Грамматическая сфокусированность
совершенствует знания грамматики английского языка

Рекомендовано
Учебно-методическим объединением
по гуманитарному образованию
в качестве учебно-методического пособия
для студентов, обучающихся по специальностям
1-31 03 03 «Прикладная математика (по направлениям)»,
1-31 03 04 «Информатика», 1-31 03 05 «Актуарная математика»,
1-31 03 06 «Экономическая кибернетика (по направлениям)»,
1-31 03 07 «Прикладная информатика (по направлениям)»

Минск
БГУ
2015
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ПРЕДИСЛОВИЕ

Учебно-методическое пособие по практической грамматике английского языка предназначено для студентов всех специальностей факультета прикладной математики и информатики. Цель данного издания − помочь учащимся понять основные грамматические структуры английского языка, развить и закрепить грамматические навыки. Эта цель достигается посредством изложения теоретического материала в виде таблиц (боксов), использования функциональных примеров и инструкций.

Книга состоит из разделов (Units): Active Tenses, Tenses in the Passive Voice, Modal Verbs, Reported Speech, Verbals, включающий Infinitive, Complex Object, Complex Subject, The Gerund, The Participle, Participial Constructions и т. д. Каждый раздел содержит:

● наглядное представление грамматической структуры;
● простое и краткое объяснение грамматической структуры;
● примеры из современного бытового английского языка и выражения официального стиля;
● упражнения для закрепления новых структур и приобретения навыков применения корректных и уместных выражений в повседневных ситуациях;
● специальные устные и письменные увлекательные упражнения, побуждающие к активному закреплению материала;
● дополнительные упражнения, способствующие более глубокому усвоению грамматического материала.

В учебно-методическом пособии показаны различия грамматических систем английского и русского языков. Предлагаемые переведенные упражнения направлены на предотвращение ошибок, вызванных интерференцией родного языка. Задания подобраны таким образом, чтобы не дублировать уже существующие пособия по практической грамматике, а дополнить их заданиями для совершенствования навыков студентов.

Книга может быть использована на аудиторных занятиях, а также в организации самостоятельной работы студентов по изучению английского языка.
## Unit I
### ACTIVE TENSES

#### PRESENT SIMPLE

<table>
<thead>
<tr>
<th>I/WE/YOU/THEY</th>
<th>DRIVE</th>
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<tbody>
<tr>
<td>HE/SHE/IT</td>
<td>DRIVES</td>
</tr>
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</table>

*Alex is a bus driver, he drives a bus. I'm a teacher, I teach students.*

<table>
<thead>
<tr>
<th>DO</th>
<th>I/WE/YOU/THEY</th>
<th>WORK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOES</td>
<td>HE/SHE/IT</td>
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</tbody>
</table>

*Does he drive a bus? Do you teach students?*

<table>
<thead>
<tr>
<th>I/WE/YOU/THEY</th>
<th>DON’T</th>
<th>WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE/SHE/IT</td>
<td>DOESN’T</td>
<td></td>
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</tbody>
</table>

*Alex doesn’t drive a truck, he drives a bus. I don’t teach pupils, I teach students.*

<table>
<thead>
<tr>
<th>I</th>
<th>AM</th>
</tr>
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<tbody>
<tr>
<td>HE/SHE/IT</td>
<td>IS</td>
</tr>
<tr>
<td>YOU(SING)</td>
<td>ARE</td>
</tr>
<tr>
<td>THEY/WE/YOU(PLURAL)</td>
<td>ARE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A STUDENT</th>
</tr>
</thead>
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<tr>
<td>STUDENTS</td>
</tr>
</tbody>
</table>
Ex. 1. Complete the sentences using one of the following:

cause(s), close(s), drink(s), live(s), open(s), speak(s), take(s) place

1. Ann … German very well.
2. I never … coffee.
3. The swimming pool … at 9 o’clock and … at 18.30 every day.
4. Bad driving … many accidents.
5. My parents … in a very at small flat.
6. The Olympic Games … every four years.

Ex. 2. Put the verb into the correct form.

1. Jane (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 don’t understand this sentence. What (this word/mean)?

Ex. 3. Use one of the following verbs to complete these sentences. Sometimes you need the negative:

believe, eat, flow, go, grow, make, rise, tell, translate

1. The earth … round the sun.
2. Rice … in Britain.
3. The sun … in the east.
4. Bees … honey.
5. Vegetarians … meat.
6. An atheist … in God.
7. An interpreter … from one language into another.
8. A liar is someone who … the truth.
9. The River Amazon … into the Atlantic Ocean.

Ex. 4. Ask Liz questions about herself and her family.

1. You know that Liz plays tennis. You want to know how often. Ask her … .
3. You know that Liz reads a newspaper every day. You want to know which one.
   Ask her … .
5. You know that Liz goes to the cinema a lot. You want to know how often. Ask her … .
Ex. 5. Translate these sentences into English. Mind the verbs in the present simple.

1. Кто эта новая девушка в нашей компании? – Это Марта Нельсон.
2. Откуда она? – Говорят, из Калифорнии.
3. Неужели? Я ведь тоже из Калифорнии. Ты не знаешь, из какого она города?
4. К сожалению, не знаю, но зато знаю, чем Марта занимается. Она изучает право в нашем университете.
5. Я опаздываю на научную конференцию в Лондоне. Ее открытие сегодня в 2 часа.
6. Когда отправляется ближайший самолет на Лондон?
7. Ближайший рейс только в 14.25, но вы не волнуйтесь.
8. В 10.45 из Вены есть самолет на Лондон, и через два с половиной часа вы на месте.
9. Отнимите два часа разницы между британским и австрийским временем. Сколько получится?
10. У вас есть еще достаточно времени, чтобы устроиться в гостинице.

**PRESENT CONTINUOUS**

<table>
<thead>
<tr>
<th>I</th>
<th>AM</th>
<th>DRIVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE/SHE/IT</td>
<td>IS</td>
<td></td>
</tr>
<tr>
<td>WE/THEY/YOU</td>
<td>ARE</td>
<td></td>
</tr>
</tbody>
</table>

*I'm driving to work.*
*She is driving to work.*
*We're driving to work.*

<table>
<thead>
<tr>
<th>AM</th>
<th>I</th>
<th>DRIVING?</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS</td>
<td>SHE/HE/IT</td>
<td></td>
</tr>
<tr>
<td>ARE</td>
<td>YOU/THEY/WE</td>
<td></td>
</tr>
</tbody>
</table>

*Am I enjoying the party?*
*Is she enjoying the party?*
*Are you enjoying the party?*

<table>
<thead>
<tr>
<th>I</th>
<th>AM NOT</th>
<th>DRIVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE/SHE/IT</td>
<td>IS NOT</td>
<td></td>
</tr>
<tr>
<td>YOU/WE/THEY</td>
<td>ARE NOT</td>
<td></td>
</tr>
</tbody>
</table>

*I am not working hard today.*
*He is not working hard today.*
*You aren’t working hard today.*
Ex. 1. Complete the sentences with one of the following verbs in the correct form: come, get, happen, look, make, start, stay, try, work

1. “You … hard today”. “Yes, I have a lot to do”.
2. I … for Christine. Do you know where she is?
3. It … dark. Shall I turn on the light?
4. They haven’t got anywhere to I’ve at the moment. They … with friends until they find somewhere.
5. “Are you ready, Ann?” “Yes, I …”.
6. Have you got an umbrella? It … to rain.
8. Why are all these people here? What …?

Ex. 2. Use the words in brackets to complete the questions.

1. “… this week?” “No, he’s on holiday”. Colin/work)
2. Why … at me like that? What’s the matter? (you/look)
3. “Jenny is a student at university.” “Is she? What … ?” (she/study)
4. … to the radio or can I turn it off? (anybody/listen)
5. How is your English? … better? (it/get)

Ex. 3. Put the verb into the correct form. Sometimes you need the negative (I’m not doing etc.).

1. I’m tired. I … (go) to bed now. Goodnight!
2. We can go out now. it … (rain) any more.
3. “How is your new job?” “Not so good at the moment. I … (enjoy) it very much”.
4. Catherine phoned me last night. She’s on holiday in France. She … (have) a great time and doesn’t want to come back.
5. I want to lose weight, so this week I … (eat) lunch.
6. Angela has just started evening classes. She … (learn) German.
7. I think Paul and Ann have had an argument. They … (speak) to each other.

Ex. 4. Read this conversation between Brian and Sarah. Put the verbs into the correct form.

Sarah: Brian! How nice to see you! What (1) … (you/do) these days?
Brian: I (2) … (train) to be a supermarket manager.
Sarah: Really? What’s it like? (3) … (you/enjoy) it?
Brian: It’s all right. What about you?
Sarah: Well, actually I (4) … (not/work) at the moment.
I (5) … (try) to find a job but it’s not easy.
But I’m very busy. I (6) … (decorate) my flat.
Brian: (7) … (you/do) it alone?
Sarah: No, some friends of mine (8) … (help) me.
Ex. 5. Complete the sentences using one of these verbs. You don’t have to use all the verbs and you can use a verb more than once:

get, change, rise, fall, increase

1. The population of the world … very fast.
2. Ken is still ill but he … better slowly.
3. The world … Things never stay the same.
4. The cost of living … Every year things are more expensive.
5. The economic situation is already very bad and it … worse.

Ex. 6. Translate these sentences into English using the present continuous.

1. В нашем отеле нет свободных номеров, потому что у нас сейчас проходит международная конференция.
2. Я не поеду отдыхать в следующем месяце в Испанию, так как у меня мало денег.
3. С каждым месяцем наше предприятие работает все лучше и лучше.
4. Неужели компания “Дженсон” собирается купить Минфарм?
5. Завтра утром Питер летит в командировку в Бостон.
6. Начальник отдела не может принять вас сейчас, у него совещание.
7. Завтра к нам приходят с проверкой ревизоры.
8. Что это за бизнес, в который вы вкладываете столько денег?
9. Мы планируем продавать детское питание.

PRESENT SIMPLE OR PRESENT CONTINUOUS?

Ex. 1. Are the underlined verbs right or wrong? Correct the verbs that are wrong.

1. Water boils at 100 degrees celsius.
2. The water boils. Can you turn it off?
3. Look! That man tries to open the door of your car.
4. Can you hear those people? What do they talk about?
5. The moon goes round the earth.
6. I must go now. It gets late
7. I usually go to work by car
8. “Hurry up! It’s time to leave”. “OK, I come”.
9. I hear you’ve got a new job. How do you get on?

Ex. 2. Put the verb in the correct form, present continuous or present simple.

1. Let’s go out. It isn’t raining (not/rain) now.
2. Julia is very good at languages. She … (speak) four languages very well.
3. Hurry up! Everybody … (wait) for you.
4. “… (you/listen) to the radio?” “No, you can turn it off”.
5. “… (you/listen) to the radio every day?” “No, just occasionally”.
6. The River Nile … (flow) into the Mediterranean.
7. Look at the river. It … (flow) very fast today – much faster than usual.
8. We usually … (grow) vegetables in our garden but this year we … (not/grow) any.
9. “How is your English?” “Not bad. It … (improve) slowly”.
10. Ron is in London at the moment. He … (stay) at the Park Hotel. He … (always/stay) there when he’s in London.
11. Can we stop walking soon? I … (start) to feel tired.
12. “Can you drive?” “I … (learn). My father… (teach) me”.
13. Normally I … (finish) work at 5.00, but this week I … (work) until 6.00 to earn a bit more money.
14. My parents … (live) in Bristol. They were born there and have never lived anywhere else. Where … (your parents/live)?
15. Sonia … (look) for a place to live. She … (stay) with her sister until she finds somewhere.
16. “What … (your father/do)?” “He’s an architect but he … (not/work) at the moment”.
17. (at a party) Usually I … (enjoy) parties but I … (not/enjoy) this one very much.
18. The train is never late. It … (always/leave) on time.
19. Jim is very untidy. He … (always/leave) his things all over the place.

Ex. 3. Finish B’s sentences. Use always ~ing.

Example: A: I’m afraid I’ve lost my key again.
B: Not again! You’re always losing your key.

1. A: The car has broken down again.
   B: That car is useless! It is always breaking down.
2. A: Look! You’ve made the same mistake again.
   B: Oh no, not again! I am always making the same mistake.
3. A: Oh, I’ve left the lights on again.
   B: Typical! You are always leaving the lights on.

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

Example: I’m seeing the manager tomorrow morning. RIGHT

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

Ex. 5. Use the words in brackets to make sentences.

1. (you/not/seem/very happy today)
2. (what/you/do?)
3. Be quiet! (I/think)
4. (who/this umbrella/belong to?)
5. (the dinner/smell/good)
6. Excuse me. (anybody/sit/here?)
7. Can you ring me back in half an hour? (I/have/dinner)

**Ex. 6. Put the verb into the correct form, present continuous or present simple.**

*Example: Are you hungry? Do you want something to eat? (want)*

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

**Ex. 7. Complete the sentences using the most suitable form of be. Sometimes you must use the simple (am/is/are) and sometimes the continuous is more suitable (am/is/are being).**

*Example: I can’t understand why he’s being so selfish. He isn’t usually like that.*

1. Jack … very nice to me at the moment. I wonder why.
2. You’ll like Jill when you meet her. She … very nice.
3. Normally you are very sensible, so why … so silly about this matter?
4. Why isn’t Sarah at work today? … ill?

**TO BE GOING TO FORM**

**Ex. 1. Put the verbs in brackets into the ‘be going to’ form.**

1. You (*miss*) your train.
2. The pressure cooker (*explode*).
3. When you (*pay*) the bill?
4. She (*dye*) the old curtains blue.
5. We (*make*) this whisky bottle into a lamp.
6. What you (*do*) with this room? – I (*paint*) the walls in black and white stripes.
7. The umpire (*blow*) his whistle.
8. You (*eat*) all that?
9. That man with the tomato in his hand (*throw*) it at the speaker.
10. That door (*slam*).
11. The bull (*attack*) us.
12. It (rain). Look at those clouds.
13. The cat (have) kittens.
14. The men in the helicopter (try) to rescue the man in the water.
15. That rider (fall) off.

**Ex. 2. Use the present continuous or to be going to form.**

1. I (play) bridge tonight with Tom and Ann.
2. He (have) an operation next week.
3. It’s very cold. I (light) a fire.
4. We (have) some friends to lunch tomorrow.
5. – I’ve bought a piano; it (be) delivered this afternoon.
   – Where you (put) it?
   – I (put) it in the dining room.
6. – You (go) to the auction tomorrow?
   – Yes, I (go) but I (not buy) anything.
7. I’ve reminded you once; I (not do) it again.
8. I (have) my hair cut this afternoon.
9. – My nephew (come) to stay with me next weekend.
   – Where you (put) him?
   – I (put) him in the room in the tower.
10. Our class (start) German next term.
11. I (spend) a few days in London next week.
12. The Town Council (build) a new school here.
13. – What you (tell) the police?
   – I (tell) them the truth.
14. He (start) tomorrow.
15. The Queen (open) Parliament next month.

**PRESENT PERFECT**

<table>
<thead>
<tr>
<th>I/WE/YOU/THEY</th>
<th>HAVE</th>
<th>DONE</th>
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</thead>
<tbody>
<tr>
<td>HE/SHE/IT</td>
<td>HAS</td>
<td></td>
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</tbody>
</table>

I’ve washed my hair.
She’s washed her hair.

<table>
<thead>
<tr>
<th>I/WE/YOU/THEY</th>
<th>HAVEN’T</th>
<th>LOST</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE/SHE/IT</td>
<td>HASN’T</td>
<td></td>
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</table>

I haven’t had dinner yet.
She hasn’t had dinner yet.
<table>
<thead>
<tr>
<th>HAVE</th>
<th>I/WE/YOU/THEY</th>
<th>CALLED?</th>
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</thead>
<tbody>
<tr>
<td>HAS</td>
<td>HE/SHE/IT</td>
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</table>

Have you been to Italy this year?
Has it happened yet?

**Ex. 1. You are writing a letter to a friend. In the letter you give news about yourself and other people. Use the words given to make sentences. Use the present perfect.**

Dear Chris,
Lots of things have happened since I last wrote to you.
1. I/buy/a new car
2. My father/start/a new job
3. I/give up/smoking
4. Charles and Sarah/go/to Brazil
5. Suzanne/have/a baby

**Ex. 2. Read the situations and write sentences. Choose one of the following verbs:**

arrive, break, go up, grow, improve, lose

*Example:* Mike is looking for his key. He can’t find it. **He has lost his key.**

1. Margaret can’t walk and her leg is in plaster. She … .
2. Maria’s English wasn’t very good. Now it is much better … .
3. Tim didn’t have a beard last month. Now he has a beard … .
4. This morning I was expecting a letter. Now I have it … .
5. Last week the bus fare was 80 pence. Now it is 90 … .

**Ex. 3. Complete Bs sentences. Use the verb in brackets + just/already/yet (as shown).**

*Example:* A: Would you like something to eat?
B: No, thanks. I’ve just had lunch. **(just/have)**

1. A: Do you know where Julia is?
   B: Yes, I … her. **(just/see)**
2. A: What time is David leaving?
   B: He … **(already/leave)**
3. A: What’s in the newspaper today?
   B: I don’t know. I … **(not/read/yet)**
4. A: Is Ann coming to the cinema with us?
   B: No, she … the film. **(already/see)**
5. A: Are your friends here yet?
   B: Yes, they … **(just/arrive)**
6. A: What does Tim think about your plan?
   B: I … **(not/tell/yet)**
Ex. 4. Read the situations and write sentences with “just”, “already” or “yet”.

Example: After lunch you go to see a friend at her house. She says “Would you like something to eat?”
You say: No, thank you. I’ve just had lunch. (have lunch)

1. Joe goes out. Five minutes later, the phone rings and the caller says “Can I speak to Joe?”
   You say: I’m afraid … (go out)

2. You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away.
   You say: Wait a minute! … (not/finish)

3. You are going to a restaurant this evening. You phone to reserve a table. Later your friend says “Shall I phone to reserve a table?”
   You say: No … it. (do)

4. You know that a friend of yours is looking for a job. Perhaps she has been successful. Ask her.
   You say … (find)

5. Ann went to the bank, but a few minutes ago she returned. Somebody asks “Is Ann still at the bank?”
   You say: No, … (come back)

Ex. 5. Put in ’been’ or ’gone’.

Example: Jim is on holiday. He’s gone to Italy.

1. Hello! I’ve just … to the shops. I’ve bought lots of things.
2. Alice isn’t here at the moment. She’s … to the shop to get a newspaper.
3. Tom has … out. He’ll be back in about an hour.
4. “Are you going to the bank?” “No, I’ve already … to the bank”.

Ex. 6. You are asking somebody questions about things he or she has done. Make questions from the words in brackets.

Example: (ever/ride/horse?)
Have you ever ridden a horse?

1. (ever/be/California?)
2. (ever/run-marathon?)
3. (ever/speak/famous person?)
4. (always/live/in this town?)
5. (most beautiful place/ever/visit?) What

Ex. 7. Complete B’s answers. Some sentences are positive and some negative. Use a verb from this list:

be, be, eat, happen, have, meet, play, read, see, see, try
Example: A: What’s George’s sister like?
   B: I’ve no idea. I’ve never met her.

1. A: How is Amy these days?
   B: I don’t know. I … her recently.

2. A: Are you hungry?
   B: Yes. I … much today.

3. A: Can you play chess?
   B: Yes, but … for ages.

4. A: Did you enjoy your holiday?
   B: Yes, it’s the best holiday … for a long time.

5. A: What’s that book like?
   B: I don’t know … .

6. A: Is Brussels an interesting place?
   B: I’ve no idea … there.

7. A: Mike was late for work again today.
   B: Again? He … every day this week.

8. A: Do you like caviar?
   B: I don’t know … .

   B: Not again! That’s the second time … this week.

10. A: Who’s that woman by the door?
    B: I don’t know … before.

Ex. 8. Complete these sentences using ‘today/this year/this term’ etc.

Example: I saw Tom yesterday but I haven’t seen him today.

1. I read a newspaper yesterday but I … today.

2. Last year the company made a profit but this year … .

3. Tracy worked hard at school last term but … .

4. It snowed a lot last winter but … .

5. Our football team won a lot of games last season but we … .

Ex. 9. Read the situations and write sentences as shown in the examples.

Example: Jack is driving a car but he’s very nervous and not sure what to do.
   You ask: Have you driven a car before?

1. Len is playing tennis. He’s not very good and he doesn’t know the rules.
   You ask: Have … .

2. Sue is riding a horse. She doesn’t look very confident or comfortable.
   You ask: … .
   She says: … .
3. Maria is in London. She has just arrived and it’s very new for her.  
   You ask: … .  
   She says: … .

**Ex. 10. Translate these sentences into English using the present perfect.**

1. Сегодня мы празднуем юбилей нашего университета и пригласили многих зарубежных гостей.
2. Я только что встретил нашего декана возле приемной ректора.
3. Что произошло, что ты опоздал на эту важную встречу?
4. Мы еще не решили, где отдыхать летом.
5. Мы недавно купили автомобиль и еще не выплатили весь кредит.
6. Питеру в этом году повысили зарплату.
7. Меня Линда никогда не подвозила на работу.
8. Надеюсь, твоя сестра довольна, что получила хорошее место в нашей компании.
9. Я хочу сообщить, что компания согласилась на наши условия и подписала контракт.

**PRESENT PERFECT CONTINUOUS**

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*I’ve been doing sport for 2 years.*  
*She’s been driving her father’s car since last year.*

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*I haven’t been practicing Japanese for a year.*  
*It hasn’t been raining since last week.*

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*Have you been working here for 5 years?*  
*Has it been raining since yesterday?*

**Ex. 1. Write a question for each situation.**

*Example: John looks sunburnt. You ask: (you/sit in the sun?) Have you been sitting in the sun?*
1. You have just arrived to meet a friend who is waiting for you. You ask: (you/wait/long?)

2. You meet a friend in the street. His face and hands are very dirty. You ask: (what/you/do?)

3. A friend of yours is now living in Baker Street. You want to know “How long … ?” You ask: (how long/you/live/in Baker Street?)

4. A friend tells you about his job – he sells computers. You want to know “How long … ?” You ask: (how long/you/sell/computers?)

Ex. 2. Read the situations and complete the sentences.

Example: The rain started two hours ago. It’s still raining now. It has been raining for two hours.

1. We started waiting for the bus 20 minutes ago. We’re still waiting now. We … for 20 minutes.

2. I started Spanish classes in December. I’m still learning Spanish now. I … since December.

3. Ann began looking for a job six months ago. She’s still looking now. … for six months.

4. Mary started working in London on 18 January. She’s still working there now. … since 18 January.

5. Years ago you started writing to a pen-friend. You still write to each other regularly now. We … for years.

Ex. 3. Put the verb into the present continuous (I am ~ing etc.) or present perfect continuous (I have been ~ing etc.).

Example: Maria has been learning (learn) English for two years.

1. Hello, Tom. I … (look) for you all morning. Where have you been?

2. Why … (you/took) at me like that? Stop it!

3. We always go to Ireland for our holidays. We … (go) there for years.

4. I … (think) about what you said and I’ve decided to take your advice.

5. “Is Ann on holiday this week?” “No, she … (work)”. 

6. Sarah is very tired. She … (work) very hard recently.

Ex. 4. Read the situations and write two sentences using the words in brackets.

Example: Tom started reading a book two hours ago. He is still reading it and now he is on page 53.

(read/for two hours) He has been reading for two hours.

(read/53 pages so far) He has read 53 pages so far.
1. Linda is from Australia. She is travelling round Europe at the moment. She began her tour three months ago.
   *(travel/for three months)* She … .
   *(visit/six countries so far)* She … .
2. Jimmy is a tennis player. He began playing tennis when he was ten years old.
   *(win/the national championship four times)* He … .
   *(play/tennis since he was ten)* He … .
3. When they left college, Mary and Sue started making films together. They still make films.
   *(make/ten films since they left college)* They … .
   *(make/films since they left college)* They … .

**Ex. 5. For each situation, ask a question using the words in brackets.**

**Example:** You have a friend who is learning Arabic. You ask: *(how long/learn/Arabic?)* How long have you been learning Arabic?

1. You have just arrived to meet a friend. She is waiting for you. You ask: *(how long/wait)*
2. You see somebody fishing by the river. You ask: *(how many fish/catch)*
3. Some friends of yours are having a party next week. You ask: *(how many people/invite)*
4. A friend of yours is a teacher. You ask: *(how long/teach)*
5. You meet somebody who is a writer. You ask: *(how many books/write)*
   *(how long/write/books)*
6. A friend of yours is saving money to go on holiday. You ask: *(how long/save)*
   *(how much money/save)*

**Ex. 6. Put the verb into the more suitable form, present perfect simple (I have done etc.) or continuous (I have been doing etc.).**

**Example:** Where have you been? Have you been playing *(you/play)* tennis?

1. Look! Somebody *(break)* that window.
2. You look tired. *(you/work)* hard?
3. “*(you/ever/work)* in a factory?” “No, never”.
4. “Jane is away on holiday”. “Oh, is she? Where *(she/go)?”
5. My brother is an actor. He *(appear)* In several films.
6. “Sorry I’m late”. “That’s all right. I *(not/wait)* long”.
7. “Is it still raining?” “No, it *(stop)*”.
8. I *(lose)* my address book. *(you/see)* it anywhere?
9. I *(read)* the book you lent me but I *(not/finish)* it yet.
10. I *(read)* the book you lent me, so you can have it back now.
Ex. 7. Translate these sentences into English, mind the use of the present perfect continuous.

1. Где ты был? Он ищет тебя с самого утра.
2. Я давно хочу поговорить с твоим братом, а у него все нет времени меня выслушать.
3. Сколько времени вы живете в этом городе?
4. Мы живем здесь с тех пор, как мне исполнилось 10 лет.
5. Марта выглядит усталой, в последнее время она много работала над проектом.
6. Интересно, сколько времени они обсуждают этот вопрос?
7. Я уже полчаса жду, чтобы мне кто-нибудь помог.
8. Ты долго искал ошибку в финансовом отчете фирмы?
9. Мне понадобилось 2 часа, чтобы найти ее.

PRESENT PERFECT OR PRESENT PERFECT CONTINUOUS?

Ex. 1. Put the verbs in brackets into the present perfect or the present perfect continuous tense. (In some cases either the present perfect or the present perfect continuous could be used.)

1. We (walk) ten kilometers.
2. We (walk) for three hours.
3. You (walk) too fast. That’s why you are tired.
4. I (make) sausage rolls for the party all the morning.
5. How many you (make)? – I (make) 200.
6. That boy (eat) seven ice-creams.
7. He (not stop) eating since he arrived.
8. The driver (drink). I think someone else ought to drive.
9. I (pull) up 100 dandelions.
10. I (pull) up dandelions all day.
11. What you (do)? – We (pick) apples.
12. How many you (pick)? – We (pick) ten basketfuls.
13. I (sleep) on every bed in this house and I don’t like any of them.
14. He (sleep) since ten o’clock. It’s time he woke up.
15. He (ride); that’s why he is wearing breeches.

PAST SIMPLE

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It was frosty yesterday.
They were very busy last week.
He wasn’t there last Tuesday.
Sorry, we weren’t in when you were calling.

Was she at home yesterday?
Were you happy about that?

We watched TV yesterday.
He kept a pet last year.

Did they like the film?
Did she go to Rome last year?

They didn’t buy a house though.
You didn’t remember their names.

Ex. 1. Read what Sharon says about a typical working day.

SHARON

I usually get up at 7 o’clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o’clock. I’m always tired when I get home. I usually cook a meal in the evening. I don’t usually go out. I go to bed at about 11 o’clock. I always sleep well.

Yesterday was a typical working day for Sharon. Write she did or didn’t do yesterday.

Example: She got up at 7 o’clock.

1. She … a big breakfast.
2. She … .
3. It … to get to work.
4. … at 8.45.
5. … lunch.
6. … at 5 o’clock.
7. … tired when … home.
8. … a meal yesterday evening.
9. … out yesterday evening.
10. … at 11 o’clock.
11. … well last night.

Ex. 2. Put one of these verbs in each sentence:
   buy, catch, cost, drink, fall, hurt, sell, spend, teach, throw, win, write

   Example: Mozart wrote more than 600 pieces of music.
   1. “How did you learn to drive?” “My father … me”.
   2. We couldn’t afford to keep our car, so we … it.
   3. I was very thirsty. I … the water very quickly.
   4. Paul and I played tennis yesterday. He’s much better than me, so he … easily.
   5. Don … down the stairs this morning and … his leg.
   6. Jim … the ball to Sue, who … it.
   7. Ann … a lot of money yesterday. She … a dress which … 1100.

Ex. 3. A friend has just come back from holiday. You ask him about it. Write your questions.

   Example: (where/go?) Where did you go?
   1. (go alone?) …
   2. (be/food/good?) …
   3. (how long/stay there?) …
   4. (stay/at a hotel?) …
   5. (how/travel?) …
   6. (be/the weather/fine?) …
   7. (what/do in the evenings?) …
   8. (meet anybody interesting?) …

Ex. 4. Complete the sentences, put the verb into the correct form, positive or negative.

