

**НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ БІОРЕСУРСІВ
І ПРИРОДОКОРИСТУВАННЯ УКРАЇНИ**

Кафедра англійської мови
для економічних
спеціальностей

Навчальний посібник

ENGLISH GRAMMAR PRACTICE

для студентів економічних спеціальностей

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Мета посібника – систематизація та поглиблення знань з граматики
англійської мови, поповнення словникового запасу, розвиток творчої
самостійності, набуття навичок грамотного спілкування, читання та
письма.

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Наклад 300 примірників

ПЕРЕДМОВА

Навчальний посібник «English Grammar Practice» розроблено для студентів економічних спеціальностей денної та заочної форми навчання. Він містить граматичні вправи з основних тем англійської граматики: часові форми дієслова, активний і пасивний стан дієслів, умовні речення, модальні дієслова, непряма мова. Навчальний посібник передбачає роботу студентів під керівництвом викладача.

Дисципліна «Іноземна мова» є нормативною навчальною дисципліною освітньо-професійної програми навчання майбутніх фахівців економічного профілю і важливою складовою їх професійної підготовки. Високий рівень володіння іноземними мовами є важливою передумовою для розвитку ефективних економічних зв'язків України. Вільне володіння іноземною мовою дає можливість налагоджувати ділові контакти без послуг перекладача, забезпечуючи сприятливу атмосферу ділового спілкування, що має позитивний вплив на успішний розвиток співробітництва; брати участь у міжнародних конференціях, проектах і дискусіях; здійснювати письмовий обмін діловою інформацією; працювати з науковою літературою за фахом.

Мета посібника – систематизація та поглиблення знань з граматики англійської мови, поповнення словникового запасу, розвитку творчої самостійності. Навчальний посібник передбачає набуття навичок грамотного спілкування, читання та письма.

Навчальний посібник складається з 20 розділів. Виконанню вправ передують пояснювальний теоретичний матеріал. Посібник містить довідково-інформаційні дані (таблиці та схеми) для виконання вправ; тести для поточного та підсумкового контролю знань; вправи для практичного застосування отриманих знань.

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WORD FORMATION

RULES AND EXERCISES ON SUFFIXES AND PREFIXES

Exercise 1. Suffixes are used to form different parts of speech. Form nouns with the help of the suffixes -tion, -ency, -ence, -er, -ment, -ity, -ance, -e. Translate the nouns.

1) to associate		
2) to forward		
3) to fond		
4) to develop		
5) to state		
6) to create		
7) to establish		
8) to govern		
9) to arrange		
10) to describe		
11) to implement		
12) to conclude		
13) to emerge		
14) to interfere		
15) to promote		
16) to occur		
17) to co-operate		
18) to agree		
19) to depend		
20) to equal		
21) to exist		
22) to consist		
23) to license		

Exercise 2. Underline the suffixes. Translate the nouns.

Governor, understanding, activist, politician, officialdom, structure, gratefulness, internationalism, width, voluntarism, certainty, democracy, operator, responsibility, safeness, participant, professorship, periodicity, signature, emergency, brotherhood, voyage, employee, participant, independence, management, manager, manageress, performance, permission, convention, conference.

Complete the rule

We can form nouns from the different parts of speech
with the help of suffixes

Exercise 3. Form adjectives with the help of suffixes. Don't use any suffixes twice.

a) to practice	<i>практичний</i>	
b) to desire	<i>бажаний</i>	
c) to abuse	<i>образливий</i>	
d) piece	<i>мирний</i>	
e) danger	<i>небезпечний</i>	
f) sound	<i>беззвучний</i>	
g) democracy	<i>демократичний</i>	
h) to accord	<i>відповідний</i>	
i) to exist	<i>існуючий</i>	
j) Europe	<i>європейський</i>	
k) Japan	<i>японський</i>	
l) England	<i>англійський</i>	

m) gold	<i>золотистий</i>	
n) response	<i>відповідальний</i>	
o) child	<i>невинний</i>	
p) branch	<i>гіллястий</i>	
q) trouble	<i>недисциплінований</i>	

Complete the rule.

We can form adjectives from the different parts of
speech with the help of suffixes

Exercise 4. Translate the pairs of words. Underline the prefixes.

1) political – non-political	
2) possible – impossible	
3) lawful – unlawful	
4) responsible – irresponsible	
5) practical – impracticability	
6) agreement – disagreement	
7) understanding – misunderstanding	
8) dependence – independence	
9) regular – irregular	
10) durable – non-durable	
11) legal – illegal	
12) differently – indifferently	
13) to associate – to disassociate	
14) to use – to misuse	
15) sense – nonsense	

Complete the rule.

Prefixes _____ turn
the words into their opposites.

Most derivative adverbs are formed by adding **-ly** to
adjectives.

Note: Although the words *orderly* and *soundly* have **-ly** at the end they are adjectives.

Exercise 5. Translate the groups of words. Mark the stress. Define the part of speech.

1.	necessary – necessity – necessitate – necessarily;
2.	publish – publicly – publicize – publicity;
3.	difference – different – differently – differentiate;
4.	accordance – accord – accordingly – accordant;
5.	response – responsible – responsibility – responsive;
6.	special – specialize – specific – specialist.

Exercise 6. Suffixes are used to form different parts of speech. Form derivative nouns with the help of the suffixes -tion, -sion, -ment, -ance. Translate the nouns.

to elect – election – выбоpу

to represent

to incorporate

to adopt

to assist

to divide

to reflect

to recruit

to include

Exercise 7. Match a line in A with a line in B. Write the word combinations in C.

A	B	C
voting	basis	
orderly	items	
legislative	years	
air	documents	
public	system	
joint	participants	
measurement	interference	
specific	branches	
unlawful	manner	
aviation	public	
regulatory	service	
recommended	solution	
recent	practices	
smooth	activities	
travelling	specialists	

Exercise 8. Form adjectives with the help of the suffix -ive. Translate the adjectives.

a)	to elect	<i>elective - выборный</i>
b)	to represent	
c)	to adopt	
d)	to reflect	
e)	to include	

Exercise 9. How much of the chart below can you complete? Suffixes are used, but not always!

Verb	Noun	Adjective
to assist		
to divide		
to choose		
to compose		
to recruit		

OPPOSITES

Exercise 10. Give the opposite of:

international, civil, limited, various, subordinate, important, large, to assist, to divide, legal, health, governmental, maritime, to include, work, to elect.

COMPOUND NOUNS

Exercise 11. Words can combine to make new words. How many word combinations and compound nouns can you make with the words *AIR* and *BODY*?

ADJECTIVES

ADJECTIVES ORDER

In English, it is common to use more than one adjective before a noun - for example, "He's a silly young fool," or "she's a smart, energetic woman." When you use more than one adjective, you have to put them in the right order, according to type. This page will explain the different types of adjectives and the correct order for them.

Opinion An opinion adjective explains what you think about something (other people may not agree with you).

Examples:

silly, beautiful, horrible, difficult

Size A size adjective, of course, tells you how big or small something is.

Examples:

large, tiny, enormous, little

Age An age adjective tells you how young or old something or someone is.

Examples:

Ancient ['eɪn(t)ʃ(ə)nt] 1. 1) древний, new, young, old

Shape A shape adjective describes the shape of something.

Examples:

square, round, flat плоский, rectangular [rek'tæŋgjəl] 1)

прямоугольный

Colour A colour adjective, of course, describes the colour of something.

Examples: blue, pink, reddish красноватый, grey

Origin An origin adjective describes where something comes from.

Examples:

French, lunar ['lu:nə] 1) лунный, American, eastern, Greek

Material A material adjective describes what something is made from.

Examples:

wooden, metal, cotton, paper

Purpose A purpose adjective describes what something is used for.

These adjectives often end with "-ing".

Examples: sleeping (as in "sleeping bag")

Some examples of adjective order

	Opinion	Size	Age	Shape	Colour	Origin	Material	Purpose	
a	silly		young			English			man
a		huge		round			metal		bowl
a		small			red			sleeping	bag

EXERCISES ON ADJECTIVES ORDER

Exercise 12. Choose the correct answer.

1. Which is the correct order?

a small Canadian thin lady

a Canadian small thin lady

a small thin Canadian lady

a thin small Canadian lady

2. Which is the correct order?

a carving steel new knife

a new steel carving knife

a steel new carving knife

a new carving steel knife

3. Which is the correct order?

a beautiful blue sailing boat
a blue beautiful sailing boat
a sailing beautiful blue boat
a blue sailing beautiful boat

4. Which is the correct order?

an old wooden square table
a square wooden old table
an old square wooden table
a wooden old square table

5. Which is the correct order?

an new French exciting band
a French new exciting band
an exciting French new band
an exciting new French band

6. Which is the correct order?

a red big plastic hat
a big red plastic hat
a plastic big red hat
a bit plastic red hat

7. Which is the correct order?

a small Japanese serving bowl
a Japanese small serving bowl
a small serving Japanese bowl
a serving small Japanese bowl

8. Which is the correct order?

a cotton dirty old tie
a dirty cotton old tie
an old cotton dirty tie
a dirty old cotton tie

USEFUL ADJECTIVES

tiny крихітний → small/little маленький → medium-sized ['mi:diəm]
середнього розміру → big/large великий → huge/enormous величезний

твердий solid – рідкий liquid – газоподібний gaseous ['gæsiəs]

Freezing крижаний → cold холодний → cool прохолодний → warm
теплий → hot гарячий → boiling киплячий

автоматичний ≠ ручний	automatic ≠ manual
багатий ≠ бідний	rich ≠ poor
безпечний ≠ небезпечний	safe ≠ dangerous
благородний ≠ підлий	noble ≠ mean
божевільний ≠ обґрунтований	crazy ≠ reasonable
важкий (складний) ≠ легкий	difficult ≠ easy
важкий ≠ легкий	heavy ≠ light
важливий ≠ неважливий	important ≠ unimportant
ввічливий ≠ грубий	polite ≠ rude
величний ≠ жалюгідний	magnificent ≠ miserable
веселий ≠ серйозний	funny ≠ serious
видатний ≠ звичайний	remarkable ≠ ordinary
вимогливий ≠ великодушний	strict ≠ liberal
високий ≠ низький	high ≠ low
високий ≠ низький	tall ≠ short
вишуканий ≠ звичайний	refined ≠ ordinary
відданий ≠ зрадницький	faithful ≠ unfaithful
відомий ≠ невідомий	famous ≠ unknown
вірний ≠ невірний	loyal ≠ disloyal
вузький ≠ широкий	narrow ≠ wide

гладкий ≠ стрункий
гладкий ≠ шорсткуватий
глибокий ≠ мілкий
гнучкий ≠ жорсткий
головний ≠ додатковий
головний ≠ допоміжний
голосний ≠ тихий
гострий ≠ тупий
гострий прісний
густий ≠ рідкий

далекий ≠ близький
дешевий ≠ дорогий
дивний ≠ нормальний
добродушний ≠ сварливий
доброзичливий ≠ ворожий
досвідчений ≠ недосвідчений
енергійний ≠ пасивний
жахливий ≠ чудовий
жорстокий ≠ добрий
загальний ≠ особливий

зайнятий ≠ вільний
зручний ≠ незручний
іноземний ≠ місцевий
колишній ≠ теперішній

fat ≠ slim
smooth ≠ rough
deep ≠ shallow
flexible ≠ rigid
main ≠ additional
chief ≠ secondary
loud ≠ quiet
sharp ≠ dull
keen ≠ blunt
thick ≠ thin

far ≠ close
cheap ≠ expensive
strange ≠ normal
good-natured ≠ ill-natured
friendly ≠ hostile ['hɒstail]
experienced ≠ inexperienced
energetic ≠ passive
awful ≠ great
cruel ≠ kind
general ≠ specific

busy ≠ free
comfortable ≠ uncomfortable
foreign ≠ local
former ≠ present

компетентний ≠ неправомочний
конструктивний ≠ руйнівний
короткий ≠ довгий
круглий ≠ квадратний
ледачий ≠ працьовитий
логічний ≠ безглуздий

мертвий ≠ живий
міцний ≠ тендітний
можливий ≠ неможливий
молодий ≠ старий
молодший ≠ старший
м'який ≠ суворий
м'який ≠ твердий
надійний ≠ ненадійний
найкращий ≠ найгірший
належний ≠ невідповідний

напружений ≠ розслаблений
натуральний ≠ штучний
негативний ≠ позитивний
незграбний ≠ майстерний
незначний ≠ значний
необхідний ≠ непотрібний
непохитний ≠ хиткий
несхожий ≠ схожий
ніжний ≠ грубий
ніжний ≠ грубий

qualified ≠ unqualified
constructive ≠ destructive
short ≠ long
round ≠ square
lazy ≠ hard-working
logical ≠ absurd

dead ≠ alive
tough ≠ fragile
possible ≠ impossible
young ≠ old
junior ['dʒuːniə] ≠ senior ['siːniə]
mild ≠ severe
soft ≠ hard
reliable ≠ unreliable
best ≠ worst
right ≠ wrong

tense ≠ relaxed
natural ≠ artificial
negative ≠ positive
awkward ≠ skillful
significant ≠ insignificant
necessary ≠ unnecessary
firm ≠ shaky
different ≠ similar
gentle ≠ rough
tender ≠ harsh

ніжний ≠ жорстокий
обов'язковий ≠ добровільний
освічений ≠ неосвічений
очевидний ≠ невизначений
певний ≠ невизначений
передній ≠ задній
плоский ≠ нерівний
повільний ≠ швидкий
попередній ≠ наступний
порожній ≠ повний

послужливий ≠ нікчемний
поширений ≠ обмежений
правий ≠ лівий
правильний ≠ неправильний
правильний ≠ помилковий
привабливий ≠ потворний
приватний ≠ суспільний
приємний ≠ неприємний
пристойний ≠ непристойний
простий ≠ складний

просторий ≠ тугий
радісний ≠ похмурий
ранній ≠ пізній
розумний ≠ дурний
рухомий ≠ нерухомий

gentle ≠ brutal
required ≠ optional
educated ≠ ignorant
evident ≠ vague
definite ≠ indefinite
front ≠ rear
flat ≠ rough
slow ≠ fast
previous ≠ next
empty ≠ full

helpful ≠ useless
widespread ≠ limited
right ≠ left
correct ≠ incorrect,
true ≠ false
pretty ≠ ugly
private ≠ public
pleasant ≠ unpleasant
decent ≠ obscene [əb'si:n]
simple ≠ complicated

loose ≠ tight
cheerful ≠ gloomy
early ≠ late
clever ≠ stupid
movable ≠ fixed

самобутній ≠ банальний

свіжий ≠ несвіжий

світлий ≠ темний

скромний ≠ пихатий

слабкий ≠ сильний

original ≠ banal

fresh ≠ stale

light ≠ dark

proud ≠ modest

weak ≠ strong

смачний ≠ прісний

солодкий ≠ гіркий

солодкий ≠ кислий

солодкий ≠ солоний

спокійний ≠ збуджений

справедливий ≠ несправедливий

справжній ≠ підроблений

стабільний ≠ нестабільний

старомодний ≠ сучасний

страшний ≠ дивовижний

tasty ≠ tasteless

sweet ≠ bitter

sweet ≠ sour

sweet ≠ salty

calm ≠ excited

fair ≠ unfair

genuine ≠ fake

stable ≠ unstable

old-fashioned ≠ modern

terrible ≠ wonderful

сухий ≠ мокрий

терплячий ≠ нетерплячий

тихий ≠ шумний

товстий ≠ тонкий

точний ≠ неточний

точний ≠ неточний

точний ≠ неточний

тривалий ≠

стислий

турботливий ≠ безтурботний

уважний ≠ неуважний

dry ≠ wet

patient ≠ impatient

quiet ≠ noisy

thick ≠ thin

accurate ≠ inaccurate

exact ≠ inexact

precise ≠ inaccurate

long ≠ brief

careful ≠ careless

attentive ≠ inattentive

удачливий ≠ невдачливий	lucky ≠ unlucky
упевнений ≠ сором'язливий	confident ≠ timid
хворий ≠ здоровий	ill ≠ healthy
хоробрий ≠ переляканий	brave ≠ afraid
цікавий ≠ нудний	interesting ≠ boring
цінний ≠ нікчемний	valuable ≠ useless
частий ≠ рідкий	frequent ≠ rare
чесний ≠ нечесний	honest ≠ dishonest
чистий ≠ брудний	clean ≠ dirty
чоловічий ≠ жіночий	male ≠ female
чоловічий ≠ жіночий	masculine ≠ feminine
щасливий ≠ сумний	happy ≠ sad
щедрий ≠ жадібний	generous ≠ greedy
щирий ≠ нещирий	sincere ≠ insincere
яскравий ≠ бляклий	bright ≠ dull
ясний ≠ неясний	clear ≠ vague [veɪg]
зім'ятий ≠ прасований	rumpled [rʌmp(ə)ld] ≠ ironed
зізім'ятий ≠ розгладжений	crumpled ≠ smoothed
охайний ≠ неохайний	tidy ≠ untidy
балакучий ≠ мовчазний	talkative ≠ taciturn

ЯКІСНІ ПРИКМЕТНИКИ, ЯКІ НЕ МАЮТЬ СТУПЕНІВ ПОРІВНЯННЯ

- Прикметники, що визначають тип людей чи предметів: previous, middle, left, childless, medical, dead.
- Прикметники латинського походження з вищим і найвищим значенням: former, inner, upper, junior, senior, superior, minimal.
- Прикметники, що означають ступінь якості: darkish, greenish.

EXERCISES ON COMPARATIVES OR SUPERLATIVES

Exercise 13. Write comparatives and superlatives.

Hot	_____
Bad	_____
Comfortable	_____
Simple	_____
Far	_____
Modern	_____
Big	_____
Narrow	_____
Dangerous	_____
Old	_____
Happy	_____
Clean	_____
Good	_____
Severe	_____
Clever	_____
Polite	_____

Exercise 14. Fill in the gaps with comparatives or superlatives.

- (high) the Everest / mountain / world
The Everest is _____ in the world.
- (old) Paul Newman / Brad Pitt
Paul Newman is _____ Brad Pitt.
- (good) Martina Hingis / tennis player / world
Martina Hingis is one of _____ in the world.

4. (fast) a Formula 1 / an Austin mini
A Formula 1 is much _____ an Austin mini.
5. (dangerous) tigers / cats
Tigers are _____ cats.
6. (expensive) Van Gogh's portrait of Dr Gachet / painting / ever sold
Van Gogh's portrait of Dr Gachet is _____ ever sold.
7. (comfortable) the hotel Ibis / the Ritz
The hotel Ibis is _____ the Ritz.
8. (+bad) hurricanes / thunderstorms
Hurricanes are _____ thunderstorms.
9. (populated) the Creuse / French department
The Creuse is _____ French department.
10. (difficult) riding a bike / riding a horse
Riding a bike is _____ riding a horse.
11. (bad) Tchernobyl / nuclear accident / ever / happen
Tchernobyl is _____ that has ever happened.
12. (useful) hairdressers / doctors
Hairdressers are _____ doctors.
13. (easy) driving a car / piloting a plane
Driving a car is _____ piloting a plane.
14. (famous) Mona Lisa / painting / world
Mona Lisa is _____ in the world.
15. (small) London / Tokyo
London is _____ Tokyo.
16. (expensive) diesel oil / fuel for cars
Diesel oil is _____ fuel for cars.
17. (good) mineral water / tap water
Mineral water is _____ tap water.

PARTICIPLES (-ed / -ing ADJECTIVES)

Exercise 15. Fill in the blanks with -ed or -ing form of the adjectives

1. The coach isn't _____ (please) with the results of his team.
2. Although everybody says the film is _____ (bore), I want to see it.
3. They were _____ (amaze) to see so many black clouds in the sky.
4. My father found Prague _____ (fascinate)
5. Roberto Carlos is _____ (concern) about his injury.
6. I have a profitable job but is _____ (exhaust).
7. Fairy tales are _____ (enchante). Do you agree?
8. All the fans were _____ (surprise) by the success of their team.
9. Getting up early at the weekends is _____: (annoy).
10. Robin is _____ (interest) in politics. According to her politics is really _____. (interest)

PREPOSITIONS

EXERCISES ON PREPOSITIONS

Exercise 16. Choose the preposition or no preposition (-) that best completes the phrase.

in, on, of, for, into, to, by, from

- 1) According _____ smth;
- 2) to be made up _____ smth;
- 3) to be composed _____ smb or smth;
- 4) representatives _____ different countries;
- 5) Convention _____ International Civil Aviation;
- 6) to recruit _____ a broad geographical basis;
- 7) to participate _____ smth;

- 8) to set policy _____ the coming years;
- 9) to vote _____ the budget;
- 10) to divide _____ several divisions;
- 11) to be assisted _____ smb.

Exercise 17. Complete the sentences with a suitable preposition.

1. The first man landed the Moon _____ 21 July 1969.
2. Jack is gone away. He will be back _____ a week.
3. The telephone and the doorbell rang _____ the same time.
4. Are you doing anything special _____ the week-end?
5. People gave each other presents _____ Christmas.
6. John left school _____ the age of 16.
7. Plane tickets were very expensive, so only rich people could travel _____ air.
8. In 1919 planes couldn't fly _____ night.
9. Don't sit _____ that armchair. It's broken.
10. Where did you see Tom? _____ the street.
11. Who is that man standing _____ the bus-stop?
12. Write your name _____ the top of the page.
13. Jack's house is the white one _____ the end of the street.
14. Who is the woman _____ the photograph?
15. It was a lovely day. There wasn't a cloud _____ the sky.
16. In Britain they drive _____ the left
17. The book you are looking for is _____ the top shelf.
18. When did he arrive _____ Britain?
19. What time did he arrive _____ work?
20. We had a lot of problems with our car. _____ the end we sold it and bought another one.

21. I'm going away _____ the end of the month.
22. Where is Ann? She should be here _____ now.
23. Shall we go now? No, let's wait _____ it stops raining.
24. I have been _____ Rome four times.
25. Don't wait outside! Come _____ the house.
26. Hurry up! Get _____ the train. It's ready to leave.
27. I've never met her but I have spoken to her _____ the phone.

Exercise 18. Complete the sentences with the suitable prepositions.

1. We hadn't arranged to meet. We met _____ chance.
2. Did you pay _____ cheque or in cash?
3. Did you pay by cheque or _____ cash?
4. _____ my opinion the film wasn't very good.
5. Have you ever been in love _____ anyone?
6. John is serious _____ starting his own business.
7. There is a limit _____ the amount you can spend with your credit card.
8. Many people were worried _____ the reports they saw on TV.
9. They can't decide _____ who to invite to the party.
10. I asked at the university _____ the course they offer.
11. John asked _____ some time off the work next month.
12. Lots people travel by taxi when they are _____ a hurry.
13. She is well-known _____ her charity work.
14. I'm fed up _____ staying in every night. Let's go out.
15. Simon is married _____ a very creative woman.
16. I usually read a magazine _____ the train in the mornings.
17. I usually read a magazine on the train _____ the mornings.
18. Jane is bored _____ her job, so she's looking for another one.
19. Jane is bored with her job, so she's looking _____ another one.

20. I've got lots of work to deal _____ at the office today.
21. We always have lunch _____ noon.
22. I prefer riding a bicycle _____ riding a horse.
23. This type of music is very popular _____ young people.
24. A healthy lifestyle is associated _____ healthy food and exercise.
25. She usually travels to work _____ foot.
26. Children must learn to share things _____ each other.
27. He likes to do things _____ his own.
28. Emily is responsible _____ checking the fire alarm.

Exercise 19. Put *during, while* or *for* into the gaps.

- 1) I fell and hurt myself _____ I was playing tennis.
- 2) It started to rain _____ the match.
- 3) We played tennis _____ 3 hours.
- 4) I worked in Italy _____ 5 years.
- 5) I learned Italian _____ I was there
- 6) _____ the summer I lived in the village with my parents.
- 7) We went on holiday to Greece _____ three weeks.
- 8) _____ the day it was very hot, but it was cool at night,
- 9) We went to Disneyland _____ we were there.
- 10) We had a lovely meal yesterday. We sat at the table _____ 3 hours.
- 11) _____ the meal we exchanged news.
- 12) _____ I was talking to Barbara, I learned that Tony was in hospital.
- 13) I met Peter _____ I was studying at university.

Exercise 20. Fill in the blanks with the correct preposition.

1. Last year I was absent _____ school for more than two weeks.
2. My wife is bad _____ cooking.
3. Beware _____ big holes on the road when you drive in rainy days.
4. Mahmut was ashamed _____ himself after throwing a stone _____ his brother.
5. I am usually anxious _____ my future.
6. Very few people believe _____ UFOs.
7. Her mother didn't approve _____ the marriage.
8. When the broken radio was discovered Murat put the blame _____ his sister.
9. When we arrived _____ stadium, the match had already started.
10. It was difficult _____ him to change the flat tyre.

Exercise 21. Fill in the blanks with suitable preposition

1. On rainy days she usually goes _____ a walk with her boyfriend.
2. Listen _____ me very carefully. This is really important.
3. Scolari hardly ever goes _____ bed before midnight at the weekends.
4. This is not my own computer. I share it _____ my sister.
5. It was too late when I got _____ the office. The meeting had already started.
6. Look _____ this photo in the newspaper? Isn't this your father's friend?

7. A policeman gave us some information _____ the robbery.
8. Everyday Alex studies Turkish _____ two hours.
9. Are there any eggs _____ the kitchen?
10. Angelina and her friends often go _____ a drink _____ work _____ Friday evenings.
11. Is there a football match _____TV this evening?
12. He mostly spends his money _____ technology.
13. Is Roberto Carlos _____ Brazil.
14. What time does she usually get _____ at the weekends?
15. Colombus discovered America _____ the 15th century.
16. T-Bag was very good _____ math _____ high school.
17. Sara works _____ a multinational company.
18. Their French classes are _____ 6 p.m _____ 9.pm.
19. Lincoln was _____ Germany last week.
20. They have got a beautiful house _____ the lake.
21. In Turkey most banks open _____ about 9 a.m.
22. Ronaldinho often watches TV or play Playstation _____ the evenings.
23. My daughter always walks to school because we live _____ her school.
24. The restaurants are very expensive here so people hardly ever eat _____ around here.
25. A: What shall we eat _____ dinner today? B: How _____ pizza?
26. Are these flowers _____me? Thank you very much.
27. Kate's always very busy _____ the week so she has lunch in her office.

ARTICLES

EXERCISES ON ARTICLES

Exercise 22. Choose the article (a, the) or no article (-) that best completes the sentence. Translate them.

- 1) I must let ___ fresh *air* in _ here.
- 2) In ___ summer children should spend ___ lot of time in ___ open *air*.
- 3) Traveling by ___ *air* is ___ fastest way to travel.
- 4) One can't live on _____ *air*.
- 5) Springs is in ___ *air*.
- 6) She works for ___ BBC and is on *air* twice ___ week.
- 7) Council is assisted by _____ Air Navigation Services and _____ Finance Committee.
- 8) I don't like him, he puts on ___ *airs*.
- 9) He entered the room with _____ *air* importance.
- 10) I don't believe you. That's all ___ hot *air*.

Exercise 23. Fill in the gaps with a, the or nothing.

1. _____ Pacific Ocean is _____ largest body of water on _____ Earth.
2. You can find _____ books you'll need for class at _____ Amazon.com.
3. She's thinking about attending _____ English course during _____ summer. She might go to _____ school in _____ England.
4. Meridith remembered to turn off _____ lights before she left _____ apartment.
5. They refused to listen to _____ Tim because they thought he was _____ overbearing person.
6. I enjoy listening to _____ number of programs on _____ radio.

7. He telephoned _____ agent that was listed in _____ telephone directory.
8. John felt _____ painting was much too expensive and decided to look for _____ different one.
9. One of _____ students has committed _____ crime. No one will leave the classroom until _____ guilty student admits his or her _____ guilt.
10. Our friends bought _____ new van that they took on their holiday to _____ Yosemite National Park.

Exercise 24. Fill in the gaps with a, the or nothing.

1. There was _____ sound in _____ living room.
2. Tom said he was _____ employee at _____ fast food restaurant. _____ restaurant is at _____ shopping mall.
3. Jack Anderson was caught holding _____ match at _____ time of _____ fire.
4. She replied in _____ surprise that _____ question was much too difficult.
5. I'm afraid I can't remember _____ exact date of _____ show. But I do know that I bought them in _____ shop on Broadway.
6. She's staying at _____ hotel in _____ small town in Colorado. _____ town is near _____ Denver.
7. _____ children went to _____ film yesterday afternoon. They enjoyed it _____ lot.
8. I'm afraid _____ answer is 'no'. Come back when you can make _____ new proposal.
9. _____ fruit is usually sold by _____ pound. However, _____ exotic fruit is sometimes sold by _____ piece.
10. He got _____ job in _____ best company in town.

Exercise 25. Fill in the gaps with a, the or nothing.

1. ____ bird in ____ hand is worth ____ two in ____ bush.
2. ____ nucleus of ____ atom was stable. When ____ Queen Mother's funeral was taking place, ____ spectators lined ____ streets for ____ miles. She has many items of ____ baggage.
3. ____ Tower of London is on ____ river Thames and close to ____ City of London.
4. ____ winner was chosen.
5. ____ snow fell on ____ forbidding landscape.
6. Although it was just ____ day's journey, it was rather tiring.
7. Each student at ____ Oxford University is assigned to ____ tutor, who supervises ____ student's course of ____ study.
8. Let's go on to ____ exercise eighteen.
9. Mr. Steel lives on ____ corner of ____ 12th Street and ____ 13th Avenue.
10. See that tall, ginger-haired Scotsman over there? He's ____ McLeod, Head of ____ Clan.
11. This is ____ small step for ____ man, giant leap for ____ mankind.
12. Was it love at ____ first sight for you?
13. While working as ____ lecturer and ____ Director of ____ Moscow's Botanical Gardens? He had published ____ book on ____ Ukrainian folk songs in 1827.
14. Who won ____ Oscar for ____ best director?
15. You tidied your room? This has got to be the ____ first for you.

