

**НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
БІОРЕСУРСІВ І ПРИРОДОКОРИСТУВАННЯ УКРАЇНИ**

Кафедра англійської філології

**МЕТОДИЧНІ РЕКОМЕНДАЦІЇ З
ДИСЦИПЛІНИ «ІНОЗЕМНА МОВА (АНГЛІЙСЬКА)»**

для здобувачів освітнього ступеня «Бакалавр»
зі спеціальності «Менеджмент»

Київ – 2025

Методичні рекомендації з дисципліни «Іноземна мова (англійська)» призначені для здобувачів вищої освіти освітнього ступеня «Бакалавр» 1 курсу навчання (І-ІІ семестрів) спеціальності 073 «Менеджмент». Методичні рекомендації складено відповідно до робочої навчальної програми з дисципліни «Іноземна мова (англійська)». Мета методичних рекомендацій – теоретична і практична підготовка студентів до здатності визначати та аналізувати граматичні поняття, явища, категорії; до вміння оперувати граматичними термінами та граматичними механізмами.

Методичні рекомендації містять теоретичний матеріал з граматики та вправи, спрямовані на практичне засвоєння теоретичного матеріалу; вправи для розширення лексичного запасу. Матеріал методичних рекомендацій подається за ступенем складності і може використовуватись студентами з різним рівнем володіння англійською мовою.

Методичні рекомендації орієнтовані на набуття студентами теоретичних знань та граматичних вмінь в академічній та професійній сферах; формування здатності до наукового розуміння та аналізу граматичних категорій, механізмів граматики з метою формування необхідних компетентностей для успішного здійснення майбутньої професійної діяльності.

Рекомендовано Вченою Радою гуманітарно-педагогічного факультету.

Укладач: Н.С. Харчук

Рецензенти: С.Г. Качмарчик, М.О. Павельчук

Качмарчик С.Г. – кандидат педагогічних наук, доцент кафедри англійської філології Національного університету біоресурсів і природокористування України

Павельчук М.О. – кандидат педагогічних наук, науковий співробітник відділу міжнародних зв'язків та наукової співпраці Інституту педагогіки НАПН України

Contents

Introduction	3
Grammar review	6
1 Sentence. Word Order. Речення. Порядок слів.	6
1.1. An English Sentence Structure (Структура речення в Англійській Мові)	6
1.2. Inversion (Інверсія)	9
1.3. Types Of Questions (Типи питальних речень)	11
1.4. Indirect /Embedded Questions (Непрямі питання)	17
1.5. Imperative Sentences (Спонукальні речення)	18
1.6. Defining and Non-Defining Relative Clauses (Обмежувальні і поширювальні означальні підрядні речення)	19
Progress Test 1	24
2 Verb (Дієслово)	27
3 Mood. System Of Verb Tenses (Спосіб. Система часів).	29
3.1. Simple (Indefinite) tenses (Неозначені часи)	32
3.2. Continuous tenses (Тривалі часи)	35
3.3. Perfect tenses (Перфектні часи)	38
3.4. Perfect Continuous tenses (Перфектно-тривалі часи)	41
Progress Test 2	47
Progress Test 3	62
Progress Test 4 Verb Tenses Review	74
4 Active And Passive Voice (Активний і пасивний стан)	78
Progress Test 5	87
5 Sequence Of Tenses. Reported Speech. (Узгодження часів. Непряма мова)	89
Progress Test 6	97
6 Non-Finite Verbs (Безособові форми дієслова)	99
6.1. The Infinitive (Інфінітив)	99
6.2. The Participle (Дієприкметник)	106
6.3. The Gerund (Герундій)	111
Progress Test 7	117
7 Modal Verbs (Модальні дієслова)	119
Progress Test 8	132
8 Conditionals. Wish-Clauses. Умовні речення. Емфатичні конструкції 'I Wish...'	136
Progress Test 9	144
9 Auxiliary Verbs Допоміжні дієслова	147
10 The Noun (Іменник)	156
Progress Test 10	160

GRAMMAR REVIEW

1. РЕЧЕННЯ. ПОРЯДОК СЛІВ. (SENTENCE. WORD ORDER)

1.1. Структура речення в англійській мові (An English sentence structure)

Залежно від мети висловлювання в англійській мові розрізняють такі типи речень:

а) **розповідні** (declarative sentences):

Alice works for an insurance company.

б) **питальні** (interrogative sentences)

What language does she speak?

в) **заперечні речення** (negative sentences)

Vegetarians are people who don't eat meat.

г) **спонукальні** (imperative sentences)

Look out! The train is coming.

д) **окличні** (exclamatory sentences)

How hard she works!

В англійській мові кожен тип речення має сталий порядок слів: тобто, кожен член речення має своє визначене місце в реченні. В українській мові зв'язок між словами в реченні чи словосполученні, а також синтаксична функція слова здебільшого визначається формою слова, його закінченням. У сучасній англійській мові, де система відмінкових закінчень розвинута мало, показником синтаксичної функції слова є його місце в реченні.

Візьмемо, наприклад, українське речення 'Ми отримали телеграму'. В цьому реченні підмет 'ми' може міняти своє місце, так як і пряме доповнення 'телеграму': 'Телеграму отримали ми', 'Телеграму ми отримали'. Але зміст речення від цього не зміниться.

У відповідному англійському реченні 'We have received the telegram.' не можна поміняти порядок слів, тому що крім місця в реченні, більш нічого не вказує на синтаксичну функцію слів у реченні.

В англійській мові роль іменника в реченні визначається його місцем: іменник, що стоїть перед дієсловом-присудком, є підметом, а іменник, що займає місце після присудка прямим додатком. Таким чином,

місце того чи іншого слова визначає його роль в англійському реченні. Отже, порядок слів у реченні відіграє значно більшу смислову роль в англійській мові, ніж в українській. Для англійського розповідного речення є типовим такий порядок слів: підмет – присудок, додаток – обставина.

We deliver large goods on Monday afternoons.

PRACTICE

1. Which of the two sentences below shows correct English word order?

1. a) She speaks well English. b) She speaks English well.
2. a) Why you did say that? b) Why did you say that?
3. a) She showed her homework her mother. b) She showed her mother her homework.
4. a) Sometimes I play tennis on a Sunday. b) I play sometimes tennis on a Sunday.
5. a) That is my pen. Give to me it. b) That is my pen. Give it to me.
6. a) Never I eat breakfast. b) I never eat breakfast.
7. a) I did quickly my homework. b) I quickly did my homework.
8. a) He drew for his mother a picture. b) He drew a picture for his mother.
9. a) You played yesterday very well. b) You played very well yesterday.
10. a) I showed my new music player to my friend. b) I showed to my friend my new music player.
11. a) I do not any more live in London. b) I do not live in London any more.
12. a) That is my pen. Give it to me. b) That is my pen. Give to me it.
13. a) You're not supposed to walk on the grass. b) You're supposed to not walk on the grass.
14. a) What made you say a such stupid thing? b) What made you say such a stupid thing?
15. a) I think you and I need to have a talk! b) I think I and you need to have a talk!

2. Which of the two sentences below shows correct English word order?

1. a) She eats every Friday fish.
b) She eats fish every Friday.

2. a) Sometimes I play tennis on a Sunday.
b) I play sometimes tennis on a Sunday.
3. a) Never I eat breakfast.
b) I never eat breakfast.
4. a) I did quickly my homework.
b) I quickly did my homework.
5. a) I did my homework in a hurry.
b) I in a hurry did my homework.
6. a) You played yesterday very well.
b) You played very well yesterday.
7. a) I do not any more live in London.
b) I do not live in London any more.
8. a) Give it to me.
b) Give to me it.
9. a) Give it me.
b) Give me it.
10. a) I'm going to have cut my hair tomorrow.
b) I'm going to have my hair cut tomorrow.
11. a) Rarely have I heard such a feeble excuse!
b) Rarely I have heard such a feeble excuse.
12. a) Under no circumstances should you tell him what I said.
b) Under no circumstances you should tell him what I said.
13. a) Can you tell me what is the time?
b) Can you tell me what the time is?
14. a) She left stupidly her homework on the bus.
b) She stupidly left her homework on the bus.
15. a) He ate slowly his lunch.
b) He ate his lunch slowly.
16. a) No sooner we had left the house than it started to rain.
b) No sooner had we left the house than it started to rain.
17. a) I yesterday saw a good film on TV.
b) I saw on TV a good film yesterday.
c) I saw a good film on TV yesterday.
18. a) Already as a child I knew I was going to be a teacher.
b) As a child I knew already that I was going to be a teacher.
19. a) Where's the toilet? asked he.
b) Where's the toilet? he asked.
20. a) Did ever you see her again?
b) Did you ever see her again?

3. Put the words in the correct order to make sentences:

- 1 On Fridays/in the café/eats breakfast/always/he
- 2 Safely/they/arrived/this morning/home
- 3 Drinks coffee/in the evening/never/Sam
- 4 To work/she/on foot/goes/every day
- 5 Well/yesterday/at the meeting/spoke/he
- 6 On a yacht/she/every summer/sails/round the island
- 7 Quietly/in his bed/slept/the baby/all night
- 8 Often/home/she/goes/on Friday/early
- 9 Rarely/you/see/cricket/these days/on TV
- 10 In the garden/the nightingales/last night/loudly/were singing

1.2. Інверсія (Inversion)

Такий порядок слів, при якому присудок стоїть після підмета, називається *прямим*. Якщо присудок або його частина стоїть перед підметом, порядок слів називається *зворотним*, або *інверсією*.

Інверсія буває повною і частковою. При повній інверсії весь присудок стоїть перед підметом:

Did you take your car for a service?

“You have eaten the lot” cried Frank.

Here/There is your computer.

При частковій інверсії лише частина присудка – допоміжне або модальне дієслово – стоїть перед підметом, а смислове дієслово – після нього:

***Should** you see him, please give him my regards.*

*Never in world history, **has** there **been** such a conflict.*

Емфатичні конструкції.

Емфатичні конструкції виділяють той або інший член речення шляхом вживання: а) підсилювальних слів і словосполучень; б) зворотнього порядку слів; в) подвійного заперечення.

а) Підсилювальні слова і словосполучення:

As much as, as early as, do, it is...that (who, which)

The unemployment rate reached as much as 15 percent at that time.

The problem does exist, whatever you think about it.

Зворот *it is ...that* вживається, коли бажають зробити особливий наголос на будь-якому членові речення. Тоді його ставлять на початку речення між *it is (was)* і *that (who, whom)*:

It was he that (who) did the experiment at this lab.

Саме він зробив в цій лабораторії дослід.

В цьому реченні виокремлено підмет *he*.

Якщо потрібно виділити обставину місця *at the laboratory*, тоді *at the lab* ставиться між *it was* і *that*.

It was at this lab that he did the experiment.

Саме в цій лабораторії він зробив дослід.

За допомогою звороту *it is ... that* також можна виділити підрядне речення. Для перекладу виділеного таким чином підрядного речення часто вживають слово *тільки*:

The bill was received by the manager after the goods had been delivered.

It was after the goods had been delivered that the bill was received by the manager.

Тільки після того, як товари були доставлені, менеджер отримав рахунок.

б) Зворотній порядок слів:

What I like about London is the fact that it never sleeps.

It's people like you who spoil things for everyone else.

What annoys me about Gerald is his arrogance.

Never was there a greater surplus of the US budget than in 1999.

в) Подвійне заперечення:

It is not uncommon to have a few jobs now.

PRACTICE

1. Study the following examples paying attention to word order and make the sentences below more emphatic:

*Never **have I been** so happy as now.*

*So perfectly **did he do** his work that it won a prize.*

*Only then **did she tell** him about the attack.*

***Could he come** we should be very pleased.*

*Crowded as **was the theatre**, we managed to find seats.*

1. If I could read French, I'd translate this text for you.

2. Their friendship was so powerful that nothing could shake it.
-
3. She did not utter a single word.
-
4. His letter was so short that we could hardly understand what was going on. _____
5. He did not hesitate for one moment.
-
6. The lecturer spoke loudly and distinctly.
-
7. He understood the meaning of her remark only then.
-
8. If it were not so late, I'd stay longer.
-
9. We had hardly started when it began to rain.
-
10. The task was hard, but we did it.
-

Keys: Could I read French, I'd translate this text for you. So powerful was their friendship that nothing could shake it. Not a single word did she utter. So short was his letter that we could hardly understand what was going on. Not for one moment did he hesitate. Loudly and distinctly did the lecturer speak. Only then did he understand the meaning of her remark. Were it not so late, I'd stay longer. Hardly had we started when it began to rain. Hard as was the task, we did it.

1.3. Типи питальних речень (Types of Questions)

Залежно від характеру запитання і потрібної на нього відповіді в англійській мові розрізняють чотири типи питальних речень:

- загальні запитання (general questions),
- спеціальні запитання (special questions),
- альтернативні запитання (alternative questions)
- розділові запитання (disjunctive questions).

Загальними називаються запитання, на які можна відповісти словами *yes* або *no*:

Did you check all the invoices? *Yes, I did/No, I didn't.*

Is it time for the meeting? *Yes, it is/No, it isn't.*

Загальні запитання починаються з допоміжного або модального дієслова, після якого стоїть підмет, а потім основне дієслово:

*Do you speak French?
Can you tell me the time?*

Спеціальними називаються запитання до окремих членів речення. Вони починаються питальними словами *who* хто, *what* що, який; *where* де, куди; *how many* скільки та ін.

Серед спеціальних запитань розрізняють:

- а) запитання до різних членів речення, крім підмета і його означення;
- б) запитання до підмета і його означення.

У запитаннях до різних членів речення після питального слова порядок слів такий самий, як у загальних запитаннях: допоміжне або модальне дієслово, підмет, основне дієслово, потім усі інші члени речення:

*What does this word mean?
Which projects are you working on at the moment?
When will you be back?*

У **спеціальних запитаннях**, що відносяться **до підмета** або його означення, порядок слів, як у розповідному реченні – інверсії нема, допоміжне дієслово *to do* в Present Indefinite і в Past Indefinite не вживається. Якщо питальне слово є підметом, то після нього, як і в розповідному реченні, стоїть присудок:

Who met you at the airport? What happened?

Якщо питальне слово – означення до підмета, після нього безпосередньо ставиться підмет, а потім присудок:

Whose computer is still working?

Альтернативні запитання – це запитання вибору. Вони складаються з двох частин, з'єднаних сполучником **or**. Альтернативні запитання можуть мати структуру як загальних, так і спеціальних запитань. Якщо альтернативне запитання не відноситься до підмета, воно вимагає повної відповіді:

Do you prefer paying by a credit card or cash?

Розділове запитання складається з двох частин. Перша частина – розповідне речення у стверджувальній або заперечній формі, друга – коротке загальне запитання, що складається з підмета, вираженого особовим займенником, який відповідає підмету першої частини, та допоміжного або модального дієслова. Якщо присудком першої

частини є дієслово в Present Indefinite або в Past Indefinite (крім дієслів *to be* і *to have*), у другій частині вживаються відповідні форми допоміжного дієслова *to do*.

Якщо перша частина розділового запитання має стверджувальну форму, то в другій частині вживається заперечна форма, а після заперечної першої частини друга частина має стверджувальну форму. Перша частина розділового запитання має стверджувальну форму, якщо той, хто запитує, сподівається на стверджувальну відповідь, і заперечну, якщо передбачається заперечна відповідь:

You haven't got the sales figures, have you?

You went to the conference, didn't you?

PRACTICE

1. Rearrange the words to make questions.

1. to where are going you where are you going to?
2. from who did get you the information _____
3. in which funds do invest you _____
4. like what the weather was in Sweden _____

2. Choose and underline the correct words.

1. *Spoke you / Did you speak* with Laura yeasterday?
2. What did Laura *say/said* when you spoke to her?
3. A: Do you like Italian cuisine?
B: *Yes, I like./ Yes, I do.*
4. *How work this machine? / does this machine work?*
5. Who *set up Microsoft / did set up Microsoft?*
6. When *set up Microsoft / was Microsoft set up?*
7. Who *did telephone me / telephoned me* this morning?
8. Who *you telephoned / did you telephone* this morning?

3. Write a question for each answer.

1. When do you get to work? Get to work? At about 8.30 usually
2. Done! I haven't done anything!
3. The report? I put it over there.
4. Here? I stay here because the pay is good
5. Yesterday? I was feeling awful.
6. Staying? I'm staying at the Ritz.
7. Report to? I report to Bob Taylor.
8. This bag? I think it's Helen's.

4. Rearrange the words in each group from the list to make questions. Then match them to the answer below to make a complete dialogue.

a. You business here are on
b. You did do that what before
c. are for how you staying long
d. arrive did when you
e. Like what's it
f. been how have long there you working
g. You what do do
h. staying you where are
i. To is first this Lyon your visit
j. involve travelling job does much your

1. A: Are you here on business?
B: Yes, I'm here on a sales trip.
2. A:
B: I work for a small biotech company
3. A:
B: About four years, I suppose.
4. A:
B: I was in pharmaceuticals.
5. A:.....
B: Yes, quit a lot. I travel all over Europe, but especially in France.
6. A:
B: No, I've been here once before.
7. A:
B: A couple of days ago.
8. A:
B: Until Friday, then I go back to the UK.
9. A:
B: At the Holiday Inn.
10. A:.....
B: It's very comfortable actually, and the restaurant is good.

5. Complete the dialogue with question words and question phrases from the box below.

what kind of	how often	how far	how long
how many	how much	what (x2)	which (x2)
			whose

- 13

5. You guess that Biotec have cancelled their order.

Biotec _____?

6. You are very surprised that Biotec have cancelled their order.

Biotec _____?

7. Write the questions to which the underlined words are the answers.

e.g. Christopher is going to London by train.

How is Christopher going to London?

1. The Smiths have got three cars.

2. Janet works at the supermarket

3. Andrea is learning English because she will need it in her job.

4. The film was really romantic.

5. The meeting will take place next Tuesday.

6. Tessa switched off the computer.

7. Mr Johnson's burglar alarm was ringing.

8. Anna went to the dance with Martin.

8. Ron is at a job interview. Someone is asking him questions. Write the questions.

Interviewer: Where do you live?

Ron: Oh, I live in Longtown.

1. Interviewer: _____

R: I'm twenty-three.

2. Interviewer: _____

R: Yes, I went to college.

3. Interviewer: _____

R: My interests? I don't have any, really.

4. Interviewer: _____

R: Which company? Oh, I work for BX Electric.

5. Interviewer: _____

R: Nothing. There's nothing I don't like about my job.

9. Ask negative questions:

e.g.: — *Bob was playing badminton at 10 o'clock. (Have classes)*

— *Wasn't he having classes at that time?*

1. My husband was fishing on Sunday. (work in the garden)

2. Ann's brother was watching a concert on TV. (a football match)

3. I was washing up after the dinner. (see your guests off)

4. The auditors were revising our accounts for the last decade. (check your reports) _____

5. During the party Jane was sitting all the time. (dance)

6. While we were having breakfast mother was doing the room. (eat with you) _____

7. He caught cold when he was walking in the rain without a raincoat. (wear a raincoat) _____

1.4. Непрямі питання (Indirect / Embedded Questions)

Embedded questions

- sound more polite
- the word order is the same as for statements
- there is no auxiliary in Present and Past simple
- *Could you tell me how long it takes to make a presentation?*
- *Do you know if/whether they will attend the AGM?*

Embedded questions can be introduced in these ways:

- *Can/Could you tell me ...?*
- *Would you mind telling me ...?*
- *Do you happen to know ...?*
- *I wonder if/whether you could explain ...?*
- *Please, let me know ...*
- *I wanted to know ...*
- *The question is ...*
- *Who knows ...*

PRACTICE

1. Underline the correct words.

1. Could you tell me what *are your terms of payment / your terms of payment are*?
2. Do you know where *the marketing seminar is/is the marketing seminar*?
3. I'd like to know how *can we/we can finance this project*.
4. Could I ask you why *you left / did you leave* your last job?
5. Do you think *could I/I could* use your fax machine?

2. Put the words in the correct order to make questions:

1. who / you / were / if / me / would /invite / you?
2. updating / about / the / how / website?
3. I / you / how / don't / realise / busy / am?
4. a / we / have / shall / meeting / intranet / about / the?
5. files / the / know / you / do / downloaded / who?
6. any / to / have / idea / do / you / system / the / how / install?
7. the / you / get / would / do / to / what / information?
8. about / you / the / me / why / tell / didn't / hardware / new?

1.5. Спонукальні речення (Imperative sentences)

Наказовий спосіб (Imperative Mood) означає наказ, прохання, пропозицію, попередження.

– наказовий спосіб має ту саму форму, що й інфінітив, тільки без частки **to**:

Go and play outside.

– заперечна форма наказового способу утворюється так: **do not/don't + V**

Don't worry!

Do not feed the animals!

– дієслово **do** ставиться перед основним дієсловом, для емоційного підсилення значення наказового способу:

Do have another cup of tea.

Do help me with English problem.

– пропозицію для першої особи можна вставити за допомогою конструкції **let us (=let's) + (not) V**

Let's take the bus. Let us not hurry.

— наказовий спосіб звучатиме більш ввічливо, якщо набуде форми розділового питання:
Come here, will you!

1. Classify the types of sentences in terms of their function and give examples:

1.	declarative	a.	asking a question
2.	interrogative	b.	making a statement
3.	imperative	c.	expressing strong feelings
4.	exclamatory	d.	expressing a request or command

**1.6. Обмежувальні і поширювальні означальні підрядні речення
 (Defining and non-defining relative clauses)**

Означальні підрядні речення діляться на два типи:

- обмежувальні (defining)
- поширювальні (non-defining).

1) Обмежувальні означальні підрядні речення містять інформацію, що уточнює значення слова, до якого вони належать. Без обмежувального підрядного речення зміст головного речення часто незрозумілий. Обмежувальні означальні підрядні речення не виділяються комами.

Defining relative clauses

Defining relative clauses give us information about things, people, possessions, places and times using a *relative pronoun*.

1. Things (that, which or ~)

*A machine **which** converts information.*

*A broadband is a system **that** is able to send different types of communication signals down a telephone line at the same time.*

2. People (who, that or ~)

*A technophobe is a person **who** doesn't like machines, especially computers. A newsreader is a person **that** reads the news on TV.*

Note:

We can leave out **which**, **who** and **that** if they are the **objects** of the relative clause.

*There are people (**who** / **that**) you can phone if you have a problem.*

*A mouse is a small object (**which** / **that**) you move with your hand to*

give instructions to the computer.

3. Possessions (whose)

*'A techie' is a person **whose** life is dominated by computers. (his life)*

4. Places (where, which / that + preposition)

*This is the house **where** I grew up.*

*This is the house (**which** / **that**) I grew up **in**.*

5. Times (when)

*Saturday's the day **when** I tidy the flat.*

2) Поширювальні (non-defining) означальні підрядні речення містять додаткову інформацію, яку можна видалити з речення, не вплинувши на його зміст. Поширювальні означальні підрядні речення виділяються комами, якщо вони стоять всередині чи в кінці речення.

Non-defining relative clauses

Non-defining clauses provide extra information to that which is in the main clause, the information could be omitted without affecting the meaning of the sentence. The clauses are usually separated by commas when they occur within or at the end of the sentence.

Her car, which was very expensive, was damaged in the car park.

Amy is at art college, where she is studying graphic design.

- The relative pronoun (*who, which, whose*, etc.) can never be omitted in non-defining clauses.

- *That* cannot be used to replace the relative pronoun.

- *Which* can be used in place of a clause, e.g.

*She never turned up at the party, **which** upset me a lot.*

Означальні займенники

Relative pronoun	Use	Example
Who	subject or object pronoun for people	I told you about the girl <i>who</i> lives next door.
Which	subject or object pronoun for animals and things	Do you see the file <i>which</i> is lying on the desk?
Which	referring to a whole sentence	He didn't call <i>which</i> surprised me.
Whose	possession for people, animals and things	Do you know the man <i>whose</i> invention changed the world?

Whom	object pronoun for people, especially in non-defining relative clauses	I was invited by the colleague <i>whom</i> I met at the conference.
That	subject or object pronoun for people, animals and things in defining relative clauses (<i>who</i> or <i>which</i> are also possible)	I don't like the cabinet <i>that</i> stands opposite the door.

Замість означального займенника з прийменником може вживатись означальний прислівник, що значно полегшує розуміння речення.
e.g. *This is the shop **in which** I bought my bike.* → *This is the shop **where** I bought my bike.*

Означальні прислівники

Relative adverb	Meaning	Use	Example
When	in/on which	refers to time	the day <i>when</i> we met him
Where	in/at which	refers to a place	the place <i>where</i> we met him
Why	for which	refers to a reason	the reason <i>why</i> we met him

Суб'єктний та об'єктний займенники *who*, *which* не відрізняються за формою, однак, їх можна розрізнити.

Якщо за означальним займенником слідує дієслово, він є суб'єктним.
e.g. *the apple **which** is lying on the table*

Якщо ж за ним іде іменник або займенник, тоді це – об'єктний займенник, який в реченні може опускається. Такі речення називаються **Contact Clauses**.

e.g. *the apple (**which**) George lay on the table*

*The receptionist (**who/whom**) we met yesterday is extremely polite.*

PRACTICE

1. Decide whether the relative pronoun is necessary (yes) in each sentence or not (no). Underline the correct variant.

- The book **which** is on the table belongs to Barbara. (yes/no)
- The fair **which** we visited last month is closed now. (yes/no)
- The man **who** you met in the corridor is our new manager. (yes/no)

4. Bob, **who** I know very well, could never behave in such a way. (yes/no)
5. I cannot forget the song **which** you sang last night. (yes/no)
6. The lady **who** is talking to Sue is my aunt. (yes/no)
7. I cannot remember the hotel **that** we stayed at. (yes/no)
8. Linda, **who** I haven't seen for ages, rang me last night. (yes/no)
9. A person **that** you don't trust won't trust you either. (yes/no)
10. My father, **whom** I helped to install his computer, always forgets his password. (yes/no)
11. This is the picture **that** Jane painted.
12. Do you know the man **who** is speaking on the phone?
13. We ate the sweets **which** my mother had bought.
14. Is this the boy **who** plays the piano?
15. This is the house **that** was broken into.

2. Choose the correct relative pronoun or relative adverb.

who, which, whose, where, which

1. The woman ____ is sitting at the desk is Mr Winter's secretary.
2. I cannot remember the reason ____ he wanted us to leave.
3. Jane, ____ mother is a physician, is very good at biology.
4. She didn't see the snake ____ was lying on the ground.
5. Do you know the shop ____ Andrew picked me up?

3. Combine the sentences with relative clauses. Decide whether to use commas or not.

1. A monk is a man. The man has devoted his life to God. *A monk ...*
2. I have one black cat. His name is Blacky. *I have...*
3. A herbivore is an animal. The animal feeds upon vegetation. *A herbivore ...*
4. Carol plays the piano brilliantly. She is only 9 years old. *Carol ...*
5. Sydney is the largest Australian city. It is not the capital of Australia. *Sydney ...*

4. Combine the sentences with contact clauses.

1. We ordered a book. It was very expensive.
2. You are sitting on a bench. The paint on the bench is still wet.
3. The photographer could not develop the pictures. I had taken them in Australia.

4. One of the bins smells awful. You haven't emptied the bin for 3 weeks.
5. They are singing a song. I don't know the song.

5. Combine the sentences with relative clauses or contact clauses. Use contact clauses where possible. Decide whether to use commas or not.

1. The city seems to be abandoned. It is usually crowded with people.
2. You made an offer. We cannot accept it.
3. A midwife is a woman. She assists other women in childbirth.
4. Three youngsters were arrested by the police. They had committed criminal offences.
5. The World Wide Web has become an essential part of our lives. It was invented by Tim Berners-Lee.

Keys:

Ex 1: 1yes, 2no, 3no, 4yes, 5no, 6yes, 7no, 8yes, 9no, 10yes, 11no, 12yes, 13no, 14yes, 15yes

Ex 3: A monk is a man who has devoted his life to God. I have one black cat, whose name is Blacky. A herbivore is an animal that feeds upon vegetation. Carol, who is only 9 years old, plays the piano brilliantly. Sydney, which is not the capital of Australia, is the largest Australian city.

Ex 4: The book we ordered was very expensive. The paint on the bench you are sitting on is still wet. The photographer could not develop the pictures I had taken in Australia. The bin you haven't emptied for 3 weeks smells awful. They are singing a song I don't know.

