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LEVEL A

THE ARTICLE: Level A

АРТИКЛЬ (The Article)

Артикль - это служебное слово, поясняющее существительное. В английском языке два артикля: неопределенный **a (an)** и определенный **the**. Форма **a** употребляется перед существительными единственного числа, начинающимися с согласного звука, форма **an** – с гласного: *a season, a pencil; an apple, an hour*. Артикль **the** употребляется с существительными как единственного, так и множественного числа.

Неопределенный артикль при существительном обычно обозначает, что имеется в виду какой-то неопределенный, любой предмет из класса однородных предметов: *Give me a pen, please*. Определенный артикль обозначает, что имеется в виду определенный конкретный предмет или явление, выделенный из ряда подобных ему предметов или явлений: *Who can answer the question?*

Употребление неопределенного артикля

- | | |
|--|--|
| 1) с исчисляемыми существительными, когда они упоминаются впервые; | 1) I can see a book on the table. |
| 2) с существительным, являющимся частью составного именного сказуемого; | 2) My brother is a doctor. He is a clever young man. |
| 3) с существительным после оборотов <i>there is ..., it is ..., this is ...</i> ; | 3) There is a new music school in our street. It is a pen. This is a pencil. |
| 4) после слов <i>such, rather, quite, what</i> перед исчисляемыми существительными в единственном числе; | 4) Tom is such a nice boy. |
| 5) с существительными в роли приложения; | 5) My grandmother, a school teacher, is retired now. |
| 6) перед числительными <i>a dozen, a hundred, a thousand, a million</i> ; в выражениях <i>a lot (of), a great many of</i> ; | 6) I've read a lot about this author. |
| 7) в некоторых оборотах: <i>it is a pleasure, as a result, as a matter of fact, as a rule, to be in a hurry, it's a pity</i> . | |
| 8) в сочетаниях с глаголами: <i>to have, to take, to give; to have a cold, to have a good time, to have a toothache, to have a rest, to have a smoke, to take a shower, to give a hand</i> . | |

Употребление определенного артикля

- | | |
|--|---|
| 1) с существительными в единственном и множественном числе, когда говорящему ясно, о каком предмете идет речь; | 1) Here is the magazine you want to read. Open the window, please. |
| 2) с существительным, которое упоминается в контексте второй раз; | 2) I saw a new film on TV yesterday. The film was not very interesting. |

3) когда перед существительным стоит:

а) порядковое числительное

б) прилагательное в превосходной степени

в) одно из прилагательных:

following, last, next, same, only

Но: *next door, last week, last year*

4) когда существительное имеет

при себе уточняющее или

ограничивающее определение

5) с существительными, обозначающими

предметы, единственные в своем роде:

the sun, the moon, the earth, the sky, the

world, the air, а также в словосочетаниях:

in the morning, in the afternoon, in the

evening

6) с исчисляемыми существительными,

обозначая весь класс однородных

предметов, а не выделяя один

предмет из рода ему подобных

7) со следующими именами

собственными:

а) названиями водных бассейнов,

горных цепей, архипелагов, пустынь

(Искл. Названия озер – Lake Michigan)

б) названиями стран, в состав которых

входят слова: Federation, States, Union,

Kingdom, Republic; названиями стран во

множественном числе, и некоторых

местностей

в) названиями некоторых исторических

зданий, учреждений, музеев, театров,

кинотеатров, гостиниц, библиотек,

организаций, английских газет

г) названия сторон света: *the North, the*

South, the East, the West

д) с фамилиями для обозначения всей семьи

в целом и национальностями.

3)

а) Gagarin was **the first** cosmonaut of the world

б) Minsk is **the largest** city in Belarus.

с) Answer **the following** questions.

She is **the only** child in the family.

4) **The price of** fruit is high this year.

Somebody is knocking at **the door of** our flat.

5) **The sky is blue and the sun shines** brightly

in summer. **The air is fresh and the ground**

is covered with leaves in autumn.

I get up at 7 o'clock in **the morning** and go

to bed at 11 in **the evening**.

6) **The cow is a domestic animal.**

The article is a structural part of speech

used with nouns.

The snowdrop is the first spring flower.

7)

а) **the Thames, the Volga, the Black Sea, the**

English Channel, **the Atlantic Ocean, the**

Alps, **the Bahamas, the Sahara.**

б) **the United States (the USA), the United**

Kingdom, **the Netherlands, the Crimea.**

с) **the Kremlin, the British Museum, the**

National Gallery, **the Bolshoi Theater, the**

Hilton Hotel, **the United Nations**

Organisation, **the Times.**

д) He works in **the North.**

Have you ever been to **the South?**

е) **The Browns** spend their holidays in Italy.;

The Mexicans

Отсутствие артикля

1) Артикль не употребляется, если у

исчисляемого существительного имеется

определение, выраженное местоимением

(притяжательным, указательным,

вопросительным, неопределенно-

личным), именем собственным в

1) Give me **your** plan, please.

There are **some** books on the

table. **This** man is John's father.

Where is room **six**?

I have **five** English books.

Open **your** books at page **5** and do

| | |
|---|--|
| притяжательном падеже или количественным числительным; | exercise 10. |
| 2) с существительными во множественном числе, которые являются частью именного сказуемого; | 2) We are friends. Nick and Tom are doctors. |
| 3) с неисчисляемыми существительными, если они не имеют ограничительных или уточняющих определителей; | 3) Do you like tea or coffee ? But: The coffee is cold. |
| 4) если существительное является обращением; | 4) Children , don't speak at the lesson. |
| 5) перед словами <i>father, mother, uncle, aunt</i> в высказываниях членов семьи; | 5) Is Father at home? |
| 6) с названиями дней недели, месяцев и времен года; | 6) Winter begins in December . My day off is Sunday . |
| 7) перед существительными <i>breakfast, dinner, lunch, supper</i> ; | 7) What will you have for dinner ? I have breakfast at 8 o'clock. |
| ПРИМЕЧАНИЕ: В конкретных ситуациях эти существительные, также как и названия дней недели, могут употребляться с определенным артиклем <i>the</i> . | I cooked the dinner myself. Three years ago the summer was rainy. |
| 8) с именами собственными; | 8) Mary, London, Pushkin Street |
| 9) с существительными, обозначающими названия наук и учебных предметов; | 9) My favourite subject is History . My brother is good at Physics . |
| 10) в ряде устойчивых словосочетаний: | 10) in time, for example, to be at home, to go home, by bus (train), at work, at night, at dinner, by heart, to finish school, to go to bed, to go out of town, by name, by mistake. |

EXERCISE 1. Explain the usage of the articles or their absence in the following sentences.

1. This is a pencil. It's a red pencil. The red pencil is on the table.
2. I'm a teacher. I'm at home now. This is my room. The room is large and clean.
3. Open your books at page thirteen.
4. This is a black tie and that is a white tie.
5. Yesterday I met my friend with a young girl. The girl is a first-year student of the University. She lives on the second floor in the house not far from ours.
6. Summer is the most beautiful season of the year. There are many flowers in fields and gardens everywhere. The flowers are very beautiful in your garden.
7. Victory Square is in the centre of Minsk.
8. I live in Kirov Street.
9. The Black Sea is in the South of our country.
10. I live in the Republic of Belarus but my friend lives in the Russian Federation.

EXERCISE 2. Fill in the appropriate articles where necessary.

A: 1. ... Volga is... longest river in ... European part of ... Russia. 2. I'd like to go on ... excursion to ... Crimea. 3. There is ... stadium not far from our ... house. ... stadium is ... largest in our town. 4. My brother is ... pupil of ... 8th form and he wants to become ... engineer. 5. ... chemistry is his favourite subject at... school. 6. ... children like ... ice-cream. 7. Can you tell me ... way to ... theatre? 8. Here is ... book you need. 9. ... walls of our classroom are yellow. 10. ... butter and ... cheese are made of ... milk. 11. Which ... fruit do you like: ... apples or ... oranges? 12. I go to ... bed at 12 o'clock at night. 13. When will you finish ... school? 14. I get up at 7 o'clock in ... morning.

B: 1. ... England has to import ... raw materials, such as ... timber, ... petroleum, ... wool and others. 2. Many ships with ... grain, ... oil, ... cotton and other goods come to ... London along ... river Thames. 3. I usually drink ... tea with ... sugar. 4. Will you have ... cup of tea? 5. Pass me ... sugar, please. 6. ... tea is very hot, I'll put ... milk in it. Don't pour milk into my cup, please. I don't like ... tea with ... milk. 7. ... Peace is ...life, ... war is ... suffering and ... death. 8. What ... beautiful rose! What ... beautiful flowers! 9. Good ... luck! 10. We will go to ... theatre ... next week. 11. We'll see ... new play at ... Bolshoi Theatre. 12. Let's go to ... cinema. 13. They say ... new detective film is on.

EXERCISE 3. Translate into English.

1. Осень - дождливый сезон в России. 2. Вода и воздух необходимы для жизни. 3. Вечером я пью чай или молоко, но не кофе. 4. Молоко слишком холодное, не пей его. 5. Он попросил стакан воды. 6. Это очень простой вопрос. Школьник может на него ответить. 7. Покажи мне статью, которую ты написал. 8. Ивановы уехали на юг сегодня утром. 9. Жаль, я не могу пообедать с вами.

EXERCISE 4. Fill in the articles where necessary.

... Oxford is situated in ... south of ... England, about fifty miles north-west of ... London. The oldest university in ... United Kingdom is situated in ... Oxford on ... Thames. It was founded in ... thirteenth century. The oldest university in ... Europe is ... University of Bologna in ... Italy, founded in ... eleventh century. ... second oldest is ... University of Salamanca in ... Spain, founded in 1218, ... third oldest in ... world is ... Oxford University.

EXERCISE 5. Fill in "the" where necessary.

1)..... Europe is 2)..... second smallest continent in 3)..... world and is home to one seventh of 4)..... world's population. 5) longest river there is 6)..... River Volga and 7)..... largest freshwater lake is 8)..... Lake Ladoga, in 9)..... north-western

10)..... Russia. 11)..... highest mountain peak is 12)..... Mount Elbrus in 13)..... Caucasus Mountains. 14)..... Europe is bordered towards the north by 15)..... Arctic Ocean, the south by 16)..... Mediterranean Sea and 17)..... Black Sea, the west by 18)..... Atlantic Ocean and the east by 19)..... Asia. 20)..... Europeans are 21)..... people who live in 22)..... Europe. 23)..... association which has been formed to unite 24)..... countries of 25)..... Europe is called 26) European Union.

EXERCISE 6. Fill in the appropriate articles where necessary.

1. Pass me ... bread, please. I like ... rye bread. 2. Put ... kettle on the fire. We'd like ... hot tea. 3. How much is ... dictionary? Is it ... expensive book? 4. - Where are ... children? - They've gone for ... walk. 5. Shall I really buy ... coat? Isn't it too long? 6. Look at ... girl. She is like a calendar picture. 7. - Where did you get ... cat from? - From ... friend. 8. Is... water filtered? Can I use it? 9. I can't say that I enjoyed ... film. 10. Shall I warm up ... soup? - No, I'll have it as it is. 11. - Where is ... money? - I've no ... idea. 12. May I have a look at ... ring, please? 13. Ted, you'll have to rewrite ... test, I'm afraid. 14. Have you understood ... rule, children? 15. Thank you for ... invitation, we'll come. 16. We like ... song. It will be ... hit. 17. I'm sorry, but I don't remember ... address. 18. Here is ... book, you can keep it for ... week. 19. It's getting dark. Turn on ... light, please. 20. - Well, where shall we keep ... dog? - In ... yard.

EXERCISE 7. Translate the following sentences into English.

1. - Вам понравилось представление? - О, это было замечательное шоу. 2. - Не могли бы вы закрыть окно? - Да, конечно, через минуту. 3. Я посмотрел на картину и решил купить ее. 4. - Где инструкция к стиральной машине? - Она в стиральной машине. 5. Не хотели бы вы взглянуть на проект? Это абсолютно новый план. 6. Собачка ждет вас у двери. Впустите ее. 7. - Как тебе нравится платье? - Это фантастика! 8. Он всегда сообщает нам о последних событиях. 9. - Сколько вы заплатили за шампунь? - Доллар. 10. - Какая сегодня погода? - Погода великолепная, день чудесный. 11. - Где дети? - Они пошли на прогулку в парк. 12. Поставь чайник на плиту и вскипяти воду. 13. Боюсь, мы не можем изменить ситуацию. 14. В чем дело? Почему ты так расстроен? 15. Я скоро закончу письмо и поеду в офис. 16. Посмотри на цветы, разве они не красивы?

THE NOUN: Level A

ИМЯ СУЩЕСТВИТЕЛЬНОЕ (Noun)

Имя существительное (the Noun) обозначает предметы, живые существа, вещества (материи), абстрактные понятия, различные явления.

Все имена существительные в английском языке могут классифицироваться по принципу исчисляемости - неисчисляемости.

Исчисляемые имена существительные (Countable Nouns) обозначают предметы, которые могут употребляться как в единственном, так и во множественном числе: *an apple - apples, an idea - ideas, a file - files, a printer - printers.*

Неисчисляемые имена существительные (Uncountable Nouns) обозначают понятия, явления, которые нельзя пересчитать. Они употребляются только в единственном числе и согласуются со сказуемым в единственном числе:

Light travels fast.

The information is top secret.

Множественное число у исчисляемых имен обычно образуется с помощью окончания **-(e)s**: [s], [z], [iz] - *hat - hats, boy - boys, story - stories.*

Исключения составляют:

| | |
|---------------------------|----------------------------|
| a man - <i>men</i> | a fish - <i>fish</i> |
| a woman - <i>women</i> | a deer - <i>deer</i> |
| a mouse - <i>mice</i> | a sheep - <i>sheep</i> |
| a foot - <i>feet</i> | a swine - <i>swine</i> |
| a tooth - <i>teeth</i> | a Chinese - <i>Chinese</i> |
| a child - <i>children</i> | a series - <i>series</i> |
| a goose - <i>geese</i> | a species - <i>species</i> |

Ряд слов, заимствованных из *латинского и греческого языков*, имеют несвойственные для английского языка окончания:

| | |
|-------------------------------|---------------------------------|
| a datum - <i>data</i> | a formula - <i>formulae</i> |
| a criterion - <i>criteria</i> | a cactus - <i>cactii</i> |
| a genius - <i>genii</i> | a phenomenon - <i>phenomena</i> |

Притяжательный падеж (the Possessive Case), как правило, употребляется с одушевленными существительными, обозначающими людей или животных, и выражает значение принадлежности, обладания чем-то, различных отношений: *Mary's family,*

A. Christie's novels, a day's work, Boris's wife, a month's holiday.

Форма притяжательного падежа образуется с помощью окончания **'s**.

a student's dictionary - students' dictionaries

a man's suit - men's suits

a woman's journal - women's journals

Неодушевленные существительные передают значение принадлежности при помощи сочетания *of*: *the roof of the house, the end of the story.*

EXERCISE 1. Define the following nouns as countable or uncountable.

Idea, magazine, weather, knife, tooth, children, oranges, person, dictionary, sheep, advice, money, hair, fish, garden, news, knowledge, picture, work, job, information, coffee, furniture, air, ocean, fruit, game, bread, poetry, eyes, tourists, mice, progress.

EXERCISE 2. Write plurals forms of the nouns.

A: a boy, a toy, a car, a thing, a room, a book, a hat, a sweet, a stamp, a coat, a watch, a fox, a dish, a place, a glass, a cherry, a story, a century, a hero, a piano, a roof, a life, a valley, a leaf, a pair.

B: a fish, a sheep, a deer, a series, a species, a man, a woman, a foot, a tooth, a child, a mouse, a person, a fireman, a passer-by, a forget-me-not, a goose, a phenomenon, a mother-in-law, a swine, a Chinese.

EXERCISE 3. Make these sentences plural.

A: 1. This is a thrilling film. 2. There is a man in the hall. 3. The man is an American, and the woman is a Swiss. 4. In the story a policeman helps a child. 5. A student must enjoy life. 6. My son keeps a white mouse in a box. 7. A cat is a cute animal. 8. What a good chance we have! 9. A refrigerator keeps food fresh. 10. It's a new business centre.

Make these sentences singular.

B: 1. Men who drink and drive are criminals. 2. Housekeepers must be economical. 3. Secretaries should know computers and languages. 4. Politicians must be good leaders and speakers. 5. Horror films are not for small children. 6. Partners should be honest people. 7. Accountants must be good at figures. 8. There are geese in the pond.

EXERCISE 4. Use the Possessive Case in the following sentences.

1. Jessica works for a magazine for men. 2. The roof of the house needs painting. 3. The dress of the girl was made by her mother. 4. The dresses of the girls were wonderful. 5. My seat was at the wing of the plane. 6. The style of this designer is perfect. 7. The sound of the car made me stop writing. 8. The voices of the children woke up the dog. 9. Mary often sat on the bank of the river looking at the ducks. 10. A holiday for a week will do you good.

EXERCISE 5. Form the Possessive Case with the help of the endings -'s, -s'.

1. Ross, address 2. (a) week, holiday 3. my relatives, house 4. A. Christie, novels 5. Mex, discs 6. my sister, room 7. her neighbour, car 8. (a) woman, magazine 9. James, secretary 10. (a) child, bicycle 11. (a) girls, school 12. (a) week, trip 13. (an) actress, career 14. Doris, dress 15. teenagers, music.

EXERCISE 6. Translate into English.

1. Сын моего друга. 2. Сыновья моих друзей. 3. Книга нашего преподавателя. 4. Книга наших преподавателей. 4. Имя врача. 5. Муж моей подруги – инженер. 6. Дом моей мамы очень светлый. 7. Давайте встретимся в офисе Тома. 8. Это машина Джеймса, машина Алекса белая. 9. В нашей библиотеке есть книги С. Кинга. 10. Комната моих дочерей самая большая в доме.

INDEFINITE PRONOUNS: Level A

НЕОПРЕДЕЛЕННЫЕ МЕСТОИМЕНИЯ

SOME, ANY, NO, EVERY, MANY, MUCH, A LOT OF, FEW, LITTLE

SOME, ANY – употребляются с исчисляемыми существительными во множественном числе и неисчисляемыми существительными в единственном числе со значением «некоторое количество, немного, сколько-нибудь».

SOME – употр.: 1) в утвердительных предложениях: *I've got some English books to read.;*
There is some rice in the bowl.

2) в вопросительных предложениях, при выражении просьбы или предложения: *Would you like some coffee?*

ANY – употр.: 1) в вопросительных и отрицательных предложениях: *We didn't buy any flowers.;* *He never does any work.*

2) в утвердительных предложениях в значении «любой»: *You can catch any bus as they all go to the centre.*

3) после союза IF: *If I find any of your books, I'll send them to you.*

NO – употр. в утвердительных предложениях с отрицательным значением перед существительным. Сравни: *There are no monitors here. There aren't any monitors here.*

EVERY – употр. в утвердительных, вопросительных и отрицательных предложениях в единственном числе в значении «каждый» или для обозначения всей группы предметов: *Every sentence must have a verb. (= all sentences)*

Производные неопределенные местоимения и наречия употребляются по тем же правилам:

| | |
|---|--|
| <p>Something – что-то, что-нибудь, что-либо Somebody=someone – кто-то, кто-нибудь, кто-либо Somewhere – где-то, где-нибудь, куда-нибудь <i>Please give me something to read. / There's somebody at the door. / Let's go somewhere warm and sunny.</i></p> | <p>Anything – что-нибудь; все, что угодно Anybody=anyone – кто-то, кто-либо, любой Anywhere – где-нибудь, куда-нибудь, куда угодно <i>I don't want anything to eat. / There isn't anybody at the door. / You can invite anybody you like. / Do you live anywhere near Jim?</i></p> |
| <p>Nothing – ничто, ничего Nobody= no one – никто, никого Nowhere – нигде, никуда <i>There is nothing in that room. / I saw nobody here yesterday. / -Where are you going? – Nowhere.</i></p> | <p>Everything – всё Everybody=everyone – все (каждый) Everywhere – везде, повсюду <i>I'll do everything I can to help. / Everybody was there in time. / I was looking for you everywhere.</i></p> |

NONE – в значении «никто, нисколько, ни один» употр. в утвердительных предложениях вместо существительного, заменяя его, либо в структуре «**none of + сущ./мест. во мн. ч.**»: *How many tickets have we got? – None. / We took some photos but none of them were very good.*

MUCH, MANY – «много» употр. в отрицательных и вопросительных предложениях. (Искл. после слов **so, very, too** – в утвердительных предложениях).

MUCH – употр. с неисчисляемыми существительными: *We didn't need much flour./ How much sugar do we need?*

MANY– употр. с исчисляемыми существительными: *There aren't many books on the shelf./ How many English words do you know?*

A LOT OF (LOTS OF) – «много» употр. в утвердительных предложениях с исчисляемыми и неисчисляемыми существительными: *I have a lot of friends./ We spent a lot of money.*

LITTLE, FEW – «мало, не достаточно» употр. в утвердительных и вопросительных предложениях.

LITTLE– употр. с неисчисляемыми существительными: *I drink little coffee. I don't like it.*

FEW – употр. с исчисляемыми существительными: *The theatre was almost empty. There were very few people there.*

A LITTLE, A FEW – «немного, но достаточно» = **SOME**:

Сравни: *We've got a little time before the train leaves. / We must be quick. We have little time. I have a few friends and we meet quite often. / He isn't popular. He has few friends.*

EXERCISE 1. Fill in some, any or no into the gaps.

1. I'd like to buy ... new clothes but I haven't got ... money. 2. Are there ... letters for me? 3. There's ... milk in the jug. 4. There are ... people in the park because it is cold. 5. When would you like to come? – ... day would suit me. 6. Was there ... water in the glass or ... milk? 7. Bob always likes ... sugar in his coffee. 8. There are ... flowers here in winter. 9. Will you have ... pudding or ... fruit? 10. Have you got ... time to spare? I'd like to ask you ... questions. 11. Can I have ... milk in my tea? I don't like it black. 12. There is ... tea in the cup: the cup is empty.

EXERCISE 2. Complete the sentences with some, any, no, every + -thing, -body, -where or none.

1. My husband taught our son ... he knows. 2. I can't find my book I have looked 3. I think there is ... wrong with my watch. 4. The question was so difficult that ... could answer it. 5. The student didn't understand ... because she heard 6. How much money have you got? – 7. Does he know ... about computers? – Yes, he knows ... because he is the best specialist in computer science at Harvard University. 8. You should go ... next summer. 9. ... is all right, the patient is much better today. 10. Is there ... here who knows French? 11. Her patient has a bad memory. She can't remember 12. I saw ... in the train yesterday who looked like you. 13. We cancelled the party because ... of the people we invited were able to come. 14. We've got ... to eat. We've got only ... to drink. 15. Sally was upset about ... and refused to talk to 16. He felt terrible. He couldn't do ... else. 17. Johnny lives ... near Chicago.

EXERCISE 3. Translate into English using *much, many, little, few*.

Много тетрадей, много молока, много воды, много дней, много газет, много снега, много лет, много картин, много музыки, много мяса, много машин.

Мало домов, мало чая, мало чашек, мало бумаги, мало супа, мало света, мало детей, мало дворцов, мало цветов, мало соли, мало кофе, мало сока.

EXERCISE 4. Fill in *a lot of, much, many, little, few, a little, a few*.

1. He eats ... fish. 2. Have you got ... money on you? – I'm sorry. I have very ... money at the moment. 3. At the conference we met ... people whom we knew well. 4. There are very ... old houses left in our street. Most of them have already been pulled down. 5. If you have ... spare time, look through this book. You will find ... stories there which are rather interesting. 6. She wrote us ... letters from the country. 7. There are ... things here which I cannot understand. 8. Shall I bring ... more chalk? – No, thank you. There is ... chalk on the desk. 9. He had ... English books at home, so he had to go to the library for more books. 10. She gave him ... water to wash his hand and face. 11. I'd like to say ... words about my journey. 12. After the play everybody felt ... tired. 13. Sue drinks ... coffee. 14. The weather has been very dry recently. We've had ... rain. 15. I'm not very busy today. I haven't got ... to do. 16. He isn't popular. He has ... friends.

THE ADJECTIVE and THE ADVERB: Level A**СТЕПЕНИ СРАВНЕНИЯ ПРИЛАГАТЕЛЬНЫХ
(Degrees of Comparison)**

Сравнительная (the comparative) и превосходная (the superlative) степени одно- и двусложных прилагательных образуются при помощи суффиксов **-er, -est** соответственно, а многосложных - прибавлением слов **more** и **(the) most**.

Cold - colder - the coldest

Interesting - more interesting - the most interesting

ПРИМЕЧАНИЕ: В прилагательных с окончанием **-y** сравнительная и превосходная степени образуются при помощи суффиксов **-er, -est**, и **-y** меняется на **-i**: *noisy - noisier - the noisiest*
Ряд прилагательных образуют степени сравнения не по общему правилу:

Good - better - the best;

Bad - worse - the worst;

Far - farther - the farthest (о расстоянии)

further - the furthest (следующий)

Many (much) - more - the most

Little - less - the least

Для выражения сравнения существует также целый ряд конструкций:

as ... as - *He is as tall as his father.*

not so ... as - *Japanese is not so easy as English.*

more (less) ... than - *New York is more crowded than Washington.*

EXERCISE 1. Form comparatives and superlatives.

- 1) tall, long, short, hot, cold, nice, large, big, wide, strong, happy, warm, high, heavy, low, hard, busy, easy, bright;
- 2) interesting, comfortable, important, necessary, beautiful, famous, pleasant, popular, wonderful, active, careful.

EXERCISE 2. Translate the following sentences into Russian.

1. Mary is *as young as* Ann.
2. Pushkin street is *as long as* Lermontov street.
3. The Baltic sea is *not so warm as* the Black sea.
4. This book is *not so interesting as* that one.
5. This road is *worse than* any other.
6. Football is *more popular than* basketball.
7. *The more* you study *the better* you pass your exams.
8. *The longer* is the night *the shorter* is the day.
9. *The less* we speak English *the worse* for us.
10. *The earlier* you get up *the more* you can do.

EXERCISE 3. Form comparatives and superlatives.

1. Which is (long) day of the year? 2. Winter is (cold) season. 3. Moscow is (large) than St. Petersburg. 4. My friend's car is not so (new) as my car. 5. Where is it (beautiful), in the mountains or near the sea? 6. In spring the days are (long) than in winter. 7. It is (cold) today than it was yesterday. 8. The Russian grammar is (difficult) than the English one. 9. The Caucasus are (high) mountains in Europe. 10. Friendship is (strong) than steel. 11. (Long) day has an end. 12. Health is (good) than wealth.

EXERCISE 4. Put the adverbs in the right places.

1. You are right. (absolutely) 2. I got to bed at twelve. (always) 3. Do you go to parties? (ever) 4. You can be sure of anything. (never) But you can trust me. (certainly) 5. They meet every weekend. (usually) 6. My friends invite me to the theatre. (occasionally). 7. I have had such a shock! (never) 8. They met again. (never) 9. I remember meeting those people. (definitely). 10. Something is happening. (definitely) 11. Does he tell you the truth? (always) 12. He tries to do his best. (always) 13. He talks sensibly. (never) 14. He's late. (always) He was late for his own wedding. (even) 15. Can you be sincere? (ever) 16. Expensive remedies are useful (always), if not to the sick, then to the chemist. 17. We fans give up hope. (never) 18. Are you all right? (really)

EXERCISE 5. Open the brackets and give the comparative or superlative degree of the following adjectives and adverbs.

1. That is (incredible) story I have ever heard. 2. It is not always (bright) students who do well in tests. 3. Terylene shirts are (hard) wearing, but cotton shirts are much (comfortable). 4. Which is (deep), Lake Michigan or Lake Superior? 5. She is far (self-confident) than she used to be. 6. (tall) man among the guests is a basketball player. 7. I like both of them, but I think Kate is (easy) to talk to. 8. Most people are (well off) than their parents used to be. 9. She has a lot to be thankful for; but (sad) thing of all is that she does not realize it. 10. I want to buy a car – (powerful) one you have. 11. You look a lot (sad) than you did last time I saw you. 12. There is nothing (irritating) than locking yourself out of your own house. 13. Both roads lead to the city centre, but the left-hand one is probably a bit (short) and (direct). 14. As I get (old), I notice the policemen seem to be getting (young). 15. The boys in our school are much (good-looking) and a lot (good) at football than the boys in other schools in the town.

EXERCISE 6. Translate the following sentences into English.

1. Самые жаркие дни бывают летом. 2. Самая дождливая погода бывает осенью. 3. Чем больше я читаю, тем больше я знаю. 4. Март не такой холодный, как февраль. 5. Математика самый трудный предмет в школе. 6. Москва дальше от Парижа, чем Варшава. 7. Сегодня также холодно, как и вчера. 8. Лучше позже, чем никогда. 9. Этот фильм такой же интересный, как и тот. 10. Аня лучшая студентка группы. 11. Эта песня очень популярна сейчас.

