 10. A traceur (practitioner of parkour) Dick can't climb, swing, vault or jump well after the accident but before the accident ... 11. The Textafabric, a clothing manufacturer, is doing badly under economic instability but before the crisis it ... 12. John can't work longer these days but when a young man, he ...

### 4. Say if someone managed or not to do an action in one particular situation.

**Example:** Did you win the match?      Yes, it wasn't easy but I was  
able to win the match.

1. Did Martin find your house? – Yes. It took him a long time but he ...
2. Did the thief escape? – Yes. The policeman chased the thief but he ...
3. Did you persuade your parents to buy you an iPhone-5? – Yes. It was difficult but ...
4. Did the boy scramble ashore? – No, the sea was very heavy, and he ...
5. Did Andrew phone the police when somebody broke into his house? – Yes. Though he was tied hand and foot he ...
6. Larry is a good tennis player. Did he beat Ted Sykes? – No. As Larry wasn't in form that day he ...
7. Mr. Potts saw the boy falling into the river. Did he rescue him? – Yes. Though Mr. Potts can't swim very well he ...
8. Did they manage to catch the latest train? – No, unfortunately they ...
9. Did the company get high profits? – Yes. Though the prices for its goods were low it ...
10. Did the firm increase its turnover? – Yes. Though the demand for its goods became lower it ...
11. Did the party keep the majority on the council? – Yes. In spite of predictions that they would lose the majority they ...

**5. Say that somebody had the ability or possibility to do something but didn't do it.**

**Example:** Why didn't they go out last night? They **could** have gone out but it was raining and they decided to stay at home.

1. Why didn't you finish the term paper in time? 2. Why didn't he go to the cinema last Friday? 3. Mary had a terrible toothache yesterday. Why didn't she go to the doctor? 4. Why didn't they submit the necessary information? 5. Why didn't he attend the lecture in Project Management? 6. Why didn't Jack apply for a job of a financial analyst when he learnt about the vacancy? 7. Why didn't Pat change her place of employment last year? 8. Why didn't they correct the boss when he made a mistake in his calculations? 9. Why didn't they set up a subsidiary abroad to extend their business? 10. Why didn't he consult the auditors? 11. Why didn't they apply for a bank loan? 12. Why didn't he consolidate the money for a joint venture?

**6. Read the situation and write what you would say.**

**Example:** You want to borrow your friend's camera. What do you say to him / her? **Could / Can** I borrow your camera?

1. You have to go to the airport but you don't know how to get there. Ask a passer-by. 2. The person in the next room has some music on very loud. How do you ask him politely to turn it down? 3. You have a car with you and want to give somebody a lift. What do you say? 4. You have a fifty-dollar note but you need some change. Ask somebody to help you. 5. You're calling the owner of a cottage which was advertised in a newspaper. You're interested in the cottage and you want to come and see it today. 6. You want to leave work early because you have some important things to do. What do you ask your boss about? 7. You want your best friend (*a colleague with whom you have shared the office only for a couple of months*) to lend you some money. What do you say? 8. You want your secretary to book you on a night train to Brussels. What do you say to her? 9. You feel you've deserved further promotion. What do you say to your boss? 10. You want to get the job of a sales manager in Anglo-Tours. The person you're now telephoning has just confirmed the vacancy they've got. What do you ask him then?

**7. Reply to the following statements expressing disagreement.**

**Example:** He can skate well. You are wrong. He **can't** skate at all. / He **can** hardly skate.

1. Hedgehogs are easily trained, aren't they? 2. Short-sighted people can see well at long distance. 3. South plants can easily survive in the northern regions with severe frosts. 4. I believe that David Copperfield, an illusionist, can fly. 5. The Germans and the Chinese understand each other well, don't they? 6. I strongly believe that any brave person can go down the Niagara Downfalls. 7. Students can travel any time they want to. 8. I don't think in a few years computers can think better than we do. 9. In 2020 people can land on Mars. 10. I think one can smoke in the office where only males work. 11. A person who doesn't like to work with numbers can become a good accountant. 12. A person who has to travel a lot, likes the thought of changing trains and planes, especially at night.

### **8. This time you have to decide how to say what you want to say.**

**Example:** You have to carry some heavy boxes. Ask someone to help you.      Could you give me a hand with these boxes?

1. You're on a plane. The passenger next to you has finished reading his newspaper. Now you want to have a look at it. What would you say? 2. A friend has just come to see you in your flat. Offer him something to drink. 3. You're in the post office. You want four stamps for the USA. What do you say? 4. You are Nick's landlady. Your lounge is rather small, and your sister is coming round this evening. What do you ask him? 5. You want this person to speak more slowly, because you find it difficult to understand him or her. What do you ask him / her? 6. You can't open the door. It seems to be jammed. Ask someone to help you. 7. You're in a car with a friend, who is driving. He's going to park the car but there is a No Parking sign. You see the sign and say: ... 8. You're sitting on a crowded bus. There is an old lady standing. Offer her your seat. 9. You can't use the printer because some paper is jammed. Ask your colleague for help. 10. You need some money to buy the thing you have been dreaming of for three years. Ask someone sharing the office with you to lend \$230. 11. You are a boss. You hear your secretary talking with her boyfriend on the office phone. The boy lives in Australia. What do you say to her? 12. You want to see the head of the department to discuss your promotion. Ask his / her secretary to connect you with the head.

### **9. Work in pairs. Express doubt or uncertainty and give arguments to support your feeling as shown in the example.**

**Example:** He didn't come to my birthday party. (*forget*)      He can't / couldn't have forgotten about it! He always remembers his friends' dates.

1. What he told everybody about Nick isn't true. (*tell a lie*) 2. He was late for classes again today. (*oversleep*) 3. She went to the night club without her parents' permission. (*do it*) 4. Max has presented a report to the class today. (*finish it / yesterday*) 5. The boys went out to play football in the morning. It's 4 p.m. but they are not home yet. (*play football*) 5. He looked up at me when I called him but passed by. (*pretend / not to recognise*) 6. He thought my words offensive and left. (*let smb. / go*) 7. I haven't seen the man since I lent him money. (*trust*) 8. It's 10 p.m. already but there is light in the executive manager's office. (*work*) 9. Your subordinate left the office an hour before the closing time. (*do it*) 10. The plant's output is increasing. (*install new equipment*) 11. The company is not able to pay the bank loan back. (*become a bankrupt*) 12. David complains that his firm is doing worse by reducing its target market. (*lose a nose for business*)

**10. Discuss with your peer what you can and what you can't do: a) on board a plane (train); b) in the hall of residence; c) at the University; d) in the concert (pop music, opera).**

<b>Example:</b> Can you walk in the plane when it's taking off or landing?	No, you <b>can't</b> walk in the plane when it's taking off or landing.
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**11. Translate the following sentences into English using *can* or its equivalent in different meanings.**

1. Я не могу понять, что он говорит. 2. У вас столько покупок, что вы не сможете отнести их все сразу. Не могу ли я вам помочь? 3. Говорят, что хотя Серена Уильямс и была не в форме, она сумела победить на Уимблдонском турнире в 2012 году. 4. Не может быть, чтобы он все еще работал! 5. Вам нельзя находиться в помещении, где хранятся секретные файлы и бумаги, если у вас нет разрешения. 6. Когда Феликсу было десять лет, он уже мог составлять сложные компьютерные программы. 7. Ситуация такова, что я не могу ни с кем, кроме тебя, посоветоваться. Что же делать? – Ты бы мог позвонить своему адвокату. Почему ты этого до сих пор не сделал? 8. Несмотря на пессимистические прогнозы, что республиканцы потеряют большинство в Сенате, им удалось сохранить его. 9. Полагаю, мы можем начать наше заседание. К сожалению, у нас мало времени, и мы сможем рассмотреть только один вопрос: стоимость товаров нашего предприятия. Мистер Кейнс, что вы можете сказать по данному вопросу? – Последний квартал был довольно сложным. Мы бы могли получить больше прибыли по сравнению с прошлым годом, но наши товары перестали пользоваться

спросом. Могу я высказать свои предположения, почему это произошло, господин председатель?

## **MAY, MIGHT AND BE ALLOWED (PERMITTED) TO**

1. The modal verb **may** is normally used to ask permission or to give permission to do something:

– *May I smoke here?*

– *Yes, you may.*

*You may use the office phone if you wish.*

To express permission the equivalent **be allowed (permitted) to** can also be used:

*Are we allowed to use a dictionary?*

2. In its negative form the modal verb **may** is used to express prohibition:

– *May I smoke here?*

– *No, you may not.*

To express prohibition **mustn't** and **don't** can also be used. **Mustn't** is used to express strong prohibition. **Mustn't** means that it is not the person who prohibits the action but there are facts, rules or circumstances prohibiting it. Compare:

– *Mummy, may I have more ice cream?*

– *No, you may not.*

– *But Mummy ...*

– *No, you mustn't. You may have a sore throat.*

**Don't** is less strict than **may not**, it is rather asking somebody not to do something than prohibiting something, which is expressed by **may not**:

– *I'd like some ice cream.*

– *No, don't, you may catch a cold.*

3. **May** and **might** are used to say that something is possible. Here supposition implying doubt is often expressed. There is no important difference between **may** and **might** but **might** makes the supposition more uncertain. You can say:

*He may be at home now. (– He might be at home now.)*

To say what was possible in the past, **may / might** are used with the perfect infinitive:

– *I can't find my bag anywhere.*

– *You might have left it in the shop. (– perhaps you left it)*

**May** and **might** can also be used with the indefinite or progressive infinitive to talk about possible happenings or possible actions in the future:

*I might be watching the rugby match on TV at 9. (= perhaps I'll be watching)*

4. The expression **may / might as well** is used to say that you should do something but only because there is no reason not to do it and because there is nothing better to do:

*We **may (might) as well** go to the cinema. We've nothing else to do.*

5. Mind that only **might** with the perfect infinitive is used to express reproach:

*You **might have warned him** about the danger!*

## **EXERCISES**

**1. Comment on the use of the verb *may* in the following proverbs. Give their equivalents in the language of your own.**

1. A cat may look at a king. 2. The remedy may be worse than the disease. 3. A fair face may hide a foul heart. 4. A fool may give a wise man counsel. 5. Men / friends may meet, but mountains never (greet). 6. Gather ye roses while ye may. 7. Oaks may fall when reeds stand the storm. 8. Never put off till tomorrow what may be done today. 9. Nothing is so bad but it might have been worse. 10. He may / might just as well be hung for a sheep as for a lamb. 11. Hares may pull dead lions by the beard. 12. Between the cup and the lip a morsel may slip.

**2. Paraphrase the following notices to give or refuse permission.**

**Example:** No smoking.

You **may not** smoke here.

Room for smokers.

You **may** smoke here.

1. Walk your dogs here. 2. Don't swim in the pond. 3. Private. Keep out. 4. Don't use the office phones for private calls. 5. Keep silence. 6. No alcoholic drinks under 21. 7. No parking here. 8. Don't take photographs. 9. Visitors welcome 24 hours a day. 10. For sale. Come and have a look. 11. Parking for staff only. 12. Club members use tennis courts free on Saturday.

**3. Change the following sentences using *may*.**

**Example:** Do you allow me to leave  
earlier?

**May** I leave earlier?

1. The children are allowed to go to the river as the weather is fine. 2. Are little children allowed to play with matches? 3. Will you permit them to attend your lectures? 4. Do you permit us to take these books home and keep them for a week? 5. Will you allow Andrew to play the computer after

doing his homework? 6. Do you allow me to use your phone? I've lost mine. 7. Allow me to do things the way I want them to do. 8. Will you allow me to leave work earlier today? 9. Do you allow me to start doing this job right now? 10. Will you allow me to invite the peers to our discussion? 11. Do you allow me to express my point of view on the issue? 12. Do you permit me to stay at the board of directors' sitting?

#### 4. Give permission as shown in the example.

**Example:** May I take your book?      Yes, you may. (*Do, please. You are welcome.*)

1. May I ask you a personal question? 2. May I borrow your car? 3. May I smoke here? 4. May I see you off? 5. May I call you back? 6. May I leave my personal effects here? 7. May I borrow books from your private library? 8. May I see the e-mail? 9. May I stay in the office later? 10. May I join your group? 11. May I leave the office a bit earlier today? 12. May I go back to work?

#### 5. Say that somebody is (not) allowed or permitted to do it.

**Example:** You may unpack your things.      You are allowed (permitted) to do it.

1. Emma is not well today, so she may leave work early. 2. In the Zoo visitors can't feed the animals. 3. Students may stay in halls of residence for some days after they pass summer exams, but they can't stay there longer than a week. 4. In many countries smoking is forbidden in public places. 5. Applicants having the TOEFL score exceeding 600 may choose a university to study. 6. Visitors may get their money back if they are badly served here. 7. Nobody can smoke in the office. 8. May I change my holiday from next week to the week after? 9. The staff can't use the office phone for personal calls. 10. For safety reasons nobody may carry dangerous articles such as flammable liquids, explosives, poisons, etc. in passenger's baggage. 11. Economy class passengers may have 20 kg of luggage free of charge, first class passengers – 30 kg. 12. People having no identity card can't move freely around the department area where secret files and things are kept.

#### 6. Express supposition to say what is possible.

**Example:** It looks like rain.      Yes, it may / might rain.

1. Bob is likely to come by the last train. 2. Do you know if she is telling the truth? 3. I don't really know who that girl is. Perhaps she is John's new

girlfriend. 4. Do you know if they're married? 5. The Wilsons are probably at home now. 6. Do you know if Jamie has got a car? 7. I don't know where Dick is, but perhaps he's in the garage. 8. I can't guess what's in this parcel. Perhaps it's a bomb. 9. Perhaps he is chatting on-line with his friends. 10. Do you know if Jack is in his office now? 11. They believe that George is in Bern now. 12. I can't remember where I left the iPad, but possibly it's in the office. 13. I think they are recovering after the crisis.

**7. Say what was possible in the past as shown in the example.**

**Example:** I can't find Ann anywhere. She **may / might have gone**  
I wonder where she is. shopping.  
(*go shopping*)

1. Why didn't Tom answer the doorbell? I'm sure he was in the house at the time. (*go to bed early; not hear the bell*) 2. How do you think the fire started? (*drop a cigarette*) 3. I can't find my phone anywhere. (*lose*) 4. George didn't come to the reception. (*not be invited; not know about it*) 5. Why didn't he say hello when he passed us in the street? (*be day-dreaming*) 6. I wonder why she didn't lend you money. I'm sure she has some. (*have not enough*) 7. I wonder why Ann didn't put off the receiver in the morning. I phoned her several times. (*be off for a half of the day*) 8. How do you think he made a road casualty? (*break the Safety Code*) 9. I wonder how the company got more profits last year. (*increase its exports to India*) 10. I hear Sherman and Brothers has developed the Indian market. (*enter into partnership with local investors*) 11. The firm's representative gives a word that his firm was producing original cola. (*learn the formula of its concentrate*) 12. Despite recession, the company did very well last quarter. I wonder how they managed. (*make 25% of the work force redundant; increase labour productivity*)

**8. Say that you should do something but only because there is no reason not to do it and because there is nothing better to do.**

**Example:** Shall we have dinner now? We **may / might as well** have dinner.

1. They would like to leave on Saturday but the planes are full until Sunday. 2. I prefer planes to trains but I can't afford to take a plane. 3. The television has finished now, and it's just about our bedtime. 4. I prefer the expensive flat to the cheap one but someone has taken the expensive one. 5. A friend has invited you to a party. You are not very keen to go but there isn't anything else to do. 6. You are in a café with a friend. You've finished



your drinks. You're not in a hurry, so you think you should both have another drink. 7. Mary won't go to the dance with Tom but Ann will. 8. Someone has given you a free ticket for a concert of Marilyn Manson. You're not very keen on the concert, but you think you should go because you have a free ticket. 9. You have no ideas of how to spend the night. There's a film on TV. It sounds interesting. 10. You've missed the bus and have to wait an hour for the next bus, so you think you should walk.

**9. Read the situation and write what you would say using the modal verb *may*.**

1. You overslept, missed the right bus, late for the lecture. What do you ask the lecturer first? 2. You've acquainted with a very charming girl. Sure, you want to meet her again. What do you ask her? 3. You need a pen to put down Mary's telephone number but your pen doesn't write. Sam sitting nearby is writing something. What do you ask him? 4. You're on a train. The fellow-traveller next to you has finished reading the magazine. Now you want to have a look at it. What do you say? 5. You want to help an elderly woman to cross the street. What do you say? 6. You are at an interview. You want to smoke a cigarette. What do you ask first? 7. You want to dance with Celia, John's wife. What do you ask John? Celia? 8. You have much work to do. But since morning you've been suffering from a terrible headache. What do you ask your boss?

**10. Agree or disagree with a politician's statements about possible future actions.**

**Example:** I think the Green party will win the elections.      Yes, they **may** win the elections.

1. I think there'll be another war in the Middle East soon. 2. But perhaps the government doesn't want a war. 3. It's possible that they'll be forced to fight though. 4. But I don't think the enemies are ready for war yet. 5. So perhaps it's better for us to attack now. 6. But I'm not sure we'll win if we do fight. 7. If we talk perhaps we'll be able to find a solution. 8. Probably more peace talks are the best idea after all.

**11. Work in pairs. Prohibit somebody to do it giving a reason for it.**

**Example:** May I take your knife?      No, you **may not**. / No, you **mustn't**. You may cut your fingers.

1. May I use the e-dictionary to translate the text? 2. May I stay away from the classes today? 3. It's too hot. May I have something icy to drink,

Mom? 4. May I feed the bear in the cage? 5. May I borrow your car tonight? 6. May I smoke at the interview? 7. May I keep your iPad till Tuesday? 8. May I take the Friday off before my leave starts? 9. May I use the secret files kept here to write a newspaper article? 10. May I change my holiday from November to July? 11. May I ask the celebrity a personal question in public? 12. I have an opposite viewpoint on the company's strategy. May I apply to the CEO directly?

**12. Work in pairs. Change the following formal askings for permission into neutral ones using the modal verb *may*.**

**Example:** Do you mind my opening the window?      May I open the window?

1. Do you mind my keeping the book over the weekend? 2. Do you mind if I copy the timetable? 3. Do you mind if I join your group? 4. Do you mind my parking here? 5. Do you mind if I give you a lift after the party? 6. Do you mind my sitting here? 7. Do you mind if I operate the fax machine? 8. Do you mind my asking a question how this corporation really works? 9. Do you mind my using your phone? 10. Do you mind if I go to the bank immediately? 11. Do you mind my taking the Friday off before my holiday begins? 12. Do you mind if I have a talk with the boss tomorrow? 13. Do you mind if I apply to the CEO directly?

**13. Talk about your or other people's future plans. But you are not sure what is going to happen. Use *may* or *might*.**

**Example:** Where are you going for your holiday? (*Italy*)      I haven't made up my mind yet but I *may / might* go to Italy.

1. Where are they going to hang that picture? (*in the dining-room*) 2. What is Clara doing this weekend? (*go to Miami*) 3. What car is Hew going to buy? (*a Mercedes*) 4. What is Jill going to do when she leaves school? (*go to university*) 5. Do you think there'll be any elections this year? (*to the city council*) 6. When are the experts going to examine the project? (*next week*) 7. What are the plans of Epson computer company for the coming year? (*set up a number of subsidiaries in Eastern Europe*) 8. What are possible steps of the new government to make the economy stable? (*attract foreign investments in key sectors*) 9. A new director is furious with his employees for turning up late each morning. What is he going to do with them? (*have a serious talk to warn; dismiss them*) 10. How are some developing countries going to gain greater control over their industry? (*insist on joint ventures with foreign companies*)

**14. Express reproach giving possible reasons. You may use prompts given below.**

**Example:** Visit one's friend / be ill      You might have visited your friend last week as he was ill.

*Prompts: avoid the accident / be careful; be frank / be friends; carry a trunk for Brenda / be heavy; be more polite to customers / not lose the job; tell one's arguments / come to a joint conclusion; not pay penalty / be fair; consult with the experts / sign a contract; supply commodities in time / not lose money.*

**15. Translate the following sentences into English using the modal *may (might)* or its equivalents.**

1. Никогда не откладывая на завтра то, что можно сделать сегодня.  
2. На эту неделю прогноз погоды не очень хороший: возможны дожди и грозы.  
3. Все, о чем говорит этот человек, возможно, и правда, но это случилось очень давно.  
4. Что-то скучно. Давай сходим в кино. – Можно пойти и в кино. Все равно делать нечего.  
5. На рабочем месте курить запрещено.  
6. Пассажирам бизнес-класса разрешено провозить 30 кг багажа бесплатно.  
7. Ты бы лучше прислушался к мнению экспертов, прежде чем подписывать такой убыточный контракт!  
8. Разрешите посмотреть вашу декларацию о доходах.  
9. Вы не будете возражать, если я прямо сейчас свяжусь со страховым агентом?  
10. У Брайана богатый практический опыт работы в данной области, так что он, возможно, получит это место.  
11. Я, возможно, останусь после работы в офисе, чтобы поработать с документами.  
12. Ты слышал, что компания «Шерринг» завоевала польский рынок? – Возможно, она заключила партнерские соглашения с местными инвесторами.  
13. Чтобы уменьшить влияние экономического кризиса на наше предприятие, мы, возможно, пойдем на сокращение 10% рабочих и части управленческого персонала.

**16. Test yourself. Insert the appropriate modal verb or its equivalent according to the meanings given in brackets.**

1. I was so unhappy that I ... (*lack of ability*) think of anything else.  
2. ... (*Polite request*) pass me the salt, please?  
3. You ... (*prohibition*) feed the animals at the Zoo.  
4. ... (*Offer*) I give you a hand with the luggage?  
5. You ... (*reproach*) have been more careful!  
6. They ... (*lack of ability / possibility in one particular situation*) take off as the fog was very thick.  
7. You ... (*prohibition according to existing law*) leave things here.  
8. How did they manage to do well last month? – They ... (*supposition about the*

*past*) have increased productivity. 9. ... (*Surprise*) he be still working out the business plan? 10. Do you think the situation ... (*supposition implying doubt*) change? 11. Nothing is so bad but it ... (*supposition about the past*) have been worse. 12. ... (*Request*) do me a favour, Mike? 13. ... (*asking for permission*) I get down to discussion right now, sir? – Sure, you ... (*giving permission*). 14. He ... (*ability / possibility*) finish the project in time. 15. He ... (*doubt / uncertainty*) have made such a mistake in calculations!

## MUST

1. The modal verb **must** is used to express strong obligation or duty. In this meaning **must** expresses the authority of the speaker:

*You **must** attend classes every day.*

The past form of **must** is **had to** which refers to a past obligation:

*Sorry, I'm late, I **had to** wait for the bus.*

2. **Must** is also used to express necessity. With **must** the speaker gives his own feelings, saying what he thinks is necessary:

*Oh, it's later than I thought. I **must** go now.*

**Must** is very rare in the question form. When it is used, it is normally in the first person (singular or plural):

***Must** we go to the party?*

The lack of necessity is expressed by the modal verb **need** in its negative form:

*– **Must** I do it at once?*

*– No, you **needn't**.*

With the indefinite infinitive **needn't** shows that there is no necessity to do it; with the perfect infinitive it shows that there was no necessity to do it but somebody *did it*. Compare:

*You **needn't** pay all at once.*

*You **needn't** have paid all at once. (But you paid.)*

3. **Must** is used to prohibit something. In the meaning of prohibition **must** is used in negative sentences only and it means that it is necessary that somebody *does not do* something:

*The baby is asleep. You **mustn't** shout. (– It is necessary that you don't shout.)*

4. The modal verb **must** is also used to express emphatic advice or urgent request:

*You **mustn't** take things seriously!*

*You **must** talk to Tom. He is in trouble.*

5. **Must** is also used to express supposition bordering on assurance:

*I feel I **must** be wrong.*

*It's 7 p.m. She **must** be at home now.*

**Must** with the perfect infinitive refers to the speaker's certainty about a past action:

*He must have taken it. (- I'm sure he did.)*

In this meaning **must** is never used in the negative or interrogative form; instead of the verb **must** the words *evidently, obviously*, etc. are used. Compare:

*He must be at home now.*

Он наверняка сейчас дома.

*Evidently he is not at home now.*

Его наверняка сейчас нет дома.

## EXERCISES

### 1. Say what they *must learn* to do as managers.

**Example:** learn health habits

They **must learn** health habits.

1. to plan, organize, direct and control; 2. to make analysis of the company's performance; 3. to make priorities; 4. to look into the matter seriously; 5. to be reasonable in making a decision; 6. to assume responsibility for the staff; 7. to respect the rights of others; 8. to stand up for one's rights; 9. to value other people's work and merits; 10. to get along well with other people; 11. to construct tactics of holding business talks; 12. to accept the opponent's point of view to benefit from it later.

### 2. Work in pairs to discuss somebody's duties or obligations.

**Example:** It's my duty to wash up today, isn't it?

Yes, you **must** wash up today.

1. You've been to the doctor. He says you and everyone you've been in contact with must stay in quarantine for a week. How about Charles? You saw him yesterday. 2. It's a good idea for all motorists to wear seatbelts, isn't it? 3. As far as I know, the receptionist's duty at a hotel is to check in and out the guests. 4. I wonder if I must fill in a breakfast order and hand it to the waiter in the breakfast room. 5. It's a stewardess's duty to help passengers if they are not well in the air, isn't it? 6. It's a good idea to check passengers' luggage to prevent smuggling, isn't it? 7. Do you agree that a secretary's duty is to provide visitors with the information they need? 8. I think it's a secretary's duty to remind the boss of the appointments he has. 9. I think it's a good idea to carry identity cards at all times here, isn't it? 10. It's the company's obligation to pay fees if raw materials are not supplied in time, isn't it? 11. I wonder whose duty is to sort out the mail. 12. If one wants to earn more money, one must work overtime, right? 13. It is a personnel

manager's duty to select employees for a certain job, isn't it? 14. It is a line manager's duty to work directly on the production of goods, isn't it?

### 3. Speculate about the past using *had to*.

**Example:** I'm doing your work. I'm typing the paper you ... (type) in the morning. I'm doing your work. I'm typing the paper you **had to** type in the morning.

1. If you were unwell, you simply ... (*send*) for a doctor. 2. It's of no use trying to reserve a room at a hotel now. You ... (*do*) it beforehand. 3. It was not a good idea to carry such a heavy case yourself. You ... (*take*) a porter to help you with the luggage. 4. He was sure that he ... (*know*) his children's private life no matter how old they were. 5. If the airport authorities knew the plane was in trouble, they ... (*warn*) the local Rescue services at once. 6. I can't understand what money problem you were having. You simply ... (*produce*) a cheque card. 7. We ... (*lock*) the room last night as we were warned they have had a few thefts in the hotel. Why didn't we do it? 8. Guests are warned not to leave valuables in the room when they are out. Now your necklace has gone. You ... (*put*) it in the safe at the hotel. 9. Did you see the note in the reception room that guests ... (*settle*) their account in advance of checking time? 10. He was sure that in case of some change in work the head of the project ... (*inform*) about it. 11. My friend ... (*work*) harder to earn more money. 12. He ... (*bear*) in mind that the figures varied from place to place. 13. The assistant ... (*reply*) the e-mail as soon as possible but he needed some data about the issue in the message, so it took time. 14. She had a good nose for business; everyone ... (*admit*) it. She knew what to buy, and what to sell.

### 4. Say that somebody is prohibited to do it, using the modal verb *must*.

**Example:** The baby is asleep. (*shout*) You **mustn't** shout here.

1. Nick's disease is catching. (*visit*) 2. The boy can swim badly but he is going to reach the buoys with the help of flippers. (*swim too far from the shore*) 3. This paper book is very valuable. It was printed in late XIX century. (*lose*) 4. Jill is not seriously ill, but takes many pills to recover as soon as possible. (*take so many pills*) 5. Tom has a bad habit to take the thing he likes without anybody's permission. (*steal other people's property*) 6. What I'm telling you is a top secret. (*tell*) 7. Anne is running a temperature. (*go out*) 8. Yesterday Bert had a puncture on his brother's Ford. Today he wants to take his car again to meet his friends in the city. It makes Bert's brother angry: ... (*take my car*). 9. Children are usually taught not to

appropriate other people's property. (*steal*) 10. Brian has no money, so he decides to sell his father's car. (*sell*) 11. The boss is working now. He is meeting big fish from London. (*disturb*) 12. As you are a democratic leader, I am sure you ... (*apply*) to the autocratic methods of management.

**5. Write a sentence and give the reason why somebody *mustn't* do it.**

**Example:** to do it / dangerous      You **mustn't** do it as it's dangerous.

1. to drive fast / a speed limit; 2. to speak louder / to hear well; 3. to walk big dogs without a muzzle / to bite someone; 4. children to play on the carriageway / dangerous; 5. to open the lion's cage to feed it / contrary to the Zoo regulations; 6. to drive without a seatbelt / against the Safety Code; 7. to guard the little son / never learn to stand up for his rights; 8. to follow his advice / unreasonable; 9. to invest money in his business / too risky; 10. to explain his choice to become a customs officer / a family tradition.

**6. Talk about absence of necessity, giving some reasons.**

**Example:** Must I make any more sandwiches?      No, you **needn't**. We've got plenty.

1. Must I sort out the instructions on this package? 2. You're in a pub. You're buying your friend a drink. He wants to pay. 3. Do you want me to wait for you? 4. There're some thieves in our cottage. Shall we telephone the police, dear? 5. I'm so happy! I think I must share all my secrets with you. 6. Must I produce my identity card in the company building every now and then? 7. Must I go to the bank immediately to settle my account? 8. Shall I contact the owner of the shop right now? 9. Must I start selecting the material for the managing director right now? 10. Yes, Sir. I know the company appreciate my experience but I'm 63. Must I retire? 11. Must I start investing money into the project as soon as possible? 12. My train leaves in an hour. It takes me 15 minutes to get there but I think I must hurry to the station. 13. Do you think I must offer her a higher salary for an easy job? 14. Must we start negotiating the contract right now?

**7. Say that there was no need to do it.**

**Example:** I don't know why they hurried.      They **needn't** have hurried.

1. I don't know why they left so early. 2. I don't know why she shouted at me like that. 3. Tom went out and took an umbrella because he thought it was going to rain. But it didn't rain. 4. I don't understand why Dolly

cancelled her holiday. 5. Jack had no money, so he sold his car. A few days later he won a lot of money in a competition. 6. I don't know why she arrived at the airport so early; the flight was delayed. 7. Your phone call was wasted because I was coming to see you anyway. 8. Martin recovered from his illness so he doesn't know why we called the doctor after all. The doctor still gave Martin a thorough examination, though. 9. Anne bought some food. When she came home, she found that she already had plenty of food. 10. Sam's wife doesn't know why he did the house repairs himself as she insisted on contacting a handyman to do the work. 11. I don't know why you gave my address as the police only wanted my name, but they wrote it down all the same. 12. He lost his job after being so rude to a regular customer. 13. I don't know why I answered these questions. 14. Why did you put pressure on him? He knew very well how to behave in the given situation. 15. It was a good idea to send a car for us but we could have walked.

**8. Work in pairs. Use *must* to advise other people to do or not to do something.**

**Example:** I make many spelling mistakes. (*work harder*)      You **must** work at spelling harder.

1. The class has begun but the students can't stop laughing. (*be serious*)  
 2. This is the gadget I need badly. (*buy*) 3. My friend Sam is in trouble. (*help*) 4. Jake has just had another row with his girlfriend. (*not quarrel*)  
 5. I promise I'd be on time. (*not be late*) 6. When I eat a lot, I always feel sick. (*not overeat*) 7. My watch is unreliable – sometimes it's fast, sometimes it's slow. (*repair*) 8. I'd like to spend the weekend lying on the beach though my skin becomes red fast. (*not enjoy much sun*) 9. I've been working day and night since Monday and feel very tired. (*have a rest*) 10. All the time I miss the bus to the University. (*get up earlier*) 11. I've been a bit lazy lately. (*get down to work now*) 12. My doctor recommends me not to lift heavy weights. But yesterday I lifted a small suitcase and hurt my backbone again. (*not lift any weights*) 13. It's not the case that the work must be finished soon but we ourselves want to be through with it as soon as possible. (*finish the work*) 14. I have no special desire to meet this naughty client but I feel there is no way out. (*be patient*)

**9. Express assurance towards something. Mind the speaker's certainty about a present and a past action.**

**Example:** I'm having exams next week. (*study hard / at the moment*)      You **must** be studying hard at the moment.



1. The tourists have been climbing all day. (*be tired*) 2. Keith is a terrible person. I suppose Isabel likes him for his money. (*like for one's money*). 3. That iPhone you've bought is of very good quality. (*be very expensive*) 4. I'm sure Mr. Taylor is over 60 years old. (*be over 60*) 5. Shaun's bicycle is soaking wet. I'm sure he left it out in the rain all night, naughty boy! (*leave*) 6. Paula's looking miserable. (*fail her driving test again*) 7. I heard terrible explosions last night. (*be fireworks on the New Year's Eve*) 8. Alfred is a very good tennis player and not many players beat him. But yesterday he played against Bill and lost the game. (*be off form*) 9. He made a lot of noise when he came home. (*hear by everybody / living next door*) 10. John loved Jane but this week he didn't buy her anything. (*be broke again*) 11. That man looks like a millionaire, doesn't he? (*be a millionaire*) 12. The company has arranged a lot of charity acts for the disabled in the region. (*follow the principles of corporate social responsibility*) 13. The enterprise's employees want a 25% pay increase. (*have a personnel problem*) 14. Businessmen are aware that any economic crisis has an impact on their businesses' performance. (*take into account*)

#### 10. Combine the modal verb *must* with the appropriate form of the infinitive in brackets.

1. You must ... (*to follow*) my advice. There is no other way out for you. 2. There is light in his windows. He must ... (*to be*) at home now. 3. She must ... (*to suffer*) more than he had. 4. Look, how much food they've ordered! They must ... (*to have*) no dinner yet. 5. Her English is brilliant. She must ... (*to practise*) a lot. 6. This seems to be a valuable ring. Since you always wear it, it must ... (*to be*) valuable to you. 7. What a shower! The water is streaming down the street. It must ... (*to rain*) for some hours. 8. When you are in London, you must ... (*to visit*) Madame Tussaud's. 9. According to your category I must ... (*to be*) only an acquaintance. 10. Mr. Kendal took us to his yacht. There was no doubt that it must ... (*to cost*) him a lot of money. 11. I ... (*answer*) your e-mail earlier but I've been up to my eyes in work. 12. Despite the slowdown in the world economy the turnover of the multinational BIG Co. is increasing this year. They ... (*do*) well. 13. There are certain steps to solve a problem. First, the manager ... (*identify and define*) the problem. It is important that he does not mistake the symptoms of a problem for the real problem he ... (*solve*). 14. I wonder why their sales have increased significantly. – They ... (*break*) into new markets.

#### 11. Translate the following sentences into English using *must*.

1. Если хочешь быть успешным менеджером по персоналу, ты должен уметь ладить с людьми. 2. Бобу не надо было продавать планшет,

когда ему понадобились деньги на подарок любимой, потому что в тот же день он выиграл на скачках. 3. Диана наверняка сошла с ума, если она выходит замуж за Тома! – Да нет же, я уверена, что она любит Тома за его деньги. – Как вам не стыдно! Никто не должен вмешиваться в частную жизнь других людей. 4. Начальник отдела сейчас занята. У нее встреча с «большой шишкой» из холдинговой компании. Ее нельзя беспокоить. 5. У меня нет особого желания вести длительные беседы с миссис Данди, которая всегда чем-то недовольна. Но у меня нет иного выхода. – Сочувствую тебе, но ты должен быть очень терпеливым и выдержанным. 6. Ты слышал, что их сотрудники требуют 25-процентной прибавки к зарплате? – Да, слышал. Я уверен, что у них проблема с персоналом. 7. Несмотря на экономический спад, компания АВВ увеличивает товарооборот. – Наверняка у них хорошо идут дела. 8. Если хочешь зарабатывать много денег, ты должен работать день и ночь. 9. Наш агент обязан был сообщить вам об изменении цены! Удивляюсь, почему он не сделал этого. 10. Должен ли я сейчас начать подборку данных об объеме продаж товаров нашей компании за прошлый квартал? – Нет, не надо. У меня для вас есть другое задание. 11. Я знаю, что должен был ответить на твое сообщение раньше, но я был по уши в работе. 12. Интересно, как им в условиях экономического кризиса удалось увеличить объемы продаж? – Они наверняка вышли на новые рынки.

## HAVE TO

1. The modal verb **have to** is used to express circumstantial necessity and duty:

*I **have to** cook dinner myself because my mother is away.*

To say that it is necessary to do something, you can use both **must** and **have to**. Often it does not matter which modal verb to use:

*It's later than I thought. I **must** / **have to** go.*

There is sometimes a difference between **must** and **have to**. With **must** the speaker gives his own feelings, while with **have to** he just gives facts. Compare:

*I **must** write to Anne. I haven't written to her for ages.*

*I **can't** meet you on Tuesday. I **have to** work.*

2. **Have to** can be used in all forms. In present and past questions and negative sentences **have to** is used with the auxiliary verbs **do** / **does** / **did**:

*He **doesn't have to** work on Saturdays.*

3. **Mustn't** and **don't have to** are completely different. "You **mustn't** do it" means "it's necessary that you *do not* do it", while "you **don't have to** do it" means "it's *not* necessary to do it; you *don't need* to do it." Compare:

*You mustn't tell anyone what I said.* (– Do not tell anyone.)

*She doesn't have to go to school on Sundays.* (– It's not necessary to go.)

There is a difference between **didn't have to do** and **needn't have done** something. In both cases there was lack of necessity to do something but with **didn't have to do** you *didn't do* it, while with **needn't have done** you *did* it. Compare:

*I didn't have to buy eggs as I had plenty at home.* (– I didn't buy eggs.)

*I needn't have bought eggs as I had plenty at home.* (– But I bought eggs.)

## EXERCISES

1. Complete the following sentences with *must* or *have to* (in the appropriate form). Sometimes it is possible to use either; sometimes only *have to* is possible.

Example: It's 9 o'clock. I ... go now.      It's 9 o'clock. I **must / have to** go now.

1. Most women ... cook meals for their men. 2. I ... go now. George is expecting me. 3. Though Bob hated shellfishes he ... try them. 4. The shop is closed, you ... come again tomorrow. 5. We ... wait until afternoon? It's very annoying. 6. You ... forget what I told you. 7. I don't want anyone to know. You ... tell anyone what I said. 8. We couldn't repair the car ourselves. We ... take it to a garage. 9. Many children in Britain ... wear uniform when they go to school. 10. When you come to New York again, you ... come and see us. 11. I ... wear a suit to work but I usually do. 12. Donald really ... work harder if he wants to become a CPA. 13. You ... have a passport to visit most foreign countries. 14. Millionaires ... work. 15. Sorry, I couldn't come yesterday. I ... work late. 16. I'm afraid I can't come next Tuesday. I ... work for the boss later.

2. Ask special questions using *have to* in the appropriate form.

Example: I have to leave tomorrow.      What time exactly **do you**  
(*What time exactly ...?*)      **have to** leave tomorrow?

1. They had to redecorate the whole of the lounge after the fire. (*How much ...?*) 2. Jo has had to wear glasses since he was ten years old. (*Since when ...?*) 3. Graham doesn't play golf on Tuesdays as he has to help his wife. (*Who ...?*) 4. Bill had to miss the football match on Saturday because he visited his mother-in-law. (*When ...? What ...?*) 5. He has to get down to some work as he's been a bit lazy lately. (*Why ...?*) 6. My brother had

to pay a parking fine. (*How much ...?*) 7. All garages are expensive these days. One just has to pay up. (*What ...?*) 8. Sooner or later we have all to pay for what we do. (*When ...? Who ...?*) 9. One has to pass a driving test to get a driving licence. (*What ...?*) 10. Mike had to go to the police station. (*Why ...?*) 11. During the interview Jane had to answer a lot of questions. (*How many questions ...?*) 12. Then the day came when she had to get back to her work. (*When ...?*) 13. I worked with Mr. Greenwood. Being a secretary to him was not easy because of his severe character, so I had to quit. (*Why ...?*)

**3. Complete the following sentences using either *didn't have* or *needn't have* to express lack of necessity in the past.**

1. Beth took an umbrella as she thought it was going to rain. But it didn't rain. So she ... taken it. 2. We ... to take a taxi at the railway station as Bob's wife was meeting us. 3. They had arrived at the bus station an hour before the bus left. Sure, they ... hurried. 4. As it was a through train, we ... to make a change. 5. Last Friday was my day off so I ... to go to work. 6. Tom got angry with Jill and threw a book at her. Later Jill said: "I know you were angry but you ... thrown the book". 7. Thank you for doing the washing up but you ... done it really. I have a dishwasher. 8. We had enough food at home and we ... to go shopping. 9. We had enough food at home so we ... gone shopping. 10. You ... sent a car for us, we could have walked. 11. Nick ... to compile the agenda of the meeting as he was not responsible for it. 12. I knew I had to be at the office on Saturday, so you ... come.