Ex 5: The city, which is usually crowded with people, seems to be abandoned. We cannot accept the offer you made. A woman who assists other women in childbirth is a midwife. The police arrested three youngsters who had committed criminal offences. Tim Berners-Lee invented the World Wide Web, which has become an essential part of our lives.

PROGRESS TEST 1

Task 1

Read the conversation. Then look at the answers below, choose the correct answer and write it down in each space.

Judy: (0) Shall we go to the party tonight?

Lisa: (1) _____ giving a party?

Judy: Susan. You know her, (2) _____ you?

Lisa: I'm (3) _____ sure. Has she got long dark hair?

Judy: Yes, she (4) _____. And she's quite tall. (5) _____ you spoken to her?

Lisa: No, I don't think (6) _____. But I know who you mean. There are two sisters, Susan and Janet. They're twins, aren't (7) _____?

Judy: Yes, that's right.

Lisa: (8) _____ one is Susan?

Judy: Oh, I (9) _____ know. They both look the same. I can't always tell them apart.

Lisa: No, (10) _____ can I. In any case, I haven't been invited to the party.

Judy: That (11) _____ matter.

Lisa: Ok. (12) _____ go to it then, shall we?

- 0) a) Do b) Shall c) Would
- 1) a) What's b) Who's c) Whose
- 2) a) don't b) know c) so
- 3) a) isn't b) no c) not
- 4) a) got b) has c) so
- 5) a) Haven't b) Having c) Not
- 6) a) it b) neither c) so
- 7) a) it b) not c) they
- 8) a) What b) Which c) Who
- 9) a) don't b) no c) not
- 10) a) neither b) not c) so
- 11) a) doesn't b) isn't c) not
- 12) a) Could b) Let's c) Shall

Task 2

Embedded questions

Rewrite each question, beginning as shown.

1. What's the time
Could you tell me _____ *what the time is?* _____
2. What does this mean?
Do you know _____?
3. How much does this cost?
Could you tell me _____?
4. What time does the bank open?
Do you know _____?
5. Am I in the right seat?
Could you tell me if _____?
6. Where's the Opera House?
Do you know _____?
7. Is this the way to the Science Museum?
Could you tell me if _____?
8. Who is the speaker at the next session?
Do you know _____?
9. Can I get something to eat on the train?
I was wondering _____.
10. Do I change in Boryspil?
Can I just check _____?

Task 3

Complete each sentence, using the verb in brackets where necessary.

1. A: '_____ *You have got* _____ (have got) the file, haven't you?'
B: 'Yes, of course.'
2. A: 'They'll be back by 4.00, _____?'
B: 'I expect so.'
3. A: 'You _____ (leave) now, are you?'
B: 'Sorry, I really have to go.'
4. A: 'They've been here before, _____?'
B: 'Yes, I think so.'
5. A: 'You can meet Marjoleine at the station, _____?'
B: 'Yes, of course.'
6. A: 'You _____ (forget) the samples, did you?'
B: 'No, of course not.'
7. A: '_____ (be) here yesterday, were you?'

- a. will we b. do we
c. won't we d. shall we
11. John asked _____ .
a. whether I was there before b. had I been there before
c. if I had been there before d. if had I been there before
12. She needs to be more careful, _____ ?
a. don't she b. doesn't she
c. doesn't she need d. needn't she

2. ДІЄСЛОВО (VERB)

Finite and Non-Finite Forms (Особові та Неособові форми дієслова).

Auxiliary and Notional verb (Допоміжні та смислові дієслова).

Link Verbs (Дієслова-зв'язки)

Modal Verbs (Модальні дієслова)

Дієслово – це частина мови, яка означає дію або стан особи чи предмета.

The sun rises in the east.

He is sleeping.

Дієслово в англійській мові має найбільшу кількість форм. Форми англійського дієслова поділяються на особові (Finite Forms) і неособові (Non- Finite Forms або Verbal).

Особові форми дієслова виражають особу, число, стан, спосіб, час. До особових форм відносяться форми дієслова у трьох особах однини і множини в усіх часах активного і пасивного стану в дійсному й умовному способі. Вони виконують роль присудка і завжди вживаються при наявності підмета (як правило, займенника або іменника), з яким дієслово - присудок узгоджується в особі та однині або множині.

My sister lives in France.

I usually stay at this hotel.

He was awarded a Nobel Price.

They were much spoken about.

До особових форм дієслова відноситься також форма **наказового способу**.

Open the book, please.

Неособові форми дієслова – **інфінітив** (the Infinitive), **герундій** (the Gerund) і **дієприкметник** (the Participle) на відміну від особових форм, вказують на дію без вказівки на особу, число та спосіб.

Неособові форми не можуть виступати у ролі присудка, а виконують інші функції. За своїм значенням і ролі, яку вони виконують у реченні, дієслова діляться на смислові, допоміжні, дієслова-зв'язки та модальні дієслова.

Смислові дієслова (Notional Verbs) мають самостійне значення і вживаються в реченні у ролі простого дієслівного присудка.

The company director travels on business twice a week.

Last year IBI introduced new products.

Допоміжні дієслова (Auxiliary Verbs) не мають самостійного значення і вживаються для утворення складних дієслівних форм. До них відносяться дієслова to be, to have, to do, shall (should), will (would).

At present we are expanding our sales force.

He hasn't had any experience in marketing.

We don't sell a full range of consumer electronics, from TVs to cameras.

In June we will bring out two new models.

Дієслова-зв'язки (Link Verbs) вживаються для утворення складеного іменного присудка.

Основним дієсловом-зв'язкою є дієслово **to be**.

He is a manager.

Модальні дієслова (Modal Verbs) вживаються з інфінітивом смислового дієслова (як правило, без частки to). Вони виражають можливість, вірогідність, необхідність дії, вираженої смисловим дієсловом, дозвіл, заборону, пораду, здатність, прохання тощо. До них відносяться дієслова can, may, must, ought to, shall, should, need.

You can get that information from the Net.

We must finish the meeting by eleven at the latest.

They should [ought to] invest more heavily in marketing.

We may be able to deliver in two weeks.

PRACTICE

1. When we make questions in spoken English, we often leave out the auxiliary verb and the subject pronoun. For example, instead of saying, ‘*Do you like it?*’ we say, ‘*Like it?*’.

Write full questions using the underlined verb.

1. Finished yet? We’re all waiting! Have you finished yet?
2. See you tomorrow? Are you busy all day? _____
3. You look relaxed. Have a nice time? _____
4. Paul’s bit difficult. Know what I mean? _____
5. Hi, Tim. Coming out for a drink later? _____
6. Been waiting long? Sorry for the delay. _____
7. Interesting conference, isn’t it. Enjoying yourself? _____
8. Heard the latest? Isabel is taking early retirement! _____

2. Write short answers for each question, beginning as shown. Use contractions (*don’t* instead of *do not*).

- | | | |
|-------------------------------------|------------------|--------------------|
| 1. Do you like Brazil? | Yes, <u>I do</u> | No, <u>I don’t</u> |
| 2. Does Karen like jogging? | Yes, _____ | No, _____ |
| 3. Have you worked here long? | Yes, _____ | No, _____ |
| 4. Are you coming with us tonight? | Yes, _____ | No, _____ |
| 5. Is Karen coming with us tonight? | Yes, _____ | No, _____ |
| 6. Can you come on Friday? | Yes, _____ | No, _____ |
| 7. Will you be here tomorrow? | Yes, _____ | No, _____ |
| 8. Did you have to pay a lot? | Yes, _____ | No, _____ |
| 9. Is that your coat? | Yes, _____ | No, _____ |

3. СПОСІБ; СИСТЕМА ЧАСІВ (MOOD; SYSTEM OF VERB TENSES)

В англійській мові, як і в українській, є три способи дієслова: дійсний (the Indicative Mood), умовний (the Subjunctive Mood) і наказовий (the Imperative Mood).

Дійсний спосіб виражає дію як реальний факт у теперішньому, минулому і майбутньому часі:

We offer a full range of financial products.

I checked the figures very carefully last week.

I think we'll probably open a subsidiary in Russia next year.

Умовний спосіб виражає дію не як реальну, а як таку, що могла б відбутися за певних умов, а також необхідну, бажану або нереальну, нездійсненну:

If you increase your order, we'll give you a bigger discount.

I wish we didn't have so many meetings.

Наказовий спосіб в англійській мові, як і в українській, виражає спонування до дії, тобто прохання, наказ, пораду, запрошення, застереження тощо.

На відміну від української мови, де наказовий спосіб у другій особі однини й множини має різні закінчення (читай-читайте), в англійській мові є лише одна форма наказового способу, яка збігається з інфінітивом, без частки **to**:

Open the book! Be quiet!

Заперечна форма наказового способу утворюється з допоміжного дієслова *to do*, заперечної частки *not* та інфінітива основного дієслова без *to*. В усному мовленні замість *do not* звичайно вживається скорочена форма *don't*:

Don't talk.

Допоміжне дієслово *do* може вживатися і у стверджувальній формі наказового способу для підсилення прохання. У цьому разі воно ставиться перед смисловим дієсловом:

Do read this rule.

У першій і третій особі однини й множини спонування до дії виражається сполученням дієслова *let* з інфінітивом основного дієслова без частки *to*. Між дієсловом *let* та інфінітивом ставиться іменник у загальному відмінку або особовий займенник в об'єктивному відмінку, що позначає особу, яка має виконати дію:

Let us prepare this report.

Система часів

Для вираження часу виконання дії – теперішнього, минулого і майбутнього – англійське дієслово має систему дієслівних часів (Tenses).

В англійській мові розрізняють чотири групи часових форм дієслова:

- Indefinite Tenses (неозначені часи),
- Continuous Tenses (тривалі часи),
- Perfect Tenses (перфектні або доконані часи) та
- Perfect Continuous Tenses (перфектно-тривалі).

У кожній групі, крім теперішнього (Present), минулого (Past) та майбутнього часу (Future), є ще форма Future-in-the-Past, що виражає майбутню дію відносно минулого часу.

	Simple (Indefinite)	Continuous (Progressive)	Perfect	Perfect Continuous
		<i>to be + ing-form</i>	to have +participle	to have been +ing-form
<i>Present</i>	I work he } she } works it } we } you } they }	I am working he } she } is working it } we } you } are they } working	I have worked he } she } has worked it } we } you } have they } worked	I have been working he } she } has been it } working we } you } have been they } working
<i>Past</i>	worked			
<i>Future</i>	will work	I (he, she, it) was working we (you, they) were working will be working	had worked will have worked	had been working will have been working

3.1. НЕОЗНАЧЕНІ ЧАСИ (SIMPLE (INDEFINITE) TENSES)

Неозначенні часи вживаються для вираження дії, що відбувається в теперішньому, минулому чи майбутньому часі, але не вказують на її характер, тривалість, завершеність чи передування іншій дії або певному моменту в минулому чи майбутньому. Дієслова в неозначеному часі можуть перекладатися на українську мову дієсловами доконаного й недоконаного виду.

Теперішній неозначений час (PRESENT SIMPLE)

Present Simple (The Present Indefinite Tense) – одна з часових форм дієслова, що вживається для вираження дії, яка відбувається в теперішньому часі.

Стверджувальна форма дієслова в Present Simple в усіх особах однини й множини, крім третьої особи однини, збігається з інфінітивом (неозначеною формою дієслова) без частки **to**:

I work.

У третій особі однини в Present Simple до інфінітива (без частки **to**) додається закінчення **-s** або **-es**:

My new laptop works very well.

Питальна форма Present Simple утворюється з допоміжного дієслова **do** в Present Indefinite та інфінітива основного дієслова без частки **to**. Допоміжне дієслово ставиться перед підметом:

Where do you come from?

Заперечна форма Present Simple утворюється з допоміжного дієслова **to do** в Present Indefinite, заперечної частки **not** та інфінітива основного дієслова без частки **to**:

I know Karl doesn't work in Accounts.

Present Simple вживається для вираження повторюваної або постійної дії стосовно теперішнього часу:

IBM is one of the largest computer companies in the world; it manufactures mainframes and PCs, and sells its products all over the world.

Present Simple вживається для вираження дії, яка характеризує підмет постійно або протягом теперішнього періоду часу:

I usually get to the showroom at about 8.00 and I have a quick look at my emails. The sales reps arrive at about 8.15 and we open at 8.30

Present Simple вживається для вираження дії або стану, які не обмежені якимись часовими рамками і відбуваються незалежно від волі людини:

*Superconductors **are** materials that **conduct** electricity and **do not create** electrical resistance.*

Present Simple вживається для вираження дії, яка відбувається в момент мовлення:

а) з дієсловами, що не вживаються у формі Continuous: **to see, to know, to hear, to feel, to like, to hate, to love, to understand**:

*I **don't** understand you.*

Present Simple вживається для вираження майбутньої дії в підрядних реченнях часу та умови, які вводяться сполучниками **when** коли, **after** після того як; **before** перш ніж, **перед тим як**; **till, until** поки; **as soon as** як тільки; **if** якщо; якщо не та ін.:

*If you **come**, I will give you this order.*

Present Simple вживається для вираження запланованої майбутньої дії (здебільшого з дієсловами, що означають рух: **to go** іти, їхати; **to come** приходити, прибувати; **to leave** від'їжджати; **to start** вирушати; **to arrive** прибувати та ін.). У таких реченнях звичайно вживаються обставинні слова, що вказують на час дії. У відповідних українських реченнях вживається теперішній час:

The fast train to London leaves at 7.39 and gets in to Paddington at 8.45.

PAST SIMPLE

(Минулий неозначений час)

Past Simple (The Past Indefinite Tense) – часова форма дієслова, яка виражає дію, що відбулася в минулому.

За способом утворення Past Simple і Past Participle (Participle II) дієслова в англійській мові поділяються на *правильні* й *неправильні*.

Past Simple правильних дієслів утворюється додаванням до інфінітива (без частки 'to') закінчення –ed, яке вимовляється так:

[t] – після глухих приголосних, крім 't':

work – worked; stop – stopped

[d] – після дзвінких приголосних, крім 'd', та після голосних:

live – lived; answer – answered

[id] – після t, d, te, de:

want – wanted; add – added; graduate – graduated

Питальна форма Past Simple правильних і неправильних дієслів утворюються з допоміжного дієслова **to do** в Past Simple (**did**) та інфінітива основного дієслова без частки **to**. Допоміжне дієслово ставиться перед підметом (групою підмета):

Did you work at this bank?

Заперечна форма Past Simple утворюється з допоміжного дієслова **do** в Past Indefinite, заперечної частки **not** та інфінітива основного дієслова без частки **to**:

They did not see my note

Past Simple

Past Simple вживається для вираження:

1) одноразової або постійної дії в минулому. Час минулої дії часто уточнюється обставинними словами **yesterday** учора; **last week** минулого тижня; **last year** торік; **last summer** минулого літа; **the other day** недавно, цими днями та ін.:

Baring's, the oldest merchant bank in England, collapsed in 1995 when a rouge trader in the Singapore branch lost 800 \$ million on currency deals.

2) ряду послідовних дій у минулому:

I dressed, went down stairs, had some coffee in the kitchen and went out to the garage.

3) повторювальної дії у минулому:

I went skiing last winter.

Майбутній неозначений час (THE FUTURE SIMPLE TENSE)

Future Simple (The Future Indefinite Tense) – часова форма дієслова, що виражає дію, яка відбудеться або відбуватиметься в майбутньому.

Future Simple утворюється з допоміжного дієслова **will** та інфінітива основного дієслова без частки **to**.

I don't think I'll stay on in Geneva after the conference

У питальній формі допоміжне дієслово ставиться перед підметом.

Will you give me a hand with these boxes.

У заперечній формі після допоміжного дієслова вживається частка **not** (**will not = won't**):

I won't stay long. I've got a meeting at 2.15

Future Simple вживається для вираження одноразової, постійної або повторюваної дії в майбутньому.

He'll work at our office next year.

У підрядних реченнях *часу й умови* майбутній час в англійській мові не вживається. Для вираження майбутньої дії в таких реченнях замість Future Simple вживається Present Simple.

I will contact you as soon as I get the information.

3.2. ТРИВАЛІ ЧАСИ (CONTINUOUS TENSES)

Теперішній тривалий час (THE PRESENT CONTINUOUS TENSE)

Present Continuous утворюється з допоміжного дієслова 'be' в Present Simple та дієприкметника теперішнього часу (Present Participle) основного дієслова. Present Participle утворюється додаванням закінчення **-ing** до інфінітива основного дієслова без частки **to**:

work – **working**

У питальній формі допоміжне дієслово ставиться перед підметом:

Are you working?

У заперечній формі після допоміжного дієслова вживається частка **not**: *We are not/aren't working*

Вживання Present Continuous

Present Continuous вживається для вираження:

1) дії, що відбувається в момент мовлення.

I'm afraid Herr Seifert isn't available at the moment. He is talking to a customer on the other phone.

2) тривалої дії, що відбувається в певний період теперішнього часу, хоч і не обов'язково в момент мовлення.

At the moment we are building a new estate with 200 houses.

3) тривалої дії, що відбувається одночасно з іншою дією, яка відноситься до теперішнього часу.

What does he do when he's not teaching?

4) запланованої майбутньої дії, особливо з дієсловами, що означають рух: **to go** *іти, їхати*; **to come** *приходити*; **to leave** *від'їжджати*; **to arrive** *прибувати*; **to start** *вирушати* на ін. У цьому разі обов'язково вживати обставини часу.

We're flying to Paris in the morning.

Дієслово **to go** у Present Continuous з інфінітивом іншого дієслова означає намір виконати дію в найближчому майбутньому або надає їй відтінку обов'язковості, неминучості виконання дії, позначеної інфінітивом.

According to the papers, Richard Branson is going to buy a second island in the Caribbean.

Present simple	Present Continuous
<ul style="list-style-type: none"> • Routine They usually <i>change</i> jobs every five years. • General activities In my job I <i>design</i> psychometric tests. • Permanent situations I'm Ukrainian and I <i>come</i> from a small town near Kiev. • Facts Money <i>doesn't buy</i> happiness. • Stative verbs Your hair <i>looks</i> great. 	<ul style="list-style-type: none"> • Moment of speaking The weather is nasty. <i>It's raining</i> and the strong wind <i>is blowing</i>. • Current projects At the moment we're <i>working</i> on a new test for the personnel department. • Temporary situations I'm <i>dealing</i> with her clients this week because she's away. • Slow changes His English <i>is getting</i> better. • Actions She's <i>looking</i> at some old photos.

**Дієслова, що не вживаються в Present Continuous:
(non-continuous verbs)**

- **Emotions and perception:**
hate, love, like, enjoy, want, forgive, need, wish, notice, forget, recognize, seem
- **Opinion and understanding:**
agree, believe, consider, prefer, understand, know, realize, think
- **Possession and unchanging qualities:**
cost, belong, weigh, be, possess, own, look, fit, have, appear, contain, owe, include
- **Senses:**
hear, smell, taste, sound, see, feel, look

There are verbs where two variants are possible:

e.g. How *are you feeling* / *do you feel* today?

My leg *is hurting* / *hurts*.

Деякі з вищевказаних дієслів можуть вживатися в Present Continuous, але в іншому значенні. (Some verbs have continuous forms but there is a difference in meaning.)

e.g. This cloth *feels* like velvet. (=has the texture)

She *is feeling* her way in the dark. (finding her way)

МИНУЛИЙ ТРИВАЛИЙ ЧАС (THE PAST CONTINUOUS TENSE)

Past Continuous утворюється з допоміжного дієслова 'be' в Past Simple та дієприкметника теперішнього часу основного дієслова.

I was working.

У питальній формі допоміжне дієслово ставиться перед підметом.

Were you working?

У запечній формі після допоміжного дієслова вживається частка **not**.

They were not/weren't working.

Вживання Past Continuous

Past Continuous вживається для вираження дії, що *відбувалась, тривала в певний момент у минулому*. На час дії звичайно вказують також обставинні слова типу **at two o'clock, at midnight, at that moment, at 5 o'clock**, або підрядні речення з дієсловом-присудком у Past Indefinite.

At 3.15 yesterday afternoon, Signor Antinori was travelling to Florence.

Past Continuous вживається для вираження дії, що *тривала протягом якогось періоду часу в минулому*.

In the spring of the year 1881 he was visiting his old schoolfellow.

Дієслово **to go** у Past Continuous з інфінітивом іншого дієслова виражає дію, що була майбутньою стосовно минулого часу. Часто таке сполучення виражає також намір здійснити дію.

We were going to launch the model in July.

МАЙБУТНІЙ ТРИВАЛИЙ ЧАС (THE FUTURE CONTINUOUS TENSE)

Future Continuous з допоміжного дієслова ‘**be**’ в Future Simple та дієприкметника теперішнього часу основного дієслова.

I will be working.

У питальній формі допоміжне дієслово **will** ставиться перед підметом.

Will they be working?

У заперечній формі після допоміжного дієслова **will** вживається заперечна частка **not**.

They will not be working.

Future Continuous вживається для вираження тривалої дії, *що відбуватиметься в якийсь момент або період часу в майбутньому.*

I'm afraid I can't see you on the 22nd because I will be attending a training course in England.

У сучасній англійській мові Future Continuous часто вживається у тому ж значенні, що і Future Simple, тобто виражає майбутню дію.

3.3. ПЕРФЕКТНІ ЧАСИ (PERFECT TENSES)

Теперішній перфектний час (THE PRESENT PERFECT TENSE)

Present Perfect утворюється з допоміжного дієслова ‘**have**’ у *Present Simple* та дієприкметника минулого часу (*Past Participle*) основного дієслова.

Past Participle правильних дієслів утворюється додаванням до інфінітива закінчення **-ed**, тобто за формою *Past Participle* правильних дієслів не відрізняється від *Past Simple*.

I have've taken

У питальній формі допоміжне дієслово ставиться перед підметом.

Have you taken?

У заперечній формі після допоміжного дієслова вживається частка **not**.

We have not/haven't taken

Вживання Present Perfect

Present Perfect вживається для вираження дії, яка відбувалась до моменту мовлення, і той, хто говорить, має на увазі результат цієї минулої дії, її важливість на момент мовлення.

I have given your report to the MD.

Час дії, вираженої дієсловом у Present Perfect, здебільшого не зазначається, тому у центрі уваги результат дії, а не час її перебігу.

I have sent them the samples they wanted.

Present Perfect вживається також у реченнях з обставинами часу:

а) що означають період часу, який почався в минулому і тривав до моменту мовлення:

up to now, up to the present до цього часу; **lately** нещодавно, за останній час; **recently** останнім часом; **so far** до цього часу; **since** відтоді; **not yet** ще не.

Have you seen John recently?

б) що означають період часу, який ще не закінчився: **today** сьогодні; **this week** цього тижня; **this month** цього місяця; **this year** цього року; **this morning** сьогодні вранці та ін.

This month we have received a lot of complaints about late deliveries.

Present Perfect вживається також у реченнях з прислівниками неозначеного часу і частотності: **ever** коли-небудь; **never** ніколи; **often** часто; **seldom** рідко; **already** вже; **just** щойно.

I have never been to South America.

Present Perfect не вживаються з обставинами словами та слосполученнями, які уточнюють час минулої дії, наприклад: **yesterday** вчора; **the day before yesterday** позавчора; **last week (month, year)** минулого тижня (місяця, року); **an hour ago** годину тому; **two days ago** два дні тому; **on Monday** в понеділок; **in July** у липні; **in 1945** у 1945 тощо, а також у запитаннях з питальним словом **when**. З такими обставинами часу вживається **Past Simple**.

Період тривалості дії здебільшого позначається прийменником **for** (**for an hour** протягом години, **for ten years** протягом десяти років, **for a long time** довгий час), а початок дії – словом **since** (**since five o'clock** з п'ятої години, **since Monday** з понеділка, **since I saw him** з того часу як я його бачив і т.п.)

I have known about the takeover bid for several weeks.

She has owned shares in GM since she started work there.

Минулий перфектний час (THE PAST PERFECT TENSE)

Past Perfect утворюється з допоміжного дієслова ‘have’ у *Past Simple* та дієприкметника минулого часу (*Past Participle*) основного дієслова. Дієслова в **Past Perfect** не змінюються за особами й числами:

I (he, she, it, we, you, they) ***had worked***.

У питальній формі допоміжне дієслово ставиться перед підметом:

Had you worked?

У заперечній формі після допоміжного дієслова вживається заперечна частка **not**:

You ***had not/hadn't worked***

Вживання Past Perfect

Past Perfect вживається:

– для вираження дії, що *відбулася раніше іншої минулої дії*, позначеної дієсловом у *Past Indefinite*:

I didn't want lunch because I ***had*** already ***eaten***.

– для вираження минулої дії, що вже *закінчилася до* певного моменту в минулому. Цей момент позначається такими словосполученнями: **by two o'clock** до другої години, **by that time** до того часу, **by the 1st of September** до першого вересня, **when I arrived** коли я прибув тощо:

When I got to the hall, the presentation ***had started***.

Заперечна форма **Past Perfect** вказує на те, що до певного моменту в минулому дія ще не закінчилася:

We couldn't give him job because hadn't had enough experience.

Майбутній перфектний час (THE FUTURE PERFECT TENSE)

Future Perfect утворюється з допоміжного дієслова ‘have’ у *Future Simple* та дієприкметниками минулого часу (*Past Participle*) основного дієслова:

I ***will have done***

У питальній формі перше допоміжне дієслово **will** ставиться перед підметом:

Will he have done?

У заперечній формі після першого допоміжного дієслова **will** вживається частка **not**:

He ***will not*** (won't) have done.

Вживання Future Perfect

Future Perfect вживається для вираження *майбутньої* дії, що *закінчиться* до певного моменту або початку іншої дії в майбутньому:

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

3.4. ПЕРФЕКТНО-ТРИВАЛІ ЧАСИ (PERFECT CONTINUOUS TENSES)

Теперішній перфектно-тривалий час (THE PRESENT PERFECT CONTINUOUS TENSE)

Present Perfect Continuous виражає дію, що тривала протягом певного часу до моменту мовлення, а тому його можна назвати ще Beforepresent Continuous.

Present Perfect Continuous утворюється з допоміжного дієслова **to be** в Present Perfect та дієприкметника теперішнього часу основного дієслова:

I have been working.

У питальній формі перше допоміжне дієслово ставиться перед підметом:

Have you been working?

У заперечній формі після першого допоміжного дієслова вживається заперечна частка **not**:

He has not been working.

Вживання Present Perfect Continuous

Present Perfect Continuous вживається для вираження дії, що *почалася в минулому і тривала* протягом певного періоду і *або все ще продовжується* в цей момент, або *щойно закінчилася*:

I've been trying to get through to Technical Support, but the line's always engaged.

Здебільшого на період тривалості дії вказують обставини часу, часто з прийменником **for**:

I've been staying in a hotel for the last ten days, but I hope to find an apartment of my own soon.

На початок періоду, протягом якого відбулася дія виражена формою Present Perfect Continuous, вказує слово **since**, яке в реченні може

вживатися як прийменник – з (якогось часу) та прислівник – *відтоді, з того часу*.

She *has been teaching* English at our college *since* 2000.

Минулий перфектно-тривалий час (THE PAST PERFECT CONTINUOUS TENSE)

Past Perfect Continuous утворюється з допоміжного дієслова **to be** в Past Perfect та дієприкметника теперішнього часу основного дієслова. Дієслово в Past Perfect Continuous не змінюється за особами:

I (he, she, it, we, you, they) *had been working*.

Питальна, заперечна і питально-заперечна форми **Past Perfect Continuous** утворюються за тими ж самими правилами, що й відповідні форми Present Perfect Continuous.

Had you been working?

I had not been working; I hadn't been working.

Past Perfect Continuous можна також назвати Before-Past Continuous. Цей час виражає тривалу дію, яка почалася до якогось моменту в минулому і або продовжувалися в цей момент, або закінчилася безпосередньо перед ним. Час тривалості дії або її початок вказується так само, як і в реченнях дієсловами у Present Perfect Continuous, але здебільшого час тривалості дії зазначається:

*When I left my last job, I **had been working** there for six years.*

З дієсловами, що не мають форми Continuous, замість Past Perfect Continuous вживається Past Perfect:

*I recognized my old boss at once even though I **hadn't seen** him for over 20 years.*

THE FUTURE PERFECT CONTINUOUS TENSE (Майбутній перфектно-тривалий час)

Future Perfect Continuous утворюється з допоміжного дієслова **to be** в Future Perfect та дієприкметника теперішнього часу основного дієслова.

I (he, she, it, we, you, they) ***will have been working***.

