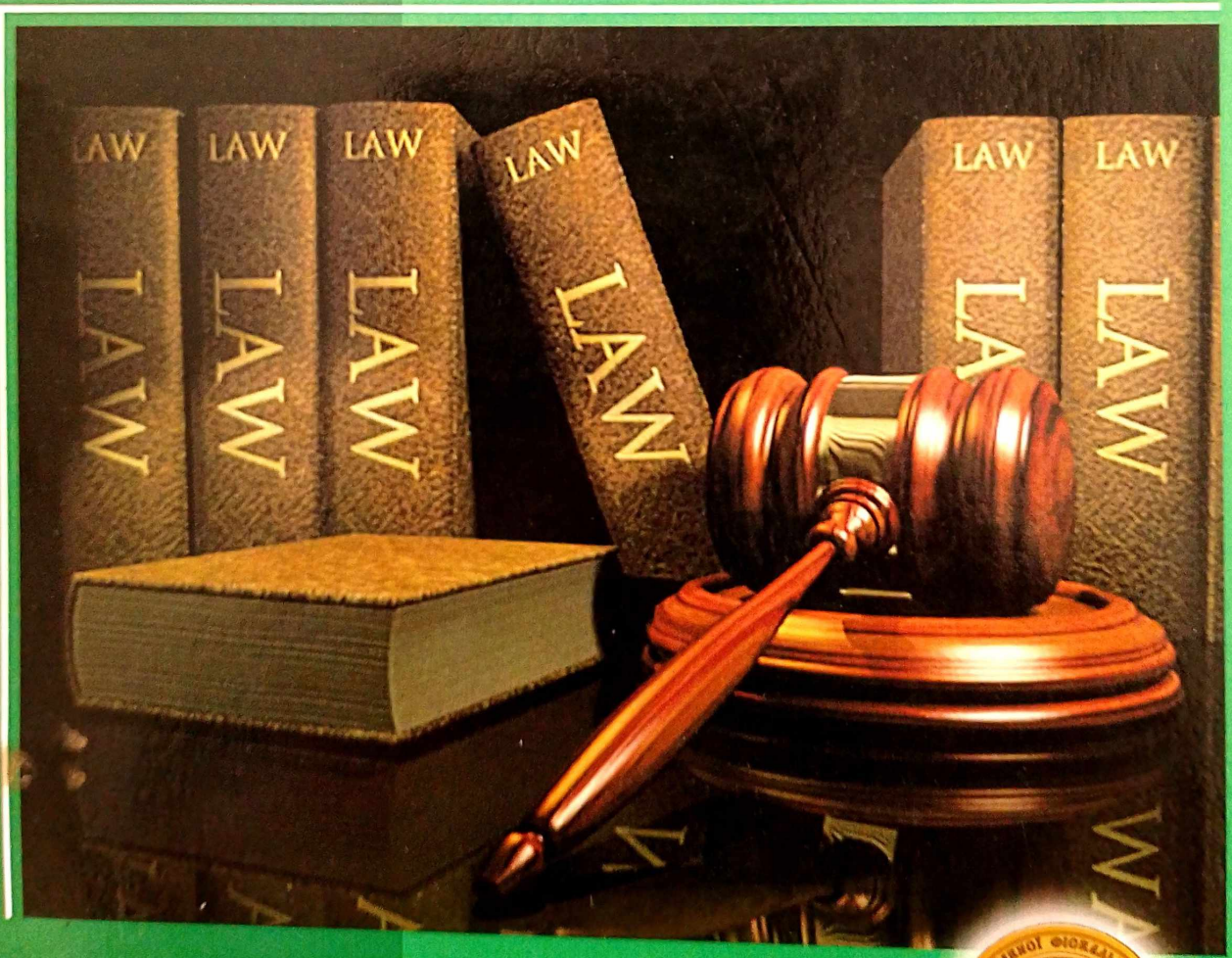
ПОДАТКОВА ТА МИТНА СПРАВА В УКРАЇНІ

ENGLISH GRAMMAR FOR LAW STUDENTS



ДЕРЖАВНА ФІСКАЛЬНА СЛУЖБА УКРАЇНИ
УНІВЕРСИТЕТ ДЕРЖАВНОЇ ФІСКАЛЬНОЇ СЛУЖБИ УКРАЇНИ

СЕРІЯ «ПОДАТКОВА ТА МИТНА СПРАВА В УКРАЇНІ»

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ENGLISH GRAMMAR FOR LAW STUDENTS

Навчальний посібник

для студентів-юристів з курсу

«Іноземна мова»

За загальною редакцією кандидата педагогічних наук
Л. В. Онучак

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Навчальний посібник призначений для поглиблення знань студентів-правників з граматики англійської мови, збільшення лексичного запасу фаховими термінами, а також формування навичок використання отриманих знань в основних видах мовленнєвої діяльності. Граматичні вправи та завдання розроблені з опорою на юридичну та ділову лексику, що сприяє формуванню необхідних вмінь та навичок здійснення успішної іншомовної комунікації в умовах спеціально-наукового дискурсу.

Розрахований на студентів вищих юридичних навчальних закладів.

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ЗМІСТ

Передмова 4
UNIT 1. The Noun (number, case, word formation). The Article 6
UNIT 2. The Adjective. Degrees of Comparison 18
UNIT 3. The Adverb. The Preposition 31
UNIT 4. The Pronoun. The Numeral 43
UNIT 5. Progress Check (the Noun, the Article, the Adjective, the Adverb, the Pronoun, the Numeral, the Preposition) 56
UNIT 6. Word Order in Affirmative and Negative Sentences Types of Questions 70
UNIT 7. The Simple Tenses 78
UNIT 8. The Continuous Tenses 88
UNIT 9. The Perfect Tenses 102
UNIT 10. The Present and Past Perfect Continuous Tenses 115
UNIT 11. The Passive Voice 127
UNIT 12. Modals 133
UNIT 13. Reported Speech 145
UNIT 14. The Infinitive. The Gerund 159
UNIT 15. The Participle I, II 170
UNIT 16. Progress Check (Active Voice). Progress Check (The Participle, The Gerund, The Infinitive) 181
References 187

ПЕРЕДМОВА

Навчальний посібник призначено для студентів юридичних спеціальностей, що вивчають курс англійської мови за професійним спрямуванням, і розраховано на I–III рік навчання у немовному вищому навчальному закладі. Його першочергову мету становить поглиблення знань студентів з граматики англійської мови, збільшення лексичного запасу фаховими термінами, а також формування навичок використання отриманих знань в основних видах мовленнєвої діяльності. Посібник укладено на основі навчальної програми, затвердженої для вивчення курсу іноземної мови у Університеті державної фіскальної служби України.

За своєю структурою посібник складається з 16 розділів (Units), кожен з яких присвячено окремій граматичній темі. У межах кожного такого розділу можна виділити три частини. Перша частина (Presentation) містить короткий граматичний коментар з теми, з яким студентові бажано ознайомитися перш, ніж перейти до виконання наступних вправ. У другій частині (Practice) подано комплекс із десяти вправ, кожна з яких направлена на формування та відпрацювання конкретної навички. Завдання останньої частини (Production) мають творчий характер і призначені не лише для закріплення пройденого граматичного матеріалу, а й для розвитку іншомовної професійної комунікативної компетенції. Особливістю навчального посібника є те, що всі граматичні вправи та завдання розроблені з опорою на юридичну та ділову лексику, що сприяє формуванню необхідних вмінь та навичок здійснення успішної іншомовної комунікації в умовах спеціально-наукового дискурсу.

Навчальний посібник має достатньо широкий діапазон використання. Він може застосовуватися як на практичних аудиторних заняттях з іноземної мови, так і для самостійної та індивідуальної роботи студента з її подальшим контролем викладачем.

Обсяг роботи над розробкою матеріалу посібника був розподілений між членами авторського колективу таким чином: передмова та Unit 7, 11, 15 укладено Н. В. Гомон; Unit 1, 14, а також технічне редагування здійснено Т. П. Дружченко; Unit 6, 10

укладено Н. С. Дьомою; Unit 16 – Г. В. Куліш; Unit 2-5, 12 – Ю. В. Літкович; Unit 13 – Л. В. Онучак, Unit 8, 9 – І. М. Стародуб. Автори висловлюють щиру вдячність рецензентам за уважне прочитання та конструктивні зауваження, що допомогли скорегувати роботу над посібником.

Керівник авторського колективу – Л. В. Онучак, к.пед.н., доцент, професор кафедри сучасних європейських мов Університету державної фіскальної служби України.

UNIT 1
THE NOUN (NUMBER, CASE, WORD FORMATION). THE ARTICLE

Presentation

NOUNS: SINGULAR AND PLURAL

Singular	Plural	Uses
day file report court	day*s* file*s* report*s* court*s*	The plural of a noun is usually made by adding *-s* to the singular
hero match dish class box	hero*es* match*es* dish*es* class*es* box*es*	Nouns ending in *-o*, *-ch*, *-sh*, *-s*, *-ss* or *-x* form their plural by adding *-es*. (NOTE: words of foreign origin or abbreviated words ending in *-o* add *-s* only: *dynamo - dynamos; kilo - kilos; photo - photos; piano - pianos);*
faculty city	facult*ies* cit*ies*	Nouns ending in *-y* following a consonant form their plural by dropping the *-y* and adding *-ies*.
loaf wife calf half knife shelf life shelf	loa*ves* wi*ves* cal*ves* hal*ves* kni*ves* shel*ves* li*ves* shel*ves*	Twelve nouns ending in *-f* or *-fe* drop the *-f* or *-fe* and add *-ves*: *loaf, wife, wolf, calf, half, leaf, self, knife, life, sheaf, shelf, thief.* (Exceptions: *beliefs, chiefs, roofs, cliffs, safes, cuffs, handkerchiefs*). The nouns *hoof, scarf* and *wharf* take either *-s* or *-ves* in the plural: *wharfs* or *wharves*, *hoofs* or *hooves*; *scarfs* or *scarves*.
man woman foot goose tooth louse mouse child	men women feet geese teeth lice mice children	A few nouns form their plural by a vowel change.
sheep deer fish species swine	sheep deer fish species swine	Some nouns have the same form for singular and plural.
crisis criterion datum analysis	crises criteria data analyses	Some nouns that English has borrowed from other languages have foreign plurals.

NOUNS: COMMON AND POSSESSIVE CASE

a) Singular Noun	Possessive Form	
the judge	the *judge's* name	1. *'s* is used with singular nouns not ending in *-s*.
my wife	my *wife's* coat	
my baby	my *baby's* toys	
Tom	*Tom's* friend	
Archimedes	*Archimedes'* Law	2. Classical names ending in *-s* usually add only the apostrophe.
Pythagoras	*Pythagoras'* Theorem	
Thomas	*Thomas's/Thomas'*	3. Other names ending in *-s* take *'s* or the apostrophe alone.
Carlos	*Carlos's/Carlos'*	4. With compounds, the last word takes the *'s*.
my brother-in-law	my *brother-in-law's* case	
b) Plural Noun	Possessive Form	
the girls	the *girls'* names	1. A simple apostrophe *(')* is used with plural nouns ending in *-s*.
the men	the *men's* work	2. *'s* is used with plural nouns not ending in *-s*.
my children	my *children's* toys	

COUNT AND NONCOUNT NOUNS

1. I bought *a chair.* Tom bought *three chairs.* 2. We bought *some furniture.* *INCORRECT: We bought a furniture.* *INCORRECT: We bought some furnitures.*			*Chair* is a count noun; chairs are items that can be counted. *Furniture* is a noncount noun. In grammar, furniture cannot be counted.
	Singular	Plural	
COUNT NOUN	a chair one chair	chairs two chairs some chairs a lot of chairs many chairs	A count noun: a) may be preceded by a/an in the singular; b) takes a final -s/-es in the plural.
NONCOUNT NOUN	furniture some furniture a lot of furniture much furniture	—	A noncount noun: a) is not immediately preceded by a/an; b) has no plural form; does not take a final -s/-es.

SOME COMMON NONCOUNT NOUNS

1. Whole groups made up of similar items: *baggage, clothing, equipment, food, fruit, furniture, garbage, hardware, jewelry, junk, luggage, mail, machinery, make-up, money/cash/change, postage, scenery, traffic.*
2. Fluids: *water, coffee, tea, milk, oil, soup, gasoline, blood, etc.* 3. Solids: *ice, bread, butter, cheese, meat, gold, iron, silver, glass, paper, wood, cotton, wool, etc.* 4. Gases: *steam, air, oxygen, nitrogen, smoke, smog, pollution, etc.* 5. Particles: *rice, chalk, corn, dirt, dust, flour, grass, hair, pepper, salt, sand, sugar, wheat, etc.*
6. Abstractions: *- beauty, confidence, courage, education, enjoyment, fun, happiness, health, help, honesty, hospitality, importance, intelligence, justice, knowledge, laughter, luck, music, patience, peace, pride, progress, recreation, significance, sleep, truth, violence, wealth, etc.* *- advice, information, news, evidence, proof;* *- time, space, energy;* *- homework, work;* *- grammar, slang, vocabulary.* 7. Languages: *Arabic, Chinese, English, Spanish, etc.* 8. Fields of study: *economics, chemistry, engineering, history, literature, mathematics, psychology, etc.* 9. Recreation: *baseball, soccer, tennis, chess, bridge, poker, etc.* 10. General activities: *driving, studying, swimming, travelling, walking (and other gerunds).*
11. Natural Phenomena: *weather, dew, fog, hail, heat, humidity, gravity, rain, lightning, sleet, snow, thunder, wind, darkness, light, sunshine, electricity, fire.*

THE INDEFINITE ARTICLE

Use of a/an	Examples
1. Before a singular countable noun, when it is mentioned for the first time and represents no particular person or thing:	*I can see a book on the table.* *They live in a flat.* *He bought an ice-cream.*
2. Before a singular countable noun which is used as an example of a class of things:	*A child needs love =* *All children need/Any child needs love.*
3. With a noun complement. This includes names of professions:	*My friend is a manager.* *She'll be a dancer.*

4. With certain numbers. Before half when half follows a whole number. But ½ kg = half a kilo, though *a + half* + noun is sometimes possible.	*a dozen, a hundred, a million* (but one dozen, one hundred, one million is also possible). 1½ *kilos = one and a half kilos or a kilo and a half; a half-holiday, a half-portion, a half-share;*
With ⅓, ¼, etc. a is usual:	*a third, a quarter etc., but one is also possible.*
5. In expressions of price, speed, ratio etc.:	*5p a kilo, sixty kilometers an hour, four times a day;* (Here a/an = per)
6. Before a singular countable noun after the word what in exclamatory sentences and after the words such, quite, rather:	*Such a long queue!* Such long queues! *What a pretty girl!* What pretty girls! *She is still quite a child. It is rather a difficult problem.*
7. With the nouns in the function of apposition. But when the apposition refers to a well-known person the is used:	*The report was made by Petrenko, a student of our University. Jack London, the great American novelist, was born in San Francisco.*
8. In a number of set expressions: *a lot of, a great many, a great deal of, a good deal of, a great number of, a good many, a couple, a little, a few, at a speed of, at a time when, at a time, in time, on a large (small) scale, all of a sudden, by bus (train), to be in a hurry, to be in a position, to be at a loss, it's a pity, for a short (long) time, as a result of, as a matter of fact, to have a good time, to have a mind, in a loud (low) voice, to have a look, to have a headache, to take a sit, to have a cold, to go for a walk.*	

THE DEFINITE ARTICLE

Use of «the»	Examples
1. Before a noun which has become definite as a result of being mentioned:	*I saw a new film on TV yesterday. The film wasn't very interesting.*
2. Before a noun made definite by the addition of a phrase or clause:	*the girl in blue; the boy that I met; the place where I met him.*
3. When the object or group of objects is unique:	*the earth, the sea, the sky, the moon, the sun, the world.*
4. Before a noun which by reason of locality can represent only one particular thing:	*Ann is in the garden.* (the garden of this house). *Please open the window.*

5. Before superlatives and *first, second* etc. used as adjectives or pronouns, and *only*:	*the first week; the best day; the only way.*
6. Before a noun that represents a class of animals or things: But *man*, used to represent the human race, has no article.	*The cow is a domestic animal.* *The pine is an evergreen tree.* *If oil supplies run out, man have to fall back on the horse.*
7. The + adjective represents a class of people:	*the old* = old people in general. *the rich* = rich people in general.
8. Before certain proper names of oceans, rivers, seas, gulfs, groups of islands, chains of mountains, plural names of countries, deserts, and before certain other names:	*The Atlantic, the Thames, the Alps, the Black Sea, the Crimea, the City, the United States of America, the Sahara, the Persian Gulf.*
9. Before the adjectives *east/west* etc. + noun in certain names:	*the East/West End, the East/West Indies, the North/South Pole.*
10. Before other proper names consisting of adjective + noun or noun + of + noun:	*The National Gallery, the Tower of London.*
11. Before names of newspapers, ships, orchestras, pop groups etc.	*the Times, the Great Britain, the Philadelphia Orchestra, the Beatles.*
12. the + plural surname can be used to mean «the family»:	*the Smiths = Mr. and Mrs. Smith (and children).*
13. the + a singular countable noun (type of machine, invention, musical instruments).	*The bicycle is an excellent means of transport. When was the telephone invented? The piano is my favourite instrument.*

NO ARTICLE

Uses	Examples
1. Before plural nouns:	*My friends are students.*
2. Before abstract nouns except when they are used in a particular sense:	*Men fear death.* but: *The death of the Prime Minister left his party without a leader.*

3. After a noun in the possessive case, or a possessive adjective:	*the boy's uncle* = the uncle of the boy *It is my (blue) book* = The (blue) book is mine.
4. Before names of meals:	*The Scots have porridge for breakfast* but: *The wedding breakfast was held in her father's house.*
5. Before names of games:	*He plays golf.*
6. Before parts of the body and articles of clothing, as these normally prefer a possessive adjective:	*Raise your right hand.* *He took off his coat.*
7. When *home* is used alone, i.e. is not preceded or followed by a descriptive word or phrase:	*He is at home. He went home.* *I arrived home after dark.* *I sent him home.*
8. Before the nouns: bed, church, court, hospital, prison, school/college/university, when these places are visited or used for their primary purpose. We can be/get back *from school/college/university.* We can *leave school, leave hospital*, be released *from prison.* *But:* When these places are visited or used for other reasons the is necessary:	We go: *to bed* to sleep; *to church* to pray; *to court* as litigants; *to hospital* as patients; *to prison* as prisoners; *to school/college/university* to study; similarly we can be: *in bed*, sleeping or resting; *at church* as worshippers; *in hospital* as patients; *at school* as students. *Sometimes he goes to the prison to give lectures.*
9. *work* = place of work.	*He is at work.* *He's on his way to work.*
10. We go *to sea* as sailors. To be *at sea* = to be on a voyage (as passengers or crew). But to go *to* or be *at the sea* = to go *to* or be *at the seaside*. We can also live *by/near the sea*.	

Practice

Exercise 1 Fill in the blanks using the possessive forms of the nouns.

1. ..... (People) problems are interesting to any criminal psychologist.

2. ..... (Men) decisions are very different from women's.
3. Alison's University is a bit far from ..... (Mike).
4. ..... (John) wife is a judge.
5. The ..... (shop-lifter) complexion was black.
6. The ..... (judge) decision is correct.
7. ..... (Policemen) actions are legal.
8. The attached document lists all our ..... (customers) account details.
9. Nick is a colleague of my ..... (brother).
10. (Ingrid) conference presentation was excellent.

Exercise 2 Rewrite the following sentences making the nouns plural as in the example.

Pattern: This is a new faculty. – *These are new faculties.*

1. The phenomenon is wonderful!
2. Where is the curriculum?
3. The memorandum is too long.
4. This fingerprint is excellent.
5. The burglar is unknown.
6. The criminal is old.
7. The datum is correct.
8. A car is a means of transport.
9. We'll have a coffee, please. *(order in a restaurant)*
10. A hovercraft was approaching the port.

Exercise 3 Choose the correct words.

1. I'm going to leave my job and start ***business/a business*** designing websites.
2. ***A business/Business*** has improved since we moved to a more central location.
3. Thanks for your help. I'll leave now; I know you have ***work/a work*** to do.
4. I bought her a poster from the art gallery – ***a work/work*** by Picasso.
5. ***Life/A life*** can be very complicated sometimes.
6. He had ***a life/life*** that was long and happy.

7. In this job, ***an experience/experience*** is more important than qualifications.

8. Visiting the Taj Mahal was ***experience/an experience*** that I'll never forget.

9. Do you want to try some of this wine? I'll ask a waiter for ***glass/a glass***.

10. Bottles and jars made from ***a glass/glass*** are better for recycling.

Exercise 4 Fill in the blanks with is or are.

1. The software you ordered ___ here.
2. What ___ the weather in Spain like at this time of year?
3. There ___ a lot of cars in the car park this morning.
4. The agenda for tomorrow's meeting ___ on the desk.
5. The reports that I have just received from Tokyo ___ not very good.
6. Your Japanese visitors have gone to the hotel, their luggage ___ still at the office.
7. The traffic on the M40 ___ very bad this morning.
8. Travel ___ one of our major expenses.
9. At the moment oil ___ about $25 a barrel.
10. Three miles ___ a long way to walk to work.

Exercise 5 Read the mini-dialogue. Choose the correct option.

David: Could you give me **1) an / some** advice about finding **2) an / some** apartment?

Petra: Sure – this means that you have **3) a / some** good news, does it?

David: Yes, I got **4) the / some** job – I'm going to be doing **5) an / some** advertising for a PR agency.

Petra: That's great – when are you going to start?

David: The beginning of next month, so I haven't got **6) much / many** time.

Petra: Well, I know **7) a few / little** people who might be able to help you, but it really depends on how **8) much / many** money you want to spend and where you want to be.

2. ..... (Men) decisions are very different from women's.
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David: The beginning of next month, so I haven't got **6) much / many** time.

Petra: Well, I know **7) a few / little** people who might be able to help you, but it really depends on how **8) much / many** money you want to spend and where you want to be.

David: Somewhere small and central, not too expensive – preferably near **9) a / some** metro station. I just need somewhere with a bedroom and kitchen, a little furniture – there's only me, so I don't need **10) much / many** room.

Exercise 6 Complete the mini-dialogue. Fill in the blanks with a or an.

A: I had **1)** ___ appraisal with the Personnel manager the other day, and ....

B: Oh really? How did it go?

A: Fine. We were talking about qualifications and career development, and she suggested I should consider doing **2)** ___ course in Business Administration.

B: That's not **3)** ___ bad idea. You've already got **4)** ___ university degree, haven't you?

A: Yes, and I'm doing **5)** ___ evening course in accounting, but that only takes up about **6)** ___ hour a week.

B: That sounds like **7)** ___ absolute waste of time to me. What you need to do is **8)** ___ MBA at **9)** ___ institution like Insead, so that you end up with **10)** ___ decent *(належний; пристойний)* qualification.

Exercise 7 In each pair, fill in one blank with a and the other with the.

1. A: You don't know where ___ key to the filing cabinet is, do you?

   B: No, but there's ___ key on Jane's desk – why don't you try that one?

2. A: I phoned you last week to make ___ complaint about late deliveries.

   B: Yes Sir, I remember, and I can assure you that ___ complaint is being dealt with.

3. A: Do you suppose Coca-Cola is ___ most famous brand name in the world?

   B: Maybe – but McDonalds is ___ famous brand name too.

4. A: Does Mrs Robin come from ___ United States?

B: No, she is from ___ small town in Canada.

5. A: I need to talk to ___ technician about this computer.

B: Well, ___ Head of the IT Department is right her – I'll send him up.

Exercise 8 Read the following newspaper abstract. Fill in the blanks with a or the or ~ (no article).

Rome hosts the World Food Summit

At the World Food Summit in Rome, leaders from all over the world met to discuss plans to deliver **1)** [ ] food to **2)** [ ] hungry. During the morning, **3)** [ ] stream of limousines and police outriders escorted the leaders from their luxury hotels on the Via Veneto, and brought them to the FAO headquarters, near **4)** [ ] Coliseum.

At **5)** [ ] summit, **6)** [ ] Secretary General of the United Nations said that hope needed to be given to the starving, and called for improvements in **7)** [ ] technology, **8)** [ ] healthcare, and **9)** [ ] infrastructure projects. Other delegates discussed the crisis in Somalia and Zimbabwe, but there was a strong sense that **10)** [ ] West, and the United States in particular, should be doing more to help countries in Africa and elsewhere.

Exercise 9 Write the correct form of the word in the brackets.

1. I have not received confirmation of the (ACCEPT) of my paper.

2. We apologize for the (CANCEL) of the meeting.

3. Why did you do that? I thought you had more (INTELLIGENT) than that.

4. The (FAIL) of this plan will have serious implication.

5. Have you seen her magazine (COLLECT)? She must have over 200 editions.

6. On hearing the news, everyone was overcome with a feeling of (SAD).

7. When you take the FCE Speaking paper you will be given marks for your (ACCURATE) and also on how fluent you are.

8. She has the (ABLE) to pass the exam first time round providing she works hard.

9. Nobody knows why this regulation had to be introduced. There is no (JUSTIFY) for it.

10. Dr Novek, by his own (ADMIT), lacks experience of chairing a session at an international conference.

Exercise 10 Make a noun from the word in the brackets.

1. The water-fuelled car was his greatest (ACHIEVE).
2. The final (AGREE) took 8 hours to reach.
3. The (AMAZE) on their faces was worthy of a photograph.
4. Thanks to mobile phones, the emergency services come to people's (ASSIST) much faster these days.
5. The managing (DIRECT) of the pharmaceutical company was sent to prison for bribing medical staff.
6. (EMPLOY) is now at more than 20% in Spain, which is catastrophic.
7. Helping companies to create jobs is the best way to stimulate (GROW) in an economy.
8. People need to increase their (KNOW) of nutrition, especially about the dangers of sugar, red meat and refined flour.
9. The World Health Organization (RECOMMEND) is for babies to be exclusively breastfed for the first six months.
10. The initial government (RESPOND) was to deny everything. In the end, however, the minister was forced to resign.

Production

Task 1 A politician is discussing what his party intends to do if they win the next election. Using your own ideas, make sentences about the groups in the box.

the elderly	the poor	the rich	the unemployed	the sick

e.g. We will make sure that the elderly have a better quality of life and have access to the best medical facilities.

Task 2 Read the notes about these two organizations. Write a short paragraph about each one.



World Food Programme
branch of UN; based in Rome

provides emergency food aid
e.g. after Mozambique floods

supports long-term economic and social development

funded by governments (largest donors in 2000 = United States, Japan, European Union



Medecins Sans Frontieres
MSF = international aid organization

works in over 80 countries

emergency medical assistance
training - local personnel

uses media to raise awareness - countries in crises

BIBLIOTEKA

UNIT 2
THE ADJECTIVE. DEGREES OF COMPARISON

Presentation

Adjective is a word and it qualifies a noun. It gives more information about the noun.

e.g. My office is ***large***.

John is a ***qualified*** lawyer.

Adjectives are of three degrees. (1) Positive (2) Comparative (3) Superlative

e.g. David is a ***rich*** man.

e.g. My evidence is ***more reliable.***

e.g. Mount Everest is ***the highest*** *peak in the world.*

Study the following models

Positive	Comparative	Superlative
Very few students in the class are as ***smart*** as John.	John is ***smarter*** than any other students in the class.	John is ***the smartest*** student in the class.
	John is ***smarter*** than most other students in the class.	John is ***one of the smartest*** students in the class.

The Positive Degree is used to denote the mere existence of quality.

The Positive Degree of an adjective in comparison is the adjective in its simple form. It is used to denote the mere existence of some quality of what we speak about. It is used when ***no comparison is made.***

Mr. A is *tall.*

This witness is *reliable.*

The Comparative Degree is used to compare the qualities of two persons or things.

The Comparative Degree denotes the existence of a higher degree of the quality than the positive. It is used ***when two things*** (or two sets of things) are compared.

Mr. A is *taller* than Mr. B.

The second witness is *more reliable* than the first one.

The Superlative Degree denotes the existence of the highest degree of the quality. It is used when more than two things are compared.

Mr. C is the *tallest* of the three.

Mr. Johnson is *the most reliable* witness of the three.