DETERMINERS

EXERCISES ON DETERMINERS

Exercise 26. Paying attention to whether reference is being made to a group of two objects, or a group of more than two objects, for each of the following sentences fill in the blank with the correct word chosen from the pair given in brackets.

1. I have three winter coats, but _____ of them are new. (neither, none)
2. There are two umbrellas here, but _____ of them is mine. (neither, none)
3. He owns twelve cows. _____ of them are Jerseys. (All, Both)
4. She has painted dozens of pictures. Have you seen _____ of them? (any, either)
5. Amy and Beth are twins. They _____ play the guitar. (all, both)
6. Two people said "Hello" to me, but I did not recognize _____ of them. (any, either)
7. My wife and I _____ enjoy classical music. (all, both)
8. I found all of the questions difficult. Did you answer _____ of them correctly? (any, either)
9. I asked six different people, but _____ of them knew where Walnut Street was. (neither, none)
10. My friends and I would like to thank you for your hospitality. We _____ enjoyed ourselves very much. (all, both)
11. There are two public libraries in the city, but _____ of them is located close to where I live. (neither, none)
12. Two wrist watches were left here. Is _____ of them yours? (any, either)

13. He has three nephews. _____ of them have graduated from university. (All, Both)
14. I have two violins. You are welcome to use _____ of them. (any, either)
15. My aunt and uncle are _____ coming for a visit. (all, both)
16. George and Tom like playing chess together, but _____ of them likes to lose a game. (neither, none)
17. The bush is covered with blueberries. Are _____ of them ripe yet? (any, either)
18. I have read five books on the subject, but _____ of them were very helpful. (neither, none)

Exercise 27. Paying attention to whether an adjective, pronoun or adverb is required, complete the following sentences by filling in the blanks with *no*, *none* or *not*, as appropriate.

1. There is _____ wind this morning.
2. I have _____ finished reading the book.
3. _____ of the children were late for school.
4. We did _____ tell anyone the secret.
5. I have _____ idea what time it is.
6. _____ of the streets have been plowed.
7. _____ bicycles are allowed on the grass.
8. He is _____ ready.
9. _____ harm was done.
10. There is _____ time to lose.
11. She is _____ expected to arrive until tomorrow.
12. _____ of the stores are open.

Exercise 28. Paying attention to the grammatical structure, complete each of the following sentences by filling in the blank with *another*, *other*, *others* or *else*, as appropriate.

1. I want to borrow _____ book from the library.
2. Three people moved out, and two _____ moved in.
3. Who _____ knows the secret?
4. There are several _____ possibilities.
5. Where _____ should I look?
6. Some students enjoyed the film, but _____ did not.
7. He lives on the _____ side of the lake.
8. I have _____ idea.
9. _____ people soon followed her example.
10. Do you know anyone _____ here?
11. We are going to move to _____ city.
12. Some birds feed on insects, while _____ eat berries.
13. Somebody _____ should have a turn now.
14. Few _____ people attended the ceremony.
15. You may borrow this eraser. I have several _____
16. What _____ have you decided?

Exercise 29. Paying attention to the grammatical structure, for each of the following sentences, fill in the blank with *such*, *so* or *too*, as appropriate. In some of the sentences, the word that has been omitted.

1. She sang _____ soothing lullabies that the baby was soon asleep.
2. He owned _____ many books that his walls were lined with bookcases.
3. The boys were _____ excited to sit still.

4. He has _____ varied interests, one never knows what he will do next.
5. They have _____ few enemies, they are accepted wherever they go.
6. The snow was _____ deep for us to walk across the field.
7. Yesterday I walked _____ far that I fell asleep immediately after supper.
8. I had _____ a good time at the party, I did not want to leave.
9. I see her _____ often that I feel I know her quite well.
10. The visibility was _____ poor for the mountains to be seen.
11. This is _____ an interesting book, I stayed up all night to read it.
12. This puzzle is _____ easy that a child could do it.
13. There was _____ much traffic, I could not cross the street.
14. She was _____ tired to watch the video.
15. They have _____ little furniture, it will be easy for them to move.

QUANTIFIERS

EXERCISES ON QUANTIFIERS

Exercise 30. Put *much, many, lots of, a lot of, little, most, a little, little, a few, few* into the gaps.

1. It seems to me that we've had _____ assignments in English this term.
2. How _____ material can we be expected to read in one week?
3. _____ books are not in the library.
4. I've had _____ headaches already because of stress.
5. _____ depression can be attributed to being overworked.
6. Our yard looks awful this summer. There are too _____ weeds.
7. I didn't use _____ fertilizer last spring, and that has made a difference.
8. Also, I've paid _____ attention to how rain we've had.
9. I'm afraid it's rained _____ times this summer, and the grass is turning brown and dying.
10. _____ experts say you should fertilize your lawn in the fall.
11. It didn't seem to do my lawn _____ good.
12. _____ advice you get from experts doesn't seem to help.
13. _____ of my neighbors ignore their grass, and they have better lawns this year.
14. They say _____ knowledge is a bad thing.
15. I know _____ instances where that proves true.
16. _____ people know as much about computers as Tomas does.
17. But it does him _____ good when the whole system goes down.

Exercise 31. Put *a lot of, several of, some, a little, many, a few, a majority of, enough, a great deal, plenty, much of* into the gaps.

1. I'm having _____ of trouble passing my driving exam.
2. _____ the movies were rated PG.
3. _____ information proved to be outdated.
4. We're close to the project deadline, but there is still _____ time left.
5. Although there are _____ brilliant students in this state -- thousands, even, only _____ will choose to remain in the state after graduation.
6. We were able to destroy _____ the parasites with our antigen, but of them survived to cause trouble.
7. _____ students have passed through these doors.
8. Although _____ of the lawn is open to the sun, there are of shade trees to make it comfortable.
9. I think he drank _____ wine last night.
10. _____ the evidence was taken from the police safe last night.

PRONOUNS

FORMS OF THE *PERSONAL PRONOUNS* AND *ONE*

Subjective Case	Objective Case	Possessive Adjective	Possessive Pronoun	Reflexive Pronoun
I	me	my	mine	myself
you	you	your	yours	yourself
he	him	his	his	himself
she	her	her	hers	herself
it	it	its	[its]	itself
we	us	our	ours	ourselves
you	you	your	yours	yourselves
they	them	their	theirs	themselves
one	one	one's		oneself

THE PRONOUN *WHO*

The pronoun *who* usually refers only to persons. Unlike the other interrogative pronouns, *who* changes its form depending on the case, as shown in the following table.

Subjective Case	Objective Case	Possessive Case
who	whom	whose

1. **Who**

When *who* is the subject of a verb, the subjective case must be used.

e.g. Who opened the door?

Who will help me?

It should be noted that when *who* is used with the verb *to be*, or with verbs in the Passive Voice, the subjective case must usually be used, since such verbs cannot take an object.

e.g. *Who is it? Who was the fastest runner? Who will be there?*
 Who has been elected?

The first three examples above illustrate the use of *who* with the verb to be. The fourth example illustrates the use of *who* with a verb in the Passive Voice.

2. **Whom**

In formal English, when the pronoun *who* is the object of a verb or the object of a preposition, the objective form *whom* must be used.

e.g. *Whom did you see downtown?*
 To whom did you send the invitations?

In the first example, *whom* is the object of the verb *see*. In the second example, *whom* is the object of the preposition *to*.

In informal English, the form *who* is often used for the objective as well as for the subjective case. For instance, in informal English, the preceding examples might be expressed *Who did you see downtown?* and *Who did you send the invitations to?* However, this use of *who* is considered to be grammatically incorrect in formal English.

3. **Whose**

The form *whose* can be used either as a possessive adjective followed by a noun, or as a possessive pronoun.

e.g. *Whose books are these?*
 Whose are these?

In the first example, *whose* is used as a possessive adjective, followed by the noun *books*. In the second example, *whose* is used as a possessive pronoun.

The possessive form *whose* expresses the idea of *belonging to*. For instance, the idea expressed in the sentence: *Whose books are these?* could also be expressed by the sentence: *To whom do these books belong?*

INDEFINITE PRONOUN

An indefinite pronoun is a pronoun that refers to one or more unspecified beings, objects, or places.

For people we use: anybody or anyone | somebody or someone | nobody or no one

For things we use: anything, something, nothing, none

Singular

another – *Thanks, I'll have another.*

anybody – *Anybody can see the truth. Is everybody here?*

Everybody has heard of it.

anyone – *anyone can see this*

anything – *Anything can happen if you just believe.*

each – *From each according to his ability, to each according to his need*
(Karl Marx).

either – *They have a mortgage that will be repaid if either of them dies.*

enough – *Enough is enough.*

everybody – *Everybody is sad.*

everyone – *Everyone knows it.*

everything – *I forgave everything*

less – *Less is known about this period of history.*

little – *Little is known about this period of history.*

much – *Much was discussed at the meeting.*

neither – *In the end, neither was selected.*

no one – *I want to speak to no one*
nobody – *Nobody was hurt in the accident*
nothing – *He reproached me with nothing*
one – *Some of them couldn't eat a thing. One couldn't even drink.*
other – *One was singing while the other played the piano.*
plenty – *Thanks, that's plenty.*
somebody – *Somebody has to take care of it.*
someone – *Someone should fix that.*
something – *Something makes me want to dance.*
you (in informal usage, in the sense of "one") – *You can understand why.*

Plural

both – *Both are guilty.*
few – *Few were chosen.*
fewer – *Fewer are going to church these days.*
many – *Many were chosen.*
others – *Others can worry about that.*
several – *Several were chosen.*
they (in informal usage, in the sense of "people in general") – *They say that smoking is bad for you.*

Singular or plural

all – *All is lost.*
any – *Any will do.*
more – *More is better.*
most – *Most would agree.*
none – *None of those people is my father. None of them are related to me.*
some – *Some of the cake has been eaten.*
such – *Such is life.*

VOCABULARY

TEST YOURSELF

Exercise 32. Put the appropriate words into the gaps.

It had been a 1)_____ day and I was looking forward to 2)_____ a quiet evening. My husband would not be back until late and I had decided 3)_____ down in a comfortable chair in the living room and read a book. I put the children to bed early and prepared a cold supper and some coffee. I 4)_____ with a tray full of food before me and a book at my side and I was just beginning to read when the telephone 5)_____. I dropped my knife and fork and hurried to answer it. I came back to the living room but my coffee was 6)_____ to drink. I finished my supper. Suddenly there was a loud knock at the door. I was so 7)_____ that I split the coffee on my skirt. Some stranger had lost his way and wanted 8)_____. It took me a long time to get rid of him. At length, I managed 9)_____ down again and actually read a whole page without further interruption- until the baby woke up. He began crying loudly. I stopped 10)_____ and went upstairs. The baby was still awake at 11 o'clock when my husband came home. I could have screamed when he asked me 11)_____ a pleasant evening.

- | | | | |
|---------------------|------------------|---------------|------------------|
| a) tried | b) tire | c) tiring | d) tired |
| a) spending | b) spent | c) to spend | d) spend |
| a) settled | b) settle | c) to settle | d) settling |
| a) sat | b) was sitting | c) have sat | d) had sat |
| a) rang | b) has rung | c) rings | d) was ringing |
| a) enough cold | b) cold enough | c) very cold | d) too cold |
| a) surprise | b) surprised | c) surprising | d) surprisingly |
| a) me to direct him | b) to direct him | c) to direct | d) me direct him |
| a) sit | b) to sit | c) sitting | d) sat |

- a) louder b) loud c) loudly d) the most loudly
a) if I did spend b) if I had spent c) if I spend d) if I have spent

G E T

Exercise 33. Complete the sentences with the correct form of get and one of these words

angry – emails- home- married – taller – tickets – on – better – off – lost

1. A: The pain in my back's _____. B: I'm happy to hear that.
2. Alex didn't have a map and a GPS system in his car so he _____.
3. Look at Sara's daughter. She _____. She's growing very fast.
4. What's the best age for people to _____?
5. Because I work for a very big firm, I always _____ nearly 75 _____ from the clients everyday.
6. It will be the most important match in this season, so we must _____ early.
7. Although he is new in the team, he _____ with everybody.
8. Scolfield will call his brother as soon as he _____ in the evening.
9. Mary's boss _____ because she couldn't finish writing the orders on time.
10. I _____ the bus quickly as soon as I noticed that I had taken the wrong bus.

CAUSATIVES

have something done / make somebody do something / get somebody to do something / let somebody do something

Exercise 34. Choose the best answer.

1. She _____ that he wouldn't tell anyone.
a) made him promised b) made him promise c) promised to make
2. Does your tooth still hurt? Yes, I have to get a dentist _____ soon.
a) look at it b) to get it looked at c) to look at it
3. I _____ a couple of days ago.
a) had my bike to be fixed b) had my bike fix c) had my bike fixed
4. I will not _____ with this!
a) allow you get away b) let you get away c) to let you get away
5. Don't _____ these things about you!
a) let him say b) let him to say c) let him said
6. The movie _____ sad.
a) made to feel b) made him feel c) made him to feel
7. I get my _____ from my other address.
a) mail forward b) mail to forward c) mail forwarded
8. Have your assistant _____ these letters immediately!
a) to send b) to be sent c) send
9. He _____ yesterday.
a) had his hair cut b) had his hair to be cut c) had hair to be cut
10. The professor _____ early.
a) to let the students leave b) let the students leave c) let the students to leave

BECAUSE / BECAUSE OF

Use of '**because**' and '**because of**' to give a reason

Structure: We use a complete sentence after because.

" They didn't win the game because they didn't play well.

BUT after *because of* we use NOUN Phrase or V-ing form.

" All the flights were cancelled because of bad weather conditions."

" I went to bed very early because of working too much.

Exercise 35. Fill in the blanks with "because" or "because of".

1. Please don't let your children walk alone _____ the walkway is slippery when wet.
2. Alex missed the penalty _____ lack of concentration.
3. _____ thick fog at the airport, Louis and Tim had to stay in Ankara one more day.
4. Unfortunately she had to give up singing _____ she had a serious throat problem.
5. You are not allowed to enter this secured area _____ you don't have an official permit.
6. We decided to buy that house _____ its low price.
7. _____ the electricity was cut off, we went to bed early.
8. We can't go to school by public transport tomorrow _____ the strike.
9. I had to overwork last week _____ my manager wanted me to finish the reports.
10. People always trust him _____ his honesty.

PHRASAL VERBS

Exercise 36. Put *asked (for/out)* or *break (in/down/up/into)* into the gaps.

WHAT A BIRTHDAY

In 2002 I was on holiday in Greece. I was staying in great hotel in Athens. It was really a good summer time for me. As my birthday approached, I wanted to celebrate it with my friend in Athens so I

_____ (1) Alex to celebrate it with me. We had dinner in an amazing restaurant near seaside. When we finished having dinner, I _____ (2) the bill.

We left the restaurant and got in our car. As we were sitting in the car, we saw two masked men trying to _____ (3) the jewellery shop across the street. Before we could react, there was an

explosion. The robbers had _____ (4) two cars that were parked near the shop to attract the people's attention, so that they could _____ (5) without being noticed.

Then, two robbers ran out of the shop and got into a red van. Fortunately three hundred meters down their van _____ (6) and they were caught. After the exciting moments, the police _____ (7) the crowd of people that had gathered and my holiday returned to normal again.

Exercise 37. Put the phrasal verbs into correct sentences. Use each only once.

run out – pull up – set up – call up – blow up - put forward - take off -

hang on – grow up

*put off - put forward – set off – pick out – stand out – put out – take after
– look for*

put up – turn up – tell off – see off – bump into – fill in – bring up – put on

1. Alex's been _____ his keys for an hour but he hasn't found them yet.
2. She doesn't want to go to the airport alone. She wants her friends to _____ her _____.
3. It's getting late. I think we have to _____ on our journey now.
4. You have to _____ this application form to get a full membership.
5. I _____ suddenly when I saw Carlos on the side of the stadium. His car had _____ and he was trying to repair it.
6. I can't hear the radio. Can you please _____ it _____?
7. Claire really _____ her mother, she has the same eyes and hair.
8. Could you please _____ me _____ when you learn the result of the test?
9. The teacher _____ Kerim _____ for not bringing his books to the class.
10. A: I have to spend the night in the city because I have an appointment in the morning.
B: Don't worry we'll _____ you _____ for the night.
11. The fire spread very quickly but the firemen were able to _____ it _____.
12. Orkun _____ a lot of suggestions at the meeting but none of them were accepted.
13. If we invite all your friends, the food will _____ and we will have no food for the next week.
14. It was very easy to _____ Aylin _____ in the crowd because she was wearing a bright green jumper.
15. The soldiers tried to _____ the bridge _____ but there weren't enough explosives.

16. While I was walking down the main street I _____ one of my old friends. We talked about old days for hours.
17. Jack is really very attractive and he _____ from the rest among other people because of his appearance.
18. Kate got fed up with working for other people. As a result, she decided to _____ her own business.
19. They had to _____ all the flights _____ because of the thick fog.
20. It's freezing outside. You'd better _____ a jacket _____.
21. I finish work at 5 but I'll _____ until half past five to meet you.
22. Lugano fell a sleep after the plane _____ because he had taken some sleeping pills.
23. Veronica _____ in a village near Manchester. Since her parents died in an accident when she was two, her uncle and aunt _____ her _____.

LET OR MAKE

Exercise 38. Put in 'let' or 'make' in the correct form.

- 1) John's mother used to _____ him clean up his room.
- 2) The teacher doesn't _____ her students use their mobile phones in class.
- 3) Julie's father doesn't _____ her use his car.
- 4) The professor often _____ the students do a lot of homework.
- 5) The policeman _____ the teenagers pick up the litter they had dropped.
- 6) My mother never _____ me stay out late when I was young.
- 7) The guard _____ her get off the train because she didn't have a ticket.
- 8) Lucy might _____ you borrow her laptop if you ask her nicely.
- 9) The comedian really _____ us laugh last night.
- 10) When people are late, it _____ me really annoyed.
- 11) Doing a lot of exercise _____ me eat as many cakes as I like!.
- 12) The boss often _____ us work late.
- 13) Joan's new job has _____ her very happy.
- 14) This card _____ you travel on any bus in the city.
- 15) My current job _____ me work wherever I want.
- 16) Your photos _____ me want to visit Columbia - it looks very beautiful.
- 17) Speaking English _____ you communicate with lots of different people.
- 18) Robert doesn't _____ his children watch TV.
- 19) That film _____ me cry – it was so sad.
- 20) The professor _____ us hand in our essays a day late last term.

QUESTION MAKING

Rule 1:

Wh	A.V.	S	V	Object (if there is any)
Where	do	you	come	from?
What	does	he	think	of her?
What	did	she	pay	for it?
What	are	you	doing	here?
What	is	she	like?	
Why	has	he	done	that?
How	can	you	talk	such nonsense?
How long	will	it	take?	
Why	don't	you		
How fast	were	you	driving?	
How long	will	you	be staying?	

Rule 2: In case you have to begin your question with
Whose, How Much, How Many or Which:

Wh	Object	Auxiliary Verb	Subject	Verb
How many	full-time staff	have	we	got?
Whose	fault	is	it?	
Whose	car	did	he	drive ?
How much	water	will	he	fill ?
Which	way	is	the wind	blowing?

Rule 3 Subject Question:

They bought a new car. – **Who** bought a new car?

Her brother went to London. **Whose** brother went to London?

Two criminals escaped from prison last night. **How many** criminals
escaped from prison last night.

Compare:

Вони <u>були</u> у кав'ярні. They <u>were</u> in the cafe.	Хто <u>був</u> у кав'ярні? Who <u>was</u> in the café?
Вони <u>приготували</u> обід. They <u>have cooked</u> dinner.	Хто <u>приготував</u> обід? Who <u>has cooked</u> dinner?
Ми зараз <u>обідаємо</u> . We <u>are eating</u> now.	Хто зараз <u>обідає</u> , Who <u>is eating</u> now?

EXERCISES ON MAKING YES/NO QUESTIONS

Exercise 39. Use the sentences below to make Yes/No questions.

1. They arrived yesterday.
2. You have heard about it.
3. You like coffee.
4. I may speak to him.
5. I should visit them.
6. He didn't have to speak to her.
7. I have to buy some books.
8. He wasn't supposed to speak to me.
9. She won't fall down.
10. They didn't let us in.
11. The result is unpredictable.
12. He's unable to change anything.

Exercise 40. Use the sentences below to make Yes/No questions.

1. I need you to send this letter immediately.
2. They made us go away.
3. We had to go away.
4. They stopped helping us.
5. They stopped working to help us.
6. We can't predict the result.
7. The plane appeared from behind the clouds.
8. The plane took-off and disappeared in the skies.
9. He promised not to tell me lies any more.
10. Can you remind me to call him back at 5?
11. I didn't dare to ask him for help.

QUESTION WORDS

Question Word	Example
What	What is your name?
	What is her favourite colour?
	What is the time?
What time	What time is it now?
What...for	What did you do that for?
When	When did he leave?
	When do the shops open?
	When is his birthday?
	When are we going to finish?
Where	Where do they live?
	Where are my shoes?
Which	Which colour do you want?
	Which drink did you order – the rum or the beer?
	Which day do you prefer for a meeting – today or tomorrow?
	Which is better - this one or that one?
Who	Who opened the door?
	Who are your best friends?
	Who is that strange guy over there?
Whom	Whom did you see?
	Whom did he marry?
	Whom are you writing? —To whom it may concern "
Whose	Whose are these keys?
	Whose turn is it?
Why	Why do we need a nanny?
	Why are they always late?

	Why does he complain all the time?
Why don't	Why don't I help you?
How	How was your exam?
	How does he know the answer?
	How can I learn English quickly?
How far	How far is Pattaya from Bangkok?
	How far is the university from your house?
	How far is the bus stop from here?
How long	How long will it take?
How many	How many cars are there?
	How many days are there in April?
	How many people live in this city?
	How many brothers and sister do you have?
How much	How much money do you have?
	How much time do you have to finish the test?
	How much is the jacket on display in the window?
	How much money will I need?
How old	How old are you?
How tall	How tall is he?
How often	How often do you visit your grandmother?
	How often does she study?
What kind / sort	What kind of books do you like?

EXERCISES ON MAKING WH-QUESTION

Exercise 41. Fill in a question word.

1. _____ can you help me? next week.
2. _____ were you last week? in Italy .
3. _____ were the children a week ago? on a school trip in Paris
4. _____ are you so happy? because I have a birthday party.
5. _____ is is sitting behind you? Rita.
6. _____ do you go to school? by bus.
7. _____ does the first lesson begin? at 8.00 o'clock.
8. _____ is the police-station? in front of the park.
9. _____ is the weather like in Israel? It's hot.
10. _____ do the tickets cost? I don't know. Maybe 15 \$.

Exercise 42. Fill in a question word.

1. _____ does your mom go to work in the morning? by taxi.
2. _____ does he usually have for lunch? rice and fish.
3. _____ wants to sing this song? Tamara.
4. _____ book is that? It's Maria's.
5. _____ do you have the longest holidays? In summer.
6. _____ can translate this word in English? I can.
7. _____ is your address? Main Street 16.
8. _____ are you crying? because I lost my keys.
9. _____ works in this school? my aunt.
10. _____ does the boy come from? from Brasil.

Exercise 43. Fill in a question word.

1. _____ are her brothers? sixteen.
2. _____ is your test? on Monday

3. _____ does this jacket cost? 200 dollars.
4. _____ is reading a letter now? David.
5. _____ do you go on Friday? to the swimming lesson.
6. _____ water do you want? one glass of water, please.
7. _____ does the museum open on Sundays? at nine o'clock .
8. _____ can we buy milk here? at the supermarket.
9. _____ are you doing now? cooking spaghetti.
10. _____ is your sister going to do today? to do her homework .

Exercise 44. Fill in a question word.

1. _____ is your English teacher? Mrs. Berry
2. _____ is your favorite color? orange.
3. _____ is his wedding? in September
4. _____ is the market? next to the biggest post-office.
5. _____ likes lemon juice? my little brother.
6. _____ are your new friends from? from Argentina.
7. _____ is your dream? to be a French teacher.
8. _____ is David coming back? on Tuesday evening.
9. _____ pencils do you have ? seven.
10. _____ was at the beach yesterday? my mum.

Exercise 45. Fill in a question word.

1. _____ are your new sandals ? fifty dollars.
2. _____ is there on the shelf ? my old radio.
3. _____ do you work? in the hospital.
4. _____ is your name? Sandra.
5. _____ is your school bag? under the chair.
6. _____ colour is your car? it's white.

7. _____ do you usually bring to school? books and notebooks.
8. _____ knows the answer? I know.
9. _____ are the pupils writing now? a postcard.
10. _____ was at the cinema yesterday? Bob and Rosa.

Exercise 46. Use the question words in brackets to make Wh-questions.

1. Mr. Robertson came to the party alone. (who)
2. The car is across the street from the house. (where)
3. I like the red blouse, not the blue one. (which)
4. She felt better after she took a nap. (how)
5. That is an English book. (what)
6. My sister called her boyfriend yesterday (when)
7. She talked to him for an hour. (how long)
8. He studies piano at the university. (what)
9. The party lasted all night. (how long)
10. The check was for \$5.50. (how much)
11. She was eating a sandwich. (what)
12. She is working hard. (what)
13. My parents have two cars. (how many)
14. They are coming to visit tomorrow. (when)
15. He is going to work right now. (where)
16. The man with the white hat is my brother. (who)

Exercise 47. Use the question words in brackets to make Wh-questions.

1. I don't get up early because I like to sleep late. (why)
2. We have an English class every day. (how often)
3. They like to dance on weekends. (what)
4. The club is not far from their house. (where)

5. Their favorite kind of music is Latin Jazz. (what)
6. I didn't bring my dictionary today. (why)
7. They are singing popular songs. (what kind)
8. They live in Brooklyn. (Where?)
9. The lesson begins at 8 o'clock. (What time?)
10. They get home at 6 o'clock every night. (What time?)
11. She speaks French very well. (What language?)
12. Those books cost one dollar. (How much?)
13. They travel by car. (How?)
14. She wants to learn English because she wants a better job. (Why?)
15. They meet on the corner every morning. (Where?)
16. She teaches us grammar. (What?)
17. He gets up at seven every morning. (When?)
18. Those girls sell newspaper there. (What?)

Exercise 48. Make Wh-questions. Ask for the underlined part.

1. She is opening a present.
2. The boys are hiding under Tom's bed.
3. My sister prefers porridge for breakfast.
4. On Thursday Jack has German, History and Maths.
5. Yesterday Carol and Jane went to the swimming pool.
6. The plane is landing at the airport.
7. The telephone is ringing loudly.
8. Sarah has to stop because of a security check.
9. Andrew's new mountain bike costs €1000.
10. At sunset Peter and Dora like walking along the beach.

Exercise 49. Translate Wh-questions.

1. Що з ним сталося вчора?
2. Ви що, не чули дзвінок? Я дзвонив (в двері) 4 рази.
3. Чому Ви не замикаєте двері?
4. Вони вже одружилися?
5. Вона дійсно хоче продати машину?
6. Чому Ви смієтесь?
7. Котра година?
8. Коли він отримав права водія?
9. Як він примудрився поранити ногу? – Він грав у футбол.
10. Запитати його про компанію?

Exercise 50. Listen and ask questions

“My Very First Love”

- 1) I first met Net when I was just 10 years old...
- 2) Our story is easy. We didn't do anything. It was our mothers who did it all...

OR- QUESTIONS

Would you prefer tea, coffee or mineral water?

What would you prefer more: tea or coffee?

Did you laugh or cry?

Can you do it or can't you?

Is he sleeping, reading or watching TV?

TAG QUESTIONS

Positive statement → negative tag

Snow is white, isn't it?

She lives in Chernivtsi, doesn't she?

This mirror was expensive, wasn't it?

Negative statement → positive tag?

You don't smoke, do you?

It can't be so easy, can it?

Nobody's been told, have they?

Statements with negative adverbs

The adverbs **never**, **rarely**, **seldom**, **hardly**, **barely** and **scarcely** have a negative sense. Even though they are in a positive statement, the feeling of the statement is negative. We treat statements with these words like negative statements, so the question tag is normally positive. Look at these examples:

He never came again, did he?

She rarely comes, does she?

You hardly ever come late, do you?

I barely know you, do I?

You can scarcely expect her to know that, can you?

Some more special cases:

I am right, aren't I? *aren't I (not amn't I)*

You have to go, don't you? *you (do) have to go...*

I have been answering, haven't I? *use first auxiliary*

Nothing came in the post, did it? *treat statements with*

nothing, nobody etc like negative statements

Let's go, shall we? *let's = let us*

He'd better do it, hadn't he? *he had better*

Notice that we often use tag questions to ask for information or help, starting with a negative statement. This is quite a friendly/polite way of making a request. For example, instead of saying "Where is the police station?" (not very polite), or "Do you know where the police station is?" (slightly more polite), we could say: "You wouldn't know where the police station is, would you?" Here are some more examples:

You don't know of any good jobs, do you?

You couldn't help me with my homework, could you?

You haven't got \$10 to lend me, have you?

Intonation

We can change the meaning of a tag question with the musical pitch of our voice. With rising intonation, it sounds like a real question. But if our intonation falls, it sounds more like a statement that doesn't require a real answer:

You don't know where my wallet is, do you? ↑ rising *real question*

It's a beautiful view, isn't it? ↓ falling *not a real question*

How do we answer a tag question?