**4. Work in pairs. Finish the sentences below with *have to* in its appropriate form.**

**Example:** – Did you get up early this morning? No, it's my day off so I **didn't have to** get up early.  
– No, it's my day off so ...

1. Do you usually spend your holidays in Spain? – Yes, it's very cheap. As I'm not a rich man I ... . 2. Does your brother shave? – Yes, he's got no beard so ... . 3. Did you pay to get into the concert? – No, we had free tickets so ... . 4. Will Lily rush home tomorrow? – Yes, they have visitors so ... . 5. Did they change trains? – No, it was a through train so ... . 6. Does Tim work? – No, he's extremely rich so ... . 7. Did the children go to school yesterday? – No, it was a holiday so ... . 8. Will you take a taxi at the airport? – No, my wife is meeting me so ... . 9. Did they buy a new engine? – No, they had saved up money to buy a new car so ... . 10. Shall I pay extra for installing the dish-machine? – No, installation services are included

in the bill so ... 11. Did Jack book a table for his guests beforehand? – No, the restaurant was nearly empty so ... 12. Did you repay your overdraft with penalty? – Yes, ... because I didn't arrange the limit of my overdraft with my manager when I opened an account.

**5. Make up a story: answer the following questions giving reasons why somebody didn't do anything.**

**Example:** Why did he stay at home? Yes, he **had to** help his mother.  
Did his mother make him help her?

1. Why didn't Jack come to the squash club last night? Did he stay home?  
2. Why did he stay home? Did his wife make him help her? 3. What was he doing? Did he prepare the food for the party they were having? 4. What did he do? Did his wife make him cut the bread for the sandwiches? 5. Why didn't Jack come and play later? Did he have to do the washing up afterwards? 6. Why didn't he come for a drink afterwards? Did she make him carry on working? 7. What did he do this morning? Did he have to go to the office? 8. Jack was late home again. Did the boss make him do overtime?

**6. Discuss with your fellow-students what you have to do when: a) you are responsible to arrange an English party; b) one of you has failed at the exam; c) you are staying at a hotel; you've just come out of the bathroom and found that all your money, documents, clothes and belongings have been stolen; your plane to London leaves in two hours.**

**7. Translate the following sentences into English using *have to*.**

1. Уже очень поздно. Мне надо спешить домой. 2. После того случая, когда Питер повредил глаз, он вынужден носить темные очки. 3. Сколько времени тебе пришлось ждать, пока отремонтировали твою машину? 4. Да, в такое время городской транспорт уже не ходит, и им придется идти с дискотеки пешком. – Линда не любит ходить пешком, так что они наверняка возьмут такси. 5. Нам не пришлось делать пересадку, так как это был прямой поезд. 6. Мадам, вы припарковали свой автомобиль в запрещенном месте. Придется платить штраф. 7. Нам не нужно было доплачивать за установку стиральной машины, так как эта услуга была включена в стоимость. 8. Извини, что не пришел вчера. Было много дел, и мне пришлось задержаться на работе. 9. Рано или поздно нам всем придется расплачиваться за то, что мы сделали, не так ли? 10. Твоему шефу придется пойти на встречу с представителями профсоюзов, как бы ему этого не хотелось.

## BE TO

1. The modal verb **be to** is used to express a planned action or agreement:

*We are to meet on Friday.*

*What were you to discuss yesterday?*

The planned or agreed action that did not happen is usually expressed with the perfect infinitive:

*He was to have come last Sunday.* (= He promised to come, but he didn't come.)

2. In its negative form **be to** is used to express strict prohibition:

*You are not to see her again.*

As there is no past form of **mustn't**, **was not to** is a common way of expressing prohibition in the past. Sometimes **was not allowed** and **couldn't** are also used to express negative prohibition.

*We were told we were not to be late.*

*I knew that I was not allowed to leave the room.*

3. **Be to** is also used to express necessity as a result of orders or instructions:

*The Principal says I am to arrange the meeting.*

4. **Be to** is also used to say that something is unavoidable or to talk about something which is destined to happen:

*What is to happen to us?*

## EXERCISES

1. Combine the modal verb **be to** with the appropriate form of the infinitive in brackets.

1. The servants want to know if they are to ... (*put*) the carpets on the terrace. 2. The film was to ... (*dub*) later. 3. A note enclosed said if I ever run into their son I was to ... (*write*) them about it. 4. "I don't know exactly where Charlie is to ... (*find*)", he said. 5. No one is to ... (*admit*) into the room except the nurse. His disease is catching. 6. After a week he told me that I was to ... (*go back*) home. 7. He was to ... (*ring them up*) at 3 p.m. but it entirely slipped his memory. 8. He was not to ... (*criticize*) his friend's words. 9. Mary has a weak heart so she is to ... (*operate*) on it in the coming month. 10. The meeting of the board of directors is to ... (*hold*) next Friday. 11. I was to ... (*let*) the partners know about the possible delay of goods.

2. Say that the action was planned or agreed but didn't happen.

**Example:** We agreed to meet on Friday but she didn't come.

We were to have met on Friday.

1. Lucy promised to eat out with me tonight but she couldn't as she's doing extra work. 2. We expected the plane to land half an hour ago but it didn't. 3. I know for sure the beginning of the lecture is 10.15. It's 10.30 now but the lecture hasn't started yet. 4. The deadline is tomorrow, and I haven't finished my course paper. 5. Bob agreed to make a report at the conference but he fell ill. 6. She gave a word to talk to the dean but she hasn't done it yet. 7. Some serious diseases have not been done away with in developing countries. 8. In making a report at the conference he should have mentioned his fellow-researchers investigating the problem but he didn't. 9. The ship was expected to arrive at the port last night but we are still waiting. 10. Bob planned to go on business to Spain last week but he fell ill. 11. This subject has not been included in the timetable though they planned to do it. 12. The assistant promised to study the statistical data on the problem by Thursday but he didn't manage to do it in time.

**3. Paraphrase the following sentences to express a planned action. Use *be to* in its appropriate form.**

**Example:** Who did you ask to meet you at the station?      Who **is to** meet you at the station?

1. I'm waiting for Bill. He promised to come and help me. 2. Celina and Mike agreed to marry in September. 3. Hurry up, otherwise we'll be late for the train leaving in 15 minutes. 4. Tell me what to do if the guests come early. 5. I explained the reason to them to stay at home last night. They agreed. 6. The Browns are planning to spend their holiday on Majorca. If nothing wrong happens, they'll be there in July. 7. We decided to buy a new home cinema before Christmas came but we failed as we hadn't saved enough money. 8. The children were too small to play in the street, they were allowed to play in the garden. 9. Max is informed that he will have the Graduate Management Admission Test on 19 September. 10. He is planning to have an MBA degree exam next month. 11. Betsy was promised to get some extra money for her work. 12. Do you remember that the bank manager fixed an appointment for you last Friday? 13. The shareholders' meeting is planned next week. 14. The chairman is the person to address the shareholders' meeting.

**4. Ask questions to which the following statements are the answers. Begin with a given interrogative word (words).**

**Example:** The plane is to land at 3 p.m. (*When ...?*)      When **is the plane to** land?

1. Larry was to be back in two days. (*When ...?*) 2. I'm afraid you are to go there alone. (*How ...?*) 3. We were to make a long tour around Cyprus

last summer. (*What tour ...?*) 4. They are to hold a meeting in room 344. (*Where ...?*) 5. Our country was to have been represented at the conference. (*What ... at?*) 6. They are to discuss the present state of affairs. (*What ...?*) 7. Carol was to have got some extra money for her work. (*Who ...?*) 8. Our specialists are to come back home on Wednesday. (*When ...?*) 9. The chairman was to have addressed the meeting. (*Who ...?*) 10. The receiving party is to arrange a press conference. (*What ...?*) 11. We were to meet the solicitor in his office. (*Where ...?*) 12. They are to set up a tentative programme for visitors. (*What ...?*). 13. Don't forget, you are to mention the subject of expense claims at the next meeting. (*What subject ...? Where ...?*) 14. The marketing manager is to consider all the possibilities before we decide which market to enter. (*Who ...? What ...?*)

## 5. Express strict prohibition in the past.

**Example:** "You are not to watch TV all the afternoon, children," they said.      The children were told they **were not to** watch TV all the afternoon.

1. Jamie's father said, "You must not go out again." 2. Kate knew that she couldn't bring her dog into the friends' house. 3. Diana exclaimed, "You're getting on my nerves, children! Stop making noise!" 4. They said, "You mustn't be late." 5. The time was dangerous and the group leader didn't allow us to leave the camp before 7 o'clock. 6. "Joe," Alice exclaimed, "do not touch an exhibit! It's here not to be broken." 7. Andrew was wasting his time playing football when he ought to be studying for his examinations. That's why his father prohibited him to play football. 8. The producer was furious, "You must not think of anything but your acting!" 9. She wanted desperately to help Jim but he could hardly stand the idea of anybody helping him. 10. "I remember your predecessor," the secretary said. "While he was working, nobody, even the Minister, could bother him."

## 6. Paraphrase the following to speak about somebody's necessity as a result of orders or instructions.

**Example:** He promised to come tonight.      He **is to** come tonight.

1. The headmaster asked Nick to arrange a meeting. 2. "The dean wants you to participate in the annual students' conference," said the monitor. 3. Do you remember what your homework was? 4. Hew was the only employee in the office when Mr. Wood came, so he was asked to show the visitor around. 5. Dave hadn't finished his work in Bonn by the time fixed



but the President asked him to come back to Liverpool. 6. I hope you've already been told about your new duty. – Yes, Sir. To register all the papers coming from the security department. 7. The business partners are coming in a week. Jane was told to set up a programme of their stay. 8. The head officer has invited me to advise to make a report on the latest developments in our field. Of course, I'll follow his advice – his advice always sounds like an order ... 9. Many developing countries allow new investment on a joint-venture basis only. They insist on local entrepreneurs, or state agencies, to participate in the ownership and even management of foreign enterprise.

### 7. Translate the following sentences into English using *be to*.

1. Что вам задавали на сегодня? – Мы должны были повторить модальные глаголы, чтобы писать тест. 2. Он должен стать музыкантом. Так решила его мать. 3. Что это вы сегодня не в духе, парни? – Понимаешь, мы договорились вчера с девушками сходить в оперу, а они предпочли Psy с его *Gangnam Style*. 4. Сколько раз мне суждено пройти через это? 5. В этом году моему другу предстоит сдавать экзамен на бакалавра. 6. Кто должен отвечать за то, что произошло? 7. Никто не должен был беспокоить босса, когда он работал. 8. Что я должен сказать представителю фирмы, когда он позвонит? 9. Ник уже собирался идти домой, но начальник сказал, что он должен выполнить для него срочное задание. 10. По контракту фирма должна была перевести деньги на наш счет еще в марте. Сейчас середина мая, денег нет, а фирма на грани банкротства. Что нам делать? 11. Этот аспект управления мне предстояло изучить намного позже.

### 8. Test yourself. Choose between *must*, *needn't*, *have to*, *be to* and insert the appropriate modal verb according to its meaning given in brackets.

1. Ask Phil, he ... (*supposition bordering on assurance*) know the answer. 2. I warned you that you ... (*prohibition*) tell her anything. You ... (*lack of necessity*) have been so sincere with her! 3. You ... (*urgent request*) take a taxi if you intend to catch the next train. 4. She is very upset. The news ... (*supposition bordering on assurance*) be bad. 5. The shareholders' meeting ... (*a planned action*) start at 10 sharp tomorrow. 6. I ... (*lack of necessity*) go to the bank yesterday as I had enough money on me. 7. Students ... (*prohibition*) talk at the lectures, they ... (*duty*) listen attentively. 8. As the payment wasn't made in due course they ... (*circumstantial necessity*) to break the order. 9. The supervisor says that we ... (*necessity as a result of orders*) report any leakage. 10. I don't deny it's my duty and I ... (*duty*) finish it a few days ago. 11. Since the new boss took us over we ... (*circumstantial necessity*) change our working methods.

12. The money was sent a week ago. It ... (*supposition bordering on assurance*) have been received already. 13. All the payments ... (*obligation*) be made before the goods are dispatched. 14. Investors ... (*strict prohibition*) put all their capital into one fund. 15. The talks ... (*a planned action*) take place on Wednesday. The chief said that I ... (*necessity as a result of orders*) meet our partners at the airport.

## WILL AND WOULD

1. The modal verb **will** is used to show willingness, intention or volition to do something:

*I will give you a hand with the luggage.*

A polite way of saying what you want or what you want to do is **I would like** (– I'd like):

*I'd like to try on this jacket, please.*

The negative form **won't** or **wouldn't** is used to show persistence or resistance to do something:

*I won't take this medicine, Mum!*

2. **Will** is also used in questions to request something. To make a request very polite **would** is normally used:

*Will you post this letter for me?*

*Would you pass me the salt, please?*

3. **Will** is used to express determination or to give an order:

*You will do what you are told!*

4. The expression **would you like** is also used for offering and inviting:

*Would you like a cup of coffee?*

5. Sometimes **will** is used to threaten or promise something:

*One day I'll kill you!*

*I promise I won't shout at you again.*

6. **Would** is also used to express a repeated action in the past. Apart from **used to** which is a colloquial way to express a repeated action in the past, **would** is more preferable in the literary style:

*He would spend hours lying still.*

## EXERCISES

1. Comment on the use of **will** and **would** in the following sentences. Pick up the proverbs and translate the sentences into your own language.

1. Would you like to come to the cinema with us tomorrow evening?
2. I won't go back to him. I won't let him have the children.
3. I'd like some

information about the hotel, please. 4. When he was in low spirits, he wouldn't move for hours at a time. 5. I will ask you, Madam, to watch over your friend. 6. Would you drop me near the station? 7. None are so blind as those who will not see. 8. If it goes on, one day I'll do something wrong and then ... 9. He that will thrive must rise at five. 10. What will be will be. 11. Would you mind helping me to do this work? 12. This week's top twenty, with disc jockey Mike Reid, is the programme you won't miss. 13. The longest day will have an end. 14. As you sow, so will you reap.

## **2. Paraphrase the sentences using *will* to express intention, willingness or persistence, resistance.**

**Example:** I can do this work for you      I will do this work for you.  
willingly.

1. Can you do me a favour, John? – Yes, willingly. 2. I don't want to go till you listen to me. 3. "I wanted to have a talk with you ... Won't you sit down?" – "No, I have no desire to sit down," he answered aggressively. 4. Keith doesn't want to see a doctor, or take any advice. He doesn't want to see anyone. 5. I've told you again and again that I don't want to be interfered with when I'm playing patience. 6. I've proved to you that I love you more than anybody else loves you and still you don't want to leave that man and go with me. 7. Only don't talk to me about divorce, for I simply don't want to hear of it. 8. You must be tired; do you want to have a rest? 9. "I'm not lying," I said. "If you don't want to believe what I say why do you keep asking me?" 10. I'll give ten thousand pounds to my younger son Christopher to be paid to him on the day of his marriage to Sarah, if she wants to marry him. 11. I ask for your advice; and I'm waiting for it. I have no desire to have all the responsibility thrown on my shoulders. 12. I don't want to wait for an answer. Can't you give me a decision on the spot?

## **3. Change the following sentences to express (polite) request.**

**Example:** Give me this book, please.      Will you give me this book? /  
Would you mind giving me  
this book?

1. Carry these heavy boxes upstairs, please. 2. Turn the music down, Roy. 3. Bert, stay for lunch with us. 4. Give me a light, please. 5. David, do some work in the garden. 6. Mrs. Gates, I'm leaving for a week. Keep an eye on my things. 7. Walter, pass the messages to the boss, please. 8. Book me a seat in the pit stalls at the Albert Hall. 9. Lend me your Lexus for tonight, please. 10. Pay this into my current account. 11. Put the name of the payee, Madam. 12. Show me your cheque card, Sir.

#### 4. Work in pairs. Respond to the following using *Would you like ...*

**Example:** You're going to see a well-known film. You think Jo would enjoy it. Invite him. Would you like to come to the cinema with me tonight?

1. You're sitting on a crowded bus. There's an old lady standing. Offer her your seat. 2. The lady sitting next to you wants to light her cigarette but she hasn't got any lighter. Offer her your lighter. 3. There is a concert by the Backstreet Boys on tonight and you're going with some friends. You believe Kate is very fond of the group. Invite her. 4. Dave has missed the last bus to his place. You have a car with you. Offer him your help. 5. You're having a picnic on Saturday. Invite the people you'd like to see. 6. Pete likes Mary, but he's very shy to invite her for lunch himself. Pete asks you to help him. Invite Mary for Pete. 7. John has been working day and night for the whole week; he must be tired. Offer him to have a day's rest. Invite him to go to the country. 8. A business partner has just come to see you in your office. Offer him/her something to drink. 9. You're a shop assistant. For half an hour you've been watching a lady trying on several tops but hesitating which one to decide on. Offer her a blue Shetland pullover.

#### 5. Using *will* complete the sentences below to express threat or promise.

**Example:** If you don't behave, I ... . If you don't behave, I will punish you!

1. If you finish the first year with good marks, I ... ; if you finish the first year with bad marks, I ... . 2. Whenever you leave, I promise I ... . 3. If you keep on answering this way, I ... . 4. If you don't buy me a car, I ... . 5. When the missing luggage arrives, we ... . 6. I ... till you listen to me. 7. You don't like me swearing? I promise I ... ever again! 8. I'm sick and tired of vegetarian food! One day I ... . 9. When I have more news of the event, I ... . 10. Sorry for being rude to you. I promise never again I ... . 11. If you do this job for me, I ... . 12. If the firm's representative telephones, I ... .

#### 6. Paraphrase the following sentences to show a repeated action in the past using *would*.

**Example:** Gwen was very fond of music. She could listen to it for hours. Gwen would listen to music for hours.

1. When Phil was a student, his habit was playing tennis once a week.  
2. I remember George's habit to sit and keep silent the whole evening.

3. When we shared a room together, we often stayed up talking late into the night. 4. That cinema is nearly always empty now. I remember a few years ago there were crowds of people there every night. 5. When I was a teenager, I often spent the whole evening listening to music. 6. Nick was good company. Every time he came, he liked to entertain everybody with amusing stories. 7. Whenever Sam was angry, he preferred to walk out of the room. 8. When we were children, we lived by the sea. In summer, if the weather was fine, we used to get up early and go for a swim. 9. The big entrance lounge of the hotel was a favourite place for the elderly ladies. Miss Marple always remembered them sitting at tables and eyeing the newcomers. 10. Jane had a rich imagination. I think she couldn't live a day without inventing a story and saying it was true. 11. When Martha was younger, she was working day and night to feed the family. Time and again I saw her coming home very tired.

**7. Complete the following sentences with *would* or *used to*. Sometimes both forms are possible.**

1. They ... be happy together but now they're not. 2. When I was at school, I ... never do my weekend homework until Sunday evening. 3. During my last year at the University I ... go to the library to start work at 9 o'clock in the morning. 4. He ... go for a run every day. 5. He ... have a lot of free time before he started working there. 6. I remember in childhood when there was a lot of snow we ... go skiing almost every day. 7. We don't know what has happened with her. She doesn't study as hard as she ... . 8. He ... work overtime before he retired. 9. She ... help everybody who was in need. 10. Mr. Doyle is a nice person. I remember he ... get on well with all his colleagues when he worked for our company.

**8. Translate these sentences into English using *will* or *would*.**

1. Я охотно помогу тебе, если ты объяснишь, как это делать. 2. Мистер Котлер с удовольствием примет ваше приглашение. 3. Чему быть – того не миновать. 4. Когда-то в детстве Лиза часами слушала отца, зачарованная его рассказами о путешествии в Африку. 5. Мой друг ни за что не останется здесь, если его словам не верят! 6. Извини, пожалуйста. Я больше никогда не буду плохо вести себя. 7. Купите мне, пожалуйста, два билета в ложу оперного театра на субботний спектакль. 8. Ты сделаешь то, что тебе говорят! 9. Будьте добры подписать чек, мадам. 10. Долгий перелет из Торонто наверняка утомил вас, мистер Кендал. Не желаете что-нибудь выпить, а потом отдохнуть? 11. Ты же не станешь отрицать, что контракт не был подписан по твоей вине, не так ли? 12. Я обязательно получу степень магистра по управлению

бизнесом, как бы трудно это не было! 13. Стивен Райт, скромный служащий из Сити, был человеком привычки. Он всегда вставал в 7.25, завтракал в 8.05. На завтрак у него были, как всегда, два яйца всмятку, тост с джемом и большая чашка чая. Ровно в 8.45 Стивен уходил на работу.

## SHALL

1. The modal verb **shall** is used to promise, warn or threaten. In this case, it is used in all the persons (singular and plural):

*You shall read this letter yourself.*

*She shall have a scandal if she behaves like that.*

2. **Shall** is also used to offer or suggest something:

*Shall I help you?*

*Shall we wait a bit?*

3. **Shall** is normally used to ask for instructions:

*Shall I read the text?*

4. **Shall** can also be used to express determination:

*As you sow, so shall you reap.*

## EXERCISES

1. Comment on the use of **shall** in the following proverbs and sayings. Give their equivalents in your own language. Use them in situations of your own.

1. Man shall not live by bread alone. 2. He who does not work neither shall he eat. (*He that will not work shall not eat.*) 3. At the game's end we shall see who gains. 4. As a man lives, so shall he die. 5. They that take the sword shall perish with the sword. 6. He that is born to be hanged shall never be drowned. 7. He who touches pitch shall be defiled. 8. He who says what he likes shall hear what he does not like.

2. Make offers for the following situations. Begin the offer with **Shall we ...?** or **Shall I...?**

1. Your granny has written a post card that she wants to post at once. You're going out. So you say ... 2. You and your friend are walking in the park. You feel like eating something. So you suggest ... 3. You are going out. It looks like rain but you're not sure whether to take an umbrella. So you say ... 4. The family is in the sitting room. It's very hot but the windows are closed. 5. You meet your friend. You want to go somewhere. So you

suggest ... 6. The weather is fine. You want to have a ride to the country with your friend. So you say ... 7. There's a concert in the club tonight and you'd like to go. Make suggestions to your boyfriend / girlfriend ... 8. Your colleague wants to know how to operate a Xerox photocopier. Make your offer. 9. After the reception you see your colleague has no car. You arrived there in your BMW. Make your offer. 10. You see your colleague is nervous, as he can't finish the assignment in time for some reasons. You want to help him. 11. You meet your peer who is to arrange a charity action for the disabled in the region. The action is tomorrow but he still has lots of things to do. So you say ...

### 3. Work in pairs. Reply to the following to express promise, warning or threat.

**Example:** You haven't told me what Nick's message is about.      You shall read his message yourself.  
(*read this message yourself*)

1. I can't stand the heat! It's intolerable! (*give icy water to drink*) 2. That guy has injured my knee-cap! (*punish*) 3. I'm telephoning to get the news about my missing son. (*tell / as soon as we have the news of him*) 4. Laura is telling lies about your private life. (*have a scandal*) 5. I'm terribly cold, and it takes an hour to reach the place. (*sit by the fire there*) 6. I'm asking you again where you have been all night. Answer, quickly! (*never learn the truth / if you keep on asking me in such a tone*) 7. I'm sick and tired of your advice and care! I want to be independent! I want to leave the house! (*leave the house for nowhere*) 8. Yes, I've killed that fellow! He was always getting on my nerves making fun of and mocking at me. (*answer for it with one's life*) 9. I won't do this work! I consider it wasting my time and efforts. (*do it the way I'll tell you*) 10. I'm very tired. I can't see the end of the project. (*have a rest soon*) 11. Why do you keep me waiting here so long? I want to see the shop manager right now! (*see in a minute*)

### 4. Ask for instructions in the way shown in the example.

**Example:** I need some flowers to decorate the house for the party.      Shall I buy any flowers?

1. My grandchildren are coming to see me tomorrow. I need some chocolates for them. 2. It's very stuffy in the room. 3. Everybody has been so busy today that nobody has taken the dog for a walk. Poor thing! 4. Waiter. The meat is too spicy! I simply can't eat it! 5. Cameron's *Avatar* is on at the

cinema next Friday. I'd like to go. 6. I have no news about your missing pet yet, Mrs. Hailey. 7. You know, I can't stand modern hotels! Are we staying in this block of concrete and glass for a week? 8. You know perfectly well that I like peace and calm. But this hotel is overcrowded with noisy tourists! 9. I'm exhausted and can't drive a car. But I'm to be in Bristol for an interview in an hour. 10. Miss Adams, a very important person, is visiting us at four o'clock. 11. You know, Gladys, the assistant is very busy with arranging tomorrow's meeting, he is simply up to his eyes in work.

## 5. Translate these sentences into English using *shall*.

1. Разрешите вам помочь? 2. Сынок, это лето ты проведешь у бабушки в деревне. Обещаю, что в следующем году ты поедешь с друзьями к морю. 3. Нет, мы пока не нашли ваш багаж. Да, мы сразу же сообщим вам, как только найдем его. 4. Ты сделаешь так, как тебе говорят! 5. Мне надоела твоя забота обо мне! Ты мне и шагу не даешь ступить без твоей опеки. Я сегодня же перееду жить в гостиницу! – Никуда ты отсюда не уедешь! Попробуй только! 6. Цыплят по осени считают. 7. Мэри, сегодня у меня очень важная встреча в конце рабочего дня. – Что я должна сделать, босс? Сварить кофе? А затем позвонить вашей жене и сказать, что вы задерживаетесь? 8. У меня столько дел последнее время! Я работаю даже по субботам, чтобы завершить проект. – Скоро отпуск, тогда и отдохнешь.

## SHOULD AND OUGHT TO

1. Modal verbs **should** and **ought to** are used when you want to advise somebody to do something because you think it is a good idea to do or the right thing to do:

*Mike should stop smoking.*

*You ought to see a doctor.*

**Shouldn't** and **ought not to** are used when you want to say that it is not a good thing to do:

*Bob shouldn't drive really. He is too tired.*

*You ought not to drive so fast.*

**Should** and **ought to** are not as strong as **must**. Compare:

*He should stop smoking.* (– It would be a good idea.)

*He must stop smoking.* (– It is necessary that he stops.)

2. **Should** and **ought to** are often used when you ask for or give an opinion about something. In this case **I think / I don't think / Do you think ...?** should be used:

*I don't think you should work so hard.*



3. **Should** and **ought to** are also used to say that something will probably happen:

*She's been studying very hard, so she **ought to** pass her exam.*

4. **Should** is used to say that something is not right or not what you expect:

*Those children **shouldn't** be playing. They **should** be at school.*

5. For the past, **should** and **ought to** are used with the perfect infinitive to criticize the person who did the wrong thing:

*I'm feeling sick. I **shouldn't** have eaten so much chocolate.*

*I **ought** never to have come.*

6. **Should** and **ought to** are also used with the perfect infinitive to reproach somebody:

*You **should** have asked him!*

*You **ought to** have told me that before!*

7. Very often **should** is used in emotional speech:

*How **should** I know it?*

8. **Should** can also be used in the subordinate clauses of condition:

*If you **should** see Tom today, can you tell him to phone me?*

This is similar to "If you see Tom" (*without should*), but with **should** the speaker is less certain:

*Don't worry if I **should** be late home tonight.*

Не волнуйся, если сегодня я вдруг вернусь домой позже.

9. **Should** can be used after the verbs *suggest, propose, demand, insist, recommend* (other structures are possible too) and after the adjectives *essential, funny, important, interesting, natural, odd, strange, surprised, surprising, typical*:

*They insisted that we **should** have dinner with them.*

*I was surprised that she **should** say such a thing.*

## EXERCISES

1. Comment on the use of *should* and *ought to* in the following proverbs and sayings. Give their equivalents in your native language. Make up a few situations in which you could use them.

1. Books and friends should be few but good. 2. Children should be seen and not heard. 3. Liars should have good memories. 4. Law-makers should not be law-breakers. 5. Blind men should judge no colours. 6. Those (people) who live in glass houses should not throw stones. 7. There should be a law against it. 8. Leave undone those things which one ought to have done. 9. The cobbler should stick to his last.

**2. You are giving advice to a friend. Use *should / ought to* or *shouldn't / ought not to*.**

**Example:** Your friend is afraid he'll miss the train. Advise him to take a taxi.      You **should (ought to)** take a taxi.

1. Your friend is going to visit Greece. Advise him to learn a few words of Greek before he goes. 2. Sally seems to forget about her promise given to your friend. Advise him to remind her. 3. Your friend is always coughing because he smokes too much. Advise him to stop smoking. 4. Your friend has a bad toothache. Advise him to go to the dentist. 5. Your friend rides his bike at night without lights. You think it is dangerous. Advise him not to do it. 6. You have just seen a good film. Advise your friend to go and see it. 7. Your friend is explaining something to you the third time but you still don't understand. He begins to shout at you. Advise him not to be so impatient. 8. Your friend has been driving for six hours, so he's too tired. Advise him to have an hour's rest or not to drive. 9. The police are following your friend's car as he is driving so fast. Advise your friend not to drive so fast or drive slower. 10. Bob is willing to park the car but you see a No Parking sign. Advise him not to park here. 11. Your friend is leaving for an interview; he wants to produce a good impression on the employer. Advise him to be self-confident and think over before answering any question. 12. The CEO is working. He doesn't like to be bothered. Your colleague wants to see him. Advise him not to trouble the chief. 13. Your peer is learning the issue but he doubts if the information is reliable. Advise him not to draw a conclusion on unreliable information. 14. The financial officer doesn't take the personnel's problems into account and attributes the firm's failure to the region's economic instability. Advise him not to do that.

**3. Using *I think / I don't think* give your opinion about something.**

**Example:** You don't think it would be a good idea for Jill and Sam to get married.      I don't think Jill and Sam **should** get married.

1. I think it would be a good idea to leave her alone now. 2. Peter has a bad cold. Tell him that you think it would be a good idea for him to stay in bed this evening. 3. You think it would be the right thing for all motorists to wear seat belts. 4. You think it would be a good idea if this work was done systematically. 5. I don't think it would be the right thing for Alex to be talking so loud here. 6. Tony has just been offered a job. You think it would

be a good idea for him to accept it. 7. Your friend usually works so hard to feed his large family. He's been too tired. You think it would be a good idea for him not to work so hard. 8. Your girlfriend is saving up money to buy a new car, so she works overtime five days a week, and you can't fix an appointment on a working day. What do you think about it? 9. You think it would be a good idea for your secretary to learn to operate a photocopier. 10. Millions of people starve to death every year. You think it would be the right thing for governments to spend less money on animals and more money on people. 11. The economic situation in the region is very tough. You think it would be a good idea for the local government to attract foreign investments in key sectors. 12. The chairman can't attend the meeting, where important issues will be discussed. You think the right thing for him to do is to delegate his voting powers to his deputy.

**4. Read a situation and write a sentence with *should (not) / ought (not) to* and the perfect infinitive to criticize a person who did the wrong thing.**

**Example:** It was very cold. Max, who had been ill recently, was walking without a coat.      Max **ought to (should) have put** a coat on.

1. We went for a walk. While we were walking, we got hungry but we hadn't brought anything with us to eat. 2. The children normally go to bed at 9 o'clock. Yesterday at 9.45 there was an interesting serial on TV, and the children were not in bed. They were watching the serial. 3. I went to Paris. Marcel lives in Paris but I didn't go to see him while I was there. When I saw him later, he said: ... 4. When we got to the restaurant there were no free tables. We hadn't reserved one. 5. The notice says that the shop is open every day from 9 o'clock. It was 9.20 when we came up to the shop but it was closed. 6. The speed limit was 30 miles an hour but Roy was driving at 50. He was fined £100. 7. The accident happened because Ted was driving on the wrong side of the road. 8. The driver in front stopped suddenly without warning and I drove into the back of his car. It wasn't my fault. 9. I can't imagine Jane was listening to our conversation. It was private. 10. Why didn't you come to the party arranged by the Walkers? It was great. 11. Many animals on the earth have become extinct because for years they were killed mostly for skins, bones or tusks. 12. If governments of all countries spent more money to save rare animals, these animals wouldn't be in danger of becoming extinct now. 13. Mary didn't take into account the character of her boss who never changed his mind, so she had to quit. Now she is sorry about it.

**5. Complete the following sentences inserting *if... should ...* .**

**Example:** I don't want to be late tonight but don't worry .... I don't want to be late tonight but don't worry if I **should** be late home.

1. I don't suppose you will need any help but ... just let me know.  
2. I don't think there will be any letters for me while I'm away but ... can you send them to this address?  
3. I don't suppose you'll see your brother this evening but ... can you remind him of our meeting on Friday?  
4. I don't think Rosa will arrive before I get home but ... can you look after her until I come?  
5. It doesn't look like rain but ... can you bring in the washing from the garden?  
6. I don't suppose you'll go to Bristol this week, but ... can you take a bonsai for my mother with you?  
7. I don't believe you'll be given a permission to do it but ... I'll be happy to help you.  
8. I don't suppose to do the shopping on Saturday but ... will you drive me to the shopping center?  
9. I don't suppose you'll work the photocopier today but ... can I ask you to show me how to operate it?  
10. I don't think the traffic will be very heavy early in the morning but ... we won't be able to keep to the main road.  
11. I don't think there'll be a problem with publishing your book here but ... can you consult the agency's lawyer at once?  
12. I don't suppose you'll have been able to finish the project by Friday as too much work is left to be done but ... can you inform me at once?

**6. Read a sentence and then write a new one that means the same as the first sentence. It should begin with the verb given in the first sentence.**

**Example:** "Why don't you have a rest for a few days?" he suggested to me. He suggested that I **should** have a rest for a few days.

1. "I think it would be a good idea to see a specialist", the doctor recommended me.  
2. "Why don't you go away for a week?" he suggested to me.  
3. "You really must stay a little longer", Julie insisted.  
4. "Why don't you visit the museum after lunch?" I suggested.  
5. "You must apologize for being rude to me", demanded Mary.  
6. "We think it would be better if Smith was dropped from the team", Johnny suggested, and Brian supported him.  
7. "My honour must be satisfied", insisted the customer.  
8. "You must pay the rent by Friday at the latest", he demanded.  
9. "You must pay for the damage", she demanded.  
10. "It's necessary to speed up the housing problem in the area", they recommended.  
11. "You must work 18 hours a day if you want high and steady profits", they demanded.  
12. "It is a good idea to enter into partnership with Seaton Industries", they advised.  
13. "Some measures

to cut unemployment must be taken”, they insisted. 14. “It’s a good idea to use outdoor signboards that are attractively designed and well lighted”, suggested the advertising agency.

**7. Work in pairs. Giving reasons say that you think something will happen.**

<b>Example:</b> Do you think Sally will pass her exam?	She should pass her exam as she’s studying hard.
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1. Do you think Maxim Mirny will win the Davis Cup? 2. Do you think a 1000 dollars will be enough to do all the shopping for the wedding party? 3. Do you think Tommy will get the job he has applied for? 4. Do you think Max will pass the Graduation Management Admission Test? 5. Do you think he will be admitted to study at Hong Kong Business School? 6. Do you believe the project will be done in time? 7. Do you think your deputy will understand how our organization really works? 8. Do you think computers will soon make most routine jobs for human beings? 9. Do you think you will be able to find out who was behind the decision? 10. Do you think the company can survive if a recession comes? 11. Do you believe the enterprise can do better next quarter? 12. Do you think Japan’s invasion of western markets will receive widespread publicity? 13. Do you share the opinion that western companies will practise certain Japanese business methods? 14. Do you think that green enterprises will dominate in world economy?

**8. Express your disagreement with the following, giving your reasons.**

<b>Example:</b> You should go to bed.	Why should I? It’s not so late and I’m not sleepy.
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1. You should give him all possible support. 2. I think you are sorry about what has happened. 3. I think you should express your opinion openly. 4. You should thank John for his advice. 5. You should make a speech at the annual conference. 6. Mr. White, your colleague, won’t be in this week. I suggest you should cover his workload. 7. You seem to like the added responsibility your new job gives you. 8. You have some free time. Will you sort out all this material? 9. You ought to think more of her problem and render help. 10. I think you will complete the assignment for me. 11. You have a ready tongue. I think you will hold the press conference and answer the reporters’ questions. 12. You should mention the subject of increasing claims at the meeting. 13. You ought to advertise on the company’s new product. 14. We are facing a staff problem and the trade union representatives want to see the personnel manager. He is away so you should negotiate with them.

**9. Work in pairs. Express reproach using *should (not)* / *ought (not)* to with the perfect infinitive.**

**Example:** Ann had low marks in finance last term, therefore she failed her exam. *(help her)* You **should** (ought to) **have helped** her.

1. Nick fell ill, missed many lessons. So now he is not confident with his knowledge. *(help him to catch up with the group)* 2. Jane wrote to me long ago and still she hasn't heard from me. *(answer the message)* 3. Pat and I are no longer friends. I gave a promise to write a course paper for Pat but didn't keep it. *(break one's promise)* 4. I was sent to hospital because I took too much to heart the lies one of my friends was telling about my private life. *(worry about such nonsense)* 5. I believed that fellow, I trusted him all the money I had got, but he disappeared leaving me not a penny. *(believe that fellow; trust him)* 6. Bill advised me how to behave at the interview to produce a good impression on the employer but I did my own way and failed. Since that time I'm unemployed. *(follow one's advice)* 7. I happened to overhear you – I think you'll work faster if you assemble the parts this way. *(tell me that before)* 8. I took the dog for a walk in the park but soon I lost it. *(keep the dog on a lead)* 9. I lost my chance of winning \$100,000 in prize money when my friend admitted forgetting to post my entry form. *(post one's entry form oneself)* 10. You know, I lost my job at a car factory last week after making an unfortunate remark about my boss's wife. *(think over before you talk; keep one's mouth shut)*

**10. Translate the following sentences into English using *should* / *ought to*.**

1. Если вдруг ситуация прояснится до среды, сообщи мне, пожалуйста, об этом. Если же у тебя появятся вопросы по стратегии развития компании, связывайся с руководителем департамента исследований и развития. 2. Велосипедистам не следует ездить без света в сумерках. Это опасно. 3. Стив предложил мне купить планшет. Он порекомендовал остановиться на модели *Apple A5*. 4. Владелец дома потребовал, чтобы мы внесли квартплату до понедельника. 5. Вчера состоялась очень интересная встреча с Ричардом Бартоном, известным британским бизнесменом. Тебе стоило бы пойти. 6. Да, я знаю, что с тобой произошло, и сочувствую тебе. Но тебе не следовало доверять все свои деньги малознакомому человеку! 7. Удивительно, что на должность начальника отдела назначили недавнего выпускника университета! 8. Я уверен, наше предприятие, несмотря на экономический спад, будет и далее успешно работать. 9. Если хочешь произвести хорошее впечат-

ление на представителя фирмы, тебе следует держаться уверенно. 10. Большинство населения считает, что правительству следует принять незамедлительные меры, чтобы снизить уровень безработицы в стране. 11. Ты знаешь, что Макс потерял работу в компании, где он проработал 15 лет? – Потерять такую работу! Что же произошло? – Он нелестно высказался о жене своего начальника отдела. – Да, ему следовало бы держать язык за зубами!

## MIXED BAG ON MODALS

**1. Use the prompts to complete the extract from a radio programme below. The first one has been done for you.**

London in the rush-hour! Everyone complains about it, don't they? And everyone agrees that (1) **something has to be done**. But (2) ... about the endless traffic jams, the late trains and the overcrowded buses? We've been out to ask people in the street how they think (3) ... . Nearly everyone feels that (4) ... and that (5) ... . To do this, they say that (6) ... and then (7) ... . Other people feel that (8) ... and (9) ... so that (10) ... from taking their cars into the city centre. But (11) ... in the near future? We hope so, because (12) ... . Otherwise, one day soon, London's traffic will come to a complete standstill.

Prompts: 1. *We have to do something.* 2. *What can we do?* 3. *We could solve the problem.* 4. *We have to improve the public transport system.* 5. *We ought to reduce fares.* 6. *The Government should provide more money.* 7. *It would encourage people to leave their cars at home.* 8. *We need to introduce higher car-park charges.* 9. *We ought to employ more traffic wardens.* 10. *It would discourage drivers.* 11. *Will they do anything about the problem?* 12. *We must find a solution quickly.*

**2. Put in an appropriate modal verb. Sometimes there may be more than one acceptable verb.**

1. Excuse me, ... you lend me your pen for a moment? 2. I'm feeling sick. I ... have eaten so many sweets. 3. We haven't decided where to go on holiday. We ... go to Wales again, but I'm not sure if we ... afford it. 4. At least 500,000 more houses ... be built as soon as possible. 5. There's somebody at the door. Who ... it be? – It ... be Barbara. She's in France. – Of course, it ... be Mike. He said he'd call in to collect his shopping. 6. If you ... allow me, I ... copy your remarks into my diary. 7. He ... be drunk – I ... understand a word he says. 8. We're afraid that our landlord ... raise our rent soon. 9. Everybody ... know how to do simple first aid.

