# GRAMMAR FOR STUDENTS OF ECONOMICS



ДЕРЖАВНА ФІСКАЛЬНА СЛУЖБА УКРАЇНИ
УНІВЕРСИТЕТ ДЕРЖАВНОЇ ФІСКАЛЬНОЇ СЛУЖБИ УКРАЇНИ

СЕРІЯ «ПОДАТКОВА ТА МИТНА СПРАВА В УКРАЇНІ»

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# GRAMMAR FOR STUDENTS OF ECONOMICS

***Навчальний посібник***
***для студентів-економістів з курсу***
***«Іноземна мова»***

*За загальною редакцією кандидата педагогічних наук*
*Л. В. Онучак*

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Призначений для студентів економічних спеціальностей вищих навчальних закладів денної та заочної форм навчання та може використовуватися як під час аудиторних занять, так і для самостійної роботи студентів.

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# ПЕРЕДМОВА

Практична граматика посідає провідне місце у програмі вивчення іноземної мови та є невід'ємною складовою усіх навчальних ситуацій. Без знання граматики неможливе повноцінне спілкування як в усній, так і в письмовій формі.

Навчальний посібник "Grammar for Students of Economics" у першу чергу призначений для студентів економічних факультетів вищих навчальних закладів та складений згідно з вимогами програми «Іноземна мова» для підготовки бакалаврів у галузі знань «Економіка і підприємництво». Посібник охоплює базову нормативну граматику англійської мови із використанням оригінального лексичного мінімуму за професійним спрямуванням, який враховує основні проблеми економіки та сприяє нагромадженню словникового запасу, удосконаленню мовленнєвих навичок та формуванню соціально-комунікативної позиції фахівця з економіки.

Мета посібника – удосконалення граматичних навичок на основі професійно спрямованого матеріалу.

"Grammar for Students of Economics" охоплює 16 розділів (Units), кожний із яких присвячено окремій граматичній темі. Зміст кожного розділу структуровано в межах трьох логічно цілісних частин: короткий граматичний коментар із теми, забезпечений прикладами; комплекс вправ на тренування вживання відповідних граматичних структур; завдання творчого характеру, призначені не лише для закріплення опанованого граматичного матеріалу, а й для розвитку іншомовної професійної комунікативної компетенції.

Праця є друкованою версією електронного посібника, створеного у програмі ElanTeS.

Навчальний посібник "Grammar for Students of Economics" може бути використаний як на аудиторних заняттях, так і під час самостійної позааудиторної роботи, оскільки містить і теоретичний, і практичний матеріал, викладений у чіткій послідовності – від простого до складного.

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# UNIT 1
# THE NOUN: NUMBER, CASE, WORD FORMATION. THE ARTICLE

## NOUNS: SINGULAR AND PLURAL

| Singular | Plural | Uses |
|---|---|---|
| day<br>goal<br>skill<br>purpose | days<br>goals<br>skills<br>purposes | The plural of a noun is usually made by adding *–s* to the singular. |
| tomato<br>match<br>dish<br>class<br>box | tomatoes<br>matches<br>dishes<br>classes<br>boxes | Nouns ending in ***-o***, ***-ch***, ***-sh***, ***-s***, ***-ss*** or ***-x*** form their plural by adding ***-es***.<br>(NOTE: words of foreign origin or abbreviated words ending in ***-o*** add ***-s*** only: *dynamo - dynamos; kilo - kilos; photo - photos; piano - pianos).* |
| study<br>theory | studies<br>theories | Nouns ending in ***-y*** following a consonant form their plural by dropping the ***-y*** and adding ***-ies***. |
| loaf<br>wife<br>wolf<br>calf<br>half<br>knife<br>shelf<br>life | loaves<br>wives<br>wolves<br>calves<br>halves<br>knives<br>shelves<br>lives | 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.*<br>(Exceptions: *beliefs, chiefs, roofs, cliffs, safes, cuffs, handkerchiefs*).<br>The nouns *hoof, scarf* and *wharf* take either ***-s*** or ***-ves*** in the plural: *wharfs* or *wharves*, *hoofs* or *hooves*; *scarfs* or *scarves.* |
| man<br>woman<br>foot<br>goose<br>tooth<br>louse<br>mouse<br>child | men<br>women<br>feet<br>geese<br>teeth<br>lice<br>mice<br>children | A few nouns form their plural by a vowel change. |
| sheep<br>deer<br>fish<br>species<br>swine | sheep<br>deer<br>fish<br>species<br>swine | Some nouns have the same form for singular and plural. |
| crisis<br>criteriond<br>datum | crises<br>criteria<br>data | Some nouns that English has borrowed from other languages have foreign plurals. |

# NOUNS: COMMON AND POSSESSIVE CASE

| **a) Singular Noun** | **Possessive Form** | |
|---|---|---|
| the girl | the ***girl'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 | 2. Classical names ending in ***-s*** usually add only the apostrophe. |
| Archimedes | ***Archimedes'*** Law | |
| Pythagoras | ***Pythagoras'*** | 3. Other names ending in ***–s*** take ***'s*** or the apostrophe alone. |
| Thomas | Theorem | |
| Carlos | ***Thomas's/*** | 4. With compounds, the last word takes he ***'s***. |
| my brother-in -law | ***Thomas'*** ***Carlos's/Carlos'*** my ***brother-in-law's*** guitar | |
| **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<br>one chair | chairs<br>two chairs<br>some chairs<br>a lot of chairs<br>many chairs | **A count noun:**<br>a) may be preceded by **a/an** in the singular;<br>b) takes a final **-s/-es** in the plural. |

| | | | |
|---|---|---|---|
| NONCOUNT NOUN | furniture<br>some furniture<br>a lot of furniture<br>much furniture | — | **A noncount noun:**<br>a) is not immediately preceded by **a/an**;<br>b) has no plural form;<br>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.*

## USING NOUNS AS MODIFIERS

| | |
|---|---|
| 1. The soup has vegetables in it.<br>It is ***vegetable soup***.<br>2. The building has offices in it. | When a noun is used as a modifier, it is in its singular form. |

| | |
|---|---|
| It is an ***office building***. | |
| 3. The test lasted two hours.<br>It was a ***two-hour test***.<br>4. Her son is five years old.<br>She has a ***five-year-old son***. | When a noun used as a modifier is combined with a number expression, the noun is singular and a hyphen (-) is used. |

## 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.*<br>*They live in a flat.*<br>*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 =*<br>*All children need/Any child needs love.* |
| 3. With a noun complement. This includes names of professions: | *My friend is a manager.*<br>*She'll be a dancer.* |
| 4. With certain numbers.<br><br>Before **half** when **half** follows a whole number.<br>But $\frac{1}{2}$ kg = half a kilo, though *a + half +* noun is sometimes possible.<br>With $\frac{1}{3}$, $\frac{1}{4}$, etc. **a** is usual: | *a dozen, a hundred, a million* (but one dozen, one hundred, one million is also possible).<br>$1\frac{1}{2}$ *kilos = one and a half kilos or a kilo and a half;*<br>*a half-holiday, a half-portion, a half-share;*<br><br>*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!<br>*What a pretty girl!* What pretty girls!<br>*She is still quite a child.*<br>*It is rather a difficult problem.* |
| 7. With the nouns in the function of apposition.<br>But when the opposition refers to a well-known person **the** is used: | *The report was made by Petrenko, a student of our University.*<br>*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.*<br>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<br>*It is my (blue) book* = The (blue) book is mine. |
| 4.Before names of meals: | *The Scots have porridge for breakfast*<br>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.*<br>*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.*<br>*I arrived home after dark.*<br>*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.<br>We can be/get back *from school / college / university.*<br>We can *leave school, leave hospital*, be released *from prison.*<br>*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.<br><br>*Sometimes he goes to the prison to give lectures.* |
| 9. *work* = place of work. | *He is at work.*<br>*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.* | |

## *Controlled practice*

**I. Choose the best variant:**

1. *Economics ... Tom's favourite subject.*

a. is

b. are

2. *Their information ... not correct.*

a. is
b. are

3. *The news ... very interesting.*
a. is
b. are

4. *Your money ... not enough to buy these shares.*
a. is
b. are

5. *... there many banks in Geneva?*
a. is
b. are

6. *... there much traffic in Geneva?*
a. is
b. are

7. *There ... some people waiting for you in reception.*
a. is
b. are

8. *There ... some important work that we need to do over the next few months.*
a. is
b. are

9. *Your business ... going well.*
a. is
b. are

10. *Limited partners ... only liable for the amount they have invested in the business.*
a. is
b. are

**II. Give the plural forms of the following nouns:**

1. student
2. economist
3. field
4. facility
5. branch
6. industry

7. crisis
8. zero
9. analysis
10. datum

**III. Give the singular forms of the following nouns:**

1. managers
2. specialists
3. banks
4. activities
5. women
6. cargoes
7. halves
8. teeth
9. phenomena
10. fish

**IV. Choose the best variant:**

*1. Our company sells a great deal of ....*

a. fruit
b. fruits

*2. This company is engaged in the ... and ... of different machines.*

a. export, import
b. exports, imports

*3. Our manager likes this ....*

a. idea
b. ideas

*4. There weren't many ... at the meeting yesterday.*

a. people
b. peoples

*5. Two ... are the symbol of his restaurant.*

a. fish
b. fishes

*6. Can you give me some ... ?*

a. advice

b. advices

7. *... is a social science.*

a. economic

b. economics

8. *I'm satisfied with your ....*

a. success

b. successes

9. *Tom has finally saved enough ... to start his own business.*

a. money

b. moneys

**V. Replace the «of phrase» by the Possessive Case:**

1. The *success of the company* is great.

2. The *lecture of this manager* is very interesting.

3. The *National Audit Office of Chinese government* held a press conference in December.

4. The auditors are among *the most important weapons of the central authorities.*

5. He is a *top analyst of Marrill Lynch.*

6. My doctor has computerized all the *records of the patients.*

7. The *PA of my boss* reads all the *letters of the customers.*

8. This is the *headquarters of our company.*

9. The *office of our CEO* is in another building.

**VI. Choose the best variant:**

1. *Where's ... fax they sent this morning? I can't find it.*

a. a

b. the

2. *I have ... appointment at ... bank.*

a. an, the

b. the, a

3. *I've been working so hard that I need ... break.*

a. a

b. the

4. *They are ... largest manufacturer of light bulbs in ... world.*

a. a, a

b. the, the

*5. ... presentation was ... great success.*

a. a, the

b. the, a

*6. We need to reach... decision as soon as possible.*

a. a

b. the

*7. Mike is ... accountant.*

a. an

b. the

**VII. Choose the best variant:**

*1. ... money makes the world go round.*

a. none

b. a

c. an

*2. Sheila drives ... French car.*

a. none

b. a

c. an

*3. Rita works in ... insurance agency in Lisbon.*

a. none

b. a

c. an

*4. ... health is the most important thing in our life.*

a. none

b. a

c. an

*5. This is ... good time for sales of new cars.*

a. none

b. a

c. an

*6. This is the number to call for ... information.*

a. none

b. a

c. an

7. *I've got ... colleague who is a systems analyst.*

a. none

b. a

c. an

8. *Product knowledge is very important for ... sales representative.*

a. none

b. a

c. an

9. *He is an engineer. He studied ... engineering at university.*

a. none

b. a

c. an

10. *We produce full sales report four times ... year.*

a. none

b. a

c. an

**VIII. Choose the best variant:**

1. *... was ... who helped to reunite ....*

a. Helmut Kohl, the Chancellor, Germany

b. The Helmut Kohl, Chancellor, the Germany

2. *We flew over ...and saw ....*

a. Alps, the Mont Blanc

b. the Alps, Mont Blanc

3. *In ...videoconferences will replace many meetings.*

a. near future

b. the near future

4. *I'm tired! Thank goodness it's time to go ...*

a. home

b. the home.

5. *I used to work for ... in ... at ... of my career.*

a. Deutsche Bank, the City of London, the start

b. the Deutsche Bank, City of London, start

**IX. In each pair of sentences, fill in one space with *the* and the other space with a *dash* (-) to show no article:**

*1.* a) ... profits are increasing across every division of the company.

b) ... profits we made last year were up in comparison to the year before.

*2.* a) ... information in your report will be very useful to us.

b) ... information about the Kazakh market is hard to find.

*3.* a) ... visitors should sign their name in the book at reception.

b) ... visitors from Germany will be arriving at ten.

*4.* a) This magazine article gives ... advice about which stocks to buy.

b) Thank you for ... advice you gave me last week.

*5.* a) ... bonds I have are long-term investments.

b) ... bonds are a safe investment when interest rates are falling.

**X. Complete the following text with either *the* or a *dash* (-) to show no article:**

(1)... Argentina is one of (2)... most deregulated markets in (3)... world. (4)... privatization process started in (5)... 1990s, and has included sectors such as (6)... telecommunications, (7)... utilities and (8)... financial services. (9)... Argentine telecoms market was fully deregulated in (10)... November 2000 and there are now (11)... five million cellular lines and six million homes with (12)... cable television services. (13)... water was decentralized before being privatized. (14)... Aguas Argentinas, (15)... local water supply company for (16)... city of Buenos Aires and all (17)... municipalities in (18)... Greater Buenos Aires, is (19)... largest privatized water utility in (20)... world.

## *Freer practice*

**Task 1**

*a) Work on your own. Fill in the gaps in these questions with a, an, the or – (no article).*

1. When did you last get ... email with ... photo attachment? Who or what was ...photo of?

2. What's ... worst thing about being in ... hospital?

3. Would you prefer to go on holiday to ... Australia or ... UK?

4. What's ... most expensive specialty in your university?

5. Is anyone in your family ... doctor, ... architect or ... economist?

6. Which do you like best, ... Italian food or ... Chinese food?

7. Would you prefer to go on holiday to ... USA or ... South Africa?

8. When did you last have ... problem with your computer? Did you manage to solve ... problem yourself?

*b) Work with your partner. Ask and answer the questions. Ask follow-up questions if possible.*

**Task 2**

*a) Write six words with prefixes or suffixes:* impatient, useless, etc. *Work in pairs. Take turns to say sentences with your partner's words:* My brother's usually quite impatient.

*b) Write three verbs that can be made into nouns, adjectives and adverbs. Work in pairs. Swap papers with your partner. Take turns to tell your partner what the nouns, adjectives and adverbs are for each verb.*

# UNIT 2
# THE ADJECTIVE. DEGREES OF COMPARISON. THE ADVERB. THE PREPOSITION

## DEGREES OF COMPARISON OF ADJECTIVES AND ADVERBS

| Adjectives and Adverbs | Positive | Comparative | Superlative | Formation |
|---|---|---|---|---|
| **One-syllable adjectives and adverbs** | old<br>wise<br>hot<br>easy<br>fast<br>early | older, elder,<br>wiser<br>hotter<br>easier<br>faster<br>earlier | oldest, eldest<br>wisest<br>hottest<br>easiest<br>fastest<br>earliest | For most one-syllable adjectives and adverbs, ***-er*** and ***-est*** are added. |
| **Two-syllable adjectives and adverbs** | famous<br>slowly | more famous<br>more slowly | most famous<br>most slowly | For most two- syllable adj. and adv., ***more*** and ***most*** are used. |
| | busy<br>pretty | busier<br>prettier | busiest<br>prettiest | ***-Er/-est*** are used with two-syllable adjectives that end in ***-y***. The ***-y*** is changed to ***-i***. |
| | clever<br><br>gentle<br><br>friendly | cleverer<br>more clever<br><br>gentler<br>more gentle<br><br>friendlier<br>more friendly | cleverest<br>most clever<br><br>gentlest<br>most gentle<br><br>friendliest<br>most friendly | Some two-syllable adjectives use ***–er /-est*** or ***more / most:*** *able, pleasant, angry, handsome, simple, common, quiet, narrow, sour, polite, cruel.* |
| **Adjectives and adverbs with three or more syllables** | important<br><br>productive<br><br>carefully | more<br>important<br>more<br>productive<br>more<br>carefully | most<br>important<br>most<br>productive<br>most<br>carefully | ***More*** and ***most*** are used with long adjectives and adverbs. |

| Irregular Adjectives and Adverbs | | |
|---|---|---|
| good/well | better | best |
| bad/badly | worse | worst |
| far | farther/further | farthest/furthest |
| much/many | more | most |
| little | less | least |

## PREPOSITIONS OF TIME

| *Preposition* | *Usage* | *Example* |
|---|---|---|
| on | days of the week | On Monday |
| in | • months / seasons<br>• time of day<br>• year<br>• after a certain period of time *(when?)* | • in August / in winter<br>• in the morning<br>• in 2006<br>• in an hour |
| at | • for *night*<br>• for *weekend*<br>• a certain point of time *(when?)* | • at night<br>• at the weekend<br>• 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*<br>• up to a certain time | • I will be back by 6 o'clock.<br>• By 11 o'clock, I had read five pages. |

## *Controlled practice*

**1. Choose the best variant:**

1. *This handset is ... we've ever made.*

a. the most profitable

b. the more profitable

2. *This version of the program is the most ....*

a. recent

b. recenter

3. *Nothing is ... than missing a flight because of traffic.*

a. worse

b. worst

4. *This printer is one of the ... on the market.*

a. best
b. better

5. *Today the share price is ... than it was yesterday.*
a. more bad
b. worse

6. *We'll be there soon. It's not much ....*
a. farer
b. further

7. *A franchising contract is one of ... that investors will ever sign.*
a. the most sophisticated
b. sophisticatedest

8. *Japan's chances of recovery from the worst slowdown are getting ... every day.*
a. smaller
b. more small

9. *This level of service is good, but ours is ....*
a. more good
b. better

10. *This is ... machine that we have ever produced.*
a. the most powerful
b. the powerfulest

**II. Complete the sentences with a comparative or superlative form of the adjective in brackets:**

1. Coca-Cola is the *(big)* soft drinks manufacture in the world.
2. This keyboard is quite difficult to use. It's *(small)* than the one I'm used to.
3. The conference was a little disappointing. It was *(interesting)* than I expected.
4. Yesterday was one of *(hot)* days of the year.
5. I think this suggestion is *(good)* than the other one.
6. It's easy to choose between these two products. That one is much *(good)* than the other.
7. The first round of negotiations was easy. The next will be more *(difficult)*.

8. We're only a small company. We're not *(large)* market leader in our sector.

9. This year our sales figure are *(bad)* than last year.

10. This is the *(bad)* case of corruption we've seen for years.

**III. Complete the sentences with a comparative or superlative form of the adjective in brackets:**

In this report we're going to look at the three main types of investments: cash, bonds and stocks. The (1) *(safe)* is cash, and the fact that this has last risk than the others means that it also has a (2) *(low)* return. If you want a (3) *(good)* return you should consider bonds. These are fixed interest investments, and are a (4) *(attractive)* option than cash, particularly when interest rates are falling. The (5) *(risky)* form of investment is stocks. They offer the chance of much (6) *(great)* profits over the long term, but you may make a loss if the company does badly. The (7) *(bad)* case scenario is that the company goes bankrupt and you lose everything. You can reduce risk by investing in a fund rather than individual stocks. Funds that invest in developed economies are a (8) (sensible) choice for most people, as the markets have more liquidity and it is (9) (easy) for the fund manager to buy and sell. But there are also emerging market funds that invest in countries like China, India or Turkey. These markets are only for the (10) *(aggressive)* investors of all.

**IV. Choose the best variant:**

1. *The new design is considerably ... than the old one.*

a. light

b. lighter

2. *The ... they decide the better for us.*

a. soon

b. sooner

3. *We have ... market share in Turkey.*

a. the largest

b. the largester

4. *This model might be better for you. It's quite ....*

a. less expensive

b. lesser expensive

*5. This is our ... selling product.*

a. fastest

b. faster

*6. Everything is getting ....*

a. more and more expensive

b. expenciver and expenciver

*7. If needed, could this production line go ...?*

a. more quickly

b. more quicker

*8. It's a little ..., but the quality is much better.*

a. much better

b. more better

*9. This is one of ... organized conferences I've ever been to.*

a. the best

b. the well

*10. The new Deutsche Bank will be ... to use its strong corporate relationships.*

a. better placed

b. good placed

**V. Give the comparative and superlative forms of the following adverbs:**

1. hard
2. early
3. efficiently
4. well
5. badly
6. attractively
7. heavy
8. much
9. far
10. carefully

**VI. Choose the best preposition:**

*1. Look in the appendix ... the end of the report.*

a. at

b. by

2. *When I got ... the plane someone was sitting at my seat.*

a. in

b. on

3. *What a fantastic view! The sky ...and the sea ....*

a. above, below

b. over, under

4. *Next week I'll be ... Hungary for a few days.*

a. at

b. in

5. *Turn into Western Avenue and you'll see our offices ... your left.*

a. on

b. at

6. *You can't miss it. The restaurant. Is exactly ... the cinema.*

a. by

b. opposite

7. *I often work ... home in the evening.*

a. in

b. at

8. *I bought this tie ... Madison Avenue.*

a. in

b. at

9. *She'll be here in a few minutes – she's just on the phone ... the moment.*

a. at

b. on

**VII. Complete the sentences with *in, at* or *on:***

1. I live ... Manor Road, ... number 295.
2. You shouldn't really park ... the pavement.
3. I had a lovely meal ... the plane.
4. I'd like to live ... the country when I retire.
5. Go to the end of the road, and you'll see the bank... the right.
6. I'll be arriving ... your offices ... Barcelona at three.
7. Lisbon is ...the middle of Portugal, ... the coast.

**VIII. Complete the text by choosing the correct preposition from the list below:**

| | | | | |
|---|---|---|---|---|
| *towards* | *past* | *at* | *by* | *to* |
| *over* | *through* | *in front of* | *in* | *on* |

Hi there!

Here are the directions (1)... our head office.

Take the A34 from Oxford and then join the M4 (2)... (London not Wales!) Come off the M4 at junction 12 and continue straight ahead. Continue (4)... the next two roundabouts, go (5)... a BP garage on your right and you'll come to some traffic lights. You are now (7)... Reading. Go straight (8)... the traffic lights and (9)... the next set of lights, turn right. Henry Street is the 5th road (10)... the left. Follow the road to the end and the office is (11)...you! There is a long drive (10)... the side of the office – you can park there.

If you have any problems call me!

Richard

**IX. Complete the sentences with *in, at* or *on*:**

1. I'll meet you ... the front of the building.
2 I wonder what's ... television this evening.
3. The size of the text ... the screen is very small.
4. I live ... a small village ... the road to Dover.
5. ... the beginning of my career I worked in marketing.
6. It was a very well-run meeting. Erika was ... the chair.
7. I wasn't looking ... the mirror and I nearly had an accident.
8. She works ... Seville, ... the University.

**X. Choose the best preposition:**

*1. The power socket is over there, ... the door.*

a. by
b. at

*2. This graph isn't labeled properly. Write the units ... the X axis*

a. by
b. next to

*3. I went to visit my son ...hospital yesterday.*

a. in
b. at

*4. Put a sheet ... the machine to stop it getting dusty.*

a. above
b. over

*5. Siena is quite ... Florence.*

a. near
b. by

## *Freer practice*

**Task 1**

*Write the names of five people in your family. Think of how you can compare these people to yourself and other people in your family. Work in pairs. Take turns to tell your partner about the people.*

**Task 2**

*a) Work in pairs. Look at the two hotel ads. Then look at the statements below and decide if they are true (T) or false (F).*

**GREENGATE HOTEL,**
Malvern, Worcestershire.
Established in 1911.
7 bedrooms, 5 en suite.
Single bed-and-breakfast from £20.00, Double bed-and-breakfast from £19.00 per person, ETB-3 crowns, B.R. – Great Malvern, Parking for 7 cars; Room Service, TV, tea/coffee making facilities, restaurant, non-smoking, lounge, phone, diets.

**LAKE VIEW HOTEL,**
Evesham, Worcestershire.
Service since 1985.
Waterside, Evesham.
26 Bedrooms. Single bed-and-breakfast from £17.50. Double bed-and-breakfast from £18.00 per person. ETB-2 crowns, Birmingham Airport, B.R. – Evesham, Visa, Amex. Access.
Parking for 40 cars, lounge, phone, restaurant, conference facilities.

1. The Lake View Hotel has a lower category than the Greengate Hotel.

3. The Lake View Hotel is cheaper than the Greengate Hotel.

4. A double room per person at the Greengate is more expensive than a single room.

5. A single room per person at the Lake View is less expensive than a double room.

6. The Lake View Hotel has a wider range of services than the Greengate Hotel.

7. The Greengate Hotel has more parking space than the Lake View Hotel.

8. The Lake View provides better opportunities for eating than the Greengate.

9. The Greengate Hotel has better transport connections than the Lake View Hotel.

10. It's better to arrange a formal meeting at the Greengate Hotel.

*b) Work in pairs. Read the commentaries about the hotels ads. Complete them according to the example:*

**A.** The hotel list is huge! I just can't choose.

**B.** (long) the *longer* the list, (difficult) the *more difficult* the choice.

1. A. The hotel services are getting (good) … and … (good).

B. And (good) … the services, (expensive) …the hotels.

2. A. The range of the hotel services is getting (wide) … and … (wide).

B. And (wide) …the services, (cheap) …they are.

3. A. The transport connections are getting (much) … and … (much) developed.

B. And (much) … developed the connections, (fast) … people move around.

4. A. The Greengate Hotel is (old) than the Lake View Hotel.

B. And (old) … the hotel, (respectable) … visitors.

5. A. The Greengate Hotel administration is rather (conservative).

B. And (conservative) … the administration, (courtly) … the staff.

6. A. The Lake View Hotel is (far) off the city centre than the Greengate Hotel.

B. And (far) ... the hotel off the city centre, (comfortable) ... you feel here.

7. A. The Greengate Hotel is (near) to the centre than the Lake View Hotel.

B. And (near) ...the hotel to the centre, (convenient) ... people get anywhere.

8. A. The Lake View Hotel is (modern) than the Greengate Hotel.

B. And (modern) ... the hotel, (convenient) ... facilities.

9. A. The Lake View Hotel is getting (much) ... and ... (much) popular.

B. And (popular) ... the hotel, (difficult) ... to reserve a room.

10. A. The Lake View Hotel has (few) stars than the Greengate Hotel.

B. And (few) ... stars the hotel has, (little) ... popularity it enjoys among VIPs.

*c) Work in pairs. Talk about the hotels ads. Complete the statements like in the example:*

**A.** The Lake View Hotel is (small) *as small as* the Greengate Hotel, isn't it?

**B.** No, it isn't. The Lake View Hotel is much (big) *bigger*.

*1.* A. (good)

B.