Sometimes we may repeat the tag and reverse it (... , *do they? Yes, they do*). Be very careful about answering tag questions. In some languages, an opposite system of answering is used, and non-native English speakers sometimes answer in the wrong way. This can lead to a lot of confusion! Answer a tag question according to the truth of the situation. Your answer

reflects the real facts, not (necessarily) the question. For example, everyone knows that snow is white. Look at these questions, and the correct answers:

Snow is white, isn't it? Yes (it is).

Snow isn't white, is it? **Yes it is!**

The answer is the same in both cases – because snow IS WHITE!

But notice the change of stress when the answerer does not agree with the questioner

Snow is black, isn't it? **No it isn't!**

Snow isn't black, is it? No (it isn't)

the answer is the same in both cases – because snow IS NOT BLACK!

In some languages, people answer a question like "Snow isn't black, is it?" with "Yes" (meaning "Yes, I agree with you"). This is the wrong answer in English!

Question tags with imperatives

won't for invitations

can, can't, will, would for orders

The sentence remains an imperative and does not require a direct answer.

Invitation Take a seat, won't you? *polite*

Order Help me, can you? *quite friendly*

Help me, can't you? *quite friendly (some irritation?)*

Close the door, would you? *quite polite*

Do it now, will you? *less polite*

Don't forget, will you?

With negative imperatives only will is possible.

Same-way question tags

Although the basic structure of tag questions is positive-negative or negative-positive, it is sometimes possible to use a positive-positive or negative-negative structure. We use same-way question tags to express interest, surprise, anger etc, and not to make real questions.

So you're having a baby, are you? That's wonderful!

She wants to marry him, does she? Some chance!

So you think that's amusing, do you? Think again.

*Negative-negative tag questions usually sound rather **hostile**:*

So you don't like my looks, don't you?

EXERCISES ON MAKING TAG-QUESTIONS

Exercise 51. Complete the sentences with question tags.

1. They didn't let us in, _____?
2. The result is unpredictable, _____?
3. He's unable to change anything, _____?
4. They made us go away, _____?
5. We had to go away, _____?
6. They stopped helping us, _____?
7. They stopped working to help us, _____?
8. We can't predict the result, _____?
9. He promised not to tell me lies any more, _____?
10. Let's start, _____?
11. He didn't dare to ask you for help, _____?
12. Special equipment makes it possible to ease this work, _____?
13. But you don't really love her, _____?
14. This will work, _____?
15. Well, I couldn't help it, _____?
16. But you'll tell me if she calls, _____?

Exercise 52. Complete the sentences with question tags.

1. We'd never have known, _____?
2. The weather's bad, _____?
3. You won't be late, _____?
4. Nobody knows, _____?
5. He is here now, _____?
6. It was true, _____?
7. He wasn't invited, _____?

8. You know him, _____?
9. He went there, _____?
10. She will agree, _____?
11. He hasn't seen her, _____?
12. He's sleeping, _____?
13. He didn't study French, _____?
14. You can swim, _____?
15. He should go, _____?
16. I shouldn't do it, _____?

Exercise 53. Answer the tag-questions

1. The moon goes round the earth, doesn't it? _____.
2. The earth is bigger than the moon, isn't it? _____.
3. The earth is bigger than the sun, isn't it? _____!
4. Asian people don't like rice, do they? _____!
5. Elephants live in Europe, don't they? _____!
6. Men don't have babies, do they? No, _____.
7. The English alphabet doesn't have 40 letters, does it? _____.

SHORT ANSWERS

Do you...?	Yes, I do. No, I don't.
Does he...?	Yes, he does. No, he doesn't.
Did they...?	Yes, they did. No, they didn't.
Have you (got)...?	Yes, I have. No, I haven't.
Has she (got)...?	Yes, she has. No, she hasn't.
Had they (got)...?	Yes, they had. No, they hadn't.
Are you...?	Yes, I am. No, I'm not.
Is she ...?	Yes, she is. No, she isn't.
Are they...?	Yes, they are. No, they aren't.
Will you...?	Yes, I will. No, I won't.
Would you...?	Yes, I would. No, I wouldn't.
Can you...?	Yes, I can. No, I can't.
Can I...?	Yes, you can. No, you can't.

EXERCISES ON ANSWERING YES/NO QUESTIONS

Exercise 54. Give a short answer to the following questions.

1. Do you like computer games?
2. Was it Monday yesterday?
3. Can you play chess?
4. Are you punctual?
5. Do your parents like rock music?
6. Are you an engineer?
7. Did you go to work the day before yesterday?
8. Have you got a watch?
9. Does your friend smoke?
10. Is there a cinema in your neighborhood?
11. Do you like ice-cream?
12. Is there an underground station near here?
13. Has your friend got married yet?
14. Were you optimistic when you were a child?
15. Will you be 40 this year?
16. Are you reading anything interesting now?
17. Did you have to go to work yesterday?
18. Had you driven a car before you were 10?
19. Would you like to be a polyglot?
20. Do you enjoy listening to music?
21. Could you tell me the time please?

Exercise 55. Give a short answer to the following questions.

1. Are you from Italy?
2. Did your parents come yesterday?
3. Have you got a cat?

4. Will you be 30 this year?
5. Are you tired?
6. Have your parents got a car?
7. Can your friend drive a car?
8. Do you smoke?
9. Does your friend smoke?
10. Is your friend tall?
11. Will it be Friday tomorrow?
12. Did you play golf last weekend?
13. Are you wearing a suit?
14. Do you often call your relatives?
15. Were you learning English at this time yesterday?
16. Has your friend got a pet?
17. Is it spring now?
18. Have you ever eaten snakes?
19. Can animals fall in love?
20. Do you have any sisters?
21. Is there a computer lab in this building?

Exercise 56. Give a short answer to the following questions.

1. Do you have any friends in Japan?
2. Does your friend like fishing?
3. Is there an air conditioning system in this room?
4. Are there any wardrobes in this room?
5. Was it snowing in Kiev yesterday?
6. Has your cousin ever been to Europe?
7. Do you like singing songs?
8. Will you tell me the time, please?

9. Does your nephew speak French?
10. Can you dance? Do you like dancing?
11. Do you watch TV programs in English?
12. Are there any computers in this room?
13. Is there a central heating here?
14. Could you ride a bike when you were 10?
15. Have your friends been to Guatemala?
16. Are your neighbors at work now?
17. Did you have a good dream this night?
18. Was your friend at work yesterday?
19. Would you like to go to the North Pole?
20. Does your niece have curly hair?
21. Shall I open the window?

Exercise 57. Give a short answer to the following questions.

1. Did you have a good day yesterday?
2. Have you ever been to Paris?
3. Is your best friend Italian?
4. Do you like sports?
5. Is there a TV in this room?
6. Does your friend drink hot milk in the morning?
7. Are there any cash machines in this room?
8. Was it a cold day in Kiev yesterday?
9. Have you ever been to Spain?
10. Do you play draughts?
11. Can you dive? Do you like diving?
12. Have you ever been to Australia?
13. Did you fly a plane yesterday?

14. Will you be 60 tomorrow?
15. Are you driving right now?
16. Were you sleeping at this time yesterday?
17. Would you like to have a tiger as a pet?
18. Will you be feeding your pet at this time tomorrow?
19. Have you done anything very important since you got up this morning?
20. Does your niece have curly hair?
21. Had you turned the light before you went to bed last night?

Exercise 58. Give a short answer to the following questions.

1. Is your best friend Japanese?
2. Have you ever been to Japan?
3. Does your friend often go abroad?
4. Can robots fall in love?
5. Do you like apples?
6. Did watch TV yesterday?
7. Are you reading anything interesting now?
8. Were you skiing at this time yesterday?
9. Do you have any brothers?
10. Will you be learning English at this time tomorrow?
11. Is it autumn now?
12. Have you ever ridden a motorbike?
13. Does your teacher speak Chinese?
14. Can computers think?
15. Could you dance when you were three?
16. Does your any of your relatives live abroad?
17. Would you buy a helicopter if you had enough money?

18. May I ask you a question?
19. Do you have an elder brother?
20. Did you go shopping last night?
21. Are there special stores for pet products?

Exercise 59. Give a short answer to the following questions.

1. Do you like computer games?
2. Was it Monday yesterday?
3. Can you play bowling?
4. Is your friend punctual?
5. Do your friends like rock music?
6. Are you an engineer?
7. Did you go to the zoo the day before yesterday?
8. Have you got a watch?
9. Does your friend smoke?
10. Is there an subway station in this neighborhood?
11. Have you got your business card with you?
12. Are there any restaurants near here?
13. Has your friend got married yet?
14. Were you optimistic when you were a child?
15. Will it be winter next month?
16. Do you often use a word processor?
17. Did you go to a swimming pool yesterday?
18. Will it be dark in two hours?
19. Are you painting right now?
20. Are classmates friendly?
21. Were you fishing at this time yesterday?

Exercise 60. Give a short answer to the following questions.

1. Have you got a laptop?
2. Will you be tidying your room at this time tomorrow?
3. Would you be happy if you were two meters tall?
4. Had you turned your computer off before you went to bed last night?
5. Are you going anywhere after your classes?
6. Is your best friend bold?
7. Has your aunt ever travelled by air?
8. Does your uncle like reading tabloids (yellow press)?
9. Can computers speak?
10. Had you ever written poetry?
11. Could you read when you were 3?
12. Was it difficult for you to enter this university?
13. Do you often go to a disco?
14. Were you happy when you got your first bicycle?
15. Does your best friend live in Ukraine?
16. Are there any English words you don't know?
17. Have you ever ridden a donkey?
18. Is crocodile a fish?
19. Have you ever fed squirrels in the park?
20. Is your apartment big?
21. Shall I help you?

Exercise 61. Give a short answer to the following questions.

1. Are you wearing jeans today?
2. Did you wear mittens, gloves, or neither today?
3. Do you have buckles on your shoes?

4. Is your hair curly? (naturally curly)
5. Does your jacket have a hood?
6. Do you have a pet?
7. Were you awake at 6:30 this morning?
8. Does your first name have more letters than your last name?
9. Do you have a middle name?
10. Were you named after someone special?
11. Do you like watching sports?
12. Have you ever had a scooter?
13. Can you speak another language besides English?
14. Do you have any brothers or sisters at this university?
15. Have you ever been to the Disney Land?
16. Do you wear glasses?
17. Are you wearing glasses?
18. Do you like going out on a rainy day?
19. Have you got a watch?

Exercise 62. Give a short answer to the following questions.

1. Can you do a magic trick?
2. Did you comb or brush your hair today?
3. Do you have a computer at home?
4. Does it take longer than 30 minutes for you to get to university?
5. Have you been to another country in winter?
6. Is your birthday in the summer?
7. Were you in bed at 9:30 last night?
8. Would you like to have your hair longer than your shoulders?
9. Was anybody there when you got home last night?
10. Could you swim when you were 5?

11. Did you sleep well last night?
12. Do you have a public library card?
13. Has your friend ever been to the ocean?
14. Is your hair red?
15. When you were a child, did you have a teddy bear?

Exercise 63. Give a short answer to the following questions.

1. Can you ride a two wheel bike?
2. Did you have a 3-wheel bike when you were a child?
3. Do you have a computer at home?
4. Does your grandfather have grey hair?
5. Have you ever been to an ostrich farm?
6. Had you been to the zoo before 7?
7. Would you like to have a winter garden at home?
8. Do you have pierced ears?
9. Could your granny skate when she were a child?
10. Is mathematics easier than English?
11. Has your friend ever seen a rainbow?
12. Do you think your computer weighs more than 2 kilos?
13. Have you ever had to stay overnight in a hospital?
14. Do you know what day Christmas is on?
15. Did you have any oatmeal for breakfast this morning?
16. Will you be happy if it is summer tomorrow?
17. Were your first sun-glasses fashionable?
18. Have you ever taken dance lessons?
19. Do you know what day of the week you were born on?
20. Does your pet like sweet potatoes?
21. Did you play a musical instrument when you were a child?

EXERCISES ON ANSWERING WH-QUESTIONS

Exercise 64. Answer the questions.

1. What colour is your hair?
2. What is your favorite vegetable?
3. How many grandmothers/fathers do you have?
4. What month were you born in?
5. What colour are your eyes?
6. What type of dwelling do you live in? (house or flat?)
7. How many pets do you have at home?
8. How old is your friend?
9. What type of shoe are you wearing?
10. Would you rather have a pet with fur, fins or feathers [fɛðə(r)]?
11. How many pockets do you have on your clothing today?
12. What type of clothing did you wear yesterday?
13. Are you left or right handed?
14. How long does a lesson last?

Exercise 65. Answer the questions.

1. How many windows are there in your house?
2. What is your favorite day of the week?
3. What is your favorite time of day?
4. What kind of music do you like best?
5. How many letters are there in your first name?
6. What is your favorite holiday?
7. What is your favorite game?
8. Are you wearing braces or a belt?
9. Do you have a four-legged or two-legged pet?

10. How many brothers do you have?
11. What is your favorite season?
12. What is your favorite subject at university?
13. How do you feel today?
14. Do you like having a baths or a showers?

Exercise 66. Answer the questions.

1. What is your favourite kind of pizza?
2. What did you do on your summer holidays?
3. How many televisions are there in your house or flat?
4. Where wouldn't you like to go next summer?
5. What time did you go to sleep last night?
6. How do you usually feel about coming to university? Happy or sad?
7. How do you get home from university?
8. How many syllables are in your first name?
9. What is your favorite fruit?
10. What would you like to do in future?
11. How many people are there in your family?
12. Are you wearing long sleeves or short sleeves?
13. How did you get here?
14. How long do you live in Kyiv?

SO / NEITHER

	You		Charles	
	+	–	+	–
I want to fly Boeing 747.	So do I	I don't	So does Charles	Charles doesn't
Tony doesn't like flying at night.	Neither do I	I do	Neither does Charles	Charles do
I can speak four languages.	So can I	I can't	So can Charles	Charles can't
I can't drive.	Neither can I	I can	Neither can Charles	Charles can
Tony isn't going to fly abroad.	Neither am I	I am	Neither is Charles	Charles is
I flew to Cyprus last week.	So did I	I didn't	So did Charles	Charles didn't
I have never been to Australia.	Neither have I	I have	Neither has Charles	Charles has
I don't like politicians.	Neither do I	I do	Neither does Charles	Charles does
I am bored with our politicians.	So am I	I'm not	So is Charles	Charles isn't
I'll be 50 next year.	So will I	I won't	So will Charles	Charles won't
I think I won't come here next time.	Neither will I	I will	Neither will Charles	Charles will

"**Either**" can be used in several situations to mean "one or the other, but not both" of two things.

A few examples:

"I must choose either the green or the red curtains." (i.e. The person can choose the green curtains OR the red curtains , but not both.)

"You can take either road." (i.e. There are two roads and the person can take one or the other.)

"**Either**" can also be used with "or": either [something] or [something else].
e.g.: "Either you are lying or I have been misinformed."

"**Neither**" is pretty much the same as "either," except that it is negative. So it means, "not one and not the other" of two things.

Examples:

"I could see neither of the dogs." (i.e. There were two dogs and he couldn't see one or the other.)

The one difference is that "**neither**" is never used with "or," but instead with "nor."

e.g.: "Neither the cat nor the dog would walk towards me."

I want my hair cut.

I would like to be shaved and to have face massage and a hot towel, please.

I had my photo taken. *in full face (in profile, in full length, in half length).*

I can't thread a needle.

I must sew on a button that has come off.

My trousers need pressing.

His hair needs a trim.

I will have my hair cut short.

He should have a shave

My socks are beyond repair.

EITHER/OR AND NEITHER/NOR

'Neither' is used with 'nor'

(This pairing plays a negative role in the sentence - explained below.)

'Either' is used with 'or'.

(Sometimes, the word 'either' is omitted.)

The pairings **either/or** and **neither/nor** can be used to group two people or things. Although not a major grammatical error, the grouping of more than two things is frowned upon by some style conventions.

Examples:

- *Neither the forwards nor the scrumhalf, all of whom were within 10 metres of the tackle, nor the crowd appealed for a foul. ✗ (three things grouped)*

I could neither laugh nor cry. ✓

Either the clerk or the secretary has the keys to the Rover. ✓

The clerk or the secretary has the keys to the Rover. ✓ ('Either' left out)

He did not find the key either on or under the mat. ✓

Beware Double Negative

The pairing **neither/nor** plays a negative role in the sentence. Be careful not to use a double negative.

- *Adam did not find the key neither on nor under the mat. ✗*
(This is a double negative.)

- *He did not mention neither the flooding nor the landslide. ✗*
(This is a double negative.)

- *He mentioned neither the flooding nor the landslide. ✓*

- *He did not mention either the flooding or the landslide. ✓*

Exercise 67. Choose the correct answer.

1. She didn't like _____ of them.
either
neither
2. Doesn't she like _____ of them?
either
neither
3. I'm sorry, but I couldn't get through to _____ of them.
either
neither
4. _____ of them told me about it so I didn't go.
Either
Neither
5. Did you manage to speak to _____ of them by any chance?
either
neither
6. If _____ of them can come, I'll be upset- I hope at least one turns up.
either
neither
7. We use a negative verb with...
either
neither
8. Neither...
...or
...nor
9. Either...
...or

...nor

10. We _____ a negative verb with 'neither'.

use

don't use

Exercise 68. Choose the correct answer.

1. Mary saw that movie. Her sister saw it _____.

too

either

neither

2. I don't like _____ one of those options.

neither

either

too

3. He didn't say anything, and _____ did I.

either

too

neither

4. He didn't say anything, and I didn't _____.

neither

either

too

5. _____ Bob nor his sister is going to the conference.

Neither

Either

Too

6. Pass me _____ one of those pens.

neither

either

too

7. Her father likes to travel, and she does _____.

either

neither

too

8. PERSON 1: You don't like fish? I don't (like fish) _____.

neither

either

too

9. PERSON 1: Which one do you like? PERSON 2: I don't like
_____ (one).

either

neither

too

10. PERSON 1: I hate broccoli! PERSON 2: I hate broccoli
_____.

either

too

neither

VERB TENSES

1. The simple present is used for habits and universal facts or truths.

Examples: Paul normally has nightmares.

Does she walk a lot as a rule?

Hens lay eggs, but cocks don't (lay eggs).

2. The present continuous is used for unfinished actions (since they are still going on) and temporary situations.

Examples: My mother is resting now. Could you ring back later?

I'm taking maths lessons. (Not necessarily now, but these days.)

What are you drinking? Punch?'

No, we are not drinking punch. There is not any left.

She lives in Germany, but at the moment she is living in Russia.

3. The present continuous is also used for future plans.

Example: I'm playing billiards with Philip at six.

4. Some verbs are not used in continuous tenses. These verbs do not tell us whether or not an action is completed. Therefore, neither the beginning of the action nor the end matters.

Examples: He does not believe in God.

We have (got) two children.

I don't think so.

Do you understand her?

5. Some verbs do not take continuous tenses in some meanings, or senses, but they do in others. Despite this, we can sometimes use both continuous and simple tenses: I am looking/I look forward to hearing from you.

Examples: She is seeing (= 'visiting') a patient now.

I (can) see (= a perception verb) a beautiful girl.

What are you thinking about? You look worried! (A mental process, hence the action is not yet completed.)

I think (that) you should give up smoking. (This is my opinion.)

6. The verb be is not normally used in continuous tenses, except for passive sentences, and when we are clearly referring to a momentary situation as well.

Examples: They are cutting the grass. (active)

= The grass is being cut. (passive)

You are being too optimistic.

7. The present continuous is very often used with adverbs, or adverbial phrases, such as all the time, always, constantly, continually, forever, perpetually to indicate that something irritates us, as in the first example. In the second sentence, the speaker can express approval or disapproval, depending on the context. In the third, we refer to a habit.

Examples: You are constantly pulling my leg.

He is always studying.

She always gets up early.

8. The structure be + just + verb-ing means be on the point of doing something.

Examples: Would you mind waiting for her a bit? She is just finishing her supper.

9. We do not usually wear or carry the same things. Circumstances oblige us to do things we do not normally do. In cases of this type, the present continuous is necessary.

Examples: Can't you read that notice?'

No, I can't. I'm not wearing my spectacles.'

He is wearing a pair of jeans and a pullover.

They aren't coming today because their car has broken down.

She generally stays at home on Monday nights, but today she is going out because it is Peter's birthday.

10. When we refer to things that we do not control (because they are controlled by somebody else), such as timetables, we use the simple present. In itineraries, the usage of simple present is quite common. It is also common in the historic present in order to give more realism to the facts being described, and when we tell somebody what something is about.

Examples: What time does the show start?

Your plane takes off at 9.00.

We arrive in Berlin on 5th May, spend two nights there, and Brutus kills Julius Caesar. Then...

The book tells the story of a young princess who is in love with a peasant.

11. Needless to say, the simple past is the past of the simple present, and the past continuous is the past of the present continuous. Apart from a few exceptions (such as the historic present), the uses given for the simple present and the present continuous are therefore applied to their respective past tenses. For instance, if we use the simple present for

habits in the present, the simple past should be employed for habits in the past.

Examples: When I entered that old house (a completed action), some rats were nibbling a loaf of stale bread (an uncompleted action).

They were just going to light a cigarette when their teacher came into the classroom.

My wife was cooking a special meal, since some friends were coming for dinner.

12. The present perfect simple indicates that an action began in the past, and is still going on in the present, or has just stopped. The simple past must be used if we say when something happened. Consequently, the present perfect is connected with the present, but the simple past is not.

Examples: He has lived in Andorra for twenty years.

I met an old friend of mine yesterday morning.

13. Have + just + past participle means that something happened very recently. In American English, this is usually expressed by the simple past.

Examples: She has just left for school.

We use the present perfect simple to indicate that something has never happened, when we do not know when it takes place, or whether it has occurred or not.

Examples: I have never seen a ghost.

She has read a lot of history books.

Haven't we met before?

14. In the first example, your secretary tells you this in the morning; in the second, in the afternoon.

Examples: Your wife has come here four times this morning.

Your wife came here four times this morning.

15. In the first example, we already know that Shakespeare is dead; but in the second, we state that my niece is still alive, or that nothing prevents her from writing more novels. As a general rule, we can, then, say that we use the present perfect when it is implied in our words that something can happen again.

Examples: Shakespeare wrote Romeo and Juliet.

My niece has written several novels.

She is the tallest girl (that) I have ever met.

It is the second time (that) she has kissed him.

16. We generally use perfect tenses with already, ever, lately, since (except for the structure seen in the first example³), so far, still, up to now, yet, and with a few other words. It is also quite common with for.

Examples: It is four years since I (last) had a heart attack.

I haven't had a heart attack for four years.

I have had heart attacks since I was sixty.

17. In the first question, Angela has just arrived home and Amanda asks where she has been. Note that Angela also employs the present perfect in her response. As for the second question (What did...?), it is in the simple past because Angela is no longer at the doctor's surgery.

Examples: Amanda: Where have you been?

Angela: I've been to the doctor's surgery.

Amanda: What did he tell you about your illness?

Angela: He told me (that) I have to take things easy.

18. The first example merely states an action that has never happened. The second, however, indicates a habit.

Examples: He has never neglected his garden.

He never neglects his garden.

19. We sometimes use a perfect tense to indicate that two (or more) actions do not happen simultaneously. If they occur simultaneously or we consider that the action will not take long, we use the simple present, or the simple past. At times, the difference is very slight; and, therefore, it does not really matter if we employ a simple form or a perfect form. It is also important to keep in mind that words such as before and after do not often need a perfect tense because there is no ambiguity in the meaning expressed by the sequence of the actions:

Examples: After she had blown/she blew her whistle, everyone remained silent.

She left before he had seen/he saw her.

When I have finished reading this book, I'll help you with your homework. (It will take me quite a while to finish reading it.)

When I finish reading this book, I'll help you with your homework. (It will not take me long to finish reading it.)

As soon as it stopped raining, he went out. (Immediately after the rain stopped, he went out.)

20. The first example conveys that the paint is still wet, or that the work is not yet finished. In the second sentence, the action is completed, and the paint may be dry. Then, we can say that the present perfect continuous refers to a more recent action than the one expressed by the present perfect simple.

Examples: The priest has been painting the pew. (present perfect continuous)

The priest has painted the pew. (present perfect simple)

21. The present perfect continuous is not used with words or phrases that tell us the times we have done something or the quantity of something that we have done.

Examples: She has read two comics this morning. (She may or may not be reading them.)

She has been reading comics all morning. (She is still reading them.)

They have complained several times since they arrived. (They may complain again.)

They have been complaining since they arrived. (They are still complaining.)

22. Some verbs do not normally take continuous tenses. Therefore, the present perfect continuous is impossible. Exceptionally, want and wish are sometimes found in the present perfect continuous, but not in the other continuous forms: He has been wanting to obtain an award like this for ages.

Examples: I have known her for twenty years.

She has had that old pair of shoes for years and years. I think she should get rid of them.

She has been having a swim since we arrived.

23. At times, both the present perfect simple and continuous are possible. Nonetheless, the simple form should be used when we refer to a more

permanent situation; and the continuous form, to temporary situations. And, of course, if we want to imply that an action has not yet stopped, the present perfect continuous is preferred.

Examples: He has been studying modern Greek for the last two hours.

She has always lived in Gerona.

It has been raining all afternoon.

It has rained all afternoon.

24. The past perfect simple and the past perfect continuous are the past tenses of the present perfect simple and the present perfect continuous, respectively. Consequently, the differences between the past perfect simple and continuous are the same as the ones seen between the present perfect simple and continuous, with the only difference that the past perfect simple and continuous refer to the past.

Examples: They had never been there.

It was the third time that she had planned to get off with that friar.

He had just seen some vandals.

She had been using that stain-remover for almost twenty years.

25. The past perfect simple and continuous can imply that one action happened earlier than another.

Examples: When I got home, my mother had baked an apple pie for me.

My sister had been baking cakes when I arrived home, and the kitchen was a tip.

26. In the first example we imply that the Evans and I have reached an agreement about the house. The second sentence merely states that I

have the intention of renting it, but I have probably not told them my decision yet. Of course I know that they are interested in the house, but when they asked me about it, I told them I would think it over.

Still, sometimes it does not really matter if we use one form or the other, as the difference is very slight. For instance, if I say I'm riding my bike this afternoon, it entails a plan made by me. However, if I say I'm going to ride my bike this afternoon, it conveys my intention. Consequently, the difference between these two sentences is very small, and either of them can be used without any real difference in meaning.

Examples: I'm renting this house to the Evans next month.

I'm going to rent this house to the Evans next month.

In Addition to this, two gos does not sound very neat. Hence the present continuous very often replaces the be going to form when dealing with the verb go: I'm going to go to Cardiff tomorrow = I'm going to Cardiff tomorrow. As come and go are related in meaning, instead of I'm going to come, we generally say I'm coming. In spite of this, nothing prevents you from using I am going to go or I am going to come.

27. In the first example, the action will take place in the immediate future.

In the second, it is happening now.

Examples: I'm exhausted. I'm going to lie down a bit.

'Where is Dolly?'

'She is lying on the beach.'

28. Will + infinitive⁵ indicates that we have just decided to do something.

Be going to + infinitive suggests a premeditated intention.

Examples: Diana: Where is your mother?

Amanda: At home. She's ill.

Diana: I will/I'll go and see her this afternoon.

(Half an hour later, Diana runs into Claudia.)

Diana: I'm going to see Amanda's mother this afternoon, because she's ill.

Claudia: I'll go with you.

29. Some verbs do not take continuous tenses⁶. Instead, we use the future simple tense. Sometimes, the *be going to* form is also possible.

Example: I'll know the results of my exam tomorrow.

30. The first two examples refer to the present; the third, to the past. The fourth simply compares a present situation with a past one.

Examples: If you read in a bad light, you will damage your eyes.

[if (present), (future)→possible, probable or real]

If I had a compass, I would find the way back home.

[if (past), (would + infinitive)→unreal, improbable]

If they hadn't sacked me, I wouldn't have sued them.

[if (past perfect) (would + have + past participle)→impossible]

If we hadn't followed this lane, we wouldn't be here now.

31. Will you + infinitive is used for requests or invitations; the *be going to* form, for premeditated intentions; the present continuous, for future plans.

Examples: Will you give the waitress a tip, please?

Are you really going to give him a hand?

Are you visiting the marquis tomorrow evening?

32. *Examples: I will not snub the duke. (= I refuse to snub the duke.)*

She won't fulfil your commands.

(= She refuses to fulfil your commands)

33. The be going to form indicates that there are signs that something will occur.

Examples: I'm afraid he is going to kick the bucket. A bullet has pierced a vital organ.

Look at those clouds! We are going to have a shower.

34. Will + infinitive¹¹ is used to express an opinion or point of view

Examples: I think (that) they will put their foot in it.

They will probably catch him red-handed.

Maybe her parents will consent to her going out with you.

35. Will is not possible in temporal subordinate clauses; and unusual, in conditional clauses.

Examples: I'll tell you a secret as soon as we have finished dinner.

If she phones, she'll reverse the charges.

36. Will + infinitive can be used instead of the simple present tense to denote a present habit.

Examples: My husband will fetch me my slippers whenever I ask him to.

A gentleman will allow a lady to enter a place first.

37. Shall is necessary in the first persons when we want our listener or listeners to tell us what we should do. If we merely ask for an opinion, that is to say, something that cannot be controlled by the person or

people we are talking to, will is possible instead of shall. In case of doubt, use shall, as it is safer.

Examples: (interrogative: first persons → I, we)

Shall we go swimming? (a suggestion)

What shall I do? (You are asking for advice. Should is also possible here: What should I do?)

Shall I open the window? (You are asking for permission.)

Shall I help you? (You are offering your help.)

Shall/Will I pass my exam? (The listener cannot do anything about it. He or she can only give you his or her opinion.)

38. This usage of shall (second and third persons) is very emphatic, and old-fashioned. In modern English, we tend to use will. In formal instructions, shall is also possible: Customers shall pay at the desk.