   Example: It was warm, so I took off my coat. (take)
   The film wasn’t very good. I didn’t enjoy it very much. (enjoy)

   1. I knew Sarah was very busy, so I … her. (disturb)
   2. I was very tired, so I … to bed early. (go)
   3. The bed was very uncomfortable. I … very well. (sleep)
4. Sue wasn’t hungry, so she … anything. (eat)
5. We went to Kate’s house but she … at home. (be)
6. It was a funny situation but nobody … (laugh)
7. The window was open and a bird … into the room. (fly)
8. The hotel wasn’t very expensive. It … very much. (cost)
9. I was in a hurry, so I … time to phone you. (have)
10. It was hard work carrying the bags. They … very heavy. (be)

Ex. 5. Write questions with “how long” and “when”.

Example: It’s raining. (how long?) How long has it been raining?
(when?) When did it start raining?

1. Kate is learning Italian.
   (how long/learn?)
   (when/start/learn?)
2. I know Martin.
   (how long/know?)
   (when/first/meet?)
3. Bob and Alice are married.
   (how long?)
   (when?)

Ex. 6. Read the situations and complete the sentences beginning in the way shown.

Example: (It’s raining now. It’s been raining since lunchtime.) It started raining at lunchtime.
(Ann and I are friends. We first met years ago.) We’ve known each other for years.

1. (Mark is ill. He became ill on Sunday.) He has …. 
2. (Mark is ill. He became ill a few days ago.) He has …. 
3. (Sarah is married. She’s been married for two years.) She got …. 
4. (You’ve got a camera. You bought it ten years ago.) I’ve …. 
5. (Sue has been in France for the last three weeks.) She went …. 
6. (You’re working in a hotel. You started in June.) I’ve …. 

Ex. 7. Put in “for” or “since”.

1. It’s been raining … lunchtime.
2. Tom’s father has been doing the same job … 20 years.
3. Have you been learning English … a long time?
5. … Christmas, the weather has been quite good.
6. Please hurry up! We’ve been waiting … an hour.
7. Kevin has been looking for a job ... he left school.
8. The house is very dirty. We haven't cleaned it ... ages.
9. I haven't had a good meal ... last Tuesday.

Ex. 8. Write B’s sentences using the words in brackets.

1. A: Do you often go on holiday?
   B: (no/five years) No, I haven’t had a holiday for five years.
2. A: Do you often eat in restaurants?
   B: (no/ages) No, I ... .
3. A: Do you often see Sarah?
   B: (no/about a month) ... .
4. A: Do you often go to the cinema?
   B: (no/a long time) ... .

Now write B’s answers again. This time use It’s ... since ...

Example: (1) No, it’s five years since I had a holiday.
   (2) No, it’s ... .
   (3) No, ... .
   (4) No, ... .

Ex. 9. Put the verbs in brackets in the correct form, present perfect or past simple.

Example: “Where’s your key?” “I don’t know. I’ve lost it”. (lose)

1. I ... very tired, so I lay down on the bed and went to sleep. (be)
2. Mary ... to Australia for a while but she’s back again now. (go)
3. “Where’s Ken?” “He ... out. He’ll be back in about an hour”. (go)
4. I did German at school but I ... most of it. (forget)
5. I meant to phone Diane last night but I ... (forget)
6. I ... a headache earlier but I feel fine now. (have)
7. Look! There’s an ambulance over there. There ... an accident. (be)
8. They’re still building the new road. They ... it. (not/finish)
9. “Is Helen still here?” “No, she ... out”. (just/go)
10. The police ... three people but later they let them go. (arrest)
11. Ann ... me her address but I’m afraid I ... it. (give, lose)
12. Where’s my bike? It ... outside the house. It ... (be, disappear)
13. What do you think of my English? Do you think I ... ? (improve)

Ex. 10. Put the verb into the correct form, present perfect or past simple.

Example: I don’t know where Anny is. Have you seen (you/see) her?

1. When I ... (get) home last night, I ... (be) very tired and I ... (go) straight to bed.
2. Your car looks very clean ... (you/wash) it?
3. George ... (not/be) very well last week.
4. Mr Clark … (work) in a bank for 15 years. Then he gave it up.
5. Molly lives in Dublin. She … (live) there all her life.
6. … (you/go) to the cinema last night?’ ’Yes, but it … (be) a mistake. The film (be) awful.
7. My grandfather … (die) 30 years ago. I … (never/meet) him.
8. I don’t know Carol’s husband. I… (never/meet/him).
9. A: Is your father at home?
   B: No, I’m afraid he … (go) out.
   A: When exactly … (he/go) out? B: About ten minutes ago.
10. A: Where do you live?
    B: In Boston.
    A: How long … (you/live) there?
    B: Five years.
    A: Where … (you/live) before that?
    B: In Chicago.
    A: And how long … (you/live) in Chicago?
    B: Two years.

Ex. 11. Translate these sentences into English using the past simple.
1. Понадобилось 9 дней, чтобы получить твое письмо по почте.
2. Ты отправил его по почте 7-го числа, не так ли?
3. Вчерашняя встреча продолжалась почти 6 часов.
4. Это была напрасная трата времени.
5. Когда я учился на первом курсе, я работал в читальном зале.
6. Кто поддерживал Билла Клинтона на его последних выборах?
7. Ник возглавил этот отдел 2 года назад.
8. На покупку новой машины в прошлом году у него не хватило денег.
9. В то время он еще плохо владел польским языком.

THE PAST SIMPLE AND THE PRESENT PERFECT

Ex. 1. Put the verb in brackets into the present perfect or the simple past tense.
1. Have you wound the clock?
   (a) Yes, I … .  (b) Yes, I (wind) it on Monday.
2. Have you ever eaten snails?
   (a) No, I … .  (b) Yes, I (eat) some at Tom’s party last week.
3. Has she fed the dog?
   (a) Yes, I think she … .  (b) Yes, she (feed) him before lunch.
4. Have they repaired the road?
   (a) No, they … .  (b) They only (repair) part of it so far.
5. Have they done their homework?
   (a) Yes, they (do) it all. (b) Yes, they (do) it before they left school.
6. Have you found the matches?
    (a) No, I … .
    (b) No, I (not find) them yet.
7. Have you made the coffee?
    (a) Yes, I … .
    (b) I (make) some yesterday: we can use that.
8. Have you been here before?
    (a) No, I … .
    (b) Yes, I (be) here several times.
9. Have you seen him lately?
    (a) No, I … .
    (b) No, I (not see) him since Christmas.
10. Have you been to the opera this week?
    (a) Yes, I … .
    (b) Yes, I (go) to Faust on Friday.
11. Have you ever driven this car?
    (a) Yes, I (drive) it once or twice.
    (b) Yes, I (drive) it when you were away.
12. Has he missed his train?
    (a) No, he … .
    (b) Yes, he … . It (go) five minutes ago.
13. Have they been through Customs?
    (a) Yes, they … .
    (b) Yes, their luggage (be) examined at Dover.
14. Has he spoken to her?
    (a) Yes, he … .
    (b) Yes, he (speak) to her on Friday.
15. Have you spent all your money?
    (a) No, I only (spend) half of it.
    (b) Yes, I … .

**PAST CONTINUOUS**

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I was watching TV yesterday at 7.

*We were playing chess while our guest was reading the news carefully.*

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She was not doing her flat yesterday morning.

*You were not listening to the music yesterday evening.*

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*Was she doing sport when the phone rang? Were they sleeping while their friends were surfing the Net?*
Ex. 1. What were you doing at the following times? Write one sentence as in the examples. The past continuous is not always necessary (see the second example).

1. (at 8 o’clock yesterday evening)
   I was having dinner with some friends.
2. (at 5 o’clock last Saturday)
   I was on a train on my way to London.
3. (at 10.15 yesterday morning)
4. (at 4.30 this morning)
5. (at 7.45 yesterday evening)
6. (half an hour ago)

Ex. 2. Use your own ideas to complete these sentences. Use the past continuous.

Example: Tom burnt his hand while he was cooking the dinner.

1. The doorbell rang while I ….
2. We saw an accident while we ….
3. Mary fell asleep while she ….
4. The television was on but nobody ….

Ex. 3. Put the verbs into the correct form: past continuous or past simple.

1. I … (see) Sue in town yesterday but she … (look) the other way.
2. I … (meet) Tom and Ann at the airport a few weeks ago. They … (go) to Berlin and I … (go) to Madrid. We … (have) a chat while we … (wait) for our flights.
3. I … (cycle) home yesterday when suddenly a man … (step) out into the road in front of me. I … (go) quite fast but luckily I … (manage) to stop in time and … (not/hit) him.

Ex. 4. Put the verbs into the correct form, past continuous or past simple.

Example: Jane was waiting (wait) for me when I arrived (arrive).

1. “What … (you/do) this time yesterday?” “I was asleep”.
2. “… (you/go) out last night?” “No, I was too tired”.
3. “Was Carol at the party last night?” “Yes, she … (wear) a really nice dress”.
4. How fast … (you/drive) when the accident … (happen)?
5. John … (take) a photograph of me while I … (not/look).
6. We were in a very difficult position. We … (not/look) what to do.
7. I haven’t seen Alan for ages. When I last … (see) him, he … (try) to find a Job in London.
8. I … (walk) along the street when suddenly I … (hear) footsteps behind me. Somebody … (follow) me. I was frightened and I … (start) to run.
9. When I was young, I … (want) to be a bus driver.
Ex. 5. Translate the sentences into English using the past continuous.

1. Когда раздался сигнал пожарной тревоги, Джон и Ринго веселились в баре.
2. Когда я вошел к нему в кабинет, он с кем-то уже разговаривал.
3. Я ждал в приемной, когда раздался телефонный звонок.
4. Его лицо сияло улыбкой и с каждой минутой становилось все спокойнее, он даже пригласил нас на ланч.
5. В это время в прошлом году он работал в небольшой фирме.
6. Чтобы прокормить большую семью, он работал с утра до ночи.
7. Я старался вникнуть в суть договора, в то время когда она обсуждала уже следующий вопрос.

THE PAST SIMPLE AND PAST CONTINUOUS

Ex. 1. Put the verbs in brackets into the simple past or past continuous tense.

1. Mr. Smith never (wake) up in time in the mornings and always (get) into trouble for being late; so one day he (go) to town and (buy) an alarm clock.
2. To get home he (have to) go through a field where a bad-tempered bull usually (graze).
3. This bull normally (not chase) people unless something (make) him angry. Unfortunately, as Mr. Smith (cross) the field, his alarm clock (go) off.
4. This (annoy) the bull, who immediately (begin) to chase Mr. Smith.
5. Mr. Smith (carry) an open umbrella as it (rain) slightly. He (throw) the umbrella to the ground and (run) away as fast as he could.
6. The bull (stop) and (begin) to attack the umbrella. While he (do) this Mr. Smith escaped.
7. When he (awake) she (sit) by the window. She (look) at something in the street, but when he (call) her she (turn) and (smile) at him.
8. Why you (interrupt) me just now? I (have) a very interesting conversation with Mr. Pitt.
9. The murderer (carry) the corpse down the stairs when he (hear) a knock on the door.
10. When I (look) through your books I (notice) that you have a copy of Murder in the Cathedral.
11. As they (walk) along the road they (hear) a car coming from behind them. Tom (turn) round and (hold) up his hand. The car (stop).
12. When I (arrive) at the station Mary (wait) for me. She (wear) a blue dress and (look) very pretty. As soon as she (see) me she (wave) and (shout) something, but I couldn’t hear what she (say) because everybody (make) such a noise.
13. The prisoner (escape) by climbing the wall of the garden where he (work). He (wear) blue overalls and black shoes.
14. She said that the car *(travel)* at 40 k.p.h. when it *(begin)* to skid.

15. She said that she *(not like)* her present flat and *(try)* to find another.

**PAST PERFECT**

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/</th>
<th>HAD</th>
<th>MADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE/THEY/YOU</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*I made coffee after I had walked my dog.*

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/</th>
<th>HAD NOT</th>
<th>MADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE/THEY/YOU</td>
<td></td>
<td></td>
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</table>

*She was asked to show her CV but she hadn’t made it in good time.*

<table>
<thead>
<tr>
<th>HAD</th>
<th>I/HE/SHE/IT/</th>
<th>MADE?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WE/THEY/YOU</td>
<td></td>
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</tbody>
</table>

*Had she done her homework before she went out?*

**Ex. 1. Read the situations and write sentences from the words in brackets.**

*Example:* You went to Jill’s house but she wasn’t there. *(she/go/out)* She had gone out.

1. You went back to your home town after many years. It wasn’t the same as before. *(it/change/a lot)*

2. I invited Rachel to the party but she couldn’t come. *(she/arrange/to do something else)*

3. You went to the cinema last night. You arrived at the cinema late. *(the film/already/begin)*

4. I was very pleased to see him again after such a long time. *(I/not/see/him for five years)*

5. I offered Sue something to eat but she wasn’t hungry. *(she/just/have/breakfast)*

**Ex. 2. Read the situations and write sentences ending with “before”. Use the verb given in brackets.**

*Example:* The man sitting next to me on the plane was very nervous. It was his first flight. *(fly)* He had never flown before. or He hadn’t flown before.

1. A woman walked into the room. She was a complete stranger to me. *(see)* I … before.
2. Simon played tennis yesterday. He wasn’t very good at it because it was his first game. (*play*) He … .
3. Last year we went to Denmark. It was our first time there (*be*) We … .

**Ex. 3. Use the sentences on the left to complete the paragraphs on the right.**
*These sentences are in the order in which they happened, so (1) happened before (2), (2) before (3) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.*

**Example:** (1) Somebody broke into the office during the night.
(2) We arrived at work in the morning.
(3) We called the police
*We arrived at work in the morning and found that somebody had broken into the office during the night. So we…*

1. (1) Ann went out.
   (2) I tried to phone her this morning.
   (3) There was no answer.
   I tried to phone Ann this morning but … no answer. She … out.
2. (1) Jim came back from holiday a few days ago.
   (2) I met him the same day.
   (3) He looked very well.
   I met Jim a few days ago. He … just … . He … .
3. (1) Kevin wrote to Sally many times.
   (2) She never replied to his letters.
   (3) Yesterday he had a phone call from her.
   (4) He was very surprised.
   Yesterday Kevin … . He … very surprised. He … many times but she … .

**Ex. 4. Put the verb into the correct form, past perfect (*I had done etc.*) or past simple (*I did etc.*).**

**Example:** "Was Tom at the party when you arrived?" “No, he had gone (*go*) home”.

1. I felt very tire when I got home, so I … (*go*) straight to bed.
2. The house was very quiet when I got home. Everybody … (*go*) to bed.
3. Sorry I’m late. The car … (*break*) down on my way here.
4. We were driving along the road when we … (*see*) a car which … (*break*) down, so we … (*stop*) to see if we could help.

**Ex. 5. Translate these sentences into English using the past perfect.**

1. Мальчик стоял перед отцом и рассказывал обо всем, что с ним произошло.
2. Вчера террористы захватили международный рейс 257 через несколько минут после того, как самолет взлетел.
3. Не успела секретарь позвонить в полицию, как грабитель снова появился в приемной.
4. Как потом выяснилось, они заблудились в коридорах нашего здания и не смогли найти выход.
5. Я посоветовал Ричарду обратиться к юристу, но он это уже сделал.
6. Мы еще не успели обработать данные прошлой недели, как получили новое задание.
7. Как только он получил первую прибыль, он решил расширить свой бизнес.

**PAST PERFECT CONTINUOUS**

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/ WE/THEY/YOU</th>
<th>HAD BEEN</th>
<th>DOING</th>
</tr>
</thead>
</table>

He had been working for Samsung Company before he moved to “Cyprus” firm.

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/ WE/THEY/YOU</th>
<th>HAD NOT BEEN</th>
<th>DOING</th>
</tr>
</thead>
</table>

As they hadn’t been doing anything all term, it turned out to be very hard to pass the exams.

<table>
<thead>
<tr>
<th>HAD</th>
<th>I/HE/SHE/IT/ WE/THEY/YOU</th>
<th>BEEN DOING?</th>
</tr>
</thead>
</table>

Had she been studying French hard before she enrolled into this course?

**Ex. 1. Read the situations and make sentences from the words in brackets.**

**Example:** I was very tired when I arrived home.

(I/work/hard all day)

I had been working hard all day.

1. The two boys came into the house. They had a football and they were both very tired. (they/play/football)
2. There was nobody in the room but there was a smell of cigarettes. (somebody/smoke/in the room)
3. Ann woke up in the middle of the night. She was frightened and didn’t know where she was. (she/dream)
4. When I got home, Mike was sitting in front of the TV. He had just turned it off. (he/watch/TV)
Ex. 2. Read the situations and complete the sentences.

**Example:** We played tennis yesterday. Half an hour after we began playing, it started to rain.
We had been playing for half an hour when it started to rain.

1. I had arranged to meet Tom in a restaurant. I arrived and waited for him. After 20 minutes I suddenly realised that I was in the wrong restaurant.
   I … for 20 minutes when I … .
2. Sarah got a job in a factory. Five years later the factory closed down.
   At the time the factory … , Sarah … there for five years.
3. I went to a concert last week. The orchestra began playing. After about ten minutes a man in the audience suddenly began shouting.
   The orchestra … when … .

This time make your own sentence.

4. I began walking along the road. I … when … .

Ex. 3. Put the verb into the most suitable form, past continuous (I was doing), past perfect (I had done) or past perfect continuous (I had been doing).

**Example:** It was very noisy next door. Our neighbors were having (have) a party.
   We were good friends. We had known (know) each other for a long time.

1. John and I went for a walk. I had difficulty keeping up with him because he … (walk) so fast.
2. Mary was sitting on the ground. She was out of breath. She … (run)
3. When I arrived, everybody was sitting round the table with their mouths full.
   They … (eat).
4. When I arrived, everybody was sitting round the table and talking. Their mouths were empty but their stomachs were full. They … (eat).
5. Jim was on his hands and knees on the floor. He… (look) for his contact lens.
6. When I arrived, Kate … (wait) for me. She was rather annoyed with me because I was late and she … (wait) for a very long time.
7. I was sad when I sold my car. I … (have) it for a very long time.
8. We were extremely tired at the end of the journey. We … (travel) for more than 24 hours.

Ex. 4. Translate these sentences into English using the past perfect continuous.

1. В своем письме моя подруга написала, что с сентября она занимается на курсах вождения.
2. Я знала, что последних несколько лет она мечтает научиться водить автомобиль.
3. К завтраку Диана вышла с красными глазами, потому что она ночью снова плакала.
4. Том понимал, как тяжело бросить курить, потому что сам курил уже лет 15.
5. Вчера он вернулся домой очень уставший, так как работал весь день без отдыха.
6. Сколько лет твой отец работал советником до того, как вышел в отставку?
7. Эта компания 17 лет выпускала игрушки до того, как перешла на выпуск детской одежды.

**FUTURE SIMPLE**

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/</th>
<th>WILL (’ll)</th>
<th>BUY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE/THEY/YOU</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*I hope I’ll buy the house next year.*

<table>
<thead>
<tr>
<th>WILL</th>
<th>I/HE/SHE/IT/</th>
<th>OPEN?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WE/THEY/YOU</td>
<td></td>
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</table>

*Will you open the door, please?*

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/</th>
<th>WILL NOT (WON’T)</th>
<th>DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE/THEY/YOU</td>
<td></td>
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</table>

*I’m afraid I won’t do it myself.*

**Ex. 1. Put the verbs in brackets into the future simple.**

1. I *(know)* the result in a week.
2. You *(be)* in Rome tonight.
3. You *(have)* time to help me tomorrow?
4. It *(matter)* if I don’t come home till morning?
5. You *(be)* able to drive after another five lessons.
6. Do you think that he *(recognize)* me?
7. Unless he runs he *(not catch)* the train.
8. He *(lend)* it to you if you ask him.
9. I hope I *(find)* it.
10. If petrol pump attendants go on strike we *(not have)* any petrol.
11. He *(believe)* whatever you tell him.

**Ex. 2. Complete the sentences with I’ll + a suitable verb.**

*Example: I’m too tired to walk home. I think I’ll get a taxi.*

1. “It’s a bit cold in this room”. “Is It? … on the heating then”.
2. “We haven’t got any milk”. “Oh, haven’t we? … and get some”.
3. “Do you want me to do the washing-up?” “No, it’s all right. … it”.

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4. “I don’t know how to use this computer”. “OK, … you”.
5. “Would you like tea or coffee?” “… coffee, please”.
6. “Goodbye! Have a nice holiday”, “Thanks. … you a postcard”.
7. Thank you for lending me your camera. … it back to you on Monday, OK?
8. “Are you coming with us?” “No, I think … here”.

Ex. 3. Complete the sentences with will (’ll) + one of these verbs:

be be come get like look meet pass

Example: Don’t worry about your exam. I’m sure you’ll pass.
1. Why don’t you try on this jacket? It … nice on you.
4. They’ve invited me to their house. They … offended if I don’t go.
5. Goodbye. I expect we … again before long.
6. I’ve invited Sue to the party but I don’t think she … .
7. I wonder where I … 20 years from now.

Ex. 4. Read the situations and write sentences with “I think I’ll …” or “I don’t think I’ll …”.

Example: It’s a bit cold. You decide to close the window. You say: I think I’ll close the window.
1. You are feeling tired and it’s quite late. You decide to go to bed. You say: I think … .
2. A friend of yours offers you a lift in his car but you decide to walk. You say: Thank you but … .
3. You arranged to play tennis today. Now you decide that you don’t want to play. You say: I don’t think … .
4. You were going to go swimming. Now you decide that you don’t want to go … .

Ex. 5. Put in “will (’ll)” or “won’t”.

Example: Can you wait for me? I won’t be very long.
1. There’s no need to take an umbrella with you. It … rain.
2. If you don’t eat anything now, you … be hungry later.
3. I’m sorry about what happened yesterday. It … happen again.
5. Don’t ask Margaret for advice. She … know what to do.

Ex. 6. Which is correct?

Example: “Did you phone Ruth?” “Oh no, I forgot. (I phone/I’ll phone) her now”. (I’ll phone is correct)
I can’t meet you tomorrow afternoon. (I’m playing /I’ll play) tennis. (I’m playing is correct)
1. “(I meet/I’ll meet) you outside the hotel in half an hour, OK?” “Yes, that’s fine”.
2. “I need some money”. “OK, (I’m lending/I’ll lend) you some. How much do you need?”
3. (I’m having/I’ll have) a party next Saturday. I hope you can come.
4. “Remember to buy a newspaper when you go out”. “OK. (I don’t forget/I won’t forget)”. 
5. What time (does your train leave/will your train leave) tomorrow?
6. I asked Sue what happened but she (doesn’t tell/won’t tell) me.
7. “(Are you doing/Will you do) anything tomorrow evening?” “No, I’m free. Why?”
8. I don’t want to go out alone. (Do you come/Will you come) with me?
9. It’s a secret between us. I promise (I don’t tell/I won’t tell) anybody.
10. I think Jane (will get/is getting) the job. She has a lot of experience.
11. I can’t meet you this evening. A friend of mine (will come/is coming) to see me.
12. A: Have you decided where to go for your holidays?
   B: Yes, (we will go/we are going) to Italy.
13. There’s no need to be afraid of the dog. (It won’t hurt/It isn’t hurting) you.

Ex. 7. Translate these sentences into English using the future simple.
1. Обещаю, что завтра я найду телефон нашего друга.
2. Надеюсь, что этот хулиган не нарушит покой нашей улицы, не так ли, шериф?
3. Полагаю, что он вынесет урок из всего этого.
4. Не волнуйтесь, наш секретарь напечатает отчет быстро и без ошибок.
5. В субботу будет открыта новая выставка в Лондоне.
6. Я совсем забыл о Питере, позвоню-ка я ему прямо сейчас.
7. Вы завтра пойдете в кино, если погода будет хорошей?

FUTURE CONTINUOUS

| I / HE / SHE / IT /
| WE / THEY / YOU | WILL BE GETTING |

I’ll be training hard this time tomorrow.

| WILL |
| I/HE/SHE/IT/ WE/THEY/YOU | BE USING? |

Will you be using this phone for long?

| I / HE / SHE / IT /
| WE / THEY / YOU | WILL NOT BE TRAINING |

You see, I won’t be training tomorrow, so I can’t hand him your book, sorry.
Ex. 1. *Put the verbs in brackets into the future continuous tense.*

1. This time next month I (*sit*) on a beach.
2. When you arrive I probably (*pick*) fruit.
3. When we reach England it very likely (*rain*).
4. In a few days time we (*fly*) over the Pyrenees.
5. I’ll call for her at eight. – No, don’t; she still (*have*) breakfast then.
6. I (*wait*) for you when you come out.
7. When you next see me I (*wear*) my new dress.
8. My son will be in the sixth form next year. – That means that old Dr. Adder (*teach*) him mathematics.
9. I’ll give Jack your message. I can do it easily because I (*see*) him tomorrow.
   We go to work on the same train.
10. You (*do*) geometry next term.
11. I’ll look out for you at the parade. – Do, but I (*wear*) uniform so you may find it hard to recognize me.
12. We have to do night duty here. I (*do*) mine next week.
13. In a hundred years’ time people (*go*) to Mars for their holidays.
14. He (*use*) the car this afternoon.
15. I (*see*) you again.

Ex. 2. *Read about Colin. Then you have to tick (V) the sentences which are true. In each group of sentences at least one is true.*

Colin goes to work every day. He leaves home at 8 o’clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.

*Example:* 1. At 7.45
   a) he’ll be leaving the house      c) he’ll be at home (V)
   b) he’ll have left the house      d) he’ll be having breakfast (V)

1. At 8.15
   he’ll be leaving the house
   he’ll have left the house
   he’ll have arrived at work
   he’ll be arriving at work

2. At 9.15
   he’ll be working
   he’ll start work
   he’ll have started work
   he’ll be arriving at work
3. At 12.45
   he’ll have lunch
   he’ll be having lunch
   he’ll have finished his lunch
   he’ll have started his lunch
4. At 4 o’clock
   he’ll have finished work
   he’ll finish work
   he’ll be working
   he won’t have finished work
5. At 4.45
   he’ll leave work
   he’ll be leaving work
   he’ll have left work
   he’ll have arrived home

Ex. 3. **Make up sentences and see the example first.**

*Example:* A: I usually see Ann on Mondays.
   B: Will you be seeing her next Monday? (stress on *next*)

*I usually ...*

1) leave my house in August.
2) have lunch with Bill on Monday.
3) leave early on Friday.
4) go camping in summer.
5) have a drink with Jack on Tuesday. (*Keep drink.*)
6) give Mary a lift home on Wednesday. (*Keep a lift home.*)
7) play golf on Saturday.
8) ring Sam on Saturday.
9) take Ann out on Monday.
10) sail on Saturday.
11) watch television on Sunday evening. (*Keep television.*)
12) take the dogs for a walk at the weekend.
13) listen to the radio on Sunday morning.
14) write to my father on Thursday.
15) type the reports on Friday.
16) do my accounts on Saturday.
17) change my library book on Thursday.
18) meet Arthur on Tuesday.
19) dine out on Friday.
20) visit my mother-in-law on Wednesday.
Ex. 4. Put the verbs in brackets into the appropriate future form, the future simple or the future continuous.

1. There is going to be a bus strike. Everyone (walk) to work next
2. You’ve just missed the last train! – Never mind, I (walk).
3. I’ll ring you tomorrow at six. – No, don’t ring at six; I (bath) the baby then. Ring later.
4. Mother: Your face is dirty. Child: All right, I (wash) it.
5. Will you have lunch with me on the 24th? – I’d love to, but I’m afraid I (do) my exam then.
6. I (work) for Mr Pitt next week as his own secretary will be away.
7. You (have) something to drink, won’t you?
8. Why did you take his razor? He (look) for it everywhere tomorrow.
9. I hope you’ll do well in the race tomorrow. I (think) of you.
10. Notice on board ship: In the event of an emergency all passengers (assemble) on the boat deck.
11. I don’t feel well enough to go to the station to meet him. – I (meet) him for you. But how I (recognize) him? – He’s small and fair, and he (wear) a black and white school cap.
12. I (leave) these flowers at the hospital for you. I (go) there anyway visit my cousin.
13. You ought to try to get a ticket for the Spectators’ Gallery next week; they (debate) international fishing rights.
14. You’ve left the light on. – Oh, so I have. I (go) and turn it off.
15. I’ve just been appointed assistant at the local library. – Then you (work) under my sister. She is head librarian there.

Ex. 5. Translate these sentences into English using the future continuous.