Питальна, заперечна і питально-заперечна форми Future Perfect Continuous утворюються за тими ж самими правилами, що й відповідні форми Present Perfect Continuous.

Will you have been working?

I will not have been working; I won't have been working.

Future Perfect Continuous виражає тривалу дію, яка почалася і триватиме певний період до якогось моменту в майбутньому. Час тривалості дії або її початок вказується так само, як і в реченнях дієсловами у Present Perfect Continuous, але здебільшого час тривалості дії зазначається:

When I retire at the end of the year, I will have been working for this company for twenty years.

З дієсловами, що не мають форми Continuous, вживається Future Perfect:

By the beginning of next summer we will have had this car for over 20 years.

PRACTICE

Present Simple vs Present Continuous

'State' vs 'action' verbs

State verbs describe things which <u>stay the same</u>	Action verbs describe things which <u>can change</u>
<p>I <i>think</i> we ought to give her this job.(=I believe)</p> <p>I <i>see</i> you are in trouble. (=I understand)</p> <p>I <i>love</i> holidays in general.</p> <p>He <i>has</i> a bookshop. (=He owns it.)</p> <p>She <i>is</i> generous, she has never been a mean person. (=It's her character)</p> <p>The baby <i>weighs</i> 3.5 kilos. (=It is)</p> <p>He <i>comes</i> from France. (=He was born in it)</p>	<p>I'm <i>thinking</i> about your plan.(=I'm considering)</p> <p>I'm <i>seeing</i> my lawyer tonight. (=I'm visiting)</p> <p>I'm <i>loving</i> this holiday.</p> <p>He's <i>having</i> a lesson at the moment.</p> <p>She's <i>being</i> very angry these days, I think she has problems. (behaviour)</p> <p>I'm <i>weighing</i> myself on my new scales.</p> <p>He's <i>coming</i> from France. (=travelling)</p>

1. Choose the correct variant:

The cheese *tastes* / *is tasting* delicious.

These flowers *are smelling* / *smell* wonderful.

Why *are you feeling* / *do you feel* your pockets? Have you lost anything?

I *don't know* / *am not knowing* where she keeps her dairy.

Jill *looks* / *is looking* tired.

That dress *looks/is looking* nice on you.

I *see/am seeing* that the situation is out of control.

I *see/am seeing* my doctor tomorrow morning.

He *has* / *is having* a sports car.

He *has/is having* a meeting with our overseas partners now.

It all *depends* / *is depending* on the weather.

You haven't said a word all morning. What *are you thinking* / *do you think* about?

I *am thinking/think* she is rich.

I *don't believe* / *am not believing* a word he's saying.

This book *is* / *is being* mine. It *belongs* / *is belonging* to me.

Ted *is/is being* very tall.

Ann *is/is being* very kind to me these days. I wonder why?

I'm *waiting / I wait* for you, hurry up.

I'm afraid Mrs Jackson's busy at the moment. She's *talking / talks* to a customer on the phone.

He's *staying / he stays* with his parents at the moment.

Mrs Harding usually *organizes / is organizing* our conferences. She is away on maternity leave, so I *am organizing / organize* them.

Jane *weighs/is weighing* 50 kilos.

2. Which verbs are not correct in the Present Continuous? Write the correct form:

1. Jenny says she'll call you back – she's making a cake. _____
2. Shh! Grandpa is having a little rest. _____
3. I'm understanding this topic quite well. _____
4. Harry's having three older sisters. _____
5. Look, it's getting dark already. _____
6. The city is becoming very expensive. _____
7. He's not knowing this material. _____
8. Don't cut the bough you are standing on. _____

**The Present Continuous Tense is used to express
fixed arrangements in the near future:**

e.g. – *Melanie is getting married at 3 this afternoon.*

Ted is seeing his dentist this week. (He has fixed an appointment)

3. Two colleagues are trying to arrange a meeting. Put the verbs into the correct form.

Paul: Emma, Paul here. Could we arrange a time tomorrow to talk about the coming seminar? Say, 9.15?

Emma: I'm a bit busy first thing because I _____ (have) a lecture. But would 10 o'clock suit you?

Paul: I'm afraid not. I _____ (go) over to the meeting with the dean and after that I _____ (see) my tutor for lunch.

Emma: What time _____ (you/come) back?

Paul: at about 1.30 I suppose, but I _____ (not/do) anything special after that. Would you be free then?

Emma: No, I don't think so. I _____ (see) my supervisor from 2.00 until 3.00. Shall we say 3.30?

Paul: Fine. I'll be waiting in the cafeteria.

4. Underline the correct variant.

1. *You often work / Do you often work* at the weekend?
2. I *don't know / not know* why your invoice hasn't been paid. I'll try to find out.
3. Excuse me, *does you know / do you know* if this is the way to the IT seminar?
4. Sorry, that projector *don't work / doesn't work*. Use this one instead.
5. A: Do you know our new sales rep Marta?
B: Yes, *I do / Yes, I know*.
6. A: Is that Linda Napier over there?
b: Yes, *she works / she do work* here.
7. *I writing / I'm writing* the report at the moment. It should be ready tomorrow.
8. *They not replying / They're not replying* to my emails. I'll have to phone them.
9. Why is there such a long delay? What *is happening? / is happen?*
10. *You are enjoying / Are you enjoying* this conference?
11. Can Karen call you back? *She's speak / She's speaking* on another line.
12. A: Is Sarah Kennedy expecting me?
B: Yes, *she's expecting. / Yes, she is*.

5. Underline the correct variant.

1. A: What *do you do / are you doing?*
B: I'm an executive secretary.
2. A: What *do you do / are you doing?*
B: I'm looking for the details on the computer.
3. A: Where *do you work / are you working?*
B: Paris this month, then Bonn the next.
4. A: Where *do you work / are you working?*
B: At our head office in Paris.
5. My name's Walter, and *I come / I'm coming* from Frankfurt.
6. *I come / I'm coming* to Frankfurt next Thursday – I can call in to your office.
7. *I deal with / I'm dealing with* Andrew's clients while he's on holiday.
8. *I deal with / I'm dealing with* the paperwork and general administration.
9. A: Who *do you go / are you going* to the Trade Fair with?
B: This year with Mathew.
10. A: Who *do you go / are you going* to the Trade Fair with?
B: Usually with Mathew.

PROGRESS TEST 2

1. Complete the sentences by putting each verb into the present simple or present continuous. Use contractions (*I'm* instead of *I am*, *don't* instead of *do not*, etc) where possible.

1. A: What do you do (you do)?
B: I'm an engineer.
2. A: What are you doing (you do)?
B: I'm looking for a file.
3. Can you help me? I _____ (not understand) Spanish.
4. Can I call you back? I _____ (talk) with a client.
5. This product _____ (not sell) as well as we hoped.
6. I'll get in touch with you as soon as I _____ (know) the results.
7. I _____ (stay) at the Marriott Hotel. I'll be there until Friday.
8. _____ (you offer) any special deals over the summer?
9. Our company _____ (make) parts for the automobile industry.
10. When _____ (you usually arrive) at work in the morning?
11. Jack _____ (come) to work with us on the NBC project for a few weeks.
12. Jack _____ (come) from Leeds in the north of England.

2. Some of the following sentences are right and some are wrong. Put a tick (✓) next to the right ones, and correct the wrong ones.

- | | |
|---|----------------|
| 1. I'm supplying you with everything on your last order. | _____ |
| 2. I'm agreeing with you completely. | <u>I agree</u> |
| 3. Our chocolates are containing only the finest ingredients. | _____ |
| 4. Our chocolates are winning prizes all over the world. | _____ |
| 5. We're setting up subsidiaries in Peru and Bolivia. | _____ |
| 6. We're owning subsidiaries in Peru and Bolivia. | _____ |
| 7. I'm thinking they will make a decision this week. | _____ |
| 8. I'm thinking about what they will decide this week. | _____ |
| 9. At first sight, it's seeming to be a sensible suggestion. | _____ |
| 10. At first sight, he's making a sensible suggestion. | _____ |
| 11. We're having a lot of trouble with our suppliers. | _____ |
| 12. In these circumstances we're having no alternative. | _____ |

3. Complete the sentences by putting each verb into a form of the present simple or present continuous. In each sentence the verbs may be in the same or different tenses.

1. Every time inflation _____ (go up), people _____ (demand) higher wages.
2. Inflation _____ (fall) quite quickly, which _____ (mean) that the government can keep interest rates low.
3. _____ (you/wait) for Victor Chambers? I _____ (not/think) she'll be long.
4. What exactly _____ (our customers/want)? Nobody around here _____ (seem) to know.
5. Carlo doesn't have much experience of this situation. I _____ (hope) he _____ (know) what he _____ (do).
6. What exactly _____ (you/mean)? I _____ (not/understand).
7. What exactly _____ (you/say)? _____ (you/want) to renegotiate the whole contract?
8. _____ (your chicken/taste) OK? The food here is usually very good, but of course it all _____ (depend) on which particular chef _____ (work) in the kitchen on that day.

Past Simple vs Past Continuous

Past Simple	Past Continuous
<ul style="list-style-type: none"> • states and actions in the past; • the action can be short or long, single or repeated • complete action at a definite past time (the time may not be mentioned but the action is not connected with the present) • series of events (one after the other) 	<ul style="list-style-type: none"> • actions in progress at a stated past time (specific time or another completed action) • description of the situation or the background to a story • two or more simultaneous past actions • action is seen as incomplete, temporary

1. Match the examples with the suitable tense description above:

1. *He **took** the train to work every day.*
2. *She **sealed** the letter, **put** a stamp on it and **posted** it.*
3. *While I **was getting dressed** the bell rang.*
4. *He **was driving** to the coast. The sun **was shining**...*
5. *While they **were sunbathing**, we **were swimming**.*
6. *Shakespeare **wrote** a lot of plays.*
7. *She **was working** on the report all night.*
8. *As I **wrote** in my letter of 5 March ...*

Note the form of this polite request:

*I **was wondering** if you could give me a lift.*
(there is no idea of past time here)

2. Put the verbs in brackets into the past simple or the past continuous.

A.

They ¹_____ (clean) the windows when it ²_____ (start) to rain. As he ³_____ (drive) to work, he ⁴_____ (remember) that his briefcase was still at home.

I ⁵_____ (hear) a loud crash as I ⁶_____ (sit) in the garden. She ⁷_____ (type) a letter when her boss ⁸_____ (arrive). What ⁹_____ (you/do) when you ¹⁰_____ (see) the accident, madam? What exactly ¹¹_____ (you/see) when you ¹²_____ (walk) down the street? He ¹³_____ (drive) down the road when suddenly the old man just ¹⁴_____ (step) in front of

him. The old man ¹⁵ _____ (not/look) both ways before he ¹⁶ _____ (try) to cross the road.

B.

As soon as I ¹ _____ (get) off the train, I ² _____ (pull) my coat around me. Rain ³ _____ (fall) heavily and a cold wind ⁴ _____ (blow) across the platform. I ⁵ _____ (look) around, but no one ⁶ _____ (wait) to meet me. I ⁷ _____ (turn) to leave when I ⁸ _____ (hear) footsteps. A man ⁹ _____ (walk) towards me. He ¹⁰ _____ (smile) at me, then he ¹¹ _____ (say), 'You're finally here.'

C.

I ¹ _____ (pick) up my bag then, ² _____ (throw) it over my shoulder. It ³ _____ (get) dark and I ⁴ _____ (have) a long way to go. I wished that I had let someone know that I ⁵ _____ (come). It ⁶ _____ (start) to rain, and he ⁷ _____ (feel) cold and tired from the long journey. Suddenly, he ⁸ _____ (hear) a noise, then he ⁹ _____ (see) two bright lights on the road ahead. A car ¹⁰ _____ (head) towards him. It slowed down and finally ¹¹ _____ (stop) beside him. A man ¹² _____ (sit) at the wheel. He ¹³ _____ (open) the door quickly and ¹⁴ _____ (say) 'Get in, George.'

D.

He ¹ _____ (step) into the house and ² _____ (close) the door behind him. Everything ³ _____ (be) quiet. His heart ⁴ _____ (beat) fast and his hands ⁵ _____ (shake) as he crept silently into the empty house, but he was trying not to panic. He soon ⁶ _____ (find) what he ⁷ _____ (look) for. He smiled with relief as he put on the clothes. The men who ⁸ _____ (follow) him would never recognize him now.

E.

My friend ¹ _____ (walk) home from work last week when she ² _____ (hear) a loud bang. Some men ³ _____ (rob) a bank. She quickly ⁴ _____ (run) to a telephone and ⁵ _____ (call) the police. The police ⁶ _____ (arrive) and ⁷ _____ (arrest) the men. The next day the bank manager ⁸ _____ (give) my friend some flowers and her picture ⁹ _____ (be) in the local newspaper.

3. Underline the correct word/s.

1. A: Did you get/got the email I sent you yesterday?

B: Yes, thanks, I did / got.

2. How *you felt / did you feel* when they *told / did tell* you about moving offices?
3. A: Did you *tell / told* him about the change of plans?
B: Yes, *I told. / I did.*
4. I *didn't see / didn't saw* the reason for the delay, so I *got / did get* angry.

4. Underline the best continuation of the conversations.

1. A: What was she doing this morning?
B: She *interviewed/ was interviewing* candidates for the sales job.
2. A: How did Brenda spend her holiday?
B: Most days she *went/was going* to the beach.
3. A: What happened after you launched the product?
B: While we *promoted/were promoting* it, our main competitor *dropped/was dropping* their prices.
4. A: I didn't see you in the office last week.
B: No, I *worked/was working* at home for a few days
5. A: What did Pat do when she saw the artwork?
B: She *called/was calling* the designers and *said/was saying* it wasn't suitable.
6. A: Why did Renata take so long to get here?
B: She said they *mended/were mending* the road and so the traffic *moved/was moving* very slowly.

5. Complete the sentences by putting the verbs in brackets into either Past Simple or Past Continuous.

Sometimes the same tense is used twice; sometimes different tenses are used.

1. What *did you eat* (eat) when you *went* (go) to Paris?
2. While I *was negotiating* (negotiate) the contract, my boss *phoned* (phone) me to say that he wanted completely different conditions.
3. The last time something like this _____ (happen), she _____ (call) a press conference immediately.
4. Anne _____ (explain) her proposal when Pedro _____ (interrupt) her.
5. We never got the chance to interview him. While we _____ (investigate) the incident, he _____ (resign).

6. When he _____ (finish) reading the article, he _____ (give) it to me.
7. Everyone _____ (wait) for the meeting to begin when he _____ (call) to say that he was stuck in a traffic jam.
8. When I _____ (clean) the piece I _____ (drop) it by mistake.
9. I _____ (find) the missing file while I _____ (look) for some other documents.
10. When Tim _____ (arrive), we _____ (tell) him what had happened.

Contrasting past and present

Used to
describes habits, repeated actions, states in the past and there is no equivalent form in the present, e.g.:

I used to be very good at mathematics.

I always used to do my homework.

Did you use to hold meetings every week?

Not... any longer / not ... any more
these phrases mean that an action or state was true in the past, but
is not true now

*I **used to** go to the gym every day, but I don't do sport **any more**.*

*She **used to** have really long hair in childhood, but she doesn't **any longer**.*

6. Choose the correct variants to complete the sentences (There may be more than one correct variant):

1 I ... to love history and languages.

A wasn't use B didn't use C use D never used

2 He is not a commuter any more, and now he spends less time on travelling to work than he

A used to B was using to C uses to

3 I ... during exams.

A never used to cheat B am never used to cheat C never used to cheating

7. Underline the correct words. This exercise includes examples of the past perfect, *used to*, the past simple and past continuous.

1. While I *looked/was looking* for my keys, I suddenly remembered I *left/had left* them at home.
2. In those days the unions *used to/had used to* go on strike whenever there *was/was being* a problem.
3. After they *were buying/had bought* the company, they *started/were starting* to make a lot of people redundant.
4. Jack *used to have/was having* a Mac, but then he *used to change/changed* to a PC.
5. I asked about my package in reception, but they *said/were saying* that it still *hadn't arrived/wasn't arriving*.
6. I was sure that I *used to lock/had locked* the door to my office last night, but it *was/had been* open this morning.
7. I'm sure that the winters *used to be/had been* colder when I was a child. I remember that we *used to walk/were walking* to school in the snow every winter.
8. I *had gone/went back* to the restaurant to look for my umbrella, but *found/was finding* that someone *took/had taken* it.
9. When George *saw/was seeing* Diane at the seminar, he *knew/was knowing* that he *met/ had met* her somewhere before.
10. While I *had/was having* breakfast I *looked/was looking* at the financial pages to see the share prices. I *saw/was seeing* that my original investment *grew/had grown* by over 40%.

8. 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.

1. After she *had made* (make) a few notes, she *started* (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 office).
4. Once I (speak) to him, I (realise) 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).

Past Perfect vs Past Perfect Continuous

Past perfect	Past perfect continuous
<ul style="list-style-type: none"> • past action happened before another past action or before a stated past time • complete past action which had visible results in the past • the activity is definitely finished 	<ul style="list-style-type: none"> • action continuing over a period up to a specific time in the past • emphasis on a certain duration of the event with visible results in the past • the activity is perhaps unfinished

Note:

It is not always necessary to use a *Past Perfect* if the order of events is obvious or made clear by a linking word like ***before*** or ***after***.
e.g. After I finished digging the garden I decided to make some tea.

1. Match the examples with the suitable tense description above:

1. The party **had** already **started** by the time I arrived. _____
2. He was exhausted because he **had been working** hard all day. _____
3. The storm broke after we **had been driving** for four hours. _____
4. She was sad because she **had failed** the test. _____
5. When I saw him he **had had** lunch. _____
6. They were wet because they **had been walking** in the rain. _____

2. Complete the sentences by putting one verb in the past simple and one in the past perfect.

1. When the film started I realized (realise) I had seen (see) it before.
2. By the time I _____ (get) to the phone it _____ (stop) ringing.
3. How _____ (you/find out) that you _____ (got) the job?
4. Before I _____ (join) ABN I _____ (work) as an investment analyst.
5. I _____ (send) her an email just to see how things were going. Meanwhile, my boss _____ (already/spoke) to her boss.
6. I _____ (always/suspect) that the contract _____ (not/be) legal.

3. Complete the sentences by putting the verb in brackets into either the past perfect or past perfect continuous.

1. By last Christmas I had decided (decide) it was time to change my job.
2. I had been thinking (think) about changing my job for some time before I finally decided.
3. I _____ (wait) for over an hour by the time he arrived.
4. Actually, I _____ (already hear) the news before she told me.
5. Their share price _____ (rise) steadily before the merger was announced.
6. I couldn't give him a lift because I _____ (not finish) work.
7. They get on very well, but they _____ (never meet) until this year.
8. My eyes were hurting because I _____ (look) at the screen all day.
9. After I _____ (see) the new design I realized it was going to be a great success.
10. They closed down the factory because it _____ (lose) money for years.

4. Complete the second sentence so it has a similar meaning to the first sentence and contains the word in brackets. This exercise practices the past perfect and used to.

1. Michael made some notes and started writing. (had)
After Michael had made some notes, he started writing.
2. This Internet connection is slower than before. (didn't)
This Internet connection _____ to be so slow.
3. I was sure the disk was in this box! (forgotten)
I was sure _____ the disk!
4. In the past, the factory produced 4,000 units every month. (used)
The factory _____ 4,000 units every month.
5. I thought the article seemed familiar. (had)
I thought _____ the article before.
6. Franz left before my arrival. (already)
By the time I arrived, Franz _____.
7. When I was younger I went skiing a lot. (used)
I _____ a lot when I was younger.
8. The meeting finished late so we went straight back to the hotel. (had)
We went straight back to the hotel because _____ late.

5. Put the verbs in brackets into the correct past form.

I remember when I (1)_____ (go) on holiday for the first time. I (2)_____ (just/leave) school. I (3)_____ (study) very hard for my final exams and I (4)_____ (feel) that I needed a holiday. A friend of mine (5)_____ (want) to come as well so we (6)_____ (look) at some brochures from the travel agent's. We (7)_____ (read) for about an hour when my friend (8)_____ (find) the perfect holiday – ten days in Egypt. We (9)_____ (be) very excited about it. Finally the day of our holiday (10)_____ (arrive). We (11)_____ (just/leave) the house when the phone (12)_____ (ring). I (13)_____ (run) back into the house, but the phone (14)_____ (stop) by the time I (15)_____ (reach) it. When we (16)_____ (arrive) at the airport, we (17)_____ (sit) in the cafeteria. The airline (18)_____ (just/make) an announcement. Our flight was delayed for eight hours. We (19)_____ (get up) very early and rushed to the airport, all for nothing.

Past Simple vs Present Perfect

Past simple	Present perfect
<ul style="list-style-type: none"> • complete action at a <i>stated</i> time in the past • past action not connected with the present (time not mentioned) • time expressions refer back to a finished period of time (<i>yesterday, ...ago, last..., in July, from 1995 until 2000</i>) 	<ul style="list-style-type: none"> • complete action at an <i>unstated</i> time in the past • past action connected with the present (time not mentioned) • time expression means 'at any time up to now' (<i>so far, yet, to date, since, for, just, ever, today, this week, ...</i>)

1. Choose the correct alternative (Present Perfect or Past Simple) in the rules below:

If an action started in the past and continues to the present, we use _____.
If we don't say when an action happened, but it is still important now, we use _____.

If we say exactly when an action in the past happened (or this is clear from the context), we use _____.

2. Which of the time-words and phrases below belong with Past Simple? Which belong with Present perfect? Are there any which can be used with both?

Yesterday, since, ever, when, all my life; yet; so far; recently; last month; lately; in 2004; at 7am; in the morning; for thirteen years; never; already; ten days ago

3. Open the brackets using the Present perfect or Past simple tense:

- I _____ (go) to the new gym yesterday.
– It's good, isn't it? I _____ (go) there a few times.
- _____ (you/ write) to your mom lately?
– Yes, I _____ (write) her a letter last week.
- How long _____ (you / be) married?
– Only for six months. We _____ (get) married last December.
- I _____ (not / see) Sam for a long time.
– Really? I _____ (see) him yesterday at the pool.
- Mary _____ (know) Steven for six years.
– When _____ (they / meet)?
– When they _____ (be) at university together.
- James _____ (write) a new book last year.

- I know. I _____ (read) some great reviews about it in the newspaper.
7. – _____ (you / ever/ play) rugby?
- Yes, I have. I _____ (play) for the first time last week.
8. – Hello, Billy. I _____ (see) you for a long time.
- Yes, I _____ (be) very busy recently.
- Really? Tell me what you _____ (do) since we last _____ (see) each other.
- Well, I _____ (get) my degree last month and then I _____ (move) house.
- When _____ (you / move)?
- Last week, but I _____ (not / unpack) everything yet.
- I _____ (phone) you on Tuesday but there _____ (be) no answer.
- I _____ (be) busy at my new house then.
- Never mind, I only _____ (want) to invite you to a party next week at my house.
- Great! Thank you.

For, since and ago

4. Complete the gaps with the correct form of the verb and circle the correct alternative.

Sara (1) _____ (drive) (2) *for/since* more than six years. She first (3) _____ (take) her driving test in 1999, but unfortunately she (4) _____ (not pass) first time!

Sara's brother (5) _____ (study) economics (6) *for/since* five years, and a few weeks ago he (7) _____ (start) working in an international bank.

Sara's mother (8) _____ (be) a maths teacher (9) *for/since* over twenty years. Last Christmas she (10) _____ (be) promoted to head of department, and (11) *for/since* then she (12) _____ (work) really long hours. Sara's father (13) _____ (work) for a bank for over thirty years, but two years ago he (14) _____ (retire). However, he (15) _____ (be) very busy (16) *for/since* then. Not long ago he (17) _____ (buy) an old boat, and (18) *for/since* the last few months he (19) _____ (paint) it.

5. Match the examples with the suitable tense description above:

1. He **met** John Lennon. I've **spoken** to Richard Gere.
2. Jane **has left** for Vienna. He **left** a few minutes ago.
3. I **haven't seen** him since he got a new job.
4. I **bought** a new dress yesterday, but when I **arrived** home, I **found** a hole in the seam. – What **did** you **do**? **Did** you **take** it back to the shop?

6. Fill in the blanks with *have/has been* or *have/has gone*.

- 1 She doesn't know where our new laboratories are. She _____ not _____ there.
- 2 Ask Max where to stay in Donetsk. He _____ there a few times.
- 3 I'm afraid the dean _____ to the scientific council and won't be back till the end of the working day.
- 4 I _____ to the printers to collect the brochures. They're in my car.
- 5 Mr Saunders _____ to Berlin. I can give you the phone number of his hotel if you like.
- 6 We _____ to the travel agent. We have our tickets for Croatia.
- 7 I'm afraid she is not here at the moment. She _____ to a meeting.
- 8 I _____ never _____ to America.

7. Match each of the sentences from column A with suitable context from column B.

1 I hope you enjoyed the party.	a. Mary has gone home. It's 5.15.
2 I hope you've enjoyed the party.	b. The party is about to finish.
3 Has the post come this morning?	c. Tony rings on Mon, Tue. It's Thur.
4 Did the post come this morning?	d. Mary's still at the office. It's 2.30.
5 Has Tony rung this week?	e. It's 10.00 in the morning.
6 Did Tony ring this week?	f. Tony rings on Mon or Tue. It's Tue.
7 Has Mary finished that report?	g. It's 3.00 in the afternoon.
8 Did Mary finish that report?	h. The farewell party was last week.

8. Complete the sentences with a suitable time expression from the list below.

already yet ever never just for since always
--

1. The goods will be with you soon. They've _____ *already* _____ left our warehouse.

2. I've _____ had a great idea! Why don't we launch a new range of colours?
3. We've known each other _____ more than twenty years.
4. I've _____ used my credit card on the Internet. I don't think it's safe.
5. I haven't had a chance to speak to Magda _____, but I'm sure she'll agree.
6. I've _____ worked in insurance, ever since leaving university.
7. I'm sorry he hasn't called you back. He's been in a meeting _____ lunchtime.
1. Have you _____ been to Sao Paulo? It's completely different from Rio.

9. Underline the correct variant.

1. Yesterday *I phoned/I've phoned* the bank about my overdraft.
2. I *work here/have worked here* since the end of last year.
3. Your taxi *has just arrived/just arrived*.
4. We're enjoying our trip. We *have made/made* a lot of useful contacts.
5. *I've seen/I saw* Hugh Hopper a few days ago – he sends his regards.
6. We *went/have been* to an interesting seminar last week.
7. Today *has been/was* really busy – and it's only lunchtime!
8. Today *has been/was* really busy. It's 7 pm – I'm going home.
9. I'm afraid Patrizia *left/has left* the office an hour ago.
10. I'm afraid Patrizia isn't here – *she left/has left* the office.

10. Complete the sentences by putting the verbs in brackets into either the present simple, past simple or present perfect.

1. The company is doing very well. Last year sales _____ *went up* (go up) by 15%, and so far this year they *have gone up* (go up) another 12%.
2. We _____ (operate) all over Latin America. Recently we _____ (set up) branches in Peru and Ecuador.
3. This _____ (not look) like the right block. Are you sure we _____ (come) to the right address?
4. _____ (you/see) my laptop? I'm sure I _____ (leave) it here earlier.
5. I _____ (just/met) Andrew from Sales _____ (you/know) him?
6. I _____ (never/speak) to him, but I _____ (speak) to his assistant on the phone yesterday.

7. I _____ (work) for WorldCom now – I _____ (be) there for more than five years _____ (you/know) WorldCom?
8. I _____ (work) for WorldCom since last year, but now I _____ (want) to change jobs. _____ (you/hear) of any vacancies?