Examples: He shall have what he deserves. (a threat)

You shall have my help. (a promise)

Shall is to be avoided to mean Do you want to...? or Are you so kind as to...?; instead, *will* must be employed:

Will you come this way, please?

Will you marry me? – Yes, I will. (short answer)

39. Imperatives are used to give orders, invite, and so on. In the negative, don't or do not are placed before the main verb. Do is emphatic in the affirmative.

Examples: (imperatives)

Please clear the table!

Step back, Paul!

Don't speak Greek to me!

Don't be such a fool!

Do sit still! (emphatic)

40. All the examples below refer to the present. If we mention after I wish, it is time, I would rather/sooner a subject, we must use a past tense. Note also the use of were, which is not possible after it is time + a subject: It is time she was here. High and about give emphasis to the sentence, as seen above. It is also possible to say It is (high/about) time for us to tell them the whole truth.

Examples: I wish¹⁶ she were/was here. (It is a pity she is not here.)

If only she were/was here. (More emphatic than I wish she were/was here.)

I would rather/sooner¹⁷ you didn't go in your car. (You can do what you want, but I do not like the idea of your going in your car.)

It is (high/about) time we studied hard. (We should have studied hard earlier.)

I wish to go swimming. (I would like to go swimming.)

I would rather/sooner have spaghetti than pizza. (I would prefer to have spaghetti.)

It is time (for us) to go home. (Let us go home.)

It is time for dinner. (Let us have dinner.)

41. If we use a subject + a past perfect tense after the expressions seen in the above examples, we refer to the past.

Examples: I wish I had told her that I loved her.

If only I had told her that I loved her.

I would rather/sooner they had not come to the party.

42. In the sentences below, the usage of *would* implies that we would like things to be different in the present, or in the future. The subject of *wish* is different from the subject of *would*, since the control of the things that we would like to be different do not depend on the subject of *wish*, but on the subject of *would*. *Would* very often conveys the idea of criticism.

Examples: I wish it would stop raining. (I am sick and tired of so much rain.)

If only it would stop raining.

I wish she wouldn't go after me all the time. (She is really a nuisance.)

If only she wouldn't go after me all the time.

43. A past tense is used for unreal situations; and a present, for real ones, as seen in the examples above. In an informal style, *like* is often used instead of *as if/as though*, but should be avoided in formal writing, or speech.

Examples: (as if/as though)

She talks as if/as though she were/was18 the most intelligent person in the world; but, actually, she is a real dunce. (She is not the most intelligent person in the world.)

You look as if/as though you have been working very hard. (I suppose you have been working very hard by the way you look.)

44. The future continuous indicates that an action will not be finished at a future time point.

Example: He will be having a nap tomorrow at half past three.

45. The future continuous implies that something will take place in the future without being arranged. It is also a polite way of asking about someone's intentions, as in the second example.

Examples: I'll be seeing Mary tomorrow morning, since we work together.

How long will you be staying, madam?

46. The first example indicates that her sister will not be able to come because of her illness; the second, that she refuses to come because Peter has been invited to the party.

Examples: Her sister won't be coming²³ tonight, as she is seriously ill.

Her sister won't come tonight, as Peter has been invited to the party, and she detests Peter.

47. The future perfect simple is used to relate to the completion of an action at a future time point, as in the first example. In the second instance, however, the period of five years will have been completed by the end of the year, but the action will continue after it.

Examples: By the end of the month, they will have defeated us.

He will have been learning Chinese for five years by the end of the year.

48. Infinitives and -ing forms.

Examples: I would/should like you to come early tonight.

He wants to jump ship, but we shan't allow him to.

They might use a rope.

Before rewarding him with a decoration medal, the prime minister made a very eloquent speech.

We're interested in doing some sightseeing this afternoon.

Would you like to come with us?

She doesn't mind going out alone.

They saw him talking/talk to her.

Being a woman, she loves jewels and fine clothes.

Having finished work, he went home.

The blizzard dropping considerably, we decided to return home.

Please do not drink when (you are) dancing.

49. The past forms of will and shall are would and should, respectively. For this reason, the rules for will and shall, explained in the above sections, are normally the same as the ones for would and should, with the only difference that would and should refer to the past.

Examples: When I told her that my mother was ill, she said that she would go and see her that afternoon.

She said that she would know the results of her exams the next day.

He said that he would not stub the duke.

He said that he thought that they would put their foot in it.

FORMATION OF THE TENSES

	<i>ACTIVE</i>	<i>PASSIVE</i>
Simple Present	Once a week, Tom cleans the house.	Once a week, the house is cleaned by Tom.
Present Continuous	Right now, Sarah is writing the letter.	Right now, the letter is being written by Sarah.
Simple Past	Sam repaired the car.	The car was repaired by Sam.
Past Continuous	The salesman was helping the customer when the thief came into the store.	The customer was being helped by the salesman when the thief came into the store.
Present Perfect	Many tourists have visited that castle.	That castle has been visited by many tourists.
Present Perfect Continuous	Recently, John has been doing the work.	is not used
Simple Future be going to	Sally is going to make a beautiful dinner tonight.	A beautiful dinner is going to be made by Sally tonight.

Future Continuous will	At 8:00 PM tonight, John will be washing the dishes.	is not used
Future Continuous be going to	At 8:00 PM tonight, John is going to be washing the dishes.	is not used
Future Perfect will	They will have completed the project before the deadline.	The project will have been completed before the deadline.
Future Perfect BE GOING TO	They are going to have completed the project before the deadline.	The project is going to have been completed before the deadline.
Future Perfect Continuous WILL	The famous artist will have been painting the mural for over six months by the time it is finished.	is not used
Future Perfect Continuous BE GOING TO	The famous artist is going to have been painting the mural for over six months by the time it is finished.	is not used
Used to	Jerry used to pay the bills.	The bills used to be paid by Jerry.

Would Always	My mother would always make the pies.	The pies would always be made by my mother.
Future in the Past WOULD	I knew John would finish the work by 5:00 PM.	I knew the work would be finished by 5:00 PM.
Future in the Past WAS GOING TO	I thought Sally was going to make a beautiful dinner tonight.	I thought a beautiful dinner was going to be made by Sally tonight.

TRANSITIVE AND INTRANSITIVE VERBS

Lay and Lie, Raise and Rise, and Set and Sit

Verbs which take an object are usually called transitive verbs. Verbs which do not take an object are usually called intransitive verbs.

Many English verbs can be used either intransitively or transitively. For instance, in the sentence *Most birds can fly*, the verb *to fly* is intransitive, since it is used without an object. But in the sentence *This pilot will fly the plane*, the verb *to fly* is transitive, since it takes the object plane.

However, some English verbs can be used only intransitively. A few pairs of verbs should be noted. The two verbs of each pair have similar meanings, but one of the verbs can take an object, and the other cannot. In the following table, the verbs labeled intransitive are those which cannot take an object.

Infinitive	Simple	Past	Past Participle
Transitive:	to lay	laid	laid
Intransitive:	to lie	lay	lain
Transitive:	to raise	raised	raised
Intransitive:	to rise	rose	risen
Transitive:	to set	set	set
Intransitive:	to sit	sat	sat

Particular care must be taken not to confuse the verbs *to lay* and *to lie*, since, as shown above, the Simple Past of the verb *to lie* has the same form as the bare infinitive of the verb *to lay*.

To Lay and To Lie

To lay is a transitive verb, which can take an object. The following examples illustrate the use of the Present Continuous, Simple Past, and Present Perfect tenses of the verb *to lay*. The verbs are underlined, and the objects of the verbs are printed in bold type.

*e.g. I am laying the **table**.*

*He laid a **bet** on the white horse.*

*The hen has laid an **egg**.*

To lie is an intransitive verb, which cannot take an object. The following examples illustrate the use of the Present Continuous, Simple Past, and Present Perfect tenses of the verb *to lie*.

e.g. She is lying on the sofa.

We lay on the beach in the sun.

He has lain in bed for a week.

In these examples, it might appear that the words *sofa*, *beach*, and *bed* act as objects of the verb *to lie*. However, this is not the case.

Not only verbs, but also prepositions have the ability to take objects. A few commonly used English prepositions are at, by, for, from, in, of, on, to and with.

In the examples above, *sofa*, and *beach* are objects of the preposition *on*; and *bed* is the object of the preposition *in*.

To Raise and To Rise

To raise is a transitive verb, which can take an object. The following examples illustrate the use of the Present Continuous, Simple Past, and Present Perfect tenses of the verb to raise. The verbs are underlined, and the objects of the verbs are printed in bold type.

*e.g. She is raising **poodles**.*

*He raised the **window**.*

*They have raised a **crop** of wheat.*

To rise is an intransitive verb, which cannot take an object. The following examples illustrate the use of the Present Continuous, Simple Past, and Present Perfect tenses of the verb *to rise*.

e.g. The moon is rising in the east.

They rose to the occasion.

The temperature has risen by five degrees.

In these sentences, the verbs have no objects. The words *east*, *occasion* and *degrees* are the objects of the prepositions *in*, *to* and *by*.

To Set and To Sit

To set is a transitive verb, which can take an object. The following examples illustrate the use of the Present Continuous, Simple Past, and

Present Perfect tenses of the verb *to set*. The verbs are underlined, and the objects of the verbs are printed in bold type.

*e.g. They are setting a **record**.*

*We set the **jars** on a shelf.*

*Have you set the **date** for your trip?*

To sit is an intransitive verb, which cannot take an object. The following examples illustrate the use of the Present Continuous, Simple Past, and Present Perfect tenses of the verb *to sit*.

e.g. They are sitting by the front steps.

I sat at my desk for an hour.

You have sat on the couch all afternoon.

In these sentences, the verbs have no objects. The words *steps*, *desk*, and *couch* are the objects of the prepositions *by*, *at* and *on*.

LIST OF IRREGULAR VERBS

Bare Infinitive	Simple Past	Past Participle
be	was/were	been
bear	bore	born
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
build	built	built
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug

do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fling	flung	flung
fly	flew	flown
forbid	forbade	forbidden
forecast	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden

hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mistake	mistook	mistaken
partake	partook	partaken
pay	paid	paid
put	put	put
read	read	read
rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen

seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
shake	shook	shaken
shed	shed	shed
shine	shone	shone
shoe	shod	shod
shoot	shot	shot
show	showed	shown
shrink	shrank or shrunk	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
sling	slung	slung
slink	slunk	slunk
slit	slit	slit
speak	spoke	spoken
speed	sped	sped
spend	spent	spent
spin	span or spun	spun
spit	spit or spat	spat
split	split	split
spread	spread	spread
spring	sprang	sprung

stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
stride	strode	strode
strike	struck	struck
string	strung	strung
strive	strove	striven
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
thrive	throve	thriven
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
wake	woke	woken
wear	wore	worn
weave	wove	woven
weep	wept	wept
win	won	won
wind	wound	wound
wring	wrung	wrung
write	wrote	written

EXERCISES ON VERB TENSES

Present Simple or Present Continuous

Exercise 69. Complete the sentences with the verb in brackets, using the present simple or present continuous. If both are possible, use them both, and consider the difference in meaning.

1. Cassey (to collect) _____ rag dolls. She has a beautiful collection.
2. British airways currently (to offer) _____ half-price tickets to China, but for two weeks only.
3. Amalia has an important project to finish by Monday, so she (to work) _____ hard at weekends.
4. What you (to do) _____ right now? I (to feed) _____ my fishes.
5. Shall I phone at 3? No, Mr Brown normally (meet) _____ our customers at that time.
6. Poor Tomas! Since he won the lottery, his phone hasn't stopped ringing. People (phone) _____ to ask how he is going to spend the money.
7. Jane (not like) _____ swimming, but tonight she (to go) _____ swimming with Julia. She promised her.
8. This noise is just intolerable! Our new neighbor always (to have) _____ parties until the early hours in the morning.
9. Hardy (to serve) _____ to the right hand court, and Williams (to make) _____ a wonderful return. He (to play) _____ magnificent tennis in this match...
10. They (to begin) _____ to realize how difficult it is to be parents.
11. The flat (to redecorate) _____ now.
12. He should (to study) _____ for his exam if he doesn't want to fail it.

Present Simple or Present Continuous

Exercise 70. Using the words in parentheses, complete the text below with the appropriate tenses.

Today (be)____(1) the second day of my trek around Mount Annapurna. I am exhausted and my legs (shake) ____ (2); I just hope I am able to complete the trek. My feet (kill, really) ____ (3) me and my toes (bleed) ____ (4), but I (want, still) ____ (5) to continue.

Nepal is a fascinating country, but I have a great deal to learn. Everything (be) ____ (6) so different and I (try) ____ (7) to adapt to the new way of life here. I (learn) ____ (8) a little bit of the language to make communication easier; unfortunately, I (learn, not)____ (9) foreign languages quickly. Although I (understand, not) ____ (10) much yet, I believe that I (improve, gradually) ____ (11).

I (travel, currently)____ (12) with Liam, a student from Leeds University in England. He (be) ____ (13) a nice guy, but impatient. He (walk, always) ____ (14) ahead of me and (complain) ____ (15) that I am too slow. I (do) ____ (16) my best to keep up with him, but he is younger and stronger than I am. Maybe, I am just feeling sorry for myself because I am getting old.

Right now, Liam (sit)____ (17) with the owner of the inn. They (discuss) ____ (18) the differences between life in England and life in Nepal. I (know, not) ____ (19) the real name of the owner, but everybody (call, just)____ (20) him Tam. Tam (speak) ____ (21) English very well and he (try) ____ (22) to teach Liam some words in Nepali. Every time Tam (say) ____ (23) a new word, Liam (try) ____ (24) to repeat it. Unfortunately, Liam (seem, also) ____ (25) to have difficulty learning foreign languages. I just hope we don't get lost and have to ask for directions.

The present perfect and the present perfect continuous

Exercise 71. Put the verbs in brackets into the present perfect or the present perfect continuous tense. (In some cases either could be used).

1. We (walk) _____ ten kilometres.
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.
16. I (ride) _____ all the horses in this stable.
17. What a lovely smell! – Mary (make) _____ jam.
18. The students (work) _____ very well this term.
19. I only (hear) _____ from him twice since he went away.
20. I (hear) _____ from her regularly. She is a very good correspondent.

21. I (grease) _____ my car. That's why my hands are so dirty.
22. I (polish) _____ this table all the morning and she isn't satisfied with it yet.
23. I (work) _____ for him for ten years and he never once (say) _____ 'Good morning' to me.
24. He (teach) _____ in this school for five years.
25. I (teach) _____ hundreds of students but never (meet) _____ such a hopeless class as this.
26. Why you (be) _____ so long in the garage? – The tyres were flat; I (pump) _____ them up.
27. I (pump) _____ up three tyres. Would you like to do the fourth?
28. I (look) _____ for mushrooms but I (not find) _____ any.
29. He (cough) _____ a lot lately. He ought to give up smoking.
30. You (hear) _____ the news? Tom and Ann are engaged! – That's not new; I (know) _____ it for ages!.
31. I (try) _____ to finish this letter for the last half-hour. I wish you'd go away or stop talking. – I hardly (say) _____ anything.
32. The driver of that car (sound) _____ his horn for the last ten minutes.
33. It (rain) _____ for two hours and the ground is too wet to play on, so the match (be) _____ postponed.
34. He (hope) _____ for a rise in salary for six months but he (not dare) _____ to ask for it yet.
35. Mr Smith, you (whisper) _____ to the student on your right for the last five minutes. You (help) _____ him with his exam paper or he (help) _____ you?

36. Why you (make) _____ such a horrible noise? – I (lose) _____ my key and I (try) _____ to wake my wife by throwing stones at her window. – You (throw) _____ stones at the wrong window. You live next door.

Present Simple, Future Simple, Present Continuous and Future Continuous

Exercise 72. Using the words in brackets, complete the sentences below with the appropriate tenses.

1. Right now, I am watching TV. Tomorrow at this time, I (watch) _____ TV as well. Tomorrow after school, I (go) _____ to the beach.
2. I am going on a dream vacation to Tahiti. While you (do) _____ paperwork and (talk) _____ to annoying customers on the phone, I (lie) _____ on a sunny, tropical beach. Are you jealous?
3. We (hide) _____ when Tony (arrive) _____ at his surprise party. As soon as he opens the door, we (jump) _____ out and (scream) _____, "Surprise!"
4. We work out at the fitness center every day after work. If you (come) _____ over while we (work) _____ out, we will not be able to let you into the house. Just to be safe, we (leave) _____ a key under the welcome mat so you will not have to wait outside.
5. While you (study) _____ at home, Magda (be) _____ in class.
6. When I (get) _____ to the party, Sally and Doug (dance) _____, John (make) _____ drinks, Sue and Frank (discuss) _____ something controversial, and Mary (complain) _____ about something unimportant. They are always doing the same things. They are so predictable.

7. When you (get) _____ off the plane, I (wait) _____ for you.
8. I am sick of rain and bad weather! Hopefully, when we (wake) _____ up tomorrow morning, the sun (shine) _____.
9. If you (need) _____ to contact me sometime next week, I (stay) _____ at the Sheraton in San Francisco.

Past Simple or Past Continuous

Exercise 73. Choose which verb tense (present/past simple or continuous) fits better.

1. I _____ – I Boston you come in.
 - a. was sleeping
 - b. slept
2. I _____ to see her twice, but she wasn't home.
 - a. was coming
 - b. came
3. What _____? I was watching TV.
 - a. did you do
 - b. were you doing
4. Robin Hood was a character who _____ from the rich and gave to the poor.
 - a. stole
 - b. was stealing
5. Hey, did you talk to her? Yes, I _____ to her.
 - a. was talking
 - b. talked
6. I _____ home very late last night.
 - a. came
 - b. was coming

7. How long _____ the flu?
a. did you have
b. were you having
8. _____ a good time in Brazil? Yes, I had a blast!
a. Were you having
b. Did you have
9. We _____ breakfast when she walked into the room.
a. had
b. were having
10. Last month I decided to buy a new car, and today I finally _____ it.
a. bought
b. was buying
11. I _____ when the waitress took my plate.
a. still ate
b. was still eating

Present Simple, Past Simple or Present Perfect?

Exercise 74. Choose the right answer.

1. Jack (live) in Boston for the past 15 years.
has lived
lives
lived
2. Janet (work) for Smith and Brothers before she came to work for us.
works
worked
has worked

3. Dad, (you/finish) reading the paper yet?
did you finish
are you finishing
have you finished
4. I'd love to visit Prague sometime. Unfortunately, I (be) never there.
have never been
was never
will never be
5. Peter (play) Tennis for five years when he (be) at school.
has played – was
played – was
has played – has been
6. Can you help me? I (finish) my homework, but I still don't understand number 7.
have finished
didn't finish
finish
7. I (work) in Italy for 5 years. I (begin) work as soon as I arrived.
work – began
have worked – have begun
have worked – began
8. I'm afraid I'm not hungry. I (eat/already).
didn't eat already
have already eaten
haven't already eaten

9. When Jack was at school, he (learn) to play the saxophone. He (play) it ever since.

has learned – has played

learned – has played

learned – played

10. Could you give me some advice? I (buy) this sweater at Macy's yesterday. Do you think I should take it back?

bought

have bought

buyed

11. Tom lives in Boston. Before she (move) here, she (live) in Rome for 3 years.

moved – has lived

moved – lived

has moved – lived

12. Peter (go) to Paris last year. That means that he (be) to Paris 3 times!

went – has been

went – was

has gone – was

Present Perfect, Past Perfect, Present and Past Perfect Continuous

Exercise 75. Using the words in parentheses, complete the text below with the appropriate tenses.

1. It is already 9:30 PM and I (wait) _____ here for over an hour. If John does not get here in the next five minutes, I am going to leave.
2. I was really angry at John yesterday. By the time he finally arrived, I (wait) _____ for over an hour. I almost left without him.

3. Did you hear that Ben was fired last month? He (work) _____ for that import company for more than ten years and he (work) _____ in almost every department. Nobody knew the company like he did.
4. I (see) _____ many pictures of the pyramids before I went to Egypt. Pictures of the monuments are very misleading. The pyramids are actually quite small.
5. Sarah (climb) _____ the Matterhorn, (sail) _____ around the world, and (be) _____ to safari in Kenya. She is such an adventurous person.
6. Sarah (climb) _____ the Matterhorn, (sail) _____ around the world and (be) _____ to safari in Kenya by the time she turned twenty-five. She (experience) _____ more by that age than most people do in their entire lives.
7. When Melanie came into the office yesterday, her eyes were red and watery. I think she (cry) _____.

Past Tenses

Exercise 76. Put the verbs in brackets into the correct tense.

1. A: What _____ (you/do) at ten o'clock this morning?
B: I _____ (read) some important documents in my office.
2. A: Why are you so disappointed?
B: Because I _____ (hope) that I would pass the test, but I didn't.
3. A: Have you found your bag yet?
B: No, but I _____ (report) it stolen to the police yesterday.
4. A: Did you enjoy the play last night?
B: No, even though I _____ (read) good reviews of it before I bought the tickets.
5. A: Have you written your report yet?

B: I _____(just/start) when you came in, actually.

6. A: Sorry I'm late.

B: Where have you been? I _____(expect) you an hour ago.

7. A: We _____(go) to an antique market yesterday.

B: _____(you/buy) anything?

8. A: Were you surprised that the factory closed down?

B: Not really. In fact, I _____(know) it was going to happen.

9. A: Julia did well in the test, didn't she?

B: Yes. She _____(study) very hard for it.

Past Tenses

Exercise 77. Complete the sentences using any appropriate past forms.

1. While Joanne _____ her hair, Carl was cleaning the house.
2. I have no idea where I _____ my wallet.
3. He _____ his leg when he fell off his skateboard.
4. We _____ in the classroom for ten minutes before the teacher arrived.
5. She _____ to the theatre last night.
6. My tooth _____ for a week before I went to the dentist's.
7. She cried when she _____ her driving test.
8. What _____ when the alarm went off?
9. They got into the car and _____ away.
10. I could tell she _____ the competition because she couldn't stop smiling.
11. We _____ along the beach when we heard a cry for help.
12. Tom _____ the piano for years before he became famous.

Exercise 78.

a) Fill in the gaps with an appropriate past form.

One fine morning, a man 1)_____ (fish) in a river. The sun 2)_____ (shine) and the man 3)_____ (sit) on the river bank. Everything was very quiet and peaceful. The man 4)_____ (wait) patiently for several hours when suddenly he 5)_____ (feel) something pulling on the fishing line. He 6)_____ (stand up) quickly and 7)_____ (begin) to take in the line. He 8)_____ (just/lift) the huge fish he had caught out of the water when there was a loud splash and it fell back into the river. At first, the man didn't know what 9)_____ (happen). Then, he 10)_____ (look) carefully at his fishing line. It 11)_____ (snap). The poor man was so disappointed that he 12)_____ (pack) away all his things and went home.

b) Which of the past forms in the text above are used to express:

1. emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past

2. action which happened at a definite time in the past-time stated, known or implied _____
3. actions which happened immediately one after the other in the past

4. to describe the atmosphere, the setting, etc. in the introduction to a story _____
5. action which happened before another past action _____

Identifying tenses

Exercise 79. Read the following short story and identify the tenses used. Each tense is used at least once.

John has always travelled *Tense?* ____ a lot. In fact, when he was *Tense?* ____ only two years old when he first flew *Tense?* ____ to the US. His mother is *Tense?* ____ Italian and his father is *Tense?* ____ American. John was born *Tense?* ____ in France, but his parents had met *Tense?* ____ in Cologne, Germany after they had been living *Tense?* ____ there for five years. They met *Tense?* ____ one day while John's father was reading *Tense?* ____ a book in the library and his mother sat down *Tense?* ____ beside him. Anyway, John travels *Tense?* ____ a lot because his parents also travel *Tense?* ____ a lot.

As a matter of fact, John is visiting *Tense?* ____ his parents in France at the moment. He lives *Tense?* ____ in New York now, but has been visiting *Tense?* ____ his parents for the past few weeks. He really enjoys *Tense?* ____ living in New York, but he also loves *Tense?* ____ coming to visit his parents at least once a year.

This year he has flown *Tense?* ____ over 50,000 miles for his job. He has been working *Tense?* ____ for Jackson & Co. for almost two years now. He's *Tense?* ____ pretty sure that he'll be working *Tense?* ____ for them next year as well. His job requires *Tense?* ____ a lot of travel. In fact, by the end of this year, he'll have travelled *Tense?* ____ over 120,000 miles! His next journey will be *Tense?* ____ to Australia. He really doesn't like *Tense?* ____ going to Australia because it is so far. This time he is going to fly *Tense?* ____ from Paris after a meeting with the company's French partner. He'll have been sitting *Tense?* ____ for over 18 hours by the time he arrives!

John was talking *Tense?* ____ with his parents earlier this evening when his girlfriend from New York telephoned *Tense?* ____ to let him know that Jackson & Co. had decided *Tense?* ____ to merge with a company in Australia. The two companies had been negotiating *Tense?* ____ for the past month, so it really wasn't *Tense?* ____ much of a surprise. Of course, this means *Tense?* ____ that John will have to catch *Tense?* ____ the next plane back to New York. He'll be meeting *Tense?* ____ with his boss at this time tomorrow.

simple present SPr

present perfect PrP

present continuous PrC

present perfect continuous PrPC

simple past SPast

past perfect PastP

past continuous PastC

past perfect continuous PrPC

simple future SF

future perfect FP

future continuous FC

future perfect continuous FPC

future intention FInt

Identifying tenses

Exercise 80. Identify the tenses, then match them to the correct descriptions.

1. People **used to have/had** very simple lives in those days.
2. She **was talking** on the phone when her boss came in.
3. Sam was in hospital because he **had crashed** his car.
4. They **had been studying** hard all morning, so they were tired.
5. I **was cooking** lunch while he **was pouring** the drinks.
6. We **had been living** here for a year before we decorated the kitchen.
7. Princess Diana **did** a lot of work for charity.
8. At two o'clock this afternoon they **were having** lunch at work.
9. First, she **knocked** on the door. Then, she **went** inside.
10. We **had bought** the tickets before we went to the theatre.

- a) to talk about actions of people who are no longer alive
- b) action which happened before another past action or before a stated time in the past
- c) actions which happened immediately one after other in the past
- d) to put emphasis on the duration of an action which started and finished in the past before another past action
- e) action which was in progress at a stated time in the past
- f) two or more simultaneous actions
- g) action in progress when another action interrupted it
- h) action which lasted for some time in the past and whose result was visible in the past
- i) past habit or state which is now finished
- j) action which finished in the past and whose result was visible in the past

Exercise 81. Use adverbial modifiers of time to make more sentences.

I (to feed) my brother's cat.

- 1) at 3 o'clock tomorrow
- 2) already
- 3) now
- 4) by the time you come
- 5) by the time she called me
- 6) by the time you called me
- 7) for 10 minutes
- 8) sometimes, when my brother forgets
- 9) never (in my life)
- 10) if my brother forgets
- 11) yesterday
- 12) when my friend came
- 13) never (I don't like it)
- 14) later, but I'm not sure
- 15) for 10 minutes before he came
- 16) tonight (I promised my brother)

Exercise 82. Use adverbial modifiers of time to make more sentences.

His wife (to bake) a cake.

- 1) never (she can't)
- 2) for 2 hours and it seems she will never finish it
- 3) two days ago
- 4) on Saturdays
- 5) by the time he got home from work
- 6) now
- 7) never (in her life)

- 8) for an hour when suddenly felt sick and went to bed
- 9) but I'm not sure she will
- 10) if she had all the ingredients
- 11) tonight (tomorrow is their son's birthday)
- 12) as soon as he brings her some sugar
- 13) right now
- 14) by 4 o'clock tomorrow
- 15) all day long

Exercise 83. Use adverbial modifiers of time to make more sentences.

He (to have) a nap.

- 1) already
- 2) sometimes in the afternoon
- 3) I think... before the party
- 4) twice so far today
- 5) when he heard a strange noise
- 6) if he has a minute
- 7) before leaving home
- 8) for about 20 minutes when a huge mosquito woke him up
- 9) by the time she called him
- 10) never after work, even if he is exhausted

Exercise 84. Use adverbial modifiers of time to make more sentences.

They (to walk) in the park.

- 1) every day
- 2) now
- 3) twice so far today
- 4) for 2 hours

- 5) the day before yesterday
- 6) when they saw a bear
- 7) by the time they got home
- 8) for 2 hours, when they saw the bear
- 9) for five miles before they met a person
- 10) (to go to the park) tomorrow (they promised their daughter)
- 11) by the time they meet their friends
- 12) for 2 hours by the time they meet their friends
- 13) tonight (but they are not sure)
- 14) if the weather is good
- 15) at 5 yesterday

Exercise 85. Put the verbs in brackets into the correct tense.

1. I (learn) _____ English for seven years now.
2. But last year I (not / work) _____ hard enough for English, that's why my marks (not / be) _____ really that good then.
3. As I (pass / want) _____ my English exam successfully next year, I (study) _____ harder this term.
4. During my last summer holidays, my parents (send) _____ me on a language course to London.
5. It (be) great and I (think) _____ I (learn) _____ a lot.
6. Before I (go) _____ to London, I (not / enjoy) _____ learning English.
7. But while I (do) _____ the language course, I (meet) _____ lots of young people from all over the world.
8. There I (notice) _____ how important it (be) _____ to speak foreign languages nowadays.

9. Now I (have) _____ much more fun learning English than I (have) _____ before the course.
10. At the moment I (revise) _____ English grammar.
11. And I (begin / already) _____ to read the texts in my English textbooks again.
12. I (think) _____ I (do) _____ one unit every week.
13. My exam (be) _____ on 15 May, so there (not / be) _____ any time to be lost.
14. If I (pass) _____ my exams successfully, I (start) _____ an apprenticeship in September.
15. And after my apprenticeship, maybe I (go) _____ back to London to work there for a while.
16. As you (see / can) _____, I (become) _____ a real London fan already.