*2.* A. (old)

B.

*3.* A. (modern)

B.

*4.* A. (cheap)

B.

*5.* A. (expensive)

B.

*6.* A. (convenient)

B.

7. A. (well equipped for formal meetings)

B.

8. A. (much parking space)

B.

9. A. (wide range of services)

B.

10. A. (good options for having meals)

B.

# UNIT 3
# THE PRONOUN. THE NUMERAL

## PERSONAL PRONOUNS

| The Nominative Case | The Objective Case |
|---|---|
| I — я | **me** — мене, мені |
| he — він | **him** — його, йому |
| she — вона | **her** — її, їй |
| it — воно (він, вона) | **it** — його, йому, її, їй |
| we — ми | **us** — нас, нам |
| you — ви, ти | **you** — вас, вам, тебе, тобі |
| they — вони | **them** — їх, їм |

## POSSESSIVE PRONOUNS

| Conjoint Form | Absolute Form |
|---|---|
| my — мій, моя, моє, мої | **mine** — мій, моя, моє, мої |
| his — його (*чоловічий рід*) | **his** — його (*чоловічий рід*) |
| her — її | **hers** — її |
| its — його (*середній рід*), її | — |
| our — наш, наша, наше, наші | **ours** — наш, наша, наше, наші |
| your — ваш, ваша, ваше, ваші | **yours** — ваш, ваша, ваше, ваші |
| твій, твоя, твоє, твої | твій, твоя, твоє, твої |
| their — їхній, їхня, їхнє, їхні | **theirs** — їхній, їхня, їхнє, їхні |

## REFLEXIVE PRONOUNS

| Persons | Singular | | Plural | |
|---|---|---|---|---|
| 1st pers.<br>2nd pers.<br>3rd pers. | **myself**<br>**yourself**<br>**himself, herself, itself** | сам(а)<br>себе | **ourselves**<br>**yourselves**<br>**themselves** | самі себе |
| 1. ***He*** looked at ***himself*** in the mirror. | | A reflexive pronoun usually refers to the subject of a sentence. ***He*** and ***himself*** refer to the same person. | | |
| 2. ***He himself*** answered the phone, not his secretary.<br>3. ***He*** answered the phone ***himself***. | | Sometimes reflexive pronouns are used for emphasis. | | |
| 4. She lives ***by herself***. | | The expression ***by*** + *a reflexive pronoun* usually means «alone». | | |

## INDEFINITE PRONOUNS

| Sentences | | -thing | -body, -one | -where |
|---|---|---|---|---|
| **Affirmative** | **some** | **something** | **somebody** | **somewhere** |
| | | | **someone** | **anywhere** |
| | | *що-небудь* | *хтось* | *десь* |
| | | | *хто-небудь* | *де-небудь* |
| | **any** | **anything** | **anybody/anyone** | **anywhere** |
| | | *усе, що* | *усякий* | *де завгодно* |
| | | *завгодно* | *будь-який* | *куди завгодно* |
| **Interrogative** | **any** | **anything** | **anybody** | **anywhere** |
| | | | **anyone** | |
| | | *що-небудь* | *хто-небудь* | *де-небудь* |
| | | | *будь-хто* | *куди-небудь* |
| **Negative** | **not ...** | **not...** | **not ... anybody** | **not ... anywhere** |
| | **any** | **anything** | **not ... anyone** | |
| | | *нічого* | *ніхто* | *ніде, нікуди* |
| | **no** | **nothing** | **nobody/no one** | **nowhere** |
| | | | **none** | |
| | | *нічого* | *ніхто* | *ніде, нікуди* |
| **Affirmative** **Interrogative** **Negative** | **every** | **everything** | **everybody** | **everywhere** |
| | | | **everyone** | |
| | | *усе* | *усякий, кожний, усе* | *скрізь, усюди* |

## QUANTITIVE PRONOUNS

| | | |
|---|---|---|
| **few** **little** *мало, мало хто* *недостатньо* | Few birds can be seen in that place. (= *almost none*) I know little about painting. (= *almost nothing*) | **Few** and **little** have a negative meaning. They mean *not enough.* |
| **a few** *кілька* **a little** *трохи* | A few birds can be seen in that place. (= *some birds*) I know a little about painting. (= *something*) | **A few, a little** have a positive meaning. They mean *some though not much (many)* |

## DEMONSTRATIVE PRONOUNS

| Singular | | Plural | |
|---|---|---|---|
| **this** — цей, ця, це | **that** — той, та, те | **these** — ці | **those** — ті |

# NUMERALS

| Cardinal Numerals (how many?) | | Ordinal Numerals (Which?) |
|---|---|---|
| 1 | one | first |
| 2 | two | second |
| 3 | three | third |
| 4 | four | fourth |
| 5 | five | fifth |
| 6 | six | sixth |
| 7 | seven | seventh |
| 8 | eight | eighth |
| 9 | nine | ninth |
| 10 | ten | tenth |
| 11 | eleven | eleventh |
| 12 | twelve | twelfth |
| 13 | thirteen | thirteenth |
| 14 | fourteen | fourteenth |
| 15 | fifteen | fifteenth |
| 16 | sixteen | sixteenth |
| 17 | seventeen | seventeenth |
| 18 | eighteen | eighteenth |
| 19 | nineteen | nineteenth |
| 20 | twenty | twentieth |
| 21 | twenty-one | twenty-first |
| 22 | twenty-two | twenty-second |
| 23 | twenty-three | twenty-third |
| 24 | twenty-four | twenty-fourth |
| 25 | twenty-five | twenty-fifth |
| 26 | twenty-six | twenty-sixth |
| 27 | twenty-seven | twenty-seventh |
| 28 | twenty-eight | twenty-eighth |
| 29 | twenty-nine | twenty-ninth |
| 30 | thirty | thirtieth |
| 40 | forty | fortieth |
| 50 | fifty | fiftieth |
| 60 | sixty | sixtieth |
| 70 | seventy | seventieth |
| 80 | eighty | eightieth |
| 90 | ninety | ninetieth |
| 100 | a hundred | hundredth |
| 1,000 | a thousand | thousandth |
| 1,000,000 | a million | millionth |
| 140 | a/one hundred and forty | |
| 400 | four hundred | |

| | |
|---|---|
| 1,006<br>5,000<br>260,127 | a/one thousand and six<br>five thousand<br>two hundred and sixty thousand, one hundred and twenty-seven |
| **Dates** | March 10, 1998 — the tenth of March nineteen ninety-eight *or* March the tenth nineteen ninety-eight |
| **Fractional Numerals** | ***Common Fractions***: $\frac{1}{2}$ — a half; $\frac{1}{4}$ — a quarter;<br>$\frac{1}{5}$ — a/one fifth; $\frac{3}{5}$ — three fifths;<br>$1\frac{1}{2}$ — one and a half;<br>$3\frac{4}{5}$ — three and four fifths.<br>***Decimal Fractions***: 0.1 — nought point one;<br>10.92 — ten point nine two;<br>8.04 — eight point nought four. |
| **Percentage** | a kind of decimal fraction, denominator of which is always 100:<br>2 % — 2 per cent — 2 p.c. — two per cent. |

| **Roman Numerals** | | | |
|---|---|---|---|
| | 1 — I | 16 — XVI |
| | 2 — II | 17 — XVII |
| | 3 — III | 18 — XVIII |
| | 4 — IV | 19 — XIX |
| | 5 — V | 20 — XX |
| | 6 — VI | 21 — XXI |
| | 7 — VII | 30 — XXX |
| | 8 — VIII | 40 — XL |
| | 9 — IX | 50 — L |
| | 10 — X | 60 — LX |
| | 11 — XI | 70 — LXX |
| | 12 — XII | 80 — LXXX |
| | 13 — XIII | 90 — XC |
| | 14 — XIV | 100 — C |
| | 15 — XV | 1000 — M |

## NUMBERS IN MEASUREMENT

| **Weight Measure** *Міри ваги* | | | | |
|---|---|---|---|---|
| | 1 dram | драхма | dr | 1.77 g |
| | 1 ounce | унція | oz (16 dr) | 28.35 g |
| | 1 pound | фунт | lb (16 oz) | 453.59 g |
| | 1 stone | стон | st (14 lb) | 6.35 kg |
| | 1 quarter | квартер | gr (28 lb) | 12.7 kg |
| | 1 hundred weight | хандред вейт | hwt (112 lb) | 50.8 kg |
| | 1 ton | тонна | tn (20 hwt) | 1016 kg |

| | | | | |
|---|---|---|---|---|
| **Linear Measure** *Лінійні міри* | 1 inch<br>1 foot<br>1 yard<br>1 mile<br>1 International Nautical Mile | дюйм<br>фут<br>ярд<br>миля<br>миля морська | in<br>ft (12 in)<br>yd (3 ft)<br>ml (1760 yd)<br><br>INM (6076 ft) | 2.54 cm<br>30.48 cm<br>91.44 cm<br>1609.33 m<br><br>1.852 km |
| **Dry Measure** *Міри сипких речовин* | 1 gill<br>1 pint<br>1 quart<br>1 gallon<br>1 bushel<br>1 quarter | джил<br>пінта<br>кварта<br>галон<br>бушель<br>квартер | gi<br>pt (4 gills)<br>qt (2pt)<br>gal (4qt)<br>bu<br>qr (8 bu) | 0.14 l<br>0.57 l<br>1.14 l<br>4.55 l<br>36.35 l<br>290.94 l |
| **Square Measure** *Міри площини* | 1 square inch<br>1 square foot<br>1 square yard<br>1 acre<br>1 square mile | кв. дюйм<br>кв. фут<br>кв. ярд<br>акр<br>кв. миля | sq in<br>sq ft (144 sq in)<br>sq yd (9 sq ft)<br>ac (4.8 sq yd)<br>sq ml (640 ac) | 6.45 $cm^2$<br>9.29 $dm^2$<br>0.836 $m^2$<br>0.4 hectare<br>2.59 $km^2$ |
| **Cubic Measure** *Міри об'єму* | 1 cubic inch<br>1 cubic foot<br><br>1 cubic yard<br>1 register ton | куб. дюйм<br>куб. фут<br><br>куб. ярд<br>тонна реєстрова | cu in<br>cu ft (1728 cu in)<br><br>cu yd (27 cu ft)<br>reg t (100 cu ft) | 16.39 $cm^3$<br>28.32 $cm^3$<br><br>764.53 $cm^3$<br>2.83 $m^3$ |
| **Time Measure** *Міри часу* | 1 minute<br>1 hour<br>1 day<br>1 week | хвилина<br>година<br>день<br>тиждень | 60 seconds<br>60 minutes<br>24 hours<br>7 days | |
| **Angles Measure** *Міри кута* | 1 minute<br>1 degree (1)<br>1 right angle<br>1 circle | хвилина<br>градус<br>прямий кут<br>розгорнений кут | 60 seconds (60″)<br>60 minutes (60′)<br>90 degrees (90°)<br>360 degrees (360°)<br>4 right angles | |

## *Controlled practice*

**I. Choose the correct form:**

*1. She often sees ... in the office.*

a. he

b. him

*2. He teachers ... Financial Law this term.*

a. we

b. us

*3. I've known ... for five years.*
a. they
b. them
*4. The manager wants to talk with ....*
a. him
b. he
*5. We always speak to ... in Japanese.*
a. he
b. him
*6. He explains the rule to ... very often.*
a. us
b. we
*7. The advocate gave me this cassette. Now it's ....*
a. my
b. mine
*8. The students bought a book for Bob. Now it's ....*
a. him
b. his
*9. They bought a new building society. It is ....*
a. their
b. theirs
*10. This auditor lives near ... in this district.*
a. her
b. she

**II. Complete the sentences using reflexive pronouns:**
1. Herbert burnt ... while lighting a cigar.
2. We enjoyed ... at the corporative party.
3. Liz taught ... to sew.
4. The professor perfumed the operation....
5. She usually prepares her report ....
6. You hurt ... while jumping.
7. The parents blame ... for what had happened.
8. Solomon shaves ... every morning.
9. We protect ... from bad emotions.
10. The chief inspector went to London ....

**III. Fill in *some* or *any* where necessary:**

*1. I haven't ... evidence now.*

a. some

b. any

*2.... partners own this business.*

a. some

b. any

*3. They have not ... receipts this month.*

a. some

b. any

*4. He wants to buy ... plants.*

a. some

b. any

*5. They never have ... trouble with their business.*

a. some

b. any

*6. Steve says he has ... money on him.*

a. some

b. any

*7. Mrs. Chand has written ... articles on Agricultural Statistics for our journal.*

a. some

b. any

*8. We never have ... problems with our business.*

a. any

b. some

*9. Don't give ... money to Kate. She always loses it.*

a. some

b. any

*10. ... stockholders can understand this situation.*

a. some

b. any

**IV. Fill in with *many, much, a lot of* or *few, a few, little, a little*:**

*1. Bill Gates has ... money.*

a. much

b. many

*2. We spent there ... years and I still love this place.*

a. much

b. a lot of

*3. Have you received ... invitations?*

a. many

b. much

*4. ... of students crowded the streets.*

a. much

b. a lot of

*5. ...money is spent for armaments.*

a. much

b. a lot of

*6. Very ... students are really hardworking.*

a. few

b. little

*7. Hurry up. There is ... time left.*

a. few

b. little

*8. This young notary is not very communicative. She has very ...friends.*

a. few

b. little

*9. The translation is very difficult. I had to look for ... words in the dictionary.*

a. a little

b. a few

*10. We have very ... time. The train is to leave.*

a. few

b. little

**V. Choose the correct item:**

*1. Mary is an accountant. She does ... work well.*

a. her

b. our

c. your

2. *She wanted to do it ... without anybody' help.*

a. himself

b. itself

c. herself

3. *Will ... come tonight to our meeting?*

a. somebody

b. anybody

c. nobody

4. *The room is empty. There is ... in the room.*

a. somebody

b. anybody

c. nobody

5. *The manager is ... here. I saw him two minutes ago.*

a. somewhere

b. anywhere

c. nowhere

6. *... of us came at the same time.*

a. some

b. both

c. neither

7. *... of us got tired. We can go another twenty kilometers.*

a. any

b. none

c. no

8. *Are you going ... after classes.*

a. somewhere

b. anywhere

c. nowhere

9. *We ... work in trade.*

a. much

b. many

c. a lot of

10. *... the expert told is a lie. I cannot trust him anymore.*

a. anything

b. everything

c. something

**VI. Write the figures in word:**

1. There are *(10)*... students in his group.

2. There are *(3)* ... advantages of the corporate form of ownership.

3. The accountant has been working at the same firm for *(21)* ... years.

4. Nearly *(90)* ... per cent of all business is done by corporations.

5. *(7)* ... years passed very quickly.

6. You are like *(2)* ... family for me.

7. We elected a new Board of Directors *(5)* ... years ago.

8. Find file *(4)* ... and take it to *(14)* ... room.

9. There are *(3)* ... major kinds of business organizations.

10. *(2)* ... is a company, and *(3)* ... is a crowd.

**VII. Choose the correct numeral:**

*1. Room ... is on the left of the corridor.*

a. the fifth

b. five

*2. Their firm is on ... floor. You can easily find it.*

a. the second

b. two

*3. Here is the stop of tram ....*

a. the twentieth

b. twenty

*4. ... sentence must be translated into French.*

a. four

b. the fifth

*5. We write a composition on chapter ....*

a. seven

b. the seventh

*6. ... carriage is next to our carriage.*

a. three

b. the third

*7. You can find their headquarters in Regent Street ....*

a. the eighth

b. eight

*8. Bus ... will come in ten minutes. Let's wait.*

a. the ninetieth

b. ninety

*9. The museum is in Green Street ....*

a. the eightieth

b. eight

*10. Trolleybus ... usually stops here.*

a. the sixtieth

b. sixty

**VIII. Write the figures in words:**

1. We drove about *(100)* ... miles.
2. He wants *($1,450)* ... for the car.
3. "What's the population of your village?" "Oh, *(1,000)* ... I suppose."
4. He had to sign his name *(300)* ... times.
5. We export *(40)* ... tons a week.
6. I just need to borrow *(50)* ... pounds.
7. Could I have *(13)* ... harvesters?
8. It cost exactly *(700)* ... dollars.
9. *(3,144)* ....
10. He has done it *(100)* ... of times.

**IX. Choose the correct answer:**

*1. Where is the manager? He is in ....*

a. the tenth carriage

b. carriage ten

c. carriage

*2. There are ... students in this group.*

a. twenty

b. twentieth

c. the twenty

*3. Our firm is on ... and our windows face the park.*

a. five floor

b. the fifth floor

c. floor five

*4. She has already read ... pages and now she is on page twenty one.*

a. twenty

b. the twentieth

c. twentieth

*5. Going there you can take ... and get there very quickly.*

a. the third bus

b. bus three

c. bus third

*6. The stockholder was ... to come there on time.*

a. one

b. first

c. the first

*7. Where is ... certificate of ownership? It is over here, on the table.*

a. two

b. the second

c. second

*8. They settled the matter on ....*

a. May 15th

b. May 15

c. 15 May

*9. He did only ... of this task.*

a. a third

b. three

c. the third

*10. We see ... written on the blackboard.*

a. two four

b. two point four

c. two four

**X. Choose the correct item:**

*1. ... percent of Ukrainian territory is flat.*

a. ninety five

b. a ninety fifth

c. the ninety fifth

*2. Nearly ... of our class entered universities.*

a. two third

b. two three

c. a two third

*3. This is ... part of his business plan.*

a. three

b. the third

c. third

*4. There are ... units in this hand manual.*

a. twenty two

b. twenty second

c. the twenty second

*5. Richard did ... task better than the first.*

a. two

b. second

c. the second

*6. The address of his firm is ... room sixty two.*

a. Shuliavska street four

b. the fourth Shuliavska street

c. Shuliavska street the fourth

*7. Here we have ... per cent of the thesis.*

a. two third

b. a two third

c. two three

*8. His office is on ... floor of a new house opposite the university.*

a. fifth

b. five

c. the fifth

*9. Can I take ... to get to the university?*

a. bus forty

b. the fortieth bus

c. fortieth

*10. Where is ...? It is on the ninth floor.*

a. sixth room

b. room six

c. the sixth room

## *Freer practice*

**Task 1**

*Write ten sentences using* ***someone, no one, everyone, somewhere*** *and* ***nowhere****.*

**Task 2**

*Work in pairs and discuss what kind of things you never eat and what kind of things you love eating using* ***anything, nothing****.*

# UNIT 4
# WORD ORDER IN AFFIRMATIVE AND EGATIVE SENTENCES. TYPES OF QUESTIONS

## Basic sentence structure in English
## AFFIRMATIVE

| | Subject (who / what) | Adverb of frequency (how often) | Verb (action) | Object (comple-ments) | Place (where) | Time (when) |
|---|---|---|---|---|---|---|
| *Present Simple (be)* | I<br>They | | am<br>are **never** | a student.<br>late. | | |
| *Present Simple* | We | often | go | swimming | | in summer. |
| *Present Conti-nuous* | I<br>We | | **am** writ**ing**<br>**are** speak**ing** | a test | | right now.<br>now. |
| | | | | | | |
| *Past Simple (be)* | It<br>We | | was<br>were | cold<br>tired. | | yesterday. |
| *Past Simple (regular verbs)* | My friends | | **played** | football | | last week. |
| *Past Simple (irregular verbs)* | They | | **went** | home | | at 9 p.m. |
| *Past Conti-nuous* | Everybody<br>Peter and John | | **was** listen**ing**<br>to **were** run**ning** | the speech. | to the shop. | |
| | | | | | | |
| *Future Simple (will)* | Jack | | will buy | a new CD. | | |
| *Future form (be going to)* | My cousin | | is going to visit | me | | next week. |
| | | | | | | |
| *Modals* | You | | must learn | the rules. | | |

## NEGATIVE

| | **Subject** (who / what) | **Auxiliary with not** | **Verb** (action) | **Object** (complements) | **Place** (where) | **Time** (when) |
|---|---|---|---|---|---|---|
| ***Present Simple (be)*** | I<br>She<br>My friends | am not<br>isn't<br>aren't | | a student.<br>late.<br>lazy. | | |
| ***Present Simple*** | We | don't | go | swimming | | on Mondays. |
| ***Present Continuous*** | I<br>We | am not<br>aren't | writing<br>speaking | a test | | right now.<br>now. |
| | | | | | | |
| ***Past Simple (be)*** | It<br>We | wasn't<br>weren't | | cold<br>tired. | | yesterday. |
| ***Past Simple (regular verbs)*** | My friends | didn't<br><br>didn't | play | football | | last week. |
| ***Past Simple (irregular verbs)*** | They | | go | home | | at 9 p.m. |
| ***Past Continuous*** | Emily<br>Peter and John | was n't<br>weren't | listening to<br>running | the speech. | to the shop. | |
| | | | | | | |
| ***Future Simple (will)*** | Jack | will not (won't) | buy | a new CD. | | |
| ***Future form (be going to)*** | My cousin | isn't | going to visit | me | | next week. |
| | | | | | | |
| ***Modals*** | You | mustn't | learn | the rules. | | |

# QUESTION TYPES

| **Yes/No question** | **Special question** | **Alternative question** | **Tag question** |
|---|---|---|---|
| Sometimes the only answer that we need is yes or no. | Sometimes we want more than yes or no for an answer. When asking for information, we usually place a question-word at the beginning of the sentence. The question-word indicates the information that we want, for example: where (place), when (time), why (reason), who (person). | Sometimes we give our listener a choice. We ask them to choose between two possible answers. So their answer is (usually) already in the question. | A tag question is a special construction in English. It is a statement followed by a mini-question. We use tag questions to ask for confirmation. They mean something like: "Is that right?" or "Do you agree?" They are very common in English. |
| Is he your friend?<br>Have you got anything to eat?<br>Could you wash up?<br>Do they live here?<br>Did he recognize you then? | How is it done?<br>Where does he leave?<br>How well do you know him? Who is your friend?<br>Who always helps his mother?<br>Who does Peter always help?<br><br>***!!! Who***<br>Peter always helps his mother.<br>Who always helps his mother? – Peter.<br>(don't use any auxiliary if you ask about the subject - who is the doer of the action.) | Would you prefer, tea, coffee or mineral water?<br>Did you laugh or cry?<br>Can you do it or can't you?<br>Is he sleeping, reading or watching TV? | She lives in the USA, doesn't she?<br>It can't be so easy, can it?<br>This mirror was expensive, wasn't it?<br>Nobody's been told, have they?<br>Let's take a taxi, shall we?<br><br>**Notice** that the tag repeats the auxiliary verb (or main verb when *be*) from the statement and changes it to negative or positive. |

## *Controlled practice*

**I. Arrange the words and phrases to make affirmative sentences:**

1. A local court, is, a judge, he, in.
2. Sent, the documents, we, the buyers.
3. Sent, he, me, this afternoon, a telegram.
4. Received, a few days ago, the sellers, email, from them.
5. A, brief, gave, the report, description, of the problem.
6. Restored, Vietnam, with South Korea, on December 22, diplomatic, relations.
7. Decided, they, to pool, a business, their resources, and buy, together.
8. He, wants, difficult, is, to understand, it, what.
9. Immediately, us, enables, credit, to enjoy, goods and services.
10. To our agents, they, the goods, will deliver, at the end of the week.

**II. Complete the sentences. Put the words and phrases in brackets in the best order:**

1. The different forms of money are in use (*today / in the United States*).
2. I was going to write my co-worker a note, but I decided to call him (*instead*).
3. Education in Britain has been considered some of the best in the world (*always*).
4. Price is the sole reason for buying or not buying anything (*seldom*).
5. I will come to the office tomorrow (*at ten o'clock*).
6. You have to sign for it. (*in person*).
7. You should take unnecessary risks (*never*).
8. The Prime Minister went (*last year/to Greece*).
9. The famous author died (*at his home/ peacefully*).
10. I do not work for an employer (*any more*).

**III. Make up sentences using the following words and phrases:**

1. Have, seen, today, I, not, the lawyer.
2. Done, research, that, not, has, been /yet.
3. To make a transaction, did, not, it, him, take, much time.
4. To do, asked, the attorney, him, not, it.
5. To do it, ask, did, the attorney, not, him.
6. Received, yesterday, I, no, emails, from that company.
7. The conference hall, was, there, nobody, in.
8. Sales assistant, has, no, one, seen, the.
9. Entirely, the solutions, satisfactory, none, of, was.
10. About, nothing, there, is, new, this project.

**IV. Read the following sentences and decide if they are correct or incorrect:**

*1. There isn't nobody at the office.*

a. correct

b. incorrect

*2. I didn't tell anybody anything about new project.*

a. correct

b. incorrect

*3. This customer has never heard anything either of our competitor or of our affiliated firms.*

a. correct

b. incorrect

*4. Neither the name of the author nor the title of the book I could remember.*

a. correct

b. incorrect

*5. No one has seen that advertisement.*

a. correct

b. incorrect

*6. None of the consultants insist on their choice.*

a. correct

b. incorrect

*7. In the letter there wasn't something new.*

a. correct

b. incorrect

*8. I have been not able to read the draft contract yet.*

a. correct

b. incorrect

*9. Nor Brenda nor Katie can take her forecast entirely seriously.*

a. correct

b. incorrect

*10. They not have been able to sell their shares at a higher price.*

a. correct

b. incorrect

**V. Confirming decisions.**

**The people taking part in the conversation below are trying to remember what was said during a recent meeting. Complete the dialogue using appropriate question tags:**

A: What did we say Janice was going to do?