1. 25 января я снова буду сдавать экзамен по истории уже в 5-й раз.
2. Что ты будешь делать в это время через год?
3. Я думаю, что через год я буду работать в крупной софтинговой компании.
4. В августе я проведу несколько недель в Италии и буду наслаждаться отдыхом у моря.
5. Когда я буду возвращаться домой через Швейцарию, отец будет ждать меня в Берне, и мы вместе поедем домой.
6. Завтра я не смогу встретиться с вами в 10 часов утра, так как буду в это время лететь в Канаду.
7. А послезавтра в это время я буду проводить встречу с сотрудниками отдела.
# FUTURE PERFECT

<table>
<thead>
<tr>
<th>I / HE / SHE / IT / WE / THEY / YOU</th>
<th>WILL HAVE</th>
<th>FINISHED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We’ll have finished our project by the end of next year.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WILL</td>
<td>I / HE / SHE / IT / WE / THEY / YOU</td>
<td>HAVE FINISHED?</td>
</tr>
<tr>
<td><strong>Will they have written the report by the time their boss calls them?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I / HE / SHE / IT / WE / THEY / YOU</td>
<td>WILL NOT (WON’T) HAVE</td>
<td>DONE</td>
</tr>
<tr>
<td><strong>She won’t have completed the task until you help her.</strong></td>
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</tbody>
</table>

**Ex. 1. Put the verbs in brackets into the future perfect tense.**

1. In a fortnight’s time we *(take)* our exam.
2. I *(finish)* this book by tomorrow evening.
3. By this time tomorrow we *(have)* our injections.
4. By the end of next year I *(be)* here twenty-five years.
5. I’ll still be here next summer but Tom *(leave)*.
6. I *(finish)* this job in twenty minutes.
7. By next winter they *(build)* four houses in that field.
8. When we reach Valparaiso we *(sail)* all round the world.
9. At the rate he is going he *(spend)* all his money by the time he is twenty-one.
10. By this time next year I *(save)* L250.
11. By the time we get to the party everything *(be)* eaten.
12. The train *(leave)* before we reach the station.
13. If I continue with my diet I *(lose)* 10 kilos by the end of the month.
14. By the end of my university course I *(attend)* 1,200 lectures.
15. By the end of this week my illness *(cost)* me L 100.

**Ex. 2. Make up sentences with collocations.**

*Example: A: It’ll take you ages to paint all these chairs, won’t it?  
B: No, I’ll have painted them all by the end of the week.*

1) paint all the doors
2) change all the fuses
3) rewire all the flats
4) lay all the new carpets
5) wash all the curtains
6) hang all these pictures
7) repaper the top rooms
8) clear all the blocked drains
9) vanish all the woodwork
10) weed the flower beds
11) mow all the grass
12) patch all these pillow cases
13) iron all these sheets
14) plant all these bulbs
15) sow all these seeds
16) replace all these tiles
17) scrub all these stairs
18) polish all this silver
19) pick all these apples
20) bottle all this wine

Ex. 3. Put the verb into the correct form “will be (do)ing” or “will have (done)”. 

Example: Don’t phone me between 7 and 8. We’ll be having (we/have) dinner then.

1. Phone me after 8 o’clock … (we/finish) dinner by then.
2. Tomorrow afternoon we’re going to play tennis from 3 o’clock until 4.30. So at 4 o’clock, … (we/play) tennis.
3. A: Can we meet tomorrow afternoon?  
   B: Not in the afternoon … (I/work).
   B has to go to a meeting which begins at 10 o’clock. It will last about an hour.
   A: Will you be free at 11.30?
   B: Yes, … (the meeting/finish) by that time.
4. Tom is on holiday and he is spending his money very quickly. If he continues like this, … (he/spend) all his money before the end of his holiday.
5. Chuck came to Britain from the USA nearly three years ago. Next Monday it will be exactly three years. So on Monday, … (he/be) in Britain for exactly three years.
6. Do you think … (you/still/do) the same job in ten years’ time?
7. Jane is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip, … (she/travel) more than 3,000 miles.
8. If you need to contact me, … (I/stay) at the Lion Hotel until Friday.
9. A: … (you/see) Laura tomorrow?
   B: Yes, probably. Why?
   A: I borrowed this book from her. Can you give it back to her?
Ex. 4. *Translate these sentences into English using the future perfect.*

1. Из-за снегопада поезд опаздывает на три часа, поэтому он прибудет на станцию не раньше десяти часов вечера.
2. К понедельнику Билл поправится и приступит к работе.
3. Линда уверена, что они сэкономят достаточно денег к осени, чтобы купить ей новую шубу.
4. Руководитель проекта спрашивает, закончим ли мы обработку данных к среде.
5. К ноябрю цены на продовольственные товары останутся такими же.
6. Через месяц мы закончим курсы и к августу уже начнем работать по новой специальности.
7. Наши партнеры позвонили и сказали, что попали в пробку, поэтому они к этому часу еще не приедут.

**FUTURE PERFECT CONTINUOUS**

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/WE/THEY/YOU</th>
<th>WILL HAVE BEEN TRAVELLING</th>
</tr>
</thead>
</table>

He’ll have been doing Chinese for a year by the beginning of next month.

<table>
<thead>
<tr>
<th>WILL</th>
<th>I/HE/SHE/IT/WE/THEY/YOU</th>
<th>HAVE BEEN DOING?</th>
</tr>
</thead>
</table>

How long will she have been studying here by next year?

<table>
<thead>
<tr>
<th>I/HE/SHE/IT/WE/THEY/YOU</th>
<th>WILL NOT (WON’T) HAVE BEEN WORKING</th>
</tr>
</thead>
</table>

They won’t have been living here for 5 years, they’ll have been living for 6, that’s really true!

**Ex. 1. Make up sentences with collocations and see the example first.**

**Example:** A: Have you just started chicken farming?
                   B: *Oh, no. By the end of the month I’ll have been chicken farming for five years.*

**Have you just started … ?**

1) collecting stamps
2) bird-watching
3) keeping hens
4) painting
5) playing the violin
6) sailing
7) complaining
8) looking for gold
9) going to meetings
10) writing to the papers
11) growing roses
12) selling perches
13) translating documents
14) telling fortunes
15) flying jets
16) reading The Times
17) making jam
18) going to work by boat
19) working for Bill
20) riding a motorbike

Ex. 2. Translate the sentences into English using the future perfect continuous.

1. Я буду решать этот кроссворд уже в течение часа к тому времени, когда мои друзья придут.
2. К тому времени, когда он приедет в Лондон, его брат будет проводить экскурсию уже полчаса.
3. Как долго вы будете изучать английский к концу следующего года?
4. К тому времени, когда они приедут в Нью-Йорк, они будут путешествовать уже 3 года?
5. Я буду звонить до тех пор, пока вы не ответите.
6. Как долго вы будете изучать программирование к тому времени, когда получите диплом?
7. Мы будем работать по этому проекту немало времени, прежде чем получим зарплату по нему.
Unit II
THE VERB, TENSES IN THE PASSIVE VOICE

The passive is formed by using the appropriate tense of the verb (to) be + past participle of the main verb.

<table>
<thead>
<tr>
<th></th>
<th>Simple</th>
<th>Continuous</th>
<th>Perfect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>am/are/is done</td>
<td>am/are/is being done</td>
<td>has/have been done</td>
</tr>
<tr>
<td>Past</td>
<td>was/were done</td>
<td>was/were/being done</td>
<td>had been done</td>
</tr>
<tr>
<td>Future</td>
<td>will be done</td>
<td></td>
<td>will have been done</td>
</tr>
</tbody>
</table>

The Future Continuous, the Present Perfect Continuous, the Past Perfect Continuous, the Future Perfect Continuous are not normally used in the passive.

Note! Get is used instead of the verb “be” in everyday speech when we talk about things that happen by accident or unexpectedly.

*Four people got hurt in the car crash yesterday.*

(*= Four people were hurt ...*)

*The dog got run over by a car. (the dog was run over ...*)

The Passive Infinitive is **be done/be cleaned/be built**.
We use the infinitive after modal verbs (can, must, should etc.) and a number of other verbs (for example: *have to, be going to, want to*).

*This problem can be solved.*

*George might be sent to America by his company in August.*

*This room is going to be painted next week.*

*Go away! I want to be left alone.*

There is a past infinitive form: **have been done/have been cleaned**.

*The windows should have been cleaned yesterday.*

*My bicycle has disappeared. It must have been stolen.*
The Passive is used

- When the person who carries out the action is unknown, unimportant or obvious from the context.
  
  The tests are checked and marked.
  The main Library of the BSU was established in 1921.
  The job will be finished by tonight.

- To make statements more formal or polite.
  A lot of mistakes have been made in your test.

- When we want to avoid taking responsibility for an action or when we refer to an unpleasant event and we do not want to say who or what is to blame.
  Your letter of application has been lost.

- When we want to put particular information at either the beginning or the end of the sentence.
  Olga was born in London. She was brought up by foster parents in Edinburgh, though.

- To describe processes, in reports, scientific tests and official announcements, when we are interested more in the action itself than the person who carries it out.
  A cure hasn’t been found yet.
  Water is added to the mixture, which is heated.
  The new hospital will be opened by the Queen on May, 15th.

**CHANGING FROM ACTIVE INTO PASSIVE**

The object of the active sentence becomes the subject in the passive sentence. The active verb remains in the same tense but changes into a passive form. The subject of the active sentence becomes the agent (a person who performs the action) who is either introduced with the preposition “by” or is omitted.

<table>
<thead>
<tr>
<th>Tense</th>
<th>Active Voice</th>
<th>Passive Voice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Simple</td>
<td>Professor N. gives lectures on philosophy of science.</td>
<td>Lectures on philosophy of science are given by Professor N.</td>
</tr>
<tr>
<td>Present Continuous</td>
<td>Professor N. is giving a lecture now.</td>
<td>A lecture is being given by Professor N.</td>
</tr>
<tr>
<td>Past Simple</td>
<td>Professor N. gave a lecture.</td>
<td>A lecture was given by Professor N.</td>
</tr>
<tr>
<td>Past Continuous</td>
<td>Professor N. was giving a lecture.</td>
<td>A lecture was being given by Professor N.</td>
</tr>
<tr>
<td>Future Simple</td>
<td>Professor N. will give a lecture.</td>
<td>A lecture will be given by Professor N.</td>
</tr>
<tr>
<td>Tense</td>
<td>Active Voice</td>
<td>Passive Voice</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>Professor N. has given a lecture.</td>
<td>A lecture has been given by Professor N.</td>
</tr>
<tr>
<td>Past Perfect</td>
<td>Professor N. had given a lecture.</td>
<td>A lecture had been given by Professor N.</td>
</tr>
<tr>
<td>Future Perfect</td>
<td>Professor N. will have given a lecture.</td>
<td>A lecture will have been given by Professor N.</td>
</tr>
<tr>
<td>Present Infinitive</td>
<td>Professor N. can give a lecture this afternoon.</td>
<td>A lecture can be given by Professor N. this afternoon.</td>
</tr>
<tr>
<td>Perfect Infinitive</td>
<td>Professor N. could have given a lecture yesterday.</td>
<td>A lecture could have been given by Professor N. yesterday.</td>
</tr>
</tbody>
</table>

- The agent is omitted when it is unimportant or obvious from the context. *Cheese is made from milk.*
- The agent is usually omitted when the subject of the active sentence is one of the following words: *people, one, someone/somebody, they, he,* etc. *People must protect the environment at all cost. The environment must be protected at all cost.*
- The agent is not omitted when it adds information or is essential to the meaning of the sentence. *Considerable contribution to the development of the Belarusian State University was made by academician V. Picheta, its first rector.*
- **By + agent** is used to say who or what carries out an action. *This novel was written by Dickens.*
- **With + instrument/material/ingredient** is used to say what the agent used to perform the action. *The pancakes were made with eggs, flour and milk.*
- **He was hit on the head by the burglar with a piece of wood.**
- When we want to find out **who** or **what** did something, the passive question form is:  
  *Who/What … by?*  
  *Who was this letter signed by?*  
  *What was the fire caused by?*  
- With verbs which take two objects such as *bring, tell, send, show, teach, promise, buy, throw, write, award, hand sell, owe, grant, allow, feed, pass, post, read, take, offer, give, pay, lend,* etc., we can form two different passive sentences. *They offered Ann a job. Ann was offered a job.*
- **A job was offered to Ann.**

**Note!** It is more usual to begin the passive sentence with the person.
- Verbs followed by a preposition (accuse of, look after, speak about, send for, laugh at, insist on, rely on, etc) take the preposition immediately after them when turned into passive.

  They presented him with a medal. He was presented with a medal.

- The verbs hear, help, see and make are followed by the bare infinitive in the active but the to-infinitive in the passive.

  They saw him leave the building. He was seen to leave the building.

  **But: hear, see, watch** + -ing form (active and passive)

    Active: They saw him running down the stairs
    Passive: He was seen running down the stairs

- In passive sentences we place adverbs of time or frequency, e.g. always, sometimes, etc. after the first auxiliary verb (is, has, will, etc.):

  It is usually made of wood.
  They have just been found.
  She will never be asked.

**Ex. 1. Underline the correct tense in 1–5.**

1. At present, he is being treated / has treated for heart problems.
2. The date of the exams was being announced / was announced yesterday.
3. When they got home, the fence between the two houses was removed / had been removed but no one knew who was responsible.
4. Peace will have been achieved / will being achieved only when all troops have left the country.
5. An election will have been held / will be held in the autumn, the Government announced this morning.

**Ex. 2. Underline the correct form A, B, C or D to fill the spaces in 1–5.**

1. She … in a small village in the south of Spain.
   a) has been born  c) born
   b) has born       d) was born
2. Scarves … in this church.
   a) must have worn  c) have worn
   b) must be worn    d) must been worn
3. … that five people died in the explosion.
   a) They are reported  c) It’s reported
   b) It has reported   d) It’s reporting
4. The road had been blocked … a tree.
   a) through         c) with
   b) from           d) by
5. The message was written in the sand … a stick
   a) through    c) with
   b) from        d) by

Ex. 3. Active or passive. Choose the correct form of each verb.

WHAT IS WONDERFUL ABOUT THE BRAIN?

Inside your head is a remarkable organ, the brain. You use it to understand
and remember things that 1 (to happen) around you.

The brain is soft and spongy. It 2 (to make up) of billions of tiny parts called
cells. Three coats or membranes 3 (to cover) the brain.

The brain sometimes 4 (to call) the busiest communication centre in the world.
The brain 5 (to control) your body functions and keeps all parts of your body
working together. Thousands of messages from all parts of the body 6 (to send) to
and from the brain. Messages 7 (to carry) to the brain by sensory nerves. Special
places, or centres, on the brain receive sensory messages from all parts of the body.
When messages 8 (to receive) by centres, the brain 9 (to interpret) them.

All day long your muscles and your brain 10 (to work). By the end of the day
they 11 (to be tired). Then your brain and your muscles 12 (to start) to relax. Before
long, you go to sleep. As you sleep, the big muscles in your body relax.

1. a) are happened     b) are happening     c) happens
2. a) is made up      b) makes up          c) made up
3. a) is covered      b) covered           c) cover
4. a) is called       b) has called        c) calls
5. a) is controlled   b) controlled         c) controls
6. a) send           b) are being sent    c) has sent
7. a) are carried     b) was carried       c) carried
8. a) are received    b) will be received  c) will receive
9. a) is interpreted  b) interpreted       c) interprets
10. a) are worked     b) is worked         c) are working
11. a) have be tired  b) are tired         c) are being tired
12. a) are started    b) started           c) start

Ex. 4. Active into passive. Which sentences cannot be turned from active into
passive?

a) passive form is possible
b) passive form is impossible

1. They didn’t ask her name.
2. Michael saw Mary in the park.
3. Has anyone answered your question?
4. They danced all night.
5. On Sunday evening we all met at my friend’s.
6. Someone told us a funny story yesterday.
7. You can’t park your car in the street before this office.
8. This kind of flowers doesn’t bloom very often.
9. His parents have brought him up to be polite.
10. The plane from Los Angeles was several hours late.
11. The fire has caused considerable damage.
12. My shoes don’t fit me.
13. People must obey the law.
14. He was having a bath.
15. A famous designer will decorate the hall.

Ex. 5. Choose the variant that can’t be used in the sentences.

1. These plants … three times a week.
   a) you should water             c) should be watered
   b) can be watered
2. You … many questions.
   a) won’t be asked              c) weren’t asked
   b) didn’t be asked
3. As he behaves badly, he … .
   a) must be punished           c) was punished
   b) will be punished
4. The logs … too long for our fireplace.
   a) were cut                   c) have been cut
   b) have to be cut
5. He … in the battle.
   a) won’t have been hurt       c) can’t have been hurt
   b) may have been hurt
   a) is looked for               c) has been looked for
   b) must be looked
7. He … at.
   a) is often laughed           c) is never laughed
   b) is usual laughed
8. She … with the housework.
   a) is being helped            c) won’t been helped
   b) has been helped
9. The fence … .
   a) had be painted             c) might have been painted
   b) could be painted

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10. She … the best actress of the year.  

   a) will be chosen as  
   b) will choose  
   c) will be being chosen as

Ex. 6. Right – wrong passive voice. Find the mistake and correct it.

   a) right  
   b) wrong

1. By four o’clock Nick was tired of fishing.  
2. These bushes have grown so high that they block the window.  
3. Since all our matches had soaked when and boat turned over we could not make a fire.  
4. Joan’s face was covered with scratches and his clothes was torn and dirty.  
5. The plane wasn’t delayed in Colorado.  
6. The letter has to sign the chief of police.  
7. Peaches can be bought here for 10 p. each.  
8. Jim laughed as he fell into the water.  
9. The meeting was to be continued after lunch.

Ex. 7. Fill in each space using the correct form of the verb in brackets.

Example: The police report that the missing person…(find)  
               The police report that the missing person has been found.

1. The news … (broadcast) every day from 6 am to midnight.  
2. At this very moment the suspect … (interview) by the police.  
3. And now a newsflash. The President … (charge) with committing perjury.  
4. A new security system … (install) in all our offices in the next few weeks.  
5. By November 30 a new government … (elect).  
6. There must be a mistake: the hotel bill … (pay) by my wife.  
7. When we got home, we realized the house … (burgl)  
8. The building … (evacuate) when a second bomb went off.  
10. Newspapers in some countries … (sell) in kiosks as well as shops.

Ex. 8. Rewrite these sentences in the passive.

1. We do not add any preservatives to our products.  
2. The Government is now building a lot of new schools in the provinces.  
3. The police have just arrested him on suspicion of murder.  
4. Will they publish her new book next month?  
5. They will have completed the new motorway by Christmas.  
6. We haven’t cleaned the house for weeks.  
7. The company cut the water off because Mr and Mrs Dixon hadn’t paid their bill.  
8. They are going to open the new supermarket next week.  
9. They couldn’t use the car because the garage was servicing it.  
10. They publish a lot of books on information technology.
Ex. 9. Fill in the spaces in this text. Use a verb in the list and an appropriate form of the passive. The first is give as an example.

interview (×2), design, renovate, award, base, build,
consider (×2), show, equip, provide, dose, visit

A REPORT

This report has been produced at the request of the Hotel and Catering Association. The survey on which the report… (1) was carried out between March 25 and March 30, 1999. Twenty hotel managers… (2) for the purposes of this report. The majority of the hotels which… (3) (all in the Brighton area)… (4) in the last twenty years and… (5) to meet the needs of the modern tourist. One hotel which… (6) unacceptable by the Association… (7) at the end of the tourist season. Some of the older ones… (8) recently and also meet the highest standards. This… (9) by the fact that all the hotels… (10) with modern facilities, from swimming pools to satellite TV. In addition, the usual services… (11) (room service, laundry service) and the restaurant and bar service… (12) satisfactory in most cases. Most of the hotel staff who… (13) were highly qualified or experienced. Seventy-five per cent of the hotels in this report… (14) a three or four star rating by the tourist board.

Ex. 10. Rewrite these sentences. Instead of using “people”, “somebody”, or “they”, write a passive sentence with an appropriate verb form. (A & B)

1. Somebody introduced me to Dr Felix last year. – I was introduced to Dr Felix last year.
2. People are destroying large areas of forest every day.
3. Somebody has bought the land next to our house.
4. Somebody had already reported the accident before I phoned.
5. I hope they will have completed all the marking by tomorrow.
6. People were using the tennis court, so we couldn’t play.
7. Somebody will tell you when you should go to see the doctor.
8. They should have finished the hotel by the time you arrive.
9. No doubt somebody will blame me for the problem.
10. People expect better results soon.
11. They have found an unexploded bomb in Herbert Square, and they are evacuating the area.

Ex. 11. Here is the beginning of a report of an experiment. Rewrite it, putting verbs in the passive where appropriate and making any other necessary changes. (B)

I conducted the test in the school library to minimise noise. I took the children out of their normal lessons and I tested them in groups of four. I carried out all
the tests in January 1996. The test consisted of two components. First, I showed the children a design and I asked them to describe what they saw. I tape recorded all their answers. I then gave them a set of anagrams (words with jumbled letters) which I instructed them to solve in as short a time as possible. I remained in the room while the children did this…

**PASSIVE AND ACTIVE VOICE**

**Ex. 1. Put the following sentences into the passive voice.**

1. Jane taught him English.
2. They have given me a watch.
3. Mr. Winston gives presents to all the staff at Christmas.
4. They wrote a letter to her.
5. The hotel manager has offered Diana a job.
6. Our father promised my sister and me a new car.
7. Someone will show you how to do the work.
8. Her children will send her flowers.

**Ex. 2. Put the following sentences into the passive voice. Do not mention the agent unless it seems necessary.**

1. The milkman brings the milk to my door.
2. The postman leaves the letters in the hall.
3. People steal things from supermarkets every day.
4. Someone stole twenty bottles of whisky from this one last week.
5. Normally men sweep this street every day.
6. Today nobody swept the street.
7. The postman last cleared this box at 2:30.
8. Someone turned on a light in the hall and opened the door.
9. They clean the upstairs office in the evening between seven and eight.
10. We never saw him in the dining room.
11. A maid took all his meals up to him.
12. Someone left this purse in a classroom yesterday.
13. Last year we built 1500 new houses.
14. Guests can order coffee and sandwiches up to 11.30.
15. An ambulance took the sick man to hospital.
16. Can we do something about that?
17. The other day a dog chases a thief who tried to get in the warehouse.
18. The police arrested the thief.
19. Some people carried Jack off the field on a stretcher.
20. You can’t wash this dress.
21. You must dry-clean it.
22. They are demolishing the entire block.
23. They are repairing my piano at the moment.
24. Passengers shouldn’t throw away their tickets.
25. Has someone posted my parcel?
26. Why did no one inform me of the change of plan?
27. We found that the operation was correct.
28. We know that you were in town on the night of the crime.
29. Someone seems to have made a terrible mistake.
30. People know that he is armed.
31. We believe that he has special knowledge which may be useful to the police.
32. People believe that he was killed by terrorists.
33. We know that the expedition reached the South Pole in May.
34. They decided to divide the money between the widows of the lifeboatmen.
35. People consider that he is a very disgusting person.
36. People often take him for his brother.
37. The crowd shouted him down.
38. No one has taken out the cork.
39. People must hand in their weapons.
40. Burglars broke into the house.
41. The manufacturers are giving away small plastic toys.
42. The finance committee hasn’t accounted for the items on the enclosed list.
43. Most people would approve of what you did.
44. The fence kept the dogs off the lawn.
45. His uncle helped him out with a loan.
46. The rescue team dug the victims out in two hours.
47. The authorities closed down his business.
48. My parents will bring Janet up to believe in the golden rule.
49. Somebody washed John’s contact lenses down the sink.
50. The whole family saw him off at the station.
51. Everybody listened attentively to the message on the radio.

**Ex. 3. Put the following sentences into the active voice.**

1. The instructions have been changed.
2. She will have to be taught.
3. This car was manufactured in Japan by Toyota.
4. Why aren’t the exercises being finished on time?
5. Last year 2000 new units had been produced by the time we introduced the new design.
6. Casual clothes must not be worn.
7. $400 000 in profit has been reported this year.
8. The test will be given at five o’clock this afternoon.
9. Students are required to wear uniforms at all times.
10. This rumour must have been started by our competitors.
11. All work will have been completed by five o’clock this evening.
12. We were told to wait here.
13. Lunch was being served when we arrived.
14. Lectures are recorded and posted on the Internet.
15. Portuguese has always been spoken in this village.

Ex. 4. Rewrite the following active sentences using two passive forms, making the underlined words the subject. Omit the agent if it is not necessary.

Example: The company sent him a letter.

He was sent a letter by the company.

A letter was sent to him by the company.

1. They’ve just sent me a lot of junk mail.
2. The Credit Bank lent me two thousand pounds in 1999.
3. They gave each of the children a bottle of milk every day.
4. They showed us the sights of the city.
5. They will pay the workers £50 every Friday.
6. Someone had promised the children more food.
7. The magician told them the secret.
8. They offered her the job.
9. One of his uncles had taught him maths.
10. Someone gave the animal a lot of money.

Ex. 5. Match a first part (1–10) with a second part (a…j). Use all the parts.

| 1. A decision to strike was taken | a) with a penknife. |
| 2. This church was designed     | b) by beautiful grounds. |
| 3. I was shocked                | c) by a hunter with a rifle. |
| 4. He was shot                  | d) by some of the workers. |
| 5. He had been stabbed          | e) by Christopher Wren. |
| 6. His trousers were completely covered | f) with a stick. |
| 7. The house was surrounded     | g) by her rude behaviour. |
| 8. Her bedroom wall was covered | h) by a priest in a tiny little church. |
| 9. They were married            | i) with posters of her favourite singers. |
| 10. He used to be beaten.       | j) in oil. |

THE PASSIVE. “HAVE SOMETHING DONE”

- The passive pattern get/have +object+Past Participle is used to say that we have arranged somebody to do something for us.

I have my hair cut every month. – Мне стригут волосы каждый месяц.
I’m getting/having my house decorated at the moment.
You ought to get/have your blood pressure checked.

Note! “Get something done” is possible instead of “have something done” mainly in informal spoken English.

- We use **have** in the passive when something unpleasant happens. **Get** is much less common than **have** in these situations:
  
  I had my wallet stolen in the crowd.
  He had his car broken into last night.

- We use **get**, not **have**, when somebody else has to work on our behalf:
  One of these days I’m going to **get myself elected** onto the committee.

<table>
<thead>
<tr>
<th>Tense</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Simple</td>
<td>He has the house painted.</td>
</tr>
<tr>
<td></td>
<td>Does he have the house painted?</td>
</tr>
<tr>
<td>Present Continuous</td>
<td>He is having the house painted.</td>
</tr>
<tr>
<td>Past Simple</td>
<td>He had the house painted.</td>
</tr>
<tr>
<td></td>
<td>Did he have the house painted?</td>
</tr>
<tr>
<td>Past Continuous</td>
<td>He was having the house painted.</td>
</tr>
<tr>
<td>Future Simple</td>
<td>He will have the house painted.</td>
</tr>
<tr>
<td>Future Continuous</td>
<td>He will be having the house painted.</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>He has had the house painted.</td>
</tr>
<tr>
<td>Past Perfect</td>
<td>He had had the house painted.</td>
</tr>
<tr>
<td>Present Perfect Continuous</td>
<td>He has been having the house painted.</td>
</tr>
<tr>
<td>Past Perfect Continuous</td>
<td>He had been having the house painted.</td>
</tr>
<tr>
<td>Infinitive</td>
<td>He must have the house painted.</td>
</tr>
</tbody>
</table>

Ex. 1. **Complete the second sentence in these exchanges using the verb in brackets and any other words given. Use the causative form with have or get (have smth. done).**

Example: A: “Your hair looks nice”.
         B: “Thanks, I’ve just …”. (cut)
         B: “Thanks, I’ve just had it cut”.

1. A: “I’m finding it difficult to read small print nowadays”.
   B: “Why don’t you go and … ?” (eyes; test)
2. A: “What a lovely dress – where did you buy it?”
   B: “I didn’t. I … by the dressmaker down the road”. (make)
3. A: “My car’s been making some funny noises just lately”.
   B: “You should … ”. (service)
4. A: “Your hair looks different! What have you done to it?”
   B: “I … , that’s all”. (just; cut)
5. A: “This house is freezing”.
   B: “Yes, we need … ”. (central heating; install)
6. A: “The living room looks lovely”.
   B: “I’m glad you like it. We’ve …”. (just; redecorate)
7. A: “Why aren’t you wearing your watch?”
   B: “I … at the moment”. (repair)
8. A: “Oops! Sorry, I’ve spilt some wine on your trousers”.
   B: “Don’t worry. I was going to … anyway”. (clean)
9. A: “That tree is blocking the view from my front window”.
   B: “Well, you don’t expect me … , do you?” (cut down)
10. A: “I’ve got a terrible toothache”.
    B: “Well, why don’t you go and … ?” (that cavity; fill)

Ex. 2. Underline the correct form A, B, C or D to fill the spaces in 1–5.