PROGRESS TEST 3

Task 1

Choose the correct variant:

1. Jack _____ (live) in Wales for the past 15 years.
a. has lived b. lives c. lived
2. Janet _____ (work) for Smith & Co before she came to work for us.
a. works b. worked c. has worked
3. – _____ (newspaper/arrive)? Yes, dad is reading it at the moment.
a. Did the newspaper arrived
b. Does the newspaper arrive
c. Has the newspaper arrived
 – Dad, _____ (you/finish) reading the paper yet?
a. did you finish
b. are you finishing
c. have you finished
4. I would love to visit Prague sometime. Unfortunately, I _____ (be/never) there.
a. have never been b. was never c. will never be
5. Peter _____ (play) tennis for five years when he _____ (be) at university.
a. has played - was
b. played – was
c. has played - has been
6. I _____ (work) in Italy for 5 years. I _____ (begin) work as soon as I arrived.
a. work - began
b. have worked - have begun
c. have worked – began
7. When Jack was at school, he _____ (learn) to play the saxophone. He _____ (play) it ever since.
a. has learned - has played
b. learned - has played
c. learned – played
8. Could you give me some advice? I _____ (buy) this sweater at Macy's. Do you think I should take it back?
a. bought b. have bought c. buyed
9. Maria lives in Boston. Before she _____ (move) here, she _____ (live) in Seattle for three years.
a. moved - has lived b. moved – lived c. has moved – lived

10. Peter ____ (go) to Paris last year. That means that he ____ (be) to Paris three times!

a. went - has been b. went - was c. has gone – was

11. Just a moment! I ____ (not think) of a good idea yet!

a. haven't thought b. didn't think c. don't think

12. How long ____ (you/live) there before coming here?

a. have you lived b. did you live c. do you live

13. She ____ (write) the email but doesn't know how to send it.

a. has written b. writes c. is written

14. I ____ (just/have) something done to my hair. Do you like it?

a. have just had b. just have had c. just have

15. Hurry up! The concert ____ (begin) and we are late.

a. begins b. has begun c. began

16. Where ____ (you/find) that book? - I ____ (find) it in the library.

a. have you found - have found

b. did you find - found

c. did you find - have found

17. He ____ (leave) the house a few minutes ago.

a. was left b. left c. has left

18. I ____ (not know) you ____ (be) here! ____ (you/be) here long?

a. haven't known - were - Have you been

b. didn't know - were - Have you been

c. didn't know - have been - Have you been

19. I'm tired. I ____ (not get) much sleep last night.

a. haven't got b. didn't get c. wasn't get

Task 2

Open the brackets:

A

– I (1)_____ (study) English for some years when I entered the University. Every day I (2)_____ (spend) two hours on English.

– _____ you (3)_____ (learn) it perfectly yet?

– Not yet, I (4)_____ (not speak) like a native speaker. I (5)_____ (practise) English when I (6)_____ (go) on a visit to England last summer.

B

When I came into the classroom at 10 o'clock, my colleagues

(7)_____ (discuss) an interesting event. Now it is 10.30– we still

(8)_____ (talk). How long (9)_____ we _____ (do) it, I wonder? I

hope, we (10)_____ (finish) by 11.30 when the class is over.

Task 3

Open the brackets using Past Simple, Past Continuous, Present Continuous, or Present Perfect:

1. How many times you _____(be) to Lviv?
2. At last I _____(translate) this text: now I'll have a little rest.
3. We _____(go) to the country yesterday, but the rain _____(spoil) all the pleasure.
4. My watch was going in the morning, but now it _____(stop).
5. The class _____(not yet /begin) and the students _____(talk) in the classroom.
6. She just _____(go out).
7. She _____(leave) the room a moment ago.
8. When it all _____(happen)?
9. The morning was cold and rainy, but since 10 o'clock the weather _____(change) and now the sun _____(shine) brightly.
10. Show me the dress which you _____(make).
11. Oh, how dark it is! A large black cloud _____(cover) the sky.
12. Close the window! Look, all my papers _____(fall) on the floor because of the wind.
13. When you _____(open) the window?
14. At last I _____(do) all my exercises: now I'll go outdoors.
15. The rain _____(stop) but a cold wind is still blowing.
16. He _____(come) a moment ago.
17. I _____(not see) him since 1997.
18. How many mushrooms you _____(gather)?
19. Where you _____(put) the newspaper? I want to read it but cannot find it anywhere.
20. You _____(read) all the books on this shelf?
21. Why you _____(put) these things in the wrong place?
22. Why you _____(leave) the door open? You will catch a cold sitting in the draught.
23. "We _____(not meet) for such a long time!" said my friend. - "Yes, and we both _____(grow) old".
24. He _____(be) ill last week, but now he is quite well.
25. She _____(go) to bed at 10 o'clock yesterday and at half past ten she _____(sleep).

Task 4.

Underline the correct words.

1. When I *got/was getting* home, I *heard/was hearing* your phone message.
2. When I was at Norcom I used to *claim/was claiming* all my travel expenses.
3. When the computer *crashed/was crashing* I *printed out/was printing out* last month's figures.
4. While the plane *took off/was taking off*, I *started/was starting* to feel unwell.
5. We *wanted/were wanting* a reliable firm, so we *chose/were choosing* Phillips.
6. We *used to have/were having* an office in Latvia and Lithuania, but then we *combined/were combining* all our Baltic operations at our Estonia office.
7. When I *arrived/was arriving* at the office Jan *waited/was waiting* for me.
8. The door was open so I *knocked /was knocking* and *came/was coming* in.
9. They *argued/were arguing* about the merger when he suddenly *lost/was losing* his temper.
10. When I *was/used to be* in London last summer I *visited/was visiting* a different museum every day.

Ways of expressing future actions

➤ **be going to V** – plans and intention about the near or the more distant future:

Richard says he's definitely going to be a lawyer one day.

➤ **Present continuous** – fixed arrangements in the near future:

*What **are** you **doing** tonight? I'm **seeing** in my relative at the station.*

➤ **Present Simple** – timetables, programmes, curricula:

*The trains **arrives** in Kiev at 19.15.*

*We **study** macroeconomics next semester.*

➤ **Future simple (will + V)** – to talk about things that we think will happen without any special plan or arrangement, or on-the-spot decisions:
*I know I'll **forget** it if I don't write it down. (=I predict this future fact)*

Note:

***Will I** meet you at the station? (= asking about a future fact)*

***Shall I** meet you at the station? (= an offer)*

***Will we** have dinner at the hotel? (= asking about a future fact)*

***Shall we** have dinner at the hotel? (= a suggestion)*

1. Match the halves of the sentences:

I'll tell you all about it	if you want to pass your English exam.
I'll see you at the cinema	if you don't go to bed soon.
You'll be tired tomorrow	if you can make it.
You'll have to work hard	if I take the train.
I never get here on time	if you have the time.
Butter melts	if you buy books from my site.
I'll be very pleased	if you leave it out in the sun.

2. Cross out the word or phrase which cannot complete each sentence correctly.

1. The course is *due/going/planning* to start on the 2nd March.
2. I'll tell him as soon as *he gets back/he'll get back/I can*.
3. Are you *due/going to/planning to* take your holidays soon?
4. We're *hoping/planning/thinking of* to go to Greece for our holiday this year.
5. Can you phone me back before *six o'clock/you leave/you will leave*?

3. Complete the sentences with the words in the box:

as soon as before if unless until

1. The bus won't arrive _____ after midnight.
2. She'll be delighted _____ she gets the job.
3. I want to finish my homework _____ I go out.
4. _____ he gets home, I'll tell him the good news.
5. We're going cycling, _____ it rains of course.

4. Open the brackets:

- ... we ...(go) to the beach tomorrow?
- Well, I'm working in the morning, but I ... (phone) you when I ... (finish).
- Shall we ask Ben and Linda to come with us?
- Yes. I ... (see) Linda at work in the morning, so I ... (ask) her then.
- If they ... (want) to come I ... (pick) you up from work and we can all go together.
- Great! Just think, we ... (swim) in the sea this time tomorrow! I can't wait.

5. Choose the correct answer.

1. What are your plans for the summer?
 - a) We go to America.
 - b) We'll go to America.
 - c) We are going to America.
2. -We are leaving now.
 - Oh, what time a) will you be back?
 - b) shall you be back?
 - c) won't you come back?
3. I promise a) I'll send you a postcard.
 - b) I send you a postcard.
 - c) I'm sending you a postcard.
4. What time
 - a) you leave on Monday?
 - b) you will leave on Monday?
 - c) are you leaving on Monday?
5. - Are you feeling all right?
 - Not really. It's the first time
 - a) I've flown. b) I'm flying. c) I fly.
6. - That cake was delicious.
 - Thank you. It was the first time a) I had made one.
 - b) I made one. c) I've made one.

6. Underline the correct variant in each mini-dialogue.

1. A: Are you free next Tuesday morning?
B: Sorry, *I'll have/I'm having* a meeting with Sue.
A: Oh, right. Well, what about Thursday?
2. A: What are your plans for next year?
B: *We'll open/We're going to open* a new factory in Hungary.
A: That sounds interesting.
3. A: What do you think about their new marketing campaign?
B: I think *it'll probably succeed/it's probably succeeding*.
A: Do you really?
4. A: What about tomorrow at around five thirty?
B: OK, *I'll see you then./I'm seeing you then*.
A: Bye.
5. A: So as you can see, I've been thinking about this problem quite a lot.
B: Yes, I see. So, *what are you going to do? What are you doing?*
A: Resign!
6. A: It would be nice to see you next week.
B: Yes, it would. *Are you doing anything/Will you do anything on Wednesday?*
A: No, I'm free.

7. Complete the sentences by putting the verbs in brackets into the most appropriate future form. Choose between *will*, *going to* and the present continuous.

1. Have you heard the news? Vivendi *is going to buy* (buy) Seagram.
2. I _____ (meet) Andrea at nine next Thursday morning outside the station.
3. I've just had a call from Richard – he _____ (be) late.
4. Next year _____ (be) the company's centenary year.
5. This taxi driver is terrible. He _____ (have) an accident.
6. In the future video-conferences _____ (probably replace) many international meetings.
7. We _____ (test) the new machine sometime next week.
8. I _____ (go) to Manchester on Friday.
9. Would you mind waiting for a moment? I _____ (not be) long.

8. Underline the correct words

1. Tomorrow *I'll interview/I'll be interviewing* candidates all morning.
2. We *will have moved/will be moving* to our new premises in August.

3. We *will have moved/will be moving* to our new premises by August.
4. What time *does your train/will your train* leave?
5. Don't forget to turn off the lights before *you are leaving/you leave*.
6. We can't send the goods until *we've received/we will receive* a firm order.
7. We *will be repaying/will have repaid* the bank loan by December.
8. Unless they're/they'll be more reasonable, we'll have to break off negotiations.
9. I *was going to write/was writing* to them, but I forgot.
10. *I hope/ I will hope* to be able speak at the press conference myself.
11. Our visitors *are due to arrive/due arriving* at 10.30.
12. *I hope I won't/I don't hope I'll* be late for the meeting.
13. *I think I won't/I don't think I'll* be late for the meeting.
14. When the contract *is/will be* ready, I'll let you know.
15. *Will we/Shall we* break for coffee now?
16. Sorry, I can't speak now, *I'll just have/I'm just about to have* a meeting.

9. Underline the correct answers.

1. Wait for me. *I'll be/I'll have been* ready in a moment.
2. We'd better wait here until the rain *stops/will stop*.
3. That looks very heavy. *Will I/Shall I* help you?
4. We finish the course tomorrow so *we're going out/we go out* for a drink.
5. I've just heard the weather forecast, and *it's/it's going to be* sunny tomorrow.
6. A: Do you want me to phone them?
B: No, it's all right, *I'll do/I'm doing* it.
7. Please don't leave until I *come back/will come back*.
8. Julie won't be here next week. *She'll work/She'll be working* at our other office.
9. The flight attendant is calling us. I think *we will/we're going to* board the plane.
10. *They'll probably/They probably will* cut back the training budget next year.

General review of verb forms

Directions: This exercise is based on compositions written by students who were members of a multicultural class. Complete the sentences with the correct forms of the verbs in parentheses.

Next week, when I _____ (*finish*) _____ (*take*) my final examinations, I
_____ (*finish, also*) one of the best experiences I _____ (*have*,

ever) in my lifetime. In the last four months, I ____ (**learn**) more about foreign cultures than I ____ (**anticipate**) before ____ (**come**) to the United States.

____ (**Live**) in a foreign country and ____ (**go**) to school with people from various parts of the world ____ (**give**) me the opportunity ____ (**encounter**) and ____ (**interact**) with people from different cultures. I ____ (**like**) to share some of my experiences and thoughts with you.

When I first ____ (**arrive**), I ____ (**know**) no one and I ____ (**need**) all of my fingers ____ (**communicate**) what I was trying to say in English. All of the international students were in the same situation.

When we ____ (**can, find, not**) the right word, we ____ (**use**) strange movements and gestures ____ (**communicate**) our meaning.

____ (**Know**) some common phrases, such as "How are you?", "Fine, thank you, and you?" and "What country are you from?", ____ (**be**) enough in the beginning for us ____ (**make**) friends with each other. The TV room in the dormitory ____ (**become**) our common meeting place every evening after dinner.

____ (**Hope**) ____ (**improve**) our English, many of us tried to watch television and ____ (**understand**) what the people ____ (**appear**) on the screen ____ (**say**), but for the most part their words were just a strange mumble to us. After a while, ____ (**bore**) and a little sad, we slowly began to disappear to our separate rooms. I ____ (**think**) that all of us ____ (**experience**) some homesickness. However, despite my loneliness, I had a good feeling within myself because I ____ (**do**) what I ____ (**want**) to do for many years: ____ (**live**) and ____ (**study**) in a foreign country.

After a few days, classes ____ (**begin**) and we ____ (**have**) another meeting place: the classroom.

____ (**know, not**) quite what ____ (**expect**) the first day of class, I was a bit nervous, but also ____ (**excite**). After ____ (**find**) the right building and the right room, I walked in and ____ (**choose**) an empty seat. I ____ (**introduce**) myself to the person ____ (**sit**) next to me, and we sat ____ (**talk**) to each other for a few minutes. Since we ____ (**be**) from different countries, we ____ (**speak**) in English. At first, I was afraid that the other student ____ (**understand, not**) what I ____ (**say**), but I ____ (**surprise, pleasantly**) when she ____ (**respond**) to my questions easily.

Together we ____ (**take**) the first steps toward ____ (**build**) a friendship. As the semester ____ (**progress**), I ____ (**find**) out more and more about my fellow students. Students from some countries were reticent and shy in class. They almost never ____ (**ask**) questions and ____ (**speak**) very softly.

Others of different nationalities ____ (*be*) just the opposite: they spoke in booming voices and never ____ (*hesitate*) ____ (*ask*) questions, and sometimes they ____ (*interrupt, even*) the teacher. I ____ (*be, never*) in a classroom with such a mixture of cultures before. I learned ____ (*surprise, not*) by anything my classmates might say or do. The time spent ____ (*share*) our ideas with each other and ____ (*learn*) about each other's customs and beliefs ____ (*be*) valuable and fun. As we progressed in our English, we slowly learned about each other, too.

Now, several months after my arrival in the United States, I ____ (*be*) able to understand not only some English but also something about different cultures. If I ____ (*come, not*) here, I ____ (*be, not*) able to attain these insights into other cultures. I wish everyone in the world ____ (*have*) the same experience. Perhaps if all the people in the world ____ (*know*) more about cultures different from their own and ____ (*have*) the opportunity ____ (*make*) friends with people from different countries, peace ____ (*be*) secure.

4. Thank you for your help. I never (*be*) _____ able to finish this work without it.

5. Peggy told me she (*be*) _____ here at six tomorrow.

6. (*Sit*) _____ on a park bench and (*watch*) the brightly colored leaves fall gently to the ground, he felt at peace with the world.

7. _____ Why didn't you tell me about this before? I certainly wish I (*inform*) _____ earlier.

8. _____ The large dormitory (*destroy, completely*) _____ by fire last week. Since all of the students (*go*) _____ home for the holidays, there was no loss of life.

9. James blushed when his friend asked him an (*embarrass*) _____ question.

10. Anna is grown up now. You shouldn't speak to her as if she (*be*) _____ a child.

11. I asked all of the people (*invite*) _____ to the party to RSVP.

12. When the (*puzzle*) _____ student could not figure out the answer to the (*puzzle*) _____ problem, she demanded that I (*give*) her the correct answer, but I insisted that she (*figure*) _____ it out for herself.

13. Ever since I can remember, mathematics (*be*) _____ my favorite subject.

14. The people (*work*) _____ to solve the problems of urban poverty are hopeful that many of these problems (*solve*) within the next ten years.

15. It's a funny story. I'll tell you the details when I (*call*) ____ you tomorrow.

Fill in the gaps with the appropriate verb tense form:

1. When I was in London I every day. 2. Look over there! Someone in the river. 3. I don't really want today. 4. Shall we go tomorrow? 5. It's no surprise he was tired. He the whole way across the lake! 6. It's no surprise he was tired. He the whole day! 7. I once a week since coming to Germany. 8. I think I every day on my holiday next month. 9. My friend was quicker than me. She already when I arrived at the pool. 10. Cats cannot	a) will swim b) have swum c) is swimming d) swam e) swimming f) had swum g) to swim h) had been swimming i) was swimming j) swim
11. I would like to learn 12. I don't enjoy 13. I in the sea every day since I was a child. 14. I in the lake yesterday. It was freezing! 15. Can your brother ? 16. A fish by moving its tail from side to side. 17. Why is your hair all wet? - I in the lake. 18. John was very tired last night. He all day. 19. John was very tired last night. He from England to France. 20. At this time next week I in the Pacific!	k) swam l) to swim m) swim n) had swum o) have been swimming p) had been swimming q) swims r) have swum s) swimming t) will be swimming

Underline the correct words in each mini-dialogue.

10.A: Are you free next Tuesday morning?

B: Sorry, *I'll have/I'm having* a meeting with Sue.

A: Oh, right. Well, what about Thursday?

11.A: What are your plans for next year?

B: *We'll open/We're going to open* a new factory in Hungary.

A: That sounds interesting.

12.A: What do you think about their new marketing campaign?
 B: I think *it'll probably succeed/it's probably succeeding*.
 A: Do you really?
 13.A: What about tomorrow at around five thirty?
 B:OK, *I'll see you then./I'm seeing you then*.
 A: Bye.
 14.A: So as you can see, I've been thinking about this problem quite a lot.
 B: Yes, I see. So, *what are you going to do? What are you doing?*
 A: Resign!
 15.A: It would be nice to see you next week.
 B: Yes, it would. *Are you doing anything/Will you do anything on Wednesday?*
 A: No, I'm free.

Open the brackets using Past Simple, Past Continuous, Present Continuous, or Present Perfect:

- 26.How many times you (be) to Lviv?
- 27.At last I (translate) this text: now I'll have a little rest.
- 28.We (go) to the country yesterday, but the rain (spoil) all the pleasure.
- 29.My watch was going in the morning, but now it (stop).
- 30.The class (not yet /begin) and the students (talk) in the classroom.
- 31.She just (go out).
- 32.She (leave) the room a moment ago.
- 33.When it all (happen)?
- 34.The morning was cold and rainy, but since 10.00 the weather (change) and now the sun (shine) brightly.
- 35.Show me the dress which you (make).
- 36.Oh, how dark it is! A large black cloud (cover) the sky.
- 37.Close the window! Look, all my papers (fall) on the floor because of the wind.
- 38.When you (open) the window?
- 39.At last I (do) all my exercises: now I'll go outdoors.
- 40.The rain (stop) but a cold wind is still blowing.
- 41.He (come) a moment ago.
- 42.I (not see) him since 1997.
- 43.How many mushrooms you (gather)?
- 44.Where you (put) the newspaper? I want to read it but cannot find it anywhere.
- 45.You (read) all the books on this shelf?
- 46.Why you (put) these things in the wrong place?

47. Why you (leave) the door open? You will catch a cold sitting in the draught.
48. "We (not meet) for such a long time!" - "Yes, and we both (grow) old".
49. He (be) ill last week, but now he is quite well.
50. She (go) to bed at 10 o'clock yesterday and at half past ten she (sleep).

PROGRESS TEST 4

Verb Tenses Review

Task 1

Choose the correct variant:

- 1 You _____ tired tomorrow if you don't go to bed soon.
a. are b. were c. will be d. would be
- 2 Butter _____ if you leave it out in the sun.
a. melts b. melted c. will melt d. would melt
- 3 I _____ it very much if they gave the job to Mark.
a. don't like b. didn't like c. won't like d. wouldn't like
- 4 I never get here on time if I _____ the train.
a. take b. took c. will take d. would take
- 5 I wouldn't have met up with John if I _____ at home.
a. stayed b. stay c. would stay d. had stayed
- 6 You _____ work hard if you want to pass your English exam.
a. have to b. had to c. will have to d. would have to
- 7 I wouldn't get so angry with you if you _____ more work done.
a. get b. got c. will get d. had got
- 8 You _____ better English if you did more homework.
a. spoke b. will speak c. would speak d. had spoken
- 9 I'd have bought the bigger model if I _____ afford it.
a. can b. could c. will be able to d. would be able to
- 10 I _____ you at the cinema if you can make it.
a. see b. saw c. will see d. would see
- 11 I would never have believed it was possible if I _____ it with my own eyes.
a. didn't see b. won't see c. wouldn't see d. hadn't seen
- 12 You can't be good at sports if you _____ a lot.
a. smoke b. smoked c. will smoke d. would smoke
- 13 You _____ more work done if you planned your day better.
a. get b. got c. will get d. would get
- 14 I _____ you all about it if you have the time.
a. tell b. told c. will tell d. would tell

- 15 I'll be very pleased if you _____ books from my site.
 a. buy b. bought c. will buy d. would buy
- 16 I'd have told you the news sooner if I _____ you.
 a. see b. saw c. will see d. would see
- 17 I'd have helped you if you _____ me there was a problem.
 a. told b. will tell c. would tell d. had told

Task 2

Fill in the gaps with the appropriate verb tense form:

1. When I was in London I every day. 2. Look over there! Someone in the river. 3. I don't really want today. 4. Shall we go tomorrow? 5. It's no surprise he was tired. He the whole way across the lake! 6. It's no surprise he was tired. He the whole day! 7. I once a week since coming to Germany. 8. I think I every day on my holiday next month. 9. My friend was quicker than me. She already when I arrived at the pool. 10. Cats cannot	u) will swim v) have swum w) is swimming x) swam y) swimming z) had swum aa) to swim bb) had been swimming cc) was swimming dd) swim
11. I would like to learn 12. I don't enjoy 13. I in the sea every day since I was a child. 14. I in the lake yesterday. It was freezing! 15. Can your brother ? 16. A fish by moving its tail from side to side. 17. Why is your hair all wet? - I in the lake. 18. John was very tired last night. He all day. 19. John was very tired last night. He from England to France. 20. At this time next week I in the Pacific!	ee) swam ff) to swim gg) swim hh) had swum ii) have been swimming jj) had been swimming kk) swims ll) have swum mm) swimming nn) will be swimming

Task 3

Complete each sentence with a suitable time expression from the list below.

at	on	in	when	while/when
----	----	----	------	------------

1. The computer crashed _____ *while/when* I was loading up the new software.
2. _____ did you first notice the fault?
3. We sent you the invoice _____ the end of last month.
4. Central Europe was changing very rapidly _____ the nineties.
5. We sent the goods _____ the fifteenth. Haven't you received them yet?
6. _____ they raised interest rates the euro recovered against the dollar.
7. _____ she was checking the invoices, she noticed a small mistake.
8. The two companies merged _____ 1998.
9. We met _____ eight for a business breakfast.
10. What were you doing _____ I called you this morning?
11. We changed our advertising campaign _____ the beginning of the year.
12. I'll check my files and call you _____ the morning.

Task 4

Underline the correct or most appropriate answers.

1. *I'm waiting/I've been waiting* here for ages.
2. The markets *have had/had* a sharp fall last week.
3. The markets *have had/had* a sharp fall this week.
4. Wait a moment, *I've left/I left* the instruction manual in the other room.
5. *I've left/ I left* the instruction manual next to the PC when I was using it earlier.
6. How long *are you working/have you been working* here?
7. Hurry up! How long *are you going/have you been going* to be?
8. We can't supply the goods because they *haven't paid/didn't pay* the deposit.
9. We couldn't supply the goods because they *haven't paid/didn't pay* the deposit.
10. I'm waiting for Sue. When *have you last seen/did you last see* her?

11. I'm waiting for Sue. *Have you seen her? / Did you see her?*

Task 5

Complete the sentences with a suitable time expression from the list below.

yet for often ever never already so far just always

1. I've lived in my city-centre flat since 1998. I love it there.
1. Thanks for the present! I've _____ wanted a Rolex!
2. I don't think I should drink any more. I've _____ had four beers.
3. Have you _____ been self-employed?
4. I've _____ heard that we've won the contract! Congratulations everybody!
5. Hurry up! Haven't you finished _____?
6. Nina has worked in this company _____ over five years now.
7. I've _____ been white-water rafting before. It's an interesting experience!
8. I've _____ passed this building, but this is the first time I've been inside.
9. We've been very busy on the stand this morning, _____ we've given away over 200 brochures.

4. АКТИВНИЙ І ПАСИВНИЙ СТАН ACTIVE AND PASSIVE VOICE

Особа або предмет, що виконує дію, називається суб'єктом дії. Особа або предмет, на які спрямовано дію, називаються об'єктом дії. Так, у реченні підмет речення може бути як суб'єктом, так і об'єктом дії, вираженої присудком.

В англійській мові дієслова вживаються в активному стані (**the Active Voice**) і пасивному (**the Passive Voice**).

The government raised interest by 1%.

Уряд підвищив процентні ставки на 1%.

Якщо підметом речення є об'єкт дії, то дієслово-присудок вживається в пасивному стані:

Interest rates were raised by 1%

Процентні ставки були підвищені на 1%.

У пасивному стані змінюється тільки дієслово **to be**, смислове дієслово має в усіх часах одну й ту ж форму – Past Participle.

Millions of chips are produced every year. – Present Simple Passive

The new design has been chosen. – Present Perfect Passive

The new design will be chosen. – Future Simple Passive

У питальній формі допоміжне дієслово ставиться перед підметом:

Was the radio invented by Popov? – Past Simple Passive

Пасивний стан вживається:

– коли в центрі уваги співрозмовників є особа або предмет, на які спрямована дія (об'єкт дії). Суб'єкт дії при цьому здебільшого не вказується:

A press briefing will be given tomorrow.

Two teenagers were seriously injured in a car accident last night.

При потребі суб'єкт дії може бути виражений за допомогою додатка з прийменником **by** або **with**:

*The goods are being shipped next week **by** our supplier in China.*

*The car can be washed **with** soapy water.*

– коли виконавець дії невідомий, неважливий або очевидний з контексту:

The new furniture has been delivered today.

Rolls Royce cars are made in England.

The house was dusted for fingerprints yesterday.

– коли ми хочемо зробити ствердження більш ввічливим:

My new blouse is ruined. (more polite than saying, ‘*You’ve ruined my new blouse.*’)

В англійській мові речення у пасивному стані вживаються частіше на письмі ніж в усному мовленні, і значно частіше ніж в українській мові, оскільки в англійській мові в пасивному стані вживаються не лише перехідні, а й багато неперехідних дієслів. Підметом речення пасивного стану в англійській мові може бути прямий, непрямий, а також прийменниковий додаток речення активного стану.

Реченню з дієсловом в активному стані *ABB gave a large order to us last year*, де *a large order* – прямий додаток, а *to us* – непрямий додаток, відповідають два речення пасивного стану:

A large order was given to us by ABB last year

We were given a large order by ABB last year.

У першому з них підмет відповідає прямому додатку речення активного стану, а в другому – непрямому.

Note:

With verbs which take two objects such as:

*bring, tell, send, show, teach, promise, but, throw,
write, award, hand, sell, owe, grant, allow, feed, pass,
post, read, take, offer, give, pay, lend,*

we can make two different passive sentences. However, it is more usual for passive sentences to begin with the *person*.

active: Lily showed **Richard some photos**.

passive: a) **Richard was shown** some photos by Lily. (more usual)

b) **Some photos were shown** to Richard by Lily.

Таблиця утворення пасивного стану

Tense Form	Simple	Continuous	Perfect
Present	I am He } She } is asked it } We } You } are they }	I am He } She } is It } being asked We } You } are they }	he, } she } has it } } been I } asked } we, } you, } have they }
Past	I } He } was She } it } asked } } We } You } were They }	I } He } was She } It } being asked } we } you } were they }	} had been asked }
Future	will be asked	_____	will been have asked
Future in the Past	woud be asked	_____	would have been asked

*Замість відсутніх пасивних форм Perfect Continuous вживаються форми Perfect

Інші пасивні форми:

Present Infinitive :

My car needs to be serviced soon.

*My car must **be serviced** before the trip.*

Perfect Infinitive :

*My car should **have been serviced** last month.*

-ing form :

*I insist on my car **being serviced** today.*

*She denied **having been driven** to work.*

***Having been written** in illegible handwriting the letter was difficult to read.*

Переклад речень з дієсловом у пасивному стані

На українську мову дієслова в пасивному стані перекладаються:

а) дієсловом з часткою – ся (-сь):

*The goods are **being shipped** now*

Товари відвантажуються зараз.