B: Janice was going to revise the estimates,...? (1)

C: I think so. And she said she would talk to Aziz about it,...? (2)

A: Are you sure?

B: Perhaps. But Bill wanted to change the procedure,... ? (3)

C: He didn't say that,... ? (4)

B: I thought he did. But it shouldn't work,...? (5) We agreed on that,...? (6)

A: I can't remember, to be honest. We should have taken notes,...? (7)

B: Yes, it's terrible,...?(8) We'd better have the meeting again,...? (9)

A:OK, let's make it first thing Monday morning, ...?(10)

C:OK by me.

**VI. Complete this customer-supplier dialogue using the phrases in the box:**

| | | | |
|---|---|---|---|
| *Actually* | *Yes, of course* | *I know what you're* | *Sure, that's no problem* |
| *I'm fine* | *Yes, that's right* | *That's just not possible* | |
| *No, it isn't* | *I'm afraid saying* | *Of course. Go right ahead.* | |

Estelle: Thanks for coming here today. Would you like a drink - a coffee perhaps?

Patrick: No thanks,....(1)

Estelle: Is this your only office in China?

Patrick: ...(2) We have two others.

Estelle : OK, I'd like to go over some details with you before we make a firm order.

Patrick : ....(3)

Estelle : First, can I just confirm that the price you're quoting is $495 per unit?

Patrick : ....(4)

Estelle : That seems quite expensive. It's right at the top end of our budget.

Patrick : ... (5), it's not expensive. Not when you consider the quality.

Estelle : Maybe, but with the increased size of our order we were looking for a better price.

Patrick :...(6), but we've already given you a good discount.

Estelle : What about the shipping costs? Couldn't you include them in the price?

Patrick : Include the shipping costs? I'm sorry. .... (7)

Estelle: Can you give us 60 days credit?

Patrick: .... (8)

Estelle: Can I take the copy of this document?

Patrick: .... (9)

Estelle: Can we have a two-year warranty?

Patrick: ...(10), I can't do that.

**VII. Complete the questions with the following phrases:**

| | | | | |
|---|---|---|---|---|
| *How big* | *How far* | *How fast* | *How long* | *How many* |
| *How much* | *Whom* | *How long* | *How many* | *How often* |

1. … passengers does Thalys transport per year?
2. … is Thalys, in terms of turnover and number of employees?
3. … do Thalys trains leave Paris Gare du Nord for Brussels?
4. … is Brussels from Paris?
5. … does the journey take?
6. … does a Thalys train travel - what's the maximum speed?
7. … did you pay for the flight?
8. … have you been waiting?
9. … candidates have you interviewed?
10. … are you talking about?

**VIII. Choose the correct variant:**

1. What (*you talked about /did you talk about*) in your presentation?
2. How (*works a hybrid car /does a hybrid car work*)?
3. How much profit (*did Berkshire Hathaway make / Berkshire Hathaway made*)?
4. Why (*Ford's market share is falling /is Ford's market share falling*)?
5. (*Which Vice-President / What Vice-President*) is chairing the meeting?
6. *(Which advice / What advice)* did she give you about your career?
7. Robby, come here! *(Whose bag is this / To who is this bag)?*
8. Thanks for coming here today. *(In what type of loan are you interested / What type of loan are you interested in)?*
9. How long *(you have been running /have you been running)* the company?
10. *(Who did you send it to / To who did you send it)*? I can't remember, to be honest.

**IX. Choose the correct variant:**

1. Who *(did meet you, met you)* at the airport?

2. Who *(you meet, did you meet)* at the airport?
3. Who *(started, did start)* Microsoft?
4. When *(started Microsoft, did Microsoft start)*?
5. Who *(spoke, did speak)* at the conference?
6. What *(the Minister spoke, did the Minister speak)* about?
7. What *(happened, did happen)*?
8. Why *(it happened, did it happen)*?
9. Who *(told you, did tell you)* about new project?
10. Who *(you told, did you tell)*?

**X. Match questions 1-10 above with answers a)-j) below:**

| | |
|---|---|
| 1. Who met you in the Ministry? | a) Bill Gates started it. |
| 2. Who did you meet at the conference? | b) It started in 1975. |
| 3. Who started Microsoft? | c) Mrs. Chang met me. |
| 4. When did Microsoft start? | d) Linda spoke. |
| 5. Who spoke at the conference? | e) I told my line manager immediately. |
| 6. What did the President speak about? | f) Nothing happened. |
| 7. What happened? | g) It happened because of bad management. |
| 8. Why did it happen? | h) He spoke about nanotechnology. |
| 9. Who told you about? | i) I met Mrs. Chang. |
| 10. Who did you tell? | j) My line manager told me. |

## *Freer practice*

**Task 1**

*Choose a partner, but don't talk to him or her yet. Write four questions to ask your partner. Work in pairs. Ask and answer your questions. Then tell the class something interesting you found out about your partner.*

**Task 2**

*a) You are going to write a profile of someone in the class. Write ten questions to ask another student. Use these ideas or your own:*

– personal details;
– family;
– work;
– study;
– free time;
– last holiday;
– future plans;
– studying English;
– home.

*b) Work with a student you don't know very well. Take turns to ask and answer your questions. Make notes on your partner's answers.*

*c) Write a profile of your partner.*

*d) Swap profiles with your partner. Check the information is correct.*

# UNIT 5
# THE SIMPLE TENSES

*(to ask)*

| | *AFFIRMATIVE* | *Interrogative* | *Negative* |
|---|---|---|---|
| *Present* | I<br>we ask<br>you<br>they<br><br>he<br>she ask + s<br>it | I<br>we<br>Do you<br>they ask ?<br><br>he<br>Does she<br>it | I<br>we do<br>you<br>they not ask<br><br>he<br>she does<br>it |
| *Past* | I<br>we<br>you<br>they ask + ed<br>he<br>she<br>it | I<br>we<br>you<br>Did they ask<br>he<br>she<br>it | I<br>we<br>you<br>they did not ask<br>he<br>she<br>it |
| *Future* | I<br>we shall<br><br>you ask<br>they<br>he will<br>she<br>it | I<br>shall we<br><br>you ask<br>they<br>will he<br>she<br>it | I<br>w shall<br><br>you not ask<br>they<br>he will<br>she<br>it |

| **The Present Simple is used:** | **Examples:** |
|---|---|
| 1) to express a habit.<br>2) to express a fact which is always true.<br>3) to express a fact which is true for a long time. | 1) He gets up at 7 a.m.<br>2) Vegetarians don't eat meat.<br>3) She works as an economist. |
| The Present Simple is often used with such time indicators: *often, seldom, always, usually, regularly, every day, sometimes, as a rule* etc. | |
| **The Past Simple is used:** | **Examples:** |
| 1) to express a finished action in the past. | 1) I worked as an economist last year. |

| | |
|---|---|
| 2) to express actions which followed each other in a story. | 2) He came into the room. He took off his coat and sat down on the bed. |
| The Past Simple is often used with such past time expressions: *last year, last month, five years ago, yesterday, in 1991 etc.* | |
| **The Future Simple is used:** | **Examples:** |
| 1) to express a future decision or intention made at the moment of speaking.<br>2) to express a future fact. | 1) Goodbye. I'll see you tomorrow.<br>2) The prices will grow twice. |
| The Future Simple is used with such expressions: *tomorrow, the day after tomorrow, next week (month, year), in a day, in 2020 etc.* | |
| **Note!** We use Present Simple instead of Future Simple after if, when, before, after, as soon as, till, until:<br>I'll enter the Accounting and Economic Department when I finish school – Я поступлю на обліково-економічний факультет, коли закінчу школу. | |

## *Controlled practice*

**I. Make the following sentences negative and interrogative:**

1. I work in research and development.
2. They often travel abroad on business trips.
3. Susan works with him in R&D.
4. He usually comes by car.
5. They produced farm machinery.
6. She had some brochures of our products.
7. He worked in the sales department.
8. Paul will need his computer in an hour.
9. Peter and Mike will arrive in the meeting on time.
10. Simon will teach you how to use this computer program.

**II. Put the verb into the correct form:**

1. This computer (*to break down*) yesterday.
2. John *(not/ to work)* with you in the marketing department later on.
3. Suzanne *(to write)* the report every month.
4. Peter *(to meet)* the CEO tomorrow to discuss his future with the company.
5. Their department *(to work)* on a very important project last year.

6. I *(to hate)* going to trade fairs, they are so boring.

7. Tom *(not/to agree)* with the idea of employing a new secretary.

8. Our new sales representative is French, she *(to come)* from Paris.

9. Here are your tickets, your flight *(to leave)* at 10 o'clock.

10. We *(to import)* some of our products from India next year.

**III. Choose the correct item:**

*1. I ... the accountant at five, so I'll be late home tonight.*

a. will see

b. saw

*2. Our factory workers ... to work at the weekend, so we did overtime only from Monday to Friday.*

a. don't like

b. won't like

*3. What ... this symbol ... on the computer?*

a. will/mean

b. did/mean

*4. Our company ... on Saturdays later on.*

a. worked

b. works

*5. We ... our orders next week.*

a. don't deliver

b. didn't deliver

*6. If we ... tired, we'll stop doing that calculation.*

a. will be

b. were

*7. They ... a fault with one of their products last week.*

a. find

b. will find

*8. There ... high interest rates at present.*

a. were

b. will be

*9. Many small companies ... financial difficulties next year.*

a. would have

b. had

*10. Our company ... an increased competition from abroad last year.*

a. faces

b. will face

**IV. Put questions to the italicized words:**

1. Companies *reduced their prices* last year.
2. They have to do it to *remain competitive*.
3. We usually carry out *market research*.
4. They will have to find out what their customers want *next week*.
5. He drives to *Umbria* once a week to visit our local representative.
6. I'm sorry to hear about *your problems with that business plan*.
7. I usually *type* as fast as I can.
8. We think you should speak to *your line manager*.
9. *They* installed a new air conditioning system in my office yesterday.
10. You can use my office *this week*.

**V. Choose the best variant:**

*1. Elizabeth always ... the computer on overnight.*

a. leaves

b. will leave

*2. He often ... overtime earlier.*

a. will work

b. worked

*3. Now they ... the promotion for highly skilled workers.*

a. will promise

b. promise

*4. I ... some information about your products.*

a. want

b. will want

*5. He ... a very interesting e-mail from EFC some days ago.*

a. received

b. receives

*6. Now I ... to go to the bank to get some money.*

a. have

b. has

*7. She ... some paper for the copies tomorrow.*

a. will need

b. needed

*8. The engineers ... some problems with the new machine last year.*

a. had

b. will have

*9. They ... us the information about their latest range of products in a day.*

a. sent

b. will send

*10. I ... him at the trade fair next Friday.*

a. meets

b. will meet

**VI. Rewrite the following sentences using the Past Simple:**

1. I have some floppy disks and a printer.
2. There is no space in the office for another desk.
3. He always tells us the information about annual exhibitions.
4. Thanks to your directions we don't have trouble in finding the hotel.
5. When you start a new job you spend some time to become familiar with the environment and people.
6. This report is fine but you need to do some more work on the conclusion.
7. He forwards all her mail to this address.
8. There is no hope of finding a flight.
9. Sam tries to find the information about the products of our competitors.
10. Some people feel that Europe needs to be more competitive with the USA.

**VII. Fill in the blanks with auxiliary verbs:**

1. How many holidays … the workers of your company have a year?
2. What … make a good manager in the next decade?
3. … you have a reasonable working week?
4. What kind of job security … workers expect earlier?
5. What elements … your workplace have now?
6. How … working practices affect people and society now?
7. When … you start writing the report?
8. When I worked for MacLeans I … have a handsome salary.
9. We had the meeting but then we … go for lunch.
10. The secretary … send the fax.

**VIII. Fill in the sentences with the words given below:**

| | | | | |
|---|---|---|---|---|
| *get/will send* | *had* | *crashed/had* | *will finish* | *went* |
| *gave/took* | *decided* | *want* | *brought out* | *is* |

1. A colleague of mine … to the annual general meeting last week.
2. If I … to the office tomorrow I … an e-mail to Peter.
3. He … dinner with the English representative at ten o'clock yesterday.
4. The manager … his presentation and everyone … notes.
5. The computer … and I … to finish my work the next day.
6. We … to close our Liverpool factory.
7. Simon … his report in a day.
8. Good marketing … more important than competitive prices.
9. This product is better the last one they ….
10. We … to redecorate our office.

**IX. Make up sentences using the following words and phrases:**

1. The cheapest, product, this, your, in, range, is.
2. Is, this, in, factory, this area, the biggest.
3. Sold, the market, on, this, we, last week, model.

4. Expensive, products, our, at, are, the most, the fair.

5. The best, Peter, a large, he is, because, bonus, salesman, have, we, deserves.

6. Levi's, Tesco, jeans, a profit, to make, want, from, didn't.

7. In the future, change, the way, brands, will, operate, they.

8. The company, that, thought, more customers, would bring, this sales strategy, to its stores.

9. Its goods, sometimes, when, in supermarkets, suffers, sold, are, a brand image.

10. It doesn't, that, brands, possible, will disappear, seem.

**X. Translate the sentences:**

1. Ви купуєте брендові вироби?
2. Я намагався установити нове програмне забезпечення вчора.
3. Ми написали листа нашим постачальникам.
4. Завтра уранці я закінчу звіт з португальського проекту.
5. Вони продають товари широкого ужитку.
6. Вони написали бізнес-план минулого місяця, але їм ще необхідно дослідити ринок збуту.
7. Ми попросимо Тома зробити презентацію компанії.
8. Нам необхідно знизити ціни через наших конкурентів.
9. Вони виграли німецький контракт минулого року.
10. Іноді я допомагаю своєму керівнику перевіряти наявність товару.

## *Freer practice*

**Task 1**

*a) Write three sentences about your friends' present and past habits or routines. Work in pairs. Take turns to tell your partner about your friends. Ask follow-up questions if possible. Are any of your friends similar?* A: My friend Maria's always complaining about her job. B. Really? Why's that?

*b) Discuss the ideas with your partner. Give reasons for your opinions. Which ideas do you all agree about?*

*c) Tell the class two things that your group agreed about.*

**Task 2**

*a) Work on your own. Write questions with Do you think ... will...? and these ideas. Then make two more questions of your own.*

***Family life in 2020.***

1. / families / be smaller

*Do you think families will be smaller?*

2. / people / have more free time?
3. / more people / live to be a hundred?
4. / people / be happier?
5. / more fathers / stay at home to look after the children?
6. / more people / share jobs?

*b) Work with your partner. Take turns to ask and answer your questions. Continue the conversation if possible.*

# UNIT 6
# THE CONTINUOUS TENSES

## THE PRESENT CONTINUOUS TENSE

*(to work, to write)*

| **am, is, are + working, writing** | | | |
|---|---|---|---|
| **Affirmative** | **Interrogative** | **Negative** | **Interrogative-Negative** |
| I am working, writing<br>He/she/it is working, writing<br>We/you/they are working, writing | Am I working, writing?<br>Is he/she/it working, writing?<br>Are we/you/they working, writing? | I am not working, writing<br>He/she/it is not working, writing<br>We/you/they are not working, writing | Am I not working, writing?<br>Is he/she/it not working, writing?<br>Are we/you/they not working, writing? |

| **The Present Continuous 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** is used with the following time expressions: *now, at the moment, these days, at present, tonight, nowadays, still*, etc. | |

| BE GOING TO **be going to is used:** | **Examples** |
|---|---|
| - for plans, intensions or ambitions we have for the future; | **I'm going to employ** more staff. **I'm going to expand** my company. (intention / plan ) |
| - in predictions when there is evidence that something will happen in the near future. | Look at him! He is going to win the race. (There is evidence – he is ahead of the other runners) |

| NOTE: | In the year 2050 there **will be** colonies on Mars. |
|---|---|
| - We use **will** when we make a prediction based on what we think, believe or imagine. | |
| - We use **be going to** when we make a prediction based on what we can see (evidence) or know. | Look! The acrobat **is going to** walk along the tightrope. |
| **Be going to** is used with the following expressions: *tomorrow, the day after tomorrow, next week/month/year, tonight, soon, in a week/month/year, etc.* | |

## PAST CONTINUOUS TENSE

*(to work, to write)*

| ***was, were + working, writing*** | | | |
|---|---|---|---|
| **Affirmative** | **Interrogative** | **Negative** | **Interrogative-Negative** |
| I/he/she/it *was working, writing*<br>We/you/they *were working, writing* | *Was* I/he/she/it *working, writing*?<br>*Were* we/you/they *working, writing*? | I/he/she/it *was not working, writing*<br>We/you/they/ *were not working, writing* | *Was* I/he/she/it *not working, writing*?<br>*Were* we/you/they *not working, writing*? |

| **The Past Continuous 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 café. (We do not know when they got to or when they left the café). |
| - 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);<br><br>**when/while/as**+ past continuous (longer action)<br>**when** + past simple (shorter action) | He **was walking** when he **slipped** on a banana skin.<br>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 story before we describe the main events. | Todd and Emily **were riding** through the forest. The sun **was shining** and the birds **were singing**. |

**The past continuous** is used with the following time expression: *when, while, as, all day/night/morning*, etc.

## FUTURE CONTINUOUS TENSE

*(to work, to write)*

| ***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 Future Continuous 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?<br>- No, I'll do it. **I'll be seeing** them at the meeting anyway.<br><br>(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?<br>- Yes. Why?<br>- Could you get me a sandwich? |

| **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.<br>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. |

## *Controlled practice*

**I. Complete the sentences with the verbs in brackets in the Present Continuous Tense:**

1. They *(to apply)* new technology.
2. The factory *(to employ)* new workers.
3. We *(to study)* the economic situation in the area.
4. I *(not / to learn)* Spanish, I *(to learn)* English.
5. They haven't sold the products, they *(to sell)* them now.
6. The two companies *(to compete)* in the market.
7. Unemployment *(to grow)* at the moment?
8. You *(to work)* at the report on a macroeconomic problem.
9. The consumption of goods *(to increase)* in Ukraine.
10. The firm *(not / to manufacture)* the equipment.

**II. Choose the correct form of the verb:**

*1. We ... capital goods and consumer goods.*

a. produce

b. are producing

*2. We use various resources when we ... goods or services.*

a. are producing

b. produce

*3. We always ... choices between people's wants and needs.*

a. make

b. are making

*4. When people make a choice between two possible uses of their resources they ... a tradeoff between them.*

a. are making

b. make

*5. We always ... natural resources when we are building a bridge.*

a. require

b. are requiring

*6. People always ... their money when they start their own business without special education.*

a. are losing

b. lose

*7. He ... to find a job at the moment, he must do something to earn a living.*

a. is trying

b. tries

*8. When we talk about "the national labour force" we ... of all those people available for work within the nation.*

a. think

b. are thinking

*9. An individual ... careful decisions now about how to allocate personal resources.*

a. makes

b. is making

*10. Economists always ...solutions and ... comparisons between the economic model and the real world.*

a. seek, make

b. are seeking, are making

**III. Complete the sentences with the verbs in brackets in the Present Continuous or the Present Indefinite Tense:**

1. He joined company 25 years ago and he still *(to work)* for us.

2. We *(not to send)* out any orders this week because we are waiting for the new lists.

3. I *(to deal)* with Mr. Matsumi's clients this week because he is away.

4. Because of the Euro/ Dollar exchange rate, EU exports *(not to do)* very well at the moment.

5. I *(to learn)* French because I'm going to be based in the Paris office next year.

6. I am German, and I *(to come)* from a small town near Munich.

7. You *(to know)* what Mrs. Ericson (to do)? She's not in her office.

8. I *(to think)* we ought to give the job to this young man.

9. Could you help me? I *(to try)* to translate the letter from a Spanish client.

10. I don't know what this word *(to mean)*.

**IV. Complete the sentences. Use the past continuous tense of the verbs in brackets:**

1. Yesterday at that time they *(to discuss)* the problem with a lot of people to take a decision.

2. John was a Sales Agent. He *(to work)* hard the whole month to save up for a computer.

3. We *(to interview)* candidates for the sales job the whole day.

4. I *(to work)* at home all day long.

5. Who you *(to talk)* to on the telephone as I came in?

6. When I first met him he *(to work)* in a restaurant.

7. Where he *(to live)* when you saw him last?

8. The living standard of population *(to fall)* during the year.

9. Our income *(not/ to rise)* at that time.

10. Prices for fuel and energy *(to grow)* in the country then.

**V. Make up the questions to the sentences given below:**

1. They were discussing the price problem at that moment. (*What*)

2. The company was simultaneously having negotiations with their competitors. (*With whom*)

3. The market was expanding very quickly. (*Was*)

4. The domestic capital market was growing at a high pace. (*What market*)

5. The economy was recovering very slowly. (*Was*)

6. The prices were steadily increasing during this period. (*Were*)

7. This time last year they were negotiating with Turkey. (*With whom*)

8. Jane was speaking over the phone with her clients when I entered the room. (*With whom*)

9. This time last year Tom was working in Brazil. (*Where*)

10. They were building a new bank when I was there last year. (*What*)

**VI. Read this extract from a report on an accident at a construction site. Choose the appropriate form of the verb (Past Continuous or Past Indefinite):**

On Monday at 16.30 a construction worker was hurt at the Irbas plant. The foreman (1) (*said / was saying*) that four men (2) (*worked / were working*) on a roof when a crane (3) (*hit / was hitting*) the wall of the building. One of the men (4) (*slipped / was slipping*) and (5) (*fell / was falling*) to the ground. The crane driver (6) (*tried / was trying*) to lift a metal pipe when he (7) (*lost / was loosing*) control. A preliminary report identifies three factors which contributed to the accident: the injured worker (8) (*didn't wear / wasn't wearing*) a safety harness. Thecrane (9) (*worked / was working*) in a prohibited area. It (10) (*rained / was raining*), so work should have been stopped.

**VII. Complete the sentences. Use the future continuous tense of the verbs in bracket:**

1. I *(to work)* for Mr. Pitt next week as his own secretary will be away.
2. Wages have gone up, so I suppose prices *(to go up)* too.
3. We'll be in the same firm, but we (not to work) together, because we'll be in different departments.
4. Don't phone me at 8.00. I *(to have)* talks concerning a loan with the bank manager.
5. Tomorrow our boss *(to interview)* candidates all morning.
6. During May our managers *(to collect)* all the information they need.
7. They *(to discuss)* some issues relating to their future needs tomorrow at this time.
8. We *(to move)* to our new premises in August.
9. He *(to repay)* the bank loan in December.
10. During my presentation I *(to describe)* the key benefits of our new service.

**VIII. Choose the correct form:**

*1. What time ...?*

a. does your train leave

b. will your train leaving

*2. Don't forget to turn off the lights before you ....*

a. will be leaving

b. leave

*3. This time next week I ... on a beach in Greece.*

a. shall lie

b. shall be lying

*4. The flight ... at 1 pm and ...at 3.45.*

a. leaves / arrives

b. will be leaving / will be arriving

*5. I ... Nick tomorrow, so I can give him your message.*

a. shall be seeing

b. see

*6. Sorry, I can't see you n the 15-th. I ... golf with a client.*

a. shall play

b. shall be playing

*7. ...the conference room next Tuesday?*

a. Will you be using

b. You use

*8. When I ... him, I'll ask him.*

a. shall be seeing

b. see

*9. I'll come at three o'clock. — Good, I ... for you.*

a. shall wait

b. shall be waiting

*10. When I ... back they ... the price problem.*

a. come / will be discussing

b. shall come / will discuss

**IX.** The Human Resources *Manager of* a *large company is explaining the appraisal system to a group of new employees. Complete his talk by putting the verbs in brackets into the right tense.*

*Choose between the* present indefinite, future indefinite and *future continuous*:

"Your appraisal interviews (1) (to be) in March. Er, I'm sorry, they were going to be in February but we had to postpone them. Sorry about that. Um, during February your line managers (2) (to collect) all the information they need from you, and by the time you meet for the interview, they'll have produced a checklist of points for discussion.

Right. Um, in the interview you (3) (to discuss) your performance during the past year and any issues relating to your future needs, er, such as training. By the end of the meeting I to hope that you and your line managers will have agreed on your personal objectives *for* next year, both in terms of sales targets and professional development. Is that clear? OK, good. Of course there is some flexibility in the targets, in case anything (4) (to happen) to the market that we cannot predict. We may also have a budget for you to do some training, after you (5) (to come) back from your summer holidays but before work (6)(to get) really busy in September. Is that OK? Yeah. Good.

After that, the next time that we all (7) (to meet) again (8) (to be) in October, when I'd like some feedback on your training, as by then any courses that you do will have finished, is that OK? Yeah. I (9) (to send) you feedback forms nearer the time. Well, er, unless you (10) (to have) any questions, I think that's all. Oh, no, Er, yes – I was going to have a word with you about your holiday plans, but you probably don't know them yet. Could you email me with your request as soon as you know them."

**X. Choose the correct form of the verb:**

*1. When the computer ... I ... last month's figures.*

a. crashed / was printing out

b. was crashing / printed out

c. crashed / shall be printing out

d. crashes / prints out

*2. I ...at the Marriot Hotel. I'll be there until Friday.*

a. am staying

b. was staying
c. shall be staying
d. stay

*3. Julie won't be here tomorrow. She ... at our other office.*

a. will be working
b. will work
c. worked
d. is working

*4. At first sight, he ... a sensible suggestion.*

a. was making
b. makes
c. is making
d. shall be making

*5. We ... a lot of trouble with our suppliers.*

a. is having
b. are having
c. will be having
d. was having

*6. I ... they will make a decision this week.*

a. am thinking
b. was thinking
c. shall be thinking
d. think

*7. When I ... home, I heard your phone message.*

a. was getting
b. am getting
c. got
d. shall be getting

*8. When I ... at the office Jane ... for me.*

a. was arriving / was waiting
b. arrived / was waiting
c. am arriving / waits
d. shall arrive / will be waiting

*9. They ... about the merger when he suddenly ... his temper.*

a. were arguing / lost

b. argue / loose
c. are arguing / lost
d. will argue / will be loosing

*10. We finish the course tomorrow so we ... for a drink.*

a. went out
b. was going out
c. will be going out
d. are going out

## *Freer practice*

**Task 1**

*a) Make questions with you. Put the verbs in brackets in the Present Simple or Present Continuous.*

1. *Are you feeling* (feel) hungry now?
2. ... (usually eat) a lot of street food?
3. ... (cook) for yourself every day?
4. ... (try) to eat more healthy these days?
5. ... (want) to learn how to cook?
6. ... (look) for somewhere to live?
7. ... (often read) blogs?
8. ... (watch) any good TV series at the moment?