THE NUMERAL: Level A

Даты (Dates)

Дату можно поставить перед месяцем и после него. Оба варианта будут верны.

The first of January. / January the first.

С датами употребляются порядковые числительные. (the second, the twenty-second)

I was born on the fourteenth of May.

Годы (Years)

Годы до 2000, произносятся разделяя четыре цифры по две:

1965 = nineteen sixty-five

1871 = eighteen seventy-one

1999 = nineteen ninety-nine

Годы начиная с 2000, произносятся “two thousand and ___” в Британском английском:

2005 = two thousand and five

2010 = two thousand and ten / возможно также: twenty ten

Большие числа (Large numbers)

Сотни, тысячи, миллионы и т.д. во множественном числе произносятся без “s”

100 – a (one) hundred

10, 000 – ten thousand (no “s” plural)

12, 000, 000 – twelve million (no “s” plural)

2, 000, 000, 000 – two billion (no “s” plural)

2, 000, 000, 000, 000 – two trillion (no “s” plural)

При произношении необходимо отделять разряды числа (сотни, тысячи):

400,000 = four hundred thousand (no “s” plural)

При произношении сотни отделяются от десятков словом “and” в Британском английском:

450,000 = four hundred and fifty thousand

400,360 = four hundred thousand and three hundred and sixty

Дроби, отношение и проценты (Fractions, ratios and percentages)

$\frac{1}{2}$ = one half

$\frac{1}{3}$ = one third

$\frac{1}{4}$ = one quarter

$\frac{1}{5}$ = one fifth

$\frac{1}{6}$ = one sixth

$\frac{4}{3}$ – four over three/four thirds/four-thirds

$\frac{1}{10}$ – one tenth/a tenth/one-tenth

$\frac{3}{7}$ – three sevenths/three-sevenths

112/303 – a (one) hundred (and) twelve over three hundred (and) three

5 $\frac{2}{5}$

5 – five (and) two-fifths

3.55 – three point five five

0.32 – zero point three two

0.333 – zero point three recurring

0.35848484 – zero point three five eighty-four recurring

1.5% = one point five percent

0.3% = nought / zero point three percent

2:1 = two to one

Произношения 0 (Saying 0)

В зависимости от контекста, ноль произносится по-разному:

2-0 (football) = Two nil

30 – 0 (tennis) = Thirty love

604 7721 (phone number) = six oh four double seven two one

0.4 (a number) = nought point four / zero point four

0C (temperature) = zero degrees

Математические операции (Talking about calculations)

+ сложение (plus)

2 + 1 = 3 (two plus one equals three)

- вычитание (minus / take away)

$5 - 3 = 2$ (five minus three equals two / five take away three equals two)
 x умножение (multiplied by / times)
 $2 \times 3 = 6$ (two multiplied by three equals six / two times three equals six)
 $/$ деление (divided by)
 $6 / 3 = 2$ (six divided by three equals two)
 $x(y + z)$ – x times the sum of y plus z / x open parenthesis y plus z close parenthesis
 $(x + y)z$ – open parenthesis x plus y close parenthesis multiplied by z /
 parenthesis x plus y parenthesis multiplied by z
 $31 \div 7 = 4 \text{ r } 3$ Thirty-one divided by seven is four with a remainder of three.
 $4.1 - 8.3 = -4.2$ Four point one minus eight point three equals minus (negative) four point two.
 $2^2 = 4$ Two squared is four.
 $2^3 = 8$ Two cubed is eight.
 $\sqrt[3]{2}$ – the cube root of two
 $\sqrt[n]{x}$ – the n th root of x
 $2 : 3 = 4 : 6$ Two is to three as four is to six.

EXERCISE 1. Read and translate the following sentences.

1. William Shakespeare was born in 1564 and died in 1616 in Stratford-upon -Avon.
2. Shakespeare wrote 37 plays.
3. Jack London was born on the 12th of January 1876 and died in 1916.
4. On April 12, 1961 the whole world learned about Gagarin's flight into space.

EXERCISE 2. Read the numbers:

- 1) 1, 2, 11, 12, 13; 27, 69, 248, 1000, 1008, 1096, 2355, 3573;
- 2) 17th, 20th, 91st, 24th, 149th, 83d, 56th, 150th, 178th, 362d, 209th;
- 3) 1975, 1982, 1990, 1997, 2000, 2006, 2018, 2103;
- 4) 700,000; 547,982; 3,012,384; 775,369,000; 21,432,654,871.

EXERCISE 3. Answer the questions and write the numbers.

1. How many minutes are there in two hours?
2. How many kilometers are there in a mile?
3. What is your normal body-temperature?
4. How many cents are there in \$ 2.5?
5. When were you born?
6. What is telephone number?

EXERCISE 4. Say and write these numbers in English.

- | | |
|--------------------|--------------------|
| 1) 567 | 6) $7 \frac{1}{4}$ |
| 2) $6 \frac{1}{2}$ | 7) 2359000 |
| 3) 3267 | 8) 58% |
| 4) 8.93 | 9) 9 May |
| 5) 0.34 | 10) 17/04/2007 |

- 11) 8 969 670 44 85 (phone number)
 12) – 3 C
 13) in 1986
 14) in 2014

- 15) 3³
 16) 40 – 0 (the result in a tennis game)
 17) 4 – 1 (the result in a football match)

EXERCISE 5. Say it in English.

- a) Первого сентября 1984 года
 Седьмого августа 2007 года
 22 июня 1941 года
 24 октября 1917
 21-го января 1824 года
 19 августа 1991 года
- b) 1.325.543 книги
 1.325 учеников
 266 дней
- менее 18.000 студентов
 около 1.500.000 человек
 более 280.000.000 человек
- с) первый космонавт
 второй приз
 пятый параграф
 часть первая
 номер десятый
 сороковой размер

EXERCISE 6. Solve these problems.

1. 47 and 34 is ____
 2. 33 multiplied by 4 is ____
 3. 45 times 4 is ____
 4. 112 minus 45 ____
5. 90 divided by 6 is ____
 6. Divide 66 by 11, multiply by 5, add 20, and subtract 18; you've got ____

THE VERB – Present Forms: Level A To be, to have

| | | | |
|------|------------|------|-------------|
| I | am | I | have |
| He | | He | |
| She | is | She | has |
| It | | It | |
| We | | We | |
| You | are | You | have |
| They | | They | |

EXERCISE 1. Fill in the gaps with the correct form of the verb “to be”.

1. What ... your name? - My name ... Shirley Frank. 2. What ... your address? - My address ... 175 Grand Central Parkway. 3. What ... your phone number? - My phone

number ... 7189930. 4. Where ... you from? - I ... from New York. 5. My father ... not a teacher, he ... a scientist. 6. ... your aunt a doctor? - Yes, she 7. ... they at home? - No, they ... not at home, they ... at work. 8. My brother ... a worker. He ... at work. 9. ... you an engineer? - Yes, I 10. ... your sister a typist? - No, she ... not a typist, she ... a student. 11. ... this your watch? - Yes, it 12. Helen ... a painter. She *has* some fine pictures. They ... on the walls. She *has* much paper. It ... on the shelf. The shelf ... brown. It ... on the wall. Helen *has* a brother. He ... a student. He *has* a family. His family ... not in St. Petersburg, it ... in Moscow.

EXERCISE 2. Ask questions to these sentences and make them negative.

1. My children are at college. 2. There are many people in the library now. 3. Helen is fond of scuba diving. 4. It is common here to give a waiter a tip. 5. I am proud of my parents. 6. We are interested in programming. 7. There are lots of historical monuments in Paris. 8. Trains are more reliable than buses. 9. My friend is keen on rock music.

EXERCISE 3. Translate the following sentences into English.

1. Меня зовут Катя. 2. Мне 14 лет. 3. Я русская. Я из Санкт-Петербурга. 4. Я ученица. 5. Мой любимый вид спорта – теннис. 6. Я интересуюсь музыкой. 7. Мой любимый предмет английский язык. 8. Мой папа – программист. Он не интересуется политикой. 9. Моя мама зубной врач. Она интересуется искусством. 10. Мы всегда заняты, но мы очень счастливы быть вместе. 11. Чья это ручка? - Это моя ручка. 12. Чей это стол? - Это стол моего брата. 13. Где ваш стол? – Он посередине комнаты. 14. Где твоя ручка? – Она в моем кармане. 15. Где твоя мама? - Она на работе. 16. Где твой брат? - Он в школе. 17. Где твоя сестра? - Она дома. 18. Чьи это часы? - Это мои часы. А где мои часы? - Они на столе.

The Present Simple

| Утвердительная форма | Вопросительная форма | Отрицательная форма |
|---|--------------------------------------|---------------------------------|
| I write | Do I write ? | I do not write |
| He writes She writes It | Does he/she/it write ? | He/She/It does not write |
| We write You write They | Do we/you/they write ? | We/You/They do not write |

EXERCISE 1. Complete the sentences with these verbs using the proper form of the Present Simple:

look go have start take speak be seem rain eat snow win

1. She always lunch at school.
2. The child to school every day. His father him there in his car.
3. Richard's life in Paris is a bit difficult. He only English.
4. What's the matter? You very sad.
5. Liz is good at tennis. She every game.
6. It quite reasonable.
7. Winter is warm here. It very seldom. But sometimes it
8. Helen is on a diet. She a little.
9. He in a hurry.
10. The exams at school in April.

EXERCISE 2. Put the verb into the correct form.

- 1 Jane *doesn't drink* (not/drink) tea very often.
- 2 What time _____ (the banks / close) in Britain?
- 3 "Where _____ (Martin/come) from?" "He's Scottish."
- 4 "What _____ (you/do)?" "I'm an electrical engineer."
- 5 It _____ (take) me an hour to get to work. How long _____ (it/take) you?
- 6 I _____ (play) the piano but I _____ (not/play) very well.
- 7 I _____ (understand) this sentence. What _____ (this word/mean)?

EXERCISE 3. Ask questions to the words in italics.

1. *Ann* speaks German *very well*.
2. Bad driving causes *many accidents*.
3. I *never* drink *coffee*.
4. My parents live in a very *small flat*.
5. The swimming pool opens at *9 o'clock* and closes at 18.30 *every day*.
6. *The Olympic Games* take place every *four* years.

EXERCISE 4. Open the brackets using the Present Simple.

1. (USUALLY) Andrea Schatzmann, an exchange student from Switzerland, (to live) with the Connor family in San Francisco. She (to get) up at 7 am and (to take) a shower. She normally (not to have) breakfast. At half past seven she (to catch) the bus. Her first class (to start) at a quarter past eight. She always (to have) lunch at 12 o'clock in the cafeteria. The cafeteria food (to be) OK and it (to be) cheap too. Her afternoon classes (to be) from 1.15 till 3.00 p.m., so she (to be) at school all day. She usually (to have) dinner with the Connors at about 8.00. On Saturdays she (to have) lunch at the restaurant. Once a week, usually on Sunday mornings, she (to go) swimming. A few friends usually (to go) along, too. One of her friends has got a car, so he (to pick) them up and then he (to drive) them home. After swimming they often (to go) out for a pizza. On Saturday evenings she sometimes (to go) out with friends to a party or maybe to a concert. Sometimes she (to invite) friends to her

house and they (to listen) to music and (to talk). Mr. and Mrs. Connor often (to take) them for a camping weekend to the seaside or to the mountains. From time to time she (to call) her family in Switzerland. They never (to talk) for very long because it (to be) expensive. She usually (to call) on Sundays because it (to be) cheaper then.

2. What time Andrea usually (to get) up? 3. When she (to catch) the bus? 4. She (to take) a shower in the morning? 5. She (to go) home for lunch? 6. When she (to go) swimming? 7. How she (to get) to the pool? 8. What she (to do) on Saturday evenings?

EXERCISE 5. Translate into English.

1. Где ты живешь? - Я живу в Москве. 2. Когда у тебя каникулы? - В январе. 3. Что тебе больше всего нравится в школе? 4. Мой брат работает в больнице. Он врач. Он встает в двадцать минут восьмого. Он работает утром и днем. Вечером он не работает. Вечером он отдыхает. 5. Твоя сестра говорит по-французски? - Нет. Она говорит по-немецки, а ее муж говорит по-английски. 6. Когда вы встаете? - Я встаю без четверти семь. 7. Когда встает твой брат? - Он встает без двадцати восемь. - А твоя сестра тоже встает без двадцати восемь? - Нет. Мой брат ходит в школу, а моя сестра не ходит в школу. Она еще не ученица. Она встает в девять часов. 8. Этот мальчик играет в футбол и любит смотреть мультипликационные фильмы. 9. Он любит школьные каникулы, особенно летние. 10. День рождения у мальчика 31 декабря. Поэтому он получает много подарков.

The Present Continuous (am/is/are + V ing)

| Утвердительная форма | Вопросительная форма | Отрицательная форма |
|-------------------------|---------------------------|-----------------------------|
| I am writing | Am I writing ? | I am not writing |
| He is writing | Is he writing ? | He is not writing |
| She is writing | Is she writing ? | She is not writing |
| It is writing | Is it writing ? | It is not writing |
| We are writing | Are we writing ? | We are not writing |
| You are writing | Are you writing ? | You are not writing |
| They are writing | Are they writing ? | They are not writing |

EXERCISE 1. Open the brackets using the Present Continuous.

A: (NOW) 1. Timothy (to feed) his dog. 2. Mr. Jones (to clean) his yard. 3. Nancy (to paint) her kitchen. 4. Our neighbours (to wash) their car. 5. I (to wash) my hair. 6. Who (to fix) your sink? 7. What she (to do) now? 8. You (to have) a break? 9. What they (to talk) about? 10. It still (to rain).

B: (NOW) It (not to rain) any more, it (to clear) up and the sun (to shine). The jazz band (to play) in the park. A lot of people (to listen) to the music and they really (to

have) a good time. But they (not to dance) yet. There is a coffee shop there. Only seven people (to sit) there, and only five people (to wait) in the queue. Some people (to have) sandwiches and (to drink) coffee, tea or fruit juices. Boys and girls over there (to laugh) and (to make) a lot of noise. They (to play) games and Tom (to take) pictures. So what (to go) on?

EXERCISE 2. Use the verbs in the Present Simple or the Present Continuous.

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

EXERCISE 3. Open the brackets using verbs in the Present Simple or the Present Continuous.

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

Well, this Supersound might interest you. It (to be) a good size, it (to be) stereo and it (to have) a radio to listen to the news.

The following verbs are not normally used in continuous tenses:

| | | | | | |
|-------------|---------------|----------------|-------------------|-----------------|----------------|
| like | want | know | mean | remember | consist |
| love | need | realise | understand | belong | depend |
| hate | prefer | suppose | believe | contain | seem |

EXERCISE 4. Are the underlined verbs right or wrong? Correct the ones that are wrong.

1. I'm seeing the manager tomorrow morning.
2. I'm feeling hungry. Is there anything to eat?
3. Are you believing in God?
4. This sauce is great. It's tasting really good.
5. I'm thinking this is your key. Am I right?

EXERCISE 5. Put the verb into the correct form, present simple or present continuous.

1. Are you hungry? **Do you want** something to eat? (you/want)
2. Jill is interested in politics but she to a political party. (not/belong)
3. Don't put the dictionary away. I it. (use)
4. Don't put the dictionary away. I it. (need)
5. Who is that man? What? (he/want)
6. Who is that man? Why at us? (he/look)
7. George says he's 80 years old but nobody him. (believe)
8. She told me her name but I it now. (not/remember)
9. I of selling my car. (think) Would you be interested in buying it?
10. I you should sell your car. (think) You it very often. (not/use)
11. I used to drink a lot of coffee but these days I tea. (prefer)
12. Air mainly of nitrogen and oxygen. (consist)

The Present Perfect (have/has + Past Participle)

| Утвердительная форма | Вопросительная форма | Отрицательная форма |
|---------------------------------------|---|--|
| I have written | Have I written? | I haven't written |
| He She has written It | Has he she it written? | He She hasn't written It |
| We You have written They | Have we you they written? | We You haven't written They |

EXERCISE 1. Give the Past Simple and the Past Participle forms of these verbs.

Give, tell, do, fall, take, ride, drive, get, break, hide, wear, drink, sing, teach, steal, grow, swim, throw, catch, lend.

EXERCISE 2. Change the tense in the following sentences into the Present Perfect. Translate into Russian.

1. The pupils are writing a dictation. 2. My friend is helping me to solve a difficult problem. 3. I am learning a poem. 4. She is telling them an interesting story. 5. Kate is sweeping the floor. 6. The waiter is putting a bottle of lemonade in front of him. 7. I am eating my breakfast. 8. We are drinking water. 9. He is bringing them some meat and vegetables. 10. You are putting the dishes on the table. 11. They are having tea. 12. She is taking the dirty plates from the table.

EXERCISE 3. Give news about yourself and other people to a friend of yours. Make sentences in the Present Perfect.

A Example: My sister / get married. — *My sister has got married.*

1. I/find/a new job. 2. My father/retire. 3. Jane and Mike/go to work/to Australia. 4. I/buy/a new motorcycle 5. My niece/start to walk. 6. The Browns/move to another town. 7. Nick and Rita/divorce. 8. John/receive/ a fortune, he/become/a millionaire.

B Ask your friend who is in the USA questions about what he or his relatives have seen or done (use the Present Perfect Tense).

Example: You/have/a good journey? — *Have you had a good journey?*

1. You/already/see/the Great American Lakes? 2. You/be/to Broadway? 3. Mike/manage to see/the Statue of Liberty? 4. What/new places/your brother/show to you? 5. Ann/visit/the White House? 6. You/receive/your driving license?

C Say what you or your friends have not done yet (this year, month, etc.).

Example: I/not be/to the theatre/this month. — *I have not been to the theatre this month.*

1. Sue/not read/"Gone with the Wind"/yet. 2. Jill/not enter/London University/this year. 3. Larry/not produce/ a new film/yet. 4. Peggy and Paul/not move/to another flat this month. 5. Pete/not finish/his project yet. 6. Mrs. Brown/not recover/yet.

EXERCISE 4. Open the brackets using verbs in the Present Simple, the Present Continuous or the Present Perfect.

1. What you (to do) here? – I (to write) a letter to my friends. 2. Who (to write) this article? 3. Stop smoking! The room (be) full of smoke which (come) from your pipe. Usually nobody (smoke) here as Mother (not let) it. 4. We already (to learn) a lot of English words. 5. You (to find) the book? 6. What are you (to talk) about? 7. Research (show) that lots of people (absorb) new information more efficiently at some times of day than at others. A biological rhythm (affect) different people in different ways. 8. My cousin (to look) for a job, but he (not to find) a job yet. 9. It (to be) impossible for her to feel at home here. 10. They just (to give) you a pay rise. 11. Johnny, who finally (to find) a new job, (to give) a big party. 12. I regularly (see) him at the bus stop, but I (not see) him these two or three days.

EXERCISE 5. Use “since” or “for” in the following sentences.

1. We haven't met them ... four years. 2. My parents have owned this house ... last year. 3. The children have been outside ... early morning. 4. Jerry has had her driving license ... a month. 5. I've been at the office ... ten o'clock. 6. David hasn't visited London ... half a year. 7. Tom has had his car ... he left school. 8. Mr. Parker has been with this company ... it was organized. 9. I haven't eaten such delicious food ... ages! 10. He hasn't had a cold ... he went in for sport. 11. We've been good neighbours ... quite a long time. 12. The cake has been in the oven ... thirty minutes.

The Present Perfect Continuous (have/has + been + V ing)

| Утвердительная форма | Вопросительная форма | Отрицательная форма |
|--|---|---|
| I have been writing | Have I been writing? | I haven't been writing |
| He She has been writing It | he Has she been writing? it | He She hasn't been writing It |
| We You have been writing They | we Have you been writing? they | We You haven't been writing They |

EXERCISE 1. Translate the following sentences into Russian.

1. Her phone has been ringing for ten minutes. Why doesn't she answer it? 2. How long have you been waiting for me? I have been waiting since 9 o'clock. 3. How long have you been wearing glasses? – For five years. 4. Why are you dirty with paint? – I have been painting the roof. 5. It has been snowing for three days. The roads will be blocked if it doesn't stop soon. 6. We have been having a test since 11 o'clock.

EXERCISE 2. Open the brackets and put the verbs into the Present Continuous or the Present Perfect Continuous Tense.

1. Don't come in. He (take) an exam. He (take) his exam for half an hour already. 2. Where are the children? – They (play volleyball). They (play volleyball) since two o'clock. 3. I (learn) to type for a month and can say that my typing (improve). 4. Nick (come) round to see us tonight. 5. He (stay) at his sister's for six weeks. He (try) to find a flat to live in. 6. We can't dance as my father (work) in the study. He (prepare) a report. He (write) it for the whole day. 7. They still (discuss) the article? But they (do) it since twelve o'clock! 8. What a strong wind (blow)! It (blow) since yesterday.

EXERCISE 3. Put the verbs in brackets into the Present Perfect or the Present Perfect Continuous.

1. I (try) to get into contact with them for a long time, but now I (give) it up as hopeless. 2. My shortsighted uncle (lose) his spectacles. We (look) for them everywhere but we can't find them. 3. You ever (work) as interpreter? – Yes, that is what I (do) for the last five months. 4. Our pilot (ask) for permission to take off for ten minutes already, but he (get) no answer yet. 5. I (know) them since we met at Ann's party. 6. You (open) the door at last. I (ring) for an hour at least, it seems to me.

EXERCISE 4. Translate the following sentences into English using Present Continuous or Present Perfect Continuous.

1. a) Она все еще изучает испанский язык.

b) Она уже два года изучает испанский язык.

2. a) Они все еще живут на даче.

b) Они уже четыре месяца живут на даче.

3. a) Она все еще разговаривает по телефону.

b) Она разговаривает по телефону уже двадцать минут.

4. a) Мой брат все еще решает эту трудную задачу.

b) Он решает эту задачу уже полчаса.

5. a) Она все еще пишет письмо бабушке.

b) Она уже целый час пишет это письмо.

6. a) Они все еще ловят рыбу.

b) Они ловят рыбу уже пять часов.

7. a) Они все еще спорят.

b) Они спорят уже два часа.

8. a) Она еще спит.

b) Она спит уже два часа.

9. a) Он еще делает уроки.

b) Он делает уроки уже три часа.

10. a) Мальчики все еще играют в футбол.

б) Они играют в футбол уже сорок минут.

11. а) Он все еще пишет свою новую книгу.

б) Он пишет свою новую книгу уже два года.

12. а) Мы все еще ремонтируем нашу квартиру.

б) Мы ремонтируем нашу квартиру уже полмесяца.

Present Forms Revision: Level A

EXERCISE 1. Open the brackets using verbs in the Present Simple, the Present Continuous, the Present Perfect, the Present Perfect Continuous.

1. This man (to be) a writer. He (to write) books. He (to write) books since he was a young man. He already (to write) eight books.
2. What you (to do) here since morning?
3. Lena is a very good girl. She always (to help) her mother about the house. Today she (to help) her mother since morning. They already (to wash) the floor and (to dust) the furniture. Now they (to cook) dinner together.
4. He (to run) now. He (to run) for ten minutes without any rest.
5. What they (to do) now? - They (to work) in the reading room. They (to work) there for three hours already.
6. Where he (to be) now? - He (to be) in the garden. He (to play) volleyball with his friends. They (to play) since breakfast time.
7. I (to live) in St. Petersburg. I (to live) in St. Petersburg since 1990.
8. This is the factory where my father (to work). He (to work) here for fifteen years.
9. You (to find) your notebook? - No! I still (to look) for it. I already (to look) for it for two hours, but (not yet to find) it.
10. You (to play) with a ball for three hours already. Go home and do your homework. 11. Wake up! You (to sleep) for ten hours already.
12. I (to wait) for a letter from my cousin for a month already, but (not yet to receive) it. 13. She already (to do) her homework for two hours; but she (not yet to do) half of it.
14. I (to wait) for you since two o'clock.
15. What you (to do)? - I (to read). I (to read) for two hours already. I already (to read) sixty pages.
16. It is difficult for me to speak about this opera as I (not to hear) it.

THE VERB – Past Forms: Level A
To be, to have

| | | | |
|------|-------------|------|------------|
| I | was | I | had |
| He | | He | |
| She | was | She | had |
| It | | It | |
| We | | We | |
| You | were | You | had |
| They | | They | |

EXERCISE 1. Fill in “was/were”.

My aunt ... very depressed last Sunday. The weather ... terrible. It ... cold and rainy. Her husband ... not at home. He ... at hospital because he ... sick. Her children ... not at school. They ... not in the yard, they ... in the living room. The TV ... broken. The children ... not only upset, they ... very angry. The neighbours ... not happy because her children ... too noisy.

The house ... not clean. The sink ... broken. There ... dirty dishes on the kitchen table and in the sink. There ... nothing in the fridge. There ... no vegetables for dinner, there ... no juice for her children. There ... not even bread in the house! She ... tired and hungry. She ... just exhausted.

EXERCISE 2. Translate into English.

1. Я был учеником 10 лет назад. 2. Она была в кино? 3. Мы не были в парке в прошлую субботу. 4. Он был болен? 5. Я был болен вчера. 6. Я был на Кавказе в прошлом году. 7. Погода была прекрасная. Было тепло и солнечно. Мои дети были в школе, а мой муж был на работе. Я была в саду. Там было много красивых цветов. Это было в мае. Я была счастлива.

EXERCISE 3. Ask questions to these sentences and make them negative.

1. He was ill. 2. She was as pretty as a picture. 3. We were very glad to see him. 4. The dog was fierce. 5. They were mad about horror films. 6. The boss was busy last week. 7. I was shy in my childhood.

The Past Simple

| Утвердительная форма | Вопросительная форма | Отрицательная форма |
|----------------------|----------------------|----------------------|
| I | I | I |
| He | he | He |
| She | she | She |
| It | it | It |
| We | we | We |
| You | you | You |
| They | they | They |
| finished | Did | didn't finish |
| wrote | finish? | didn't write |
| | write? | |

EXERCISE 1. Give the Past Simple and the Past Participle forms of these verbs.

Eat, know, try, lose, burn, cost, understand, stop, tell, read, say, study, make, fly, write, begin, plan, run, put, take, choose, show, found, lie, remember.

EXERCISE 2. Make negative and question forms.

1. The students were busy preparing for the exams. 2. He had a lot of experience. 3. We spent our holiday at the seaside last month. 4. Mrs. Sweet taught Geography at school. 5. We did all the work on time. 6. My father read all the detective stories from the public library. 7. It started raining. 8. Our group liked the new teacher. 9. The lecture began at 10 a.m. yesterday. 10. We had a nice journey to Jamaica last year.

EXERCISE 3. Open the brackets using the Past Simple.

1. Somebody (copy) the top secret file. I wonder who (come) here last night? 2. It (rain) all day long the day before yesterday and I (not, go shopping). 3. When my parents (be) young, they (not, have) their own flat and they (have to) rent a room. 4. Why you (give up) jogging? 5. They (marry) two years ago. 6. They (come) to the bank on Friday evening, but they (have) no money. 7. The boy (work) at his father's farm, (go) to the Art Institute in Kansas City and many years later he (found) his own cartoon company. The boy was Walt Disney. 8. - When the plane (take off)? - It (take off) ten minutes ago.

EXERCISE 4. Rewrite this text in the Past Simple.

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

At the railway station he meets three other boys from his group. They all have small backpacks and fishing rods.

In less than an hour they get off the train at a small station near a wood. They walk very quickly and soon find themselves on the shore of a large lake. The boys spend the whole day there fishing, boating and swimming.

They return home late at night, tired but happy.

EXERCISE 5. Open the brackets using the verbs in the Present Simple or the Past Simple.

1. His sister (to study) English every day. 2. She (to study) English two hours ago. 3. You (to come) home at six o'clock yesterday? - No, I Yesterday I (to come)

home from school at half past eight. I (to be) very tired. I (to have) dinner with my family. After dinner I (to be) very thirsty. I (to drink) two cups of tea. Then I (to rest). 4. I (to go) to bed at ten o'clock every day. 5. I (to go) to bed at ten o'clock yesterday. 6. My brother (to wash) his face every morning. 7. Last night he (to wash) his face with soap and water. 8. I (not to have) history lessons every day. 9. We (not to rest) yesterday. 10. My brother (not to drink) coffee yesterday. 11. My mother always (to take) a bus to get to work, but yesterday she (not to take) a bus. Yesterday she (to walk) to her office. 12. You (to talk) to the members of your family every day? - Yes, I But yesterday I (not to talk) to them: I (to be) very busy yesterday.