б) сполученням дієслова *бути* з дієслівними формами на –но, - то в безособових реченнях:

*A loan will **be arranged** within six days.*

Позику буде здійснено протягом шести днів.

в) сполученням дієслова *бути* з дієприкметником пасивного стану минулого часу:

*Free trade area **was established** here in 1993.*

Зона вільної торгівлі була встановлена тут в 1993 році.

г) дієсловом в активному стані в неозначено-особових реченнях:

*I **was being asked** some difficult questions.*

Мені задали кілька важких запитань.

д) якщо в реченні з дієсловом у пасивному стані вказано суб'єкт дії, його можна перекласти українською мовою особовим реченням з дієсловом в активному стані:

*A press briefing **will be given** tomorrow by our information office.*

Завтра інформаційний відділ проведе брифінг.

PRACTICE

1. Complete each sentence with a passive verb. You may need a negative form.

1. Somebody damaged the goods in transit.

The goods were damaged in transit.

2. Thousands of people see this advert every day.

This advert _____ by thousands of people every day.

3. They will not finish the project by the end of the month.

The project _____ by the end of the month.

4. They have closed fifty retail outlets over the last year.

Fifty retail outlets _____ over the last year.

5. We are reviewing all of our IT systems.

All of you IT systems _____.

6. We cannot ship your order until we receive payment.

Your order _____ until we receive payment.

2. Rewrite these sentences using the passive if it is possible. You may need a negative form. If it is not possible (because the verb is intransitive) put a cross 'x'.

1. Our R & D department have discovered a promising new drug.

A promising new drug has been discovered by our R&D department.

2. The inflation rate went down by 0.5% last month.

3. One of our best young designers created this line

4. I'm sorry, we can't do that.

5. Something very interesting happened to me last week.

6. We're spending more than a million dollars on advertising this year.

7. The Accounts Department may not authorise this payment.

8. I worked as a consultant for four years after my MBA.

3. Underline the correct variant.

1. I had car *be repaired/repaired* yesterday.

2. Profits are expected *grow/to grow* by 10% in the next quarter.

3. I *was born/born* in a little town just outside Dijon.

4. We're getting the machines *cleaned/ to be cleaned* tomorrow.
5. The Board is thought to *be demanded/have demanded* his resignation.
6. We have the components *assembling/assembled* in Taiwan.
7. Where exactly *were you born/did you born*?
8. She is supposed *to been looking/to be looking* for a new job.

4. Change active into passive:

- 1 They are televising a football match right now.
- 2 Someone is going to serve dinner at six.
- 3 Someone has told you to be here at ten.
- 4 They made that hat in India.
- 5 They will send you a bill at the end of the month.
- 6 Someone has given Tania a promotion at her job.
- 7 The phone rang when someone was handing me a menu at the restaurant.
- 8 Someone made this antique violin in the 17th century.
- 9 They will judge the applicants on the basis of their originality.
- 10 The mail carrier had already delivered the mail by the time I left for work.
- 11 They do dozens of quality checks every day.
- 12 The secretary's just found that file you were looking for.
- 13 Last week the bank gave us more credit.
- 14 We will pay all senior managers a bonus at the end of the year.
- 15 They are never going to do that.
- 16 We are dealing with this issue.
- 17 I'll correct the mistake and send out a new invoice to you immediately.

5. Answer the questions using the passive if possible:

- e.g. – *People speak Arabic in many countries.*
 – *Is Arabic a common language?*
 – *Yes, it is spoken in many countries.*

- 1 People play soccer in many countries. Is soccer a popular game?
- 2 Someone robbed the bank. What happened to the bank?
- 3 The government requires international students to have visas. Is it necessary for international students to have visas?
- 4 I've read about a railway station in Afghanistan. Terrorists have attacked the train. What's happened to the train?

- 5 The pilot flew the hijacked plane to another country. What happened to the hijacked plane?
- 6 There is a party tomorrow night. No one has invited you. Are you going to the party?
- 7 You were going to buy that chandelier, and when you finally decided to buy it, someone had already sold it by the time you returned to the store. Did you buy the chandelier?
- 8 You went to a movie last night, but it bored you. Why did you leave the movie before it ended?

6. Use the verbs in the box to complete these passive sentences, use any appropriate tense:

Expect build wear order surround confuse offer spell
--

- 1 An island _____ by water.
- 2 The *-ing* form of 'sit' _____ with a double *t*.
- 3 Even though construction costs are high, a new dormitory _____ next year.
- 4 A bracelet _____ around the wrist.
- 5 He got a ticket for reckless driving. When he went to traffic court, he _____ to pay a large fine.
- 6 Last week I _____ a job at a local bank, but I didn't accept it.
- 7 Could you explain this grammar phenomenon to me? Yesterday in class I _____ by the teacher's explanation.
- 8 -Is the plane going to be late?
-No. It _____ to be on time.

Passive modals

7. Rewrite the following sentences as passives:

1. Somebody should do it right now.
It _____ right now.
2. Somebody should have done it yesterday.
It _____ yesterday.
3. We must find a solution.
A solution _____ .
4. They must have found a solution by now.
A solution _____ by now.
5. We could postpone the product launch.
The product launch _____ .
6. We could have postponed the launch, but it's too late.

The launch _____, but it's too late.

7. The company might design it like that on purpose.

It _____ on purpose.

8. The company might have designed it like that on purpose.

It _____ on purpose.

8. Complete the sentences with the given words, active or passive:

1 James (should + tell) the news as soon as possible.

2 Someone (should + tell) _____ James the news immediately.

3 James (should + tell) _____ the news a long time ago.

4 These books (have to + return) _____ to the library by tomorrow.

5 Ivan (have to + return) _____ these books by next Friday.

6 This application (be supposed to + send) to the personnel department soon.

7 Ann's birthday was on the 5th, and today is the 8th. Her birthday card (should + send) a week ago. Maybe we'd better give her a call to wish her a belated happy birthday.

8 – I didn't expect to see my boss at the party.

– You (must + surprise) _____ when you saw him?

– I was.

9. Rewrite the sentences in the passive.

1. Everybody asks me about my project.

2. We will have chosen the president by the end of autumn.

3. Do people expect him to run the country during the next five years.

4. Nobody likes when people laugh at them.

5. Who will open the meeting tomorrow?

6. I want someone to repair my computer.

7. What did you dust the furniture with?

8. Everyone considers her to be a first-rate specialist.

9. I hate people asking me silly questions.

10. What frightened her?

11. I'm not using my office at the moment, because they're redecorating it.

12. The boss is going to give us a pay rise.

13. The Constitution guarantees the independence and immunity of judges.
14. You must not reveal this secret to anyone.
15. They've offered this job to Sandra.
16. They expect that the Ukrainian team will break the world record.
17. People believe that the leaders have reached an agreement.
18. They have made some changes in this office recently.
19. Mr. Brown has employed me for five years now.
20. They are giving me a promotion next month.

10. Complete the following rule:

We use HAVE +object+Past Participle to say that we

- ☐ arrange for someone else to do something for us;
- ☐ do something by ourselves.

Divide the sentences into two columns:

- (1) things which she does by herself,**
- (2) things which somebody does for her.**

She has cleaned her flat. She has her house cleaned. She has taken some photos. She likes making dresses. She had her TV set repaired last week. She likes having her hair done. She will type a few letters in the morning. She will have her office room renovated next week.

PROGRESS TEST 5

Task 1

Rewrite each sentence with a passive verb, without mentioning who did the action.

1. The authorities have closed the casino.
_____ **The casino has been closed**
2. Someone broke into our house last week.
3. People all over the world speak English.
4. The local authorities have finally opened the new motorway.
5. Someone left this umbrella in reception.
6. The city council will ban all traffic from the city centre.
7. First we mix the two liquids, then we leave them for 24 hours.
8. The organisers are postponing the meeting.

Task 2

Complete the second sentence so it has a similar meaning to the first sentence and contains the word in brackets.

1. They have just serviced all our machines. (had)
We _____ *have just had all our machines serviced.*
2. Tomorrow they are repairing my car. (having)
Tomorrow I _____
3. They printed some business cards with the new logo. (had)
We _____
4. They are coming to clean the carpet tomorrow. (having)
We _____
5. They have just refused my request for credit. (had)
I _____

Task 3

Complete the second sentence so it has a similar meaning to the first sentence. Do not mention who did the action.

1. Someone checked these figures for me last week.
I _____ *had these figures checked* _____ last week.
2. They grow much less coffee in Colombia these days.
These days _____.
3. Someone delivered this package this morning.
This package _____.
4. The city council is redeveloping the old docklands area.
The old docklands area _____.

5. They've put up interest rates again.
Interest rates _____.
6. We'll discuss your idea in the meeting tomorrow.
Your idea _____.
7. The technician installed some new software on my PC yesterday.
Yesterday I _____ on my PC.
8. Tokyo is my place of birth.
I _____ in Tokyo.
9. When is your date of birth?
When exactly _____ born?
10. Someone stole Peter's car last week.
_____ stolen last week.
11. Did anyone tell Alex about the meeting?
_____ about the meeting?
12. Has anyone made a backup copy of this file?
_____ made?
13. Are you using this photocopier?

14. Are they going to give us a meal when we arrive?
_____ upon arrival?
15. Did Robert give you any opinion?
_____ by Robert?
16. The garage was servicing my car last week.
My car _____ last week.

Task 4

Write the sentences in the passive. Don't include the agent if it isn't important:

1. My assistant sorts all my mail in order of priority.
2. You have to take risks in a business like this one.
3. Last year we sent over 1000 email messages a day.
4. You should only use one means of communication per message.
5. They've held discussions on the subject of privacy.
6. The marketing department will carry out extensive trials before launching the new product.
7. Manufacture will install smart tags on all sorts of products.
8. Lorries and trucks transport raw materials to the factories.

5. УЗГОДЖЕННЯ ЧАСІВ. НЕПРЯМА МОВА. SEQUENCE OF TENSES. REPORTED SPEECH.

Правило узгодження часів в англійській мові полягає в тому що, якщо дієслово-присудок у головному реченні стоїть в одному з минулих часів, то у підрядних реченнях дієслово-присудок має бути в одному з минулих часів або в майбутньому з точки зору минулого (Future-in-the-Past). Якщо ж дієслово-присудок у головному реченні стоїть у теперішньому або майбутньому часі, то у підрядних реченнях час вживається за змістом речення.

Present Perfect ↓ Past Perfect Past Simple ↓ Past Perfect	Попередня дія: Дія у підрядному реченні передуює дії головного речення.	<i>'I've worked for IBM'.</i> <i>She said she had worked for IBM.</i> <i>'The advertising campaign was a great success.'</i> <i>He said the campaign had been a success.</i>
Present Simple ↓ Past Simple Present Continuous ↓ Past Continuous	Одночасна дія: Дія у підрядному реченні відбувається одночасно з дією головного речення.	<i>'I work for IBM'.</i> <i>She said she worked for IBM.</i> <i>'I'm working for IBM'</i> <i>She said she was working for IBM.</i>
Future Tenses ↓ Future-in-the-Past	Наступна дія для підрядного речення відбувається після дії головного речення.	<i>'I will work for IBM'.</i> <i>She thought she would work for IBM.</i>

Пряма і непряма мова (Direct and Reported Speech)

Прямою мовою (Direct Speech) називається передача чийого-небудь висловлювання. *Непрямою мовою* (Reported or Indirect Speech) називається передача змісту прямої мови у вигляді переказу. При перетворенні прямої мови в непряму в англійській мові дотримують певних правил:

1. Непряма мова має форму додаткового підрядного речення, яке вводить сполучником **that** або безсполучниково, до дієслів повідомлення **to say, to tell, to write, to answer, to reply** та ін.

Vlad says he's going to study Chinese.

*The candidate **told me** that his hobby was gardening.*

*I **answered** that I knew nothing about it.*

*She **wrote** that she had successfully passed her driving test.*

2. При перетворенні прямої мови у непряму треба дотримувати правил узгодження часів, якщо дієслово повідомлення стоїть в одному з минулих часів.

*"I **wasn't** here yesterday."*

*She said (told us) (that) she **had not been** there the day before.*

3. При перетворенні запитань з прямої мови в непряму дотримують загальних. У головному реченні звичайно вживається дієслово **to ask**.

4. Загальні запитання вводяться у непрякій мові сполучниками **if** або **whether**.

"Are you free tomorrow?"

*I **asked** her **if** she was free the following day.*

5. Спеціальні запитання вводяться в непрякій мові відповідними питальними словами, які використовують як сполучні слова.

"What do you think about this idea?"

*I **asked** **what** she thought about that idea.*

6. Крім правил, викладених вище, змінюється порядок слів: непрямі запитання на відміну від прямих характеризуються прямим порядком слів.

"Do you speak French?"

*She **asked** me **whether** I **spoke** French.*

7. Деякі займенники і прислівники часу і місця змінюються за такою схемою:

Direct Speech

(пряма мова)

Reported Speech

(непряма мова)

This	→	that
these	→	those
here	→	there
now	→	then
yesterday	→	the day before
today	→	that day
last week	→	the week before
earlier	→	before
2 days ago	→	2 days before
tomorrow	→	next day
next year	→	the following year
in 2 days	→	2 days later

*"I went to Kyiv **last week**".*

*He said that he had gone to Kyiv **the week before**.*

*"I'll stay **here** for a month".*

*She said that she would stay **there** for a month.*

Правила узгодження часів не застосовуються:

– якщо підрядне речення виражає загальновідомий факт:

"There is always a period of uncertainty after a merger."–

He says/said there is always a period of uncertainty after a merger.

At the lesson they were told that the Earth moves round the sun.

She told me many shops in London are always open on Sundays.

My brother said (that) the cost of living is quite high in the USA.

– в означальних та порівняльних підрядних реченнях та підрядних реченнях причини:

She told us about the term paper which she is writing.

– якщо вказана точна дата події:

He said that he was there in 1945.

– дієслова must, should та ought вживаються в підрядному реченні без змін не залежно від того, у якому часі стоїть дієслово у головному реченні.

He tells (told) us that we must wear uniform.

– дієслово *must* змінюється на *had to*, якщо *must* виражає необхідність виконання дії через певні обставини:

*He said that he **had to stay** at home.*

Накази, команди, застереження, скарги, пропозиції, поради, прохання тощо, передаються в непрякій мові за допомогою відповідних дієслів:

Introductory verb	Direct speech	Reported speech
Verb + to-infinitive		
agree offer promise refuse threaten	'Yes, I'll give you a lift.' 'Shall I carry the boxes?' 'I promise I'll help you.' 'No, I won't buy this car.' 'Stop talking or I'll send you out.'	She agreed to give me a lift. He offered to carry the boxes. He promised to help me. She refused to buy that car. He threatened to send me out if I didn't stop talking.
Verb + somebody + to-infinitive		
advise ask beg command invite order remind warn	'You should see a doctor.' 'Could you do something for me?' 'Please, please call the police.' 'Drop your weapons!' 'Will you come to my party?' 'Get out of the house!' 'Don't forget to write a report.' 'Don't go near the oven.'	He advised me to see a doctor. She asked me to do something for her. She begged me to call the police. He commanded them to drop their weapons. She invited me to (go to) her party. She ordered me to get out of the house. She reminded me to write a report . She warned me not to go near the oven.

Verb + gerund		
admit (to)	'Yes, I stole the plans.'	He admitted (to) having stolen the plans.
accuse sb of	'You lied to me.'	She accused me of lying/having lied to her.
apologise 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 Jane.
Verb + that-clause		
complain	'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	'What a beautiful baby he is!'	She exclaimed/remarked that he was a beautiful baby.
remark	'I promise I'll call you.'	She promised that she would call me.
promise	'You'd better go home.'	He suggested that I (should) go home.
suggest		
<i>Admit, advise, boast, insist, threaten, warn, remind</i> can also be followed by a that -clause in reported speech		

PRACTICE

1. Write the actual words that each person says.

1. Anna said that she had already finished the report.

(Anna's actual words) ` _____ *I've already finished the report* _____.`

2. She said he would be back after lunch.

(Her actual words) ` _____.`

3. He said she was going to contact the printers.

(His actual words)
` _____.`

4. Paul said that he wanted to make a phone call.

(Paul's actual words)
` _____.`

5. She said she was meeting the bank manager at eleven.

(Her actual words)
` _____.`

6. Pierre said he had found out about the problem a long time ago.

(Pierre's actual words) ` _____.`

1. David said he had to be back in the office by three thirty.

(David's actual words) ` _____.`

2. Jan said she would let me know.

(Jan's actual words) ` _____.`

2. Look at the actual words spoken. Underline the correct words in the reported version.

1. Helen: 'I won't do it until tomorrow.'

Helen said I/she wouldn't do it until the *previous/following* day.

2. Peter: 'It's very busy in here/ I'll call you later.'

Peter said it was very busy *here/there*, and he'd call *me/him* later.

3. The sales manager: 'We received your order last week.'

He said *they'd/we'd* received *our/their* order the week *after/before*.

4. Manager: 'I'm sorry about the delay, I'll deal with this now.'

She said *she/I* was sorry about the delay, and she'd deal with it *right then/later*.

5. Manager: 'Have you got any experience in banking?'

He asked her *that/if* she had any experience in banking.

6. Lisa: 'Shall we go out tonight?'

Lisa suggested *to go/going* out that evening.

3. Rewrite the sentences in reported speech. Use contractions where possible.

1. 'I won't put it in the sales because it's selling very well,' she said.
She said she wouldn't put it in the sales because it was selling very well
2. 'I've read the report and I don't understand section 4,' he said.
He said _____.
3. 'When I finish my presentation, I'm going to have a drink,' he said.
He said that when _____.
4. 'I'm preparing the figures but I won't be long,' she said.
She said _____.
5. 'I like playing tennis, but I don't do it very often,' she said.
She said _____.
6. 'I'm going to visit our Polish subsidiary, but I'm not sure when,' she said.
She said _____.
7. 'You must catch the ten o'clock bus.'
He said _____.
8. 'Don't wake me before eight o'clock.'
She asked _____.
9. 'Who's going to help me?'
She wanted to know _____.
10. 'We don't have enough money to go abroad this year.'
They said _____.

4. Fill in the gaps with one of the introductory verbs from the list below in the past simple.

**agree, invite, warn, accuse, boast, complain, insist,
explain, exclaim, remind, suggest, promise**

1. 'Will you come to the ball?' he said to her.
He _____ her to go to the ball.
2. 'I'm the best student in the school,' he said.
He _____ about being the best student in the school.
3. 'Yes, I'll lend you some money,' he said to Jane.
He _____ to lend Jane some money.
4. 'What a beautiful dress she is wearing!' he said.
He _____ that she was wearing a beautiful dress.
5. 'He never buys me flowers,' she said.
She _____ that he never bought her flowers.

6. 'Let's go for a picnic,' he said.
He _____ going for a picnic.
7. 'You stole the money,' Tom said to Jim.
Tom _____ Jim of stealing the money.
8. 'Don't forget to hang out the washing,' she said to me.
She _____ me to hang out the washing.
9. 'I promise I'll write to you,' she said to him.
She _____ to write to him.
10. 'You must finish the report,' she said to him.
She _____ on him finishing the report.
11. 'Don't touch the wet paint,' Dad said to us.
Dad _____ us not to touch the wet paint.
12. 'There's nothing else I can do,' he said.
He _____ that there was nothing else he could do.

PROGRESS TEST 6

Task 1

Complete each question in direct speech, ending as shown.

1. Jack asked me whether I was going out for lunch.
`Are you going out for lunch?` Jack asked me.
2. Carol asked Ann what she had done the day before.
`, _____, Ann?` asked Carol.
3. John asked us if we often went to Germany for meetings.
`, _____?` John asked us.
4. Kate asked me how many interviews I'd done the day.
`, _____?` Kate asked me.
5. George asked Sue if she was going to change jobs.
`, _____, Sue?` asked George.
6. Alice asked me who I had talked to at the conference.
`, _____?` Alice asked me.
7. The technician asked me if I would be there the next day.
`, _____?` the technician asked me.
8. Mary asked me where our new offices were.
`, _____?` Mary asked me.
9. He asked me if I'd seen Bill recently.
`, _____?` he asked me.
10. He asked me if I'd be seeing Bill at the conference.
`, _____?` he asked me.

Task 2

Complete the sentences, using the correct form of these reporting verbs: *accuse, ask, offer, persuade, warn*. Then write each sentence in direct speech.

1. He ... to go with her to the airport.
2. She ... me of reading her diary.
3. My friend ... me to help her with her essay.
4. I ... him not to use the car because the brakes needed checking.
5. He ... me whether I had ever been skiing.

Task 3

Choose the correct answer:

- 1 She _____ him that she would be late.
a tells b said c told

6. БЕЗОСОБОВІ ФОРМИ ДІЄСЛОВА NON-FINITE VERBS

6.1. Інфінітив (The Infinitive)

Інфінітив – це неособова форма дієслова, яка тільки називає дію і відповідає на запитання *що робити?, що зробити?*: to read (читати), to ask (писати).

В англійській мові інфінітив має одну просту і п'ять складних форм. Інфінітив перехідних слів має форми часу й стану, а неперехідних – тільки часу:

Форма інфінітива	Active	Passive
Simple	to read to live	to be read
Progressive	to be reading to be living	_____
Perfect	to have read to have lived	to have been read
Perfect Continuous	to have been reading to have been living	_____

Якщо дієслово не вживається в пасивному стані або в формі Continuous, то кількість форм інфінітива відповідно менша. Ознакою інфінітива в англійській мові є частка *to*, але в багатьох випадках інфінітив вживається без частки *to*. Частка *not* перед інфінітивом вказує на заперечну форму.

Інфінітив вживається без **to** після модальних дієслів *can, may, must, shall, should, will, would*, часто після *need* і *dare*, за винятком дієслів *ought, to have, to be, to be able, to be allowed*.

You shouldn't have come.

How dare you ask me?

You ought to wash.

I had to send him money.

Інфінітив вживається без частки **to** після виразів *had better, would sooner, would rather* **краще б**:

You had better go back to your sisters.

Значення і вживання форм інфінітива

Інфінітив у формі **Indefinite** вживається:

1. Якщо дія, яку він виражає, одночасна з дією, вираженою дієсловом-присудком речення:

I am glad to see you.
I saw her giving her presentation.

2. З дієсловами, що виражають намір, надію, бажання та ін. Indefinite Infinitive означає дію, майбутню по відношенню до дії, вираженої дієсловом-присудком:

I intend to do that on Sunday.
I hope to see you soon.

3. З модальними дієсловами Indefinite Infinitive часто виражає майбутню дію:

You should read this book.

Continuous Infinitive виражає тривалу дію, що відбувається одночасно з дією, вираженою дієсловом-присудком:

The weather seems to be improving.

Perfect Infinitive виражає дію, що передує дії, вираженій дієсловом-присудком:

I was pleased to have finished this work.

З модальними дієсловами *should, ought, could, might* у стверджувальній формі, а також після **was/were** в модальному значенні Perfect Infinitive показує, що дія не відбулася:

He must have forgotten about it.
He should have written to them.

Таке саме значення має Perfect Infinitive після минулого часу дієслів *to expect сподіватися, чекати; to hope надіятися; to intend мати намір* та ін.:

I hoped to have met him there.

Perfect Continuous Infinitive виражає тривалу дію, що відбувалася протягом певного часу перед дією, вираженою дієсловом-присудком:

They are said to have been conducting negotiations for a long time.

Інфінітив вживається в **активному стані**, якщо іменник або займенник, до якого він відноситься, означає суб'єкт дії, вираженої інфінітивом:

I want to inform him of her arrival.

Інфінітив вживається в **пасивному стані**, якщо іменник або займенник, до якого він відноситься, означає об'єкт дії, вираженої інфінітивом:

He would like to be invited to the party.

Функції інфінітива:

– Інфінітив чи інфінітивна група може вживатися в реченні в ролі підмета:

To read much is to know much.

Підмет, виражений інфінітивною групою, часто ставиться після присудка речення; у цьому разі перед присудком вживається ввідне **it** (або формальний підмет).

It was difficult to refuse his request.

– Інфінітив вживається в ролі предикатива (іменної частини складеного присудка):

Our plan is to complete this report.

– Інфінітив вживається в ролі частини дієслівного складеного присудка:

а) з модальними дієсловами:

He must be here.

б) з дієсловами, що мають модальне значення (тобто вживаються у сполученні з інфінітивом іншого дієслова): *to want **хотіти**; to wish **бажати**; to intend **мати намір**; to try **намагатися**; to expect, to hope **сподіватися, надіятися*** та ін..

We expect to come in time.

в) з дієсловами, що означають початок або продовження дії: **to begin, to start *починати* (ся); to continue *продовжувати* (ся)** та ін.:

I intend to invite them.

– Інфінітив вживається в ролі додатка до дієслів та прикметників:

I decided to read much.

– Інфінітив вживається в ролі означення:

I was the first to solve this problem.

Інфінітив у функції означення часто має модальне значення, виражаючи можливість або повинність; у таких випадках інфінітив перекладається українською мовою підрядним означальним реченням. Інфінітив у функції означення може вказувати на призначення предмета, вираженого іменником або займенником, до якого відноситься інфінітив.

Інфінітив-означення після слів *the first, the second, the last* перекладається українською мовою особовою (предикативною) формою дієслова:

He was the first to come.

– Інфінітив вживається у функції обставини мети:

I have written to IBM to get their latest price list.

– Інфінітив вживається в ролі обставини наслідку:

I don't know him well enough to ask him for help.

– Перед інфінітивом у ролі підмета, іменної частини присудка, додатка й означення можуть вживатися займенники *what, whom, whose, which*, прислівники *where, when, how, why* і сполучники *whether* та *if*. Так інфінітивні групи вживаються найчастіше у функції додатка:

I am not sure what to do.

Список дієслів, після яких вживається інфінітив

1.	afford	I can't afford to buy it.
2.	agree	They agreed to help us.
3.	appear	He 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 in the fall.
14.	fail	She failed to return the book to the library on 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 learned to play the piano.
19.	manage	She managed to finish her work early.
20.	mean	I didn't mean to hurt you 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 remember to look 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.

Список дієслів, після яких вживається додаток + інфінітив

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 your help.
8.	dare	He dared me to do better than he had done.
9.	encourage	He encouraged me to try again.

10.	expert	I expert you to be on 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 Johnson's 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 on time.
22.	teach	My brother taught me to swim .
23.	tell	The doctor told me 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.

PRACTICE

Exercise 1

Open the brackets using the correct form of the infinitive:

- 1) It was foolish not _____ (to call) a doctor, but I did not.
- 2) I'm deeply sorry _____ (to involve) you in this.
- 3) Well, there's nothing more _____ (to see) here.
- 4) He promised _____ (to come) and _____ (to see) them before he left.
- 5) He had to say, 'I'm sorry _____ (to cause) you such distress'.
- 6) I don't know where Ami is. She seems _____ (to disappear) completely from view.
- 7) He seemed _____ (to take aback).
- 8) The Crimea is known _____ (to visit) by numerous hikers every summer.
- 9) Amy is unlikely _____ (to speak) to about this again.
- 10) The situation appears _____ (to change) a lot since last week.
- 11) He happened _____ (to have) no money with him.

Exercise 2

Choose the necessary form of the Infinitive.

1. I hate _____ (to bother/to be bothered) you, but the students are still waiting _____(to give/to be given) books for their work.

2. He seized every opportunity _____ (to appear/to have appeared) in public: he was so anxious _____ (to talk/to have talked/to be talked) about.
3. Is there anything else _____ (to tell/to have told/to be told) her? I believe she deserves _____ (to know/to be known/to be knowing) the state of her business.
4. He began writing books not because he wanted _____ (to earn/to have earned/to be earned) a living. He wanted _____ (to read/to be reading/to be read) and not _____ (to forget/to be forgotten/to have forgotten).
5. I consider myself lucky _____ (to have been/to be) to that famous exhibition and _____ (to see/to be seeing/to have seen) so many wonderful machines.
6. He seems _____ (to know/to be knowing/to have been knowing) French very well: he is said _____ (to spend/to be spending/to have spent) his youth in Paris.
7. The woman pretended _____ (to read/to have read/to be reading) and _____ (not to hear/not to have heard/not to be hearing) the bell.
8. You seem _____ (to look/to have looked/to be looking/to have been looking) for trouble.
9. It seemed _____ (to snow/to have snowed/to have been snowing/to have been snowed) heavily since early morning: the ground was covered with a deep layer of snow.
10. They seemed _____ (to quarrel/to be quarreled/to be quarrelling): I could hear angry voices from behind the door.
11. They are supposed _____ (to work/to be working/to have been worked/to have been working) at the problem for the last two months.