*b) Ask other students your questions. Try to find one person who answers yes for each question. Then ask two follow-up questions.*

*c) Work in groups. Tell other students three things you found out about the class.*

**Task 2**

*a) Write three sentences about your friends' present and past habits or routines. Work in pairs. Take turns to tell your partner about your friends. Ask follow-up questions if possible. Are any of your friends similar? A. My friend Maria's always complaining about her job. B. Really? Why's that?*

*b) Discuss the ideas with your partner. Give reasons for your opinions. Which ideas do you all agree about?*

*c) Tell the class two things that your group agreed about.*

# UNIT 7
# THE PERFECT TENSES

*(to work, to write)*

| Presentation | | | |
|---|---|---|---|
| ***have, has + worked, written*** | | | |
| **Affirmative** | **Interrogative** | **Negative** | **Interrogative-Negative** |
| I/we/you/they *have worked, written*<br><br>He/she *has worked, written* | *Have* I/we/ you/they *worked, written*?<br><br>*Has* he/she *worked, written*? | I/we/you/they *have not worked, written*<br><br>He/she *has not worked, written* | *Have* I/we/you/they *not worked, written*?<br><br>*Has* he/she *not worked, written*? |

| **The Present Perfect is used:** | **Examples:** |
|---|---|
| - to talk about present results of past actions. The use of the present perfect focuses on current relevance: | *I **have given** your article about finance to professor.*<br>*Our fax number **has changed.***<br>***We've** just **lowered** our prices.*<br>*They **have updated** their website.*<br>*The government **has announced** a decrease in corporation tax.*<br>*Telecom Italia **has asked** its chief executive to complete negotiations over the company's plans to participate in a new digital pay TV system.* |
| - to talk about life experiences: | *He's **done** many jobs in his time. He's **sold** encyclopedias, he's **been** a journalist, he's **worked** in a shoe factory and now he's a trade unionist.*<br>There is no focus here on *when* he did these things in the past. Only the experiences are important. |
| - with expressions referring to 'time up to now': | **Have** you *ever* **visited** Beijing? (ever = at any previous time up to now)<br>**I've** *never* **seen** the Niagara Falls. *(never* = at no previous time up to now)<br>**I've** *already* **had** a word with Bruce. *(already* = before now)<br>**Hasn't** she **decided** what to do *yet*? *(yet* = until the present time) |

| | |
|---|---|
| | **We've had** a good year so *far. (so far* = up until now)<br>**We've grown** rapidly *over the last few years.* (= recent years up until now) |
| - after *this is the first / second time*: | *This is the first time we* ***have (ever) received*** *a complaint.*<br>*It's only the second time* ***we've met.*** |
| - with time adverbs 'for' and 'since' to say how long a situation that began in the past has lasted up to the moment of speaking: | *He* ***'s been*** *vice-president* ***for*** *two years.*<br>*He* ***'s had*** *the same job* ***since*** *1996.*<br>*She* ***'s always been*** *a creative person.* |

## THE PAST PERFECT TENSE

*(to work, to write)*

| ***had+ worked, written*** | | | |
|---|---|---|---|
| **Affirmative** | **Interrogative** | **Negative** | **Interrogative-Negative** |
| I/he/she/we/ you/they *had worked, written* | *Had* I/he/she/ we/you/they *worked, written*? | I/he/she/we/ you/they *had not worked, written* | *Had* I/he/she/ we/you/they *not worked, written*? |

| **The Past Perfect is used:** | **Examples:** |
|---|---|
| - to talk about events that happened before other events: | Paul Bennett was killed after he **had climbed** into a giant industrial tumble dryer to free a piece of cloth trapped inside. The machine started accidentally and he was spun to death at a heat of 43°C. It became evident that his employer **had not given** him proper training and a jury decided that there **had been** an 'unlawful killing' – it was satisfied beyond reasonable doubt that Mr. Bennett **had died** as a result of manslaughter.<br>In this extract the events in bold type refer to an earlier past:<br>*had climbed into the dryer* = before the accident<br>*his employer had not given him proper training* = before the accident<br>*had been an unlawful killing* = before the trial<br>*had died* = before the trial |

| | |
|---|---|
| - with *I wish, If only* and *I'd rather* | We use the past perfect to talk about events that did not happen:<br>*I wish I* ***had been*** *more interested in English at school.*<br>*If only I* ***had bought*** *those shares; they've gone up 27%.*<br>*I'd rather he'd* ***asked*** *me before taking my car.*<br>In the negative, the sentence expresses a regret for events that did take place:<br>*He wishes he* ***hadn't left*** *his previous job. (but he did)* |
| - to emphasize the recent nature and/or duration of actions. If we want to focus on continuous activity taking place in an earlier past we use the **progressive form**: | *They* ***had been testing*** *the drug for years before it came onto the market.*<br>*She had to take a break because she'd* ***been working*** *far too hard.* |

## THE FUTURE PERFECT TENSE

*(to work, to write)*

| ***shall/will have + worked, written*** | | | |
|---|---|---|---|
| **Affirmative** | **Interrogative** | **Negative** | **Interrogative-Negative** |
| I/We *shall have worked, written*<br><br>He/she/you/ they *will have worked, written* | *Shall* I/we *have worked, written*?<br><br>*Will* he/she/ you/they *have worked, written*? | I/We *shall not have worked, written*<br><br>He/she/you/ they *will not have worked, written* | *Shall* I/we *not have worked, written*?<br><br>*Will* he/she/ you/they *not have worked, written* |

**The Future Perfect is used:**

**1) to indicate events completed before a future time:**

We use the future perfect, and a time phrase with ***by***, to talk about something that will be completed before a particular time in the future:

*By the time they arrive we* ***will have gone home.***

*At the end of the year we* ***will have recovered*** *our initial investment.*

*We* ***won't have repaid*** *the loan by the end of May.*

## FUTURE PERFECT SIMPLE VS. FUTURE PERFECT CONTINUOUS/PROGRESSIVE:

| Future Perfect Simple | Future Perfect Continuous/Progressive |
|---|---|
| It is used to say what **will have happened or been completed before a specific point in the future.** *By the time we get to the office, the meeting **will have already started.*** | |
| It is used to express **a condition or situation** which starts before and still exists at a specific point in the future. *This time next year, we **will have been** in this business for ten years.* | It is used to talk about a **long, continuous action**, which starts before and is still happening at a specific point in the future. *By next year, **I'll have been working** for this company for ten years.* |
| It is used to express a certainty about **a single action in the past.** We are certain because the action usually happens. *Don't telephone your office manager, it's six thirty, he **will have already gone** home.* | It is used to express a certainty about a **long, continuous action in the past.** *The office is a mess, they **will have been celebrating** the China contract.* |

### *Controlled practice*

**I. In each of the following sentences, fill in the blanks with one word only:**

| | | | | |
|---|---|---|---|---|
| *since (2)* | *in (3)* | *ago* | *for (3)* | *on* |

1. We haven't had any new orders … over a month.
2. We have been producing cars at the Oxford factory … nearly 80 years.
3. It's a week … I was last at the office.
4. My boss went on a course … September last year.
5. How long … did Mr. Koczka leave?
6. The last meeting took place … 18 July.
7. A lot of the factories here were shut down … the 1980s.
8. I got my first proper job …1992.

9. I haven't been feeling well ... I went to that fish restaurant.

10. My colleague worked in Hong Kong ... five years before coming back to Hamburg.

**II. Complete these announcements, read out today during a radio programme called "Business in Action". Complete each one, using these verbs in either past simple or present perfect:**

| *agree* | *buy* | *give* | *issue* | *slump* |
|---|---|---|---|---|

In a gigantic deal, BRITISH AMERICAN TOBACCO, the world's second-largest international cigarette maker, (1) ... to take over ROTHMANS (the fourth-largest) for $8.7 billion. Shares in MARKS AND SPENCER, Britain's biggest retailer, (2) ... by more than 10% in the last 24 hours after the firm (3) ... a profits warning.

Europe's postal market is becoming increasingly competitive. Only weeks after the British government (4)... the state-controlled POST OFFICE greater commercial freedom, it (5) ... Germany's third-largest private carrier. GERMAN PARCEL has a big distribution network and a large stake in GENERAL PARCEL, which operates Europe-wide.

**III. Choose the appropriate form of the verb in brackets:**

"I (1) *(worked/have worked)* for Dataready since last summer. So far it has been enjoyable and I (2) *(did not have/have not had)* any difficulties. At the beginning I (3) *(expected/have expected)* to have a lot of problems, though. I thought I might not get on my colleagues, but all of them (4) *(were/have been)* friendly and supportive since the very first day. Last week, for example, I (5) *(had to/have had to)* meet some tight deadlines, which (6) *(was/has been)* quite stressful. One of my colleagues (7) *(offered/has offered)* to collect all the data I (8)*(needed/have needed)* for the quarterly report. This (9) *(saved/have saved)* me at least half a day's work. I (10) *(did not feel/have never felt)* so welcome as at Dataready, I must say."

**IV. Complete the report about the history of Joie de Vivre. Use the past simple or the present perfect forms of the verbs in brackets:**

I (1) *(receive)* the year's results yesterday and I am delighted to announce that our company (2) *(have)* another fantastic year. We (3) *(start)* in 1970 in a small factory in Shatin, Hong Kong, and we only (4) *(employ)* four people. That number (5) *(grow)* to around 2,000 today.

In the early years we (6) *(face)* strong competition from our competitors and in 1982 we nearly (7) *(go)* bankrupt. But from that difficult period until now, we (8) *(hold)* out and we (9) *(not make)* the mistake of becoming typecast as a label for the changeable junior market.

Things (10) *(improve)* considerably since we (11) *(move)* from Shatin to China. In 2000 we (12) *(buy)* the international operations for our partner company Joie de Vivre Holdings and we now do business in more than 30 countries.

In recent years we (13) *(expand)* our product range and we have carved out a sizeable niche in the same market as Benetton and Zara.

Last year we (14) *(have)* our fifth consecutive year of growing with 98 million dollars in net profit and in January of this year we (15) *(deliver)* the first retail stock to be included in Hong Kong's Hang Seng index.

A lot of change (16) *(take)* place recently. This is because last year most of our sales (17) *(come)* from Asian market. So, in January this year, we (18) *(decide)* to try and break into the US market. Just recently, we (19) *(enter)* into negotiations with Macy's department stores.

In conclusion, our company so far this year (20) *(prosper)* and that is down to all your hard work. Congratulations to you all.

**V. Complete each of the following sentences in two ways, using "because + past perfect" and "so + past simple". See the example:**

***Pattern:***

*When I left the office, the building was empty ...*

a. (everyone/go home) **because everyone had gone home.**

b. (I/lock the doors) **so I locked the doors.**

*1. When I arrived at the office the next morning, the place was in a terrible mess ...*

a. (I/phone the police)

b. (someone/break in)

*2. The chairman was in a very good mood ...*

a. (we/win/a major contract)

b. (we/open/a bottle of champagne)

*3. The negotiators realized another meeting would be necessary ...*

a. (they/not reach an agreement)

b. (they/get out/their diaries)

*4. I didn't know their phone number ...*

a. (I/call/Directory Enquiries)

b. (they/move/to new premises)

*5. The Marketing Manager's flight from Japan arrived late ...*

a. (she/go/straight home from the airport)

b. (there/be/a security alert in Tokyo)

**VI. Complete the sentences with the best form of the verb in brackets. In each sentence one verb will be in the past simple and the other in the past perfect. Do not use contractions:**

1. After she *(make)* a few notes, she *(start)* writing the introduction to the Annual Report.

2. Gary *(be sure)* that he *(set)* the alarm before leaving the office.

3. I *(call)* my wife on my mobile because the meeting *(still not finish)*.

4. Once I *(speak)* to him, I *(realize)* there had been a misunderstanding.

5. After Jill *(give)* her first presentation, she *(feel)* much less nervous.

6. Before Edite *(become)* Michael Edward's personal assistant she *(already work)* in the company for two years.

7. I *(not see)* the figures before the meeting, so it *(put)* me at a disadvantage during the discussion.

8. Sorry it took so long. I *(have to)* go down to the store room because we *(run out of)* paper for the photocopier.

9. The rain *(stop)* by the time I *(get out of)* the taxi.

10. I *(be)* surprised to find that she *(already leave)*.

**VII. Put the verbs in brackets into the past simple, the past continuous or the past perfect. Do not use contractions:**

1. I *(not/pay)* the cheque in because the bank *(already/shut)* by the time I got there.

2.The manager *(not/pick up)* the phone because she *(deal)* with another customer when it rang.

3. While I *(travel)* in South America, I *(get)* the idea for my new business venture.

4. We *(manage)* to maintain the demand as we *(study)* the market thoroughly.

5. They *(still/not/pay)* their bill, so we *(send)* them a second reminder.

6. When I *(reach)* the airport, the flight *(already/close)*, so I waited for the next one.

7. Jason *(be)* worried about last week's presentation because he *(not/prepare)* his talk.

8. The revenue *(grow)* as the exports *(increase)* significantly.

9. They *(not/increase)* sales because the production *(drop)* by 1 per cent.

10. While I *(check)* the figures, I *(notice)* a couple of mistakes.

**VIII. Complete the sentences by putting the verbs in brackets into the right tense:**

***a) Choose between the present simple and the future perfect. Do not use contractions.***

1. By the time all the papers are ready, the deadline *(pass)*.

2. The flight *(leave)* at 1 pm and *(arrive)* at 3.45.

3. The bank transfer order *(receive)* by late afternoon.

4. The gold standard *(revalue)* by the time the national debt is balanced.

5. They *(acknowledge)* receipt of the package before they place another order.

6. Mary *(not/calculated)* the settlement price by six o'clock.

7. I won't do anything until I *(hear)* from you.

8. Analysts fear that the Administration's monetary policy *(not/have)* a positive impact by the end of the fiscal year.

9. Home owner's equity *(arrive)* at a higher value when the recession slows down.

***b) The future tenses***

1. By the time we get to Chicago this evening, we (1) *(drive)* more than four hundred miles.

2. When Sarah goes on vocation next month, she (2) *(study)* German for two years. She should be able to communicate fairly well while she is on her business trip.

3. By the time you finish studying the verb tense tutorial, you (3) *(master)* all twelve tenses including their passive forms.

4. I came to England six months ago. I started my economics course three months ago. When I return to Australia, I (4) *(study)* for nine months and I (5) *(be)* in England for exactly one year.

5. Frank just changed his jobs again. If he keeps this up, he (6) *(change)* jobs at least four or five times by the end of the year.

6. I promise I (7) *(do)* all the work by next Saturday.

7. I (8) *(finish)* in an hour and then you can use the computer.

8. I got a great job offer which I can't refuse. Besides, by the time I move, I (9) *(live)* in Baton Rouge for over twenty years.

9. Two clients from Peru (10) *(visit)* us by the next month. We need someone to entertain them while they are here.

**IX. Decide whether to use future simple, future perfect or future perfect continuous in the following sentences:**

1. Our partnership *(be)* ten years old next week.

2. She has promised that she *(never/show)* anyone our computer records again.

3. You can have the report tomorrow, I *(finish)* it by then.

4. Just think, this time next month we *(finish)* this job and they *(already/pay)* the cheque into our account.

5. I can't give you an answer tomorrow. I *(not/speak)* to the sales manager by then.

6. Shall I pick you up at seven? *(you/finish)* dinner by then?

7. *(you/finish)* that sales report by this time tomorrow? Because I want you to do something else for me.

8. By next year I *(work)* for this company for ten years.

9. What do you think *(happen)* if share prices continue to fall?

**X. Choose the correct verb forms in these two texts:**

***1. Four exchanges censured for anti-competitiveness***

The Securities and Exchange Commission (1) *(said/has said)* yesterday it (2) *(censured/had censured)* four US options exchanges for allegedly engaging in anti-competitive practices and (3) *(ordered/has ordered)* them collectively to spend 77 million dollars on surveillance and enforcement. Without admitting or denying the charges, the American Stock Exchange, Chicago Board Options Exchange (4) *(agreed/had agreed)* to settle with the SEC and the Justice Department, which (5) *(were probing/have been probing/had been probing)* options listing practices since last year.

***2. Eurex names Franke successor***

Eurex, the Swiss-German derivatives exchange, (6) *(appointed/has appointed/had appointed)* Rudolph Ferscha to take over from Joerg Franke as chief executive at the end of the year. The appointment was announced yesterday by Deutsche Borse, which (7) *(owns/owned)* 50 percent of Eurex, and (8) *(is seen/was seen)* as a move by the exchange to develop a stronger international presence.

Mr. Franke, who (9) *(announced/had announced)* his resignation from Eurex the week before, (10) *(was appointed/had been appointed)* to the Deutsche Borse board a few days ago.

## *Freer practice*

**Task 1**

*a) Write these people, things and places on a piece of paper:*

– a friend you've known for most of your life

– someone you met on your last holiday

– something you've had for ages
– something you got for your last birthday
– a place you went to last year
– a place you've been to this year
*Do not write them in order.*

*b) Work in pairs. Swap papers. Ask and answer questions about the people, things and places on your partner's paper.*

*c) Tell the class two things you found out about your partner.*

**Task 2**

*Write two things you had done, or had learned to do, by the time you were 5, 10 and 15 years old. Work in pairs. Talk about the things on your list.* By the time I was five, I'd learned how to ride a bike. *Did you talk about any of the same thing?*

# UNIT 8
# THE PRESENT AND PAST PERFECT CONTINUOUS TENSES

*(to work, to write)*

| Presentation | | | |
|---|---|---|---|
| ***have, has + been + working, writing*** | | | |
| **Affirmative** | **Interrogative** | **Negative** | **Interrogative-Negative** |
| I/we/you/they *have been working, writing*<br><br>He/she *has been working, writing* | *Have* I/we/ you/they *been working, writing*?<br><br>*Has* he/she *been working, writing*? | I/we/you/they *have not been working, writing*<br><br>He/she *has not been working, writing*? | *Have* I/we/you/they *not been working, writing*?<br><br>*Has* he/she *not been working, writing*? |

| **The Present Perfect Continuous / Progressive is used:** | **Examples:** |
|---|---|
| - to talk about continuous activities. We use the present perfect continuous when the focus is on an extended period of time. The situation or activity started in the past and has been in progress for a period until now. | *Exports* ***have been growing*** *steadily over the past six months.*<br>*Foreign earnings* ***have been moving*** *ahead to record levels.*<br>The above situations are incomplete; the present perfect simple, on the other hand, tells us that the action has finished.<br>Compare:<br>***I've been reading*** *your proposals.*<br>(the focus is on the activities)<br>*She's* ***been checking*** *the calculations.*<br>***I've read*** *your proposal.*<br>(the focus is on their completion)<br>*She's* ***checked*** *the calculations.* |
| - to talk about the effect of recent events | *"Why are your hands so dirty?"* ***"I've been trying*** *to repair my car all afternoon."*<br>*"You look tired!"* ***"I am. I've been working*** *on the report all day."*<br>What is important is the present result or evidence of this recent activity - in the first example, "his hands are dirty"; in the second, 'he looks tired'. |

| | |
|---|---|
| - to talk about repeated actions | Compare:<br>***Have** you **seen** my wife?*<br>(I'm looking for her)<br>***Have** you **been seeing** my wife?*<br>(I suspect you're both having an affair)<br>But we cannot use *-ing* if we specify the number of occasions or a quantity:<br>***I've been playing** a lot of golf recently.*<br>***I've played** golf twice this week.*<br>(NOT*I've been playing...)<br>***I've written** 15 pages today.*<br>(NOT *I've been writing...) |

## PAST PERFECT CONTINUOUS/PROGRESSIVE

*(to work, to write)*

| ***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*? |

| **The Past Perfect Continuous/Progressive is used:** | **Examples:** |
|---|---|
| - to talk about events that happened before other events. Like the past perfect simple, the past perfect progressive looks back to an event that took place before another past event.<br>The main difference is that the progressive form emphasizes the duration of the first event. We normally use the progressive with an expression indicating how long: *for over an hour, for a long time, since* 1999, etc. | ***I'd been trying** to get through for over an hour before someone answered the phone.*<br>*He'd **been thinking** of going abroad for a long time and then he got a post in Singapore.*<br>*Before they closed down the subsidiary, it **had been losing money** for years.* |
| - finished and unfinished activities: | Compare:<br>**a)** *When I last saw her she'd **been planning** a new sales strategy.*<br>**b)** *When I last saw her she'd **planned** a new sales strategy.* |

| | |
|---|---|
| | In sentence (a) the planning may or may not have been completed; we don't know whether the new sales strategy was abandoned or not.<br>In sentence (b) it is clear that the planning had reached an end-point.<br>Note that we do not use the progressive form with verbs describing permanent states, perception, etc. In such cases we use the past perfect simple.<br>*The man who said there was no future in computers* ***hadn't understood*** *their significance.*<br>(NOT: *The man who said there was no future in computers hadn't been understanding their significance*) |

## *Controlled practice*

**I. Complete the sentences in the present perfect continuous/progressive:**

1. We *(to do)* business since 1995.
2. Mister Vincent *(to wait)* in the entrance hall for 20 minutes already.
3. Our company *(to supply)* pumps for almost 20 years.
4. I *(to work)* on the appraisal since six this morning. That's why you have it already.
5. These customers *(to purchase)* our machines for over a decade.
6. For the last 30 minutes, I *(to try)* to get through to Misses Ryan.
7. Jane *(to work/not)* here for two years, but for five years.
8. We *(to discuss)* who is to be held responsible for this for an hour.
9. They *(to calculate)* the currency convertibility in the meeting.
10. *(you/to read)* the catalogue?

**II. Complete each of these sentences, using the present perfect simple or the present perfect continuous:**

1. How long *(you/to wait)* for this report?

2. We *(to work)* overtime for the past week so your house appraisal is finally complete.

3. Our personnel costs *(to decline)* for the entire year.

4. 'You look tired.' 'I *(to work)* all day long.'

5. I *(to know)* John since we work for the company together.

6. The government *(to announce)* a drop in unemployment.

7. I *(to read)* a book on negotiating skills but I don't think I'll finish it.

8. He *(to work)* as a consultant for three different firms in the same sector of activity; I think there's a conflict of interest and he should resign.

9. He *(to work)* as a consultant for three different firms in the same sector of activity, but was fired from the first two.

10. That company *(to use)* electronic banking for three years with success.

**III. Choose the appropriate form of the verb in brackets:**

1. The company is huge. It *(has created / has been creating)* a thousand new jobs since the beginning of last year.

2. We *(have produced / have been producing)* this product since the beginning of the year.

3. I *(have had / have been having)* this car for twenty years and it's as reliable as ever.

4. I am afraid the company is going bankrupt. It *(has had / has been having)* big problems for 2 months.

5. The non-taxable income *(has not improved / has not been improving)* at all over the last fiscal year.

6. How many of these questions *(have you managed / have you been managing)* to get right so far?

7. I'm a bit worried about Malcolm. He *(has acted / has been acting)* very strange of late.

8. I *(have investigated / have been investigating)* allegations of abuses in the bank's adjustable-rate mortgage.

9. *(Have you sent / Have you been sending)* us the new price list of your products yet? We need it as soon as possible.

10. European nations *(have worked / have been working)* towards globalization for at least 5 years.

**IV. Complete each mini-dialogue by putting the verbs in brackets into the correct form. One verb will be in the present perfect and the other in the present perfect continuous:**

*1.* A: What's the matter? You look worried!

B: Yes, I am. I (1) *(to look at)* the contract in detail, and I (2) *(to notice)* a lot of potential problems.

A: Oh, such as?

*2.* A: I (3) *(to phone)* Carol all day, but there's no reply.

B: I expect she (4) *(to go)* to Head Office.

A: Oh, yes, I forgot.

*3.* A: 'Tosca' is coming to the Opera House. (5) *(you to see)* it?

B: No, not yet. Shall we go? I (6) *(to look forward)* to it for ages.

A: So have I. What about next week?

*4.* A: How long (7) *(you to produced)* cars at this site?

B: About four years. We (8) *(to invest)* twenty million dollars in plants and machinery.

A: Oh, and how will it take to recoup your investment, do you think?

*5.* A: The accounting company (9) *(to teach)* managers at London's Finance Center since April 6th 1999.

B: I know. We (10) *(to study)* the balance sheet.

**V. Match the sentences with the missing verbs in the appropriate form:**

| | |
|---|---|
| 1. She ... on the fixed exchange rate report for five hours when he asked for it. | a. had you been studying |
| 2. The economy ... through a bear market for so long that people did not know how to react. | b. had been explaining |
| 3. How long ... information technology before you decided to switch to finance? | c. had been working |

4. They ... the fixed exchange rate when the officer entered the hall. d. had been working

5. I ... hard all year so I felt I needed a rest. e. had been struggling

**VI. Read the extract about Marcel Bich's early career and complete the sentences. If it is not possible to use the past perfect continuous, use the simple form:**

Marcel Bich set up in business in 1949 and created France's most successful company and its third best-known brand after Dior and Chanel. He was educated in Italy as a child, followed by two years at the Lycee Francais in Madrid. He completed his secondary education in Bordeaux where he received the nickname "Baron" – a title that he carried for the rest of his life. At 18, he began selling torches door-to-door and later said that this experience was critical to his entrepreneurial success. At university he studied mathematics and philosophy and after graduation began work as a production manager for an office machine company. He then joined Stephens, a large French pen manufacturer, as a production executive, but the Second World War interrupted his career and when it was over he decided he wanted to set up on his own.