List of Degrees of Comparison

Model 1

By adding *'er'* and *'est'*		
POSITIVE	**COMPARATIVE**	**SUPERLATIVE**
bright	brighter	brightest
black	blacker	blackest
bold	bolder	boldest
clever	cleverer	cleverest
cold	colder	coldest
fast	faster	fastest
great	greater	greatest
high	higher	highest
kind	kinder	kindest
long	longer	longest
small	smaller	smallest

strong	stronger	strongest
sweet	sweeter	sweetest
tall	taller	tallest
young	younger	youngest

Model 2

By adding *'r'* and *'st'*		
POSITIVE	**COMPARATIVE**	**SUPERLATIVE**
brave	braver	bravest
fine	finer	finest
large	larger	largest
nice	nicer	nicest
noble	nobler	noblest
pale	paler	palest
simple	simpler	simplest
wise	wiser	wisest
white	whiter	whitest

Model 3

By deleting the final *'y'* and adding *'ier'* and *'iest'*		
POSITIVE	**COMPARATIVE**	**SUPERLATIVE**
costly	costlier	costliest
dry	drier	driest
easy	easier	easiest
happy	happier	happiest

heavy	heavier	heaviest
lazy	lazier	laziest
mercy	mercier	merciest
wealthy	wealthier	wealthiest

Model 4

By doubling the final consonants		
POSITIVE	**COMPARATIVE**	**SUPERLATIVE**
big	bigger	biggest
dim	dimmer	dimmest
fat	fatter	fattest
hot	hotter	hottest
thin	thinner	thinnest

Model 5

By using *more* and *most*		
POSITIVE	**COMPARATIVE**	**SUPERLATIVE**
active	more active	most active
attractive	more attractive	most attractive
beautiful	more beautiful	most beautiful
brilliant	more brilliant	most brilliant
careful	more careful	most careful
courageous	more courageous	most courageous
cunning	more cunning	most cunning
difficult	more difficult	most difficult

famous	more famous	most famous
faithful	more faithful	most faithful
proper	more proper	most proper
popular	more popular	most popular
splendid	more splendid	most splendid

Model 6

Irregular Comparisons		
POSITIVE	**COMPARATIVE**	**SUPERLATIVE**
bad	worse	worst
evil	worse	worst
good	better	best
ill	worse	worst
far	farther	farthest
well	better	best
late	later	latest
little	less	least
much	more	most
many	more	most
near	nearer	nearest
old	older	oldest
old	elder	eldest

Practice

Exercise 1 Put in the adjective in bold from the first sentence into the second sentence in its correct form (comparative or superlative).

1. This is a **nice** cat. It's much ... than my friend's cat.
2. Here is Emily. She's six years **old**. Her brother is nine, so he is ...
3. This is a **difficult** exercise. But the exercise with an asterisk (*) is the ... exercise on the worksheet.
4. He has an **interesting** hobby, but my sister has the ... hobby in the world.
5. In the last holidays I read a **good** book, but father gave me an even ... one last weekend.
6. School is **boring**, but homework is ... than school.
7. Skateboarding is a **dangerous** hobby. Bungee jumping is ... than skateboarding.
8. This magazine is **cheap**, but that one is ... .
9. We live in a **small** house, but my grandparents' house is even ... than ours.
10. Yesterday John told me a **funny** joke. This joke was the ... joke I've ever heard.

Exercise 2 Complete the following sentences using the correct degree of the adjective given in the brackets.

1. My brother's handwriting is ..... mine. (bad)
2. Health is ..... wealth. (important)
3. Blood is ..... water. (thick)
4. Everest is ..... peak in the world. (high)
5. This is ..... play I have ever heard on the radio. (interesting)
6. Susie is ..... of all the four sisters. (beautiful)
7. The planet Mars is .....from the earth than the satellite Moon. (far)
8. The elephant is .....animal in the world. (large)

9. An ocean is certainly ..... a sea. (big)
10. I am .....in cricket than in football. (interested)

Exercise 3 Complete the following sentences using the appropriate form of the adjective.

1. She is .....than her sister.
a) pretty
b) prettier
c) prettiest
2. Martha is a .....girl.
a) nice
b)
c) nicest
3. Supriya is the .....girl in the class.
a) intelligent
b) more intelligent
c) most intelligent
4. Martin speaks English .....
a) well
b) better
c) best
5. Russia is the .....country in the world.
a) big
b) bigger
c) biggest
6. China is a .....country.
a) big
b) bigger
c) biggest
7. China is .....than India.
a) big
b) bigger
c) biggest
8. This is the .....book I have ever read.
a) interesting

b) more interesting
c) most interesting
9. I am .....than you.
a) smart
b) smarter
c) smartest
10. Take the .....of the two routes.
a) short
b) shorter
c) shortest

Exercise 4 Write the opposite of.

1. Cold
2. Tall
3. Long
4. Pretty
5. Good
6. Fat
7. Young
8. Fast
9. High
10. Large
11. Weak
12. Poor
13. Silly
14. Late
15. Dry
16. Difficult
17. Bad
18. Small
19. Light
20. Exciting

Exercise 5 Make comparative sentences. (Short adjectives)

1. Chile – Long – Peru
2. The winter – bad – the fall
3. A cheetah – fast – a lion
4. Arica – dry – Valparaiso
5. Brazil – big – Argentina
6. Tom – Silly – Jerry
7. Valdivia – Far – Temuco
8. River Plate – good – Colo-Colo
9. English – easy – Japanese

Exercise 6 Make comparative sentences. (Long adjectives)

1. Santiago – modern – Antofagasta

2. Vica del Mar – beautiful – Iquique
3. Football – popular – baseball
4. A movie – interesting – a book
5. English – Important – French
6. A Jaguar – expensive – A fiat
7. Monkeys – intelligent – cats
8. Marta – attractive – her sister
9. Ronaldo – famous – Piniella

Exercise 7 Make comparative sentences. (Long / short adjectives)

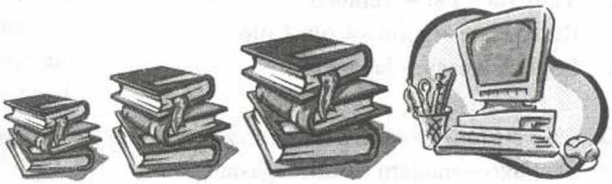
1. Tom – tall – Jerry
2. Europe – small – Asia
3. Vegetables – good – sweets
4. English classes – interesting – Chemistry
5. Gold – precious – silver
6. Arica – far – Atacama
7. A car – expensive – a bike

Exercise 8 Read the following article and then answer the questions about the CD_ROM and the books.

Incredible, but True!!

All the information in the enormous Britanic Encyclopaedia now comes on one small disk. Which do you prefer – the CR-ROM or the set of 30 books? Let's compare them.

The CD-ROM is smaller and higher than the books and it is cheaper. We think it's more interesting, too, because it has video and sound – you can hear animals, musical instruments and famous people talking. So if you think the 30 books are good, we think the CD-ROM is better!



1. Which is heavier? _____
2. Which of the articles is more boring?
3. Are the books bigger than the CD-ROM?
4. Is the CD-ROM more expensive than the books?

Exercise 9 Look at these pictures and compare them using the adjectives in the box.

big – expensive – fast – heavy – light – slow – small – comfortable




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

Exercise 10 Choose the correct alternative for each sentence. (Comparatives or superlatives)

1. I think that's _____ film I've ever seen.
a) the funnier than b) the funny
c) the funniest d) the funnier
2. Is football the _____ sport in Chile?
a) popular b) more popular
c) popularest d) most popular
3. Vegetables are _____ last week.
a) expensive than b) more expensiver than
c) more expensive than d) most expensive
4. I think Vladimir is _____ intelligent person in the class.
a) more than b) the most
c) most d) the more

5. Don't you think there are _____ things to do on holidays than watching TV all day?

a) best b) bestest

c) better d) better than

6. Summer is _____ season in our country.

a) the hottest b) hotter than

c) the hot d) hot

7. Groenland has the _____ weather of the world. It's always raining and snowing

a) bad b) worse than

c) worst d) worsest

8. The Everest is _____ the Aconcagua.

a) the highest b) highest than

c) the higher than d) higher than

9. Last week we had _____ day in Santiago, the temperature was $-18\ C^0$.

a) the colder b) the coldest

c) the cold d) colder than

10. To fall from a motorcycle is _____ to fall from a bicycle.

a) more painful b) more painful than

c) painfuller than d) the painfullest

11. If you suffer asthma, don't go to Mexico City. It is one of the _____ cities in the world.

a) pollutest b) more polluted

c) polluter than d) most polluted

12. The _____ place from Chile is Australia. It's on the other side of the world.

a) farther b) farthest

c) farther than d) farthest than

13. I don't think your bike is _____ mine.

a) fastest than b) faster

c) fastest d) faster than

14. Michael was _____ basketball player in the world.

a) taller b) tallest

c) the taller d) the tallest

15. Speaking Japanese is _____writing it.

a) the easiest b) easy

c) easier than d) easyer than

Exercise 11 Write the following sentences using the correct form of the adjective. (Comparative or superlative)

1. Clare is ___Mike. (old)
2. Jane is _____of the four. She eats very well and does a lot of sports. (healthy)
3. The coach thinks that Peter is the _____player of the team. (fast)
4. The teacher doesn't think Christopher is _____ the other students. (intelligent)
5. Kamilla is _____ girl in the class. She is always laughing. (happy)
6. The Sahara desert is one of the _____deserts in the world. (hot)
7. The climate in the North of Chile is _____ in the South. (dry)
8. Asia is _____ Europe. (big)
9. A Rolls-Royce is one of _____cars in the world. (expensive)
10. Nights with no moon are _____nights with full moon. (dark)
11. _____ hurricanes are developed over Mexico. (violent)
12. Diamonds are _____ jewels in the world. (precious)
13. History classes are _____ chemistry classes. (interesting)
14. Belize is one of _____cities I've visited. (beautiful)
15. Rachel is ____me, but... (thin) … Grace is _____girl in my class. (thin)

Production

Task 1 Complete the sentences using the present perfect tense and a superlative adjective.

1. good meal / have

The best meal I have ever had was in France.

2. interesting course / go on

3. good computer / use

4. nice country / visit

5. expensive hotel / stay in

6. fast car / drive

7. reasonable boss / work for

8. bad job / have

Task 2 Imagine you work as a lawyer in a prosperous law firm. Write a short paragraph comparing one of your services with a service of one of your competitors.

Here is an example.

I work for Darlingtons, a law firm that specializes in commercial property, and our main competitors are Kenworth & Brown. We are not as large as they are, but we have the best taxation department in the City. Because we are smaller, we offer our clients a better service, and our charges are significantly lower.

UNIT 3
THE ADVERB. THE PREPOSITION

Presentation

Adverbs describe verbs (actions). They give more detail about the action.

- My colleague speaks English **fluently**.

Fluently is an **adverb** since it describes the way my colleague speaks English.

How does my colleague speak English? Fluently.

Adverbs will generally answer the question **'How'**.

Some **adverbs** are used to modify an **adjective**.

Adverbs that do this are: very, extremely, really, totally, absolutely, quite, fairly, well. These are normally placed before the adjective.

- It was **very** hot yesterday.
- He is **totally** crazy.

Types of Adverbs

There are many types of adverbs, such as:

Adverbs of Frequency – always, sometimes, never, etc.

Adverbs of Manner – carefully, slowly

Adverbs of Time and Place – here, yesterday, then

Adverbs of Relative Time – recently, already, soon

Adverbs of Degree – very, extremely, rather

Adverbs of Quantity – a few, a lot, much

Adverbs of Attitude – fortunately, apparently, clearly

Adverbs Word Order

Adverbs are usually placed after the *verb*:

- He *speaks* **clearly**.

When there is an object, the **adverb** is usually placed after the *verb + object*:

- I *put the documents* **carefully** on the table.

However, adverbs are never positioned between the verb and the object.

- I read the report quickly. - (Correct)\
- I read quickly the report. - (Incorrect)

Sometimes adverbs are placed at the beginning of a clause.

- Quickly, I changed my opinion.

THE ADVERB PLACEMENT

Adverbs are words that answer the questions when, where, and how, for example, *recently, never, below, slowly, frankly.* Typically, adverbs end in *-ly* though there are a few adjectives that take this ending too, such as *lovely, friendly, lonely.*

Adverbs can be used to modify an adjective or an entire sentence. When modifying an adjective, the adverb immediately precedes it: ***particularly*** *hot weather,* ***recently*** *re-elected president.*

When modifying an entire sentence, adverbs can be placed in four positions:

- at the beginning;
- at the end;
- after the verb *to be* and all auxiliary verbs: *can, may, will, must, shall,* and *have*, when *have* is used as an auxiliary (for example in *I have been in Spain twice*);
- before all the other verbs.

Some adverbs can appear in all four positions; others have less freedom, for example, they cannot be the first word in the clause.

Beginning of the sentence

Adverbs placed at the beginning of the clause are often separated by a comma. The comma is obligatory after *however, in fact, therefore, nevertheless, moreover, furthermore,* and *still.*

Usually *the summer is hot and humid.*

Sometimes *she wishes it was not so hot.*

Unfortunately*, this summer is particularly hot.*

Some adverbs cannot begin a declarative sentence. These are: *always, ever, rarely, seldom* and *never.*

Next to the agreeing verb

There are two positions next to the agreeing verb (this is the verb that changes its form depending on the number of the subject, and also the tense): immediately before and immediately after the verb. In which of the two positions the adverb will appear depends on the verb.

- auxiliary verbs (*have, be*): the adverb **follows** the verb;

*The summer is **usually** hot and humid.*

- modal verbs (*have, can, will, shall, may, must, might*): the adverb **follows** the verb;

*This summer will **hopefully** be cool and dry.*

- all other verbs (*sleep, dance, read, want*, etc): the adverb **precedes** the verb.

*She **sometimes** wishes it was not so hot.*

The placement of adverbs with respect to the verb *to have* depends on whether *to have* is used as an auxiliary verb (part of a verb complex), or as a main verb (standing alone and meaning 'possess'). When it is an auxiliary, the adverb follows it; when it is a main verb, the adverb precedes it.

*He has **always** been very interested in technology.*

*She **always** has a pair of pliers in her handbag.*

End of the sentence

The adverbs that most frequently appear at the end of the sentence are:

- adverbs of frequency: *usually, normally, often, frequently, sometimes, occasionally;*
- adverbs of manner (answering the question how): *slowly, quickly, badly, silently;*
- adverbs of time: *today, already, last week, this year.*

*The summer is very hot **usually**.*

*She opened the envelope **carefully**.*

*There is no wind **today**.*

Some adverb cannot be last in a sentence. These are the same adverbs that cannot come first: *always, ever, rarely, seldom* and *never.*

THE PREPOSITION

Prepositions are short words (on, in, to) that usually stand in front of nouns (sometimes also in front of gerund verbs).

Even advanced learners of English find prepositions difficult, as a 1:1 translation is usually not possible. One preposition in your native language might have several translations depending on the situation.

There are hardly any rules as to when to use which preposition. The only way to learn prepositions is looking them up in a dictionary, reading a lot in English (literature) and learning useful phrases off by heart (study tips).

The following table contains rules for some of the most frequently used prepositions in English:

Prepositions – Time

English	Usage	Example
on	days of the week	on Monday
in	months / seasons time of day year after a certain period of time *(when?)*	in August / in winter in the morning in 2006 in an hour
at	for *night* for *weekend* a certain point of time *(when?)*	at night at the weekend at half past nine
since	from a certain point of time (past till now)	since 1980
for	over a certain period of time (past till now)	for 2 years
ago	a certain time in the past	2 years ago
before	earlier than a certain point of time	before 2004
to	telling the time	ten to six (5:50)
past	telling the time	ten past six (6:10)
to / till / until	marking the beginning and end of a period of time	from Monday to/till Friday

till / until	in the sense of *how long something is going to last*	He is on holiday until Friday.
by	in the sense of *at the latest* up to a certain time	I will be back by 6 o'clock. By 11 o'clock, I had read five pages.

Prepositions – Place (Position and Direction)

English	Usage	Example
in	room, building, street, town, country book, paper etc. car, taxi picture, world	in the kitchen, in London in the book in the car, in a taxi in the picture, in the world
at	meaning *next to, by an object* for *table* for events place where you are to do something typical (watch a film, study, work)	at the door, at the station at the table at a concert, at the party at the cinema, at school, at work
on	attached for a place with a river being on a surface for a certain side (left, right) for a floor in a house for public transport for *television, radio*	the picture on the wall London lies on the Thames. on the table on the left on the first floor on the bus, on a plane on TV, on the radio
by, next to, beside	left or right of somebody or something	Jane is standing by / next to / beside the car.

under	on the ground, lower than (or covered by) something else	the bag is under the table
below	lower than something else but above ground	the fish are below the surface
over	covered by something else meaning *more than* getting to the other side (also *across*) overcoming an obstacle	put a jacket over your shirt over 16 years of age walk over the bridge climb over the wall
above	higher than something else, but not directly over it	a path above the lake
across	getting to the other side (also *over*) getting to the other side	walk across the bridge swim across the lake
through	something with limits on top, bottom and the sides	drive through the tunnel
to	movement to person or building movement to a place or country for *bed*	go to the cinema go to London / Ireland go to bed
into	enter a room / a building	go into the kitchen / the house
towards	movement in the direction of something (but not directly to it)	go 5 steps towards the house
onto	movement to the top of something	jump onto the table
from	in the sense of *where from*	a flower from the garden

Other important Prepositions

English	Usage	Example
from	who gave it	a present from Jane

of	who/what does it belong to what does it show	a page of the book the picture of a palace
by	who made it	a book by Mark Twain
on	walking or riding on horseback entering a public transport vehicle	on foot, on horseback get on the bus
in	entering a car / Taxi	get in the car
off	leaving a public transport vehicle	get off the train
out of	leaving a car / Taxi	get out of the taxi
by	rise or fall of something travelling (other than walking or horse riding)	prices have risen by 10 percent by car, by bus
at	for *age*	she learned Russian at 45
about	for topics, meaning *what about*	we were talking about you

Practice

Exercise 1 Complete the sentences with the best adverb.
Hint: *Not every adverb is needed.*

slowly	carefully	beautifully	well	loudly	carelessly	easily
excitedly	finally	suddenly	quickly	quietly		

1. Come here _____. You have to see this!
2. We knew that she had got the job when we saw her _____ talking on the phone.
3. He _____ put the vase on the table. It fell to the floor.
4. Sharon is throwing a party on Saturday. She _____ finished her PhD.

5. Let's walk _____. I don't want to be the first one at the meeting.

6. Alex _____ put up the bookshelves. It was too difficult for me to do on my own.

7. Everything happened so _____. We had to move to California in less than a month.

8. Why does he always have to talk so _____. You can hear him in the next room!

9. Although she speaks five languages, she did not do _____ on the translation exam.

10. I was so surprised. His new apartment was _____ decorated.

Exercise 2 Complete the sentence using an adjective or adverb.

To make adverbs we often add **–ly** at the end of an adjective (words that describe a noun)

Pattern: beautiful (adjective) girl (noun)

beautiful + ly = beautifully (adverb)

1. He's always in a rush. I don't understand why he walks so _____ (quick/quickly).

2. I prefer studying in the library. It's always_____ (quiet/quietly).

3. Michael _____ (happy/happily) took the assistant job. He had been looking for a position all summer.

4. Marta dances _____ (beautiful/beautifully). She's been taking ballet since she was five years old.

5. They speak French very _____ (good/well). They lived in France for two years.

6. My neighbor always plays _____ (loud/loudly) music on the weekends. It's so annoying.

7. Please be _____ (careful/carefully) in the hallway. The walls have just been painted.

8. Dan is very smart, but he is not a very_____ (good/well) student.

9. He reacted _____ (angry/angrily) to the news. I have never seen him so upset.

10. We didn't _____ (complete/completely) understand the teacher's instructions. Most of us did not finish the assignment.

Exercise 3 Find the adjective in the first sentence and fill the gap with the adverb.

1. Joanne is happy. She smiles ___.
2. The boy is loud. He shouts ___.
3. Her English is fluent. She speaks English ____.
4. Our mum was angry. She spoke to us ___.
5. My neighbour is a careless driver. He drives ___.
6. The painter is awful. He paints ___.
7. Jim is a wonderful piano player. He plays the piano ___.
8. This girl is very quiet. She often sneaks out of the house ____.
9. She is a good dancer. She dances really ____.
10. This exercise is simple. You ____ have to put one word in each space.

Exercise 4 Is the adverb in the right or wrong location?

1. I saw him <u>yesterday</u>.
a) right
b) wrong
2. The teacher speaks <u>slowly</u>.
a) right
b) wrong
3. We go <u>never</u> swimming.
a) right
b) wrong
4. You cannot go <u>there</u>.
a) right
b) wrong
5. They <u>inside</u> are waiting.
a) right
b) wrong

6. I didn't then have time.

a) right

b) wrong

7. The children don't come usually home from school before five pm.

a) right

b) wrong

8. The dog quickly ran to the gate.

a) right

b) wrong

9. We often think about you.

a) right

b) wrong

10. She drank hastily the water.

a) right

b) wrong

Exercise 5 Choose the correct preposition (at, in, on).

1. … September
2. … 12 o'clock
3. … winter
4. … Easter Monday
5. …4th July, 1776
6. … Christmas
7. … Tuesday
8. … the weekend
9. … my birthday
10. … the end of the week

Exercise 6 Put in the correct preposition.

1. He's swimming … the river.
2. Where's Julie? She's … school.
3. The plant is … the table.
4. There is a spider … the bath.
5. Please put those apples … the bowl.
6. Frank is … holiday for three weeks.

7. There are two pockets … the bag.
8. I read the story … the newspaper.
9. The cat is sitting … the chair.
10. Lucy was standing … the bus stop.

Exercise 7 Put in the correct preposition (choose in / on/ at) If no preposition is need put in – .

1. There was a loud noise which woke us up … midnight.
2. Do you usually eat chocolate eggs … Easter?
3. What are you doing … the weekend?
4. … last week I worked until 9pm … every night?
5. My father always reads the paper … breakfast time.
6. She plays tennis … Fridays.
7. The trees here are really beautiful … the spring.
8. I'll see you … Tuesday afternoon then.
9. Shakespeare died … 1616.
10. She studies … every day.

Production

Task 1 Look through the extract from a dictionary, which gives a number of different idioms using the word hand. Then fill in the blanks with the correct expression.

(IDIOMS) **at first, second, etc hand** (used about information that you have received) from sb who was directly / not directly involved: *I have only heard about it at second hand* (= not from sb who was actually there).

(close / near) at hand (formal) near in space or time: *Help is close at hand.*

by hand done by a person and not by machine: *I had to do all the sewing by hand.*

in your / sb's hands in your / sb's possession, control or care: *The matter is in the hands of a solicitor.*

off your hands not your responsibility any more: *Once the children are off our hands we want to go on a world cruise.*

on hand available to help or to be used: *There is a teacher on hand to help during your private study periods.*

on your hands being your responsibility: *We seem to have a problem on our hands.*

on the one hand ... on the other (hand) (used for showing the opposite points of view): *On the one hand cars, of course, are very useful. But on the other, they cause a huge amount of pollution.*

out of hand not under control: *Violence at football matches is getting out of hand.*

out of your / sb's hands not in your / sb's control: *I can't help you, I'm afraid. The matter is out of my hands.*

1. I have a problem on my hands, and I'd like your advice about what to do.
2. At first, some of the strikers on the picket line threw stones at the police; then more joined in and soon the demonstration got _____.
3. We don't use machines at all; everything is made _____.
4. When you arrive at your holiday villa, one of our representatives will be _____ to help you with any problems you may have.
5. I can't stop the court case from going ahead. Everything is now_____ of my lawyer, and I can't discuss it with you.
6. On the one hand, a job in England would be a good career move for me. _____, I would miss the people I know here in Milan.

UNIT 4
THE PRONOUN. THE NUMERAL

Presentation

A **pronoun** is a word that replaces a noun in a sentence. Pronouns are used so that our language is not cumbersome with the same nouns being repeated over and over in a paragraph. Some examples of pronouns include *I*, *me*, *mine*, *myself*, *she*, *her*, *hers*, *herself*, *we*, *us*, *ours* and *ourselves*. You may have noticed that they tend to come in sets of four, all referring to the same person, group or thing.

- *He*, *him*, *his* and *himself*, for example, all refer to a male person or something belonging to him
- *They*, *them*, *theirs* and *themselves* all refer to a group or something belonging to a group, and so on.

The truth is that there are many different types of pronouns, each serving a different purpose in a sentence.

Personal Pronouns

Personal pronouns can be the subject of a clause or sentence. They are: *I, he, she, it, they, we,* and *you*. Example: "They went to the store."

Personal pronouns can also be objective, where they are the object of a verb, preposition, or infinitive phrase. They are: *me, her, him, it, you, them,* and *us*. Example: "David gave the gift to her."

Possession can be shown by personal pronouns, like: *mine, his, hers, ours, yours, its,* and *theirs*. Example: "Is this mine or yours?"

Subject Pronouns

Subject pronouns are often (but not always) found at the beginning of a sentence. More precisely, the subject of a sentence is the person or thing that lives out the verb.

- I owe that person $3,000. – I am living out that debt. *I* is the subject pronoun.

- He and I had a fight. – This sentence has two subjects because *he* and *I* were both involved in the fight.
- He broke my kneecaps. – You get the idea.
- To him, I must now pay my children's college funds. – If you'll notice, the verb in this sentence – the action – is "pay." Although *I* is not at the beginning of the sentence, it is the person living out the action and is, therefore, the subject.

Object Pronouns

By contrast, objects and object pronouns indicate the recipient of an action or motion. They come after verbs and prepositions (to, with, for, at, on, beside, under, around, etc.).

- The guy I borrowed money from showed me a crowbar and told me to pay him immediately.
- I begged him for more time.
- He said he'd given me enough time already.
- I tried to dodge the crowbar, but he hit me with it anyway.
- Just then, the police arrived and arrested us.

Subject vs. Object Pronouns

There is often confusion over which pronouns you should use when you are one half of a dual subject or object. For example, should you say:

- "Me and him had a fight." or "He and I had a fight?"
- "The police arrested me and him." or "The police arrested he and I?"

Some people will tell you that you should always put the other person first and refer to yourself as "I" because it's more proper, but those people are wrong. You can put the other person first out of politeness, but you should always use the correct pronouns (subject or object) for the sentence.

A good test to decide which one you need is to try the sentence with one pronoun at a time. Would you say, "Me had a fight?" Of course not. You'd say, "I had a fight." What about, "Him had a fight?" No, you'd say, "He had a fight." So when you put the two subjects

together, you get, "He and I had a fight." The same rule applies to the other example.

- You wouldn't say, "The police arrested he," or, "The police arrested I."
- You would use "him" and "me."

So the correct sentence is, "The police arrested him and me."

Possessive Adjectives vs. Possessive Pronouns

Pronominal possessive adjectives include the following: *my, your, our, their, his, her* and *its*. They are sort of pronouns in that they refer to an understood noun, showing possession by that noun of something. They are technically adjectives, though, because they modify a noun that follows them.

- My money is all gone.
- I gambled it all away on your race horse.
- His jockey was too fat.

In all of these examples, there is a noun (money, race horse, jockey) that has not been replaced with a pronoun. Instead, an adjective is there to show whose money, horse and jockey we're talking about.

Possessive pronouns, on the other hand – *mine, yours, ours, theirs, his, hers, its* – are truly pronouns because they refer to a previously named or understood noun. They stand alone, not followed by any other noun. For comparison's sake, look at this sentence:

- You have your vices, and I have mine.

There are two types of pronouns here: subject (you/I) and possessive (mine). There's also a possessive adjective (your). We'll deal with the subject pronouns momentarily, but for now, just look at the others.

Your is followed by the noun, *vices*, so although we know that *your* refers to *you*, it is not the noun or the noun substitute (pronoun). *Vices* is the noun. In the second half of the sentence, however, the noun and the possessive adjective have both been replaced with one word – the pronoun, *mine*. Because it stands in the place of the noun, *mine* is a true pronoun whereas *your* is an adjective that must be followed by a noun.

Indefinite Pronouns

These pronouns do not point to any particular nouns, but refer to things or people in general. Some of them are: *few, everyone, all, some, anything,* and *nobody*. Example: "Everyone is already here."

Relative Pronouns

These pronouns are used to connect a clause or phrase to a noun or pronoun. These are: *who, whom, which, whoever, whomever, whichever,* and *that*. Example: "The driver who ran the stop sign was careless."

Intensive Pronouns

These pronouns are used to emphasize a noun or pronoun. These are: *myself, himself, herself, themselves, itself, yourself, yourselves, and ourselves*. Example: "He himself is his worst critic."