10. David ... to have made a report at the conference but he fell ill. 11. You ... drive so fast! There is a speed limit. 12. You knew Paul was going to that place. You ... have warned him about the danger! 13. Rents ... be controlled by the government. 14. He that ... not work ... not eat. 15. What will you do if you ... lose your job?

**3. Complete the following pieces of conversation, heard at a party, with a suitable modal verb. Sometimes there may be more than one acceptable answer.**

1. – Another glass of wine, Harry?  
– No, thanks. I ... have a beer this time.  
– Harry, you ... drink too much or you ... drive home!
2. – Who's that man over there, talking to Peter?  
– Oh, I ... remember his name, but I think he ... work with Sheila before she changed her job.
3. – You ... be Sheila's sister! You look just like her!
4. – I thought Tom was coming to the party.  
– Oh, he phoned earlier to say he ... be late.
5. – You ... try one of these sandwiches, Terry. They're awfully nice.
6. – ... you ... dance, Catherine?  
– Not really, if you don't mind. I ... sit here and talk.
7. – It's awfully late, Derek. We ... go home.  
– Oh, we ... leave yet. Tomorrow's Saturday.
8. – ... I open a window, Sheila? It's awfully hot in here.  
– Yes, of course. ... you manage, or ... I do it for you?
9. – I ... give you a lift home if you like, Mary.  
– If you ... drop me off at the end of my road, I'd be very grateful.
10. – Lovely party, Sheila. Thanks for inviting us.  
– Well, I was glad you ... come.

**4. Complete the following sentences with the modal verb that suits the situation and the infinitive in the appropriate form.**

1. He is not answering the phone, I think he ... (*not hear*) the ring. 2. The roads are fairly quiet today so we ... (*to have*) a good journey. 3. I ... (*to join*) the sports club in summer but I haven't decided yet. 4. I ... (*to come*) and visit you at the weekend. Anyway, I'll give a ring to let you know. 5. The materials in Innovative Management ... (*to find*) on CDs in the red box. 6. She was with a man I didn't recognize. It ... (*to be*) her brother because he looked a bit like her. 7. I don't know where she is. She ... (*not still to play*) tennis: it's been dark for the last hour. 8. I don't think you ... (*to offer*) to help him. You've got enough work to do yourself. 9. They ... (*not to pay*) to stay



in a hotel. They can stay with us. 10. The waiter ... (*to misunderstand*) the foreigner and brought him a wrong dish. 11. I'm absolutely sure she ... (*to speak*) to the manager. 12. The government ... (*to do*) something about the crisis. 13. I promise the problem ... (*to solve*). 14. We ... (*to meet*) last Tuesday but she went on business. 15. Traveller's cheques ... (*to exchange*) at most banks.

**5. Look at this job advertisement that appeared in the Situations Vacant column of a regional newspaper.**

#### RADIO

**REQUIRED IMMEDIATELY:** Radio programme presenter (*age range: 18–28*) for new *Youth Now* music programme on local radio. Must be sympathetic to young people generally and have interests in and knowledge of recent music trends. Some interview and travel work also involved (expenses paid), but no broadcasting experience necessary.

Apply with full curriculum vitae: Box No. 1094.

*The three candidates below were all shortlisted and invited to interview. Read through the brief descriptions of each of them and write your responses of your first choice for the job, your second choice or your responses not to offer the job. The responses should be based solely upon the information provided. Use as many modal verbs as possible.*

**Example: JENNY PUGH**

Age: 25

Married with one-year-old baby

Not interested in clothes

Enjoys hip-hop music and goes to K-pop concerts occasionally

Has strong Scottish accent

Works in old people's home

Is highly critical of "the media" – feels that young people are manipulated by press, TV and radio.

My first choice for the job would be Jenny Pugh as she is mature enough to understand the problems of young people. Her interest in hip-hop music **may** mean she keeps up with current developments. She **must** be a sympathetic sort of person to work with old people and her ideas about the media **might** bring a fresh approach to youth radio programmes.

(55 words)

### ***JULIE WATERS***

Age: 27

Smart appearance; good dress sense

Married: two young children

Qualified piano teacher

Likes modern music, including EDM, punk, R'n'B and other trends

Also interested in ballroom dancing

Lively, attractive personality

Thinks that young people should be free to experiment with fashions and life-styles.

### ***ADRIAN LEWIS***

Age: 21

Casual but tidy appearance

Unmarried; lives with parents

University student doing research into early European music; plays in local brass band; sings in church choir

Attends "Keep Fit" evening classes

Sincere, thoughtful person

Collects jazz records.

### ***DAVID ADAMS***

Age: 19

Untidy, punk appearance

No special musical talent

Unemployed; unmarried

Lives in lodgings with friends

Once worked as assistant road manager for local rap group

Quick talker; interested in fashion

Hopes to go to USA when older and richer.

**Continue in about 50 words each of the three paragraphs, giving your reasons for your choice:**

1. My first choice for the job would be ... .
2. My second choice would be ... .
3. I would not offer the job to ... .

# THE INFINITIVE

1. There are the following forms of the infinitive:

Forms of the Infinitive	Examples
Indefinite Active	He doesn't <b>know</b> it.
Indefinite Passive	It should <b>be done</b> in time.
Continuous Active	They must <b>be travelling</b> in Europe now.
Perfect Active	I'm happy <b>to have learnt</b> the truth.
Perfect Passive	He's happy <b>to have been promoted</b> .
Perfect Continuous Active	He seems <b>to have been working</b> hard.

2. Indefinite Infinitive Active, Passive and Continuous Infinitive Active are used to express an action simultaneous with the action expressed by the predicate:

*This work **had to be done** yesterday.*      Это работу нужно было сделать вчера.

Perfect Infinitive Active, Passive and Perfect Continuous Infinitive Active are used to express an action prior to the action expressed by the predicate:

*He **claimed to have been badly served**.*      Он пожаловался, что его плохо обслужили.  
*It **seems to have been snowing ever since we came here**.*      Кажется, снег идет с той самой минуты, как мы приехали сюда.

3. The Infinitive is used without the particle **to** in the following cases:

a) after auxiliary verbs:

*It **didn't snow** at all last winter.*

*It **will be frosty** tomorrow.*

b) after modal verbs except the modals *ought to*, *have to*, *be to*:

*He **can do** this job well.*

***May I carry** the bag for you?*

c) after verbs denoting perception such as *feel*, *hear*, *notice*, *observe*, *see*, *watch*, *regard as*, etc. in the active voice:

*Did you **notice the boys go out**?*

*I **saw him get on** a bus tonight.*

d) after the verb *let*:

***Let me know** what's happening.*

e) after the verb *make* (заставлять) in the active voice:

*What **makes you think so**?*

f) after the verb *help* (the omission of the particle “to” after the verb *help* is more usual in American than in British usage):

*I helped Nick find his things.*

g) in infinitive sentences beginning with *why*:

*Why not go with us?*

h) after the expressions *had better*, *would rather*, *would sooner*, *cannot but*, *nothing but*, *cannot choose but*:

*You had better not think about it.*

## EXERCISES

1. Open the brackets by using the infinitive with or without the particle *to*.

1. You may (*join*) us, if you wish. 2. The old lady didn't actually (*see*) the child (*take*) the matches. 3. Let her (*do*) what she wants (*do*). 4. Why not (*allow*) her (*do*) as she likes? 5. When I was a child I was made (*practise*) the piano every day. 6. They were seen (*come*) to the corner and (*turn*) to the right. 7. Carol didn't (*want*) (*bother*) anyone. 8. The seaman's hands helped Bentley (*sit*) up. 9. You'd rather (*meet*) with the bank manager. 10. Jane felt herself (*grow*) red to the tips of her toes. 11. She understands what he must (*go*) through, and she wants desperately to help him. 12. The company can (*supply*) cement in July. 13. You'd better (*try*) (*not think*) about the idea (*get*) in touch with the firm – it won't (*help*). 14. The work looks horrible. It seems (*do*) in haste. 15. Edward was prepared (*return*) to Brazil immediately if Roger turned out (*be involved*) in any way with the new capital project. 16. If you think it necessary (*make*) changes, you must (*choose*) the right moment to make them.

2. Answer these questions using the infinitive after the verbs of sense perception.

**Example:** Did Jane take the key?

Well, I didn't actually see her take the key.

1. Did your brother lock the door? 2. Did Donald visit Sally in the hospital? 3. Did Jack queue for his paper and cigarettes? 4. Did your granny take the medicine? 5. Did the postman weigh the parcel? 6. You know now, it was burglary. Did the fellows climb into your cottage through the window? 7. Did the girl drink the coffee in the cup on the table? You know, she is dead now. 8. Did Bob take the money? 9. Did the policeman inspect your friend's car? 10. Did Henry put the air-tickets in his pocket? 11. Did your colleague read the instructions? 12. Did your boss visit Canada last week? 13. Did the customer sign the cheque? 14. Did Bob apply for a bank loan? 15. They say the sales manager shouted at his secretary. I think it's just a rumour.

**3. Work in pairs to speak about somebody's behaviour. Say that this is the parents or somebody else's fault that he / she is so troublesome.**

**Example:** John fights with the neighbour's son. But why do the parents let John fight with him?

1. Dave is a lazy bones. He stays in bed all Sundays. 2. They were quarrelling and Bill kicked his brother. 3. Diana always answers back. 4. Nick talked to his mother in such a rude manner! 5. They roller-skate up and down the road-ways. 6. I have to admit that the boy upsets everyone. 7. Bert was furious and broke the furniture. 8. I dislike Susan using this awful language! 9. I don't like his manner of reading at meals. 10. You know, Mary has given up her job. 11. Having no money left Angela is still staying at the Hilton hotel. 12. Kate likes people who listen to her. She likes to dominate and it's hard to get a word in edgeways when she speaks. 13. Though they are peers in the unit, Max tries to put pressure on his colleague. 14. The deputy signed the contract without the manufacturer's consent.

**4. Respond to the following using the infinitive after the verb *make* in the active or in the passive.**

**Example:** I hope Mary did it. Yes, I made her do it.  
Yes, she was made to do it

1. Tom shaved off his beard, didn't he? 2. I hope Ted apologized for being rude with Kate. 3. I suppose Emily told her parents the truth. 4. Max worked harder last term, didn't he? 5. I hope Alice explained why she refused to type the report. 6. The head of the department dismissed the drunk man, didn't he? 7. I suppose Sheila got in touch with the chief receptionist. 8. I hope Oscar sold out the Volvo shares. 9. I hope Anthony e-mailed the message. 10. I suppose Mike gave an account of his trip to Bern. 11. Mr. Fisherman drew out a cheque of \$1,000, didn't he? 12. I hope the sales manager informed the senior executives about the losses in the company's operating profits. 13. I believe the counterpart changed the terms and the dates in the contract. 14. The supervisor gave you a straight word about your future promotion, didn't he?

**5. Give some advice or recommendation, using the infinitive with *had better*.**

**Example:** I've got a splitting headache. (take a pill) You'd better take a pill.

1. Barbara is terribly overweight. (go on a diet) 2. At dinner Jack pushed the jug with sauce and spoilt Mary's new dress. (apologize for that) 3. Helen

doesn't like the idea of staying alone. (*accompany her to the park*) 4. Bill is afraid the fire might destroy his new cottage. (*insure it*) 5. Though of high quality these gadgets are very seldom purchased. (*decrease the price*) 6. I think the meeting has already begun. (*hurry up*) 7. The CPA doesn't like the liabilities' part in the balance-sheet of this company. (*consult with its chief accountant*) 8. No-one can expect unskilled workers to become experienced engineers overnight. (*train them*) 9. He has made a mistake in the account. (*calculate again*) 10. The firm's statement is worsening with every day. (*inform the executive manager*) 11. Bob needs more money to expand the business but he doesn't know where to get it. (*issue more shares*) 12. People don't seem to like the idea of saving money in my bank. How to make them interested? (*increase the interest rate*) 13. I wonder how to make the employees more motivated in gaining the organizational goals? (*provide them with a guarantee of further learning and promotion*) 14. My employees do not often realize the actual role of business in a modern society. How to make them get it? (*produce an effective mission statement for the company*)

**6. Translate the following sentences into English using the infinitive in its different forms.**

1. Что заставляет тебя так вести себя? 2. Давай не будем говорить Биллу о том, что здесь произошло. Его это очень огорчит. 3. Директор попросил всех подчиненных обдумать все варианты новой стратегии компании, направленной на увеличение производительности. 4. Мы с Максом занимаем одинаковые должности в отделе, но он всегда старается надавить на меня. – Почему ты позволяешь ему это делать? 5. Вы можете пойти с нами, если хотите. 6. Я видел, как он подошел к компьютеру, нашел файл с информацией о будущей сделке и скачал его. 7. Тебе сейчас лучше встретиться с аудитором и обсудить ошибки, допущенные в отчете. 8. Признал ли сотрудник банка свою вину? – Да, но я думаю, что его заставили признаться. 9. Кто-нибудь видел, как мистер Браун подписал этот чек? 10. Я не верю, что неквалифицированные рабочие могут стать опытными работниками за один день. 11. Если вы считаете необходимым что-то изменить (*make changes*), вы должны выбрать правильный момент для этого. 12. Рядовые работники моей фирмы не до конца осознают роль бизнеса в современном обществе. Ты не знаешь, как изменить ситуацию? – Я думаю, для начала хорошо было бы разработать миссию эффективной компании. Следующий этап потребует разработки философии управления, которая станет основой корпоративного кодекса. Корпоративный кодекс помогает персоналу определиться с моделями поведения и корпоративными ценностями, в том числе с местом и ролью бизнеса в обществе.

## FUNCTIONS OF THE INFINITIVE

Functions		Indicators	Examples
Subject			<b>To err is human.</b> <b>It is never late to study.</b>
Part of a complex subject			<b>He seems to be a good specialist.</b> <b>They are reported to have come.</b>
Part of a compound nominal predicate		After the link verb <i>to be</i>	<b>His desire was to have a dog.</b>
Part of a compound verbal predicate:	modal	After modal verbs, modal expressions, verbs denoting modality: <i>like, expect, hate, hope, desire, intend, want, wish</i> , etc.	<b>I can speak English well.</b> <b>When a boy, he was not able to dance.</b> <b>They expected to arrive in Bern at 4 o'clock.</b>
	aspect	After verbs denoting the beginning, duration and end of the action: <i>start, begin, go on, continue</i> , etc.	<b>Bob began to work.</b> <b>She continued to talk about the problem.</b>
Object			<b>He claims to be an expert in the subject.</b>
Part of a complex object		After the verbs of: sense perception: <i>hear, see, feel, notice, watch</i> , etc.; wish and intention: <i>want, wish, desire, mean</i> , etc.; mental activity: <i>believe, consider, know, think</i> , etc.; feeling and emotion: <i>like, hate, dislike, love</i> , etc.; declaring: <i>tell, declare, report, announce</i> , etc.; order, compulsion and permission: <i>allow, order, let, make, permit, have</i> , etc.	<b>He heard the door lock.</b> <b>I want you to come along with us.</b> <b>He believes it to have been a mistake.</b> <b>She hates him to be bothered.</b> <b>The teacher told us to learn a poem.</b> <b>What made you believe it?</b> <b>Let's go to the cinema.</b>

Functions		Indicators	Examples
Attribute		After: abstract and class nouns;  indefinite pronouns <i>somebody, something</i> ; ordinal numerals; the adjective <i>last</i>	There's no matter <b>to discuss</b> . There is somebody <b>to look after</b> . He has been the first <b>to do it</b> . She was the last <b>to come here</b> .
Adverbial modifier of:	purpose	Sometimes introduced by the conjunction <i>in order to</i>	He said it (in order) <b>to save</b> his life.
	result	After adjectives modified by <i>enough</i> and <i>too</i>	Bill is wise enough <b>to confess</b> his fault.

## EXERCISES

1. Paraphrase these proverbs and sayings using the infinitive in the position of the grammatical subject. Then make with them sentences of your own.

1. It is never too late to learn. 2. It is easy to be wise after the event. 3. It takes two to make a quarrel. 4. It's a woman's/lady's privilege to change her mind. 5. It is easy to bear the misfortunes of others. 6. It is better to travel hopefully than to arrive. 7. It is easier to pull down than to build. 8. It's never too late to mend. 9. When guns speak it is too late to argue. 10. It's useless to flog a dead horse. 11. It's too late to lock the stable when the horse has been stolen.

2. Answer the following questions expressing your point of view.

**Example:** Is it important to go in for sport? I think it is important **to go in for sport**.

1. Which is more important for you: to come to the University in time, or to get an extra hour of sleep in the morning? 2. Which is more fun: to get ready for a class or to play a PC game? 3. Is it necessary for students to budget their time? 4. Will it be possible to take trips to Mars in the twenty



first century? 5. When time passes imperceptibly it is hard to keep count of it, isn't it? 6. Which is easier: to make money or to spend it? 7. Would it be tactless to speak about somebody's wages? 8. Is it possible to sign a construction contract without discussing the main clauses? 9. Is it easy for you to understand what commodity money is? 10. It's not difficult to be polite while talking to a counterpart, is it? 11. Is it easy to make a SWOT analysis? 12. Is it helpful to introduce improvements at the plant every quarter? 13. Is it always easy to satisfy the customer's complaint? 14. It is necessary to analyse the company's current performance and external factors before drawing up a corporate plan, isn't it? 15. It is difficult for the high-tech firm to attract the right personnel because it cannot offer the same job security as a large organization, isn't it?

### **3. Ask your partner for precise information.**

**Example:** It takes me long to get to the office by bus. How much time exactly does it take you to get there?

1. It takes long to explore the possibility for using alternative sources of energy. 2. It takes time to learn the subject matter thoroughly. 3. It takes me several days to make the necessary arrangements. 4. It takes some years to modernize the plant to bring up its capacity. 5. It doesn't take long to increase the enterprise's output. 6. It takes months to satisfy the market with local goods. 7. I don't think it takes much time to discuss the delivery dates. 8. It will take time to look through all these price lists. 9. In this area it really takes time to set up a joint venture. 10. I think it won't take us long to prepare a draft agreement. 11. It takes long to make him involved in our business. 12. I don't think it will take us long to calculate expenses. 13. It took them more than a year to break into new markets. 14. It didn't take him long to develop a business plan as he got all the necessary data.

### **4. Translate the following sentences into English using the infinitive as the subject.**

1. Тяжело читать незнакомый текст на иностранном языке, если беден словарный запас, не так ли? 2. Было бы неправильно не помочь ей в такой ситуации. 3. Нельзя жить без друзей. 4. Никогда не поздно исправить ошибку. 5. Важно было предупредить их своевременно. 6. Легко только тратить деньги, куда труднее их зарабатывать. 7. Нет никакого смысла ехать к нему домой сейчас – он должен быть еще на работе. 8. Неужели вам трудно подсчитать, сколько я должен заплатить?

9. Очень трудно заставить его рисковать. 10. Сколько вам понадобится времени, чтобы как следует подготовиться к переговорам? 11. Компании следует увеличить выпуск продукции, чтобы избежать банкротства. 12. Было бы финансово невыгодно дать каждому работнику долю в этой компании. 13. Есть ли какая-то необходимость проводить SWOT-анализ именно сейчас? Важно, чтобы сотрудники верили, что у компании нет сейчас никаких проблем.

**5. Paraphrase the sentences given below using the infinitive as part of a complex subject.**

**Example A:** They say he's the best student in the group.      He's said to be the best student in the group.

1. It's known that Jack is a good painter. 2. It's believed that they have arrived already. 3. It's considered that Russian ballet is the best in Europe. 4. It's reported that the spaceship has landed on Mars successfully. 5. It's known that Marc Chagall was born in Vitebsk. 6. It's believed that Bill Gates was the first to use the window project in software. 7. It is expected that many delegates will arrive at the conference on small business. 8. It's known that computer business is flourishing now. 9. It's reported that under the crisis many companies are cutting expenses and trying to operate in the black. 10. It was known that he was making money by gambling.

**Example B:** It seems he knows the news.      He seems to know the news.

1. It seemed that she understood the purpose of that question. 2. It proved that Jack was their devoted friend. 3. It happened that everybody had taken the problem seriously. 4. It appears that they have been playing football since morning. 5. It proved that his business plan was a great success. 6. It seems he has some information we need to make a final decision. 7. It happened that the business partner came without making a date. It happened that Billy was in the office at that time. 8. It seemed that the company was operating in the red. 9. It seems that the company will launch a new product by January.

**Example C:** It's likely that he comes.      He is likely to come.

1. It's unlikely that the weather will change next week. 2. Pete is good at maths. It's likely he'll become a university student. 3. It's certain that the children will have a lot of fun at the birthday party. 4. It's sure that he will help you if you ask him. 5. It's unlikely that they will finish the project in time as they still have got so much work to do. 6. It's certain that they will

have concluded a contract by the end of the month. 7. It's sure that our partners will come to have talks in a week. 8. It's likely that this business will boom soon. 9. The product range of this firm is really wide, so it's sure it helps it to compete successfully.

**6. Translate the following sentences into English using the infinitive as part of a complex object.**

1. Казалось, что она совсем забыла о своем обещании. 2. Вряд ли он придет на собрание клуба сегодня. Все знают, что у него в это время занятие по вождению. 3. Предполагалось, что ежегодное собрание акционеров состоится в конце января. Но никто не ожидал, что его перенесут на март. 4. У этой фирмы небольшая линейка производимых товаров. Я уверен, это не позволяет ей успешно конкурировать с производителями аналогичных товаров. 5. Компания Ллойда известна своей надежностью. 6. Оказалось, что он прав. Этот вопрос вряд ли будут обсуждать при заключении договора. 7. Стучилось так, что в тот момент мы не обладали достаточно надежной информацией, чтобы принять окончательное решение. 8. Карлос Гон (Carlos Ghosn) известен тем, что долгое время работал в компании Рено, прежде чем возглавить Ниссан в 2011 году. За время работы в японской компании он получил прозвище «убийца расходов», так как его программа по жесткому сокращению расходов позволила вывести компанию из глубокого кризиса.

**7. Work in pairs. Discuss with your partner different things (plans, desires, problems, etc.) you are interested in. Use the infinitive as part of a compound nominal predicate.**

**Example:** What are your plans for summer? (*go to the south*)      My plans for summer are to go to the south.

1. What is the object of their research work? (*find the necessary data to proceed with their experiment*) 2. What is your advice? (*study the subject thoroughly before making a decision*) 3. What is the best thing to do in a road accident? (*contact the police*) 4. What is the best thing to do under such circumstances? (*not discuss intimate family matters in public*) 5. What was Peter's life ambition? (*work for the Ford Motor Company*) 6. What is the aim of your life? (*become a millionaire*) 7. What were your friend's expectations for the previous year? (*apply to the bank for a mortgage*) 8. What is the next point of the meeting? (*discuss the assortment of supplied goods*) 9. What is your great desire by now? (*look through the price list kept in your case*) 10. What was his wish? (*meet with the company's top executive to explain what happened*) 11. What was the suggestion made to you by the head department? (*join a MBA programme*) 12. What are his plans for the

coming year? (*expand business*). 13. What are the business community's expectations about the current economic crisis? (*be over soon*) 14. What is the final step at making a decision? (*work out options and decide on the best solution*)

**8. Translate into English the following sentences using the infinitive as part of a compound nominal predicate.**

1. Самое лучшее в такую погоду – оставаться дома. 2. Когда я учился на втором курсе, моим желанием было как можно быстрее закончить университет и работать менеджером в компании «Алютех». Сейчас мое желание – снова учиться, но уже в школе бизнеса, чтобы стать настоящим руководителем. 3. Цель этой программы – подготовить кандидатов на степень магистра. 4. Мой тебе совет – не спорь больше с начальником отдела. 5. Мой друг работает на заводе, выпускающем телевизоры. На следующей неделе он летит в Японию в командировку, цель которой – установить контакты с компанией «Панасонию». 6. Одна из экономических функций центрального банка страны – выпускать деньги. 7. Обязанность руководителя заключается и в том, чтобы оценить, насколько хорошо достигаются цели компании. 8. Первый шаг, который нужно сделать в развитии международного бизнеса, – заключить торговые отношения с другими странами. Следующее, что необходимо сделать для превращения компании в международную корпорацию, – создать филиал компании за рубежом.

**9. Write your own sentences with the infinitive used after the verbs denoting the beginning, duration or end of an action.**

**Example:** work at the report

I'll start to work at the report  
next week.

*Prompts: do another experiment; be interested in the subject discussed; give somebody some useful tips for living abroad; describe the arrangements for our accommodation; obtain some results; discuss the terms of the treaty; explore the possibilities for establishing contacts with bakery producers; describe the equipment's operational reliability and durability; earn money; discuss the wages legislation; develop its own packing department; comment on the operating terms.*

**10. Ask your peer at what time he / she expects, intends, etc. to do something.**

**Example:** I expect to arrive in Paris  
at 7 a.m.

When do you expect to arrive  
in Paris?

1. We expect to reach the place of destination at midnight. 2. Carol and Max intend to come back home in two hours. 3. I expect to finish preparations for the journey by 5 o'clock. 4. Pam intends to return from her leave on March 20. 5. Jack is expecting to have dinner with a most charming actress in Hollywood next Thursday. 6. Last year Henry expected to obtain a second-class honours degree in engineering. 7. The travellers intended to get to the village before the rain started. 8. Sue expects to be appointed deputy Managing Director of TarMac as soon as the existing director resigns. 9. The partners expect to have some basic information about the enterprise before the works manager shows them round it. 10. The equipment on display is soon expected to attract foreign businessmen. 11. I never expected a straight word from him. 12. Peter expects to pass the Graduate Management Admission Test. 13. They didn't intend to enter into partnership with Vauxhall Motors UK. They wanted a take-over. 14. The firm wants to increase its output next quarter. 15. We expect the goods to be delivered a fortnight after the day of pay.

**11. Work in pairs. Answer your partner's questions, giving reasons why you like or dislike (hate, can't stand) to do something.**

<b>Example:</b> Do you like to invite people to your house?	No, I don't like to invite people to my house as they can produce a lot of noise.
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1. Do you like to be invited to anybody's house? 2. Do you like to listen to your neighbour practising the piano early in the morning? 3. Do you like to dine in an expensive restaurant? 4. Do you like to read at meals? 5. Do you like to make fun with your friends? 6. Do you like to stand in queues? 7. Do you like to trouble your father when you are short of cash? 8. Do you like to drive very fast? 9. Do you like to be interested in your friends' problems? 10. Do you like to work at night? 11. Do you like to be troubled while working? 12. Do you like to exchange trains while travelling?

**12. Translate the following sentences into English, using the infinitive as part of a compound verbal predicate.**

1. Тебе нравится, когда тебя приглашают в гости? 2. Она надеялась заработать немного денег, чтобы помочь сыну окончить университет, но никто не хотел брать на работу пожилую женщину. 3. Не шуми, пожалуйста. Я стараюсь сконцентрироваться на биржевой сводке. 4. Они предполагают получить всю необходимую информацию об этой компании до начала переговоров. 5. Генри Питерс, глава компании по производству мужской одежды, начал модернизацию предприятия, но де-

нег не хватило. Ему посоветовали взять в банке кредит, но Генри не любит часто прибегать к услугам банка, так как за кредит нужно платить процент. Тогда Генри решил выпустить дополнительное количество акций компании. Он не ожидал, что акции будут так быстро раскуплены.

**13. A. The following letter was published in a newspaper. Complete the letter by choosing the appropriate infinitive from the box below. Do not use any infinitive more than once. The first one has been done for you.**

be	employ	give	have	learn	let	read	say	work
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Dear Sir,

I was not at all surprised (1) to read in the paper that there are now more unemployed young people than ever before. If I were a boss, I'd be very reluctant (2) ... anyone under twenty-five. What can school-leavers offer an employer? They're too young (3) ... any experience, and, I'm sorry (4) ..., most of them are too lazy (5) ... hard! They are quite happy (6) ... the State look after them, because the State is foolish enough (7) ... them money for doing nothing!

Yours faithfully,

*A.J. Williams*

**B. Join each of the following parts of sentences to make one sentence and then complete the letter below. The first one has been done for you.**

1. I read the letter from A.J. Williams. I was extremely angry.
2. He says that young people are lazy. This is stupid.
3. They don't have any experience. They aren't old enough.
4. Employers don't offer them jobs. Employers are unwilling.
5. Young people learn. They are quick.
6. They work hard. They are keen.
7. You see young people out of work. This is sad.
8. The young won't look for jobs. They'll be too depressed.

Dear Sir,

(1) I was extremely angry to read the letter from A.J. Williams. (2) It is ... . Of course, (3) they ... but how can they get experience if (4) employers ... ? (5) Young people ... and (6) they .... I think (7) it is ... . If the situation doesn't change soon, (8) the young ... .

Yours faithfully,

*E.F. Bonner*

#### **14. Ask questions to the infinitives used in the sentences as objects.**

**Example:** The man pretended not to see us.      What did the man pretend to?

1. Doris learnt to drive a car when she was eighteen. 2. Nobody can guess what he has decided to do. 3. Remember to put out all the lights before you leave. 4. Max means to get at the truth, however long it takes. 5. I dread to think what might have happened if you'd tried to drive the car! 6. She was offered to move to another area. 7. Promise to give a full account of your trip to Finland. 8. They were distressed to learn that the last chance has gone. 9. I regret to tell you that your application hasn't been successful. 10. Peter Green claims to be an expert in stock market. 11. Coming back to his office he was surprised to find that no preparations had been made. 12. I'm glad to have met such a promising financial analyst. 13. She claims to be an expert in sociological issues. 14. He suggested to hire Jim Collier because he is creative, imaginative and good at problem-solving.

#### **15. Say that somebody is happy (delighted, sorry, surprised, astonished) to do or not to do something.**

**Example:** He interrupted them, I suppose?      No, he was afraid to interrupt them.

1. Carol declined Bill's proposal to become his wife, I suppose? 2. Bob tried to relax the weekend after submitting his essay to the examiner, didn't he? 3. They told Marge about her husband's death in a casualty, didn't they? 4. I guess, the PR manager announced the team to the press. 5. When they came back to Oxford they settled down to serious creative work, I hope? 6. Edward has been elected by his fellow teammates to be the captain of the cricket team, hasn't he? 7. The head deputy asked the financial expert about the case, I hope? 8. They prepared a tender for small road contracts, didn't they? 9. I hope she rejected the offer by our rivals? 10. The client complained about the delay in delivering her goods, didn't she? 11. The agent got 10% of the agreed tender figure, I suppose? 12. The secretary sent the tender by special messenger, didn't she? 13. Mr. Baum is one of their majority shareholders. They fulfilled his asking, I suppose? 14. I advise you to accept his terms. They seem rather beneficial, don't they?

#### **16. Translate these sentences into English, using the infinitive as object.**

1. Они расстроились, когда узнали, что последний поезд уже ушел.  
2. Никто не знает, что я решил сделать. – А твои родители? – Они тоже еще не знают, что я решил жениться.  
3. Он был очень рад получить из-

вестию о своей семье в той далекой стране, где он работал уже восемь лет. Иногда он просил перевести его поближе к дому, и каждый раз ему обещали сделать это при первой же возможности. 4. Не забудь подписать чек! 5. Он был удивлен, но доволен, что его избрали председателем комитета. 6. Сожалею, что сразу не сообщил главному бухгалтеру об этих ошибках в финансовом отчете. 7. Я советую тебе принять предложение адвоката. Ты знаешь, его считают экспертом в таких вопросах. – Я буду рад принять это предложение, если это поможет снять напряжение в подразделении. 8. Он претендовал на то, чтобы возглавить отдел труда и заработной платы.

**17. Match the following sayings and idioms with their definitions given at the end. Translate them into Russian. Make up situations with the idioms.**

1. Let bygones be bygones. 2. Let the dead bury their dead. 3. Watch (the rest of) the world go by. 4. Make (both) ends meet. 5. Make somebody's heart bleed. 6. Make one's hair stand on end. 7. Make the fur / feathers fly. 8. Let sleeping dog lie. 9. Leave / let somebody / something be.

Definitions: a) *not to look for trouble on purpose, not interrupt or trouble a person, situation, etc. when this is likely to cause disorder;* b) *cause a fierce fight or argument;* c) *not interfere or temper, with somebody / something;* d) *allow old or former mistakes, offences to be forgotten;* e) *cause one to feel extreme fear, dead, horror, give somebody the creeps;* f) *match expenses to income, live reasonably well without getting into debt;* g) *cause one to feel extreme pity or sorrow;* h) *it is better to concern oneself with living, with present and future life and work than with the remembering of rituals connected with people, events, customs that are dead or finished;* i) *observe the passing scene, what is going on around one, live a self-sufficient, withdrawn, limited life.*

**18. Read a situation and then write a sentence with complex object using the words given in brackets.**

**Example:** Ann didn't have any money. (want / Jim / lend)      Ann wanted Jim to lend her some.

1. Unfortunately someone told Sue that I was going to visit her. (want / it / be a surprise) 2. His parents were disappointed when he decided to leave home. (want / him / stay with them) 3. At first Tom didn't want to play tennis but John persuaded him. (persuade / Tom / play tennis) 4. There's a football match next Saturday between England and Scotland. (want / Scotland / win?) 5. In your place I would tell the police about the accident. (advise /



*me / inform?*) 6. She received an e-mail from Tony, but nobody knew what it was about. (*not let / anybody / read*) 7. The sudden noise caused the boy to jump. (*make / him / jump*) 8. Tom was sure that Mary would be late. And she was. (*expect / her / be late*) 9. "Don't forget to post my letter," Jack said to me. (*remind / me / post*) 10. If you've got a car, you can travel around more easily. (*having a car / enable you / travel*) 11. Please don't tell anyone that I'm leaving my job. (*not want / anyone / know*) 12. Nobody is allowed to smoke in the office as Mr. Thomas doesn't like smoking. (*allow / nobody / smoke*)

**19. Change the following sentences so as to use complex object as shown in the example.**

**Example:** I believe Pushkin is a great poet.      I believe Pushkin to be a great poet.

1. Everyone wanted that Oxford captain would succeed, because he was one of those gifted men whose charm creates no enemies. 2. I consider that this business is very profitable. 3. The firm can't expect that unskilled men will become experienced engineers overnight. 4. They concluded that the port was totally congested, as 170 ships couldn't unload their cargo up to six months. 5. He admitted that her accusation was right. 6. He thought that a new project would give the company more headaches than ever they cope with. 7. I believe that we could make a bigger profit building a salt mine in Siberia than making a road project in Africa's heart. 8. We didn't expect that the government was running late clearing the cheques. 9. I can't believe that your personnel manager pulls the workers off the job every two weeks because they are unskilled. And I don't expect that he will give the reason. 10. The farmers supposed that the crops would be rich that year. 11. He found that the assignment of his client was difficult to fulfill. 12. We believe that at the talks they will clear up several points of the contract. 13. Brian considered that his peers would assist him in the matter. 14. As a banker, I discovered that our customers were always trying to tell us a good tale.

**20. Using the words given write a sentence with complex object to suggest your friend doing something.**

**Example:** get back      Let's get back to what we were doing.

*Prompts: catch a bus to the country; move to the Shetland Isles; drive around Lake Windermere; stop at a pub for lunch on the way back home; make a phone call to the garage to see if the car is ready; stop swearing to each other; buy him a smart-phone; spend more time training together;*

*persuade Mary to accept your invitation; buy hi-fi music centre; become excessively punctual; ask the partners for advice.*

**21. A. You are a businessman (-woman). You have a very busy day ahead with a meeting in the afternoon and you have no time to do these trivial jobs yourself. Ask your secretary (assistant) to do them for you using the infinitive as part of a complex object.**

**Example:** sort out the mail at once      I'd like you to sort out the mail at once.

1. Order stationery: paper clips, drawing pins, typing paper.
2. Buy *the Financial Times* and *the Economist*.
3. Put off Mr. Robert's appointment for tomorrow.
4. Type minutes of the meeting (this means working late this evening).
5. Phone the chairman to say when you will arrive to see him.
6. Get a birthday card, flowers, a present for wife or husband.

**B. You are a secretary (assistant). Complain to your friend about the trivial jobs above your boss asked you to do for him (her) using the infinitives as part of a complex object.**

**Example:** sort out the mail at once      The boss told me to sort out the mail at once.

**22. Say what instructions your teacher gave you before the examination (test).**

**Example:** Watch the time.      The teacher told (warned) us to watch the time.

1. Revise the material of the subject.
2. Look through the questions you are not sure just before the exam starts.
3. Read the questions carefully.
4. Don't be in a hurry while getting ready to answer the questions but watch the time.
5. Don't expect any help from your groupmates.
6. Don't talk to your neighbour.
7. Don't try to copy your neighbour's answers. They may be wrong.
8. Listen to the additional questions other students are asked about. If they don't answer the question you may be asked to answer it.
9. Produce a good impression on the examiner.
10. Answer in a loud voice not to make the examiner ask you to repeat what you have said.
11. Answer with confidence especially if you don't know the question.
12. Stick to the point.
13. Be careful about making conclusions.
14. When you are given a good mark, don't show your emotions not to spoil the mood of your unlucky mates.
15. Be brave at failure and have another try.

**23. Work in pairs. Express disbelief as shown in the example.**

**Example:** Novak Djokovic has won the Davis Cup.      You can't expect me to believe it! / Do you want me to believe it?

1. The match between Manchester United and BATE ended in a draw.  
2. Yesterday I wanted a pint of draught bitter, but I couldn't get to the bar.  
3. The less I sleep the better I feel. 4. Some people fall in love at first sight but Bill and Gwen hated each other from the moment they met. 5. Mr. Peters had a remarkable physique for a man who must have been well into his seventies. 6. I am never late for my work whatever can happen. 7. His wife gave him \$100 to take to the bank but he put it down on the counter of a music shop while he was choosing a CD and it disappeared. 8. A good manager can draw a conclusion on unreliable information. 9. Adrian was selected to go to Washington and cover the President's address to the Congress. 10. My boss normally turns a blind eye to personal calls on the office phone. 11. Our rivals have managed to get a railway project. 12. Max was offered a job at the IBM.

**24. Answer the following questions using the infinitive after a verb of sense perception.**

**Example:** Does Charlie play golf?      Well, I have never seen him play golf.

1. I wonder if you could see that somebody walked down the stony path between 7 and 7.30 last Tuesday. 2. Did he get on the Glasgow bus this evening? 3. Were you watching the match on TV yesterday? Phil Dulan was deliberately knocked down by a Sheffield Eagles football-player! 4. I've never seen Pat smile. Have you? 5. How did Tom, a first-year student, dare to pat the Dean on the shoulder? 6. Did you happen to notice that boy who parked the blue Rolls-Royce near the mansion? 7. Did you notice that he was disturbed by other travellers? 8. Did you happen to see that Mr. Brown reached the last carriage of the train? 9. Nick was driven to Victoria Station by a very beautiful girl. I wonder who she is. 10. Sally didn't pay much attention to you because she was to entertain all the guests present. She was the hostess. 11. Do you know that George broke the Safety Code and was fined £150? 12. Do you remember how they exchange glances when you suggested paying cash? 13. Did you watch the Winter Olympic Games' opening ceremony on TV? A stylized snowflake didn't turn to an Olympic ring. 14. Did you hear that the Russian team of figure skaters became the Olympic champions in 2014?

**25. Translate the following sentences into English using the infinitive as part of a complex object.**

1. Давай помиримся и не будем больше обсуждать, что произошло. А кто старое помянет – тому глаз вон. 2. И только Том видел, как инспектор повернулся к незнакомцу и что-то тихо ему сказал. 3. Трудно сейчас жить стало: хотя им повысили зарплату, они с трудом сводят концы с концами. 4. Банковский служащий предупредил клиента, чтобы тот говорил по существу. 5. Мы предполагаем, что в апреле представители Лондонской школы экономики приедут в наш университет, чтобы отобрать кандидатов на учебу в Лондоне. 6. Разрешите сразу же приступить к делу. 7. Я не могу поверить, что его не взяли на работу только потому, что у него нет необходимого стажа работы! 8. Начальник отдела надеялся, что его помощник сможет найти ошибку в декларации доходов. 9. Ты не заставишь меня поверить, что банк Ллойда обанкротился. Все считают его очень надежным. 10. Я бы хотел, чтобы встреча с мистером Брауном была перенесена на среду. 11. Мы считаем, что атомная бомба – это самое страшное изобретение XX века. 12. Эти изменения вынуждают нас радикально пересмотреть условия безопасности на производстве. Нельзя оставлять все как есть, если мы хотим, чтобы наш бизнес процветал. 13. Мы бы хотели, чтобы вы включили в контракт пункт, гарантирующий послепродажное обслуживание. 14. Ты уже слышал, что российские фигуристы стали олимпийскими чемпионами в командном зачете? – Не только слышал, но и наблюдал, как их награждали.