EXERCISE 6. Ask questions to the words in italics.

1. *The Morays* moved into a new flat last week. 2. *Your face* is dirty with paint. 3. The pine (сосна) grows *in many parts of the world*. 4. *On Wednesday* the Financial Times published an article about the *situation in North Korea*. 5. *Everest* is the highest mountain in the world. 6. *I* like working with *people*. 7. The Prince stayed at the *Hilton Hotel*. 8. *Yesterday* we went to the Zoo. 9. The children are very fond of *swimming*. 10. Children get presents at *Christmas* and on their *birthdays*. 11. These apples cost *40p* a bag. 12. He was in *Kiev* last week. 13. My friend wrote to me *very often* last year. 14. The students usually *go home* after classes. 15. Peter Sampras spoke *to us* about *the plan* the day before yesterday.

EXERCISE 7. Open the brackets and put the verb into correct tense, either the Past Simple or the Present Perfect.

1. You (find) the money which you (lose) yesterday? – I (find) it in the pocket of my coat when I (come) home. 2. The rain (stop) but a strong wind is still blowing. 3. You (see) Nick today? – Yes, but he already (leave). 4. We never (see) him. We don't even know what he looks like. 5. She (meet) them in the Globus theatre last afternoon. 6. How long you (know) him? – We (meet) in 2006, but we (not see) each other since last autumn. 7. When he (arrive)? – He (arrive) at 2 o'clock. 8. I (read) this book when I was at school. 9. I can't go with you because I (not finish) my lessons yet. 10. The clock is slow. – It isn't slow, it (stop).

EXERCISE 3. Open the brackets using the verbs in the Past Simple or the Past Continuous.

1. The girl (to cook) dinner when the lights (to go) out. She (to burn) herself. 2. The boy (to hurt) himself while he (to skate). 3. When the woman (to enter) the room, the children (to feed) the goldfish. 4. When I (to visit) my friends in Denmark, I (to buy) two presents for my family. 5. When it (to start) to rain, we (to bathe) in the river. 6. Yesterday at one o'clock I (to have) lunch at the canteen. 7. When he (to come) in, I (to do) my exercises. 8. What you (to do) at eight o'clock yesterday? 9. At this time yesterday I (to go) home. 10. You (to sleep) when I (to go) out. 11. He (to read) on the sofa when I (to come) in and (to sit) down beside him. 12. I (to walk) along the street with my friend when a tram (to pass). 13. She (to look) out of the window when I (to see) her. 14. We (to answer) the teacher's questions when the headmistress (to enter) the classroom. 15. They (to drink) tea when I (to come) home. 16. They (to get) ready to go out when it (to begin) raining.

EXERCISE 4. Open the brackets using the verbs in the Present Simple, the Past Simple, the Present Continuous, the Past Continuous.

1. We (to have) a postcard from them two days ago. They (to say) they (to have) a marvelous time. 2. While she (to shop) this morning, she (to lose) her money. She (not to know) how. 3. The middle-aged couple next to me (to discuss) their plans for Christmas – who to invite out. 4. Who (to speak) there? - I (not to know). 5. We (to have) a very lazy holiday last month. We (to play) tennis, (to visit) friends, the children (to swim) and (to sunbathe). 6. When my sister (to wash) her skirt, she (to find) a pound note in the pocket. 7. When you (to learn) German? 8. We (to go) home now because it (to be) late. 9. Who you (to wait) for? 10. Her car (to break) down yesterday while she (to drive) to work. 11. When and where it (to happen)? 12. She always (to wear) nice clothes for work. Today she (to wear) a nice blouse and a dark skirt. 13. What she (to watch) at the moment? 14. I (to see) my friend in the street yesterday, but he (to run) for a bus and he (not to have) time to speak to me. 15. What your son (to do)? He (to study) computer science.

The Past Perfect (had + Past participle)

| Утвердительная форма | Вопросительная форма | Отрицательная форма |
|-----------------------|-------------------------------|--------------------------|
| I | I | I |
| He | he | He |
| She | she | She |
| It had written | Had it written? | It hadn't written |
| We | we | We |
| You | you | You |
| They | they | They |

EXERCISE 1. Open the brackets using the verbs in the Past Simple or the Past Perfect.

1. By two o'clock the teacher (to examine) all the students.
2. On my way to school I (to remember) that I (to leave) my report at home.
3. All my friends (to be) glad to hear that I (to pass) all the examinations successfully.
4. Poor Oliver (to lie) unconscious on the spot where Sikes (to leave) him.
5. He (to open) his eyes, (to look) around and (to try) to remember what (to happen) to him.
6. All the passengers (to see) at once that the old man (to travel) a great deal in his life.
7. By the time we (to come) to see him, he (to return) home.
8. During the holidays my friend (to visit) the village where he (to live) in his childhood.
9. When they (to enter) the hall, the performance already (to begin).
10. When I came home, my mother (to tell) me that she (to receive) a letter from grandfather.
11. Lanny (to say) that he (to get) his education in Cape Town.
12. The boy (to want) to act the main part in the play because he (to organize) the theatre.
13. Lanny (not to know) who (to attack) him in the darkness.
14. The girl (to be) glad that she (to find) a seat near the window.

EXERCISE 2. Open the brackets using the verbs in the Past Simple, the Past Continuous, the Past Perfect.

1. By eight o'clock yesterday I (to do) my homework and at eight I (to play) the piano.
2. By six o'clock father (to come) home and at six he (to have) dinner.
3. By nine o'clock yesterday grandmother (to wash) the dishes and at nine she (to watch) TV.
4. When I (to meet) Tom, he (to eat) an ice cream which he (to buy) at the corner of the street.
5. When father (to come) home, we (to cook) the mushrooms which we (to gather) in the wood.
6. When I (to see) Ann, she (to sort) the flowers which she (to pick) in the field.
7. When I (to come) home yesterday, I (to see) that my little brother (to break) my pen and (to play) with its pieces.
8. When I (to open) the door of the classroom, I (to see) that the teacher already (to come) and the pupils (to write) a dictation.
9. When I (to come) home, my sister (to read) a book which she (to bring) from the library.
10. When the rain (to stop) I (to look) out of the window and (to see) John who (to stand) under a tree waiting for me.

EXERCISE 3. Open the brackets using the verbs in the Present Perfect, the Past Simple, the Past Continuous, the Past Perfect.

1. He (to come) home late yesterday. 2. She is very glad: she (to finish) her composition at last. 3. He (to translate) the whole text by eleven o'clock yesterday. 4. I never (to be) to Rome. 5. Last year we (to work) very much. 6. When I (to have) breakfast, I went to school. 7. I (not to see) you for ages! I am very glad to see you. 8. When you (to see) the "Swan Lake"? 9. He repaired the toy which his brother (to break) the day before. 10. I (to watch) an interesting TV programme when my friend phoned. 11. You ever (to be) to Trafalgar Square? 12. They (to cook) the whole day yesterday. 13. After they (to shake) hands, Steve said, "Thank you". 14. Mary (to sing) much better yesterday. 15. The TV programme (to begin) before I (to come) home.

The Past Perfect Continuous (had + been + V ing)

| Утвердительная форма | Вопросительная форма | Отрицательная форма |
|----------------------------|---------------------------|-------------------------------|
| I | I | I |
| He | he | He |
| She | she | She |
| It had been writing | Had it been | It hadn't been writing |
| We | writing? | We |
| You | we | You |
| They | you | They |
| | they | |

EXERCISE 1. Explain the usage of the Past Perfect Continuous in the following sentences. Translate into Russian.

1. We were tired as we had been walking for more than an hour. It was time to rest a little. 2. The boy had been reading the task in physics for a long time but still he didn't understand it. 3. Mrs. Jackson was one of the best teachers at the school. She had been teaching for twenty years. 4. Dora was writing a letter to her boyfriend. She had been writing it since she got home from class. 5. My eyes were getting tired. I had been reading for two hours. I decided to make a break. 6. Mr. Robbins liked his job. He had been working at the company for fifteen years.

EXERCISE 2. Open the brackets using the verbs in the Past Perfect or the Past Perfect Continuous.

1. He already (park) the car when I arrived.
2. He (drive) all day, so he was very tired when he arrived.
3. I (finish) cleaning the car before one 'clock.
4. What you (do) in the garden before I came?

5. I (live) in Germany before I came to Russia.
6. They already (write) a letter when the light went down.
7. Last year the plant (fulfil) the plan by the end of November.
8. The train (not to arrive) yet by that time.
9. The child (sleep) for an hour before we came.

EXERCISE 3. Translate into English.

1. Он сумел понять фильм, потому что много лет занимался французским. 2. Когда я был в Лондоне, то она пришла повидать меня, потому что мы переписывались уже несколько лет. 3. Он мыл машину около часа, когда понял, что это не его машина. 4. Люди прождали час, прежде чем пришел автобус. 5. В доме замечательно пахло. Мама пекла пироги с утра. 6. Хотя Антон весь день клеил обои, он согласился пойти вечером на концерт. 7. Он попросил не дотрагиваться до стены, потому что только что красил ее. 8. Я всего лишь десять минут носила новые туфли, когда сломался каблук. 9. У него на руках было масло. Он менял покрышки (tyres). 10. Когда начальник вошел в комнату, все замолчали, и он понял, что говорили о нем.

Past Forms Revision: Level A

EXERCISE 1. Open the brackets using the verbs in the correct tense forms.

1. - You (get) to class on time yesterday morning? - No. By the time I (get) there, it (begin) already. 2. - You (see) Jack yesterday? - Yes, it (be) good to see him again. I not (see) him for a long time. 3. - You (enjoy) the concert on Saturday night? Very much. I not (go) to a concert in a long time. 4. When Paul walked into the kitchen after dinner last night, his wife still (wash) the dishes, so he took a towel to help her. 5. By the time Nelly walked into the kitchen after dinner, her husband (wash) already the dishes and (put) them away. 6. Ann (wake up) in the middle of the night. She (be) frightened and (not know) where she was. She realized that she (dream). 7. Mozart (write) more than 600 pieces of music. 8. John (take) a photograph of me while I (not look). 9. - By the time I (get) home, my sister (make) already dinner for us. - What you (do) after dinner? - We wanted to go to a movie *Galaxy Invaders*, but my mother (see) it, so we (go) to *Ghost Ship* instead. It (be) pretty good.

EXERCISE 2. Put the verbs in the correct tense forms.

A Modern Picture

A rich American 1 (go) to Paris and 2 (buy) there a very strange picture which was painted by a fashionable modern artist. The American 3 (think) that the picture was fine because he 4 (pay) a lot of money for it. When he 5 (come) back to his

hotel, he 6 (try) to hang it, but he 7 (can) not 8 (say) which the top or which the bottom of the picture 9 (be). So he thought of a plan. He 10 (hang) the painting in the dining-room and invited the artist to dinner. When the artist came, they 11 (sit) down to dinner. While they 12 (eat), the artist looked at the picture several times but 13 (say) nothing. It seemed that he never 14 (see) it before. The American thought: "If he not 15 (recognize) his work, I 16 (ask) him about it myself. I 17 (make) him 18 (speak)!" But at that very moment the artist 19 (rise) from his chair and came up to the painting. "Why, my friend," he said, "What you 20 (do) with my picture? You 21 (put) it upside down!" The American smiled. "Why you not 22 (tell) me about it at once? I was sure I 23 (do) it properly." "Well, you see, I wasn't sure myself at first," answered the artist, "but now, I must say that we both 24 (make) a mistake."

THE VERB – Future Forms: Level A

1. will + V (the Future Simple)

- Действие, которое будет (может быть) совершено в будущем, но мы точно не знаем когда (I hope I'll do ..., I think I'll do ..., I expect I'll do ...):

I think it *will rain* tomorrow.

- Спонтанное решение в момент речи:

Give me your case. *I'll carry* it for you.

2. to be going to do smth (собираться)

Намерения совершить действие в ближайшем будущем:

We *are going to* get married next spring.

3. am/is/are + V ing (Present Continuous)

Действие, которое запланировано и определенно состоится в ближайшем будущем:

He *is coming* to dinner on Thursday.

4. Present Simple

Действие, которое будет выполнено в соответствии с расписанием:

The train to Liverpool *arrives* at 7.30 am.

EXERCISE 1. Here is the forecast of the life in the 21st century. Complete the sentences with the words from the box.

| | | | | |
|--------|-------|------|-------|-----------|
| forbid | start | live | elect | take over |
| be | use | have | work | replace |

1. People _____ on the moon. 2. Children _____ school at the age of three. 3. Computers _____ teachers. 4. People _____ 4 hours a day. 5. Houses and factories _____ solar energy. 6. Americans _____ a woman president. 7. Robots _____ most jobs. 8. There will be a law, which _____ having more than two

children. 9. Six weeks _____ a normal annual holiday. 10. Great Britain _____ a black Prime Minister.

EXERCISE 2. Sonia is taking an important exam next month. She's decided to work as hard as she can. Talk about her plans using "going to" and "not going to".

Example: She's *going to* get up early.

She *isn't going to* watch TV.

- | | |
|-----------------------|--------------------------|
| - go to parties | - ask her mother to stay |
| - answer the phone | - do a lot of housework |
| - read a lot of books | - take private lessons |
| - eat take-away food | - stay up late |

EXERCISE 3. Complete the sentences with *I'll* + a suitable verb.

- 1 I'm too tired to walk home. I think *I'll get* a taxi.
- 2 "It's a bit cold in this room." "Is it? _____ on the heating then."
- 3 "We haven't got any milk." "Oh, haven't we? _____ and get some."
- 4 "Do you want me to do the washing-up?" "No, it's all right _____ it."
- 5 "I don't know how to use this computer." "OK, _____ you."
- 6 "Would you like tea or coffee?" "_____ coffee, please."
- 7 "Goodbye! Have a nice holiday." "Thanks. _____ you a postcard."
- 8 Thank you for lending me your camera. _____ it back to you on Monday, OK?
- 9 "Are you coming with us?" "No, I think _____ here."

EXERCISE 4. Complete the sentences using "will ('ll)" or "going to".

- 1 A: Why are you turning on the television?
B: *I'm going to watch* the news. (I/watch)
- 2 A: Oh, I've just realised. I haven't got any money.
B: Haven't you? Well, don't worry. you some. (I/lend)
- 3 A: I've got a headache.
B: Have you? Wait there andan aspirin for you. (I/get)
- 4 A: Why are you filling that bucket with water?
B: the car. (I/wash)
- 5 A: I've decided to repaint this room.
B: Oh, have you? What colour it? (you/paint)
- 6 A: Where are you going? Are you going shopping?
B: Yes, something for dinner. (I/buy)
- 7 A: I don't know how to use this camera.
B: It's quite easy. you. (I/show)

8 A: What would you like to eat?

B: a sandwich, please. (I/have)

EXERCISE 5. Open the brackets and use either the Future Simple or the Present Continuous Tense.

1. I've bought a typewriter, I (learn) to type. 2. I (see) the doctor tomorrow. 3. What's wrong? - I've got a flat tyre. - No problem. I (help) you. 4. I (punish) you if you continue doing it. 5. The forecast says it (rain). 6. You (air) the room? - Certainly. 7. Nick, my TV set is again out of order. - O.K. I (fix) it. 8. I suppose he (come). 9. He (help) you if you ask him. 10. What you (do) this evening? 11. He (be) busy tomorrow. He (service) his car. 12. Lucy (not go) anywhere this summer. Her son (go) to college. 13. I (give) you another piece of cake? - No, thanks, that (do). 14. You (help) me with this bag?

Tenses Revision: Level A

EXERCISE 1. Open the brackets and use the correct tense forms.

1. Where your brother (to work)? - He (to work) at an institute. 2. Your grandmother (to sleep) when you (to come) home yesterday? 3. What your brother (to do) tomorrow? 4. I (not to go) to the shop yesterday. I (to go) to the shop tomorrow. 5. Where Kate (to go) when you (to meet) her yesterday? 6. Look at these children: they (to skate) very well. 7. You (to skate) last Sunday? - Yes, we (to skate) the whole day last Sunday. We (to skate) again next Sunday. 8. My brother can skate very well. He (to skate) every Sunday. 9. What you (to do) now? I (to wash) the dishes. 10. What you (to do) at three o'clock yesterday? - I (to have) dinner. 11. You (to have) dinner now? 12. Every day the boss (to enter) the office at nine o'clock. 13. Yesterday the boss (to enter) the office at half past nine. 14. When the boss (to come) tomorrow? 15. At six o'clock yesterday we (to listen) to a very interesting lecture. 16. When I (to enter) the office, the secretary (to type) some letters.

EXERCISE 2. Open the brackets and use the correct tense forms.

1. When the train (to stop), I (to look) out of the window but (not to see) any of my friends there. I (to send) them a telegram and hoped that they (to meet) me. As I (to discover) later, they (to receive) it ten minutes before the train arrived and could not meet me.

2. We were greatly surprised not to find Ann at home. It turned out that her sister (to forget) to give her our message, and Ann (to leave) the house fifteen minutes before we (to come).

3. I decided not to put on my raincoat as it (to stop) raining already and the sun (to shine) brightly.
4. The young people entered the theatre. The performance already (to begin), and they (to have) to wait till the first act (to be) over. Nina never (to be) here before and she (to like) the theatre very much.
5. I did not recognize Helen as I (not to see) her for a very long time and she greatly (to change).
6. When the teacher told the boy to recite the poem, the boy (to burst) into tears: he (not to remember) anything, though he (to try) to learn his lesson so hard.
7. Jane usually works in the library. She (to work) there now. She already (to gather) the necessary material and now she (to write) her report.
8. When we (to come) to the station, our train already (to leave), and we (to have) to wait for two hours before another one (to come).
9. I was anxious to see the place where I (to spend) my childhood.
10. Victor asked me to explain the new rule to him, as he (to miss) the previous lesson.
11. John Gray (to visit) Russia in 1989 and (not to be) here since that time.
12. The sight of the school building brought back the old days to us. Here we (to spend) many years together. We (to learn) to read and write; here we (to experience) our first joys and sorrows. We recollected our first day at school, how we (to come) to our first lesson looking alarmed and excited.

EXERCISE 3. Open the brackets and use the verbs in the correct tense forms.

Ann: Hello, Kate. I am so glad you (to come) at last. Where you (to spend) the morning?

Kate: I (to be) in the bookstore choosing new books in English.

Ann: It (to rain) still? It (to be) rather dark in the room.

Kate: No, the rain (to stop), but the wind (to blow). On my way to your place I (to meet) Mary. You (to know) her?

Ann: Of course I I (to know) her since childhood. When we (to be) children, we often (to play) together. Where you (to meet) her? I (not to see) her for a long time. What she (to look) like?

Kate: She (not to change) a bit. She (to go) to the library when I (to meet) her.

Ann: What she (to tell) you?

Kate: She (to tell) me she recently (to return) from a very interesting trip and that she (to travel) a lot and (to see) many interesting things. She (to want) to see all her friends soon.

Ann: Oh, then she (to come) to see me, too, I (to think).

Kate: Yes, that (to be) a pleasant meeting, I (to be) sure. But what (to be) the time? My watch (to stop) and I (not to know) the exact time.

Ann: It (to be) ten minutes to three.

Kate: Oh, then let's begin working at once. At four o'clock I must go. My mother (to wait) for me at the metro station at a quarter past four.

EXERCISE 4. Translate into English.

1. Что делает твой брат? - Он работает в институте. - А что он сейчас делает? - Он читает газету. Я всегда приношу ему газеты, когда он приходит с работы.
2. Было уже темно, когда мы подошли к дому; дул сильный ветер, и становилось все холоднее и холоднее.
3. Что вы будете делать завтра в восемь часов вечера? - Завтра к восьми часам я уже закончу все свои уроки, и в восемь часов буду играть на рояле.
4. Они читали Диккенса по-английски, и знают многие его произведения.
5. Наступила зима, и теперь мы опять будем часто ходить на каток.
6. Когда Том вышел из дома, все ребята играли в футбол, а Билл и Джон считали круглые камешки, которые они принесли с реки.
7. Она была удивлена: она еще никогда не видела столько цветов.
8. Когда я проснулся, мама уже встала и готовила чай.
9. Я уже полчаса стараюсь вспомнить ее имя, но до сих пор еще не вспомнил.
10. Когда он пришел домой, мы уже ушли в кино.
11. Она сказала, что идет дождь и нам лучше сидеть дома.
12. Она жила в этом доме уже пять лет, когда приехал ее брат.
13. Она думала, что будет хорошая погода.
14. Разве ты не понимаешь, что весной будет уже три года, как я ношу эту шляпку?
15. Неужели они играют в шахматы с самого утра?
16. Они шли по дороге уже два или три часа, когда вдруг пошел дождь.

THE PASSIVE VOICE: Level A

| | Present | Past | Future |
|-------------------|--|--|--|
| Simple | am/is/are + Past Participle Letters <u>are written</u> every day. | was/were + Past Participle The letter <u>was written</u> yesterday. | will be + Past Participle The letter <u>will be written</u> tomorrow. |
| Continuous | am/ is/are + being + Past Participle The letter <u>is being written</u> now. | was/were + being + Past Participle The letter <u>was being written</u> at 5 o'clock yesterday. | ----- |
| Perfect | have/has + been + Past Participle The letter <u>has already been written</u> . | had + been + Past Participle The letter <u>had been written</u> by 5 o'clock yesterday. | will + have + been + Past Participle The letter <u>will have been written</u> by 5 o'clock tomorrow. |

NOTE: modal verb+ be + Past Participle

It must be done. – Это нужно сделать.

It can be done. – Это можно сделать.

EXERCISE 1. Open the brackets using the verbs in the Present, Past or Future Simple.

1. My question (to answer) yesterday. 2. Hockey (to play) in winter. 3. Mushrooms (to gather) in autumn. 4. Many houses (to burn) during the Great Fire of London. 5. His new book (to finish) next year. 6. Flowers (to sell) in shops and in the streets. 7. St. Petersburg (to found) in 1703. 8. Bread (to eat) every day. 9. The letter (to receive) yesterday. 10. Nick (to send) to Moscow next week. 11. I (to ask) at the lesson yesterday. 12. I (to give) a very interesting book at the library last Friday. 13. Many houses (to build) in our town every year. 14. This work (to do) tomorrow. 15. This text (to translate) at the last lesson. 16. These trees (to plant) last autumn.

EXERCISE 2. Translate into English using the Present Simple Active or the Present Simple Passive.

1. Я всегда хвалю моих друзей. 2. Меня всегда хвалят дома. 3. Каждую субботу папа показывает дедушке мои оценки. 4. Каждую субботу папе показывают мои оценки. 5. Мы часто вспоминаем вас. 6. Нас часто вспоминают в деревне. 7. Мне дают сок каждое утро. 8. Каждое утро я даю кошке молоко. 9. Он каждый день рассказывает нам что-нибудь интересное. 10. Ему каждый день рассказывают что-нибудь интересное. 11. Я часто посылаю письма друзьям. 12. Меня часто посылают на юг.

EXERCISE 3. Open the brackets using the correct verb form.

1. At the station they will (to meet) by a man from the travel bureau. 2. She will (to meet) them in the hall upstairs. 3. The porter will (to bring) your luggage to your room. 4. Your luggage will (to bring) up in the lift. 5. You may (to leave) your hat and coat in the cloakroom downstairs. 6. They can (to leave) the key with the clerk downstairs. 7. From the station they will (to take) straight to the hotel. 8. Tomorrow he will (to take) them to the Russian Museum.

EXERCISE 4. Change the following sentences into the Passive Voice.

1. One of my friends took me to the cinema last week. 2. We shall finish this work in time. 3. They built this house in 2001. 4. They were selling new children's books in that shop when I entered it yesterday. 5. A large group of young people joined us on our way to the station. 6. A young teacher started a school in this village. 7. They are translating this article now. 8. Galsworthy wrote "The Forsyte Saga." 9.

Thousands of people attended this meeting. 10. He has just interrupted me. 11. The teacher has explained it to us. 12. We turn on the light when it is dark. 13. The students finished their translation in time. 14. Helen washed the dishes. 15. Betty often took her younger brother for a walk. 16. Mother has made some coffee. 17. Have you ironed your dress yet? 18. Nina mispronounced this word. 19. They have told her the truth. 20. She promised us an interesting entertainment.

EXERCISE 5. Change the following sentences into the Active Voice.

1. Invitations have been sent to all the old pupils to be present at the school's thirtieth anniversary.
2. All the passengers in the bus were listening to the story of the boy who had been saved from drowning by the quickness of the driver.
3. The work was finished in time.
4. The child is taken care of.
5. This book must be read by every student.
6. This film can be seen at our cinema.
7. Spartan children were taught by their parents to endure all hardships.
8. Which article was translated by your brother?
9. They were being taught-drawing at that lesson.
10. This name was seldom-mentioned in his novels.
11. I am often told about it.
12. This man has never been spoken of.
13. When was it done?
14. What museums were visited last year?
15. This article will be translated at the lesson on Tuesday.
16. It was so dark, that the houses could not be seen.

MODAL VERBS: Level A

CAN (COULD)

1) Возможность что-нибудь сделать (**могу, умею**):

I can play the piano.

(умею)

He can answer the question.

(может)

I cannot (can't) swim.

(не умею)

He cannot (can't) understand.

(не может)

Can you sing?

(умеете?)

Can you answer my question?

(можете?)

2) Просьба:

Can you help me?

MAY (MIGHT)

1) Разрешение (**можно**):

You may take my pen. (можете)

You may not touch it. (нельзя)

May I come in? (можно?)

2) Предположение (**может быть**):

It may rain soon. (может быть, пойдет дождь)

Be careful: you may fall. (можешь упасть)

MUST (HAD TO)

1) Долженствование, запрещение:

You must respect your parents. (должны)

You must not go there. (нельзя)

Must I learn it by heart? (должен?)

2) Предположение (**должно быть**)

It must be cold outside. (должно быть)

TO HAVE TO (HAD TO)

Эквивалент глагола MUST

I have to go there. (надо, приходится)

I don't have to go there. (не надо, не придется)

Do you have to go there? (надо?)

SHOULD (следовало бы = совет)

You should visit the doctor. (Вам следовало бы сходить к врачу.)

EXERCISE 1. Translate into Russian paying attention to the usage of the modal verbs.

A: 1. Her grandmother can knit very well. 2. I can answer the questions. They are very easy. 3. This trip is too expensive for me. I can't afford it. 4. She can type. She can speak well on the telephone. She hopes she can find the job she's looking for. 5. Can you go to have lunch with me? - I'm sorry. I can't. 6. Can your brother help me with mathematics?

B: 1. May I invite Nick to our house? 2. You may go now. 3. If you have done your homework, you may go for a walk. 4. Don't go to the wood alone: you may lose your way. 5. May I go to the post office with Mike? 6. May I take Pete's bag?

C: 1. You must not talk at the lessons. 2. Everybody must come to school in time. 3. Don't ring him up: he must be very busy. 4. You must not make notes in the books. 5. I must help my mother today. 6. Don't worry! This is not important. - Not important! You must be joking!

D: 1. I have not written the composition. I'll have to write it on Sunday. 2. We did not have to buy biscuits because our Granny had baked a delicious pie. 3. Will you have to get up early tomorrow? 4. I had to do a lot of homework yesterday. 5. Why did you have to stay at home yesterday? - Because my parents were not at home and I had to look after my little sister. She had to stay at home because she did not feel well. 6. I have to wear blue-and-white uniform at my work.

E: 1. You should spend more time with your children. 2. You should buy another pen. 3. You shouldn't give the child everything he wants. 4. You shouldn't laugh at him when he picks up bad words. 5. You should explain to her how to get to that distant village.

EXERCISE 2. Translate into English paying attention to the usage of the modal verbs.

1. Я умею говорить по-английски. 2. Вы не можете мне сказать, как добраться до вокзала? 3. Я не могу выпить это молоко. 4. Она не может вас понять. 5. Где тут можно купить хлеб? 6. Твоя бабушка могла танцевать, когда она была молодая? – Да, она и сейчас умеет. 7. Можно я пойду гулять? 8. Учитель сказал, что мы можем идти домой. 9. Доктор говорит, что я уже могу купаться. 10. Папа сказал, что мы можем идти в кино одни. 11. Я думал, что мне можно смотреть телевизор. 12. Скоро может пойти дождь. 13. Я должна упорно работать над своим английским. 14. Вы должны внимательно слушать учителя на уроке. 15. Мои друзья, должно быть, в парке. 16. Ты должен уехать завтра утром? 17. Вы не должны забывать о своих обязанностях. 18. Вы должны быть осторожны на улице.

EXERCISE 3. Translate into English using “must” or “to have to”.