Demonstrative Pronouns

There are five demonstrative pronouns: *these, those, this, that,* and *such*. They focus attention on the nouns that are replacing. Examples: "Such was his understanding." "Those are totally awesome."

Interrogative Pronouns

These pronouns are used to begin a question: *who, whom, which, what, whoever, whomever, whichever,* and *whatever*. Example: "Who will you bring to the party?"

Reflexive Pronouns

There is one more type of pronoun, and that is the reflexive pronoun. These are the ones that end in "self" or "selves." They are object pronouns that we use when the subject and the object are the same noun.

- I told myself not to bet all my money on one horse.
- The robber hurt himself chasing me through the alley.

We also use them to emphasize the subject.

- Usually, the guy I borrowed the money from will send an employee to collect the money, but since I owed so much, he himself came to my house.

THE NUMERAL

Cardinal Numbers	
0 zero, oh, nought, nil, love, nothing	26 twenty-six
1 one	27 twenty-seven
2 two	28 twenty-eight
3 three	29 twenty-nine
4 four	30 thirty
5 five	40 forty (no **"u"**)
6 six	50 fifty
7 seven	60 sixty
8 eight	70 seventy
9 nine	80 eighty
10 ten	90 ninety
11 eleven	100 a/one hundred
12 twelve	101 a hundred and one
13 thir**teen**	110 a hundred and ten
14 four**teen**	120 a hundred and twenty
15 fif**teen**	200 two hundred
16 six**teen**	1,000 a/one thousand
17 seven**teen**	1,001 a thousand and one
18 eigh**teen**	1,010 a thousand and ten
19 nine**teen**	2,000 two thousand
20 twenty	10,000 ten thousand
21 twenty-one	11,000 eleven thousand
22 twenty-two	100,000 a/one hundred thousand
23 twenty-three	1,000,000 a/one million
24 twenty-four	2,000,000 two million
25 twenty-five	1,000,000,000 a/one billion

Expressing Numbers in English

- If a number is in the range 21 to 99, and the second digit is not zero, we should write the number as two words separated by a hyphen:

25 twenty-five
57 fifty-seven
89 eighty-nine

- Numbers over 100 are generally written in figures. However if you want to say them aloud or want to write them in words rather than figures you put **'and'** in front of the number expressed by **the last two figures**. For example:

203 two hundred **and** three (**AmE:** two hundred three)

622 six hundred **and** twenty-two (**AmE:** six hundred twenty-two)

- Numbers between 1000 and 1,000,000 is usually said or written in words as:

1,803 one thousand, eight hundred **and** three (**AmE:** one thousand, eight hundred three)

1,963 one thousand, nine hundred **and** sixty-three (**AmE:** one thousand, nine hundred sixty-three)

2,840 two thousand, eight hundred **and** forty (**AmE:** two thousand, eight hundred forty)

Four-figure numbers ending in 00 can also be said or written as a number of hundreds. For example, 1800 can be said or written as **"eighteen hundred"**

- If the number 1963 is being used **to identify** something, it is said as **"one nine six three"**. We always say each figure separately like this with telephone numbers. If a telephone number contains a double number, we use the word "double":

561 6603 **five six one** [*pause*] **double six 'oh' three (AmE: five six one** [*pause*] **six six 'oh' three)**

- **Saying years.** We normally say a year in two parts. In the case of years ending in "00", we say the second part in **"hundred"**:

1058 ten fifty-eight

1706 seventeen hundred and six (or **'seventeen oh six'**)

1865 eighteen sixty-five

1900 nineteen hundred

There are two ways of saying years ending in "01" to "09" before 2000. For example: "1901" can be said as **"nineteen oh one"** or **"nineteen hundred and one"**. The year 2000 is read **"two thousand"**, 2006 **"two thousand and six"** (**AmE**: two thousand six). Post-2010 dates are often said as normal (2010 would be **"twenty ten"**).

- **Flight numbers.** We pronounce a flight number in two parts or digit-by-digit. For example:

110 one ten (or **'one one oh'**)

1248 twelve forty-eight

2503 twenty-five oh three

3050 three oh five oh (or **'three zero five zero'**, **'thirty fifty'**)

- **Expressing millions.**

1,412,605 one million four hundred **(and)** twelve thousand six hundred **(and)** five

2,760,300 two million seven hundred **(and)** sixty thousand three hundred

Remember: The British use **'and'** before tens and ones but the Americans usually leave the **'and'** out.

Fractional numbers

½	a half	0.5	*British English* nought point five *American English* zero point five
2½	two and a half	2.5	two point five
¼	a quarter	0.25	*British English* nought point two five *American English* zero point two five
¾	three quarters *American English also* three fourths	0.75	*British English* nought point seven five *American English* zero point seven five

Writing full stops and commas in numbers

Use a full stop (.) to separate the main part of a number from the decimal part. **3.062** means **'three point nought six two'**.

Say **point** to refer to the full stop. You can use a comma (,) in large numbers to separate the hundreds, thousands, and

millions. **3,062** means **'three thousand and sixty-two'**. In British English, spaces are sometimes used instead of commas (3 062).

Remember: Speakers of some other languages use (,) and (.) in the opposite way - the commas for the decimals and the points for thousands, millions, etc.

Practice

Exercise 1 Replace the words in brackets by the correct personal pronouns. Note that Sue is the person speaking. The (*) means that you are asked a question.

1. My name is Sue. (Sue) ... am English. And this is my family.
2. My mum's name is Angie. (Angie) ... is from Germany.
3. Bob is my dad. (My dad) ... is a waiter.
4. On the left you can see Simon. (Simon) ... is my brother.
5. (Sue and Simon) ... are twins.
6. Our dog is a girl, Judy. (Judy) ... is two years old.
7. (Sue, Simon, Angie and Bob) ... live in Canterbury.
8. (Canterbury) ... is not far from London.
9. My grandparents live in London. (My grandparents) ... often come and see us.
10. What can (*) ... tell me about your family?

Exercise 2 Replace the personal pronouns by possessive adjectives.

1. Where are (you) ... friends now?
2. Here is a postcard from (I) ... friends now?
3. We want to see Peggy and (she) ... family next winter.
4. She lives in Australia now with (she) ... family.
5. (She) ... husband works in Newcastle.
6. (He) ... company builds ships.
7. (They) ... children go to school in Newcastle.
8. (I) ... children go to school in Newcastle.
9. (I) ... husband and I want to go to Australia, too.
10. (We) ... winter!

Exercise 3 Replace the personal pronouns by possessive pronouns.

1. This book is (you) … .
2. The ball is (I) … .
3. The blue car is (we) … .
4. The ring is (she) … .
5. We met Paul and Jane last night. This house is (they) … .
6. The luggage is (he) … .
7. The pictures are (she) … .
8. In our garden is a bird. The nest is (it) … .
9. This cat is (we) … .
10. This was not my fault. It was (you) … .

Exercise 4 Fill in the blanks with indefinite pronouns: someone, anyone, no one, everyone, nothing, anything, nobody, something.

1. There is … in the clothes basket. It is empty.
2. I've tried phoning but every time I tried there was … in.
3. I have prepared … for dinner which you will like very much.
4. Would you like … to start with before the main menu?
5. He sat at the table but didn't have … to eat.
6. You can do … . I don't really care.
7. I met … you know last night. She told me she had missed you very much.
8. That's a very easy job. … can do it.
9. Did you turn the oven off? I think I can smell … burning.
10. … offered help. They probably didn't have time.

Exercise 5 Read this letter from Ben to his friend Sheila. For each space, put a relative pronoun: whose - where - when - who - which – that.

Dear Sheila,

In your last letter, you asked me to tell you about all the things I did during my summer vacation.

We went to Vancouver (1) ... I have some old friends (2) ... I haven't seen for about three years. My friend Tim, (3) ... mother I wrote about in my last letter to you, came with me and we had a great time. We flew into Vancouver on Monday 24th, (4) ... was also my birthday.

The first thing we did was to visit the wonderful aquarium in the city center (5) ... there are three killer whales and a whole crowd of seals, penguins and dolphins. We arrived in the late afternoon (6) ... all the animals are fed so it was wonderful to see the dolphins leaping out of the water to get the fish (7) ... they love to eat so much.

The following day, (8) ... was cloudy and rainy unfortunately, we went to a museum (9) ... they have some dinosaur skeletons (10) ... local people have found in the area. The horrible weather never improved all day so we visited a superb seafood restaurant later in the afternoon and had an early dinner. The waiters, (11) ... were all dressed in traditional fishermen's clothes, were very friendly and told us about the history of the restaurant (12) ... name was The Jolly Whaler. The restaurant, (13) ... has been open since 1888, was once visited by the American President J.F. Kennedy and his wife Jackie. The skies were blue on Thursday and we spent some time out on the sea in a large boat (14) ... we hired. I caught a big fish (15) ... the captain said was the biggest he'd seen this year. I felt very proud! We left on Thursday evening after a mini-vacation (16) ... helped me to relax a lot and now I have returned to work.

The next time (17) ... you write to me, you must tell me about YOUR last vacation.

Bye for now Sheila,

Ben

Exercise 6 Fill in the blanks with appropriate cardinal or ordinal numerals.

1. There are ... months in a year.
2. January is ... month of the year.
3. May is ... month of the year.
4. There are ... months in winter.

5. December is ... month of the year and ... month of winter.

6. There are ... days in a week: ... one is Monday, ... one is Tuesday, ... one is Wednesday, ... one is Thursday, ... one is Friday, one is Saturday and ... one is Sunday.

7. Sunday is ... day of the week in England and ... one in Russia.

8. Monday is ... day in Russia and ... in Great Britain.

9. There are ... hours in a day, ... minutes in an hour and ... seconds in a minute.

10. September, April, June and November have ... days. All the rest have ... except February.

11. There are ... days in February except the leap year. It's the time when February has ... days.

Exercise 7 Write the right answer.

1. Independence Day, commonly known as the ...

2. Kate is having a party for her ... birthday.

3. I felt very bad during my ... trip.

4. Her sister is ... years old. She is tall and she has long curly hair.

5. He died on the ... in the seventy-second year of his age.

6. When Mary was in her ... she left her city.

7. He was the ... she left her city.

7. He was the ... person arrested in this city last month.

8. America was discovered in ... . Probably by Colombus.

9. Susan has been the ... girl to win such an expensive award since 2000.

10. Ted was the ... citizen born in this city.

Exercise 8 Write the following numbers in figures.

1) Five

2) Thirteen

3) Ten

4) Twenty-six

5) Twenty

6) Twelve

7) Seventy-six
8) Fifty-two
9) Seventy-four
10) Ninety-two
11) Thirty-seven
12) Seven hundred and fifty-five
13) Two hundred and twenty
14) Three hundred and sixty-four
15) Four thousand and eleven

Exercise 9 Choose the correct ordinal numeral.

1) Third 2 nd / 3rd / 4th
2) Sixth 5 th / 6th / 7th
3) Thirteenth 30th / 33rd / 13th
4) Twentieth 30th / 12th / 20th
5) Twenty-sixth 26th / 63rd / 62nd
6) Ninety-second 29th / 92nd / 2nd
7) Fifty-third 54th / 53rd / 52nd
8) Seventy-fourth 47th / 74th / 78th
9) Ninety-fifth 95th / 59th / 99th
10) Thirty-seventh 37th / 33rd / 73rd
11) Seven hundred and fifty-ninth 757th / 579th / 759th
12) Two hundred and twentieth 220th / 222nd / 212nd
13) Three hundred and sixty-fourth 634th / 360th / 364th
14) Four thousand and eleventh 4011th / 4411th / 4111th
15) Two hundred and sixty-eighth 266th / 268th / 628th

Production

Task 1 Answer the following questions, using the words in brackets.

1. Why do we need to stop at the garage? (any)

We haven't any petrol left.

2. Why did you see a lawyer? (some)

3. Are you sure they have moved offices? (somewhere)

4. Did you tell staff about the redundancies we are planning? (anything)

Task 2 Reply to the questions using *anyone / anywhere / anything* ***you like.***

1. What is the company policy about hotels?

You can stay anywhere you like.

2. Is this information confidential?

3. Are any of these seats reserved?

4. What sort of information can you store on a CD-ROM disk?

UNIT 5
PROGRESS CHECK (THE NOUN, THE ARTICLE, THE ADJECTIVE, THE ADVERB, THE PRONOUN, THE NUMERAL, THE PREPOSITION)

THE ARTICLE

1. Answer the following questions using the nouns in the brackets.

a. Is he a clerk ? (economist)
b. Am I a student ? (musician)
c. Are you a pilot ? (sailor man)
d. Is Ann a musician ? (secretary)
e. Is Helen an opera-singer ? (actress)
f. Are you a doctor ? (writer)
g. Are you a driver ? (mechanic)

***2. Fill the blanks with** a / the.*

a. I put ..... stamp on ..... envelope.
b. Where did you find ..... car?
c. Is .... pen on ..... table or on ..... shelf?
d. This house is made of ..... wood.
e. John left ..... house an hour ago.
f. ..... paint in your room is old.
g. This is ..... book I was looking for.

***3. Fill the blanks with** a / an / the.*

a. What .... pity !
b. What is .... weather like ?
c. .... German people is extremely polite.
d. Would you like .... cheese for .... dinner ?
e. ..... spring is my favourite season.
f. She crossed ..... street running.
g. I leave for ..... United States.
h. Sun is shining in ..... sky.

4. Fill the blanks with a / an / one.

a. All the students passed the exam, with just .... exception.

b. It was Sunday ..... shop was open but all the others were closed.

c. His father is ..... teacher.

d. We asked for .... glasses of water.

e. Rob Roy is ..... interesting book.

f. He was looking for ..... a shop where he could buy a beer.

g. I need .... friend.

5. If necessary, complete the blanks with an article.

In ..... Canada, ... United States, ... Australia, English is ..... language predominantly spoken. In ..... Germany, ... Austria, ... Switzerland, German is ..... language predominantly spoken. On ..... Christmas night I was in ..... church. How are you, ... grandfather? What day will you come: on ..... Thursday or on ..... Saturday.

THE NOUN

1. Complete the blanks with the plurals of the following nouns.

bus -
lady -
radio -
car -
toy -
clock -
proof -
child -
foot -
tomato -
trout -
deer -
woman -
man -
policeman -

2. Turn the following sentences into plurals.

a. The cat eat mice.
b. The kid are playing soccer.
c. This girl is playing cricked.
d. The boy is talking to his friend.
e. My friend is going to eat the cake.
f. The girl drinks tea.
g. I am singing a song.
h. A chair is made of wood.
j. A lion is an animal.
k. The field is very large.

3. Turn the following into the singulars.

a. We have a lot of book.
b. Men drunk wine.
c. Cows eat grass.
d. Women smoke to much cigars.
e. The windows are behind the desk.
f. That men are busy.
g. The children waited for you yesterday.

***4. Fill the blanks with** much / many.*

a. How .... birds are there in this garage ?
b. I have known her for .... years.
c. .... hands light works.
d. He has .... time for working.
e. We have ..... trouble with our daughter.
f. Have you read .... books for exam ?

5. Choose the correct verbs.

a. The town (is / are) huge.
b. My car (is / are) not cheap.
c. The forest (is / are) not small.
d. The press (is / are) taking their seats.
e. The audience (is /are) requested to keep silent.

THE ADJECTIVE

1. Choose the right answers.

a. A plane is (fast / faster / fastest) than a car.
b. Ann is (tall / taller / tallest) than my daughter.
c. My wife is a (nice / nicer / nicest) person of my life.
d. Yesterday was the (warm / warmer / warmest) day.
e. This car is a very (fast / faster / fastest) vehicle.

2. Fill the blanks with the correct form of adjective.

a. I think Andreas is ..... than you. (old)
b. I have seen a ..... car. (expensive)
c. Helen is ..... than John. (young)
d. Your hair is ..... than mine. (short)
e. I saw yesterday a ..... film. (interesting)
f. She is ..... than me. (tall)
g. Bob is not as ..... Paul. (old)

***3. Use** more / most.*

a. This dress is (expensive) than that suit.
b. This is the (beautiful) girl of the city.
c. Those books are (useful) than these novels.
d. The day I was father, I was the (happiest) man in the world.
e. The cars are not the (expensive) in Toronto.

4. Fill the blanks with the correct form of the adjectives.

a. What it's your ..... friend ? (good)
b. The ..... this problem is solved, the ..... . (fast / good)
c. I'm always ..... one to come.(late)
d. My brother is ..... at German than Renate. (good)
e. I hope to get ..... . (slim)
f. Today I have ..... spare time than last week. (little)

5. Complete the blanks with the comparative and superlative forms of the following adjectives.

a. happy ....
b. large ....

c. hot ....
d. old ....
e. little ....
f. strange ....
g. deep ....
h. ill ....
i. well ....

6. Complete the sentences using the comparative or superlative form of the adjective in brackets.

a. Van Gogh is (famous) painter of the world.
b. Everest is (tall) peaks of the world.
c. Beatles was (popular) band of Britain.
d. We choose this house it was (cheap) than we expected.
e. Steven is (old) brother in your family.
f. Travelling by car is (comfortable) than by bus, if you are in a hurry go by plane. It's the (fast).

7. Fill the blanks with corresponding adjectives.

a. The London is ..... than Glasgow. (big)
b. My sister is .... than me. (young)
c. Which is the ..... of these two students. (hardworking)
d. He is always hunting for ..... things. (cheap)
e. Is this the ..... room in your hotel? (pleasant)

THE ADVERB

1. Put the adverbs into the correct place in the sentence.

a. He has takes drugs. (never)
b. I don't drink wine in the morning. (normally)
c. Mother goes to the teacher. (often)
d. They have visited their friends. (never)
e. I take a rest after the lunch. (always)

2. Choose the correct answers.

a. He speaks German ..... (good / well).

b. You write ..... (bad / badly).
c. She is very ..... with me (angry / angrily).
d. This is a ..... play (good / well).
e. Your sister has a ..... voice (loud / loudly).
f. I play soccer ..... (bad / badly).
g. Very ..... yours, John Smith (true / truly).
h. Yes, the girl said ..... (soft / softly).
i. Don't speak so ..... (harsh / harshly).
j. I had a ..... time in Rome (pleasant / pleasantly).

3. Make the sentences complete using the adverbs from the brackets.

a. He cooks (badly) most vegetables.
b. He drives (slowly) his brother.
c. I can work (hard) you.
d. It is raining (badly) last week.
e. She can type (fast) like her sister.

4. Complete the sentences with the adverbs *fairly / rather.*

a. He is getting ..... old.
b. He is .... fat for his age.
c. We speak German ..... well.
d. They behave ..... politely.
e. You've caught a ..... bad cold.
f. These suitcases are ..... heavy.

5. Complete the sentences with the adverbs *still / yet / already.*

a. Is she ..... sleeping in the room?
b. We haven't finished our job ..... .
c. Is Tom here ..... ? Yes, he arrived in the morning.
d. You are not leaving ..... , are you?
e. Just wait a minute: I have got ..... more news for you.
f. I've ..... finished the book.
g. Is the lesson over ..... ?
h. Is he ..... there?

6. Put the adverbs in brackets into the right place.

a. Have you seen the Grizzly? (seldom)
b. I'm back from Milano. (just)
c. John sleeps in the school. (always)
d. I'll forgive her. (never)
e. Norbert sleeps in the afternoon. (seldom)
f. Have you seen the Yeti? (never)
g. Jane remember every book of the library. (almost)
i. Haven't you seen a snake before? (ever)
j. Will you see your mother this time? (often)

7. Fill the blanks with the necessary adverbial particles.

a. Switch .... the light, will you.
b. Has his new book come ..... .
c. Jane took .... Spanish in the sixth form.
d. A man must take .... his hat when entering a house.
e. Never put ..... till tomorrow what you can today.
f. Have you quite made .... your mind where to go?
g. We have jumped .... the fence easily.

THE NUMERAL

1. Write the answers.

a. Four + four =
b. Twenty – four =
c. Ten + six =
d. Thirty – ten =
e. Eleven – one =
f. Fifteen + twenty-five =

2. Write the dates in full.

second / February
third / March
fifth / June
seventh / July
tenth / October
twelfth / December

3. Write the correct answers.

a. What are 4 times 4?
b. What is the answer if you divide 100 by 10?
c. What is the answer if you add 10 to 10?
d. What remains if you subtract 10 from 50?
e. What are 8 times 8?
f. What do 7,8 and 9 add up to?
g. What is the answer if you divide 20 by 2?

THE PRONOUN

1. Write the correct pronouns.

a. We watch ..... for hours. (she)
b. ..... don't understand. (I)
c. ..... think ..... doesn't like ..... . (I / he / I)
d. Are you talking to ..... ? (I)
e. Hasn't ..... arrived yet? (he)
f. Nobody told ..... the train was leaving.(they)
g. Don't ask ..... ask ..... (I / she)

2. Choose the right pronoun.

a. Nobody could answers except (I /me).
b. I brought these flowers for (they / them).
c. Give that to (he / him).
d. Father asked (I / me) where I was going.
e. It was (he / him) I was talking about.
f. We are much stronger than (they / them) at soccer.
g. How can you talk to a woman such as (she / her)?

3. Insert some or any where required.

a. Have you ..... cigarettes? Would you give me ..... ?
b. Can you give me ..... more information?
c. Have you read ..... books lately?
d. Can you get ..... more money from the bank?
e. Did you go ..... where last night?
f. Will you have ..... more coffee?
g. Are there ..... oranges in the kitchen?

4. Use the possessive pronouns.

a. We told .... the true.
b. I'll lend ..... all the money he wants.
c. He asked ..... a favour.
d. The cow was thirsty so I gave ..... some water.
e. I offer a present to ..... .
f. They bought cookies for ..... .

5. Use it or there.

a. ..... is time to have breakfast.
b. ..... is time to start working.
c. In London ..... is often rains.
d. In Paris ..... is often rainy weather.
e. .... is a pity you can't come.
f. ..... is so much work to do in a big house.
g. .... was a man at the doctor.

7. Use reflexive pronouns.

a. I hurt ..... .
b. Did you enjoy ..... ?
c. The President ..... planted this tree.
d. I felt ashamed of ..... .
e. Jane introduced ..... and then began to play.
f. How did you cut ..... .
g. Jane and I really enjoyed ..... other party.

8. Complete the sentences use *(on) my own,* ***(on) your own, etc.***

a. We walked home ..... .
b. Your mother lives ..... .
c. You spent three days there ..... .
d. One day, I'd like to have ..... business.
e. She has to cook ..... meals.
f. Have you got ..... phone?

9. Complete the sentences with *somebody, anybody, anything, someone, something, anyone, anybody, no one, nobody,* ***and*** *nothing.*

a. ..... can do this.

b. ..... has visited us, but we can't remember his name.
c. I will eat ..... .
d. What are you doing right now? ..... .
e. Won't you have ..... to drink?
f. Almost ..... might have done this to you.
g. What says that? ..... in particular.
h. Who told you come so early? ..... .
i. ..... can see it.
j. I have to do ..... to manage this problem.

10. Put in** myself, yourself, himself, **etc. where is necessary.

a. Did you hurt ..... ?
b. I really must apologize ..... .
c. We can't afford ..... to buy a new car.
d. You ought to relax ..... a little.
e. I enjoyed ..... when I was in vacation.
f. The cat got up and stretched ..... .
g. The weather was improved ..... at least.

***11. Fill in the blanks with** whoever, whatever, wherever, whenever, whichever.*

a. Jane said you could visit her ..... you wanted.
b. ..... took my car please return it immediately.
c. We can leave for Berlin ..... you are ready.
d. I saw people working in the field ..... I went.
e. Mother will be happy with ..... she gets.
f. ..... she cooks always tastes of burned milk.

12. Filling the blanks with** much, many, more, less **or** fewer, **etc.

a. ..... people go to Disneyland nowadays.
b. John is not ..... of a sportsman.
c. ..... than thirty students got high marks.
d. ..... hands make light work.
e. He had had enough pizza. He couldn't eat any ..... .
f. There are ..... people than I have expected.
g. I don't like so ..... salt in my dish, please put ..... in next time.

h. I read ..... books.

j. I have seen this museum ..... a time.

13. Filling the blanks with** another, others, the others, another, **etc.

a. I have finished my coffee, can I have ..... ?

b. They really love one ..... .

c. Some people like extreme sports, ... don't.

d. This umbrella is broken, can you lend me ..... ?

e. Some go to the theater, ... go to the cinema.

f. Jane was holding a purse in one hand and the flowers in ..... .

g. I don't like this skirt, I advise you to wear ..... .

h. The girls are wearing red shoes while ..... are wearing black shoes.

14. Choose the correct answers.

a. The two sisters gave (each other / one another) a present

b. I remember the questions (that / which) they asked.

c. She knows how to express (herself / oneself).

d. (Whatever / Whichever) she may ask, you have to answer.

e. (Whatever / Whichever) she chooses, she'll be happy.

f. We saw (ourselves / themselves) in a mirror.

g. That is the high school (that / which) she graduated.

THE PREPOSITION

***1. Fill in the blanks with the prepositions** in, on **and** at.*

a. Did you get there .... time?

b. What size do you take .... coat?

c. John recognized his father .... first sight.

d. The money's .... the floor.

e. I saw them .... the church.

f. They are all .... the kitchen.

g. The documents are .... my desk.

***2. Fill in the blanks with the prepositions** at **and** to.*

a. What are you laughing .... .

b. We were waiting .... the station.

c. Mary is .... home.
d. He came to stay .... our house for one year.
e. Stop worrying: .... another minute she'll be here.
f. Ann felt terribly excited .... the news.
g. I saw her go in .... the garden last night.
h. We worked hard from Monday .... Friday.
j. He married .... the age of forty.
i. The girl ran .... her mother crying.
k. .... his surprise, she turned him down.
l. It's eleven minutes .... nine.

3. ***Fill the blanks with the prepositions*** *for, of, till, from* ***and*** *to.*

a. Do you know it .... certain.
b. Let's go .... a walk!
c. How much did you pay .... it?
d. Father works .... early in the morning .... late at night.
e. You must stop that: it is waste .... time.
f. I've got a book .... my girlfriend yesterday.
g. They went .... a vacation .... the Alps.

4. Fill the blanks with the prepositions *without, by, on* ***and*** *for.*

a. The cat sat .... the table.
b. Can you come .... Saturday?
c. Have you anything .... this Friday.
d. What's .... at the meeting?
e. The rain was beating .... the windows.
f. This year the weather is rather warm .... December.
g. I will see you .... Monday.

5. Fill in the blanks with the prepositions or prepositional phrases.

a. Put the glass .... the table .... the plate.
b. Go and see her, she lives close .... hand.
c. I was ill .... March to May.
d. They came to visit us .... my birthday.
e. John goes .... work every day Saturday and Sunday.

f. I'm looking forward .... seeing you again.
g. They are very fond .... music.
h. I did it .... your sake.
i. I'll miss .... you.
j. You'd better give .... smoking.

6. Fill in the blanks with the prepositions or prepositional phrases.

a. We had a chat .... a glass .... beer.
b. The bird is .... the wing.
c. There's nothing I have to thank him .... .
d. Jack divided his farms .... his two sons.
e. Pour the milk .... the glasses.
f. Have you got something to read .... on the train?
g. They are looking .... to his coming back.
h. I remembered .... the last moment.
i. That wasn't an accident! You did it .... purpose.

7. Choose the correct preposition in brackets.

a. The plane took off (in / on) time.
b. Are the vegetables (on / onto) the table?
c. The sun goes down (in / by) the west.
d. He knocked nail (to / through) the frame.
e. I'm sorry by Jane isn't here (in / at) present.
f. He's away (in / on) business.
g. Ted was walking (along / with) whistling.
h. That is the company that I work (for / on).
i. This train is (by / for) Paris.
j. The teacher gave them a lecture (about / on) German.
k. Is your mother (in / on) good wealth.

8. Choose the correct preposition in brackets.

a. You look (as / like) your father.
b. Her dress are the same (as / like) yours.
c. I dreamt (about / of) you last night.
d. He was thinking (at / about) his trip.

e. I often go swimming (in / at) lunch time.
f. I'll have more free time (in / by) a few weeks.
g. I'm going to train hard (during / until) by the exam.
h. Have they agreed (on / with) a date for the party.
i. I'm afraid the climate won't agree (on / with) you.
j. I'm really sorry. I didn't do it (in / on) purpose.