**26. Complete the following sentences using the infinitive attributively and the words given in brackets.**

**Example:** We seem to have two or three minutes ... (*spare*).      We seem to have two or three minutes to spare.

1. The burden of the conversation momentarily removed, Caroline had a chance ... (*survey*) the crowd. 2. There was nothing else ... (*add*) to what had been said. 3. He had a good idea ... (*consult*) the lawyer on the subject. 4. In 1990 the British government made a decision ... (*introduce*) a poll tax. 5. Employees in companies with 500 and more workers should have a legal right ... (*be consulted*) on all major proposals of the company affecting them, before any decisions are taken. 6. At the international level there have been made various attempts ... (*regulate*) the activities of multinationals. 7. Under the present system in Mexico, each ministry has an allocation of money ... (*spend*) on projects agreed to by the government. 8. One particular anxiety that always comes up with a large

construction project is the government's ability ... (*pay*). 9. America's Federal Trade Commission approved the joint venture of General Motors and Toyota ... (*build*) small cars in California. 10. A country has a five-year plan ... (*provide*) more employment and ... (*bring down*) inflation. 11. Chase Manhattan is taking a minority stake in two British stockbrokers with a view ... (*acquire*) them completely as soon as stock exchange regulation permits. 12. You will take out an insurance policy ... (*cover*) the loan. 13. Checking the balance on my current account was the only reason ... (*visit*) the bank this morning. – Why don't you use the possibility ... (*check*) the balance via the Internet? 14. Her greatest claim ... (*fame*) was to be selected for the last Olympic squad.

**27. Work in pairs. Respond to the following describing a certain idea, reason, need, etc.**

**Example:** Bob was ill last week and stayed in bed. He doesn't feel weak now. (*remain in bed*)      Well, it is a good idea to remain in bed.

1. I believe that machines should do boring routine jobs like typing and cleaning. (*invent such machines*) 2. Your friend has just come back after borrowing your new Infinity and seems a bit nervous ... (*drive fast on icy roads and make an accident*) 3. We were enjoying the party yesterday but I've got a splitting headache in the morning. (*drink too much*) 4. I opened the menu and studied the first chapter with horror; it was eminently putdownable. I observed it was one of those restaurants where the menu made no mention of the prices. (*visit exclusive restaurants if one is short of money*) 5. Betsy is very angry with me. (*discuss private matters in public*) 6. In many parts of the world marijuana is not illegal as cigarettes are considered more harmful to the health there. (*legalize soft drugs like marijuana*) 7. Bill did stupid yesterday. He was in bad moods and shouted at Kate. Now he'd like to apologize. (*lose one's temper*) 8. Mr. Green was leaving and his job was advertised while I was on holiday on the Maldives. Of course I'd like to be promoted but where to find out more information about the terms. (*phone the Chairman's secretary*) 9. Bill's just got the sack. He arrived late and was unintentionally rude to his boss. Result – spoilt reputation. (*get such a good job in another company*) 10. As a boss you're getting tired of your employee's changing his or her mind over the last week, aren't you? (*decide on something definite*) 11. International events can stimulate employment in the place, generate new business opportunities for the private sector etc. Is it true for Minsk? (*host the 2014 World Hockey Championship*)

**28. Say who was the first (last) to do something.**

**Example:** tell the news      Roger was the first to tell them the news.  
Roger was the first (last) to be told the news.

*Prompts: take a joke; try a local prawn-curry; be tested; notice the danger; hear the stones rolling down; get hold of the story; be selected for training at Harvard; understand the problem; be invited to a formal dinner; stop working; find a mistake in one's income tax declaration; comment on one's findings; support one's project; respond to the boss's suggestion.*

**29. Characterize a person or object you are asked about using the infinitive attributively.**

**Example:** What kind of man is Bob?      Bob is a difficult man to get on with.  
(difficult / get on with)

1. What power have mass media? (*influence minds*) 2. What kind of village is it? (*nice / spend the rest of one's days*) 3. What choice had William? (*either leave the flat immediately or be shot there*) 4. What is he going to tell the police? (*something / save one's life*) 5. What ambition had Jerry at the age of 19? (*run a company producing footwear*) 6. What problem arose after signing the agreement? (*ratify it by both sides*) 7. What steps did the firm take a year ago? (*expand economic contacts with its foreign partners*) 8. What idea did the boss suggest? (*merge with a British company*) 9. At the level of planning which managerial duty comes first? (*determine overall company objectives*) 10. Which duty does the personnel manager consider the most important? (*staff*) 11. What plan did Dow Scandia accept? (*buy a 29.9% stake in Savory Milln*) 12. What decision was made by Reckitt and Colman? (*increase their bid for Australian chemists*) 13. What expectation did they have? (*pursue an expansion strategy*) 14. Why does David work in personnel department? What pleasure has he? (*deal with people*)

**30. Translate the following sentences into English using the infinitive attributively.**

1. В комнате было много народу, поэтому негде было сесть. 2. Макс не тот человек, с которым можно было бы обсудить твой вопрос. 3. У тебя нет никаких причин отказаться от предложения повысить свою квалификацию. 4. Он получает удовольствие от общения с людьми, поэтому он работает в отделе кадров. 5. Я последней узнала об из-

менениях в нашем отделе. 6. Боб не делает никаких усилий, чтобы его заметило руководство. 7. В стране поставлена задача за пять лет уменьшить инфляцию, увеличить экспорт и создать большее количество рабочих мест. 8. Города, в которых проходят международные события, имеют уникальную возможность получить такие выгоды, как узнаваемость и импульс к дальнейшему развитию. 9. СМИ обладают большой способностью влиять на настроение населения. 10. Одной из причин актуализации проблематики социальной ответственности бизнеса в конце 1990-х гг. стало желание мирового сообщества использовать ресурсы ТПК на социальное развитие.

**31. Explain why somebody does (did) it. Use the infinitive phrase in brackets as adverbial modifier of purpose.**

**Example:** Why does he take long walks? *(relax a bit)*      He takes long walks to relax a bit.

1. Why are you calling on Betsy? *(invite her to eat out tonight)* 2. Why did the policeman criticize a lady driver? *(offend her)* 3. Why was Adam sent to Britain? *(get a formal education)* 4. Why did the head of the company invite Bill when he had studied the proposal? *(discuss the next stage of the project)* 5. Why is your boss leaving for Nigeria? *(tender for the contract to construct a new port in Lagos)* 6. Why does Tom need money badly? *(repay a long-term debt maturing in a week)* 7. Why do all central bankers meet every month? *(discuss economic problems)* 8. Why do some companies consider additional advertising in four months leading up to Christmas? *(promote sales)* 9. Why does the IMF lend money for three to five years? *(help countries with balance-of-payments difficulties)* 10. Why was the company putting more assets for sale? *(get its debt down)* 11. Why did the post office introduce automatic sorting? *(speed up the delivery of letters)* 12. Why does this company have to work so hard? *(please its bankers and shareholders)* 13. Why did you invent such a device? *(increase the productivity of the assembly line)* 14. Why did you put the top management's decision in the company's intranet? *(inform the employees as soon as possible)*

**32. Explain why somebody can (could) do it, using the infinitive as an adverbial modifier of result.**

**Example:** I think John can solve the problem. *(clever)*      Oh yes, he is clever enough to solve the problem.

1. I'm sure Bill drives a car well. (*careful*) 2. He walked alone in this district at night. (*brave and strong*) 3. I always believe her. (*foolish*) 4. Bill lent Sam his car that was new last week. Everybody knows Sam as a bad driver. (*rash*) 5. Middle-aged people have experience to work. (*old*) 6. My father sympathizes with younger generation. (*broad-minded*) 7. The old man's luggage can sink a battleship. (*heavy*) But John is able to carry the luggage for him. (*strong*) 8. Roger was awarded an honorary doctorate at Princeton. (*brilliant*) 9. It's stupid not to follow his advice. (*helpful*) 10. It's Max who has solved the problem. (*creative*) 11. Edward understood the benefits of the programme quickly. (*clever*) 12. The Travel group has four companies: an airline, a retail travel agency, a hotel company and a direct-sell company. (*large and rich*) 13. John was appointed area sales manager. (*experienced*) 14. Have you heard Sharon apply to the same firm again? (*optimistic*)

### 33. Work in pairs. Give the reason why somebody failed to do something.

**Example:** Why didn't she clean the flat? (*tired*) She was too tired to clean the flat.

1. Why couldn't you go any further? (*tired*) 2. Why don't you wear the suit I bought you ten years ago? (*shabby*) 3. Do you know why Kitty couldn't tell the policeman about the road casualty? (*upset*) 4. Why isn't Jack playing football with us? (*weak after the operation*) 5. Do you know why Ann didn't invite her boyfriend to her birthday party? (*angry with him*) 6. Why doesn't he walk to work? He lives five minutes' walk far from his office. (*lazy*) 7. Why doesn't Pam understand what's happening all round? (*stupid*) 8. Why didn't you lend Dick some money? (*cautious*) 9. I don't understand why they haven't got any experience to work. (*young*) 10. Do you happen to know the reason why Charles didn't apply for a job again? (*pessimistic*) 11. Why can't the boss see me right now? (*busy*) 12. Why isn't your assistant speaking calmly? (*irritated*)

### 34. Translate the following sentences into English using the infinitive as an adverbial modifier.

1. Думаю, он солгал, чтобы спасти себе жизнь. 2. Они вышли из комнаты, чтобы дать девушке возможность подумать о том, что она сделала. 3. Мария была слишком умна, чтобы не понять всех преимуществ своей новой должности. 4. Я думаю, что твои друзья достаточно богатые, чтобы купить собственный дом за городом, а не снимать апартаменты в душном Нью-Йорке. 5. Все знают, что Эдвард достаточно опы-



тен, чтобы решить эту проблему самостоятельно. 6. В новом микрорайоне открыли еще один универсам, чтобы удовлетворить требования покупателей. 7. По радио объявили, что кандидат в губернаторы выступит с заявлением. Однако звук был недостаточно громким, чтобы можно было его расслышать. 8. Джек связался с банковским служащим, чтобы узнать, сколько денег осталось на его текущем счете. 9. Мы первыми нарушили условия контракта, поэтому мы несем штрафные санкции. 10. Чтобы увеличить дивиденды на десять центов, компании нужно много поработать.

**35. State the function of the *for-to-infinitive* construction in the following sentences. Then translate them into your own language.**

1. He waited for Holly to say something. 2. Their house is always ready for anyone to come into. 3. It was really warm for May, and still light enough for him to see his sheep in the meadow. 4. There was no home for him to go to. 5. Greasbrough street, where Johnny spent the first eight years of his life, was a nice place for a boy to live. 6. It's impossible for me to write about that time in detail – I can't bear to. 7. Mr. Downing waited for Helen to sit down. 8. There's nothing for us to do but amuse ourselves. 9. He cordially extended one forefinger for Brian to shake. 10. My dear, this isn't the time for us to quarrel. 11. Ken opened the door of his room for Veronica to go out. 12. But the pain in James's head asserted itself too cruelly for him to think of anything else for the moment. 13. And it is not for you to make terms. It is for you to accept them. 14. There were plenty of papers for him to read, but he left them alone.

**36. Translate the following sentences into English using the *for-to-infinitive* construction.**

1. Городок, в котором мы живем, – чудесное место для наших детей с точки зрения здоровья. 2. Ваш вопрос о специфике данного рынка несколько неожиданный, чтобы я мог сразу на него ответить. 3. Тебе сейчас не время ставить условия – время их принимать. 4. Ему ничего не оставалось делать в этой ситуации, поэтому он уволился из компании и срочно покинул город. 5. Для компании было важно изменить политику ценообразования на выпускаемые товары. 6. Биллу нужно было просмотреть еще много документов, но времени уже не оставалось. 7. То, о чем просил его коллега, было слишком сложным, чтобы он мог это сделать один. 8. Для всех работников предприятия важно, чтобы им были предоставлены социальные гарантии.

## PARTICIPLE I

Form	Active	Passive
Indefinite	She listened attentively, <b>giving</b> her comments.	<b>Being left</b> alone, we kept silence for some time.
Perfect	<b>Having climbed</b> the hill, he sat down to have a rest.	<b>Having been warned</b> that bad weather lay ahead, he changed the course.

## FUNCTIONS OF PARTICIPLE I

Functions		Indicators	Examples
Predicative		After the link verbs: <i>become, be, look, seem, sound, etc.</i>	Your offer sounds <b>tempting</b> .
Attribute*		In a position before or after a noun	I liked her <b>charming</b> smile. The woman <b>holding</b> a baby is my mom.
Part of a complex object		After: the verbs of sense perception: <i>feel, hear, notice, see, watch, etc.</i> ; the verb of order <i>have</i>	I saw him <b>crossing</b> the street. I can't have <b>you doing</b> it.
Adverbial modifier of:	attendant circumstances (manner)		He was standing on the bridge <b>admiring</b> the view.
	reason (cause)		<b>Being</b> a stranger, he was the most eligible for suspicion.
	time**	Usually after the conjunctions <i>while</i> and <i>when</i>	While <b>turning up</b> his violin, he broke a string.
	comparison	After the conjunctions <i>as if, as though</i>	She looked at him as if <b>waiting</b> for an answer.
Parenthesis			<b>Frankly speaking</b> , I don't know the answer.

## NOTES

1. Participle I Indefinite Active and Passive expresses an action simultaneous with the action expressed by the predicate. Participle I Perfect expresses a prior action. Compare:

*She listened attentively, giving her comments from time to time.*

Она внимательно слушала, изредка комментируя.

*Having climbed the hill, he sat down to have a rest.*

Взобравшись на холм, он присел отдохнуть.

2. A prior action is not always expressed by Participle I Perfect: with the verbs of sense perception and motion, such as *see, hear, come, look, arrive, seize, enter, turn, close, open, pass*, etc. Participle I Indefinite is used even when priority is meant:

*Looking out of the window he saw that the rain had stopped.*

3. Participle I Perfect is not used as an attribute (\*). To express priority an attributive clause is used:

*The boy who has broken the window is Tom Winslow.*

4. Participle I Indefinite of the verb "to be" is not used as an adverbial modifier of time (\*\*). Clauses of the type "Когда я был ребенком" may be translated as "When a boy".

## EXERCISES

1. Complete the following sentences with the participles from the box. Never use any participle more than once. The first sentence has been done for you.

astonishing	boring	convincing	demanding	mocking
exciting	thrilling	tempting	disconcerting	terrifying
touching	worrying	humiliating	encouraging	disappointing

1. The film *Lord of the Ring* is so **exciting**, I advise you to see it. 2. I don't believe you to have done it deliberately, Gladys. But anyway, it was extremely ... . 3. Your suggestion to miss the classes at university today sounds very ... . 4. Her gravity was not severe and ... like a schoolteacher's, but warm and ... as a mother's. 5. The performance was so ... that I could hardly stay till the end of it. 6. I say, your last trip to investigate the tribes in the Amazon basin has been dangerous. Even to listen to the story of your adventures is really ... . 7. The situation became so ... that we all were at a loss. 8. It's ... to me that Mr. Lincoln didn't understand your mission. His voice sounded ..., and the tone in which he spoke with you was so ... . 9. That

she can't remember the origin of her information seems very unusual and ...  
10. The effect of the manager's words was ... 11. When the chairman speaks of devotion to high ideals in business, he seems quite ... and even ...

**2. Work in pairs. Answer the following questions using Participle I as a predicative.**

1. Does it sound tempting for you to miss a class of higher mathematics? English? 2. Julia Roberts is very charming, isn't she? 3. You want to climb Everest. Don't you know that climbing this mountain is so exhausting? 4. I know Jack didn't enjoy the last night's football match. Did it happen to be less exciting than he had expected? 5. Does it sometimes become rather annoying for you to listen to punk rock being played by your roommates all night when you're getting ready for your exam? 6. Is it really disgusting when the kitchen hasn't been cleaned for ages? 7. The weather becomes depressing when it's been raining all day long, doesn't it? 8. Life seems extremely boring when there's nothing interesting to do. Do you share this opinion? 9. It's rather confusing when somebody calls you by name, and you don't remember who he or she is, isn't it? 10. Do you share the opinion that experience can be rather terrifying? 11. It's sometimes embarrassing when you have to ask people for money, isn't it? 12. Would it be amazing for you to get a job of an advertising manager right after graduating from university?

**3. Translate the sentences into English using Participle I predicatively.**

1. Моя мама учит маленьких детей. Ее работа очень утомительная.  
2. Встреча со знакомым в чужой стране всегда волнующая. 3. Я не разделяю мнения, что жизнь без работы становится скучной. 4. Даже в таких условиях помощник нашего директора была, как всегда, обаятельной. 5. Я подумаю над вашим предложением: оно мне кажется очень заманчивым. 6. Разве ты не чувствуешь себя неловко, когда хочешь занять денег? 7. Слова коллеги по работе неожиданно показались Максиму оскорбительными. 8. Мы решили не принимать условия соперника, так как они были унижительными. 9. Доводы босса были весьма убедительными. 10. Ужасно, когда люди начинают убивать друг друга на гражданской войне. Этот опыт не становится менее ужасным, когда он объясняется экономическими или политическими причинами.

**4. Complete the following notices and announcements by choosing suitable participles from the box below. Do not use any participle more than once.**

coming	wishing	arriving	exciting	rising	missing
telling	starting	wearing	no-parking	amazing	meeting

1. Brazil won the Cup after a very ... match. 2. The police are searching for the ... child. 3. Friends and relatives ... passengers from Rome are advised that flight BA763 has been delayed. 4. The train ... at platform 2 is the 10.43 to Leeds. 5. Passengers ... to smoke should sit at the rear of the bus. 6. Cars left in a ... zone will be removed. 7. Any guest not ... a tie will be asked to leave. 8. Adrian Mailer, a pilot of the wrecked flight TWA 005 tells us of his ... escape from the jungle captivity. 9. The government policy is blamed for ... prices. 10. Every month the company that has issued you the credit card sends you a report ... about your expenses. 11. Students ... the MBA programme on Monday should arrive by 8.30. 12. There are three benefits ... from the place's hosting an international event: momentum, visibility and priority.

**5. Work in pairs. Describe a person or an object as given in the example.**

**Example:** Diana teaches small children. At the end of the day she is often exhausted. Oh yes, she's got an exhausting job.

1. It's been raining all day. I hate this weather as it makes me depressed. 2. He was disappointed with the movie. He expected it to be much better. 3. The experience you had got was really terrifying. Afterwards everybody was very shocked. 4. When David Lennox started his career as a film director two years ago, his talent promised much. 5. Frazer won the championship yesterday. The last match was really exciting. 6. Douglas is one of the persons I wouldn't like to meet again. He never stops talking and never says anything interesting. He makes everybody bored. 7. In March 2011 there was a terrible tsunami in Japan that caused a lot of damage to the Fukushima nuclear power station. Fukushima could become second Chernobyl. We were all horrified when we heard about the disaster. 8. If you need any advice, ask Sue for it. She's so helpful. Even her smile can encourage. 9. My father is a workman. He's always very tired when he gets home from work. 10. Prices are soaring these days. The government policy is blamed for it. 11. Jane had never expected to be offered the job. She was really amazed when she was offered it.

**6. Translate the following sentences. Mind present participles as attributes.**

1. Спуск по горной реке с порогами оказался самым интересным приключением в ее жизни. 2. Мы проехали половину пути, как заметили красный Форд, который следовал за нашей машиной. 3. Босс, это миссис Уоркер, желающая высказать претензии к качеству обслужива-

ния. 4. В условиях текущего финансово-экономического кризиса цены растут с ужасающей скоростью. 5. Эксперты хотели бы обсудить ряд моментов, вытекающих из гарантийного пункта договора. 6. Каждый месяц компания высылает вам отчет о ваших расходах. 7. Статистика показывает, что в начале нулевых годов в тройку наиболее продаваемых в США автомобилей вошли Лексус, Писсан и Хонда, произведенные японскими компаниями. 8. В марте 2011 года в Японии случилось ужасное цунами, которое нанесло большой ущерб атомной станции «Фукусима». 9. Компании, уделяющие внимание инновациям, имеют большое будущее.

**7. Complete the following sentences using Participle I as part of a complex object. Mind the active or passive form of the participle.**

**Example:** I could hear the wind ... I could hear **the wind whistling** all night.  
(*whistle*) all night.

1. He regards this method as ... (*afford*) good results. 2. A huge crowd watched the firemen ... (*fight*) the blaze. 3. "Don't worry," said the doctor. "I'll soon have you ... (*feel*) better". 4. We all suddenly sensed danger ... (*approach*). 5. Kate doesn't like to see animals ... (*treat*) cruelly. 6. Did the news leave you ... (*not to wonder*) what would happen next? 7. Jack was surprised to see his friends ... (*carry off*) by the police. 8. One day I saw Barbara ... (*show*) the visitors round the factory. 9. Something is wrong with the photocopier. Do you hear it ... (*make*) a strange noise? 10. The assistant kept the customer ... (*wait*) a very long time. 11. Because of Japan's success, European and US manufacturers have found their own markets ... (*diminish*) drastically. 12. Many people fear these days that the loss of secrecy might result in money ... (*withdraw*) from the banks. 13. Did you hear the Minister ... (*speak*) yesterday of another cut of prices? 14. Some Western firms have found themselves ... (*be unable*) to compete with Far Eastern manufacturers.

**8. Say that you will not allow somebody to do it.**

**Example:** to do it I won't (*can't*) have you doing it.

Prompts: *to take away the materials from one's study; Nick / to miss practical hours; to jump the queue; to drive too much fast; to elbow one's way onto buses; to put off till tomorrow what you can do today; to cheat at the lesson; Arnold / to keep bad company; to be rude to customers; to give a challenging assignment to a non-experienced employee; to negotiate the contract without getting the sales manager's consent; to sign a contract*

*without getting the manufacturer's consent, talk to the head manager on one's behalf.*

**9. You spent the night in a house where strange things happened. Use the ideas below to make sentences about what you *saw, heard* and *felt*.**

**Example:** Someone screamed from time to time. I heard someone screaming.

1. Someone was crying in the next room. 2. A figure was dancing in the garden. 3. The stairs started creaking at midnight. 4. A cold hand touched me several times. 5. Something was floating in the air above my head. 6. A door slammed suddenly at midnight. Then it slammed every hour. 7. A white face appeared and then disappeared. It happened several times. 8. Something was crawling up my arm. 9. The wind was howling outside. 10. Someone tapped me on the shoulder. It happened several times. 11. Someone was calling my name all night. 12. The voices in the garden were calling for help.

**10. A film director is talking to some actors about the scene they are going to film. Use the notes below to complete his directions. The first sentence has been done for you.**

- |                                    |                            |
|------------------------------------|----------------------------|
| 1. watch / children / play         | 5. see / shark / come      |
| 2. look at / some girls / sunbathe | 6. hear / Rita / shout     |
| 3. see / something / move          | 7. feel / surfboard / rock |
| 4. notice / David / windsurf       | 8. hear / David / scream   |

OK. Now, the next scene is on the beach, and we want to create a nice, peaceful atmosphere. Rita, you're (1) watching **the children playing** in the water, and Peter, you're (2) ... farther along the beach, through your binoculars. OK? Suddenly, Rita, you (3) ... through the water. You borrow Peter's binoculars to see more clearly, and then you realize it's a shark. At the same time, you (4) ... near by. That's when you start shouting. Right? Now, David, you don't (5) ... towards you and you're too far away to (6) ... . The first time you realize something is wrong is when you (7) ... . You lose your balance and fall in. The scene finishes with the reaction of the people on the beach when they (8) ... . Clear? Right, quiet, everybody.

**11. Translate the following sentences into English using Participle I as part of a complex object.**

1. Что с нашим ксероксом? – Разве ты не слышишь, что он издает странный звук? Кроме того, он «жуёт» бумагу. Его надо отправлять

в ремонт. 2. Мартин был обескуражен, когда увидел, что его сообщника полиция выводит из банка: их план рухнул! 3. Неужели вы не почувствовали запах горелого, когда начался пожар? 4. Я не желаю, чтобы ты разговаривал с боссом от моего имени! 5. Так как секретарь плотно закрыла дверь в комнату для переговоров, он не мог слышать дальнейшее обсуждение условий поставки. 6. Вы считаете, что только эта методика подбора кадров дает желаемый результат? 7. Я не позволю вам разорвать контракт с этой фирмой: наше предприятие может понести большие убытки! 8. Я и не слышал, как вчера министр говорил об очередном понижении цен. 9. Европейские и американские компании обнаружили, что их рынки резко сокращаются в результате успешного проникновения на них японских производителей. Более того, некоторые западные компании почувствовали, что они не в состоянии конкурировать с японскими фирмами.

**12. Read the following extract from a story. Then think of a suitable verb and make it Participle I to complete the passage. The first sentence has been done for you.**

(1) **Moving** carefully and not (2) ... a sound, Douglas slowly made his way towards the window. (3) ... through a gap between the curtains, he could see the three men. The fat one, Wiseman, stood by the fireplace, (4) ... a cigar and (5) ... excitedly to Petersson, the Norwegian. Petersson appeared to be listening intently, (6) ... from time to time as if Wiseman had said something funny. The third man, Wescott, sat on the sofa, (7) ... the paper, not (8) ... the other two. Suddenly, the door opened and a fourth man came in, (9) ... a large suitcase, which he put down on the table. As Douglas stood (10) ... the four men in the room, he heard a sound behind him. (11) ... round, he could see in the darkness the shape of a man only a few metres away. (12) ... his gun out of his jacket, Douglas stepped into the shadow of a tree and waited.

**13. Work in pairs. Answer the following questions using Participle I as an adverbial Exercise modifier of attendant circumstances (manner). The verb is given in brackets.**

**Example:** How did he sit for a long time? (*think*)      He sat for a long time, thinking.

1. How do you usually spend your working days? (*do routine jobs*)
2. How did you usually spend the evenings when you were at school?



(*prepare for classes*) 3. Do you know how schoolchildren like to prepare their homework? (*listen to music simultaneously*) Have you got such a habit, too? 4. How did you spend the last year at school? (*attend additional classes to pass the finals well*) 5. How did you spend yesterday's night? (*chat on-line*) 6. How does your roommate prepare for his classes? (*not speak to anybody*) 7. How do you answer at the exam if you have little information about the issue? (*speak in a loud and steady voice*) 8. How do the young often spend their free time? (*sit in social networks*) 9. Do you know how your brother spends his free time? (*play PC games*) 10. Nick is known for brilliant presentations in class. How does he manage to make them? (*stick to the point; not digress from the main issue*) 11. How do the elderly people like to spend their days? (*talk of the good old days*) 12. How did Jane spend the last hours of her staying in Paris? (*admire the capital's view from the Eiffel Tower*) 13. How did Malcolm perceive the head's words to sack him? (*stand and wait a moment in hope that the head would change his mind*) 14. Do you remember how your friend behaved in a difficult situation? (*hesitate shamefully*) 15. How did Lily stand when she was greeted by the male official without ceremony? (*not know whether to be pleased or not at his familiarity*) 16. The old lady was almost run over by a bus. Did anybody see how she went to cross the road? (*not look around*)

**14. Join the sentences using Participle I as an adverbial modifier of time. Mind the form of the participle.**

<p><b>Example:</b> Sue was doing her homework. She was interrupted several times.</p>	<p>While <b>doing</b> her homework, Sue was interrupted several times.</p>
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1. Motorists are driving on icy roads. They should take extra care. 2. The workmen were digging the foundation of a new office block. They unearthed the remains of a Roman villa. 3. Billy did his task. Then he presented it to his supervisor. 4. The captain was warned that bad weather lay ahead. Then he changed the course. 5. Peter completed the experiment. Then he published the data obtained. 6. We were finished with the prices. Then we decided to comment on the delivery dates. 7. I've heard your side of the question. Now I'm more inclined to agree with you. 8. Some Middle East governments investigated the conduct of certain agents whose commissions were said to be excessive. Then they became worried about their image abroad. 9. The Japanese companies concentrated their efforts on vulnerable US markets. They succeeded enormously. 10. Someone works under pressure. He might find it hard to do what is ethically correct. 11. Mark worked for "Read and

Learn” company. Every time he tried to discuss a corporate problem openly, he received a negative reaction from the top-manager. 12. The banks were warned to end relations with the clients whose identities were unclear. They followed the warning. 13. Ronald was working for a multinational company in Holland. He learned to admire the Dutch for their good nature and tolerance. 14. Under the crisis this company was selling goods at dumping prices. It increased its market share by 25%.

**15. Read the following speech by the prosecution at a murder trial. Then think of a suitable verb and make it Participle I to complete the speech. The first sentence has been done for you.**

Ladies and gentlemen of the jury, I intend to prove to you that the defendant, Nick Perkins, cold-bloodedly decided to kill Penelope Hennessy for money, and that, (1) **having made** that decision, he set about planning exactly how to kill her. I will show that, (2) ... the murder in detail, he carried it out on the night of October 26th, when he shot Mrs. Hennessy through the heart. I will produce evidence to show that, (3) ... Mrs. Hennessy, he disposed of the body in the New Forest and that, (4) ... the body, he drove to Lymington, where he threw the gun in the sea. (5) ... the gun, he drove back to the house to remove any evidence of the crime. (6) ... sure that there was nothing to connect him with Mrs. Hennessy’s disappearance, he took several thousand pounds from the safe and hid it in the churchyard at Lyndhurst. (7) ... the money, he returned to his own house. So far, he had committed the perfect crime. But, (8) ... the perfect crime, he became careless and began to make mistakes. I now call the first witness for the prosecution.

**16. Say why somebody failed to do it.**

<b>Example:</b> Mary’s phone number ( <i>ring her up</i> ).	<b>Not knowing</b> Mary’s phone number, Nick couldn’t ring her up.
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1. French (*understand what the participants were talking about*).  
 2. Where John lived (*visit him when I was in Liverpool*). 3. Roger’s taste (*buy a birthday present to please him*). 4. How to get in touch with them (*invite them for barbeque in our cottage*). 5. Jamie’s honesty (*believe any of his words*). 6. The shortest way to the railway station (*to come on time*).  
 7. The clauses of the agreement (*sign it*). 8. How to contact his bank manager in Egypt (*raise a loan*). 9. His generosity (*ask him to lend me some millions to start up a business*). 10. Much about the problems of foreign investment (*contradict the arguments suggested by the foreign investors*).

11. The latest data of the enterprise's output (*make a detailed report on its progress*).

17. Join the two sentences using Participle I as an adverbial modifier of cause (reason).

**Example:** He was going to Rome. He was going to Rome,  
He had friends there. having friends there.

1. He was very tired with his walk. However, he soon fell asleep and forgot his troubles. 2. Cecilia never encouraged friends to drop in spontaneously. So she was almost totally alone. 3. He has no sense of what is right or wrong. He is amoral. 4. Sophia had heard very little. She was absorbed in her own reflections. 5. Max has promised to give her any assistance. She doesn't think he can go back on his word. 6. Jackie had decided it was a proper thing to do. She was surprised when she got absolutely no results. 7. The chief accountant was not surprised to see the external auditors. He had been warned about their coming. 8. "Even if the oil dries up next year, the foreign banks will never desert that country. They have an investment here," an economist said. 9. He turned down the job he was offered. He was reluctant to commit himself to a long contract. 10. Nigeria has implemented ambitious programmes. Now it has had to face many problems. 11. The government has experienced the lack of technical staff. It has not been able to meet all the targets in its plan.

18. Work in pairs. Say why somebody is treated so. Use Participle I as an adverbial modifier of cause (reason).

**Example:** Why is she loved by everybody? Being kind-hearted, she is  
body? (*kind-hearted*) loved by everybody.

1. Why is Daniel invited to dinner parties? (*easy-going and friendly*)  
2. Why is Sally loved by her peers? (*good-natured*) 3. Why is Jack always asked to lend money? (*generous and rich*) 4. Why was he the most eligible for suspicion in the country at war? (*a stranger*) 5. Why are the Swiss always spoken with approval? (*trustworthy*) 6. Why are the Germans respected by most Europeans? (*industrious and punctual*) 7. Why are the Belgians least admired by the Europeans? (*narrow-minded*) 8. Why are the Italians more admired by the French? (*vivacious like the French*) 9. Why was the assistant praised by the executive manager? (*sensible in making a difficult decision*) 10. Why is Brian respected by his colleagues? (*very experienced*)

**19. Ask various questions to the following sentences in which both casual and temporal implications are intended.**

1. Having gone into the question of how much their stay at the Savoy would cost, they decided on a modest guest house. 2. Discovering that she had a talent for music, the shop assistant gave up her job to become a pop singer. 3. Finding himself short of petrol the motorist drew up at the next filling station. 4. Julian lost interest in his work, having been passed in favour of an outsider when a senior position became vacant. 5. Some Middle East governments, having investigated the conduct of certain agents whose commissions were said to be excessive, became worried about their image abroad. 6. Having concentrated their efforts on vulnerable US markets, the Japanese have succeeded enormously. 7. Working under pressure, someone might find it difficult to do what is ethically correct.

**20. Translate the following sentences into English using the present participle as an adverbial modifier.**

1. Во время вождения автомобиля вы должны пристегнуть ремни, иначе вас могут оштрафовать.

2. Узнав ваше мнение по данному вопросу, я более склонен согласиться с вами.

3. Подсчитав, сколько будет стоить их отпуск на Майорке, они решили провести его на даче.

4. Ричарда часто просили одолжить денег, потому что он богат и не жаден.

5. Честно говоря, дела у нас идут неважно. Не имея квалифицированного технического персонала, компания не смогла выполнить все задания плана.

6. Просматривая вчерашний номер газеты, она нашла интересную статью об инвестициях в социальную сферу.

7. Проанализировав ситуацию на фондовой бирже в Лондоне, я решил избавиться от сомнительных акций.

8. Помощник постоял еще минуту, как будто ожидая, что его всемогущий начальник изменит свое решение, и он останется работать. Но начальник только взглянул на бывшего помощника, как будто удивленный, что тот еще у него в кабинете, и вызвал секретаршу. Секретарша, услышав вызов, явилась мгновенно, как будто ожидала у двери.

## PARTICIPLE II

### FUNCTIONS OF PARTICIPLE II

Functions		Indicators	Examples
Predicative		After the link verbs: <i>look, become, be, seem, sound, etc.</i>	He seemed <b>disappointed</b> with the news.
Attribute		In a position before or after a noun	<b>Stolen</b> pleasures are sweetest. The man <b>injured</b> in the accident was taken to hospital.
Part of a complex object		After verbs: of sense perception: <i>hear, see, watch, feel, find, etc.</i> denoting wish: <i>want, wish, desire, etc.</i> denoting order: <i>have, make, get.</i>	I've heard that tune <b>played</b> many times. I want my shoes <b>cleaned</b> . He made himself <b>respected</b> .
Adverbial modifier of:	time	Usually after the conjunction <i>when</i>	When <b>asked</b> about the accident, the girl began to cry.
	condition	After the conjunctions <i>if, when</i>	If <b>taken</b> literary, the sentence has no sense.
	comparison	After the conjunctions <i>as if, as though</i>	He suddenly stopped as if <b>struck</b> by the news.
	concession	After the conjunction <i>though</i>	Though <b>surprised</b> by his arrival, she didn't show it.

### NOTE

The construction composed of a verb denoting sense perception, wish and order + direct object + Participle II means that the action expressed by the verb and Participle II is done not by the doer of the action, but by somebody else for the doer of the action:

*I want my trousers pressed.* Я хочу, чтобы мне погладили брюки.

## EXERCISES

**1. Read the following proverbs and state the functions of Participle II. Memorize the proverbs to make up situations with them.**

1. Better untaught than ill taught. 2. One volunteer is worth two pressed men. 3. Ill-gotten gains never prosper. 4. Stolen pleasures are sweetest. 5. Forewarned is forearmed. 6. A burnt child dreads the fire. 7. A fault confessed is half redressed. 8. A trouble shared is a trouble halved. 9. Forbidden fruit is sweetest. 10. Once bitten, twice shy. 11. A watched pot never boils. 12. When united we stand, when divided we fall.

**2. Complete the sentences choosing an appropriate past participle from the box below. Do not use any participle more than once. The first sentence has been done for you.**

copied	limited	admired	covered	opposed	confused
provided	bored	organized	based	disappointed	
discussed	delighted	mistaken	convinced		

1. Swedish employment practices have become widely **copied** in other countries. 2. We are utterly ... to discrimination against women. 3. The Swedish progress towards equal rights have become widely ... by other nations. 4. Anyone who thinks women in Britain have equal rights with men is entirely ... . 5. Feminist associations in the USA remain highly ... . 6. The movement for greater women's equality is broadly ... in our country. 7. I've got utterly ... by the whole subject of women's lib. 8. They seemed highly ... when they lost their court action. 9. The government is firmly ... the pilot schemes have been successful. 10. The number of persons permitted to take part in the scheme will be strictly ... . 11. Companies in this country have become totally ... by the new law. 12. He seemed fully ... against all risks. 13. They look highly ... with the success of their campaign. 14. Results of a recent survey of international air travelers have revealed alarming discrepancies in the levels of ... comfort and service at many leading airports around the world. 15. A key factor ... in the report is the way in which airports deal with flight delays.

**3. Work in pairs. Answer the following questions using Participle II as a predicative.**

1. You're a student at the Economic University. When will you become qualified as an economist (manager / accountant, etc.)? 2. Do your peers

seem interested in working for a foreign company? 3. Does your temper become frayed when you have an unpleasant talk with your mother or father? the monitor? the Dean? 4. Do you feel embarrassed when asked about the issue you don't know? 5. Do you share the opinion that after learning the subject of sociology students can easily become experienced in conducting questionnairing? 6. Do you share the opinion that a university graduate can become skilled in the industry as soon as he / she starts work? 7. Many people are prejudiced against minority groups in their country. Are you? 8. Do you share the opinion that the Swiss seem too money-minded and excessively serious? 9. Nobody argues the EU has become dedicated to the ideal of free competition among member-countries. Do you? 10. Is the lecturer right by saying that, when relations between customers and companies become dehumanized, there is a lack of human contact between the two?

**4. Make one sentence from the two sentences below, using Participle II attributively. Then write it.**

**Example:** There was a tree on the road. It fell down in the storm last night.      There was a tree **fallen down** in the storm last night.

1. There is a smart-phone on the table. Somebody left it in the classroom.
2. There was a balcony along the second floor. Some columns held it up.
3. When I arrived, I saw a black Nissan outside the cottage. Somebody had parked it there.
4. There's a new diving board in the swimming pool. The workmen installed it last week.
5. There were some people in the car. The police found them injured in the accident.
6. There was only one guest at the party I knew about: Sir Henry personally invited him.
7. There was the money in the box. He had stolen it in the bank robbery.
8. There are many high quality leather goods on sale. Our firm delivered them from India.
9. The 2014 Winter Olympics were arranged in Sochi. The place received visibility that was a result from hosting the event.
10. For over 106 years, the formula for making Coca-Cola has been a secret. The secret was closely guarded.
11. Goods may have damage in transit. They should be returned to the manufacturer.
12. The negotiations were protracted. During them the company offered to increase its exports.
13. We employ people who have experience and do not care which sex they are.
14. The Chairman made a suggestion. We accepted it unanimously.
15. The IIT and TeleCom signed an agreement in December. Both the sides have ratified it already.
16. Employees earn annual leave credits for vacation at a certain rate. The rate is specified in the collective agreement or compensation plan.

**5. Match the following idioms with the definitions. Translate them into your own language. Make up sentences with some of the idioms.**

1. forbidden fruit; 2. a broken reed; 3. a stuffed shirt; 4. injured innocence; 5. the finished product; 6. an unwritten law; 7. a closed shop; 8. frozen music; 9. a closed / sealed book or wonder (to somebody); 10. a confirmed bachelor.

*Definitions: a) a man who from principle or long-established habits is not likely to marry; b) a long-established custom that is difficult to break or disobey; c) the practice under which only people belonging to a recognized trade union are employed in a factory or trade; d) architecture, statuary; e) somebody / something finally completed or evolved; f) a person whose intentions, abilities, etc. are unknown, especially when these may influence a situation; g) something that is desired by a person and that is made even more attractive by the fact that the person is unable or forbidden to obtain it; h) attitude of somebody wrongfully attacked or blamed; i) a person who believes himself to be better or more important than he really is; j) somebody or something likely to fail when his or its strength is tested usually because of some prior stress or experience.*

**6. Translate the following sentences into English using Participle II attributively.**

1. Растущему организму нужна сбалансированная диета. 2. На столе лежала флешка, забытая кем-то из студентов. 3. Товары, купленные на распродаже, возврату не подлежат. 4. Многие годы формула приготовления Кока-Колы была тщательно охраняемым секретом. 5. Председатель собрания долго говорил о проблемах, с которыми столкнулась текстильная промышленность из-за экономического кризиса. 6. Мой босс – закоренелый холостяк. 7. Предполагается, что в недалеком будущем на европейских рынках будет меньше автомобилей, произведенных в странах ЕС. 8. Большинство товаров, производимых на данной фабрике, экспортируется в страны Азии. 9. Проекты по разработке нефтяных месторождений являются потенциально выгодными для компаний, выбранных для осуществления этих проектов. 10. Деньги, накопленные фондом, будут направлены на благотворительную помощь детским домам. 11. Проект закона о перераспределении доходов компаний, предложенный правительством Голландии, вызвал горячие споры в стране и за рубежом. 12. Предполагаемого краха банковской системы в конце нулевых годов удалось избежать.