1. Bill … before having his photo taken.
   a) cut his hair  
   b) got cut his hair  
   c) got his hair cut  
   d) got hair cut
2. … my PA phone for a taxi?
   a) Shall I had  
   b) Shall I have  
   c) Has she  
   d) Had I
3. … broken into while we were away on holiday.
   a) We had our house  
   b) Thieves had our house  
   c) It was our house  
   d) They have
4. Surprisingly, he … as chairperson.
   a) got himself elected  
   b) get himself elected  
   c) getting elected  
   d) has get himself
5. They … last week.
   a) get married  
   b) have married  
   c) get to marry  
   d) got married

Ex. 3. Put the following sentences into the passive voice using the causative form of have (have smth. done).

1. The maid cleans his room every day.
2. The chef cooked us a very special dinner.
3. The photographer has taken a photo of me.
4. They are building our house.
5. The dress-maker will make a beautiful dress for Judy.
6. The technician has been installing our new telephone line.
7. The agent published Mary’s book last year.
8. The photographer developed my photos.
9. My dentist took one of my wise teeth out.
10. He has fixed her television set.
11. She is brushing Peter’s hair.
12. They are decorating my brother’s room tomorrow.
Ex. 4. Complete each space in this text with a suitable word. The first (0) is given as an example.

to be, take, burgle, have (3), do, it, get/have (2), get(2), mend, spill

It’s been one of those days and it isn’t over yet. First of all, I had to take the car to the garage to have the brakes repaired (0). The car was in a bad enough state, but we … (1) had it damaged even more by some idiot as we were waiting at the traffic lights the other day. He bumped into the back of the car and we told him he would have to pay to … (2) the car … (3) and he said he would … (4) it paid for by his insurance company. I certainly hope he does. The mechanic told me I could’ve … (5) myself killed driving the car and that we should’ve … (6) the brakes checked months ago. I left the car at the garage, then went straight to the hairdresser to have my hair … (7). I wanted to have … (8) cut really short, so it took ages. After that, I had to take Bill’s suit to the dry-cleaner’s to … (9) it cleaned after he had had wine … (10) over it at the party last night. Next, I had to go to the supermarket. When I had finished, my bags were so heavy I had to … (11) them delivered to my house – and that cost more money. And the day isn’t half over yet. I’ve still got to have my photograph … (12) for a new passport – my old one … (13) stolen when we had our house … (14) a few months back. What a life! Things can’t get worse, can they?

Ex. 5. Translate into English, using the passive voice.

I

II
1. Во время экскурсии по городу нам показали завод, где производят сталь. 2. Со мной так никогда еще не разговаривали. 3. Книги, которые хорошо читаются, редко найдешь на полках библиотеки. 4. Объяснили ли вам, почему тогда не разрешили принять участие в соревнованиях? 5. Когда мы приехали в Киев, это здание было только что восстановлено. 6. В прошлом месяце, наконец, вышла книга, которую с таким нетерпением ожидали. Сейчас ее широко обсуждают в прессе. 7. Не говори таких вещей, а то над тобой будут смеяться. 8. Мне еще ничего об этом не говорили. 9. Ваш проект уже принят? − Нет, он все еще рассматривается. − Сколько же времени его уже рассматривают? 10. Вас уведомят по телеграфу, как только чертежи будут посланы. 11. Вчера ему предложили новую работу, а она ему не нужна. 12. Он включил радио.
Исполняли Наймана, фортепианный концерт. 13. Я не знал, кому меня представляют. 14. На приеме на профессора не обратили внимания, а вокруг его хорошенькой жены развели суету (make fuss of).

III


IV

1. Больного не будут оперировать без его согласия. 2. Телеграмма была принята поздно ночью, и, так как она была очень важной, капитана тут же разбудили и передали ему ее. 3. Факты, на которые ссылался свидетель, заинтересовали адвоката. 4. Было рассмотрено много различных маршрутов, а об этом даже не подумали. 5. Проект был в основном одобрен, но архитектору указали на отдельные недостатки. 6. Советую вам пойти на этот концерт: будут исполнены ваши любимые произведения. 7. Нам объяснили новое правило, затем продиктовали несколько примеров и дали упражнения для домашней работы. 8. Не беспокойтесь, о вашем багаже позаботятся, и он будет доставлен в номер. 9. Он не слышал, что в это время говорилось. 10. Мы узнаем, хорошо ли за ним смотрели. 11. Ему дали первоклассное образование.
### Unit III
MODAL VERBS

**MODAL VERBS AND THEIR EQUIVALENTS**

<table>
<thead>
<tr>
<th>№ п/п</th>
<th>Глаголы, времена глаголов</th>
<th>Оттенки значений</th>
<th>Возможные способы перевода; примеры</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>can − could be able (was/were able; win be able)</td>
<td>способность, умственная и физическая</td>
<td>(могу, умею; буду способен) e. g. 1. Tom can play the guitar. 2. Mary was able to climb to the top of the mountain. 3. When you graduate, you will be able to get a job.</td>
</tr>
<tr>
<td></td>
<td>can − could may − might</td>
<td>возможность (в силу обстоятельств)</td>
<td>(возможно, может быть) e. g. 1. It can get very not in July. 2. We could/might be a little late.</td>
</tr>
<tr>
<td>2</td>
<td>can − could may − might</td>
<td>возможность (благодаря разрешению)</td>
<td>(можно, разрешено) e. g. You can part your car here (informal). You may part your car here (formal).</td>
</tr>
<tr>
<td></td>
<td>can’t − couldn’t</td>
<td>удивление, уверенность в невозможности</td>
<td>(Неужели? Возможно ли? Не может быть). e. g. He can’t be sleeping now. He couldn’t be talking on the phone.</td>
</tr>
<tr>
<td></td>
<td>may − might be allowed (was/were allowed; win be allowed)</td>
<td>разрешение</td>
<td>(можно, разрешено) e. g. 1. You may use the phone (formal). 2. Was he allowed to go out alone last night?</td>
</tr>
<tr>
<td>№ п/п</td>
<td>Глаголы, времена глаголов</td>
<td>Оттенки значений</td>
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</tr>
</tbody>
</table>
| may – might | просьба | (могу…, возможно, может быть…) | e. g.  
May I have some water? (formal)  
Might I trouble you for some sugar? (very polite request) |
| may – might | неуверенность, предположение | (могу…, возможно, может быть…) | e. g.  
1. Where’s Bob?  
- I’m not sure, he may be in his office.  
2. Be careful of that dog. He might bite you. |
| must – had to – win have to | моральный долг, обязанность, необходимость | (должен, обязан) | e. g.  
1. You must attend the meeting.  
2. Why does Tim have to work hard? |
| must | запрет | (нельзя, не должен) | e. g.  
You mustn’t use this phone. |
| must | уверенность | (должно быть) | e. g.  
He must be at home I am sure. |
| have (have got) | необходи́мость в силу обстоятельств | (должен, вынужден) | e. g.  
1. I never remember his address.  
2. I always have to look it up.  
3. He had to take a taxi to catch the train. |
| be to (was/were) | необходимость по договоренно- сти, плану или приказу | (должен, нужно, предстоит) | e. g.  
1. The plane is to land at 4:10.  
2. She was to be operated on heart. |
| should, ought to | совет, рекомендация, обязанность, вероятность | (должен, следует) | e. g.  
1. You should give him all possible support.  
2. It was a great party last night. You ought to have come. |
| doesn’t need, needn’t, don’t have to, shouldn’t, ought not to | отсутствие необходимости | (не нужно, не следует, не следовало, не должен) | e. g.  
1. I promise. I’ll be on time.  
I don’t have to be late.  
2. You needn’t write to him, for he’ll be here tomorrow.  
3. You shouldn’t stay up too late: you’ll be tired tomorrow. |
CAN, COULD, BE ABLE TO

Ex. 1. *Read and translate into Russian.*

1. I know you can do it because you have the courage.
2. She gave Mary the names of several friends, whom she could trust.
3. Warm thoughts can fill the day with sunshine.
4. – Can I keep your CD till Sunday?  
   – You can’t, it is not mine.
5. Good advice can be given, good name cannot be given.
6. Mr. Marshall is busy this week, but he will be able to see you next week.
7. Angela could speak French when she was 4, she can do it now and she will be able to speak it perfectly in some years.
8. Can you drive? Could you drive us to the school? 
9. There was no traffic and we could cross the street quietly.
10. Do you think one day people will be able to travel to the stars?
11. Can you believe the girl? Can it be true?
12. The car fell down into the river. The driver was able to get out but the passengers sunk.
13. My cousin couldn’t do it. I don’t believe it.
14. It can’t be a joke. He means it.

Ex. 2. *Fill in the gaps using “can, can’t, could, couldn’t, be able to.”*

1. No more for me, thanks. I … eat another thing.
2. Who is that outside? It … be the policeman – he has already been here.
3. We loved the cake. … you give us the recipe for it?
4. I’ll get a car of my own as soon as I … drive
5. He promises he … inform us of the turn of events in future.
6. Sometimes gossiping … be a real pleasure.
7. He … sell his car unless he reduces the price.
8. My aunt … tell fortunes from tea leaves.
9. I said that I … run fast when I was young.
10. In six months he … go on an excursion to the Art Museum.

Ex. 3. *Translate into English.*

1. Она никогда не может прийти вовремя.
2. Петр посоветовался с отцом, и тот смог дать ему дельный совет.
3. К счастью, люди сумели предотвратить эту катастрофу.
   Вы сможете принять участие в концерте завтра? – Конечно, с удовольствием.
5. Вряд ли он мог сделать такую ошибку.
7. Я не смогу поверить тебе, пока ты не покажешь это письмо.
8. Не может быть, чтобы они заметили нас. Мы были слишком далеко.
9. Неужели она все еще говорит по телефону?
10. Говорите, пожалуйста, громче. Я ничего не слышу.
11. Если погода не изменится, мы не сможем поехать на пикник в воскресенье.
12. Несмотря на трудности, он сумел добиться много.

**MAY (MIGHT), BE ALLOWED TO**

Ex. 1. *Read and translate into Russian.*

1. At least you might phone your parents more often.
2. I must check my diary. I may have a prior engagement.
3. He who falls today may rise tomorrow.
4. Fashions may be changing, but style remains.
5. May each day bring you closer to better health!
6. We knew that it might be tough to ask the necessary question.
7. I thought you might discover it accidentally during your last visit.
8. I’m afraid it may turn out to be hopeless.
9. However kind he may be, we cannot count on it.
10. Though he may live to be a hundred, he will never learn to be patient.
11. Whatever may happen, life will still go on.
12. – Why do you think the driver was fined?
    – He may have jumped the red light.
13. You might have consulted with the experts before signing a contract.
14. They will be allowed to join the sports section as soon as they are through with their medical examination.
15. He is not allowed to swim in that river.

Ex. 2. *Answer the questions, using may, or might according to the example.*

**Example I:** Are you going to New York this spring?
   I may go but, I’m not sure.

**Example II:** Tom was in the house at that time
   Why didn’t he answer the door-bell?
   He might be in the house, but I’m not sure.

1. I haven’t seen Steve for a week. Is he ill?
2. Are you going to postpone the meeting with the clients?
3. Will Mr. Brown come to the conference on Monday?
4. Is John strong enough to do the work?
5. Will they arrive tomorrow?
6. Will the weather be better next week?
7. Where are the students? Are they at the lecture?
8. Are you going to look at his painting?
9. Shall I buy this book for Tim?
10. Did you see Ann yesterday?
11. Did she feel well yesterday?
12. I can’t find George anywhere. Did he go shopping?
13. Do you think she saw you?
14. Was Ann invited to the party?

Ex. 3. Translate into English using “may, might”.
1. Возможно, он ожидает от них письмо уже целый месяц.
2. Не забудь взять зонт. Возможно, днем будет дождь.
4. Вы можете проводить Мери на вокзал?
5. Позвони Нику. Он, возможно, уже видел этот фильм.
6. Вы могли бы ей тогда помочь.
7. Может быть, когда-то он был хорошим певцом.
8. Ты могла бы сообщить мне о своем приезде. Я бы встретил тебя.
9. Может быть, он забыл о нашей встрече.
10. Она, может быть, ничего не знает об этом.
11. Возможно, он оставил тебе записку, а может быть, он еще позвонит.
12. Она могла бы его навестить, когда он болел.

**MUST, HAVE TO, HAD TO, WILL HAVE STO**

Ex. 1. Rewrite these sentences in past simple and future simple; translate into Russian.

1. While mother is absent, I must cook our meals.
2. They must take the 9.00 train if they want to arrive in time.
3. We must buy the tickets for the performance in advance.
4. After landing, you must stay in your seat, until the plane has come to a stand-still.
5. You must take a porter to help you with the luggage.
6. They must wait for his call until the morning.
7. The shops here don’t deliver. We must carry everything home ourselves.
8. I promise, I must be on time; I mustn’t be late.
9. He must take two exams this week. – Must I send the fax and write the contract today?
10. You needn’t send the fax, but you certainly must write the contract.
11. George must call his insurance agent today.
12. Mrs. Kinsey has to pass an exam before she practice law.
Ex. 2. Fill in the gaps with “mustn’t, needn’t, don’t, have to, didn’t have to”.

1. You … be late for your job interview.
2. – Shall I wash the dishes for you? – No, you … do that. I’ll do them later.
3. You … drive fast, we have plenty of time.
4. You … interrupt when somebody is speaking.
5. One … park near a zebra crossing.
6. Kate … make lunch when she come home because her husband had already done it.
7. She … go to the clinic at once because the doctor is coming here.
8. The students … speak Russian at the English lesson.
9. I’m sorry I … tell you this, but you leave me no alternative.
10. You … drive a car without a license.
11. You … take your bag into the building.
12. We … go shopping, this week. We’ve got plenty of food.
13. I ran all the way to work, but I … have hurried.
14. You … bring your umbrella after all. It hasn’t rained.

Ex. 3. Choose “must or can’t” (Probability).

1. Why is that man looking around like that? He … be lost.
2. That woman … be a doctor! She looks far too young.
3. The food is really good at that restaurant. They … have a great chef.
4. Judie … have much money or she would buy a new car. Her old one is falling apart.
5. What a lot of lovely flowers you have! You … really like gardening.
6. David … drink a lot of coffee. He’s finished two packets already this week.
7. Her life … be easy. She has four children and very little money.
8. This bill … be right! 50 dollars for two cups of coffee.
9. Emma’s amazingly good at the piano. She … practise a lot.
10. The car in front is driving so slowly, that I think they … be looking for something.
11. You’ve already eaten enough for three people. You … still be hungry.
12. It only takes three hours to fly from London to Sydney? That … be correct.

Ex. 4. Combine “must” with the proper form of the Infinitive in brackets.

1. When I got up this morning, the kitchen was spotless. Lily must (tidy) it before she went to bed last night.
2. What an amazing kitchen you’ve got! You must (like) cooking.
3. It must (rain) a lot in the night. There are puddles everywhere.
4. Jimmy and Lousi must (be) very tired. They have a new baby.
5. When Lucy got home, she found the ice-cream had melted. It must (be) too hot in the car.
6. All my plants must (be) dead! I forgot to water them before I went on holiday.
7. Sarah couldn’t find her glasses. She thought she must (leave) them at her office.
8. When Lizzie got home yesterday, there were flowers on the table. Her husband must (buy) them.
9. You must *(practice)* a lot before you gave your speech. It was really good.
10. That woman drives a very expensive car. She must *(have)* a lot of money.
11. Your father must *(be delighted)* when he had won 500 dollars in the football pools.
12. The ancient Egyptians must *(know)* how to read and write.
13. Portugal is a delightful country, so Barbara must *(enjoy)* her holiday there.
14. Michael has got a good tan. He must *(spend)* his holidays in the south.
15. At the time of Christ the Pyramids must *(be)* 4,000 years old.
16. They must *(hear)* that John was in London.

**Ex. 5. Ask questions to the following sentences with “have to” as a modal verb.**

1. He had to raise his voice to be heard through the rising storm.
2. You will have to say it to his face.
3. Just think of the arrangements that have to be made.
4. He had no choice.
5. Mary had to invent a story to escape from the house.
6. It was something she had to agree to.
7. Mr. Bucket has to support his elderly parents.
8. She had too study hard last year.
9. I’ll have to go out and greet the guests.
10. They had to turn to a private detective.
11. You will have to get rid of that habit.
12. A man was slightly, injured in the accident, but he had to go to the hospital.

**NEEDN’T DO, DIDN’T NEED, NEEDN’T HAVE DONE**

*Need I do it? – Надо ли мне делать это?*
*You needn’t do it. – Не нужно … и не делали.*
*You needn’t have done it. – Незачем было делать, а сделали.*

1. В отрицательных предложениях выражает ненужность, бессмысленность каких-либо действий. В сочетании с perfect infinitive показывает, что было совершено ненужное действие.
   *She needn’t have bought such an expensive dress. (It wasn’t necessary, but she bought it)*
2. *Needn’t do, didn’t need do* – показывает отсутствие необходимости что-либо делать.
   *That shirt isn’t dirty. You needn’t wash it. (It wasn’t necessary for you to wash it, so you didn’t wash it.)*

**Ex. 1. Fill in the gaps with “didn’t need to” or “needn’t have done” and translate into Russian.**

1. You … *(to rush)*. You could have taken your time.
2. Mary … *(to stay)* at a hotel. She could have stayed with her sister.
3. I … (buy) any food, so I didn’t go to the super-market.
4. I ran all the way to work, but I … (to hurry).
5. Steve … (to go) to college on Monday. He works in the library at that time.
6. A: Shall I wash the dishes for you? – No, you … (do) that. I’ll do them later.
7. He … (to sell) his car as he won some money in a lottery.
8. You … (tell) anybody else. You can keep this a secret between ourselves.
9. Help yourself if you’d like something to eat. You … (to ask) first.
10. You … (finish) the work if you are to leave, it can wait.
11. Need I tell you that you … (take) so much trouble?
12. Service is included. You … (leave) a tip.

Ex. 2. Translate into English using “need”.

1. Тебе незачем делать это сейчас. Ты можешь сделать это и завтра.
2. Ему незачем было продавать свое пианино.
3. Они теперь не могут спать. Им не нужно было смотреть фильм ужасов.
4. Вам не обязательно звонить мне: я не забуду о своем обещании.
5. Если тебе не хочется, то незачем ехать с нами.
6. Напрасно я брала сегодня зонтик. Дождя так и не было.
7. Вам не нужно беспокоиться. Все будет хорошо.

TO BE

Употребляется в present simple и past simple.

1. Если после “to be” употребляется perfect infinitive, то это значит, что ожи-даемое действие не осуществилось.
   He was to have arrived yesterday, but he didn’t. – Он должен был приехать вчера, но его нет.

2. В отрицательном предложении “to be” обозначает нечто неизбежное.
   They parted and he was never to see her again. – Они расстались, и ему больше не суждено никогда увидеть ее.

3. Приказание, инструкции:
   You are to report to the captain. – Вы должны сообщить капитану.

Ex. 1. Ask questions to the following sentences, using the words in brackets.

1. We are to decide it right now. (When).
2. The Government was to have reduced inflation. (Who).
3. The museum is to open in two weeks. (When).
4. He was to write a report on this problem by Tuesday. (Who).
5. He told me the film was to be dubbed later. (What).
6. The chairman is to address the conference. (Who).
7. He is to sign 2 contracts. *(How many).*
8. My friends are to stay in Rome for a week. *(Where, how long).*
9. Some of them were to dine with us next day. *(Who).*
10. Nick was to meet her at the station. *(Where).*

**Ex. 2. Fill in the gaps with “to be to”, or “to have to”.
**

1. After ten days he told me I … to go back to London.
2. If you go to a dentist with a private practice you … to pay him quite a lot of money.
3. I … to wear glasses as my eyesight is very weak.
4. She … to send a telegram because it was too late to send a letter.
5. The next day the family to leave for the railway station.
6. If I don’t pass the exam, I take it again.
7. He to do the work all over again?
8. My friend stay in bed for a week.
9. Mary and John to marry in August.
10. I to cook dinner after work.
11. The car broke down so I to go by bus.
12. What we to do?
13. You work hard nowadays to make a living.
14. Nothing to be done.

**SHOULD (ought to)**

**Ex. 1. Give advice using “should”.
**

1. My eyes are tired.
2. Mr. Snow has gone bankrupt.
3. I caught a cold last week.
4. This is my fifth cup of coffee this evening.
5. They quarreled last night.
6. He doesn’t want to give up smoking.
7. His friend is often late for classes.
8. She wants to know English.
9. Mr. Brown is going on a journey round the world.
10. You need more rest after your hard work.
11. He doesn’t get on well with his boss.
12. I’m afraid you will miss the train.

**Ex. 2. Write sentences expressing criticism with should, shouldn’t (Some are present, some are past).
**

*Example: Mary feels sick. She ate too much. – She shouldn’t have eaten so much.*

*(Ей не следовало есть так много).*
1. Paul didn’t do his homework.
2. Ann borrowed his brother’s car without asking.
3. He crossed the street under the red light.
4. We forgot to leave a message for her.
5. I did not explain to her how to get here.
6. I haven’t seen the film, and now it is no longer on.
7. They lost the match.
8. You missed a party last night.
9. She spent the whole night at the disco club.
10. There were no free tables when we got to the restaurant.
11. The secretary didn’t pass the letter to her boss.
12. It’s a pity you didn’t phone your friend.

Ex. 3. Translate into English using “should/ought to”.

1. Тебе следовало бы знать об этом.
2. Вам не следовало бы вмешиваться в их дела.
3. Я не думаю, что вы должны разговаривать с ним так.
4. Ей следовало бы обратить внимание на свое здоровье.
5. Тебе следует все мне рассказать, тебе не следует скрывать правду.
6. Я считаю, что мне следует отказаться от этой идеи.
7. Следует ли мне быть откровенной с ним?
8. Тебе следует следить за своим весом.
9. Почему он должен хвалить твою работу?
10. Вам следовало бы посетить эту выставку раньше.

**OUGHT TO**

Ex. 1. *Put the following sentences into the Past Tense and translate into Russian.*

1. You ought to get here by 9 o’clock.
2. I suppose I ought to pay the money.
3. He ought not to speak like that.
4. Mr. Brown ought to tell you about this before you do the exercise.
5. You ought to write to her as soon as you can.
6. There’s a fine sunset; it ought to be a fine day tomorrow.
7. Jan’s team ought to win the match tomorrow.

Ought to – имеет только одну форму. Выражает моральную необходимость совершения действия. На русский язык переводится словами «должен, должен был, следует, следовало бы».

*I suppose I ought to confiscate it, but I hate to treat an officer in that way.* – Я полагаю, мне следовало бы конфисковать это, но я терпеть не могу так обращаться с офицером.
Ought в сочетании с perfect infinitive указывает на то, что желаемое действие не было осуществлено в прошлом.

*He ought to have done this work.* – Ему следовало бы сделать эту работу.

**Should** – выражает совет, субъективную необходимость совершения действия. На русском языке переводится словами «должен, следует». Имеет только одну форму should.

*The instructions should be written in clear language.* – Эти инструкции должны быть написаны четко.

<table>
<thead>
<tr>
<th>Сравните</th>
<th>Обратите внимание</th>
</tr>
</thead>
<tbody>
<tr>
<td>You should do it. (Вам следовало … (теперь)).</td>
<td>You should have done it. (Следовало сделать, а вы не сделали).</td>
</tr>
<tr>
<td>You should have done it. (Вам следовало бы … (раньше)).</td>
<td>You should not have done it. (Не следовало делать, а вы сделали).</td>
</tr>
<tr>
<td>You shouldn’t have done it. (Вам не следовало … ).</td>
<td></td>
</tr>
</tbody>
</table>

**SHALL, WILL, WOULD**

**Shall** is used:
1. С 1-м и 2-м лицом при обращении к собеседнику за распоряжением

*Where shall we wait for you?* – Где нам ждать вас?
2. Со 2-м и 3-м лицом с оттенком обещания, приказания, угрозы, предостережения

*You shall have the books tomorrow.* – Вы получите книги завтра.
3. Со 2-м и 3-м лицом с оттенком долженствования

*Payment shall be made within three days of the arrival of the cargo.* – Платеж должен быть произведен в течение 3-х дней после прибытия груза.

**Shall** употребляется со 2-м и 3-м лицом ед. и мн. числа в договорах, контрактах и других документах и имеет оттенок долженствования в будущем времени. На русский язык часто переводится «должен» с инфинитивом.

*The Buyers shall have the right to inspect the goods during their manufacture.* – Покупатели должны иметь право осмотреть товар в процессе его производства.

<table>
<thead>
<tr>
<th>Will</th>
<th>Would</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Случаи употребления</strong></td>
<td></td>
</tr>
<tr>
<td>1. Желание, намерение: I will go there with pleasure: Я с удовольствием пойду туда.</td>
<td>1. Для выражения упорного нежелания сделать что-либо в прошлом: He tried to persuade me but I would not listen to him. – Он старался убедить меня, но я не хотела слушать его.</td>
</tr>
<tr>
<td>2. Для выражения просьбы: Will you open the window? Откройте окно, пожалуйста.</td>
<td>2. Для выражения просьбы: Would you tell me the time, please?</td>
</tr>
</tbody>
</table>
Will Would

3. Нежелание, отказ совершить какое-либо действие в настоящем или прошлом, в отрицательной форме:
This knife won’t cut. We must ask someone to sharpen it. = The window won’t open. – Окно не открывается.

3. Для выражения повторяющегося действия в прошлом:
In the evenings they would listen to her stories. – По вечерам они, бывало, слушали ее рассказы.

Ex. 1. Choose the correct answer for each blank.

1. You … eat so much chocolate. It’s not good for you.
   a) don’t have to    b) must    c) shouldn’t
2. I … talk already before I was two years old.
   a) could    b) should    c) would
3. I … move the table. It was too heavy.
   a) couldn’t    b) mustn’t    c) shouldn’t
4. If you continue to practice so hard, you … beat me before too long!
   a) can    b) could    c) will be able to
5. … you help me move this table?
   a) can    b) may    c) shall
6. I … help you, but I don’t want to.
   a) can    b) could    c) would
7. I’m in terrible shape! I … exercise more.
   a) should    b) must    c) have to
8. This computer’s not working. It … have been damaged by the thunderstorm.
   a) could    b) might    c) must
9. You … always try reinstalling Windows, that might work if the disk corrupt.
   a) would    b) have to    c) can
10. When she was young, she … play tennis, every single day, rain or shine.
    a) should    b) could    c) would
11. I … not do that if I were you!
    a) might    b) could    c) would
12. He’s got a lung problem and he … go to hospital every two weeks.
    a) may    b) must    c) have to
13. The weather is fine today. You … close the window.
    a) must    b) needn’t    c) mustn’t
14. You feel bad. You … go to see a doctor.
    a) need    b) must    c) can
15. I want you to obey me. You … do exactly as she says and make no noise.
    a) must    b) are to    c) have to
16. I’m going to an interview tomorrow. I … iron my shirt.
    a) should    b) must    c) be to
17. I … have left the door unlocked; John had a key.
   a) didn’t have to  b) needn’t  c) mustn’t
18. There’s a fine sunset; it … to be a fine day tomorrow.
   a) might  b) have to  c) ought
19. I really think you … see a doctor
   a) need  b) have  c) should
20. Do you want me to wait for you? No, it’s okey. You … wait
   a) must’t  b) needn’t  c) shouldn’t
21. How much money … I to bring?
   a) shall  b) need  c) must
22. Kate likes to relax in the evenings, but sometimes she has a meeting she … to go to.
   a) should  b) has  c) need
23. Write down two things that you feel you really … do, but you don’t do because you never have the time.
   a) can.  b) should  c) have
24. In this office you … wear a tie, it’s not necessary.
   a) don’t need  b) don’t have to  c) can’t
25. He is very rich. He … work for a living
   a) oughtn’t  b) mustn’t  c) doesn’t have to
TENSE CHANGES IN REPORTED SPEECH

When the introductory verb (глагол в главном предложении, вводящий прямую речь) is in the present tense, there is no tense change in the indirect statement.

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack says, “She knows the answer”.</td>
<td>Jack says (that) she knows the answer.</td>
</tr>
<tr>
<td>Anna says, “We are leaving tonight”.</td>
<td>Anna says (that) we are leaving tonight.</td>
</tr>
<tr>
<td>Bob says, “I have read the story”.</td>
<td>Bob says (that) he has read the story.</td>
</tr>
<tr>
<td>Sue says, “They told the truth”.</td>
<td>Sue says (that) they told the truth.</td>
</tr>
<tr>
<td>Jim says, “I was thinking about it”.</td>
<td>Jim says (that) he was thinking about it.</td>
</tr>
<tr>
<td>Greg says, “Dad will speak to you”.</td>
<td>Greg says (that) dad will speak to me.</td>
</tr>
<tr>
<td>Paul says, “He can swim here”.</td>
<td>Paul says (that) he can swim here, etc.</td>
</tr>
</tbody>
</table>

If the introductory verb is in the past simple, the verb in the reported statement must be changed.