UNIT 6
WORD ORDER IN AFFIRMATIVE AND NEGATIVE SENTENCES TYPES OF QUESTIONS

Presentation

Subject	Predicate	Object
Tom	*sees*	*Ann*

Adverbial Modifiers of Time	Subject	Predicate	Object	Adverbial Modifiers of place
Now	*Tom*	*sees*	*Ann*	*in the park*

TYPES OF QUESTIONS

Interrogative sentences: types of questions			
General questions	**Special questions**	**Alternative questions**	**Disjunctive (Tag) questions**
Do you enjoy reading?	What *do* you enjoy doing?	*Do* you enjoy reading *or* watching TV?	You enjoy reading, *don't you*?

Practice

Exercise 1 Put the parts of the sentences in the right order.

1. the party / very much/ everybody / enjoyed.
2. *we won / easily / the case.*
3. quietly / the door / the thief / closed.
4. Diane / quite well / speaks / German.
5. Tim / all the time / television / watches.
6. again / please do not ask / that question.
7. some money / I / borrowed / from a friend of mine.
8. passed / Ann / easily / the examination in criminology.
9. we / at the court / some friends / met.
10. appeal / to / they / never / the high court.

Exercise 2 Are the underlined words in the right position or not? Correct the sentences that are wrong.

Pattern:

1. *Tom goes always to work by car. (right, **wrong**)*

(Tom always goes to work by car)

2. *I cleaned the house and also cooked the dinner. **(right**, wrong)*

1. I read usually some interesting information in the newspaper. *(right, wrong)*

2. We soon found the solution to the problem. *(right, wrong)*

3. This judge gets hardly ever angry. *(right, wrong)*

4. I did some shopping and I went also to the bank. *(right, wrong)*

5. Jane has always to hurry in the morning because she gets up so late.*(right, wrong)*

6. This investigator usually types documents himself.*(right, wrong)*

7. The notary always says she'll phone me but she never does. *(right, wrong)*

8. They are usually at home in the evening. *(right, wrong)*

9. I often met them in the court. *(right, wrong)*

10. When I was a student, I was always late for classes. *(right, wrong)*

Exercise 3 Complete the sentences. Put the parts in the right order.

1. for a long time / have lived / in the same house.

*They*_____

2. to the bank / every Friday / go.

*I*_____

3. home / did you come / so late.

Why _____?

4. her car / drives / every day / to work .

5. recently / to the notary office / haven't been.

*I*_____

6. at the top of the page / your name / write.

Please _____

7. (around the town, all morning, walked)
We _____
8. already / have / the matter / discussed.
I _____
9. sometimes / by bus / gets / to his work.
This judge ___

Exercise 4 Read about each situation and write down the question.

Pattern: *You need to ask Polly where she lives.*
-Where do you live?

1. You would like to ask Nancy where she bought the computer.
2. You want to ask Susan if Amy knows Polish.
3. You want to ask Simon which band he likes best.
4. On the phone you want to know who you are speaking to.
5. You need to know how much video recorders cost.
6. You are asking permission to come in.
7. You want to ask Adrian what he locked the door for.
8. You want to ask what happens next.
9. You want to suggest that you all go out together.
10. You want to know how much money the lawyer earns.

Exercise 5 Write the questions to which the underlined words are the answer.

Pattern:
He has got ten pounds.
- How much money has he got?

1. The Smiths have got three cars.
2. Janet works at the court.
3. Andrea is learning English because she will need it in her job.
4. The film was really romantic.
5. The meeting will take place next Tuesday.
6. Tessa switched off the computer.
7. Mr. Johnson's burglar alarm was ringing.

8. Ann went to the bank with Martin.
9. He usually finishes work at half past five.
10. She likes detective stories.

Exercise 6 Complete the questions. Use question tags.

1. There are few criminals in this district, ___?
2. Let's make inquiries now, ___?
3. You won't leave, ___?
4. Jane left a message, ___?
5. Nick is here now, ___?
6. You don't discuss the details of the crime, ___ ?
7. We haven't finished yet, ___ ?
8. You are the new secretary ___?
9. The judges are busy,___ ?
10. Mr. Evans is speaking over the phone, ___ ?

Exercise7 Make questions with how or what ____ like.

Pattern: (your advocate) "Tall and good – looking" *What's your advocate like?*

1. "Small but very comfortable."
("Your office?")
2. "Fine, thanks."
("your mother?")
3. "Not very well at the moment."
("work going?")
4. "Terrible."
("business?)
5. "Not very nice."
("*their lawyer*?")
6. "Much better now."
("school?")
7. "She's very well."
("your advocate?")
8. "She isn't very well."
(his wife ?)

9. "Short and strong."
(her notary ?)
10. "Not bad, thanks."
(you son ?)

Exercise 8 Choose the correct answer.

1. ___would you like to discuss?
a) Which
b) What
2. ___of brothers Grimm was the oldest?
a) Who
b) What
c) Which
3. ___birthday is it today?
- It's Janet's birthday today. She is 19
a) Which
b) Whom
c) What
d) Whose
4. ___ does it cost to stay at the Hilton Hotel?
a) How many
b) How much
c) What
5. You can have a photo of the criminal. ____ one would you like?
a) What
b) Which
6. Bob and Alice got married in 2009.
a) How long have they been married?
b) How long is it since they got married?
c) When did they get married?
7) ___ is Pam's sister? - She's a secretary at our court.
a) What
b) Who
c) Where
8) ___ is it from here to Lviv?
a) How far

b) How long
9) The policeman is interviewing the robber. ___
a) Who is interviewing the robber?
b) Who is the robber interviewing?
10. After lunch you phoned someone. ____
a) Who rang you?
b) Who did you ring?

Exercise 9 Choose the correct answer.

1. Are you busy today?
a) Yes, busy.
b) Yes, I am.
2. Is it too hot in here for you?
a) No, it isn't.
b) No, I'm fine, thank.
3. Do you know this lawyer?
a) Yes.
b) Yes, we live in the same building.
4. Tell me, did you steal my money?
a) No.
b) No, I didn't steal your money.
5. Do you live on the campus?
a) Yes, I do.
b) Yes, I live on it.
6. Would you like to come out with us for the day?
a) Yes, I would like.
b) Yes, please.
7. Is it the eighteenth today?
a) Yes, it is.
b) Yes, it is the eighteenth of November today.
8. Did you bring my CD?
a) No.
b) No sorry. I forgot it.
9. Can I carry your paper?
a) No, you can't.
b) It's all right, thanks.

10) Does Laura want to become a n investigator?
a) Yes.
b) Yes, she does.

Exercise 10 Make questions with <u>who</u> and <u>what.</u>

1. The prosecutor lives in that house.
Who _____?
2. The suspect said something.
What _____?
3. They have lost something.
What _____?
4. Somebody cleaned the kitchen.
Who _____?
5. Somebody asked me for money.
Who _____?
6. Jack bought something.
What _____?
7. Something woke me up this morning.
What _____?
8. Somebody saw the accident.
Who _____?
9. Somebody telephoned the prosecutor yesterday.
Who _____?
10. I met the notary.
Who _____?

Production

Task 1 Reporter Kitty Beamish is investigating an accident at the Magic World theme park. A ride crashed, and people were injured. This is what Kitty has found out.

1. The people on the ride didn't get enough help.
2. The staff didn't know what to do.
3. They couldn't stop the ride.
4. They aren't trained in first aid.
5. The ambulance wasn't called immediately.

What questions beginning with *Why* does Kitty ask?

Pattern:

1.Why didn't the people on the ride get enough help?

2. _____?
3. _____?
4. _____?
5. _____?

Task 2 Bob is at a job interview. Someone is asking him questions. Write questions.

1. Interviewer: _____
Bob: I'm Twenty-three.
2. Interviewer: _____
Bob: Yes, I went to college.
3. Interviewer: _____
Bob: My interests? I don't have any, really.
4. Interviewer: _____
Bob: Which company? Oh, I work for BX Electric.
5. Interviewer: _____
Bob: Nothing. There's nothing I don't like about my job.

UNIT 7
THE SIMPLE TENSES

Presentation

	Affirmative	Interrogative	Negative
Present	*I* *We ask* *You* *They* *He* *She ask+ s* *It*	*I* *we* *Do you ask ?* *they* *he* *Does she ask ?* *it*	*I* *We* *You do not ask* *They* *He* *She does not ask* *It*
Past	*I* *We* *You* *They ask + ed* *He* *She* *It*	*I* *we* *you* *Did they ask?* *he* *she* *it*	*I* *We* *You* *They did not ask* *He* *She* *It*
Future	*I* *We shall ask* *You* *They* *He will ask* *She* *It*	*I* *Shall we ask?* *you* *they* *Will he ask?* *she* *it*	*I* *We shall not ask* *You* *They* *He will* *She* *It*

The Present Simple Tense is used:

1) to express a habit: *I get up at 8 a.m.*

2) to express a fact which is always true: *Vegetarians don't eat meat.*

3) to express a fact which is true for a long time: *She works in a court.*

The Present Simple Tense is often used with such time indicators: *often, seldom, always, usually, regularly, every day, sometimes, as a rule, etc.*

The Past Simple is used:

1) to express a finished action in the past: *I worked as a judge in 1996.*

2) to express actions which follow each other in a story: *He came into the room. He took off his coat and sat down on the bed.*

The Past Simple Tense is often used with such past time expressions: *last year, last month, five years ago, yesterday, in 1991, etc.*

The Future Simple Tense is used:

1) to express a future decision or intention made at the moment of speaking: *Goodbye. I'll see you tomorrow*

2) to express a future fact: *This party will win the elections.*

The Future Simple Tense is used with such expressions: *tomorrow, the day after tomorrow, next week (month, year), in a day, in 2015, etc.*

Note! **We use the Present Simple Tense instead of the Future Simple Tense after** *if, when, before, after, as soon as, till, until: I'll enter the Law Department* ***when I finish*** *school. – Я вступлю на юридичний факультет, коли закінчу школу.*

Practice

Exercise 1 Make the following sentences interrogative and negative.

1. Big-firm lawyers cover many fields and many problems.
2. The profession of a solicitor was largely unregulated until the beginning of the 19th century.
3. Lawyers also did a lot to prevent crimes.
4. The professional judges will deal with the most serious crimes.
5. The judge decides the interpretation of the law.
6. They investigated the case very carefully.

7. He found the criminal who had committed the crime.

8. She knows the legislation in force very well.

9. They will stand on guard of legality and law and order.

10. The Constitution of the United States sets forth the nation's fundamental laws.

Exercise 2 Rewrite the following sentences using the Past and the Future Simple Tenses.

1. The Ukrainian state system dates back to the pre-Christian epoch.

2. Traditional legal education includes the teaching of legal history.

3. What international organizations does Ukraine participate in?

4. The Queen personally doesn't decide what action the state shall take.

5. The legislative power belongs to the Congress, consisting of two chambers.

6. The President directs foreign and national security affairs.

7. The two leading political parties dominate at the election in the USA.

8. Law is a system of rules established by the state.

9. Civil law concerns disputes among citizens within a country.

10. Does criminal law take the form of a criminal code in our country?

Exercise 3 Fill in the blanks with auxiliary verbs.

1. ____ you know anything about the legal system of Great Britain?

2. When _____ this patrolman last on duty?

3. What _____ almost unique about the English legal system?

4. He ____ start his own practice when he gains some experience.

5. What kind of problems ____ a solicitor deal with?

6. As soon as attorney prepares the necessary documents he ____ send the copy to the client.

7. Changes in the legal profession ____ not alter their role substantially in XX century.

8. When ____ a person start a business of his own if he wants to work as a solicitor?

9. He's a practitioner with long experience. I am sure he ____ win the case.

10. When ____ you last speak to your advocate?

Exercise 4 Match the sentences with the missed verbs in the appropriate form.

1. I wonder how many solicitors and barristers there _____ in Britain.	a) won't convince
2. Who _____ you on legal matters of all kinds?	b) does … take
3. What examinations _____ a person ____to qualify as a barrister?	c) advises
4. After you _____two years as an articled clerk you'll become a solicitor.	d) applied
5. This argument _____ the judge.	e) spend
6. Common Law system always _____the doctrine of precedent.	f) are
7. Dr. Smith _____lectures at the Law Department last year.	g) dealt
8. When ____he last _____a murder?	h) didn't loose
9. She _____ with a common law action two years ago.	i) did ... investigate
10. This attorney _____ any case.	j) gave

Exercise 5 Choose the best variant.

1. The government _____ Parliament.

a) control

b) controls

c) will control

2. The police _____ inquires tomorrow.

a) will make

b) made

c) make

3. The United Kingdom Parliament _____ of two Houses: the House of Lords and the House of Commons.

a) consists

b) consist

c) consisted

4. The judge _____ the next case after lunch.

a) hear

b) hears

c) will hear

5. Students of the law _____ early that law is complex and _____ from a great number of sources.

a) discover; flows

b) discovers; flows

c) discovers; flow

6. English common law _____ from the "time immemorial".

a) dated

b) will date

c) dates

7. The counsel _____ the client's confidence if he _____ his secrets.

a) will not preserve; discloses

b) will not preserve; disclose

c) will not preserve; will disclose

8. Laws made by Parliament _____ parliamentary or statutory law.

a) constitutes

b) constitute

c) constituted

9. Once enacted, statutes _____to have the force of law.

a) cease

b) does not cease

c) do not cease

10. Among other sources of British law lawyers _____ equity, natural justice, European law.

a) name
b) will name
c) do not name

Exercise 6 Put the verb into the correct form.

1. In the 14th century parliamentary legislation (to become) more general.

2. In the seventh century B.C. the Greeks (to begin) to put their laws into writing.

3. Roman Law (to be) one of the greatest systems that has ever existed.

4. If a particular law (not to operate) in society there of course must be good reason for that.

5. It is the legal system that (to regulate) relations between institutions of this kind and private individuals.

6. A statute (to stand) as law until it is specifically repealed by Parliament.

7. Equity (to date) from the fifteenth century, if not earlier, in the form of the Court of Chancery.

8. Case law (to arise) out of disputes and may be found in the decisions of courts.

9. Law (to embrace) the measures for combating encroachment on the state system.

10. Laws (to fix) the forms of administration and the constitutional system, and (to determine) the legal status of citizens and activity of the state mechanism.

Exercise 7 Put questions to the italicized words.

1. *Criminal* cases pass through preliminary investigation *before they are heard in court.*

2. If the procurator agrees with the investigators indictment he *approves* it and *transfers* the case to the court.

3. *On August 24, 1991, the Ukrainian Parliament* solemnly proclaimed *Ukraine's independence* and the formation of the independent state of Ukraine.

4. The Constitution outlines *the structure of the national government* and *specifies its powers and duties.*

5. The Constitution of Ukraine consists of *15 chapters, 161 articles.*

6. *Everybody* has the right *to legal assistance.*

7. The *Constitution* stands above all other laws, executive acts, and regulations.

8. *A thousand years ago, before the Norman Conquest in 1066,* the Anglo-Saxon kings *consulted the Great Council* before taking major decisions.

9. The Bill of Rights prevented the monarch *from making laws* or *raising an army* without *Parliament's* approval.

10. The President will sign *a law on new rules of taxation* next week.

Exercise 8 Make up sentences using the following words and phrases.

1. Common Law / the / applies / doctrine / system / precedent /of /.

2. The / tort /of / principles / contract / are / and / matters / to / relevant /consumer / particularly /.

3. In / reasonable /what / is / deciding / will /English / an / court / previous / refer /similar / to /cases /.

4. The / trustees / will / children's / be / owners / legal / of / money /their / the /and /will / to /the /right / have /invest /it /.

5. When / dissolving / did /court / marriage /a /decree / the /the / issue /?

6. We / the / variant / when / discussed / don't / any /sign / parties /contract /.

7. Who / of /the / Queen's / had / title / who / Counsel / and / it / bestowed /?

8. I /want / sure / that / to / money /the / be / our /family /will / be /on / will / brain / your /not / in / spent / spend /vain /.

9. Conveyancing / all /making / selling / arrangements / the / legal / the / buying / buildings /and / means /of /land, /houses /and /other / for /.

10. It / members /usually /family / paying / death, /are / and tax with / the / who / registering / is /the dead /person's / concerned / and acquiring / debts / liabilities /the property /.

Exercise 9 Answer the following questions using the Simple Tenses.

1. What body adopted the Fundamental Law of Ukraine?
2. How many chapters and articles does the Constitution consist of?
3. What does the Constitution guarantee to people?
4. When did Ukraine get its independence?
5. What body adopts the State Budget and controls the execution of it?
6. Why do many people use English as an international means of communication?
7. Will the international importance of English increase or decrease in the 21 century?
8. What offices does your University train specialists for?
9. What does the lawyer need to cope with in his responsible work?
10. What does the struggle against crime consist of?

Exercise 10 Translate the sentences into English.

1. Закон регулює найбільш важливі суспільні відносини.
2. Драконт – афінський законодавець, надзвичайно суворі закони якого передбачали одне покарання – смерть.
3. Пізніше Солон відмінив драконтові закони та видав нові.
4. Чинні закони регламентують різноманітні питання політичного, господарського та соціально-культурного життя суспільства.
5. Багато змін відбулося в професії юриста за останні десятиліття.
6. Зазвичай юристи багато працюють із різними документами.
7. У вас не буде проблем із правоохоронними органами, якщо ви будете дотримуватися закону.

8. Адвокатська практика дає можливість захищати інтереси клієнта в суді.

9. Після закінчення університету він буде працювати як самостійно практикуючий юрист.

10. Якщо ви вирішили стати юристом, вам потрібно бути терплячим та працьовитим.

Production

Task 1 Complete the questions put by Mr. Brown to his son using the Simple Tenses. Give possible answers. Work in pairs.

– Well, my boy, 1) _____ you (*to know*) anything about the legal system of Great Britain?

– What 2) _____ (*to be*) almost unique about the English legal system?

– Where 3) ____ a person (*to go*) when he 4) ___ (*to have*) a legal problem?

– What kind of problems 6) _____ a solicitor 7) _____ (*to deal with*)?

– How 9) _____ you (*to qualify*) as a solicitor?

– What 12) _____ (*to be*) barristers experts in?

– What examinations 13) _____ a person (*to take*) to qualify as a barrister?

– 14) _____ barristers (*to have*) public offices in any streets? Where 15) ____ they (*to work*)?

– Who 16) _____ you usually (*to ask*) to appear for you and argue your case if the defence 17) _____ (*to be*) to be heard in a Magistrate Court and in a Higher Court?

– When 20) _____ the British government (*to eliminate*) the distinction between barristers and solicitors? Prove your idea.

If you 21) _____ (*to give*) the correct answers to all these questions, I 22) _____ (*to be satisfied*) with your studies at the College of Law.

Task 2 Act dialogues on the following topics with your partner. Make use of the previous grammar rules and the following phrases.

As far as I know; as far as I am concerned, just on the contrary; I dare say that ...; that's quite wrong, that's not quite true; speaking of; I am inclined to think

1. What foreign language should be introduced into general studies at higher educational establishments of Ukraine? Please motivate.

2. How many foreign languages should be included into the Law School curriculum?

Task 3 Write a short paragraph predicting what the world will be like in 2100 AD.

Medicine in 2100

The world of medicine will be very different in 2100. *There will be new way of curing disease, and there will be drugs that will make people younger. People will live longer, and transplants will be very simple and effective. On the other hand, there will also be new problems. There will be new diseases, and some common bacteria will become resistant to drugs.*

The world of work in 2100

(You may like to comment on one or more of these aspects: technology, communication, transport, working conditions, company size.)

In 2100, the office as we know it will be completely different.

_____

_____

_____

_____

_____

UNIT 8
THE CONTINUOUS TENSES

Presentation

The Present Continuous Tense			
am, is, are + working, writing			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I *am working, writing* He/she/it is *working, writing* We/you/they *are working, writing*	*Am* I *working, writing*? *Is* he/she/it *working, writing*? *Are* we/you/they *working, writing*?	I *am not working, writing* He/she/it is *not working, writing* We/you/they *are not working, writing*	*Am* I *not working, writing*? *Is* he/she/it *not working, writing*? *Are* we/you/they *not working, writing*?
The Past Continuous Tense			
was, were + working, writing			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I/he/she/it *was working, writing* We/you/they *were working, writing*	*Was* I/he/she/it *working, writing*? *Were* we/you/they *working, writing*?	I/he/she/it *was not working, writing* We/you/they/ *were not working, writing*	*Was* I/he/she/it *not working, writing*? *Were* we/you/they *not working, writing*?
The Future Continuous Tense			
will + be working, writing			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I/he/she/it/we/you/they *will be working, writing*	*Will* I/he/she/it/we/you/they *be working, writing*?	I/he/she/it/we/you/they *will not be working, writing*	*Will* I/he/she/it/we/you/they *not be working, writing*?

The Present Continuous Tense

The Present Continuous Tense is used:	Examples:
➢ for actions taking place now, at the moment of speaking or for temporary actions; that is actions going on around now, but not at the actual moment of speaking;	Helen **is working** hard these days. Right now she **is reading** a newspaper. (She is not working at the moment of speaking)
➢ with *always* when we want to express irritation at actions which happen too often;	You **are always forgetting** to pay the bills.
➢ for actions that we have already arranged to do in the near future, especially when the time and place have been decided;	Melanie **is getting married** at 3 this afternoon. (The time and place for the wedding ceremony have been decided)
➢ for changing and developing situations	More and more forests **are disappearing** because of fires.
The **present continuous tense** is used with the following time expressions: *now, at the moment, these days, at present, tonight, nowadays, still*, etc.	

State Verbs

State verbs are verbs which do not normally have continuous tenses because they describe a state rather than action	
➢ verbs which express likes and dislikes: *like, love, hate, dislike, enjoy, prefer*, etc.	Cathy **likes** romantic films.
➢ verbs of perception: *believe, know, notice, remember, forget, recognize, understand, realize, seem, think*, etc.	I **don't believe** a word he's saying.
➢ verbs of the senses: *see, hear, feel, taste, look, smell, sound.* We often use can or could with these verbs when we refer to what we see, hear, etc. at the moment of speaking.	The soup **tastes** delicious. John must be in the attic. I **can hear** his footsteps.
➢ some other verbs: *be, contain, fit, include, matter, need, belong, cost, owe, mean, own, appear, want, have (possess), etc.*	This book **is** mine. It **belongs** to me.
Some state verbs have continuous tenses, but there is a difference in meaning.	
The Present Simple Tense	**The Present Continuous Tense**

I **think** she's Italian. (=believe)	**I'm thinking** about my holiday. (=am considering)
The soup **tastes** awful. (=has an awful flavour)	**She's tasting** the soup. (=is testing the flavour of)
I can **see** an aeroplane in the sky. (=perceive with my eyes)	**I'm seeing** Jill tonight. (=am meeting)
Susan **looks** tired. (=appears)	Susan **is looking** at some photos. (=is studying)
The room **smells** of perfume. (=has the smell)	The cat **is smelling** its food. (=is sniffing)
This towel **feels** soft. (=has a soft texture)	Jill **is feeling** her son's forehead. (=is touching)
He **is** selfish, (character — permanent state)	He **is being** selfish, (behaviour — temporary situation)
He **has** a sports car. (=possesses)	**He's having** lunch now. (=is eating) Some idioms with **have** include: Have: breakfast/lunch/dinner; a bath/shower/party; an accident/experience/dream; a baby; difficulty/trouble/fun

The Past Continuous Tense

The Past Continuous Tense is used:	Examples:
➢ for an action which was in progress at a stated time in the past. We do not mention when the action started or finished;	At three o'clock yesterday afternoon, they **were sitting** an outdoor cafe (We do not know when they got to or when they left the cafй).
➢ for an action which was in progress when another action interrupted it. We use **the past continuous** for the action in progress (longer action) and **the past simple** for the action which interrupted it (shorter action); **when/while/as**+ past continuous (longer action) **when** + past simple (shorter action)	He **was walking** when he **slipped** on a banana skin. As/when/while Cathy was washing the dishes, she dropped the glass.
➢ for two or more simultaneous past actions;	She **was steering** the boat while he **was playing** the guitar
➢ to describe the atmosphere, setting, etc. in the introduction to a	Todd and Emily **were riding** through the forest. The sun **was shining** and

story before we describe the main events.	the birds **were singing**
The **past continuous** is used with the following time expression: *when, while, as, all day/night/morning*, etc.	

The Future Continuous Tense

The Future Continuous Tense is used:	Examples:
➢ for an action which will be in progress at a stated future time;	This time next week **I'll be skating** in Austria.
➢ for an action which will definitely happen in the future as a result of a routine or arrangement;	– Shall I inform the rest of the team? – No, I'll do it. **I'll be seeing** them at the meeting anyway. (They have a meeting every week. He will definitely see the rest of the team because it's already planned.)
➢ when we ask politely about someone's plans for the near future (what we want to know is if our wishes fit in with their plan)	– **Will you be going** out later? – Yes. Why? – Could you get me a sandwich?

Practice

THE PRESENT CONTUNIOUS TENSE

Exercise 1 Make sentences using the present continuous.

1. The police officer/make/ inquiries/now.
2. The profession of lawyer/become/popular/these days.
3. The judge/announce/the sentence/at the moment.
4. The investigator/examine/the evidence now.
5. Information technologies/become/a part of everyday job/of a lawyer.
6. The experts/study/the fingerprints/now.
7. Look! The officers/try/to calm down/the crowd.
8. Many/young specialists/look for/job/now.
9. The plaintiff/file/an appeal/against/the decision/of the court.
10. The jurors/listen/attentively/to the evidence.

Exercise 2 Complete the sentences with the correct form of the verb.

1. The defendant _____ notes of the witness's words now.
   a) makes
   b) is making
   c) make
2. The defendant _____to cry out some words for his defense.
   a) tries
   b) try
   c) is trying
3. The policeman _____ the criminal running round the corner.
   a) is watching
   b) watches
   c) watch
4. The courtroom clerk _____ the copies of the documents at the moment.
   a) is checking
   b) checks
   c) checking
5. The attorney is busy. He _____ to settle the dispute between two relatives.
   a) tries
   b) is trying
   c) trying
6. Three lawyers _____ on this company at the moment.
   a) are working
   b) is working
   c) work
7. I _____ my client on Saturday at 10 a.m.
   a) see
   b) am seeing
   c) saw
8. Judge Williams _____ over the upcoming case.

a) presides
b) preside
c) is presiding

9. The prosecutor is busy right now. He _____to his colleague.
a) is taking
b) talks
c) talking

10. Can you hear that! The witness _____.
a) lies
b) are lying
c) is lying

Exercise 3 Put the verb in brackets into the correct form (the present simple tense or the present continuous tense).

1. Living conditions in developed countries usually (improve) year on year for most people.
2. The Court of Appeals (review) all decisions in the lower courts that people object to.
3. The economy (experience) a difficult period, but it will eventually get back to normal.
4. I (send) a demand package and copies of all the correspondence tomorrow at 9 o'clock.
5. The government (take) the right steps to improve the economy.
6. I don't have much time these days. I (investigate) the crime.
7. Attorney (assist) the client in getting license.
8. Witnesses (always/not/try) too hard to support the case.
9. The prosecutor (speak) with the witness at the moment.
10. Companies usually (store) all the information electronically.

Exercise 4 Read the mini-dialogues and put the verbs in brackets into the present simple or the present continuous tense.

Dialogue 1

Attorney 1: Hi, Robert. How 1) _____that civil case (go)?

Attorney 2: Hey, Janet. It 2) _____ (not/go) all that well, actually.

Attorney 1: Oh? What's wrong?

Attorney 2: The defendant's attorney 3) ___ (be) pretty good. He 4) _____ (make) our complaint seem weak.

Attorney 1: Well, it's not, is it?

Attorney 2: No, the defendant 5) _____ (owe) my client thousands of dollars.

But that's based on verbal agreement.

Attorney 1: I see. So the plaintiff has nothing in writing?

Attorney 2: Exactly. I'm worried that the judge will decide against us.

Dialogue 2

Lawyer: Hello, Mr. Williams. I received an offer from Ms. Johnson's lawyer. She is ready to end this dispute.

Client: Really? What do we need to do?

Lawyer: Well, she 6) _____ (not/drop) the lawsuit unless you agree to settle.

Client: What she 7) _____ (ask) for?

Lawyer: She 8) _____ (want) you to pay for half of the damages to her car.

Client: But I 9) _____ (not/wreck) her car! Someone else ran into it.

Lawyer: I know. But since you have no proof, I suggest you settle.

Client: I don't like it. But I 10) _____ (guess) you're right.