Exercise 86. Put the verbs in brackets into the correct tense.

A. When Simon 1) *arrived* (arrive) at the cinema, dozens of people 2) _____ (queue) outside. They 3) _____ (wait) to see the same film as Simon. Simon, however, 4) _____ (buy) a ticket in advance, so he 5) _____ (walk) straight to the front of the queue and 6) _____ (enter) the cinema. He 7) _____ (feel) relieved that he didn't have to queue. He 8) _____ (reach) his seat just as the lights 9) _____ (go down) for the start of the film.

B. Last weekend, Cathy 1) _____ (hire) a car and 2) _____ (drive) to the seaside. When she 3) _____ (arrive) the wind 4) _____ (blow) and the sky 5) _____ (be) cloudy. She 6) _____ (get out) of the car and 7) _____ (take) a walk along the seafront. Then she 8) _____ (decide) to go for fish and chips at a

nearby restaurant that she 9)_____ (see) earlier and liked the look of. By the time she 10)_____ (leave) the restaurant, it 11)_____ (already/grow) dark. As she 12)_____ (walk) to her car it 13)_____ (begin) to rain. However, Cathy 14)_____ (not/mind) because she 15)_____ (have) a wonderful day.

To cook

Exercise 87. Put the verbs in brackets into the correct tense.

1. By 5 o'clock she _____ dinner and be able to go to the cinema with us.
2. By the time we came, she already _____ dinner.
3. I'm sure at this time tomorrow she _____ dinner. I know her better than anybody else.
4. Mary _____ dinner for 2 hours and it seems she will never finish it!
5. Oh, I didn't know she _____ dinner. I'll call her later then.
6. Sorry, I can't join you, because I _____ dinner for Ann. I promised her.
7. I _____ dinner for Tony, but if you need I'll come to help you.
8. OK, if you are so busy, I _____ dinner today.
9. She _____ dinner for a half an hour, when she heard a strange noise from the living room.
10. She always starts _____ dinner at 6, so if you come at 6.20, she _____ dinner for 20 minutes.
11. She didn't come because she (not to cook) dinner yet.
12. She never _____ dinner in her life.
13. She never _____ dinner in the morning.

14. We (not to cook) dinner yesterday, because Tom invited us to the restaurant.
15. When we came, she _____dinner for Ted.

To leave

Exercise 88. Put the verbs in brackets into the correct tense.

1. At 6.45 tomorrow I (to leave) home for work as usually.
2. By the time he started to work for this company, he (not to leave) the country.
3. Can you call me in an hour, please? I'm (to leave) for work now.
4. He (to leave) an impression of an extremely hard-working person.
5. He (to leave) for Vienna by the first fast/accommodation/omnibus train tomorrow.
6. As I know, he (to leave) in a week, but he isn't absolutely sure.
7. He is very careful. He never (to leave) anything behind.
8. He (to leave) his wallet at home, so he has no money to have lunch.
9. It is difficult to imagine, but in his 70s he never (to leave) Kiev.
10. Oh my God! He always (to leave) a mess!
11. OK, if you insist, I (to leave) it out.
12. So we went to where I (to leave) my belongings, and made a camp.
13. Two weeks ago he (to leave) for Paris and haven't come back yet.
14. When I came, he (to leave) for a walk with his girlfriend.
15. You must (to leave) immediately or you will miss your train.

Exercise 89. Complete the text with the correct form of the verbs.

John McClain (1)_____ (write) for many years before he (2) _____ (come) to fame with his second novel in 1993. Since then he (3) _____ (write) more than twenty thrillers, which (4) _____ (translate) into more

than thirty languages. If his latest novel, *Dead Body*, (5) _____ (reach) the top of the fiction charts, he (6) _____ (have) a record number of best-selling thrillers. When I (7) _____ (meet) him last week, he (8) _____ (just/complete) an exhausting tour of the country. I (9) _____ (ask) Ian why he (10) _____ (think) his novels (11) _____ (be) so successful. 'I wish I (12) _____ (know),' he said, 'but I (13) _____ (not suppose) that any writer ever really (14) _____ (know) how the public will react to a novel. Most of us (15) _____ (write) stories for ourselves, and often we don't even know how the novel (16) _____ (end).'

Exercise 90. Compare the sentences. Answer the questions your teacher asks you.

1. Charles Dickens wrote *Oliver Twist*.
Ken Follett has written ten best-sellers.
Ken Follett has been writing his autobiography for 18 month.
2. You (to try) Japanese food? (*ever*)
You (to try) Japanese food? (*when you were in Japan*)
3. How many times has Kate been married?
How many times was Tom married?
4. She's been to Paris.
She's gone to Paris.
5. I lived in Paris for five years.
I've lived in Paris for five years.
6. When we arrived, she made some coffee.
When we arrived, she had made some coffee.
When we arrived, she was making some coffee.

7.

Tom	lives lived is living was living has lived has been living had been living	in London	– when he was a child. while he is a student. all his life. for 3 years. for 3 years before he moved to Berlin.
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8. What were you doing when you cut your finger?
What did you do when you cut your finger?
9. When I arrived at the party, Peter left.
When I arrived at the party, Peter had left.

Exercise 91. What is strange about these sentences?

- A. Amazing news! Columbus has discovered America!
- B. Man first walked on the Moon.
- C. I travelled all my life. I went everywhere.
- D. Peter, hi! I didn't see you for ages!
- E. I've learned English.
- F. Your face is all red. – I've run.
- G. What's the matter? – I've been losing my passport.
- H. I've been giving up smoking for years.
- I. Ouch! I've just stung a mosquito!

Exercise 92. Compare the sentences and answer the questions.

1. Jane talks on the phone.

Bob has been talking on the phone for an hour.

Mary is talking on the phone.

Who is not necessarily on the phone now?

2. I'm going to make dinner for Frank.

I'm making dinner for Judy.

I'll make dinner for Mary.

I make dinner for Ted.

I will be making dinner for Tony.

Who are you offering to make dinner for?

3. Jane left when Tim arrived.

Bob left when Tim had arrived.

Tim arrived when Mary was leaving.

John had left when Tim arrived.

After Tim arrived, Frank left.

Who did not run into Tim?

4. Jane is talking in class.

Bob always talks in class.

Mary is always talking in class.

Whose action bothers you?

5. Jane never left Jamestown.

Bob has never left Jamestown.

Who is still alive?

Exercise 93. Put the verbs in brackets into the correct tense.

In the year 122 AD, the Roman Emperor Hadrian (visit)_____ his provinces in Britain. On his visit, the Roman soldiers (tell)_____ him that Pictish tribes from Britain's north (attack)_____ them. So Hadrian (give)_____ the order to build a protective wall across one of the narrowest parts of the country.

After 6 years of hard work, the Wall (finish)_____ in 128. It (be) _____ 117 kilometres long and about 4 metres high. The Wall (guard)_____ by 15,000 Roman soldiers. Every 8 kilometres there (be)_____ a large fort in which up to 1,000 soldiers (find)_____ shelter. The soldiers (watch) _____ over the frontier to the north and (check)_____ the people who (want) _____ to enter or leave Roman Britain. In order to pass through the Wall, people (must go)_____ to one of the small forts that (serve) _____ as gateways. Those forts (call) _____ milecastles because the distance from one fort to another (be) one Roman mile (about 1,500 metres) _____. Between the milecastles there (be) _____ two turrets from which the soldiers (guard)_____ the Wall. If the Wall (attack)_____ by enemies, the soldiers at the turrets (run)_____ to the nearest milecastle for help or (light) _____ a fire that (can / see) _____ by the soldiers in the milecastle.

In 383 Hadrian's Wall (abandon). Today Hadrian's Wall (be)_____ the most popular tourist attraction in northern England. In 1987, it (become) _____ a UNESCO World Heritage Site.

Exercise 94. Fill the gaps with the correct tenses.

THE LONDON DUNGEON

1. The London Dungeon (lie)_____ in the oldest part of London – in an old subterranean prison, (that's what the word Dungeon (stand) _____ for).
2. The museum (take) _____its visitors on a journey through England's bloody history.
3. It (demonstrate) _____the brutal killings and tortures of the past.
4. You (experience / can) _____for example how people (die) _____on the Gallow or during the Plague of 1665.
5. The Dungeon also (show) _____scenes of Jack the Ripper or the beheading of Anne Boleyn, who (be) _____one of Henry VIII's six wives.
6. The atmosphere at the Dungeon (be) _____really scary - nothing for the faint-hearted.
7. While you (walk) _____around the Dungeon, watch out for creepy creatures - the Dungeon (employ) _____actors to give its visitors the fright of their lives.
8. The actors, dressed as monsters or ghosts (hide) _____in the dark corners of the Dungeon and then suddenly (jump) _____out and (grab) _____one of the visitors.
9. And the horror (end / not) _____at the exit of the exhibition.
10. (you / eat / ever) _____a pizza with fingers and eyeballs on it?
11. Well, if you (fancy) _____that kind of food, you_____ (love) the meals at the Dungeon restaurant.
12. The museum (want) _____to provoke, shock, educate and delight.
13. And this it (do) _____extremely well.

14. Since its opening in 1975, the Dungeon (attract) _____ many visitors from all over the world.
15. Besides the regular opening hours, the Dungeon sometimes also (open) _____ at night.
16. If you (have) _____ enough money and nerves of steel, you (book / can) _____ the Dungeon for parties, conferences or charity events at night.
17. And on 31 October, a frightfully good Halloween Party (take place) _____ at the Dungeon every year.

Exercise 95. Put the verbs in brackets in the correct tense.

- 1) Mother (to cook) _____ dinner in the kitchen. Shall I call her?
- 2) There (to be) _____ any tickets left for tomorrow?
- 3) Mary (*not to like*) _____ cooking. She prefers take-away food.
- 4) He (*to write*) _____ his autobiography 8 months ago.
- 5) The Conference (*to adopt*) _____ the Convention on International Civil Aviation in 1944.
- 6) They (*to check in*) _____ international passengers now.
- 7) When we arrived at the airport, we saw that the plane (*to take off*) _____.
- 8) Einstein (*not can*) _____ speak until he was eight.
- 9) I'm afraid I can't put you through. Mr Hoffman (*to be*) _____ very busy now.
- 10) Something is wrong with their car, They (*to repair*) _____ the engine now.
- 11) They (*to meet*) _____ the customers twice a week.
- 12) Tomas (*to send*) _____ me that letter two weeks ago.

- 13) He wants to go to an expensive restaurant but he (*not to have*) _____ enough money.
- 14) She (*to wash*) _____ her hair two or three times a week.
- 15) There was a bad accident this morning. One of the passengers (*to die*) _____.
- 16) When I phoned him, he (*to sleep*) _____.

Exercise 96. Complete the sentences below with the appropriate tenses.

1. You look really great! (you, work) _____ out at the fitness center recently?
2. A: What (you, do) _____ when the accident occurred?
B: I (try) _____ to change a light bulb that had burnt out.
3. I (have) _____ the same car for more than ten years. I'm thinking about buying a new one.
4. If it (snow) _____ this weekend, we (go) _____ skiing near Lake Tahoe.
5. A: What do you call people who work in libraries?
B: They (call) _____ librarians.
6. I came to England six months ago. I started my economics course three months ago. When I return to Australia, I (study) _____ for nine months and I (be) _____ in England for exactly one year.
7. Sam (arrive) _____ in San Diego a week ago.
8. Samantha (live) _____ in Berlin for more than two years. In fact, she (live) _____ there when the Berlin wall came down.
9. If Vera (keep) _____ drinking, she (lose, eventually) _____ her job.

10. The Maya established a very advanced civilization in the jungles of the Yucatan; however, their culture (disappear, virtually)_____ by the time Europeans first (arrive) in the New World.
11. Shhhhh! Be quiet! John (sleep)_____.
12. It (rain)_____all week. I hope it stops by Saturday because I want to go to the beach.
13. Listen Donna, I don't care if you (miss)_____the bus this morning. You (be)_____late to work too many times. You are fired!
14. I am sick of rain and bad weather! Hopefully, when we (wake) _____up tomorrow morning, the sun (shine) _____.
15. I have not traveled much yet; however, I (visit) _____the Grand Canyon and San Francisco by the time I leave the United States.
16. I (see)_____many pictures of the pyramids before I went to Egypt. Pictures of the monuments are very misleading. The pyramids are actually quite small.
17. In the last hundred years, traveling (become)_____much easier and very comfortable. In the 19th century, it (take)_____two or three months to cross North America by covered wagon. The trip (be)_____very rough and often dangerous. Things (change) _____a great deal in the last hundred and fifty years. Now you can fly from New York to Los Angeles in a matter of hours.
18. Joseph's English (improve, really) _____, isn't it? He (watch)_____American television programs and

- (study)_____his grammar every day since he first arrived in San Diego. Soon he will be totally fluent.
19. When I (arrive)_____home last night, I discovered that Jane (prepare) a beautiful candlelight dinner.
20. If you (need) to contact me sometime next week, I (stay) at the Sheraton in San Francisco.

Exercise 97. Put the verbs in brackets in the correct tense.

1. When Carol (call)_____last night, I (watch) my favorite show on television.
2. I (work)_____for this company for more than thirty years, and I intend to stay here until I retire!
3. Sharon (love)_____ to travel. She (go)_____ abroad almost every summer. Next year, she plans to go to Peru.
4. Thomas is an author. He (write)_____ mystery novels and travel memoirs. He (write)_____ since he was twenty-eight. Altogether, he (write)_____ seven novels, three collections of short stories and a book of poetry.
5. We were late because we had some car problems. By the time we (get)_____ to the train station, Susan (wait)_____ for us for more than two hours.
6. Sam (try)_____to change a light bulb when he (slip) and (fall)_____.
7. Every day I (wake)_____ up at 6 o'clock, (eat)_____ breakfast at 7 o'clock and (leave)_____for work at 8 o'clock. However, this morning I (get)_____ up at 6:30, (skip)_____ breakfast and (leave)_____for work late because I (forget)_____to set my alarm.

8. Right now, Jim (read)_____the newspaper and Kathy (make)_____dinner. Last night at this time, they (do)_____ the same thing. She (cook)_____and he (read)_____the newspaper. Tomorrow at this time, they (do, also)_____the same thing. She (prepare)_____dinner and he (read)_____. They are very predictable people!
9. By this time next summer, you (complete _____your studies and (find)_____a job. I, on the other hand, (not accomplish)_____anything. I (study, still)_____ and you (work)_____ in some new high paying job.
10. The students usually (teach) _____ by Mrs. Monty. However, this week they (teach) _____by Mr. Williams.

Exercise 98. Put the verbs in brackets in the correct tense.

1. They (*to publish*)_____ the news journal every month.
2. Clare (*to fax*) _____me the report this morning.
3. People must (*to protect*) _____ the environment at all costs.
4. I think the police (*to question*) _____all the suspects tomorrow.
5. They (*to turn*) _____the heating off two days ago.
6. Who (*to break*) _____the window?
7. Mr Hunter (*to approve*) _____the application in the morning?
8. She (*to tell*) _____me the news about our German friend.
9. A famous designer (*to make*) _____ her wedding dress next month.
10. People (*to see*) _____him steal the woman's bag last night.
11. I (*not to like*) _____people shouting at me.
12. My parents (*not to let*) _____me stay out late on Saturdays.

13. The Minister of Education (*to make*) _____an announcement at the moment.
14. Someone (*to steal*) _____my wallet on the train.
15. This sandwich (*to taste*) _____delicious.
16. You ever (*to travel*) _____by air? – Yes, I (*to fly*) _____to Madrid last year.
17. Lucy (*not to pass*) _____ her last Math's exam and now she has to work hard.
18. The professor (*to make*) _____a report when the dean (*to come*) _____into the hall.
19. She (*to learn*) _____English since her childhood and she (*to know*) _____ it well.

Exercise 99. Put the verbs in brackets in the correct tense.

John _____ (always/travel) a lot. In fact, he _____ (be) only two years old when he first _____ (fly) to the US. His mother _____ (be) Italian and his father _____ (be) American. John _____ (be) born in France, but his parents _____ (meet) in Cologne, Germany after they _____ (live) there for five years. They _____ (meet) one day while John's father _____ (read) a book in the library and his mother _____ (sit down) beside him. Anyway, John _____ (travel) a lot because his parents also _____ (travel) a lot.

As a matter of fact, John _____ (visit) his parents in France at the moment. He _____ (live) in New York now, but _____ (visit) his parents for the past few weeks. He really _____ (enjoy) living in New York, but he also _____ (love) coming to visit his parents at least once a year.

This year he _____ (fly) over 50,000 miles for his job. He _____ (work) for Jackson & Co. for almost two years now. He's pretty sure that he _____ (work) for them next year as well. His job _____ (require) a lot of travel. In fact, by the end of this year, he _____ (travel) over 120,000 miles! His next journey _____ (be) to Australia. He really _____ (not like) going to Australia because it is so far. This time he _____ (fly) from Paris after a meeting with the company's French partner. He _____ (sit) for over 18 hours by the time he _____ (arrive)!

John _____ (talk) with his parents earlier this evening when his girlfriend from New York _____ (telephone) to let him know that Jackson & Co. _____ (decide) to merge with a company in Australia. The two companies _____ (negotiate) for the past month, so it really _____ (not be) much of a surprise. Of course, this _____ (mean) that John _____ (have to catch) the next plane back to New York. He _____ (meet) with his boss at this time tomorrow.

Exercise 100. Put the verbs in parenthesis into the Present Perfect, Present Perfect Continuous or Simple Past.

1) Alex: I think I _____ (1) (lose) my watch. I _____ (2) (look) for it for nearly an hour, but I can't find it. And it _____ (3) (be) very expensive.

Roberto: I _____ (4) (lose) three watches so far and I _____ (5) (learn) my lesson. I only buy cheap watches now... Maybe you _____ (6) (leave) it at Tim's office this morning.

Alex: No, I _____ (7) (already, ask) him.

2) Sarp: This is the most exciting movie I _____(8) (ever, watch)

Bora: Where _____you_____ (9) (get) that DVD film? I
_____ (10 (try) to find it since last summer.

Sarp: My girlfriend _____(11) (give) it to me for my birthday. I
think she _____(12) (order) it from shophere.com

3) Anelka: I'm afraid Deivid isn't here. He _____(13) (be) in a
meeting since 8.30, but he should be here soon.

Selin: He _____(14) (leave) six messages on my voice mail but I'm
not at home, so please tell him to call me at my summer house. I
_____ (15) (stay) in my summer house for the past three weeks, but
I _____(16) (forget) to tell Deivid when I last _____(17) (see)
him.

4) Kemal: Hey, Murat. Can you come here for a moment?

Murat: What's the matter?

Kemal: Who _____(18) (play) with Playstation?

Murat: I have no idea. Why?

Kemal: Well, someone _____(19) (scratch) two of my blue-ray
discs. I can't play any games. Where's Alex?

Murat: I don't know. I _____(20) (not see) him this morning but
he'll be here for lunch. You can ask him then.

MIXED VERB TENSES

Exercise 101. Fill in each blank with the best response.

1. If he doesn't come in the next 10 minutes, we _____ without him.

started would start will start

2. He _____ a manager when he was 25.

has become became was becoming

3. _____ the details of the proposed merger.

Let's to discuss Let's discuss Let's be discussing

4. Our distributor called while I _____ to Jim.

(I'm no longer talking to Jim)

was talking have been talking would be talking

5. I thought about your proposal, and I think we _____ it.

accept will have accepted will accept

6. How long _____ in sales?

B or C have you worked have you been working

7. I have _____ your proposal, and I'm quite impressed.

reviewed reviewing review

8. The mayor failed _____ the striking workers to return to contract talks.

persuade A or C to persuade

9. The union _____ on Tuesday to resume contract talks.

was being agreed to agreed has been agreeing

10. Negotiations _____ to continue into the weekend.

are expected are expecting expect

Exercise 102. Fill in each blank with the best response.

1. _____ a strike, the company gave in to the workers' demands.

Hoping to prevent Hoped to prevent Hope to prevent

2. Our employees _____ our strongest asset.

are being are to be

3. _____ that for another meeting.

Let's to leave Let's be leaving Let's leave

4. Our office usually _____ at 5:00 PM, but

today we're staying open until 6.

closes is closing closed

5. _____ business in third-world countries can be a frustrating experience.

To do Having done Doing

6. Please ask Robert _____ to the meeting.

to be coming to come come

7. By the time my boss gets here, I _____ my report.

will have finished would be finished finish

8. From now on, we _____ things differently.

will be doing A or C will do

9. If he had told me about this earlier, I _____ someone else.

will have hired would have hired will hire

10. I _____ those changes last week.

have implemented have been implementing implemented

Exercise 103. Fill in each blank with the best response.

1. Over that past three years, I _____ in a number of interesting projects.

have been involved A or C was involved

2. Right now I _____ in any project.
am not being involved A or C am not involved
3. PERSON 1: Do you have time to talk? PERSON 2: Not really, I
_____ pretty busy right now.
am being am have been
4. I _____ to a trade fair until I went to the one in
Las Vegas last month.
had never been was never have never been
5. They were one of our biggest competitors, but they
_____ bankrupt last year.
went have gone had gone
6. Recent efforts _____ our company's profile have been
successful.
boost to have boosted to boost
7. John's company _____ one of the biggest electronics
retailers in the country.
is are A or B
8. I _____ the approval of three committee
members before Bob signed off on the project.
had already gotten did already get have already gotten
9. The recent survey shows that our consumer base _____.
grows is growing A or B
10. PERSON 1: How's the new guy doing? PERSON 2: Right now he's just
_____ to get familiar with our process.
try tried trying

Exercise 104. Fill in each blank with the best response.

1. You should _____ your employees in a more respectful manner.
treat to treat treated
2. Employees should _____ in a more respectful manner.
to be treated be treated treated
3. PERSON 1: _____ you seen Bob? PERSON 2: No, I haven't.
Have Are Did
4. You _____ if you have a problem.
would have let him know should let him know have let him know
5. The business environment _____.
is constantly changing changes constantly A or B
6. _____ them until we get the proposal back from Nancy.
Don't be calling Haven't you called Don't call
7. The board _____ a merger.
has just approved just has approved A or B
8. I _____ at Bank of America from 2001-2003.
have been working was working have worked
9. Currently, I _____ at Citibank.
work am working A or B
10. I _____ here for 10 years. (I still work here)
have worked worked was working

Exercise 105. Fill in each blank with the best response.

1. Do you think you _____ finish this report by the end of the day?
could/will could/have will/have

2. Yes, the report _____ by the end of the day.
will be finished I will finish I have finished
3. I _____ it as we speak.
finish would finish am finishing
4. I will have finished _____ the presentation by
the time you get back from lunch.
to prepare preparing A or B
5. I _____ for many different jobs.
have been applying have applied A or B
6. I _____ talked about this later.
would rather we would we rather rather
7. If I had known about the layoffs, I _____ you.
would have told will have told will tell
8. We are currently _____ several acquisitions.
considered have been considering considering
9. These acquisitions _____ us as the leader in
our industry. (The acquisitions may or may not be made/realized)
would be established would establish would have established
10. These acquisitions _____ us as the leader in
our industry. (The acquisitions were NOT made/realized)
would establish would have established would be established

Exercise 106. Fill in each blank with the best response.

1. I _____ my new job next week.
B or C am starting start
2. There _____ to be a problem with your
application.
is seeming seems seem

3. I _____ 10,000 shares last week.
Bought will have bought have bought
4. I _____ a lot of money if I hadn't listened to your advice.
would make would have made will have made
5. _____ that issue, Bob started to look for other problem areas.
To be resolved Has he resolved Having resolved
6. That issue is yet _____.
having resolved has he resolved to be resolved
7. _____ that issue?
Has he resolved Having resolved To be resolved
8. Maybe you should _____ a different approach.
tried try to have tried
9. Hiring Thomas has _____ a positive impact on the growth of our law firm.
having been had had
10. I'm not sure that _____ the CEO will solve our problems.
replacing replace to replace

Exercise 107. Fill in each blank with the best response.

1. She was in charge of _____ all the web graphics.
create creating to create
2. Barbara _____ that she will be stepping down.
has informed me informed me A or B
3. I _____ worry about that if I were you.
didn't wouldn't will not

4. I'm not sure if they will be able _____ from these losses.

to rebound rebound rebounding

5. I'm not sure if they can _____ you that information.

give to give giving

6. They announced last month that they _____ their relationship with Microsoft.

scale back would have been scaling back would scale back

7. The meeting _____ if John hadn't arrived at the last moment.

would have been called off will have been called off called off

8. The company was charged with _____ deceptive claims in its advertising campaign.

Making to make make

9. I have _____ to talk to you about the marketing survey you're working on.

Mean been meaning been mean

10. The bank is _____ one-third of its branches.

trying to sell selling A or B

Exercise 108. Fill in each blank with the best response.

1. MasterCard _____ built its marketing around the theme, «There are some things money can't buy».

B or C has built built

2. If they _____ us earlier, we could have set up a meeting.

Contact had contacted have contacted

3. I hadn't _____ the figures were so low.
Realized been realized been realizing
4. Visa _____ Mastercard's main competitor.
is being is A or B
5. We're currently _____ that part of the contract.
Negotiated being negotiated negotiating
6. That part of the contract is currently _____.
Negotiating negotiated being negotiated
7. We successfully _____ the inclusion of that amendment.
Negotiated being negotiated negotiating
8. The outcome _____ known until next week.
will be won't be A or B
9. The outcome _____ known next week.
will be won't be A or B
10. These fees are not _____ in the estimate.
Included including A or B

Exercise 109. Fill in each blank with the best response.

1. This advertisement doesn't _____ people to buy the product.
Encouraged encourage to encourage
2. This advertisement _____ people to buy the product.
Encourages encouraged A or B
3. I _____ numbers like these in 10 years.
didn't see haven't seen A or B
4. Let's _____ this over lunch.
Discuss to discuss be discussing
5. _____ a business is hard work.
Starting To start Having started

6. _____ three businesses myself, I know what I'm talking about.

To start Starting Having started

7. This is an opportunity _____ more directly with consumers.
to connect connecting connect

8. _____ with consumers isn't easy.

Connecting Connect To connect

9. He expressed concern about some of the deals currently _____.
take place taking place are taking place

10. Generally speaking, nobody _____ to carry
around a huge cellphone.

Want is wanting wants

Exercise 110. Fill in each blank with the best response.

1. It would _____ more sense to redesign the packaging.
Make have made A or B

2. It would _____ more sense to have gone to the meeting.
Make have made A or B

3. _____ through the process many times before, I know exactly which steps to take.

Going Having gone To go

4. There's no need _____ a chief marketing officer.
to hire hire hiring

5. This meeting has been _____ by the marketing department.
Organize organizing organized

6. The marketing department is _____ the meeting.

Organizing organize organized

7. The safety inspector is _____ by the CEO.
Appointed appointing A or B
8. This seemingly easy task _____ us.
has eluded had eluded A or B
9. This seemingly easy task _____ us until last week.
has eluded had eluded A or B
10. What can we _____ from this experience?
Learn to learn learning

Exercise 111. Fill in each blank with the best response.

1. If he doesn't come in the next 10 minutes, we _____ without him.
started would start will start
2. He _____ a manager when he was 25.
has become became was becoming
3. _____ the details of the proposed merger.
Let's to discuss Let's discuss Let's be discussing
4. Our distributor called while I _____ to Jim.
(I'm no longer talking to Jim)
was talking have been talking would be talking
5. I thought about your proposal, and I think we _____ it.
accept will have accepted will accept
6. How long _____ in sales?
B or C have you worked have you been working
7. I have _____ your proposal, and I'm quite impressed.
reviewed reviewing review
8. The mayor failed _____ the striking workers
to return to contract talks.
persuade A or C to persuade

9. The union _____ on Tuesday to resume contract talks.
 was being agreed to agreed has been agreeing
10. Negotiations _____ to continue into the weekend.
 are expected are expecting expect

Exercise 112. Fill in each blank with the best response.

1. _____ a strike, the company gave in to the workers' demands.

Hoping to prevent Hoped to prevent Hope to prevent

2. Our employees _____ our strongest asset.
 are being are to be

3. _____ that for another meeting.

Let's to leave Let's be leaving Let's leave

4. Our office usually _____ at 5:00 PM, but today we're staying open until 6.

closes is closing closed

5. _____ business in third-world countries can be a frustrating experience.

To do Having done Doing

6. Please ask Robert _____ to the meeting.

to be coming to come come

7. By the time my boss gets here, I _____ my report.

will have finished would be finished finish

8. From now on, we _____ things differently.

will be doing A or C will do

9. If he had told me about this earlier, I _____ someone else.

will have hired would have hired will hire

10. I _____ those changes last week.
have implemented have been implementing implemented

Exercise 113. Fill in each blank with the best response.

1. Over that past three years, I _____ in a number of interesting projects.

have been involved A or C was involved

2. Right now I _____ in any project.

am not being involved A or C am not involved

3. PERSON 1: Do you have time to talk? PERSON 2: Not really, I _____ pretty busy right now.

am being am have been

4. I _____ to a trade fair until I went to the one in Las Vegas last month.

had never been was never have never been

5. They were one of our biggest competitors, but they _____ bankrupt last year.

went have gone had gone

6. Recent efforts _____ our company's profile have been successful.

boost to have boosted to boost

7. John's company _____ one of the biggest electronics retailers in the country.

is are A or B

8. I _____ the approval of three committee members before Bob signed off on the project.

had already gotten did already get have already gotten

9. The recent survey shows that our consumer base _____.

grows is growing A or B

10. PERSON 1: How's the new guy doing? PERSON 2: Right now he's just _____ to get familiar with our process.
try tried trying

Exercise 114. Fill in each blank with the best response.