1. Before he died in 1994 he (1) *(to create)* France's most successful company.
2. Before going to Bordeaux he (2) *(to study)* in Italy and Spain.
3. Before he went to university, he (3) *(to sell)* torches door-to-door.
4. Prior to becoming a production manager he (4) *(to study)* maths and philosophy.
5. Before the Second World War broke out he (5) *(to work)* for Stephens as a production executive.

**VII. Put questions to the italicized words:**

1. They have been working from home *because they are redecorating their office.*

2. He had been thinking of *going abroad* for a long time and then he got a post in Singapore.

3. *They* have been calculating the currency convertibility in the meeting.

4. They have been producing cars *at the Oxford factory* for nearly 80 years.

5. The manager had been trying to get through *for over an hour* before someone answered the phone.

6. Before they closed down the subsidiary, *it had been losing money for years.*

7. The inspectors have been investigating *allegations of abuses* in the bank's adjustable-rate mortgage.

8. The merchant bank did not know that *one of their traders* had been hiding huge losses.

9. They *had been calculating the currency convertibility* for two hours before the meeting started.

10. She has not been maintaining the accounts on behalf of *the shareholders.*

**VIII. Match the sentences with the missing verbs in the appropriate form:**

| | |
|---|---|
| 1. I ... him financial help for three years when he got a good job. | a. had been losing |
| 2. When I left my last job, I ... there for six years. | b. had been giving |
| 3. When the company went public, they ... auto-injectors for six years. | c. had been working |
| 4. Before they closed the subsidiary, it ... money for years. | d. had been working |
| 5. When he finally retired, he ... for the company for 20 years. | e. had been producing |

**IX. Write sentences about the company's activities until it went public in 2003:**

1. When the company went public, *(they / market the auto-injectors / 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 / operate / a production unit in Spain / a year)*.

**X. a) Complete the following sentences using either the past simple or the past perfect continuous:**

1. When I bought my BIP shares, their values (1) *(to fall)* for some time.

2. The merchant bank did not know that one of their traders (2) *(to hide)* huge losses.

3. The employee was dismissed because he (3) *(to steal)* company property ever since he was taken on.

4. It took me 20 minutes to realize I (4) *(to look)* in the wrong file.

5. They (5) *(not / to discuss)* the negative points about capital allowance when the manager (6) *(to enter)* the office.

6. She (7) *(to do)* well financially until she wrote a bank draft for more than was in her account.

7. John (8) *(to work)* on totalling the amount of his liquid assets when the phone (9) *(to ring)*.

8. They (10) *(not / to use)* that credit card account long when they used up their card's limit.

**b) Complete the sentences by putting the verbs into the present perfect continuous or the past perfect continuous:**

1. She *(to maintain)* the accounts on behalf of the shareholders.

2. Our personnel costs *(to decline)* for the entire year.

3. There was a very long delay at the airport. When we finally left, we *(to wait)* for over nine hours.

4. He felt very tired at 4.30 because he *(to work)* at the VDU all day.

5. Roberto is a natural salesman. He *(to sell)* eight cars since the beginning of the week.

6. They realized that none of their confidential information was safe because someone *(to supply)* their competitors with details of their plans.

7. I *(to try)* to get through to Technical Support, but the line's always engaged.

8. She felt that a change of job would be good for her because she *(to do)* well at work.

9. I *(to type)* a note for all bank workers about the provision of uniforms since nine this morning.

10. The accountant finally discovered why the phone bill was so high. One of the night security guards *(to phone)* his friend in Australia.

**X. Fill the gaps with the correct form of the verb:**

1. The economy *(to struggle)* through a bear market for so long that people didn't know how to react.

2. They *(to talk)* about convertibility of funds ever since dawn.

3. They *(to argue)* about the limited liability company for two hours.

4. I *(to write)* a promissory note to pay a definite sum of money to the payee since two this afternoon.

5. The agent *(not / to act)* on behalf of his clients in their best interest.

6. She *(to work)* on the fixed exchange rate report for five hours when he asked for it.

7. How long *(the telephone company / to issue)* a combined statement?

8. How long *(we / to use)* paper invoicing?

9. I *(to deal)* in stock for over thirty years. That's why I'm such a success today.

10. They *(to calculate)* the currency convertibility for two hours before the meeting started.

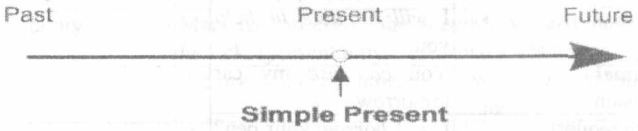
## *Freer practice*

**Task 1**

*a) Draw a timeline of your life. Write when these things happened on the line:*

– you started living in your house/flat;

– you first met your oldest friend;
– you started learning English;
– you started the study at the university;
– you first met your boyfriend/girlfriend;
– you got your favorite possession(s);
– you bought the mobile/computer you have now;
– your ideas.




*b) Plan what you're going to say about your timeline. Use the Present Perfect Continuous or Present Perfect Simple with for and since.*

*c) Work in pairs. Take turns to talk about your timeline. Tell the class two things you found out about your partner.*

**Task 2**

*a) The people below are in an office. What have they been doing since 9 o'clock this morning? Work in pair, using the prompts below, as in the model.*

Model: A: Mr. Sutton is having a teleconference.

B: Yes, he's been having a teleconference since 9 o'clock this morning.

1. Miss Davis / prepare a presentation
2. Paul and Bob / discuss a future project
3. Steve and Tom / meet with two clients
4. Ann and Mary / talk
5. Helen / translate a document

*b) Compose mini-dialogues with these sentences.*

# UNIT 9
# MODALS

## Can; could; to be able to

| *Uses* | *Present / Future* | *Past* |
|---|---|---|
| 1) ability; capability | I *can run* fast.<br>I *can help* you.<br>I *am able to help* you.<br>I *will be able to help* you. | I *could run* fast when I was a child, but now I can't.<br>I *was able to help* you. |
| 2) informal permission | You *can use* my car tomorrow. | |
| 3) polite request | *Can* I *borrow* your pen?<br>*Could* I *borrow* your pen?<br>*Could* you *help* me? | |
| 4) impossibility *(negative only)* | That *can't be* true!<br>That *couldn't be* true! | That *can't have been* true!<br>That *couldn't have been* true! |
| 5) suggestion | — I need help in math.<br>You *could talk* to your teacher. | You *could have talked* to your teacher. |
| 6) less than 50% certainty | — Where is John?<br>He *could be* at home. | He *could have been* at home. |
| 7) doubt; astonishment *(interrogative)* | *Can* she *know* Japanese? | *Can* he *have done* it? |

## May; might

| *Uses* | *Present/Future* | *Past* |
|---|---|---|
| 1) polite request | *May* I *borrow* your pen?<br>*Might* I *borrow* your pen? | — |
| 2) formal permission | You *may leave* the room. | — |
| 3) less than 50% certainty | — Where is John?<br>He *may be* at the library.<br>He *might be* at the library. | He *may have been* at the library.<br>He *might have been* at the library. |

## Must; be to; have to; have got to

| *Uses* | *Present / Future* | *Past* |
|---|---|---|
| 1) duty; obligation; strong necessity | I *must go* to class today.<br>I *have to go* to class today.<br>I *have got to go* to class today. | I *had to go* to class yesterday. |
| 2) lack of necessity *(negative)* | I *don't have to go* to class today. | I *didn't have to go* to class yesterday. |
| 3) prohibition *(negative)* | You *must not open* that door. | — |
| 4) 90% certainty | Mary isn't in class. She *must be* sick. (present only) | Mary *must have been* sick yesterday. |
| 5) plan; agreement | We *are to meet* at nine. | We *were to meet* at nine. |
| 6) order; instruction | You *must go* there at once.<br>You *are to go* there at once. | — |
| 7) destiny *(past only)* | — | He *was* never *to see* his wife again. |

## Should; ought to

| *Uses* | *Present / Future* | *Past* |
|---|---|---|
| 1) advisability; desirability | I *should study* tonight.<br>I *ought to study* tonight. | I *should have studied* last night.<br>I *ought to have studied* last night. |
| 2) 90% certainty | She *should do well* on the test.<br>She *ought to do* well on the test. *(future only)* | She *should have done* well on the test.<br>She *ought to have done* well on the test. |

## Shall

| *Uses* | *Present / Future* | *Past* |
|---|---|---|
| 1) polite question to make a suggestion | *Shall* I *open* the window? | — |
| 2) future with «I» or «we» as subject | I *shall arrive* at nine. (*will = more common*) | — |

## Will; would

| *Uses* | *Present / Future* | *Past* |
|---|---|---|
| 1) 100 % certainty | He *will be* here at nine. | He said he *would be* here at nine. |
| 2) polite request | *Will* you please *pass* the salt?<br>*Would* you please *pass* the salt?<br>*Would* you *mind* if I left early? | — |
| 3) willingness | The phone's ringing.<br>I'*ll get* it. | — |
| 4) preference | I *would rather go* to the park than *stay* home. | I *would rather have gone* to the park. |

### *Controlled practice*

**I. Transform the following sentences using the equivalents of the modal verbs:**

1. What first steps must be taken to become a millionaire?
2. Can you give us the contacts of his financial intermediaries?
3. I can't tell you the motivations for buying and holding these stocks.
4. You may buy the shares of corporation and become an owner.
5. I must say that you are at a big risk.
6. External debt can be a more legitimate worry.
7. Temporary change in tax policy may not affect consumption much.
8. He couldn't ask his relatives and friends for a loan.
9. That external debt could impose a real burden on future taxpayers.
10. Economy may not always employ its productive resources fully.

**II. Choose the correct item:**

*1. The meeting ... begin now.*

a. may

b. can

*2. The phone's ringing. That ... be our client from the U.S.*

a. shall

b. might

*3. My computer went down again. ... you take a look at it?*

a. could

b. must

*4. You ... to e-mail John to confirm next week's meeting.*

a. have

b. can

*5. You ... to talk to Nancy today and make sure all preparations for the conference are going as planned.*

a. might

b. ought

*6. You ... call Tom and ask him if he received our check.*

a. will

b. should

*7. You ... have discussed it with me first.*

a. can

b. might

*8. He ... to offer you the best price possible.*

a. should

b. is able

*9. The board of directors ... be responsible for payment to stockholders.*

a. can

b. shall

*10. They ... find the missing document.*

a. shouldn't

b. can't

**III. Choose the correct item:**

*1. You ... visit the country before analyzing its economic situation.*

a. should

b. may

*2. He ... to pay the lenders back in a week.*

a. had

b. could

*3. You ... exchange the currency everywhere in this town.*

a. may

b. should

*4. As a top manager he ... keep control over the company.*

a. must

b. can

*5. You ... make an appointment before you see him.*

a. should

b. will

*6. I'm busy, I ... meet financial intermediaries.*

a. can

b. must

*7. You ... inform the manager of the hotel before you leave.*

a. can

b. should

*8. They ... sell their bonds easily but they didn't do it.*

a. might

b. could

*9. You ... think the offer over before you accept it.*

a. may

b. should

*10. ... you emphasis on the advantages of the future markets?*

a. Can

b. Must

**IV. Make the following sentences interrogative:**

1. You can have business meetings over breakfast or lunch.

2. You don't have to bring a gift when you visit a client.

3. You really should arrive a few minutes early for business meetings.

4. You mustn't ask people how much money they earn.

5. You should dress conservatively in most business situations.

6. You can exchange business cards during a meeting or at the end of it.

7. You should shake hands with men and women the first time you meet.

8. You should address people by their title and last name unless they ask you to use their first name.

9. You really shouldn't talk about work issues in social situations.

10. You mustn't stand with your hands in your pockets during business meetings.

**V. Choose the best variant:**

*1. You ... attend the meeting if you don't want to, it's not obligatory.*

a. shouldn't

b. won't

*2. He ... to work overtime to buy a car.*

a. had

b. may

*3. We've bought a new photocopier that ... make over 150 copies per minute.*

a. may

b. can

*4. An accountant ... make mistakes.*

a. mustn't

b. shouldn't

*5. According to the new rules, all employees ... to attend the monthly 'Sales and Results' meeting.*

a. have

b. may

*6. The folder ... be on your table – I remember Elizabeth putting it there.*

a. must

b. can

*7. Ideally, I would like the report by the end of this week, but you ... to hurry with it if you are busy - I can wait.*

a. don't have

b. can't

*8. I am sorry that we ... meet your needs on this particular job, but I hope you will consider us in the future.*

a. mustn't

b. couldn't

*9. We ... have a payment now!*

a. must

b. might

*10. I know you ... be extremely busy at the moment, but verify these checks, please.*

a. can

b. must

**VI. Transform the following sentences into the past:**

1. I might pay my taxes.
2. They have to give us some brochures of their products.
3. He can tell us the information about annual exhibitions.
4. John can't arrive in the meeting on time.
5. I hate going to trade fairs but I must.
6. He isn't able to do this calculation.
7. Our company has to face an increased competition.
8. He must drive to Luton to visit our local representative.
9. You should install a new air conditioning system in the office.
10. I can work in research and development.

**VII. Fill in the blanks with *can, may, might, ought to, should*:**

1. China ... become a major economic power.
2. They ... control their own budgets.
3. They ... give us a 10% discount.
4. We ... to employ a professional writer.
5. Profits ... increase next year.
6. The price of solar panels ... go up due to the action against China.
7. I think we ... check everything again.
8. ... I have your attention for just a moment?
9. 500 dollars? He ... be serious!
10. ... I use your office for a meeting?

**VIII. Fill in the sentences with the words given below:**

| | | | |
|---|---|---|---|
| *shouldn't (2)* | *have (2)* | *should (2)* | *mustn't* |
| *may* | *can't* | *ought* | |

1. I … use the old versions of Windows any more.
2. We … to recruit more staff.
3. You … mention your achievements in a job interview.
4. You … use first names with all but the very top managers of your company in both America and the UK.
5. If we sign the contract we'll put our market position at risk. We … sign it.
6. If you lose your password, you … use your colleague's – ask the operator for another one.
7. We … to improve our overall efficiency.
8. You … tell him about the result of the survey. It is confidential.
9. Do I … to write the report again?
10. He can work independently. I think we … give him more autonomy in his work.

**IX. Make up sentences using the following words and phrases:**

1. Employers, all, wear, must, and, a shirt, a tie.
2. To send, I don't need, because, the e-mail, I told them, by telephone, our order.
3. Before, finish, you, in the office, must, that, I get back.
4. Customers, you, always, must, deal, honestly with.
5. Very well, a computer, he, can use, but, he can't type.
6. This new system, to increase, our profits, we are able, with.
7. Low prices, they, our, can't compete with.
8. That job, I could have got, not to apply, but I decided.
9. She, the invoice, Bell's, to get, must contact, this week.
10. In advance, can, pay for, they, the order?

**X. Translate the sentences:**

1. Це питання повинно бути вирішеним до того, як ми зможемо рухатися уперед.
2. Усі фінансові подробиці слід завершити якомога швидше.
3. Будемо раді надати Вам подальшу необхідну інформацію.
4. Чи можете надати копію Вашої ліцензії зареєстрованої підприємницької особи?
5. Цей порядковий номер слід присвоїти усім накладним та кореспонденції.
6. Чи можете Ви виключити його із списку розсилки?
7. Можливо, Вас зацікавлять наші нові еко-продукти.
8. Чи можна попросити Вас якнайскоріше повернути бланк?
9. Можливо, ми влаштуємо іншу зустріч.
10. Залежно від розміру Вашого замовлення, Вам може бути запропоновано знижку.

## *Freer practice*

**Task 1**

*Write one thing: you're quite good at; you're haven't got a clue how to do; you were able to do when you were a child; you know how to do; you never managed to do. Work in pairs. Tell each other about the things on your list.*

**Task 2**

*Think of one thing you: have to do, ought to do, should do, don't have to do next week. Work in pairs. Tell your partner about these things. Who is going to have the busiest week?*

# UNIT 10
# THE PASSIVE VOICE

*(to write)*

| | *Indefinite* | *Continuous* | *Perfect* | *Perfect Continuous* |
|---|---|---|---|---|
| Present | These letters *are written* (by me) every week. | A letter *is being written* (by me) now. | The letter *has been written* (by me) today. | — |
| Past | This letter *was written* yesterday. | This letter *was being written* at 5 o'clock. | By 9 o'clock all my letters *had been written.* | — |
| Future | This letter *will be written* tomorrow. | — | All my letters *will have been written* by 7 o'clock tomorrow. | — |

## PRESENT

| | | |
|---|---|---|
| 1. Викладач *пояснює* новий матеріал | на кожному уроці. | 1. The teacher **explains** new material at every lesson. |
| 2. Новий матеріал *пояснюється* викладачем | на кожному уроці. | 2. New material **is explained** by the teacher at every lesson. |
| 3. Викладач *пояснює* новий матеріал | зараз. | 3. The teacher **is explaining** new material now. |
| 4. Новий матеріал *пояснюється* викладачем | зараз. | 4. New material **is being explained** by the teacher now. |
| 5. Викладач *пояснив* новий матеріал | на цьому тижні. | 5. The teacher **has explained** new material this week. |
| 6. Новий матеріал *був пояснений* викладачем | на цьому тижні. | 6. New material **has been explained** by the teacher this week. |
| 7. Викладач *пояснює* новий матеріал | уже 10 хв. з 9 год. ранку. | 7. The teacher **has been explaining** new material for 10 minutes since 9 o'clock in the morning. |
| 8. Новий матеріал *пояснюється* викладачем | уже 10 хв. з 9 год. ранку. | 8. New material **has been explained** by the teacher for 10 minutes since 9 o'clock in the morning. |

## PAST

| | | |
|---|---|---|
| 1. Викладач *пояснив* новий матеріал | учора. | 1. The teacher **explained** new material yesterday. |
| 2. Новий матеріал *був пояснений* викладачем | учора. | 2. New material **was explained** by the teacher yesterday. |
| 3. Викладач *пояснював* новий матеріал | учора о 10 годині. | 3. The teacher **was explaining** new material yesterday at 10 o'clock. |
| 4. Новий матеріал *пояснювався* викладачем | учора о 10 годині. | 4. New material **was being explained** by the teacher yesterday at 10 o'clock. |

## FUTURE

| | | |
|---|---|---|
| 1. Викладач *пояснить* новий матеріал | завтра. | 1. The teacher **will explain** new material tomorrow. |
| 2. Новий матеріал *буде пояснений* викладачем | завтра. | 2. New material **will be explained** by the teacher tomorrow. |
| 3. Викладач *пояснить* новий матеріал | завтра до кінця першого уроку. | 3. The teacher **will have explained** new material tomorrow by the end of the first lesson. |
| 4. Новий матеріал *буде пояснений* викладачем | завтра до кінця першого уроку. | 4. New material **will have been explained** by the teacher tomorrow by the end of the first lesson. |

| **Passive Voice is used:** | **Examples:** |
|---|---|
| to describe actions:<br>- when we don't know who does, or did the action;<br>- when it is not important to know who does or did the action. | My briefcase **was stolen** last night. (I don't know who stole it).<br>The cars **are taken** to Europe every week. (It doesn't matter who takes them).<br>These televisions **are made** in Japan. (It doesn't matter who makes them). |

## *Controlled practice*

**I. Make up the sentences:**

1. Designed, the pay card, isn't, public telephones, for.

2. Card account, Access card, each pay, with money, is credited, from your Visa card, or.

3. The number you want, are connected with, when, you want, you ring the pay card operator, to make a call, and then, you.

4. His pay card balance, the cost of, was deducted from, the call.

5. In the account, he was told, that, he had, 20 dollars, by the operator.

6. That, business people, for phone calls, they are charged, often complain, too much.

7. Your hotel bill, will be put on, the cost of the call.

8. In-house, a vacancy, first of all, is usually advertised.

9. Their CVs, the applicants, to send in, will be asked, next week.

10. The candidates, some of, an interview, were invited to.

**II. Make the following sentences negative and interrogative:**

1. Brazil has been transformed from an economy based on sugar and coffee into a leading industrial power.

2. The inflation was brought under control last year.

3. Foreign direct investment has been encouraged.

4. Many state-owned companies are privatised by foreign citizens.

5. This advert will be seen by the customers in all our target markets.

6. Car production was moved away from traditional centres to small towns.

7. Most of China soy beans are imported from Brazil.

8. Our customer services department is being reorganized now.

9. Apple Computers company was founded by Steve Jobs in 1976.

10. They have been disappointed with the slow progress in Latin American markets.

**III. Choose the appropriate form of the verb (active or passive):**

1. Chris *(give)* me a copy of the report.
2. They price of oil *(will rise)* over the winter period.
3. Bonds *(think)* to be a safer investment in shares.
4. This matter *(referred)* to your line manager.
5. A trade union representative *(have invited)* to the meeting.
6. These TV screens *(made)* in Korea.
7. Our factory *(closed)* for a week because of a strike.
8. India's infrastructure *(is modernizing)* very rapidly.
9. This line *(will create)* by one of our best designers.
10. Your invoice *(pay)* this week.

**IV. Put the verb in brackets into the correct form:**

1. The assembly *(to do)* mostly by industrial robots.
2. The car *(to be repairing)* by them now.
3. The proposal *(to discuss)* by the board.
4. Renault cars *(to make)* in Slovenia.
5. He *(to transfer)* by them to the New York office.
6. The new conference centre *(to open)* by him.
7. A full investigation *(to make)* by our colleagues.
8. My telephone conversations *(to be listening)*.
9. Mrs. Wilson *(to inform)*.
10. Nils *(to offer)* a new job in Poland.

**V. Choose the right variant:**

*1. Our manager's idea ... for granted.*

a. took
b. was taken

*2. The parcel ... yesterday.*

a. is posted
b. was posted

*3. A new industrial site ... outside the town.*

a. is being developed
b. has been developed

*4. Gold ... in large quantities in South Africa.*

a. is still produced

b. was still produced

*5. Nothing ... by Friday.*

a. will have been decided

b. would be decided

*6. The presentation ... at the Hotel Intercontinental.*

a. is being given

b. had been gived

*7. He said Carla ... to Marketing Director.*

a. had been promoted

b. was promoted

*8. The introduction to the report ... by Geely.*

a. is writing

b. was written

*9. Many customers ... through a poor after-sales service.*

a. are lost

b. are being lost

*10. These figures ... by someone last week.*

a. were checked

b. were being checked

**VI. Use the verbs in the Passive Voice:**

1. These days much less coffee *(to grow)* in Colombia.
2. This package *(to deliver)*.
3. The old docklands area *(to redevelop)* by the city council.
4. Interest rates *(to put up)* again.
5. Your idea *(to discuss)* in the meeting tomorrow.
6. Yesterday some new software *(to install)* by the technician on my PC.
7. Our top manager *(to bear)* in Tokyo.
8. Alex already *(to tell)* about the meeting.
9. The trade deficit *(to reduce)* last month.
10. That icon *(to click on)*.

**VII. Rewrite the sentences using the Passive Voice:**

1. The receptionist will show you the room.
2. Sally lost the last catalogue some days ago.

3. We received your order last week.
4. The lecturer is going to give us the handouts.
5. I'm preparing the figures.
6. They have just announced our flight.
7. They mine for opals in Australia.
8. The top manager will visit our British subsidiary.
9. The authorities warned them about the problem last week.
10. They will have handed in the essays by the end of the week.

**VIII. Fill in the sentences with the words given below:**

| | | | |
|---|---|---|---|
| *is accepted* | *be taken* | *were invited* | *were given* |
| *is/aimed* | *has been spent* | *will/be ready* | *had been reminded* |
| *will have been signed* | | *was being designed* | |

1. The car can … for a test drive.
2. The distributors … a big discount later on.
3. Who … the product … at?
4. He said John … to back up the file.
5. They … to come to the product launch.
6. When … the new product … ?
7. Advertising … on much.
8. The contract … by Monday.
9. Our offer … by them.
10. An order form … for the whole last week.

**IX. Translate the sentences:**

1. Чи добре купуються брендові вироби?
2. Нове програмне забезпечення було установлено учора.
3. Лист уже написано нашим постачальникам.
4. Звіт з британського проекту буде закінчено уранці.
5. Товари широкого ужитку завжди добре продаються.
6. Ринок збуту буде досліджено до наступного року.
7. Саймона попросили зробити презентацію компанії.
8. Ціни було знижено через наших конкурентів.

9. Німецький контракт було підписано минулого року.

10. Іноді наявність товару перевіряється нашим топ менеджером.

**X. Fill in the blanks with auxiliary verbs:**

1. The company is going … reorganized.

2. What a good manager … made of?

3. Parts for the automobile industry … produced here for the last six years.

4. A fall of prices … often caused by the increased competition.

5. I … invited to work in technical support in the IT area last month.

6. How … people and society … affected with working practices now?

7. The report … written tomorrow.

8. An information systems manager … needed for our company.

9. The work of systems analysts … directed by an information systems manager.

10. The fax … sent by the secretary in a day.

## *Freer practice*

**Task 1**

*Work in pairs. Read the sentences below. Then tell your partner what is happening in the whole world while you are talking. See the example:*

Factories produce various goods.

*While we are talking, various goods are being produced by factories.*

Professors teach their students, publishers publish books, farmers grow their crops, gardeners plant trees and flowers, people speak hundreds of languages, people eat tons of food, people drink millions gallons of soft drinks, movie-goers watch films, people send thousands of letters, people make thousands of telephone calls, cars pollute the environment, planes fly enormous distances, writers write

thousands of books, composers write thousands of musical pieces, mothers give birth to thousands of children.

**Task 2**

*Work in pairs. Read the text below. Then tell your partner about life in 2060.*

*There is an example:* In 2060 mostly smaller towns will be inhabited.

In 2060 people will inhabit mostly smaller towns. They won't use any cars but would ride bicycles instead. People will also grow almost all their vegetables themselves. They will use the former parking space for public gardens. People won't watch TV so much as they do now.