THE PAST CONTINUOUS TENSE

Exercise5 Fill in the gaps with the appropriate verb forms in the past continuous tense.

1. The investigator _____the materials of the case during the last week.

a) preparing

b) prepared

c) was preparing

2. It was raining cats and dogs but the policemen _____ his duty.

a) were fulfilling
b) was fulfilling
c) fulfilling

3. They _____ the expert examination when the witness tried to escape.

a) were making
b) was making
c) making

4. While the judge was coming into the courtroom all the present _____.

a) were standing
b) was standing
c) standing

5. The secretary _____the letter when the general prosecutor arrived.

a) was typing
b) were typing
c) typed

6. At this time yesterday the investigator _____ the suspected person.

a) questioned
b) were questioning
c) was questioning

7. They _____ the victim's clothes in the morning.

a) examining
b) was examining
c) were examining

8. They _____the sentence when the telephone rang.

a) were discussing
b) was discussing
c) discussing

9. The girl _____ when she was speaking about the accident.

a) cried
b) was crying

c) were crying

10. She _____ the report of the policeman when he came.

a) studied

b) were studying

c) was studying

Exercise 6 Read the situations and fill in the blanks with the right form of the verbs in brackets (the past simple or the past continuous tense).

The legal assistant's blog:

1. That happened last month. I **1)** _____ (work) on a case with my law firm. Both parties **2)** _____ (issue) every possible motion against the opposition's evidence and actions. The court proceedings **3)** _____ (be) underway. Then suddenly, the opposition **4)** _____ (submit) a motion to dismiss and the lawyers **5)** _____ (wait) for a ruling on a motion for change of venue all week.

The story of the assaulted:

2. I **6)** _____ (step) into the house and **7)** _____ (close) the door behind me. Everything was quiet. My heart **8)** _____ (beat) fast and my hands **9)** _____ (shake) as I crept silently into the empty house, but I was trying not to panic. I soon found what I **10)** _____ (look) for. I smiled with relief as I put on the clothes. The men who were following me would never recognize me now, I thought. But I was wrong.

Exercise 7 Fill in the gaps with the appropriate verb forms in the past simple or the past continuous tense .Take into account which action was longer in each sentence.

1. When the prosecutor _____ the report, he _____a very important detail.

a) wrote, remembered

b) was writing, remembered

c) was writing, was remembering

2. The investigator _____the suspect, when his wife _____.

a) was questioning, was coming
b) questioned, was coming
c) was questioning, came

3. The young offender _____ about the circumstances of the crime when his mother _____to see him.

a) was telling, came
b) was coming, comes
c) told, came

4. The judge _____the witnesses of the defense after the testimony of the plaintiff's witness.

a) was calling
b) were calling
c) called

5. After the direct examination the defendant's lawyer _____a chance to question the witness.

a) have
b) had
c) was having

6. All present _____the sentence when the judge _____.

a) were discussing, came
b) discussed, came
c) were discussing, were coming

7. Experts _____the crime scene for four hours.

a) examined
b) examining
c) were examining

8. The letter from the attorney _____when she _____the dinner.

a) come, cooked
b) was coming, was cooking
c) came, was cooking

9. He looked at the window. They _____and _____.

a) stand and talked

b) were standing and talking
c) standing and talking
10. Mr. Lee _____to help the opposing party.
a) did not agree
b) did not agreed
c) was not agreed

THE FUTURE CONTINUOUS TENSE

Exercise 8 Make sentences using the future continuous tense.

1. They/not/sign/ the contact/this time tomorrow.
2. We/not/discuss/the case/tomorrow.
3. The investigator/question/the witness/in an hour.
4. They/wait/for the court/decision.
5. Don't phone me at 7. I/work/at the documents.
6. This time next week/I/sit/in the office/and/listen/to the advocate's considerations.
7. I/use/this/information/in my report.
8. The juries/ discuss/their verdict/in a minute.
9. The witnesses/represent/their evidence/in an hour.
10. Deputies/discuss/a new bill/next week.

Exercise 9 Complete the sentences with the correct form of verb using the future simple or the future continuous tense.

1. Wait a minute, I _____the case.
a) will summarize briefly
b) will briefly summarize
c) will be briefly summarizing
2. The judge _____the sentence in a minute.
a) will be announcing
b) will announcing
c) will being announce
3. We all _____to the Mrs. White's evidence, it'll be rather interesting.
a) will being listen
b) will listen

c) will be listening

4. He may be convicted, but the sentence _____light.

a) will be probably being light

b) will be probably light

c) will probably be

5. The new attorney _____on your case next week.

a) will work

b) will be working

c) is working

6. We _____for his compensations for three years.

a) will be waiting

b) will waiting

c) will wait

7. I _____you with this case, I promise.

a) will be helping

b) help

c) will help

8. Tomorrow the investigator _____out an investigation experiment in the place of a crime.

a) will being carrying

b) will carry

c) will be carrying

9. Danny _____a report on Friday evening.

a) will be writing

b) will write

c) writing

10. The prosecution _____its legal position.

a) arguing

b) will argue

c) will be arguing

Exercise 10 Put the verbs in brackets in the future simple or future continuous tense

1. Julia _____ (speak) to the court once the trial commences.

2. We _____ (have) access to Ukrainian legislation database in an hour.

3. Don't phone me from 7 till 8 p.m. We _____ (to discuss) all the details of the admission to the University.

4. All information _____ (be) available after the trial.

5. Tomorrow afternoon we are going to the Prosecutor's Training Institute. There we _____ (to take) an entrance examination.

6. The facilitator _____ (arrange) a meeting between you and the other party.

7. I am sure, the attorney (try) to win his case very hard.

8. The witness (live) in some other place during the trial. It's for his safety.

9. You and the other party down together and try to agree on settlement.

10. I _____ (study) evidences tomorrow, so don't disturb me.

Production

Task 1 Imagine that you are the owner of a big company. Try to describe your company by completing sentences below, starting with any you like. Use at least 10 sentences.

We almost never provide...
We are presently working on...
At present ... is changing.
We are preparing to... at the moment.
We are trying to... at the moment.
... is currently growing.
We are currently setting up a new...
We are currently planning to...
In general we deal with...
... is doing well just now.
... is having a difficult time just now.
... is declining slowly now.
Employees occasionally complain about...

We are presently looking for...
... is gradually rising right now.
... is rapidly increasing right now.
Customers sometimes complain about...

Task 2 Imagine that you saw car accident yesterday. Use the given prompts to write down your testimony. Expand the sentences using your own information.

1. I/walk /when/saw.
2. The driver/drive/when/ the old man/step.
3. It/terrible.
4. The driver/speed.
5. The old man/cross/the road.
6. Do not/ look both ways.
7. People/see/the accident.

UNIT 9
THE PERFECT TENSES

Presentation

The Present Perfect Tense			
have, has + worked, written			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I/we/you/they *have worked, written* He/she/it has *worked, written*	*Have* I/we/ you/they *worked, written*? *Has* he/she/it *worked, written*?	I/we/you/they *have not worked, written* He/she/it has *not worked, written*	*Have* I/we/you/they *not worked, written*? *Has* he/she/it *not worked, written*?

The Past Perfect Tense			
had+ worked, written			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I/he/she/it/we/ you/they *had worked, written*	*Had* I/he/she/it/ we/you/they *worked, written*?	I/he/she/it/we/ you/they *had not worked, written*	*Had* I/he/she/it/ we/you/they *not worked, written*?

The Future Perfect Tense			
will have + worked, written			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I/he/she/it/we/you / they *will have worked, written*	*Will* I/he/she/it/ we/you/they *have worked, written*?	I/he/she/it/we/you/ they *will not have worked, written*	*Will* I/he/she/it/we/ you/they *not have worked, written*

The Present Perfect Tense

The **present perfect tense** connects the past and the present. That is, it describes actions which started in the past and continue up to the present or actions which were completed in the past but whose results affect the present.	
Use:	**Examples:**
➢ The **present perfect tense** is used to describe an action which started in the past and continues up to the present, especially with **state verbs** such as *have, like, know, be,* etc. In this case, we often use *for* and *since.*	They **have been** friends **for** twenty years. (They met each other twenty years ago and they are still friends.)
➢ The **present perfect tense** is also used for an action which has recently **finished** and whose **result is visible** in the present.	She **has picked** a lot of apples. (The apples are in the basket, so the action has finished.)
➢ The **present perfect tense** is used for an action which happened at an **unstated time in the past.** The exact time is not important, so it is not mentioned. The emphasis is placed on the action.	1) He **has broken** his arm. (The exact time is not mentioned. What is important is the fact that his arm is broken.) 2) Peter **has been** to Paris four times. (The exact time of each of his visits is not mentioned. What is important is the fact that he has visited Paris four times.)
➢ The **present perfect tense** is also used for an action which has happened **within a specific time period,** which is not over at the moment of speaking, such as *today, this morning/afternoon/week/month/ year,* etc.	1) She **has received** three faxes this morning. (The action has been repeated three times up to now and may happen again because the time period - this morning - is not over yet.) 2) She **received** three faxes this morning. (The time period - this morning - is over. It is now afternoon or evening).
The **present perfect tense** is usually used with the following **time expressions:**	
➢ already	We **have already seen** this film. **Have** you **finished already?**
➢ yet	**Has** Roger **left yet?** Simon **has not finished yet.**
➢ always	She **has always loved** animals.
➢ ever	**Have you ever been** abroad?
➢ never	She **has never been** to France.

➢ so far	I **have sent** twenty invitations **so far.** What **have you done so far?**
➢ how long	**How long have you known** Jack?
➢ for (duration)	I **have known** Jack **for** five years. I **have not seen** Emily **for** a long time.
➢ since (starting point)	They **have been married since** last April.
➢ lately/recently	**Have you seen** any good films **lately / recently?**

The Past Perfect Tense

The Past Perfect Tense is used:	**Examples:**
➢ for an action which happened **before another past action** or before a stated time in the past.	They **had already sat** down for dinner by 8 pm.
➢ for an action which **finished in the past** and whose **result was visible** in the past.	Bill **had injured** his legs in a car accident, so he had to use a wheelchair for six months. (The action finished in the past and its result was visible in the past, too.)
➢ **NOTE:** The past perfect is the past equivalent of the present perfect.	1) He **had broken** his leg, so he couldn't walk. (The action 'had broken' happened in the past and the result 'couldn't walk' was visible in the past, too.) 2) He has broken his leg, so he can't walk. (The action 'has broken' happened in the past, and the result 'can't walk' is still visible in the present.)
The past perfect tense is used with the following time expression: *before, after, already, for, since, just, till/until, when, by, by the time, never,* etc.	

The Future Perfect Tense

The Future Perfect Tense is used:	**Examples:**
➢ for an action **which will be finished** before a **stated future time.**	They **will have finished** their meeting **by four o'clock** this afternoon.
The Future Perfect Tense is used in sentences with the **following time expressions**: *by, by the time, before, until, by then,* etc.	

NOTE: After the time expressions **by the time, until, before**, we use the **present simple** because they introduce time clauses. The future perfect and the future perfect continuous may come either **before or after the time clause.**	1) **I will have tidied** up by the time you get back. (time clause)

Practice

THE PRESENT PERFECT TENSE

Exercise 1 Complete the following sentences by putting the irregular verbs into the present perfect tense.

1. I'm going to send them a reminder. They *haven't paid* (not pay) us for their last order.
2. Their shares _____ (fall) by over 23% and now look like a good buy.
3. _____ (you/write) to them about that shipment, or do you want me to phone them?
4. We _____ (spend) a lot on modernizing the factory, and it is now very well equipped.
5. Unemployment is very high here because a lot of factories _____ (shut) down.
6. The lawyers _____ (draw) up the contracts, so we are now ready to go ahead with the deal.
7. I _____ (not speak) to the MD about your proposal, but I will soon.
8. _____ (you/find) a suitable replacement for Mr. Chambers, or is the post still vacant?
9. Ann _____ (just/ get) back from lunch. Why don't you call her now?
10. Peter, _____ (you/ meet) David Long? He's our new Finance Director.

Exercise 2 Complete the sentences with the verbs in brackets in the correct form using the present perfect tense (use contractions where possible).

1. The expert _____ (just examine) his fingerprints.

2. I _____ (question) three witnesses but I _____ (not/get) any useful information.

3. He _____ (live) here all his life.

4. The Parliament _____ (pass) an important law.

5. The police _____ (find) stolen things.

6. I _____ (know) the witness for a long time.

7. They _____ (find) several hairs at the scene of the crime.

8. How long _____ (you/be) a police officer?

9. I _____ (not/send) the request for admissions and interrogatory yet.

10. Our party _____ (be) the movant and the no movant many times.

Exercise 3 Fill in the gaps with the appropriate verb forms (the past simple or the present perfect tense).

1. The court _____yet whether the case falls within its monetary jurisdiction.

a) did not determine
b) has not determined
c) have not determined

2. The Supreme Court _____hearing the case.

a) has already finished
b) have already finished
c) already finished

3. I know the jury _____ examining the evidence over an hour ago.

a) have begun
b) has begun
c) began

4. _____a lawsuit against the local authorities before the court?

a) Did you ever bring
b) Have you ever brought
c) Has you ever brought

5. Mr. Collins _____ a defendant in a civil case.

a) has never been

b) never was

c) have never been

6. I'll take you out of the courtroom, but not before the jury _____ the verdict.

a) have announced

b) has announced

c) announced

7. If a claim is filed after the time limit _____, the defendant will file a motion.

a) has expired

b) expired

c) have expired

8. Such news! The attorney _____ the court to change the venue of the trial.

a) have asked

b) asked

c) has asked

9. The defendant _____ most of the plaintiff's claims at today's court hearing.

a) has admitted

b) have admitted

c) admitted

10. The judge _____ there was enough evidence to continue the preliminary hearing.

a) has decided

b) have decided

c) decided

Exercise 4 Read the advertisement of Jetson&Lee law-office and the conversation between a lawyer and a blogger and put the verbs in brackets in the present perfect, past simple or present simple tense.

a) JETSON&LEE

Torts Attorneys at Law

1) _____ (you/be/recently) the injured party in an accident or in a case of misconduct? At Jetson&Lee we **2)** _____ (fight) hard for our clients. Civil litigation can be complicated. You **3)** _____ (need) our team on your side before you begin a tort action.

If you **4)** _____ (suffer) an injury at the hands of someone else, let us accomplish the most important task: proving the intent. **5)** _____ (it/be/deliberate) or accidental? And what are you entitled to as a result?

Allow us to put our 60 years of combined experience to work for you.

You deserve the best legal representation.

Jetso&Lee, Tort Attorneys at Law

107 Main St. Blue, MD 01144

b) Blogger: Are you handling the case for the National Museum?

Lawyer: Yes. My firm is working with them. It **6)** _____(be) an important case.

Blogger: Can you discuss whether there **7)** _____ (be) a breach of contract?

Lawyer: I can't talk about the details, but we do defend our client's decision.

Blogger: They **8)** _____ (accuse) the other party of fraud, haven't they?

Lawyer: Yes. They **9)** _____ (say) that publicly. They are very upset about the whole thing.

Blogger: The film was not what they expected?

Lawyer: No. The filmmaker **10)** _____ (mislead) them from the start.

Blogger: I see. How soon will a resolution be reached?

THE PAST PERFECT TENSE

Exercise 5 Complete the sentences with the verbs in brackets in the correct form using the past perfect tense (use contractions where possible).

1. He _____ (study) particular subjects at university before he started teaching law.
2. We _____ (get) the expert evidence by the end of the working day.
3. Pretrial examination _____ (not/be) over by the end of last week.
4. After they _____ (finish) analyzing the handwriting, we came to an important conclusion.
5. They _____ (find) the escaped prisoner before the sunset.
6. I _____ (know) the witness for a long time before she committed the crime.
7. _____ (pass) any property laws before going on holiday?
8. By the time the train reached the city, he _____ (receive) 5 calls informing him of murders.
9. When we came into the courtroom, the last meeting of the trial _____ (already finish).
10. The criminal _____ (commit) two murders before the police detained him.

Exercise 6 Match the sentences with the appropriate verbs.

When we came into the room, the last meeting of the Supreme Court_____.	had committed
The first actual introduction of evidence began when the opening statements _____ over.	had made
The grand jury found no probable cause to believe that Mr. Black _____ a crime.	had already finished

They _____ the expert examination when the chief investigator asked for the results.	had marked
By the time Kate came, a police officer _____ Mike's arrest.	had never violated
The courtroom clerk _____ all the evidence of the case.	had produced
Tom was scared as he _____ the law before.	prevented
After the jurors _____ a verdict, the judge announced the sentence.	had finished
Last week a police officer _____ an extremely dangerous crime.	produced
Yesterday the court reporter _____ a written transcript of the proceedings.	had been

Exercise 7 Fill in the gaps with the appropriate verb forms (the past simple or the present perfect tense).

1. The court _____the legal fact long before the question of her property rights arose.
   a) confirmed
   b) had confirmed
2. The defendant _____his defensive pleadings by the end of the last week.
   a) did not submit
   b) had not submitted
3. The company _____an agreement to distribute and sell manufactured items last week.
   a) signed
   b) had signed
4. It was for the first time in her court practice that the defendant was absent. She felt nervous because she _____a default judgment before
   a) never gave

b) had never given

5. Ms. Miller _____a motion for a new trial as soon as the verdict was entered.

a) filed

b) had filed

6. The plaintiff _____the claim before the witness began to talk.

a) filed

b) had filed

7. Charles _____the terms of the contract yesterday.

a) changed

b) had changed

8. The defendant's party _____their evidence by the beginning of the trial.

a) had presented

b) presented

9. A peace officer _____a summons on Jack Carter by seven o'clock yesterday.

a) had served

b) served

10. Mr. Brown went to the court and filed a complaint that Mr. Black _____an offence.

a) had committed

b) committed

THE FUTURE PERFECT TENSE

Exercise 8 Make sentences using the future perfect tense.

1. Tom/study/Criminal Law/by the end/of his first year.
2. I/not/find out/it/by the time/you need it.
3. By the time/you come home/I/finish/preparing/the report/on enforcement of laws/in Canada.
4. No doubt/by the time/the police arrive/they/kill/him.
5. By the end of this week/the investigator/collect/all necessary proofs/of his guilt.
6. They/search/all territories/by the midnight.

7. By the time/they find him/he/be/unconscious.

8. We/get/the results/of the expert examination/by the end/of the working day.

9. Pretrial hearing/be/over/by the end of this week.

10. He/receive/the judicial decision/by tomorrow afternoon.

Exercise 9 Fill in the gaps with the appropriate verb forms (the future perfect or the future simple tense).

1. The police _____the escaped criminal before the end of the month.

a) will have found

b) will find

2. The attorney _____the evidence before the decision of the court.

a) will present

b) will have presented

3. Two people _____their personal account as proof of the truth.

a) will give

b) will have given

4. The plaintiff _____a complaint before expiration of statute of limitations.

a) will have filed

b) will file

5. The judge _____ the offender's parents pay for the damage.

a) will make

b) will have made

6. The attorney _____ an appeal by the end of the working day.

a) will have filed

b) will file

7. The experts _____ all evidences before the end of this week.

a) will have examined

b) will examine

8. There _____ a pre-trial hearing where the defendant's lawyer tries to suppress the evidence.

a) will probably be
b) will have probably been

9. The money _____ to you refunded.

a) will have returned
b) will return

10. The judge _____a decision until the gilt is proved.

a) will not make
b) will not have made.

Exercise 10 Fill in the gaps with the appropriate verb forms (the future perfect or the future simple tense).

1. He _____ (receive) the judicial decision tomorrow.
2. They _____ (inform) him of the penalty by noon.
3. You _____ (meet) the accused in court tomorrow.
4. You _____ (meet) the accused in court by the beginning of the hearing.
5. You _____ (take) your examination in Criminal Procedure next week.
6. By the 20th of January you_____ (pass) your examination in Criminal Procedure, I hope.
7. They _____ (inform) the accused about his constitutional rights by eleven o'clock.
8. By the time she comes, they _____ (appoint) the attorney.
9. The judge _____ (release) the defendant by tomorrow morning.
10. The authorities _____ (appoint) the judge by the end of the month.

Production

Task 1 Work in pairs.

Student A*: imagine that you are a police officer and you have to cross-question the witness of the burglary.*

Student B: ***imagine that you are the witness of the burglary and answer the questions of the police officer. Use the present perfect or the past simple tense.***

Pattern:
How long/know/Mrs. Grey?
How long have you known Mrs. Grey?

1. Notice/something unusual/today?
2. What/you/see?
3. What/time?
4. Remember the car number, colour, mark?
5. Meet/that person/before?
6. Call/the police/immediately?
7. Anyone else/see/the crime?

Task 2 Adam is a young unexperienced lawyer who lost his first case. Use your imagination to complete the chart and explain the reasons of his failure.

What happened	Why it happened
Important witness didn't come.	*Adam hadn't told the witness about the date of the trial beforehand.*
Adam couldn't answer all the questions of the judge.	
The client didn't know what to tell before the court.	
Adam's arguments were not strong.	
Juries didn't believe Adam.	

UNIT 10
THE PRESENT AND PAST PERFECT CONTINUOUS TENSES

Presentation

The Present Perfect Continuous Tense			
have, has + been + working, writing			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I/we/you/they *have been working, writing* He/she *has been working, writing*	*Have* I/we/ you/they *been working, writing*? *Has* he/she *been working, writing*?	I/we/you/they *have not been working, writing* He/she *has not been working, writing*?	*Have* I/we/ you/ they *not been working, writing*? *Has* he/she *not been working, writing*?
The Past Perfect Continuous Tense			
had + been + working, writing			
Affirmative	**Interrogative**	**Negative**	**Interrogative-Negative**
I/he/she/we/ you/they *had been working, writing*	*Had* I/he/she/ we/you/they *been working, writing*?	I/he/she/we/ you/they *had not been working, writing*	*Had* I/he/she/ we/you/they *not been working, writing*?

Practice

Exercise 1 Write the verb in brackets in the correct form. Use the present perfect continuous tense.

1. He (*study*) Family law all day.

2. The bank manager (*learn*) English since I was six.
3. She *(play)* tennis professionally for ten years.
4. The terrorist (*live)* in this house for very long.
5. That man (*walk*) up and down the street for ages.
6. I (*work*) very hard this week.
7. He (*play)* that music for hours. I wish he'd stop.
8. She (*cry)* non-stop since she got his letter.
9. He (*to wait*) for the judge long.
10. The lawyers (*look*) through the contract since Tuesday.

Exercise 2 Put the verbs in brackets in the present perfect continuous tense.

1. I *(to study)* Civil law since September.
2. Larry (*(to conduct)* the experiments for a year.
3. How long *(to teach)* you Criminal law?
4. They *(to read)* this book for a month.
5. Why *(to follow)* me for an hour? I'll call the
6. Carol (*to work)* in the district court since December.
7. Naomi (*to sit)* in the British Embassy for two hours.
8. How long (*to work)* Patrick for this firm?
9. They (*to argue*) since morning.
10. They (*to look through)* my luggage for 20minutes.

Exercise 3 Put the verbs in brackets into the present perfect simple or the present perfect continuous tense.

1. By the way, ____ *(work)* out those figures. They are on your desk now.
2. So that's where the order form is! Peter _____ (*look*) for it all morning.
3. I'm sorry, I didn't know that you were here. _____ (*you / wait*) long?
4. Since January, our turnover _____ *(increase)* by 18%.
5. The film company is reasonable investment. They _____ (*make*) four very successful films.
6. The lawyers _____ (*look)* through the contact, but they say they need another day to read it all.

7. We _____ (*visit*) potential sites for the new workshops, but we haven't found anything suitable yet.

8. Ken _____ (*live*) in London all his life.

9. The Director _____ (*be*) in London since 9 o'clock this morning.

10. Look – the ground is very wet. It_____ (rain).

Exercise 4 Choose the correct item.

1. Joyce_____ Family law in the UK for 2 years .

a) is studying b) has been studying

2. Keir is hot. He _____ on the beach too long.

a) has been running b) had run

3. Ben and I_____ his behavior for a month.

a) have been watching b) had watched

4. The policeman_____ for an hour. He is so tired.

a) was driving b) has been driving

5. The investigator _____ for ten years and is going to give up.

a) has been smoking b) had smoked

6. Nash _____ me since I am here.

a) has been bothering b) is bothering

7. The suspect _____ since morning .

a) are training b) has been training

8. They _____ me about the documents for permission to remain in the UK for 2 hours.

a) are telling b) have been telling

9. I feel exhausted. I _____ on my report all day long.

a) have been working b) had worked

10. They _____ tools here for five years.

a) have been producing b) are producing

Exercise 5 Fill in since and for where necessary.

1. My parents have been building the villa _____ a year.
2. David has been questioning all the witnesses _____ morning.
3. Karen has been translating the article _____ half a day.
4. Nick Flynn has been looking for a job _____ a month.

5. Winifred has been learning Spanish _____ her childhood.

6. Charles has been driving _____ ten years.

7. He has been looking through all articles in the paper _____ morning.

8. He has been questioned three witnesses _____ the whole day.

9. Prudence has been reading this report _____ 9 o'clock.

10. We have been trying to reach you _____ three hours. Where have you been?

***Exercise 6 Write questions to the following sentences using** How long.*

1. Archibald has been collecting evidence for two years.

2. Bobby has been performing plays since childhood.

3. Isa has been discussing this matter with the lawyers for two months.

4. Dillon has been examining the fingerprints since morning.

5. Margaret has been looking for a job for half a year.

6. I have been thinking about this for three days.

7. We have been bothering you too much lately. We are really sorry.

8. They have been learning Criminology since September

9. The clerk has been checking the copies of the documents for an hour.

10. They have been discussing the details of the crime since morning.

Exercise 7 Open the brackets and put the verbs in the past perfect continuous tense.

1. Sandra's eyes were red because she _____ *(cry).*

2. It was noon. I _____ *(study)* since morning.

3. Henry was tired. He _____ *(hear)* the new case.

4. He _____ *(play)* hockey for two years before he was invited to the Dynamo.

5. Leticia _____ *(work)* on her report all night so she was very tired.

6. Perry and Josh _____ *(discuss)* the matter for an hour before the lawyer came.

7. The mechanic's hands were dirty. He _____ *(work)* on the car.

8. The investigators *(question)* the criminal for two hours before the advocate came.

9. The police _____ *(make inquiries)* for half an hour before the lawyer stopped them.

10. The thief was sweating. He _____ *(run)* for an hour.

Exercise 8 Choose the correct item.

1. Robertson _____ detective films for ten years before he retired.

a) make b) was making c) had been making

2. The team of scientists _____ the experiments on by the moment the laboratory was closed.

a) carried b) were crying c) had been carrying

3. The burglar _____ here all his life.

a) lived b) had been lived c) has been lived

4. Ben looked exhausted. He _____ all night.

a) worked b) had been working c) were working

5. Mr. Morton_____ useful information for years before he retired.

a) had been collecting b) collected c) were collecting

6. We are thinking about opening an office in Odessa, so I _____ Ukrainian.

a) learn b) have been learning c)was learning

7. The students _____ for half an hour before their tutor stopped them.

a) had been arguing b) argued c) were arguing

8. Annick looks tired. He _____ people all day.

a) has been interviewing b) was interviewing c) interviewed

9. Mary could see that Nick _____ the report for some time.

a) wrote b) had been writing c) is writing

10. After I _____ for an hour, I decided to have a rest.

a) were walking b) walked c) had been walking

Exercise 9 Choose the best variant.

1. That criminal _____ (stand) outside for hours.
a) has stood b) has been standing
2. The teacher _____ (dictate) forty words so far.
a) has been dictating b) has dictated
3. The suspect _____ every night this week.
a) has gone out b) has been going out
4. They _____ just _____ this problem.
a) have discussed b) have been discussing
5. Lora _____ International law since afternoon.
a) has been learning b) has learned
6. He _____ a thief for an hour.
a) has been following b) has followed
7. I _____ long enough. I'm going.
a) have been waiting b) have waited
8. Her family _____ this land since the tenth century.
a) have farmed b) have been farming
9. I _____ International law for three years.
a) have learned b) have been learning
10. Robert _____ five cars since the beginning of the week.
a) has sold b) has been selling

Exercise 10 Choose the right tenses (the past perfect, the past simple, the present perfect continuous, the past perfect continuous tense).