6.2 ДІЄПРИКМЕТНИК (THE PARTICIPLE)

Дієприкметник – це неособова форма дієслова, що має властивості дієслова, прикметника і прислівника. В англійській мові є два дієприкметнику – дієприкметник теперішнього часу (Present Participle або Participle I) і дієприкметник минулого часу (Past Participle або Participle II).

Present Participle утворюється за допомогою закінчення – *ing*, яке додається до інфінітива дієслова без частки *to*.

Якщо інфінітив закінчується одним приголосним, якому передую короткий наголошений голосний звук, то перед закінченням –*ing* кінцевий приголосний подвоюється:

to sit сидіти – *sitting*

to begin починати – *beginning*

Кінцева буква **g** подвоюється, якщо останній склад наголошений і не містить дифтонга:

to prefer віддавати перевагу – *preferring*

Кінцева буква **l** подвоюється, якщо їй передую короткий голосний звук (наголошений чи ненаголошений):

to compel примушувати – *compelling*

У дієсловах *to lie* лежати; *breach* брехати; *to tie* зав'язувати; *to die* умирати буквосполучення –*ie* перед закінченням –*ing* змінюється на- **y** :

to lie – *lying*; *to tie* – *tying*; *to die* – *dying*.

Present Participle (Participle I) відповідає українському дієприкметнику активного стану теперішнього часу та дієприслівнику недоконаного виду:

resting – відпочиваючий, відпочиваючи

Past Participle (Participle II) правильних дієслів утворюється за допомогою закінчення - *ed*, що додається до інфінітива без частки *to*, тобто так само, як і стверджувальна форма Past Indefinite цих дієслів:

to ask – *asked*

Past Participle неправильних дієслів утворюється по-різному, і ці форми треба запам'ятати. Past Participle перехідних дієслів відповідає українському пасивному дієприкметнику минулого часу:

dressed -одягнутий

made - зроблений

Past Participle деяких неперехідних дієслів відповідає українському дієприкметнику активного стану минулого часу:

to fade – в'янути

faded – зів'ялий

В англійській мові дієприкметники мають форми теперішнього часу (Present Participle), минулого часу (Past Participle) і перфектну (Perfect Participle), а також форми пасивного і активного стану.

Форма дієприкметника	Перехідні дієслова		Неперехідні дієслова
	Active Voice	Passive Voice	Active Voice
Present Participle	asking	being asked	going
Past Participle		asked	gone
Perfect Participle	having asked	having been asked	having gone

Функції дієприкметника в реченні

Present Participle Active вживається у функції означення. При цьому одиничний дієприкметник ставиться перед означуванним іменником, а дієприкметник із залежними від нього словами – після означуваного іменника:

*Running water is pure.
The woman sitting in the corner is my wife.*

Present Participle Active вживається також у функції обставин (часу, причини, способу дії):

Walking along the street she met her friend.

У ролі обставини Present Participle може вживатися із сполучником:

When speaking he didn't think of anything.

Present Participle Passive здебільшого вживається у функції обставин, іноді у функції означення:

*The large building being built in our street is a new school
Being packed well, the good arrived in good condition.*

Present Participle Active і Passive вживається лише у функції обставин:

*Having collected all the material, he was able to write the report.
Having been sent to the wrong address the letter didn't reach him.*

Past Participle у реченні найчастіше буває означенням. У цій функції Past Participle ставиться звичайно перед означуваним іменником. Past Participle із залежними від нього словами (participle phrase) в англійській мові завжди ставиться після означуваного іменника. Проте Past Participle у сполученні з прислівником способу дії звичайно ставиться перед означуваним іменником:

The books taken from the library must be returned next week.

A written letter lay on the table.

Past Participle вживається також у ролі обставин (часу, причини, мети, способу дії і порівняння) із сполучниками *when коли; if якщо, якби; as if, as though наче, ніби; though хоч*:

When given time to think, he always answered well.

Past Participle вживається в реченні у функції предикатива:

When I came to the house, the door was locked.

PRACTICE

V + -ed vs V + -ing

Past Participle (V+ -ed)	Present Participle(V+ing)
describe the thing or person that has an effect on us	describe our feelings about something or someone

*Paul is an **interesting** person.* (What kind of person? *Interesting*.)

*Mary is **interested** in English literature.* (How does she feel about English literature? *Interested*)

*The journey is really **fascinating**.* (=it fascinates me)

*I felt **bored** at the party.* (=I found the party boring)

Exercise 1

Underline the correct item:

- 1 He was very *surprised* / *surprising* by her sudden change of attitude.
- 2 The adventure was *exciting* / *excited*.
- 3 Her experience was *terrified* / *terrifying*.
- 4 The police were *puzzled* / *puzzling*.
- 5 What an *amazing* / *amazed* person he is!
- 6 She felt *relaxed* / *relaxing* in the hot sun.
- 7 He was *disturbed* / *disturbing* by the threatened / threatening phone calls.
- 8 He found the history lesson extremely *bored* / *boring*.
- 9 The audience were *thrilled* / *thrilling* with the magician's tricks.

Exercise 2

Fill in the correct participle formed from the verb in brackets:

- You must be very _____ (excite). Paris is a _____ (fascinate) city. There are so many _____ (interest) things to do. You won't be _____ (bore).
- Well, I'm a bit _____ (worry) because I can't speak French very well.
- You should buy a phrase book and then you won't be _____ (embarrass) if someone speaks to you. They won't be _____ (annoy) if you make a mistake, and most people will be _____ (please) if you ask for something in French.
- I'm sure they'll find my accent very _____ (amuse).
- Don't be silly. I'm sure you'll have a very _____ (stimulate) holiday.

Exercise 3

Choose the correct alternative:

- 1) – Did you see that documentary about political corruption last night? It was a really *interested/interesting* programme
– I was quite *shocked/shocking*.
- 2) The prime Minister said he was very *pleased/pleasing* with the country's economic progress, although there are some *worried/worrying* signs that there may be difficult times ahead.
- 3) There was a very *excited/exciting* basketball game on TV last night, but I was a bit *surprised/surprising* that my team lost.
- 4) I know that people are always *fascinated/fascinating* by celebrities' private lives, but I do think some of the personal questions they ask on chat shows can be a bit *embarrassed/embarrassing*.
- 5) The instruction for this DVD player are so *confused/confusing*, it's so *frustrated/frustrating* trying to follow them.
- 6) I was a bit *annoyed/annoying* that I forgot to record that Julia Roberts film last night, although the review in the paper said it was very *disappointed/disappointing*.
- 7) I was really *frightened/frightening* by that ghost story you told us last weekend.

Exercise 4

HAVE sth DONE; GET sth DONE

Choose the best ending to the sentences from the box below:

1. The film in my camera is finished. I need to get it _____.
a cut b serviced c tested d developed
2. I'll contact my office in Chicago straight away and have the contract _____ through to you.
a faxed b done c trimmed d repaired
3. I'm having my offices _____ by a famous architect.
a printed b taken c designed d tested
4. I don't think my eyes are as good as they used to be. I need to have them _____.
a cleaned b serviced c tested d printed
5. I think we can agree on that wording. If you wait a few moments, I'll have the new version _____ up.
a typed b rebuilt c trimmed d manicured
6. Don't worry, Mr. Jones. I'll have a replacement printer _____ to you immediately.
a faxed b typed c sent d trimmed
7. I need some photocopies. Do you know where I can get that _____ around here?
a made b repaired c done d developed
8. I need a new suit but I don't like 'off the peg' suits. I'm going to go to a tailor and have one _____.
a made b cleaned c serviced d tested
9. I'm going to the photographer to have my photo _____ for the company newsletter.
a. typed b. rebuilt c. checked d. taken
10. My car is making strange noises. I need to have it _____.
a cut b cleaned c serviced d taken
11. The sole has come off my shoe. I need to get it _____.
a made b repaired c serviced d tested
12. Is there a dry cleaning service in this hotel? I need to get my suit _____.
a cleaned b tested c printed d cut

6. 3. ГЕРУНДІЙ (THE GERUND)

Герундій – це неособова форма дієслова із закінченням - *ing*, що має властивості дієслова й іменника.

Як і інфінітив, герундій називає дію: *writing* написання, *swimming* плавання.

В українській мові немає форми, яка відповідала б герундію. Слова *написання, плавання* – іменники, що утворились від дієслів, але не мають граматичних ознак дієслів.

Герундій має такі дієслівні властивості:

- а) герундій перехідних дієслів вживається з прямим додатком;
- б) герундій має неозначену й перфектну форми, вживається в активному і пасивному стані. За формою герундій збігається з відповідними формами Present Participle.

I enjoy listening to music.

Герундій у реченні виконує такі властиві іменнику синтаксичні функції:

- а) підмета:

Marketing requires careful planning.

- б) предикатива:

Combining two financial groups successfully is always a difficult task.

- в) додатка (прямого і прийменникового):

The Minister admitted taking a bribe.

I 'd be very interested in hearing your suggestions.

- г) означення:

After his illness he had no chance of passing the examination.

- д) перед герундієм, як і перед іменником, може вживатися присвійний займенник або іменник у присвійному відмінку:

We objected to the buyer's paying only part of the invoice amount.

- е) обставини (часу, способу дії та ін.):

*Wal Mart became successful by selling high volumes at low prices.
Before starting work at UBS, I worked at Credit Bank in Boston.*

Українською мовою герундій перекладається:

а) неозначеною формою дієслова (інфінітивом):

She enjoys playing tennis.

Їй подобається грати в теніс.

б) іменником:

Developing a high technology product requires a great deal of investment.

Розробка високотехнологічного продукту потребує великого інвестування.

в) дієприкметником:

We were able to develop a new product by using new technologies.

Нам вдалося створити новий продукт, використовуючи нові технології.

г) предикативною формою дієслова (присудком) підрядного речення:

They insisted on the goods being shipped at once.

Вони наполягали, щоб товари були відвантажені негайно.

Список дієслів, після яких вживається герундій

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 with you.
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 a movie.
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. practice	The athlete practiced throwing the ball.
22. quit	He quit 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. risk	She risk losing all of her money.
30. resist	I couldn't resist eating the dessert.
31. stop	She stopped going to classes when she got sick.
32. suggest	She suggested going to a movie.
33. tolerate	She won't tolerate cheating during an examination.
34. understand	I don't understand his leaving school.

PRACTICE

Exercise 1

Underline the correct words.

1. We can't afford *to miss/missing* this opportunity.
2. Do you fancy *to go/going* for a drink after work?
3. Are you waiting *to use/using* the phone?
4. It's not worth *to spend/spending* any more time on this.
5. We decided *to close down/closing down* the factory in Belgium.
6. You promised *to deliver/delivering* by April, and it's now May.
7. I considered *to call/calling* him, but I decided it was better to write.
8. If we don't decide soon, we risk *to lose/losing* the whole contract.
9. She agreed *to prepare/preparing* some figures before the next meeting.
10. I'm sorry, there seems *to be/being* a misunderstanding here.
11. Is Mr Messier busy? OK, I don't mind *to wait/waiting* for a few minutes.
12. He refused *to sign/signing* the contract until he'd spoken to his boss.
13. May I suggest *to postpone/postponing* the meeting until next week?

Exercise 2

Complete these sentences with the verbs from the list below. Choose either the *-ing* form or *to + infinitive*.

<i>give</i>	<i>write</i>	<i>fly</i>	<i>receive</i>	<i>make</i>	<i>recognise</i>	<i>advertise</i>
		<i>help</i>	<i>think</i>	<i>speak</i>		

1. They agreed to give us thirty more days to pay the invoice.
2. He pretended _____ me, but I don't think he knew who I was.
3. There's no point _____ this brand on TV, it would cost too much.
4. We're expecting _____ some more stock early next week.
5. I'll join you later. I need to finish _____ this report.
6. I learnt _____ Portuguese when I worked in Brazil.
1. I work in public relations. My job involves _____ contact with the media.
2. I can't help _____ that something is going to go wrong.
3. I can't afford _____ business class all the time.
4. I can't promise _____ you with this problem, but I'll do my best.

Exercise 3

Complete the following sentences with verbs from the list below. Include an object in every case.

advise remind persuade expect help encourage force

1. I'm sorry I missed work yesterday. The doctor advised me to stay in bed.
2. I tried to _____ come with us tonight, but he said he was busy.
3. Could you _____ call Head Office later? I might forget.
4. If you employ a secretary, it will _____ deal with all the paperwork.
5. She hasn't called yet, but I _____ contact me some time today.
6. I didn't feel very confident, but she _____ apply for the job.
7. The fall in demand has _____ make some of our best workers redundant.

Infinitive vs Gerund

There are verbs taking only Infinitive:

*e.g. They **promised to discuss** more quietly. They **promised not to make** so much noise.*

There are verbs taking only Gerund:

*e.g. My hands are full – **Would you mind opening** the door for me, please?*

There are verbs taking Infinitive or Gerund without a change in meaning.

*e.g. She **began dancing** = She **began to dance**.*

*They don't **allow us to smoke** here. They don't **allow smoking** here.*

There are verbs taking Infinitive or Gerund with a change in meaning.

*e.g. **Remember to go** to the bank. You've got to **pay the bills**.*

***I don't remember seeing** this film before.*

***I regret leaving** school at the age of 16.*

*We **regret to tell** you that you have failed the test.*

Exercise 4

Fill in the blanks using either a Gerund or an Infinitive form.

1. I don't want to drive a car. I'm afraid of _____ (have) an accident.
2. She forgot _____ (invite) her best friend to the party.
3. I'll never forget _____ (see) the ocean for the first time.
4. On the way home he stopped _____ (buy) some chocolate.
5. The baby didn't stop _____ (cry) all night.
6. These windows are dirty. They need _____ (wash).
7. I'm sorry _____ (tell) you your car has been stolen.
8. –Are you looking forward to (go /going) on holiday?
9. –Yes, I'm busy (to plan /planning) my week.
10. –I suggest (to visit / visiting) the museums and art galleries. They are (fascinating /fascinated).
11. –That's a good idea. Actually, I wanted (to ask / asking) you what the town is like before I decide what to do.
12. I regret (to spend / spending) so much money last week.
13. Keep (talk)____. I'm listening to you.
14. You shouldn't put off (pay)____ your bills.
15. Fred suggested (go) ____ (ski) in the mountains this weekend. How does that sound to you?
16. Could you please stop (whistle) ____? I'm trying (concentrate)____ on my work.
17. Go and ask her! She got used to (sign)_____ autographs – she does it all the time.
18. She used to (be) _____ very thin when she was younger.
She finally decided (quit)_____ her present job and (look for) another one.

Exercise 5

Underline the correct words.

1. *I'm sorry I forgot to call/calling you, but I was really busy.*
2. *I stopped in Paris for a few days to meet/meeting Henri.*
3. *We've stopped to meet/meeting so often. It was a waste of time.*
4. *Learning a language means to be/being interested in the culture as well.*
5. *I meant to make/making some more photocopies, but I didn't have time.*
6. *Please remember to speak/speaking to Josie when you see her.*
7. *I don't remember to say/saying anything like that.*
8. *I tried to open/opening the window, but it was too high to reach.*
9. *I tried to open/opening the window, but it was still too hot in the room.*
10. *I'll never forget to give/giving my first presentation to the Board.*
11. *Don't forget to look at/looking at the audience when you speak.*
12. *We regret to announce/announcing the death of our founder, Mr Lee. I regret to quit/quitting my MBA course.*
13. *The new product is doing really well. I think we should go on to sell/selling it for another six months at least.*
14. *First I'll say a little about the history of the company, then I'll go on to describe/describing our new range of products.*

PROGRESS TEST 7

Task 1

Underline the correct word.

1. *I really can't afford to eat/eating in such an expensive restaurant.*
2. *Do you mind to come/coming back in half an hour?*
3. *Do you want to come/coming back in half an hour?*
4. *Kate denied to give/giving the office keys to anyone else.*
5. *He admitted to make/making a serious mistake.*
6. *Remind/Remember me to call Sylvia this afternoon.*
7. *We have been trying to enter/entering the Chinese market for six years.*
8. *I hope to be/being at the next meeting, but I'm not sure if I can make it.*
9. *I expect to be/being at the next meeting. I think I can make it.*
10. *If she isn't in the office when you call, keen to try/trying.*
11. *I considered every possible option. I even imagined to resign/resigning.*
12. *I refuse to believe/believing that we can't do it. We have to try harder.*
13. *I admit to be/being a little careless last time, but I won't do it again.*
14. *I can't stand people to interrupt/interrupting all the time. It's so rude.*
15. *Where do you fancy to go/going for lunch today?*
16. *I've arranged to meet/meeting them at their hotel.*
17. *We guarantee to deliver/delivering the goods by the end of June.*
18. *Imagine to win/winning the lottery!*
19. *The manager refused to see/seeing me.*
20. *I realised I had forgotten to pack/packing any spare batteries.*
21. *If I miss my connection, it means to arrive/arriving in Bonn after midnight.*
22. *I tried to lift/lifting it, but it was too heavy.*
23. *I enjoy to get away/getting away to the coast at the weekend.*
24. *I'd love to get away/getting away to the coast this weekend.*
25. *I tried to persuade him, but he refused to listen/ listening to me.*
26. *I really enjoyed to visit/visiting your factory. Thank you very much.*
27. *They decided to order/ordering 1,000 units.*
28. *He offered to meet/meeting me at the airport.*

Task 2

Complete this letter by putting the verbs in brackets into correct form, -ing or to + infinitive.

Dear Sir

I am writing to complain about the poor service that I received when I was in your store last week. Recently you decided (1) to remove (remove) listening facilities in your stores, and your sales staff encouraged customers

(2) _____ (take) home their choice of CDs without (3) _____
(hear) them first. You invited us (4) _____ (return) any CDs that we
did not like, as long as we kept the receipt as proof of purchase. In my
opinion this was an excellent policy as it allowed customers (5) _____
(risk) (6) _____ (buy) things that were a little different.

A consequence of your policy is that customers will buy more CDs, and
this means (7) _____ (return) more that they don't like. In fact last
week I brought back eight CDs, from the fourteen I had bought on the
previous visit. Your salesman refused (8) _____ (accept) such a
large number, and accused me of (9) _____ (take) the CDs home just
(10) _____ (copy) them. I strongly objected to (11) _____

(be) treated like this as I had remembered (12) _____ (bring) the
receipts with me and my actions were within the terms of your guarantee.

I can't help (13) _____ (think) that you will lose a lot of business if
your staff go on (14) _____ (behave) in this way, and I advise
you (15) _____ (train) your staff (16) _____ (deal) with
customers in a more polite manner.

Yours sincerely

Ian Carr

7. МОДАЛЬНІ ДІЄСЛОВА (MODAL VERBS)

В англійській мові є група дієслів (*can, may, must, ought, shall, should, will, would, need, dare*), які називаються модальними. Ці дієслова не мають усіх основних форм, властивих іншим дієсловам, і тому вони ще називаються недостатніми (Defective Verbs).

Модальні дієслова не вживаються самотійно, а лише в сполученні з інфінітивом іншого дієслова:

I can help you.

He must go there.

Модальні дієслова не виражають дії або стану, а лише можливість, необхідність, бажаність, імовірність, сумнів, дозвіл, заборону, здатність виконання дії, позначеної інфінітивом. У модальному значенні вживаються також дієслова *to have* і *to be*.

Модальні дієслова мають ряд особливостей:

1. Модальні дієслова не мають форм інфінітива, дієприкметника і герундія, а тому не мають складних часових форм – майбутнього часу, тривалих і перфектних часів.
2. Після модальних дієслів інфінітив вживається без частки *to*. Виняток становлять дієслова *to be* і *to have* у модальному значенні та дієслово *ought*, після яких інфінітив вживається з часткою *to*, а також дієслова *need* і *dare*, після яких інфінітив може вживатися з часткою *to* і без неї.
3. У третій особі однини теперішнього часу модальні дієслова не мають закінчення – (e)s:
*He **may** come tomorrow.*
4. Питальна й заперечна форми теперішнього і минулого часу модальних дієслів утворюються без допоміжного дієслова *to do*.

У питальній формі модальні дієслова ставляться перед підметом:

***May** I come in?*

Можна увійти?

У заперечній формі після модальних дієслів вживається заперечна частка **not**:

*You **should not** do it.*

Вам не варто цього робити.

Can у теперішньому часі пишеться разом з часткою **not**:

*He **cannot** dance.*

Він не вміє танцювати.

Auxiliary	Uses	Present/Future	Past
<i>may</i>	(1) polite request	<i>May I borrow</i> your pen?	
	(2) formal permission	You <i>may leave</i> the room.	
	(3) less than 50% certainty	Where's John? He <i>may be</i> at the library.	He <i>may have been</i> at the library.
<i>might</i>	(1) less than 50% certainty	Where's John? He <i>might be</i> at the library.	He <i>might have been</i> at the library.
	(2) polite request (<i>rare</i>)	<i>Might I borrow</i> your pen?	
<i>should</i>	(1) advisability	You <i>should</i> keep an account of all your expenses.	You <i>shouldn't</i> have sold those shares.
	(2) 90% certainty	She <i>should do</i> well on the test. (<i>future only, not present</i>)	She <i>should have done</i> well on the test.
<i>ought to</i>	(1) advisability	When you go to the conference next week, you <i>ought to</i> give Mr. Franks a ring.	I <i>ought to have studied</i> last night.
	(2) 90% certainty	When you went to the conference last week, you <i>ought to</i> have given Mr. Franks a ring.	She <i>ought to have done</i> well on the test.
<i>had better</i>	(1) advisability with threat of bad result	You <i>had better be</i> on time or we will leave without you.	(<i>past form uncommon</i>)
<i>be supposed to</i>	(1) expectation	Class <i>is supposed to begin</i> at 10.	Class <i>was supposed to begin</i> at 10.
<i>be to</i>	(1) strong expectation	You <i>are to be</i> here at 9:00.	You <i>were to be</i> here at 9:00.
<i>must</i>	(1) strong necessity	I <i>must go</i> to class today.	I <i>had to go</i> to class yesterday.

	(2) prohibition (negative)	You must not open the door.	
	(3) 95% certainty	Mary isn't in class. She must be sick. (present only)	Mary must have been sick yesterday.
have to	(1) necessity	I have 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.
have got to	(1) necessity	I have got to go to class today.	I had to go to class yesterday.
will	(1) 100% certainty	He will be here at 6:00 (future only)	
	(2) willingness	The phone's ringing. I'll get it.	
	(3) polite request	Will you please pass the salt?	
be going to	(1) 100% certainty	He is going to be here at 6:00. (future only)	
	(2) definite plan	I'm going to paint my bedroom. (future only)	I was going to paint my room, but I didn't have time.
can	(1) ability/possibility	I can speak fluent German.	After a few month on the training course, I could speak Japanese quite well.
	(2) informal permission	You can use my car tomorrow.	
	(3) informal polite request	Can I borrow your pen?	
	(4) impossibility (negative only)	That can't be true!	That can't have been true.
could	(1) past ability		Even after two month, I couldn't speak Japanese at all.

	(2) polite request	Could you give me hand with this machine?	
	(3) suggestion	We could lose all our stock.	We could have lost all our stock.
	(4) less than 50% certainty	Where's John? He could be at home.	He could have been at home.
	(5) impossibility (negative only)	That couldn't be true!	That couldn't have been true!
<i>be able to</i>	(1) ability	I'd be able to help you, but I don't have the authority.	She phoned the airline and was able to get me on the flight.
<i>would</i>	(1) polite request	Would you please pass the salt? Would you <i>mind</i> if I left early?	
	(2) preference	I would rather go to the park than <i>stay</i> home	I would rather have gone to the park.
	(3) repeated action in the past		When I was a child, I would visit my grandparents every weekend
<i>used to</i>	(1) repeated action in the past		I used to visit my grandparents every weekend
<i>shall</i>	(1) polite question to make a suggestion	Shall I <i>give</i> you a hand?	
	(2) future with "I" or "we" as subject	I shall arrive at nine. (will = <i>more common</i>)	

PRACTICE

Exercise 1

Underline the correct words.

1. Do you can/Can you come to the meeting next week?
2. I can come/I can to come to the meeting next week.
3. I won't can't/be able to come to the meeting next week.
4. Sorry that I didn't could/ couldn't come to the meeting last week.
5. Sorry that I wasn't able to/I wasn't able come to the meeting last week.
6. Do you will/Will you show me how to log on to the network?
7. What we can do/can we do?
8. I hope to can/to be able to fly directly to Dusseldorf.
9. I must speak/I must to speak with Mr Reiner as soon as possible.
10. I managed to/I could speak to Mr Reiner yesterday.
11. The hotel was OK, but I managed to/I could hear a lot of noise from the street.
12. I managed to/I could take a boat trip on Lake Lemman when I was in Geneva.

Exercise 2

Complete the sentences with **can, can't, could, couldn't** or **be able to**.

1. I'm afraid I can't help you at the moment.
2. I don't think I'll be able to come to the meeting.
3. The negotiations broke down because we couldn't agree on the price.
4. I could see you were having problems, so I didn't interrupt.
5. If you can make a firm order today, we should be able to ship by Friday.
6. I find Portuguese very difficult. I can't understand it, but I can speak it.
7. Sorry, I can't see you next week, but I might be able to make the week after.
8. A: Will you be able to go to the training seminar?
B: No, I can't. I'm very busy.
9. I'm sorry I couldn't come to your talk yesterday. I had to sort out a problem.
10. I could ski really well when I was in my twenties, but now I'm out of practice.

Exercise 3

Complete the sentences with must or have to. Both are possible each time, but one is more natural in a spoken context.

1. I _____ remember to email Steve and thank him for all his help.
2. Sorry, I _____ go now, the meeting begins in five minutes.
3. You _____ your tax form by 31 January.
4. You _____ try to be more diplomatic when you're speaking to Tim.
5. I _____ go the dentist next Friday morning, so I'll be a little late.
6. I really _____ go the dentist. I've had this awful pain for two days.

Exercise 4.

A businessperson is describing his trip to Lagos. Complete the text with had to, didn't have to, couldn't, should have or shouldn't have. Each phrase is used twice.

'I (1) should have travelled on the 10 am flight, but when I got to the airport they told me that the flight was overbooked and I (2) _____ catch a later flight. Then at the check-in desk they told me that I (3) _____ take both my bags as hand luggage, so I (4) _____ let one of them go in the hold, which was very annoying as I had my diary in it, and it delayed me by nearly an hour at baggage reclaim at the other end. When I got on the plane I wanted to use my laptop, but of course I (5) _____ until after take off. The flight attendant told me to turn it off and said that I (6) _____ known not to use it. To be honest I'd just forgotten, and he (7) _____ been so rude. Er, it was quite late when I finally left Lagos airport, so it was lucky I (8) _____ go to any meeting that afternoon. And, looking back at what happened, I (9) _____ travelled with that airline – they have a lot of problems with overbooking. And my company was paying for the flight so I (10) _____ choose the cheapest option.'

Exercise 5.

Underline the correct words.

1. Look at those clouds. I think it can/might/must rain.

2. That's impossible. It can't be/mustn't be/may not true.
3. Well done! You may be/must be/might be very pleased.
4. Next Thursday is a possibility. I might be/can't be/must be free in the afternoon.
5. I'm not sure. I must not be/may not be/won't be able to get there in time.
6. That can't be/mustn't be/may not be David. He's away at a conference.
7. Lisa isn't at her office. She can be/must be/mustn't be on her way here.
8. Lisa hasn't arrived yet. She should be/can be/can't be here soon.
9. There's someone in reception. It can be/could be/mustn't be the engineer.
10. Sorry, I can't/may not/might come to your presentation. I'm busy that afternoon.
11. I'm not sure where Sue is. She could be/must be/can be at lunch.
12. I've looked everywhere for Sue. She could be/must be/can be at lunch.

Exercise 6.

Underline the correct words.

1. I'm very busy. Would you mind to give/giving me a hand?
2. Would you/Should you help me carry these boxes, please?
3. Do you like/Would you like some more soup?
4. May I/Would I ask you a personal question?
5. How about we talk/talking to another supplier?
6. Are you having problems? Will I/Shall I help you?
7. Are you having problems? Let me/I shall help you.
8. Would I/Could I borrow your copy of the FT?
9. I think you should/you can spend less time playing golf.
10. Excuse me, could you/may may you tell me which street this is?
11. Do you think could I/I could open the window?
12. Do you mind if I open/opened the window?
13. Would you mind if I open/opened the window?
14. Would you sign/Please to sign your name here?