They will save electricity, because they will limit its consumption. They won't use electricity for heating the houses as it will be very expensive. Robots will do all the hard work. Thus life will be better in general.

# UNIT 11
# REPORTED SPEECH

| **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<br>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**<br>"I ***want*** to go to bed early," he said. | **past simple**<br>He said (that) he ***wanted*** to go to bed early. |
| **present continuous**<br>"She ***is feeding*** the baby," he said. | **past continuous**<br>He said (that) she ***was feeding*** the baby. |
| **present perfect**<br>"***I've bought*** a new dress," she said. | **past perfect**<br>She said (that) she ***had bought*** a new dress. |

| **past simple**<br>"I ***finished*** work early," Alex said.<br><br>**past continuous**<br>"I ***was planning*** to call you later," she said.<br>**future (will)**<br>"I***'ll talk*** to you tomorrow," she said. | **past simple or past perfect**<br>Alex said (that) he ***(had) finished*** work early.<br>**past continuous or past perfect continuous**<br>She said (that) she ***was planning/had been planning*** to call me later.<br>**conditional (would)**<br>She said (that) she ***would talk*** to me the next day. |
|---|---|
| The **past perfect and past perfect continuous** remain the same. | **direct speech**:<br>"The film ***had finished*** by the time I got home," he said.<br>**reported speech:**<br>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<br>today, tonight ~~that~~ day, that night<br>yesterday ~~the~~ day before, the previous day<br>tomorrow ~~the~~ next day, the following day<br>this week ~~that~~ week<br>these days ~~those~~ days | last week ~~the~~ previous week the week before<br>next week → the week after, the following week<br>two days ago ~~two~~ days before<br>here ~~there~~<br>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:**<br>"***I'm seeing*** the manager tomorrow," Jack said to us.<br>**reported speech:**<br>Jack told us (that) he ***is seeing/was seeing*** the manager tomorrow |
| **Certain modal verbs change in reported speech as follows:** | |
| will ~~shall~~ would<br>may ~~might~~<br>can ~~could~~ | can ~~could~~/would be able to (future reference)<br>must ~~must~~/had to (obligation)<br>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:**<br>a) when reporting someone's words a long time after they were said (out-of-date reporting).<br>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:**<br>a) when reporting someone's words a short time after they were said (up-to-date reporting).<br>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:**<br>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**<br>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.<br>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 or whether*. | e.g. "***Have*** you seen this man before?" he asked me.<br>He asked me ***if/whether*** I had seen the man before. |
| ➢ 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.<br>The man asked me ***if/whether I could*** hold the door for him.<br>"***Where are you going***?" Sam asked her.<br>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 + smb + (not) to-infinitive.** | e.g. "Put the gun down!" he said to him.<br>He ***ordered him to put*** the gun down.<br><br>"Don't look down!" he said to us.<br>He ***told us not to look*** down.<br>"Put the shopping in the kitchen," she said to her.<br>She ***told her to put*** the shopping in the kitchen. |
| To report **requests,** we use the introductory verbs **ask or beg + smb + (not) to-infinitive.** The direct sentence usually contains the word *'please'*. | e.g. "Help me, please," Jean said to Tom.<br>Jean ***asked Tom to help*** her.<br>"Please, please don't call the police," he said to Colin.<br>He ***begged Colin not to call*** the police. |
| To **report suggestions**, we use the introductory verb **suggest + -ing form/that smb (should) + bare infinitive.** | e.g. "Let's go outside," I said to them.<br>"We can/could go outside," I said to them.<br>"How about going outside?" I said to them.<br>"Shall we go outside?" I said to them.<br><br>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 I 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.**

## *Controlled practice*

**I. Match the comments in column A with a response from column B:**

| A | B |
|---|---|
| 1. We had to pay extra for phone calls. | Oh. I thought they were free. |
| 2. Celine is working in London today. | That's odd! I thought I saw her here this morning. |
| 3. These PCs are made in Taiwan. | I thought they were American. |
| 4. Juan is moving to his new job next week. | I had no idea he was leaving. |
| 5. I'll need an interpreter. | I thought you spoke Japanese. |
| 6. You will have to wait about three months for delivery. | Really? I didn't realize it would take so long. |
| 7. My boss needs more time to do the report. | I thought she had finished it. |
| 8. I'm just off to play golf. | I didn't realize you played. |
| 9. I've just seen Mr. Takashi in Reception. | Really? I didn't realize he had gone back to Japan. |
| 10. They are discontinuing this model at the end of the year. | Really? I thought it was selling well. |

**II. News in brief. Match the sentence halves in A and B:**

| A | B |
|---|---|
| 1. Richard Pound, the International Olympic Committee official leading the investigation into the corruption | a) would be unenforceable and would put an unacceptable burden on food outlets. |

| | |
|---|---|
| scandal engulfing the Olympic movement, said yesterday that | |
| 2. The director of the Office of Fair Trading said that car manufacturers | b) the EU was prepared to put all its tariffs on the table for negotiation in the next round of talks. |
| 3. The catering industry said that the new rules on genetically modified food | c) the IOC had been trying 'for years' to find proof that its members took bribes from bidding cities. |
| 4. The European Union's trade commissioner said that | d) to exclude their citizens from U N staff beginning to return to Afghanistan. |
| 5. Britain and the US have told the United Mations | e) were using recommended resale prices to mask the true selling price of vehicles. |

**III. Read this extract from a meeting and the minutes of the meeting. Choose the reporting verb which most accurately reflects what each speaker said:**

**Example:** Mr. Dunne *raised* the issue of operations in France and the sitting of the regional center in Lille and *invited* comments from the review committee.

**Robert Dunne:** Right, let's start. The main item on the agenda is whether we reorganize our operations in France. I'd like to hear your views about this. Can you put us in the picture, John?

**John Marsh:** Yes. As you all know, we set up a regional center in Lille two years ago. We hoped it would be a base for expansion into other areas of France and Benelux. Unfortunately, I have to say that it hasn't been a success. It hasn't made the kind of impact we expected and, as I see it, it's going to be very difficult to get much of a return on our investment.

**Robert Dunne:** Thank you, John. How do you feel about this, Gillian?

**Gillian Hall:** Well, if you remember I told everybody at the time that I was not in favor of Lille as a location. We should never have set up there. If you want to gain a foothold in the French market you've got to be in the capital.

**Robert Dunne:** Thank you, Gillian. What's your reaction, Mark? Do you think Gillian's right?

**Mark Atkins:** No, I don't agree at all. Benelux is a big market and Lille is right from a geographical point of view. I really think we need to give them more time.

**Gillian Hall:** Well, you've got a point, but what about the rest of France? You've got to be in Paris, like I said.

**Penny Mure:** I think the local staff is useless, they haven't done what they're employed to do. They never reply when I try to get in touch with them.

**Robert Dunne:** Is that true?

**Gillian Hall:** Yeah, that's happened to me on several occasions.

**John Marsh:** Look. Why don't we bring in a French consultancy to analyze the situation for us? We obviously need more information about what is going on.

**Robert Dunne:** OK, I'll look for a suitable firm of consultants in the next few days. If we don't do something quickly we'll just lose out to our competitors.

| ~~invited~~ complained confirmed disagreed ~~raised~~ reminded pointed out warned outlined suggested offered acknowledged |
|---|

**IV. Choose the correct item in each of the following sentences:**

*1. "Please don't smoke in front of the customers", he said to me.*
*He asked ... in front of the customers.*

a. me don't smoke
b. of no smoking
c. me not to smoke

*2. It's an American company, but I had no idea.*
*I had no idea ... an American company.*

a. that it was

b. that it is

c. what this is

*3. "I've been working very hard all week", she said to me. She told me ... very hard all week.*

a. she has been working

b. she had been working

c. she was working

*4. "Don't send those invoices out without checking them", my supervisor said to me. My supervisor told me ... the invoices out without checking them.*

a. not send

b. didn't send

c. not to send

*5. "I haven't had much experience in retail", he told the interviewer. He told the interviewer that he ... much experience of retail.*

a. hadn't

b. hadn't had

c. didn't have

*6. "I'm calling on behalf of SGE Electronics", the man said. The man said ... on behalf of SGE Electronics.*

a. he call

b. he did call

c. he was calling

*7. "I don't want the job", I said to them. I told them ... the job.*

a. I didn't want

b. if I want the job

c. I don't want

*8. Maria told me they had given her a pay rise. Maria said to me: "They ... me a pay rise".*

a. have given

b. gived

c. give

*9. Last week Jack said: "I'm seeing Angela tomorrow". Last week Jack told me ....*

a. he was seeing Angela tomorrow

b. he was seeing Angela the following day

c. he saw Angela tomorrow

*10. He said he was afraid he couldn't come to the meeting. He said to me: "I'm afraid ... to the meeting".*

a. I couldn't come

b. I won't come

c. I can't come

**V. Choose the correct item in each of the following sentences:**

*1. I asked Martha ... the conference had gone well.*

a. what

b. did

c. that

d. if

*2. The Manager asked me ... of the new proposal.*

a. what I thought

b. what I think

c. that I did think

d. what did I think

*3. At the meeting the shareholders asked how the company ... in the previous year.*

a. did

b. have done

c. has done

d. had done

*4. I couldn't find Mile Arnoux, so I asked her secretary....*

a. was she there

b. where she was

c. where she was being

d. where was she

*5. He rang to ask ... we were still interested in the site or not.*

a. when

b. where

c. that

d. whether

*6. I didn't receive the ticket, so I rang the travel agent to ask if they ... it.*

a. sent

b. have sent

c. had sent

d. sends

*7. My boss was very supportive and ... me to apply for the promotion.*

a. refused

b. encouraged

c. apologized

d. threatened

*8. He apologized ... at the meeting late.*

a. to arrive

b. that he arrived

c. of arriving

d. for arriving

*9. It's a nice car but I wonder ... .*

a. what it costs

b. how much does it costs

c. if it costs

d. what does I cost

*10. I rang to ask when they..., but in fact they had already relocated.*

a. are moving

b. will move

c. were moving

d. shall move

**VI. Look at the actual words spoken. Choose the correct words in the reported version:**

1. Florencia said," I'm meeting Mr. Smith tomorrow"

Florencia said she (*was/ is*) meeting Mr. Smith (*tomorrow/the next day*).

2. Mai said to me, "I'll email you about the sales conference".

Mai said she (*would/ will*) email (*her/ me*) about the sales conference.

3. The sales manager said, "We received your order yesterday".

He said (*we/they*) received (*your/our*) order the day (*before/after*).

4. Yumiko said, "Here in Japan this area of technology is very advanced".

She said that (*here/there*) in Japan (*that/this*) area of technology (*was/is*) very advanced.

**VII. These yes/no questions are taken from a job interview. Rewrite them in reported speech:**

1. Do you speak French? They asked me ....
2. Are you prepared to relocate to France? They asked me ....
3. Can you use Microsoft Office? They asked me ....
4. Are you hoping for a salary increase? They asked me ....
5. Which company do you work for? They asked me ....
6. Where is their head office? They asked me ....
7. Did you have any problems there? They wondered ....
8. Will you accept our offer? They wondered ....
9. When are you going to resign? They asked me ....
10. "Have you signed the contract?" They asked me ....

**VIII. Look at the actual words spoken and then put the correct words in the reported version:**

*1. "Government officials now compile statistics quarterly", the editor explained.*

*The editor explained that government officials ... compiled statistics quarterly.*

a. now

b. "–"

c. then

*2. "I haven't had time to check my email this morning", Dave said.*

*Dave said that hadn't had time to check his email ....*

a. in the morning

b. that morning

c. then

*3. "You must give a report on his sales trip by eight tonight", the sales manager said.*

*The sales manager said that I had to give a report on his sales trip by eight ....*

a. tonight

b. that day

c. that night.

*4. Geoffrey said, "It happened three years ago".*

*Geoffrey said (that) it had happened ... .*

a. three years before

b. some years before

c. three years ago

*5. "We've been waiting here since two o'clock", Kevin complained.*

*Kevin complained that they had been waiting ... since two o'clock.*

a. there

b. that place

c. here

*6. "I opened a deposit account yesterday", Barry said.*

*Barry said that he had opened a deposit account ....*

a. yesterday

b. the day before

c. then

*7. Ted said, "Could you put this note aside for me?"*

*Ted asked to put ... note aside for him.*

a. a

b. this

c. that

*8. "The director will be back tomorrow", harry said.*

*Harry said that the director would be back ....*

a. tomorrow

b. the next day

c. the other day

*9. The secretary said, "I sent a dozen e-mails last week".*

*The secretary said she had sent a dozen e-mails ....*

a. last week

b. then

c. the previous week

*10. "We're now doing twice as much business as we did last year", Joe said.*

*Joe said that they were then doing twice as much business as they had done ....*

a. the previous year

b. before

c. last year

**IX. Choose the correct words:**

1. He (*told me/told to me*) about the changes in the contract.
2. He (*said me/said*) there were some changes in the contract.
3. She *(promised to give me/promised giving me*) some new responsibilities.
4. She (*asked to me/asked me*) if I would like have some new responsibilities.
5. I (*apologized for sending/apologized for to send*) the wrong parts.
6. It was lucky that you (*reminded me to call/reminded me calling*) Nadin.
7. My financial adviser (*explained me/explained to me*) how I could mortgage my house to start my own business.
8. The accountant (*informed us/informed to us*) that she was resigning.
9. Peter (*says us/says*) he is checking his email.
10. John (*assured us/assured to us*) that the project would be approved by the Board of Supervisors.

**X. Write the actual words that each person says:**

1. Ann said that she would be late.

She said, "… late".

2. Dean said he knew about the changes to the invoice.

Dean said, "… about the changes to the invoice".

3. Mary inquired of a passer-by where the Foreign Office was.

"Where …?" Mary inquired of a passer-by.

4. Jack said he was coming to the meeting.

Jack said, "… to the meeting".

5. They asked me at the interview if I could speak French.

They asked me at the interview, "… speak French?"

6. George told us that he had lost his passport.

" … my passport", said George.

7. I asked Sue when her presentation was.

"When … presentation?" I asked Sue.

8. The IT guy asked me if I had made a back-up copy.

" … a back-up copy?" the IT guy asked me.

9. He said that he would be leaving on Friday.

" … on Friday", he said.

10. I wondered when the protocol would be signed.

"When …?" I wondered.

## *Freer practice*

**Task 1**

*Think of four things that people have said to you this week. Work in pairs. Tell your partner who the people are and what they said, using reported speech. Ask follow-up questions.* **A.** My sister Annette told me she was going on holiday. **B.** Where's she going?

**Task 2**

*Put these short dialogues into indirect speech.*

1. – Let me give you a lift home.

– Thank you very much. It's very nice of you.

2. – You gave me the wrong change!

– I'm terribly sorry. I didn't mean to.

3. – Can you believe it? Jane has become engaged.

…– That can't be true!

4. – We're going out to celebrate tonight.

…– That's marvelous!

# UNIT 12
# THE INFINITIVE: FORMS AND FUNCTIONS
# THE PREPOSITIONAL INFINITIVE COMPLEX

| Infinitive | Active voice | Passive voice | Uses |
|---|---|---|---|
| **Indefinite** | to write<br>to come | to be written<br>— | the action is simultaneous with that expressed by the finite verb. |
| He wants **to write** her about it.<br>He wants **to be written** about it. | | | |
| **Continuous** | to be writing<br>to be coming | —<br>— | the action is temporary and not a usual one. |
| He may **be writing** a new novel. | | | |
| **Perfect** | to have written<br>to have come | to have been written<br>— | the action precedes that of the predicate. |
| I am glad **to have written** her about it.<br>I was surprised **to have been written** about it. | | | |
| **Perfect Continuous** | to have been writing<br>to have been coming | —<br>— | 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.<br>It is difficult **to translate** this text. |
| *Predicative* | Our aim is **to master** English.<br>What I want is **to be left** alone. |
| *Part of a Compound Verbal Predicate* | We must **stay** at home.<br>We decided **to work** together. |
| *Object* | He asked me **to wait**.<br>He promised **to come** in time. |
| *Attribute* | He is always the first **to come**.<br>The article **to be translated** is on the table. |
| *Adverbial Modifier* | I have come here **to help** you.<br>The problem is too complicated **to be solved** at once. |

## REFERENCE LIST OF VERBS FOLLOWED BY INFINITIVES

| A. VERBS FOLLOWED IMMEDIATELY BY AN 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 A (PRO)NOUN + AN 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 PREPOSITIONAL INFINITIVE COMPLEX

| | |
|---|---|
| *Subject* | It is easy *for you to say* that.<br>*For him to help* his friends is quite natural. |
| *Predicative* | The question is *for you to decide.*<br>The best thing is *for you to move* to the South. |
| *Object* | I waited *for him to speak.* |
| *Attribute* | This is the book *for you to read.* |
| *Adverbial modifier of purpose* | He opened the doors of the car *for us to get in.*<br>I've brought two books *for my son to read.* |
| *Adverbial modifier of result* | The weather was too cold *for the children to go out.*<br>It was too dark *for her to see* him. |

### *Controlled practice*

**I. Complete the sentences, using the words in the box (*to +infinitive*):**

| |
|---|
| *attract demand go increase inform miss prevent reduce* |

1. I need a day off next week … to an interview.
2. He decided to take a later train … the morning rush hour.
3. I am writing … of our change of address.
4. It is likely that the union will go on strike … a pay rise.
5. The company had to move to cheaper offices … its overheads.
6. We will have to employ more factory workers … production.
7. We have cut the price of our products by 10 % … more customers.
8. The government may soon raise interest rates … inflation growing.

**II. Transform the direct speech into infinitive constructions. Rewrite the sentences using the verbs in brackets +object +to +infinitive:**

***Pattern:*** "Don't forget to post the letter!" (remind)
*He reminded me to post the letter.*

1. "Go on, apply for the job." *(encourage)*
2. "If I were you, I'd make a formal complaint." (*advise*)
3. "Can you finish the report as soon as possible?" (*ask*)
4. "You can leave early if you like." (*allow*)
5. "Don't rush into a decision." (*warn*)
6. "Could you come back later?" (*ask*)
7. "Don't put all your money in one company." (*warn*)
8. "Read the contract carefully." (*advise*)

**III. Define the forms of the Infinitive *(Passive or Active; Indefinite, Continuous, Perfect or Perfect Continuous)* in the following sentences:**

1. I want to see your design.
2. It can be done.
3. The mistake must be found.
4. We knew him to be working in the room.
5. They are likely to be being served now.
6. I remember to have seen her somewhere.
7. We thought the mistake to have been found.

8. He must have been working all night.
9. She appeared to have been leading a very busy life before.
10. It's nice to be sitting here with you.
11. It's good to have finished work for the day.
12. I'm sorry not to have come on Friday.
13. I appear to have made a small mistake.
14. I didn't expect to be invited.
15. There is a lot of work to do.
16. There is a lot of work to be done.

**IV.Choose the correct word from each pair in italics:**

1. She wants *to invite / to be invited* to the conference.
2. I don't know what *to expect / to be expected* of him.
3. I have come *to consult / to have been consulted* you.
4. Mrs. Larsen was posted to Athens *to set up / to have set up* the new branch.
5. Allow me *to introduce / to be introduced* myself.
6. She didn't know where *to find / to be finding* him.
7. Everything was done *to save/ to be saved* him.
8. This is the key problem *to solve/to be solved* immediately.
9. We are *to solve/ to be solved* this key problem immediately.
10. It was hardly necessary *to inform/ to be informing* them.

**V. Put in the right kind of infinitive:**

1. I ought… right now. (*work*)
2. Your photocopier will … by Tuesday. (*repair*)
3. I'd like … home early today. (*go*)
4. I'd like … her face when she opened the letter. (*see*)
5. She must … a shower – I can hear the water running. (*have*)
6. It's important … to people. (*listen*)
7. She hopes … for the international team. (*choose*)
8. Try … back late. (*not be*)
9. You should … me you were ill. (*tell*)
10. He doesn't like … while he's working. (*interrupt*)

**VI. Rewrite the sentences beginning with *They made us...* or *They let us...:***

***Pattern:*** We had to work extremely hard on the training course.
*They made us work extremely hard on the training course.*

1. We were allowed to go out at the weekends.
2. We had to give presentation every morning.
3. We had to speak English all the time.
4. There was a TV we could watch.
5. We had to tell about the circumstances of the incident.
6. We were ordered to show our pockets.
7. There was a huge library in the house we could use.
8. They didn't mind our telling the truth.
9. The shareholders told us to stay until the negotiations were finished.
10. We couldn't but believe their testimony.

**VII. Paraphrase the sentences using *«for-phrases»* with infinitives:**

1. She held out the telegram so that I might see it.
2. There is nothing that I may add.
3. It's high time you knew the rules of the company well.
4. The first thing he must do is to ring them up.
5. It's quite natural that you should think so.
6. This is a problem you should solve.
7. It is necessary that we should start early in the morning.
8. We stopped the bus so that the tourists might get on.
9. It is rather strange that they should leave without letting us know.
10. I stood there waiting when the door would open.

**VIII. Complete the sentences using an infinitive form:**

1. She dislikes … how to run her department. (*tell*)
2. He expects … soon. (*promote*)
3. He expects … here for a week. (*stay*)
4. He seems … hard. (*work*)

5. He hopes … a promotion. (*offer*)

6. She is believed … (*kidnap*)

7. He claims … a lot of money. (*win*) *(First he won the money, then he claims that he had won it.)*

8. He's got a headache. He claims … on the computer all morning. (*work*) *(We emphasize what he has been doing all morning.)*

9. Has he lost his keys? – Yes. He seems … his keys. (*lose*)

10. Did you go to the party last night? – No. My boss made me … on the new project instead. (*work*)

**IX. Complete the following letter. Put the verbs in brackets in either the -ing form or the infinitive with to:**

Dear Mr. Williams

Thank you for your letter of 12 June in which you stated that, following the visit of your chief buyer Mr. Lindfield, you are considering (1) placing (*place*) an order for our Riesling 92 table wine.

We can arrange (2) … (*supply*) you with an initial order of 1,000 cases, and I enclose our current price list, which I believe you will find very competitive. If you decide (3) … (*go*) ahead with the order, we will agree (4) … (*give*) you the 14% quantity discount you mentioned, and details are enclosed. Please note that we guarantee (5) … (*deliver*) firm orders within four weeks.

You mentioned also that you wanted (6) … (*market*) the wine under your own brand name, which will involve (7) … (*change*) the labels. I would suggest (8) … (*get*) the labels here, because it is probably not worth (9) … (*print* ) them in the UK and (10) … (*send*) them here. I have contacted your personal printer for a quotation and I hope (11) … (*be*) able to send you a price soon.

Please do not hesitate (12) … (*contact*) me if you have any further queries. I look forward to (13) … (*hear*) from you soon.

Yours sincerely,
Piet Moewe
Managing Director

## *Freer practice*

**Task 1**

*Say what advice you would give in these situations. Use the words in brackets in your answers:*

1. Your accountants have made a number of mistakes, and you have to pay tax authorities a large fine. (*ask, tell*)
2. The 16-year-old friend of yours comes to ask for advice about what career she should take up. (*encourage, advise*)

**Task 2**

*Complete these sentences:*

1. We made record profits last year, and this will enable us …
2. My parents encouraged me …
3. The government should train more young people …
4. The conference organizers have invited me …
5. Before I went to New York, a colleague warned me …

# UNIT 13
# THE OBJECTIVE INFINITIVE COMPLEX. THE SUBJECTIVE INFINITIVE COMPLEX

## THE OBJECTIVE INFINITIVE COMPLEX

| | | |
|---|---|---|
| *is used after the verbs denoting* a) perceptions of senses*: | **to see**<br>**to hear**<br>**to feel**<br>**to watch**<br>**to observe**<br>**to notice** | I saw ***him get off*** the bus.<br>Did you hear ***her sing***?<br>She felt ***her voice tremble.***<br>I watch ***her enter*** the shop.<br>We observe ***the direction*** constantly ***change.***<br>Nobody noticed ***him come*** in. |
| b) wish, intention, emotions: | **to want**<br>**to wish**<br>**to like**<br>**to dislike**<br>**to hate**<br>**to intend**<br>**should/would like** | I want ***you to help*** me.<br>He wishes ***the work to be done*** at once.<br>He likes ***dinner to be*** in time.<br>I dislike ***you to say*** such words.<br>I hate ***you to talk*** like that.<br>He intended ***me to go*** with him.<br>I should like ***you to stay*** here. |
| c) mental activity: | **to consider**<br>**to believe**<br>**to think**<br>**to find**<br>**to know**<br>**to expect**<br>**to suppose** | I consider ***him to be*** right.<br>I believe ***her to be*** a good teacher.<br>We thought ***him to be sleeping***.<br>We find ***this value to be*** accurate enough.<br>I know ***him to have said*** that.<br>We expected ***her to return***.<br>I suppose ***him to be*** about fifty. |
| d) order, request, permission, advice, compulsion: | **to order**<br>**to ask**<br>**to request**<br>**to allow**<br>**to advise**<br>**to recommend**<br>**to cause**<br>**to force**<br>**get**<br>**to make***<br>**to let*** | He ordered ***the children to stop*** talking.<br>I asked ***Tom to help*** me.<br>He requested ***the matter to be kept*** secret.<br>She doesn't allow ***anyone to smoke.***<br>She advised ***me to tell*** the police about it.<br>I wouldn't recommend ***you to stay*** here.<br>Her laziness caused ***her to fail.***<br>He forced ***me to go*** there.<br>I got ***him to repair*** my car.<br>What makes ***you think*** so?<br>Let ***me go***. |

*The verbs **to make, to let** and the verbs of physical perception are followed by the infinitive without **«to»**.