1. Я должна пойти в магазин сегодня.
 сварить обед
 сделать уроки
 пойти в школу
 написать письмо брату
2. Мне придется пойти в магазин завтра.
 сварить обед
 сделать уроки
 пойти в школу
 написать письмо брату
3. Мне пришлось пойти в магазин вчера.
 сварить обед
 сделать уроки

пойти в школу
написать письмо брату

EXERCISE 4. Fill in the gaps with the modal verbs “can”, “may”, “must”.

1. What ... we see on this map? 2. ... you speak Spanish? - No, unfortunately I ... 3. At what time ... you come to school? 4. ... I come in? 5. You ... not smoke here. 6. ... I take your book? - I am afraid not: I need it. 7. He ... not speak English yet. 8. I have very little time: I ... go. 9. They ... not go to the park today because they are busy. 10. You ... read this text: it is easy enough. 11. She ... still live in Paris. 12. He is busy. He ... be writing a book about his travels. 13. But he is happy. He ... enjoy life. 14. My friend Danielle isn't a famous artist. But she ... even paint Russian icons. I ... only admire her beautiful pictures. She ... be a woman of great talents. She ... speak German, French and English. She ... translate a lot of articles for the Museum of her native town in Switzerland. She ... also teach these languages at school. She is fantastic. I am fascinated by everything that she does.

EXERCISE 5. Translate into English using the modal verbs “can”, “may”, “must”.

1. Можно мне взять вашу книгу?
2. На уроке английского языка вы должны говорить только по-английски.
3. Мы должны сегодня сдать тетради?
4. Можно мне задать вам вопрос? - Пожалуйста.
5. Я не могу пойти с вами в кино, так как я очень занят.
6. Можно здесь курить? - Пожалуйста.
7. Он сейчас должен быть в своем кабинете. Вы можете поговорить с ним.
8. Можно войти? – Пожалуйста.
9. Вы должны прочитать этот текст.
10. Может ли он выполнить это задание?
11. Я должен сегодня поговорить со своим другом.
12. Мы должны заплатить за электричество к концу месяца.
13. Эта женщина - прекрасный водитель. Она может водить даже автобус.
14. Можно мне бутерброд с тунцом и чашечку кофе?

EXERCISE 6. Give your advice using “should” and the words in brackets.

Example: Her diction is not very good. (to read aloud)

She **should read** aloud.

1. I have a slight irritation in my throat. (to smoke less)
2. This child doesn't want to eat soup. (not to give her sweets before dinner)
3. She makes a lot of spelling mistakes. (to copy passages out of a book)
4. The dog is afraid of him. (not to shout)

at the dog) 5. The students are unable to follow what I am saying. (not to speak so fast) 6. The boy is a little pale. (to play out of doors) 7. I am afraid you will miss that train. (to take a taxi) 8. There is no one in. (to try the room next door).

REPORTED SPEECH: Level A

КОСВЕННАЯ РЕЧЬ – СОГЛАСОВАНИЕ ВРЕМЕН (Sequence of tenses)

Употребляя простые предложения в роли придаточных дополнительных при главном предложении в косвенной речи, сдвигайте времена, как здесь указано:

Present Simple – Past Simple

He *lives* in New York. – I thought he *lived* in New York.

Present Continuous – Past Continuous

Mother *is sleeping*. – She said that mother *was sleeping*.

Present Perfect – Past Perfect

He *has returned* from London. – I was told that he *had returned* from London.

Past Simple – Past Perfect

He *bought* a new car. – She told me that he *had bought* a new car.

Future Simple – Future-in-the-Past

Her brother *will send* us a letter. – She said that her brother *would send* us a letter.

EXERCISE 1. Rewrite these sentences in Past.

1. He says they have made good progress in English.
2. Oleg says that in a day or two several English students will come to pay a visit to their school and he will probably have to act as an interpreter.
3. Ann says she has just met Boris in the street.
4. She says Boris told her a lot of interesting things about his travels in the south.
5. Nick says he is going to the hotel to see his friends, who have just arrived in St. Petersburg from the United States of America.
6. He says they have not been here for a long time.
7. He says they were friends at school.
8. He says he will take them to the theatre on Sunday.
9. They say they will write me a letter when they return home..

EXERCISE 2. Open the brackets and use the correct tense forms.

1. My friend asked me who (is playing, was playing) the piano in the sitting room.
2. He said he (will come, would come) to the station to see me off.
3. I was sure he (posted, had posted) the letter.
4. I think the weather (will be, would be) fine next week. I hope it (will not change, would not change) for the worse.
5. I knew that he (is, was) a very clever man.
6. I want to know what he (has bought, had bought) for

her birthday. 7. I asked my sister to tell me what she (has seen, had seen) at the museum. 8. He said he (is staying, was staying) at the Ritz Hotel. 9. They realized that they (lost, had lost) their way in the dark. 10. He asked me where I (study, studied). 11. I thought that I (shall finish, should finish) my work at that time. 12. He says he (works, worked) at school two years ago.

EXERCISE 3. Translate into English paying attention to Sequence of tenses.

1. Я знала, что она работает на заводе, что у нее есть муж и двое детей, что семья у нее очень дружная и она счастлива. 2. Он сказал мне вчера, что раньше он учился в университете. 3. Мы решили на прошлой неделе, что будущим летом мы все поедem в Крым. 4. Сестра сказала, что хочет приехать к нам сама. 5. Я знала, что она очень занята. 6. Никто не знал, что вы ждете здесь. Пойдемте в дом. 7. Гид предупредил нас, что в этой части города движение довольно сильное. 8. Секретарь не заметил, что директор с кем-то разговаривает. 9. Все мы знали, что ее семья опять в Санкт-Петербурге. 10. Лена сказала, что она дарит нам эту картину. 11. Она сказала, что ее коллеги всегда дают ей прекрасные советы. 12. Он сказал, что любит эту пьесу. 13. В прошлом году они думали, что никогда не будут хорошо читать по-английски, но вчера они увидели, что читают тексты довольно хорошо. 14. Он сказал мне вчера, что его отец – профессор и живет в Москве.

Indirect commands

Keep quiet! Don't make noise!

He told me →

to keep quiet and not to make noise.

He asked me →

EXERCISE 4. Rewrite these commands in Indirect Speech.

1. "Promise to come and see me," said Jane to Alice. 2. He said to us, "Come here tomorrow." 3. I said to Mike, "Send me a telegram as soon as you arrive." 4. Father said to me, "Don't stay there long." 5. Peter said to them, "Don't leave the room until I come back." 6. "Take my luggage to Room 145," he said to the porter. 7. He said to me, "Ring me up tomorrow." 8. "Bring me a cup of black coffee," she said to the waiter. 9. "Don't be late for dinner," said mother to us. 10. Jane said to us, "Please tell me all you know about it." 11. She said to Nick, "Please don't say anything about it to your sister."

EXERCISE 5. Rewrite these sentences in Indirect Speech.

1. Oleg said, "My room is on the second floor." 2. He said, "I am sure she will ring me up when she is back in St. Petersburg." 3. Barry said, "I saw them at my parents'

house last year." 4. He said, "I haven't seen my cousin today." 5. "I don't go to this shop very often," she said. 6. Tom said, "I have already had breakfast, so I am not hungry." 7. He said, "I have just received a letter from my uncle." 8. "I am going to the theatre tonight," he said to me. 9. Mike said, "I spoke to Mr. Brown this morning." 10. He said to her, "I'll do it today if I have time." 11. I said to them, "I can give you my uncle's address." 12. The woman said to her son, "I am glad I am here." 13. Mike said, "We have bought these books today." 14. She said to me, "Now I can read your translation." 15. "This man spoke to me on the road," said the woman. 16. "I can't explain this rule to you," said my classmate to me.

Indirect questions

| | |
|---|--|
| Questions with a question word | He asked (me) He wanted to know He wondered |
| "Where <i>do</i> you <i>live</i> ?" "What <i>are</i> you <i>doing</i> ?" "What <i>have</i> you <i>prepared</i> for today?" "When <i>did</i> you <i>come</i> home yesterday?" | where I <i>lived</i> . what I <i>was doing</i> . what I <i>had prepared</i> for that day. when I <i>had come</i> home the day before. |
| Questions with axillaries | He asked (me) He wanted to know He wondered |
| " <i>Do</i> you <i>play</i> chess?" " <i>Are</i> you <i>watching</i> TV?" " <i>Have</i> you <i>done</i> your homework?" " <i>Did</i> you <i>skate</i> last winter?" | I <i>played</i> chess. if, I <i>was watching</i> TV. whether I <i>had done</i> my homework. I <i>had skated</i> the winter before. |

EXERCISE 6. Rewrite the following questions in Indirect Speech.

1. I said to Nick, "Where are you going?" 2. I said to him, "How long are you going to stay there?" 3. I said to him, "How long will it take you to get there?" 4. He said to her, "Where do you usually spend your summer holidays?" 5. Ann said to Mike "When did you leave London?" 6. She said to Boris, "When will you be back home?" 7. Boris said to them, "How can I get to the railway station?" 8. Mary asked Tom, "What time will you come here tomorrow?" 9. She asked me, "Why didn't you come here yesterday?" 10. She asked me, "What will you do tomorrow if you are not busy at your office?" 11. Pete said to his friends, "When are you leaving St. Petersburg?" 12. He said to them, "Who will you see before you leave here?" 13. They said to him, "What time does the train start?" 14. I asked Mike, "What will you do after dinner?" 15. I asked my uncle, "How long did you stay in the Crimea?" 16. Mother said to me, "Who has brought this parcel?"

EXERCISE 7. Rewrite these general questions in Indirect Speech.

1. I said to Boris, "Does your friend live in London?" 2. I said to the man, "Are you living in a hotel?" 3. Nick said to his friend, "Will you stay at the Hilton?" 4. He said to me, "Do you often go to see your friends?" 5. He said to me, "Will you see your friends before you leave St. Petersburg?" 6. Mike said to Jane, "Will you come to the railway station to see me off?" 7. She said to me, "Have you sent them a telegram?" 8. She said to me, "Did you send them a telegram yesterday?" 9. I said to Mike, "Have you packed your suit-case?" 10. I said to Kate, "Did anybody meet you at the station?" 11. I said to her, "Can you give me their address?" 12. I asked Mom, "Have you had breakfast?" 13. I asked my sister, "Will you stay at home or go for a walk after dinner?" 14. I said to my mother, "Did anybody come to see me?" 15. I asked my sister, "Will Nick call for you on the way to school?" 16. She said to the young man, "Can you call a taxi for me?"

LEVEL B**THE ARTICLE: Level B****Plural and uncountable nouns with and without 'the'****flowers/ the flowers, music/the music**

A. We don't use '**the**' before a noun when we mean *something in general*:

-I love **flowers**. (not 'the flowers')

(**flowers** = flowers in general, not a particular group of flowers)

-I'm afraid of **dogs**.

-**Doctors** are paid more than **teachers**.

We say **most people/most dogs** etc. (not 'the most...')

Most people like summer. (not 'the most people')

B. We say '**the**' when we mean *something in particular*:

-I like your garden. **The flowers** are beautiful. (not 'Flowers are...')

(**the flowers** = the flowers in your garden, not flowers in general)

-**Children** learn a lot from playing. (= children in general)

but: -We took **the children** to the zoo. (= a particular group of children)

-**Salt** is used to flavor food.

but: - Can you pass me **the salt**, please? (= **the salt** on the table)

C. The difference between *something in general* and *something in particular* is not always very clear:

- Do you like **coffee**? (=coffee in general)

- Do you like **strong black coffee**? (= not all coffee, but **strong black coffee** is still a general idea)

but: - Did you like **the coffee we had with our meal last night?** (= particular coffee)

Hospital/ the hospital, school/ the school

Study the example situation with hospital:

Jack had an accident a few days ago.

He had to go to hospital.

*He is still **in hospital** now.*

*Jill went to **the hospital** to visit him.*

*She is **at the hospital** now.*

Someone goes to hospital or is in hospital if he is ill or injured. We are not necessarily thinking of a particular hospital; we are thinking of the idea of hospital.

But Jill is not ill or injured. She is not 'in hospital'. She went there as a visitor. She went to the particular hospital where Jack is.

Prison school university college church

We say a criminal goes **to prison** (not 'to the prison'); a child goes **to school**; a student goes **to university/college**. We do not use '**the**' when we are thinking of the idea of these places and what they are used for:

*-After I leave **school**, I want to go to **university** (as a pupil/ student)*

*-Why aren't the children at **school** today?(as pupils)*

We say '**be in prison**', but usually '**be at school/university/college**'. '**In church**' and '**at church**' are both possible.

We use '**the**' in the following examples:

*-Mr. Kelly went to **the school** to meet his daughter's teacher. (He didn't go there as a pupil.)*

*-Excuse me, where **the university**, please? (a particular building)*

Bed work home

We say '**go to bed/be in bed**' etc. (not 'the bed'):

*-It's time to go to **bed** now.*

*-Is Tom still **in bed**?*

*'Go to **work**/be **at work**/start **work**/finish **work**' etc. (not 'the work'):*

*-Why isn't Ann **at work** today?*

*-What time do you finish **work**?*

*'Go **home**/come **home**/be **at home**/stay **at home**' etc. (not 'the home'):*

*-Let's go **home**.*

*-Will you be **at home** tomorrow?*

There is no preposition with **go/come/get/arrive home**. (not 'to home')

EXERCISE 1. Fill in the blanks with the appropriate article where necessary.

A Geographical names.

1. They travelled by car around ___ Europe last month. 2. ___ Great American Lakes are ___ Lake Huron, ___ Lake Superior, ___ Lake Ontario, ___ Lake Michigan and ___ Lake Erie. 3. ___ north of ___ Scotland is known for its wild beauty. 4. Are

___Urals higher or lower than ___Alps? **5.** It was Burns who wrote "My heart's in ___Highlands".

6. We get coffee mostly from ___Brazil and ___Columbia. **7.** I went to ___German Republic last summer, but I haven't been to ___Netherlands yet. Of course, I would like to see ___Hague. **8.** What city is the capital of ___Philippines?

B Proper names.

1. When will he arrive at ___Heathrow airport? **2.** ___British Museum is famous for its library, one of the richest in the world. **3.** The English parks are ___Hyde Park, ___Kensington Gardens and ___Kew Gardens where you forget that you are in the big city, struck me most of all. **4.** Julius Caesar founded ___Tower of London. **5.** If you like art galleries you should go to ___National Gallery and ___Tate. **6.** Are you going to stay at ___St. Marcus Hotel? – No, at ___Plaza Hotel. **7.** If you want to do shopping, go to ___Oxford Street or ___Bond Street. **8.** My train leaves from ___Waterloo Station at 2.10 a.m.

EXERCISE 2. Insert the article if necessary.

1. ... teachers are like weather, one minute good, one minute bad. 2. Opening ... fridge door, Jake took out ... beer, opened it and drank ... cold beer from ... bottle, enjoying it; ... beer always tasted better from ... bottle. 3. She is on ... diet, so she ordered ... calorie-free dinner. 4. ... evidence of ... happy marriage is when ... husband and ... wife obviously enjoy each other's company. 5. We'd like to have ... wedding in ... fall, in ... early October, just as ... foliage begins to turn yellow. 6. Emma's eyes rested on ... memorandum again. Here was ... opportunity she had been waiting for and she seized it. 7. ... red suits her; she's got ... great style. It's ... special kind of chic only ... French seem to have. 8. He is ... music man and makes ... constant travels from one end of ... globe to ... other. 9. My Grandmother was ... true original. Strong of character, she truly ruled our family with ... iron hand. In ... velvet glove, of course. 10. Maxim was at ... centre of her thoughts. He was her world - ... sun, ... moon, ... stars. 11. ... woman must be ... genius to create ... good husband.. (*Balzac*) 12. "... Royals" is ... serial, which portrays ... life of ... members of ... Royal Family in ... United Kingdom.

EXERCISE 3. Underline the most suitable option. A dash (-) means that no article is included.

- a) Helen doesn't like *the/-* cream cakes sold in *a/the* local bakery.
- b) *The/-* handball is fast becoming *a/the* popular sport worldwide.
- c) We could see that *the/-* Alps were covered in *the/-* snow.
- d) It's *a/-* long time since I met *a/-* lovely person like you!
- e) Diana has *a/-* degree in *the/-* engineering from *the/-* University of London.

- f) At *the/-* present moment, *the/-* man seems to have *the/an* uncertain future.
 g) *The/-* problem for *the/-* today's students is how to survive financially.
 h) *The/-* French enjoy spending holidays in *the/-* countryside.
 i) Please do not turn on *a/the* water-heater in *a/the* bathroom.
 j) Sue bought *a/the* Picasso I was telling you about *the/-* last week.

EXERCISE 4. In each space put *a/an* or *the*, or leave the space blank.

It has been announced that for (1) ... third consecutive month there has been (2) ... rise in (3) ... number of (4) ... people unemployed, rather than (5) ... fall that had been predicted. (6) ... rise was blamed on (7) ... continuing uncertainty over (8) ... government economic policy, and couldn't come at (9) ... worse time for (10) ... Prime Minister, who is facing (11)... growing criticism over (12) ... way (13) ... present crisis is being handled. (14) ... MPs are increasingly voicing (15) ... fears that despite (16) ... recent devaluation of (17) ... pound and cuts in (18) ... interest rates, (19) ... government still expects (20) ... recovery of the economy to take three or even four years. To make (21) ... matters worse, (22) ... number of small businesses going into (23) ... liquidation is still at (24) ... record level, and (25) ... housing market is showing no signs of recovery. Some backbenchers expect (26) ... general election before (27) ... end of (28) ... winter unless there is (29) ... rapid change of (30) ... fortune.

EXERCISE 5. Fill in the gaps with *a, an, the, -* (nothing).

- 1 ___ diplomat is ___ person who can tell you to go to hell in such a way that you actually look forward to ___ trip. *Caskie Stinnett*
 2 ___ dog is ___ only thing on earth that loves you more than you love yourself. *Josh Billings*
 3 ___ Americans like ___ fat books and ___ thin women. *Russell Baker*
 4 ___ accountant is ___ man who is hired to explain that you didn't make ___ money you did. *Anonymous*
 5 ___ actor's ___ guy who, if you ain't talking about him, ain't listening. *Attributed to Marlon Brando*
 6 ___ optimist is someone who thinks ___ future is uncertain. *Anonymous*
 7 ___ death is ___ nature's way of telling you to slow down. *Anonymous*
 8 ___ equality is ___ lie ___ women are better. *Anonymous*
 9 ___ birds do it; ___ bees do it; even ___ educated fleas do it. Let's do it. Let's fall in ___ love. *Cole Porter*
 10 I always pass on ___ good advice. It is ___ only thing to do with it. It is never any use to oneself. *Oscar Wilde*

EXERCISE 6. Choose the correct form.

1. Some children hate *school/ the school*.
2. After living *school/the school*, Nora worked as a cleaner *in hospital/at the hospital*.
3. When Ann was ill, we all went *to hospital/to the hospital* to visit her.
4. After work/the work Kate usually goes *home/ to home*.
5. Tom left *university/the university* without doing his examinations.
6. I like to read *in bed/in the bed* before going to sleep.

THE NOUN: Level B**EXERCISE 1. Give the plural of the following nouns.**

A. A pin, a hat, a fox, a baby, a day, potato, a volcano, a piano, a photo, a knife, a roof, a half, a leaf, a cliff, a chief, a life, a family, a queue, a bath, a berry, a valley, a century, a salmon, a taxi, a person, a penny, a watch, a virtuoso, a lily, a woodworm.

B. A man, a woman, a German, a foot, a tooth, a sheep, a ship, a fish, an ox, a fox, a child, a fireman, a mouse, a swine, a house, a louse, a goose, a mongoose, a deer, a means, a series, a species, an aircraft, an offspring, a Swiss, a Japanese, a Maltese, a Portuguese, a Chinese, a Milanese.

C. A passer-by, a mother-in-law, a room-mate, a forget-me-not, a merry-go-round, a fellow-worker, a man-of-war, a school-inspector, a commander-in-chief, a boy-messenger, a personnel-manager, a woman-driver, a man-servant, a hanger-on, a face-lift, a spoonful, a cupful, a boyfriend, a grown-up, an office-block, a workmate.

EXERCISE 2. Consult the table and give the plural of the following foreign words.

| | Ending | Regular plural | LatinjGreek plural |
|---|--------|----------------|--------------------|
| a | -us | -uses | -i |
| b | -a | -as | -ae |
| c | -um | -ums | -a |
| d | -ex | -exes | -ices |
| e | -ix | -ixes | -ices |
| f | -is | -ises | -es |
| g | -on | -ons | -a |

a) cactus, fungus, radius, stimulus, genius;

b) alga, formula (in science), vertebra, antenna;

c) bacterium, curriculum, datum, medium, memorandum, stratum, millennium;

- d) index (in mathematics, in books);
 e) appendix (in books, in medicine);
 f) analysis, axis, basis, crisis, diagnosis, hypothesis, oasis, parenthesis, thesis;
 g) criterion, phenomenon.

EXERCISE 3. Translate into English.

1. Слово «тысячелетие» в английском языке происходит от латинского слова "mille", которое означает «тысяча». 2. На поверхности этой планеты происходят странные явления. 3. Многие школы имеют разные программы. 4. Каковы критерии оценки этих работ? 5. Мы получили несколько меморандумов сегодня утром. 6. Каково содержание этой бутылки? 7. Каково обычно содержание сахара в крови? 8. Фундамент дома сделан из камня. 9. Земля вращается вокруг своей оси. 10. Путешественники продвигались по Сахаре, и им постоянно мерещились оазисы. 11. Каков окончательный диагноз? 12. Мы из разных социальных слоев. 13. Многие бактерии вызывают болезни. 14. Это действительно уникальное явление. 15. Эти данные надежны. 16. Кризисы в экономике отражаются на уровне жизни людей.

EXERCISE 4. Use the correct form of the verb.

1. The class (has/have) its final test on Friday. 2. The class (is/are) working on their individual projects today. 3. The crew (was/were) asleep in their bunks. 4. The committee (is/are) ready to make the programme public. 5. The family (is/are) fighting among themselves constantly. 6. The fish in the aquarium (is/are) waiting for their daily feeding. 7. The press (was/were) requested to show their credentials to the guard. 8. The Portuguese (is/are) fortunate to have such a beautiful coastline. 9. The criteria for promotion (is/are) clearly stated. 10. Supernatural phenomena (is/are) of great interest to many people. 11. My family (live/lives) in a private house. 12. My family (is/are) early birds. 13. The police (think/thinks) it's the Mafia's doing. 14. What (is/are) the contents of the note?

THE ADJECTIVE: Level B

Order of adjectives

| number | opinion | size | age | shape | colour | origin | material | noun |
|--------|---------|-------|-----|-------------|--------|---------|----------|--------|
| three | nice | small | | round | brown | | wooden | tables |
| one | | large | old | rectangular | | Chinese | | mirror |

EXERCISE 1. Put the following into the correct order.

1. suede / Italian / new / red / soft / shoes
2. elderly / tall / Englishman
3. oval / Venetian / ancient / valuable / glass
4. shiny / large / expensive / brown / leather / case
5. square / wooden / old / nice / table
6. modern / stone / large / beautiful / cottage
7. porcelain / tea / blue / thin / old / cup
8. young / blonde / handsome / tall / man
9. old / several / English / beautiful / castles
10. pretty / French / young / a lot of / girls
11. dark blue / best / silk / my / shirt
12. young / many / factory / German / workers

EXERCISE 2. Put the adjectives in the correct order.

1. Cycling is a(n) ___ activity. (useful, outdoor, popular)
2. Now I'm reading a ___ novel. (depressing, long, boring)
3. He had a ___ alarm clock. (digital, new, useful)
4. Have you heard of this ___ invention? (Japanese, fantastic, new)
5. This family rents a ___ house. (furnished, large, old)
6. I've just bought a(n) ___ table. (beautiful, coffee, glass, oval)
7. Robert's is the ___ car. (red, Italian, big)
8. Our students are using ___ dictionaries. (English, reliable, new, complete)
9. There was a ___ carpet on the floor, (soft, wonderful, woolen, Persian)
10. Andy gave Rosie a ___ box. (jewellery, velvet, small, square)
11. Stratford is a ___ town. (nice, small, quiet)
12. There are a lot of ___ pans in the shops. (frying, Tefal, non-stick, brand-new, French-made)

EXERCISE 3. Translate into English.

1. Я живу в новом девятиэтажном кирпичном доме.
2. Секретарь вручил ему толстый коричневый бумажный конверт.
3. Мы обедали за большим новым круглым деревянным столом.
4. Она надела свой лучший синий шерстяной костюм.
5. В этой фирме работает много молодых способных японских программистов.
6. Старые узкие темные туманные улицы Лондона пугали ее.
7. На ковбое была большая яркая соломенная мексиканская шляпа.

EXERCISE 4. Choose the right word.

1. I don't like horror films. I think they are (frightening/frightened) and (boring/bored).
2. Don't look so (surprising/surprised). Of course, it was a

(surprising/surprised) decision but we had no other way out. 3. It was a (tiring/tired) journey. I wish I hadn't had it. I feel completely (exhausting/exhausted) after it. 4. The football match was (disappointing/disappointed). Our team lost the game and we left the stadium quite (disappointing/disappointed). 5. He can't remember his pupils' names. It seemed funny at first, but now it is rather (embarrassing/embarrassed). 6. So far as Mrs. Brown was concerned she did not seem to be in the least (embarrassing/embarrassed). 7. He did not come and she looked rather (worrying/worried). 8. The rise in crime is (depressing/depressed). 9. The pictures made a (depressing/depressed) impression on him. 10. She is not (satisfying/satisfied) with her position.

EXERCISE 5. Paraphrase the sentences according to the models.

Model: *That was a perfect dance. — They danced perfectly.*

She is a friendly girl. — She behaves in a friendly way.

1. Mr. Gibson is a creative teacher.
2. Frederick is a regular reader of "The Times".
3. They got instant access to the data.
4. Little Tim is a quick learner.
5. Andy was a hard worker.
6. Helen is a very poor student.
7. She is a bad cook.
8. Bill is a wise investor.
9. She is a slow thinker.
10. I am a good eater.
11. They had a late dinner.
12. They gave a simultaneous reply.

THE NUMERAL: Level B

EXERCISE 1. Write answers to these problems.

- | | |
|---------------------------|--|
| 1. 23 and 36 is ____ | 5. Add 10 and 6, multiply by 8, then subtract 40 and divide by 11. |
| 2. 24 times 8 is ____ | 6. 7 squared is ____ |
| 3. 80 minus 20 is ____ | 7. 10 cubed is ____ |
| 4. 65 dived by 13 is ____ | 8. The 10 th root of 1024 is ____ |

EXERCISE 2. Correct the mistakes (if any) in these sentences.

1. The radio said that there were more than ten thousands people taking part in the meeting.
2. She bought two dozens eggs.
3. My birthday is on the twenty-one of March.
4. His telephone number is four six seven, five nought, nine two.
5. This is twenty-five per cents of the total.
6. The game ended with the score: three – zero.
7. The temperature is two degrees below oh.
8. Write down the following: seven and two-thirds plus six and three-fifth.

EXERCISE 3. Translate into English.

1. Я родился 31 декабря, так что это двойной праздник для меня. 2. Ум хорошо, а два лучше. 3. Конференцзал находится на четвертом этаже. 4. Седьмая часть прибыли этой фирмы идет на благотворительность. 5. – Как насчет второй чашечки кофе? – Спасибо, одной достаточно. 6. Он сделал вторую, третью попытку, и лишь четвертая увенчалась успехом. 7. Многим нравятся фильмы шестидесятых. 8. Вода покрывает четыре пятых земной поверхности. 9. В Ватикане 11 500 комнат. 10. Давай устроим чай на двоих, хорошо?