Функції модальних дієслів Functions of modal verbs

obligation	<i>You must stop when the traffic light is red.</i>
necessity	<i>I must sign the contract.</i>
certainty	<i>He can't have stayed late at the office.</i>
ability	<i>I can't ski now but I could ski when I was young.</i>

possibility	<i>He could/may/might finish his work by 5.00 p.m.</i>
lack of necessity	<i>He needn't have got a taxi. I didn't have to buy it.</i>
offers	<i>Shall/can I get you anything from the supermarket?</i>
suggestions	<i>- What shall we do tonight? - We can/could go to the cinema</i>
requests	<i>Could/would you help me with this exercise?</i>
logical assumptions	<i>He must have been on holiday. It's 6 a.m. The 5.30. plane should have left by now.</i>
permission	<i>Could/can/may/might I open the window, please?</i>
prohibition	<i>You mustn't be late for work tomorrow morning.</i>
advice	<i>You ought to/should revise for your test.</i>
criticism	<i>He ought to/should have told her the truth.</i>

'must' vs 'can't'

Must = almost certain <u>positive</u> logical assumptions	can't = highly unlikely <u>negative</u> logical assumptions
<i>She must be French. They must be working together now. He must have won the first prize. You must have been planning the project. The lock must have been changed.</i>	<i>You can't live here. She can't be looking for a new job. He can't have arrived yet. They can't have been fixing the photocopier for so long. Linda can't have been invited</i>

Exercise 7

Make deductions about the following past situations:

e.g. – He was busy when he set the deadline. (time to plan things properly)

– He can't have had time to plan things properly.

1. The team didn't meet the deadline. (not enough time)
2. The instructions weren't clear. (the team/confused)
3. The team had to work overtime every day last week. (not happy)
4. All the other teams were waiting for the results of our work. (they/frustrated)

needn't have + Past Participle* vs *didn't need to

needn't have + past participle it was not necessary to do sth, <u>but it was done</u> (an action happened in the past, though it was not necessary)	didn't need to + V it was not necessary to do sth. (an action did not happen in the past because we knew it was not necessary)
<i>She needn't have bought so many oranges, but she did.</i> <i>You needn't have made reservations at the restaurant.</i>	<i>We didn't need to turn on the light. It wasn't dark.</i> <i>We got some large orders so we didn't need to make anyone redundant.</i>

Exercise 8

Rephrase using *must*, *may*, *can't*:

1. Probably that light in the distance is the petrol station. I don't believe that we have lost our way.
2. I don't believe you have lost your passport, probably you have put it into another bag, or perhaps, you left it in the office.
3. She is a highly respected specialist in this field. I'm sure she has been doing research on M&A for at least 15 years.
4. I don't believe they will ever give up such a brilliant idea.
5. It's almost certain that you are exhausted: you've been working for hours without a break.
6. Perhaps he attended this seminar when he was in London last year.
7. He has probably worked very hard on this project to meet the deadline.
8. I'm sure it is pleasant to spend summer in such a picturesque place.
9. I feel sure they are preparing a surprise for us.
10. It's impossible that she was aware of what she was doing. She is unlikely to have been able to make such a mess.
11. It's highly unlikely that the government intends to increase taxes.
12. It's almost certain that he was influenced by local opinion.
13. You are quite likely to find him in his office.
14. The prices are unlikely to drop, though possible.

Possibility, probability, logical assumptions

When you make predictions there are different ways of showing how sure you are.

a) adverbs with *will* / *won't*

*Our team **will probably** lose on Saturday.*

*I think he'll **almost certainly** pass the exam.*

*Computers **definitely won't** be as intelligent as human beings.*

Note: these adverbs come after **will** but before **won't**.

**b) modals (must – 95% certainty,
should – 75%,
could – 50%,
may – 40%,
might – 30%)**

*The economic situation in our country **may** deteriorate.*

*It **could well** snow tomorrow. (well = I'm more sure)*

*I'd better take a map in case I **might** get lost.*

c) phrases 'is likely, is not likely, is unlikely, is sure, is certain:

*Life in future **is likely to be** very comfortable.*

*Computers **are not likely to replace** teachers.*

*The weather **is certain to be** warmer in the next century.*

Talking about the present

must/might/could/may / can't + infinitive

- *Where is Martha?*
 - *She must be on the bus.* (I'm fairly sure this is a good guess)
 - *She could come soon.* (50% possible)
 - *She may be lost.* (quite likely)
 - *She might be in the wrong room.* (possible but unlikely)
 - *She can't be at home.* (I'm fairly sure this isn't true or highly unlikely)

We use '**should(n't)**' to make an assumption about what is probably true, if everything is as we expect:

They should be there by now.

It shouldn't take long to drive here.

Speculating about the Past

may/might/could + Perfect Infinitive (perhaps smth happened in the past)	<i>John wasn't at the meeting – he may have been delayed at the airport. She looks miserable – she might have lost her job.</i>
could + Perfect Infinitive (smth was possible but didn't actually happen)	<i>Don't drive so fast! You could have killed that boy. (Luckily, you didn't)</i>
can't/couldn't + Perfect Infinitive (it's impossible that smth happened in the past)	<i>She's on holiday in Turkey – you can't have seen her this morning.</i>
must + Perfect/Perfect Continuous Infinitive (it's very probable that smth happened in the past)	<i>She couldn't have lost her way; she must have missed the train. The alarm went off, so someone must have been trying to break in.</i>

Exercise 9

Write sentences using the words in brackets.

- 1 You receive a memo saying that a company's phone number has changed. (They/must/move/new premises)
- 2 You have come for a 10 o'clock seminar. It is now 10.15 and no-one else is there. (The seminar/must/be cancelled)

- 3 It is 13.00. You ring a colleague but there is no reply. (She/might/go to lunch)
- 4 She was engaged when I rang her but I didn't know who she was talking to. (She/might/be phoning/lawyer)
- 5 The printer was repaired last week, but it has gone wrong again. (It/can't repair/properly)
- 6 It was a very bad deal. I am sure they went bankrupt. (They/must/lose/a lot of money)
- 7 He went home at 4.30, so I am sure he hasn't heard the announcement. (He/can't/hear/ the announcement)

Exercise 10

Fill in: can't, might, must or could.

I wonder where Bruce is. He (1) _____ be at work because he never works on a Sunday. He (2) _____ be at Susan's, but I doubt it because they haven't been speaking lately. I wonder if he (3) _____ be at his cottage in the country. No, he (4) _____ be because he told me they've rented it to someone else for the summer. He (5) _____ have gone bowling, but I'm almost sure he told me he'd got tired of it. I know! He (6) _____ have gone swimming, because I remember him asking me if I wanted to go with him.

Exercise 11

Open the brackets using the appropriate form of Infinitive:

1. He knows English much better than he did last year. He must _____ (practise) a lot in summer.
2. Your pronunciation is very poor. You must _____ (work) at it in summer.
3. -Where is Max? -Oh, he must _____ (read) in the library. He is getting ready for a very difficult exam.
4. You must _____ (study) English for several years already. Your language is very good.
5. Oh, look how white and clean everything is! It must _____ (snow) at night.
6. Oh, you are all in snow, you look like a snowman. It must _____ (snow).
7. Look, what huge snowdrifts there are everywhere, and the path is covered with knee-deep snow. It must _____ (snow) for several hours already.
8. You must _____ (ignore) the instructions of your coach. That's why you lost the game.

9. I should _____ (tell) her frankly what we all thought about her idea. Unfortunately it's too late.
10. We might _____ (meet) before, though I don't remember.

Obligation and permission

Talking about obligation, necessity, prohibition, lack of necessity, permission, advice

Must – shows that the obligation comes from the person speaking: *I must be at the airport by seven.*

Have to / have got to – show that the obligation comes from another person, not the speaker: *I've got to do my exams* (=the teacher says). *He has to take medicines every day for his asthma* (=doctor's prescription).

In **questions** it is more common to use *have to* than *must*: *Do I have to sign here?*

Can, be allowed to – express permission: *You can park here after 6p.m. Am I allowed to go?*

Mustn't – expresses prohibition: *members of the audience must not take photographs during the performance* (=written notice).

Can't, (be)not allowed to –we are not permitted to do: *You're not allowed to/can't take photos during the performance.* (=spoken)

Should, ought to – express advice (=it is a good idea): *You ought to be more careful. You shouldn't leave your mobile on.*

Exercise 12

Choose the correct variant:

1. You must/needn't save a file before you turn the computer off, or you will lose it.
2. I'm afraid this is a non-smoking office, so you haven't got to/can't smoke in here.
3. Employees are reminded that they mustn't/needn't use the office phone to make personal calls.
4. You needn't/mustn't send that reminder – they paid the invoice this morning.
5. This income tax form must/needn't be completed and returned to the Inland Revenue within 30 days.
6. You mustn't/don't have to come to the meeting if you have more important things to do.
7. This information is highly confidential, so you mustn't/needn't discuss it with anyone.

8. As you are from the EU, you mustn't/don't have to have a visa to go to France.
9. Drivers wishing to hire a car must/aren't allowed to be over 21 and have a full driving license.
10. University teachers have/don't have to be graduates, but they have/don't have to be qualified teachers.

Exercise 13

could vs **was/were able to**

(**could** – repeated action; **was/were able to** – single action)

Complete the sentences using either 'could' or 'managed to' (was / were able to)

1. He was a brilliant salesman and ... sell anything to anyone.
2. The secretary phoned the airline, but she ... get me on the flight.
3. The secretary phoned the airline and ... get me on the flight.
4. After a few months on the training course, I ... speak Spanish quite well.
5. We had a very successful meeting and ... make the partners agree to our proposal.
6. It was very difficult to find a suitable office, but in the end we ... rent one not far from the city center.
7. He was brought up in Tokyo, so by the time he was eleven he ... speak Japanese perfectly.
8. The machine was no longer in production, but at last they ... find a spare part from a supplier in Boston.
9. Although the meeting finished early, we ... cover the main points.
10. The walls in the office were very thin, and we ... hear people talking in the next room.

PROGRESS TEST 8

Task 1

Underline the correct words.

1. That looks like Carlos over there, but it can't/mustn't be. He's in Germany.
2. Marie isn't at her office, so she can/must be on her way here.
3. I think you need to/have necessity to get some advice from your colleagues.
4. Is your car door damaged? Someone must tried/have tried to break in.

5. *It's getting very late. I think we'd better/we would pay the bill and leave.*
6. *I might/can be able to help you, but I'm not sure.*
7. *Yes, it's a good idea, we should/must consult more closely with the unions.*
8. *It's absolutely necessary, we should/must consult more closely with the unions.*
9. *Lucy can't have/must have heard the bad news. She looks so happy.*
10. *Sorry, I must to/have to go now. I don't want to be late.*
11. *You might to/don't need to come to the meeting if you're busy.*
12. *This invoice can't/mustn't be right. It says \$550 to repair the photocopier!*

Task 2

Complete each sentence with a word or phrase from the list below.

a) have to, b) had to, c) don't have to, d) didn't have to, e) must,
f) mustn't, g) must have, h) might have, i) should, j) could

1. *We're trying a new dress code. We _____ don't have to _____ wear formal clothes on Fridays.*
2. *You _____ touch that button! The whole production line will stop!*
3. *I'm not sure, but I think I _____ made a mistake.*
4. *Before we agree, we'll _____ study the contract in more detail.*
5. *Sorry I can't stay any longer. I really _____ go now or I'll miss my train.*
6. *If you needed the goods urgently, we _____ speed up the order.*
7. *Sorry I'm late, but I _____ go to the doctor's.*
8. *It _____ been embarrassing for you to forget his name.*
9. *I think we _____ accept their offer. It's the best we'll get.*
11. *Luckily, I _____ attend the meeting yesterday, so I managed to finish all my paperwork.*

Task 3

Complete the second sentence so that it has a similar meaning as the first sentence. Use a word or phrase from the list below.

can't might should have to don't have to can't be might be
must be should be

1. *It would be a good idea to bring in a firm of consultants.
We _____ ought to _____ bring in a firm of consultants.*

2. *It's not necessary for you to leave a deposit.*
You _____ leave a deposit.
3. *I'm sure that isn't John, because he's in Paris.*
That _____ John, because he's in Paris.
4. *Ann is almost certainly with a customer.*
Ann _____ with a customer.
5. *I expect the meeting will be finished by ten.*
The meeting _____ finished by ten.
6. *It's possible that I'll be late.*
I _____ late.
7. *We are not allowed to dispose of waste in that way.*
We _____ dispose of waste in that way
8. *Perhaps I'll see you on Thursday evening.*
I _____ see you on Thursday evening.
9. *It's the rule that we check all bank references.*
We _____ check all bank references.
10. *You'd better speak to her as soon as possible.*
You _____ speak to her as soon as possible.

Task 4

Choose the correct word:

1. We've still got plenty of stock. You *must/mustn't/needn't* order any more yet.
2. I've got a very important meeting this afternoon and I *mustn't/needn't* be late.
3. Our health care products are selling really well. But we *must/ mustn't/ needn't* make sure we keep our market share.
4. Good, we all seem to agree, and *must/mustn't/needn't* discuss the matter any further.
5. We were worried we might have to cut the workforce, but we got some large orders, so we *didn't need to make/needn't have made* anyone redundant.
6. An interpreter came with us to a meeting with some Japanese clients, but we *didn't need to hire/needn't have hired* her because they all spoke excellent English.
7. The negotiation in Hamburg went very well, so we *didn't need to spend/needn't have spent* the whole week there and we came back a day early.

8. I work as a lending officer for a London bank, and I *have to/don't have to/must* discuss loans with clients and decide whether or not to authorize them.
9. I *have to/don't have to/must* do the financial analysis of the companies in question because we have a specialized team of analysts for that job.
10. You *mustn't/needn't* get travel insurance, because everyone is covered by the company scheme.

8. УМОВНІ РЕЧЕННЯ ЕМФАТИЧНІ КОНСТРУКЦІЇ ‘I WISH...’ (CONDITIONALS. WISH-CLAUSES)

Підрядні умовні речення (**adverbial clauses of condition**) найчастіше з'єднуються з головним реченням за допомогою сполучника ‘*if*’ (=якщо, якби).

If sales increase, we make more profit

Умовні речення поділяються на 3 типи:

1. речення реальної умови,
2. малоймовірної умови і
3. нереальної умови.

Умовні речення першого типу перекладаються українською мовою умовним реченням з дієсловом-присудком у дійсному способі; підрядні речення виражають реальні; здійсненні припущення. Такі умовні речення найчастіше виражають припущення, які відносяться до теперішнього або майбутнього часу. Дієслово в підрядному реченні (умови) вживається в Present Simple, а в головному реченні (наслідок) Present Simple (якщо відноситься до теперішнього часу) і Future Simple (якщо відноситься до майбутнього часу). У відповідних українських умовних реченнях майбутній час вживається як у головному, так і у підрядному реченні:

If companies outsource, they reduce costs (present)

If you increase your order, we'll give you a bigger discount (future)

Дієслово головного речення може стояти в **наказовому способі**:

If you see him, tell him about our decision.

У реченнях реальної умови, що стосуються майбутнього часу, в підрядному реченні іноді вживається дієслово *should* + інфінітив без частки, що надає припущенню меншої імовірності.

If he should come, I will ask him to wait.

Умовні речення другого типу виражають малоймовірні або неймовірні припущення, що відносяться до теперішнього або майбутнього часу і перекладаються українською мовою умовним

реченням з дієсловом в умовному стані (дієсловом у формі минулого часу із часткою *би*).

В умовних реченнях другого типу в підрядному реченні (умові) вживається форма Past Simple, а в головному – *would + indefinite infinitive* (без *to*) (Future – in – the Past):

If you wanted a quantity discount, you would have to order at least 1000 units.

If overheads weren't so high, we would invest more.

Дієслово *to be* вживається в підрядному реченні у формі – *was/were*:

*I would be more careful, if I **were** you.*

В підрядному реченні іноді зустрічається сполучення *would* з інфінітивом. Дієслово *would* в цьому випадку вживається для вираження прохання:

We should be grateful if you would send us your catalogue.

Умовні речення третього типу виражають припущення, які відносяться до минулого часу і тому є нереальними. Як і другий тип умовних речень вони перекладаються українською мовою дієсловом у минулому часі із часткою *би*.

В умовних реченнях третього типу в підрядному реченні вживається форма Past Perfect, а в головному реченні *Would + Perfect Infinitive* (без *to*):

If the economic situation had been better, we wouldn't have lost so many customers.

В умовних реченнях I, II і III типів у головних реченнях можуть вживатися модальні дієслова *can, could, may, might, must, should + Indefinite Infinitive*.

If you don't have a sound business plan, you cannot succeed.

If the euro were weak in the long term, companies might slow down their drive to increase productivity.

Іноді умова може відноситись до минулого часу, а наслідок до теперішнього або майбутнього, чи навпаки. Такі речення називаються “**змішаними**” умовними реченнями.

I wouldn't need a translator, if I had studied at school.

If we had gone offshore, our costs would be lower now.

В умовних реченнях з дієсловами *were, had, should, could*, що входять до складу присудка, сполучник *if* може бути випущений. В такому разі в умовному реченні непрямої порядок слів:

Were he here, he would help us. = If he were here, he would help us.
Had I seen him yesterday, I would have asked him about it = If I had seen him yesterday, I would have asked him about it.

Умовні речення з дієсловом *wish*

Ми вживаємо ***I wish***, щоб висловити жаль, незадоволення.
Якщо припущення відноситься до теперішнього або майбутнього часу, після *I wish* вживається минулий час. (Past Simple).

I wish we didn't have so many meetings.

Якщо до минулого часу, то після *I wish* вживається Past Perfect (минулий доконаний).

I wish we had advertised on television.

Якщо йдеться про те, що зробити важко або неможливо, вживається *I wish I could*.

I wish I could contact him, but he hasn't got a mobile phone.

Для виразності ми можемо замінити *I wish* на *if only*. Наголос падає на *only*.

If only I hadn't eaten the oysters
If only I could contact him

PRACTICE

1. Underline the correct words.

1. If we *'re/we would* be late, *they'll start/they'd start* without us.
2. If we *will take/take* a taxi, we *'ll arrive/we arrive* sooner.
3. If we *worked/would work* for ADC, we *'ll get/we'd get* a better salary.

4. When inflation *will go/goes* up, there *would be/is* usually pressure on salaries.
5. If we *don't hurry/won't hurry*, we *would be/we'll be* late.
6. If you *change/are changing* your mind, *give me/you will give me* a ring.
7. Unless you *click/would click* on that icon, *it didn't/it won't* print out.
8. If you *ordered/order* on the Net, we always *will send/send* an email confirmation.
9. If I *lend/will lend* you this book, when *do you return/will you return* it?
10. If you *heard/hear* anything in the next few days, *let me/letting me* know.

2. Complete the sentences with the correct pair of possible forms, a) or b):

1. If the bank lends us the money, a it in new machinery.
a) *we'll invest/we're going to invest* b) *we'd invest/we were investing*
2. When _____ a lot of orders, we always employ extra staff in the factory.
a) *we'll get/we got* b) *we get/we've got*
3. If _____ this project again, I think I'd do it differently.
a) *I was starting/I started* b) *I'll start/I've started*
4. If the computer crashes, _____ someone from the IT department.
a) *you'd call/you are calling* b) *call/you'll have to call*

3. Underline the correct words. This exercise includes revision of imaginary future.

1. If you *phoned/had phoned* me yesterday, *I had told/would have told* you the news.
2. If you *took/would have taken* more exercise, you *might feel/had felt* better.
3. If Tim *would have listened/had listened* more carefully, he *wouldn't have made/didn't make* that mistake.
4. If *we'd found/we found* suitable premises, *we'd have moved/we had moved* earlier.
5. If people *kept/had kept* their offices more tidy, it *might present/present* a better image to our visitors.
6. If *I'd known/I would know* about their financial problems, I *wouldn't do/wouldn't have done* business, with them.

7. If our side *had been/was* better prepared, we *succeeded/could have succeeded* in the negotiations.
8. I *wouldn't/won't* worry if I *am/were* you.

Exercise 4

Underline the correct words.

1. I wish I *hadn't drunk*/*didn't drink* so many whiskies last night.
2. There's so little space in here. I wish I *have/had* a bigger office.
3. I don't feel well. I wish I *could stay/will stay* in bed this morning.
4. I hope you *enjoyed/enjoy* yourselves at the theatre tonight.
5. I've been waiting thirty minutes for the bus. I wish I *took/had taken* a taxi.
6. I must get in touch with Sue. If only I *know/knew* her number!
7. I'm not a good typist. I wish I *could type/would type* better.
8. I wish Jim *didn't interrupt/doesn't interrupt* so often in meetings.
9. I have to finish this report by tomorrow. If only I *would have/had* more time.
10. Enjoy your holiday. I hope you *have/could have* a good time.
11. That presentation was a disaster! I wish I *could do/would do* it all again!
12. I'm disappointed with this camera. I wish I *didn't buy/hadn't bought* it.

5. Put the verbs into the correct form.

e.g. If I *knew* (know) her number, I would telephone her.

I *wouldn't buy* (not buy) that coat if I were you.

1. I _____ (give) you a pen if I had one but I'm afraid I haven't.
2. This soup would taste better if it _____ (have) more salt in it.
3. If you _____ (not go) to bed so late every night, you wouldn't be so tired all the time.
4. I'd help you if I _____ (can) but I'm afraid I can't.
5. If I were you, I _____ (not marry) him.
6. Tom got to the station in time. If he _____ (miss) the train, he would have been late for his interview.
7. It's good that Ann reminded me about Tom's birthday. I _____ (forget) if she hadn't reminded me.
8. We might not have stayed at this hotel if George _____ (not recommend) it to us.
9. I'd have sent you a postcard while I was on holiday if I _____ (have) your address.

Exercise 6

Open the brackets using the necessary form of the Subjunctive Mood.

1. I wish I _____ (to know) Spanish.
2. I wish I _____ (not to drink) so much coffee in the evening.
3. I wish you _____ (to read) more in future.
4. I wish I never _____ (to suggest) this idea.
5. I wish I _____ (to be) at yesterday's party: it must have been exciting.
6. I wish we _____ (to meet) again next summer.
7. Don't you wish you _____ (to see) that performance before?
8. I wish I (to have) _____ a season ticket to the Philharmonic next winter.

7. Choose the correct answer:

1. I don't understand this point of grammar. I wish I _____ it better.
a) understood b) would understand c) had understood
2. It never stops raining here. I wish it _____ raining.
a) stopped b) would stop c) had stopped
3. I should never have said that. I wish I _____ that.
a) didn't say b) wouldn't say c) hadn't said
4. I miss my friends. I wish my friends _____ here right now.
a) were b) would be c) had been
5. I speak terrible English. I wish I _____ English well.
a) spoke b) would speak c) had spoken
6. I cannot sleep. The dog next door is making too much noise. I wish it _____ quiet.
a) kept b) would keep c) had kept
7. This train is very slow. The earlier train was much faster. I wish I _____ the earlier train.
a) caught b) would catch c) had caught
8. I didn't see the TV programme but everybody said it was excellent. I wish I _____ it.
a) saw b) would see c) had seen
9. I went out in the rain and now I have a bad cold. I wish I _____ out.
a) didn't go b) wouldn't go c) hadn't gone
10. This movie is terrible. I wish we _____ to see another one.
a) went b) would go c) had gone
11. I hate living in England. It's cold and it's damp. I wish I _____ in Spain.

- a) lived b) would live c) had lived
 12. I love California. I wish I _____ there right now.
 a) were b) would be c) had been

8. Change the following statements into mixed conditional sentences.

I'm hungry now because I didn't eat dinner. *But if I...*

You are tired this morning because you didn't go to bed at a reasonable hour last night. *But...*

I didn't finish my report yesterday, so I can't begin a new project today. *But...*

He's fat because he didn't take any exercise. *But ...*

We can't have lunch in the garden because it was raining all morning. *But ...*

9. Supply the correct form of the verb in brackets:

1. If anything happens, I (be blame).
2. If there (be) some tools handy, I should easily repair this bicycle of yours.
3. Will you be very disappointed if I (not come)?
4. If we had enough petrol, we (can) cover another hundred miles today.
5. If I hadn't refused his offer, I (regret) my decision afterwards.
6. We should have prevented the accident if we (be) there at that time.
7. If you (not waste) your time like that, you would be able to do a great deal more.
8. What (happen) if a storm broke out?
9. If you had worked hard before the examination, you (succeed).
10. If you (postpone) doing the job now, you would regret it later.

10. Imagine that you are in a situation. For each situation make a sentence with

I wish... or If only...

1. You've just painted the door red. Now you decide that it doesn't look very nice. What do you say? *I wish ...*
2. You are walking in the country. You would like to take some photographs but you didn't bring your camera. *If only...*
3. You're waiting for Tom. He's late and you're getting impatient. You want him to come. What do you say?
4. It's such a pity, I always forget people's names.

5. A lot of people drop litter in the street. You don't like this. What do you say?
6. I was sorry not to have had enough time to finish my test paper.
7. It's a pity we won't be able to reach home before tea-time.
8. A good friend of yours visited your town but unfortunately you were away when he came. So you didn't see him.
9. You've just come back from your holiday. Everything was fine except for the hotel, which wasn't very good.
10. It's raining. You want to go out, but not in the rain. So you want it to stop raining. What do you say?
11. It's a shame you live so far from us.
12. Brain has been wearing the same old clothes for years. You think he needs some new clothes and you want him to buy some. What do you say to him?
13. I'm sorry I made you upset by telling you this news.
14. It's a pity you're not with us these days.
15. You've eaten too much and now you feel sick. You say...
16. It worries me that you smoke so much.
17. You're looking for a job – so far without success. You want somebody to help you find a job. What do you say?
18. Jack always leaves the door open. You don't like this. What do you say to him?
19. Don't tell lies! It's very upsetting.
20. The man in the next flat often plays the piano in the middle of the night and you don't like this.
21. Your friend was sorry he had not studied the material better and had shown such poor knowledge at the examination. What do you say to him?
22. It's a pity that they did not send for us last night.
23. It's snowing heavily and you can't drive a car. You want it stopped snowing. You say...
24. You'd like to buy a new mobile phone, but you can't afford it because you haven't saved enough money.
25. Unfortunately your friends won't return before Christmas.

11. Finish the sentences in such a way that each means the same as the sentence above it.

- A It's such a pity, I always forget people's names. *I wish ...*
- B It's a shame you live so far from us. *I wish ...*
- C It worries me that you smoke so much. *If only ...*
- D Don't tell lies! It's very upsetting. *If only ...*

PROGRESS TEST 9

Task 1

Underline the correct words.

1. If we sent the goods by sea, the transport costs *will/would* be much lower.
2. If they *promote/promoted* the brand better, they'll gain market share.
3. If you *left/had left* earlier, you might have got there on time.
4. If anyone from Head Office visits, they always *stay/will stay* in a five star hotel.
5. If I were you, *I'd/I'll* call their Technical Support number.
6. If I *have/had* more time, I'd be able to come up with a solution.
7. If I *breaks down/will break down*, it takes days for the service engineer to arrive.
8. If you needed the money urgently, I *could phone/could have phoned* Accounts now to try and speed up your payment.
9. If you enter the date in the wrong format, the computer *doesn't/didn't* recognize the information.
10. If *we'd been/we were* more careful, we wouldn't have lost so much money.
11. If I had bought more shares, I *would become/would have become* rich!
12. If your second interview *goes/will go well*, I'm sure they'll offer you the job.
13. If you *would have backed up/backed up* your files more often, you *wouldn't risk/didn't risk* losing all your work.
14. If you *hadn't/wouldn't* have acted so quickly, *we'd be/we are* in big trouble.
15. I need to contact Head Office. I wish I *have/had* my mobile phone with me.
16. I wish *is/was* Friday!

Task 2

Complete each sentence, using the verb in brackets in one of these forms: *will do, would do, would have done*.

1. If we got a virus on the network, we would lose (lose) all our data.
2. If my train isn't late, I _____ (be) in Paris at six.
3. If your talk had been shorter, I think they _____ (ask) more questions.
4. If you tell me what you want, I _____ (get) it for you at the airport.