1. You should _____ your employees in a more respectful manner.
treat to treat treated

2. Employees should _____ in a more respectful manner.
to be treated be treated treated

3. PERSON 1: _____ you seen Bob? PERSON 2: No, I haven't.
Have Are Did

4. You _____ if you have a problem.
would have let him know should let him know have let him know

5. The business environment _____.
is constantly changing changes constantly A or B

6. _____ them until we get the proposal back from Nancy.
Don't be calling Haven't you called Don't call

7. The board _____ a merger.
has just approved just has approved A or B

8. I _____ at Bank of America from 2001-2003.
have been working was working have worked

9. Currently, I _____ at Citibank.
work am working A or B

10. I _____ here for 10 years. (I still work here)
have worked worked was working

Exercise 115. Fill in each blank with the best response.

1. Do you think you _____ finish this report by the end of the day?

could/will could/have will/have

2. Yes, the report _____ by the end of the day.

will be finished I will finish I have finished

3. I _____ it as we speak.

finish would finish am finishing

4. I will have finished _____ the presentation by the time you get back from lunch.

to prepare preparing A or B

5. I _____ for many different jobs.

have been applying have applied A or B

6. I _____ talked about this later.

would rather we would we rather rather

7. If I had known about the layoffs, I _____ you.

would have told will have told will tell

8. We are currently _____ several acquisitions.

considered have been considering considering

9. These acquisitions _____ us as the leader in our industry. (The acquisitions may or may not be made/realized)

would be established would establish would have established

10. These acquisitions _____ us as the leader in our industry. (The acquisitions were NOT made/realized)

would establish would have established would be established

Exercise 116. Fill in each blank with the best response.

1. I _____ my new job next week.

B or C am starting start

2. There _____ to be a problem with your application.

is seeming seems seem

3. I _____ 10,000 shares last week.

Bought will have bought have bought

4. I _____ a lot of money if I hadn't listened to your advice.

would make would have made will have made

5. _____ that issue, Bob started to look for other problem areas.

To be resolved Has he resolved Having resolved

6. That issue is yet _____.

having resolved has he resolved to be resolved

7. _____ that issue?

Has he resolved Having resolved To be resolved

8. Maybe you should _____ a different approach.

tried try to have tried

9. Hiring Thomas has _____ a positive impact on the growth of our law firm.

having been had had

10. I'm not sure that _____ the CEO will solve our problems.

replacing replace to replace

Exercise 117. Fill in each blank with the best response.

1. She was in charge of _____ all the web graphics.
create creating to create
2. Barbara _____ that she will be stepping down.
has informed me informed me A or B
3. I _____ worry about that if I were you.
didn't wouldn't will not
4. I'm not sure if they will be able _____ from these losses.
to rebound rebound rebounding
5. I'm not sure if they can _____ you that information.
give to give giving
6. They announced last month that they _____ their relationship with Microsoft.
scale back would have been scaling back would scale back
7. The meeting _____ if John hadn't arrived at the last moment.
would have been called off will have been called off called off
8. The company was charged with _____ deceptive claims in its advertising campaign.
Making to make make
9. I have _____ to talk to you about the marketing survey you're working on.
Mean been meaning been mean
10. The bank is _____ one-third of its branches.
trying to sell selling A or B

Exercise 118. Fill in each blank with the best response.

1. MasterCard _____ built its marketing around the theme, «There are some things money can't buy».

B or C has built built

2. If they _____ us earlier, we could have set up a meeting.

Contact had contacted have contacted

3. I hadn't _____ the figures were so low.

Realized been realized been realizing

4. Visa _____ Mastercard's main competitor.

is being is A or B

5. We're currently _____ that part of the contract.

Negotiated being negotiated negotiating

6. That part of the contract is currently _____.

Negotiating negotiated being negotiated

7. We successfully _____ the inclusion of that amendment.

Negotiated being negotiated negotiating

8. The outcome _____ known until next week.

will be won't be A or B

9. The outcome _____ known next week.

will be won't be A or B

10. These fees are not _____ in the estimate.

Included including A or B

TRANSLATING INTO ENGLISH

Exercise 119. Translate the sentences into English.

1. У мене немає паперу. Я куплю папір, коли піду до крамниці.
2. У машині є бензин? Так, я залив вчора.
3. Я купив фрукти, але не було овочів.
4. У мене сьогодні немає вільного часу.
5. У вас були проблеми з цим контрактом?
6. У вас є дрібні гроші? Мені треба 50р.
7. Хвилину тому я бачив на столі дрібні гроші.
8. Мені потрібна ваша допомога. Ви вільні?
9. Скільки в неї дітей?
10. Скільки масла ти хочеш купити?
11. Скільки країн ви відвідали?
12. Скільки кімнат у будинку?
13. Скільки він заробляє?
14. На підлозі багато води. Що трапилося?
15. У холодильнику немає замороженої їжі.
16. У вазі немає цукерок, але є багато винограду.
17. Там немає багато хліба, але є багато рису.
18. Що у вас в сумці? У мене в сумці ...
19. Опишіть вашу квартиру. Що є у вас в кімнатах і на кухні?
20. Дотримуйтеся вимог безпеки.
21. У мене є племінниця, але немає племінника.
22. У нього є дядько, але немає тітки.
23. Котра година?
24. Я ніколи не літав літаком.
25. Він вважає за краще подорожувати влітку.

Exercise 120. Translate the sentences into English.

1. Том і Ден – пілоти.
2. Вони літають на великих пасажирських літаках.
3. Річард – не пілот, він музикант.
4. Наш друг не літає.
5. Він грає на гітарі.
6. Оля вродлива.
7. Оля – вродлива дівчина.
8. Їй 22 роки.
9. Вона – моя сестра.
10. Річард – привабливий молодий чоловік.
11. Оля і Річард – друзі.
12. Вони ходять на роботу разом.
13. Вони – ділові партнери.
14. Ви працюєте у вихідні?
15. Вона не читає газет.
16. Ми не хочемо працювати у вихідні.
17. Їх сестра не снідає вранці.
18. Вона ніколи не снідає вранці.
19. Я їду на роботу автобусом.
20. Їх друг їздить на своїй машині.
21. Ми зараз не в університеті.

Exercise 121. Translate the sentences into English.

1. Ми вчимо англійську, тому що вона нам потрібна для роботи.
2. Вона катається на лижах взимку і ходить плавати влітку.
3. У мене є квиток на проїзд.
4. У неї є ключ.

5. Скільки років Томасу?
6. Мартін – її друг?
7. Скільки років Вашим дітям?
8. Він одружений?
9. Він неодружений.
10. Де він живе?
11. Він живе в Іспанії.
12. Він італієць?
13. Його брат – пілот.
14. Він працює у великій компанії.
15. Я втомився.
16. Він голодний.
17. Ми хочемо пити.
18. Мені нудно.
19. Йому сумно.
20. Вони щасливі.
21. Ми їздимо до Франції кожного літа.
22. Мій друг вечорами грає в комп'ютерні ігри.
23. Це Ваш портфель?

Exercise 122. Translate the sentences into English.

1. Це яблуко червоне.
2. Ці листівки не нові.
3. Ця ручка не пише. У Вас є інша ручка?
4. Доволі важко вчити іноземні мови.
5. Я хочу нову машину.
6. Вона не п'є каву вранці.
7. Ми хочемо поїхати до Криму влітку.

8. Вони не сестри, вони подруги. Вони обидві перукарі.
9. У Вас є фотоапарат?
10. У нього є два квитки на автобус.
11. Вона не вдома. У неї немає ключа.
12. Вони вранці читають газети.
13. Її сестра – студентка. Вона живе в Москві.
14. Їхні батьки – пенсіонери.
15. Ви їдете на роботу автобусом? Так.
16. Ваша теща живе з Вами? Ні.
17. Скільки років вашому синові?
18. Що Ви зазвичай робите у вихідні?
19. Чому вона сумна?
20. Де живуть Ваші друзі?
21. Коли Ви виконуєте домашні завдання?
22. Яка у Вас машина?
23. Де працює Ваш брат?
24. Хто він за фахом?
25. Ви любите читати?
26. Вона любить грати в теніс?
27. Що їй подобається?
28. Ми ніколи не ходимо в кіно удень. Ми ходимо в кіно ввечері.
29. Мені дуже жарко.
30. Сьогодні холодно.

Exercise 123. Translate the sentences into English.

1. Усі мої друзі родом з України.
2. Моя найкраща подруга живе в новій квартирі в Києві.
3. Її батьки живуть у великому старому будинку в центрі міста.

4. Вони мені дуже подобаються, тому що вони дуже веселі і доброзичливі.
5. Моя подруга одружена, і неї маленькі діти.
6. Вони у вихідні телефонують нам, і ми йдемо з дітьми в парк.
7. Я не купую квиток на автобус, тому що ми не їдемо автобусом.
8. Ми йдемо в парк пішки.
9. Мій чоловік не ходить з нами в парк, бо він дуже зайнятий.
10. Він працює у великій компанії.
11. Він дуже багато працює.
12. Наші діти дуже люблять яблука і апельсини.
13. Ми завжди беремо з собою наш новий фотоапарат.
14. Мій син дуже любить ходити в парк.
15. Зазвичай зима в Києві холодна, але ця зима дуже тепла.
16. Дочці моєї подруги 1,5 роки.
17. Вона дуже смішно розмовляє.
18. Нам нелегко зрозуміти, що вона каже.
19. Іноді її батькам теж важко її розуміти.
20. Скільки коштує квиток на автобус у Вашому місті?

Exercise 124. Translate the sentences into English.

1. Ніколь – студентка.
2. У неї багато книг.
3. У неї є кімната.
4. Ніколь любить грати на гітарі.
5. Вона любить слухати музику.
6. У Ніколь є фотоапарат, вона любить подорожувати і фотографувати.
7. У Ніколь небагато друзів.

8. Вона дуже любить каву.
9. Ніколь не дуже любить готувати.
10. Увечері Ніколь дивиться телевізор і читає книги.
11. Їй подобається водити машину і не подобається їздити автобусом.
12. Її машина не дуже дорога, але вона їй подобається.
13. Тітка Ніколь любить сир, але не любить м'ясо.
14. Їй подобається носити сукні, але не подобається носити спідниці.
15. Вони люблять спати, але не люблять працювати.
16. Мій брат любить грати в комп'ютерні ігри, але не любить прибирати в кімнаті.
17. Ми дуже любимо чай, але не любимо кави.
18. В кімнаті жарко.
19. Водити машину нелегко.
20. Англійську вчити легко.
21. Мені дуже жарко.
22. Ця кімната велика, а та – маленька.
23. Цей чоловік молодий, а той – старий.
24. Ця туфлі славні, а ті – жахливі.
25. Ці книги нові, а ті – старі.
26. Ця машина дорога, а та – дешева.
27. Як ся маєте? – Дякую, добре. А ви?
28. Бажаю добре провести день. – Дякую, і Вам того ж.
29. Рада познайомитися.
30. Побачимося завтра.
31. Будьте здорові.
32. Бережіть себе.

Present simple, past simple, future simple

Exercise 125. Translate the sentences into English.

1. Вистава починається о пів на восьму, тому вам треба поспішати, якщо ви не хочете запізнитися. Це нікому не сподобається.
2. Учора у мене був важкий день. Я прийшла на роботу о 7.50, працювала до сьомої вечора, а після роботи у мене були короткострокові курси підвищення кваліфікації. Коли я повернулася додому, я була дуже втомлена.
3. Завтра у мене важкий день. Мені треба буде додатково попрацювати, щоб завершити звіт. Я повернуся додому лише пізно увечері.
4. Двічі на тиждень я граю в баскетбол із студентами другого курсу. У суботу та неділю ми зазвичай не граємо, але минулої суботи ми змагалися зі студентами іншого університету.
5. Мій годинник відстає.
6. Я не знаю, чи двері замкнені. Минулого разу він забув їх замкнути. На щастя, нас ніхто не пограбував.
7. Ця робота потребує особливої уважності.
8. Які вистави у Києві цієї зими?

Present Perfect, Past Perfect, Future Perfect

Exercise 126. Translate the sentences into English.

1. Ти бачив його на цьому тижні? – Ні, я не бачив його з понеділка. Тоді він сказав, що вирішив поїхати на кілька днів перепочити.
2. Ти знав її раніше? – Так. Я знаю її вже кілька років. А до того як ми познайомилися, я навіть не чув про неї.

3. Я впевнена, що він повернеться до того часу, як нам треба буде вирушати. Не хвилюйся, він уже телефонував. Він сказав, що вже закінчив усі справи.
4. Я думав, ти прочитала мого листа. – Я навіть ще не одержала його. Я так хвилювалася увесь цей час.
5. Одного разу ми вже домовлялися не звертати уваги на такі дрібниці. Кілька разів я просила тебе спокійніше сприймати його поведінку. – Але раніше він ніколи подібного не робив.
6. Коли я зайшла до нього, він уже пішов. Він просив попередити мене, що не закінчив ту роботу. – Не турбуйся. Він обов'язково закінчить її до четверга.
7. Він повернеться з відпустки до наступної середи. Він сподівався залишитися ще на кілька днів, проте вирішив повернутися трохи раніше. Вій ніколи не порушував своїх планів.

Exercise 127. Translate the sentences into English.

1. Вона зазвичай пече яблучний пиріг у вихідні.
2. До нашого приходу вона спече яблучний пиріг.
3. Не телефонуйте їй завтра в цей час: вона буде пекти яблучний пиріг.
4. Вчора вона не пекла пиріг, тому що була дуже зайнята.
5. До того, як ми приїхали, вона спекла яблучний пиріг.
6. Вона зараз пече яблучний пиріг.
7. Завтра вона, як завжди, буде пекти яблучний пиріг.
8. Вона пече його вже годину, скоро він буде готовий.
9. Коли я приїхав, вона пекла яблучний пиріг.
10. Вона вже годину пекла пиріг, коли раптом задзвонив телефон.
11. Вона спекла яблучний пиріг до того, як ми прийшли.

Exercise 128. Translate the sentences into English.

1. Вона не прочитала жодної книги англійською мовою.
2. Він не знає її адреси, але знає номер її телефону.
3. Чому дитина плакала? Не знаю, але думаю, він був голодний.
4. Якого кольору український прапор? Він жовто-блакитний.
5. Де живе Ваша теща? Взагалі вона живе в Харкові, але зараз вона живе у нас.
6. Його немає, він щойно пішов. Зателефонуйте, будь ласка, пізніше.
7. Він пішов 5 хвилин тому, зараз від в дорозі на роботу.
8. Чому Ви спізнилися? Я чекаю на Вас вже годину!
9. Я два роки працював у банку, а потім змінив роботу.
10. Я чотири роки працюю заступником начальника.
11. Яка сьогодні погода?
12. Він не піде завтра на роботу, він їде на виставку.
13. Які Ваші умови?

Exercise 129. Translate the sentences into English.

1. Я купив ці джинси за 1000 гривень.
2. Я не зможу взяти завтра вихідний, так як повинен написати звіт.
3. Він бере всю інформацію в Інтернеті.
4. Вона вже піднялася на борт літака, ми можемо злітати.
5. Я намагався зв'язатися з тобою, але телефон був зайнятий.
6. Він отримає небагато грошей за цю роботу.
7. Я не дістаю до верхніх гілок, принеси мені, будь ласка, сходи.
8. Він не розуміє, в чому жарт.
9. Пробачте, я не розібрав, як вас звати.

10. Автомобіль може вільно тут проїхати.
11. Поклич дітей, обід готовий.
12. Погода погіршується.
13. Тепер я зрозумів (до мене дійшло)!
14. Мені не подобається літати вночі.
15. У що він одягнений?
16. Де живуть Ваші друзі?
17. Їх батьки – пенсіонери.
18. Кому Ви пишете листа?
19. Чому Ви не пишете романи?
20. Скільки кілометрів на годину Ви зазвичай їдете?
21. Той комп'ютер дуже дорогий. А цей комп'ютер дешевий, але він не новий.
22. У Вас були проблеми з цією вправою?
23. Що вони там роблять?
24. Вона любить кататися на велосипеді, але не любить рибалити.
25. Пасажирам не дозволяється мати ніж у ручному багажі.
26. Вони не випустили їх.
27. Що-небудь ще?

Exercise 130. Translate the sentences into English.

1. Люди ходять до коледжу або університету з різних причин.
2. Батьки – найкращі вчителі.
3. Минулого тижня велика компанія оголосила, що хоче побудувати велику фабрику у нашому районі.
4. Вони переїжджають до нашого міста в наступному місяці.
5. Ми йдемо в паб. Ти закінчив роботу, щоб піти з нами?
6. Телебачення може впливати на поведінку людей.

7. Коли почався землетрус, вони жили в готелі в центрі містечка.
8. Думаю, краще буде не говорити їй правду.
9. О, ти знову пересунув меблі!
10. Будь ласка, відійди з дороги.
11. У пасажирському салоні є рятувальні жилети.
12. Якого він росту?
13. Ви любите читати?
14. Чому Ви не хочете вчити китайську мову?
15. Яку музику Ви любите?
16. Який у нього зріст?
17. Він на зріст такий, як я, як ви.
18. Зрештою він згадав, що треба запустити двигун.
19. Яка у Вас була попередня машина?
20. Скільки це коштувало?

Word order

Exercise 131. Translate the sentences into English.

1. Ви щотижня граєте в теніс?
2. Він з лютого 1997 року працює в Каліфорнії.
3. Том на роботу завжди їздить машиною.
4. Я багато разів бував там.
5. Я без парасольки на вулицю ніколи не виходжу.
6. Вони сьогодні ввечері їдуть у Францію.
7. Історія багато чому нас вчить.
8. Я дуже люблю гори.

Exercise 132. Translate the sentences into English.

1. Я вчора купив новий велосипед.

2. Якщо ви не поквапитеся, ви запізнитесь на роботу.
3. Скажіть, будь ласка, де знаходиться залізнична станція.
4. Ви знаєте чоловіка, який розмовляє з вашим братом?
5. Я не був у відпустці з 1996 року.
6. У мене не багато грошей.
7. Я б провів відпустку в США, якщо б у мене було достатньо грошей.
8. Їм не подобаються водні види спорту.
9. Погода сьогодні навіть гірше, ніж учора.
10. Скільки людей ви бачите на вулиці?
11. Вони хвилин 20 плавали в морі, коли почалася гроза.
12. Давайте наступного тижня зустрінемося знову.
13. Ми поснідали, а потім вийшли з дому.
14. Я 3 роки не був у Лондоні.
15. Я зараз пишу тест.
16. Вчора ввечері Чарльз зустрівся з друзями в нічному клубі.
17. Хочете яблуко?
18. У моєї сестри четверо дітей.
19. Дайте їм, будь ласка, книгу.
20. Він обережно відкрив коробку.

Gerund or infinitive?

Exercise 133. Translate the sentences into English.

1. Я хочу сходити в кафе, бо дуже хочу пити.
2. Вона була дуже голодна і замовила дуже багато.
3. Я хотів би кудись сходити, тому що мені нудно.
4. Я віддаю перевагу включати обігрівач, коли мені холодно.
5. Я насолоджуюся плаванням вранці.

6. Ненавиджу готувати, коли жарко.
7. Вони запропонували дати мені його адресу.
8. Він вирішив не ходити туди.
9. Вона відмовилася говорити нам правду.
10. Будь ласка, нагадай йому закрити вхідні двері.
11. Джон запросив Мері на вечірку, але вона відмовилася прийти.
12. Припини їсти цукерки, бо не отримаєш вечері.

Gerund or infinitive?

Exercise 134. Translate the sentences into English.

1. Я б хотів переїхати в інше місто.
2. Я не хочу знімати цю квартиру.
3. Я не хочу, щоб він знімав цю квартиру.
4. Мені не треба їхати у відрядження.
5. Я дуже люблю плавати.
6. По неділях я люблю плавати дуже рано вранці.
7. Я вирішив купити машину, тому мені треба отримати права.
8. Не намагайся зробити це сам. Треба, щоб хтось тобі допоміг.
9. Не примушуй її плакати!
10. Він обіцяв написати їй листа.
11. Йде дощ. Не забудьте взяти парасольку.
12. Я не можу потрапити в офіс, тому що забув ключ вдома.
13. Вона ненавидить вставати рано.
14. Вона вже закінчила готувати обід?
15. О котрій годині вона починає працювати?
16. З ким вона зазвичай подорожує?
17. Він був виснажений і дуже хотів спати.
18. Скільки часу займає приготування борщу?

19. Чому він кричить на неї?
20. Скільки часу триває вистава?
21. Для чого Ви це робите?
22. Решту польоту ми були змушені мовчати.
23. Звідки ви це несете?
24. У мене мало часу.
25. Якого кольору її волосся?
26. Ви не хочете їй зателефонувати? Вона зараз вільна.
27. Не змушуйте мене кричати на Вас.
28. Як часто Ви подорожуєте літаком?
29. Який у Вас розмір взуття?
30. Ці ножі гострі?

Exercise 135. Translate the sentences into English.

1. Вони попередили нас, щоб ми не давали сірників дитині.
2. Джейн відмовилася їхати поїздом.
3. Я нагадала братові, щоб він не забув закрити двері на ключ.
4. Гаррі не міг втриматися від сміху.
5. Віктор намагався завести двигун. Він пробував робити все, чому його навчив його батько, але безуспішно.
6. Вони дуже втомилися і припинили роботу, щоб випити чашечку кави.
7. Вона здавалася дуже засмученою.
8. Поліція змусила їх повернути все, що вони вкрали.
9. Я б воліла, щоб вони приїхали завтра, а не сьогодні.
10. Вона хотіла, щоб він кинув курити.
11. Ми попросили, щоб він прийшов пізніше.
12. Я б вважав за краще, щоб він не ходив туди.

13. Дитина почала плакати.
14. Не дозволяйте їй пити так багато.
15. Ви не заперечуєте, якщо я покурю тут?
16. О, Боже, я забув купити лампочку! А вчора я купив лампочку і забув її у крамниці.

Directions

Exercise 136. Translate the sentences into English.

1. Поверніть праворуч.
2. Це праворуч від Вас.
3. Ідіть до вулиці Горького.
4. Ідіть у бік метро.
5. Ідіть прямо, потім друга вулиця зліва.
6. Аптека у дворі за кінотеатром.

Exercise 137. Translate the sentences into English.

1. Хто-небудь йде з нами?
2. Ми були впевнені, що його нова картина буде шедевром. Він талановитий художник.
3. Ви мене зовсім не знаєте.
4. Вони виявили, що поїзд вже пішов.
5. Мені сказали, що ти мені телефонував.
6. Вони заблукали і змушені були спати в лісі.
7. Цю проблему вирішити неможливо.
8. Ми вважали, що ситуація покращиться.
9. Сподіваємося, тобі зручно.
10. Я більше не хочу.
11. Я вже не курю.

12. Я не бачу ні однієї будівлі навколо.
13. Ми мовчки дивилися один на одного.
14. "Коли я можу прийти?" – "Коли вам зручно (= Коли завгодно)".
15. Я не бачив її останнім часом.
16. Обидві вистави були скасовані.
17. Ми постукали у вхідні двері.
18. Вона відповіла, що буде щаслива прийняти наше запрошення.
19. Вона відповіла мені дуже грубо.
20. Вона весь день спить і виходить вночі.
21. Мій собака не боїться нічого, крім грози.
22. Яку газету Ви зазвичай читаєте?
23. Випустіть нас!
24. Куди вони зазвичай їздять відпочивати?
25. Багато людей бояться літати і дуже нервують в польоті.
26. Скільки кисневих масок є на борту?
27. Скільки у нас палива?
28. У нас мало палива (цього не вистачить, щоб доїхати додому).
29. У нас є трохи палива. Цього буде достатньо для посадки.
30. Це його штани?
31. Вона любить танцювати, але не любить працювати.

Exercise 138. Translate the sentences into English.

1. Сімейство Петренко – звичайна українська сім'я. Вони живуть у Києві.
2. Галина – типова вчителька, а її чоловік – водій маршрутки.
3. У них двоє дітей: Максим і Оксана.
4. Максим на 2 роки старший Оксани і набагато вище її.

5. Оксана була одружена з будівельником.
6. Вона щойно народила сина, тому зараз не працює.
7. Оксана працювала продавцем, але збирається змінити роботу після того, як дитині виповниться 3 роки і вона знову почне працювати.
8. А ще вона мріє поїхати влітку до моря. Вона ніколи не була на морі.
9. Максим неодружений. Після закінчення університету він працює водієм, як його батько.
10. Коли Максим був школярем, він частенько ходив з батьком на риболовлю.
11. А зараз він вважає за краще пити пиво і дивитися футбол з друзями.
12. Він звик жити з батьками і не хоче одружуватися.
13. Петренки хотіли б змінити щось у своєму житті, але це не просто.
14. Якщо у вас немає грошей, ви навряд чи можете щось змінити.
15. Навіть якщо вони будуть більше працювати, у них не буде набагато більше грошей.
16. Якби вони могли виграти гроші в лотерею, було б здорово, але навряд чи вони виграють.
17. Якби Максим отримав хорошу освіту, він знайшов би добре оплачувану роботу.
18. Йому треба накопичити грошей, щоб почати свою власну справу.
19. Щоб накопичити достатньо грошей, він повинен заробляти набагато більше, ніж зараз.

20. Максим збирається скоротити витрати, наприклад, кинути палити і пити, щоб заощадити грошей.
21. У ці вихідні він зустрічається з екстрасенсом, щоб зазирнути в майбутнє.
22. Але я думаю, Максим не розбагатіє, навіть якщо він намагатиметься щосили.
23. Може йому слід замислитись, чи в грошах справа?
24. Може йому чогось іншого не вистачає?
25. А Ви як вважаєте?

Exercise 139. Translate the sentences into English.

1. Скільки службовців у цій компанії?
2. Вчорашні переговори не були успішними.
3. Допомогу у зв'язку з безробіттям знову зменшили.
4. Вони все ще ведуть переговори.
5. Вони вже місяць ведуть переговори.
6. Хто дав Вам це?
7. Щороку повторюються ті ж труднощі.
8. Скільки вона тепер зароблятиме?
9. Ми йому ще не сказали.
10. Він повільно проїжджав повз будинок, коли щось впало з вікна.
11. Це було неможливо.
12. Ви з нею знайомі?
13. Де лист? Що ти зробив з ним? – Я відніс його на пошту.
14. Пам'ятай, що я не знавець. Я ніколи раніше не робив цього.
15. Важко сказати, що таке мистецтво.
16. Я не вважаю його розумним.

17. Хто ці люди на фотографії?
18. Його картини знамениті?
19. Він відомий своїми картинами.
20. Ви про нього чули?
21. Ця картина не застрахована.

Exercise 140. Translate the sentences into English.

1. Що про це думають фахівці?
2. Він працює в цій компанії вже більше 25 років.
3. Коли працював бухгалтером, він заробляв достатньо грошей для своєї родини.
4. У вашому місті є метро?
5. У 2004 вона вийшла заміж за фотографа.
6. Він купив би ці квитки по дорозі додому.
7. Тільки страйк може допомогти нам отримати те, що ми хочемо.
8. Фабриці потрібно набагато більше працівників.
9. Можливо, вони його звільнять.
10. Поквапся. Ми зараз запізнимося.
11. У мене зустріч о п'ятій. Мені не можна спізнюватися.
12. Куди вони пішли? Вони мені потрібні.
13. Всі вони могли говорити іспанською.
14. Ми не можемо збільшити цю фотографію.
15. Вам навіть не треба йти на пошту, щоб відправити телеграму.
16. Їм довелося заплатити більше, щоб був вид на море.
17. Він може збільшити фотографію сам?
18. Ремонт квартири важко робити самому.
19. Пригощайтеся!
20. Вони самі це організували.

ADVANCED GRAMMAR TEST

Choose the correct answer: A B C or D

1. They should help him =
 - A. They should be helped
 - B. He shall be helped
 - C. He should be helped
 - D. He would be helped
2. He thought ____ John might come.
 - A. which
 - B. what
 - C. Ø
 - D. if
3. We could hear a strange noise in the dark.=
 - A. A strange noise could be heard in the dark.
 - B. No noise could be heard in the dark.
 - C. A strange noise was heard in the dark.
 - D. It's a strange noise
4. It is ____ film I have ever seen.
 - A. worse
 - B. the worse
 - C. the worst
 - D. worth
5. ____ now, it is too early.
 - A. Let not go
 - B. Let not going
 - C. Let's not going
 - D. Let's not go

6. ____ a beautiful present, ____ expensive it must be!
- A. How / what
 - B. How much / what
 - C. What / How
 - D. So / How
7. She is a pretty girl: she ____
- A. is good-looking
 - B. look men
 - C. looking well
 - D. good looks
8. She has blue eyes: she is a ____
- A. blue-eyed
 - B. blue-eyed girl
 - C. blue eye
 - D. blue eyes
9. Snow usually ____ in winter.
- A. is falling
 - B. has fallen
 - C. falls
 - D. fall
10. Why did he leave his home country? ____ a job.
- A. for finding
 - B. to find
 - C. in finding
 - D. by finding
11. You needn't ____ today, there is no class.
- A. coming
 - B. to come

C. came

D. come

12. You can either come on Wednesday ____ on Friday.

A. and

B. or

C. but

D. not

13. She looks ____ pale. What's the matter with her?

A. Ø

B. like

C. at

D. herself

14. He is a football fan: he likes ____

A. very much football

B. football very well

C. football very much

D. football very little

15. Ten years ago, I ____ in Scotland.

A. have worked

B. worked

C. had worked

D. will work

16. I ____ quietly when the fire started.

A. have been reading

B. had read

C. was reading

D. read

17. Some say Peter's killed his father; that's impossible! He ____ that !
- A. may have done
 - B. can't have done
 - C. could not
 - D. must not have done
18. You are much too fat, you ____ eat less chocolate.
- A. can
 - B. may
 - C. should
 - D. had better not
19. Let's go ____ get some petrol!
- A. for
 - B. and
 - C. we
 - D. for us
20. Trains are getting ____ and ____.
- A. fastest/more comfortable
 - B. not so fast/less comfortable
 - C. faster / more comfortable
 - D. the fastest / the most comfortable

Mixed complex sentences

Exercise 141. Make complex sentences.