THE VERB – Present Forms: Level B

| | 1 | 2 | 3 | 4 |
|---|--|--|---|--|
| | Present Simple | Present Cont. | Present Perfect | Present Perf.Cont. |
| a | permanent situations or states <i>She works as a nurse.</i> <i>He owns a large shop.</i> | temporary situations <i>They are staying at the Park Hotel at present.</i> | recently completed actions <i>She has tidied her room</i> <i>(She has finished tidying her room You can see it is tidy now – evidence in the present)</i> | actions started in the past and continuing up to the present <i>He's been writing a letter for two hours. (He started two hours ago and he's still writing it.)</i> |
| b | repeated / habitual actions (especially with frequency adverbs: often, usually, etc) <i>I usually get up at 7.30.</i> | actions happening at or around the moment of speaking <i>She is looking for a better job</i> | actions which happened at an unstated past time and are connected with the present <i>He has lost his keys. (He is still looking for them)</i> | past action of certain duration having visible results or effects in the present <i>She's been crying. (Her eyes are red.)</i> |
| c | permanent truths or laws of nature <i>Money doesn't buy happiness.</i> <i>Water freezes at 0°C.</i> | repeated actions with "always" expressing annoyance or criticism <i>She's always interrupting me!</i> | personal experiences/changes which have happened <i>I've lost 10 kilos.</i> | Actions expressing anger, irritation, annoyance, explanations or criticism <i>Who has been using my toothbrush? (annoyance)</i> |
| d | timetables/programmes (future meaning) <i>The plane leaves at 6.10.</i> | fixed arrangements in the near future <i>The Browns are visiting us tonight (It's all arranged.)</i> | emphasis on number <i>She's written three letters since this morning.</i> | Emphasis on duration (usually with for since or how long) <i>She's been calling on clients since this morning.</i> |
| e | reviews/sports commentaries/dramatic narrative <i>Meryl Streep acts brilliantly in this film.</i> | changing or developing situations <i>His English is getting better</i> | | |

Time expressions used with:

Present Simple every day/week/month/year, usually, often, always, rarely, never, sometimes, in the morning/evening/afternoon, at night, on Mondays, etc

Present Cont. now, at the moment, at present, nowadays, today, tonight, always, still

Present Perfect just, ever, never, already, yet, always, how long, so far, recently, since, for, today, this week/month, etc

Present Perfect Cont. how long, for, since

Note: *live*, *feel* and *work* can be used either in the Present Perfect or the Present Perfect Continuous with no difference in meaning.

I've been leaving / I've lived in Rome for a year.

State verbs

Verbs describing a permanent state (state verbs) do not normally have continuous forms. These are:

- (1) verbs of the senses: see, hear, smell, feel, taste etc
- (2) verbs of opinion: agree, believe, consider etc
- (3) verbs of emotions: feel, forgive, hate, like, love etc
- (4) other verbs: appear (=seem), be, belong, fit, have (possess), know, look (appear), need, prefer, require, want, weight, wish etc

The verbs **look**, **watch**, **listen** express deliberate actions and can be used in continuous forms.

Some state verbs: **see**, **smell**, **taste**, **feel**, **think**, **have**, **etc** have continuous forms but there is a difference in meaning.

| verb | STATE | ACTION |
|-------|-----------------------------------|---|
| think | I think she is rich. | I'm thinking about your plan. |
| taste | The milk tastes awful. | He is tasting the sauce; it might need some salt. |
| have | He has a pet dog. | He's having dinner now. |
| feel | This cloth feels like velvet. | She's feeling her way in the dark. |
| see | I see you are in trouble. | I'm seeing my lawyer tonight. |
| smell | The kitchen smells of burnt meat. | Why are you smelling your food? |
| come | He comes from Spain. | He's coming from Spain. |
| love | I love holidays. | I'm loving this holiday. |
| look | Your hair looks great. | She is looking at some old photographs. |
| weigh | The baby weighs 5 kilos. | I'm weighing myself on my new scales. |
| be | Ann is very tall. | Ann is being very kind to me these days. |

Have gone to, have been to, have been in

He *has gone to* Paris. (= He is there or on his way to Paris)

He *has been to* Paris once. (= He's visited Paris once but he's back now.)

He *has been in* Paris for three months. (= He's in Paris now.)

In other words:

I've never eaten mango before. = It's the first time *I've ever* eaten.

I've never seen such a good film. = It's the best film *I've ever* seen.

EXERCISE 1. Identify the tenses in bold, then match them with the correct description.

- | | |
|---|--|
| 1. He works in a TV studio. | a. temporary situation |
| 2. Tom is always causing trouble at work. | b. permanent state |
| 3. She is working at a supermarket at present. | c. fixed arrangements in the near future |
| 4. Fish live in the sea. | d. dramatic narrative (reviews/sport commentaries) |
| 5. She is looking for a job as a nanny in Madrid. | e. permanent truths or laws of nature |
| 6. The thief grabs the bag and disappears. | f. changing or developing situations |
| 7. He usually leaves his office at 6.00pm. | g. timetables/programmes with future meaning |
| 8. She starts her new job on Monday. | h. frequently repeated actions expressing annoyance |
| 9. We are attending a seminar on Monday. | i. actions happening at or around the time of speaking |
| 10. The new company is growing steadily. | j. repeated/habitual actions |

EXERCISE 2. Put the verbs in brackets into the simple present or present continuous tense.

1. What Tom (think) of the Budget? - He (think) it most unfair. - I (agree) with him.
2. What this one (cost)? - It (cost) forty pence.
3. You (hear) the wind? It (blow) very strongly tonight.
4. You (see) my car keys anywhere? - No, I (look) for them but I (not see) them.
5. He never (listen) to what you say. He always (think) about something else.
6. This book is about a man who (desert) his family and (go) to live on a Pacific island.
7. You (understand) what the lecturer is saying? - No, I (not understand) him at all.
8. What you (have) for breakfast usually? - I usually (eat) a carrot and (drink) a glass of cold water.
9. When the curtain (rise) we (see) a group of workers. They (picket) a factory gate.

10. Why you (walk) so fast today? You usually (walk) quite slowly. - I (hurry) because I (meet) my mother at 4 o'clock and she (not like) to be kept waiting.
11. I (wish) that dog would lie down. He (keep) jumping up on my lap. - I (think) he (want) to go for a walk.
12. You (recognize) that man? - I (think) that I have seen him before but I (not remember) his name.
13. Look at that crowd. I (wonder) what they (wait) for.
14. This message has just arrived and the man (wait) in case you (want) to send a reply.
15. Stop! You (not see) the notice? - I (see) it but I can't read it because I (not wear) my glasses. What it (say)? - It (say) 'These premises are patrolled by guard dogs'.
16. She always (borrow) from me and she never (remember) to pay me back.
17. It (save) time if you (take) the path through the wood? - No, it (not matter) which path you take.
18. I (save) up because I (go) abroad in July.
19. I (think) it is a pity you don't take more exercise. You (get) fat.
20. The plane that you (look) at now just (take) off for Paris.
21. Tom never (do) any work in the garden; he always (work) on his car.

EXERCISE 3. Underline the correct word or phrase in each sentence.

- a) I haven't decided yet about whether to buy a new car or a second hand one. But *I think/I'm thinking* about it.
- b) All right, you try to fix the television. But *I hope/I'm hoping* you know what you are doing.
- c) Every year *I visit/I'm visiting* Britain to improve my English.
- d) It's time we turn on the central heating. *It gets/it's getting* colder every day.
- e) Of course, you're Mary, aren't you! *I recognise/I'm recognising* you now.
- f) The film of "War and Peace" is very long. *It lasts/It's lasting* for hours.
- g) I can see from what you say that your mornings are very busy! But what *do you do/are you doing* in the afternoons?
- h) I'm going to buy a new swimming costume. My old one *doesn't fit/isn't fitting* any more.
- i) This must be the end of the first part of the performance. What *happens/is happening* now?
- j) What's the matter? Why *do you look/are you looking* at me like that?

EXERCISE 4. Put the verbs in brackets into the present perfect and the present perfect continuous tense (in some cases either could be used).

- 1) We (walk) ten kilometers.
- 2) We (walk) for three hours.
- 3) You (walk) too fast. That's why you're tired.
- 4) I (make) sausage rolls for the party all the morning.
- 5) How many you (make)? – I (make) 50.
- 6) What a lovely smell! Mary (make) jam.
- 7) He (hope) for a rise in salary for six months but he (not dare) to ask for it yet.
- 8) Mr. Smith, you (whisper) to the student on your right for the last five minutes.
You (help) him with his exam paper or he (help) you?
- 9) I (teach) hundreds of students but I never (meet) such a hopeless class as this.
- 10) The children (look) forward to this holiday for months.

EXERCISE 5. Fill in the gaps with *have/has been (to)* or *have/has gone (to)*.

- Jack: Hi, Jill. Where's Paul?
 Jill: Oh, he (1) *has gone to* London for a few days.
 Jack: Really? I (2) _____ London recently. I came back yesterday. (3) _____ you _____ there?
 Jill: No, I haven't Paul (4) _____ twice before, though. Where's Sara?
 Jack: She (5) _____ Spain for two with her parents. They (6) _____ there to visit some friends.
 Jill: When is she coming back?
 Jack: They'll all be back next weekend.

EXERCISE 6. Choose the correct answer.

1. 'What time does the train leave?'
'I think it ..A.. at 2 o'clock.'
A leaves B has been leaving C has left
2. 'Where are Tom and Pauline?'
'They to the supermarket.'
A have just gone B has been going C go
3. 'What is Jill doing these days?'
'She for a job for six months.'
A is looking B has been looking C looks
4. 'Is Mandy watching TV?'
'No. She her homework right now.'
A is always doing B is doing C does
5. 'Have you been for a walk?'

- ‘Yes. I often for walks in the evening.’
A have gone **B** am going **C** go
6. ‘Have you seen any films lately?’
 ‘Yes. Actually I two this week.’
A have seen **B** am seeing **C** see
7. ‘What.....?’
 ‘It’s a piece of cherry pie. Mum made it yesterday.’
A are you eating **B** do you eat **C** have you eaten
8. ‘Are you going on holiday this summer?’
 ‘Yes. I enough money.’
A am saving **B** have already saved **C** save
9. ‘Is Todd reading the newspaper?’
 ‘No. He dinner at the moment.’
A has been making **B** makes **C** is making
10. ‘Have you bought any new CDs recently?’
 ‘Yes. Actually I two this week.’
A have bought **B** have been buying **C** am buying

Present Forms Revision: Level B

EXERCISE 1. Open the brackets and put the verbs into the correct tense (the Present Simple, the Present Continuous, the Present Perfect Simple or the Present Perfect Continuous Tense).

1. It (snow) steadily the whole week and it still (snow). 2. We (climb) for six hours already, but we (not reach) the top of the mountain yet. 3. The pain already (go) but the child still (cry). 4. The workers (work) very hard these two weeks, they (be) busy with the interior decoration of the house. 5. He (solve) the crossword puzzle for an hour and he (say) he (be) about to solve it as he (think) over the last word. 6. He (work) at the language all the time and (make) great progress. His pronunciation (be) rather good, only a slight accent (remain). 7. He (finish) the first part of his book and now he (write) the second. He (work) at his book for two years. 8. Dustin Hoffman, who (play) the hero, (give) a fine performance. 9. Why your hair (be) wet? You (swim)? 10. Doctors and scientists (show) recently the benefit of fish in the diet.

EXERCISE 2. Translate into English.

1. Мы знаем друг друга уже четыре года. 2. Я всегда хотел изучать английский язык. 3. Где Нина? - Она уже два часа дома. 4. Где дети? - Они все еще играют во дворе. 5. Мой брат уже три года инженер. 6. Мой друг знает английский с детства. 7. Я уже полчаса наблюдаю за тобой. 8. Ваш брат еще болен? - Нет, он

уже поправился. Он уже три дня занимается физикой. Он хочет получить отличную оценку на экзамене. 9. Мне уже давно хочется прочесть эту книгу. 10. Я уже двадцать минут пытаюсь найти мою старую тетрадь. 11. Они уже десять лет живут в Нью-Йорке. 12. Моя тетя - артистка. Она всегда любила театр. 13. Ваш папа уже вернулся с севера? - Да, он уже две недели дома. 14. Я уже три дня об этом думаю. 15. Моя сестра пьет кофе с молоком. А я всегда предпочитал черный кофе. 16. Мы очень рады вас видеть. Мы вас ждали целый месяц. 17. Вы все еще читаете эту книгу? Сколько времени вы ее уже читаете? 18. Моя сестра занимается музыкой уже пять лет. 19. Я ищу тебя весь вечер. Где ты был все это время? 20. Они пишут сочинение уже два часа.

THE VERB – Past Forms: Level B

| | 1 | 2 | 3 | 4 |
|---|--|---|---|--|
| | Past Simple | Past Continuous | Past Perfect | Past Perfect Cont. |
| a | Past actions which happened one after the other <i>She sealed the letter, put a stamp on it and posted it.</i> | Action in the middle of happening at a stated past time <i>He was playing tennis at 3.15 yesterday.</i> | Past action which occurred before another action or before a state past time <i>He had left by the time I got there. (or by 7.15)</i> | Action continuing over a period up to a specific time in the past <i>She has been working as a clerk for 7 years before she resigned.</i> |
| b | Past habit or state <i>He used to go / went to school on foot.</i> Complete action or event which happened at a stated past time <i>She called an hour ago.</i> | Past action in progress interrupted by another past action. The longer action is in the Past Continuous, the shorter action is in the Past Simple. <i>While I was getting dressed the bell rang.</i> | Completed past action which has visible results in the past <i>She was sad because she had failed the tes.</i> | Past action of certain duration which had visible results in the past <i>They were wet because they had been walking in the rain.</i> |
| c | Action which happened at a definite past time although the time is not mentioned. This action is not connected with the present. <i>Oscar Wilde wrote a lot of poems. (O. Wilde is now dead; he won't write again - period of time is now finished)</i> | Two or more simultaneous actions <i>While I was reading a book Sam was watching TV.</i> Background description to events in a story <i>She was swimming. The sun was shining...</i> | The Past Perfect is the past equivalent of the Present Perfect <i>(He can't find his watch. He has lost it.) He couldn't find his watch. He had lost it.</i> | The Past Perfect Continuous is the past equivalent of the Present Perfect continuous <i>(She is going to the doctor. Her leg has been aching for two days.) She went to the doctor. Her leg had been aching for two days.</i> |

Time expressions used with:

| | |
|---------------------------|--|
| Past Simple | yesterday, last week, (how long) ago, then, when, in 1990, etc |
| Past Continuous | while, when, as, etc. |
| Past Perfect | just, ever, never, already, after, yet, by the time, by, so far, since, for, etc |
| Past Perfect Cont. | for, since |

Used to, would, be/get used to

We use **used to** or **would** + **infinitive** to talk about something that happened regularly in the past:

*I **used to go** jogging every day until I hurt my knee.*

*He **would stay up** all night when he was younger.*

We use **used to** (not would) for a situation that was true in the past:

*She **used to have** long hair.*

*I **didn't use to like** pop music.*

*Where **did they use to live**?*

We use **be/get used to** + **noun/pronoun/-ing** to talk about something that seems or becomes normal because we've experienced it before:

*We **don't mind** the cold weather. We're **used to it**. (= It's normal for us.)*

*You'll soon **get used to wearing** glasses. (= It will become normal for you.)*

EXERCISE 1. Identify the tenses in bold, then match them with the correct description.

1. She used to go to her grandmother's village for her summer holidays when she was young.
2. He **went** on a safari holiday last month.
3. He **was travelling** in Italy when he had the accident.
4. He **had been** to Malta twice before he took me there.
5. He **had been travelling** for a year before he settled in Lisbon.
6. He **was flying** to Rome while I **was heading** for Rio.
7. This time last Monday he **was enjoying** himself on a beach in Majorca.
8. The rain **was falling** heavily and the wind **was blowing**. A few people **were walking** hurriedly down the street.

- a. past action in progress interrupted by another past action
- b. action in progress up to a specific time in the past
- c. past action which happened before another past action
- d. complete action which happened at a stated past time
- e. action in the middle of happening at a stated past time

- f. simultaneous past actions of certain duration
- g. simultaneous past actions which describe a scene
- h. past habit

EXERCISE 2. Put each verb in brackets into a suitable past verb form (the past simple or the past continuous).

This time last year I (1) was cycling (cycle) in the rain along a country road in France with a friend of mine. We (2) ___ (decide) to go on a cycling holiday in Normandy. Neither of us (3) ___ (be) to France before, but we (4) ___ (know) some French from our time at school and we (5) ___ (manage) to brush up on the basics. Now we (6) ___ (wonder) if we (7) ___ (make) the right decision. We (8) ___ (plan) our route carefully in advance, but we (9) ___ (forget) one important thing, the weather. It (10) ___ (rain) solidly since our arrival and that night we (11) ___ (end up) sleeping in the waiting room at a railway station. Then the next morning as we (12) ___ (ride) down a steep hill my bike (13) ___ (skid) on the wet road and I (14) ___ (fall off). I (15) ___ (realise) immediately that I (16) ___ (break) my arm, and after a visit to the local hospital I (17) ___ (catch) the next train to Calais for the ferry home. Unfortunately my parents (18) ___ (not/expect) me home for a fortnight, and (19) ___ (go) away on holiday. So I (20) ___ spend a miserable couple of weeks alone, reading 'Teach yourself French'.

EXERCISE 3. Put the verbs in brackets into the Present Perfect or the Past Simple tense (in some sentences the present perfect continuous is also possible).

1. This is my house. – How long you (live) here? - I (live) here since 1970.
2. He (live) in London for two years and then (go) to Edinburgh.
3. You (wear) your hair long when you were at school? - Yes, my mother (insist) on it.
4. But when I (leave) school I (cut) my hair and (wear) it short ever since.
5. Shakespeare (write) a lot of plays.
6. My brother (write) several plays. He just (finish) his second tragedy.
7. He (not smoke) for two weeks. He is trying to give it up.
8. The plumber (be) here yet? – Yes, but he only (stay) for an hour. - What he (do) in that time? – He (turn) off the water and (empty) the tank.
9. He (lose) his job last month and since then he (be) out of work. - Why he (lose) his job? - He (be) very rude to Mr. Pitt.
10. You (finish) checking the accounts? - No, not quite. I (do) about half so far.

EXERCISE 4. Put the verbs in brackets into the correct tense.

1. He (give) me back the book, (thank) me for lending it to him and (say) that he (enjoy) it very much; but I (know) that he (not read) it because most of the pages (be) still uncut.
2. When he (see) his wife off the station, he (return) home as he (not have) to be at the airport till 9.30.
3. He (not have) to pack, for his wife already (do) that before she (leave) the house.
4. He (not have) to check the doors and windows either, for his wife always (do) that before she (leave) the house.
5. All he (have) to do (be) to decide whether or not to take his overcoat with him. In the end he (decide) not to.
6. At 8.30 he (pick) up his case, (go) out of the house and (slam) the door behind him.
7. Then he (feel) in his pockets for the key, for his wife (remind) him to double-lock the front door.
8. When he (search) all his pockets and (find) no key he (remember) where it (be). He (leave) it in his overcoat pocket.
10. Then he (remember) something else; his passport and tickets (be) in his overcoat pocket as well.

EXERCISE 5. Complete the sentences. Use *used to* or *would* and the verbs in brackets. Sometimes both are possible.

0. We would go to two or three films every week. (go)
1. We _____ home very early in the morning when we went on holiday. (leave)
2. A few years ago, I _____ many friends, but I do now. (not have)
3. _____ near the airport? (you/live)
4. We _____ hours talking about our dreams. (spend)
5. She _____ us funny stories about the animals on the farm. (tell)
6. There _____ many cars on the road in those days. (not be)
7. I _____ all kinds of ball games when I was a child. (love)
8. My dad _____ football with us on Sundays when we were little. (play)

EXERCISE 6. Underline the correct answer.

0. I come from London, so I'm/I'm getting used to big cities.
1. After London, It's hard to be/get used to living in the country. It's very different.
2. It took me a few weeks to be/get used to my new surroundings.
3. I'm not/I'm not getting used to the silence. I miss the noise.
4. At the moment my parents have to drive me everywhere. I don't like that because I'm/I'm getting used to being independent.
5. The pace of life here seems a bit slow, but I'm sure I'll be/get used to it.
6. Change is hard for everyone, but we're re/get used to new things quite quickly.

Past Forms Revision: Level B

EXERCISE 1. Use the right form of the verbs in brackets.

A Last night we **1**(to go) to a football match. We **2**(to take) a bus. The bus **3**(to be) overcrowded as many people **4**(to want) to see the match. We **5**(to get) off the bus and **6**(to go) in the direction of the stadium. While we **7**(to cross) the road, I **8**(to see) Victor. He **9**(to stand) at the corner. He said he **10**(to wait) for his friend who **11**(to come) to St Petersburg the day before and **12**(to wish) to see the new stadium. A man **13**(to come) up to me and asked if I **14**(to have) a spare ticket for the match. Victor told us that two boys just **15**(to ask) him whether he **16**(to have) a spare ticket. We **17**(to enter) the stadium just as the football players **18**(to come) out on to the field. At the entrance to the stadium we (to meet) Sergey. He **19**(to show) us to our seats and **20**(to ask) me if I **21**(to play) football in my childhood. We **22**(to agree) to meet in the snack bar during the interval.

B It was gray and overcast as I **1**(leave) the hotel and **2**(head) towards Berkley Square. I **3**(glance) up at the sky. It was leaden and promised rain, which Andrew **4**(predict) before he **5**(go) to the office earlier. Instead of walking to Diana's, which I usually **6**(like) to do, I **7**(hail) a cab and **8**(get) in. Just in time, too. It **9**(begin) to drizzle as I **10**(slam) the door and **11**(give) the cabbie the address. English weather, I **12**(think) glumy, staring out the taxi window. It always **13**(rain). But one not **14**(come) to England for the weather, there **15**(be) other, more important reasons to be here. I always **16**(love) England and the English, and London **17**(be) my most favourite city in the entire world. I **18**(love) it even more than my hometown, New York.

EXERCISE 2. Translate into English.

1. Она была счастлива, что тяжелые времена прошли. 2. Когда мы вернулись, все хотели знать, где мы были. 3. Я надеялась, что он сделал правильный выбор. 4. Мы были коллегами. Мы проработали вместе десять лет. 5. Я была уверена, что никогда раньше не слышала этого выражения. 6. Судья объявил, что он изменил свое мнение об этом деле. 7. Они поняли, что жизнь очень изменилась. 8. Оказалось, что эта женщина уже тринадцать лет была нашей соседкой. 9. Он пришел к нам за помощью, потому что всегда нам верил. 10. Адвокат был доволен - он получил хорошие новости. 11. Он был благодарен своим родителям. Они так много сделали для него. 12. Мартин ничего не ответил. Жизнь научила его быть осторожным. 13. Марина выглядела необычно - она изменила прическу (hair style). 14. Когда мы встретились, то мой одноклассник сказал, что я очень изменилась. 15. Он влюбился в нее, хотя

и знал ее всего лишь пару недель. 16. Она не знала, как начать, потому что раньше не выполняла такой работы.

THE VERB – Future Forms: Level B

| | 1 | 2 | 3 | 4 |
|---|--|--|---|--|
| | Future Simple (Will) | Be Going To | Future Continuous | Future Perfect |
| a | Decisions taken at the moment of speaking (on-the-spot decisions) <i>Since it's getting dark I'll turn on the light.</i> | Actions intended to be performed in the near future <i>She's going to visit her parents tomorrow.</i> | Actions in progress at a stated future time <i>He'll be sunbathing in Sochi this time next week.</i> | Actions which will be finished before a stated future time <i>She will have come back by the end of July.</i> |
| b | Hopes, fears, threats, offers, promises, warnings, predictions requests, comments etc, esp. with: expect, hope, believe, I'm sure, I'm afraid, probably etc <i>I'm afraid I'll be a bit late.</i> | Planned actions or intentions <i>Now that they've settled in their new house, they're going to have a party.</i> | Actions which are the result of a routine (instead of Present Cont.) <i>I'll be seeing John tomorrow. (We work in the same office so we'll definitely meet.)</i> | Note: by or not... until/till are used with Future Perfect. Until/till are normally used with Future Perfect only in negative sentences. <i>She will have finished by 8 o'clock. (Not: until/till)</i> <i>She won't have finished until 8 o'clock.</i> |
| c | Actions or predictions which may not happen in the future <i>She'll probably buy the dress (prediction)</i> Actions which we cannot control and will inevitably happen <i>He will be ten next year.</i> | Evidence that something will definitely happen in the near future <i>Ann is going to have a baby.</i> <i>Look at the dark clouds in the sky! It's going to rain.</i> | When we ask politely about people's arrangements to see if they can do smth for us or because we want to offer to do smth for them <i>Will you be going to the supermarket? Can you buy me some tea?</i> | Future Perfect Continuous Duration of an action up to a certain turn in the future. <i>By the end of this year she will have been working here for two years.</i> |
| d | Things we are not sure about or haven't decided to do yet <i>She'll probably be promoted. (not sure yet)</i> | Things we are sure about or we have already decided to do in the near future <i>He's going to be promoted. (the boss has decided to do it.)</i> | Present Simple (future meaning) Timetables/programs <i>The plane reaches London at 8.45</i> | Present Continuous (future meaning) Fixed arrangements in the near future <i>Sally is seeing her dentist this week (Sally has fixed an appointment)</i> |

Time expressions used with:

Will/ Be Going to / Future Continuous

Tomorrow, tonight, next month/week, in three/two days etc, the day after tomorrow, soon, in a day/week etc

Future Perfect Future Perf. Cont.

Before, by, by then, by the time, until (in negative sentences)
By... for
e.g.: *By next year he will have been working here for two years.*

Time words with no Future forms:

-We **never use** future forms after: **when (time conjunction), while before, until, by the time, if (conditional), as soon as, after** etc.

However, we can use **when** or **if + will** if “**when**” is a question word and “**if**” means “whether”.

She'll send us a letter when she has time.

BUT: When will he meet us?

I don't know if he will accept. (= whether)

-With **go** and **come** we use Present Continuous rather than “*be going to*”.

She's going to London next week. RATHER THAN: She's going to go to London next week.

Future-in the-Past

If the Main clause (главное предложение) is in the past tense, then in Subordinate clause (придаточное предложение) instead of Future tenses you should use **Future-in- the-Past Tenses. (Shall / will → should / would)**

EXERCISE 1. Explain the usage of the future tense forms in the following sentences. Translate into Russian.

A: 1. I'll be still working when you arrive. 2. This time tomorrow he'll be lying on the beach. 3. They will be watching television from eight o'clock till midnight. 4. I will be buttering the bread while my mother is slicing the tomatoes. 5. What will your family be doing at this time tomorrow?

B: 1. We will have left by the time you arrive. 2. They will have repaired your car by then. 3. The decorator will have painted the room by Tuesday. 4. I'll already have done the work by the time you come back. 5. I still won't have finished reading the book by four o'clock.

C: 1. Do you think you'll be tired in the evening? - Yes, I'll have already been working for eight hours. 2. By this time tomorrow, I'll have been travelling for twelve hours. 3. By the time you get here the people will have been waiting for an hour already. 4. By May, he'll have been riding that bike for five years. 5. By Christmas, I'll have been working for this company for twenty years.

EXERCISE 2. Translate into English.

A: 1. - Где ты будешь, когда я приеду? - Я буду работать в библиотеке. 2. Чем он будет заниматься завтра? 3. В три часа мы будем сидеть в поезде и ехать в Париж. 4. Вы замечательный человек. Теперь мы будем часто встречаться. 5. А что вы будете делать на Рождество?

В: 1. Завтра к двум часам мы уже сдадим все экзамены. 2. К тому времени, как вы вернетесь, я уже уеду. 3. Если вы позвоните в восемь часов, то они еще не приедут. 4. Они надеются, что отремонтируют квартиру к осени. 5. Мы напишем статью к утру, но мы не закончим иллюстрации.

С: 1. К тому времени как встанет солнце завтра утром, мы уже два часа будем лететь над Атлантическим Океаном. 2. К первому сентября этого года я уже десять лет буду изучать английский язык. 3. Ей понадобится отдых. Она весь день будет работать. 4. К концу года мы будем жить в Москве уже двадцать лет. 5. Когда приедет полиция, Эрик уже три часа будет ехать в Техас.

EXERCISE 3. Put the verbs in brackets into the correct future form.

Dear Carol,

Since you want to know what (1) *'m doing* (do) next week, I thought I'd write and let you know. It (2) ___ (be) a very busy week. On Monday I (3) ___ (go) to York. I (4) ___ (probably/be) there for three days, and by Wednesday I (5) ___ (meet) every important artist in the town. If everything goes well, I (6) ___ (go) to Newcastle on Thursday morning. There I (7) ___ (meet) the chairman of the Arts Council. Then on Friday and Saturday I (8) ___ (visit) several small towns in the area to see what their galleries are like. By Sunday I (9) ___ (travel) for days and I imagine I (10) ___ (be) very tired, so it looks like (11) ___ (not/come) to your party on Sunday night. Sorry! I hope you (12) ___ (invite) me to the next one.

Give my love to Mike.

Susan

EXERCISE 4. Put the verbs in brackets into the present continuous or *be going to*.

1. Where you (go) for your holidays? – I (go) to Norway. – What you (do) there? – I (fish). 2. Where you (go) this evening? – I (not go) anywhere. I (stay) at home. I (write) some letters. 3. Take an umbrella; it (rain). 4. How long you (stay) in this country? (*Have you decided to stay?*) – Another month.. I (go) home at the end of the month. – What you (do) then? – I (try) to get a job. 5. I (dye) these curtains. – You (do) it yourself, or (have) it done? – I (have) it done? Who should I take them to? 6. I've seen the film, now I (read) the book. I've just got the copy from the library. (*I haven't started the book yet.*) 7. You (do) anything next weekend? – Yes, my nephews (come) and I (show) them round London. – You (take) them to the theatre? (*Have you booked seats?*) – No, they're too young for that. I (take) them to the zoo. 8. We (start) early tomorrow. We (go) to Ben Nevis. – You (climb) Ben Nevis? – Not me. Tom (climb) it. I (sit) at the bottom and (do) some sketching.