**7. Complete the following sentences using Participle II as part of a complex object.**

1. You can get your things ... (*unpack*). 2. For their party she had all the furniture ... (*move*) out of the parlor and sitting room. 3. King Charles I had his head ... (*cut off*). 4. They found the house ... (*desert*). 5. Have you ever heard this music ... (*play*)? 6. I'd like the starter of my car... (*repair*). 7. She liked changes and recently she had the drawing room ... (*redecorate*). 8. The darkness found Jane ... (*occupy*) with these thoughts. 9. The Risings have scarcely any money ... (*save*) for their old age. 10. Can we have the programme ... (*tailor*) to our requirements? 11. You should make your views ... (*know*). 12. The boss wants the work ... (*do*) by Friday. 13. I'll get the matter ... (*see*) to. 14. They wanted the Committee ... (*convene*) over the weekend.

**8. Work in pairs. Advise your friend to do something.**

**Example:** Something's wrong with my eyes. I can't see well. (*test*)      You should have your eyes tested.

1. The brakes of my car work badly. (*repair*) 2. I've a terrible toothache. (*pull out that tooth*) 3. I don't like the colour of the wallpaper in my room. And the furniture is about to break down. (*redecorate*) 4. I was cycling yesterday and injured an ankle. Now it hurts me. (*X-ray*) 5. The boss allows me to leave work earlier as I'm having a terrible headache. (*test your blood pressure*) 6. The head asked me to make 25 copies of his annual report to the shareholders by 4 p.m. It's 3.30 p.m. and I have only five copies typed. (*photocopy the original*) 7. I won't be able to complete the experiment in time, as the tester doesn't work properly. (*repair*) 8. The programme doesn't meet our requirements very well but we consider it very helpful. (*change to the requirements*) 9. I'm to make a decision on the offer made by the CNN. The point is that all the papers are in English but I can't read English. (*translate into your own language*) 10. He's been invited to the official reception in the British Embassy. (*make or hire a tail-coat*)

**9. Work in pairs. Answer the questions using Participle II after the verbs of sense perception.**

1. Your friend invited you to a party. You came to your friend's and found the door locked. Has it ever happened to you? 2. Have you ever heard the opera *Carmen* sung in Chinese? 3. Have you ever heard a pop song sung in Dutch? 4. I'm sure you've heard famous *Breakthrough* played by *the Queen* several times. 5. Have you seen Jessica Alba awarded at the latest

Oscar ceremony? 6. I've heard they found the treasure hidden in a cellar, didn't they? 7. Have you ever visited Scotland and seen the mountains there covered with snow? 8. Have you ever seen a Rolls-Royce painted in many colours? 9. Have you seen Vitaly Klichko, a well-known boxer, knocked down? 10. Why didn't you arrive yesterday? Did you find all the flights booked up? 11. Do you always like to hear your name spoken in public? 12. Do you consider your best friend badly organized? He's failed in all the exams.

**10. Translate the following sentences into English using the past participle as part of a complex object.**

1. Отец всякий раз хмурился, когда слышал, как его имя упоминают в связи с несчастным случаем. 2. Я хочу, чтобы отремонтировали стартер у моей машины. 3. Он заставил себя уважать. 4. Я думаю, вы много раз слышали эту песню в исполнении Леди Гаги. 5. Закончив срочную работу поздно вечером, Мартин уже собрался идти домой, но обнаружил, что наружная дверь заперта на ключ. 6. Вам следовало бы сберечь эти деньги на черный день. 7. Вы должны внести регистрационный взнос не позднее 20 июня. 8. Мы бы хотели, чтобы прибыли вашей компании были официально подтверждены. 9. Можно ли изменить эту программу в соответствии с нашими требованиями? 10. Когда финансовое положение компании проверялось внешними аудиторами последний раз?

**11. Change the sentences using Participle II in the subordinate adverbial clauses.**

<b>Example:</b> When the boy was asked about the accident, he began to cry.	When asked about the accident, the boy began to cry.
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1. When they were told how much the trip would cost, they decided to stay at home. 2. For a moment the trio stood as if they were turned to stone. 3. The letter was illegible as if it was written in a hurry. 4. Though this textbook is designed for beginners, it may be used for intermediate students as well. 5. He spoke when he was spoken to, politely and without much relevance. 6. As I was directed, I took the lead, almost happily. 7. If water is distilled, it will become quite tasteless. 8. Though she was respected, she felt a stranger among these people. 9. He bowed low when he was presented to Donald. 10. If she is given a chance, she will become a brilliant lawyer. 11. If I was left to myself, I should infallibly have let this chance slip. 12. Miss Brodrick, though she was not personally well known

in the company, had been spoken well of by all men. 13. Though the chairman was surprised by his subordinate's visit, he didn't show it. 14. When the home sales manager was offered money for signing the contract, she refused it with indignation.

**12. Translate the following sentences into English using the past participle as an adverbial modifier.**

1. Он говорил только тогда, когда к нему обращались. 2. Хотя ее и уважали, она чувствовала себя неловко среди этих людей. 3. Письмо было неразборчиво, как будто было написано в спешке. 4. Если вашему сыну дать шанс, он станет таким же знаменитым футболистом, как Роналдо. 5. Марта остановилась, пораженная новостью. 6. Если бы я был предоставлен сам себе, я бы упустил шанс получить высшее образование. Когда мне рассказали о преимуществах профессии референта-переводчика, я немедленно подал документы в университет. 7. Когда мне назвали стоимость обучения в Гарварде, я решил поступить в школу бизнеса при нашем университете. 8. Хотя мы и удивились появлению нашего босса на работе в такой ранний час, мы не показали этого. 9. Когда Джейн предложили деньги за подписание невыгодного для ее компании контракта, она отказалась и сообщила о взятке в антикоррупционный комитет.

## **MIXED BAG ON PARTICIPLES**

**1. Complete the following newspaper article choosing an appropriate participle from the two given in brackets.**

When I first saw his work, I thought David Lennox seemed a (1) (*promising / promised*) young director. So, I was (2) (*interesting / interested*) to see his latest film, *Vermilion*. I was not (3) (*disappointing / disappointed*). The story is very (4) (*exciting / excited*), the special effects are (5) (*astonishing / astonished*), and I was most (6) (*impressing / impressed*) by the photography. Unfortunately, the same cannot be said of *Tell Me Another*, Freddie Dash's latest film. Advertised as "an original comedy", it is neither original nor (7) (*amusing / amused*). In fact, some of the jokes are so bad as to be almost (8) (*embarrassing / embarrassed*). I was not (9) (*surprising / surprised*) that most of the audience appeared totally (10) (*boring / bored*) by the end, as the story is most (11) (*confusing / confused*). I am sorry to say that it is a most (12) (*disappointing / disappointed*) film.

**2. Insert an appropriate participle of the verb given in brackets. Mind the forms of Participle I.**

1. She cut her foot on a piece of ... (*break*) glass, half ... (*hide*) in the sand. 2. I found it difficult to follow the serial, ... (*miss*) the first episode. 3. ... (*annoy*) by the constant interruptions, the Minister refused to continue, ... (*demand*) that the trouble-makers leave. 4. The river, ... (*swell*) by the heavy rains, burst its banks and flooded the ... (*surround*) countryside. 5. ... (*lie*) in bed, ... (*worry*) and ... (*depress*), Sarah started to think once again about the problem. 6. Students ... (*will*) to take the exam should give their names to the Principal by Friday. 7. Anyone ... (*travel*) without a ticket may be fined up to \$100. 8. She didn't want to hear the story again, ... (*hear*) it all before. 9. ... (*hit*) by a huge wave, the boat turned over. 10. ... (*take*) the machine into pieces, Alan found he couldn't put it together again. 11. And ... (*say*) this in her official and impersonal tone of voice, the chambermaid then grinned, winked and vanished. 12. There was a long line of ... (*abandon*) trucks and carts on the road ... (*lead*) up to the bridge. 13. Mary could feel Elizabeth ... (*review*) their hopes and dreams, their relationship as sisters. 14. She averted her eyes each time she found herself ... (*stare*) at. 15. If ... (*link*) to a colour monitor, this laptop can be used as a desktop model. 16. A ... (*grow*) child needs a ... (*balance*) diet. 17. ... (*persuade*) four banks, ... (*include*) the Bank of China, decided to lend them \$10 billion. 18. ... (*be used*) to the company culture, he found it hard to fit in.

**3. Translate these sentences into English using either Participle I or Participle II.**

1. Если роман экранизировать, он будет иметь большой успех. 2. Сколько времени хранятся вещи, оставленные в камере хранения? 3. Во время проведения испытаний новой модели специалисты обнаружили несколько скрытых дефектов. 4. Я не желаю, чтобы вы подписывали контракт без согласия предприятия-производителя! 5. Мы бы хотели, чтобы товары были упакованы в большие металлические контейнеры, промаркированы нашим логотипом и отправлены морем. 6. Так как он не занимается поставками, он не смог ответить на вопрос представителя компании-партнера о сроках поставки запчастей. 7. Вернувшись после ланча на работу, Кейт обнаружила дверь в офис запертой. 8. Джейк такой человек, который лучше работает, если ему предъявляют жесткие требования. 9. Безбилетные пассажиры могут быть оштрафованы на сумму до ста долларов. 10. Разработав хороший бизнес-план, компания смогла привлечь больше заказчиков. 11. Войдя в приемную президента корпорации, Ричард поздоровался с Тоби, который уже ждал его. Тоби, раздраженный долгим ожиданием, только холодно кивнул в ответ. Секретарша, улыбнувшись обоим, пригласила их прой-

ти в кабинет. 12. Самые важные решения, которые принимаются органами, определяющими политику МВФ, требуют подавляющего большинства голосов.

## THE GERUND

Form	Active	Passive
Indefinite	I like reading.	Nobody likes being thought a fool.
Perfect	He admitted having told lies.	He denied having been criticized.

### NOTES

1. After the verbs *want, need, deserve, require* and the adjective *worth* the Gerund is used in its active form though it is passive in the meaning:

*The equipment needs repairing.*

*The film is worth seeing.*

2. After the verbs *excuse, forgive, remember, thank* and after the prepositions *on (upon), after, without* the Gerund Indefinite may be used to denote a prior action:

*Excuse my interrupting.*

*After doing his homework he went for a walk.*

### EXERCISES

1. State the form of the gerund. Translate the sentences into your own language.

1. Has he tried checking the oil in the engine? 2. The secretary asked if I would mind waiting for a few minutes. 3. Jack laughed. Their being bothered amused him. 4. I'm tired of being treated like a silly fat lamb. 5. It is better to die as the result of being worn out with activity than as the result of doing nothing. 6. I appreciated being invited to your corporate party. 7. I did for a moment examine the possibility of Roger not having been good at his job and inventing the story as an excuse for having been sacked but I kept my mouth shut. 8. These happy events occurred without any recommendation having been made by Dick, and indeed without his having been officially informed. 9. For many years, the banks denied having received deposits

from criminal sources. 10. Furious with his employees for turning up late each morning, the manager decided to have a serious talk with them. 11. In 2013 Tourism Queensland launched a campaign to find a suitable “Island Caretaker” for Hamilton Island. Situated in the Great Barrier Reef, the island requires one worker to take on the “best job in the world”, with the only duties being to report on their experience through regular blog, photo and video updates, along with feeding the fish, cleaning the pool and collecting the mail!

## 2. Agree with what is suggested.

**Example:** The printer doesn't work.      Yes, it needs (wants, requires)  
It's necessary to repair it.      **repairing.**

1. It's difficult to take photos with your camera. You should adjust it. 2. The phone is about to switch off. You should charge it. 3. You can't go to work like this; your shoes are dirty. It's necessary to clean them. 4. The waiter has kept us for an hour waiting for the meal. You should punish him. 5. The librarian forgot to fulfill my order. You should reprimand her. 6. The job is very urgent. You should do it now. 7. The secretary has been very helpful. You should praise her. 8. You can't go to the formal dinner in a crumpled suit. It's necessary to press it. 9. What a mess in your office! You should tidy it up. 10. Though Max isn't an experienced negotiator he didn't make many concessions. You should praise him. 11. The photocopier is working badly. It's necessary to repair it. 12. Steve was rude to the man who was an important client. You should sack him.

## 3. Work in pairs. Answer the following questions using the gerund.

**Example:** Do you think it's a good      Yes, the film is (not) worth  
film to see?      **seeing.**

1. Some people don't like the idea of trying Indian food as it's very hot and juicy. Do you? 2. The boys did not play football in the garden because they were afraid of breaking a window, weren't they? 3. I hear you've read all the books by Hailey. Are they interesting? 4. Do you think I'll make an attempt to do the examination? 5. Do you consider the idea of rafting rather interesting to discuss it right now? 6. Is Westminster Abbey a “must” for all visitors of London? 7. You're saying they are very interesting people. Shall I invite them to the party? 8. Ron doesn't usually carry his passport with him. Recently he has had trouble with the police, hasn't he? 9. Do you advise to get the Wi-Fi in the office? 10. Will it be of any use to try another method of choosing the personnel? 11. I hear Roy Wilkins is rather experienced in carrying out marketing researches. Shall we entrust him with

doing the job? 12. Sheila has proved her self-confidence in making optimal decisions for the company. Do you think she shall be promoted?

**4. Give an invitation to the partner to accept it or not. Use the gerund as an object.**

**Example:** play chess      – What (How) about **playing** chess?  
– Yes, that'd be lovely. (I'd love to, but I'm afraid I have some work to do.)

Prompts: *come to the party; eat out in a Chinese restaurant; go for a drive in the country; chat on-line; stroll round the market; insure one's life; draft a report recommending some course of action for the company; apply this method in retailing; place the question of employees' representation on the agenda of the annual meeting; buy the freehold of the land to extend the factory; view the group's pretax profits.*

**5. Act out the following dialogue. Mind the use of the gerund.**

Bill who is sorting through the Friday morning mail talks to Jane.

Bill: Hey Jane! Have you seen this?

Jane: Seen what?

Bill: This leaflet about the new Sports and Leisure Centre at Bracklebury.

Jane: No.

Bill: It's due to open on Monday.

Jane: Really.

Bill: Yes, listen to this: "Interested in keeping fit and meeting people? Do you enjoy playing competitive sport and getting rid of all those extra inches around the waist? You do? Then how about joining us for a game of squash after a day at the office? Your new Sports and Leisure Centre caters for sportsmen and women of every size and shape. It's so easy to join. But hurry! There's such a demand for membership that we'll be turning people away soon!"

Jane: That's just sales talk. Anyway, you know how I detest playing squash. I'm the wrong shape. I don't feel like doing anything except lounging in an armchair when I get home from work.

Bill: Ah, but wait till you hear this: "If you don't fancy running around a gym, then what about going for a swim in our heated swimming pool? Or try using our Sunlamp Studio and get a genuine, all-over tan! It's even better than lying on the beach!" Sounds fantastic, doesn't it? Or maybe you'd rather be busy doing nothing. Keeping fit actually makes me feel healthier.

Jane: Actually I wouldn't mind going swimming, and don't forget I have started jogging occasionally.

Bill: With the emphasis on occasionally ...

## FUNCTIONS OF THE GERUND

Functions		Indicators	Examples
Subject			<b>Riding</b> a bike is my favourite pastime. It's no use <b>doing</b> it.
Part of a compound nominal predicate			All he wanted was <b>getting out</b> of here.
Part of a compound verbal predicate:	modal	After the verbs and verbal phrases denoting modality: <i>can't stand, can't help, like, expect, want, intend</i> , etc.	I like <b>reading</b> at meals. I couldn't help <b>smiling</b> .
	aspect	After the verbs denoting beginning, duration or end of the action: <i>begin, continue, finish, cease, go on, give up, keep on, stop</i> , etc.	The baby started <b>crying</b> . He kept on <b>asking</b> till she agreed.
Object			Would you mind my <b>sitting</b> here?
Attribute		Always preceded by a preposition	He had no desire of <b>seeing</b> her again.
Adverbial modifier of:	manner	with the prepositions <i>by, in</i>	He broke the silence by <b>coughing</b> .
	time	with the prepositions <i>after, before, in, at, on (upon)</i>	On <b>hearing</b> the bell, she went to open the door.
	attendant circumstances	with the preposition <i>without</i>	She could talk about impersonal things without <b>turning</b> the conversation into a lecture.



## EXERCISES

### 1. Make sentences with the same meaning using a gerund phrase as the subject.

**Example:** It's important to have good friends.      **Having** good friends is important.

1. It is interesting to learn about other cultures. 2. It is fun to travel by boat. 3. My favourite pastime is to ride a bicycle. 4. Is it difficult to learn to drive a car? 5. It's not easy to work out a business plan. 6. It's hard to ask him for help. 7. It's always been very dangerous to climb the western slope of Everest. 8. Is it important to be polite to all clients? 9. Our aim is to get money for a start-up. 10. It's obligatory to officially confirm the company's profits at the end of the fiscal year. 11. In some countries it is traditional to pay people to facilitate the passage of a business deal. 12. Today's businessman frequently meets situations where it is difficult to square his business interests with his moral conscience. 13. It's easy to talk about having high moral standards but sometimes it's very difficult to stand by your principles.

### 2. Join the two sentences to make one sentence with a gerund as the subject.

**Example:** Sandra's a nurse. It's hard work.      **Being a nurse (nursing)** is hard work.

1. He never goes out. That must be boring. 2. Carol often plays tennis. It's her pastime. 3. They share a flat. This sometimes causes arguments. 4. Tom doesn't have any friends. This must make him lonely. 5. He didn't get the job. It depressed him. 6. Use a washing machine with a full load. It saves money. 7. Anne is a teacher. It requires a lot of patience. 8. Phone people at times when you know they're busy. It makes your conversations shorter. 9. Invite people to tea or coffee instead of dinner. It saves money. 10. The employees turn up late each morning. It has made the manager furious. 11. Mark delivers lectures at Stanford University. It takes up a lot of his time. 12. Colin is a system analyst. It requires good mathematical ability. 13. He's a manager. It's hard work. 14. Tom is a computer programmer. He earns a lot of money.

### 3. Read the politician's speech and write down his solutions to the problems as given in the example.

**Example:** We are going to build a cottage. It will require a lot of time.      **Building a cottage** will require a lot of time.

“Today we are faced with many problems, both social and economic. What are we, the Government, going to do about them? (1) First of all, we are going to create new jobs. This will reduce unemployment. (2) Then we must export more goods, which will help the economy. Of course, the future of the country is in the hands of the young, (3) so we intend to train more teachers, and this will raise the level of education. (4) We must also provide more entertainment for young people. This will keep them out of trouble. (5) In addition, we plan to cut taxation, and this will help the lower-paid workers. (6) Finally, we are going to employ more policemen, which will make our streets safer.”

**4. Using the gerund as the subject speak about the ways of saving money. Invent your own ways of saving money.**

<b>Example:</b> Invite people to tea or coffee instead of dinner.	<b>Inviting</b> people to tea or coffee instead of dinner is a way of saving money.
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1. Exchange homes with a foreign family on holidays. 2. Learn to do your own simple plumbing and electrical repairs. 3. Drive smoothly, without sudden stops and starts – it uses less petrol. 4. Put the phone in an uncomfortable noisy place. 5. Borrow books from the public library instead of buying them. 6. Knit your own sweaters. 7. Learn to do your own hair. 8. Buy fewer newspapers and magazines – you probably don't read them all anyway. 9. Don't use a dishwasher or a washing machine without a full load. 10. Take showers instead of baths. 11. Drink water instead of expensive soft drinks. 12. Don't drive when you can walk. 13. If you have a garden, grow your own vegetables and fruit. 14. Make your own jam and marmalade. 15. Be very careful about turning lights off when they are not needed.

**5. Work in pairs. Answer the questions to compare the following.**

<b>Example:</b> Which is easier: to speak English or to speak Hindi?	<b>Speaking</b> English is easier than speaking Hindi.
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1. Which is more important: to come to class in time or to get an extra hour of sleep in the morning? 2. Which is more satisfying: to give gifts or to receive them? 3. Which is more fun: to operate a glider or to drive a car? 4. Which is more expensive: to travel by bus or to travel by air? 5. Which is easier: to entertain other people or to be entertained? 6. Which is more fun: to fret and fidget waiting in a bus queue in the boiling sun or to amuse yourself by watching the various expressions on the faces of the other people in the queue? 7. Which is easier: to earn money or to spend it? 9. Which is more difficult: to run a company or to run its department? 10. Which

is more difficult: to set up a company or to develop it into a multinational? 11. Which can bring better results: to negotiate with a business partner or to argue with him? 12. Which is more profitable for a European car-maker: to sell cars in home markets or to sell them in developing countries?

**6. Work in pairs. Answer the questions explaining why *it's no use* (good) / *it's a waste of time* doing something.**

**Example:** Shall I water the plants now?      It's no use (good) watering the plants now. It's raining.

1. Do you agree that a child shouldn't jest with edged tools? 2. Phil is not a coward. But is there anybody or anything that can threaten him? 3. Will you persuade Ruth to join us? 4. Being a bodyguard is hard work. Have you warned Brian of the danger he can face as a bodyguard? 5. Why did they go to the country to spend a day off? It was drizzling all day long. 6. Harry has been unemployed for three years. Is he still hoping for help from the local government? 7. Did Jane ask the boss to take the Friday off before your holiday begins? 8. I see no reason to argue with the partner. Do you? 9. The visitor can't say that he is dissatisfied with the service here, can he? 10. Are you going to complain to the manager of his employee's rudeness? 11. I wonder if a shop assistant will lose temper any time he / she serves a fastidious and particular customer. 12. Will you make an attempt to be open with your peers?

**7. Translate the following sentences into English using the gerund as the subject.**

1. Ежедневное плавание является хорошим способом поддержания физической формы. 2. Продолжать переговоры было бесполезно, и мы согласились их прервать. 3. Не стоит даже и пытаться списывать на экзамене – наш преподаватель обязательно заметит! 4. Вы бы пожаловались владельцу ресторана на грубость официанта. Здесь не принято грубить. 4. Открытие филиала в одной из стран Юго-Восточной Азии – цель нашей компании на данном этапе. 5. Увеличение объема продаж товаров на внутреннем рынке дает фирме больше прибыли, чем их экспорт в соседнюю Польшу. 6. Создание новых рабочих мест в данном регионе снизит уровень безработицы. 7. Внедрение новых видов продукции является важным условием выживания компании.

**8. Insert the appropriate form of the gerund used as part of a compound verbal predicate. Mind the form of the gerund.**

1. Nobody can go on ... (*live*) without some belief. 2. John intends ... (*buy*) a new house. 3. All children hate ... (*go*) to the dentist's. 4. The Browns

enjoyed ... (*give*) parties. 5. Do you think the grass needs ... (*cut*)? 6. When he told me that everybody had made fun of him, I couldn't help ... (*feel*) sorry for him. 7. The doctor advised she'd give up ... (*eat*) starchy foods. 8. His parents suddenly burst out ... (*laugh*). 9. I believe nobody likes waiting and catching. 10. She did not like ... (*plunge*) back into a slave state. 11. Tom continued ... (*work*) after his illness. 12. The accountant postponed ... (*go through*) the calculations. 13. I just couldn't stand ... (*be*) away from you any longer. 14. Alan doesn't want ... (*work*) for the company as they don't offer him any fringe benefits.

## 9. Make a polite request according to the model.

**Example:** Your neighbour likes playing loud music late at night. Ask him not to do it.      Would (Could / Will) you stop **playing** loud music late at night?

1. You don't want to listen to the girls discussing their private matters too loudly in a bus. Ask them not to do it in public. 2. Your fellow-passenger is smoking. You can't stand smoking so you ask him not to smoke. 3. Another fellow-passenger is listening to the loud music that gets on your nerves. Ask him to stop the music. 4. You're having a party after moving into a new flat. Every five minutes one of your guests moves his chair scratching the floor. Ask him not to move the chair. 5. Your girlfriend is very fond of formal parties where she can wear her best dresses, and you simply hate them. Ask her not to go to those parties. 6. You've met a boy at a party. He wants to attract your attention by calling you "sweet". Ask him not to do it. 7. Your secretary is in love with the boy who lives in Australia. Every day she phones him from the office. Ask her not to use the office phone for private calls. 8. You're in a hurry willing to check out. The receptionist is talking on the phone. Having waited for ten minutes you ask to stop it. 9. You're getting ready for the annual meeting with stockholders. You can't concentrate on the report because your secretary is speaking on the phone too loudly. Ask her to stop it.

## 10. Give advice to some people using the gerund as part of a compound aspect predicate. Begin the sentence with *you'd better stop (give up) ...*

**Example:** To your girlfriend who spends hours talking on the phone.      You'd better stop (give up) **talking on the phone** for hours.

1. To a friend who smokes too much. 2. To a non-experienced driver who drives very fast on icy roads. 3. To a light sleeper who always drinks coffee before going to bed. 4. To your roommate who listens to Ramstein all day

long. 5. To a teenager who swears in public. 6. To a roommate who plays computer games all night. 7. To a neighbour who has noisy parties. 8. To a person who can't travel by air as he easily gets sick. 9. To a peer who likes to visit expensive restaurants. 10. To a peer who spends all his money on presents to his girlfriend. 11. To a peer who asks the boss irrelevant questions. 12. To a peer who is always late for work and make your head furious.

**11. Work in pairs. Give advice to your friend who complains that he is getting fat.**

**Example:** I'm getting fat as I usually go to work by car. (walk) You should take up walking.

1. I don't like walking but I want to lose weight. (*cycle*) 2. I like having an extra hour of sleep in the morning. (*jog*) 3. On days off I like sitting in the armchair doing nothing. (*garden*) 4. I am dreaming to have a comfortable cruise round the Caribbean. (*sail*) 5. In May I'm spending a fortnight in Las Vegas. (*camp*) 6. In summer I like lying in the sun for hours. (*swim*) 7. In winter I prefer to stay indoors as I don't want to catch a cold. (*skate or ski*) 8. I like staying in the country watching animals. (*ride on a horse*) 9. I adore mountains but from the window of a room in a five-star hotel overlooking them. (*mountaineer*) 10. Girls refuse to go to a disco with me; they consider me awkward. (*dance*) 11. I like watching the sea with large waves. (*windsurf*)

**12. Answer the following questions about one's likes and dislikes.**

**Example:** Why do you never wear a hat? I simply hate wearing a hat. (*hate*)

1. Why do you play tennis every day? (*enjoy*) 2. Why do you never go to the theatre? (*not like*) 3. Why do you take so many photos? (*like*) 4. Why do you always wear jeans? (*love*) 5. Why does Ann chat on-line every night? (*enjoy*) 6. Why do you never fly? (*hate*) 7. Why do you always stay alone over the weekend? (*enjoy*) 8. Why do you never drive a car? (*dislike*) 9. Why don't you work in the evenings? (*hate*) 10. Why don't you go to the mountains to spend the holiday? (*not like*) 11. Why do you always cook for the whole family but never wash up? (*love, hate*) 12. Why do you never shop? (*can't stand*)

**13. Work in pairs. Explain why somebody couldn't help doing it.**

**Example:** You fell asleep! I was too tired that I couldn't help falling asleep.

1. She heard our conversation! 2. You came in late! 3. Tom woke up the people in the next flat! 4. Molly mixed up appointments! 5. The secretary interrupted me! 6. The line manager put off some urgent work! 7. The assistant lost important documents! 8. The accountant made mistakes in the balance sheet! 9. The bank clerk transferred money to a wrong account! 10. Chris wrecked the talks! 11. The firm applied for a bank loan! 12. You broke the contract!

**14. Translate the following sentences into English, using the gerund as part of a verbal predicate.**

1. Ты бы занялся виндсерфингом, если действительно хочешь похудеть. 2. Терпеть не могу стоять в очереди, особенно если она длинная! 3. Продолжайте, пожалуйста, мы все внимательно вас слушаем. 4. Не люблю, когда мне лгут! 5. Коллеги, прекратите шуметь, пожалуйста, я пытаюсь сосредоточиться над докладом. 6. Мисс Робертс не могла не перепутать счета – она такая невнимательная! Я думаю, что она пока не заслуживает повышения зарплаты. 7. Менеджеры с удовольствием руководят другими людьми, но не любят, когда им противостоят. 8. Ты уже закончил делать перерасчет? 9. Она терпеть не может, когда ей указывают на ошибки. 10. Из-за падения спроса на нашу продукцию мы терпим большие убытки. В таких условиях мы не могли не обратиться в банк за кредитом, но это нам не помогло. Мы продолжаем нести убытки.

**15. Read the sentences. Make a list of the verbs and expressions after which the gerund is used as an object.**

1. The rain prevented us from completing the work. 2. He apologized to Mrs. Brown for making her wait for him. 3. I'll never forget arriving in Venice by ship the first time. 4. We are looking forward to seeing you again in Madrid. 5. People should be asked to refrain from smoking in public places. 6. There are many difficulties involved in following such a course of action. 7. Jack is very fond of pointing out other people's fault. 8. Alison is not interested in looking for a new job. 9. The government was accused of playing down the potential hazards associated with the mining. 10. For many years Swiss banks denied receiving deposits from criminal sources. 11. Would you mind my making a suggestion, boss? 12. The manager didn't blame me for not fulfilling the clauses of the contract but he insisted on knowing the whole truth. 13. I always had an impression that they would succeed in developing the markets in South Asia. 14. The government was unable to promise about lifting restrictions in the nearest future.

**16. Ask somebody to do something for you. Treat him or her as a friend but not as a very close friend.**

**Example:** You need a good street map of the town, but you haven't got time to go to the bookshop. Robert, would you mind going to the bookshop to buy a good street map for me?

1. You feel like eating some chocolate, but can't be bothered to go and buy it yourself. 2. You want to go to the theatre, but don't know when the performance starts. Get someone else to ring up for you. 3. You are not well and can't go to university. Ask to phone the Dean's office to warn about missing classes. 4. You have some work to finish. You can't talk to a peer for 30 minutes. Ask him or her to come back later. 5. You are busy and can't talk to a visitor for two or three minutes. Ask him or her to wait. 6. You're on your way to a lecture. You can't talk until it's finished. Ask your friend to wait until then. 7. You're going to Scotland for the weekend. Get your friend to call your landlady and tell her. 8. Your airline flight departure needs to be confirmed, but you can't go to the travel agent's yourself. Ask your peer to do it for you.

**17. You are staying at a hotel. You have just come out of the bathroom and found that all your money, documents, clothes and belongings have been stolen. All the hotel staff seems to be off duty. It's 6 a.m. and your plane to Chicago leaves in three hours, at 9 a.m. – you must be on that plane. Try to get the guest(s) in the next room to agree to help you. Before making a polite request, think of the problems you have to solve (you may use prompts). In making a polite request use the gerund after the verb *mind*.**

**Example:** Would you mind helping me?

**P r o m p t s:** *you have lost your passport and airline ticket; you are a funny size and the other guests' clothes won't fit you, this means that you can't leave the room; you have to let your partners know what has happened, etc.*

**18. Work in pairs. Answer the questions using the gerund as an object.**

**Example:** Your friend was late. Yes, he apologized for being late. /  
Did he apologize? No, he didn't apologize for being late.

1. Dave is now living in a cold climate. Is he accustomed to that? 2. The Browns have a dog. Who is responsible for taking care of it? 3. At dinner

Jack pushed the jug with sauce and spoilt Christine's new dress. Did he apologize for that? 4. Britons usually have their biggest meal in the evening. Are you used to that? 5. I'm inviting you to eat out in an Italian restaurant. Would you object to? 6. When a student, your father was dreaming to set up his own business and turn it into a multinational company. Did he succeed in that? 7. In her green years your mother was dreaming to run a company producing stuffed toys. Did she succeed in doing it well? 8. The director of the Management unit of Leeds University is going to your University to conclude a treaty on cooperation. You're the Dean of the Management Faculty. Are you looking forward to that? 9. The firm's representative did not sign the contract with the IBM. Did the manager blame him for that? 10. The customer was badly served at the Gateway. Did she complain to the shop-owner of that? 11. Some European companies signed contracts at breakeven prices. They were accused of that, weren't they? 12. The proposal adopted in the country doesn't encourage foreign capital investment. Do you think the government will be criticized by foreign companies for that?

**19. Respond to your friend's suggestion saying whether you (don't) feel like doing something.**

**Example:** Let's go for a walk. I don't feel like going for a walk.

1. Let's take the dog out. 2. I'm going to the cinema. It's a Hollywood blockbuster on. Will you go with me? 3. Let's go to a restaurant to try seafood. 4. Let's try some oysters. And how about trying snails? 5. Let's move the piano. We need more space for the party. 6. I'm going to the tennis court. Would you like a game with me? 7. Let's climb the hill. We can have a magnificent view from there. 8. Let's walk round the town if we are to stay here for a week. 9. Next summer we are going to take up hiking. Will you join us? 10. The car wouldn't start, let's walk to the place.

**20. Work in pairs. Say that your friend sympathizes unnecessarily.**

**Example:** You have to get up at six! Oh, I'm used (*I've got used*) to getting up at six.

1. You have to walk ten miles a day! 2. You have to cycle for hundreds of kilometers! 3. You have to wade through swamps! 4. You have to canoe down rivers! 5. You're married to a Japanese. You have to eat raw fish like the Japanese! 6. Because of your job you have to go to bed late at night! 7. You have to work overtime! 8. You have to concede to your deputy! 9. You have to stay on after work to participate in discussions about the quality of your products! 10. You have to work in strained circumstances!



## 21. Respond to the situation saying that you suggested doing something.

**Example:** You're two hours late. Why didn't you leave at once? Well, I suggested leaving at once, but my friends wouldn't hear of it.

1. You've missed the train. Why didn't you hire a taxi? 2. You were going to marry. Why didn't you tell your parents about it? 3. You remember a man watching the neighbour's cottage in a blaze from under the tree. Why didn't you attract the police attention to him at once? 4. You're short of money but you are staying at the Savoy. Why didn't you look for a cheaper hotel? 5. You knew your friend's car would develop engine trouble during the race. It might have caused a crash and the driver's injury. Luckily it didn't. Why didn't you tell your friend about the engine trouble before the race? 6. I remember your applying for a job with no success, but it happened six months ago. Why didn't you have another try? 7. You were badly served in the travel agency. Why didn't you complain to the manager? 8. The firm had trouble with the taxation department. Why didn't you consult a lawyer? 9. In July the company lost a million dollars trading with some Latin America countries. Why didn't you inform the top executive about the loss at once? 10. You knew for sure that Mr. Carter had presented a forged cheque to get the money. Why didn't you accuse him of it at once?

## 22. Speak about one's plans, using the gerund as an object.

**Example:** I'm planning to buy a home cinema. And you? And I'm thinking of buying a karaoke system.  
(buy a karaoke system)

1. Phil's parents are going to spend the holiday somewhere warmer. And Phil? (*hike in the Highlands*) 2. Kate is thinking to start a singing career. And Betty? (*work as a model*) 3. I'm going to buy an iPhone. And you? (*buy an iPad*) 4. Bob and Tom are going fishing to Norway next May. And Marion? (*start a course of cooking*) 5. I'm planning to buy a BMW after having my salary increased. And you? (*buy a Lexus*) 6. Mr. Ridgeway, the bank executive, was going to find the thief of the Liberty bonds himself. And his bride Emma? (*consult Hercule Poirot about his trouble*) 7. Gerald is thinking of travelling round the Middle East. And Larry? (*write a book about one's experiences there*) 8. I'm going to get a job in an oriental country. And you? (*move into a country with a colder climate*) 9. Under the circumstances the finance manager is thinking to accept the company's bankruptcy as granted. And the head manager? (*consult a lawyer to avoid*

*great losses*) 10. To make both ends meet Ian is going to work overtime. And Max? (*find a highly paid job*) 11. We're planning to beat Japanese in the oriental markets by selling more goods. And you? (*become partners in Japanese enterprises*) 12. To get higher profits we're planning to increase oil production in the North Sea. And you? (*expand business to post-Soviet states*)

### 23. Say that you share your neighbour's opinion.

**Example:** I expect he didn't want to miss the train.      Yes, I believe he was afraid of missing the train.

1. I expect Sandra didn't want to walk in the rain and get wet as she easily catches cold. 2. I suppose he didn't want to make things worse. 3. I think Isabel didn't want to be punished and sent to prison. 4. I expect Sam didn't want to cause a scandal by asking this question. 5. I think he didn't want to give false evidence. 6. I expected Nick didn't want to be seen at the stadium. He told the boss he was ill. 7. The newcomer is very shy so, I expect, he doesn't want to bother anybody in the office. 8. Mr. Steinback has recently been appointed manager of the department so he doesn't want to make a mistake in running it. 9. I suppose he won't criticize the deputy head to make the relations tense. 10. I'm sure Lesley didn't want to lose her job after being promoted. 11. I think he didn't want to forge his father's signature. 12. I suppose he didn't want to sell the company's know-how.

### 24. Work in pairs. Answer the following questions to explain why somebody did it.

**Example:** The movie was boring.      Well, my girlfriend enjoyed it  
Why did you wait till the      so she insisted on waiting till  
end?      the end.

1. Why did you go on holiday when you were badly needed in the firm? 2. He forged a cheque to borrow \$100,000 from the bank. Why did he do that? 3. The company diversified into the areas favoured by the government, didn't it? 4. You got the costs up by at least 10%, didn't you? 5. Why did the Japanese businesses introduce the practice of promoting by seniority? 6. When the recession came, why did Shell maintain the work force intact? 7. The conditions became favourable for business, but your factory didn't stop sacking workers, did it? 8. The company had increased wages, but the workers went on strike. Why? 9. You signed the petition of the trade union acting against the company's interests, didn't you? 10. Yes, our company produced the machine. After buying the machine you tailored it to your

needs that possibly caused your injury. The company was not liable for the rebuilt product now. Why did you demand the compensation?

**25. Translate the following sentences into English using the gerund as an object.**

1. Курильщики считают курение опасным для здоровья, но продолжают курить. 2. Ты бы лучше помог передвинуть принтер, вместо того чтобы стоять и давать советы! 3. Вы не возражаете, если господин Картер будет присутствовать при нашем разговоре? 4. Макс привык всегда спрашивать коллег о том, что ему непонятно. Это иногда раздражает, но я не помню, чтобы ему отказались помочь. 5. Они не могли простить мне, что зря потратили столько времени. 6. Я не возражаю подождать Ника еще полчаса, но Келли предлагает начать совещание прямо сейчас, без Ника. 7. Спасибо, Марта, что напомнили мне о встрече с управляющим банком. Вы прекрасно справляетесь с обязанностями секретаря и заслуживаете поощрения. 8. Рабочие были недовольны решением владельца автозавода, поэтому профсоюз настоял на проведении забастовки. 9. Форд не боялся делать ошибки, но он учился и на чужих ошибках. Поэтому он достиг таких успехов в руководстве компанией. 10. Джека обвинили в получении денег по фальшивому аккредитиву. Сначала он отрицал подделку финансовых документов, но после проведения экспертизы вынужден был признать себя виновным.

**26. Train asking special questions to the following sentences where the gerund is used attributively.**

1. She hates the idea of wasting time. 2. If he refuses, what's the use in asking him to come to the party? 3. Ray's habit of excluding from the conversation didn't help him. 4. She is like a child who understands the mechanism of striking matches to start a fire, but has no conception of the roaring holocaust of flame. 5. The English take pleasure in talking about their bad weather. Indeed, they almost take pride in it. 6. Is there any hope of getting tickets for the 10.25 train? 7. When you telephoned Mr. Bush he was just on the point of leaving the office. 8. Paul had no intention of selling his car. 9. I can't make out the reason for his rejecting the offer. 10. She has a reputation for making good reports. 11. Roy has pleasure in dealing with people, that's why he works in the personnel department. 12. What are your grounds for including Phil in the list of internal applicants for the vacancy? 13. The mayor made another public statement for the purpose of clarifying the new tax proposal. 14. Sally advised you to take precautions against getting into trouble, didn't she?

**27. A. You are applying for the job of a personnel manager. There is a questionnaire provided by the firm to test your abilities, skills and knowledge. Answer its questions.**

1. Do you have any experience:
  - a) in working with people?
  - b) in running personnel?
2. Do you possess the ability of organizing people?
3. What is the best method of motivating people?
4. Do you possess the ability of organizing non-human resources?
5. What techniques of forecasting, planning, coordinating and controlling do you know?
6. You consider the habit of interrupting people as irritating, don't you?
7. When you are angry, are you in the habit of:
  - a) raising your voice?
  - b) trying not to show it in any way?
  - c) trying to begin to work or to find something else that will help you forget you are angry?
8. When you dislike a person:
  - a) you try to avoid meeting him / her;
  - b) you don't change the way of being as polite to him / her as possible;
  - c) you tell him / her openly.
9. Are you in the habit of smiling very often, almost every time you see someone?
10. When you make a mistake:
  - a) you frankly admit it;
  - b) you try to find others to blame;
  - c) you try to find excuses for having made a mistake.
11. If there is a possibility of training more at Harvard University, will you snatch at it?
12. You are absorbed by the idea of reaching the top of managerial hierarchy, aren't you?
13. Suggest the best way of spending free time.