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
</table>
| Present Simple
Jack said, “She knows the answer”. | Past Simple
Jack said (that) she knew the answer. |
| Present Continuous
Anna said, “We are leaving soon”. | Past Continuous
Anna said (that) we were leaving soon. |
| Present Perfect
Bob said, “I have read the story”. | Past Perfect
Bob said (that) he had read the story. |
| Past Simple
Sue said, “They told the truth”. | Past Simple/Past Perfect
Sue said (that) they (had) told the truth. |
| Past Continuous
I said, “He was thinking about it”. | Past Continuous/Past Perfect
Continuous
I said (that) he was/had been thinking about it. |
Direct Speech | Reported Speech
---|---
**Past Perfect**<br>**Matt said, “I had read this book”**. | **Past Perfect (no change!)**<br>**Matt said (that) he had read this book**.

**Past Perfect Continuous**<br>**Ted said, “I had been doing it all day”.** | **Past Perfect Continuous (no change!)**<br>**Ted said (that) he had been doing it all day**.

**Future Simple**<br>**Greg said, “Dad will speak to you”**. | **Future in the Past**<br>**Greg said (that) dad would speak to me**.

**Note!** Sometimes we do not change the tense of the verb after an introductory verb in the past:
- When the statement reports a **historical fact** or **general truth**.
  
  _He said (that) Sweden is in northern Europe. She said (that) snow is white._
- When the indirect statement is given **very soon after** the original statement.
  
  “I need some rest”.
  “What did you say?”
  “I said I need some rest”.
- Past tenses used in time clauses **do not normally change**.
  
  _He said: “We saw that strange man when we were driving home”. He said (that) they had seen that strange man when they were driving home._

**ADDITIONAL CHANGES IN REPORTED SPEECH**

1. **Pronouns and possessives** change to the second or third person except when the speaker is reporting his own words.
   
   a) _Kate said: “I like my new bicycle”. 
   
   Kate said _she_ likes _her_ new bicycle.
   
   (Another speaker is reporting Kate’s words.)
   
   b) _I said I like my new bicycle_.
   
   (Kate is reporting her own words.)

2. **Demonstrative pronouns** (указательные местоимения) **this, that, these, those** usually change to **the**, but when **this, these** are used in time expressions, they change to **that, those**.
   
   _this month – that month_
   
   _these days – those days_

   **Demonstrative adjectives** **this, these** also change to **that, those**:
   
   _She said: “I want this one”._
   
   _She said I want that one._

3. **Certain words and time expressions.**
   
   **now** _теперь_  
   
   **today** _сегодня_  
   
   **then** _тогда, at that time в то время_  
   
   **that day** _в тот день_
<table>
<thead>
<tr>
<th>English</th>
<th>Russian</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>tonight</strong></td>
<td>сегодня вечером</td>
</tr>
<tr>
<td><strong>yesterday</strong></td>
<td>вчера</td>
</tr>
<tr>
<td><strong>tomorrow</strong></td>
<td>завтра</td>
</tr>
<tr>
<td><strong>the day after tomorrow</strong></td>
<td>на следующий день</td>
</tr>
<tr>
<td><strong>in an hour</strong></td>
<td>через час</td>
</tr>
<tr>
<td><strong>this week</strong></td>
<td>на этой неделе</td>
</tr>
<tr>
<td><strong>last week</strong></td>
<td>на прошлой неделе</td>
</tr>
<tr>
<td><strong>next week</strong></td>
<td>на будущей неделе</td>
</tr>
<tr>
<td><strong>next Friday</strong></td>
<td>в будущую пятницу</td>
</tr>
<tr>
<td><strong>two days ago</strong></td>
<td>два дня тому</td>
</tr>
<tr>
<td><strong>here</strong></td>
<td>здесь</td>
</tr>
<tr>
<td><strong>come</strong></td>
<td>приходить</td>
</tr>
</tbody>
</table>

4. **Modal verbs.**

- **can**       could
- **may**       might
- **will**      would
- **shall**    should *(asking for advice)*
- **must**     had to *(when it expresses necessity)* or doesn’t change *(when it expresses logical assumption)*

*Would, could, might, ought to, had better and mustn’t* do not change.

5. **Conditional sentences.**

In Type 1: in *if*-clause the present simple becomes past simple; in the main clause will becomes would.

- *He said: “If I do exercises I’ll become healthy”.*
- *He said if he did exercises, he’d become healthy.*

In Type 2 and Type 3: no changes in reported speech.

**Reporting Statements**

*Say* and *tell* are usually used to introduce indirect statements. However, other words can be used too.

- **announce**    объявлять, извещать
- **answer**      отвечать
- **complain**    жаловаться
Reporting Yes/No Questions

Yes/No Questions are reported with *if*, *whether* or *whether not* (союзы, имеющие значение частицы *ли*). The word order in the indirect statement is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;if&quot;, &quot;whether&quot;</td>
<td>subject</td>
<td>verb</td>
<td>remainder of the sentence</td>
<td></td>
</tr>
</tbody>
</table>

*He asked, “Are you students?”*  
*a) He asked if we were students.  
b) He asked if we were students.  
c) He asked whether we were students or not.*

Instead of *ask* as an introductory verb, the following may be used:

- want to know  
- inquire  
- wonder

Reporting Yes/No Answers

Yes/No Answers are expressed by *subject + appropriate auxiliary verb*.

*a) He asked, “Are you going to Kiev?” and she answered, “Yes”.  
*He asked if she was going to Kiev and she answered, she was.*  
b) He asked, “Are you meeting him soon?” and I answered, “No”.  
*He asked if I was meeting him soon and I answered, I was not.*

Reporting Special Questions  
(Вопросы, начинающиеся с вопросительного слова)

When reporting special questions, the word order in the indirect statement is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>question word</td>
<td>subject</td>
<td>verb</td>
<td>remainder of the sentence</td>
<td></td>
</tr>
</tbody>
</table>
a) He asks me, “What book has she read since Monday?”
He asks me what book she has read since Monday.
b) He asked me, “What places have you visited?”
He asked me what places I had visited.

Reporting Commands

When reporting commands, the word order in the indirect statement is as follows:
  a) Sit down! – She told me to sit down.
  b) Don’t sit down! – She told me not to sit down.

In addition to tell sb. (велеть, сказать) the following words are often used to introduce commands.

order sb.  приказывать
command sb.  командовать, управлять
warn sb.  предупреждать
direct sb.  приказывать, указывать

The police officer said, “Move back!”
The police officer commanded us to move back.

Reporting Requests

  a) She said, “Could you tell me the time, please?”
He asked me to tell the time.
  b) He said, “Will you help me with my bag?”
He asked me to help with his bag.

Reporting Exclamations

“What a terrible day!”
He said it was a terrible day.

Ex. 1. Reporting Statements. Change the following statements to indirect speech.

Example: a) They say, “The weather is nice today”. – They say (that) the weather is nice today.
  b) They said, “The weather is nice today”. – They said (that) the weather was nice that day.

1. The administrator says, “The press conference is taking place now in the main hall”.
2. My brother has said, “Lucie will come on Monday”.
3. The students say, “We had two tests last week”.
4. Her daughter said, “I am not listening to music now”.
5. My friend said, “I have visited all these places”.
6. Tom said, “I am a first year student now”.
7. Not long ago she said, “I have not been speaking to this man since yesterday”.
8. Susan said, “I was in the library two days ago”.
9. The boy said, “I was not watching TV in my home at 8 o’clock”.
10. The teacher said, “She has been writing since early morning”.
11. He said, “They will visit you next Friday”.
12. He said, “I will be leaving my home at 10 o’clock tonight”.
13. He said, “They will have done everything by the time you come”.
14. Kate said, “When we were driving home, we saw them crossing the street”.
15. The pupils say, “The text we have studied includes many exceptions”.
16. The child said, “My mom has been taking care of my dog”.

Ex. 2. Reporting Yes/No Questions. Report the following questions in indirect speech.

Example: She asked, “Is anybody home?” – She asked if anybody was home.

1. John asked, “Has anybody seen the film?”
2. He asked, “Are you listening to music now?”
3. She asked, “Have you been working hard on this problem?”
4. She asked, “Were you in the library yesterday?”
5. He asks, “Does she work now?”
6. He asks, “Has she been reading this book since Monday?”
7. Jane asked, “Can anybody tell me what you have been discussing all this time?”
8. He asked, “Will you be at Nick and Carol’s party tonight?”
9. “Have you visited the National Museum?” she asked me.
10. “Will you be travelling by train?” she asked me.
11. “Do you know the way to the Opera House?” I asked her.
12. “Do you know the way to the Opera House?” a man asked her.
13. “Do you have to leave at 10.00?” my mum asked me.
14. “Would you come with me to the station?” I asked her.
15. “Do you have any idea what time the next bus leaves”, my sister asked.

Ex. 3. Reporting Yes/No Answers. Report the following questions and answers in indirect speech.

Example: Lucy asked, “Are you busy now?” and I answered “No”.

Lucy asked me if I was busy at that time and I answered, I was not.

1. He asked, “Are you a secretary?” and she said, “Yes”.
2. He asked, “Do you know the password for his computer?” and she said, “No”.
3. He asked, “Were you in the office when Pete checked the computers?” and she said, “Yes”.
4. He asked, “Has Jack ever changed any records on this computer?” and she said, “Yes”.
5. He asked, “Did you tell Pete about it?” and she said, “No”.
6. He asked, “Did you see his records?” and she said, “No”.
7. The child asked, “Will you buy me an ice cream?” and his mother said “No”.
8. They asked, “Have you seen Chris, by any chance?” and I said, “Yes”.

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9. She asked, “Is it your seat?” and the boy answered, “Yes.”
10. The teacher asked, “Are you ready for today?” and we said, “Yes”.
11. John asked, “Is there anybody from Spain?” and I said, “No.”
12. My father asked, “Are you going to the theater today?” and we said, “Yes”.
13. He asked, “Is it too late to visit her?” and I said, ”No”.
14. Her friend asked, “Was it possible to pass the exam with excellent mark?” and she said, “No”.
15. I asked, “Is this the nearest shopping mall?” and he said, ”Yes”.

Ex. 4. Reporting Special Questions. Report the following questions in indirect speech using words in brackets as introductory verbs. The questions were asked by Mr. Smith.

Example: What islands does the United Kingdom of Great Britain consist of?
(wanted to know)
Mr. Smith wanted to know what islands the United Kingdom of Great Britain consists of.

1. What is a Cockney? (wanted to know)
2. How many examples of British individualism can you find in this chapter? (wondered)
3. Why doesn’t Britain have a written constitution? (asked)
4. Where would an MP of the Scottish Nationalist Party probably sit in the House of Commons? (wanted to know)
5. What are the main differences between the legal system in your country and that of Britain? (inquired)
6. How can banking be such an important part of the British economy when some British people don’t even have bank accounts? (wanted to know)
7. How long does it take to get to the city centre? (wondered)
8. What do you think of the hotel food? (asked)
9. How much did you pay to stay in the student hostel? (wondered)
10. What do you think of the film? (asked)
11. Where’s the projector? (wanted to know)
12. What time does the lecture finish? (wondered)
13. How long do we have to wait? (asked)
14. What time does her plane arrive? (wanted to know)
15. What is the capital of Australia? (asked)

Ex. 5. Reporting Commands. Report the following sentences in indirect speech.

Example: The teacher said, “Calm down!”
The teacher told him to calm down.

1. The army captain said, “Don’t shoot!”
2. The police officer said, “Put your hands over your head!”
3. The flight attendant said, “Fasten your seat belts!”
4. The teacher said, “Don’t use your dictionaries!”
5. The doctor said, “Take this medicine three times a day.”
6. The firefighter said, “Don’t go near the house, it is dangerous!”
7. He said, “Don’t touch that wire!”
8. The professor said, “Listen to me and make notes!”
9. “Don’t stare at me like that!” he said.
10. “Work harder!” mother asked me.
11. Mother said, “Don’t make a mess!”
12. She said, “Please, hurry up! We’ll be late!”
13. The teacher said, “Don’t forget to learn these words by heart!”
14. She said, “Take an umbrella. It must be raining.”
15. Jane said, “Take care of yourself!”

Ex. 6. Report the following short dialogues in indirect speech.

Example: “Let’s play chess”, said Nick. – Nick suggested playing chess.
“All right”, said Pete. – Pete agreed.
“Oh, no”, said Mike. – Mike refused.

1. “Let’s play badminton”, said Nina. “All right”, said Mike. “I like to play badminton very much”. 2. “Let’s run a race”, said Bill. “No”, said Jack. “I hurt my foot three days ago and now I cannot run”. 3. “Will you show me your new flat?” said Tom. “Of course”, said Becky. “Come to our place tomorrow”. 4. “I shall go to see my friend tomorrow”, said Kate. “Will you come with me?” “Yes, I shall”, said Pete. “I want to see your friend”. 5. “Does your friend always come to school so early?” said Victor. “No”, said Mary. “She came so early this morning because she is on duty today”. 6. “There is a new film on at our cinema”, said Lena. “Let’s go and see it”. “No, I can’t”, said Mike. “I shall be busy”. 7. “What shall we do with Nick?” said Ann. “He has got a bad mark again”. “Let’s help him with his Russian”, said Pete. “I am sure we can do it”. 8. “Have you got a Russian-English dictionary?” he asked me. “Can you let me have it for this evening? I must do some very difficult translation”. “All right”, said I. “I won’t need it tonight”. 9. “Let’s meet at the monument to Pushkin in the Square of Arts at five o’clock if it is convenient for you”, I said. “All right”, he answered, “I shall be there”. 10. “I’ll be waiting for you?” John said. And I said, “All right, then. I’ll come to your place tomorrow evening, if you don’t mind”. 11. “Bill, can you show me around a bit? I only came here two days ago and I haven’t been anywhere as yet”, I said. And Bill answered, “Of course, I shall do it with pleasure”. 12. “Alice, can you come with us? We are going for a walk”, they said. Alice said,” No, I can’t go with you, boys. I am sorry”. 13. “Let’s go to Finland for the winter holidays”, said Kate. “No”, said Andrew, “we have already been to Finland. Let’s go to Greece. It will be very interesting to see the country we have read about so much”. “All right”, said Kate, “let’s go”.
Ex. 7. Rewrite the sentence correcting the mistakes.

1. The instructor asked me if I can swim and I said I can.
2. He said me that he had been waiting for me here.
3. She asked me where I had lived two years ago.
4. Mr. Grey told that he missed his hometown.
5. The parking attendant directed to park our car on the left.
6. The man asked me to tell him what is the time.
7. He wanted to know why Bob is missing a class today.
8. He asked me if Ted had been sick yesterday.
9. He said that the horse is here to stay, but the car is only a novelty.
10. He said that aeroplanes are interesting toys but do not have any military value.
11. She asked me what did I think of the film.
12. He asked whether there is time for the next bus.
13. She said they hadn’t know where she is.
14. They asked have you visited the National Museum today.
15. My mother told me if you eat too much, you’ll feel ill.

Ex. 8. Underline the best option.

1. When I got to the office, they told me that Mr. Adams (already left/had already left).
2. My teacher warned me that if I (was/had been) late, they wouldn’t let me into the examination.
3. Harry told us he (is/was) catching the first bus to New York the next day.
4. The students going on the trip wanted to know what time they (would/will) get back.
5. Sam told the police he (didn’t know/hadn’t known) what had happened.
6. It says here that the plane (crashed/crashes) soon after taking off.
7. Alan told me he had no idea what (was/is) going on.
8. The customers said angrily that they (were waiting/had been waiting) for more than two hours.
9. Erica told me she (won’t/wouldn’t) be back until the following Thursday.
10. The professor told us that the Moon (is/was) more than 380,000 km from the Earth.
11. This person said it (will/would) be years, and not in their lifetime, before a woman (will/would) become British prime minister.
12. He said that he (think/thought) there was a world market for perhaps five computers.
13. He said that television (won’t/wouldn’t) stay popular for more than six months, because people (will/would) soon get tired of staring at a wooden box every night.
14. They said that they (don’t/didn’t like) their sound, and that guitar music was on the way out.
15. They said that the telephone (has/had) too many shortcomings and (is/was) of no value to them.
Ex. 9. Read the dialogue and report it.

Mike: “What are you doing here, Liz? I haven’t seen you since June”.
Liz: “I’ve just come back from my holiday in Ireland”.
Mike: “Did you enjoy it?”
Liz: “I love Ireland. And the Irish people were so friendly”.
Mike: “Did you go to the Wicklow Mountains?”
Liz: “It was my first trip. I can show you some pictures. Are you doing anything tomorrow?”
Mike: “I must arrange a couple of things. But I am free tonight”.
Liz: “You might come to my place. What time shall we meet?”
Mike: “I’ll be there at eight. Is it all right?”

Ex. 10. Convert the following statements into direct speech.

Example: She said that she had been taught information technology in that course. – “I was taught information technology in this course”, she said.

1. The spokesman said that he couldn’t understand why billiards had been prohibited.
2. Gihan exclaimed that they had too many prohibitions.
3. The young lady said that she had not made such a mistake.
4. She said that they would go and get some food.
5. Winston Churchill said that he woke up at six every day.
6. A company representative said that probably wouldn’t happen.
7. A farmer said that if the situation went on like that they would lose the consumers’ confidence for ever.
8. He added that they needed someone who would realise that celibacy had to be a personal choice.
9. She said that she thought the amount of immigrants at that moment was OK, but she didn’t think they needed any more.
10. He said that in Japan paper-folding had been valued for its decorative function.
11. Kasparov said that if he didn’t win that game he would retire.
12. The police said that Youssef had planned the World Trade Centre bombing.
13. She said that as a woman, her life would change with the new millennium.
14. John said that he had watched a documentary about dolphins on TV the day before.
15. Banderas said that he was living the adventure of his life.

Ex. 11. Translate into English.

1. Туристы были очень удивлены. Никогда раньше они не видели такого количества людей. Но гид объяснил им, что это обычное явление в Гайд-парке в хорошую погоду. 2. Они сказали, что если мать поговорит с ним, то он изменит свое решение. 3. Он позвонил нам и сказал, что всю неделю
идет дождь, но синоптики обещают хорошую погоду в начале следующей недели. 4. Отец посмотрел на мои ботинки и сказал, что это просто позор, потому что я не чистил их неделями. 5. Каролина сказала нам, что этот красивый стол был в ее семье более двух веков и что сейчас он очень ценный. 6. Мальчик сказал, что вскоре доберутся до станции. 7. Анжела сообщила, что завтра будет контрольная работа по математике. 8. Учительница рассказала детям, что Земля круглая и что она вращается. Одна девочка очень удивилась и сообщила, что она всегда думала, что Земля плоская. 9. У стены стоял старомодный шкаф. Хозяйка сказала, что он принадлежал ее бабушке. 10. В деканате вам скажут, когда заканчивается семестр. 11. Мы спросили у прохожего, где находится вокзал. 12. Он поинтересовался, каковы наши ближайшие планы. 8. Мама попросила малыша объяснить, что он хочет. 13. Профессор сказал, что на следующей неделе будет принимать зачет по информатике. 14. Он сказал, что вчера всей семьей ходили в театр на премьеру. 15. Он сказал, что послезавтра эти вещи перевезут на новую квартиру.
Unit V
VERBALS

INFINITIVE

Forms of Infinitive

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<th>Indefinite</th>
<th>Active Voice</th>
<th>Passive Voice</th>
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<tr>
<td>to study</td>
<td>to be studied</td>
<td></td>
</tr>
<tr>
<td>Continuous</td>
<td>to be studying</td>
<td>to be being studied</td>
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<td>Perfect</td>
<td>to have studied</td>
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Functions of the Infinitive

<table>
<thead>
<tr>
<th>Subject</th>
<th>To know the truth is our first duty. It is so good to see him again.</th>
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<tr>
<td>Part of Compound verbal predicate</td>
<td>It began to rain. We should not leave him alone.</td>
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<td>His intention is to win the Cup.</td>
</tr>
<tr>
<td>Object</td>
<td>I like to speak English.</td>
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<tr>
<td>Attribute</td>
<td>He has a family to look after.</td>
</tr>
<tr>
<td>Adverbial modifier</td>
<td>He is too busy to come with us.</td>
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To know English is helpful. – Знать английский (знание) полезно.
The article is to be written in time. – Статья должна быть написана вовремя.
To do this means to change the whole system. – Сделать это – значит изменить всю систему.
Our task is to adjust the program to the computer. Наша задача – приспособить программу к этому компьютеру (…цель состоит в том, чтобы; заключается в том, чтобы).
I expect to be given complete information. – Я рассчитываю, что мне дадут полную информацию.
The problem to be discussed is interesting. – Проблема, которая будет обсуждена (нужно, предстоит обсудить), интересна.
The idea to use these results seemed wrong to me. – Мысль о том, чтобы воспользоваться этими результатами, казалась мне неправильной (мысль об использовании...).
I am glad to have spoken to you. – Я рад, что поговорил с тобой.

<table>
<thead>
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<th>List of verbs followed immediately by an Infinitive</th>
<th>List of verbs followed by a noun/ pronoun + Infinitive</th>
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<tbody>
<tr>
<td>agree (соглашаться)</td>
<td>advise (советовать)</td>
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<tr>
<td>appear (появляться)</td>
<td>allow (разрешать)</td>
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<tr>
<td>ask (просить, спрашивать)</td>
<td>appoint (назначать)</td>
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<tr>
<td>choose (выбирать)</td>
<td>ask (просить, спрашивать)</td>
</tr>
<tr>
<td>come (приходить)</td>
<td>beg (просить, умолять)</td>
</tr>
<tr>
<td>decide (решать)</td>
<td>call (звонить)</td>
</tr>
<tr>
<td>demand (требовать)</td>
<td>choose (выбирать)</td>
</tr>
<tr>
<td>deserve (заслуживать)</td>
<td>command (командовать)</td>
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<td>fail (потерпеть неудачу)</td>
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<tr>
<td>forget (забывать)</td>
<td>direct (направлять)</td>
</tr>
<tr>
<td>happen (случаться)</td>
<td>encourage (вдохновлять)</td>
</tr>
<tr>
<td>hesitate (колебаться)</td>
<td>forbid (запрещать)</td>
</tr>
<tr>
<td>hope (надеяться)</td>
<td>instruct (инструктировать)</td>
</tr>
<tr>
<td>intend (намереваться)</td>
<td>invite (приглашать)</td>
</tr>
<tr>
<td>learn (знавать)</td>
<td>oblige (заставлять)</td>
</tr>
<tr>
<td>manage (удаваться)</td>
<td>order (приказывать)</td>
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<tr>
<td>mean (иметь в виду)</td>
<td>require (требовать)</td>
</tr>
<tr>
<td>offer (предлагать)</td>
<td>teach (учить)</td>
</tr>
<tr>
<td>prepare (готовить)</td>
<td>tell (говорить)</td>
</tr>
<tr>
<td>pretend (претворяться)</td>
<td>warn (предупреждать)</td>
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<tr>
<td>prove (доказывать)</td>
<td>expect (ожидать)</td>
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<tr>
<td>refuse (отказывать)</td>
<td>like (нравиться)</td>
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<tr>
<td>regret (сожалеть)</td>
<td>prefer (предпочитать)</td>
</tr>
<tr>
<td>remember (помнить)</td>
<td>promise (обещать)</td>
</tr>
<tr>
<td>seem (казаться)</td>
<td>want (хотеть)</td>
</tr>
<tr>
<td>stop (остановить)</td>
<td>wish (желать)</td>
</tr>
<tr>
<td>struggle (сражаться)</td>
<td>write (писать)</td>
</tr>
</tbody>
</table>

Ex. 1. Translate the sentences.

1. The captain was the last to leave the ship. 2. There was no place to sit. 3. I can’t go to the party; I have nothing to wear. 4. They sent me to Spain to learn Spanish. 5. He is strong enough to carry it. 6. She turned out the light not to waste electricity.
7. We should help him. 8. It is important to consider this problem. 9. It is too cold for us to go out. 10. He rang the bell. He wanted to tell that the dinner was ready. 11. An engineer sent a letter to inform us about some changes. 12. To read much is necessary for everybody.

Ex. 2. Combine each of the following pairs of sentences into one sentence using an infinitive.

A. Example: They sent me to England, they wanted me to learn English. They sent me to England to learn English.

1. I am buying paints. I want to paint my hall door. 2. He opened the lion’s cage. He intended to feed the lion. 3. Mark rushed into the burning house. He wanted to save the child. 4. I am saving money. I want to buy a car. 5. They evacuated everybody from the dangerous zone. They wanted to reduce the risk.

B. Example: The rope wasn’t strong. It couldn’t support the two men. The rope wasn’t strong enough to support the two men.

1. The fire isn’t very hot. It won’t boil a kettle. 2. The coffee isn’t strong. It won’t keep us awake. 3. I am quite old. I could be your father. 4. You aren’t very old. You can understand these things.

C. Example: He is very ill. He can’t eat anything. He is too ill to eat anything.

1. It is very cold. We can’t bathe. 2. I’m rather old I can’t wear that kind of hat, 3. He was furious. He couldn’t speak. 4. It is very cold. We can’t have breakfast in the garden. 5. It was very dark. They couldn’t see the road.

Ex. 3. Translate into English parts of the sentences given in brackets.


Ex. 4. Negative Infinitive. Complete the following sentences by changing the verb in brackets to the negative form.

1. Because of the bad weather, let’s … (go out). 2. In the face of danger, do you usually pretend … (be afraid)? 3. Please, will you try … (make noise) in class? 4. Could you promise your mother … (play) this music at home? 5. He told her that he would prefer her … (come) often.
6. Do you promise … (tell) them about our secret?
7. The player preferred … (speak) of the pain.
8. How could she … (tell) him?

Ex. 5. Infinitive after Adjectives. Change the following sentences as shown in the example.

Example: I was glad when I saw that I got the best mark for the test.
I was glad to get the best mark for the test.

1. The students were glad when they learned they would not have a grammar test.
2. The teacher was happy that he did not have to give the class this test.
3. The director, however, was worried when he heard about this decision.
4. The students were sorry when they discovered it.
5. They were afraid that the director would tell them to write this test.
6. The parents were unhappy when they knew about this situation.

Ex. 6. Infinitive after What, When, Who, How, etc. Complete the following sentences by changing the verb in brackets to the correct form.

1. I am going to have my birthday party soon. I have a lot of friend but my flat is not very big so I must decide … (whom, invite).
2. I also have to think … (what food, buy) because some of my friends are vegetarians.
3. My sister wants to help me and she is thinking of the problem … (what, cook) for dinner.
4. We haven’t yet decided … (how, entertain) my friends.
5. We are not sure … (when, start) all preparations for the party.
6. I am thinking about … (where, earn) some extra money.

Ex. 7. Passive Infinitive. Complete the following sentences by changing the verb in brackets to the correct form.

1. The massive house seemed … (make) of wood.
2. A young manager hopes … (give) a promotion very soon.
3. It’s such a shock. She has never expected … (tell) a lie.
4. Both business partners promise the goods … (load) at once.
5. I should like him … (invite) to the concert.
6. Our team leader wanted the work … (do) as soon as possible.

Ex. 8. Tenses of the Infinitive. Complete the sentences using correct tenses.

1. She seems … (do) her morning exercises now.
2. I am sorry … (keep) you waiting for such a long time.
3. I suppose I might … (say) that you are not my real sister.
4. They happen … (look for) him everywhere since early morning.
5. We pretend … (hear) from him a week ago.
6. The parents could … (punish) him but they were moved by his explanation.
Ex. 9. Translate the following sentences into English.

1. Чтобы понять этот текст, вы должны выучить новые слова. 2. Единственный, кто пришел вовремя, это был мой близкий друг. 3. Я недостаточно знаю его, чтобы спрашивать об этом. 4. Опыт, который нужно провести, очень важен. 5. Необходимо, чтобы вы посетили эту выставку. 6. Слишком холодно, чтобы ехать на природу. 7. У него пожилые родители, о которых нужно заботиться. 8. Вы можете немного подождать. 9. Она забыла включить радио. 10. Очень трудно понять это явление.

Ex. 10. Think of the Russian equivalents for the following English proverbs. Determine the functions of the infinitives.

1. You will never see good and bad agree. 2. To know everything is to know nothing. 3. There are more ways than one to kill a cat. 4. So much to do, so little done. 5. No one knows what he can do till he tries. 6. It’s never too late to learn. 7. Friends may meet but mountains never greet.

Ex. 11. Complete each sentence with a suitable verb.

Example: Don’t forget to post a letter I gave you.

1. Tom refused … me any money. 2. Jill has decided not … a car. 3. The thief got into the house because I forgot … the window. 4. There was a lot of traffic but we managed … to the airport in time. 5. One day I’d like to learn … an airplane. 6. Why hasn’t Sue arrived yet? She promised not … late. 7. Anne offered … after our children while we were out. 8. I shouted to him. He pretended not … me but I’m sure he did.