EXERCISE 5. Put the verbs in brackets into one of the following forms: *be going to* and *will* + *infinitive*.

1. Where are you off to with that ladder? - I (have) a look at the roof; it's leaking and I think a tile has slipped. 2. We bought our new garage in sections and we (assemble) it ourselves - That sounds rather interesting. I (come) and help you if you like. 3. Leave a note for them on the table and they (see) it when they come in. 4. Why are you asking everyone to give you bits of material? - Because I (make) a patchwork quilt. 5. I'm afraid, I'm not quite ready. - Never mind. I (wait). 6. Do you have to carry so much stuff on your backs? - Yes, we do. We (camp) out and (cook) our own meals, so we have to carry a lot. 7. I've been measuring the windows. I (put) in double glazing. 8. You (wear) that nice dress in a dinghy? - Of course, not! I (sit) in a pier and (watch) you all sailing. I (not get) all wet and muddy and pretend that I'm enjoying it!

EXERCISE 6. Use the following sentences as subordinate clauses. Use the sentences in brackets as main clauses.

(I supposed; He believed; She was sure; We were told; I heard; She said; He understood; She imagined; The letter said.)

Example: *My brother will be sleeping.*

I supposed that my brother would be sleeping.

1. He will solve the problem in no time. 2. The new film will be on in many cinemas. 3. The teacher will have corrected our papers by the beginning of the lesson. 4. She will not like this TV programme. 5. The train will arrive on time. 6. The children will be playing in the yard. 7. All the newspapers will publish this information. 8. They will win the game. 9. I shall go to the south. 10. My sister will not forget to ring me up. 11. I shall have done my homework by nine o'clock. 12. The tourists will not return by sunset. 13. My friends will be waiting for me. 14. My friend will have returned by that time. 15. They will be working the whole evening. 16. He will return this book to the library immediately.

Tenses Revision: Level B

EXERCISE 1. Put each verb in brackets into an appropriate verb form.

Ask hundreds of people what they (1) ... (plan) to do on a certain day in August next year, or the year after, and there (2) ... (be) only one reply. Provided of course that the people you (3) ... (ask) (4) ... (belong) to the Elvis Presley Fan Club. Although the King of Rock and Roll (5) ... (die) nearly two decades ago, his fans (6)

... (meet) every year since then outside his home in Memphis, Tennessee, to show respect for the singer they (7)... (love) so much. Fans like Jean Thomas, from Catford in South East London. Jean (8) ... (visit) Gracelands, the house where Elvis (9) ... (suffer) his fatal heart attack, twice in the past five years. 'The first time I (10) ... (borrow) the money from my Mum, as I (11)... (not/work) then. But two years ago I (12) ...(get) married and since then I (13) ... (work) in my husband Chris's garage. Chris and I (14) ... (go) together last year, and we (15) ... (think) of spending two or three months in the USA next year. I (16) ... (always/want) to visit some of the places where Elvis (17) ... (perform). Like Las Vegas for example.' Jean says that Elvis (18) ... (be) her obsession ever since she (19) ...(be) ten years old, and she (20) ... (own) every single one of his records, good and bad.

EXERCISE 2. Put the verbs in brackets into an appropriate tense.

Jim (1)..... (not/look) forward to the exam. He (2)(study) for the past two months, and still (3).....(not/feel) sure that he (4).....(know) even half of what he should know. He (5)..... (question) his teachers repeatedly about the material that (6).....(appear) on past exams, but he still (7).....(not/be) convinced that anything he (8).....(learn) (9).....(be) relevant to this year's exam. He (10).....(still/study) at seven o'clock in the morning on the day of the exam; he (11).....(revise) all night long, and (12).....(feel) exhausted. In fact he (13)..... (be) so tired that he (14).....(fall) asleep in the middle of writing the exam, and (15).....(wake up) only just in time to finish it.

EXERCISE 3. Translate into English

1. Я знаю, что он скоро придет. 2. Я знал, что он скоро придет. 3. Я думаю, что она будет спать в это время. 4. Я думал, что она будет спать в это время. 5. Она думает, что сделает всю работу к пяти часам. 6. Она думала, что сделает всю работу к пяти часам. 7. Я был уверен, что к десяти часам он уже выучит стихотворение. 8. Я знал, что к девяти часам мама уже приготовит ужин и в девять часов вся семья будет сидеть за столом. Я боялся, что приду слишком поздно. 9. Она боялась, что ее друг не придет. 10. Они написали, что скоро приедут. 11. Я был уверен, что встречу его на станции. 12. Я думаю, что папа скоро напишет нам письмо. 13. Вам сказали, что в декабре мы будем писать контрольную работу? 14. Он понял, что никогда ее не забудет. 15. Я полагаю, что они - вспомнят о нас. 16. Он говорит, что купит машину. 17. Он говорил, что купит машину.

THE PASSIVE VOICE: Level B

The Passive is used:

1. when the agent (the person who does the action) is unknown, unimportant or obvious from the context. *The robbers have been arrested.*
2. to make statements more polite or formal. *My new suit has been burnt.*
3. when the action is more important than the agent (in news reports, formal notices, instructions, processes, headlines, advertisements etc.) *Bread is baked in an oven for about 45 minutes.*
4. to put emphasis on the agent. *The tower of London was built by William the Conqueror.*

NOTE:

-We use passive only with transitive verbs (verbs which take an object).

*They bought **that car** in 2000. That car was bought in 2000.*

-In colloquial English we can use **get** instead of **be** to express something happening by accident. *She got sun burnt last week.* (more usual than "She was sun burnt last week".)

-We use **by + agent** to say who or what did the action. We use **with + instrument** or **material** to say what instrument or material the agent used. *The door was locked by the man with the key.*

-We put the agent into the passive only if it adds information. *Hamlet was written by Shakespeare.*

-After modal verbs (will, can, may etc) we use **be + past participle** or **have been + past participle**. *They may close down the market The market may be closed down.*

-With verbs that take two objects it more usual to begin the passive sentence with the person. *They sent a letter to him. He was sent a letter (more usual)/ A letter as sent to him. (less usual)*

-**Make, hear, see, help** are followed by a **to-infinitive** in the passive. *They made me apologise. I was made to apologise.*

-The verbs believe, expect, feel, hope, know, report, say, think etc can be used in the following passive patterns:

It + passive + that clause (impersonal construction)

Subject (person) + passive + to-infinitive form (personal construction)

People say he is clever. It is said that he is clever. (impersonal) He is said to be rich. (personal)

EXERCISE 1. Put the following into the passive, mentioning the agent where necessary.

- 1 They feed the seals at the zoo twice a day.
- 2 Who wrote it?
- 3 Compare clothes which we have washed with clothes which any other laundry has washed.
- 4 He expected us to offer him the job.
- 5 They showed her the easiest way to do it.
- 6 Lightning struck the old oak.
- 7 Titian couldn't have painted it as people didn't wear that style of dress till after his death.
- 8 A jellyfish stung her.
- 9 The author has written a special edition for children.
- 10 Judges used to carry sweet herbs as a protection against jail-fever.

EXERCISE 2. Turn the following sentences into the active voice. Where no agent is mentioned one must be supplied.

- 1 This speed limit is to be introduced gradually.
- 2 The runways are being lengthened at all the main airports.
- 3 It is now 6 a.m. and at most of the hospitals in the country patients are being wakened with cups of tea.
- 4 Byron is said to have lived on vinegar and potatoes.
- 5 By tradition, any sturgeon that are caught by British ships must be offered to the Queen.
- 6 This notice has been altered.
- 7 The damaged ship was being towed into harbour when the towline broke.
- 8 Evening dress will be worn.
- 9 The ship was put into quarantine and passengers and crew were forbidden to land.
- 10 Someone will have to be found to take her place.

EXERCISE 3. Put each verb in brackets into an appropriate passive verb form.

- a) Nothing (see) of Pauline since her car (find) abandoned near Newbury last week. b) As our new furniture (deliver) on Monday morning I'll have to stay at home to check that it (not/damage) during transit. c) The new Alhambra hatchback, which in this country (sell) under the name 'Challenger', (fit) with electric windows as standard. d) For the past few days I (work) in Jack's office, as my own office (redecorate). e) It (announce) that the proposed new office block (now/not/build) because of the current economic situation. f) A major new deposit of oil (discover) in the North Sea. It (think) to be

nearly twice the size of the largest existing field. g) Pictures of the surface of the planet Venus (receive) yesterday from the space probe 'Explorer' which
 (launch) last year.

EXERCISE 4. Translate into English.

1. Академия наук была основана Петром Великим в 1725 году. 2. Вся важная информация обычно посылается электронной почтой. 3. Слово *грамматика* пишется с двумя «м». 4. Шесть месяцев спустя они венчались в местной церкви. 5. Когда все книги были пересчитаны, то оказалось, что одной не хватало. 6. Предпринимаются попытки освободить заложников. 7. Точные цифры пока что не были опубликованы. 8. Сливки были хорошо взбиты. 9. Мне сообщили об этом лишь вчера. 10. Грабители обнаружили, что код на сейфе был изменен. 11. Если главой предприятия выберут его, то все будут удивлены. 12. Дверь твоей машины уже неделю сломана. Ты собираешься ее отремонтировать?

Causative form (have something done)

EXERCISE 5. Rewrite the sentence using *have something done*.

- 1 The hairdresser is cutting my hair on Tuesday.
I'm having my hair cut by the hairdresser on Tuesday.
- 2 Did a professional make the cake for you?
- 3 Somebody stole my car last weekend.
- 4 An electrician fitted the new lights for Sandra.
- 5 The woman had asked the waiter to bring the bill to the table.
- 6 They employed a plumber to fit the shower.
- 7 Have you asked the secretary to fax the contract to Mr Oakwood?
- 8 Alan's mum washes all his clothes.
- 9 The mechanic at the garage serviced their car.
- 10 He told the student to clean the blackboard.
- 11 Somebody washes my car once a month.
- 12 Mr Norton told his assistant to write the report.

EXERCISE 6. Rewrite the following sentences using *have something done*.

- 1) My windows are cleaned twice a month.
- 2) The star's latest film has just been released.
- 3) Their swimming pool will be drained.
- 4) The carpets must be laid in our flat by Monday.
- 5) The brakes on my bicycle have been oiled.
- 6) Our desks are being painted at the moment.
- 7) Her bookcase was delivered last week.
- 8) A new computer

has been ordered for me. 9) Annie's sculptures are going to be exhibited tomorrow.10)
A skateboard was being made for Tim.

EXERCISE 7. Correct the mistakes.

- 1 The new regulations will been announced in September.
- 2 Do they have their dogs walking every day?
- 3 She has the piano tune twice a year.
- 4 The letters are be posted first thing tomorrow morning.
- 5 When Mr Cobert arrived at the office, he realised his computer has been stolen.
- 6 The photographs will already been developed.
- 7 It's worth having the car servicing.
- 8 She is expects to win the November election.
- 9 They are having their garage painted when I called.
- 10 Your teeth is be cheeked every six months.

INFINITIVE / - ING FORM / PARTICIPLES: Level B

| | Tenses of the Infinitive | | Tenses of the - ing form | |
|----------------------|--------------------------------|-------------------------------|--------------------------|----------------------------|
| | Active Voice | Passive Voice | Active Voice | Passive Voice |
| Present | <i>(to) offer</i> | <i>(to) be offered</i> | <i>offering</i> | <i>being offered</i> |
| Present Cont. | <i>(to) be offering</i> | - | - | - |
| Perfect | <i>(to) have offered</i> | <i>(to) have been offered</i> | <i>having offered</i> | <i>having been offered</i> |
| Perfect Cont. | <i>(to) have been offering</i> | - | - | - |

- **The Present Infinitive** refers to the present or future.
I'd like to go for a walk.
- **The Present Continuous Infinitive** is used with *appear, claim, happen, pretend, seem, must, can't, should, would etc* to describe an action happening now.
He must be working in the garden now.
- **The Perfect Infinitive** is used with *appear, happen, pretend, seem etc* to show that the action of the infinitive happened before the action of the verb.
He claims to have met the Queen. (First he met the Queen, then he claimed he had met her.)
It is also used with modal verbs *should, would etc*.
- **The Perfect Continuous Infinitive** is used with *appear, seem, pretend etc* to put emphasis on the duration of the action of the infinitive, which happened before the action of the verb.
She looks tired. She seems to have been working all morning.
It is also used with modal verbs.

- **The Present Gerund (-ing form)** refers to the present or future.
She enjoys dancing.
- **The Perfect Gerund (-ing form)** shows that the action of the gerund has happened before the action of the verb. We can use the Present Gerund instead of the Perfect Gerund without a difference in meaning.
*He denied **having stolen** the money. OR He denied **stealing** the money.*

The -to- infinitive is used :

1. to express purpose
*She went out **to buy** some milk.*
2. after certain verbs (advise, agree, appear, decide, expect, hope, promise, refuse etc)
*He promised **to be** back at 10 o'clock.*
3. after certain adjectives (angry, happy, glad etc)
*She was glad **to see** him.*
4. after question words (where, how, what, who, which, BUT not after “why”)
*Has she told you where **to meet** them?
But: I don't know why he left so early.*
5. after would like/ would love/ would prefer (to express specific preference)
*I'd love **to go** for a walk.*
6. after nouns
*It's a pleasure **to work** with you.*
7. after too/enough constructions
*He is **too short to reach** the top shelf.
He isn't tall **enough to reach** the top shelf.*
8. with it + be + adjective (+ of + object)
*It was nice of him **to remember** my birthday.*
9. with “only” to express unsatisfactory result
*He called me **only to say** that he would be late.*

The infinitive without -to- is used:

1. after modal verbs (must, can will etc)
*You must **be** back at 12 o'clock.*
2. after had better/ would rather
*I'd rather **have stayed** in last night.*
3. after make/let/see/ hear/feel + object
*Mum **let me watch** TV. I **made him apologise**.*
BUT: in the passive form: be made/ be heard/ be seen + to-infinitive
*He was made **to apologise**.*

Note: help is followed by a to-infinitive or an infinitive without to
She helped me (to) wash the dishes.

The -ing form is used:

1. as a noun

Eating vegetables is good for your health.

2. after certain verbs (admit (to), avoid, consider, continue, delay, deny, enjoy, escape, excuse, fancy, finish, forgive, imagine, involve, keep (=continue), look forward to, mention mind, miss, object to, postpone, practice, prevent, report, resist, risk, save, stand, suggest, understand etc)

He admitted (to) stealing the painting.

3. after love, like, dislike, hate, enjoy, prefer (to express general preference)

He likes cooking (in general).

Note: like + to infinitive = it's a good idea; it's useful

I like to eat a healthy breakfast. (specific preference)

4. after I'm busy, it's no use, it's (no) good, it's (not) worth, what's the use of, can't help, there's no point in, can't stand, be/get used to, be/get accustomed to, have difficulty (in)

It's no use complaining.

5. after "go" for physical activities

They go skiing every winter.

6. after spend/waste time

He wasted his time playing video games.

7. after prepositions

He entered without knocking at the door.

8. after see, hear, listen, watch to express an incomplete action, an action in progress or a long action

I saw Kate painting the kitchen. (I saw Kate in the middle of painting.)

BUT: see, hear, listen, watch + infinitive without -to- – to express a complete action, something that one saw or heard from beginning to end

I watched Kate paint the kitchen. I took her two hours. (I saw the whole action from beginning to end.)

NOTE: If two infinitives are joined by "and", the -to- of the second infinitive can be omitted.

I want to eat something and have a rest.

Verbs taking -to- infinitive or -ing form without a change in meaning

| | |
|--|---|
| 1.begin, start, continue + to -inf. or -ing form. However, we never have two -ing forms together | <i>She began dancing/ to dance</i> <i>But: It's beginning to get cold.</i> <i>Not: It's beginning getting cold.</i> |
| 2.advise, allow, permit, recommend, encourage when followed by an object or in passive form take a to-infinitive. They take the -ing form when not followed by an object. | <i>He doesn't allow us to smoke here.</i> <i>They aren't allowed to smoke here.</i> <i>They don't allow smoking here.</i> |
| 3.It needs/It requires/It wants + -ing form "it needs" can also be followed by a passive infinitive. | <i>The house needs/requires/wants painting.</i> <i>The car needs repairing/to be repaired.</i> |

Verbs taking to- infinitive or -ing form with a change in meaning

| | |
|---|--|
| 1.forget + to- inf = not remember <i>I'm sorry, I forgot to buy milk.</i> Forget + ing form = forget a past event <i>He'll never forget flying over the Alps</i> | 6.try + to -inf = do one's best, attempt <i>The fireman are trying to put out the fire.</i> Try + -ing form = do sth as an experiment <i>Why don't you try adding some sugar to the sauce? It might taste better.</i> |
| 2.remember + to -inf = remember to do sth <i>Remember to turn off the cooker before leaving.</i> remember + -ing form = recall a past event <i>I don't remember staying in this hotel before.</i> | 7.want + to -inf = wish <i>I want to spend my holidays in Spain.</i> Want + -ing form = need sth done <i>This room wants painting again.</i> |
| 3.go on + to -inf = finish doing sth and start doing sth else; <i>After finishing the report, she went on to type some letters.</i> go on + -ing form = continue <i>She went on Talking for hours.</i> | 8. Stop + to -inf = pause temporarily <i>She stopped to get some petrol before continuing on her journey to Leeds.</i> Stop + -ing form = finish; end <i>Stop talking, please!</i> |
| 4.mean + to -inf = intend to <i>He means to find a job abroad.</i> mean + -ing form = involve <i>Finding a job means attending many interviews.</i> | 9.be sorry + to -inf = regret <i>I'm sorry to hear they fired him.</i> Be sorry for + -ing form = apologise <i>I'm sorry for being/having been unfair to you.</i> |
| 5.regret + to -inf = be sorry to <i>I regret to tell you that there is no money in your account.</i> Regret + -ing form = have second thoughts about sth one has already done <i>I regret buying/having bought this dress; it doesn't look nice on me.</i> | 10. be afraid + to -inf (the subject is too frightened to do sth) <i>I'm afraid to climb up that tree. (I don't want to do it.)</i> Be afraid of + -ing form (the subject is afraid that what is described by the -ing form may happen) <i>She won't climb up the tree; she is afraid of falling. (She is afraid because she might fall.)</i> |

EXERCISE 1 . Fill in the correct tense of the infinitive.

1. We 'd better not bother her – she seems to be studying (study). 2. The accused denied ___ (do) anything wrong. 3. Paul pretended ___ (win) a lot of money but in fact he had won nothing at all. 4. She must ___ (work) outdoors when we rang. She didn't answer the phone. 5. Jane hoped ___ (give) the prize, but someone else won it. 6. He seemed ___ (swim). He was all wet. 7. I should ___ (give) him some

money before I went out, but I forgot. 8. She says she would love ___ (come) to dinner with us tonight. 9. He must ___ (practise) that piece for hours – he plays it very well now. 10. The athlete seemed ___ (be) out of breath – he must ___ (run) for hours.

EXERCISE 2. Insert to where necessary before the infinitives in brackets. In some of the sentences a present participle could be used instead of an infinitive. Comment your choice.

1. It is easy (be) wise after the event. 2. Do you (wish) (make) a complaint? 3. We don't (want) anybody (know) that we are here. 4. If you can't (remember) his number you'd better (look) it up. 5. I want her (learn) Esperanto; I think everybody ought to (know) it. 6. He is said (be) the best surgeon in the country. 7. Visitors are asked (not feed) the animals. 8. It's better (travel) hopefully than (arrive). (*proverb*) 9. He was made (sign) a paper admitting his guilt. 10. He should (know) how (use) the film projector, but if he doesn't you had better (show) him. 11. I saw the driver (open) his window and (throw) a box into the bushes. 12. I heard a cock (crow) in a neighbouring village.

EXERCISE 3. Fill in the gaps with the verbs in brackets in the infinitive or the -ing form.

1. Remember to go (go) to the bank. You've got to pay the bills. 2. I don't remember ___ (see) this film before. 3. When he had written his first book he went on ___ (write) seven more. 4. She went on ___ (talk) even after her friend had fallen asleep. 5. I regret ___ (leave) school at the age of 16. 6. I regret ___ (tell) you that you have failed the test. 7. He means ___ (build) a boat and travel round the world. 8. Doing well on this course means (study) very hard. 9. I've been trying ___ (start) this car for hours. 10. Why don't you try ___ (put) some petrol in the tank? 11. I don't want to drive a car; I'm afraid of ___ (have) an accident. 12. She's afraid ___ (walk) alone tonight. 13. He forgot ___ (invite) his friend to the party. 14. I'll never forget ___ (see) snow for the first time. 15. On the way home he stopped ___ (buy) some chocolate. 16. The baby didn't stop ___ (cry) all night.

EXERCISE 4. Translate into English.

1. Я счастлива пригласить вас на вечер. 2. Я счастлива, что меня часто приглашают на премьеры. 3. Я счастлив, что меня пригласили на новый спектакль в драмтеатр. 4. Хочу рассказать вам последние новости. 5. Хочу, чтобы мне рассказали эту историю. 6. Я рада, что мне рассказали об этом. 7. Роберт не собирается обвинять вас. 8. Он не предполагал, что его обвинят. 9. Мне жаль, что я причиняю вам столько хлопот. 10. Мне жаль, что

побеспокоила вас. 11. Дети любят выдумывать разные истории. 12. Дети обожают, когда им рассказывают разные истории. 13. Он, кажется, знает всех в городе. 14. Эти данные трудно раздобыть. 15. Подать в отставку (to quit) значит проиграть игру.

Too / Enough with Infinitive

| | |
|---|--|
| Too + adjective/adverb (negative meaning) | She is too tired to go out. (She is so tired that she can't go out.) |
| adjective/adverb + enough (positive meaning) | He's rich enough to afford a yacht. (He is so rich that he can afford a yacht.) |
| Enough + noun | He's got enough patience to be a teacher. |

EXERCISE 5. Combine each of the following pairs of sentences into one sentence using *too/enough* with infinitive.

1. You are very young. You can't have a front-door key. 2. It is very cold. We can't bathe. 3. Would you be very kind and answer this letter by return? 4. I am rather old. I can't wear that kind of hat. 5. The ladder wasn't very long. It didn't reach the window. 6. He was furious. He couldn't speak. 7. The fire isn't very hot. I won't boil the kettle. 8. Tom was very foolish. He told lies to the police. 9. You are quite thin. You could slip between the bars. 10. Our new car is very wide. It won't get through those gates.

EXERCISE 6. Underline the correct answer.

0. I don't want to go by bus. It takes too / very long.
1. That film was too / very moving. I thought it was wonderful.
2. You can only get fit if you exercise too regularly / regularly enough.
3. You can't come to this club with us. You're too / very young.
4. I couldn't understand her. She spoke too quickly / quickly enough.
5. I'm sure you'll be fine at the interview. You've prepared for it too / very thoroughly.
6. Can we have the party in this room? Is it very big / big enough for fifty people?

PARTICIPLES: Level B

The participles are:

Present participles (playing, running, etc.),
Past participles (played, written, etc.) and
Perfect participles (having written, etc.).

Present and past participles can be used as adjectives.

The **present participles (-ing)** describes what somebody or something is (it answers the question 'What kind?').

The **past participles (-ed)** describes how somebody feels (it answers the question 'How do you feel?').

*e.g. It's a very **tiring** job. (What kind of job? Tiring.)*

*He's very **tired**. (How does he feel? Tired.)*

Participles can also be used:

to express time.

*e.g. **After doing/having done her homework**, she watched TV.*

Having done her homework, she watched TV. (= **After she had done her homework**, she watched TV.)

*He broke his arm (while) **playing hockey**. (= He broke his arm while he was playing hockey.)*

to express reason.

*e.g. **Being late**, Adam took a taxi.(=Because he was late, Adam took a taxi.)*

Having spent all her money, Pam asked for a loan.(=Because she had spent all her money, Pam asked for a loan.)

instead of a relative pronoun and full verb.

*e.g. The man **standing at the door** is my boss. (=The man who is standing at the door is my boss.)*

*The information **presented in the article** was Invaluable.(= The information which was presented in the article was invaluable.)*

instead of the past simple in narratives when we describe actions happening immediately one after the other.

*e.g. **Seeing the shadow**, he screamed.(=He saw the shadow and he screamed.)*

to avoid repeating the past continuous in the same sentence.

*e.g. She was climbing up a ladder **carrying a bucket**. (=She was climbing up a ladder and she was carrying a bucket.)*

EXERCISE 1. Fill in the correct participle.

Bob: You must be very (1) excited (excite). Paris is a (2) ___ (fascinate) city. There are so many (3) ___ (interest) things to do. You won't be (4) ___ (bore).

Helen: Well, I'm a bit (5) ___ (worry) because I can't speak French very well.

Bob: You should buy a phrase book and then you won't be (6) ___ (embarrass)if someone speaks to you. They won't be (7) ___ (annoy) if you make a mistake, and most people will be (8) ___ (please) if you ask for something in French.

Helen: I'm sure they'll find my accent very (9) ___ (amuse).

Bob: Don't be silly. I'm sure you'll have a very (10) ____ (stimulate) holiday.

EXERCISE 2. Underline the correct word.

A: Have you read that new book yet?

B: Only some of it. It's very **bored/boring**.

A: Did you enjoy your holiday?

B: Oh, yes. It was very **relaxed/relaxing**.

A: I'm going to a lecture tonight. Do you want to come?

B: No thanks. I'm not **interested/interesting** in the subject.

A: Did you hurt yourself when you fell?

B: No, but it was very **embarrassed/embarrassing**.

A: Shall I turn off the lights?

B: No. I'm **frightened/frightening** of the dark.

A: Was Mother upset when you broke her vase? B: Not really, but she was very **annoyed/annoying**.

A: How do you feel today? B: I still feel very **tired/tiring**.

A: I haven't seen Mr Green for several days. B: Neither have I. It's a bit **worried/worrying**.

EXERCISE 3. Rewrite the sentences using participles.

Example: He was lying on the bed and he was reading a book.

...***He was lying on the bed reading a book.***

a) Lisa took a deep breath and dived into the water.

b) Jack burnt his finger while he was lighting a fire.

c) After Ann had ironed the clothes, she put them away.

d) Because he was cold, James turned on the heater.

e) The photographs, which were taken at the reception, were blurred.

f) Alison washed the paintbrushes before she painted the living room.

g) She was sitting on the sofa and she was knitting a jumper.

h) The girl who is sitting next to Alison is Vicky.

i) Because he had forgotten to do the shopping, he ate out that night.

MODAL VERBS: Level B

The modal verbs are: ***can, could, may, might, must, ought to, will, would, shall, should, have to (has to), need (needs)***.