- 1) felt into though been as century. He he had another plunged
- 2) even listening if he I knew didn't he look me. was at
- 3) not say, 'Do I do'. I as as
- 4) me lunch. buy money so I My mum gave my that some would
- 5) though. wasn't rich married he him, She

- 6) boring lecture was we asleep. nearly so that The fell
- 7) lying loves my an early I girlfriend am whereas riser in.
- 8) was difficult more the all lecture since in was The German. it
- 9) a I in to the attend bought concert. ticket order
- 10) I working like watching while TV.

Exercise 142. Combine the sentences with relative clauses. (Decide whether to use commas or not.)

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

Exercise 143. Combine the sentences with contact clauses.

1. We ordered a book. It was very expensive
2. You are sitting on a bench. The paint on the bench is still wet.
3. The photographer could not develop the pictures. I had taken them in Australia.
4. One of the bins smells awful. You haven't emptied the bin for 3 weeks.
5. They are singing a song. I don't know the song.

Exercise 144. Combine the sentences with relative clauses or contact clauses. Use contact clauses where possible. (Decide whether to use commas or not.)

1. The city seems to be abandoned. It is usually crowded with people.

2. You made an offer. We cannot accept it.

We _____

3. A midwife is a woman. She assists other women in childbirth.

A woman _____

4. Three youngsters were arrested by the police. They had committed criminal offences.

The police _____

5. The World Wide Web has become an essential part of our lives. It was invented by Tim Berners-Lee.

Tim Berners-Lee _____

GERUND OR INFINITIVE

Exercise 145. Put the verbs in brackets into the correct form.

1. Dan enjoys (read) _____ science fiction.
2. Cheryl suggested (see) _____ a movie after work.
3. I miss (work) _____ in the travel industry. Maybe I can get my old job back.
4. Where did you learn (speak) _____ Spanish? Was it in Spain or in Latin America?
5. Do you mind (help) _____ me translate this letter?
6. He asked (talk) _____ to the store manager.
7. You've never mentioned (live) _____ in Japan before. How long did you live there?
8. If he keeps (come) _____ to work late, he's going to get fired!
9. Debbie plans (study) _____ abroad next year.
10. I agreed (help) _____ Jack wash his car.

Exercise 146. Put the verbs in brackets into the correct form.

1. I hope (graduate) _____ from college next June.
2. The models practiced (walk) _____ with a book balanced on their heads.
3. Mandy has promised (take) _____ care of our dog while we are on vacation.
4. Mr. Edwards chose (accept) _____ the management position in Chicago rather than the position in Miami.
5. I don't know what she wants (do) _____ tonight. Why don't you ask her?
6. Frank offered (help) _____ us paint the house.

7. Sandra decided (study) _____ economics in London.
8. Witnesses reported (see) _____ the bank robber as he was climbing out of the second-story window.
9. Stephanie dislikes (work) _____ in front of a computer all day.
10. Mrs. Naidoo appears (be) _____ the most qualified person for the job.

Exercise 147. Put the verbs in brackets into the correct form.

1. Eliza recommended (eat) _____ in a dim sum restaurant while we're in Hong Kong.
2. I demand (talk) _____ to the manager of the hotel immediately.
3. My grandmother recalled (see) _____ a plane for the very first time when she was six.
4. She claims (be) _____ related to George Washington, but I don't believe her.
5. This broken bicycle needs (fix) _____ before someone can ride it.
6. I can't understand (drive) _____ such a big car when gas prices are so high, not to mention what it does to the environment.
7. She refused (speak) _____ to me after our fight.
8. The wilderness adventure course lasts ten days and involves (hike) _____ more than fifty miles through rugged mountainous terrain.
9. Don't hesitate (ask) _____ for help if you don't understand the directions.
10. She managed (communicate) _____ with them, even though she didn't speak their language.

Exercise 148. Put the verbs in brackets into the correct form.

1. She pretended (be) _____ a student in order to get a student discount.
2. She waited (see) _____ what would happen next.
3. The child denied (steal) _____ the piece of candy.
4. We fully intend (pay) _____ you for all the work you have done for us.
5. You seem (be) _____ a little distracted. Is everything alright?
6. Laura and Ed discussed (move) _____ to the city to find work; however, in the end, they decided against relocating.
7. She refused (admit) _____ that she had made a mistake.
8. After his accident last year, he would never consider (buy) _____ another motorcycle.
9. Margaret just happened (find) _____ the lost car keys while she was looking for something else.
10. He never admitted (have) _____ the wild party while his parents were out of town.

Exercise 149. Put the verbs in brackets into the correct form.

1. Jackie tends (arrive) _____ late on Mondays, but our boss doesn't seem to care about that very much.
2. She imagined (lie) _____ on a tropical beach under a palm tree.
3. The winner of the local competition gets (participate) _____ in a national competition in Washington D.C.
4. We don't anticipate (have) _____ any more technical problems during the concert tour.

5. Debbie failed (notice) _____ her credit card lying on the ground.
6. The politician swore (serve) _____ the people honestly and with pride, but the scandal revealed that the promise was little more than a lie.
7. Mr. Shinohara recollected (work) _____ with his father on his family's fishing boat when he was a young child.
8. The medical team deserves (receive) _____ the award for their volunteer work in sub-Saharan Africa.
9. _____ I really appreciate (have) _____ the opportunity to take part in this project and to work with such an excellent team.
10. She delayed (submit) _____ her application until just one week before the deadline.

Exercise 150. Put the verbs in brackets into the correct form.

1. Everybody arranged (meet) _____ at the train station 30 minutes before the train departed.
2. Simona resisted (speak) _____ Italian during her English training program in London. She wanted to take advantage of the opportunity to improve her English.
3. Do you care (join) _____ us later for dinner? We are meeting at Tony's Italian Restaurant downtown.
4. We waited (see) _____ what would happen next, but nothing happened.
5. Julius vowed (return) _____ to his home country once again to see the village where he and his family had lived before the war.
6. Diana yearns (travel) _____ to far off, exotic destinations.

7. When she got through (read) _____ her book, she laid it on the table next to the bed and went to sleep.
8. They expected (arrive) _____ much earlier, but their plane was delayed in Paris.
9. Michael postponed (clean) _____ the bathroom as long as possible. He hates cleaning!
10. They decided (go) _____ somewhere out instead of watching TV.

Exercise 151. Put the verbs in brackets into the correct form.

1. Bill agreed (meet) _____ us at the restaurant at 8:30, but he never showed up.
2. Jennifer practiced (pronounce) _____ the word until she sounded just like a native speaker.
3. Our art teacher encouraged (experiment) _____ with different colors.
4. Dana hopes (save) _____ enough money to travel around Europe for three months. It's her dream.
5. (Dance) _____ is her life. That is why Susan moved to New York to study dancing professionally.
6. Constance plans (take) _____ part in the marathon next spring.
7. I can't help (wonder) _____ how my grandmother's life would have been different if she had been able to go to college.
8. The doctor advised (see) _____ a specialist about the problem.
9. (Swim) _____ helped me strengthen my injured leg.
10. After the tsunami, Bette chose (stay) _____ in Indonesia and work with a relief organization.

Exercise 152. Put the verbs in brackets into the correct form.

- 1) What can we do (live) a healthy life?
- 2) In our society, people spend more and more time (work).
- 3) So we often don't bother (prepare) healthy meals.
- 4) In order (save) time, we tend (buy) fast food.
- 5) At fast food restaurants, we can (eat) quite a lot without (have) (pay) a fortune.
- 6) And children enjoy (eat) chips and burgers and (drink) lemonade and cola.
- 7) That's a problem because eating habits are hard (shake).
- 8) The high amount of carbohydrates in fast food and sugary drinks is blamed for (destabilize) the body's regulation of appetite.
- 9) So we keep on (want) (eat) more.
- 10) Bad eating habits result in people (become) obese.
- 11) Obese people risk (suffer) from heart diseases.
- 12) We can (avoid) (risk) such diseases by (choose) (eat) healthy food.
- 13) Be careful though. Some people are convinced (do) something for their health by (live) on energy bars or cornflakes.
- 14) And this is what the advertising for these products wants (make) us (think).
- 15) In reality, however, these foods are often heavily sugared (give) them flavour.
- 16) But sugar is not mentioned as clearly as the low fat - that's why experts warn against (rely) on the ads.
- 17) To live a healthy life, we ought (choose) our food wisely.
- 18) We should (eat) regular meals and (try) (find) ways of exercising more.

FUTURE FORMS

Will Verb (base form)

Used for predictions

Examples: It will snow tomorrow.

She won't win the election.

Will Verb (base form)

Used for scheduled events

Examples: The concert will begin at 8 o'clock.

When will the train leave?

Will Verb (base form)

Used for promises

Examples: Will you marry me?

I'll help you with your homework after class

Will Verb (base form)

Used for offers

Examples: I'll make you a sandwich.

They'll help you if you want.

Will Verb (base form)

Used in combination with time clauses (as soon as, when, before, after)

Examples: He will telephone as soon as he arrives.

Will you visit me when you come next week?

Be going to Verb (base form)

Used to express planned events or intentions. These events or intentions are decided on before the moment of speaking.

Examples: Frank is going to study Medicine.

Where are they going to stay when they come?

She isn't going to buy the new house after all.

NOTE

'Going to' or '-ing' are often both correct for planned events. 'Going to' should be used for distant future intentions (*example: He's going to study Law*)

Be going to Verb (base form)

Used for future predictions based on physical (usually visual) evidence.

Examples: Oh no! Look at those clouds. It's going to rain.

Be careful! You're going to drop those dishes!

Present Continuous (be '-ing')

Used for planned or personally scheduled events. Usually used with principle verbs such as: come, go, begin, start, finish, have, etc.

Examples: He's coming tomorrow afternoon.

What are we having for dinner?

I'm not seeing the doctor until Friday.

NOTE

'Going to' or '-ing' are often both correct for planned events. 'Going to' should be used for distant future intentions (*example: He's going to study Law*)

Present Simple

Used for scheduled public events such as train and plane schedules, course schedules, etc.

Examples: The class begins at 11.30.

The plane leaves at 6 o'clock.

Common future time expressions include:

next (week, month, year), tomorrow, in X's time (amount of time, i.e. two week's time), in year, time clauses (when, as soon as, before, after) simple present (example: I will telephone as soon as I arrive.) soon, later

Is to/Are to

Used to express an instruction or something arranged officially.

Example: The finance ministers are to meet next month to discuss the crisis.

About to/Due to

Used when we want to describe actions that are expected to happen, usually fairly soon.

Examples: The 100 metre race is about to start any minute now.

The baby's due in August. He is due back soon. Talks are due to adjourn tomorrow.

Future forms

Exercise 153. Below you can see a story with some highlighted examples of how you can express the future.

JEALOUSY

I want you to imagine that you are about to visit a small village. It doesn't matter which country it's in because all villages are the same whichever part of the world they are in. There were only about 300 inhabitants in total in this particular village and everyone knew everybody's business. A typical street conversation would run like this: "I hear Joan's going to have a baby next year. I expect it'll be a boy this time I wouldn't be surprised.

She's having a nurse come next week to help her with her 5 girls and maybe a boy will make life easier for her!"

In this village people usually help each other whenever they can. If someone is going to the "big" town — that is where there are more than a thousand people living in it — invariably they will say to their neighbours: "I'll get you some vegetables, if you like". But it's not all sweetness and light here because there is a longstanding feud going on between two families. I'll let the local gossip, Mary tell you the background. "It must be ten years ago when it all started. I doubt it'll ever stop", she laughed when she said that. "But then I've been told I am to tell you the beginning of it all and also you are to listen, remember.

There are two women who are always arguing about something. One of them lives in that huge house over there. Don't look now because she'll open her front door in a minute. She's going to catch the 9.15 bus that goes in ten minutes from that stop there. Now, she's a fine lady, she is. She's due to become a councillor next month after the elections and she'll probably make a good job of it. Now hold on a second the other lady is leaving her house in a minute. Yes, what did I say? She's going to catch the bus too but she'll get on at the next stop to avoid meeting the councillor lady. Now the second lady runs a small restaurant, as a matter of fact I'm taking lunch there later today." I asked Mary why these two women didn't get on. She looked me straight in the eye and said: "Jealousy. One runs a successful restaurant and the councillor lady runs a small guesthouse. Both of them are going to make a lot of money this year because of the festival but the guesthouse lady will make more and she always has done and that's the cause of the trouble."

Now what I haven't told you", continued Mary, "and I'm just about to reveal it, is that there are two other people in the story. Namely the son of

one of the ladies and the daughter of the other. And yes, they are getting married next year and the whole village will be invited. It's going to be a big affair" I interrupted Mary at this point and asked her what had happened to the feud. "Oh that doesn't matter much now" continued Mary "they'll be too busy making arrangements for the wedding. They're due to meet a catering firm this morning". "So what's all this about separate bus stops?" I asked. "Oh, that's just for the tourists who are coming here next month." I tried to understand but had one more question: "And what about jealousy?" — "Now, you're not to worry about her. There are plenty of villages round here and she'll soon find another one to visit and cause trouble in" I thanked Mary and walked away, totally confused thinking to myself; "I shall never understand village life."

Future forms

Exercise 154. Using the words in brackets, complete the sentences below with will or be going to.

1. A: Why are you holding a piece of paper?
B: I (write) _____ a letter to my friends back home in Texas.
2. A: I'm about to fall asleep. I need to wake up!
B: I (get) _____ you a cup of coffee. That will wake you up.
3. A: I can't hear the television!
B: I (turn) _____ it up so you can hear it.
4. We are so excited about our trip next month to France. We (visit) _____ Paris, Nice and Grenoble.
5. Sarah (come) _____ to the party. Oliver (be) _____ there as well.
6. Ted: It is so hot in here!
Sarah: I (turn) _____ the air-conditioning on.
7. I think he (be) _____ the next President of the United States.

8. After I graduate, I (attend) _____ medical school and become a doctor. I have wanted to be a doctor all my life.
9. A: Excuse me, I need to talk to someone about our hotel room. I am afraid it is simply too small for four people.
B: That man at the service counter (help) _____ you.
10. As soon as the weather clears up, we (walk)_____down to the beach and go swimming.

Future forms

Exercise 155. Choose the correct future form to complete the sentences below.

1. I'm hungry - Oh, I _____(make) you a sandwich.
2. He _____ (study) Law at UCLA next year.
3. Oh darling! I love you so much, _____ (you/marry) me?
4. The flight _____ (leave) at 8 p.m.
5. Look at those clouds! It_____ (rain) any minute.
6. Jack _____ (meet) Tom tomorrow afternoon.
7. I think he_____ (be) very successful.
8. When _____ (visit) me next year?
9. Class (begin) at 9, it _____ (begin) at 10.
10. As soon as she arrives in Dallas she _____ (give) you a call.
11. Who do you think _____ (win) the next national elections?
12. We are _____ (fly) to Austin next week for a meeting with the advisory board.
13. I promise you: I _____ (finish) my homework on time next week.
14. I'll take this letter to the post office when I _____ (go) into town this afternoon.

Future forms

Exercise 156. Put the verbs in brackets into the correct future form.

1. A famous designer (*to make*) _____ her wedding dress next month.
2. Can you wait for me? I (*to join*) _____ you when I drink my tea.
3. He (*to be*) _____ 20 next week.
4. I hope the warm weather (*to keep*) _____ for a few more days.
5. It (*to be*) _____ spring after winter.
6. It's cold, I (*to close*) _____ the window.
7. It's only five minutes left. We (*to be*) _____ late!
8. Look at those clouds! It (*to rain*) _____.
9. I think the police (*to question*) _____ all the suspects tomorrow.
10. Oh, it's raining. I (*to put*) _____ the umbrella up.
11. She (*to be*) _____ an accountant when she grows up.
12. Sorry, I can't go with you today. I (*to join*) _____ you some other time.
13. Teddy (*to leave*) _____ for New York by the first train tomorrow.
14. The play (*to start*) _____ at 5 tonight.
15. I hope they (*not to be*) _____ too late.
16. The train to London Paddington (*to arrive*) _____ at platform 3 now.
17. They (*to have*) _____ an accident, if they don't watch the road.
18. This is your captain speaking. We (*to take off*) _____ in fifteen minutes.
19. I think my parents (*not to let*) _____ me stay out late on Saturday.
20. When my sister grows up she (*to be*) _____ a ballet dancer.
21. You (*to miss*) _____ the train if you don't take the taxi.

CONDITIONALS

0 (if = when: всякий раз, когда)

Present Simple, Present Simple

If she *doesn't watch* the road, she *has* an accident.

Щоразу, коли вона не стежить за дорогою, вона потрапляє в аварію.

When my wife *is* late for work, I *give* her a lift.

Коли моя дружина спізнюється на роботу, я її підвожу.

First (Real)

If + Present Simple, Future Simple

If she *doesn't watch* the road, she *will have* an accident.

Якщо вона не буде стежити за дорогою, вона потрапить у аварію.

If my wife *is* late for work, I *will give* her a lift.

Якщо моя дружина буде спізнюватися на роботу, я її підвезу.

Second (Unreal)

If + Past Simple, would + infinitive (without to)

If she *watched* the road, she *wouldn't have* the accident.

(*But she didn't watch it*)

Якби вона стежила за дорогою, вона б не потрапила в аварію.

(Але вона не стежила)

If my wife *were* late for work, I *would give* her a lift.

Якби моя дружина спізнювалася на роботу, я б її підвіз.

(Але вона не спізнюється)

Third (Past)

If + Past Perfect, would + Perfect Infinitive (without to)

If (only) she *had watched* the road, she *wouldn't have had* an accident!

Якби (тільки) вона тоді стежила за дорогою, вона б не потрапила в аварію!

If you *had given* me a lift, I *wouldn't have been* late for work!

От якщо б ти підвіз мене тоді, я б не запізнилася на роботу!

Conditional Type 0 (if = when)

Situations that are always true if something happens.

If + Present Simple, Present Simple

Conditional 0 is formed by the use of the present simple in the if-clause followed by a comma and the present simple in the result clause. You can also put the result clause first without using a comma between the clauses.

Examples: If he comes to town, we have dinner.

OR

We have dinner if he comes to town.

NOTE

This use is similar to, and can usually be replaced by, a time clause using 'when'

Examples: If (When) she doesn't watch the road, she has an accident.

If (When) my wife is late for work, I give her a lift.

I don't worry if Jack stays out after school.

Conditional Type I Real (Future)

Often called the "real" conditional because it is used for real - or possible - situations. These situations take place if a certain condition is met.

If + Present Simple, Future Simple

Examples: If she doesn't watch the road, she will have an accident.

If my wife is late for work, I will give her a lift.

If it rains, we will stay at home.

If Peter gets his raise, he will buy a new car

OR

Peter will buy a new car, if he gets his raise.

NOTE

In the conditional 1 we often use unless which means 'if ... not'. In other words, '...unless he hurries up.' could also be written, '...if he doesn't hurry up.'.

Example: He will arrive late unless he hurries up.

Conditional Type 2 Unreal Present (But...)

Often called the "unreal" conditional because it is used for unreal - impossible or improbable - situations. This conditional provides an imaginary result for a given situation.

If + Past Simple, would + bare infinitive

Examples:

If she watched the road, she wouldn't have the accident.

If he studied more, he would pass the exam.

They would buy a new house if they had more money.

If they had more money, they would buy a new house.

OR

They would buy a new house if they had more money.

NOTE

The verb 'to be', when used in the 2nd conditional, is always conjugated as 'were'.

Examples: If my wife were late for work, I would give her a lift.

I would lower taxes if I were the President.

Conditional Type 3 Unreal Past (Regrets or criticism)

Are used to express imaginary situations which are contrary to facts in the past. They are also used to express regrets or criticism.

If + Past Perfect, would + bare perfect infinitive

Examples: If he had known that, he would have decided differently.

Jane would have found a new job if she had stayed in Boston.

If she had watched the road, she wouldn't have had the accident. (But she didn't watch and it happened)

*If only you **had given** me a lift, I **wouldn't have been** late for work!*

If Alice had won the competition, life would have changed

OR

Life would have changed if Alice had won the competition.

Conditional Mixed Type

We can form mixed conditionals, if the context permits it, by combining an if-clause from one type with a main clause from another.

If you knew me better, you wouldn't have said that.

If you hadn't left the map at home, we wouldn't be lost.

EXERCISES ON CONDITIONALS

Exercise 157. Say what will happen in the future under certain conditions.

I	My friend
not miss my English lessons	give up smoking
↓	↓
learn English well	save some money
↓	↓
get a well-paid job	be rich when he is 25
↓	↓
earn a good salary	build his dream house
↓	↓

Exercise 158. Play a game NEVER SAY 'NEVER'!

Under what circumstances would you...

1. ... quit the University a month short of graduation?
2. ... give a lift to a complete stranger in the forest at night?
3. ... hit a younger person?
4. ... leave Ukraine forever?
5. ... lend a large amount of money to a friend or relative?
6. ... lie to a person close to you?
7. ... steal sth. from a shop?
8. ... walk out of a restaurant without paying the bill?

Exercise 159. Complete the sentences with a verb in the correct form.

1. If the midfielders _____(pass) the ball more exactly,
our team _____(have) more chances to attack.

2. If the forwards _____(run) faster, they _____(score) more goals.
3. Their motivation _____(improve) if they _____(kick) a goal during the first half.
4. The fullbacks _____(prevent) one or the other goal if they _____(mark) their opponents.
5. If the goalie _____(jump) up, he _____(catch) the ball.
6. If the referee _____(see) the foul, he _____(award) a penalty kick to our team.
7. Our team _____(be) in better form if they _____(train) harder the weeks before.
8. The game _____(become) better if the trainer _____(send) a substitute in during the second half.
9. If it _____(be) a home game, our team _____(win) the match.
10. If our team _____(win) the match, they _____(move) up in the league.

Exercise 160. Put the verbs in brackets into the correct form.

1. John doesn't do much sport. If he (do) _____ more sport, he (be) _____much thinner.
2. Look at those clouds. If it (rain) _____, we (get) _____ wet.
3. The bus is late. If it (not arrive) _____ soon, we (get) _____ a taxi.
4. My sister is very clever. If I (work) _____ harder, I (be) _____ as clever as my sister.

5. I'm really tired. If I (not be) _____ tired, I (come) _____ over.
6. Susan usually does the cooking at home. If she (cook) _____ tonight, we (have) _____ borsht.
7. It's only a short journey. If we (get) _____ there before lunchtime, we (have) time to go shopping.
8. Do you want my advice? If I (be) _____ you, I (find) _____ a new girlfriend.

Exercise 161. Put the verbs in brackets into the correct form.

1. If the world (not to end) _____ tomorrow, I (to have) _____ to go to work as usual.
2. If there (to be) _____ any milk in the fridge, I (to have) _____ some milk with my cake, but there isn't.
3. We (not to learn) _____ anything if we (not to do) _____ our homework. That is the rule.
4. If I (to work) _____ hard, I (to be) _____ ready for the test last week.
5. I'm going to the shop. My mom (to bake) _____ a cake if she (to have) _____ enough flour and sugar.
6. If the pizza (not to come) _____ soon, we (to eat) _____ a sandwich instead, but it came.
7. If I (not to go) _____ to university, my mom always (to get) _____ angry.
8. If it (not to rain) _____, you (not to need) _____ an umbrella.
9. My sister (to build) _____ a snowman if there (to be) _____ enough snow tomorrow.

10. Lee (to go) _____ to Disneyland if he (to save) _____ enough money.
11. If there (not to be) _____ any milk in the refrigerator, I (to go) _____ to the supermarket, but there is some.
12. My mother always (to punish) _____ my sister if she (to tell) _____ a lie.
13. If I (to do) _____ my homework, I (to be) _____ ready for the lesson last month.
14. If it (to snow) _____, we (to go) _____ skiing, but it is raining.
15. If it (not to snow) _____ tomorrow, we (not to go) _____ skiing.
16. My dad (to paint) _____ the garage if it (not to rain) _____ on Saturday.
17. If it (not to rain) _____ that day, he (not to get) _____ ill.
18. If we (not to go) _____ to work, we (not to get) _____ paid.
19. John doesn't do much sport. If he (do) _____ more sport, he (be) _____ much thinner.
20. Look at those clouds. If it (rain) _____, we (get) _____ wet.
21. The bus is late. If it (not arrive) _____ soon, we (get) _____ a taxi.
22. My sister is very clever. If I (work) _____ harder, I (be) _____ as clever as my sister.
23. I'm really tired. If I (not be) _____ tired, I (come) _____ over.

24. Susan usually does the cooking at home. If she (cook) _____ tonight, we (have) _____ borsht.
25. It's only a short journey. If we (get) _____ there before lunchtime, we (have) _____ time to go shopping.
26. Do you want my advice? If I (be) _____ you, I (find) _____ a new girlfriend.

Exercise 162. Put the verbs in brackets into the correct form.

1. It (be) _____ silly if we tried to walk there.
2. I (watch) _____ the film only if the reviews are good.
3. She'd have taken me to the station if her car (not break) _____ down.
4. If you (not ask) _____, he won't help you.
5. If it (rain) _____ yesterday, we would have gone sailing.
6. (look) _____ after their dog again if they go on holiday this year?
7. Would you mind if I (use) _____ your mobile?
8. I (open) _____ the mail if it had contained a virus.
9. Even if I (have) _____ a wet-suit, I wouldn't go scuba-diving.
10. (be) _____ that strict if you'd known the truth?

Conditionals If Clause Type III

Exercise 163. Rewrite the sentences without changing their meaning

1. My uncle missed his plane because he didn't wake up on time.
If _____ his plane.

2. Mrs. Newton was late to the meeting, so the chairman got angry with her.
If _____.
3. They gave Alex the job because he got the highest point in the test.
If _____.
4. I was very nervous because I lost the car keys.
If _____.
5. Nielsen didn't see the red light so he crashed into a car.
If _____.
6. As he worked too fast, he made too many mistakes.
If _____.
7. I shouted at my girlfriend so she left me.
8. If _____.
9. She didn't buy him a birthday present, so she didn't go to the birthday party.
_____.

IF or WHEN

Exercise 164. Fill in the blanks with 'if' or 'when' and put the verbs into the correct tense

- 1) Alex will write an e-mail to his manager _____ he _____
(arrive)
- 2) _____ does the doctor think he _____ (get over) his injury?
- 3) _____ there _____ (be) any problems, I will phone you.
- 4) _____ the interviews _____ (be) over, we will announce the results.

- 5) I wonder _____ Santos _____(return) from his trip to Brazil.
- 6) _____ Michael _____(apply) for the job, I'm sure he will get it.
- 7) _____ they _____ (arrive) late at the airport, they will miss the flight.
- 8) She will call you _____ she _____(finish) writing the reports.
- 9) _____(he / give up) blocking the street?
- 10) _____ we _____(have) nothing else to discuss, we can all leave now.

WISH SENTENCES

Exercise 165. Put the appropriate verb form.

1. I wish I _____ drunk and kissed Samantha. (get NEGATIVE)
2. I wish it _____ so much. The garden's turned to mud. (rain NEGATIVE)
3. If only I _____ there, I wouldn't have got a fine. (park NEGATIVE)
4. If only I _____ more time for my hobbies. (have)
5. I wish it _____ more often in Valencia. (rain)
6. I wish I _____ to go to your nephew's wedding. (have NEGATIVE)
7. I wish you _____ so much. You're a complete idiot when you're drunk. (drink)

8. If only it _____. The garden's as dry as a bone.
(rain)
9. I wish Samantha _____ her hair more often. It
looks so greasy all the time. (wash)
10. I wish you _____ so horrible to your brother. He's
a really nice bloke. (be NEGATIVE)
11. I wish the council _____ that beautiful old house.
It was part of the town's heritage. (demolish NEGATIVE)
12. If only I _____ the money to go to Jon's wedding
in The States. (have)
13. I wish I _____ her she'd put on weight. She hates
me now. (tell NEGATIVE)
14. I wish you _____ to your mother like that. (speak
NEGATIVE)
15. If only we _____ a Hewlett Packard printer. The
cartridges are so expensive. (buy NEGATIVE)
16. I wish Jorge _____ so fast. It's only a matter of
time before he kills someone. (drive NEGATIVE)

Exercise 166. Complete the sentences using the given clues.

1. It's a pity I can't go to the stadium tonight.
I wish_____.
2. I want to see Sara more often but I can't.
I wish_____.
3. I live in Malta and I don't like this.
I wish_____.
4. It's a pity Mary is not here.
I wish_____.

5. My sister doesn't know how to dance.

I wish_____.

6. My best friend isn't here.

I wish _____.

7. Why can't you come to my birthday party?

I wish_____.

8. I'm not watching the news.

I wish_____.

9. She has got a lot of problems with her husband.

She wishes _____.

10. Alex can't speak English fluently.

He wishes_____.

Final Test

All Conditional Forms

1. (If / When) I leave work, I usually go to the fitness center to work out.
2. She hates TV. She thinks television is a waste of time. (If / When) she watches any television at all, it is usually a documentary or a news program.
3. My friend always keeps in touch by mail. (If / When) I get a letter, I usually write back immediately.
4. If I (have) enough money, I (go) on safari to Kenya. However, my bank account is empty!
5. I love travelling! When I (have) enough money, I (go) abroad. I do it almost every year.