**B. You are an HR-manager. Analyze the answers and suggest if your peer can or cannot be hired.**

**28. Work in pairs. Express surprise that somebody finds difficulty in doing something.**

**Example:** Tom can't make compliments to young girls.

Does he really find any difficulty in **making** compliments to young girls?

1. Women usually have difficulty in making decisions. 2. Jake can't ask and give reasons. 3. He can never pigeonhole things. 4. Ted hasn't put his ideas into practice yet. 5. She never finds it easy to make people follow her advice. 6. It's very difficult for me to overcome my superstitions. 7. It's very difficult for everybody to generalize about nationalities. 8. When I buy something in the market it's rather difficult for me to charge a price. 9. Mike has been working as a personnel manager for five years but he still considers it difficult to choose the right person for the right job. 10. Besides, Mike can't talk to the employees severely. 11. A British executive working in Germany finds it difficult to modify his employment policies because of the German liking for system and formality. 12. Richard simply can't give instructions to his subordinates.

**29. Discuss with your peer it there is (not) a chance, possibility for somebody.**

<b>Example:</b> I hope Max will enter university this year.	Yes, I think (No, I don't think) Max has a chance of entering university this year.
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1. I hope you'll visit your parents in late January. 2. I suppose Jack will work at a scout camp in Canada this summer. 3. I'm sure, after passing the TOEFL Jim will study at an American university. 4. Bert is idling away his time instead of getting ready for statistics. I don't think he'll pass the exam. 5. I hear your group has got ready to take over Australia's CRA, hasn't it? 6. Are you going to set up a joint venture with Toyota to build small cars? 7. I believe Don will get a job in AgroChemicals. 8. Your father has been working for the advertising agency for ten years. How do the prospects for his promotion look? 9. If you meet your bank manager, he'll give you good advice how to borrow money. 10. I suppose the company must export a larger proportion of its output next year. 11. I think if you apply to the firm, you'll be sent the catalogues and price lists needed. 12. It is important for both sides that Mr. Meyland should be involved in making arrangements.

**30. Explain why somebody did it.**

<b>Example:</b> Do you know why he was in a hurry?	Sure, I know the reason for his being in a hurry. He was about to miss the train.
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1. Why did she refuse to stay at the hotel? It's rather comfortable. 2. I wonder why she eavesdropped our conversation. 3. I wonder why he refused to organize the reception for the peers. 4. A week ago Miss Brown changed her will and made Jane her heiress. Do you know why she did it?

5. Youngsters like the computer but Sue is still completely ignorant of computer technology. Do you know why? 6. Do you know why Patrick rejected such a promising offer to work for the IBM? 7. Why did Morris give false evidence in court? 8. Mrs. Carter was very tenacious of her opinion, but Charles made her change it. Why did he do it? 9. Do you happen to know why Sheila changed her job? 10. Why didn't he charge a fee for the services we were provided with? 11. Why did the World Bank shift the focus of aid away from transport, power and communications projects in 1982? 12. Why was Chase Manhattan taking a minority stake in Simon & Coates? 13. I can't make out why Alex refused to join the General Electric. Can you? 14. The deputy always has objections to making changes. Do you know why?

**31. Translate the dialogue using the gerund attributively.**

– У меня мало надежды на то, что я получу эту должность.

– Почему ты так считаешь?

– У меня есть все основания так предполагать. Во-первых, я не могу понять причину, по которой меня не включили в список кандидатов от фирмы (internal candidates). Говорят, я опоздал с подачей заявления. Я не придумываю оправдания для несвоевременной подачи, но у меня не было никакого представления об открытии вакансии. Кроме того, я в это время был в отпуске! А у тебя была бы возможность подать заявление в срок, если бы ты отдыхал где-то в глуши, где нет интернета?

– Трудно поверить, что где-то еще нет интернета. Ну, а во-вторых?

– Я работаю в аудиторской компании уже шесть лет, и опыт работы с документами у меня достаточно богатый, но у меня нет опыта работы с людьми. И потом, ты же знаешь мою привычку говорить начальству правду в глаза! А какое начальство будет поощрять такую привычку у подчиненного? Вот и скажи сейчас, есть у меня причины для волнения или нет?

**32. Complete the following sentences with the gerund to say how it is (was) done. Mind the preposition by.**

1. Sometimes teenagers get into trouble with their parents ... (*keep bad companies*). 2. Peter got out of doing the work ... (*pretend to be ill*). 3. She tried, ... (*stare into the glass*), to see the expression on the man's face. 4. We show other people that we are happy ... (*smile*). 5. Emily stayed awake the whole night ... (*drink black coffee*). 6. I cut short his lamentations ... (*suggest that we should start work*). 7. Hardy began his report ... (*explain the situation in the North*). 8. We got the project finished ... (*work sixteen hours a day*). 9. In Egypt a TV company decided to have another attempt at the equality of the sexes ... (*allow women to announce serious events as well*).

as forthcoming programmes). 10. He met the problem ... (*spell out that employees had to understand the British way of life*). 11. We will conclude the topic ... (*give some examples of how national characteristic can affect business behaviour*). 12. A dissatisfied employee may be disloyal to the company he works for ... (*divulge its secret processes or inventions to rival companies*).

**33. You have just been selected Secretary of the Year and are now being interviewed. Answer the journalists' questions on your duties using the gerund as an adverbial modifier of manner.**

1. How do you start your working day?
2. A messy desk reflects a messy brain, doesn't it? Do you always keep desk tidy?
3. A secretary is said to be the firm's representative. How do you meet the visitors?
4. You can't always be in high spirits, can you? When you're in a blue mood, do you also meet your boss by smiling?
5. Your boss says you help him much in acting successfully. How do you help him?
6. How do you manage to keep the in-basket and out-basket almost empty all the time?
7. Have you ever had an excuse for getting out of doing work for the boss or a customer? For instance, being tired, ill or busy?
8. How do you manage to do so much, even more than your duties require?

Prompts: *sort out newspapers, business correspondence; clear up the piles of papers first; smile; inform about the coming meeting; sort out telephone calls and visitors for ones being important and not very important; inform people to get in touch with the executive who can really help them; remind the boss about the lunch time; make coffee and sandwiches; make as little noise as possible not to irritate the boss; suggest to take a seat; pretend to be ill, busy or tired; work overtime for the boss twice a week.*

**34. Look at this diary page. It shows what happened to someone last Friday. Complete the page by using the gerund as an adverbial modifier of time. Mind the appropriate preposition.**

**Friday 13 March**

Important day! Began badly: the car wouldn't start, no taxis available, had to take a bus. But ... the bus I stumbled over and broke a heel. (*I noticed a large oily spot on my jacket.*) So I had to visit a shoemaker (*dry cleaner*) ... to the interview. Of course, late for the interview. Also hot, sweaty,

uncomfortable. ... the reception I examined other candidates – all cool, relaxed, confident. I waved to Fred Collins, my colleague. ... me he smiled encouragingly. It did make a trick and ... the interview room I felt more or less confident. The interview seemed to go badly. The panel were all aggressive – made me feel aggressive. I didn't make a good impression ... their questions. So I wasn't surprised when I was asked to wait outside for the results. ... the interview room I felt rather exhausted and thought of going home then but decided to wait after all. I couldn't believe my ears ... the girl saying I was in the short list.

The afternoon interview went very well – they asked me the right questions, I had the right answers. ... to other candidates waiting for the result in the reception I became more and more confident I would be offered the job. But ... the name of the winner on the announcement board I became furious. Internal applicants are preferred to external ones. ... to protest I had a rough passage with the panel, but in vain. ... the car park I was hit by some idiot in a green car. Only minor damage to his car – didn't stop to argue. But ... home I found my car was quite badly damaged. Garage estimate 150 pounds. Felt very upset.

Prompts: *hear; enter; leave; return; talk; try; get off; go; visit; see; answer; read; get on.*

**35. Say when somebody does (did) something. Choose the appropriate preposition to be used with the gerund.**

**Example:** When did she bring in the tea? (*lay the table*)      After *laying* the table she brought in the tea.

1. When did Trevor stand irresolute? (*see the rival*) 2. When did Liz seem excited? (*hear the news*) 3. When did you find Pauline seated at the breakfast table? (*descend*) 4. When did Bob summon courage and offer Betty his hand and his heart? (*prolong his visit by every conceivable excuse in his power*) 5. When can the learners draw a course material on their practical experience? (*study the subjects relevant to their interests*) 6. When should a visitor show his pass? (*enter the Capitol building*) 7. When can the experts make a conclusion? (*explore the problem thoroughly*) 8. When does an applicant fill in the form? (*read the instructions*) 9. When was Ted sacked? (*permanent / disobey the head's orders*) 10. When will you sign the contract? (*discuss the guarantee clause*) 11. When did the manufacturer make up his mind to cut down the prices? (*develop the new markets*) 12. When will the supplier start dispatching the goods? (*receive the confirmation*) 13. When were foreign multinationals forced to accept developing countries' participation in the ownership of their companies?



(introduce the “Indigenization” decree) 14. When did Ted Turner’s TV company increase its bid for ESPN, America’s largest cable channel? (compete against network giant ABC.)

**36. Write down special questions to the following sentences with the gerund used as an adverbial modifier of attendant circumstances.**

1. When a child Mary couldn’t feel asleep without saying good-night to her parent. 2. It’s impossible to have a war without someone getting hurt. 3. Without putting anything into words, they bade each other farewell. 3. We’d had the window open all the way but it only had the effect of stirring the air like porridge without bringing any fresh oxygen in. 4. Sarah sat through her first lesson without paying much attention to the lecture and the examples on the blackboard. 5. Those minutes were the most extraordinary of my life. I cannot think back to them without writhing with pride that I went through them. 6. You are not in my company, are you? I can hardly have engaged an actress looking like you without having noticed it. 7. He asked me if I liked classical music, and without waiting for an answer put on some Wagner. 8. But now a difficulty arose – hostile Indians couldn’t break the bread of hospitality together without first making peace, and this was impossible without smoking a pipe of peace. 9. I’m sure Mike would never do a thing like that without telling the R&D director. 10. The head manager exclaimed that she was against the deputy being involved in the agreement without getting her consent. 11. She could talk about impersonal things without turning the conversation into a lecture.

**37. Translate this dialogue into English using the gerund as an adverbial modifier.**

– После подписания контракта прошло уже 10 месяцев, а работа еще не начиналась. Конечно, можно отказаться от услуг этой компании, но, пытаясь поменять субподрядчика, мы не получим желаемых результатов – время упущено.

– Да, вам действительно не повезло. Но почему вы подписали контракт именно с этой компанией?

– О, это давняя история! Год назад городские власти приняли решение о строительстве кольцевой дороги и объявили конкурс проектов. Изучая представленные проекты, они не смогли прийти к единому мнению. Было отобрано несколько лучших проектов, и после тайного голосования победителем была объявлена компания «Браун и Смит». При объявлении результатов голосования среди бизнесменов возникло недовольство.

– А в чем заключалась причина недовольства?

– Причина выяснилась совсем недавно, после того как стало известно о махинациях этой компании с кредитами. Сейчас специальная комиссия изучает деятельность компании. Она начала работу в прошлом месяце с проверки всех финансовых документов. Когда читаешь отчет комиссии только о некоторых аферах с бухгалтерскими счетами, не устаешь удивляться изобретательности ее организаторов. Как выяснилось, прежде чем заключить контракт с нами, они проделали нечто подобное в ряде городов на севере страны.

**38. Test yourself. Insert the appropriate preposition before the gerund where required.**

1. The others insisted ... accompanying them. 2. She made an excuse ... coming in without knocking. 3. He said that he was tired ... being old and wise. 4. We look forward ... hearing the details if your forthcoming visit. 5. Tom was afraid ... saying the wrong thing. 6. I don't think I'll succeed ... being as sympathetic as you have the right to expect. 7. Larry has paid very heavily ... being a traitor. 8. If you won't tell me what's wrong, what's the use ... my being here? 9. I thought you had just been blaming me ... being neutral. 10. I suppose nothing is gained ... delaying. 11. The ITT, the American conglomerate, was accused ... interfering in the political affairs of Chile. 12. For many years, the banks denied ... receiving deposits from criminal sources. 13. Furious with his employees ... turning up late each morning, he decided to have a serious talk with them. 14. In many countries of the Middle East husbands prevent their wives ... taking a job outside the home. 15. They succeeded ... boosting the pre-tax profits. 16. He was accused ... leaking classified information to the press. 17. Do you think you'll gain a lot ... pointing out his mistakes? 18. They considered all the reasons ... making a pay cut.

**39. Test yourself. Read through the news items and fill in the spaces with a suitable gerund. The first one has been done for you.**

And here is a roundup of the news in brief.

Two men escaped from Durham jail this morning by (1) **climbing** a wall. Both men were serving five years for (2) ... an elderly man. Police are looking for a hit-and-run driver who drove off without (3) ... after (4) ... a young woman. Police are interested in (5) ... anyone who saw the accident.

Pop star Scott Turner plans to retire after his next European tour. He said today he was tired of (6) ... and wanted to spend more time with his family instead of (7) ...

Boxing champion Steve Goddard appeared in court today, accused of (8) ... He was found not guilty. Goddard spoke to reporters before (9) ... and said that he was now looking forward to (10) ....

British racing driver Bob Nicolas flew home last night after (11) ... the Brazilian Grand Prix. His car developed engine trouble during the race, and he had difficulty in (12) ...

An Essex grandmother, Mrs. Maude Williams, celebrated her 100th birthday today by (13) ... Concorde. She was nervous of (14) ... before the flight, but, on (15) ... Heathrow Airport, she said she'd had a wonderful time and thanked everyone for (16) ...

And, finally, a young man who took his pet snake to a party ended up (17) ... the night at the local police station. Paul Rimmer, 26, said, "I was worried about (18) ... the snake at home because of the cold. So I put it in a box and left it in a bedroom. It was all right until someone insisted on (19) ... the box and the snake escaped. That's when the police were called." Mr. Rimmer apologized for (20) ... and was later allowed to go home.

Prompts: *leave; go home; rob; stop; hit; knock down; attack; sing; go on tour; perform; start a fight; speed; drunken drive; train for his next fight; question; talk to; interview; lose; brake; steer; accelerate; fly on; travel on; take off; land at; return to; look after; be so kind; spend; keep; open; look in; take the top off; cause the trouble; frighten everyone; be a nuisance.*

## GERUND OR INFINITIVE

Some verbs can take either the Gerund or the Infinitive.

Verb	Rule	Example
like love hate prefer	These verbs may take either a gerund or an infinitive when they mean "enjoy" or "take pleasure in". When <b>prefer</b> is used in comparison, the gerund is always used.	Do you like <b>eating</b> / <b>to eat</b> seafood? Do you prefer <b>typing</b> letters <b>to writing</b> them by hand?
	When they mean "want" or "wish", they take the infinitive.	Would you like <b>to have</b> a look round?
	Negative sentences usually take a gerund.	I don't like <b>cooking</b> that much.
mean	With the gerund, the verb means "involve".	My new job means <b>moving</b> to another area.
	With the infinitive, the verb means "intend".	He means <b>to get</b> at the truth.

Verb	Rule	Example
<b>need</b> <b>want</b> <b>require</b>	With the gerund, these verbs mean “in need of”.	The piano <b>needs tuning</b> .
	With the infinitive, <b>need</b> and <b>require</b> mean “have a need” while <b>want</b> can mean “should / ought to” or “wish”.	Do you want <b>to discuss</b> the issue? We <b>need to borrow</b> some money <b>to repair</b> the roof.
<b>go on</b> <b>keep on</b> <b>carry on</b>	With the gerund, these verbs mean “continue an action”.	They went on <b>talking</b> about their business.
	With the infinitive, they mean “introduce a new action”.	After describing the project, he went on <b>to give</b> us some of its benefits.
<b>stop</b> <b>give up</b> <b>end up</b>	With the gerund, these verbs mean “cease”.	Stop <b>crying</b> , please.
	With the infinitive, they mean to interrupt one action in order to perform another.	He stopped <b>to look</b> at the map and then walked on.
<b>begin</b> <b>start</b> <b>continue</b> <b>intend</b>	These verbs can usually be followed either by a gerund or by an infinitive.	The baby began <b>crying</b> / <b>to cry</b> .
<b>advise</b> <b>allow</b> <b>encourage</b> <b>recommend</b> <b>permit</b>	These verbs take a gerund when no object is used.	He doesn’t allow <b>smoking</b> in his office.
	They take an infinitive when an object is used, or when they are used in the Passive Voice.	He doesn’t allow anyone <b>to smoke</b> in the office. He’s allowed <b>to go</b> home earlier.
<b>try</b>	When this verb takes a gerund, the meaning is “experiment”.	Try <b>ringing</b> the doorbell. Someone may be in.
	When the infinitive is used, the meaning is “attempt”.	Try <b>to climb</b> in through the window.
<b>remember</b> <b>forget</b>	These verbs take a gerund when they refer to an action that occurred beforehand.	Do you remember <b>seeing</b> this man before?
	They take an infinitive when they refer to an action that comes afterwards.	Don’t forget <b>to buy</b> bread.

Verb	Rule	Example
<b>regret</b> <b>dread</b>	These verbs take a gerund when they refer to the past or likely future.	Do you regret <b>leaving</b> university? I dread <b>going</b> to the dentist's.
	In addition, <b>dread</b> takes the infinitive "to think" and <b>regret</b> the infinitives "to say", "to inform", "to tell".	I regret <b>to tell</b> you that your application isn't successful.

## GERUND OR PARTICIPLE I

To differentiate the gerund from Participle I one should remember that it is the gerund that is used:

- 1) as the subject of a sentence:

*Smoking is prohibited here.*

- 2) after prepositions:

*After reading the instructions he began to fill in the form.*

- 3) after compound verbs:

*I'm (not) used to playing tennis indoors.*

- 4) after certain verbs: *enjoy, delay, detest, fancy, hate, mind, miss, like, love, regret, suggest, risk, etc.:*

*She detests smoking.*

- 5) after certain expressions: *can't bear, can't stand, can't help, it's (not) worth, etc.:*

*I can't help laughing.*

- 6) after nouns in the possessive case and personal pronouns:

*Our teacher's using foreign sources in his lectures attracts many students.*

*We were surprised at his being late.*

## EXERCISES

### 1. Insert the gerund or infinitive form of the verb provided.

1. Do you remember ... (*read*) that sports report last week? 2. I hope she remembers ... (*give*) him the message when she sees him tonight. It's important. 3. Do you fancy ... (*watch*) the rugby match on TV this evening?

4. We're not used to ... (*walk*) so far, we usually go by car. 5. He stopped ... (*see*) the view as it was so breathtaking. 6. Jane and I stopped ... (*see*) each other as we have very little in common. 7. I'd hate ... (*get*) into trouble with the police! Wouldn't you? 8. I hate ... (*have*) to get up early. Don't you? 9. Although the policeman shouted "Stop!", the man went on ... (*run*). 10. She began her career as a model and then she went on ... (*make*) films. 11. Have you forgotten ... (*lend*) him your track-suit? He'll need it soon. 12. How could you forget ... (*lend*) her so much money? It's too late to ask for it back now. 13. We couldn't help ... (*win*) as the opposition was so awful. 14. The bad weather actually helped our team ... (*win*) as they are used to it. 15. Would you agree ... (*work*) at the weekend once a month if you could have days off during the week? 16. Tom tries to avoid ... (*work*) overtime. 17. Phil has asked ... (*have*) a year's unpaid leave to work on a personal project. 18. Our boss dislikes ... (*have*) to train new secretaries so often, because as soon as they are trained they leave for better-paid jobs. 19. I don't know anybody who enjoys ... (*fill in*) Value Added Tax forms. 20. She seems ... (*like*) the added responsibility her new job gives her. 21. I've just begun ... (*understand*) how this organization really works. 22. Excuse me a minute – I think I've forgotten ... (*turn off*) my computer.

**2. Analyze the list of the things given below. Using either the infinitive or gerund, say: 1) How do you feel about these things? 2) How much would you like to see (eat, visit, etc.) them this evening?**

chocolates	beefsteak	R'n'B	computer games
Coca / Sprite	hamburger	paintball	social networks
grilled chicken	avocado	parkour	flash-mob
snails	Irish dance	snooker	blockbusters
sushi	jazz music	squash	roller-skate

**3. Put the verb in the right form: -ing, to + infinitive, or infinitive without "to".**

1. I don't know Arthur but I'd like ... (*meet*) him. 2. The movie was very sad. It made me ... (*cry*). 3. Sir Thomas doesn't let anyone ... (*speak*) of his younger son. 4. I didn't know the reason but she never allowed even ... (*mention*) that name in her house. 5. Where would you recommend me ... (*go*) for my holiday? 6. David didn't recommend ... (*eat*) in that restaurant. The food's awful. 7. My parents have always encouraged me ... (*study*) hard. 8. We were kept at the police station for an hour and then allowed ... (*go*). 9. She advised them ... (*inform*) the police about the accident. 10. You know, Mary likes ... (*give*) advice, and on the day Eve arrived, the girl was advised ... (*change*) the colour of her hair and the hairdo itself. 11. Some

days I feel like ... (*walk*) out of my office and never ... (*come*) back. 12. Have you decided ... (*accept*) the new job? 13. Bill, my policeman friend, says he never has enough time to finish ... (*do*) his paperwork. 14. I can't imagine ... (*work*) freelance – I don't think I'd have the discipline. 15. Do you mind ... (*be*) away from your family on business trips so much? 16. I happened ... (*overhear*) you – I think you'll work faster if you assemble the parts this way. 17. I can't help ... (*wonder*) who hired that man. 18. Did you manage ... (*find out*) who was behind the decision?

**4. You're filling colleagues in on what happened at the meeting they missed. Complete the sentences below by using the gerund or infinitive form of the verb in brackets.**

The latest sales figures appear (1) ... (*be*) down. We risk (2) ... (*lose*) our leading position in the market. The domestic sales team have managed (3) ... (*achieve*) their targets but the export sales team have failed (4) ... (*reach*) theirs. The Sales Manager says she can't help (5) ... (*be worried*). She hopes (6) ... (*get*) better results next month but says we can't avoid (7) ... (*lose*) sales because our competitors keep on (8) ... (*reduce*) their prices. She suggested (9) ... (*lower*) our prices too. But the Marketing Director said we can't afford (10) ... (*reduce*) them. He offered (11) ... (*run*) some special promotions next month but refused (12) ... (*cut*) prices on a permanent basis. So everyone delayed (13) ... (*make*) a decision. We agreed (14) ... (*wait*) and see what happens next month.

**5. Complete the dialogue with the correct form of the verb in brackets (gerund or *to* + infinitive).**

Manager: I thought you ought to know, sir, I've decided (1) ... (*give*) in my notice. I hope (2) ... (*leave*) at the end of the month.

Director: Thank you for (3) ... (*let*) me know, Dennis, but I can't help (4) ... (*wonder*) why you want (5) ... (*leave*). You have been with this company for ten years now so you can't dislike (6) ... (*work*) here, surely?

Manager: Oh, certainly not, sir. I've really enjoyed (7) ... (*be*) here. It's just ... well, it's difficult.

Director: Yes? Go on.

Manager: Well, I didn't want (8) ... (*say*) this, sir, but I just can't stand (9) ... (*work*) with Mr. Mitchell, the deputy manager. If I don't leave soon, I'll end up (10) ... (*do*) something I might regret.

Director: I see. Would you mind (11) ... (*tell*) me exactly what the problem is?

**Manager:** Well, I don't mean (12) ... (*be*) unfair to him. He's young and ambitious, but he's full of these new ideas. He keeps (13) .. (*try*) to change things.

**Director:** Is that such a bad idea, Dennis?

**Manager:** It is when the men refuse (14) ... (*work*) with him, sir. It's making my life impossible. So, I don't feel like (15) ... (*stay*) with the company under the circumstances.

**Director:** I understand you (16) ... (*feel*) this way, Dennis, and I appreciate you (17) ... (*tell*) me about it. However, I have offered (18) ... (*transfer*) Mr. Mitchell to another branch and I'm expecting his answer this afternoon. I can't promise anything, but if he agrees (19) ... (*go*), perhaps you'd consider (20) ... (*stay*) with the company?

**Manager:** Yes, of course I would, sir.

## **6. Insert *not* + participle or *without* + gerund.**

1. She cursed herself for ... (*think*) to bring a visiting card.  
2. He stopped, ... (*know*) how to continue and stood shifting from one foot to the other.  
3. Dr. Wallace filled a pipe from the bowl on his desk, then put it down ... (*light*) it.  
4. We walked ... (*speak*) for a short while.  
5. Would Lily have gone away ... (*see*) you if she loved you?  
6. ... (*turn around*), the driver rudely shrugged his shoulders.  
7. Then she saw Liz and turned away, ... (*want*) to talk to her. She went hastily to cross the road ... (*look*) and was almost run over by a bus.  
8. Miss Casement stood for a moment, ... (*know*) whether to be pleased or not at this unforeseen familiarity.  
9. I won't sign the paper ... (*consult*) with my solicitor.  
10. No businessman can accomplish the goals ... (*plan*) his company's performance.  
11. A Japanese method of "bottom-up decision making" is impossible ... (*initiate*) actions at lower levels of management.  
12. Governments are usually happy about decisions ... (*affect*) plants and employment.  
13. The employees didn't even try to understand their mates' ideas. Of course, ... (*work*) together harmoniously, they failed to create an efficient, dynamic team.

## **7. Change the following sentences to use the gerund with nouns in the possessive case.**

**Example:** We were surprised, because David was late for dinner.  
We were surprised by David's being late for dinner.

1. Our lecturer uses foreign sources in his lectures. It attracts many students.  
2. It made me furious that David intended to help that young guy.  
3. The secretary was shocked when she heard the director shouting in the



morning. She has never heard him behave like this. 4. You're asking if Jack Clement has ever arrived at his office on dot? No, I don't remember. 5. It's such fun when a friend of mine does takeoffs of different national types. 6. Consensus management means that many executives participate in making decisions. 7. German executives like to go by the book (*follow closely the rules*); British ones often prefer to play it by ear (*act according to the particular circumstances*). I prefer the latter.

**8. Translate these sentences into English using either the gerund or the present participle.**

1. Мне не хочется (*feel like*) обсуждать с ним эту тему сегодня.  
2. Сожалею, что мне приходится сообщать вам о том, что ваше заявление отклонено. Попробуйте обратиться в другие фирмы.  
3. Не было никакой надежды на то, что компания увеличит свою долю на рынке. Все сомневались, что она вообще останется на плаву.  
4. Прочитав конспект лекций по социологии, Ник считал, что он готов сдавать экзамен.  
5. Мы планируем запустить цех в начале будущего года, хотя производственный отдел настаивает на введении новой сборочной линии уже в конце этого года.  
6. Вы считаете, что я был недостаточно сговорчив на переговорах? – Сейчас не стоит говорить об этом, хотя я очень сожалею, что мы не достигли компромисса.  
7. Они не сумели (*fail*) выполнить свои обязательства по контракту, что привело к разрыву деловых отношений с партнерами.  
8. Мне действительно нравится здесь работать, но, хотя мне и не хотелось бы об этом говорить, я не могу работать с мистером Блайтеном, начальником отдела. Работать под его руководством – настоящая пытка! Я все время думаю, что он собирается уволить меня. – Удивительно слышать такое! Ведь именно практический опыт работы мистера Блайтена и его умение разбираться в людях позволили ему занять должность начальника отдела кадров. Вернувшись после учебы в Гарвардском университете, он разработал свои принципы подбора кадров, которые значительно отличаются от давно существующих. Занимая должность начальника отдела кадров в течение семи лет, мистер Блайтен не изменил свою привычку вежливо разговаривать с персоналом и посетителями.

## THE MOOD

The category of mood expresses the character of connection between the process denoted by the verb and the actual reality, either representing the

process as a fact that really happened, happens or will happen, or treating it as imaginary phenomenon. There are six moods in the English language: the indicative mood, the imperative mood, subjunctive II, the suppositional mood, subjunctive I, and the conditional mood.

1. The indicative mood expresses facts, that is the speaker represents the action as a real fact:

*I lived near Victoria Station in London.*

*I fail to understand you.*

2. The imperative mood expresses the desire of the speaker in the form of commands and requests:

*Don't make noise!*

*Write to me as soon as you can.*

3. The suppositional mood represents the action as problematic but not contradicting to reality, it represents the action as desirable, suggested, supposed:

*It was better that she should go to her mother's.*

4. Subjunctive I is close to the suppositional mood in its meaning, but its forms are different. It is seldom used in Modern English. Its areas are the language of official documents, high prose and the American variant of English:

*I insist you be here in time.*

*He was afraid lest they be late.*

5. Subjunctive II represents the action as contrary to reality:

*I wish I had never seen him.*

*You sound as if you had soap in your mouth.*

6. The conditional mood expresses the unreal action the unreality of which is due to the absence of the necessary conditions:

*If I had my time over again, do you think I would do it?*

## SUBJUNCTIVE II

1. Subjunctive II has two forms. The indefinite form is used to express simultaneous actions referring to the present or the past or actions referring to the future:

*She wished the house were built.*

*He behaved as if he were a child needed to be distracted.*

The perfect form is used to express priority. It is used to express actions that were not fulfilled:

*If you had learnt it yesterday, you wouldn't have been at a loss in class.*

2. Subjunctive II is used independently to express a) advice, b) preference, c) wish:

- a) *It's getting dark. You had better switch on the light.*
- b) *I would rather stay at home.*
- c) *If only I could help you! If only he had not missed that chance.*

3. Subjunctive II is used in the subordinate clauses of condition that are called *conditional sentences*. There are four types of conditional sentences in English: conditional sentences Type I (*the First Conditional*), conditional sentences Type II (*the Second Conditional*), conditional sentences Type III (*the Third Conditional*) and conditional sentences Type IV (*mixed conditional sentences*).

The First Conditional is used to express possible future events. In the *if*-clause (*conditional clause*) the Present Simple, Present Progressive or Present Perfect can be used:

- If I find the book, I'll give it to you.*
- If you have finished your work, I'll let you go home early.*

There are many conditional linking words that are used in the First Conditional. The following words *on condition that, provided that, in case that, assuming, supposing, as long as* are all alternatives for *if*; generally they are more emphatic and suggest *only if*:

*Assuming no more snags arise, they'll accomplish their aim. (Only if there are no more snags.)*

The linking word *unless* is usually equivalent to *if + not*, and is often more emphatic. The *unless* clause usually comes second:

*I'll miss the train unless the taxi arrives soon. (If the taxi doesn't arrive soon.)*

4. The Second Conditional is used to express:

a) an imaginary condition which is not expected to be fulfilled at the present or future moment:

*He would be a good student if he paid more attention in class.*  
(Nobody expects him to pay more attention and so he will not become a good student.)

b) an unlikely but possible condition:

*The room would look much better if you cleaned it. (You may decide to clean it and in that case you would improve the appearance of the room.)*

c) a totally unrealistic possibility:

*If walls had ears, they would certainly have some secrets to tell.*

d) advice:

*If I were you, I'd take the exam again.*

Though there are some exceptions (e.g. polite formulae: *If you would be so kind*, etc.) **would** is used in the main clause, not in the *if*-clause. The conditional form **would** is generally used for all persons, though sometimes *I / we should* is also used, especially in more formal written English. In the

*if*-clause we use the Past Simple or Past Progressive. In the Second Conditional the verb **to be** has got the form **were**:

*What would you buy if you were given a thousand dollars?*

5. The Third Conditional is used to talk about things in the past that didn't happen but which were possible. The Past Perfect and Past Perfect Progressive are used in the *if*-clause, and the conditional Perfect or Simple in the main clause:

*If I had realized the time, I would have left earlier.*

*If you had taken the medicine then, you would be well now.*

6. Mixed conditional sentences are combinations of sentences of Type II and Type III, that is, one of the clauses refers to the present or future, while the other refers to the past:

*If they had finished the work yesterday, they would be free now.*

7. Subjunctive II is also used in the object clauses after the verb **wish** to express an unreal desired action:

*I wish you were here.*

The expressions *if only* and *I wish* are used to talk about the present or future when you regret something, that something is not as you would like it to be. Normally **would** is not used after *wish*:

*I wish I knew Susan's telephone number. (I don't know it.)*

*If only you would tell (told) me the answer.*

Sometimes **would** can be used after *I wish* when you want something to happen or somebody to do something. The speaker is complaining about the present situation or is annoyed:

*I wish it would stop raining. (It is raining.)*

*I wish you wouldn't drive so fast. It makes me nervous.*

These expressions can also be used to express a wish about the past, accompanied by a feeling of regret:

*If only I had told the other group about it. (I didn't tell them about it.)*

8. Subjunctive II is also used in the predicative clauses after the link verbs of being and seeming followed by the conjunctions *as if*, *as though* that connect the main and the subordinate clauses:

*It seemed as though the silence of the night were getting on her nerves.*

*You look as if you had not slept.*

9. Subjunctive II is used in the subordinate clauses of comparison after the conjunctions *as if*, *as though*:

*He behaved as if nothing extraordinary had happened.*

10. Subjunctive II is used in the subordinate attributive clauses after the expression *it's* (about, high) *time*:

*It is time you remembered my telephone number.*

## EXERCISES

1. Complete the following pieces of conversation, overheard in a shop, putting the verbs in brackets into the correct form.

**Example:** If you ... (*leave*) it with me now, it ... (*take*) a few days to repair.      If you leave it with me now, it **will take** a few days to repair.

1. If the taxi ... (*arrive*) late, he ... (*miss*) his appointment. 2. If you ... (*give*) me your phone number, sir, we ... (*let*) you know when it ... (*arrive*). 3. How long ... it ... (*take*) if you ... (*order*) one for me? 4. If you ... (*not see*) what you ... (*want*), sir, just ... (*ask*) one of the assistants. 5. If it ... (*not fit*), madam, ... (*bring*) it back and we ... (*change*) it. 6. If you ... (*wait*) a minute, sir, I ... (*see*) if the manager ... (*be*) free. 7. I ... (*get*) any discount if I ... (*pay*) cash? 8. If you ... (*take*) on the best job of the world to feed fish in Queensland, you ... (*earn*) \$150,000 a month.

2. Some workers are demonstrating outside their factory. Use their demands to decide what they actually say to the managers and make Type I conditional sentences.

PAY US MORE MONEY  
OR  
WE GO ON STRIKE!

GIVE US LONGER HOLIDAYS  
OR  
WE DON'T COME TO WORK!

DON'T SHORTEN OUR  
LUNCH BREAK  
OR  
WE WALK OUT

DON'T SACK FULL-TIME  
WORKERS  
OR  
WE GO ON STRIKE!

PROVIDE BETTER  
WORKING CONDITIONS  
OR  
WE DON'T DO OVERTIME!

IMPROVE SAFETY  
STANDARDS  
OR  
WE STOP WORK!

INTRODUCE A SHORTER  
WORKING WEEK  
OR  
WE COMPLAIN TO THE  
UNION!

INCLUDE WORKER  
REPRESENTATIVES  
IN BOARD OF DIRECTORS  
OR  
WE STOP WORK!

**3. The managers of the factory are considering the workers' demands. Complete the following sentences choosing a suitable conditional linking word from the box below.**

provided that	supposing	unless	in case	as long as	so long as
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1. We'll pay them more money ... they work harder. 2. We won't give them longer holidays ... they promise to be more productive. 3. We won't shorten their lunch break ... they agree to start earlier. 4. We'll have to improve safety standards ... someone has an accident. 5. We'll consider providing better working conditions ... we have enough money. 6. ... we introduce a shorter working week, how will we make a profit? 7. We'll include worker representatives in the Board of Directors ... they're trained to manage. 8. We'll let some of full-time workers stay with us ... they agree to be lower-paid.

**4. Arthur Bothwell has a lot of bad habits, which he should give up, but it's probably too late for him to change. Use the ideas below to make conditional sentences Type II, explaining why he should change his habits.**

**Example:** Give up smoking and be healthier!      If he gave up smoking, he would be healthier.

1. Go on a diet and lose weight! 2. Take some exercise and get fit! 3. Stop working at night and feel better! 4. Stop drinking and live longer! 5. Eat the right food and feel better! 6. Stop eating after 6 p.m. and feel better! 7. Take care of your health and enjoy life more!

**5. Choose between *if* and *unless* to complete the following sentences.**

1. My car doesn't start. I'd be late for work ... I cycled. 2. She would send for a mechanic ... the engine broke down. 3. Drivers would sound their horns ... children ran across the road. 4. You would need to stop again ... you filled up with petrol now. 5. ... the oil companies succeeded, the government would be pleased. 6. The workmen wouldn't go on strike ... they were unhappy. 7. The men would be happy ... the companies paid them more money. 8. The men would work harder ... they were happy. 9. They would get the oil ashore this year ... they worked harder. 10. They would finish the job on time ... the weather stayed fine. 11. They wouldn't stop work ... the sea was too rough. 12. The oil companies would make more money ... they solved their problems.

**6. Complete the following radio programme putting the verbs in brackets into the appropriate form.**

**Interviewer:** Welcome once again to our weekly programme in which we ask the questions “If you (1) *were* alone on a tropical island for a month, what two items (2) ... you ... (*choose*) to take with you and why?” My two guests today are racing driver Paul Bartlett and journalist Anna Collins. Paul?

**Paul:** Well, I think I (3) ... (*get*) very bored on this island if I (4) ... (*not have*) anything to do. So, I (5) ... (*take*) a knife and a ball of string. Then I (6) ... (*be able*) to make useful things to catch food and, maybe, build some kind of house to live in.

**Interviewer:** (7) ... you ... (*try*) to escape from the island?

**Paul:** If I (8) ... (*manage*) to make a boat, I think I (9) ... (*try*).

**Interviewer:** Anna, what about you?

**Anna:** Well, I definitely (10) ... (*not try*) to escape. I’m totally impractical. So, if I (11) ... (*try*) to make anything, I’m sure it (12) ... (*fall*) to pieces very quickly. No, if I (13) ... (*have*) to spend a month on this island, I (14) ... (*want*) to have a good book and a pair of sunglasses.

**Paul:** But how (15) ... you ... (*catch*) things to eat if you (16) ... (*not have*) any tools?

**Anna:** Oh, I expect there (17) ... (*be*) plenty of fruit on the island. And I’m sure it (18) ... (*not hurt*) me if I (19) ... (*not eat*) meat or fish for a month.

**Interviewer:** (20) ... either of you ... (*be*) lonely?

**Paul:** Definitely. I (21) ... (*find*) it very difficult if I (22) ... (*not speak*) to anyone for a month.

**Anna:** I think I (23) ... (*enjoy*) the peace and quiet at first, but after a couple of weeks, yes, I (24) ... (*begin*) to feel lonely.

**Interviewer:** Paul and Anna, thank you very much.

**7. Complete each of the following sentences with a suitable *if*-clause.**

1. Fiona would have many more friends if ... . 2. He would have become a brilliant football player if ... . 3. The engine would work more efficiently if ... . 4. You won’t need so many driving lessons if ... . 5. I wouldn’t be here if ... . 6. I’d offer them lunch if they ... . 7. What would you buy if ...? 8. There would be fewer road accidents if ... . 9. We’d be able to keep to the main roads if the traffic ... . 10. I wouldn’t lend him money if ... . 11. Victoria Azarenko will win the tennis match if ... . 12. They will sign the contract if ... . 13. The firm wouldn’t have gone bankrupt if ... . 14. We’ll fail and lose our market share if ... .

## 8. Say what you would do in somebody's place.

**Example:** What would you do in my place? (work harder) If I were you (In your place), I would (should) work harder.

1. What would you do in my place? (*follow the Dean's advice*) 2. What would you do in Katie's place? (*keep out of it*) 3. What would you do in my place? (*not be so worried*) 4. What would you do in your brother's place? (*admit his mistake*) 5. What would you do in his place? (*make an appointment by phone*) 6. What would you do in my place? (*apply for the extension of my visa*) 7. What would you do in his place? (*take legal advice*) 8. What would you do in my place? (*accept the offer to change the department*) 9. What would you do in her place? (*agree to head the project*) 10. What would you do with the bad fellow in the boss's place? (*quit him immediately*) 11. What would you do in his place? (*go on negotiating the contract*) 12. What would you do in your peer's place? (*help to find a mistake in the invoice*) 13. What would you do in the CEO's place? (*inform the shareholders of the changing situation*) 14. What would you do in the sales manager's place? (*warn the financial director of the firm's losing money in overseas markets*) 15. What would you do in your manager's place? (*listen to the subordinates*)

## 9. Choose between conditional sentences Type I and Type II to complete the dialogue between a father and a son.

Tim: Hey, Dad! What (1) ... (*you / say*) if I (2) ... (*tell*) you I was saving up for a motor-bike? A Triumph 750. I saw a new model in the Superbike Store.