Ex. 12. Write the sentences using one of these verbs and a to-infinitive. Use each verb once:

agree, encourage, intend, invite, advise, promise, refuse
volunteer, threaten, expect, hesitate, manage, tend, fail

Example: You can’t borrow the car! – He refused to lend me the car:

1. I’ll phone you soon. He … .
2. I’m looking forward to seeing him. We’ve arranged to meet on Sunday. I … .
3. I’m going to quit my job. I … .
4. It wasn’t easy but we drove home in two hours. We … .
5. They were not able to hand in their essays in time. They … .
6. Okay, I’ll come with you. He … .
7. I’m not sure whether I should I tell you the truth. I … .
8. Would you like to go out for dinner? He … .
9. No problem, I’ll work at the weekend. He … .
10. Don’t go out without an umbrella. He … .
11. “Believe me, we’ll expel you!” cried the principal. The principal … .
12. You really should continue the course. He … .
13. She is in the habit of being late for appointments. She … .

Ex. 13. *Put the verbs in brackets into the perfect infinitive. Use to where necessary.*

1. Please come in. I’m sorry … *(keep)* you waiting.
2. They can’t … *(know)* what was going to happen.
3. The children are very pleased … *(finally meet)* their uncle.
4. Ann claimed … *(invite)* to Tom’s wedding while she was in Scotland.
5. I expect … *(collect)* £3,000 by this time next year.
6. If I’d known he was in hospital, I would … *(visit)* him.
7. I was disappointed … *(miss)* such a good opportunity.
8. Why are you laughing? You must … *(hear)* something funny!
9. Lots of people could … *(tell)* what had happened.
10. I consider myself lucky … *(be)* to that marvelous exhibition.
11. The hotel is heavily booked. You should … *(make)* a reservation beforehand.

Ex. 14. *Fill in the gaps using infinitives (some may be continuous or perfect.)* *Use the verbs:*

come, find, hang, have, invite, leave, take

**Helen:** Hello, Nick. You managed (1) … your way then?
**Nick:** Yes, in the end. It’s a bit complicated, isn’t it?
**Helen:** Well you’re here now. Do you want (2) … your coat up?
**Nick:** Thank you.
**Helen:** I’m glad you decided (3) … to our party. Everyone seems (4) … a good time. We tend (5) … lots of people to our parties.
**Nick:** Is Tom here?
**Helen:** No, he couldn’t come. He’d already made an arrangement (6) … somebody somewhere in his taxi.
**Nick:** And Rita?
**Helen:** Er, she was here, but she appears (7) … early. I don’t know where she’s gone. She was with someone.

Ex. 15. *Fill in the correct form of the infinitives (pay attention to the use of Active and Passive Voice).*

1. His greatest ambition is … *(choose)* to take part in the Olympics.
2. Stop pretending … *(eat)* your food – just finish it up, please.
3. I don’t like … *(interrupt)*.
4. The suspect claimed … *(watch)* TV at the time of the robbery.
5. We’re waiting for his first novel … *(publish)*.
6. She has nobody … *(speak)*.
7. Listen carefully, I don’t want … *(misunderstand)*.
8. He is pleased … *(appoint)* to this position.
9. She is lucky … *(find)* such a nice place … *(live)* in.
10. He is a very touchy person. He can’t bear …
(joke). 11. It was so dark outside that nothing at all could … (see). 12. This is the book … (skim) before the tutorial starts. 13. … (instruct) by an excellent specialist was a great advantage. 14. I believe she deserves … (know) the state of her sick cousin. 15. I hate … (bother) you, but the students are still waiting … (give) books for their work. 16. We intended to camp in one of the inlets … (find) round that tiny shore.

**Ex. 16. Correct these sentences if necessary.**

1. Ken was wanted to be the leader of the party.  
2. I had been taught to be played chess by the time I was four.  
3. Monica is considered to be the best student in the class.  
4. Derek is hated to be away from home so often.  
5. Jane is preferred to ride her bike where her parents can see her.  
6. The window appeared to crack in a number of places.

**Ex. 17. Translate into English.**

1. Мария надеется, что ее назначат на должность начальника отдела продаж.  
2. Он намеревался снять номер-люкс на верхнем этаже.  
3. Мистер Блэк рассчитывал сдать проект.  
4. На их запрос необходимо было ответить в первую очередь.  
5. Тебе следовало выбрать другую тему курсовой работы.  
6. Я хочу, чтобы мне сообщили о возможной задержке этой партии товара.  
7. Я очень рад, что меня взяли на работу.  
8. Я счастлива, что меня пригласили на новый спектакль в Театр комедии.  
9. Мои коллеги отказались принимать участие в конкурсе.  
10. Производители пообещали не поднимать цены на товары первой необходимости.  
11. Не смешите меня!  
12. Я предпочел бы не связываться с ними.  
13. Меня заставили подписать этот договор.  
14. Она согласилась бросить работу, чтобы не сердить его.  
15. Звоните, не стесняйтесь!  
16. Натали сказала, что собирается переехать и жить отдельно от мужа.  
17. У нас нет времени на поход по магазинам.

**FOR + INFINITIVE**

*It is necessary for him to consult a doctor.*  
*Ему необходимо посоветоваться с врачом.*

*There is no need for her to worry.*  
*Ей нет необходимости беспокоиться.*

*Here is a job for you to do.*  
*Вот работа, которую вам необходимо сделать.*

*It is important for you to understand all the details.*  
*Важно, чтобы вы поняли все детали (вам важно...).*

*For the experiment to be finished in time, we must begin to work immediately.*  
*Для того чтобы эксперимент был закончен вовремя, мы должны начать работать немедленно.*
Here is a book for you to read.
Вот книга, которую тебе надо прочитать.

Ex. 1. Translate into Russian paying attention to the construction “for + Infinitive”.

1. It is necessary for us to come there in time.
2. It is very important for the students to have a good practice in English.
3. Is it difficult for you to answer the question?
4. Do you think this text will be difficult for you to translate without a dictionary?
5. It was not easy for the scientists to prove their theory.
6. She opened the window for the night because it was hot for them to sleep in the room.
7. It is only two o’clock. There is no need for you to hurry.
8. Here is a book for him to read during his trip.
9. The only thing for her to do was to put up with the circumstances.
10. There is no hope for me to meet him soon.
11. The best thing will be for me to close up shop.
12. This article is easy enough for you to translate
13. I have closed the window for you not to catch cold.

Ex. 2. Complete the sentences.

1. When we finished packing it was time for … to … .
2. He took a taxi as it was necessary for … to … .
3. They took a porter because the luggage was too heavy for … to … .
4. If you wish to pass your exams successfully, it is necessary for … to … .
5. Tell him the news, it will be interesting for … to … .
6. She is leaving tomorrow. Can you come to see her off? It will be pleasant for … to … .
7. Would you mind closing the window? It is cold for … to … .
8. The conference will be held on Sunday. It is interesting for … to … .
9. There was no hope for … to … .
10. I cannot see any possibility for … to … .

COMPLEX OBJECT (СЛОЖНОЕ ДОПОЛНЕНИЕ)

Сложное дополнение состоит из существительного в общем падеже или местоимения в объектном (him, us, me, her, you, them) к инфинитива смыслового глагола.

Сложное дополнение употребляется после глаголов, выражающих:
1) умственную деятельность – to expect; to believe, to think, to understand, to consider, to assume, to know, to suppose, to regard и др.
We know them to have made the computations. – Мы знаем, что они произвели вычисления.
I expect the students to be working in the lab. – Я ожидаю, что (сейчас) студенты работают в лаборатории.

2) просьбу, желание – to wish, to like, to require, to want, to desire, I (he, she, etc) would like.
Professor wanted me to read my paper at the conference. – Профессор хотел, чтобы я сделал доклад на конференции.

3) чувственное восприятие — to see, to feel, to hear, to watch, to notice.
После этих глаголов частица to перед инфинитивом опускается.
I saw him enter the University building. – Я видел, что он входил в здание университета.
После глаголов to see, to feel, to hear, to watch, to notice в сложном дополнении вместо инфинитива может употребляться Participle I.
I saw him entering the University building. – Я видел, как он входил в здание университета.

Ex. 1. Translate the sentences.
1. I saw him get off the bus. 2. We expect this book to appear on sale soon. 3. We saw him go away from the station, cross the street and disappear into the building. 4. We never expected you to do so much work. 5. We know Australia to be the only continent situated in the Southern Hemisphere. 6. The whole problem is so important that I would like you to go over the facts once more. 7. As it was late, we asked him to take a taxi. 8. I like George but I think him to talk too much. 9. They wanted him to lend me some money when I told them the position I was in. 10. He saw her smile and shake her head. 11. The strikers wanted the head to satisfy their demands within a week. 12. She hated her son to be separated from her. 13. They felt the boat shudder. 14. I noticed him throw something into the wastebasket. 15. I heard him come downstairs. 16. I hear you have dropped the idea of changing the place of residence. 17. I believed her to be examining a patient in the next room. 18. I consider Jane to be an expert with her needle. 19. We expect the contract to be signed tomorrow.

Ex. 2. Read each sentence and write another one from the given words.
Example: Jill didn’t have any money. She/ want/ Ann/ lend her some.  
She wanted Ann to lend her some.
1. Tom’s parents were disappointed when he decided to leave home. They/ want/ Tom/ stay with them.
2. Please don’t tell anyone that I’m leaving my job. I/ not/ want/ anyone/ know.
3. There’s football match next Saturday between England and Scotland. *You/ want/ Scotland/ win?*

4. Unfortunately someone had told Sue that I was going to visit her. *I/ want/ it/ be a surprise.*

**Ex. 3. Use the infinitive in the proper form (with or without the particle “to”).**

1. Remind me (*to phone*) Ann tomorrow. 2. Do you want me (*to come*) early? 3. They made me (*to do*) it. 4. I saw her (*to dance*). 5. She didn’t expect us (*to come*). 6. I can’t believe it (*to be*) true. 7. The children heard the bell (*to ring*). 8. We think the task (*to be*) difficult. 9. Nick noticed somebody (*to come*). 10. They know her (*to be*) a good singer.

**Ex. 4. Translate the following sentences.**

1. It is a carefully prepared essay which proves its author to be a man of taste, imagination and education.
2. When I was a child I watched my mother knit different things.
3. Everybody knows Mendeleyev to have studied the properties of the elements before he arranged them in a Table.
4. There were a lot of people in the hall. Nobody noticed her leave it.
5. Academician Krzhizhanovsky long ago considered the problem of using atomic energy to be a decisive one.
6. We believe them to follow our advice and they will invite her to the party,
7. I know this man to be an experienced teacher and you can ask him to help.
8. Every student of our University knows it to be founded in 1930.

**Ex. 5. Match the two halves of the well-known British sayings and try to find Russian equivalents to them.**

1. You will never see a) to be done well, do it yourself.
2. If you want a thing b) but wealth makes one dance.
3. Knowledge makes one laugh c) its wool to be heavy.
4. A lazy sheep thinks d) good and bad agree.

**COMPLEX SUBJECT**

(СЛОЖНОЕ ПОДЛЕЖАЩЕЕ)

Сложное подлежащее состоит из существительного в общем падеже (или местоимения в именительном падеже) и инфинитива, занимающего в предложении место после сказуемого.

Сложное подлежащее употребляется:

1. После сказуемого в страдательном залоге, выраженного следующими глаголами: *to say, to know, to consider, to believe, to report, to expect, to suppose, to assume, to know.*
The temperature is expected to rise. – Ожидают, что температура поднимется.
He is known to be working in this field of computer science. – Известно, что он работает в этой области информатики (он, как известно, работает).
The discussion is believed to be helpful. – Полагают, что дискуссия полезна.

2. После сказуемого в действительном залоге, выраженного следующими глаголами: to seem, to appear «казаться», to prove, to happen, to chance, to turn out «оказываться».
The student appears to know the subject well enough. – Кажется, этот студент знает предмет достаточно хорошо (по-видимому, этот студент…).
The statement appeared to be false. – Оказалось, утверждение было ложным (Утверждение, как оказалось…).

Перевод предложений, содержащих сложное подлежащее, лучше начинать со сказуемого инфинитивной конструкции: «говорят, что», «полагают, что».

3. Иногда сказуемое образовано сочетанием глагола to be (в личной форме) с прилагательными likely «вероятно», unlikely «вряд ли», «маловероятно», sure «конечно, точно», certain «определенно».
The situation is unlikely to remain unchanged in future. – Маловероятно, что в будущем положение останется неизменным.
The seminar is certain (sure) to have been held. – Конечно, семинар состоялся. They are likely to apply the new method. – Возможно, что они воспользуются новым методом.

Ex. 1. Translate the sentences.
1. He is said to go to Moscow. 2. He is believed to come tomorrow. 3. Historians appear to know a little of his life. 4. "The Jumping Frog" by Mark Twain is said to have pleased its author best of all he wrote in that style. 5. The Island of Britain is sure to be an English-speaking country. 6. Great changes are expected to take place in the economies of these countries. 7. Robert Burns is known to be the greatest poet of Scotland. 8. He seems to know two foreign languages. 9. They appeared to have seen this film. 10. This problem is unlikely to be discussed at the meeting. 11. She was seen to slap his face. 12. The criminals are said to be hiding in the woods. 13. The actress is rumoured to have been poisoned. 14. They seem to have withdrawn their claim. 15. I happened to see Jack on my way to work. 16. The resignation of the managing director is certain to arouse new fears about the future of the company. 17. She’s likely to have had some sort of cosmetic surgery. She looks much younger. 18. Clare is unlikely to take a hasty decision. 19. These manufacturers seem not to know any eye-deceiving tricks.

Ex. 2. Complete each sentence with a suitable verb.
Example: He seems to have been very rich.
1. He … to be watching it today. 2. Nina … to read a lot of English books. 3. She … to prefer to be alone. 4. He … to leave his native town. 5. The children … to do whatever they like. 6. She … to be afraid of someone. 7. Everybody … to know this man quite well. 8. My mother … to live here most of her life.

Ex. 3. Practice the following according to the model.

Example: He avoids people. – Well, he seems to avoid people.

He …

1) suspects everyone; 2) distrusts his neighbours; 3) thinks he is in danger; 4) wishes to avoid us; 5) lives on pills; 6) eats very little; 7) works at night; 8) reads a lot; 9) publishes the paper once a month; 10) quarrels with neighbours.

Ex. 4. Change the verbs from active into passive using the Complex Subject.

Example: I saw him run. – He was seen to run.

1. They ordered him to finish the work in two days. 2. I believe him to be a good specialist. 3. I saw her draw a picture. 4. They permitted him to play outdoors. 5. We know them to be famous sportsmen. 6. We heard him talk over the telephone.

Ex. 5. Translate the following sentences into Russian.

1. The Venus and the Moon appear to possess very weak magnetic fields. 2. Many excellent books of English classics are known to be translated into Russian. 3. He is unlikely to take part in the conference. 4. They didn’t seem to notice me. 5. It was surprising he didn’t appear to know the results of the test. 6. The importance of mathematics is known to grow rapidly. 7. He is sure to be a reliable friend. 8. The discovery proved to be of special value.

Ex. 6. Open the brackets using the infinitive in the correct form. Underline the Complex Subject in each sentence.

1. Yesterday’s meeting appears … (hold) in a friendly and cordial atmosphere. 2. The new safety procedures have so far proved … (be) satisfactory. 3. She is unlikely … (remain) coolheaded in a crisis. 4. The constable chanced … (be) in the bank when the incident happened. 5. The burglar happened … (break) into the house when the police arrived. 6. She happened … (turn down) several offers of promotion. 7. Mark seems … (reach) a turning point in his career. 8. Our competitors seem … (keep) the details of their new project a secret. 9. His affairs turned out … (be) in perfect order. 10. The radioactive material is likely … (release) during the fire yesterday. 11. We chanced … (wait) at a bus-stop when our workmate drove past. 12. Paul seemed … (run) – he was out of breath. 13. Gordon Allison is reported … (work on) a new program for work-oriented immigrants these days. 14. Beethoven is known … (continue) writing music after he lost the ability to hear. 15. The scandalous novel is expected … (republish) in April. 16. She is certain … (not/ give) you any further
information. 17. Several shoppers were alleged … (injure) by the explosion. 18. The rate of inflation appears … (fall) gradually since the beginning of the year.

REVISION EXERCISES

Ex. 1. Compare the following pairs of sentences, state the infinitive constructions in them and then translate.

1. We know electricity to produce heat. – Electricity is known to produce heat. 2. I heard them speak about that film. – They were heard to speak about that film. 3. He didn’t hope the matter to be discussed. – The matter wasn’t hoped to be discussed. 4. We expect them to build the school soon. – They are expected to build the school. 5. They suppose the work to be completed as soon as possible. – The work is supposed to be completed as soon as possible. 6. We expected Comrade Ivanov to give the catalogues. – Comrade Ivanov was expected to give the catalogues.

Ex. 2. Translate the following sentences into English.

1. Вы слышали, как они обсуждали результаты экзаменов? (как звонил телефон? как она играла? как он пригласил их к нам? как ваша жена позвала вас?)
2. Я никогда не видел, как вы катаетесь на коньках. (как они ходят на лыжах; как он плавает; как вы рисуете.)
3. Слышали, как она говорила что-то своему другу. (как она звала детей домой; как они говорили о ком-то; как он пригласил ее в театр.)
4. Кажется, он вошел в комнату. (они что-то положили на стол; она вышла из кабинета; они хорошо играют в шахматы.)

Ex. 3. Find the infinitives and their constructions, determine their functions and then translate.

1. The engineers of that plant are said to have constructed a new device. 2. The work to be completed by us is of great importance. 3. We want you to see our new flat. 4. Very many people are known to work in the sphere of services. 5. Everybody is interested in the problem to be discussed at the conference. 6. This process seems to have been introduced long ago. 7. Many students work hard to carry out their researches. 8. Our scientists were the first to construct and launch space rockets. 9. The article to be found in that magazine will help you to write the report. 10. To find the mass of the electron numerous experiments had to be made. 11. Oil is known to be one of the most important sources of energy.

Ex. 4. Translate the sentences into Russian and comment on the grammatical categories of the infinitives.

1. He has a great desire to be invited to Nick’s stag party. 2. Paul seems to have finished his work. 3. They were to have turned up yesterday. 4. The sky seems to be brightening
up. 5. The question is difficult to answer. 6. I hoped to have met him there. 7. The leaves begin to be growing yellowish. 8. She was born to be admired and adored. 9. There was only one message to send. 10. I am glad to have been speaking to you.

Ex. 5. Translate into English using infinitives.
1. Я попросил бы вас не вмешиваться не в свое дело! 2. Ему не оставалось ничего другого, кроме как пойти им навстречу. 3. В то время он недостаточно хорошо себя чувствовал, чтобы сопровождать нас в поездке на Север. 4. Том был слишком раздражен, чтобы продолжить беседу спокойным тоном. 5. Свет был недостаточно ярким, чтобы я мог видеть выражение его лица. 6. Павел был слишком робок, чтобы заговорить с девушкой или даже рассмотреть ее как следует. 7. Он хорошо знает испанский и способен прочесть этот роман в оригинале. 8. Я был настолько глуп, что поверил ей!

Ex. 6. Paraphrase the sentences using Complex Subject.
1. The inspector saw the car disappear in the tunnel. 2. Judy considers her cousin a perfect example to follow. 3. They heard the judge announce the verdict. 4. The heads of these states will no doubt discuss the burning issues again at the next conference. 5. We know that the goods sold under Contract № 20 were shipped on the 10th of June. 6. It seemed that Jack knew the subject inside out. 7. The government state that the price of flour has risen by 7.8 per cent. 8. It appears that the performance has made a great impression on the audience. 9. Probably this feature won’t be published in the local newspaper. 10. The organizers expect many people to attend the seminar for entrepreneurs. 11. George might recover from the shock.

Ex. 7. Translate into English using infinitive constructions where possible.
1. Что вас заставило бросить работу? 2. Этот маленький странный человечек, казалось, читал мои мысли. 3. Это предложение наверняка не будет встречено с энтузиазмом. 4. Известно, что он приезжал к ним на завод несколько раз в этом году. 5. Я почувствовал, как он положил руку мне на плечо. 6. Я слышала, ваш сын недавно развёлся. 7. Натали услышала, как Майкл хлопнул (slam) дверью и заперся у себя в кабинете. 8. Вероятно, его отношение к спорту изменится после несчастного случая. 9. Говорят, что он был шпионом во время войны. 10. Сообщают, что ситуация в регионе быстро ухудшается. 11. Она не позволила дочери заниматься фехтованием. 12. Мария неохотно разрешила Джорджу проводить ее до остановки.

THE GERUND

The gerund is formed by adding the suffix -ing to the verb. It has the categories of voice and tense.
The grammatical forms of the gerund

<table>
<thead>
<tr>
<th></th>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple</td>
<td>taking</td>
<td>being taken</td>
</tr>
<tr>
<td>Perfect</td>
<td>having taken</td>
<td>having been taken</td>
</tr>
</tbody>
</table>

They carried on discussing the project enthusiastically.
He remembered being offended by the spokesman.
I’m sorry for having raised these groundless objections.
Laura recalled having been taken to Disneyland when she was a child.

Functions of the Gerund

<table>
<thead>
<tr>
<th>Role</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Playing cricket is his favourite sport.</td>
</tr>
<tr>
<td>Predicative</td>
<td>The best pastime is playing golf.</td>
</tr>
<tr>
<td>Object</td>
<td>They think of moving to Canada.</td>
</tr>
<tr>
<td>Attribute</td>
<td>He doesn’t like the idea of travelling by air.</td>
</tr>
<tr>
<td>Adverbial modifier</td>
<td>This field is used for playing cricket.</td>
</tr>
</tbody>
</table>

The Gerund is used

After certain verbs (admit, anticipate, appreciate, avoid, consider, continue, delay, deny, discuss, enjoy, escape, excuse, fancy, finish, forgive, go (for activities), imagine, involve, keep (= continue), mention, mind, miss, postpone, practise, prevent, quit, recall, recollect, report, resent, resist, risk, save, stand, suggest, tolerate, understand, etc).

They considered moving abroad.
He avoided answering my question.

after: dislike, enjoy, hate, like, love, prefer to express general preference.
She likes painting.

BUT: would like/would love/would prefer + to -infitive to express specific preference, e. g. / would like to paint your portrait.

after expressions such as be 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, have difficulty (in), have trouble, have a hard/difficult time, etc.

What’s the use of waiting for an answer?
She is busy writing the wedding invitations.

after: spend, waste, lose (time, money, etc.).

We wasted a lot of time trying to find a parking space.
He lost £100,000 investing in unsuccessful companies.
After the verbs with propositions

<table>
<thead>
<tr>
<th>English</th>
<th>Russian</th>
</tr>
</thead>
<tbody>
<tr>
<td>to know of</td>
<td>знать о</td>
</tr>
<tr>
<td>to speak of</td>
<td>говорить о</td>
</tr>
<tr>
<td>to think of</td>
<td>думать о</td>
</tr>
<tr>
<td>to be afraid of</td>
<td>бояться</td>
</tr>
<tr>
<td>to be capable of</td>
<td>быть способным</td>
</tr>
<tr>
<td>to depend on</td>
<td>зависеть от</td>
</tr>
<tr>
<td>to insist on</td>
<td>настаивать на</td>
</tr>
<tr>
<td>to rely on</td>
<td>полагаться на</td>
</tr>
<tr>
<td>to object to</td>
<td>возражать против</td>
</tr>
<tr>
<td>to consist in</td>
<td>заключаться в</td>
</tr>
<tr>
<td>to result in</td>
<td>привести к</td>
</tr>
<tr>
<td>to succeed in</td>
<td>добиться успеха в</td>
</tr>
<tr>
<td>to be interested</td>
<td>быть заинтересованным в</td>
</tr>
<tr>
<td>to prevent from</td>
<td>мешать</td>
</tr>
</tbody>
</table>

Are you accusing me of spreading the rumours?
Mark was suspected of being a spy.

Ex. 1. Open the brackets using the gerund either in the active or passive voice form.

1. The decorator insists on … (pay) for his work done. 2. Henry is looking forward to … (give) the leading part in the play. 3. Joan is very secretive. She avoids … (ask) any personal questions or … (ask) any events by her closest friends. 4. Why do celebrities avoid … (meet) journalists? 5. The nurse showed no sign of … (hurt). 6. The matter is not worth … (speak of). 7. The tutor was annoyed at … (interrupt) every other moment. 8. She can’t stand … (remind) people of their duties and … (remind) of hers. 9. Paul had never thought of security because he had no idea of … (kidnap). 10. The food mixer needs … (repair). 11. After … (examining) by the doctor I was given a sick leave. 12. We did not want to speak to the correspondent and tried to avoid … (interview) by him. 13. The evidence seemed overwhelming, but Mason denied … (commit) the murder. 14. Persuasion is the art of … (get) other people to do something or to believe something without … (compel) to do so. 15. Specialists organized their considerable resources in an effort to prevent data from … (take) from International Financial Statistics.

Ex. 2. a) Combine the sentences using the gerund.

1. Send your application today. Don’t delay! 2. I have to pay an enormous income tax. I resent this. 3. His assistant always buys a thing or two in a duty-free shop. She can’t resist this. 4. Jerome had given us the false information. He admitted his fault. 5. Liz doesn’t eat convenience foods. She avoids this. 6. My son is always
going on a spending spree on his payday. I resent this. 7. You shouldn’t take advantage of people’s weakness. It’s no good. 8. I posted your letters. I clearly remember that. 9. Both companies had discharged a lot of toxic waste. They denied that. 10. I have to get Mark’s permission for everything I do. I can’t stand this.

b) Combine the sentences. Use gerunds preceded by prepositions.

Example: Jim was denied admittance. – He was angry at being denied admittance.

1. Rita was not treated with much respect. She was not used … . 2. Nick was refused the visa. He was very much annoyed … . 3. Andrew betrayed their friendship. She cannot forgive … . 4. You graduated from the State University! Let us congratulate you … . 5. As you’re trying to keep fit, don’t consume much sugar. You should refrain … . 6. As the child was sleeping we were speaking in a whisper. We were speaking in a whisper for fear … .

Ex. 3. Fill in the gaps with prepositions.

1. She often complains … not feeling appreciated at work. 2. If you persist … causing the trouble, the company may be forced to dismiss you. 3. Ted is accustomed … catching a 6 o’clock suburban train. 4. Who will help me … hanging the blinds? 5. The girl showed her skill … designing clothes for pets. 6. He was absorbed … studying the manuscript. 7. The principal got tired … making reprimands. 8. We have difficulty … installing the new equipment. 9. The loader agreed to assist us … shifting the furniture. 10. Don’t be sorry … missing the first scene. 11. He is suspected … having a love affair with a married woman. 12. Mason’s disability prevented him … walking. 13. Her failure in the first interview may discourage her … applying to other universities. 14. The workers threatened the boss … going on strike. 15. There’s no point … contradicting women, is there? 16. Jake seems to feel the need … pouring out his heart.

Ex. 4. Translate into English.

1. Елена сидела в гостиной, не говоря ни слова и не обращая внимания на болтовню своей сестры. 2. Декан не согласился, чтобы мы перенесли собрание абитуриентов. 3. Он гордился тем, что его избрали. 4. Марк упорно продолжает вкладывать деньги в это предприятие. 5. Видя наши затруднения, они предложили свою помощь. 6. Библиотекарь пытался найти предлог, чтобы уйти пораньше. 7. Я не одобряю то, что ты пропускаешь лекции. 8. Ты помнишь, как мы выгоняли его из дома? 9. Я горжусь тем, что смог оказать тебе хорошую услугу. 10. Попы нужно натереть, ковры пропылесосить, а окна помыть. 11. Мне очень не нравится, что вы вмешиваетесь в мои дела. 12. Я позволил ему не присутствовать на собрании (excused). 13. Он предложил связаться с менеджером и забронировать номер-люкс заранее. 14. Подозреваемый отрицал свое участие в уличном ограблении. 15. Стены в кухне необходимо покрасить, а потолок побелить.
Ex. 5. Open the brackets using either the gerund or the infinitive.

1. The BBC suggested … (televise) the coronation, but the Prime Minister said no. 2. If you delay … (pay) your rent any longer, you’ll be evicted. 3. Phil still hopes … (include) in the university basketball team. 4. My tutor has always encouraged me … (have) confidence in myself. 5. The nicest thing about Rick is that he doesn’t mind … (criticize). 6. He claims … (see) the accident. 7. She demanded … (speak) to the manager who refused … (give) her a six percent pay rise. 8. The teachers of this primary school encourage … (develop) individual interests. 9. Would you ever consider … (get) married to someone twice your age? 10. So far, the police have failed … (catch) this criminal, and they would be very happy … (receive) any information that could lead to his arrest. 11. … (Be) honest, there is little chance of the scheme … (approve). 12. I don’t see why we should postpone … (talk) it out. 13. He expects … (call) on the Browns at 5 o’clock. 14. It’s not easy to learn … (play) the trumpet. 15. Don’t hesitate … (call) us if you need help or a good piece of advice. 16. There has been a gas leak in central London. The police advise everybody … (stay) clear of the area. 17. Whenever we met, she avoided … (look) at me. 18. City life is too hectic for me. I really miss … (live) in the country. 19. A quarter of workers admit … (take) time off when they are not ill.