## THE SUBJECTIVE INFINITIVE COMPLEX

| *is used with* | **to say** | ***She*** is said ***to write*** a new novel. |
|---|---|---|
| a) the verbs | **to report** | ***They*** are reported ***to have left*** London. |
| of speech: | **to inform** | ***He*** was informed ***to have arrived*** in Kyiv. |
| *verbs denoting*: | **to consider** | ***He*** is considered ***to be*** a good speaker. |
| b) mental activity: | **to believe** | ***He*** is believed ***to know*** English. |
| | **to think** | ***He*** was thought ***to have gone***. |
| | **to find** | ***They*** are found ***to be unfit*** for service. |
| | **to know** | ***History*** is known ***to repeat*** itself. |
| | **to expect** | ***She*** is expected ***to come*** any minute. |
| | **to suppose** | ***He*** is supposed ***to know*** these things. |
| c) perceptions | **to see** | ***He*** was seen ***to cross*** the street. |
| of senses: | **to hear** | ***She*** was heard ***to mention*** your name. |
| | **to feel** | ***She*** was felt ***to be suffering***. |
| | **to watch** | ***He*** was watched ***to dance*** in the hall. |
| | **to observe** | ***The woman*** was observed ***to follow*** him. |
| | **to notice** | ***He*** was noticed ***to unlock*** the door. |
| d) order, | **to order** | ***They*** were ordered ***to go to bed***. |
| request, | **to ask** | ***She*** was asked ***to come*** on Monday. |
| permission, | **to allow** | ***I*** wasn't allowed ***to watch*** the film. |
| advice, | **to advise** | ***We*** were advised ***not to drink*** the water. |
| compulsion: | **to force** | ***He*** was forced ***to give up*** this work. |
| | **to make** | ***He*** was made ***to repeat*** the rule. |
| e) with | **to seem** | ***The child*** seems ***to be asleep***. |
| the verbs: | **to appear** | ***He*** appears ***to know*** a lot of things. |
| | **to happen** | ***I*** happened ***to see*** him yesterday. |
| | **to chance** | ***He*** chanced ***to have recognized*** me. |
| | **to prove** | ***Your advice*** proved ***to be*** very useful. |
| | **to turn out** | ***He*** turned out ***to be*** a good friend. |
| f) with | **to be likely** | ***They*** are likely ***to come*** here. |
| the expressions: | **to be unlikely** | ***He*** is unlikely ***to come*** tomorrow. |
| | **to be sure** | ***He*** is sure ***to go hunting***. |
| | **to be certain** | ***He*** is sure ***to ring*** you ***up***. |

### *Controlled practice*

**I. Put "*to*" before the infinitive where it is necessary:**

1. These changes on the world market forced the companies … raise prices significantly.

2. The industrial circles expected Volvo … make a productivity gain.

3. The company's interference made the parties … come to an agreement.

4. The new tariffs will enable consumers … reduce their spending on foodstuffs.

5. We heard the company's sales … grow to almost to 3bn.

6. The lower interest rate helped the market … grow last quarter.

7. Germany's banking market has been the worst hit in Europe in the credit market turbulence which forced politicians … engineer two successive bailouts.

8. Mr. Steibruck warned the regional governments not … delay further the 'inevitable' shakeup of the public sector banks.

9. The chief executive asked 10 working groups … help him devise his three-year plan.

10. Has the secretary come yet? I want her … type my papers.

**II. Read this advertisement. Fill in the gaps with the words given below:**

| *you to share* | *you to create* | *you solve* | *us to send* | *you to redesign* |
|---|---|---|---|---|

**OFFICESPACE**

We will help (1) … your space problems!

We invite (2)… in a whole new concept in office design!

Our modern office systems allow (3)… additional space at little extra expense. We can enable (4) … working areas to maximum advantage!

If you would like (5) … you details of this amazing offer, fill in the reply coupon below. Or if you would prefer to telephone us, simply ring 08000 and ask for Freefone Officespace.

**III. Read these mini dialogues and fill in the gaps with the words given below:**

| *Ann to make* | *him to collect* | *Nick to bring* | *me to introduce* | *me introduce* |
|---|---|---|---|---|

1.

– Whom you want to prepare the next report?

– I would like … a report on Wednesday.

2.

– Who helped … all this information?

– As far as I know, he had asked … the latest issue of the journal where he found many interesting things.

3.

– Allow … Mr. Brian.

– How do you do, Mr. Brian.

– How do you do.

4.

– Let … Allan.

– Glad to meet you.

– Likewise.

**IV. Use the words in brackets in the right way:**

1. It will force (*we to sell*) their electricity grids and pipeline networks.

2. Unforeseen technical difficulties forced (*the company to rewrite*) the development plan.

3. The recent credit market turbulence caused (*two banks to collapse*).

4. The Board of Directors wanted (*he to focus*) on managing the fund's money directly.

5. Singapore's ambitions to become a regional financial centre could force (*the government to relax*) rules on disclosure of information.

6. The report made (*we to review*) our forecasts.

7. We wanted (*they to respect*) the terms of the contract.

8. The contract does not permit (*we to increase*) the price.

9. They asked (*Ito advance*) the order by two months.

10. We would like (*you to come*) to the meeting.

**V. Translate the sentences:**

1. Вони просили банк повідомляти їм про всі угоди.
2. Торік Школа бізнесу запросила всі компанії направити пропозиції по програмах навчання.
3. Ці нові орієнтири дозволять нам самим розподілити наші власні засоби.
4. Фактично вони не змушують нас видавати інформацію за межі нашого підрозділу.
5. Вони хочуть, щоб ми негайно приступили до розробки нових планів.
6. Поліпшена якість дозволить нам продавати наш продукт по всій Європі.
7. Ми б хотіли, щоб вони продовжили гарантійний термін.
8. Це нове ставлення до персоналу дозволяє нам виявляти свою ініціативу.
9. Консультант може допомогти вам скласти план по маркетингу.
10. Усі вважають, що борги фірми досягають неприпустимого рівня.

**VI. Change the following sentences according to the pattern (Write Block):**

***Pattern:***

It is known to every economist that an increase in the price of a factor will reduce demand for it.

*Every economist knows an increase in the price of a factor to reduce demand for it.*

1. The rate of unemployment in tourist areas is higher than in highly industrialized ones. Economists know this.
2. It is well known to economists that the motives for nationalization are political as well as economic.
3. The degree of profitability in private enterprises is higher than in the public sector. Some economists think so.
4. Many experts think that the growing use of fertilizers and other chemicals presents a danger for the environment.

5. Experts expected that the Iran-Iraq war would cause a sharp rise of oil prices in 1979-14.

6. Some economists do not believe that exports depend on domestic income.

7. The 19th-century economists said that income from capital was profit, whereas income from natural resources was rent.

8. Economists consider that higher tax rates initially bring in greater amounts of taxes raised but result eventually in a fall in output level.

9. Everyone knows that computer technology has had a great effect on the work of the Stock Exchange.

10. Mr. Simon says that Simons and Co. have settled all their debts.

**VII. Make up the sentences:**

1. Lead, are known, and, in the same, to be found, zink, ore.

2. In many, has been found, countries, most food, within the family, to be produced, less developed.

3. Nationalized industries, important source, to have become, the most, said, national income, of, are.

4. Advertising, made, tool, of, is assumed, selling commodities, to have been, the most important.

5. Markets, goods and services, to bring together, are said, of, buyers and sellers.

6. The capital, is believed, to have been leased, of the firm, equipment.

7. Most decisions, the government, to have been made, are known, by, in these countries.

8. The GDP, constantly, reported, falling, was, here, to be.

9. Chemical firms, oil inputs rate, to be working, substitutes, at, are known, for.

10. The budget deficit, government expenditure, government revenue, to be, is known, over, the excess of.

**VIII. Match the sentences with the missing verbs in the appropriate form:**

| | |
|---|---|
| 1. When labour is expensive, the quantity of capital demanded … to rise. | a. is likely |
| 2. Demand for imports … to fall when domestic income and output in the country fall. | b. is sure |
| 3. An increase in the wage rate … to reduce the quantity of labour demanded. | c. are certain |
| 4. Individual labour supply … to be inelastic. | d. appear |
| 5. If a firm's assets … to be considerable, it … to get a loan from a bank. | e. is likely |
| 6. With every additional purchase the consumer's satisfaction … to decrease although prices remain the same. | f. seems |
| 7. New bank services … to be constantly coming into life. | g. turn out / is likely |
| 8. Western economies … to have rapidly recovered from the 1980-82 crisis, the worst in post-war years. | h. prove |
| 9. Although such factors of production as capital and land … to be owned by firms, they are actually owned by households. | i. is unlikely |
| 10. New methods of economic analysis … to be required in the near future. | j. appear |

**IX. Choose the right variant:**

1. The issue (*expects, is expected*) to spark intense debate today.

2. German gross domestic product growth (*expects, is expected*) to rise to 2.6 per cent.

3. Investment inflows (*are likely, likes*) to remain flat.

4. The prices are reported (*to discuss, to be discussed*) next week.

5. They (*consider, are considered*) to win the competition.

6. The group is known (*to be based, to base*) in Saudi Arabia.

7. They were reported (*to have increased, to be increasing*) their profits by 1 per cent.

8. Aggregate demand is presumed *(to decrease, to be decreasing)* now.

9. Tax rates are known *(to have cut, to cut)* by the former government.

10. Prices for these shares are reported *(to be fluctuating, to fluctuate)* on the Stock Exchange at present.

**X. Change the following sentences according to the pattern:**

***Pattern:***

Economists believe unemployment benefits to stop people from looking for a job.

*Unemployment benefits are believed to stop people from looking for a job.*

1. Economists think youth employment to be low in Germany because education is subsidized by the state.

2. Economists consider government spending cuts to be necessary in order to cut taxes.

3. Economists say economic system to be the particular way in which the economic activity in a country is organized.

4. Economists believe workers in poor countries to be much less productive as a result of bad working conditions.

5. Statistics say the 16 percent of world population living in the industrial countries receive nearly 80 percent of the world income.

6. We know public goods to be paid for out of general taxation.

7. We know a subvention to be money given by a government, a person or an organization to help somebody do something for the good of the public.

8. We consider a subsidy to be money given by a government to certain producers to help them to produce at a low price goods and services needed by the public.

9. We expect the bank to make the transaction within a day.

10. We know clearance operations to be conducted not only for bank transactions but also for transactions in commodities and securities.

**XI. Point out the Infinitive constructions:**

1. Prices are expected to change as either demand for or supply of the good varies.

a) the Objective infinitive construction

b) the Subjective infinitive construction

2. The United Kingdom is known to rely on indirect taxes rather than direct taxes.

a) the Objective infinitive construction

b) the Subjective infinitive construction

3. When an economy has no transactions with the rest of the world, we say it to be a closed economy.

a) the Objective infinitive construction

b) the Subjective infinitive construction

4. Imports are assumed to increase as much as domestic income does.

a) the Objective infinitive construction

b) the Subjective infinitive construction

5. All product prices are expected to be raised due to the new tax.

a) the Objective infinitive construction

b) the Subjective infinitive construction

6. Economists consider an alternative to finding a job to be provided by unemployment benefits.

a) the Objective infinitive construction

b) the Subjective infinitive construction

7. They believe the firm to have leased all its capital equipment.

a) the Objective infinitive construction

b) the Subjective infinitive construction

8. We know the government to be considering the necessity of cutting taxes in industry.

a) the Objective infinitive construction

b) the Subjective infinitive construction

9. Microeconomics is said to have offered a thorough analysis of individual decisions about particular commodities.

a) the Objective infinitive construction

b) the Subjective infinitive construction

10. Economic conditions are assumed to be changing all the time.

a) the Objective infinitive construction

b) the Subjective infinitive construction

## *Freer practice*

**Task 1**

*a) Work on your own. Put the verbs in brackets in the correct form. There may be more than one possible answer.*

1. Have you helped someone … (organize) a birthday party?

2. Would you rather … (have) your birthday at a different time of the year?

3. Have you forgotten … (buy) someone in your family a birthday present?

4. Did your parents make you … (thank) your relatives for your birthday presents?

5. What do you want your family … (get) you for your next birthday?

6. Are you allowed … (use) dictionaries during the term test?

7. Do your parents make you… (go) to bed early?

8. Would like me… (look through)your exercises (report, etc.)?

9. Are you considered … (be) one of the best students in the class?

10. Are you likely … (be) late?

11. Did anyone help you … (do) your home work when you were a child?

12. Has anyone ever forced you … (study) something that you didn't want to?

13. When you were a child, did your parents make you … (do) jobs around the house?

14. Would you allow your children … (choose) what they studied at school?

*b) Work with your partner. Ask and answer the questions. Ask follow-up questions.*

**Task 2**

*Work in pairs. The head of the company is talking to the project manager. He disapproves of what his team is doing. Restore the dialogue between them, using the Infinitive constructions.*

| HEAD OF THE COMPANY | PROJECT MANAGER |
|---|---|
| 1. I/expect/you/finish the work by May. | 1. I quite understand but my assistant Bill Clark says/his/wife/expect/he/ come home in time for dinner. |
| ..... | ..... |
| 2. I/consider/you/be responsible and creative. | 2. I try hard to be responsible but my engineers/want/I/pay for overtime. And the only thing I can't create is money. |
| ..... | ..... |
| 3. I/order/the project/send to our partners/next week. | 3. I'm sorry but the team/not think/ the project/be ready. |
| ..... | ..... |
| 4. Last week I/watch/the designers/ work. I/happen/see/they/test the experimental model. | 4. I hope you liked what you saw. |
| ..... | ..... |

5. Not in the least.
They/not/seem/know what they were doing.
.....

6. They/be sure/ send the whole thing back.
.....

7. We'll see in a week's time.
.....

5. Here I can't agree with you, Sir. Our experiment/ prove/be a success.
.....

6. Our partners/appear/be happy with the report we sent them. I/hear/they/ praise the work.
.....

# UNIT 14
# THE PARTICIPLE: FORMS AND FUNCTIONS. COMPLEXES WITH THE PARTICIPLE

| Form | Transitive verbs | | Intransitive verbs |
|---|---|---|---|
| | Active voice | Passive voice | Active voice |
| **Participle I (Present Participle)** | writing | being written | going |
| **Participle II (Past Participle)** | — | written | gone |
| **Perfect Participle** | having written | having been written | having gone |
| *Seeing* that I was late I hurried.<br>Be careful while *crossing* the street.<br>*Being left* alone I went on with my work.<br>She tried to calm the *crying* child.<br>*Not knowing* what to say he kept silent. | **Participle I** (Active and Passive) denotes an action simultaneous with the action expressed by the finite verb. | | |
| | **Perfect Participle** (Active and Passive) denotes an action prior to that of the finite verb. | | |
| *Being asked* for her opinion she blushed.<br>*Having been shown* the wrong direction he lost his way. | **Perfect and Non-Perfect Participle** (Passive) denotes a passive action. | | |

## THE OBJECTIVE PARTICIPLE COMPLEX

| | | |
|---|---|---|
| ***is used with the verbs denoting*** **a) sense perceptions:** | **to see**<br>**to hear**<br>**to feel**<br>**to watch**<br>**to observe**<br>**to notice** | I saw *her walking* along the street.<br>We heard *him speaking* in the next room.<br>She felt *her hand trembling.*<br>I watched *the children playing* in the garden. The teacher observed *the students* writing compositions. |
| **b) wish and mental** | **to want**<br>**to wish** | I want *the letter posted* at once.<br>I wish *your dreams realized.* |

| activity: | to find<br>to leave | When I returned I found *her gone*.<br>He left *his work unfinished.* |
|---|---|---|
| c) to have<br>to get | She had *her dress made* here.<br>I must have *my hair cut.*<br>He will have *his coat cleaned.*<br>She must have *her hair done.*<br>Have you got *your car repaired*? | After these verbs only **Past Participle** is used. It denotes an action performed by someone else for the benefit of the person expressed by the subject. |

## THE SUBJECTIVE PARTICIPLE COMPLEX

| *is used with the verbs denoting* sense perceptions : | to see<br>to hear<br>to watch<br>to notice<br>to consider | *She* was seen *walking* along the street.<br>*Two people* were heard *quarrelling.*<br>*They* were watched *playing* in the garden.<br>*He* was noticed *entering* the office.<br>*The work* was considered *finished.* |
|---|---|---|

## THE ABSOLUTE PARTICIPLE COMPLEX

| | |
|---|---|
| *The rain having stopped*, we went home.<br>*The day being fine*, she went for a walk.<br>*Time permitting*, we'll go to the forest. | In this complex **Participle** has its own subject expressed by a noun in the Common Case or a personal pronoun in the Nominative case. |

| Functions | Examples |
|---|---|
| **Complex Subject (The Subjective Participle complex)** | *They* were heard *speaking* in a lively manner.<br>*He* was seen *surrounded* by a group of students.<br>*He* was noticed *entering* the library. |
| **Complex Object (The Objective Participle complex)** | I saw *the workers packing* the goods.<br>They watched *the car being repaired.*<br>They want *the goods shipped* on Monday. |

| | |
|---|---|
| **Attribute** | The cars *being produced* at our plant are very good. |
| **Adverbial Modifier** | *Walking in the park*, he met his old friend. |
| **The Absolute Participle complex** | *The letter being written*, I went to post it.<br>*He being tired*, I decided not to disturb him. |

## *Controlled practice*

**I. Rewrite the sentences using participles:**

***Pattern:*** Bill cleared his throat and began to give his speech.
*Clearing his throat, Bill began to give his speech.*

1. Since I didn't understand Ann's question, I was unable to give her an answer.
2. Since we watch the news every day we know what's going on in the world.
3. The man who is standing by the door is my colleague.
4. When we parked the car, we searched for the ticket machine.
5. As I haven't received all the applications yet, I am not eager to hire anyone.
6. Because we were late, we took a taxi.
7. Gary opened the window and breathed the fresh air.
8. As I had been to England before, I knew where to find a good hotel.
9. The jewels which were taken by the thieves were very valuable.
10. Amy picked up her pen and started to write the letter.

**II. Rewrite the following sentences using *have something done*:**

***Pattern:*** They will ask the porter to carry their bags for them.
*They will have their bags carried by the porter.*

1. Someone makes my suits in London.
2. Someone is going to print 5,000 new catalogues for us.
3. Someone is designing a new office for them.
4. Someone has checked these figures for me.

5. Someone should mend the photocopier for you.
6. Someone delivered the new furniture for us yesterday.
7. The company paid all my bills.
8. They made me some business cards at no extra costs.

**III. The manager of a British company is explaining how its computers are made. Make sentences using *have something done*:**

1. We / chips and motherboards / make / in the USA.
2. Then we / them / fly / Singapore.
3. We / the other components / manufacture / Taiwan.
4. We / them / send / Singapore.
5. We / computers / assemble / Singapore.
6. We / the finished products / ship / the UK / every 3 months.

**IV. Combine the two sentences into one using complexes with the Participle:**

***Pattern:*** I saw him. He was walking along the street.
*I saw him walking along the street.*

1. I saw him. He was leaving the room.
2. The man was trying to unlock the door. I noticed it.
3. She drove as quickly as possible. She arrived just in time.
4. He told a lie. Everybody heard it.
5. I felt her hand. It was trembling.
6. He was betrayed by his partner. He suffered huge losses.
7. He made a mistake. Nobody noticed it.
8. He was frustrated with life. He tried to commit suicide.
9. His bags were put into the trunk of a large car. He saw it.
10. Several participants were arrested during the demonstration. She saw it.

**V. Choose the sentence with the participle clause used correctly:**

*1.* A) This opinion was drawn up on the basis of the *sent to us by email or fax* documents.

B) This opinion was drawn up on the basis of the documents *sent to us by email or fax.*

*2.* A) The Report is an audit of *selected by the Company* twenty-one leases.

B) The Report is an audit of twenty-one leases *selected by the Company.*

*3.* A) The application can be made by anyone who fulfils the legal requirements – i.e. presents all data *required by the Pharmaceutical Law.*

B) The application can be made by anyone who fulfils the legal requirements – i.e. presents all *required by the Pharmaceutical Law* data.

*4.* A) In relation to using up your holiday leave entitlement you are obliged to hand over to a person designated by the Employer all projects, tasks and duties that you carried out during your employment relationship and any *related to these projects, tasks or duties* documents.

B) In relation to using up your holiday leave entitlement you are obliged to hand over to a person designated by the Employer all projects, tasks and duties that you carried out during your employment relationship and any documents *related to these projects, tasks or duties.*

**VI. Convert the following sentences using a participle clause:**

1. As he was impressed by Jeremy's work, the manager extended his contract.

2. After the boss had explained the problem, he asked the employee to solve it.

3. He was trapped in a dilemma and couldn't react.

4. While he was drinking his coffee, he thought about the problem.

5. Because he is faced to a bill $ 10,000, John has taken an extra job.

6. As she didn't wish to boast, she didn't mention her success.

7. Since he had been unemployed for so long, he felt he would never find a job.

8. Since she had been offered a promotion, she decided to stay in the company.

**VII. Choose the correct word (REMEMBER: Past participles *"-ed"* are used to describe how people feel, while present participles *"-ing"* are used to describe something that causes the feelings.):**

*1. The people I work with are ... with their jobs.*
a. satisfying
b. satisfied
*2. John was ... by the news report.*
a. disgusting
b. disgusted
*3. We thought that the instructions were ....*
a. confusing
b. confused
*4. Working late every day is ....*
a. tired
b. tiring
*5. Do you feel ... about them?*
a. worried
b. worrying
*6. All this information is making me ....*
a. confused
b. confusing
*7. He wasn't ... with my response.*
a. satisfied
b. satisfying
*8. What an ... situation!*
a. embarrassed
b. embarrassing
*9. His explanation wasn't very ....*
a. convincing
b. convinced
*10. The woman worked for 15 hours straight. She was ....*
a. exhausting
b. exhausted

**VIII. Write sentences with participle clauses that have the same meanings as the following:**

1. I looked straight at her and said, "Frankly my dear, I don't give a damn."
2. I didn't want a row so I apologized immediately.
3. I've never met her so I can't tell you what she's like.
4. I've worked here for ten years, so I can tell you it's a terrible place to work.
5. They were standing by the side of the swimming pool and they were throwing water at each other.
6. I'm not the sort of person who enjoys large gatherings so I declined the invitation to the party.
7. I meet all nationalities in my daily work so I know quite a few words of other languages.
8. I've seen his report so I can give you an idea of the situation there.
9. I've never been to Sydney so I can hardly recommend a hotel there.

**IX. Match a beginning from the left with an ending from the right to make a sentence:**

| | |
|---|---|
| Knowing you don't like seafood | I'd have no hesitation recommending her for the job. |
| Angered by his hurtful remarks | I can't really give you an opinion. |
| Working all hours of the day and night | I've cooked some chicken too. |
| Having seen her work | singing loudly. |
| Seeing you haven't got much time | she slammed down the phone. |
| She was sitting on a stool | we'd better go through the figures straight away. |
| Not having read the book myself | he rarely has time for parties or that kind of thing. |

| | |
|---|---|
| They were walking down the street | he looked into her eyes and said, "I love you." |
| Picking up his briefcase and coat | smoking a cigarette. |
| Taking her in his strong arms | he left the room. |

**X. Use the appropriate form of the participle to complete the burglary story:**

Tony needed money. (*blow*) his last thousand dollars at the races the night before, he was completely broke. There was only one thing for it – crime.(*know*) that a large house not far from his was empty, he (*decided*) to try and break in the following evening.

(*leave*) his house just after dark, he(make) his way to the street where the empty house stood. (*arrive*) outside the house just before midnight, he (*decide*) to wait and check the owners (*not / return*). (*pretend*) to make a call on his mobile phone, he (pace) up and down,(watch) the house carefully.

When he was quite sure nobody was at home, he(*look*) carefully around to make sure no one was watching, and got ready to go in.

(*know*) there was a high wall around the house, he(*bring*) a long rope with a spike on the end. (*throw*) the rope over the wall, he(*climb*) up and (*drop*) into the garden.

(*pick*) himself up quickly, he (*creep*) across the dark lawn to the front of the house. (*stand*) in front of the entrance, he quickly located the burglar alarm fixed high on the wall near the door. (*once / work*) for a security company, he (*know*) exactly how these alarms worked. (*take*) a screwdriver from his bag, he (*shin*) up the wall and expertly disabled the alarm.

Delighted that everything was going to plan, he (*grin*), (*take*) out a glass cutter and carefully (*make*) a hole in a nearby window. (*reach*) through carefully, he found the window catch,(*unfasten*) it and (*push*) open the window, (*think*) how easy it all was.

Aware that any light in the house might attract unwelcome attention, he carefully (*draw*) the curtains before (*switch*) on his torch. A noise to the left of the room made him jump. (*swing*) round, he (*see*) a woman in a long white dress(*sit*) in an armchair (*hold*) a drink.

(*smile*) at Tony, she (*raise*) her glass and (*say*), "Ah Tony, we (*wait*) for you."

## *Freer practice*

### Task 1

*Discuss the following questions with a partner:*

1. Putting aside practical considerations such as money and time, if you could go on holiday anywhere in the world right now, where would you go?
2. Looking at it from a foreign learner's point of view, what do you think the single most difficult thing about English is?
3. Having studied English for a number of years, what is the best piece of advice you could give a complete beginner?
4. Having lived through a period of increasing material wealth over the past few years, would you say you are any happier now as a result of this?