Dad: I (3) ... (*say*) you (4) ... (*be*) mad! Motor-bikes are killer machines as far as I'm concerned. I (5) ... (*think*) about it carefully if I (6) ... (*be*) you.

Tim: Why? Why couldn't I have my bike if I (7) ... (*save*) the money? You (8) ... (*not be*) pleased to see me with a bike like that?

Dad: No, I (9) ... (*not be*). If you (10) ... (*plan*) to die young, then you (11) ... (*have / better*) go ahead and buy it. If I (12) ... (*have*) the choice, I (13) ... (*not go*) near a motor-bike. I (14) ... (*buy*) myself a cheap little car instead. I (15) ... (*feel*) much safer on four wheels!

Tim: Well I (16) ... (*not buy*) a car even if you (17) ... (*give*) me the money! Cars are so middle-aged and boring. I just (18) ... (*not enjoy*) driving around on four wheels if I (19) ... (*be able*) to afford to buy two. It's super fast.

Dad: Is that all you think about? Speed? Your mother (20) ... (*be*) really worried if she (21) ... (*know*) you were planning to get a motor-bike. I (22) ... (*not like*) to say how she (23) ... (*go*) to feel about the idea.

Tim: I (24) ... (*not say*) any more if I (25) ... (*be*) you because I've just bought it on Hire Purchase. If you (26) ... (*care*) to take a look outside, you



(27) ... (*see*) it parked in the front drive. You (28) ... (*like*) to come for a ride on it?

**10. Translate the sentences into English using conditional sentences Type I and Type II.**

1. Она не взяла бы деньги, даже если бы он ей и предложил. 2. Если футбольная команда не улучшит свою игру, на ее матчи будет ходить мало болельщиков. 3. Мы опоздаем на собрание акционеров, если не поспешим. 4. На твоём месте я бы обратился к адвокату, но ты предпочитаешь помощь какого-то Спарка. Интересно, поможет ли он тебе? 5. Если бы я был начальником отдела развития, я бы больше внимания уделял проведению маркетинговых исследований. 6. Ваша фирма не обанкротится даже в условиях кризиса, если вы будете больше внимания уделять расширению ассортимента продукции и увеличению доли на рынке. 7. Компания будет платить вам больше денег при условии, что вы будете лучше работать. 8. Я не разрешаю тебе покупать мотоцикл! Это машина-убийца! Если бы мама знала, что ты планируешь умереть молодым, она бы очень переживала. 9. Мы успеем на встречу с поставщиком, если выйдем через час?

**11. Read these news items and then complete what the people say. There is often more than one acceptable answer. The first one has been done for you.**

1. An elderly woman was reunited with the son she had not seen for 20 years after recognizing his photograph in a national newspaper. "It was a pure chance," said Mrs. Vera Flemming. "If I **hadn't** recognized his photo, we'd never have met again."

2. Two yachtsmen were rescued last night after getting into difficulty in heavy seas. Coastguards criticized the two men for not listening to the weather reports. "These people make me very angry," said John Smith, a coastguard, "... "

3. Tommy Mangold lost his job at a car factory last week after making an unfortunate remark about his boss's wife. "The trouble with Tommy is that he never thinks before he speaks," said his mother. "... "

4. Part of a school roof blew off in high winds yesterday and landed inches from people waiting in a bus queue. Mrs. Ada Vale, fifty-nine, said, "We were terribly lucky. ... ."

5. Middle-weight boxing champion Ally Frazer lost the world title last night when he was knocked out in round six. His manager said, "He's been working very hard recently. He's tired and his reactions aren't as fast as usual. ... ."

6. Doreen Brooker lost her chance of winning \$100,000 in prize money when her husband admitted forgetting to post her entry form. "I'm not speaking to him," said Doreen yesterday, "..."

7. Last week the news agency of Reuters lost much money for selling its shares. When the shares were offered on the London and Wall Street Stock Exchanges, market prices everywhere were falling and Reuters did not get as much as they had hoped. Answering the question how he feels about a sale that cost Reuters \$12 million, Michael Nelson, Reuters' General Manager said, "...".

## 12. Complete the following conditional sentences Type III.

**Example:** If I had been ill, I ... If I had been ill, I would  
(*call / a doctor*). have called a doctor.

1. If I had had a heart attack, I ... (*see / a specialist*). 2. If I'd had a headache, I ... (*take / aspirin*). 3. If I had been suffering from toothache, I ... (*visit / the dentist*). 4. If I had broken my leg, I ... (*go / hospital*). 5. If I'd cut myself badly, I ... (*use / a bandage*). 6. If I had felt seasick, I ... (*swallow / a pill*). 7. If I had been feeling dizzy, I ... (*have / a lie-down*). 8. If I'd seen an accident, I ... (*dial / 999*). 9. If I had had a stomach upset, I ... (*call / a doctor*). 10. If I'd had my eye damaged, I ... (*visit / an eye doctor*). 11. If I had made a mistake in the report, I ... (*admit it*). 12. If I had been unable to attend the meeting, I ... (*inform the chairman*). 13. If I hadn't raised a question of the sales revenues, I ... (*continue working in the same department*).

## 13. Complete each of the following sentences with a suitable *if*-clause.

1. I would never have known if ... 2. She wouldn't have called you a liar if ... 3. Your cut would have stopped bleeding by now if ... 4. Mr. Spark wouldn't have gone to the pub if ... 5. We'd have made a quick descent if the mist ... 6. He would have been picked up by helicopter if ... 7. I would have bought a smart-phone if ... 8. The flight wouldn't have been delayed if ... 9. There might have been an accident if ... 10. We wouldn't have spent all our money if ... 11. They would have increased wages if ... 12. They would have signed the contract if ... 13. The EPAM Systems would have entered into partnership with IIP if ... 14. They would have started the plant's modernization if ...

14. Here are a number of events that affected the course of world history. Speculate what might have happened if these events had not

taken place. Try to imagine several consequences of each event and what would have happened if all these things had not happened.

**Example:** 1556 – tobacco introduced to Europe      If tobacco had not been introduced to Europe in 1556, Europeans would never smoke.

2,000,000,000 B.C.	First life on the Earth
20,000 B.C.	First writing
8,000 B.C.	Wheel invented
800 A.D.	Paper money first used
1327	Guns first used in battle
1492	Columbus discovered America
1556	Tobacco introduced to Europe
1865	Lincoln abolished slavery in the USA
1875	Bell invented the telephone
1903	Wright Brothers' first powered flight
1908	Ford started mass production of Model T car
1926	Baird invented television
1945	First use of atomic bomb in war
1969	Armstrong stepped onto the Moon
1989	Soviet Union disintegrated
1990s	Internet widely spread
1998	Mobile telephone with a sensor screen issued
2001	Terroristic act in New York
2008	Economic crisis started
2011	Earthquake and tsunami in Japan (Fukushima)
2014	Winter Olympics in Sochi

### 15. Translate these sentences into English using Conditional Type III.

1. Правда, что твой двоюродный брат снова потерял работу? – К сожалению, это так. Если бы он умел держать язык за зубами и не сказал гадость про жену своего босса, он бы не потерял работу. 2. Если бы вы должным образом прописали условия контракта, все стройматериалы были бы доставлены в срок. 3. Если бы компания не пошла на резкое снижение заработной платы, большинство высококвалифицированных сотрудников не взяли бы расчет. 4. Если бы парни послушались совета опытных альпинистов, они бы не начали восхождение на этот пик в такую погоду. И даже когда произошел несчастный случай, их могли бы спасти, во-первых, если бы они взяли радио, чтобы связаться со спасательной службой. Во-вторых, если бы кто-нибудь из парней знал, как

оказывать первую медицинскую помощь, они бы смогли остановить потерю крови у товарища. В-третьих, если бы они взяли больше продуктов, они бы не потеряли столько сил, когда решили спуститься вниз самостоятельно. Другими словами, ребята могли бы продержаться до прихода спасателей.

**16. It's two o'clock in the morning. Roger and Diana have just come back from a party. Complete the following dialogue by putting the verbs in brackets into the correct form. Mind the three types of conditionals.**

R o g e r: Where's your key?

D i a n a: What do you mean? You've got a key, haven't you?

R o g e r: (1) If I ... (*get*) mine, I ... (*not need*) yours, would I?

D i a n a: No, I haven't got mine.

R o g e r: But I told you to bring it.

D i a n a: No, you didn't.

R o g e r: Yes, I did. (2) If you ... (*listen*), you ... (*hear*) me.

D i a n a: Well, I don't remember you telling me. Anyway, I couldn't find it.

R o g e r: You mean you've lost it again?

D i a n a: Not really. It's at home somewhere. (3) I ... (*have*) time to look for it if we ... (*not leave*) in such a hurry.

R o g e r: That's not the point. (4) If you ... (*be*) more organized, you ... (*not keep on*) losing it in the first place!

D i a n a: That's not fair! I don't keep on losing it. Anyway, what are we going to do now? We haven't got a key.

R o g e r: I don't know. I suppose we'll have to break a window.

D i a n a: You can't do that! (5) If the neighbours ... (*hear*) you, they ... (*think*) we're burglars!

R o g e r: All right then. There's a small window open in the bathroom. (6) If you ... (*stand*) on my shoulders, you ... (*be*) able to reach and then you can climb in.

D i a n a: I'm not going to stand on your shoulders. I might fall off!

R o g e r: Don't be silly! (7) If I ... (*hold*) your legs, you ... (*be*) quite safe.

D i a n a: I still don't like it.

R o g e r: Look. (8) I ... (*climb*) in myself if I ... (*can*) get through the window, but I can't. I'm too big. You'll have to do it.

D i a n a: (9) But if someone ... (*see*) me, they ... (*call*) the police!

R o g e r: For goodness sake! (10) It ... (*make*) things a lot easier if you ... (*not worry*) about other people! Now, are you ready?

D i a n a: OK.

R o g e r: All right?

D i a n a: (11) If you ... (*move*) a bit closer, I ... (*be*) able to reach. Oh! Not so fast! Roger! Oh!!

Roger: Now look what you've done! You've put your foot through the window!

Diana: Roger, there's something I've got to tell you!

Roger: Honestly, can't you do anything right! (12) If you ... (*not be*) so careless, you ... (*not break*) it!

Diana: Roger, listen! I hate to tell you, but this isn't our house!

**17. Say that you'd like the present situation to be different.**

**Example:** I can't swim.

I wish I **could** swim.

He smokes much.

I wish he **didn't** smoke much.

1. John doesn't get on with his peers. 2. I do not keep in touch with my old friends. 3. Nelly takes everything to heart. 4. I know for sure what will happen. 5. Mary's parents don't approve of her boyfriend. 6. Max never takes any interest in business. 7. He is not self-confident of chairing the department. 8. My future job means moving to another area. 9. Our pilot plant is situated far from the main production. 10. Alan hasn't a good nose for business. He doesn't know what to buy and where to sell. 11. McDonnell-Douglas can't provide effective competition to Boeing. 12. This year the car industry confronts few buyers with many sellers. 13. Sunset industries in Western economies always present different problems. They are now suffering from massive excess capacity. 14. We are facing some trouble with financing a project because we don't usually set aside a part of our profits for future investments.

**18. Complain about the present situation and express your wish about some future actions. Begin your sentences with *if only* or *I wish*.**

**Example:** You don't expect your headache to go away.

I wish my headache **would** go away. / If only my headache **went** away.

1. You don't expect the weather to clear up. 2. You don't expect the Rescue Services to arrive soon. 3. You don't expect Steve to be more careful. 4. You don't expect them to invite you to their wedding party. 5. You don't expect his honour to be satisfied. 6. Smith is a fair player. You don't expect him to be dropped from the team. 7. You don't expect your boss to think of this possibility for you. 8. You don't expect him to use his influence on your behalf. 9. You don't expect him to be promoted soon. 10. You don't expect the strategic considerations on your firm's further development to be put into practice in the foreseeable future. 11. You don't expect this company to be the first to crack under crisis. 12. Some economists don't expect tight monetary and fiscal policies to keep inflation under control.

**19. Respond to the following sentences using *had better* to express advice, *would rather* (sooner) to express preference and *if only* to express wish.**

**Example:** Are you planning to talk to him? I'd rather avoid it but I have to.

1. I've got some bad news about our partner. 2. The assistant spoiled the talks completely. 3. Don't you believe that Darya Domracheva won three golden medals in Sochi? 4. What do you intend to do? 5. Never put off till tomorrow what you can do today. 6. I'm going to say what's in my mind, and please don't get angry with me. 7. How would you like to go on a business trip to Tokyo next month? 8. You don't have to worry about that. 9. I don't want you to take too much to heart what I said. 10. You are going to make me think I didn't make a mistake. 11. Talking to the CEO would be a waste of time. 12. What's the use of talking about it now? The deal's gone.

**20. Show regret for the following situations. Begin each sentence with *I wish* or *If only*.**

**A. Three men got into trouble while climbing up a mountain in the Highlands, Scotland.**

**Example:** He wasn't well. I wish (If only) he had been well.

1. Jack wasn't careful and he didn't notice the path was slippery. 2. Jack broke his leg, but the men didn't take the medicine and he felt terribly awful. 3. They didn't bring a radio and they weren't able to contact the rescue service. 4. The mist didn't clear and the helicopter didn't spot them. 5. None of them learnt First Aid and they didn't know what to do when the accident happened.

**B. Paul is at the informal party. Use the following information to express Paul's thoughts.**

**Example:** He is sorry he took the invitation. I wish I hadn't taken the invitation.

1. He doesn't know anyone. 2. He's sorry he didn't stay at home. 3. He feels nervous. 4. He's sorry he has put on a suit. 5. He's sorry he is not wearing jeans. 6. He doesn't have much self-confidence. 7. He can't dance. 8. He doesn't know any joke.

**21. Translate the sentences that follow into English. Mind the independent use of subjunctive II and its use in the object clauses.**

1. Хотелось бы, чтобы сейчас был июль или август! Не надо было бы сдавать экзамены, можно было бы отдыхать. Но сейчас июнь, сес-

сия только началась. – А ты предпочитаешь летом отдыхать? Я бы на твоём месте попытался найти какую-нибудь работу, чтобы иметь карманные деньги. 2. Они собираются к матери Алана, помощника нашего начальника. Только бы они не сказали ей правду о сыне! У нее слабое сердце, и, если она узнает, что с ним произошло, придется вызывать врача. 3. Если бы только он не упустил эту возможность год назад! 4. Жаль, что я не умею сразу оценивать перспективы. Если бы я тогда согласился принять участие в проекте, я бы получил необходимые навыки и сейчас бы работал проект-менеджером. 5. В той ситуации мне лучше было держать язык за зубами. 6. Мне хотелось бы знать, что здесь происходит. – Анна очень расстроена после неудачного выступления на встрече с представителем холдинга. – А что произошло? – Жаль, что тебя там не было. – Я бы предпочел знать суть. Ты мне расскажешь о случившемся, не так ли? – Расскажу, но позже, а сейчас тебе лучше остаться с ней.

**22. Read the following sentences and comment on the form of subjunctive II in the adverbial clauses of comparison. Translate them into your own language.**

1. You treat me as if I were a piece of furniture. 2. She was breathing hard, as though she had been running. 3. It was curious to go into her own house as though she were a stranger. 4. I shall always think of you as a goddess in heaven and I shall speak to you as though you were the Madonna. 5. She had seated herself and was watching the flames in an absorbed interest, as though there were no one in the room but herself. 6. The sky's dark shipping pressed closer and closer, as if all the clouds had come to the harbour. 7. The boy launched out into a description of the accident as though he had been an actual witness of it. 8. She didn't speak as she worked – as though there were nothing more to be said. 9. The head deputy stared at her as if he didn't understand. 10. You are talking as if you were arranging my business. 11. He spoke in a business-like voice with as little emotion as if he were discussing some dry matter of business.

**23. Using the idea in brackets finish up each sentence with *as if* (*as though*).**

**Example:** I was so happy that I felt ... I was so happy that I felt as if  
(*I don't have wings and I can't fly*) I had wings and I could fly.

1. When I reached the eighth floor I felt ... (*I didn't climb Everest*).
2. After talking to each other for only a short time we felt ... (*we haven't*

known each other all our lives). 3. Linda looked ... (*she slept a wink that night*). 4. When the teacher praised Alex he felt ... (*Alex is not a top student*). 5. Kate is nervous and can't concentrate on the subject. She looks ... (*she doesn't have a headache*). 6. She got a feeling in that place ... (*she was away*). 7. He is anxious about me and it seems ... (*he isn't trying to help me*). 8. They were happy. They looked ... (*they didn't win the game*). 9. Nick sounded ... (*he is not a showman*). It's not surprising, some people like to play roles. 10. After the talks with the big fish from New York Donald felt terrible ... (*he wasn't run over by a truck*). 11. Richard was so anxious about the situation in the marketing unit that he felt ... (*he won't burst*). 12. When I looked at the invoice I felt ... (*I haven't seen the invoice before*).

**24. Use the appropriate form of subjunctive II instead of the infinitive in brackets.**

1. The girl looked as if she ... (*be*) to cry. 2. "I feel at home here", he said, "as if I ... (*come*) home where I was born." 3. Although we never met, it seems as if you ... (*be*) our good friends. 4. He felt as if there ... (*be*) another adult present, invisible. 5. It seemed as if the sound ... (*die*) away in the distance. 6. He got a feeling as though everything and everyone ... (*move*) out of this place and he ... (*leave*) alone. 7. It seemed as if the solicitor ... (*not believe*) any word. 8. It was a long pause. It seemed as though Martin ... (*can not*) find any words to break the silence. 9. Alice looked as if she ... (*praise*) by her supervisor. 10. You know, I felt as if I ... (*be*) the first man to discover things in the division. 11. Marion was happy. She felt as if she ... (*give*) advice how to act then. 12. It looks as though the boss ... (*be*) pleased with the report and the numbers in it.

**25. Respond to the following statements using subjunctive II in the adverbial clauses of comparison.**

<p><b>Example:</b> We thought you'd never come.</p>	<p>You behave as if you <b>didn't</b> believe me. I never break up my promise.</p>
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1. I thought I'd find you here. 2. I don't know what you're talking about. 3. What have you been up to since I saw you last? 4. They have been worried about you lately. 5. You said only a moment ago that he was extremely well off. 6. Have you tried to get in touch with him? 7. I am so happy. 8. Why should she change the conversation? 9. Did you notice the way she stared at me? 10. I must rush for the unit meeting. 11. I felt sure you'd like to have the latest news of the corporate performance. 12. Paul seemed to have no objection to change a job.



**26. Agree with what your peer says using subjunctive II in the subordinate attributive clauses.**

**Example:** She should seriously think of her future.      Yes, she should. It's high time she **thought** of her future seriously.

1. Roy should review the material before the exam. 2. Agnes should understand it's no joking matter. 3. Joan should openly express her point of view. 4. Donald should understand that he is no longer a learner. 5. Under the circumstances Ann should see a solicitor. 6. They should put an end to this pointless talk about importance of computer games. 7. As the deputy head of the department Alice should feel some responsibility for its performance. 8. Betsy and Laura should get down to business. 9. Leslie should change his job instead of complaining. 10. For ten years Bob has been working for Ford Motor; he should be promoted.

**27. Translate the following sentences into English. Mind the use of subjunctive II in the adverbial predicative and attributive clauses and clauses of comparison.**

1. У него был такой вид, как будто он никогда об этом не слышал. 2. У меня такое чувство, как будто я давно вас знаю. 3. Ричарда так взволновала ситуация с продажами на региональном рынке, что он чувствовал, будто вот-вот взорвется. 4. Пора бы нам серьезно обсудить перспективы сотрудничества с компанией «ИКЕА». 5. Кажется, руководитель проекта не понимает, что случилось. 6. У Вероники был такой вид, как будто ее похвалил босс. 7. Она чувствовала себя так, как будто впервые приехала в Лондон в командировку. 8. Не пора ли положить конец разбазариванию ресурсов компании? 9. Мартин разговаривал с Джоан сухим тоном, как будто обсуждал свой бизнес! 10. Казалось, босс остался доволен моим докладом о дальнейшем развитии компании.

## **THE CONDITIONAL MOOD**

1. The conditional mood denotes an unreal action the unreality of which is due to the absence of necessary conditions. It is formed with the help of the auxiliary verb **would** and the infinitive of the meaningful verb in the appropriate form without the particle *to*. Sometimes **should** is also used with the first person singular and plural. The mood has two forms. The indefinite form of the conditional mood is used to refer the action to the present or to the future while the perfect form is used to express priority.

2. The conditional mood is used in simple sentences of implied condition:  
a) after the combination *but for* and the conjunctive adverb *otherwise*:

*But for his help they wouldn't have finished the work in time.*

Если бы не его помощь, они бы не закончили работу вовремя.

*We were lucky the weather was fine. Otherwise we should have put off our outing.*

Нам повезло, что была хорошая погода. Иначе нам пришлось бы отложить поездку.

- b) when the condition may be implied by the context:

*I wouldn't believe him.*

Я бы ему не поверила.

*I wouldn't have believed that.*

Я бы этому не поверила. Но я

*But I saw it with my eyes.*

видела это своими глазами.

3. In complex sentences the conditional mood is used in the main clause after adverbial clauses of unreal condition and concession:

*If I were you I should go there at once.*

*Even if he had helped them they wouldn't have finished the work in time.*

## EXERCISES

1. Read the following sentences and analyze the form of the conditional mood. Translate the sentences into your own language.

1. But I regret nothing that I have done. I would do it all over again.  
2. This would not have occurred to Michael; but it seemed a splendid idea.  
3. He would not, perhaps, have recognized the client but for her own pause and hesitation. 4. But for you they would never have met! 5. I realized that what would have seemed horrible to most people did not in the least affect him. 6. But for her manner of talking she would have been taken for a teacher. 7. He learnt a good deal about human nature while working for Mr. Green that otherwise he should never have known. 8. One would hardly suspect the manager's real feelings from his appearance. 9. At another time the assistant manager would have been furious. 10. Perhaps he should be wiser not to make many concessions while negotiating the contract. 11. The project manager was a good, dull, honest, plain man. One would admire his excellent qualities, but avoid his company. 12. Actually, boss, I'd prefer to speak to you in person. 13. Well, there's nobody in the R&D department by the name of Thompson. Or I would know. 14. It would be false to say that it is easier to survive under the current crisis.

2. Complete the sentences that follow so as to justify the use of the conditional mood. Give several variants if possible.

<b>Example:</b> George would have preferred ...	George would have preferred to watch TV nevertheless he went with the children to the Zoo.
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1. They would have done it in time ... 2. It would be perfectly easy for me to pretend ... 3. It would have been wiser ... 4. I should have imagined ... 5. In his present mood he would prefer ... 6. Many men under these circumstances would have ... 7. At another time I should have willingly helped you ... 8. They would not have missed ... 9. Normally he would just smile at this ... 10. I would not have put that question ... 11. Normally because they treated him well and he liked them, he would be eager for their company ... 12. It would have been more decent of him ...

### 3. Transform the sentences so as to use the conditional mood.

<b>Example:</b> He is very absent-minded, so he always loses his glasses.	He is very absent-minded, otherwise he <b>would not</b> always lose his glasses.
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1. Alan does a lot of reading in bed and his eyesight is poor now.  
 2. We are having a spell of warm weather and the trees burst into blossom so early.  
 3. The music was too loud, so we could hear it from far away.  
 4. She is running a high temperature, so we called a doctor.  
 5. You forgot to water the flowers and they died.  
 6. Derek was good at drawing and he was sent to Amsterdam to study.  
 7. That was his day off so he could go hiking with us.  
 8. Mary has missed a lot of classes because of her disease so she has to work hard to catch up with the group.  
 9. Jane was upset by her boss's reproach, she burst into tears.  
 10. They were four days behind the schedule and they had to rearrange it to make up the lost time.  
 11. That guy was very naughty and impudent so we got rid of him.  
 12. Ted has a good nose for trade, now he is a successful retailer.

### 4. Say that the previous engagement (appointment, meeting) interferes with your intentions.

<b>Example:</b> We're going to play tennis. Will you join us?	But for the previous engagement I <b>would</b> (should) go with you.
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1. Let's go to the leisure pool to have fun.  
 2. The weather's fine today. Let's go skiing.  
 3. They're nice people. Will you accept their invitation to have lunch?  
 4. We're going to cycle next weekend. Will you go with us?  
 5. There's a meeting with the representatives of the British Council at the University today. Will you go?  
 6. The company arranges a course

in psychology for the staff. Will you join it? 7. Our boss is seriously ill. He's in hospital. Let's visit him today. 8. You accept their offer to change the job, don't you? 9. Do you have some time to see your solicitor now, boss? 10. Would you like to discuss the problem with the officers right now?

**5. Say that there was a reason why somebody failed to do something.**

**Example:** We didn't start earlier      But for the storm we would  
because there was a storm.      have started earlier.

1. Jacob didn't accept a promising offer because his new job meant moving to another area. 2. George lost his job after making an unfortunate remark about his boss's wife. 3. She had to change the job because she kept up a war of words with her line manager. 4. When the shares were offered, market prices everywhere were falling so the company didn't get as much as it was hoped. 5. Nigeria didn't catch up with the mighty Western economies because there was a civil war in the mid-1990s. 6. A Scottish regional council decided to add fluoride chemical to the public water supply. Mrs. McColl disliked the fluoride issue so she complained to the newspapers. 7. When local water officials visited Mrs. McColl to clear up the question, she had a physical battle with them, so she was arrested. 8. Almost everyone was in court, excluding Mrs. McColl who was at home with a stomach upset.

**6. Translate the following sentences into English using the conditional mood.**

1. Давай поиграем в футбол! – Я бы с большим удовольствием присоединился к вам, если бы не завтрашний экзамен по информатике. 2. Она очень рассеянная, иначе она никогда бы не теряла вещи. 3. Я не жалею о том, что сделал. И повторил бы снова. 4. У нее было много денег, но я женился бы на ней, даже если бы у нее не было ни цента. 5. Что бы вы делали без меня? 6. Если бы не война, этот регион сейчас бы процветал. 7. Пожалуй, было бы разумнее отказаться от этого предложения. 8. Соня не поверила бы этому, но она видела это своими глазами. 9. Крису повезло, что коллеги поняли мотивы его поведения. Иначе ему пришлось бы уволиться. 10. Я бы не хотел вам противоречить, босс. 11. Из-за резкого снижения цен компания не смогла выручить от продажи своих акций столько, сколько планировала.

**7. Test yourself. Choose the proper form of the conditional mood for the Infinitive in brackets.**

1. If it were I who was to be always young and the picture that was to grow old. For that I ... (*give*) everything! Yes, there is nothing in the world

1 ... (*not give*). I ... (*give*) my soul for that! 2. Why didn't you come an hour earlier, and you ... (*dine*) together? 3. And how ... you ... (*set*) about it? 4. I ... (*write*) to him myself, but I have mislaid his direction. 5. He is very absent-minded, otherwise he always ... (*not lose*) his glasses. 6. Sam ... (*prefer*) to go to the pub. Instead he had to help his wife about the house. 7. In a soft voice he explained to Joanna that he had never let her house before, indeed he never ... (*think*) of doing so. 8. Don't be over-optimistic about the case! I ... (*use*) the proverb "Don't sell the bear's skin before you catch him". 9. David was on a week's leave. But after rather intensive work he ... (*prefer*) a longer leave. 10. You have to finish up the calculations tomorrow. I ... (*not waste*) time in your place. 11. She is very upset. It ... (*be*) much better to say nothing about the accident in the department store. 12. I knew the chief was kind-hearted. Otherwise I ... (*not bother*) him.

### 8. Complete the following sentences using the conditional mood.

1. Matches is something the children had better not play with, otherwise ... . 2. It's been fun seeing that movie. But for that ... . 3. We are lucky that the weather is fine, otherwise ... . 4. It was raining cats and dogs, otherwise ... . 5. In normal times ... . 6. It seemed a splendid idea, otherwise ... . 7. I know she has a heart of gold, otherwise ... . 8. It's a pity Mary has a war of words with the assistant, but for ... . 9. I regret nothing I have said, otherwise ... . 10. I'm awfully busy now, otherwise ... . 11. He worked hardest in the unit, otherwise ... . 12. I think we'd better enter into partnership with them, otherwise ... .

## THE SUPPOSITIONAL MOOD AND SUBJUNCTIVE I

1. The suppositional mood is formed with the help of the auxiliary verb **should** for all persons singular and plural and the infinitive of the meaningful verb in the appropriate form without the particle *to*. It has the indefinite form **should do** that expresses simultaneousness in the present or in the past or refers the action to the future, and the perfect form **should have done** that expresses a prior action:

*It seemed strange to him that Mary shouldn't know what was on her sister's mind.*

*It's incredible that he should have risen so early.*

Subjunctive I has one form that is used in reference to any time:

*It's imperative that he do it.*

2. Both the suppositional mood and subjunctive I are used in subject clauses after the main clause denoting subjective appraisal of the action described in the subordinate clause. The main clause is an impersonal one

with adjectives and nouns with modality (*necessary, imperative, etc.*) or adjectives and nouns giving estimation of the action described in the subordinate clause (*strange, annoying, etc.*):

*It is necessary that you should help him.*

*It's necessary that you help him.*

3. Both the suppositional mood and subjunctive I are also used in object, predicative and attributive clauses after verbs and nouns denoting suggestion, demand, recommendation and order (*demand, insist, suggest, recommend, request, etc.*):

*He suggested (that) we should take part in the excursion.*

*He suggested (that) we take part in the excursion.*

4. These moods can also be used in object, predicative and appositive clauses after the expressions of fear (*fear, worry, be anxious, etc.*) with the conjunctions *lest, in case, that*:

*She was afraid lest she should forget his address.*

*She was afraid lest she forget his address.*

5. The suppositional mood and subjunctive I are used in adverbial clauses of purpose after the conjunctions *lest, in case, in order that, so that*:

*Put down my address lest you should forget it.*

*Put down my address lest you forget it.*

6. Subjunctive I is used in simple sentences with an optative meaning. Such sentences are usually exclamatory:

*Success attend you! (a wish)*

*Damn it! (a curse)*

## EXERCISES

1. Use the appropriate form of the suppositional mood (A) and subjunctive I (B) instead of the Infinitive in brackets.

A. 1. It was extraordinary for her that Jerry ... (*make*) that sort of mistake.  
2. It's typical for him that he ... (*not help*) anybody. 3. For a week it was necessary that someone ... (*stay*) with her all night. 4. What a pity it is, that Edward ... (*have*) no taste for drawing. 5. It's a pity that you ... (*miss*) such an interesting meeting. 6. I thought it was necessary that we ... (*have*) a short conversation before I left. 7. It was impossible I ... (*care*) for a boy almost young enough to be my son. 8. It was but natural that Sarah ... (*pour*) her troubles into a willing ear. 9. It was strange that she ... (*address*) the chief in such a way. 10. He thought it was impossible that Nancy ... (*be*) such a good accountant. 11. It is natural that he ... (*like*) his new job. 12. It's only right that you ... (*disapprove*) of me. I have a despicable character.

B. 1. It is necessary that your deputy ... (*be*) present at the meeting. 2. It will be desirable we ... (*have*) a heart-to-heart talk. 3. It is requested that we ... (*register*) at the office. 4. It is imperative that you ... (*reply*) to their letters the next day they arrive. 5. It is necessary that you ... (*study*) the papers thoroughly to be well prepared for the talks. 6. As you are not an expert on the subject, it is desirable you ... (*keep*) quiet at the meeting. 7. It's a big contract, so it's important that we ... (*take*) any chances. 8. It is recommended the company ... (*concentrate*) its efforts on vulnerable US markets. 9. The banks were warned they ... (*end*) relations with clients whose identities were unclear. 10. It is simply vital that he ... (*treat*) as the guest of honour as everything depends on him.

**2. Fill in the blanks with corresponding adjectives from the list.**

natural	strange	funny	wrong	extraordinary	surprising
odd	impossible	annoying	fair	important	sad

1. It is ... that you should so misunderstand me. 2. It's ... you should have said that! 3. It is more ... that I should help my mother. 4. It was ... that Sharon should disbelieve him. 5. It is ... that he should have won the competition. 6. It's ... that Jake should refuse to help us. 7. Does it seem ... that she should play so wonderfully and live so quietly? 8. It's ... you should laugh at me. You are English and have other customs. 9. It seems ... that you should have never met before. 10. It's ... I shouldn't know the name of this company. 11. It is not ... that she should accept the invitation of this outstanding producer. 12. It was ... that he should be more often out of a job than in one, and he would have been glad to take employment under a Chinese owner.

**3. Say that the news surprises you and you can't believe it.**

**Example:** Do you know that Sue has forgiven her boyfriend? It is surprising (strange, doubtful) that Sue **should have forgiven him.**

1. Do you know that Italy have won the Final Cup? 2. Tom has lost a finger while operating a lift truck. He didn't read the instructions. 3. Do you know that Margaret asked Max to come rather than you? 4. Do you know that Sheila didn't come to the interview? 5. Brian has changed his mind to quit. 6. This year customers have got used to soaring prices. 7. The shop has lost a lot of money as they are selling poor-quality goods. 8. Mr. Underdown has been elected company's president by a unanimous vote.

9. Do you know that Lloyds has become bankrupt? 10. Mary Kay Cosmetics has won the market of our country. 11. We have won the biggest contract with OTTO WOLF to deliver metal goods to the local enterprises. 12. Do you know that some years ago Bill Gates left his post as the executive manager of Microsoft?

**4. Give instructions to your peers as shown in the example.**

<b>Example:</b> Shall I show the guests round the city?	Yes, it's necessary (obligatory, advisory) that you <b>should show</b> them round the city.
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1. Shall we attend training courses regularly? 2. Do you think I can participate in the conference to compete well with senior students? 3. Shall I attend each talk at the conference? 4. Shall I act as a guide for the delegation? 5. Do you think I'll stick to my guns every time I feel I'm right? 6. Do you think it's good for the company to encourage the fighting spirit among its employees? 7. Do you think employees should be able to stand up for themselves when their bosses criticize them? 8. Nowadays every company has to implement a lot of proposals to protect the environment, don't they? 9. Do you think it is time to regain control over that subsidiary in Hungary? 10. Do you think we're strong enough to take a stake in a Polish radio station? 11. Do you share the opinion that we can set up an airline company? 12. Do you think it's just the right time to launch our project?

**5. Translate the following sentences into English. Mind the forms of the suppositional mood and subjunctive I in subject clauses.**

1. Странно, что они отказали ему. 2. Ему свойственно нарушать данное им слово. 3. Вполне естественно, что главу департамента огорчила новость о снижении прибылей компании. 4. Невероятно, что Хилари приняла предложение Дэна изменить проект. У нее всегда с ним словесная война. 5. Странно, что мы не встретились раньше – ведь мы работаем в одной компании. 6. Удивительно, что твой новый сотрудник великолепно справляется со своими обязанностями с первого же дня. 7. Поразительно, что компания JЕI'О первой внедрила идею производить системные игрушки. 8. Мисс Кларк – настоящий специалист в своей области. Неудивительно, что ее доклад на заседании Совета директоров получил всеобщее одобрение. 9. Необходимо, чтобы вы оплатили счет за поставленные товары не позднее двадцатого числа.



**6. Read the sentences in which the suppositional mood and subjunctive I are used in the object and attributive clauses. Translate them into your own language.**

1. She did not demand that I should stay with her. 2. They suggested that Smith should be dropped from the team. 3. Alex proposed that we should go over and lunch with him. 4. His irritable demand that he should be left alone was quite characteristic of the man. 5. Neither have I the least desire that you should dine with me on that day. 6. They insisted that he should rent in Harley Street the very best rooms obtainable. 7. Kevin demanded that his honour should be satisfied. 8. The law requires that all cars should be tested regularly for safety and efficiency. 9. I requested that he should use his influence on my behalf. 10. It was finally arranged that he should devote all his energy to working out the main points of the project. 11. I would strongly insist that you go no further with your extremely dangerous inquiries. 12. What I suggest is that after lunch you give me an hour or so on my own and I'll prepare a programme for discussion. 13. I often wondered if it was your suggestion that they set off on that long tour immediately after that unfortunate scene.

**7. Fill in the blanks in object, predicative and attributive clauses with the appropriate verbs.**

1. I offered them my apartments in Paris and ... that they should stay till their things change. 2. Andrew ... that he go to another telescope and view Mars. 3. She ... that people should be conscious of their movies. 4. He ... that we should go into the pub and have a glass of beer. 5. Miss Mary Moore, then a popular actress, ... that I should insert a burglary to make the play more exciting. 6. It was Martin's ... that we should settle the matter at once. 7. She ... that they should let bygones be bygones. 8. My father ... that I should come home and enter the business. 9. He wants to ... that we should come to terms. 10. They ... that I invite my legal adviser here where my business could be discussed in the calm atmosphere. 11. The boss ... that I should be seconded to his place for three months. 12. His ... was that our company should develop vulnerable US markets.

P r o m p t s: *insist; demand; suggest; recommend; advise; order; request.*

**8. Transform the following sentences into compound ones with object, predicative or attributive clauses as shown in the example.**

<b>Example:</b> I insist on your doing this work at once.	I insist that you should do (do) this work at once.
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1. It was Sarah who actually suggested our making amendments in the contract. 2. When Betty suggested seeing the famous *Great Wood Battle*, her peers immediately agreed. 3. Why do you insist on giving a corporate party in April? 4. He persisted on their making the experiment at once. 5. She proposed coming over and helping me. 6. Alex suggested giving the subordinate another chance to improve. 7. It was your fault. You insisted on his coming here. 8. The manager suggested our putting off the meeting till next Tuesday. 9. It's a pity you refused when I suggested training your personnel further. 10. He didn't suggest leaving the presentation half-through. 11. The owners demanded having an exceptional range of prestigious perfume brands in the store. 12. The manager suggested taking a gamble to succeed in selling the magazine.

**9. Develop the sentences into situations after making the necessary changes. Make up at least one sentence to specify the given one.**

**Example:** He suggested our returning home.

He suggested that we **should return** home. It looked like raining, so he didn't want to get wet.

1. My peer insisted on making a party to celebrate the event. 2. I propose our chatting on-line. 3. He suggested my bringing the documents with me for detailed discussion. 4. Nick suggested their showing the town to the visitors. 5. I suggest your going back to your office and making a complete analysis of the given data. 6. Jake insisted on nobody interfering into his affairs. 7. My recommendation is to discuss various plans in detail. 8. The Board of directors suggested making 30% of the staff redundant. 9. The R&D department of British Rail suggested on preparing for the introduction of high-speed trains. 10. They recommended reducing the company's budget and improving its turnover. 11. The consultant suggested investing 20% of the company's turnover in research and development. 12. The manager recommended making each group a separate profit centre in order to be totally in control of their own budgets. 13. The assistant advised my using Google to find the information.

**10. Translate the following sentences into English. Mind the mood in the object and attributive clauses.**

1. Зачем ты настоял, чтобы они отправились в путь поздно вечером? 2. Все, о чем я прошу вас, коллеги, это соблюдать конфиденциальность. 3. Он распорядился, чтобы сотрудники немедленно приступили к выполнению задания. 4. Для поиска нужной информации он порекомен-

довал пользоваться Google как самой эффективной поисковой Интернет-системой. 5. Я предложил нашим партнерам присоединиться к экскурсии. 6. Он потребовал, чтобы новая линия молочной продукции была установлена в указанные сроки. 7. Совет директоров предложил, чтобы часть прибыли была направлена на социальное развитие. 8. Он распорядился, чтобы нерадивого работника уволили. 9. Я прошу, чтобы вы еще раз все обдумали, прежде чем принять окончательное решение. 10. Босс настаивает, чтобы именно ты провел переговоры с нашим партнером из Чехии.

# 11. Use the suppositional mood instead of the infinitives in brackets in the subordinate clauses after the expressions of fear.

**Example:** She was afraid lest she ...      She was afraid lest she should  
(*forget*) his address.                              forget his address.

1. Max has misbehaved. I'm afraid lest he ... (*disappoint*) me. 2. We were afraid lest they ... (*get*) there too late. 3. They had made a date for the following Friday and he was afraid lest she ... (*not come*). 4. Mrs. Space turned away from Marianna for fear she ... (*lose*) control and she ... (*strike*) her. 5. She was seized often with a panic in case they ... (*discover*). 6. She feared lest she ... (*send*) home. 7. Stephen did not dare look up lest he ... (*disgrace*) himself with tears. 8. She put her fingers to her lips in case that someone ... (*hear*) us. 9. I worried lest he ... (*say*) that it was my fault. 10. He kept it from her for fear lest she ... (*make*) a fuss about nothing. 11. He was getting worried for fear lest they ... (*talk*) shop all the time. 12. I am afraid lest you ... (*involve*) into trouble yet.