1. I _____ the document for nearly a week.
a) have been translating b) translated c) had translated
2. The investigator _____ the materials of the case.
a) prepared b) had been preparing c) has already prepared
3. They _____ the escaped prisoner before the sunset.
a) had found b) found c) have found)
4. We _____ this judge for ages.
a) haven't seen b) haven't been seeing c) saw
5. How long _____ English?
a) have you been learning b) did you learn c) had you learn

6. You know, she _____ and looking at that picture for the last twenty minutes.

a) had stood b) has been standing c) stood

7. Our father _____as a lawyer for 10 years.

a) has been working b) had worked c) works

8. I _____ a lot of time travelling since I got this new job.

a) have been spending b) spends c) spent;

9. They _____ the examination when the chief expert asked for results.

a) finished b) have been finished c) had finished

10. After I met him he _____ as a judge for a year or so.

a) worked b) had been working c) works

Production

Task 1 Write short paragraphs answering the questions, giving details about the activities that have been going on. See the example.

Pattern:

Why do you think Peter should be dismissed?

He has been coming in late and he has not been doing any work. He's been spending hours every day talking to his friends on the phone and he's been upsetting the customers.

1. Why do think you deserve a pay rise?

_____

_____

2. What have you been doing to improve your English?

_____

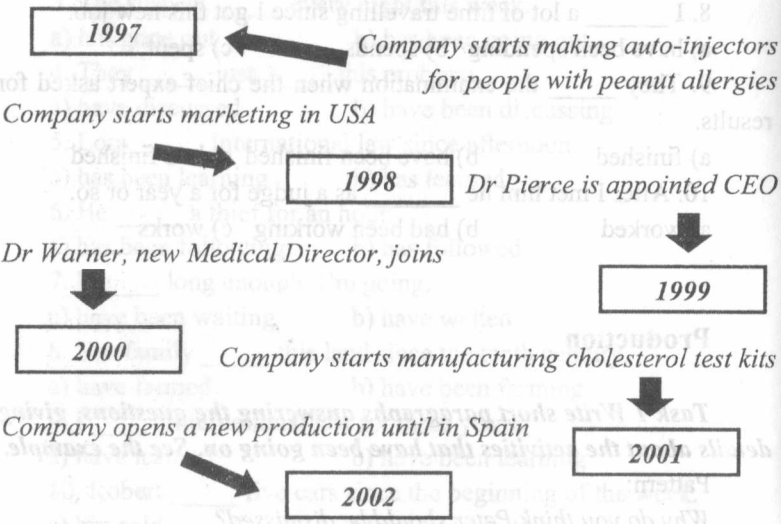
_____

3. What have you been doing at work recently?

_____

_____

Task 2 Look through the notes about the history of Pharmogen, a genetic engineering company that specializes in producing medical products. Write sentences about the company's activities until it went public in 2003. See the example.



Pattern:

When the company went public, (they/ produce/auto-injectors/six years)

They had been producing auto-injectors for six years.

1. When the company went public, (they/market the auto-injector/USA/five years)

2. When the company went public, (Dr Pierce/run it/ four years)

3. When the company went public, (Dr Warner/be the Medical Director/three years)

4. When the company went public, (they/manufacture cholesterol test kits/two years)

5. When the company went public, (they/operetta/a production until in Spain/a year)

UNIT 11
THE PASSIVE VOICE

Presentation

	Indefinite	Continuous	Perfect
Present	I **am** he asked she **is** it we you **are** asked they	I **am** he she **is being** asked it we you **are being** asked they	he she **has been** asked it I we **have** been asked you they
Past	I he she **was** it asked we you **were** they	I he she **was** it **being** asked we you **were** they	I he she it **had been** we asked you they
Future	I we **shall** he **be** asked she it **will** they you	———	I we **shall** **have been** he asked she it **will** they you

The **Passive Voice** is used when something is done to the subject.

The passive forms are used when:

1) we don't know who did the action: *The window **was broken** an hour ago*

2) we are interested in what happens and it is not important who did the action: *His bag **was stolen** in the street*

3) the situation is rather formal: *Smoking **is not allowed**.*

If it is necessary to say who does the action it is used the preposition ***by:*** *The lawyer was employed* ***by*** *the company.*

If somebody does the action with the help of instruments it is used the preposition ***with:*** *The door had been broken* ***with*** *some tools.*

If you want to change the sentence from Active into Passive you must:

1) change the subject and the object;
2) find the verb and find out its tense;
3) put the verb into the formula of this tense in Passive according to the subject.

For example: *The* ***company*** *often* ***sends him*** *abroad* > ***He is*** *often* ***sent*** *abroad* ***by the company.***

Practice

Exercise 1 Translate the following sentences paying attention to the passive voice.

1. The judgments in the higher courts are published in a series of law reports.
2. Limitations on the power of the Lords are based on the principle that the House as a revising chamber should complement the Commons and not rival it.
3. The Government is formed by the party with majority support in the Commons.
4. Law enforcement is carried out by 52 locally based police forces.
5. The political stability of the monarchy has been interrupted only once in over a thousand years.
6. The profession of a solicitor was largely unregulated until the beginning of the 19th century when the Law Society was founded.
7. The duties of the legal advisor have been extended by various Acts of Parliament since then.
8. The distinction between law as a system and law as enactments is brought out more clearly in those languages which use different words for each.

9. The Law is defined as a set of rules which form the pattern of behaviour of a given society.

10. In Anglo-Saxon Law the death penalty has been considered a customary response to certain kinds of offence.

Exercise 2 Make different types of questions to the following sentences.

1. The United States Constitution was signed on September 17, 1787 by the Constitutional Convention.

2. In its wider sense, the term *'constitution'* means the whole scheme whereby a country is governed.

3. The document is made up of a preamble and 16 articles.

4. Unlike the constitutions of most other countries, British Constitution is not contained in any single document.

5. In Britain Parliament is vested with legislative powers and is the supreme authority.

6. The principle of separation of powers has been adopted by most modern constitutions.

7. New ministerial offices may be created, others may be abolished and functions may be transferred from one minister to another.

8. When the Queen opens Parliament each year the speech she makes has been written for her.

9. The Commonwealth appellate jurisdiction was formerly regarded as an important unifying influence.

10. All British citizens of the age of 18 or over are entitled to vote at local elections in the area in which they are registered as electors.

Exercise 3 Fill in the blanks with auxiliary verbs.

1. Law ___ based upon long observation of different people in different situations.

2. The general nature of the law is that it ___ enforced equally against all members of the nation.

3. In fact, laws frequently ____ changed to reflect changes in a society's needs and attitudes.

4. In ancient times laws ____ codified by the order of a strong ruler, and then they became known under the ruler's name, like Hammurabi's Code of Laws or Justinian's Digest.

5. Though in many cases the names of ancient lawgivers ___ unknown, their teachings _____ known to millions of people.

6. Besides strictly religious commandments, there are those that ___ willingly accepted by most people.

7. How _____ most legal systems classified?

8. What ____ the Common Law of England ____ developed from?

9. The spheres of criminal and civil law deal with many concepts and ideas that not always ____ easily understood by ordinary people.

10. The unwritten Law of England ____ made by judges and ____ based on cases of precedent.

Exercise 4 Match the sentences with the appropriate verbs to make the story complete.

1. One of the most detailed ancient legal codes _____ in about 1758 B.C. by Hammurabi, a king of Babylonia.	*a) was carved*
2. The entire code, consisting of 282 paragraphs, _____ into a great stone pillar which was set up in the temple of the Babylonian god Marduk.	*b) was written*
3. The pillar was lost for centuries after the fall of Babylon in the 16th century B.C., and only in 1901 it _____ by a French archaeologist amid the ruins of the Persian city of Susa.	*c) were adopted*
4. The pillar _____ now in the Louvre museum in Paris.	*d) covered*

5. The laws which _____ by Hammurabi were more extensive than any that had gone before.	*e) is exhibited*
6. Hammurabi's laws _____ crime, divorce and marriage, inheritance and property contracts, regulations about taxes and price of goods, the rights of slave owners and slaves, etc.	*f) was rediscovered*
7. The cruel principle of revenge: an eye for an eye and a tooth for a tooth _____ in the code.	*g) provided*
8. In the 7th century B.C. Greece's first written code of law _____ by Draco.	*h) was revised*
9. Draco's laws were shockingly severe, so severe that people observed they _____ not in ink but in blood.	*i) was passed*
10. Several decades had passed before Solon, a poet, a military hero and Athens' lawgiver ____ a new code of law.	*j) had been drawn up*

Exercise 5 Choose the best variant.

1. The criminal law _____ a person charged with a crime of a fair and speedy trial.
   a) is assured
   b) was assured
   c) assures
2. All the spheres of production, distribution and exchange _____ by the Law.
   a) are embraced
   b) were embraced
   c) embraced

3. What _____ the Common Law of England _____ from?

a) was…developed

b) is… developed

c) has… been developed

4. The Law _____ the measures for combating encroachment on the state system and the existing order of social relations.

a) is laid down

b) lays down

c) has laid down

5. Civil law system _____ on Roman law and the French Napoleonic Code, the German and Swiss Codes.

a) bases

b) is based

c) has been based

6. In civil law countries legislation _____ as the primary source of law.

a) see

b) has been seen

c) is seen

7. What law _____ by the countries which _____ at some time by Britain?

a) was used; were colonized

b) has been used; are colonized

c) is used; were colonized

8. Common law originally _____ on medieval customs and conventions that _____ by the Norman kings.

a) was based; had been established

b) is based; were established

c) was based; were established

9. Why _____ the English system _____ the Common Law system?

a) was… called

b) has…called

c) is… called

10. Almost all criminal law now _____ in Acts of Parliament while the greater part of civil law still depends on common law and guidance of previous decisions.

a) has been set out
b) is being set out
c) is set out

Exercise 6 Put the verbs into the correct passive form.

1. The laws which (to make) in Parliament (to interpret) and (to apply) by courts, but changes in the law itself (to make) in Parliament.

2. Appeals (to hear) by higher courts. Appeals from magistrates' courts (to hear) in the Crown Court.

3. The English legal system (to condition) by two basic concerns.

4. The law should (to administer) by the state so that it could (to apply) evenly over the whole country in order to satisfy its two main functions of control and service.

5. The principle of judicial independence (not to achieve) until 1701, when the Act of Settlement made judges irremovable from office, except by an appeal to the monarch from both Houses of Parliament.

6. Common law originally (to base) on medieval customs and conventions that (to establish) by the Norman kings.

7. Statutes which (to create) by Acts of Parliament are the ultimate source of law.

8. Parts of common law (to abolish) by Parliament and (to replace) by statute law.

9. Certain changes to the United Kingdom law (to make) to bring it in line with rulings of the Council of European Court of Human Rights.

10. The United States Constitution (to sign) on September 17, 1787 by the Constitutional Convention.

Exercise 7 Use the verbs either in the active or passive voice.

1. With few exceptions, judges never (to like) to see themselves as creators of laws regarding that as the province of Parliament.

2. However, over the centuries judges (to be) responsible for making a great deal of law.

3. The present British legal system (to form) the basis of the Judiciary – the third branch of government.

4. The law as a whole (to consist) partly of statutes, or Acts of Parliament, and partly of common law.

5. Modern statutes usually (to bring) into effect by an order made by a minister of the Crown.

6. By-laws are a form of local legislation and (to design) to regulate the conduct of members of public.

7. The County Courts (to establish) for hearing both criminal and civil cases.

8. By 1250 a common law (to promote) and ruled the whole country.

9. The Queen signed the bill and it became an Act of Parliament after it (to pass) in the House of Commons and (to adopt) in the House of Lords.

10. Common Law is fundamentally judge-made law which (to develop) over many centuries.

Exercise 8 Make up the sentences.

1. The Constitution / states /written / national /a strong / the American / to organize / government for / was.

2. What / the judgments / are / in civil law / of courts / based on / countries?

3. If / a lawsuit / filed /has / been / the plaintiff /the injured / is called /party.

4. What / derived / from / were / in ancient / laws /times?

5. The Koran /is / book /the most / among / considered / Muslims /revered.

6. Another / the initiator / is / a tooth / is the law / of which / of the talion: / unknown / for an eye,/ an eye / ancient law /for a tooth.

7. Who / common / judges / are / law / selected / from ?

8. The activities of / bodies / are strictly / the investigation / by the Law /regulated.

9. The Constitution / is / served / of the United States / of other constitutions /for a number / around the world / as the model.

10. The Law/ based / the recorded /upon / is / to define /of society /and the community /in their efforts / experiences / between their members /the relationships / and regulate.

Exercise 9 Rewrite the sentences using the passive voice.

1. The students are discussing the latest political news during the lunch.
2. Somebody has stolen the old woman's purse.
3. They offered me a new job in an office.
4. People use the word 'law' to mean many things.
5. We often refer to the law.
6. The criminal law protects society and the community from the injurious and harmful acts of individuals.
7. A governing power establishes laws to maintain peace, secure justice for its members, define the legal rights of the individual and community, and to punish offenders for legal wrongs.
8. Generally we use the word 'law' to indicate all law and we also use it to mean a single enactment of a lawmaking body, a statute.
9. The civil law defines and determines the rights of the individual in protecting his person and his property.
10. Parliament makes laws, and they constitute parliamentary or statutory law.

Exercise 10 Translate the sentences into English.

1. Безкоштовна освіта та медичне обслуговування гарантуються законами багатьох країн.
2. В законах відображаються різні цінності суспільства.
3. З плином часу змінюються соціальні цінності, слідом за якими також змінюються закони.
4. У багатьох давніх племенах порядок підтримувався системою традиційних неписаних законів.
5. Взаємовідносини між людьми та групами людей регулюються цивільним правом.
6. Британську Конституцію часто називають неписаною, оскільки вона ніколи не була записана в одному документі.
7. Термін "неписаний закон" вживається на позначення закону, який не приймався парламентом.

8. У цьому законі подана нова класифікація кримінальних злочинів.

9. Закон про кримінальне право 1967 р. вважається одним із найважливіших законів Великобританії.

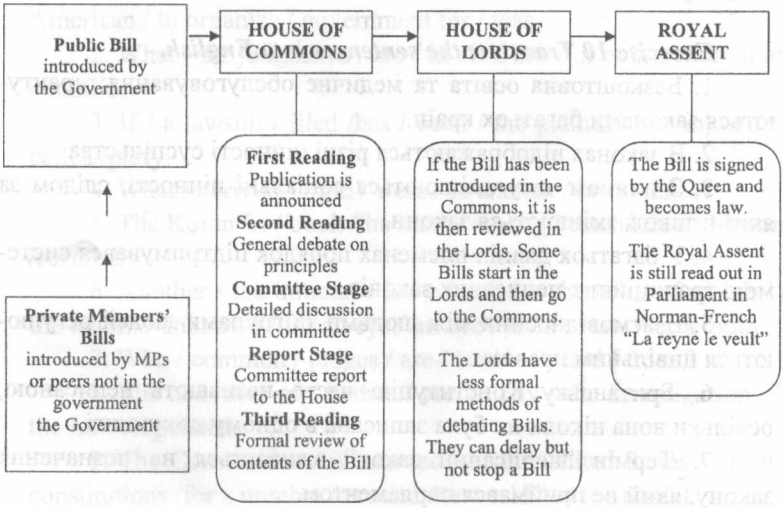
10. Яке питання зараз обговорюється у законодавчому комітеті?

Production

Task 1 The distinctive feature of legal English is the frequent usage of verbs in the Passive Voice. Try to write a short report in English on the Constitutional Law of Ukraine using as many verbs as possible in the passive form. You may use such verbs as *to declare, to proclaim, to vote, to enforce, to provide, to state, to assure, to guarantee, to adopt, to amend, to protect, to establish, to insure, to promote, to divide, to refer, to exercise, to vest, to represent, to govern, to assert, to base, to determine, etc.*

Task 2 Study the chart representing the law-making process in Great Britain. According to it describe such legislative procedure using the necessary verbs in the passive voice if possible.

How Bills Go through Parliament



UNIT 12
MODALS

Presentation

Modal verb	Usage	Example
Can	ability	I can do several things at the same time.
	when something is possible	Miracles can happen.
	permission	You can go now.
	informal requests	Can you come here for a minute?
Could	past form of "can"	She said she could pay for us as well.
	polite requests	Could you move your bag, please?
	possibility	It could be that he missed the train.
May	possibility	It may rain tomorrow.
	ask for or give permission (formal)	May I speak?
Might	past form of "may"	He said he might change his mind.
	possibility	This might fail.
Must	you have to do it	You must obey the law.
	it's very logical or very likely to happen	They left so early, they must be home by now.
Must not	you are not allowed to do it	You mustn't smoke in here.
Shall	future for "I" and "we"	I shall see him tomorrow.
	questions and suggestions for "I" and "we"	Let's continue, shall we?
Should	the right thing to do	She should call the police.
	advice	- What should I do? - You should stop thinking about it.
	what is likely or expected to happen	We should be back by midnight.

Will	future action or states (not plans)	Prices will go up next summer.
	promises and intentions	It's alright, I'll pick it up.
Would	past form of "will"	He told me he would come.
	imagined situations	What would you do if you were him?
	for polite requests, offers and invitations	- Would you please sit down? - Would you like some tea? - We are meeting with Sarah next Saturday, would you like to come along?
	to say what you want to do or have	I would like a piece of cake.
Ought to	the right thing to do	You ought to apologize.

ENGLISH MODAL VERBS – SITUATIONS TABLE

Situation	Modal Verb	Example
requests (formal)	**may**	May I sit down?
requests (informal)	**can**	Can I sit down?
requests (polite)	**could**	Could I sit down?
requests (polite)	**would**	Would you mind if I sit down?
permission (formal)	**may**	You may sit down.
permission (informal)	**can**	You can sit down.
obligation (full)	**must**	You must tell the police the truth.
obligation (partial)	**should**	You should tell your friends the truth.
obligation (partial) (less common)	**ought to**	You ought to tell your friends the truth.
logical conclusions (stronger than "should")	**must**	He left an hour ago, so he must be there already.

logical conclusions (weaker than "must")	**should**	He left half an hour ago, I believe he should be there already.
possibility (general)	**can**	It can rain sometimes.
possibility (weaker than "may" and "might")	**could**	It could rain, but it is not very common in this part of the country.
possibility (weaker than "may")	**might**	It's not very cloudy yet, but it might rain.
possibility (stronger than "might")	**may**	It starts getting cloudy – it may rain soon.
future actions/states/intentions	**will**	Look at the sky! It will rain soon.

Practice

Exercise 1 Insert modal verbs or expressions and explain their use; translate the sentences into Ukrainian: *are to; did ... have to; are obliged to (2); may (2); is to (3); could; had to (2); should; was to; can (6); might (2); shall be able to; ought to (2); shall (2); must (2); mustn't; will have to (4); should be; have to.*

A

1. All citizens ____ observe laws.
2. The meeting of shareholders ____ be held at 5 p.m. That was why we ____ end the talks.
3. You ____ ask your friends to help you with your English.
4. One ____ make debts.
5. These young lawyers ____ speak English.
6. The client asked the solicitor if he ____ smoke in the office.
7. We ____ discuss this problem at the next seminar.
8. Judges ____ act according to the law.
9. You ____ state the amount of capital in the agreement.
10. The new director of the limited company ____ sign a new contract.
11. Both partners ____ sued by the creditor to recover the money.

12. "The US President ____ be elected every four years."

13. He ____ work as a judge: he is too young.

14. You ____ work hard to improve your English.

15. The lawyer told us that that form of business organization ____ be called "partnership".

B

1. Both parents .____ support their children. In case of divorce one of the parents ____ pay alimony through the court.

2. You ____ take part in contract negotiations tomorrow.

3. ___ you ____ sign any document?

4. No one ____ act as a barrister and a solicitor at a time.

5. Before one ____ start legal practice, it is necessary to obtain a certificate from the Law Society which ____ be annually renewed.

6. A justice after 65 ____ not serve in a Juvenile Court, unless specially authorized.

7. The judge ____ discharge the accused for lack of strong evidence.

8. An agreement to sell illegal drugs ____ never be enforced in court.

9. A party to a contract ____ carry out the promise.

10. Any contract ____ be valid.

11. You ____ use my computer, if you wish.

12. The decision of the judge ____ be clear to everybody.

13. The partners ____ share management, profits and liability for debts.

14. You ... consult an experienced lawyer before making a claim.

C

1. The magistrates ____ choose the most appropriate penalty at their discretion.

2. The arbitrator's decision is binding on both sides — they ____ abide by his or her decision.

3. A detailed report on crime in the UK ____ be published later today.

4. Small-scale robberies remain a serious problem in the city and police are concerned that the problem ____ soon become more serious.

5. Despite suggestions that the judge ____ dismiss the case, he found in favour of Mr. Henry and awarded damages to him.

6. An offender ____ appeal against the severity of the sentence, or conviction or both.

7. The Constitution of Great Britain is flexible because its rules ____ be modified by an act of Parliament.

***Exercise 2 Analyze the use of the verbs** to be **and** to have.*

1. My friend's father is a lawyer.

2. We have got a lot of textbooks on law.

3. Are you an investigator too?

4. Have you got any articles on civil law?

5. The Procurator's Office is a state organ of the Russian Federation that ensures the correct application and observance of laws.

6. The procurator has the right to appeal against any unlawful decisions and actions of state organs and officials.

7. Under the law every citizen has the right to elect and be elected.

8. Solicitors in Britain are controlled by their own professional body called the Law Society.

9. The police officer was reported to have solved the case of robbery.

10. They are going to spend Christmas at home.

11. They were to leave early that day.

12. The judge had to release the accused for lack of strong evidence.

13. We were very hungry, so we decided to have dinner earlier than usual.

14. Has the lawyer appealed against the severity of the sentence?

15. I am not used to being treated like that!

16. We insist that the problem be dealt with by the Security Council.

Exercise 3 Insert to be or to have in the appropriate form; translate the sentences into Ukrainian.

1. His father ____ a well-known lawyer.
2. How old ____ you?
3. We ____ students of Moscow State Law University.
4. ____ you got any textbooks on criminal law?
5. We do not ____ special courts for trying juveniles.
6. Under the law every citizen ____ the right to elect and be elected.
7. An accused person ____ the right to be defended by barristers.
8. I ____ very busy today. I ____ a lot of work to do.
9. ____ you a lawyer? No, I ____ a student of law faculty.
10. Police ____ a wide range of activity. First of all they ____ to see to it that all citizens observe laws.
11. The witnesses ____ being examined at the moment.
12. The most common sentences in Britain ____ fines, prison and probation.
13. In the UK offenders between 10 and 17 ____ tried by special juvenile courts.
14. Jurors ____ to listen to witnesses for the defence and prosecution before deciding whether the accused ____ guilty or innocent.
15. Magistrates ____ not legally qualified, *i.e.* they ____ laypersons.
16. Your solicitor will ____ to hire a barrister to argue your case before the court.
17. Mr. Taylor ____ no proof that she ____ guilty of the theft of confidential documents.
18. The judge ____ just finished summing up the case.
19. After the jury ____ heard the evidence they retired to deliberate on the verdict.
20. When all the evidence ____ in, the jury retires to the jury-room to consider the verdict.
21. In Great Britain a child does not ____ full legal status until the age of 18.
22. A child who ____ less than 10 years old ... not considered capable of committing a crime.

Exercise 4 Choose 'must' or 'can't'.

1. Why is that man looking around like that? He ____ be lost.
2. That woman ____ be a doctor! She looks far too young.
3. John always fails the tests, even though he's clever. He ____ study enough.
4. The food is really good at that restaurant. They ____ have a great chef.
5. Who's that at the door? It ____ be Susie - she'll still be at work now.
6. This ____ be judge's house. This house has a red door and it's number 24, just like he said.
7. Julie ____ have much money or she would buy a new car. Her old one is falling apart.
8. He ____ be at work now, can he? It's nearly midnight.
9. What a lot of lovely flowers you have! You ____ really like gardening.
10. David ____ drink a lot of coffee. He's finished two packets already this week.

Exercise 5 Make the correct past modal form (use could have / would have / should have + past participle).

1. I ____ buy bread but I didn't know we needed it. (past possibility)
2. We ____ invite so many people to our party! I'm worried that we won't have enough room for everyone. (past negative advice / regret)
3. I ____ start saving money years ago! (past advice / regret)
4. We ____ join you at the restaurant, but we couldn't get a babysitter. (past willingness)
5. The weather ____ be any worse! (past negative possibility)
6. I ____ arrive on time, even if I'd left earlier. There were dreadful traffic jams all the way. (past negative possibility)
7. They ____ win the football match, but John hurt his ankle. (past possibility)
8. Amanda ____ finish the work, but she felt ill and had to go home. (past willingness)

9. Lucy ____ leave earlier. She missed her flight. (past advice / regret)

10. We ____ finish the game, even if we'd wanted to. It was raining very hard and we had to stop. (past negative possibility)

Exercise 6 Use modal verbs** can, may, must **in a positive or negative form to complete the following sentences.

1. You ____ give me a lift. I can go by train.
2. Don't talk. You ____ be quiet.
3. I want a computer at home. I ____ buy one.
4. I don't understand. ____ you repeat it?
5. Where is it? I ____ see it.
6. You ____ drive fast. We have enough time.
7. We ____ stop here. It is not allowed.
8. How can I get there? - You ____ take a taxi if you want.
9. I failed the English test. But I ____ try again! I want to pass it.

Exercise 7 Choose the appropriate modal verb.

1. He **can / would** ride his bike when his car broke down.
2. Bob **should not / may not** ride down the middle of the busy road.
3. **Might you / could you** repair my broken wheel?
4. My mother always said, "You **could / ought to** wear a helmet to protect your head."
5. **May / can** I borrow your bike?
6. **Can you / will you** go riding in the park with us on Sunday?
7. I **have to / can** return the bike to the rental shop by 5 o'clock this evening.
8. **Shall / should** we take a tire patch kit with us to make repairs?
9. He **can / would** ride his bike when his car broke down.
10. Bob **should not / may not** ride down the middle of the busy road.
11. **Might you / could you** repair my broken wheel?
12. My mother always said, "You **could / ought to** wear a helmet to protect your head."

13. **May / can** I borrow your bike?

14. **Can you / will you** go riding in the park with us on Sunday?

15. I **have to / can** return the bike to the rental shop by 5 o'clock this evening.

16. **Shall / should** we take a tire patch kit with us to make repairs?

Exercise 8 Circle the correct auxiliary modal verb in each sentence.

1) I (had better / ought to, will) wash the dishes before mom gets home.

2) If she wants to, Hopi (had better / ought to, could) become a famous actor.

3) I can't decide if I (had better / ought to, should) go to the movie tonight. I guess I will, because I don't have anything else to do.

4) Jerry (had better / ought to, might) mow the lawn before the family picnic.

5) The firemen (would, ought to / had better) extinguish the fire quickly.

6) Drivers (had better / ought to, have to) stop at red lights.

7) Trees (had better / ought to, can) make light into food.

8) They (had better / ought to, may) eat a cookie.

9) The students (had better / ought to, could) finish their homework before class.

10) The war (had better / ought to, used to) end soon.

Exercise 9 Choose the correct verb.

1. If you drive a car, you ____ have a driving license.

a) should b) must c) can

2. You ____ drink a lot and drive.

a) shouldn't b) mustn't c) don't have to

3. When you are in a car, you ____ wear a seatbelt.

a) should b) must c) may

4. When driving a car, you ____ listen to the radio.

a) should b) must c) can

5. You ____ to pay road tax if you own a car.

a) should b) must c) have

6. You ____ stop at a red traffic light.

a) should b) must c) have

7. When you ride a motorbike you ____ wear a helmet.

a) should b) must c) have

8. You ____ smoke while you are driving.

a) should b) must c) can

9. If you own a car, you ____ have insurance.

a) should b) must c) can

10. You ____ exceed the speed limit.

a) shouldn't b) mustn't c) don't have to

Exercise 10 Comment on the meaning of modal verbs and expressions; translate the sentences into Ukrainian.

1. A polyglot is a person who can speak several different languages.

2. Mary hasn't been able to testify at the trial since she broke her leg.

3. The client asked the solicitor if he might smoke in the office.

4. You will have to state the amount of capital in the agreement.

5. The new director of the limited company will have to sign a new contract.

6. Before one can start legal practice, it is necessary to obtain a certificate from the Law Society which must be annually renewed.

7. An agreement to sell illegal drugs can never be enforced in court.

8. A party to a contract is to carry out the promise.

9. Any contract ought to be valid.

10. You may use my computer, if you wish.

11. The decision of the judge ought to be clear to everybody.

12. The partners are to share management, profits and liability for debts.

13. You will have to consult an experienced lawyer before making a sue.

14. You must be able to describe the US court system.

15. All lawyers must pass the bar exam before they can start practice.

16. Everyone accused of a felony should hire an attorney, though it is not required by law.

Production

Task 1 Advice survey.