Ex. 6. Complete the sentences using an infinitive or gerund.

I. afraid, anxious, ashamed, interested

Laura: I’m ashamed … (admit) it, but airplanes terrify me. I get really anxious … (fly). I’m afraid … (buy) a plane ticket. I can’t stand being on a plane. I’m afraid … (get) killed. I feel ashamed … (be) so silly. Sarah: Aren’t there things you can do to overcome your fear?

Laura: Well, I was interested … (read) in the paper recently that you can go on a course that helps you. I’m anxious … (book) a place on it very soon.

II. used to do and be used to doing

1. When I was a child, I used … (dream) of being a flight attendant. 2. I’m terribly nervous. I’m not used … (speak) to a large audience. 3. It took us ages to get used … (live) in a block of flats. 4. Lots of trains used … (stop) here, but not many do now. 5. Didn’t Nick use … (work) on a building site? 6. There didn’t use … (be) so many soap operas on television. 7. I’ll have an orange juice, please. I’m not used … (drink) alcohol. 8. David doesn’t seem to mind being in hospital. I suppose he’s got used … (be) there. 9. When Laura was at college, she used … (have) a picture of Elvis Presley on her bedroom wall.

Ex. 7. This is an advertisement for the book "Winning in Business". Open the brackets using either the gerund or the infinitive.

Are you fed up with … (be) a failure in your job? Wouldn’t you rather … (succeed)? Do you want … (earn) more money? Are you anxious … (get) ahead?
Do you believe in … (make) the most of your talents? Do you sometimes dream about … (reach) the top? If the answer is yes, read on. Just imagine yourself … (run) a big successful company. And now you can do something about it instead of … (dream). It’ll happen if you want it … (happen). Make it a reality by … (order) your copy of the best-selling “Winning in Business”. It has a ten-point plan for you … (follow). Do it and you’re certain… (be) a success. You’ll know what … (do) in business. You can make other people … (respect) you and persuade them … (do) what you want. Experts recommend … (buy) this marvellous book. You’d better … (order) your copy today.

Ex. 8. In each sentence underline the appropriate verb form.
1. What does he mean doing/to do with all that money? 2. I’m sorry hearing/to hear he has been injured. 3. I’ll never forget sailing/to have sailed through that storm in the Atlantic. 4. Did you see that lovely old car go/going past a moment ago? 5. The doors began to creak/creaking. 6. If I take the new job, it will mean to be working/working a lot harder! 7. I remember him to have borrowed/borrowing the scissors, but not to have returned/returning them. 8. I know the suitcase is heavy but try to carry/carrying it, please. 9. He claims having met/to have met lots of famous people and having seen/to have seen many strange things in his life. 10. Even if they didn’t believe him, nobody would risk to say/saying so.

Ex. 9. Translate into English.
1. Местные власти не поощряют создание мелких предприятий. 2. С сожалением вынужден сообщить, что ваша квалификация не соответствует нашим требованиям. 3. Подготовка к соревнованиям подразумевает длительные тренировки. 4. Александр продолжал спорить с преподавателем, хотя серьезных доводов у него не было. 5. Прости, я не хотела тебя расстраивать, но не могу больше скрывать от тебя это неприятное происшествие. 6. Я помню, что уже задавала ему этот вопрос, но не помню, что он мне ответил. 7. Докладчик остановился, чтобы перевести дух, и продолжил выступление. 8. Вначале Алла пыталась разделять интересы своего мужа. Она не раз сопровождала его на охоту, рыбалку, она даже согласилась брать уроки верховой езды.

Ex. 10. Use the verbs in brackets in the correct form. Add the missing prepositions.
I think I’ll never forget … (go) for an interview for the first time. Everything went wrong then. I hadn’t remembered … (set) the alarm clock before … (go) to bed and overslept. So, I didn’t have time … (wash) my hair or … (press) my clothes as I was going to be terribly late. I rushed out of the house without … even … (stop) … (look) at myself in the mirror. As it turned out later I forgot … (remove) one of the curlers from my hair, which made me … (look) utterly ridiculous. I tried so hard …
(look) cool and confident, but I couldn’t as I kept … (think) that there might be a fire in my flat. The thing is I didn’t remember … (turn) off the gas and thought that I had forgotten … (do) it. When I walked into the office apologizing … (be) late, the employer went on … (talk) on the phone without … (pay) any attention to me. Obviously he meant … (teach) me a lesson. I was so ashamed … (be) late and felt so embarrassed that I was afraid … (sit) down and carried … (stand). At last my would-be employer stopped … (talk) and invited me … (sit) down. He asked me several questions and was particularly interested if I knew that … (work) for their firm would mean … (look) my best to keep up the corporate image. At that moment I bitterly regretted … (get) up so late and … (dress) in a hurry. Of course I didn’t manage … (get) the job. The interviewer said the usual phrase: "I regret … (tell) you that your qualifications do not reach the required standard." I remember … (be) terribly discouraged and … (think) that next time I would try … (set) two alarm clocks in case something goes wrong with one of them.

Ex. 11. Translate into English.

1. Дежурный даже не упомянул о двух моих опозданиях на прошлой неделе. 2. Эта дама всегда возмущается, когда ей приходится ждать. 3. Должно быть, мы рискуем попасться. 4. Ты можешь представить его президентом? 5. Служащий признался в краже денег. 6. Я хочу, чтобы ты перекусил и отдохнул. 7. Кажется, я обещал взять вас в свою команду. 8. Дети не могли не рассмеяться при виде клоуна. 9. Мне не понравилось, что он навязывался к нам в компанию. 10. Что мы можем сделать, чтобы помешать нашей дочери посещать эти мероприятия? 11. Нам нравилось, что отец является центром внимания. 12. Я в шоке! Я представляла твоего мужа намного моложе! 13. Мы ожидаем провести там два месяца (anticipate).

THE PARTICIPLE

Причастие – это неличная форма глагола, сочетающая свойства глагола, прилагательного и наречия. Английские причастия соответствуют как русским причастиям, так и деепричастиям. Причастие в английском языке употребляется в основном в тех же случаях, в каких причастия и деепричастия употребляются в русском языке.

Как и в русском языке, в английском причастия бывают двух видов: действительные (Participle I) и страдательные (Participle II). Participle II представлено всего одной формой - III формой глагола:

bought – покупаемый, купленный
studied – изучаемый изученный

Причастие I образуется при помощи окончания -ing (to form – forming).
## Общая таблица причастий

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<tr>
<td></td>
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| Participle II| sold – продаваемый, проданный | performed – выполняемый, выполненный |

Простейшая форма Participle I — buying, studying. Этой форме в русском языке соответствует не только действительное причастие «покупающий», «изучающий», но и деепричастие «покупая», «изучая», для которого в английском языке нет специальной формы. Итак, формы Participle I следующие:

- **buying** — покупающий, покупающий
- **having bought** — купив
- **being bought** — будучи покупаемым
- **having been bought** — будучи купленным

Как видно из приведенных примеров, характерный признак Participle I — окончание -ing — имеется во всех формах (в первом элементе каждой формы).

**Participle I Active** в предложении выполняет **функцию**: 1) определения; 2) обстоятельства; 3) части сказуемого (времена группы Continuous и Perfect Continuous).

1. The working men will be … .  Работающие люди будут … .
   The man standing at the desk is … . Человек, стоящий у стола, … .

2. Considering these properties we noticed … . Рассматривая (когда мы рассматривали) эти свойства, мы обратили внимание … .

   **While solving** a problem you must write down the equation. Решая (при решении) задачи, вам следует записать уравнение. (Когда вы решаете уравнение, вы должны … .)
   **When solving** a problem you must write down the equation.

3. Students are using various methods of computation. Студенты пользуются различными методами вычислений.
**Participle I Passive** – *being constructed* в предложении выполняет функцию:
1) определения; 2) обстоятельства; 3) части сказуемого.

1. The computers *being built* will be extensively used. Строительные вычислительные машины будут широко применяться (… которые сейчас строятся …).

2. *Being sent* to the conference he may report on the results of its work. Будучи посланным на конференцию, он сможет сделать сообщение о результатах ее работы (Если его пошлют …).

3. The system which is *being tested* seems very complicated. Система, которую сейчас испытывают, кажется очень сложной.

**Participle II** – *done, studied* выполняет функцию: 1) определения; 2) обстоятельства; 3) части сказуемого в страдательном залоге и во временах группы *Perfect*.

1. The *proposed* program caused much discussion. Пределоженная программа вызвала много споров.

   The information *obtained* was of great interest. Полученная информация представляла большой интерес.

   The law *just referred* to was discovered by Newton. Закон, на который только что сослались, был открыт Ньютоном.

   They demonstrated the *reconstructed* machines. Они демонстрировали реконструированные машины.

2. *Translated*, from the language of mathematics into everyday language the relation became easier to understand. Будучи переведенным с языка математики на обычный язык, это соотношение стало легче для понимания (Когда это соотношение перевели с …).

   *As seen* from the article this kind of experiments is being carried out in quite a few laboratories. Как видно из статьи, такого рода эксперименты проводятся во многих лабораториях.

   *When (if) given* enough time. he will write his paper. Если ему дадут достаточно времени, он напишет свою статью.

   *Unless properly adjusted* the computer will not give out reliable information. Если вычислительную машину не отрегулировать должным образом, она не будет давать надежных результатов.

3. *I was told* about the advantages of the method accepted. Мне говорили о преимуществах принятого метода.
Perfect Participle – having given, having been given выполняет функцию обстоятельства.

Having answered the teacher’s questions the student left. Ответив на вопросы преподавателя, студент ушел. (После того, как он ответил ...).

Having been given the program we began to analyse it. После того как нам дали программу, мы начали изучать ее.

Ex. 1. Translate into Russian paying attention to the forms of participles.
1. Look at the woman counting the money.
2. Having picked up some Italian words, she could give directions to strangers.
3. Being illustrated with attractive photos, the article caught my eye.
4. Having been sent to the wrong address, the letter didn’t reach him.
5. Have you heard anything of the conference being held at the University?
6. Don’t tease the barking dog!
7. We went along the street leading to the shore.
8. Once a month Tommy, arriving separately, came in for a brief drink.
9. The woman who had been standing on the porch went into the house.
10. He contracted malaria while travelling in Africa.
11. Being left alone, Demy and I kept silence for some time.
12. Florence rushed downstairs gasping for breath.
13. He kept shaking his head as if saying, "Don’t trust her".
14. Seeing the prosecutor, she stopped.
15. While in Petersburg I visited the Hermitage several times.
16. As I walked through the gate, the dog came racing towards me.
17. His behavior is annoying.
18. The cartoon we saw yesterday was really amusing!

Ex. 2. Open the brackets using the correct perfect form of Participle I.
1. He found himself in debt, (invest) in a badly run railroad. 2. (complete) all our preparations we hired a taxi and hurried off. 3. By this time (get used) to the atmosphere of the big city, he no longer felt a stranger. 4. (see) so little of the country, I am afraid I cannot answer all your questions. 5. Never (experience) such difficulties before she was at a loss. 6. (arrive) two days before the conference he had a lot of time to explore the surroundings. 7. She left (tell) us all she had found out. 8. (make) redundant, he’s going to move to Brazil. 9. The snake, (bump) about in the hot sun all afternoon, was not in the best of tempers. 10. (buy) a pair of gloves we moved to the shoe department. 11. I felt refreshed (sleep) for eight hours. 12…. three times seriously (wound), he was no longer fit for active service. 13. A person (bring) good news is always welcome.
Ex. 3. Match the sentence halves and join them using a participle, e. g. doing or having done.

**Example:** Not wanting to be late, Vicky ran to the bus stop.

1. The room had been painted in dark colours, a) I decided to go out and celebrate.
2. As she was a doctor, b) so it needed some bright lights.
3. Because she didn’t want to be late, c) Harriet turned on the heating.
4. Because he had studied the map, d) Vicky ran to the bus stop.
5. She felt cold, so e) Sarah was exhausted.
6. Because he didn’t know French, f) Trevor knew which way to go.
7. As she had worked hard all day, g) Dan found it hard to communicate.
8. As I was happy with my results, h) she could squeeze through the opening.
9. As she was slim, i) she knew what side effects the medicine could have.

Ex. 4. Complete the sentences with the appropriate participle form of one of these verbs.

prefer arrive drive put climb spend glance take work

1. … the wrong bus, Tony found himself in an unfamiliar town.
2. … tree, Lee was able to see a way out of the forest.
3. … as a clerk, painter and bus driver, Neil decided to go back to university.
4. … all morning working in the garden, Betty took a short lunch break.
5. … early for his appointment, Ron spent some time looking at the magazines.
6. … not to go out tonight, I made an excuse.
7. … five hours to the meeting, Don learnt that it had been postponed.
8. … over his shoulder, he could see the dog chasing him.
9. … on a serious face, she began to tell the story.

Ex. 5. Paraphrase the following sentences using Participle I where it is possible.

**Example:** The prisoners who are being released are all women.

The prisoners being released are all women.

1. I pulled off the sheets which covered the furniture. 2. The boy who met with an accident has been discharged from hospital. 3. As she turned over in bed, Helen groaned, “I’ll get up in an hour or so”. 4. He stood at the counter and hesitated, he did not know what to choose. 5. The massive gold watch, which had belonged to his father, still lay on the table. 6. The conference, which is being held at the University, is devoted to ecological problems. 7. I couldn’t ring them up as I hadn’t found their telephone number. 8. We went to see our friends who had just returned from a voyage. 9. He had acquired the money through hard work, so he was reluctant to give it away. 10. Marie left work early because she didn’t
feel too well. 11. Indira’s mother died in a car-crash and left her an orphan at the age of nine. 12. The man who made a report yesterday came back from Austria. 13. Unable to attend the conference that took place a month ago, we asked for the typewritten reports. 14. Denis was shocked as he had never heard his friend speak that way about a woman before. 15. After we had got to the beach, we found a parasol to sit under. 16. He locked and bolted the door carefully and went down to the cellar. 17. As the residents were warned well in advance, they had enough time to get ready for the storm. 18. I tore my sweaty clothes off and jumped into the shower. 19. Sugary food can stick to your teeth and cause decay. 20. The glass roof collapsed onto the crowd and caused horrific injuries. 21. As we were very tired, we refused to get on with the discussion. 22. When he crossed the bridge, he saw a small village which was situated at the foot of a hill.

**Ex. 6. Paraphrase the sentences using, where possible, participle phrases preceded by conjunctions. Translate the sentences into Russian.**

**Note!** While is used to emphasize that the action in the main clause is simultaneous with the action in the adverbial clause. When is often used to talk about recurrent actions.

**Example:** Always exercise caution when you are handling radioactive substances. Always exercise caution **when handling** radioactive substances.

1. When you use a spell-check program, you can still make spelling mistakes. 2. When I was driving home I got caught in the rush hour traffic. 3. Jack accidentally shot himself while he was playing with the gun. 4. We take strict precautions when we treat AIDS patients even though the risk of infection is very low. 5. She stood in front of the mirror as if she were speaking to herself. 6. When he was a student he used to study at the library revising for his exams. 7. She kept smiling and saying nice things as if she were trying to make me forget what had happened. 8. When you use a dictionary, you need to be able to understand the symbols and abbreviations it contains. 9. When she was travelling in Africa, she kept a diary that was to provide valuable material for her first novel. 10. We need to know the language of comparison and contrast when we study tables and other statistical information. 11. When I make a complaint, I prefer to be friendly and polite, instead of being aggressive and rude. 12. When David was in Hungary, he called on his ex-wife. 13. Two youths were killed when they were running to help people injured in the bomb blast. 14. Although I fully understand your problem, I can’t allow you to break the rules.

**Ex. 7. Translate into English using Participle I.**

1. Женщина, вошедшая в офис, подошла к окошку и попросила дежурного позвать инспектора. 2. Подписав контракт, вы не можете оставить работу без предварительного уведомления. 3. Обернувшись, девушка увидела
мужчину подозрительного вида. 4. Увидев, что шеф чем-то раздосадован, Джеймс решил не задавать ненужных вопросов. 5. Джек упал с лестницы и сломал два ребра. 6. Майкл шел по коридору, напевая мелодию из популярного кинофильма. 7. Потеряв надежду получить повышение, он решил поискать другую работу. 8. Услышав знакомый голос, Бетси почувствовала себя увереннее. 9. Она стояла на остановке и дрожала от холода. 10. Так как на управляющего произвела впечатление работоспособность Стива, он увеличил ему зарплату. 11. Картина, висевшая у него дома, сейчас находится в картинной галерее. 12. Проработав режиссером 25 лет, он считал, что все понимает в своем деле. 13. Не имея большого опыта работы, Саманта не могла рассчитывать на то, что ей предложат должность исполнительного директора. 14. Рабочие, строящие дом, часто вынуждены приостанавливать работу из-за отсутствия стройматериалов. 15. Взяв ребенка за руку, девушка поспешила к выходу. 16. Пища, содержащая много соли, вредна для здоровья. 17. Откровенно говоря, ваши высокие налоги отпугивают инвесторов.

**Ex. 8. Translate into Russian paying attention to the forms of participles.**

1. The falling snow makes the landscape picturesque.
2. The moon hidden behind the clouds was hardly seen.
3. My question remained unanswered.
4. Reading the book I learned much that was new to me.
5. While studying at the University I got interested in physics.
6. Laying the table don’t forget to put forks and knives properly.
7. Having left Moscow and lived in the North for a year, I felt homesick.
8. Being asked in French I could not understand what I was asked.
9. Having booked a ticket I went to the post office to send a telegram.
10. Not knowing what to do I made up my mind to consult a lawyer.

**Ex. 9. Pay attention to the position of Participle II and its translation into Russian. Translate the sentences.**

*Example: The work done was of great importance.*

Проделанная работа представляла большую важность.

1. The problem discussed aroused interest.
2. The experiment made gave good results.
3. The lecture delivered caused discussion.
4. The letter posted was not delivered to the addressee.
5. The distance covered amounted to 2,000 km.
6. The method employed gave good results.
7. The data reported were used in the experiment.
8. Many of the books reviewed are available from stock.
9. The new film produced was met by the audience with enthusiasm.
10. The participants of the scientific conference adopted all the items of the agenda proposed.
11. The paper reviewed dealt with the new achievements in computer technology.

**Ex. 10. Paraphrase the following sentences according to the model.**

*Example:* The new job, which has been offered to me lately, seems to be very demanding. – The new job offered to me lately seems to be very demanding.

1. The coat, which we bought last year, is too small for me now. 2. These are only a few of the attempts which were made to improve the situation. 3. The things that are left behind by passengers are usually taken to the Lost Property Office. 4. Here is the memo I received yesterday. 5. It was not easy to find the file which I had deleted. 6. The castle, which was built many years ago, still looks magnificent. 7. Name some places abroad you have visited so far. 8. The answer, which had been so long expected, came at last.

**Ex. 11. Using the given phrases, say it in English.**

1. To make a test
   a) проводя испытание
   b) ученые, проводящие испытание
   c) испытание, проведенное
   d) проведя испытание
2. To take books from the library
   a) читатели, берущие книги из библиотеки
   b) беря книги из библиотеки
   c) взяв книги из библиотеки
   d) книги, взятые из библиотеки
3. To study a foreign language
   a) изучая иностраный язык
   b) студенты, изучающие иностранные языки
   c) иностранные языки, изучаемые студентами
   d) изучив иностранный язык
4. To cook dinner
   a) готовя обед
   b) приготовив обед
   c) обед, приготовленный моей женой
   d) домашняя хозяйка, готовящая обед
5. To buy vegetables at the market
   a) купив овощи на рынке
   b) овощи, купленные на рынке
c) люди, покупающие овощи на рынке
d) покупая овощи на рынке

6. To book a ticket
   a) билеты, приобретенные заблаговременно
   b) приобретая билеты заблаговременно
   c) пассажиры, приобретающие билеты заблаговременно
   d) приобретя билеты заблаговременно

Ex. 12. Use the appropriate participle form.

1. During the experiment the scientists used the latest methods (to recommend).
2. Journalists (to take part) in the press-conference are admitted by a special pass.
3. The paper described a series of carefully (to control) experiments.
4. There is a (to grow) demand for the kind of information (to give) in the advertisement.
5. (To pass) the examinations successfully students enjoyed their summer holidays.
6. People (to study) foreign languages can acquire good knowledge if they have regular conversational practice.
7. They carried out their investigation (to use) the best modern devices.
8. (To send) on business to London my friend hoped to improve his language.
9. (Not to know) of their arrival I could not meet them at the railway station.
10. Telegrams (to send) at the night time must be paid for with a reduced charge.
11. (To ask) a particular personal question he felt confused.
12. Though (to retain) an interest in theoretical physics the young scientist began investigating the problem of practical application of some physical laws.

THE NOMINATIVE ABSOLUTE PARTICIPIAL CONSTRUCTION
(НЕЗАВИСИМЫЙ ПРИЧАСТНЫЙ ОБОРОТ)

Обстоятельственные причастные обороты бывают зависимыми и независимыми. В первом случае обстоятельственный причастный оборот относится к подлежащему всего предложения, выражает его действие, т. е. зависит от подлежащего.

В независимом причастном обороте действие, выражаемое причастием, входящим в состав данного оборота, не относится к подлежащему всего предложения. Оно выражает действие существительного (или местоимения), стоящего непосредственно перед причастием, и не зависит от подлежащего всего предложения.

Признаки, по которым можно определить независимый причастный оборот:
   а) независимый причастный оборот всегда отделен запятой;
б) перед причастием стоит либо существительное без предлога, либо местоимение в именительном падеже;
в) независимый причастный оборот может стоять в начале или в конце предложения либо в конце его структурной части, если речь идет о сложном предложении.

1. Если независимый причастный оборот стоит в начале предложения, то он переводится на русский язык придаточным обстоятельственным предложением времени или причины, вводимым союзами когда, после того как, так как, поскольку, если и пр.

Other liquids being too light, a barometer uses mercury. Так как (поскольку) прочие жидкости слишком легкие, в барометре используется ртуть.

Radioactivity discovered, great progress was made in atomic physics. Когда (после того как) была открыта радиоактивность, был сделан большой прогресс в атомной физике.

2. Если независимый причастный оборот стоит в конце предложения, то он, как правило, переводится либо самостоятельным бессоюзным предложением, либо используются союзы а, и, но, причем.

The car started moving along the highway, its speed gradually accelerating. Автомобиль начал двигаться по шоссе, и (при этом) скорость его постепенно увеличивалась.

They finished the experiment, the result being quite satisfactory. Они завершили эксперимент, причем (и) результат оказался вполне удовлетворительным.

**Ex. 1. Find the nominative absolute participial construction and translate the sentences into Russian.**

1. Silver being very expensive, other metals are used as a conductor.
2. The atmosphere always contains some moisture, the amount varying not only from day to day, but from hour to hour.
3. The leaves being taken off, the plant stops growing.
4. The wind having dropped, they set out to walk.
5. It was at dawn, the stars far away in the sky growing pale.
6. They continued their way, the boy sobbing quietly, the man ashamed.
7. The speed of light being extremely great, it is impossible to measure it by ordinary methods.
8. The electricity is carried exclusively by the electrons, the atomic nuclei remaining stationary.
9. Other conditions being equal, the acceleration will be the same.
10. Acids react with oxides of all the metals, a salt and water being formed.
11. She sat staring into the fire, the book forgotten open beside.
12. The weather being calm, all the passengers left their cabins and were walking on deck.
13. The rain having ruined my hat, I had to buy a new one.
14. Weather permitting, we’ll take a boat trip.
15. This being settled, they shook hands and left.
16. The professor being ill, the lecture was cancelled.
17. With more and more people losing their jobs, the situation in the labour market is becoming extremely tense.
18. The total value of Japan’s export increased considerably, with foodstuffs occupying an important place in the exports of the country.

Ex. 2. Identify the Nominative Absolute Participial Constructions. Translate the sentences into Russian.

1. That being the case, the cabinet decided to resign. 2. The business of the meeting being finished, the secretary put away her papers. 3. The criminal being found, the search came to an end. 4. When the child heard the shots, he pressed against the wall, his whole body trembling with fear. 5. The tour having been postponed, we stayed at home. 6. Charles stopped and stared at great piles of chocolate, his mouth watering like mad. 7. With her eyes sparkling brightly, Kate sat quietly studying the illustration on her drawing board. 8. With his voice breaking and his hands shaking, Maxim tried hard to defend himself.

Ex. 3. a) Complete the sentences with the Nominative Absolute Participial Constructions. Add the necessary elements.

1. Jennifer hurried away (heels/ crunch) in the snow. 2. Margo stood listlessly (head/ drop upon) her breast. 3. Pale, with his teeth clenched and (heart/ beat fast), Chris looked at the jailer. 4. Mr. Stanford was standing silent (a bitter smile/ curl) his lips. 5. He carefully spread the paper on the desk, (Linda/ thoughtfully watch). 6. (That/ understand) the conference was declared over. 7. We hurried back to the university campus (it/ be) then about ten minutes to ten. 8. (All things/ discuss), there was nothing to be done now.

b) Paraphrase the sentences using the Nominative Absolute Participial Constructions.

1. If mother permits us, we’ll take a two days’ trip to Disneyland. 2. As the weather remained perfect, we had a barbecue almost every day. 3. As the rules were very strict, the doorkeeper forbade me to enter. 4. The crew set off; the rain was still coming down heavily. 5. As our efforts to start the car had failed, we spent the night in a nearby village. 6. Anna and I walked very slowly, admiring the moonlight. Mr. Toots followed us with enormous packets in his hands. 7. The matter was too complicated to solve at once, so I decided to think it over.
Ex. 4. Translate into English using participial constructions.

1. Так как оставалось еще полчаса до встречи с агентом, мы решили перекусить в японском ресторанчике. 2. Так как в помещении было душно, дети спали на открытом воздухе. 3. Поскольку другого выхода не было, совет директоров компании принял предложение конкурентов. 4. Поскольку условия были приемлемыми, мы решили оформить сделку на месте. 5. Поскольку расследование выявило новые детали происшествия, адвокату пришлось вернуться в город.

SUPPLEMENTARY EXERCISES (ALL VERBALS)

Ex. 1. Open the brackets using the correct non-finite.

The best way … (explore) China is by land …. (Travel) round China involves … (cover) great distances as the country is enormous. As a result, some tourists would rather … (fly), as it is quicker and they consider … (sit) on a bus or train a waste of time. For those who don’t mind … (take) a bit longer, there is so much … (see) which is not visible from a plane. From a bus you can … (see) people … (work) in the rice fields. You can even spend some time … (learn) a few Chinese phrases. Few can resist … (taste) a local delicacy – bird’s nest soup, though you may have difficulty … (acquire) a taste for one-hundred-year-old eggs!

Ex. 2. Complete the comments some people made about their careers using the correct form of the verbs in italics. Sometimes more than one answer is possible.

1. I try be focused about my career, but I’m so busy. Like on an average day, I never have time to stop think, “What am I learning? Where am I going?”
2. The best career advice I ever read was to stop be a job seeker and start think of yourself as an investment. I did and it’s beginning work.
3. I remember meet my boss for the first time. I said, “How can I get your job?” But I respect her and I like think that she respects me, too.
4. I really don’t bother try to impress my assistant any more. I tried buy him lunch and stuff when I got here, but I think he’s jealous of me.
5. I like my job and I like go into work every day. I’m probably a bit of a workaholic. Sometimes I forget have lunch. I have to remember make time for myself.
6. I intend change jobs every two or three years till I have lots of contacts. My aim is to start run my own business. I can’t stand work for a boss.

Ex. 3. Make up sentences using the words in brackets. Start your sentences with there is/there are.

Example: There were so many shoppers waiting in the line, two or three hundred, I should think.
There is a lorry parked across the road.
1. The cafe is still full. (people/ sit/ on the terrace)
2. The garden was picturesque. (a small stream/ run/ at the bottom of the garden)
3. You could buy some junk food. (street vendors/ sell/ hot peanuts, popcorn and cold drinks)
4. The storm was violent. (cars/ overturn and trees/ uproot)
5. The earthquake was disastrous. (hundreds of people/ kill/ injure; a lot of houses/ completely destroy)
6. Would anyone like to visit the caves? (tourists/ wish/ to visit the caves)
7. We failed to see a football match. (too many people/ try to get/ into the football stadium)

Ex. 4. Rewrite the sentences using participial phrases or gerunds.

Example: I was exhausted through lack of sleep and fell asleep at my desk. – Exhausted through lack of sleep, I fell asleep at my desk.

1. Since I was promoted, I’ve had no time to go out. 2. After he was released from prison, Andy could not find a job anywhere. 3. He was frequently criticized for his self-centered attitude but was nonetheless very popular. 4. When he was caught, he confessed everything. (On…) 5. If we are elected, we will increase the value of pensions. 6. Jennifer had been shoplifting for many years before she was found out. 7. Unless it is destroyed, this material could have damaging consequences. 8. When it is seen from the outside, the building looks a mess, but it is lovely inside.

Ex. 5. Translate the sentences into Russian paying attention to the usage of verbals.