Modal verbs are used to express: ability, possibility, probability, logical assumptions, permission, requests, offers, suggestions, advice, criticism, obligation, prohibition or necessity.

| | |
|---|---|
| ABILITY | |
| Can / be able to (ability in the present/future) | Ann can type fast. I will be able to pay you next week. |
| Could/ was able to (=managed to – ability in the past) “Could” is more usual than “was able to”. | I could / was able to go on a trip round the city last week. |
| POSSIBILITY | |
| May/might/ could + present infinitive (perhaps; it’s possible that something will happen in the future or perhaps it is true at the moment) May/might/ could + perfect infinitive (perhaps something happened in the past) Could + perfect infinitive is used for sth which was possible but didn’t actually happen. | <i>Sam may/might/could pass his test this time. (It’s possible that he will pass the test.)</i> <i>She looks miserable. She may/might/could have lost her job. (Perhaps she has lost her job.)</i> <i>Don’t drive so fast! You could have killed that man. (Luckily, you didn’t kill this man.)</i> |
| PROBABILITY | |
| Ought to/ should + present infinitive show that something is probable now or in the future Ought to/ should + perfect infinitive show that something to happen but we don’t know if it happened or not | <i>Tom ought to/ should pass his exams. (He will probably pass.)</i> <i>Has Nancy phoned yet? She ought to/ should have phoned an hour ago. (We don’t know whether she phoned or not.)</i> |
| LOGICAL ASSUMPTIONS | |
| Can’t/ couldn’t + present infinitive (I don’t think; it’s logically improbable) Must + present infinitive (I think, I’m fairly sure; it’s logically probable) can’t is opposite of must can’t/ couldn’t + perfect infinitive (It’s impossible that something happened in the past) must + perfect infinitive (It’s very probable that something happened in the past.) | <i>She can’t be rich. Her house is too small. (I don’t think she’s rich.)</i> <i>His face is red He must be very angry. (I think he is very angry.)</i> <i>It can’t be true. It must be a lie.</i> <i>She can’t/ couldn’t have lost her way; she must have missed the train. (= I don’t think she’s lost her way; I think she has missed the train.)</i> |
| To express possibility in questions we don’t use may . We use: Can he? Could he? Is he likely to? Is it likely that? Might he? (Is it possible that?) | |
| PERMISSION | |
| (asking for permission) can (informal) could (more polite) may (formal) might (more formal) | Can/Could I interrupt you for a second? May/Might I speak to the manager? |
| (giving or refusing permission) can (informal; giving permission) may (formal; giving permission – also used in written notices or formal announcements) mustn’t/ can’t (informal – refusing permission) may not (formal – refusing permission) | Can I use your phone? – <i>Of course you can. (informal)</i> Could I use your phone? – <i>Of course you can. (not: of course you could)</i> May I use your phone? <i>Certainly you may. (formal)</i> <i>Luggage may be left here (written notice)</i> <i>I’m afraid you can’t/mustn’t enter the room.</i> <i>Rubbish may not be left here. (written notice)</i> |
| (talking about permission) can/ be allowed to (to talk about the future and present) could (to talk about the past – used for repeated actions) was/ were allowed to (to talk about the past – used for repeated or single actions) couldn’t/ wasn’t allowed to (in negations or questions for either repeated or single actions) | <i>Pupils are allowed to / can use the school swimming pool free of charge.</i> <i>She was always allowed to/ could always play with her dolls after school. (repeated actions)</i> <i>The reporter was allowed to (not: could) take a photo of the pop singer. (single action)</i> <i>The foreigner wasn’t allowed to/ couldn’t enter the country without a visa. (single action)</i> |

| REQUESTS – OFFERS - SUGGESTIONS | |
|---|--|
| <u>Requests (asking someone to do sth)</u> Can you? (informal request) Will you? (familiar) Could you? (polite request) May I? (formal request) Would you/ would you mind? (more polite and formal than “could you”) | Can you help me, please? Will you get me my glasses, please? Could you make me some tea? May I have a glass of water? (request) May I open the window? (asking for permission) Would you post this letter for me? Would you mind typing this letters for me? |
| <u>Offers (offering to do sth)</u> I'll (I'm willing to do sth - informal) Shall I/we / Can I/we (Do you want me/us to//? - informal) Would you like/ Would you like me to.? | I'll do the shopping if you like. Shall I help you with your luggage? Would you like some more tea? |
| <u>Suggestions (making suggestions)</u> Shall I/we? I/We can/could We also express suggestions with: Let's? How about/ Why don't we?/ What about? | Shall we go to the theatre? We can / could go to the club if you like. Let's go to the park. How about going to the park |
| ADVICE – CRITICISM | |
| <u>Advice (saying what the best thing to do is)</u> should/ ought to + present infinitive (ought to is sometimes used for advice based on laws, rules or generally accepted ideas) Shall I? (asking for advice) had better (advice for a specific situation) | You should stop smoking. (general advice) You ought to treat animals kindly. (Most people believe this.) Shall I tell him the truth? You'd better call your parents or they'll worry. |
| <u>Criticism (saying what the best thing to do in the past was)</u> should/ ought to + perfect infinitive | You shouldn't have been rude to her yesterday. (but you were) You should have locked the car before leaving. (but you didn't) |
| NECESSITY – OBLIGATION – PROHIBITION | |
| <u>Obligation- necessity</u> Must/have to (it's necessary, I'm obliged to) Must is used only in the present and future when the speaker decides. Have to is used when the necessity comes from the outside the speaker or when others decide for him. Have got to (more informal and usual than “have to”) is used for obligation on a single occasion. Ought to (duty; It's the right thing to do but people don't always do it.) Need (it's necessary) is followed by a passive full infinitive or an <i>-ing</i> form and takes <i>-s</i> in the 3 rd person singular in statements. | I must lose some weight. (I say so.) I had to go to work early yesterday. (“Must” is not possible here as it is used only in the present.) I have to lose some weight. (The doctor says so; the doctor decides for me.) I've got to tidy my room; Mother is angry. I've got to phone her; she'll be worried. We ought to respect the environment. (but we don't always do it.) Your hair needs to be cut. or Your hair needs cutting. |
| Must is used only for the present and future situations. Have to forms its questions and negations with do/ does and did . | Did you have to stay late at work yesterday? Yes. I had to type some urgent letters. |
| <u>Absence of necessity</u> Needn't + bare present infinitive / don't have to/ don't need to (it is not necessary in the present or future) Didn't need to/didn't have to (it wasn't necessary in the past and we may not know if the action happened or not.) Needn't + bare perfect infinitive (We know that | You needn't take a jacket. It's rather warm. You don't have to/ don't need to take a jacket. It's rather warm. He didn't need/ have to buy any milk. There was a lot in the fridge. (I don't know if he bought any.) She needn't have bought any milk. There was a lot in |

| | |
|---|--|
| something happened in the past although it was not necessary.) | <i>the fridge (I know she bought some milk but there was no need.)</i> |
| <u>Prohibition</u> <i>Mustn't</i> (It's forbidden) <i>Can't</i> (you aren't allowed to) | <i>You mustn't enter the room.</i> <i>You can't wait here.</i> |

EXERCISE 1. Fill the spaces with *can, could* and *shall/will be able*. Comment on the usage.

1. ...you stand on your head? – I ... when I was at school but I ... now. 2. When I've passed my driving test I... hire a car from our local garage. 3. At the end of the month the Post Office will send him an enormous telephone bill which he ... pay. 4. I ... remember the address. – You ... even remember the street. (*negative*) 5. When the fog lifts we ... see where we are. 6. You've put too much in your rucksack; you never ... carry all that. 7. When I was a child I ... understand adults, and now that I'm an adult I ... understand children. (*negative*) 8. When you have taken your degree you ... put letters after your name?

EXERCISE 2. Fill the spaces with *must, have to, may, might, could* or *can't*, as in the example. Comment on the usage.

1. Perhaps Bill will work late tonight. – Bill *may/might* work late tonight. 2. It's possible that Mary is trying to call us. – Mary 3. The student's are obliged to finish the test in one hour. – The students 4. It is possible that Mum is working in the garden. – Mum 5. I'm sure Tom is hungry. – Tom 6. Perhaps Dad will take us out to dinner. – Dad 7. I'm sure Jane hasn't reached the station yet. – Jane 8. It's likely that they have gone to the supermarket. – They

EXERCISE 3. Fill the spaces with *must, mustn't needn't/don't have*, as in the example. Comment on the usage.

1. You *needn't/don't have to* do the washing up. I'll do it. – Thank you. 2. Paul ... go to the dentist more often. - I know. His teeth are in terrible condition. 3. If we want to see the beginning of the film we ... leave now. – Alright. I'm ready 4. You ... speak with your mouth full. – I know. It's very rude. 5. Shall I mow the lawn? - No, you I did it earlier. 6. ... I walk the dog now? – Yes, it'll be dark in half an hour. 7. John and I are going to the theatre on Friday night. – You ... get a baby-sitter. I'll take care of the children for you. 8. You ... forget to post those letters. – I'll post them on my way to work.

EXERCISE 4. Read the situations and write what you would say using *should, ought to, could, might* and the correct tense of the infinitive, as in the example.

Comment on the choice.

1. Your best friend failed a very important exam because she didn't study. What do you say to her? - You should/ ought to/might/could have studied for the exam...
2. Dan borrowed your favorite CD without asking you. You want him to ask you next time. What do you say to him?
3. One of your classmates misses the school bus every morning because he gets up late. What do you say to him?
4. Your younger sister took your scarf and didn't put it back in the right place. You want her to replace it next time. What do you say to her?
5. You arranged to meet your friend at 6 o'clock. He came at 7 o'clock but he didn't call you to tell you he'd be late. What do you say to him?
6. Fred lost his keys in town yesterday. He didn't report it to the police. What do you say to him?

EXERCISE 5. Fill the spaces with *needn't have or didn't have to* and the correct form of the verb in brackets, as in the example.

Comment on the usage.

1. I had been to the station many times before so I *didn't have to use* (use) a map to find it.
2. You ... (come) here to tell me. You could have called me instead.
3. You didn't go abroad for our holidays last year so we ... (take) our passports with us.
4. I cooked dinner last night, so we ... (order) a takeaway.
5. You ... (wash) your suit. I would have taken it to the dry-cleaner's for you.
6. I ... (buy) anything from the supermarket so I went straight home after work.
7. My brother told me he was taking two sleeping bags so I ... (pack) one for myself.
8. You ... (call) from a phone box. You could have used my mobile phone instead.
9. I ... (send) Tom's birthday card because I knew I was going to see him on his birthday.

EXERCISE 6. Translate into English.

1. Вы должны следовать инструкции и ни в коем случае не должны нажимать на эту кнопку.
2. Чтобы преподавать грамматику, вы должны понять, что язык – это система.
3. Чтобы приготовить хороший торт, нужно хорошенько взбить яйца.
4. Он, должно быть, очень силен. Посмотрите на его бицепсы.
5. Сегодня Александру необходимо поехать в центр города, потому что у него там деловая встреча.
6. Если вы хотите получить хорошее образование, то нужно много заниматься.
7. Сегодня мне не нужно готовить домашнее задание. Я все сделала вчера.
8. Что же мне делать, сэр? Должен ли я уехать?
9. Мы условились встретиться завтра.
10. Детектив обязан провести расследование.

11. Тебе в самом деле нужен этот словарь? Но ведь он такой дорогой! Ты можешь воспользоваться моим. 12. Если тебе не хочется, то незачем ехать с нами. 13. Напрасно я брала сегодня зонтик. Дождя так и не было. 14. Ни к чему торопиться. У нас еще масса времени. 15. Она никогда не может прийти вовремя. 16. Нельзя игнорировать влияние всеобщей компьютеризации. 17. Она не могла заставить себя приняться за работу. 18. Можно мне взглянуть на этот документ, инспектор? – Боюсь, что пока нет. 19. Решение может быть очень простым, можешь мне поверить. 20. Вы, возможно, приняли меня за сестру. Мы близнецы. 21. Если вы хотите преуспеть, то вам следует набраться знаний, опыта и терпения. 22. А не следует ли мне начать брать уроки вождения? 23. Вам следовало высадить луковицы осенью, если вы хотели, чтобы цветы появились весной.

CONDITIONALS: Level B

| | If - clause | Main clause | Use |
|--|--|---|---|
| TYPE 1 Real present | If + any present form | Future/Imperative can/may/might/should + bare inf. Present Simple (for general truth) | Real – likely to happen in the present or future |
| | <i>If he leaves early, he'll be on time for the meeting. If you are tired, go to bed. If you have finished your work, we can go for a walk. If you heat water, it boils.</i> | | |
| TYPE 2 Unreal present | If + Past Simple or Past Continuous | Would/could/might + bare infinitive | Unreal- unlikely to happen in the present or future; also used to give advice |
| | <i>If I saw a ghost, I would run away. (not likely to happen) If I were you, I wouldn't go out with him. (advice)</i> | | |
| TYPE 3 Unreal past | If + Past Perfect or Past Perfect Cont. | Would/could/might + have + past participle | Unreal situation in the past; also used to express regrets and criticism |
| | <i>If I had locked the car, it wouldn't have been stolen. (regret) If he behaved well, the teacher wouldn't have punished him. (criticism)</i> | | |
| When the if-clause is before the main clause, we separate the two clauses with a comma. <i>If you come early, we can go for a walk. BUT: We can go for a walk if you come early.</i> | | | |
| We do not normally use will, would, or should in an if-clause. <i>If you hurry, you will catch the train.</i> We can use will/would in Type 1 Conditionals to make a request or to express insistence or annoyance, and should when we are less sure about a possibility. <i>If you will give me a hand with the dishes, we can go out together. (Please, give me a hand with the dishes). If you will continue to go out every night, you'll fall your exams. (insistence; if you insist on going out) If I meet her, I'll ask her. = If I should meet her, I'll ask her. (I may meet her, but I doubt it.)</i> | | | |
| After if , we can use were instead of was in all persons. <i>If I was/were you, I would try harder.</i> | | | |
| Unless means if not . <i>Unless she studies, she won't pass her test. (If she doesn't study, she won't pass her test.)</i> | | | |
| As long as, providing/provided that , can be used instead of if . <i>As long as he's on time, we won't be late for the meeting. (If he's on time, we won't be late for the meeting.) We'll come by car provided/providing that Father lends us his. (We'll come by car if Father lends us his.)</i> | | | |

Mixed Conditionals

All types of conditionals can be mixed. Any tense combination is possible if the context permits it.

| | If-clause | Main clause | |
|--------|-------------------------------|--|--------|
| Type 2 | If nobody phoned him, | he won't come to the meeting. | Type 1 |
| Type 2 | If he knew her, | he wouldn't have spoken to her. | Type 3 |
| Type 3 | If he had found a job, | He wouldn't be searching for one now. | Type 2 |

EXERCISE 1. Put the verbs in brackets into the correct tenses.

A. 1. If I see him I (give) him a lift. 2. The table will collapse if you (stand) on it. 3. If he (eat) all that he will be ill. 4. If I find your passport I (telephone) you at once. 5. The police (arrest) him if they catch him. 6. If he (read) in bad light he will ruin his eyes. 7. Someone (steal) your car if you leave it unlocked. 8. What will happen if my parachute (not open)? 9. She won't open the door unless she (know) who it is. 10. Unless he (sell) more he won't get much commission.

B.1. 1. If I had a typewriter I (type) it myself. 2. If I (know) his address I'd give it to you. 3. He (look) a lot better if he shaved more often. 4. If you (play) for lower stakes you wouldn't lose so much. 5. If he worked more slowly he (not make) so many mistakes. 6. I shouldn't drink that wine if I (be) you. 7. More tourists would come to this country if it (have) a better climate. 8. If I were sent to prison you (visit) me? 9. I could get a job easily if I (have) a degree. 10. I (be) ruined if I bought her everything she asked for.

C.1. 1. If I had known that you were in hospital I (visit) you. 2. The ground was very soft. But for that, my horse (win). 3. If you (arrive) ten minutes earlier you would have got a seat. 4. You would have seen my garden at its best if you (be) here last week. 5. But for his quickness I (be) killed. 6. I shouldn't have believed it if I (not see) it with my own eyes. 7. If he had slipped he (fall) 500 metres. 8. If he had asked you, you (accept)? 9. Rome (be captured) by its enemies if the geese hadn't cackled. 10. He would have been arrested if he (try) to leave the country.

EXERCISE 2. Put the verbs in brackets into the correct tenses.

Yesterday the famous bank robber, Fingers Smith, robbed another bank in the centre of town. As usual, he only stole £10. If he (1) ___ (leave) any clues, he (2) ___ (be) in prison now, but he's much too clever. He disconnected the security cameras; if he (3) ___ (not do) that, the police (4) ___ (have) him on film now. The strange thing is, Fingers doesn't seem to be interested in the money; if he (5) ___ (be), he (6) ___ (can/steal) thousands of pounds by now. The police are determined to catch him, and

the Chief is confident that they will. He says that if he (7) ___ (think) they weren't going to arrest Fingers eventually, he (8) ___ (leave) the police force long ago.

EXERCISE 3. Put the verbs in brackets into the correct tenses.

A: What time will you be home tonight?

B: I'm not sure. If ...**have to**... (have to) work late, I'll . .**call**... (call) you.

A: I felt very tired at work today.

B: Well, if you (not/watch) the late film, you(not/feel) so tired.

A: Should I buy that car?

B: Why not? If I(have) the money, I.....(buy) it myself.

A: If you..... (pass) a chemist's, (you/get) me some cough medicine?

B: Yes, certainly.

A: My sister seems very upset at the moment.

B: Were I you, I(talk) to her about it.

A: Unless you(hurry), you..... (be) late again.

B: No, I won't. There's plenty of time.

A: Oh! I forgot to ask Sarah over for dinner.

B: If I (speak) to her today, I(ask) her for you.

A: May I join the club, please?

B: Provided you (be) over eighteen, you can join the club.

A: What a lovely restaurant! I'm glad we came here.

B: If you (not/burn) the dinner, we(not/come) here!

A: Just think. If I (not/move) to York, I (never/meet) you.

B: I know, wasn't it lucky?

A: Jo doesn't spend enough time with me.

B: Well, if she (have) the time, I'm sure she (try), but she's very busy.

A: Did you give Bill the message?

B: No, but when I (see) him, I (tell) him the news.

EXERCISE 4. Choose the correct answer.

1) If you are bored, ...**C**... something else.

A you would do **B** you will do **C** do

2) I you, I would look for a new job.

A Would be **B** Were **C** Had been

3) I you if I had known you were in hospital.

A would visit **B** would have visited **C** will visit

4) If you well, lie down for a while.

A hadn't felt **B** don't feel **C** didn't feel

5) Ice if the temperature rises above 0°C.

A will melt B would melt C melts

6) Had I known about the meeting, I it.

A would have attended B attended C will attend

7) If hein the garden, he would have heard the doorbell.

A isn't B was C hadn't been

8) I to the bank manager if I were you.

A would talk B will talk C talked

EXERCISE 5. Rewrite the sentences, as in the example.

Example: He doesn't know her. That's why he didn't speak to her.

...if he knew her **he would have spoken to her**....

1. She doesn't have a mobile phone. That's why she couldn't be contacted yesterday.
2. Tom didn't see the boss earlier. He's waiting for him now.
3. He is allergic to seafood. That's why he didn't eat paella last night.
4. I lost my map. That's why I'm asking for directions now.
5. She doesn't speak French. She didn't have a good time in Paris.
6. He lost the race. He is not a champion now.
7. She didn't go to the bank yesterday. That's why she hasn't got any money now.
8. They went to a party last night. That's why they are tired now.
9. I crashed my car. That's why I'm taking the bus today.

EXERCISE 6. Translate into English.

1.- Будь она моей сестрой, я бы нежно ее любила. – Правда? 2. Если бы она умела хорошо готовить, то ее муж был бы счастлив. 3. Если бы я жил в Африке, то ел бы одни фрукты: бананы, апельсины, киви. 4. Будь он более энергичным, то давно мог бы сделать отличную карьеру. 5. Мы были бы очень признательны, если бы вы извинились. 6. Если ты будешь стирать свою майку в горячей воде, то она сядет и полиняет. 7. Розы стояли бы гораздо дольше, если бы ты добавила в воду две столовые ложки сахара. 8. Если бы она носила короткие юбки, то выглядела бы моложе. 9. Если бы ему были нужны деньги, то он мог бы обратиться к нам. 10. Не будь дело таким серьезным, Давид не нанял бы частного сыщика. 11. Когда она узнает результат, то не поверит, что ей так повезло. 12. Если бы не запутанные обстоятельства, детектив сумел бы найти преступника намного раньше.

Wishes

| | Form | Use |
|--|---|---|
| <i>I wish</i> (if only) (regret about the present) | + Past Simple | regret about a present situation which we want to be different |
| <i>I wish I were/was more patient. (It's a pity. I'm not patient enough.)</i> | | |
| <i>I wish</i> (if only) (wish/ regret about the present) | + subject + could + bare inf. | wish or regret in the present concerning lack of ability |
| <i>I wish I could ride a bicycle. (But I can't.)</i> | | |
| <i>I wish</i> (if only) (impossible wish for a future change) | + subject + would + bare inf. (-“ wish ” and “ would ” should have different subjects. - wish + inanimate subject + would is used to express the speaker’s lack of hope or disappointment.) | Wish for a future change unlikely to happen or wish to express dissatisfaction; polite request implying dissatisfaction or lack of hope |
| <i>I wish he would study for his exams. (But I don't think he will. – wish for a future change unlikely to happen)</i> <i>I wish Jane would go to university. (Jane has refused to do so and I'm unhappy about it. - dissatisfaction)</i> <i>I wish you would be quiet. (Please be quiet; but I don't expect you will. – request implying lack of hope)</i> <i>I wish it would stop snowing. (But I'm afraid it wouldn't stop snowing – wish implying disappointment)</i> | | |
| <i>I wish</i> (if only) (regret about the past) | + Past Perfect | Regret that something happened or didn't happen in the past |
| <i>I wish I had gone to Ann's party last night. (But I didn't – It's a pity I didn't go.)</i> | | |
| In wishes we go one tense back. This means that we use Past Simple in the present and Past Perfect in the past. <i>I'm poor. I wish I were rich. (present) I lost my watch yesterday. I wish I hadn't lost it. (past)</i> After I wish we can use <i>were</i> instead of <i>was</i> in all persons. <i>I wish I was/were taller.</i> If only means the same as I wish but it is more dramatic. <i>If only I was/were taller.</i> | | |

EXERCISE 7. Explain the relative use of the tenses in the following sentences.

1. Kate wished her boyfriend were more attentive to her. 2. Now she wishes she had agreed to marry him. 3. We wish it would rain. It's too hot. 4. I wish you wouldn't talk about that, Dad. 5. She wishes she were in love again. 6. I wish you would stop contradicting me! 7. We wished the police were more efficient and hadn't just turned everything upside down in the house. 8. I wish I could change his mind! I wish he would give up that silly idea. 9. Sometimes I wish I were thousands of miles away from civilization. 10. Many people wish life were not so hectic.

EXERCISE 8. Using the sentences, write wishes as in the example:

- You are living for the airport. You can't find your passport.
You say: “*I wish I could find my passport.*”
- You live in the suburbs. You prefer the city centre.
- You argued with your mother yesterday. Today she is upset.
- You didn't clean your bedroom and your mother is angry.
- You want to go on holiday but you can't afford it.

EXERCISE 9. Rephrase the following sentences using the beginnings given.

- You'd better see a doctor. = **If I were you, I'd see a doctor.**
- He won't help you if you don't ask him. = **Unless ...**

3. Take your medicine, otherwise you won't get better. = *If*
4. You won't make any spelling mistakes provided you use a dictionary. = *If* ...
5. If you park here, you'll be fined £20. = *Don't*
6. You'd better confess your crime. = *If*
7. She went home early because she was exhausted. = *If*
8. You won't understand the story unless you finish the book. = *If*
9. She can't go out if she doesn't promise to be back early. = *Unless*
10. The bee won't sting you as long as you stay still. = *Provided*

EXERCISE 10. Translate into English.

1. Хотелось бы, чтобы люди были более дружелюбными.
2. Жаль, что люди так напряжены.
3. Хорошо бы он позвонил мне вечером.
4. Напрасно я позвонила ему первой.
5. Жаль, что Петр не умеет работать компьютером.
6. Зря я научилась работать на компьютере. Это как наркотик.
7. Хотелось бы, чтобы этот психолог не испытывал свои методы на моем ребенке.
8. Напрасно я не принял это лекарство от головной боли.
9. Жаль, что Нина не всегда искренна со мной.
10. напрасно вы были так откровенны. Ведь он наш конкурент.
11. Как жаль, что она не умеет петь.
12. Я бы хотела, чтобы мой день рождения длился и длился, и чтобы я всегда была также счастлива!
13. Жаль, что он не смог предупредить нас, что это дело очень рискованное.

REPORTED SPEECH: Level B

| | |
|--|---|
| <i>Direct speech</i> is the exact words someone said. We use quotation marks in Direct speech. | "I go to Moscow," she said. |
| <i>Indirect speech</i> is the exact meaning of what someone said but not the exact words. We do not use quotation marks in Reported speech. | She said she would go to Moscow. |
| Say- Tell | |
| We use <i>say/tell</i> in reported speech. | |
| Expressions with <i>say</i> | <i>Say good morning/evening etc, say something, say so etc</i> |
| Expressions with <i>tell</i> | <i>Tell the truth, tell a lie, tell sb the time, tell sb one's name tell a story, tell a secret, tell sb the way, tell one from another etc</i> |
| We can report statements, questions, commands, requests, suggestions | |
| Reported statements | |
| To report statements we use a reporting verb (<i>say, tell, explain</i> etc) followed by a <i>that</i> -clause. In spoken English <i>that</i> can be omitted. He said "I feel sick." He said (that) he felt sick. | |
| Pronouns and possessive adjectives change according to the context <i>He said, "I'll lend you my car"- He said he would lend me his car.</i> | |
| Time words and tenses can change depending on the time reference: | |

| | |
|---|--|
| Direct speech | Reported speech |
| Tonight, today, this week/month/year Now Now that Yesterday, last night/week/month/year Tomorrow, next day/week Two days/months/years ago | That night, that day/week/month/year Then, at that time, at once, immediately Since The day before, the previous day/week The following day/the day after/ the following/the next week/month/year Two days/weeks/months before |
| <p>"Tom is leaving tomorrow," she said. She said Tom was leaving the next day (Speech reported after Tom had left.)</p> <p>"Bob is leaving tomorrow," she said. She said Bob is leaving tomorrow. (Speech reported before Bob has left.)</p> | |
| <p>Certain words change as follows depending on the context.</p> <p>Direct speech: this/these here come (in his office) He said, "I'll be here again on Monday."</p> <p>Reported speech: that/those there go (outside the office) He said he'd be there again on Monday.</p> | |
| <p>There are no changes in the verb tenses in Reported speech when the direct sentence expresses a general truth, is Conditional Type 2 or Type 3 or a wish.</p> <p>"The earth is a planet," she said. – She said the earth is a planet. (general truth)</p> <p>"If you studied more, you'd pass your test, he said." – He said that if I studied more, I'd pass my test.</p> <p>"I wish I was/were rich," he said. – He said he wished he was/were rich.</p> | |
| <p>When the introductory verb is in the Present, Future or Present Perfect, there are no changes in the verb tenses.</p> <p>"Kate can write," she says. – She says that Kate can write.</p> | |
| <p>The verb tenses can change or remain the same in Reported speech when a sentence expresses something which is up to date or still true. However, the verb tenses usually change when something is not true or out of date.</p> <p>"I like ice-cream," he said. – He said he likes/liked ice/cream. (still true)</p> <p>"I am rich," he said. – He said he was rich. (but we know he isn't; not true)</p> | |
| <p>Reported Commands/Requests/Suggestions</p> <p>To report commands, requests, suggestions etc we use a reporting verb (<i>advise, ask, suggest, beg, offer, tell</i> etc) followed by a to-infinitive, a not to-infinitive or an -ing form according to the construction of the introductory verb.</p> | |
| <p>Direct speech:</p> <p>He said to me, "Come with me." He said to me, "Don't lie to me" He said, "Let's go out"</p> | <p>Reported speech:</p> <p>He told me to go with him. He told me not to lie to him. He suggested going out.</p> |
| <p>Modals in Reported speech</p> | |
| <p>There are changes in the verb tenses of some modal verbs in Reported speech:</p> | |
| Direct speech | Reported speech |
| <p>She said, "I'll do it later." "I can speak French" "I can come next Tuesday" "I may speak to Bob" "You must be back at 10.00." "He must be a liar." "You should try harder" "You had better phone him" "How shall I do this?" "When shall we reach London"</p> | <p>She said (that) she would do it later. (that) she could speak French (that) she would be able to go next Tuesday. (that) she might speak to Bob (that) I must/had to be back at 10.00.(obligation) (that) he must be a liar.(deduction) (that) I should try harder. that I had better phone him. She asked how she should do that.(advice) She asked when they would reach London.(information)</p> |
| <p>Would, could, used to, mustn't, should, might, ought to and had better remain the same.</p> | |

| Reporting a dialogue or conversation | |
|---|---|
| In conversation we use a mixture of statements, commands and questions. When we turn them into the Reported speech we use: and, as, adding that, and he/she added that, explaining that because, but, since, and then he/she went on to say, while, then etc or the introductory verb in present participle form. Words and expressions such as Oh, Oh dear, Well etc are omitted in Reported speech. | |
| Direct speech: "Oh, this is a very nice dress," she said. "How much does it cost?" "I can't buy it, she said. "I can't afford it." | Reported speech: She remarked/exclaimed that that was a very nice dress and she asked how much it cost. She said she couldn't buy it, explaining that she couldn't afford it. |
| Introductory verbs | |
| + to-infinitive Agree, claim, demand, offer, promise, refuse, threaten "Yes, I'll drive you home." – He agreed to drive me home. "I've won \$ 1,000,000." – He claimed to have won \$ 1,000,000. | |
| + sb + to-infinitive Advise, ask, beg, command, encourage, forbid, invite, order, remind, warn "You should eat less junk food." – He advised me to eat less junk food. "Please, please don't hurt me." – He begged me not to hurt him. | |
| + -ing form Accuse sb of, admit to, apologise for, boast about/of, complain (to sb) of, deny, insist on, suggest "I'm sorry I broke your mug." – He apologized for breaking my mug.. "No, I didn't use your keys." – He denied using/having used my keys. | |
| + that-clause Explain, inform sb "I liked his latest film because it was exciting." – She explained that she liked his latest film because it was exciting. "The manager will be back at noon." – He informed us that the manager would be back at noon. | |

EXERCISE 1. Put the following statements into indirect speech.