Example questions:

1. How should a teacher punish a student who never comes to class?

2. What should you do if a teacher gives you too much homework?

3. What would you do if you saw your friend cheat in an exam?

a) say nothing b) tell the teacher c) talk to your friend

4. What should you do if your roommate is noisy?

5. What would you do if your friend couldn't repay your money?

Write 5 more Advice Survey questions below:

Advice Survey	Student 1	Student 2	Student 3	Student 4	Student 5
1. How should a court punish a burglar who …					
2. What should you do if a …					
3. What would you do if … a) …; b) …; c) …					
4. What should you do if your roommate …					
5. What would you do if your friend …					

Task 2 Rules and regulations.

Student A

Try to draw a sign illustrating one of the rules below so that your partner can guess what the rule is (they don't have to use exactly the same words):

1. You aren't allowed to chew gum
2. You aren't allowed to fly remote control planes and helicopters
3. You shouldn't push the revolving door
4. You should hold onto the escalator handrail
5. You mustn't jump up and down in the lift (= elevator)
6. Do not put your feet on the toilet seat

Which rules above are true in your country? Which ones are good ideas?

Are there any rules in your country that you think are unnecessary, annoying or even crazy?

Student B

Try to draw a sign illustrating one of the rules below so that your partner can guess what the rule is (they don't have to use exactly the same words):

1. Drinking in the street is banned
2. You mustn't throw litter (= rubbish = garbage) in the street
3. You aren't allowed to urinate (= go to toilet) in the street
4. You can't smoke while you are walking
5. Dogs are only allowed if you carry them in a bag (= Dogs must be carried in a bag)
6. Horses aren't allowed on the motorway (= highway)

Which rules above are true in your country? Which ones are good ideas?

Are there any rules in your country that you think are unnecessary, annoying or even crazy?

UNIT 13
REPORTED SPEECH

Presentation

We can report people's words by using direct speech or reported speech.	
➢ **Direct speech** is the exact words someone used. We use quotation marks (' ') in direct speech.	e.g. '***It's nice to be home,***' Tom said.
➢ **Reported speech** is the exact meaning of what someone said, but not the exact words. We do not use quotation marks in reported speech. We can either use the word that after the introductory verb (say, tell, etc.), or we can omit it.	e.g. Tom said ***(that) it was nice to be home.***
We can use the verbs say and tell both in direct and reported speech.	
➢ **Tell** is always followed by a personal object (told me).	e.g. He ***told me (that)*** he was Ted
➢ **Say** is used with or without a personal object. When used with a personal object it is always followed by the preposition to (**said to me**).	e.g. He ***said (that)*** he was Ted He ***said to me (that)*** he was Ted

REPORTED STATEMENTS	
In reported speech **personal pronouns, possessive adjectives/possessive pronouns** change according to the meaning of the sentence.	e.g. Sam said, '***I'***m leaving for Germany with my family tomorrow.' Sam said (that) ***he*** was leaving for Germany with his family the following day.
We can report someone's words either a long time after they were said **(out-of-date-reporting)** or a short time after they were said **(up-to-date-reporting)**.	
Out-of-date-reporting We usually report someone's words a long time after they were said. In this case the introductory verb is in the past simple and the tenses change as follows:	
direct speech	reported speech
present simple 'I ***want*** to go to bed early,' he said.	**past simple** He said (that) he ***wanted*** to go to bed early.

present continuous 'She ***is feeding*** the baby,' he said. **present perfect** ***I've bought*** a new dress,' she said. **past simple** 'I ***finished*** work early,' Alex said. **past continuous** 'I ***was planning*** to call you later,' she said. **future (will)** I'***ll talk*** to you tomorrow,' she said.	**past continuous** He said (that) she ***was feeding*** the baby. **past perfect** She said (that) she ***had bought*** a new dress. **past simple or past perfect** Alex said (that) he ***(had) finished*** work early. **past continuous or past perfect continuous** She said (that) she ***was planning/had been planning*** to call me later. **conditional (would)** She said (that) she ***would talk*** to me the next day.
The **past perfect and past perfect continuous tenses** remain the same.	**direct speech**: The film ***had finished*** by the time I got home,' he said. **reported speech:** He said (that) the film ***had finished*** by the time he got home.
Certain words and time expressions change according to the meaning of the sentence as follows:	
now ~~then~~, at that time, immediately today, tonight ~~that~~ day, that night yesterday ~~the~~ day before, the previous day tomorrow ~~the~~ next day, the following day this week ~~that~~ week these days ~~those~~ days	last week ~~the~~ previous week the week before next week → the week after, the following week two days ago ~~two~~ days before here ~~there~~ come ~~go~~
Up-to-date reporting	
When we report someone's words a short time after they were said, the tenses can either change or remain the same in reported speech.	**direct speech:** '***I'm seeing*** the manager tomorrow,' Jack said to us. **reported speech:** Jack told us (that) he ***is seeing/was seeing*** the manager tomorrow
Certain modal verbs change in reported speech as follows:	
will ~~shall~~ would may ~~might~~ can ~~could~~	can ~~could~~/would be able to (future reference) must ~~must~~/had to (obligation) shall ~~should~~ (asking for advice)

Would, could, might, should, ought, had better and mustn't do not change in reported speech. Must does not change in reported speech when it expresses a logical assumption.	
Conditional in Reported Speech	
In Type 1 conditionals tenses change in reported speech as follows: **the present simple becomes past simple** in the if-clause and **will becomes would** in the main clause.	
direct speech: 'If ***I have*** the time, ***I'll*** come round,' Lisa said.	**reported speech**: Lisa said (that) if ***she had*** the time, ***she would*** come round.
Type 2 and Type 3 conditionals do not change in reported speech.	
direct speech: 'If she ***knew***, she ***would*** help us,' Tony said.	**reported speech**: Tony said (that) if she ***knew***, she ***would*** help us.
The verb tenses and time expressions change in reported speech: a) when reporting someone's words a long time after they were said (out-of-date reporting). b) when we consider what the speaker says to be untrue.	
direct speech: 'I ***like*** Shakespeare's plays a lot,' he said to us.	**reported speech**: He told us (that) he ***liked*** Shakespeare's plays a lot, but he didn't know the name of any.
The verb tenses can either change or remain the same in reported speech: a) when reporting someone's words a short time after they were said (up-to-date reporting). b) when reporting a general truth or law of nature.	
direct speech: 'The sun ***sets*** in the west,' the teacher said.	**reported speech**: The teacher said (that) the sun ***sets/set*** in the west.
The verb tenses remain the same in reported speech: when the introductory verb is in the present, future or present perfect.	
direct speech: The singer says, 'I **enjoy** cycling.'	**reported speech**: The singer says (that) she **enjoys** cycling.

REPORTED QUESTIONS Reported questions are usually introduced with the *verbs ask, inquire, wonder* or the expression *want to know*.	
➢ When the direct question begins with a **question word** (*who, where, how old, how long, when, why, what, etc.*), the reported question is introduced with the same question word.	e.g. '***What*** do you want to know?' she asked me. She asked me ***what*** I wanted to know.
➢ When the direct question begins with **an auxiliary** (*is, do, have*) or a modal verb (*can, may*, etc.), then the reported question begins with *if*	e.g. ***Have*** you seen this man before?' he asked me. He asked me ***if/whether*** I had seen the man before.

or whether.	
➢ In reported questions, the verb is in the affirmative. The **question mark and words/**expressions such as *please, well, oh,* etc. are omitted. The verb tenses, pronouns and time expressions change as in statements.	e.g. *'**Can** you hold the door for me, please?'* the man asked me. The man asked me ***if/whether I could*** hold the door for him. *'**Where are you going**?'* Sam asked her. Sam asked her ***where she was going.***
REPORTED COMMANDS/REQUESTS/SUGGESTIONS	
To report **commands or instructions** in reported speech, we use the introductory verbs **order** or **tell + sb + (not) to-infinitive.**	e.g. 'Put the gun down!' he said to him. He ***ordered him to put*** the gun down. 'Don't look down!' he said to us. He ***told us not to look*** down. 'Put the shopping in the kitchen,' she said to her. She ***told her to put*** the shopping in the kitchen.
To report **requests**, we use the introductory verbs **ask or beg + sb + (not) to-infinitive.** The direct sentence usually contains the word *'please'.*	e.g. 'Help me, please,' Jean said to Tom. Jean ***asked Tom to help*** her. 'Please, please don't call the police,' he said to Colin. He ***begged Colin not to call*** the police.
To **report suggestions**, we use the introductory verb **suggest + -ing form/that sb (should) + bare infinitive.**	e.g. 'Let's go outside,' I said to them. 'We can/could go outside,' I said to them. 'How about going outside?' I said to them. 'Shall we go outside?' I said to them. I ***suggested going/that we should go*** outside

INTRODUCTORY VERBS

Introductory verb	direct speech	reported speech
agree + to-infinitive	'Yes, I'll give you a lift.'	She **agreed to give** me a lift.
offer	'Shall 1 carry the boxes?'	He **offered to carry** the boxes.
promise	'I promise I'll help you.'	He **promised to help** me.

refuse	'No, I won't buy you a car.'	She **refused to buy** me a car.
* threaten	'Stop talking or I'll send you out.'	He **threatened to send** me out if I didn't stop talking.
* advise + sb. + to-inf.	'You should see a doctor.'	He **advised** me **to see** a doctor.
ask	'Could you do something for me?'	She **asked** me **to do** something for her.
beg	'Please, please call the police.'	She **begged** me **to call** the police.
command	'Drop your weapons!'	He **commanded** them **to drop** their weapons.
invite	'Will you come to my party?'	She **invited** me **to (go** to) her party.
order	'Get out of the house!'	She **ordered** me **to get** out of the house.
*remind	'Don't forget to write to Paul.'	She **reminded** me **to write** to Paul.
*warn	'Don't go near the oven.'	She **warned** me **not to go** near the oven.
*admit (to) + gerund	'Yes, I stole the plans.'	He **admitted (to) stealing/having stolen** the plans.
accuse sb. of	'You lied to me.'	She **accused me of lying/having lied** to her.
apologize for	I'm sorry I shouted at you.'	He **apologized for shouting/having shouted** at me.
*boast about/of	'I'm the cleverest of all.'	He **boasted of/about being** the cleverest of all.
complain to sb. of	'I have a headache.'	She **complained to me of having** a headache.
deny	'I didn't take your bag.'	He **denied taking/having taken** my bag.
*insist on	'You must do your work.'	She **insisted on** me/my **doing** my work.
suggest	'Let's visit Jane.'	She **suggested visiting** Jan
complain + that	'You're always late.'	She **complained that** I was always late.
deny	'I didn't take the money.'	She **denied that** she had taken the money.

explain	'It's a difficult situation.'	He **explained that** it was a difficult situation.
exclaim/remark	'What a beautiful baby he is!'	She **exclaimed/remarked that** he was a beautiful baby.
promise	'I promise I'll call you.'	She **promised that** she would call me.
suggest	'You'd better go home.'	He **suggested that** I (should) go home.
*** Note:** *admit, advise, boast, insist, threaten, warn, remind* **can also be followed by a that-clause in reported speech.**		

Practice

REPORTED STATEMENTS

Exercise 1 Fill in the gaps with the correct pronoun or possessive adjective. In some sentences you don't have to change anything.

1. James asked, 'Do you have your contract?'

James asked if ____ had ____ contract.

2. The employee said, 'It allows us to present our own perspective to the court'

The employee said that allowed ____to present ____ own perspective to the court.

3. Tony says, 'I am sitting in my chamber and discussing the case now'.

Tony says ____is sitting in ____chamber and discussing the case now'.

4. Mary asked, 'Will I also have a chance to correct my mistakes?'

Mary asked if ____ would also have a chance to correct ____mistakes.

5. Mr. Williams said 'They are very upset about their bad luck'.

Mr. Williams said ____were very upset about ____bad luck'.

6. The advocate told us, 'Don't speak with strangers about your case'.

The advocate told us not to speak with strangers about ____case.

7. The attorney said, 'The system allows us to nominate our own judge, on ad hoc basis.

The attorney said the system allowed ____to nominate ____own judge, on ad hoc basis.

8. The director said, 'The Company will defend its decision in court'.

The director said the Company would defend ____ decision in court.

9. My attorney exclaimed, 'We will win the case!'

My attorney exclaimed ____would win the case!'

Exercise 2 Choose the correct form of the verb in reported speech.

1. The prosecutor told us, 'The museum is accused of fraud'.

The prosecutor told us the museum _____ accused of fraud.

a) is
b) was
c) had been

2. The witness said, 'Mrs. Maxwell lied to her business partner'.

The witness said Mrs. Maxwell _____to her business partner.

a) lied
b) had lied
c) was lying

3. The lawyer told us, 'I will not reveal information from our conversation'.

The lawyer told us he _____not reveal information from our conversation.

a) will
b) would
c) should

4. Mr. Lee says 'I'm not going to help the opposing party'.

Mr. Lee says he _____to help the opposing party.

a) was not going
b) had not been going
c) is not going

5. Mr. Jones said, 'I had won many awards for innovation before getting that job."

Mr. Jones said he _____many awards for innovation before getting that job.

a) had won
b) won
c) has won

6. Jon said, 'I have not seen a document retention policy before'.

Jon said he _____a document retention policy before.

a) didn't see
b) had not seen
c) has not seen

7. The employer said, 'Kevin has a lot of skills and talent in this area'.

The employer said Kevin _____a lot of skills and talent in this area.

a) had
b) has
c) had or has

8. Tom said, 'I'm having a meeting tomorrow'.

Tom said he _____the next day.

a) was having a meeting
b) is having a meeting
c) had been having

9. My friend told me, 'You can file a complaint with a court'.

My friend told me I _____a complaint with a court.

a) can file
b) could file
c) could have filed

10. The lawyer said, 'When you decide to initiate a lawsuit, call me'.

The lawyer said when I _____to initiate a lawsuit, to call him.

a) decide
b) decided
c) have decided

Exercise 3 Fill in the gaps with the correct form of the verb in reported speech.

1. Jane said, 'I received money as compensation for accident.'

Jane said she _____ money as compensation for accident.

2. Ashley said, 'I will be questioning the witnesses at this time tomorrow'.

Ashley said she _____ the witnesses at this time tomorrow.

3. The investigator told me, 'We have found your stolen car.'

The investigator told me they _____ my stolen car.

4. The policemen said, 'We will have searched all territories by the midnight and find your daughter.'

The policemen said they _____ all territories by the midnight and _____ my daughter.

5. The defendant said, 'I had known the witness for a long time before I committed the crime'.

The defendant said he _____ the witness for a long time before he _____ the crime.

6. The attorney said, 'I was trying to settle the dispute for three years, but failed'.

The attorney said he _____ to settle the dispute for three years, but _____.

7. The paralegal said, 'I don't have any witnesses' reports.'

The paralegal admitted that she _____ any witnesses reports.

8. Sue says, 'I hope to receive compensation for lost work time.'

Sue says she _____ to receive compensation for lost work time.

9. The lawyer said, 'You may go to the court if your rights were violated.'

The lawyer said we _____ to the court if our rights had been violated.

10. The client said, 'I want to discuss two different matters.'

The client said he _____ to discuss two different matters.

Exercise 4 Rewrite the following sentences in reported speech.

Example: *The officer said, 'I held that criminal in my arms for the second time!'*

The officer said that he had held that criminal in his arms for the second time.

1. The judge said, 'I have never faced such an awful mistake'.
2. The students said, 'The professor explained the legal and political system of Great Britain properly'.
3. The policeman said, 'I saw them at the station yesterday'.
4. Mary said, 'I studied Criminology at the Academy'.
5. His aunt said, 'Something terrible has happened'.
6. The man said, 'I'll do all I can'.
7. The attorney said, 'We are going to make sure you get the damages you're entitled to.
8. Mr. Harris told us, 'I will start the process of legal action'.
9. The teacher said, 'The Supreme Court is called the High Court in Australia.'
10. The barrister told me, 'The judge can ask potential jurors some questions to check if they are biased'.

REPORTED QUESTIONS

Exercise 5 Fill in the gaps to make reported questions.

1. I asked the attorney, 'Is the witness willing to testify in court?'

I asked the attorney _____to testify in court.

2. The judge asked, 'What information appears in the heading?'

The judge asked _____in the heading.

3. The lawyer asked the assistant, 'When should the memorandums be sent out?'

The lawyer asked the assistant _____be sent out.

4. The plaintiff asked, 'When is the court date for my case?'

The plaintiff asked _____.

5. I asked the paralegal, 'Can you explain the terms of the contract?'

I asked the paralegal _____ the terms of the contract.

6. The legal assistant asked, 'What kind of motion needs to be prepared?'

The legal assistant asked _____ to be prepared.

7. The Jenny asked, 'Are you waiting for the court decision?'

The Jenny asked _____ for the court decision.

8. The legal assistant asked, 'When will the new motion be brought to the courthouse?'

The legal assistant asked _____ be brought to the courthouse.

9. The judge asked, 'What caused the harm?'

The judge asked _____ the harm?

10. The investigator asked, 'Have they fulfilled their contractual duty?'

The investigator asked _____ their contractual duty.

REPORTED COMMANDS/REQUESTS/SUGGESTIONS

Exercise 6 Match the sentences with the appropriate introductory verbs.

I _____ her that Tom Wilton could be very dangerous, but she didn't listen.	***advised***
He _____ to lend the defendant some money.	***insisted on***
My friend _____ me to consult the lawyer.	***promised***
The attorney _____ appealing against the decision of the court.	***warned***

The judge _____ the witness of lying to the court.	***suggested***
The lawyer _____ initiating a lawsuit.	***apologized***
The offender _____ having stolen gold necklace.	***accused***
The opposing party _____ to settle the dispute.	***explained***
The paralegal _____ that it was a difficult case.	***admitted***
The prosecutor _____ for being so rude.	***offered***

Exercise 7 Fill in the gaps to using the introductory verb in brackets.

1. The lawyer said, 'I suggest you to end this dispute'. (suggest)
   The lawyer _____ this dispute.
2. The prosecutor said, 'The case is likely to go to the court.' (admit)
   The prosecutor _____ the case was likely to go to the court.
3. The prosecutor said to Mr. Tinely, 'You have a chance to say that you are guilty in return for a lesser charge.' (offer)
   The prosecutor _____ a chance to say that he was guilty in return for a lesser charge.
4. The barrister said to me, 'Tell the truth, you are under oath.' (ask)
   The barrister _____ the truth, you are under oath.
5. The judge said to the lawyers, 'Approach the bench.' (order)
   The judge _____ the bench.
6. The witness said to the judge, 'Please, please help me!' (beg)
   The witness _____ him.
7. Marry asked, "Shall I call the police?' (offer)
   Marry _____ the police.
8. She said, 'Believe me; we should take a legal action. (insist on)
   She _____ a legal action.

9. The witness said, 'I will not testify upon the trial.' (refuse)

The witness _____ upon the trial.

10. The workers said, 'There are dangerous conditions here'. (complain)

The workers _____ dangerous conditions there'.

Exercise 8 Rewrite the following sentences in reported speech.

1. Jane said, 'I'm ready to give my terms of the contract.'
2. The attorney said, 'Ms. Norton is ready to agree with what have been proposed.'
3. The director said, 'Everyone in this company should comply with the rules.'
4. The prosecutor asked, 'Did you destroy the files for the Andersen case?'
5. Client asked, 'What is my legal responsibility?'
6. The lawyer said, 'Did you carefully look at and think about the contract?'
7. The paralegal said, 'Please sign the relevant documents and return them to me as soon as possible.'
8. The judge said, 'There is enough evidence to continue the hearing.'
9. The defender said, 'Please, exclude evidence during the pre-trial motion.'
10. The lawyer said, 'I've got the documents about the plea bargain.'

Production

Task 1 Yesterday, a police officer met a couple who were lost in London. The police officer asked them some questions to help them find their hotel. Make reported questions using prompts as in the example:

Pattern: You/lost

The officer asked them if they were lost.

1. Speak/English.

_____

2. Where/you/from.

_____

3. Where/you/want/go.

_____

4. Your/hotel/near here.

_____

5. You/like/London.

_____

Task 2 The pupils of Walker Primary School recently cleaned up a long stretch of the beach near their school. After they had finished, the mayor visited the pupils at their school and asked them some questions. Look at the questions and answers below and then report what was said, as in the example.

Pattern: M: Why did you decide to do this?

P: The beach was very dirty and children couldn't play there.

The mayor asked one of the pupils why they had decided to do it. The pupil answered that the beach was very dirty and children couldn't play there.

1. **M:** Have you ever done anything like this before?

P: No, this was the first time.

2. **M:** Do you do anything else to take care of the environment?

P: I try to recycle as many things as possible.

3. **M:** Will you do this again in the future?

P: Yes, we're planning to do it again next month.

Task 3 Turn the following text into direct speech.

The boss said that an important client was arriving the next day. He asked as to be at work on time. He explained that the client was going to stay for a week. He pointed out that he owned several large companies and that he was the most important client we had ever had.

'An important client is arriving tomorrow'

UNIT 14
THE INFINITIVE. THE GERUND

Presentation

The Infinitive is a non-finite form of the verb which names an action. The Infinitive in English has six forms if the verb is used in Continuous form and in the Passive Voice.

Infinitive	Active voice	Passive voice	Uses
Indefinite	to write to come	to be written —	the action is simultaneous with that expressed by the finite verb.
He wants *to write* her about it. He wants *to be written* about it.			
Continuous	to be writing to be coming	— —	the action is temporary and not a usual one.
He may *be writing* a new novel.			
Perfect	to have written to have come	to have been written —	the action precedes that of the predicate.
I am glad *to have written* her about it. I was surprised *to have been written* about it.			
Perfect Continuous	to have been writing to have been coming	— —	the action began before the time indicated by the predicate and is still going on.
He is said *to have been writing* this novel for 2 years already.			

Functions	Examples
Subject	*To know* him is to trust him. It is difficult *to translate* this text.
Predicative	Our aim is *to master* English. What I want is *to be left* alone.
Part of a Compound Verbal Predicate	We must *stay* at home. We decided *to work* together.
Object	He asked me *to wait.* He promised *to come* in time.
Attribute	He is always the first *to come.* The article *to be translated* is on the table.
Adverbial Modifier	I have come here *to help* you. The problem is too complicated *to be solved* at once.

REFERENCE LIST OF VERBS FOLLOWED BY INFINITIVES

A. Verbs Followed Immediately by the Infinitive	
1. *afford*	I ***can't afford to buy*** it.
2. *agree*	They ***agreed to help*** us.
3. *appear*	She ***appears to be*** tired.
4. *arrange*	I'll ***arrange to meet*** you at the airport.
5. *ask*	He ***asked to come*** with us.
6. *beg*	He ***begged to come*** with us.
7. *care*	I ***don't care to see*** that show.
8. *claim*	She ***claims to know*** a famous movie star.
9. *consent*	She finally ***consented to marry*** him.
10. *decide*	I ***have decided to leave*** on Monday.
11. *demand*	I ***demand to know*** who is responsible.
12. *deserve*	She ***deserves to win*** the prize.
13. *expect*	I ***expect to enter*** graduate school next year.
14. *fail*	She ***failed to return*** the book to the library in time.
15. *forget*	I ***forgot to mail*** the letter.
16. *hesitate*	***Don't hesitate to ask*** for my help.
17. *hope*	Jack ***hopes to arrive*** next week.
18. *learn*	He ***learnt/learned to play*** the piano.
19. *manage*	She ***managed to finish*** her work early.
20. *mean*	I ***didn't mean to hurt*** your feelings.
21. *need*	I ***need to have*** your opinion.
22. *offer*	They ***offered to help*** us.
23. *plan*	I ***am planning to have*** a party.
24. *prepare*	We ***prepared to welcome*** them.
25. *pretend*	He ***pretends not to understand***.
26. *promise*	I ***promise not to be*** late.
27. *refuse*	I ***refuse to believe*** his story.
28. *regret*	I ***regret to tell*** you that you failed.
29. *remember*	I ***remembered to lock*** the door.
30. *seem*	That ***cat seems to be*** friendly.
31. *struggle*	I ***struggled to stay*** awake.
32. *swear*	She ***swore to tell*** the truth.
33. *threaten*	She ***threatened to tell*** my parents.
34. *volunteer*	He ***volunteered to help*** us.
35. *wait*	I ***will wait to hear*** from you.
36. *want*	I ***want to tell*** you something.
37. *wish*	She ***wishes to come*** with us.
B. Verbs Followed by the Pronoun + the Infinitive	
1. *advise*	She ***advised me to wait*** until tomorrow.
2. *allow*	She ***allowed me to use*** her car.
3. *ask*	I ***asked John to help*** us.

4. *beg*	They ***begged us to come***.
5. *cause*	Her laziness ***caused her to fail***.
6. *challenge*	She ***challenged me to race*** her to the corner.
7. *convince*	I couldn't ***convince him to accept*** our help.
8. *dare*	He ***dared me to do*** better than he had done.
9. *encourage*	He ***encouraged me to try*** again.
10. *expect*	***I expect you to be*** in time.
11. *forbid*	I ***forbid you to tell*** him.
12. *force*	They ***forced him to tell*** the truth.
13. *hire*	She ***hired a boy to mow*** the lawn.
14. *instruct*	He ***instructed them to be careful***.
15. *invite*	Harry ***invited the Johnsons to come*** to his party.
16. *need*	We ***needed Chris to help*** us figure out the solution.
17. *order*	The judge ***ordered me to pay*** a fine.
18. *permit*	He ***permitted the children to stay up*** late.
19. *persuade*	I ***persuaded him to come*** for a visit.
20. *remind*	She ***reminded me to lock*** the door.
21. *require*	Our teacher ***requires us to be*** in time.
22. *teach*	My brother ***taught me to swim***.
23. *tell*	The doctor ***told me to take*** these pills.
24. *urge*	I ***urged her to apply*** for the job.
25. *want*	I ***want you to be*** happy.
26. *warn*	I ***warned you not to drive*** too fast.

THE GERUND. FORMS AND FUNCTIONS

Presentation

The Gerund is a non-finite form of the verb which has noun and verb characteristics.

Gerund	Active	Passive	Uses
Indefinite	reading	being read	The action expressed by the gerund: a) is simultaneous with that expressed by the finite verb. b) doesn't refer to any particular time.
She likes *reading*. She likes *being read*.			
Perfect	having read	having been read	The action expressed by the gerund precedes that expressed by the finite verb.

Thank you *for having helped me.* I remember *having been asked* this question.

Functions	Examples
Subject	*Reading* books is useful. *Smoking* is harmful. *Reading* love stories made her cry.
Predicative	His hobby is *collecting* stamps. The main thing is *getting* there in time. Seeing is *believing*.
Part of a Compound Verbal Predicate	She went on *reading*. She stopped *smoking*.
Direct Object	I couldn't avoid *speaking* to her. The film is worth *seeing*. I don't mind *waiting*.
Prepositional Object	I am fond of *reading*. He insisted on *doing* the work himself. I don't like his habit of *making* people wait.
Attribute	All liked the idea of *going* to the country. I have no intention of *discussing* this question. There are different ways of *solving* this problem.
Adverbial Modifier	On *entering* the room he came up to me. He left the room without *saying* a word. Excuse me for *being* so late.

REFERENCE LIST OF VERBS FOLLOWED BY GERUNDS

1. *admit*	He ***admitted stealing*** the money.
2. *advise*	She ***advised waiting*** until tomorrow.
3. *anticipate*	I ***anticipate having*** a good time on vacation.
4. *appreciate*	I ***appreciated hearing*** from them.
5. *avoid*	He ***avoided answering*** my question.
6. *complete*	I finally ***completed writing*** my term paper.
7. *consider*	I ***will consider going*** with you.
8. *delay*	He ***delayed leaving*** for school.
9. *deny*	She ***denied committing*** the crime.
10. *discuss*	They ***discussed opening*** a new business.
11. *dislike*	I ***dislike driving*** long distances.
12. *enjoy*	We ***enjoyed visiting*** them.
13. *finish*	She ***finished studying*** about ten.
14. *forget*	I'***ll never forget visiting*** Napoleon's tomb.
15. *can't help*	I ***can't help worrying*** about it.