1. Hearing the sounds of music, we stopped talking. 2. The chairman regretted the foreign delegates’ arriving too late to participate in the discussion. 3. Lamont bowed to him when introduced. 4. By bringing European countries together the common market contributes to their individual progress in social spheres. 5. Having been shown the wrong direction, the hikers soon lost their way. 6. His insisting on our revising the terms of payment and delivery was not unexpected. 7. Being off sick, she could not settle the matter. 8. The tree struck by lightning was all black and leafless. 9. Flushed and excited, Tommy came running to his mother. 10. The room facing the garden is much cozier than this one. 11. Running into the road, the young man caught a taxi. 12. The perspective of underdeveloped nations forming an economic alliance is unbelievable.

Ex. 6. Use the correct form of the infinitive.

1. It was a real pleasure (swim) in the sea on such a hot day. 2. Nick is upset. He’s sure he could (write) the composition much better. 3. She noticed a car (stop) outside the house. 4. There appears (be) a mistake over the numbers.
5. They appear (keep) the details of the investigation a secret for the time being.
6. Life turned out (be) stranger than fiction.
7. I believed her (knit) in the next room.
8. He reported the cabin crew (attack) by the drunken passenger.
9. Sue made the child (obey) her.
10. David happened (witness) the incident.

**Ex. 7. Translate into English using the Infinitive constructions where possible.**

1. Я видел, что он не в курсе происходящего.
2. Говорят, что он ищет новую работу.
3. Ему необязательно читать всю книгу (no need).
4. Он, по-видимому, приехал вчера.
5. Оказалось, что она с утра убирается в доме.
6. Стена была слишком высокой, поэтому ничего не было видно.
7. Наверняка она вам ничего не подарит.
8. Сообщается, что результаты эксперимента уже опубликованы.
9. Я слышал, ваша дочь собирается замуж?
10. Стивен почувствовал, что было неразумно продолжать разговор на ту же тему.
11. Маловероятно, что банки сохранят свои нынешние процентные ставки.

**Ex. 8. Underline the word or phrase that is correct.**

1. I’m sorry hearing/to hear that they have fired him for no reason at all. 2. On the first day, the headmaster advised us all working/to work very hard. In fact, he recommended studying/to study for at least four hours every evening. 3. What do you mean to do/doing about the leaky pipes? 4. After I stretched my legs I found that my back stopped to ache/aching. 5. I never imagined the mountains to be/being so high! 6. Margaret was slow at school, but she went on to be/being Prime Minister. 7. Don’t forget to wake me/waking me before you leave. 8. Have you ever considered to buy/buying a microwave oven? 9. I regret to inform/informing you that the consignment is not ready for shipment. 10. I’m sorry, I didn’t mean to hurt/hurting your feelings. 11. Tom stopped picking up/to pick up his washing on the way home. 12. Then, in her letter, she goes on to say/saying that most of her family have been ill. 13. I remember to put/putting the money in the top drawer, but it’s not there now. 14. I tried taking/to take the medicine that you gave me but I couldn’t swallow it.

**Ex. 9. Correct the sentences if necessary.**

1. Although felt tired, Polly didn’t want to go to bed.
2. Peter broke his arm in playing rugby.
3. A woman accused Martin with stealing her money.
4. I wasn’t sure whether to write a letter of thanks.
5. Do you remember a young man bumping into you?
6. The girl’s parents wouldn’t let her to stay out so late.
7. The book is too difficult enough for children to understand
8. Police found the woman for lying dead on the floor.
9. Cars are always expensive to repair them.
10. The man died as a result of falling asleep while driving.

Ex. 10. Translate into English.

1. Я помню, он громко смеялся, рассказывая эту историю. 2. Она была уверена, что мальчики уже давно перестали работать и убежали на речку. 3. Не отвечая на приветствия, он быстро прошел в зал. 4. Инспектор намеревался начать свое расследование (investigation) с осмотра сада. 5. Помыв посуду и прибрав все на кухне, она легла на диван. 6. Шон терпеть не может, когда его хвалят. 7. Ему не нравилось, что дочь часами болтает по телефону. 8. Вы не забыли отправить письмо, которое он вам дал? 9. Войдя в комнату, мы обнаружили, что она пуста. 10. Ходьба всегда поднимает у меня аппетит. 11. Поговорив с людьми, закончившими работу. 12. У моей бабушки частые головные боли. Ей нужно проверить сосуды. 13. Получив степень бакалавра, он поступил в магистратуру. 14. Он наблюдал, как студенты рассаживались по своим местам. 15. Не понимая, что произошло, он продолжал о чем-то рассказывать. 16. Девушки, стоящие на остановке, что-то громко обсуждали и смеялись. 17. Платье, висевшее в витрине магазина, исчезло. 18. Я не запомнил имя человека, звонившего вам вчера. 19. Директор обещал построить бассейн около школы. 20. Мы сидели на террасе, наслаждаясь чудесным видом гор, окружающих наш отель. 21. Кто тот мальчишка, которого допрашивает полицейский? 22. Будучи в Киеве, Андрей зашел на-вести́ть бывшего одноклассника. 23. Поскольку я не специалист, я не могу установить эту программу.
UNIT VI
CONDITIONALS, WISHES

Types of Conditionals

Real Conditionals (Type I)

Unreal Conditionals

Present/Future time reference in both the clauses (Type II)
Past time reference in both the clauses (Type III)
Different time reference in the clauses (Mixed type)

REAL CONDITIONALS (TYPE 1)

<table>
<thead>
<tr>
<th>If – clause</th>
<th>Main clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>if + Present Simple</td>
<td>Future Simple (will + infinitive)</td>
</tr>
<tr>
<td>If she lends him the money</td>
<td>he will buy a new house</td>
</tr>
</tbody>
</table>

1. Any present tense can be used in the if – clause, besides Present Simple:  
   If he has been travelling all night, he will need a rest.
2. Present tenses are used both in the if – clause and in the main clause to talk about general truths and facts:  
   If you press this button, the machine stops working.
3. Past tenses are used when we talk about real past events and repeated past action:  
   If I criticized her unfairly, I always apologized.
4. The main clause may be interrogative or imperative:  
   If you need anything, ask me.
Ex. 1. Put the verbs in brackets into the correct tense form.

1. If Jack … (to refuse) to help us we’ll have to manage without him.
2. If you … (to give) me your phone numbers, sir, we … (to let) you know when it … (to arrive).
3. Unless you put on some sun cream, you … (to get) sunburnt.
4. If we … (to quarrel), we always make friends.
5. If you … (not to see) what you … (to want), just … (to ask) one of the assistant.
6. Unless you … (to work) harder, you won’t pass the exam.
7. The flowers … (not to grow) well if you … (not to look) after them properly.
8. If you have bought these shoes, why you … (not to put them on)?
9. You can’t go into a club unless you … (to be) a members.
10. We (to have) the meeting this afternoon, if nobody … (to object)?
11. If you (to write this article already), why you … (not to go) to the conference?
12. If you … (to soak) it in cold water, the stain … (to come out).
13. You can’t travel on this train unless you … (to have) a reservation.
14. If you … (to continue) to threaten me, I … (have to seek) legal advice.

Ex. 2. Paraphrase the following sentences using if clauses of real condition.

1. The party might go on all night. Then no one wanted to do any work the next day.
2. Is Matthew going to enter the race? He’ll probably win it.
3. Nick arrived a bit early sometimes. Then he could help Tom to get things ready.
4. The office may be closed. In that case Mark won’t be able to get in.
5. Emma has missed the train. But she gets the next one.
6. Rachel might fail her driving test. Then she will take it again.
7. We hope your plans don’t change. We’ll see you on Saturday evening then.
8. He wants to go to University. Then he’ll study history or languages.
9. Caroline has changed her job. Now she’ll earn more money.
10. James’ mother wants to make him study law. Then he will be unhappy.
11. He has read that report. Now he will know what all the fuss is about.
12. You have been telling the truth. We need to act quickly.

Ex. 3. Correct the mistakes where necessary.

1. If you won’t trust why don’t you ask him about it?
2. If Rita will open a boutique in the High street, she will earn lots of money.
3. If you have been to London, you will be able to tell us what it is like.
4. It you will fall, I won’t be able to catch you.
5. I’ll take some aspirin with me if the sun gives me a headache.
6. Come tonight unless I don’t phone.
7. If you want to go out with her, why won’t you give her a ring?
8. If you don’t help me, I won’t pass the exam.
9. We are going to have a picnic unless it will rain.
10. We had better get ready if he is coming round soon.
11. If Paul had been running long way, he will be out of breath.
12. You can’t open the door unless you don’t know the code.

**Ex. 4. Translate the sentences using if clauses of real condition.**

1. Мы поедем отдыхать, если ты устроишься на работу.
2. Ты опоздаешь на собеседование, если не потопрешься.
3. Если ты работала всю эту неделю, почему я не вижу результата.
4. Он не получит эту работу, если не представит рекомендации.
5. Если я путешествую на большое расстояние, я всегда летаю самолетом.
6. Отмени встречу, если не будешь успевать.
7. Если начальник сердился, это был плохой признак.
8. Если я закончу все дела на этой неделе, я уеду в заграничное путешествие.
9. Мы продлим твой рабочий контракт, если ты не будешь больше опаздывать.
10. Если ты сказал правду, мы должны его спасти.
11. Если ты не объяснишь свое поведение, я не буду с тобой разговаривать.
12. Мы возьмем вас на работу, если у вас будет достаточно опыта.
13. Я куплю тебе компьютер, если только ты будешь хорошо учиться.
14. Если тебе не понравился фильм, почему ты не ушла?

**UNREAL CONDITIONALS REFERRING TO THE PRESENT OR FUTURE (TYPE 2)**

<table>
<thead>
<tr>
<th>if – clause</th>
<th>main – clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>if + non perfect Subjunctive II</td>
<td>would + non perfect infinitive</td>
</tr>
<tr>
<td>1. If she knew his name</td>
<td>she would tell you.</td>
</tr>
<tr>
<td>2. If I were you/in your position</td>
<td>I would accept their offer</td>
</tr>
<tr>
<td>3. If he could/might get the tickets</td>
<td>we would see the most brilliant performance</td>
</tr>
</tbody>
</table>

**Ex. 1. Put the verbs in brackets into the correct mood form using Type 2 Conditionals.**

1. If your father … (to be alive), he … (to be shocked) to see what you’re doing.
2. If I … (not to go) to work, I … (not to have) such a big house.
3. If you … (not to wear) such thin clothes, you … (not to feel) cold!
4. If Tom … (to be good at) maths, he … (to become) an accountant.
5. If you … (to complain) to the manager, I think he … (to help) you.
6. What … (we to do) now, if we … (not to lie) on this beach?
7. What … (we to do) if you suddenly … (to lose) your passport?
8. I’m sure Sue … (to understand) everything if you … (to explain) the situation to her.
9. If I … (not to travel) by air now, I … (to be very disappointed).
10. If I … *(to take)* more exercise, you … *(probably to feel)* healthier.
11. If I … *(not to panic)* now, you … *(to find)* the solution to your problem.
12. If the police … *(not to fine)* people, very few people … *(to obey)* the law.

**Ex. 2. Complete these sentences using could or might.**

1. If Susan … *(feel)* like seeing the sights, she … *(take)* a bus tour.
2. If we … *(be able to)* pay better wages, we … *(take on)* more staff.
3. If Frank … *(want)* advice, he … *(ask)* his bank manager.
4. If we … *(run)* our own business, we … *(be)* more independent.
5. If she … *(can have)* some lessons, she … *(improve)* her performance.
6. If they … *(have)* the right qualifications, they … *(apply)* for better jobs.
7. If he … *(fail)* in his present job, he … *(think)* about another career.
8. If you cooked it in butter, it … *(taste)* better.
9. If he wasn’t so bad-tempered, I … *(go)* out with him.
10. He … *(change)* his mind, if we talked to him.
11. I … *(lend)* you my car, if you wanted.
12. If she asked me politely, I … *(feel)* like helping her.

**Ex. 3. Paraphrase the following sentences to express similar ideas by using Type 2 Conditionals.**

1. Claire won’t marry Henry because she doesn’t love him.
2. You can’t play tennis because your back is aching.
3. We can’t work this out a lot quicker because we don’t have a calculator.
4. You don’t use a sun block so you will get red in the sun.
5. Scientists are worried because the climate is undergoing such radical changes.
6. She can’t walk without help so she doesn’t go out very often.
7. David has so many accidents because he is so clumsy.
8. He isn’t fit because he sits around too much.
9. He won’t buy you a palace because he is not a millionaire.
10. She drinks so much coffee, so she doesn’t feel calm.
11. You can’t take a photo because you haven’t got your camera.
12. I have lost my voice, so I should take in medicine.

**Ex. 4. Some of the sentences contain errors. Find and correct them.**

1. If I were you, I would think very carefully about my future.
2. If I have to flight, I would get very nervous, so I usually drive.
3. If we are not getting ready for our exams we would go skiing.
4. If I were not travelling now, I wouldn’t be enjoying myself.
5. What would you do if your house will be burgled?
6. We might sell our business if it would make another loss this year.
7. If you didn’t spend so much money on clothes, you can buy a car.
8. The company would be more successful if it spent more money on advertising.
9. If the employees of the company were happy, they work harder.
10. If we could get the facts, we might know what to do.
11. If you were a bit more considerate, you offered me a seat.
12. We would be able to do something useful, if you didn’t play computer games now.

Ex. 5. Translate into English using if clauses of unread condition referring to the present or future.

1. Вы бы приняли приглашение, если бы вам предложили работать за рубежом?
2. Куда бы вы поехали отдыхать, если бы у вас сейчас был отпуск.
3. На вашем месте я бы с ними не спорила. То, что они говорят, — правда.
4. Если бы он интересовался английским, то использовали бы любую возможность поговорить на нем.
5. Мы бы с удовольствием присоединились к вам, если бы не было так поздно.
6. Если бы ты не был так занят, мы могли бы пойти куда-нибудь пообедать.
7. Если бы вы были более инициативны, вас бы порекомендовали на повышение.
8. Профессия учитель была бы более уважаемой, если бы она лучше оплачивалась.
9. На вашем месте я бы не принимал столь необдуманное решение.
10. Если бы ты устроился на работу со свободным распорядком дня, ты бы смог уделять больше внимания своей семье.
11. Мы были бы благодарны, если бы вы приняли участие в обсуждении проекта.
12. Если бы эта должность давала какие-нибудь перспективы, я бы сейчас не подавала заявление об увольнении.

UNREAL CONDITIONALS REFERRING TO THE PAST (TYPE 3)

<table>
<thead>
<tr>
<th>if-clause</th>
<th>main clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>if + perfect Subjunctive II</td>
<td>would, could, might + perfect Infinitive</td>
</tr>
<tr>
<td>if she had known his name</td>
<td>she would have told you</td>
</tr>
</tbody>
</table>

Ex. 1. Translate Conditionals sentences into Russian.

1. He would have been arrested if he had tried to leave the country.
2. If he hadn’t been running all this way, we wouldn’t have become so tired.
3. I could have taken a taxi if I had realized that it was such a long way.
4. If I hadn’t been standing outside the supermarket, we might never have met.
5. If I had been you/in your position, I would have never missed that opportunity.
6. If he hadn’t been driving so fast, the police wouldn’t have stopped him for speeding.
7. I might have repaired your car if you had asked me.
8. If the food hadn’t been so good, we couldn’t have eaten so much.
9. If you had canceled within the time limit, we would have given you a full refund.
10. If you hadn’t given us a lift, we would have never got there on time.

Ex. 2. Put the verbs in brackets into the correct mood forms using Type 3 Conditionals.

1. If I … (to visit) Athens last year I … (to phone) you.
2. If I … (to know) you already had tickets, I … (not to stand) in a queue for so long.
3. If you … (to start) coming to the course earlier, you … (to pass) the exam.
4. If I … (not to be) so shy at the party last Saturday, I … (to make) more friends.
5. If you … (not to spend) so much money for the last years, we … (to buy) a car.
6. She … (to get) promotion last year if she … (not to argue) with the boss.
7. He … (not to get) the job, if he … (not to be) successful at the interview.
8. If he … (not to see) the other car, there … (to be) a serious accident.
9. If I … (not to become) a teacher, I … (not to work) at school for ten years.
10. If we … (not to take) a taxi, we … (not to come) here so quickly.

Ex. 3. Paraphrase the following sentences to express similar ideas by using Type 3 Conditionals.

1. I didn’t know she was the examiner, so I made a silly joke.
2. You didn’t run fast, so you didn’t come first.
3. I didn’t go downstairs because I was afraid of the dark.
4. The building fell down because it had weak foundation.
5. Romeo thought that Juliet was dead so he committed suicide.
6. We came home from our holiday early because we ran out of money.
7. We arrived late because we took the wrong turning.
8. She didn’t have enough money so she didn’t take a taxi.
9. I was able to buy the car because Jim lent me the money.
10. I didn’t enjoy school, so I didn’t do very well.
11. My father didn’t earn much money, so life wasn’t easy for us.
12. The men were wearing protective clothing, so they were all quite safe.

Ex. 4. Translate into English.

1. Я бы не уволился, если бы они повысили тогда зарплату.
2. Наше предприятие не закрыли бы, если оно выплатило все долги.
3. Мы бы не пошли в ресторан, если бы знали цены.
4. Вы смогли бы поговорить на эту тему, если бы он тогда был на работе.
   К сожалению, он был в командировке.
5. Вы бы купили тот дом, если бы они смогли предложить его вам по выгодной цене?
6. Если бы их самолет взлетел вовремя, они бы уже летели два часа.
7. Вы бы подписали контракт с этой компанией в прошлом году, если бы знали, что она надежная?
8. Мы бы связались с тобой, если бы ты не отключила свой телефон.
9. Если бы вы отнесли документы в посольство месяц тому назад, вы бы уже получили визу.
10. Если бы ты сказала об этом раньше, я бы смогла что-нибудь сделать.
11. Я бы, возможно, не получил эту высокооплачиваемую работу, если бы не проявил свои лучшие качества на собеседовании.
12. Если бы ты посещал занятия целый год, ты бы получил зачет без проблем.

### MIXED CONDITIONALS

#### Pattern 1

<table>
<thead>
<tr>
<th>if – clause (Type 3)</th>
<th>main clause (Type 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>if + perfect Subjunctive II</td>
<td>would + non-perfect infinitive</td>
</tr>
<tr>
<td>If you had followed my advice.</td>
<td>You would be much happier now.</td>
</tr>
</tbody>
</table>

#### Pattern 2

<table>
<thead>
<tr>
<th>if – clause (Type 2)</th>
<th>main clause (Type 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>if + non-perfect Subjunctive II</td>
<td>would + perfect infinitive</td>
</tr>
<tr>
<td>If he were a good worker</td>
<td>he would have been promoted long ago</td>
</tr>
</tbody>
</table>

**Ex. 1. Use mixed conditionals in the following sentences.**

1. If he … (not to take) his job seriously, he … (to be unemployed) now.
2. If she … (not to study) at all, she … (not to) badly in the test.
3. If the island … (to be) still a tourist attraction, last week’s earthquake … (to cause) far more deaths.
4. You … (not to be) in so much trouble now if you … (not to start) gambling.
5. If you … (not to take) the money, you … (not to be) in prison now.
6. If … (to be) hard enough to pass the exam tomorrow if you … (not to go) to all the lectures this year.
7. Tom Cruise … (not to be) the star he is today if he … (not to make) a good impression in his early films.
8. If you … (to work) last weekend when the boss asked you, then you … (not to work) this weekend.
9. If we … (not to take) a wrong turning back there, we … (not to be) in this mess now.
10. If … (to fell) very tired today if he … (to play) rugby yesterday.

**Ex. 2. Translate the following sentences using mixed conditionals.**

1. Ты бы поехала с нами на отдых этим летом, если бы не попала в больницу.
2. Я бы не была сейчас расстроена, если бы ты не разбил мой фотоаппарат.
3. Если бы я не был постоянно уставшим, я бы не допустил такую элементарную ошибку.
4. Если бы я вовремя не освоила компьютер и не выучила еще один язык, я не работала бы сейчас в престижной иностранной компании.
5. Они бы не жили сейчас на одну зарплату, если бы ее не сократили.
6. Она бы никогда не согласилась работать сверхурочно, если бы ей так срочно не нужны были деньги.
7. Если бы ты была более тактичным человеком, ты бы не сказала ей это.
8. Если бы мы не были знакомы, он не пригласил нас на вечер.
9. Если бы вы приняли лекарство, вы бы сейчас были здоровы.
10. Если бы он не был таким рассеянным, он не принял бы вас за мою сестру.
11. Если бы вы были внимательнее на прошлом занятии, вы бы сейчас лучше знали материал.
12. Если бы ты положила книгу на место, она бы сейчас была здесь.

**OTHER WAYS OF EXPRESSING UNREAL CONDITION**

– If it were not for …
– If it had not been for …
– But for …

**Ex. 1. Complete the sentence so that it is as similar in meaning as possible to the first sentence.**

1. I can’t go to the disco with you because my mother says “no”. if it … .
2. You helped me, so I passed my exam with flying colours. But for … .
3. Tim found the treasure because he had the map. But for … .
4. He got an urgent message, so he had to leave his office early. But for … .
5. I learnt to swim because you encouraged me. If it … .
6. She got embarrassed so she couldn’t say anything. But for … .
7. Kate won’t move to London because she works in Paris. If it … .
8. I didn’t finish my assignment because I came down with a terrible cold. But for … .
9. She doesn’t have many friends because she has a lot of bad habits. If it … .
10. He couldn’t give his arguments to the police because he got confused. But for … .
11. We didn’t have our birthday party out as it was raining all day long. If it … .
12. He offered her his assistance, so she was very obliged to him. But for … .

**CONJUNCTIONS OTHER THAN “IF”**

*Unless – if not*
*Providing/provided that*
*So/as long as*
*On condition (that)*
*What if*
*Suppose/supposing*
*Otherwise*
*In case of*
*Even if*

**Ex. 1. Translate the fragments in brackets into English.**

1. (Если предложить) that I (сдам экзамен на отлично), I will be able to get free education.
2. (А что, если бы) were travelling to Russia, (ты бы обменял) roubles before you left or when you arrived?
3. I won’t tell her about your plan, (иначе) she’ll get furious.
4. You can drive this car (при условии, что) you have a driving license.
5. (Только если) you promise not to break out secret, we’ll work together.
6. (Даже если) he is your best friend he can’t come with us.
7. I wouldn’t buy a car, (если бы я только не был уверен) that it was a reliable one.
8. (Допустим) the Internet hadn’t been invented, (тебе было бы легко) to be kept updated.
9. He wrote down the name of the book (в случае, если он забудет) it.
10. I am taking my umbrella with me (в случае) it rains.

**MODAL EXPRESSIONS**

**HAD BETTER/WOULD RATHER/WOULD**

_Had better_ is used to express advice, warning.
_Would rather/sooner_ – preference, choice.

**Ex. 1. Translate the following sentences.**

1. You had better drive carefully to avoid having an accident.
2. He had better not tell her about it or I’ll be furious.
3. I would rather give you the information today (one subject, present action).
4. She would rather have taken some dollars with her when she went abroad (one subject, past action).
5. We would rather/sooner you earned a reasonable salary (two subjects, present action).
6. They would rather/sooner their boss hadn’t promised them a pay rise (two subjects, past action).

Ex. 2. Translate the following sentences.

1. Ему лучше не уволняться с работы сейчас, а подождать, пока найдет что-то получше.
2. Я бы предпочла сдать экзамен вчера, чем переносить его на осень.
3. Ты бы предпочла пойти с нами или остаться с детьми?
4. Мне бы очень хотелось, чтобы ты не оставил меня вчера одну среди не- знакомых мне людей.
5. Ему лучше не идти на собеседование. Его не станут слушать.
6. Мой брат предпочитает смотреть целыми днями телевизор, вместо того чтобы готовиться к занятиям.
7. Тебе лучше поехать домой на такси, так как ты долго будешь ждать автобус.
8. Почему ты купила такой дорогой подарок? Я бы предпочла, чтобы ты выбрала что-то подешевле.
9. Я бы предпочла, чтобы вы дали мне рекомендательное письмо.
10. Тебе лучше немедленно все рассказать своему начальнику.
11. Вчера мы ходили в кино, но фильм оказался скучным. Я бы предпочла остаться дома.

OBJECT CLAUSES INTRODUCED BY WISH/IF ONLY

1. I wish I were rich (a personal wish or regret about a present or future situation). Жаль, что я небогат.
2. I wish she felt as I do. Мне бы хотелось, чтобы она чувствовала то же, что и я.
3. He wished he didn’t have so much work to do. Он сожалел, что у него было много работы.
4. I wished you had listened to me (a personal regret about a past situation). Мне было жаль, что ты меня не послушал. They wished they hadn’t done it. Им было жаль, что они это сделали.
5. I wish he would stop lying. (polite request or annoyance) if only =I wish
6. If only I knew more people! Если бы я только знала больше людей. If only she had phoned me yesterday, I’d stop worrying! Если бы только она позвонила вчера, я бы перестала волноваться.

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Ex. 1. Match the comments with the answers.

| 1. It is a strange and boring situation. | a) I wish it would rain. |
| 2. The plants in the garden are dying. | b) I wish you had told me. |
| 3. We never hear from Angela. | c) I wish something exciting would happen. |
| 4. I didn’t know you were ill. | d) I wish we lived nearer the office. |
| 5. I can’t afford to go out. | e) I wish you could come more often. |
| 6. It takes hours to get to work. | f) I wish I hadn’t told anyone. |
| 7. She looked absolutely lovely. | g) I wish were younger. |
| 8. We don’t see you very often. | h) I wish I had more money. |
| 9. Now everyone knows the secret. | i) I wish she would write more often. |

Ex. 2. Make up sentences with I wish, expressing:

A. Regrets referring to the present, future.
   1. She doesn’t want to go shopping with me.
   2. I am moving to another town next month.
   3. I never have enough money.
   4. He doesn’t speak many foreign languages.
   5. I am not lying on a beautiful sunny beach.
   6. She doesn’t know anything about cars.
   7. We have to work tomorrow.
   8. I don’t know many people in this town.
   9. I am sitting in a stuffy room.
   10. He can’t give up smoking.

B. Regrets referring to the past
   1. John hasn’t passed the exam.
   2. Mary didn’t come to the airport.
   3. I didn’t see the match last week.
   4. We have been driving so fast on the motorway.
   5. They didn’t book the tickets in advance.
   6. We haven’t been running this company.
   7. They booked their tour with an unreliable agency.
   8. We have borrowed a big sum of money to start the business.
   9. The children haven’t been playing in the yard.
   10. Mark told his neighbours they were wrong.

C. Polite Request or Annoyance
   1. Ann wears dirty shoes to University.
   2. David misses English classes regularly.
   3. Jane is arguing with her parents all the time.
   4. Molly doesn’t help her mother with the housework.
5. Richard doesn’t wear a tie very often.
6. Paul takes too many days off work.
7. Don is playing football all the time.
8. Peter doesn’t give up smoking.
9. Susan isn’t working very hard for her exams.
10. John never comes home before twelve o’clock.

Ex. 3. Translate the following sentences.

1. Она сожалела, что не добилась успеха в карьере.
2. Досадно, что мы получили выговор за опоздание.
3. Джон проработал в этой компании много лет и жалел, что его не повысили.
4. Хотелось бы мне, чтобы вы были осторожнее в следующий раз.
5. Если бы ты только бросил курить!
6. Напрасно он не выбрал профессию юриста.
7. Я жалела, что не подумала об этом раньше, когда еще не было поздно!
8. Хорошо, бы у нас сейчас были каникулы!
9. Напрасно вы не подписали бумаги вовремя.
10. Как жаль, что доктор уже ушел.
11. Досадно, что преподаватель обращает мало внимания на ваше произношение.
12. Мы жалели, что его сократили. Он оказал бы нам большую поддержку.
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Учебное издание

GRAMMAR FOCUS

СОВЕРШЕНСТВУЕМ ЗНАНИЯ
ГРАММАТИКИ АНГЛИЙСКОГО ЯЗЫКА

Учебно-методическое пособие

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Подписано в печать 05.05.2015. Формат 60×84/16. Бумага офсетная.
Ризография. Усл. печ. л. 7,44. Уч.-изд. л. 6,27. Тираж 100 экз. Заказ 241.

Белорусский государственный университет.
Свидетельство о государственной регистрации издателя, изготовителя,
распространителя печатных изданий № 1/270 от 03.04.2014.
Пр. Независимости, 4, 220030, Минск.

Республикансское унитарное предприятие
«Издательский центр Белорусского государственного университета».
Свидетельство о государственной регистрации издателя, изготовителя,
распространителя печатных изданий № 2/63 от 19.03.2014.

Представленный в учебно-методическом пособии материал направлен на развитие и закрепление у студентов грамматических навыков, формирование умений перевода с русского языка на английский.

УДК 811.111’36(075.8)
ББК 81.2Англ-2-923