# 12. Develop the following sentences into situations, providing at least one sentence of your own to specify, prove or refute the given one.

**Example:** He was horribly terrified      He was horribly terrified lest  
lest he should miss the      he should miss the train. So  
train.                                      we insisted that he **should**  
take a taxi.

1. It was a terrifying sight, and I was worried lest Carol should faint. 2. They sent me after you for fear you should lose the way. 3. I was anxious in case you should agree with him. 4. Nelly put her fingers to her lips worrying lest someone should hear them. 5. He worried lest they should say it was all his mistake. 6. Arnold kept it from his wife for fear she should make a fuss about nothing. 7. We haven't heard from him for three days

already. I'm afraid lest he should have got into trouble. 8. She dared not ask the head deputy anything, she feared lest she should misunderstand him.

**13. Read and translate the sentences with subordinate clauses of purpose. Pay attention to the conjunctions.**

1. The doors must be closed so that no one should be admitted. 2. They kept quiet lest they should wake him. 3. Mary dropped on to her own bed and picked up a book, in case Madame should come in. 4. He decided to avoid an afternoon call lest he be pressed to stay for tea. 5. You don't want me to see her in case I should say to you 'Don't'. 6. Kate lowered her eyes so that he shouldn't see the faint gleam of amusement in them. 7. The parents pinched and saved so that I should have enough to live on. 8. He saw he must stop them, lest they come to an untimely end, and raised both his hands arrestingly. 9. Helen put on a short-sleeved sweater, in case the place should be very hot. 10. He said good night, in a low tone and quickly, lest he say something worse. 11. All I want you to do tonight is not to lock the door, in case I should want to sleep here, and should be late. 12. You exaggerate the failures you have had in order that he may realize that life has its hardships for you too.

**14. Complete the sentences adding subordinate clauses with the appropriate form of the suppositional mood and subjunctive I.**

1. I want to start early, so that ... . 2. Terry was standing with his back to the fireplace, so that ... . 3. Do it at once lest ... . 4. The travelers stayed at the hotel for one more day so that ... . 5. Don't tell her anything lest ... . 6. I tried to look calm so that ... . 7. Here's my telephone number in case ... . 8. We must arrange everything beforehand so that ... . 9. You had better start working at once so that ... . 10. You should read the partners' briefing notes lest ... . 11. The company is concentrating its efforts on the South-Asian markets so that ... . 12. When the recession came we didn't want to make our staff redundant lest ... .

**15. Translate the following sentences into English. Mind the suppositional mood and subjunctive I in subordinate clauses of purpose.**

1. Он решил пока не звонить ей, чтобы избежать упреков. 2. Они тихо вышли из комнаты, чтобы не мешать остальным сотрудникам работать. 3. Дверь в здание должна быть закрыта, чтобы никто не мог войти. Вопросы безопасности для компании важнее всего. 4. После жесткого разговора с шефом Кэрри чувствовала себя опустошенной. Она поднималась в офис по лестнице, держась за перила, чтобы не упасть.

5. Мы должны приступить к выполнению задания с самого утра с тем, чтобы до обеда выполнить его большую часть. 6. Я подготовила все бумаги по вопросу поставок в Германию в случае, если они вам понадобятся. 7. Ты должен немедленно позвонить им, чтобы отменить заказ. 8. Необходимо продумать ответы на эти вопросы в случае, если тебя об этом спросят во время собеседования. 9. Наша компания разрабатывает рынки Восточной Европы для того, чтобы увеличить объем продаж своей продукции.

## KEY ANSWERS

### THE NOUN

#### THE PLURAL OF NOUNS

- |               |              |                   |                |                  |
|---------------|--------------|-------------------|----------------|------------------|
| <b>Ex. 6</b>  | 2. headlines | 5. armchair       | 8. earrings    | 11. web-sites    |
|               | 3. housework | 6. newspaper      | 9. handbag     | 12. market-place |
|               | 4. ashtray   | 7. shop-assistant | 10. software   |                  |
| <b>Ex. 8</b>  | 2. homework  | 5. progress       | 8. furniture   | 11. labour       |
|               | 3. luggage   | 6. paper          | 9. information | 12. behaviour    |
|               | 4. knowledge | 7. advice         | 10. permission | 13. experience   |
| <b>Ex. 12</b> | 1. wasn't    | 5. isn't          | 9. want        | 13. haven't      |
|               | 2. have      | 6. are            | 10. was        | 14. is           |
|               | 3. is        | 7. was            | 11. were       |                  |
|               | 4. was       | 8. contains       | 12. was        |                  |

#### THE POSSESSIVE CASE

- |              |  |   |      |      |       |       |       |
|--------------|--|---|------|------|-------|-------|-------|
| <b>Ex. 3</b> | 2. the men's jobs                                | 10. the boss's voice  |      |      |       |       |       |
|              | 3. a fortnight's holiday                         | 11. my sister's earnings  |      |      |       |       |       |
|              | 4. the country's climate                         | 12. the customer's complaint  |      |      |       |       |       |
|              | 5. my brother's property                         | 13. the company's headquarters  |      |      |       |       |       |
|              | 6. the earth's environment                       | 14. Venezuela's reserves of oil   |      |      |       |       |       |
|              | 7. the personnel's problems                      | 15. Volkswagen's revenue  |      |      |       |       |       |
|              | 8. Jane's desire                                 | 16. the African nations' expectations                                     |      |      |       |       |       |
|              | 9. the management's decision                     |   |      |      |       |       |       |
| <b>Ex. 5</b> | 1. three hours' sleep                            | 7. an hour's flight   |      |      |       |       |       |
|              | 2. 30 minutes' drive /<br>half an hour's drive   | 8. two hours' talks   |      |      |       |       |       |
|              | 3. an instant's delay                            | 9. two years' study   |      |      |       |       |       |
|              | 4. three hours' work                             | 10. more than a century's history /<br>more than a hundred years' history |      |      |       |       |       |
|              | 5. three days' visit                             | 11. five days' auditing   |      |      |       |       |       |
|              | 6. two weeks' holiday /<br>a fortnight's holiday |   |      |      |       |       |       |
| <b>Ex. 8</b> | 1. b   | 3. c  | 5. c | 7. a | 9. b  | 11. b | 13. c |
|              | 2. b   | 4. b  | 6. b | 8. b | 10. b | 12. c | 14. b |

### THE ARTICLE

- |              |           |       |       |       |       |
|--------------|-----------|-------|-------|-------|-------|
| <b>Ex. 4</b> | 1. an     | 4. a  | 7. a  | 10. – | 13. a |
|              | 2. – , an | 5. –  | 8. –  | 11. a | 14. – |
|              | 3. an     | 6. an | 9. an | 12. – | 15. a |

- Ex. 6** 1. (a) a, (b) a, (c) the, (d) the, (e) the, (f) the  
 2. (a) a, (b) a, (c) a, (d) the  
 3. (a) a, (b) a, (c) the, (d) the  
 4. (a) a, (b) the, (c) a, (d) the, (e) the, (f) the  
 5. (a) an, (b) a, (c) the, (d) the, (e) the, (f) the  
 6. (a) a, (b) a, (c) the  
 7. (a) a, (b) the  
 8. (a) a, (b) a, (c) the  
 9. (a) a, (b) the, (c) the, (d) a, (e) the  
 10. (a) a, (b) a / the, (c) the

- Ex. 10** 1. Irishmen / the Irish  
 2. the Norwegians  
 3. Frenchmen / the French  
 4. the Spaniards  
 5. the Finns  
 6. the Swedes  
 7. the Japanese  
 8. the Germans  
 9. Scotsmen / the Scots  
 or Scotchmen / the Scotch  
 10. Welshmen / the Welsh  
 11. the Chinese  
 12. the Belgians  
 13. Dutchmen / the Dutch  
 14. the Italians  
 15. the Estonians  
 16. the Greeks  
 17. the Americans  
 18. the Israeli  
 19. the Egyptians  
 20. the Belarusians

- Ex. 13** 1. Women, men  
 2. tea, coffee  
 3. The old, the young  
 4. Most people, marriage, family life  
 5. the compass, ancient China  
 6. simplicity  
 7. violence  
 8. Life, electricity  
 9. The fish  
 10. The beds  
 11. crime, unemployment  
 12. Business, work, goods, services  
 13. The business  
 14. Commerce, activities, things

- Ex. 14** 1. the 4. – 7. the 10. – 13. the 16. – 19. the  
 2. – 5. – 8. the 11. the / – 14. – 17. – 20. the  
 3. – 6. the 9. – 12. – 15. – 18. the

- Ex. 19** 1. – 3. the 5. the 7. the 9. – 11. –  
 2. – 4. – 6. –, the 8. – 10. the 12. the

- Ex. 21** 1. a, a 4. the, the, the 7. a 10. a, an 13. the, the  
 2. a, the 5. –, the 8. the 11. The, the 14. a / the, the, a, the  
 3. the 6. a, the 9. the 12. a, the 15. a, a

- Ex. 22** 1. the, the 5. – 9. –, the 13. The, the  
 2. – 6. the 10. – 14. –, –  
 3. – 7. – 11. The, – 15. –  
 4. the, – 8. –, –, the 12. The, the 16. –

- Ex. 27** 1. the 6. the 11. the 16. the 21. the 26. the 31. –  
 2. – 7. the 12. the 17. the 22. – 27. – 32. –  
 3. – 8. the 13. – 18. the 23. the 28. – 33. the  
 4. the 9. the 14. the 19. the 24. The 29. – 34. –  
 5. the 10. the 15. the 20. the 25. the 30. the

<b>Ex. 28</b>	1. the	7. the	13. the	19. the	25. an	31. the	37. the
	2. The	8. The	14. –	20. A	26. the	32. the	
	3. –	9. a	15. the	21. the	27. The	33. –	
	4. –	10. a	16. A	22. the	28. –	34. the	
	5. the	11. the	17. –	23. A	29. an	35. An	
	6. The	12. A	18. a	24. a	30. a	36. the	

## THE ADJECTIVE

<b>Ex. 2</b>	1. upset	5. safe	9. angry	13. high
	2. slow	6. ungrateful	10. quiet	14. new
	3. intolerant	7. boring	11. valuable	15. overseas
	4. good	8. dusty	12. important	16. low
<b>Ex. 23</b>	1. the latest	6. the fastest	11. easier	
	2. the most impressive	7. the most economical	12. the safest	
	3. smaller	8. more	13. (the) most reliable	
	4. more spacious	9. better	14. the best	
	5. the most comfortable	10. more efficient		
<b>Ex. 24</b>	1. older	5. the cheapest	9. easier	
	2. more expensive	6. as good / so good	10. the most expensive	
	3. older	7. –	11. the least expensive	
	4. better	8. more powerful	12. farther	
<b>Ex. 25</b>	1. lower	5. the most important	9. more and more critical	
	2. more disappointing	6. more efficient	10. biggest	
	3. old	7. more flexible	11. the highest	
	4. cheaper	8. more worrying	12. the best	

## THE ADVERB

<b>Ex. 3</b>	1. unusually quiet	7. extremely enormous	
	2. seriously ill	8. bitterly sorry	
	3. completely / totally changed	9. badly planned	
	4. happily married	10. slightly damaged	
	5. reasonably cheap	11. absolutely disappointed	
	6. totally / completely destroyed; fully insured		
<b>Ex. 6</b>	1. enough room	5. enough food	9. enough qualifications
	2. warm enough	6. enough experience	10. self-confident enough
	3. enough chairs	7. attentive enough	11. enough money
	4. clean enough	8. low enough	12. disappointing enough
<b>Ex. 12</b>	2. occasionally / sometimes	6. sometimes / occasionally	
	3. frequently / often	7. rarely / hardly	
	4. usually / generally	8. occasionally / sometimes	
	5. always / continually	9. would never / wouldn't ever	



- Ex. 15**
- |                          |  |
|--------------------------|--|
| 1. higher                | 7. the most carefully, the most sensibly           |
| 2. more slowly           | 8. the most efficiently, the least                 |
| 3. the most deeply       | 9. the most persuasively                           |
| 4. better                | 10. the most apologetically, the most unreasonably |
| 5. the most freely       | 11. the most clearly, longer                       |
| 6. the most, the hardest | 12. the most favourably, the most enthusiastically |

- Ex. 18**
- |                           |                                  |
|---------------------------|----------------------------------|
| 2. extremely / very       | 11. very / extremely / quite     |
| 3. never                  | 12. very / extremely             |
| 4. best / fastest         | 13. very / extremely             |
| 5. well                   | 14. close                        |
| 6. daily / regularly      | 15. very                         |
| 7. recently / lately      | 16. Luckily / Fortunately        |
| 8. harder / longer / more | 17. ever                         |
| 9. farther / longer       | 18. seriously / badly / severely |
| 10. hardly                | 19. successfully / safely        |

## THE PRONOUN

- Ex. 3**
- |                         |                       |                      |
|-------------------------|-----------------------|----------------------|
| 2. blame herself        | 7. kick myself        | 12. teach ... myself |
| 3. repair ... myself    | 8. talks to himself   | 13. do ourselves     |
| 4. burn yourself        | 9. cut himself        | 14. buy yourself     |
| 5. help yourselves      | 10. locked themselves | 15. defend yourself  |
| 6. look after ourselves | 11. hurt himself      |                      |

- Ex. 5**
1. A priceless painting, which was stolen over 25 years ago, has been discovered in a house in Berkshire. 2. Simon Walsh, whose father is the Conservative MP for Lower Trauton, appeared at Manchester Crown Court today, charged with driving without a licence. 3. Amateur radio enthusiast Paul Little, who heard the SOS signal on his transmitter, saved the lives of nine Spanish seamen last night. 4. Cardinal Onzo of Brazil, with whom the Archbishop of Canterbury had talks / who (whom) the Archbishop of Canterbury had talks with, left Heathrow this morning. 5. The Winstons, whose house was demolished by mistake, have received more than \$200,000 compensation from their local council. 6. The famous 1930s beauty Nancy Loughborough, for whom the well-known song *Beautiful* was written / who (whom) the well-known song *Beautiful* was written for, has died in her sleep at 82. 7. Mrs. Brenda Tyler, who lost more than 35 kilos in six months, has been nominated Slimmer of the Year. 8. Heavy snow, which fell unexpectedly during the night, has blocked most roads in the north of Scotland.

- Ex. 6**
1. Carol has a lot of gadgets, most of which she doesn't know how to use. 2. There were a lot of people at the party, only a few of whom I had met before. 3. He gave us a lot of information, most of which was useless. 4. Roger tried on three jackets, none of which fitted him. 5. Chris has a lot of friends, many of whom he was at school with. 6. They have got three cars, two of which they never use. 7. I have sent her five letters, neither of which

has arrived. 8. Norman won \$30,000 in the lottery half of which he gave on charity. 9. Two men, neither of whom I had seen before, came to my office. 10. Ten people, none of whom were suitable, applied for the job. 11. Tom made a number of suggestions, most of which were very helpful.

- Ex. 7**
- |   |                      |
|---|----------------------|
| 1. someone / somebody                   | 8. anyone / anybody  |
| 2. something                            | 9. some              |
| 3. anywhere; anyone / anybody, any      | 10. Anyone / Anybody |
| 4. anything                             | 11. anywhere, any    |
| 5. anyone, anything / anybody, anything | 12. any              |
| 6. anything, anyone / anybody           | 13. anybody / anyone |
| 7. anywhere                             |                      |

- Ex. 8**
- |                      |                              |
|----------------------|------------------------------|
| 1. no                | 8. None                      |
| 2. anything          | 9. No one / Nobody, anything |
| 3. anyone / anybody  | 10. Nothing                  |
| 4. anywhere          | 11. no one / nobody          |
| 5. none              | 12. No                       |
| 6. Nothing; anything | 13. none, any                |
| 7. Nowhere           | 14. none                     |

- Ex. 9**
- |                   |            |                         |
|-------------------|------------|-------------------------|
| 1. Neither        | 5. Neither | 9. both                 |
| 2. either of      | 6. both of | 10. neither of          |
| 3. Both / Both of | 7. both of | 11. either              |
| 4. Neither of     | 8. Either  | 12. both; Both; Both of |

- Ex. 10** 1. They were both tired and hungry. 2. He is either Spanish or Italian. 3. Neither Tom nor Ann came to the party. 4. George neither smokes nor drinks. 5. That man's name is either Richard or Robert. 6. I've got neither time nor money to go on holiday. 7. The hotel was neither clean nor comfortable. 8. Both the front and the back of the house need painting. 9. Advertised as "an original comedy" the film was neither original nor amusing. 10. We can leave either today or tomorrow. 11. He gave up his job both for a change and a low pay.

- Ex. 11**
- |                                     |   |
|-------------------------------------|---|
| 1. Everyone / Everybody             | 7. All  |
| 2. Everyone / Everybody; everything | 8. All  |
| 3. everything                       | 9. All  |
| 4. everyone / everybody             | 10. Everyone / Everybody                      |
| 5. all                              | 11. all ( <i>everything</i> is also possible) |
| 6. everything                       | 12. everything                                |

- Ex. 12**
- |          |         |         |           |           |           |
|----------|---------|---------|-----------|-----------|-----------|
| 1. us    | 5. your | 9. his  | 13. yours | 17. his   | 21. yours |
| 2. me    | 6. her  | 10. him | 14. you   | 18. hers  | 22. you   |
| 3. their | 7. her  | 11. him | 15. him   | 19. mine  |           |
| 4. them  | 8. her  | 12. my  | 16. her   | 20. yours |           |

- Ex. 13**
- |          |          |          |          |
|----------|----------|----------|----------|
| 1. who   | 3. which | 5. whom  | 7. who   |
| 2. whose | 4. whom  | 6. whose | 8. which |

- Ex. 15**
- |         |             |               |               |
|---------|-------------|---------------|---------------|
| 1. your | 5. anyone   | 9. each other | 13. something |
| 2. this | 6. him      | 10. those     | 14. us        |
| 3. us   | 7. whose    | 11. yourself  | 15. myself    |
| 4. who  | 8. everyone | 12. our       | 16. everyone  |

## THE QUANTIFIER

- Ex. 1**    1. many      3. many      5. much      7. many  
          2. much      4. many      6. much      8. much
- Ex. 2**    1. a lot of      4. A lot of      7. a lot of      10. a lot of  
          2. much      5. a lot of      8. much      11. many  
          3. many; much    6. a lot of      9. Many      12. much
- Ex. 3**    1. much      7. a lot of / lots of / a number of  
          2. a lot of / lots of / plenty of /  
              a number of      8. much / a great deal of / a lot of  
          3. many / a lot      9. many  
          4. a lot of / lots of / a number of / many    10. a number  
          5. much / a great deal of / a lot of    11. a number of / a lot of / lots of  
          6. many      12. plenty of / a lot of / lots of
- Ex. 4**    1. plenty of      8. a number of  
          2. plenty of      9. plenty of  
          3. a great deal of    10. a number of  
          4. a great deal of / plenty of    11. plenty of  
          5. a great deal of    12. plenty of  
          6. A number of / Plenty of    13. A number of / A great deal of  
          7. a number of
- Ex. 5**    1. a few      3. a little      5. a little      7. a few  
          2. a little      4. a few      6. a few      8. a little
- Ex. 6**    1. (a) a few (b) little (c) a few (d) a little  
          2. (a) little (b) a few (c) a little  
          3. (a) few (b) little (c) few
- Ex. 8**    1. any  
          2. (a) any (b) some  
          3. some  
          4. (a) any (b) some  
          5. any  
          6. (a) some (b) some (c) any
- Ex. 9**    1. quite a few      8. fewer  
          2. a little      9. some / quite a few  
          3. few      10. less  
          4. several / quite a few / a few    11. any  
          5. any      12. several / quite a few / a few  
          6. several / quite a few / a few    13. several / a few / some  
          7. little      14. any

## THE NUMERAL

Ex. 12 (Table A – Table B)

A

Births	Name	Deaths	Name
1863	Henry Ford	1946	John Keynes
1879	Einstein, Stalin	1947	Henry Ford
1883	John Keynes	1953	Stalin
1889	Chaplin	1955	Einstein
1902	Ray Kroc	1963	Kennedy
1909	Peter Drucker	1977	Chaplin
1912	Milton Friedman	1984	Ray Kroc, Indira Gandhi
1915	Paul Samuelson	2005	Peter Drucker
1917	Jonh Kennedy, Indira Gandhi	2006	Milton Friedman
1925	Margaret Thatcher	2009	Paul Samuelson
1954	Hugo Chavez	2011	Steve Jobs
1955	Steve Jobs	2013	Margaret Thatcher, Hugo Chavez

## THE VERB

### THE ACTIVE VOICE

#### THE PRESENT SIMPLE

- Ex. 8    House 12: Mrs. Evans; married; tortoise and rabbit; red wine; comics.  
           House 14: Mr. Russel; widower; dog; lager; detectives.  
           House 16: Miss Barclay; spinster; cats; orange juice; love stories.  
           House 18: Mr. Mayer; bachelor; parrots and canaries; cocktails; Shakespeare's chronicals.  
           House 20: Mr. Baker; married; racoon; whisky and soda; fiction stories.

#### THE PRESENT PROGRESSIVE

- |   |   |
|---|---|
| <p>Ex. 6    1. is coming; don't want<br/>                   2. don't believe<br/>                   3. grow, aren't growing<br/>                   4. flows<br/>                   5. is flowing<br/>                   6. am learning; is teaching<br/>                   7. are getting<br/>                   8. am catching; leaves</p> | <p>          9. are going; Are you coming<br/>                   10. is staying; stays<br/>                   11. are thinking<br/>                   12. is doing<br/>                   13. is working out, underestimate<br/>                   14. is making<br/>                   15. is chairing</p> |
|---|---|

Ex. 10 1. b 2. b 3. a 4. a 5. a 6. b 7. b 8. b 9. a

- Ex. 12
- (a) are you making (b) smells (c) am trying  
(d) sounds (e) cut (f) just add  
(g) makes (h) tastes (i) doesn't look
  - (a) do ... think (b) find (c) is always making  
(d) never listens (e) know (f) mean  
(g) feel (h) think (i) is trying  
(j) only succeeds / is only succeeding
  - (a) are ... waiting (b) expect (c) is having  
(d) is always going (e) am not waiting  
(g) Are ... coming (f) don't want
  - (a) see (b) is going (c) know  
(d) am seriously considering (e) don't often use (f) does ... think  
(g) agrees (h) doesn't like
  - (a) do ... work (b) think (c) am doing  
(d) are pressing (e) enlarges (f) need  
(g) is working
  - (a) is seeing (b) Is ... expecting (c) have  
(d) are running (e) don't expect (f) don't min

## THE PAST PROGRESSIVE

- Ex. 8
- |                               |                                   |
|-------------------------------|-----------------------------------|
| 1. burnt, was cooking         | 7. were you doing                 |
| 2. was reading, heard         | 8. broke; was doing, slipped      |
| 3. took, didn't look          | 9. was still ringing, rushed      |
| 4. didn't go out, was raining | 10. was playing, used             |
| 5. fell, was painting         | 11. was, used to work/was working |
| 6. wasn't driving, happened   | 12. was walking, called           |

- Ex. 11
- |                    |                 |                 |
|--------------------|-----------------|-----------------|
| 1. was hanging out | 7. rushed       | 13. cut         |
| 2. started         | 8. knocked over | 14. was peeling |
| 3. was wiping      | 9. let          | 15. reserved    |
| 4. lost            | 10. was talking | 16. forgot      |
| 5. fell off        | 11. managed     | 17. bumped      |
| 6. was washing     | 12. was doing   |                 |

- Ex. 14
- |                |                    |                 |
|----------------|--------------------|-----------------|
| 1. was mending | 10. found          | 19. only took   |
| 2. walked      | 11. was recruiting | 20. sat         |
| 3. asked       | 12. sounded        | 21. made        |
| 4. thought     | 13. was trying     | 22. had         |
| 5. stopped     | 14. talked         | 23. tried       |
| 6. was doing   | 15. sounded        | 24. fell        |
| 7. wiped       | 16. was getting    | 25. had         |
| 8. followed    | 17. thought        | 26. stayed      |
| 9. was         | 18. was getting    | 27. was sitting |

- |                  |                 |                       |
|------------------|-----------------|-----------------------|
| 28. decided      | 34. were flying | 40. hardly recognized |
| 29. didn't stay  | 35. got         | 41. were playing      |
| 30. knew         | 36. made        | 42. knew              |
| 31. were waiting | 37. arrived     | 43. saw               |
| 32. saw          | 38. walked      | 44. went              |
| 33. were         | 39. was putting |                       |

## THE FUTURE SIMPLE

- |               |                       |                            |                            |
|---------------|-----------------------|----------------------------|----------------------------|
| <b>Ex. 10</b> | 1. will succeed       | 6. will come               | 11. 'll get, depends       |
|               | 2. finish, will be    | 7. Will ... tell, rings    | 12. won't change, is       |
|               | 3. will tell, get     | 8. will be, phone          | 13. don't manage, 'll have |
|               | 4. comes, 'll take    | 9. am, will understand     | 14. will reach             |
|               | 5. catch, will ... be | 10. shall / will wait, are |                            |

## THE PRESENT PERFECT

- |               |   |                               |          |          |          |           |           |
|---------------|---|-------------------------------|----------|----------|----------|-----------|-----------|
| <b>Ex. 12</b> | 1. for                                  | 3. Since                      | 5. for   | 7. for   | 9. since | 11. since | 13. for   |
|               | 2. for                                  | 4. for                        | 6. since | 8. since | 10. for  | 12. since | 14. since |
| <b>Ex. 16</b> | 1. has bought; did she get              | 7. has got, applied           |          |          |          |           |           |
|               | 2. have found; did you find             | 8. have heard; was            |          |          |          |           |           |
|               | 3. have dropped                         | 9. signed, has not begun      |          |          |          |           |           |
|               | 4. fell / have fallen                   | 10. have predicted            |          |          |          |           |           |
|               | 5. have settled on; decided             | 11. started, have increased   |          |          |          |           |           |
|               | 6. used                                 | 12. have watched; was         |          |          |          |           |           |
| <b>Ex. 19</b> | 1. has already seen; saw                | 9. has never played, played / |          |          |          |           |           |
|               | 2. planted; have died; didn't water     | used to play                  |          |          |          |           |           |
|               | 3. bought, haven't worn                 | 10. did you meet; met         |          |          |          |           |           |
|               | 4. have done; did you do                | 11. sold                      |          |          |          |           |           |
|               | 5. has lived                            | 12. has happened; was         |          |          |          |           |           |
|               | 6. have just had; finished              | 13. has come                  |          |          |          |           |           |
|               | 7. have broken; did you manage          | 14. insisted                  |          |          |          |           |           |
|               | 8. Have ... spoken; spoke / have spoken | 15. have settled on           |          |          |          |           |           |
|               |   | 16. have applied              |          |          |          |           |           |

## THE PRESENT PERFECT PROGRESSIVE

- Ex. 8** Possible answers:  
 Bill: What have you been doing?  
 Bill: what did you hear?  
 Bill: Have you phoned your parents about it?  
 Bill: Have you collected our suitcases?  
 Bill: Have you got in touch with the airport staff to clear out the situation?  
 Bill: I did either.

- Ex. 10**
- |                                     |  |
|-------------------------------------|--|
| 1. have been waiting                | 8. has been                                |
| 2. has been writing; has written    | 9. has been exploring                      |
| 3. has broken                       | 10. has been                               |
| 4. have been cleaning; have cleaned | 11. has always worked; has been working    |
| 5. has been working / has worked    | 12. have been purchasing                   |
| 6. have been living                 | 13. has been; has been seeing              |
| 7. has had; has been staying        | 14. have recently seen. have been learning |

## THE PAST PERFECT

- Ex. 10**
- |                |               |                   |
|----------------|---------------|-------------------|
| 1. went        | 10. looked    | 19. felt          |
| 2. hadn't been | 11. turned    | 20. hadn't passed |
| 3. arrived     | 12. realized  | 21. had had       |
| 4. spent       | 13. had       | 22. thought       |
| 5. had had     | 14. saw       | 23. had           |
| 6. saw         | 15. went      | 24. got           |
| 7. had shared  | 16. explained | 25. began         |
| 8. had lost    | 17. had got   | 26. had happened  |
| 9. called      | 18. wasn't    |                   |

## MIXED BAG ON THE ACTIVE VOICE

- Ex. 3**
- (a) is recovering (b) was taking (c) jumped  
(d) pulled (e) was playing / had been playing (f) happened
  - (a) think (b) started (c) burnt  
(d) called (e) arrived (f) had fallen  
(g) are now demolishing
  - (a) have protested / are protesting (b) drive / have been driving  
(c) complained (d) make (e) haven't been able (f) are always breaking  
(g) will be (h) doesn't stop
  - (a) has died (b) had lived / had been living (c) taught / had taught  
(d) retired (e) will take
  - (a) will be collecting / are collecting (b) hope (c) will have raised  
(d) said (e) need (f) will help (g) are looking
  - (a) will open / is to open (b) has written (c) will be signing / will sign

- Ex. 4**
- |                      |                     |                             |
|----------------------|---------------------|-----------------------------|
| 2. found             | 10. will ('ll) tell | 18. called                  |
| 3. had been dripping | 11. comes           | 19. have you been           |
| 4. was               | 12. don't expect    | 20. demanded                |
| 5. saw               | 13. will ('ll) be   | 21. have ('ve) been waiting |
| 6. called            | 14. hung            | 22. have you been doing     |
| 7. answered          | 15. sat             | 23. answered                |
| 8. went              | 16. rang            |                             |
| 9. hasn't come       | 17. believe         |                             |

- |                              |                        |                     |
|------------------------------|------------------------|---------------------|
| 24. had                      | 31. Don't worry        | 38. had ('d) put    |
| 25. was driving              | 32. replied            | 39. emptied         |
| 26. have ('ve) only just got | 33. will have          | 40. sat             |
| 27. haven't even had         | 34. will come          | 41. picked          |
| 28. is getting               | 35. put                | 42. was dialing     |
| 29. said                     | 36. went               | 43. rang            |
| 30. are you going to repair  | 37. was still dripping | 44. said            |
|                              |                        | 45. think           |
|                              |                        | 46. will ('ll) have |

### MIXED BAG ON THE VOICES

- |              |                       |                   |  |
|--------------|-----------------------|-------------------|--|
| <b>Ex. 2</b> | 2. was delayed        | 13. didn't seem   | 24. have had                           |
|              | 3. didn't arrive      | 14. hasn't done   | 25. don't want                         |
|              | 4. was ... waiting    | 15. Do ... know   | 26. did ... remember                   |
|              | 5. had double-booked  | 16. has been      | 27. doesn't matter                     |
|              | 6. are staying        | 17. took          | 28. doesn't surprise / didn't surprise |
|              | 7. is ... being built | 18. Have ... been | 29. have been playing                  |
|              | 8. are woken up       | 19. found         | 30. won't be                           |
|              | 9. does ... happen    | 20. had forgotten | 31. don't think                        |
|              | 10. doesn't work      | 21. didn't speak  | 32. will be coming / will come         |
|              | 11. were getting      | 22. is raining    |  |
|              | 12. was cut off       | 23. am writing    |  |

### THE MODALS

#### MIXED BAG ON MODALS

- |              |  |   |                               |
|--------------|--|---|-------------------------------|
| <b>Ex. 2</b> | 1. would / will / could / can                          | 6. will, will                               | 11. mustn't                   |
|              | 2. shouldn't / ought not to                            | 7. must, can't                              | 12. might / should / ought to |
|              | 3. may, can  | 8. will / shall                             | 13. should / ought to         |
|              | 4. should / ought to                                   | 9. should                                   | 14. will, shall / will        |
|              | 5. can; can't; must                                    | 10. was to                                  | 15. should                    |
| <b>Ex. 3</b> | 1. will; shouldn't / mustn't, won't be able to / can't | 6. Would ... like; would                    |                               |
|              | 2. can't, would / used to                              | 7. must / have to; need not / don't have to |                               |
|              | 3. must  | 8. Shall / May / Can / Could; can, shall    |                               |
|              | 4. might   | 9. will / can; could                        |                               |
|              | 5. should / ought to                                   | 10. could / were able to                    |                               |



## THE INFINITIVE

### FUNCTIONS OF THE INFINITIVE

Ex. 17 1. d 2. h 3. i 4. f 5. g 6. c 7. b 8. a 9. c

## PARTICIPLE I

- Ex. 1 2. mocking 7. humiliating  
3. tempting 8. astonishing; worrying, thrilling  
4. demanding, convincing 9. disconcerting  
5. boring 10. disappointing  
6. terrifying 11. encouraging, touching
- Ex. 4 1. exciting 5. wishing 9. rising  
2. missing 6. no-parking 10. telling  
3. meeting 7. wearing 11. starting  
4. arriving 8. amazing 12. coming
- Ex. 12 2. making 8. looking at / speaking to / taking  
3. Looking / Peering / Staring no notice of  
4. smoking 9. carrying  
5. talking / speaking 10. watching / looking at / staring at  
6. laughing / smiling 11. Turning / Looking  
7. reading / looking at 12. Taking / Pulling
- Ex. 15 2. having planned / thought out 6. Having made  
3. having killed / shot / murdered 7. Having taken / stolen /  
4. having disposed of / got rid of / buried hidden  
5. Having thrown away / got rid of / disposed of 8. having committed

## PARTICIPLE II

### FUNCTIONS OF PARTICIPLE II

- Ex. 2 2. opposed 6. based 10. limited 14. provided  
3. admired 7. bored 11. confused 15. discussed  
4. mistaken 8. disappointed 12. covered  
5. organized 9. convinced 13. delighted
- Ex. 5 1. g 2. j 3. i 4. h 5. c 6. b 7. c 8. d 9. f 10. a

## MIXED BAG ON PARTICIPLES

- Ex. 1 1. promising 7. amusing  
2. interested 8. embarrassing  
3. disappointed 9. surprised  
4. exciting 10. bored  
5. astonishing 11. confusing / confused  
6. impressed 12. disappointing

- Ex. 2**
- |                              |                                      |
|------------------------------|--------------------------------------|
| 1. broken, hidden            | 10. Having taken                     |
| 2. having missed             | 11. having said                      |
| 3. Annoyed, demanding        | 12. abandoned, leading               |
| 4. swollen, surrounding      | 13. reviewing                        |
| 5. Lying, worried, depressed | 14. being stared                     |
| 6. willing                   | 15. linked                           |
| 7. travelling                | 16. growing, balanced                |
| 8. having heard              | 17. Having been persuaded, including |
| 9. Having been hit           | 18. Not being used                   |

## THE GERUND

### FUNCTIONS OF THE GERUND

- Ex. 3** 1. Creating new jobs will reduce unemployment. 2. Exporting more goods will help the economy. 3. Training more teachers will raise the level of education. 4. Providing more entertainment for young people will keep them out of trouble. 5. Cutting taxation will help the lower-paid workers. 6. Employing more policemen will make our streets safer.
- Ex. 15** Prevent from; apologize for; forget; look forward to; refrain from; involve in; be fond of; be interested in; be accused of; deny; mind; blame for; insist on; succeed in; promise about.
- Ex. 38**
- |        |       |        |        |          |                   |
|--------|-------|--------|--------|----------|-------------------|
| 1. on  | 4. to | 7. of  | 10. in | 13. –    | 16. of            |
| 2. for | 5. of | 8. of  | 11. of | 14. from | 17. by            |
| 3. of  | 6. in | 9. for | 12. –  | 15. in   | 18. for / against |

## GERUND OR INFINITIVE

### GERUND OR PARTICIPLE I

- Ex. 1**
- |             |                     |             |                   |
|-------------|---------------------|-------------|-------------------|
| 1. reading  | 7. getting / to get | 13. winning | 19. filling in    |
| 2. to give  | 8. having / to have | 14. to win  | 20. to like       |
| 3. watching | 9. running          | 15. to work | 21. to understand |
| 4. walking  | 10. to make         | 16. working | 22. to turn off   |
| 5. to see   | 11. to lend         | 17. to have |                   |
| 6. seeing   | 12. lending         | 18. having  |                   |
- Ex. 3**
- |               |  |                 |
|---------------|--|-----------------|
| 1. to meet    | 7. to study                              | 13. doing       |
| 2. cry        | 8. to go                                 | 14. working     |
| 3. speak      | 9. to inform                             | 15. being       |
| 4. mentioning | 10. being given / to be given, to change | 16. to overhear |
| 5. to go      | 11. walking, coming                      | 17. wondering   |
| 6. eating     | 12. to accept                            | 18. to find out |

- |       |               |             |               |                 |
|-------|---------------|-------------|---------------|-----------------|
| Ex. 4 | 1. to be      | 5. being    | 9. lowering   | 13. making      |
|       | 2. losing     | 6. to get   | 10. to reduce | 14. to wait     |
|       | 3. to achieve | 7. losing   | 11. to run    |                 |
|       | 4. to reach   | 8. reducing | 12. to cut    |                 |
| Ex. 5 | 1. to give    | 6. working  | 11. telling   | 16. feeling     |
|       | 2. to leave   | 7. being    | 12. to be     | 17. telling     |
|       | 3. letting    | 8. to say   | 13. trying    | 18. to transfer |
|       | 4. wondering  | 9. working  | 14. to work   | 19. to go       |
|       | 5. to leave   | 10. doing   | 15. staying   | 20. staying     |

## THE MOOD

### SUBJUNCTIVE II

- |  |   |  |                   |
|--|---|--|-------------------|
| Ex. 1  | 1. arrives, shall miss  | 5. doesn't fit, bring, will ('ll) change     |                   |
|  | 2. give, will ('ll) let, arrives                                    | 6. wait, will ('ll) see, is                  |                   |
|  | 3. will ... take, order   | 7. Will I get, pay                           |                   |
|  | 4. don't see, want, ask   | 8. take, will earn                           |                   |
| Ex. 3  | 1. so long as   | 5. provided (that) / as long as / so long as |                   |
|  | 2. unless   | 6. Supposing                                 |                   |
|  | 3. provided (that) / as long as / so long as                        | 7. provided (that)                           |                   |
|  | 4. in case  | 8. provided (that)                           |                   |
| Ex. 5  | <i>If</i> in 2, 3, 5, 7, 8, 9, 10, 12; <i>unless</i> in 1, 4, 6, 11 |  |                   |
| Ex. 6  | 2. would you choose   | 10. wouldn't try                             | 18. wouldn't hurt |
|  | 3. would get  | 11. tried                                    | 19. didn't eat    |
|  | 4. didn't have  | 12. would fall                               | 20. Would ... be  |
|  | 5. would take   | 13. had                                      | 21. would find    |
|  | 6. would be able  | 14. would want                               | 22. didn't speak  |
|  | 7. Would you try  | 15. would you catch                          | 23. would enjoy   |
|  | 8. managed  | 16. didn't have                              | 24. would begin   |
|  | 9. would try  | 17. would be                                 |                   |
|  | Ex. 16  | 1. had got, wouldn't need                    |                   |
| 2. had listened / had been listening, would have heard |   |  |                   |
| 3. would have had, hadn't left                         |   |  |                   |
| 4. were, wouldn't keep on                              |   |  |                   |
| 5. hear, will think                                    |   |  |                   |
| 6. stand, will ('ll) be                                |   |  |                   |
| 7. hold, will ('ll) be                                 |   |  |                   |
| 8. would climb, could get                              |   |  |                   |
| 9. sees / saw, will ('ll) / would ('d) call            |   |  |                   |
| 10. would make, didn't worry                           |   |  |                   |
| 11. move, will ('ll) be                                |   |  |                   |
| 12. hadn't been / weren't, wouldn't have broken        |   |  |                   |

- Ex. 24**
- |             |                    |                     |          |
|-------------|--------------------|---------------------|----------|
| 1. were     | 5. had died        | 8. couldn't find    | 12. were |
| 2. had come | 6. had moved,      | 9. had been praised |          |
| 3. were     | had been left      | 10. had been        |          |
| 4. were     | 7. didn't believe, | 11. had been given  |          |
|             | hadn't believed    |                     |          |

### THE CONDITIONAL MOOD

- Ex. 7**
- |  |                             |
|--|-----------------------------|
| 1. would give, wouldn't give, would give | 7. would have thought       |
| 2. should dine                           | 8. should use               |
| 3. would set                             | 9. would have preferred     |
| 4. should have written                   | 10. shouldn't waste         |
| 5. wouldn't lose                         | 11. would have been         |
| 6. would have preferred                  | 12. shouldn't have bothered |

### THE SUPPOSITIONAL MOOD AND SUBJUNCTIVE I

- Ex. 11**
- |                                 |                         |                                  |
|---------------------------------|-------------------------|----------------------------------|
| 1. should have disappointed     | 5. should be discovered | 9. should say                    |
| 2. should get / should have got | 6. should be sent       | 10. should make                  |
| 3. shouldn't come               | 7. should disgrace      | 11. should talk                  |
| 4. should lose, should strike   | 8. should hear          | 12. should have<br>been involved |

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