1) 'My young brother wants to be a tax inspector,' said Mary. 'I can't think why. None of my family has ever been a tax inspector.' 2) 'We're waiting for the school bus,' said the children. 'It's late again.' 3) 'I've made a terrible mistake!' said Peter. – 'You're always making terrible mistakes,' I said. 'You should be used to it by now.' 4) 'We make \$ 450 a week,' said one of the men, 'and send most of it home to our wives.' 5) 'The ice will soon be hard enough to skate on,' said Tom. 'I'll look for my skates when I get home,' Ann said. 6) 'I'm living with my parents at present,' she said, 'but I hope to have a flat of my own soon.' 7) 'I'm leaving tomorrow,' she said, 'by the 4:30 from Victoria.' – 'We'll come and see you off,' we said. 8) 'I've just bought a car,' said Peter, 'but it's not insured yet so I can't take you for a drive.' 9) 'I'd like to speak to Susan,' said Mary, 'but I'm bathing the babies and they will drown if I leave them alone in the bath while I go to the phone.' 10) 'Nothing ever happens in the village,' she said. 'It's like a dead village. All the young people have drifted away to the towns.'

EXERCISE 2. Put the following questions into indirect speech.

1. 'Do you want to see the cathedral?' said the guide.

2. 'What were you doing with these skeleton keys?' said Mr Jones.
3. 'Were you trying to get at the secret files?'
4. 'Did you sleep well?' asked my hostess.
5. 'Have you been here long?' the other students asked him.
6. 'Can you tell me why Paul left the university without taking his degree?' Paul's sister asked.
7. 'How many people know the combination of the safe?' said the detective.
8. 'Are there any letters for me?' said Mary.
9. 'How long have you been learning English?' the examiner said.
10. 'Why aren't you taking the exams?' said Paul.
11. 'Are these free-range eggs?' said the customer.
12. 'Where are you going for your summer holidays?' I asked them.
13. 'Will it be all right if I come in a little later tonight?' asked the au pair girl.
14. 'Have you ever seen a flying saucer?' said the man.
15. 'Where can I park my caravan?' she asked the policeman.
16. 'Would you like a lift?' said Ann.
17. 'Which way are you going?' I said.
18. 'Who do you want to speak to?' said the telephonist.
19. 'Does anyone want tickets for the boxing match?' said Charles.

EXERCISE 3. Use the introductory verbs below to turn the following sentences into reported speech: *accuse, claim, deny, admit, complain, insist on, forbid, boast, encourage, demand*

- 1 "You should enter the poetry competition," Ellen said to me.
- 2 "No, I didn't take your credit card," Rick said to Kim.
- 3 "I have noisy dogs in my neighbourhood," George said.
- 4 "You cheated in the Maths test," Mr Nichols said to Mike.
- 5 "You must clean your room tomorrow," Mum said to me.
- 6 "I'm the fastest runner of all," Carl said.
- 7 "Tell me why you didn't do your homework," Mrs Reese said to Cindy.
- 8 "I saw a tall man with blond hair break into the shop," Mr Parker said.
- 9 "You mustn't drive my car without asking me first," Dad said to me.
- 10 "Yes, I used your mobile phone," Max said to Donna.
- 11 "You should tell your teacher what really happened," my friend said to me.
- 12 "Why don't we play chess?" Jill said.
- 13 "You must visit the Eiffel Tower when you are in Paris," Jack said to me.
- 14 "Put your gun down," the policeman said to the robber.
- 15 "You used my computer without asking me," Mom said to Lisa.
- 16 "Would you like me to make you something to eat?" Mum said to Rachel.

EXERCISE 4. Turn the following into reported speech.

- 1 "I'm tired," he said. "I didn't sleep properly last night."
He said that he was tired, explaining that he hadn't slept properly the night before.
- 2 "It's cold in here," she said. "Shall I light a fire?"
- 3 Ann: I must go. I'm late.
Dave: What's the hurry?
Ann: I've got an important meeting. It starts in twenty minutes.
- 4 "Have you finished your report?" she said. "The boss wants it now."
- 5 Sam: Can you help me? I'm lost.
Gill: Where do you want to go?
Sam: I've got a meeting at the Town Hall. It's on Regency Road.
- 6 "I'm bored," said Kate. "Shall we go for a walk?"
- 7 Tom: I haven't got time to have lunch today.
Peter: Why not?
Tom: I've got a lot of work to do for the presentation. It starts at 3 o'clock.

EXERCISE 5. Fill in the correct form of say, tell, speak or talk. What other expressions go with say or tell?

1. "Could you.....me the time?" the old lady.
2. He me to up because he couldn't hear me.
3. "I'd like to to the manager please," the client.
4. Mr. Lawson he could French and Arabic.
5. I don't to Bob anymore; he is always lies.
6. She us not to anything to her family.
7. The judge the witness to the truth and
8. nothing but the truth.
9. "..... your prayers and go to bed," Mum

EXERCISE 6. Rewrite the questions in Reported Speech.

1. "Where were you last night at the time of the burglary?" the police inspector asked me.
2. "Was he using the computer to find the secret code?" the manager asked his secretary.
3. "How did the Prince wake Sleeping Beauty up?" Karen asked Grandma.
4. "Has she finally decided to sail from Spain to Australia all alone?" he asked.
5. "Will you tell Harry he's the worst detective you've ever met?" Fred asked Tim.

EXERCISE 7. Rewrite the sentences in Reported Speech.

1. "Open the door at once!" the policeman said to him. 2. "Call the fire brigade immediately!" he said. 3. "Don't throw litter out of the window!" Mum said to me. 4. "Fasten your seat belt, please," the air steward said to the passenger. 5. "Don't you ever act like that again!" he said to Mike.

EXERCISE 8. Rewrite the sentences in Reported Speech.

1. She said "I will always trust you." 2. He said "I can't go." 3. He said "I can't come to help next week." 4. She said "I may be late tonight." 5. She asked "Shall I tell her Tom quit?" 6. She asked "What time shall we be back?" 7. She said "You must do your homework." 8. He said "She must have forgotten." 9. He said "You needn't pay now." 10. She said "He needn't leave until tomorrow."

EXERCISE 9. Rewrite the following sentences in Reported Speech using special introductory verbs.

1. "Come on, Sue," he said. "You can do it! Just hold onto the rope and jump."
 2. "You are under arrest. You may remain silent but anything you say will be taken down and may be used as evidence against you," the policeman said to him.
 3. "Why don't you see a counsellor?" the doctor said. "He could help you get over this."
 4. "I didn't take the diamonds," she said. "I don't even have a key to the jewellery box."
 5. "You lied to me, Steve!" Mary said. "Why don't you just admit it?"
 6. "Have you read the reports?" he asked his assistant. "I want to go through them."
 7. "Can I have a word with you?" James said. "It's about the Johnson case."
 "Do you know when Sally is coming back?" he said. "Mr. Douglas wants to talk to her."
 8. "I'm sorry I caused the accident," he said to the court. "I never meant to hurt anyone."
 9. "Keep notes while listening," the teacher said to the students "or you won't be able to answer the questions."

EXERCISE 10. Complete the sentences using the words in bold.

1. "Let me help you with your essay," the professor said to me.
suggested The professor my essay.
 2. He started taking driving lessons three weeks ago.
been He.....for three weeks.
 3. I haven't spoken to Paul for ages.
since It's ages..... Paul.

4. "Would you like me to do the shopping?" Steve said,
offered Steve..... the shopping.
5. "I'm sorry I came late," Pam said.
coming Pam late.
6. She went to Glasgow two weeks ago.
been She two weeks.
7. "Don't play football on the grass!" he said to us.
forbade He on the grass.
8. "You lied to the police," he said to Mark.
lying He to the police.
9. "No, I won't ask her out again," he said.
refused He again.
10. "Ok, it was me who broke the window," he said,
having He the window.
11. It's a month since I last saw Peter.
for I a month.
12. She has never eaten caviar before.
time It's the caviar.
13. He hasn't called us yet.
still He us.

RELATIVE CLAUSES: Level B

Relative Clauses are introduced with a) relative pronouns: *who, whom, whose, which or that* and b) relative adverbs: *when, where or why*.

| Relative pronouns | | | |
|--|--|--|--|
| Subject of the verb of the relative clause (cannot be omitted) | | Object of the verb of the relative clause (can be omitted) | Possession (cannot be omitted) |
| Used for people | <i>who/that</i> | <i>who/whom/that</i> | <i>whose</i> |
| | There's the boy <i>who/that</i> started the fight. | Here's the woman (<i>who/that</i>) I told you about last week. | This is Mrs Smith, <i>whose</i> daughter works in my office. |
| Used for things/ animals | <i>which/that</i> | <i>which/that</i> | <i>whose/of which</i> |
| | I saw a film <i>which/that</i> was very good | This is the book (<i>which/that</i>) I read last week. | This is the house <i>whose roof/the roof of which</i> was destroyed. |
| <p><i>Who, whom, which or that</i> can be omitted when there is a noun or personal pronoun between the relative pronoun and the verb, that is, when they are the objects of the relative clause. When <i>who, which</i> etc are subjects of the relative clause, they cannot be omitted.</p> <p><i>The dress (which/that) you bought yesterday is very nice. (can be omitted)</i></p> <p><i>The man who called just now is my brother. (cannot be omitted)</i></p> | | | |
| Relative Adverbs | | | |
| Time | <i>when</i> (= in/on/at which) | | <i>July is the month when a lot of tourists visit the country.</i> |

| | | |
|--|------------------------------------|---|
| Place | where (= in/at/on/to which) | <i>That's the hotel where the guests are staying.</i> |
| Reason | why (=for which) | <i>Lack of money is the reason (why)we are not going on holiday.</i> |
| Prepositions in Relative Clauses | | |
| We usually avoid putting prepositions before relative pronouns. <i>That's the boy with whom I shared the room. (formal – not usual)</i> <i>That's the boy who/that I shared the room with. (less formal)</i> <i>That's the boy I shared the room with. (more usual)</i> | | |

Defining / Non- Defining Relative Clauses

A **defining** relative clause gives **necessary information** and is essential to the meaning of the main sentence. The clause is not put in commas. **Who, which** or **that** can be omitted when they are the object of the relative clause.
*He's the actor **who** starred in the new film.*
*That's the letter (**which/that**) Sally sent me.*

A **non-defining** relative clause gives extra information and is not essential to the meaning of the main sentence. In non-defining relative clauses the relative pronouns cannot be omitted. **That** cannot replace **who** or **which**. The relative clause is put in commas.
*John, **who is very lazy**, failed his test again.*

EXERCISE 1. Fill in the blanks with a suitable relative pronoun or adverb where necessary.

1. He's the author *whose* novel became a best seller. 2. The meeting.....I attended was the final one before the company went into liquidation. 3. The man with the parrot is the onewent mad and now thinks that he is Long John Silver! 4. India is the country I spent the early years of my life. 5. Monday was the day they left for France. 6. Children always want to know the reason things are as they are. 7. The person to this letter is addressed no longer lives here. 8. People work under the sun should wear hats. 9. The film was on television last night was based on a novel by Umberto Eco. 10. The place the party was held was a luxurious mansion on 53rd Street.

EXERCISE 2. Complete the following sentences using a relative clause with that as the subject.

- A** 1 The train leaves at 2.15. / You're too late to catch the train *that leaves at 2.15.*
 2 Mary has two brothers. One lives in America. / Do you know the one?
 3 Some things were stolen. / Have you got back the things ?
 4 A man plays James Bond. / What's the name of the man ?
 5 A woman answered the phone. / The woman asked me to call back later.
 6 A book was left behind on the desk. / The book belongs to John.
 7 Some people live in glass houses. / People shouldn't throw stones.

Now do the same with these using that as the object of the relative clause.

- B** 8 I read a book last week. / I really enjoyed the book *that I read last week.*

.....
 9 I met someone on the train. / Someone gave me some good advice.

10 We took some photographs on holiday. / Have you seen the photographs ...?

11 You read things in the newspaper. / You shouldn't believe all the things

12 I left some money on the table. / The money seems to have disappeared.

13 The Beatles recorded this song in 1966. / This is one of the songs

14 You asked for some information. / We cannot provide the information

Look at the sentences above. In some the relative pronoun **that** stands for a person and can be replaced by **who**. In others **that** stands for a thing and can be replaced by **which**. Write **who** or **which** in brackets after each sentence to show which word could replace **that**.

C 15 You're too late to catch the train *that leaves at 2.15.* (*which*).

EXERCISE 3. Join the sentences below using who, whose, or which. Make sure that the relative clause goes next to the word it gives extra information about.

1 I met Jane's father. He works at the university.

I met Jane's father, who works at the university.

2 Peter is studying French and German. He has never been abroad.

3 You've all met Michael Wood. He is visiting us for a couple of days.

4 Michael Wood is one of my oldest friends. He has just gone to live in Canada.

5 We are moving to Manchester. Manchester is in the north-west.

6 Manchester is in the north-west. It is one of England's fastest growing towns.

7 I'll be staying with Adrian. His brother is one of my closest friends.

8 This is Adrian. We stayed in Adrian's house for our holidays.

EXERCISE 4. Rewrite these sentences using phrases with 'of which' or 'of whom'.

1 I got four books for my birthday. I had read three of them before.

I got four books for my birthday, three of which I had read before.

2 Only two people came to look at the house, and neither of them wanted to buy it.

3 He had a lot to say about his new computer. None of it interested me very much.

4 There were some noisy people in the audience. One of them kept interrupting the speaker.

5 She made all kinds of suggestions. I couldn't understand most of them.

EXERCISE 5. Fill in the blanks with the correct relative pronoun or adverb. Indicate where the relatives can be omitted.

1. My aunt and uncle, *who* live in the house is just behind ours, are the people the new cinema belongs to.
2. Two summers ago Donna went to Capri, she met the man she is going to marry he gets out of the army.
3. John Lewiston, shares a house with my brother, comes from a village I lived I was very young.
4. It was last week Sheila told us about the man claimed that he was her cousin.
5. I believe that what he says is true, is a point some people have doubts about.
6. Lucy is a person I know, and is so interested in animals that she gave up a good career to work with them, is quite unusual.
7. That man you met at the party was the one wife is a well-known writer.
8. Our house in London, value has nearly doubled over the past few years, is being bought by a couple come from the town my father was born.
9. Just as they were leaving the house Mr Smith, owns the house next door, stopped them and asked if they had had any trouble with the people to he had rented the house.
10. Last week was one of those times nothing went right, was disturbing considering all the work I had to do.

EXERCISE 6. Look at the following sentences and a) indicate which of them contain non-defining relative clauses, then put commas and b) indicate which of them contain defining relative clauses and say whether the relative can be omitted or not.

1. Thomas and Archibald who are rather boring never get invited to parties.
2. That's the politician who lost the election.
3. The girl who was sitting next to me during the test was cheating.
4. People who don't believe in God are called atheists.
5. Jane Smith who comes from Canada had to resit the exam.
6. Can you give me the cup which is on the top shelf?
7. The boy who spoke to us after the concert is the one who plays drums in the band.
8. The athlete who won the race was from China.

Appendix 1: Irregular Verbs

| Infinitive | Past Tense | Past Participle |
|-------------------|-------------------|------------------------|
| arise | arose | arisen |
| awake | awoke | awoken |
| be | was | been |
| bear | bore | borne, born |
| beat | beat | beaten |
| become | became | become |
| begin | began | begun |
| bend | bent | bent, bended |
| bet | bet, betted | bet, betted |
| bind | bound | bound |
| bite | bit | bitten, bit |
| bleed | bled | bled |
| blend | blended | blended |
| bless | blessed, blest | blessed, blest |
| blow | blew | blown |
| break | broke | broken |
| breed | bred | bred |
| bring | brought | brought |
| broadcast | broadcast | broadcast |
| build | built | built |
| burn | burnt, burned | burnt, burned |
| burst | burst | burst |
| buy | bought | bought |
| cast | cast | cast |
| catch | caught | caught |
| choose | chose | chosen |
| come | came | come |
| cost | cost | cost |
| creep | crept | crept |
| crow | crowed | crowed |
| cut | cut | cut |
| deal | dealt | Dealt |

| | | |
|----------|----------------------|----------------------|
| dig | dug | dug |
| do | did | done |
| draw | drew | drawn |
| dream | dreamed, dreamt | dreamed, dreamt |
| drink | drank | drunk |
| drive | drove | driven |
| eat | ate | eaten |
| fall | fell | fallen |
| feed | fed | fed |
| feel | felt | felt |
| fight | fought | fought |
| find | found | found |
| fly | flew | flown |
| forbid | forbade, forbad | forbidden |
| forecast | forecast, forecasted | forecast, forecasted |
| foresee | foresaw | foreseen |
| foretell | foretold | foretold |
| forget | forgot | forgotten |
| forgive | forgave | forgiven |
| freeze | froze | frozen |
| get | got | got, gotten |
| give | gave | given |
| go | went | gone |
| grow | grew | grown |
| hang | hung, hanged | hung, hanged |
| have | had | had |
| hear | heard | heard |
| hide | hid | hidden, hid |
| hit | hit | hit |
| hold | hold | held |
| hurt | hurt | hurt |
| keep | kept | kept |
| kneel | knelt | knelt |
| knit | knitted, knit | knitted, knit |
| know | knew | known |

| | | |
|---------------|-----------------|-----------------|
| lay | laid | laid |
| lead | led | led |
| learn | learnt, learned | learnt, learned |
| leave | left | left |
| lend | lent | lent |
| let | let | let |
| lie | lay | lain |
| light | lighted, lit | lighted, lit |
| lose | lost | lost |
| make | made | made |
| mean | meant | meant |
| meet | met | met |
| melt | melted | melted, molten |
| mislead | misled | misled |
| misspell | misspell | misspell |
| mistake | mistook | mistaken |
| misunderstand | misunderstood | misunderstood |
| mow | mowed | mown, mowed |
| overcome | overcame | overcome |
| overdo | overdid | overdone |
| overhear | overheard | overheard |
| oversleep | overslept | overslept |
| overtake | overtook | overtaken |
| overthrow | overthrew | overthrown |
| overwork | overworked | overworked |
| pay | paid | paid |
| prove | proved | proved, proven |
| put | put | put |
| read | read | read |
| repay | repaid | repaid |
| rid | rid, ridden | rid, ridden |
| ride | rode | ridden |
| ring | rang | rung |
| rise | rose | risen |
| run | ran | run |

| | | |
|--------|-----------------|------------------|
| saw | sawed | sawn (sawed) |
| say | said | said |
| see | saw | seen |
| seek | sought | sought |
| sell | sold | sold |
| send | sent | sent |
| set | set | set |
| sew | sewed | sewn |
| shake | shook | shaken |
| shave | shaved | shaved, shaven |
| shine | shone | shone |
| shoot | shot | shot |
| show | showed | shown, showed |
| shrink | shrank, shrunk | shrunk, shrunken |
| shut | shut | shut |
| sing | sang | sung |
| sink | sank | sunk, sunken |
| sit | sat | sat |
| sleep | slept | slept |
| slide | slid | slid, slidden |
| sling | slung | slung |
| smell | smelt | smelt |
| sow | sowed | sown, sowed |
| speak | spoke | spoken |
| speed | sped, speeded | sped, speeded |
| spell | spelt, spelled | spelt, spelled |
| spend | spent | spent |
| spill | spilt, spilled | spilt, spilled |
| spin | spun, span | spun |
| spit | spat | spat |
| split | split | split |
| spoil | spoilt, spoiled | spoilt; spoiled |
| spread | spread | spread |
| spring | sprang | sprung |
| stand | stood | stood |

| | | |
|------------|---------------|------------------|
| steal | stole | stolen |
| stick | stuck | stuck |
| sting | stung | stung |
| stink | stank, stunk | stunk |
| strike | struck | struck, stricken |
| string | strung | strung |
| strive | strove | striven. |
| swear | swore | sworn |
| sweep | swept | swept |
| swell | swelled | swollen, swelled |
| swim | swam | swum |
| swing | swung | swung |
| take | took | taken |
| teach | taught | taught |
| tear | tore | torn |
| tell | told | told |
| think | thought | thought |
| throw | threw | thrown |
| tread | trod | trodden |
| understand | understood | understood |
| undertake | undertook | undertaken |
| wake | woke | woken |
| wear | wore | worn |
| weave | wove | woven |
| weep | wept | wept |
| win | won | won |
| wind | winded, wound | winded, wound |
| withdraw | withdrew | withdrawn |
| write | wrote | written |

Appendix 2: Word Formation

Word formation: Prefixes

When you are reading, you will come across unfamiliar words. It is often possible to guess the meanings of these words if you understand the way words in English are generally formed.

prefix → stem ← suffix

An English word can be divided into three parts: a prefix, a stem, and a suffix. *Pre* - means 'before'. A prefix, therefore, is what comes before the stem. Consider, as an example, the prefix *de-* (meaning 'reduce' or 'reverse') in a word like demagnetize (meaning 'to deprive of magnetism'). A suffix is what is attached to the end of the stem. Consider, as an example, the suffix *-er* (meaning 'someone who') in programmer ('a person who programs').

Suffixes change the word from one part of speech to another. For example, *-ly* added to the adjective *quick* gives the adverb *quickly*. Prefixes, on the other hand, usually change the meaning of the word. For example, *un-* changes a word to the negative. Unmagnetizable means 'not capable of being magnetized'.

Let us now consider some prefixes, their usual meanings, and how they change the meanings of English words.

Prefixes

| Negative and positive | Size | Location | Time and order | Number |
|-----------------------|--------|----------|----------------|--------|
| un- | semi- | inter- | pre- | mono- |
| non- | mini- | super- | ante- | bi- |
| in- | micro- | trans- | fore- | hex- |
| dis- | | ex- | post- | oct- |
| re- | | extra- | | multi- |
| | | peri- | | |

Study these tables. Try to find additional examples, using your dictionary if necessary.

1. Negative and positive prefixes

Negative prefixes

| prefix | meaning | example |
|---------------|--------------------|-----------------------|
| un- | not | unmagnetized |
| in- | | incomplete |
| im- | | impossible |
| il- | | illegal |
| ir- | | irregular, irrelevant |
| non- | not connected with | non-programmable |
| mis- | bad, wrong | misdirect |
| mal- | | malfunction |
| dis- | opposite feeling | disagree |
| | opposite action | disconnect |
| anti- | against | antiglare |
| de- | reduce, reverse | demagnetize, decode |
| under- | too little | underestimate |

Positive prefixes

| prefix | meaning | example |
|--------|----------|------------|
| re- | do again | reorganize |
| over- | too much | overloaded |

2. Prefixes of size:

| prefix | meaning | example |
|--------|--------------|----------------|
| semi- | half, partly | semisphere |
| equi- | equal | equidistant |
| mini- | small | minicomputer |
| micro- | very small | microcomputer |
| macro- | large, great | macroeconomics |
| mega- | | megabyte |

3. Prefixes of location:

| prefix | meaning | example |
|--------|----------------|------------------------|
| inter- | between, among | interface, interactive |
| super- | over | supersonic |
| trans- | across | transmit, transfer |
| ex- | out | exclude, extrinsic |
| extra- | beyond | extraordinary |
| sub- | under | subschemata |
| infra- | below | infra-red |
| peri- | around | peripheral |

4. Prefixes of time and order:

| prefix | meaning | example |
|--------|----------|--------------------|
| ante- | before | antecedent |
| pre- | | prefix |
| prime- | first | primary, primitive |
| post- | after | postdated |
| retro- | backward | retroactive |

5. Prefixes of numbers:

| prefix | meaning | example |
|-----------|---------|---------------|
| semi- | half | semicircle |
| mono- | one | monochromatic |
| bi- | two | binary |
| tri- | three | triangle |
| quad- | four | quadruple |
| penta- | five | pentagon |
| hex- | six | hexadecimal |
| sept(em)- | seven | September |
| oct- | eight | octal |

| | | |
|---------------|------|-------------|
| dec- | ten | decimal |
| multi- | many | multiplexor |

6. Other Prefixes:

| prefix | meaning | example |
|--------------|--------------------|-------------|
| pro- | before, in advance | program, |
| | forward | progress |
| auto- | self | automatic |
| co- | together, with | co-ordinate |
| con- | | connect |

EXERCISE 1. Read the following sentences and circle the prefixes. For each word that has a prefix, try to decide what the prefix means. Refer back to the table if you need help.

1. Floppy disks are inexpensive and reusable.
2. If a printer malfunctions, you should check the interface cable.
3. The multiplexor was not working because someone had disconnected it by mistake.
4. Improper installation of the antiglare shield will make it impossible to read what is on the screen.
5. After you transfer text using the 'cut and paste' feature, you may have to reformat the text you have inserted.
6. You can maximize your chances of finding a job if you are bilingual or even trilingual.
7. Peripheral devices can be either input devices (such as keyboards) or output devices (such as printers).
8. Your pay rise is retroactive to the beginning of June and you will receive a biannual bonus.
9. The octal and hexadecimal systems are number systems used as a form of shorthand in reading groups of four binary digits.
10. As the results are irregular, the program will have to be rewritten.

EXERCISE 2. Fill in the gaps with the correct prefix from the following list.

| | | | |
|------|-------|-------|-------|
| auto | de | dec | inter |
| maxi | mega | micro | mini |
| mono | multi | semi | sub |

1. Most people prefer a colour screen to a _____ chrome screen.
2. _____script is a character or symbol written below and to the right of a number or letter, often used in science.
3. A _____byte equals approximately one million bytes.
4. Once you finish your program, you will have to test it and _____ bug it to remove all the mistakes.
5. The introduction of _____conductor technology revolutionized the computer industry.
6. If a computer system has two or more central processors which are under common control, it is called a _____processor system.
7. The _____imal system is a number system with a base of 10.

8. When the user and the computer are in active communication on a graphics system, we refer to this as _____ active graphics.

Word formation: Suffixes

We have already seen how prefixes can change the meaning of a word. Let us now consider some suffixes, their usual meanings, and how they change the meanings of English words.

| Nouns | Verbs | Adjectives | Adverbs |
|---------|-------|------------|---------|
| -ance | -ize | -able | -ly |
| -ence | -ate | -ible | |
| -or/-er | -fy | -less | |
| -ist | -en | -ic | |
| -ness | -ify | -ical | |
| | | -ish | |
| | | -ive | |

Study these tables and try to make additional examples. Use your dictionary if necessary.

Noun-forming suffixes

| suffix | meaning | example |
|----------------|-------------------------------|--|
| -ance | state | performance |
| -ence | quality of | independence |
| -er / -or | a person who a thing which | programmer, operator, compiler, accumulator |
| -ist / -yst | a person who | analyst, typist |
| -ian | pertaining to | electrician |
| -tion / -ation | the act of | compilation |
| -ness | condition of | readiness |
| -ion | action/state | conversion |
| -ing | activity | multiplexing |
| -ment | state/action | measurement |
| -ity | state/quality | electricity |
| -ism | condition/state | magnetism |
| -dom | domain/condition | freedom |
| -ship | condition/state | relationship, partnership |

Verb-forming suffixes

| suffix | meaning | example |
|------------|---------|-------------------------------|
| -ize/ -ise | to make | computerize |
| -ate | | automate, activate, calculate |
| -ify | | simplify |
| -en | | harden, widen |

Adverb-forming suffix

| suffix | meaning | example |
|--------|------------------|---------------------------------------|
| -ly | In the manner of | Electronically, logically, comparably |

Adjective-forming suffixes

| suffix | meaning | example |
|--------|-----------------------|------------------------|
| -al | having the quality of | computational, logical |
| -ar | | circular |
| -ic | | magnetic, automatic |
| -ical | | electrical |
| -able | capable of being | comparable |
| -ible | | divisible |
| -ous | like, full of | dangerous |
| -ful | characterized by | helpful |
| -less | without | careless |
| -ish | like | yellowish |
| -ed | having the quality of | computed |
| -ive | | interactive |

Note: Words ending in **-ing** are formed from verbs. The **-ing** form may be used as a noun, part of a noun phrase, or part of a verb.

Examples:

Programming is an interesting job. (noun)

Programming in C is interesting, (part of noun phrase)

He is working as a programmer, (part of verb)

EXERCISE 1. Read the following sentences and circle the suffixes. Underline the stem if it can be used on its own. The first one has been done for you.

1. A programmer designs, writes, and tests programs for performing various tasks on a computer.
2. A systems analyst studies organizational systems and decides what action needs to be taken to maximize efficiency.
3. Software developers are producing increasingly sophisticated applications for a growing global market.
4. Turning your office into a paperless environment may be expensive at the beginning but produce big savings in the long run.

Now, for each word that has a suffix, indicate what part of speech the word is (e.g. noun, verb, etc.)

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