# UNIT 15
# THE GERUND: FORMS AND FUNCTIONS. THE GERUNDIAL COMPLEX

| Gerund | Active | Passive | Uses |
|---|---|---|---|
| **Indefinite** | reading | being read | The action expressed by the gerund:<br>a) is simultaneous with that expressed by the finite verb.<br>b) doesn't refer to any particular time. |
| She likes *reading*.<br>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*.<br>I remember *having been asked* this question. | | | |

| Functions | Examples |
|---|---|
| *Subject* | *Reading* books is useful.<br>*Smoking* is harmful.<br>*Reading* love stories made her cry. |
| *Predicative* | His hobby is *collecting* stamps.<br>The main thing is *getting* there in time.<br>Seeing is *believing*. |
| *Part of a Compound Verbal Predicate* | She went on *reading*.<br>She stopped *smoking*. |
| *Direct Object* | I couldn't avoid *speaking* to her.<br>The film is worth *seeing*.<br>I don't mind *waiting*. |
| *Prepositional Object* | I am fond of *reading*.<br>He insisted on *doing* the work himself.<br>I don't like his habit of *making* people wait. |
| *Attribute* | All liked the idea of *going* to the country.<br>I have no intention of *discussing* this question.<br>There are different ways of *solving* this problem. |
| *Adverbial Modifier* | On *entering* the room he came up to me.<br>He left the room without *saying* a word.<br>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. |

## THE GERUNDIAL COMPLEX

| **The Gerundial Complex consists of a noun (in the Common or Possessive Case) or a possessive pronoun and the gerund.** | |
|---|---|
| **Functions** | **Examples** |
| **Complex Subject** | *Your coming* here is very desirable.<br>It's no use *my telling* you a lie. |
| **Predicative** | What annoys me is *his being careless*. |

| | |
|---|---|
| **Direct Object** | I don't like *his reading* aloud.<br>Forgive *my saying* it. |
| **Prepositional Object** | I insist on *your doing* it.<br>Everything depends on *your getting* there in time. |
| **Attribute** | Everyone liked the idea of *his joining* us.<br>I don't know the reason of *your leaving*. |
| **Adverbial Modifier** | He entered the room without *his seeing* it. |

## *Controlled practice*

**I. Complete the sentences using the verbs from the box in the *–ing* form:**

| *apply* | *buy* | *film* | *lose* | *meet* | *negotiate* | *speak* | *wait* |
|---|---|---|---|---|---|---|---|

1. We won't know the final cost of the TV programme until the production company finished ….
2. Rupert Murdoch of News International risked … millions of pounds when he launched his satellite company Sky TV.
3. If you do a business course in England you will be able to practice … every day.
4. I have had to put off … the designers because I am too busy this week.
5. As a buyer for a large chain store, part of my job involves … competitive prices with suppliers.
6. I'm afraid the manager is busy at the moment. Would you mind … a few weeks?
7. There's no point … for the shares now – the offer closed last week.
8. It's a waste of money … a Pentium PC if you only want a computer for word processing.

**II. Complete the sentences with the verbs in brackets, using the passive - *ing* form or the passive infinitive:**

***Pattern:*** Our profits are up this year, so I expect ***to be given*** a pay rise. (*give*)

You'd better come back later. Mr. Schmidt dislikes ***being interrupted*** when he's in a meeting. (*interrupt*)

1. You deserve ... more because you do a lot of overtime. (*pay*)
2. When I am giving a presentation, I don't mind ... questions. (*ask*)
3. Most of our sales team in Spain tend ... locally. (*recruit*)
4. The company avoided ... by splitting up into several different groups. (*take over*)
5. She hopes ... to our Paris office when it opens next year. (*send*)
6. He took the telephone off the hook because he didn't want .... (*disturb*)
7. That explains his ... from his job last week. (*fire*)
8. I don't mind his ... above me last month. (*promote*)
9. She dislikes ... how run her department. (*tell*)
10. He expects ... soon. (*promote*)

**III. Open the brackets and use the proper gerund either in the active or passive voice:**

1. The speaker was annoyed at ... every other moment. (*interrupt*)
2. He showed no sign of .... (*hurt*)
3. They showed no sign of ... us. (*recognize*)
4. He insists on ... for his work done. (*pay*)
5. We did not want to speak to the correspondent and tried to avoid ... by him. (*interview*)
6. Excuse me for ... so much trouble to you. (*give*)
7. After ... by the doctor I was given a sick leave. (*examine*)
8. They deny ... the bank, but admit making plans about it. (*rob*)
9. The problem is not worth .... (*speak of*)
10. After ... the papers were registered. (*look through*)

**IV. 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.

**V. Complete the text. Put the verbs in brackets into the infinitive or the *–ing* form:**

After (1) … (*leave*) university in 1986, Luis Miguel knew that he wanted a career in travel. However, before (2) … (*start*) his own business, he got a job with a local travel firm, where he quickly learned how (3) … (*operate*) a small agency. A year later, he left (4) … (*set up*) his own company, Travelextra, which grew rapidly by (5) … (*concentrate*) on giving excellent value and top class customer service.

**VI. Complete the text. Put the verbs in brackets into the infinitive or the *–ing* form:**

Do you remember the price of oil (1) … (*be*) $ 10 a barrel? Amazingly, that was the situation as recently as 1998. We'd all like (2) … (*go*) back to those days, but we never will. Oil companies are trying (3) … (*find*) new oil fields, and have had some success in the Caspian Sea and West Africa. But production has probably peaked, and demand is definitely increasing. You'll just have to get used (4) … (*pay*) more for your petrol. Otherwise, there's no problem: just stop (5) … (*use*) your car!

**VII. Rewrite the following sentences, using the *–ing* form of the verb in italics and the preposition in brackets. Start each sentence with the preposition given:**

***Pattern:*** He left the office. He did not *speak* to his boss. (*without*)

*He left the office without speaking to his boss.*

1. She *left* university. Then she got a job with Microsoft. (*after*)
2. We won't *offer* them a discount. We'll give them better credit terms. (*instead of*)
3. We managed to expand. We didn't *increase* our debts. (*without*)
4. He worked in industry for many years. Then he *joined* the government. (*before*)
5. The company *made* 700 workers redundant. That is how it became more profitable. (*by*)
6. Anne Mulcahy *made* staff and business cutbacks. Anne Mulcahy saved Xerox. (*after*)
7. Don't *rely* on the state to support you. You will have to save money yourself. (*instead of*)
8. You will *pay* into a private pension plan over many years. You will save a lot of money. (*by*)
9. Federal Express *focused* on overnight delivery. Federal Express became successful. (*by*)
10. Southwest doesn't *offer* passengers expensive cabin service. Southwest concentrates on low fares. (*instead of*)

**VIII. Complete the sentences by choosing the correct answer from *a, b* or *c*:**

*1. We must ... you that your payment is overdue.*

a. inform
b. to inform
c. informing

*2. We have ... overtime.*

a. do

b. to do
c. doing

*3. Do you mind ... the window?*

a. open
b. to open
c. opening

*4. Catherine managed ... an important customer.*

a. acquire
b. to acquire
c. acquiring

*5. We look forward to ... from you soon.*

a. hear
b. to hear
c. hearing

*6. Jane is busy ... invitations for our company's anniversary celebration.*

a. write
b. to write
c. writing

*7. Could you let me ... my sentence?*

a. finish
b. to finish
c. finishing

*8. It is hard ... certain customers.*

a. please
b. to please
c. pleasing

*9. Let me begin by ... you something about our company history.*

a. tell
b. to tell
c. telling

*10. We risk ... a lot of money.*

a. lose
b. to lose
c. losing

**IX. Match the beginning of the sentence in column A with the right endings in column B:**

| A | B |
|---|---|
| 1. I am sure we have paid the bill. I remember | a) to save the file. |
| 2. Did you remember | b) ringing him on his phone number. |
| 3. On the way to the airport, he stopped | c) to give Peter my message? |
| 4. It's hard to find parts for this machine. The manufacturers stopped | d) to book one in advance. |
| 5. I've given my PA a list of jobs that need | e) signing the cheque and sending it to them. |
| 6. There are plenty of hotel rooms available, so you don't need | f) giving my first presentation. It was a disaster. |
| 7. He lost several hours' work. He switched off the computer but he had forgotten | g) to enter the Japanese marker, but it was extremely difficult. |
| 8. I don't mind giving talks now, but I'll never forget | h) to collect some traveler's cheques from the bank. |
| 9. He wasn't at the office when I phoned, so I think I'll try | i) producing this model over 15 years ago. |
| 10. For a long time, the company tried | j) doing before the sales conference starts. |

**X. Translate the following sentences into English using the *–ing* form:**

1. Я мушу визнати, що не розумію цього.
2. Ця система має той недолік, що вона порівняно дорога.
3. Він наполягає на тому, щоб договір було негайно підписано.
4. Том і Дейзі боялися, що я дізнаюся правду.
5. Думаю, що всі чекали на його повернення.

6. Її головний інтерес полягає, здається, у перелічуванні та класифікації даних.

7. Він боявся, що його посадять у в'язницю.

8. Вона не показала жодної ознаки здивування.

9. Його звинуватили у тому, що він продав важливі державні секрети.

10. Він зайнятий роботою над проектом.

## *Freer practice*

**Task 1**

*Complete these sentences about yourself, using an –ing form or infinitive:*

1. When I was 16, I decided …
2. If I moved to another town, I would miss …
3. At the moment I can't afford …
4. I am really looking forward to …
5. I a few years' time, I hope …
6. At the moment I am considering …

**Task 2**

*Discuss the following with your partner:*

1) Have you ever been accused of doing something you didn't do? What was it? What happened?

2) What things at work do you really enjoy doing? What things at work do you avoid doing?

3) Tell your group about something that you agreed to do that ended up being a horrible idea.

4) How do you cope with having a busy schedule?

5) What do you expect your co-workers to do for you?

6) What do you miss about being a student?

7) What are some things your coworkers ask you to do for them?

8) What are some things you'd like your English teacher to teach you?

9) What are some things that your company doesn't allow you to do at work?

10) How do you motivate yourself when you simply don't feel like working?

11) What are three things you hope to accomplish this year?

12) Would you ever consider taking a job in another country? Why or why not? Tell your group about it.

13) Have you ever tried to stop someone from making a really bad decision? What happened?

14) Are you good at convincing people to do things? Explain.

15) Do you prefer to get work done at home or at the office? Why?

16) What are you looking forward to doing this year? Why?

# UNIT 16
# CONDITIONAL SENTENCES

| Type of condition | if-clause | main clause | Examples |
|---|---|---|---|
| **Type I** Real condition (refers to the future) | Present Indefinite | Future Indefinite can + Infinitive | If I ***have*** enough money, ***will/ can buy*** a car. |
| **Type II** Unreal condition (refers to the present or future) | Present Subjunctive II ***(Past Indefinite)*** | would/could + Infinitive | If I ***had*** enough money, I ***would/could buy*** a car |
| **Type III** Unreal condition (refers to the past) | Past Subjunctive II ***(Past Perfect)*** | would/could have + Past Participle | If I ***had had*** enough money, I ***would/could have bought*** a car. |

| Conditional sentences are used: | Examples: |
|---|---|
| ➢ **Type I**: refers to a pattern used in predictive conditional sentences, i.e. those that concern consequences of a possible future event. | If you **make** a mistake, someone **will let** you know.<br>If he **asks** me, I **will/shall consider** his proposal carefully. |
| ➢ **Type II**: refers to a pattern used to describe hypothetical, typically counterfactual situations with a present or future time frame (for past time frames the third conditional is used). | If I **liked** parties, I **would attend** more of them.<br>If it **rained**, people **would dance** in the street. |
| ➢ **Type III**: a pattern used to refer to hypothetical situations in a past time frame, generally counterfactual (or at least presented as counterfactual, or likely to be counterfactual). | If you **had called** me, I **would have come**.<br>**Would** he **have succeeded** if I **had helped** him? |
| ➢ **Mixed type**: usually refers to a mixture of the second and third conditionals (the counterfactual patterns). Here either the condition or the consequence, but not both, has a past time reference. | If you **had done** your job properly, we **wouldn't be** in this mess now.<br>If I **hadn't married** Kelly, I **wouldn't be living** in Scotland now. |

## *Controlled practice*

**I. Put the verbs into the first conditional:**

1. If I (*to travel*) to New York for a conference I (*to meet*) an old business colleague of mine.

2. If something like this (*to happen*), she (*to call*) a press conference immediately.

3. If we (*to have*) a vacancy for a manager I (*to call*) you.

4. She (*to accept*) that position if he (*to tell*) her about the conditions of it.

5. If you (*to order*) on the Net we (*to send*) an e-mail confirmation.

6. If you (*to visit*) the presentation you (*to be describe*) the key benefits of our new service.

7. If we (*to finish*) the course tomorrow we (*to go out*) for a drink.

8. If I (*to see*) my boss I (*to ask*) him for my promotion.

9. If America (*to reduce*) its trade deficit, the dollar (*to go up*).

10. If inflation (*to go up*) it (*to be*) a pressure on salaries.

**II. Put the verbs into the second conditional:**

1. If we (*to work*) for ADC we (*to get*) a better salary.

2. If he (*to want*) a reliable firm he (*to choose*) Phillips.

3. If I (*to work*) at the EU I (*to support*) openness and transparency.

4. I (*to take*) legal advice if I (*to be*) you.

5. If taxes (*not to be*) so high they (*to think*) about their own business.

6. If you (*to speak*) English better you (*to be promoted*).

7. If they (*to advertise*) their goods they (*to get*) many more sales.

8. If you (*to give*) me a special price I (*to put in*) a bigger order.

9. I (*to take*) last year's stock if you (*to take*) 15 %.

10. I (*to purchase*) the equipment if you (*to throw in*) the accessories.

**III. Put the verbs into the third conditional:**

1. If you (*to enter*) the date in the wrong format, the computer (*to recognize*) the information.

2. If I (*to pay*) cash I (*to allow*) much discount.

3. If he (*to lose*) all his money and credit cards he (*to visit*) the exhibition.

4. If our company's main competitors (*to offer*) you a good job you (*to stay*) here.

5. If the circulation of our magazine (*to be*) low we (*to earn*) a lot more from advertising.

6. If our labour costs (*not to be*) so high we (*to produce*) cheaper goods.

7. If he (*not to be*) on the Board of this company he (*not to argue*) against the merger.

8. If you (*to have*) any questions I (*to deal*) with them at the end of my presentation.

9. If we (*to send*) the goods by sea the transport costs (*to be*) much lower.

10. If they (*to promote*) the brand better they (*to gain*) market share.

**IV. Choose the best variant:**

*1. If he joins us, we ... this work in time.*

a. will finish

b. finishes

*2. If your conditions are competitive, we ... an order.*

a. will place

b. would have placed

*3. If I had more time, I ... a course in business English.*

a. will do

b. would do

*4. If we had known more about their culture, negotiating ... easier.*

a. would have been

b. will be

*5. If you ... your CV, your chances of getting a job will be better.*

a. customizes

b. had customized

*6. We ... our order if you don't deliver the goods by Friday.*

a. cancel

b. will cancel

*7. If Brittany ... better English, she would apply for a job abroad.*

a. spoke

b. speaks

*8. If you ... me about the problem, I would have helped you.*

a. told

b. had told

*9. If I were you, I ... about the presentation.*

a. won't worry

b. wouldn't worry

*10. If you execute the order carelessly, they ... another order with you in the future.*

a. won't place

b. wouldn't have placed

**V. Fill in the sentences with the words given below:**

| | | | | |
|---|---|---|---|---|
| *send* | *would work* | *arranged* | *have sent* | *would have let* |
| *paid* | *had read* | *helped* | *delivered* | *will help* |

1. If you ... your order by fax, we will deliver the goods immediately.

2. If we had more employees, we ... more efficiently.

3. If you invite me for lunch, I ... you with your presentation.

4. If we ... poor quality, we would not be the leading company in our business.

5. If you ... the paper, you would have seen the advertisement.

6. If I ... you meet one of your deadlines, would you do my work tonight so that I could go home early?

7. If you had found me a convenient and affordable apartment, I ... you stay in the spare room.

8. Would you caddy for me if I … for you to come on a company trip to Hawaii?

9. I would … her an invitation if I had found her address.

10. Would you have a party for people in your team if the company … you for it?

**VI. Translate the sentences:**

1. Я отримаю підвищення на посаді, якщо моя ідея допоможе збільшити продаж на 1%?

2. Якби угода про вільну торгівлю допомагала б нашій компанії, але приносила б шкоду країні, то ми б протестували проти неї.

3. Якби компанія тоді надала нам свої частки замість бонусів, то ми б із задоволенням прийняли це.

4. Якби було менше нарад, то ми були б більш продуктивними.

5. Якщо наша компанія наважиться на більші ризики, обсяги продажу збільшаться.

6. На вашому місці я б прийняв цю пропозицію.

7. Ви б публічно схвалили нашу нову марку сигарет, якби я запропонував Вам 1000 доларів?

8. Я скористаюся готівкою, якщо моя кредитна картка виявиться простроченою.

9. Якби я виграв мільйон у минулому році, то розпочав би власний бізнес.

10. Якби Сінді була більш творчою, то компанія відправила б її до Нью-Йорку працювати над новою рекламною кампанією.

**VII. Fill in the blanks with auxiliary verbs:**

1. If I spoke Japanese as well as you do, I … try to find a job with one of the Japanese banks.

2. If you take my advice you … keep a tighter control on what Jerome gets up to.

3. If we spent more on Research and Development, we … be so behind technologically.

4. If you give me a 10 % discount I … buy two.

5. I wouldn't have bought this if I … known it only has a 3 month guarantee.

6. If we controlled our expenses a bit better, we … save a lot of money.

7. If sales don't improve soon we … have to lay off some workers.

8. I would have come in earlier if I … known how much urgent work there was.

9. I … have helped with that report you if you had asked me.

10. If we opened an office in Tokyo, we … both benefit.

**VIII. Make up sentences using the following words and phrases:**

1. I will tell Jagger, if you want, we need time, that, to think it over.

2. In meetings, you would know, what was going on, If you paid more attention.

3. To their terms, what would happen, if we didn't agree?

4. Of this company, make a few changes, if I was made President, I would.

5. If I were, I would reduce taxes, the Prime Minister.

6. Their terms, millions, if we accepted, we would lose.

7. Any money on it, we wouldn't make, if we gave you 10%.

8. They would use their cars, had to pay an extra tax, if motorists to drive in cities, a lot less.

9. Another country, if my company to, I would refuse, asked me to move.

10. If we hadn't changed supplier, we are now in, we wouldn't be in the mess.

**IX. Rewrite the following sentences using the third conditional:**

1. If we don't observe the expenditures carefully, we will go bankrupt.

2. If he was your manager he would promote you.

3. Would you buy that software if it was cheaper?

4. You would finish your work if you took your laptop with you.

5. If you read this treaty, you would get known that companies are not allowed to engage into unfair trade practices.

6. You will finish the report on time if you kept working that high speed.

7. If they don't invest in their infrastructure, they will start to perform worse than their competitors.

8. If we follow these regulations, we won't get in trouble with the local authorities.

9. If you open a checking account you will be able to write checks.

10. If we invested more in the advertising, we would capture a bigger chunk of the market.

**X. Choose the correct item:**

*1. If I ... the IT manager at five, I will be late home tonight.*

a. see

b. saw

*2. If we had done overtime from Monday to Friday, our factory workers ... at the weekend.*

a. didn't work

b. wouldn't have worked

*3. If you ... computer science you would have known what this symbol means.*

a. learnt

b. had learnt

*4. If we ... on Saturdays our company will meet the target.*

a. work

b. works

*5. If you don't pay us we ... the orders next week.*

a. wouldn't deliver

b. won't deliver

*6. If we were tired, we ... doing that calculation.*

a. will stop

b. would stop

*7. If they ... more attentive they would have found a fault with one of the products.*

a. were

b. are

*8. If there are high interest rates the company ... to produce this product.*

a. will continue

b. would continue

*9. If there is an inflation many small companies ... financial difficulties.*

a. would have

b. will have

*10. If the company hadn't faced an increased competition from abroad last year its workers ... a bigger salary.*

a. will get

b. would have got

## *Freer practice*

**Task 1**

*a) Negotiation breakdown. Read the following story and indicate how you would have reacted if you had been in John Dee's or Mrs. Han's position.*

John Dee imports microwave ovens from Korea and has been working satisfactorily with the same supplier for five years. Recently he travelled to Korea to meet the supplier and negotiate a reimbursement for a shipment of appliances that John's customers had sent back because of a serious manufacturing defect. He met the Korean company's representative Mrs. Han who insisted she could not compensate John financially but would replace the defective appliances. John refused this offer, saying that this gesture would not in itself be sufficient to restore his reputation with his customers.

John was booked on a plane leaving that afternoon and could see little point in continuing the discussion. He was getting more impatient with the apparent lack of progress and stood up angrily and walked out of the discussion. Mrs. Han was embarrassed and did not

wish to lose face by asking him to return to the room. John Dee now buys his microwaves from Taiwan at a higher unit price.

*b) Sola-Soda. Read the text and say if you had been director-general of Sola-Soda Enterprises what would you have done to restore consumer confidence.*

In June 1999 more than 100 people in Spain and two in Italy complained of headaches, dizziness and stomach upsets after drinking canned soft drinks manufactured by Sola-Soda. Subsequently, the authorities in Spain and Italy ordered Sola-Soda products to be withdrawn as a precaution.

**Task 2**

*Future consequences. Write what you will or may do in the following situations:*

1. If your car is stolen
2. If a close colleague gets married
3. If you are offered a better-paid job abroad.
4. If your firm is taken over by a competitor.
5. If you have to give a presentation in English.
6. If your computer is infected with a virus.

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*Навчальне видання*

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**«Митний контроль та митне оформлення»**

**2003**

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**«Митний контроль на автомобільному транспорті»**

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**«Історія митної діяльності: Україна в європейському контексті»**

**2011**

**«Митні інформаційні технології»**

**«Особливості митної класифікації товарів»**

**«Інфраструктура відкритих ключів: технології, архітектура, побудова та впровадження»**

**«Розподілені бази даних»**

**2012**

**«Інформаційно-аналітичне забезпечення діяльності митних органів»**

**«Митний кодекс України» / Коментар до ст. 6»**

**«Митна політика та митна безпека: концептуальне визначення та шляхи забезпечення»**

**«Архітектура комп'ютера»**

**«Комп'ютерна схемотехніка»**

**2013**

**«Актуальні питання теорії та практики митної справи»**

**«Історія митної діяльності»**

**«Механізми державного управління митною справою»**

**«Формування системи митного аудиту»**

**2014**

**«Митна енциклопедія, т. 1»**

**«Митна енциклопедія, т. 2»**

**«Митна енциклопедія, т. 3»**

**СЕРІЮ «МИТНА СПРАВА В УКРАЇНІ» ЗАСНОВАНО В 2001 Р. ЇЇ ПРОДОВЖЕННЯМ Є СЕРІЯ «ПОДАТКОВА ТА МИТНА СПРАВА В УКРАЇНІ», ЯКУ ЗАПОЧАТКОВАНО В 2015 Р.**

***Редакційна колегія:***
*П. В. Пашко, д.е.н. (голова)*
*І. Г. Бережнюк, д.е.н.*
*А. І. Крисоватий, д.е.н.*
*А. А. Мазаракі, д.е.н.*
*Л. Л. Тарангул, д.е.н.*
*В. В. Ченцов, д.іст.н., д.н.д.у.*
*А. Д. Войцецук, к.е.н.*

**У СЕРІЇ «ПОДАТКОВА ТА МИТНА СПРАВА В УКРАЇНІ» ВИЙШЛИ ДРУКОМ:**

**2015**

**«Реформування податкової системи України: сучасні виклики та орієнтири»**
**«Міжнародні економічні відносини: у 2-х частинах»**
**«Адміністративно-правове сприяння соціально-економічному розвитку в Україні: теоретико-методологічні засади»**
**«Бухгалтерський облік в умовах застосування інформаційних технологій: історія та практика»**
**«Розслідування злочинів, пов'язаних із неналежним виконанням професійних обов'язків медичними працівниками: сучасний стан, проблеми та напрями удосконалення»**
**«Формування управлінської компетентності майбутніх економістів у процесі професійної підготовки: теорія і практика»**
**«Let Develor English skills»**
**«Кримінальний процес України»**
**«Європейська інтеграція»**
**«Проблеми правового закріплення принципів фінансового контролю»**
**«Протидія розслідуванню кримінальних правопорушень у сфері оподаткування: теорія та практика»**
**«Інформатика та обчислювальна техніка: практикум»**

**2016**

**«Регулятивний потенціал фінансового ринку в умовах глобальних викликів»**
**«Правовий статус фіскальних органів України та держав-членів Європейського Союзу»**
**«Психологічні основи у професійній підготовці фахівців ПМ»**
**«Сучасні інформаційні системи і технології: управління знаннями»**
**«Економічна кібернетика: введення в спеціальність»**
**«Інформаційні системи та технології у фінансових установах»**
**«Фінансове забезпечення інноваційного розвитку»**
**«Практикум з інформаційних систем в економіці»**
**«Практикум з WEB-програмування»**
**«Малий та середній бізнес у взаємовідносинах із податковими органами: соціологічна інтерпретація»**
**«Моделювання систем захисту інформації»**
**«Формування бюджетної стратегії України: теорія, методологія, практика»**
**«Актуальні питання розвитку банківської системи України»**
**«Система державного фінансового контролю: формування та розвиток в Україні»**
**«Соціалізація студентської молоді у процесі професійної підготовки»**

**2016**

**«Правове забезпечення фінансової безпеки України»**
**«Розвиток бухгалтерського обліку в умовах інтеграційних процесів»**
**«Алгоритмізація та програмування»**
**«Основи психології та конфліктології для фахової підготовки економістів»**
**«Інформаційні системи і технології»**
**«Інформаційні системи і технології на підприємстві»**
**«Проблеми соціологічного, психологічного та педагогічного забезпечення податкових відносин в Україні»**
**«Теорія ймовірностей та математична статистика: практикум»**
**«Математика для економістів. Функція багатьох змінних. Ряди»**
**«Математика для економістів. Вища математика. Частина І. Лінійна алгебра. Аналітична геометрія»**
**«English grammar for low students»**
**«Grammar for students of economics»**

**В УНІВЕРСИТЕТІ ДЕРЖАВНОЇ ФІСКАЛЬНОЇ СЛУЖБИ УКРАЇНИ ВИХОДИТЬ СЕРІЯ «ПОРТРЕТИ ВЧЕНИХ УНІВЕРСИТЕТУ ДФС УКРАЇНИ», ЗАСНОВАНА 2012 РОКУ, А ТАКОЖ СЕРІЯ «НА ДОПОМОГУ СТУДЕНТУ УДФСУ», ЗАПОЧАТКОВАНА 2016 РОКУ.**