5. We _____ (get) more inquiries if we advertised more often.
6. If we hadn't left so early, we _____ (miss) the train.
7. If I worked abroad, I _____ (not see) my family so often.
8. If you haven't got any change, I _____ (leave) the tip.
9. We _____ (sort out) the problem much sooner if we had had the manual.
10. If you were in his situation, what _____ (you/do)?

Task 3

Complete each sentences using *if* or *unless*.

1. Their offices are very near. We'll walk there, _____ it's raining.
2. We would probably get the contract _____ we dropped our price a little.
3. Come on! _____ we hurry, we'll miss the plane.
4. _____ you have any questions, please feel free to call.
5. What would you do _____ they refused to negotiate?
6. I don't feel able to take a decision _____ I have all the figures.

Task 4

Complete the sentences for each situation.

1. Emma didn't leave early, and so she missed her flight.
If Emma had left early, she wouldn't have missed her flight.
2. He didn't make more copies, so we don't have enough for everyone.
If he _____, we _____ enough for everyone.
3. I forgot to bring your map, so I went to the wrong building.
If I _____, I _____ to the wrong building.
4. They didn't invest in new technology, so they didn't survive the recession.
If they _____, they _____ the recession.
5. You didn't wait, so this has happened.
If you _____, this _____.
6. I didn't realize you were so busy when I asked you to help me.
If I _____, I _____ to help me.
7. The Government didn't collapse, so there wasn't a crisis.
If the Government _____, there _____ a crisis.
8. They didn't bring out their new model on time, so they lost market share.
If they _____, they _____ market share.

Task 5

Complete each sentences using the verb in brackets.

1. We're not the market leader, but I wish we were (be).
2. He made a mess of all my photocopying. I wish I _____ (do) it myself.
3. I pressed the wrong key on the computer. If only I _____ (not do) it.
4. I can't understand anything Marie says. I wish I _____ (speak) French.
5. Your dessert looks good. I wish I _____ (order) that too.
6. They're meeting at the moment. I wish I _____ (be) a fly on the wall.
7. This information is important. I wish you _____ (give) it to me before.
8. Look! There's a sale at Harrods. If only I _____ (have) my Visa card with me.

9. ДОПОМІЖНІ ДІЄСЛОВА (AUXILIARY VERBS):

to be, to have, to do, shall, will, should, would

Дієслова *to be, to have, to do, will, should, would* називаються допоміжними дієсловами (Auxiliary Verbs), оскільки за їх допомогою утворюються різні складні форми дієслова. Допоміжні дієслова не мають самостійного значення. Вони є показниками часу, особи, числа, стану і т.д.

I will come soon. Did you, see your partner? I have paid the bill.

Дієслова *to be, to have, to do* вживаються також як смислові дієслова, *to be* – бути, *to have* – мати, *to do* – робити.

Дієслово *to be*

В Present Simple дієслово *to be*, на відмінну від інших дієслів, має окремі форми як для I і III особи однини, так і множини:

I am, he (she, it) is; we (you, they) are.

В Past Simple *to be* також має різні форми для однини і множин:

I (he, she, it) was, we (you, they) were.

У питальній формі Present і Past Simple дієслово стоїть перед підметом:

Is he a student? Were you at the office yesterday?

Заперечна форма Present і Past Simple утворюються за допомогою частки *not*, яка ставиться після дієслова:

He was not at the office.

Дієслово *to be* має тільки два часи групи Continuous – Present і Past, які вживаються головним чином для утворення відповідних часів пасивного стану:

I am being asked; I was being asked.

Дієслово *to be* не вживається в часах групи Present Continuous.

Заперечна форма наказного способу утворюється за допомогою *do not (don't)*

Don't be late.

Дієсолово *to be* вживається як допоміжне дієслово:

1. Для утворення часів групи Continuous і Present Continuous дійсного способу:

Our supplier is shipping the goods next week.

He was asking me some difficult questions.

I have been working here for three years.

2. Для утворення часів пасивного стану:

Millions of chips are produced every year.

I was being asked some difficult questions.

A press briefing will be given tomorrow.

Дієслово *to be* вживається як дієслово-зв'язка у складеному присудку.

Найчастіше в теперішньому часі зв'язка *to be* українською мовою не перекладається.

He is a manager at our company.

Our suppliers are usually very helpful.

He was busy yesterday.

Дієслово *to be* вживається як смислове дієслово із значенням бути, знаходитися:

He is in the office now.

I'm sorry, I wasn't in the office yesterday.

I will be at work tomorrow.

Дієслово *to be* вживається у сполученні з інфінітивом з часткою *to* для вираження необхідності виконання дії згідно з попередньою домовленістю або раніше наміченим планом. *To be* в цьому випадку має модальне значення і перекладається українською мовою – повинен, мати.

We are to meet here.

The goods were to be delivered at the end of the month.

Дієслово *to have*

Дієслово *to have* в Present Simple має окрему форму для 1 та 3 особи однини – *he (she, it) has*, для всіх інших осіб однини і множини – форма *I (we, you, they) have*.

Дієслово *to have* вживається як допоміжне дієслово для утворення всіх часів групи Present:

I think, I have lost the file.

My computer has crashed.

I have never worked abroad.

Дієслово *to have* вживається як смислове дієслово із значенням мати, володіти.

I have a new computer.

He had a large library

В розмовній мові замість дієслова *to have* у теперішньому часі часто вживається *I've got (I have got), he's got (he has got)*.

I have got an English dictionary.

Дієслово *to have* вживається у сполученні з деякими іменниками, утворюючи з ними смислове ціле. До таких сполучень відносяться *to*

have dinner – обідати, *to have breakfast* – снідати, *to have supper* – вечеряти, *to have a rest* – відпочивати, *to have a talk* – розмовляти, *to have a quarrel* – посваритися; *to have a smoke* – смалити, *to have a good time* – добре провести час та інші.

У цих випадках питальна і заперечна форми дієслова *to have* у *Present* і *Past Simple* утворюються за допомогою допоміжного дієслова *to do*.

When do you have breakfast?

Did you have a good rest last summer?

We didn't have a talk yesterday.

Дієслово *to have* вживається у сполученні з інфінітивом з часткою *to* для вираження необхідності здійснення дії через певні обставини. *To have* у цьому випадку має модальне значення і перекладається українською мовою як повинен, потрібно, доводиться.

He had to post these letters yesterday.

I will have to do it.

She has to get up early on Mondays.

Питальна і заперечна форма *Present* і *Past Simple* дієслова *to have* із значенням зобов'язання утворюється за допомогою допоміжного дієслова *to do*:

Do you have to deliver these goods?

You don't have to do this work.

He didn't have to accept their invitation.

Дієслово *to have* вживається у звороті *to have* + іменник (займенник) + *Past Participle*.

Цей зворот показує, що дія виконується не підметом, а кимось іншим для нього, за нього:

I had my car repaired yesterday.

I had my hair cut at this hairdresser's.

Питальна і заперечна форми дієслова *to have* у *Present* і *Past Simple* утворюються за допомогою допоміжного дієслова *to do*.

I don't have my hair cut at this hairdresser's.

Did you have your car repaired yesterday?

Дієслово *to have* вживається у звороті *to have* + іменник (займенник) + інфінітив з часткою *to* для вираження наміру, бажання здійснити дію:

I have a new computer to show you.

Питальна і заперечна форма утворюється без допомоги допоміжного дієслова *to do*:

Have you a new computer to show me?

I haven't anything to tell you.

У США питальна і заперечна форма дієслова *to have* у Present і Past Simple можуть утворюватись за допомогою допоміжного дієслова *to do* (крім випадку, коли дієслово *to have* є допоміжним дієсловом).

Do you have a new computer?
I don't have anything to show you.

Дієслово *to do*

Дієслово *to do* вживається як допоміжне дієслово:

а) для утворення питальної і заперечної форми Present і Past Simple всіх дієслів (крім допоміжних і модальних):

She doesn't understand.
When did they arrive?
Do you smoke?

б) для утворення заперечної форми наказового способу:

Don't speak so loudly!
Don't go there.

Заперечна форма наказового способу дієслів *to be* і *to have* також утворюється за допомогою *do*.

Don't be angry.
Don't have anything to do with him.

в) для підсилення значення дії, вираженої смисловим дієсловом у стверджувальній формі Present або Past Simple. У таких випадках у Present Simple перед смисловим дієсловом вживається форма *do* або *does* (з 3 особою однини), а в Past Simple – *did*; смислове дієслово ставиться у формі інфінітива. У цьому випадку на *do*, *does* і *did* падає наголос. В українських реченнях підсилення значення дії передається підсилювальними частками *ж*, *адже* або інтонацією (наголосом на дієслові)

But I do know him. Але ж я його знаю
But he does go there very often Адже він ходить туди дуже часто

г) для підсилення прохання перед формою наказового способу. До у таких випадках вживається також перед *have* і *be*. На *do* падає наголос.

Do write this letter! Напишіть (неодмінно) цього листа
Дієслово *to do* вживається як смислове дієслово із значенням робити.

I do a lot of business in Russia.
The holiday did us a lot of good.

Дієслово *will, shall*

Дієслова *shall, will* вживаються тільки у двох формах: в теперішньому часі – *shall, will* а в минулому – *should, would*. Інфінітив, який стоїть за цими дієсловами, вживається без частки *to*.

I don't think I will do any work tonight.

I am too tired.

I shall be on holiday in August.

Дієслово *will* вживається як допоміжне дієслово у сполученні з формою інфінітива, а в деяких випадках має модальне значення.

Will вживається для вираження майбутньої дії із 2 і 3 особами однини і множини:

The west will have rain tomorrow.

Will you be at home this evening?

Will вживається з 1 особою однини і множини з модальним значенням, із відмінком бажання, наміру, згоди або обіцянки:

I will pay you back next week.

Will вживається для вираження прохання:

Will you read this letter?

Should

Should вживається для вираження майбутньої дії в підрядних реченнях, коли дієслово головного речення стоїть у минулому часі:

а) із 1 особою однини і множини:

I said that I should return in an hour.

б) із 2 і 3 особою однини і множини з відмінком обіцянки, наказу, погрози.

She said that she should have the look in a few days.

Дієслово *should* вживається при трансформуванні в непряму мову питання, яке ставлять з метою отримання розпорядження.

I asked her whether he should come in the morning.

Дієслово *should* вживається:

а) в головній частині підрядних речень II і III типу (з 1 особою однини і множини).

I should ring you, if I had your telephone number.

б) в підрядній частині умовних речень I і II типів (з усіма особами однини і множини)

If they should come, I shall speak to them about it.

If he should refuse, they would be greatly disappointed.

в) в підрядних реченнях після безособових зворотів типу *It is important* (з усіма особами однини і множини).

It is necessary that you should read it once more.

г) в додаткових підрядних реченнях після дієслів *to demand, to suggest, to order* і т.ін. (з усіма особами однини і множини)

They suggested that the negotiations should take place in May.

д) в додаткових підрядних реченнях, коли присудок головного речення виражає подив, співчуття і т.п. (з усіма особами однини і множини)

It is strange that you should take this view.

е) в умовних реченнях мети (з усіма особами однини і множини)

Should the telegram come during my absence, ring me at once.

Дієслово *should* вживається в питаннях, які починаються з *why*, для вираження сильного подиву, нерозуміння (з усіма особами однини і множини)

Why should he do it?

Should вживається для вираження морального обов'язку або поради (з усіма особами однини і множини)

You should learn grammar harder.

You should have asked my permission.

Дієслово *would*

Would (минулий час від *will*) вживається як допоміжне дієслово для вираження майбутньої дії в підрядних реченнях, коли дієслово головного речення стоїть у минулому часі:

а) із 2 і 3 особами однини і множини

He said that he would come next week

б) із 1 особою однини і множини. *Would* в цьому випадку має модальне значення, з відтінком бажання або згоди

I said that I would help him

Would вживається в головній частині умовних речень II і III типу

He would have written the report letter, if he had had necessary data.

Would вживається в заперечних реченнях для вираження наполегливого бажання здійснити дію в минулому (із усіма особами однини і множини)

I asked him to do it, but he would not listen to me.

Would вживається для вираження повторної дії у минулому (із усіма особами однини і множини, із значенням було)

He would often go for walks with his dog.

Last summer he would get up early and swim in the river.

Would вживається для вираження прохання:

Would you mind switching off the radio?

PRACTICE

1. Supply *am, is, are, was, were* or *weren't*.

1. Her family name is now Jones, but it was Smith before she got married.
2. The name of the country _____ previously Rhodesia, but it _____ now Zimbabwe.
3. I _____ hungry. – You can't be. We only had breakfast an hour ago.
4. It _____ very cold and windy today, so wear a coat.
5. She _____ a very nice woman, but her late husband _____ a very unpleasant man.
6. This _____ a beautiful blue dress. Buy it.
7. Today _____ 23rd March: yesterday _____ the 22nd.
8. I'm sure the twins _____ 18 today: they _____ 17 last year.
9. Whose _____ these? – They _____ Sue's, but she gave them to me, so they _____ mine now.
10. Here, this book _____ yours, and that one _____ Jim's. They were both on the floor.
11. The other students _____ here already. They _____ all downstairs in the canteen.
12. The party _____ next Saturday evening at Petra's house.
13. _____ Mr James in? – No, I'm sorry, he _____ here not long ago, but now he _____ out.
14. _____ Fred and Cramea at home when you called? – No, they _____, they _____, but they _____ home now.
15. It _____ quite foggy tonight, but it _____ far worse last night.
16. It _____ only 2 miles to the shops now. It _____ 20 miles to any shops from our old house.
17. My ambition _____ to start my own window-cleaning business, but it didn't work out.
18. Her dream _____ to dance with the Royal Ballet Company.

2. Replace the phrases in *italics* by a phrase with *have* or *have got*.

If you think it is possible to use *have* and *have got*, give two versions.

1. *They own* an apartment near the beach *They have/They've got an apartment.*
2. *I don't possess* a party dress _____
3. *Do you possess* a motorbike? _____
4. *My uncle owned* a Rolls Royce once _____
5. *I've owned* this bike for five years _____

6. *We'll possess* a new apartment soon _____
7. *I will have owned* this suit for ten years by my next birthday _____
8. She said *she had possessed* the car for some time _____
9. That's a marvelous little invention. *I must own* one _____
10. If he can't hear very well, *he should own* a hearing-aid _____
11. *Does your brother possess* a bicycle? _____
12. *Will you own* this house one day? _____
13. *Have you owned* this house for a long time? _____
14. *Do you own* a car? _____

3. Replace the words in brackets by a suitable phrase with *have got* or *have*.

1. (Do you take) sugar in your coffee? _____ *Do you have* _____
2. (There are) some beautiful fir trees in their garden. _____
3. (We own) a new apartment. _____
4. (She takes) a hot bath the moment she comes home from work. _____
5. Would you like a coffee? – No, thanks. (I've just drunk) one. _____
6. (We enjoyed) a very pleasant evening with them. _____
7. (She's suffering from) a very bad cold. _____
8. (I receive) a letter from them about once a year. _____
9. (I don't often eat) breakfast. _____
10. (Are there) any large envelopes in your drawer? _____
11. They told me (they had enjoyed) a pleasant holiday. _____
12. What (did you eat) for breakfast this morning? _____

4. Supply the correct forms of *have* in these sentences.

1. Please help yourself. Have another sandwich.
2. She never _____ milk in her coffee.
3. Where's John? – Oh, he _____ a long talk with Simon in the garden.
4. I _____ a lovely cycle ride in the country last Sunday.
5. We _____ dinner when a salesman came to the door.
6. I _____ a lot of bad luck recently.
7. She _____ German lessons for about two years now.
8. He _____ already _____ interviews for two other jobs before he came to see me.
9. She _____ trouble with her back before she went to see a specialist.
10. Don't phone between 6 and 7. I _____ a rest then.
11. They _____ supper if you don't get there before eight o'clock.
12. By August he _____ 25 years with this company.

5. Supply the correct forms of *do* in the sentences below.

1. What are you doing ? – What does it look like? I'm reading the paper.
2. She loves cooking, but she (never washes up) _____.
3. Shall I make the beds? – No, _____ that. Dust the furniture first.
4. What (that flowerpot/do) _____ in the kitchen sink?
5. A lot of people in Britain (wash their clothes) _____ on Mondays.
6. Cut the grass first. Then, when _____ that, start weeding the flower beds.
7. Whatever business he's in, he always makes a success of it. How _____ it?
8. It's a shame (he doesn't read) _____.
9. What _____? – I've just reversed the car into the garage door!
10. What (those suitcases/do) _____ in the entrance hall?
11. What have you been doing all afternoon? – I (do/a bit of gardening) _____.
12. What (that car/do) _____ in the middle of the motorway?
13. Phone your mother. – I (already/so) _____.

10 ІМЕННИК (THE NOUN)

Іменники в англійській мові поділяються на злічувані (countable) і незлічувані (uncountable nouns).

Злічувані іменники означають предмети, які можна полічити: *a bank* - **банк**, *an engineer* - **інженер**, *a solution* - **рішення**.

Незлічувані іменники – це назви речовин і багатьох абстрактних понять, які не піддаються лічбі: *demand* - **попит**, *money* - **гроші**, *progress* - **прогрес** та ін.

Злічувані іменники вживаються в однині (the singular) і множині (the plural). Незлічувані іменники множини не мають. Більшість іменників у англійській мові утворюють множину додаванням до форми однини закінчення:

1. Шляхом додавання закінчення -s:

Lamp-lamps, chair-chairs, shoe-shoes, flower-flowers

2. Додаванням закінчення -es:

а) до іменників, що закінчуються на – s, -ss, -sh, -ch, -tch, -x: *dish-dishes, lunch-lunches, watch-watches, class-classes, box-boxes*

б) до іменників, що закінчуються на – o: *echo-echoes, hero-heroes, potato-potatoes*.

В деяких іменниках на – o допускаються обидві форми : -es або – s: *mosquitoes/mosquitos, volcanoes/volcanos, tornadoes/tornados*.

Винятки: *pianos, videos, zoos, autos, photos, solos, kilos, rhinos, sopranos, memos, radios, studios*.

в) до іменників, що закінчуються на – f або – fe, причому – f замінюється на – v+es: *calf-calves, leaf-leaves, self-selves, half-halves, life-lives*

Іменник *wharf* має дві форми: *wharfs/wharves*

Винятки: *roof-roofs, belief-beliefs, chief-chiefs, cliff-cliffs, safe-safes*.

г) до іменників, що закінчуються на –y після приголосної:

lady-ladies, story-stories, city-cities

до іменників, що закінчуються на –y після голосної додається –s:

boy-boys, toy-toys

3. Деякі іменники мають однакову форму в однині та множині: *deer, fish, means, series, sheep, species, swine*

4. В деяких іменниках змінюється кореневий голосний: *man-men, woman-women, child-children, mouse-mice, ox-oxen, louse-lice, foot-feet, goose-geese*

Деякі іменники латинського та грецького походження зберігають свої форми:

criterion-criteria, analysis-analyses, bacterium-bacteria, phenomenon-phenomena, basis-bases, curriculum-curricula, crisis-crises, datum-data, cactus-cacti/cactuses, hypothesis-hypotheses, medium-media, stimulus-stimuli, oasis-oases, memorandum-memoranda, syllabus-syllabi/syllabuses, parenthesis-parentheses, thesis-theses, formula-formulae/formulas, appendix-appendices/appendixes, vertebra-vertebrae, index-index-indices/indexes, radius-radii

У складних іменниках:

а) форму множини набуває лише головний іменник:

a mother-in-law-mothers-in-law, passer-by-passers-by;

б) які утворені з інших частин мови - *-s* додається в кінці слова:

forget-me-not-forget-me-nots, merry-go-round-merry-go-rounds;

в) якщо першим словом є *man* або *woman* – обидва слова набуває форму множини:

man-servant-men-servants, woman-doctor-women-doctors

В англійській мові, як і в українській, є іменники, що вживаються тільки в однині або тільки в множині. Так, назви речовин, а також багато іменників, що виражають абстрактні поняття, вживаються тільки в однині: *work* - **робота**, *help* – **допомога**, *supply* - **пропозиція** та ін.

Деякі іменники в англійській мові вживаються тільки в одиниці, а відповідні їм іменники в українській мові мають форми однини й множини або тільки множини, наприклад: *advice* **порада, поради**; *knowledge* **знання**; *information* **інформація, відомості**; *news* **новина, новини**; *progress* **успіх, успіхи**; *money* **гроші**.

До іменників, які в англійській мові вживаються лише у множині, належать, як і в українській мові, назви предметів, що складаються з двох рівних або побічних частин, наприклад: *tongs* **обцецьки**, *spectacles* **окуляри**, *trousers* **штани**, *scissors* **ножиці** та ін.

Тільки форму множини мають і деякі інші іменники, українські відповідники яких можуть вживатися в однині і множині, а деякі тільки в однині, наприклад: *goods* **товар, товари**; *clothes* **одяг**, *contents* **зміст**; *wages* **зарплата** тощо.

Відмінок – це форма іменника, що виражає зв'язок цього іменника з іншими словами в реченні.

На відмінну від української мови, де є шість відмінків іменника, в англійській мові їх лише два: загальний (the Common Case) і присвійний (the Possessive Case).

Загальний відмінок не має спеціальних відмінкових закінчень. Зв'язок іменника в загальному відмінку з іншими словами виражається прийменниками, а також місцем, яке іменник займає в реченні.

Іменник у загальному відмінку з прийменником **to** або **for** може відповідати українському іменнику в давальному відмінку:

I gave the ticket to my sister.

He bought a ball for his son.

Сполучення іменника в загальному відмінку з прийменником **fo** здебільшого відповідає українському родовому відмінку:

The time of the meeting.

The pages of the report.

Присвійний Відмінок(the Possessive Case)

Присвійний відмінок відповідає на запитання *whose?* (чий?, чия?, чие?, чиї?). Присвійний відмінок однини утворюється додаванням до іменника апострофа і закінчення – *s*.

Іменник у присвійному відмінку, як правило, стоїть перед іншим іменником і є означенням до нього. Українською мовою він перекладається родовим відмінком іменника або присвійним прикметником.

У присвійному відмінку вживаються в основному іменники, що означають назви істот:

the hawk's nest

Крім назв істот, у присвійному відмінку вживаються:

а) іменники, що означають час і відстань:

last week's salary

two year's absence

б) назви країн, міст, а також слова *country* **країна**; *town, city* **місто**; *world* **світ**; *ocean* **океан**; *river* **річка**:

Kiev's parks

England's foreign trade

в) назви планет: *the sun* **сонце**, *the moon* **місяць**:

the sun's rays

the moon's surface

г) збірні іменники типу *party* **партія**, *family* **сім'я**, *society* **суспільство**, **товариство**:

the government's proposals
the Society's members

Присвійний відмінок трапляється також у стійких словосполученнях, наприклад: *a stone's throw* **незначна відстань**, *to one's heart's content* **досхочу**.

Закінчення – *s* додається не тільки до іменників, а й до займенників *somebody, someone* **хтось**; *anybody, anyone* **хто-небудь**; *other, another* **інший** ; *each other, one another* **один одного та до неозначено-особового займенника one**.

Закінчення – *'s* вживається також із словами *today* **сьогодні**; *yesterday* **вчора**; *tomorrow* **завтра**.

Закінчення – *'s* може стосуватися також цілих словосполучень: *Foreign Minister of Poland's speech* **промова міністра закордонних справ Польщі**. У таких випадках закінчення присвійного відмінка додається тільки до останнього слова (звичайно іменника).

PRACTICE

1. Underline the correct words.

1. *How much/how many* pages are there on your website?
2. *Is/are* there *many/much* banks with a head office in Geneva?
3. *Is/Are* there *much/many* traffic in Geneva?
4. *How much/How many* information have we got about this company?
5. Where *is/are* the goods we ordered?
6. There *is/are* some people waiting for you in reception.
7. We bought some new *equipment/equipments* last month.
8. We bought some new *machine/machines* last month.
9. This is *an equipment/a piece of equipment* that controls the speed of rotation.
10. This is *machine/a piece of machine* that controls the speed of rotation.
11. He gave me *an/some* advice which *was/were* really useful.
12. I'm afraid we haven't got *much/many* time.
13. The news *is/are* on at nine. There may be *an/some* information about Davos.
14. We have *some/any* blue ones in stock, but we don't have *some /any* red ones.
15. You can choose *some/any* color you want.

Exercise 2

Complete the sentences with the word *a, an, some, much* or *many*.

1. That's a good idea.
2. Well, that's _____ progress, I suppose.
3. We do some business in Poland, but not _____.
4. We have a few customers in Poland, but not _____.
5. I'd like to make _____ inquiry about training courses you offer at your college.
6. Can I have _____ information about trains to Paris?
7. I'll see you in an hour. I don't have _____ more emails to write.
8. I'll see you in an hour. I don't have _____ more work to do.
9. Do you have _____ trouble with the unions in your factory?
10. Do you have _____ difficulties with the unions in your factory?
11. I need to claim _____ expenses for my trip last month.
12. We didn't study _____ economics at university, just a little.

3. Rewrite the sentences with apostrophes where necessary.

1. Susan should know that it's Mary's decision, not hers.
Susan should know that it's Mary's decision, not hers
2. Alice's friend's name is Bill. He's one of Merrill Lynch's top analysts.

3. Toyota's deal on its company cars is better than ours.

4. I went to my doctor and he computerized all the patient's records.

5. It's important to recognize that every company has its own particular culture, however...

6. My boss PA reads all the customer's letters.

7. Look at those two Mercedes. One's for directors and the other's for visitors.

Nouns with a special meaning in the plural.

- e.g. *minute* (pl minutes) – 1/60 part of an hour
minutes (pl) – brief summary of what is said or decided at a meeting

4. Check the meaning of the words in bold (singular and plural) in the dictionary and translate the sentences below:

- He began to lose his **sight** six years ago. In the afternoon, you'll have a chance to relax or see the **sights**.

- If you suffer from back **pain**, consult your doctor before attempting this exercise. He's taken great **pains** to improve his image.
- It is an **honour** to have you here. She passed a university degree with **honours**.
- The leaves were slowly fluttering to the **ground**. There are strong **grounds** for believing his statement.
- He goes to **work** every day except Sunday. Picasso's **works** are really fascinating.
- I'm 85, but I still feel young in **spirit**. My **spirits** sank when I saw the mess they'd left.
- Rumours are in the **air**. He is always putting on **airs**.
- The article contained a lot of criticism of the **manner** in which the bishop was appointed. You mind your **manners**, young man! I need a book about the life and **manners** of Victorian London.
- The insurance covers accidental **damage** to the vehicle. The court awarded him £15,000 in **damages** (compensation).
- It is an English **custom** to celebrate the Queen's birthday. When he got off the plane his bag was searched at **Customs**.
- They were shocked at the **scale** of the disaster. She weighed herself on the **scales**.
- The door is made of **wood**. The children got lost in the **woods**.
- She has got long, blonde **hair**. There are two **hairs** in this soup.
- Would you like a **glass** of milk? He can't see very well without his **glasses**.
- The needle of a **compass** always points north. You can draw a perfect circle with **compasses**.
- She has a lot of **experience** working with students. We had lots of exciting **experiences** on our journey through Africa.

PROGRESS TEST 10

Task 1

Choose the correct item *in italics*.

We've made *a progress* / *progress* this month.

She is *an executive* / *executive* in an investment firm.

We do *a very little advertising* / *very little advertising*.

They have made *an arrangement* / *arrangement* to meet.

She gave me *an advice* / *advice* on how to invest.

We need *a review* / *review* of our existing product range.

We've done *a research* / *research* into consumer attitudes.

She's found *a work* / *work* in an overseas company.

Experience / *an experience* is more important than qualifications.

I had to come at *short notice* / *a short notice* and so I've had no time to prepare.

Task 2

There are a number of nouns which only occur in the plural.

Choose the correct word from the box to complete the sentences:

Premises, auspices, valuables, goods, arrears, earnings, proceedings

You are advised to keep your (1)_____ in the safe.

We have changed our (2)_____ to new ones in Fleet Street.

Average (3)_____ are higher in the capital city than in towns.

The talks are being held under the (4)_____ of the European Commission.

We'll begin (5)_____ with item 1 on the agenda.

They owe me five months' salary in (6)_____.

The (7)_____ will be sent by rail.

Task 3

Irregular Plurals. Write plural form for these nouns:

e.g. **alumnus** (*pl alumni*) – колишній вихованець (даної школи або університету)

Curriculum, datum, phenomenon, thesis, chief, breakdown, passer-by, photo, deer, trout, criterion, solarium, medium, crisis.