16. *keep*	I ***keep hoping*** he will come.
17. *mention*	She ***mentioned going*** to the cinema.
18. *mind*	***Would*** **you** ***mind helping*** me with this?
19. *miss*	I ***miss being*** with my family.
20. *postpone*	Let's ***postpone leaving*** until tomorrow.
21. *practise*	The athlete ***practised throwing*** the ball.
22. *quit*	He ***quitted trying*** to solve the problem.
23. *recall*	I ***don't recall meeting*** him before.
24. *recollect*	I ***don't recollect meeting*** him before.
25. *recommend*	She ***recommended seeing*** the show.
26. *regret*	I ***regret telling*** him my secret.
27. *remember*	I ***can remember meeting*** him when I was a child.
28. *resent*	I ***resent her interfering*** in my business.
29. *resist*	I ***couldn't resist eating*** the dessert.
30. *risk*	She ***risks losing*** all of her money.
31. *stop*	She ***stopped going*** to classes when she got sick.
32. *suggest*	She ***suggested going*** to the cinema.
33. *tolerate*	She ***won't tolerate cheating*** during an examination.
34. *understand*	I ***don't understand his leaving*** school.

Practice

Exercise 1 Fill in the blanks with the verbs in brackets, using the appropriate –infinitive form.

1. He doesn't want _____ you. (disturb)
2. He didn't want anything _____ in his office. (change)
3. She wants _____it. (understand)
4. She wants _____. (understand)
5. The expert began ____ the fingerprints very slowly. (lift)
6. The telegram is _____ immediately. (send)
7. She was afraid _____ this question. (ask)
8. I am glad _____ yesterday. (examine)
9. There are a lot of legal documents_____ today. (deal with)
10. We were sorry _____the opportunity to take part in this seminar. (miss)

Exercise 2 Choose the proper form of the Infinitive.

1 She wants _____ to the conference.

a) to invite b) to be invited

2 I don't know what _____ of him.

a) to expect b) to be expected

3 I have come _____ you.

a) to consult b) to have been consulted

4 Mrs. Larsen was posted to Athens _____ the new law office.

a) to set up b) to have set up

5 Allow me _____myself.

a) to introduce b) to be introduced

6 She didn't know where _____ him.

a) to find b) to be finding

7 Everything was done _____ him.

a) to save b) to be saved

8 This is the key problem _____ immediately.

a) to be solved b) to solve

9 We are _____ this key problem immediately.

a) to solve b) to be solved

10 It was hardly necessary _____ them.

a) to inform b) to be informing

Exercise 3 Underline the correct word from each pair in italics.

"As a government, we 1) *make / let* cigarette manufactures 2) *to print / print* warning notices on every packet because we want to 3) *make / let* people 4) *realize/ realizing* that it is a very dangerous habit. We do not 5) *make / let* them 6) *to advertise / advertise* on TV but we 7) *make / let* them 8) *sponsoring / sponsor* sporting events. In addition, recent studies show that things like nicotine chewing gum can 9) *make / help* people 10) *give up / giving* up more effectively, and we now 11) *make / let* people 12) *buying / buy* these directly from pharmacies."

Jane Godward, spokesperson for the Department of Health

Exercise 4 Fill in the blanks with the verbs in brackets, using the –ing form or to+infinitive.

1. There is nothing wrong with the photocopier. It just needs *servicing*. (service)

2. We need ____ (look) at this proposal very carefully before we make a decision.

3. I'll make a note in my diary so that I will remember _____ (send) you the information you need.

4. She was unwilling _____ (help).

5. He admitted to _____ (lie) to the police.

6. You shouldn't _____ (believe) everything he says.

7. He wasted valuable time _____ (talk) on the phone.

8. I don't mind giving talks now, but I'll never forget _____ (give) my first presentation.

9. I regret to say that we will not be able _____ (give) you the contract.

10. The documents of the case need _____ (review).

Exercise 5 Complete the questions using a suitable question word and the infinitive. Then choose a suitable answer.

Culture Quiz – visiting Britain

1. I am going to visit Britain shortly on a training course, and I may go out to the pub with my British counterparts. I am not sure (what/do) *what to do* about buying drinks. Which option is correct?

A I should only pay for the drinks I have.

B I should let other people by me drinks.

C Each member of the group should take turns in buying everyone a drink.

2. I have been invited to an informal dinner at the house of a British business colleague in London. The invitation is for 8 p.m, but I am not sure (when/arrive) _____ at the house. Which of the following is more polite?

A I should arrive a few minutes early, and certainly no later than 8 p.m.

B I should arrive ten to fifteen minutes late.

C I should arrive about 45 minutes late.

3. In Japan we often give business contacts small gifts to show we appreciate their hospitality. If I go to a British colleague's house for a meal, I don't know (whether/take) _____ a gift or not. Should I:

A not take anything?

B take a bottle of wine or some flowers?

C offer to pay for a cost of the meal?

4. I am about to attend a conference in London. I have read about "body language", and I am not sure (how close/stand) _____ when I am talking to British people. Should I stand:

A about 30 cm away?

B about 90 cm away?

C about 2 meters away?

5. I find taxi drivers in London rather aggressive. If the fare is J 5, I am not sure (how much/give) _____ the driver. Should I pay:

A J 5. 00?

B J 5.50?

C J6.00?

6. When leaving a group of colleagues after an informal evening out, we normally shake hands with everyone. I am not sure (how/behave) _____ in England? Should I:

A shake everyone by a hand?

B shake the men by the hand and kiss the women on the cheek?

C do nothing?

Key: 1. C; 2. B; 3. B; 4. B; 5. B; 6. C

Exercise 6 Complete the sentences with the verbs in brackets, using *the passive –ing form* ***or*** *the passive infinitive.*

1. You deserve _____ (pay) more because you do a lot of overtime.

2. When I am giving a presentation, I don't mind _____ (ask) questions.

3. Most of their sales team in Spain tend _____ (recruit) locally.

4. The company avoided _____ (take over) by splitting up into several different groups.

5. She hopes _____ (send) to our Paris office when it opens next year.

6. He took the telephone off the hook because he didn't want _____ (disturb).

7. That explains his _____ (fire) from his job last week.
8. I don't mind his _____ (promote) above me last month.
9. She dislikes _____ (tell) how run her department.
10. He expects _____ (promote) soon.

Exercise 7 Open the brackets and use the proper gerund either in the active or passive voice.

1. The speaker was annoyed at _____ (interrupt) every other moment.
2. He showed no sign of _____ (hurt).
3. They showed no sign of _____ (recognize) us.
4. He insists on _____ (pay) for his work done.
5. We did not want to speak to the correspondent and tried to avoid _____ (interview) by him.
6. Excuse me for _____ (give) so much trouble to you.
7. After _____ (examining) by the doctor I was given a sick leave.
8. They deny _____ (rob) the bank, but admit making plans about it.
9. The problem is not worth _____ (speak of).
10. After _____ (look through) the papers were registered.

Exercise 8 Complete the dialogue. Put the verbs in brackets into the infinitive (e.g. to work) or the –ing form. (e.g. working)

A: How can we justify 1) _____(spend) so much money on advertising? We agreed 2) _____ (try) and cut down expenditure, but this proposal of yours means 3) _____(use) even more resources than last year.

B: I realize that, and I would like 4) _____ (make) cuts, but we can't afford 5) _____ (lose) any market share at the moment. If we are hoping 6) _____ (increase) sales, we've got to carry on 7) _____ (advertise).

A: Maybe, but I can't help 8) _____ (feel) that there's a better way. For a start I'd suggest 9) _____ (get)some other advertising agencies to give us some quotes.

B: OK, I'll arrange 10) _____ (see) some others and I'll let you know what they say.

Exercise 9 Match the beginning of the sentences in column A with the right endings in column B.

A	B
1. I'm sure we've paid that invoice. I remember	to book one in advance.
2. Did you remember	to save the file.
3. I've given my PA a list of jobs that needed	announcing my first speech for the defence.
4. There are plenty of hotel rooms available, so you don't need	signing the cheque and sending it to them.
5. He lost several hours' work. He switched off the computer but he had forgotten	to give Peter my massage?
6. I don't mind giving talks now, but I'll never forget	doing before the sales conference starts.
7. He wasn't at the office when I phoned, so I think I'll try	to enter the Japanese market, but it was extremely difficult.
8. For a long time, the company tried	ringing him on his phone number. He might be there.
9. I will never forget	hearing his name.
10. I'm not sure if I have met Mr. Martino, but I remember	walking into the office on my first day at work.

Task 1 Complete these sentences with a verb in the –ing form or the infinitive.

1. I know for sure that we placed an order with them. I remember …

sending them the form myself.

2. The meeting has gone on for two hours already, so we stopped …

_____

3. I'll never forget …

_____

4. I'm a very organized person. I like …

5. An advocate has a lot of responsibilities during the trial. In addition to …

6. I am really looking forward to …

7. A lot of business people in this country object to …

Task 2

A *Say which of the following you like or prefer doing, and why.*

1. have holidays abroad / in your own country

I prefer having holidays abroad because the weather is much better.

2. start work early / late

3. work alone / with other people

4. eat lunch out / at my desk

B *Say which of the following you would prefer and, why.*

1. be rich or be famous

I'd prefer to be rich because If I were famous, I wouldn't be free.

2. have a larger house or a bigger car

3. work for a man or a woman

4. have a more demanding job or more time for yourself

UNIT 15
THE PARTICIPLE I, II

Presentation

The Participle is non-finite form of the verb which has verbal, adjectival and adverbial properties. There are two participles in English: **Participle I** or **Present Participle** and **Participle II** or **Past Participle**.

Participle I			
Forms			Usage
	Active	Passive	
Indefinite	asking	being asked	Represents an action as going on or incomplete or imperfect. *(e.g. You should address the officer **investigating** homicides.)*
Perfect	having asked	having been asked	Represents an action as completed some time in the past. *(e.g. **Having obtained** the warrant the customs officer searched the business records of Mr. Frank.)*

Present Participle Active is used when the noun or pronoun it refers to denotes the subject of the action expressed by the participle.

Present Participle Passive shows that the noun or pronoun it refers to denotes an object of the action expressed by the participle.

The Past Participle for regular verbs is the same as their past forms (look-looked-**looked** and study-studied-**studied**), for example. For irregular verbs, the past and past participle forms are different (for example, be- was/were-**been** and go-went-**gone**).

Participle II represents a completed action or state:

*e.g. The International Court of Justice consists of fifteen judges **elected** by the General Assembly for a nine-year term.*

The Participles have two main **functions**: they are used as an attribute and as an adverbial modifier. Besides Participle II can be used as a predicative.

Participle I

1) attribute: *The police shall arrest the pickets **sitting** down in the highway.*

2) adverbial modifier: *While **conducting** a search in the house the police found stolen goods.*

Participle II

1) attribute: *Tribunals **chaired** by someone who is legally qualified often consist of lay people.*

2) adverbial modifier: *When **asked** about the accident he said nothing new.*

3) predicative: *The policeman felt **disappointed** after investigation.*

Translation of the Participle

Form of Participle	Translation
discussing	що обговорюється, обговорюючи
having discussed	обговоривши
being discussed	який обговорюють
having been discussed	який обговорили, будучи обговореним
discussed	обговорений

Practice

Exercise 1 Translate the following sentences with Participle I and Participle II.

1. Contemporary policemen have the same general objectives as did their counterparts of old: to protect life and property and safeguard the individual liberties guaranteed by the Constitution.

2. Policemen are given certain limited powers to pursue those objectives.

3. The certainty of arrest and prosecution has a deterrent effect, it enables society to punish offenders, to lessen the prospect of repetition by causing suspects to be incarcerated, and provides an opportunity for rehabilitation of those convicted.

4. More than 600,000 full-time law enforcement personnel, including almost 500,000 sworn officers and over 100,000 civilian employees, serve these agencies.

5. American policing differs from that found in most other countries in its diversity of forces and lack of central coordination and command.

6. During the twentieth century the English police forces have become well-known throughout the world from the great mass of fiction about crime and detection poured out by so many English authors and often translated into many other languages.

7. The modern policeman needs a great variety of new professional skills to enable him to deal with new-style crime affecting life in Britain no less than in other countries.

8. Most countries have a national police force controlled by central Government.

9. The police are helped by a number of Special Constables – members of the public working for the police voluntarily for a few hours a week.

10. Policemen are to be seen in towns and cities keeping law and order, either walking in the streets or driving in cars.

Exercise 2 Replace the following parts of the sentences using Participle I.

1. I wouldn't have journalists ***who distort*** the facts of the case.
2. A constable must have reasonable suspicion ***which justifies*** the arrest.
3. The lawyer ***who is announcing*** the sentence is a judge.
4. The criminal ***who was escaping*** from Winston prison was rather dangerous.

5. The burglar ***who broke*** into their house at night was not alone, somebody helped him.

6. The unknown man ***who is following*** us looks like a criminal.

7. The plaintiff is a party ***which brings*** an action to win compensation.

8. Recently there have been continuous debates ***which regarded*** the legitimacy of government intervention in matters of birth control.

9. The man ***who steals*** from pockets is a pickpocket.

10. All criminal trials in Britain are held before a judge and a jury ***which consists*** of 12 ordinary people.

Exercise 3 Rewrite the following parts of the sentences using Participle II.

1. We live in the city ***which was founded*** more than 1,500 years ago.

2. Money bills ***which are concerned*** with taxation are always introduced by the Commons.

3. The first ten amendments to the Constitution of the USA ***which are known*** as the Bill of Rights were adopted in 1791.

4. English medieval law ***which is administered*** by courts reflected the "common" traditions and customs of the USA.

5. The civil law ***which is found*** in continental Europe can be contrasted to the common-law system.

6. The jury ***which is selected*** from local citizens applies the law to reach a verdict.

7. The interpretation of law ***which is made*** by appellate courts forms the precedents that govern future cases.

8. The evidence ***that was already fixed*** on the paper proved his innocence.

9. Financial losses ***which were covered*** by the defendant were considerably high.

10. Ukraine's declaration of independence ***which was approved*** by a popular vote in 1991 has become a general rule.

Exercise 4 Match the sentences with the appropriate Participle II.

1. The fine ____amounted to three hundred dollars.	mentioned
2. There are several wishes _____in the will.	charged with
3. The document _____cannot be accepted.	paid
4. The _____questions were of no importance.	corrected
5. Physical damage _____by the plaintiff was terrible.	suffered
6. In modern societies some _____ body such as a legislature or court makes the law.	drawn up
7. The Constitutional Court _____ protecting and interpreting the constitution is the highest court in Ukraine.	expressed
8. Precedents _____ by previous cases can be used to adjudicate new disputes.	used
9. At the annual opening of Parliament the Queen reads out a speech _____ by the Prime Minister.	authorized
10. Civil law _____ in many countries is based on ancient Roman law.	set

Exercise 5 Choose the correct word.

1. The Congressman was *satisfying / satisfied* with the results of the election.
2. Are you *interesting / interested* in politics?
3. They were *disappointing / disappointed* with the Justice's decision.
4. It's sometimes *embarrassed / embarrassing* when you have to ask people for money.

5. Why does he always look so *boring / bored*?

6. Is his work really so *bored / boring*?

7. Most of the policemen have a really *impressed / impressive* experience in searching for criminals.

8. Our aim is to create a *law-governing / law-governed* state.

9. It was not *surprised / surprising* that he did not want to take part in the planned crime.

10. The executor is the person *appointing / appointed* to 'execute' the will.

Exercise 6 Match the sentences with the appropriate Participle.

1. To inform a juvenile's parents of his arrest is sometimes a heavy responsibility _____ on the custody officer.	selected
2. In Britain the vast majority of judges are_____	relating
3. Magistrates _____ by special committees in every town and city are also called Justices of the Peace.	belonging
4. All the suspects _____ to a "similar group" should be paraded separately.	heard
5. The _____ officer can request a video identification if a suspect refuses an identification parade.	investigating
6. A sudden death of a pop star _____ by the coroner's court was quite a shock for the city.	unpaid
7. These documents were not the evidence _____ to the offence.	fitting
8. The Supreme Court is reviewing the case _____ in a lower court.	decided
9. Cases _____ in Magistrates' Courts can be appealed to the Crown Court.	lying

10. Sergeant Brown saw a person _____ the description of the burglar, stopped and searched him.	investigated

Exercise 7 Choose the best variant.

1. _____of a petty larceny Henry Tucker was arrested.
   a) suspected
   b) suspecting
   c) being suspected
2. A custody officer makes a written record in the presence of the person ____, informing at that time the person orally of the grounds of his detention.
   a) arresting
   b) arrested
   c) being arrested
3. _____ nothing more to say the prisoner kept silence.
   a) having
   b) being had
   c) having had
4. _____ that the person arrested would appear in court the custody officer decided to detain him.
   a) being doubted
   b) doubted
   c) Doubting
5. _____ not to prosecute the young man the police released him without bail.
   a) being decided
   b) having decided
   c) deciding
6. _____no evidence against him we won't be able to charge him.
   a) having had
   b) being had
   c) Having
7. _____the criminal, the police car ran into a truck.
   a) following

b) being followed
c) followed

8. _____ and searched the man in the circumstances you acted unlawfully.
a) being stopped
b) stopped
c) having stopped

9. The Court gives advisory opinions on legal matters _____ to it by the General Assembly, the Security Council and other organs authorized by the General Assembly.
a) being referred
b) referred
c) referring

10. Tribunals _____ by someone who is legally qualified often consist of lay people.
a) having been chaired
b) being chaired
c) chaired

Exercise 8 Form the Participle I or II using the infinitive in brackets.

1. You'll have to study five years to be _____ as a lawyer. (to qualify)
2. _____Miss Fisher to cross-examination I wanted to get to the truth. (to submit)
3. Philip White seems to be a _____ lawyer. (to promise)
4. _____ unlawfully Mrs. Craddock complained the police actions. (to arrest)
5. _____the suspect on video the witness didn't identify him. (to show)
6. _____ that the man was going to steal something the shop owner called a policeman. (to suspect)
7. _____ with a gun I had nothing to do but give my purse to a robber. (to threaten)
8. A crowd of _____ people was waiting for the end of the trial outside the court building. (to excite)

9. More serious offences are tried by the Crown Court, _____ by a judge _____ with a jury. (to preside; to sit)

10. _____drunk the driver ran down a passer-by. (to be)

Exercise 9 Translate the following word combinations into English.

1. Надані повноваження.
2. Люди, що голосують на виборах.
3. Розкритий злочин.
4. Закон, що захищає права громадян.
5. Обвинувачувана особа.
6. Сторона, яка сплачує збитки позивачеві.
7. Кваліфіковані юристи.
8. Кабінет, що складається з міністрів.
9. Партія, що перемагає на виборах.
10. Викрадені гроші.

Exercise 10 Translate the sentences using the Participle.

1. Ви порушили закон, не забезпечивши присутність дорослого під час допиту неповнолітнього.
2. Судячи з відбитків пальців, злочинців було декілька.
3. Чесно кажучи, я не дуже довіряю показам цього свідка.
4. Справа, розпочата проти адвоката, повністю підірвала його репутацію.
5. Мені потрібні всі справи у друкованому вигляді.
6. Були виявлені нові докази, що виправдовують його повторний арешт.
7. Говорячи неправду, ви лише завдаєте собі шкоди.
8. Юрисдикція Міжнародного Суду поширюється на справи, представлені сторонами.
9. Деяким особам, пов'язаним із правом, не дозволено бути присяжними.
10. Стали відомі деякі факти, приховані клієнтом від його адвоката.

Production

Task 1 Read the excerpt of the lecture on questions of law by the professor from the USA and find all forms of the Participle. Using these Participles try to compose your own sentences connected with law.

Jurisprudence is the philosophy of law, or the science dealing with positive law and legal relations. The study of jurisprudence asks questions such as: What is law? Where does it come from? Why do we have it? When do we first meet it? Where have you met it? In my opinion, no nation that does not have an informed populace in jurisprudence can be strong and free.

Fundamentally, law may be called rules governing behavior between people.

Purposes for law include: to regulate human relations; to determine ownership/control of property: to fix parameters of freedom in community and relationships by restraining anarchy (for without law there is only anarchy); to produce justice. But so long as we agree and live out our agreements, we do not need written law. But when we disagree, we must have a system designed to restore us to agreement or decide between us so we do not fall into blood feuds. To have a system we must recognize need for a Rule of Law.

But who decides what is or is not justice? A legislature passing laws? Public opinion directing legislators? Judges? Juries? Money? Lawyers? Yes, but No - each individual will decide, inside him, when in conflict, whether he will accept the outcome as justice or not.

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

Task 2 In the excerpt from the previous task the professor puts some questions of law. Read them one more time and try to answer them using your own knowledge of law. You may present your information in the form of mini-dialogues. Try to make use of the Participles if it is possible.

Question 1 What is law?

Question 2 Where does law come from?

Question 3 Why do we have law?

Question 4 When do we first meet law?

Question 5 Where have you met law?

Question 6 Who decides what is or is not justice?

UNIT 16
PROGRESS CHECK (ACTIVE VOICE). PROGRESS CHECK (THE PARTICIPLE, THE GERUND, THE INFINITIVE)

1. Choose the appropriate form of the verb.

1. The investigator *question/ will question/ questioned* prisoners yesterday.

2. The Court of Appeal *hears /hear /hearing* appeals from criminal cases in the Crown Courts.

3. Frank is in his office. He is *analyzes /analyzing/analyzed* the date.

4. While I *was checking/ checked /was checked* the documents, Tony was writing a thank-you letter.

5. You *report /are reporting /will be reporting* to me from now on.

6. I *had finished/ will finish/ finished* the project by the time you returned.

7. The attorney *has done/ had done/ was doing* a great deal of work recently.

8. The solicitor *was/ has been/is* here since two o'clock.

9. I will *finish/ finished/ will have finished* my project before you arrive.

10. By next September my sister *will work/ will be working/ will have been working* for a law firm for five years.

2. Put the verb into the correct form.

1. The unknown man who is following us (to look) like a criminal.
2. At this very moment the lawyer (to try) to call you.
3. The collapse of the Soviet Union in 1991 (to bring) Ukraine independence.
4. The Prime Minister (to head) the Government.
5. The House of Lords (to be) the final court of appeal.
6. They (to discuss) this question when the witness came in.
7. He (not, to finish) his work yet.

8. The students (to start) the discussion by the time you come.
9. He (to file) a complaint against the defendant next month.
10. His father (to commit) a crime in 1978.

3. Choose the correct form, -ing or to +infinitive.

1. There seems *to be / being* something wrong – I can't access the network.
2. Have you considered to *extend / extending* your warranty by another year?
3. I'd like *to have / having* a word with you in my office.
4. We risk *to lose / losing* their contract if there are any more problems.
5. I suggest to *postpone / postponing* any final decisions until we know all the facts.
6. We can't afford *to spend/spending* so much money on business lunches.
7. She agreed *to prepare/preparing* some documents before the next meeting.
8. I don't mind *to wait /waiting* if Mr. Neuburger is busy.
9. We decided *to advertise/advertising* for staff in the national press.
10. It's not worth *to waste/wasting* any more time trying to fix this – it's broken.

4. Put the verb into the correct form: *the Infinitive, Participle I or the Gerund.*

1. We didn't have an opportunity (apprehend) him.
2. The most offences (involve) criminal law are those against the state.
3. Copyright law protects literary and artistic works (include) paintings and sculpture.
4. They want him (pay) damages.
5. I've never heard him (start) legal proceedings.
6. They'll look forward to (charge) him for the second time.

7. The offence turned out (be) committed while sleepwalking, and this act can't be qualified as a crime.

8. (enter) his room, he rang up the legal adviser.

9. If I delay (write) the report any longer, my boss will be furious.

10. We guarantee (replace) any faulty parts for a period of two years.

5. Choose the correct item.

1. Roman law is a system of laws *evolved/to evolve /evolving* in the 8th century BC.

2. Authority is the control *to result /resulting/resulted* from a community's system of rules.

3. The civil law includes cases *related /to be related/relating* to family, property and contracts.

4. Family law includes the laws *governed by /governing/ to govern* marriage, divorce and welfare of children.

5. We can't believe him *to have revoked/to revoke/revoking* the offer.

6. I suspect him *copying /of copying/to copy* this computer program.

7. They sold the original work for low price *to leave/by leaving /leaving* the original creator without a chance to get economic reward.

8. I expected *receiving/to receive /to be received* a letter from them, but nothing has arrived so far.

9. I made them *to give me/give me/giving to me* money back.

10. She is very good *solve/at solving/solving* problems.

6. Read the article below. Put the verbs into the correct form.

No smoke without fire

An old fashioned pub in the quiet town of Shrewsbury is at the front of a controversial new revolution that is threatening to spread across the country. Of the 60 000 pubs in the country, the "Three Fishes" is one of only four that do not allow the customers (**smoke**).

The landlady, Avril Wardrop, is all in favour of the idea. The tourists love it, and even regulars like the fact that the landlady doesn't make them (**have**) a drink or meal in a smoke-filled room. What is more, it is good for business – the ban on smoking gas enabled her (**increase**) turnover by 30% in the past two years.

The changes at the "Three fishes" would be welcomed by Stanton Glantz, Professor of Medicine at the University of California. He is the tobacco companies' public enemy number one because he has persuaded California and other US states (**ban**) smoking in all bars and restaurants.

Glantz is in Britain because the Department of Health has invited him **(talk)** to ministers and officials about the dangers of passive smoking.

He is shocked by levels of passive smoking that he can see around him, and feels that non-smokers should do more to encourage the government **(bring in)** stricter laws. "I feel like I'm in a time warp here – it's like we were in California in 1985". Many offices may now be non-smoking zones but apart from that, people have no legal protection from passive smoking. According to the law, taxi drivers cannot ask their passengers **(put)** out their cigarettes, and the law actually lets child-minders **(smoke)** in the presence of children if they have the parent's permission.

Even hospitals are not required to be smoke free.

Glants believes passionately in free choice for smokers and non-smokers. Everyone is allowed to be stupid, but smokers do not have the right **(force)** other people (**breathe in**) their smoke. It's as simple as that.

7. Read these sentences and put the verb into the correct non-finite form.

1. A criminal lawyer is a lawyer (*specialize*) in felonies.

2. A war criminal is a person (*find guilty*) in crimes against humanity.

3. Criminal liability is a responsibility for (*commit*) a crime.

4. Murder is the unlawful crime (*commit*) against a person.

5. (*Arm*) robbery is the unlawful taking of another's property (*use*) some dangerous weapon.

6. In most countries detectives may obtain their position by competitive examination (*cover)* various subjects.

7. By (*compare*) fingerprints at the scene of a crime with the fingerprint record of (*suspect*) persons, absolute proof of the presence or identity of a person can be established.

8. My partner objected to my (*sign*) the contract.

8. The words in each sentence are in the wrong order. Rewrite them in the correct order.

1. the joint venture from our partner's expertise enabled us to benefit
2. she helped to install me the software.
3. they have invited to me speak at the conference.
4. he warned to me not park there.
5. could you to remind me call Head Office later?
6. they trained to us maintain the new machines.
7. she encouraged to apply me for the job.
8. we hope by next Saturday the job to have finished.
9. would it for you to phone me tomorrow be easy?
10. rates to cut the Minister interest urged the employers' federation.

9. Match the phrases in italics on the left with their meaning a) or b) on the right.

1. We ***stopped using*** that firm of accountants.	a) pause in the middle of doing something else
2. We ***stopped*** at the office ***to take*** some documents.	b) quit, not do it any more
3. I ***regret saying*** 'no' to that job in Paris.	a)be sorry about something in the past
4. I ***regret to tell*** you that the items you need are out of stock.	b)be sorry about what you are going to say

7. I looked out the window and ***saw the suspect crossing*** the road.	a) refer to complete events/actions which are seen from beginning to end
8. I ***saw the suspect cross*** the road and ***disappear*** into the post office.	b) pay attention to event or action that are already going on

10. Choose the correct item.

1. I watched the prisoner *escaping/being escaped/to escape* from prison.

2. All preparations *making /being made/to make*, the judge sat down.

3. The convicted person was standing, with his arms *crossing/cross/crossed* and his head *bending/bent/bend.*

4. A plane was heard *flying/flown/having been flown* high in the sky.

5. She remembers *having sentenced/having been sentenced/ sentenced* to ten months for shoplifting.

6. She remembers her friends *helping/being helped/having helped* her then.

7. Suddenly I heard her *call/to call/called* the criminal's name.

8. They considered him *been/to be/is* the best investigator in London.

9. The policeman allowed us *having/have/to have* a smoke.

10. He is said *to deal /to be dealing/ to be dealt* with this dangerous case.

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