6. I really wanted to go on safari to Kenya with my friends, but I couldn't afford to go. If I (have) enough money, I (go) with them.
7. I'm sorry, I didn't know you were allergic to chocolate. If I (know), I (make) you a vanilla birthday cake.
8. Stop asking me what Amanda bought you for Christmas. Even if I (know) what she bought you, I (tell, not) you.
9. Nobody here speaks English. Too bad Gloria isn't here. If she (be) with us, she (can) act as our interpreter.
10. I am afraid I won't be able to come to your wedding next week because my company is sending me to New York to attend a trade show. I (miss, never) miss your wedding if I (have) a choice in the matter.
11. If the weather is nice tomorrow, she (walk) along the river to school.
12. If you help me move tomorrow, I (treat) you to a dinner and a movie.
13. If you were to help me move tomorrow, I (treat) you to a dinner and a movie.
14. If I were in Tahiti right now, I (snorkel) along a beautiful reef. I wouldn't be stuck here in this office with mountains of paperwork.
15. If Jerry hadn't stopped to pick up that quarter, he (cross) the street when the bus ran the red light. He might have been killed!
16. Tina's train arrived ahead of schedule. If I hadn't decided to go to the train station early, she (wait) there for more than twenty minutes before I arrived.
17. If I (pass) the test, I (get) an "A" in the class. Instead, I got a "C." I really should have studied more.
18. If I (be) rich, I (buy) that new Mercedes we saw yesterday. Unfortunately, I can't even afford a used car.

19. We (go) skiing this weekend, but there's no snow. Oh, well! We will just have to find something else to do instead.
20. If Heather spoke Chinese, she (translate) the email for you yesterday.

TIME CONJUNCTIONS

if/unless/when/until/as soon as

Exercise 167.

A) Circle the correct words

1. I'll call my mother until / as soon as I get the news about my father.
2. The plane hasn't landed yet so I'll wait until / when it arrives.
3. My sister's going to buy a new computer when / unless she has enough money.
4. You won't get a driving licence easily if / unless you practice more.
5. If / Until she fails her driving test, she'll take it again next month.
6. They'll go for a walk as soon as / unless the weather gets better.
7. He won't play football until / as soon as he feels better.
8. When / Unless we move to Cunda, I'll have a room with a sea view.

B) Fill in the blanks with if / unless / until / as soon as.

1. My boss's coming office at 8.30. I'll talk to him about my salary _____ he arrives.
2. _____ she hurries up, we'll be late for the match.
3. I can't buy that car _____ my father lend me some money.
4. It's an exciting game. I'll call my girlfriend _____ it finishes.
5. What will she do _____ she is promoted?

6. _____ we can't find any tickets, we can watch the concert live on TV.
7. Can you look after my parrot _____ I get back from a business trip?
8. Because my father is on the way home, I'll have to wait _____ he gets home because he doesn't have a spare key.

PASSIVE VOICE

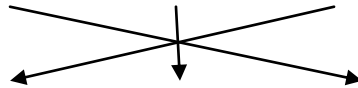
The passive voice is used when focusing on the person or thing affected by an action.

The Passive is formed: **Passive Subject + To Be + Past Participle**

Example: The house was built in 1989.

It is often used in business when the object of the action is more important than those who perform the action.

ACTIVE: Subject Verb Object *My brother was driving a car.*



PASSIVE: Subject Verb Agent *The car was being driven by my brother.*

Example: We have produced over 20 different models in the past two years.

Changes to:

Over 20 different models have been produced in the past two years.

If the agent is important (the person, company or thing that does the action), use "by"

Example: Tim Wilson wrote "The Flight to Brunswick" in 1987. Changes to: "The Flight to Brunswick" was written in 1987 by Tim Wilson.

Only verbs that take an object can be used in the passive voice.

EXERCISES ON PASSIVE VOICE

Passive voice

Exercise 168. Compare the sentences. Whose words are they?

1. I didn't teach English very well.
I wasn't taught English very well.
2. How much are you paying to have the house painted?
How much are you being paid to paint the house?

Passive voice

Exercise 169. Put in the correct form of the verb in Passive into the gaps. Use the tense given in brackets.

1. The words _____ (to explain) by the teacher today.
(*Present Simple*)
2. We _____ (to send) a letter the day before yesterday.
(*Past Simple*)
3. This car _____ (not/to steal). It's too old. (*Future Simple*)
4. This street _____ (already/to close) because of snow.
(already/to close) (*Present Perfect*)
5. A new restaurant _____ (to open) next week. (*Future Simple*)
6. He _____ (to invite) to the party yesterday. (*Past Simple*)
7. The blue box _____ (can/not/to see). (*Present Simple*)
8. I _____ (to give) the book by my friend last Sunday.
(*Past Simple*)
9. The dishes _____ (not/to wash) by my little brother.
(*Present Perfect*)
10. I _____ (not/to ask) by Robert. (*Future Simple*)
11. Paul _____ (send) to prison. (*Future Simple*)

12. My brother_____ (just beat) in the race. (*Present Perfect*)
13. He _____ (tell) to wait outside. (*Past Simple*)
14. I _____ (not pay) for the work. (*Past Simple*)
15. Policemen _____ (often ask) for the way. (*Present Simple*)
16. They lawn _____ (cut) once a week. (*Present Simple*)
17. We _____ (ask) by the police. (*Future Simple*)
18. The towels _____ (not use). (*Past Simple*)
19. He _____ (not sell) the jewels. (*Present Perfect*)
20. They _____ (teach) French. (*Present Simple*)
21. The fire brigade _____ (phone) soon after the fire broke out. (*Past Perfect*)
22. You _____ (laugh) at if you talk such nonsense. (*Future Simple*)
23. All the fruits _____ (eat up) by the guests. (*Past Simple*)
24. The letter _____ (answer) tomorrow. (*Future Simple*)
25. Stamps _____ (sell) here. (*Present Simple*)

Passive voice

Exercise 170. Rewrite the following sentences provided so that passive constructions have been changed to active verbs. WARNING! Some of these sentences do not use passive verbs or are better off left in the passive, so this exercise will also engage your attention in recognizing passive constructions and in using them when appropriate.

1. Before the semester was over, the new nursing program had been approved by the Curriculum Committee and the Board of Trustees.

2. With five seconds left in the game, an illegal time-out was called by one of the players.

3. Later in the day, the employees were informed of their loss of benefits by the boss herself.

4. The major points of the lesson were quickly learned by the class, but they were also quickly forgotten by them.

5. For several years, Chauncey was raised by his elderly grandmother.

6. An unexpected tornado smashed several homes and uprooted trees in a suburb of Knoxville.

7. I was surprised by the teacher's lack of sympathy.

8. "The Yellow Wallpaper" was written by Charlotte Perkins Gilman.

9. Participants in the survey were asked about their changes in political affiliation.

10. Tall buildings and mountain roads were avoided by Raoul because he had such a fear of heights.

Passive voice

Exercise 171. For each of the following sentences, first indicate the tense of the underlined verb, and then change the verb from the Passive Voice to the corresponding tense in the Active Voice. Take note of the resulting change in the meaning of the sentence.

1. We can be heard easily. _____
2. She is being given advice. _____
3. Were they not flown over the lake? _____
4. I had been transferred to another department.
5. He is being stopped. _____
6. We have been sent a letter. _____
7. He is not being taught music theory. _____
8. Should they have been flown to their next destination? _____
9. They will be watched constantly. _____
10. We had been driven to the beach this morning. _____
11. Has he been checked into the hotel? _____
12. Could I have been told the news yesterday? _____

Passive voice

Exercise 172. Change the underlined verbs in the following sentences from the Active Voice to the corresponding tenses in the Passive Voice. Preserve the meaning of the sentences by using the preposition *by* and making the necessary changes in word order.

1. The woman founded the club.

2. This entry took the prize.

3. The girl is playing the guitar.

4. The mailman has delivered the letter.

5. The chauffeur can drive the car.

6. The child chose the hat.

7. The cat chased the mouse.

8. The workers will weave the carpet.

9. The stranger could have bought the hiking boots.

10. The dealer has sold the car.

11. The dog splashed the water.

12. The man has watered the garden.

Passive voice

Exercise 173. Change the underlined verbs in the following sentences from the Passive Voice to the corresponding tenses in the Active Voice. Preserve the meaning of the sentences by omitting the preposition by and making the necessary changes in word order.

1. The bill was paid by the manager.

2. The bread was made by the baker.

3. The wiring must be checked by the electrician.

4. The crow was being scolded by the squirrel.

5. The book was written by a doctor.

6. The house was painted by a student.

7. The seeds were taken by the chickadee.

8. The cider has been drunk by the guest.

9. The mail is opened by the secretary.

10. The ingredients have been measured by the cooks.

11. The bird was seen by the photographers.

12. His work will be published by the magazine.

13. They publish the news journal every month.

14. Who broke the window?

15. I insist on David writing the report.

16. She made me tell her the news.

Passive voice

Exercise 174. Complete the following sentences using the Simple Present Subjunctive of the Passive Voice of the verbs shown in brackets.

1. They demand that the change of plans _____ at nine o'clock.
(*to announce*)
2. We ask that permission to compete _____ to everyone. (*to grant*)
3. It is important that their accomplishments _____. (*to recognize*)
4. It is crucial that we _____ of any change. (*to advise*)
5. He asks that his affairs _____ in order. (*to put*)
6. They requested that their qualifications _____. (*to accept*)
7. We insist that he not _____ his rights. (*to deny*)
8. It is necessary that the requirements _____. (*to meet*)
9. She requests that the most experienced candidate _____. (*to choose*)
10. It is recommended that care _____ in making the repairs. (*to take*)
11. He insists that smoking _____. (*to forbid*)
12. It is essential that supplies _____ well in advance. (*to order*)

Passive voice

Exercise 175. Put the verbs in brackets into the correct form. Then turn the sentences from active to passive.

1. A famous designer (to make) her wedding dress next month.

2. Clare (to fax) me the report this morning.

3. I (not to like) people shouting at me.

4. I think the police (to question) all the suspects tomorrow.

5. Mr Hunter (to approve) the application in the morning?

Passive voice

Exercise 176. Put the verbs in brackets into the correct form. Then turn the sentences from active to passive.

1. My parents (not to let) me stay out late on Saturdays.

2. People (to see) him steal the woman's bag last night.

3. People must (to protect) the environment at all costs.

4. She (to tell) me the news about our German friend.

5. She (to wash) her hair two or three times a week.

6. Someone (to steal) my wallet on the train.

7. Something is wrong with their car. They (to repair) the engine now.

8. The Conference (to adopt) the Convention on International Civil Aviation in 1944.

9. The Minister of Education (to make) an announcement at the moment.

10. The professor (to make) a report when the dean came into the hall.

Exercise 177. Complete the following sentences. Note that you might have to use other tenses (active/passive voice) than required in the basic rules.

1. If I had more time, I (come) to your party yesterday.
2. Give the book to Jane if you (read) it.
3. If you hadn't lost our flight tickets, we (be) on our way to the Caribbean now.
4. If you (have) dinner right now, I'll come back later.
5. If we (set) off earlier, we wouldn't be in this traffic jam now.
6. What would you do if you (accuse) of murder?
7. If I hadn't eaten that much, I (feel / not) so sick now.
8. We would take another route if they (close / not) the road.
9. She only (sing) if she's in a good mood.
10. If she were sensible, she (ask) that question, by which she offended him so much.

SEQUENCE OF TENSES & REPORTED SPEECH

THE SEQUENCE OF TENSES

We use the sequence of tenses when we have a sentence containing a main clause and one or more subordinate clauses.

- e.g. *We knew **that the bridge was unsafe.***
 *He gave it to me **because he trusted me.***
 *He said **that he had never been in Rome.***

When the main verb of a sentence is in a past tense, verbs in subordinate clauses are in a past tense also.

The *infinitives, gerunds, must, might, could, should, would* are not affected by the above rule.

- e.g. *He wants to go there.* *He wanted to go there.*
 He likes riding. *He liked riding.*

REPORTED SPEECH

We use the indirect (reported speech) when we are telling someone what other person says or said.

The tense of the reporting verb (say, tell, ask...) often affects the tense of the reported statement:

- e.g. He says: "The campaign is a great success". D
 He says (that) the campaign is a great success. I
e.g. He said: "The campaign is a great success". D
 He said (that) the campaign was a great success. I

THE CHANGE OF TENSES

When the reporting verb is in a past tense, the following changes may occur in the reported sentence:

Present simple → Past Simple

Past Simple → Past Perfect

Present Perfect → Past Perfect

Present Continuous → Past Continuous

Present Perfect Continuous → Past Perfect Continuous

will → would

can → could

must → had to, etc.

People, places, times and things

People	I	→	he/she
	you	→	me
	my	→	his/her
	your	→	mine
Place	here	→	there
Times	now	→	then, at the time
	today	→	that day, on Monday
	yesterday	→	the day before, the previous day
	tomorrow	→	the next day, the following day
	this afternoon	→	that afternoon
	last week	→	the week before, the previous week
	next week	→	the week after, the following week
	a few days ago	→	a few days before

Things this project → that project

Exception! We do not change tense if the information is still true.

e.g. He said that the sky is blue.

He said that the sun rises in the east.

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

SAY OR TELL

We **say** something and we **tell** somebody

e.g. John said he was satisfied with the project.

John told me he was satisfied with the project.

Never use TO between tell and object

OTHER REPORTING VERBS

Verb + -ing admit, deny, mention, propose, suggest...

Verb + to infinitive agree, ask, demand, decide, offer...

Verb + that clause admit, claim, promise, confirm...

e.g. He said: "I didn't do that."

He denied doing that.

REPORTING QUESTIONS

Mind the word order!

1. WH-questions:

reporting verb + WH-word + subject + main verb

*e.g. Where **is it**?"*

*He asked me where **it was**.*

*When **will** the goods **arrive**?"*

*They asked me **when** the goods **would arrive**.*

*What time **does** the train **leave**?*

*They wanted to know when the train **left**.*

2. Yes/ No Questions

reporting verb + IF/ WHETHER + subject + main verb

*e.g. Do you **speak** French?*

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

***Are you** going to pay in cash?*

*He asked me **whether I was** going to pay in cash.*

REPORTING COMMANDS AND REQUESTS

Reporting verb+ subject + to/ not to + infinitive

e.g. Take us to the airport.

*She **told** the driver **to take** us to the airport.*

*e.g. Please **don't wait** for me, I'll come along later."*

*He **asked** us **not to wait**.*

EXERCISES ON THE SEQUENCE OF TENSES AND REPORTED SPEECH

Exercise 178. Reporting Statements:

1. 'I have something to show you,' I said to her.
2. 'Nothing grows in my garden. It never gets any sun,' she said.
3. 'I'm going away tomorrow, mother,' he said.
4. 'I've been in London for a month but so far I haven't had time to visit the Tower,' said Rupert.
5. 'It isn't so foggy today as it was yesterday,' I remarked.
6. 'We have a lift but very often it doesn't work,' they said.
7. 'I've no idea what the time is but I'll dial 8081 and find out,' said his daughter.

8. He said, 'My wife has just been made a judge.'
9. 'I'll come with you as soon as I am ready,' she replied.
10. 'If you let the iron get too hot you will scorch your clothes,'
I warned her.

Exercise 179. Turn the following sentences into Reported Speech

1) "I've never been to Turkey" said Carlos.

_____.

2) "I'm taking my final exams next week" Cenk said.

_____.

3) "My sister doesn't speak German" said Carla.

_____.

4) "I saw a terrible car accident last night" said Jack.

_____.

5) "My husband doesn't really like playing golf" said Melis.

_____.

6) "I won't be home late" said Mary.

_____.

7) "We will transfer two new players to the team" said the chairman of Fenerbahçe.

_____.

8) "I've read twenty emails this morning" said Murat.

_____.

9) "I met Tina while I was working in İstanbul" said Alex.

_____.

10) "My grandfather had three restaurants in İzmir." said Clare

_____.

Exercise 180. Reporting questions

1. 'Why are you looking through the keyhole?' I said.
2. 'Who put salt in my coffee?' he asked.
3. 'Which of you knows how to make Irish stew?' said the chief cook
4. 'Why did you travel first class?' I asked him.
5. 'How can I run in high-heeled shoes?' she enquired.
6. 'Who owns this revolver?' said the detective.
7. 'Have you done this sort of work before?' said his new employer
8. 'Do you see what I see, Mary?' said the young man.
9. 'Are you leaving today or tomorrow morning?' said his secretary.
10. 'Will you go on strike when the others do?' the shop steward asked him.

Exercise 181. Reporting questions

1. "Where does your brother work?" she asked me.
2. "Do you want to watch a DVD?" Tracy asked William
3. "How long has Alex been playing for Fenerbahçe?" Daum asked Lugano.
4. "Can you check the prices of the goods?" The manager asked the employee.
5. "When did you come back?" Sharon asked Douglas.
6. "Who left the windows open?" My father asked me.
7. "Will you give me a hand writing my thesis?" My sister asked me.
8. "Why do you want to go to Spain?" The officer asked Sawyer.
9. "Is Jane still sleeping?" He asked his wife.
10. "Have you ever seen a snake in your house?" Tom asked Liz.

Exercise 182. Reporting Commands and Requests

1. 'Open the safe!' the raiders ordered the bank clerk.
2. 'Please do as I say,' he begged me.
3. 'Don't miss your train,' she warned them.
4. 'Make a list of what you want,' she told us.
5. 'Look at the paper,' he said to her.
6. 'Have confidence in me,' urged the doctor.
7. 'Wait for me at the bridge,' said the young man.
8. 'Don't go near the water, children,' she said.
9. 'Search the house,' said the police sergeant.
10. 'Don't make mountains out of molehills,' he said

Exercise 183. Put the sentences into the past.

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

Exercise 184. Put the verbs in brackets into the right form.

1. He said he (to leave) tomorrow morning.
2. She says she already (to find) the book.
3. He stopped and listened: the clock (to strike) five.
4. She said she (can) not tell me the right time, her watch (to be) wrong.
5. I asked my neighbour if he ever (to travel) by air before.
6. The policeman asked George where he (to run) so early.
7. The delegates were told that the guide just (to go) out and (to be) back in ten minutes.
8. I knew they (to wait) for me at the metro station and I decided to hurry.
9. I didn't know that you already (to wind) up the clock.
10. I was afraid that the little girl (not to be) able to unlock the front door and (to go) upstairs to help her.
11. He says that he (to know) the laws of the country.
12. Sam understood why Larry (not to come) the previous evening.
13. She asked me if I (to remember) the legend about a faithful lion.
14. He understood that the soldiers (to arrest) him.
15. He could not understand why people (not to want) to take water from that well.
16. I suppose they (to send) a dog after the burglar immediately.

Exercise 185. Start new sentences with the phrases in the brackets.

1. The children are playing in the yard. (She thought)
2. Her friend will come to see her. (She hoped)
3. Father has repaired his bicycle. (He thought)
4. She knows English very well. (I supposed)

5. Our sportsmen will win the game. (We were sure)
6. She made no mistakes in her dictation. (She was glad)
7. He works at his English hard. (I knew)
8. She dances better than anybody else, (I was told)
9. My cousin has received a very interesting offer from his firm. (I learnt)
10. She will come to stay with us. (My aunt wrote in her letter)
11. He is painting a new picture. (We heard)
12. His new picture will be a masterpiece. (We were sure)
13. You will fall and break your leg. (I was afraid)
14. My friend has never been to Washington. (I knew)
15. She never drinks milk. (I was told)
16. He is a very talented singer. (We were told)
17. They live a happy life. (We knew)
18. He does not know German at all. (I found out)

Exercise 186. Make reporting commands.

1. "Go home," said the teacher to us.
2. "Buy some meat in the shop," said my mother to me.
3. "Sit down at the table and do your homework," said my mother to me.
4. "Don't forget to clean your teeth," said granny to Helen.
5. "Don't sit up late," said the doctor to Mary.
6. The doctor said to Pete: "Don't go for a walk today."
7. "Don't eat too much ice-cream," said Nick's mother to him.
8. "Explain to me how to solve this problem," said my friend to me.
9. The doctor said to Nick: "Open your mouth and show me your tongue."
10. "Don't be afraid of my dog," said the man to Kate.
11. "Take this book and read it," said the librarian to the boy.

Exercise 187. Put the verbs in brackets into the right form.

1. He said to us: "Come here tomorrow."
2. I said to Mike: "Send me a telegram as soon as you arrive."
3. Father said to me: "Don't stay there long."
4. Peter said to them: "Don't leave the room until I come back."
5. "Take my luggage to Room 145," he said to the porter.
6. He said to me: "Ring me up tomorrow."
7. "Bring me a cup of black coffee," she said to the waiter.
8. "Don't be late for dinner," said mother to us.
9. Jane said to us: "Please tell me all you know about it."
10. She said to Nick: "Please don't say anything about it to your sister."
11. The teacher said to me: "Hand" this note to your parents, please."
12. Oleg said to his sister: "Put the letter into an envelope and give it to Kate."
13. "Please help me with this work, Henry," said Robert.
14. "Please bring me some fish soup," he said to the waitress,
15. "Don't worry over such a small thing," she said to me.
16. "Please don't mention it to anybody," Mary said to her friend.
17. "Promise to come and see me," said Jane to Alice.

Exercise 188. Make reporting questions.

1. I said to Nick: "Where are you going?"
2. I said to him: "How long are you going to stay there?"
3. I said to him: "How long will it take you to get there?"
4. Pete said to his friends: "When are you leaving St. Petersburg?"
5. He said to them: "Who will you see before you leave here?"
6. They said to him: "What time does the train start?"
7. Ann said to Mike: "When did you leave London?"

8. She said to Boris: "When Will you be back home?"
9. Boris said to them: "How can I get to the railway station?"
10. Mary asked Tom: "What time will you come here tomorrow?"
11. She asked me: "Why didn't you come here yesterday?"
12. She asked me: "What will you do tomorrow if you are not busy at your office?"
13. I asked Mike: "What will you do after dinner?"
14. I asked my uncle: "How long did you stay in the Crimea?"
15. Ada said to me: "Where did you see such trees?"
16. I said to Becky: "What kind of book has your friend brought you?"
17. Mother said to me: "Who has brought this parcel?"
18. He said to her: "Where do you usually spend your summer holidays?"

1. Exercise 189. Make reporting wh-questions.

2. Where is he going? (He didn't tell anybody...)
3. Where has he gone? (Did you know...)
4. Where is he? (Did you know...)
5. When is he leaving school? (I wanted to know...)
6. Where does he live? (Nobody knew...)
7. When will he come back? (She asked them...)
8. Where did she buy this hat? (He wanted to know...)
9. How much did she pay for it? (I had no idea...)
10. Where did I put the book? (I forgot...)
11. Who has given you this nice kitten? (She wanted to know...)
12. Where can I buy an English-Russian dictionary? (He asked me...)
13. How long will it take your brother to get to Madrid? (He wondered...)

Exercise 190. Make reporting Yes/No questions.

1. I said to Boris: "Does your friend live in London?"
2. I said to the man: "Are you living in a hotel?"
3. Nick said to his friend: "Will you stay at the 'Hilton'?"
4. He said to me: "Do you often go to see your friends?"
5. He said to me "Will you see your friends before you leave St. Petersburg?"
6. Mike said to Jane: "Will you come to the railway station to see me off?"
7. She said to me: "Have you sent them a telegram?"
8. She said to me: "Did you send them a telegram yesterday?"
9. I said to Mike: "Have you packed your suitcase?"
10. I said to Kate: "Did anybody meet you at the station?"
11. I said to her: "Can you give me their address?"
12. I asked Tom: "Have you had breakfast?"
13. I asked my sister: "Will you stay at home or go for a walk after dinner?"
14. I said to my mother: "Did anybody come to see me?"
15. I asked my sister: "Will Nick call for you on the way to school?"
16. She said to the young man: "Can you call a taxi for me?"
17. Mary said to Peter: "Have you shown your photo to Dick?"
18. Oleg said to me: "Will you come here tomorrow?"
19. He said to us: "Did you go to the museum this morning?"

Exercise 191. Make reporting Yes/No questions.

1. Have you found the book? (She asked me...)
2. Are there any more books here? (The man asked...)

3. Did she go shopping yesterday (I wanted to know...)
4. Has she bought the dictionary? (He did not ask her..)
5. Does she know the name of the man? (I doubted...)
6. Did Boris see the man this morning? (I asked...)
7. Have they sold the picture? (I did not know...)
8. Do they know anything about it? (I wondered..)
9. Has Jack given you his telephone number? (She asked me...)
10. Is he coming back today? (I was not sure...)

Exercise 192. Make reporting questions.

1. The teacher said to Mike: "Does your father work at a factory?"
2. Mother said to us: "What are you doing here?"
3. Father said to Nick: "Have you done your homework?"
4. Tom said: "Ann, where are your friends?"
5. Kate said: "Mike, do you like my dress?"
6. Grandfather said to Mary: "What mark did you get at school?"
7. My sister said to me: "Will you take me to the theatre with you tomorrow?"
8. Mother asked me: "Did you play with your friends yesterday?"
9. "Why don't you play with your friends, Kate?" said her mother.
10. "Do you like chocolates?" said my little sister to me.
11. "Did you see your granny yesterday, Lena?" asked Mr. Brown.
12. The doctor asked Nick: "Do you wash your face and hands every morning?"

Exercise 193. Retell the following dialogue in indirect speech.

- What will you order?
- Give me the menu, please.

- Here you are.
- Chicken soup for the first course...
- For the second course I recommend you
- to take fried fish. It is very good.
- All right, bring me fried fish.
- Any vegetables?
- Yes, bring me some potatoes, and then
- cheese, coffee and fruit.
- Yes, sir.

Exercise 194. Make reporting sentences.

She said, "I am reading."

→ She said that

They said, "We are busy."

→ They said that

He said, "I know a better restaurant."

→ He said that

She said, "I woke up early."

→ She said that

He said, "I will ring her."

→ He said that

They said, "We have just arrived."

→ They said that

He said, "I will clean the car."

→ He said that

She said, "I did not say that."

→ She said that

She said, "I don't know where my shoes are."

→ She said that

He said: "I won't tell anyone."

→ He said that

Exercise 195. Make reporting sentences.

She said, "Go upstairs."

→ She told me

"Close the door behind you," he told me.

→ He told me

"Don't be late," he advised us.

→ He advised us

"Stop staring at me," she said.

→ She told him

"Don't be angry with me," he said.

→ He asked her

"Leave me alone," she said.

→ She told me

"Don't drink and drive," she warned us.

→ She warned us

"John, stop smoking," she said.

→ She told John

"Don't worry about us," they said.

→ They told her

"Meet me at the cinema," he said.

→ He asked me

Exercise 196. Make reporting sentences.

They said, "This is our book."

→ They said

She said, "I went to the cinema yesterday."

→ She said

He said, "I am writing a test tomorrow."

→ He said

You said, "I will do this for him."

→ You said

She said, "I am not hungry now."

→ She said

They said, "We have never been here before."

→ They said

They said, "We were in London last week."

→ They said

He said, "I will have finished this paper by tomorrow."

→ He said

He said, "They won't sleep."

→ He said

She said, "It is very quiet here."

→ She said

Exercise 197. Translate the sentences into English.

1. Він не погодився підвезти мене.
2. Він заперечив, що розбив мою улюблену вазу.
3. Коли я виходив з дому, мама нагадала мені взяти мобільний телефон.
4. Він хвалився, що він найрозумніший студент в групі.

5. Ми не повинні скаржитися на погану погоду. У природи немає поганої погоди.
6. Мій батько наполягає на тому, щоб я був диспетчером УВС.
7. Наш комп'ютер застарів, тому вони запропонували купити новий.
8. Вони хотіли, щоб я не йшов туди один.
9. Йому запропонували виконати роботу на наступному тижні.
10. Він обіцяв розмовляти зі мною вдома тільки по-англійськи.
11. Вона подзвонила і сказала мені, що приїде на наступний день в 5:00.
12. Вона думала, що ми вже приземлилися.
13. Ви не знаєте, вона прийде сьогодні?
14. Він поцікавився, де працює мій старший брат.
15. Попросіть його не шуміти, будь ласка.
16. Я не знав, що за доктором вже відправили.
17. Я не люблю, щоб з мене сміялися.

MODALS

Modal	Example	Uses
Can	They can control their own budgets. We can't fix it. Can I smoke here? Can you help me?	Ability / Possibility Inability / Impossibility Asking for permission Request
Could	Could I borrow your pen? Could you say it again more slowly? We could try to fix it ourselves. I think we could have another Gulf War. He gave up his old job so he could work for us.	Asking for permission. Request Suggestion Future possibility Ability in the past
May	May I have another cup of coffee? China may become a major economic power.	Asking for permission Future possibility
Might	We'd better phone tomorrow, they might be eating their dinner now. They might give us a 10% discount.	Present possibility Future possibility

Must	We must say good-bye now. They mustn't disrupt the work more than necessary.	Necessity / Obligation Prohibition
Ought to	We ought to employ a professional writer.	Saying what's right or correct
Shall (More common in the UK than the US)	Shall I help you with your luggage? Shall we say 2.30 then? Shall I do that or will you?	Offer Suggestion Asking what to do
Should	We should sort out this problem at once. I think we should check everything again. Profits should increase next year.	Instant decisions Offer Promise Certain prediction
Will	I can't see any taxis so I'll walk. I'll do that for you if you like. I'll get back to you first thing on Monday. Profits will increase next year.	Instant decisions Offer Promise Certain prediction
Would	Would you mind if I brought a colleague with me?	Asking for permission

Would (cont.)	Would you pass the salt please?	Request
	Would you mind waiting a moment?	Request
	"Would three o'clock suit you?" – "That'd be fine."	Making arrangements
	Would you like to play golf this Friday?	Invitation
	"Would you prefer tea or coffee?" – "I'd like tea please."	Preferences

TRANSLATION OF MODAL VERBS

Modal verbs make up a small group of structural words having certain semantic and grammatical peculiarities.

The most important modal verbs are: *can (could)*, *may (might)*, *must*, *need*, *ought*, *should*, *shall*, *will (would)*.

Besides, there is a group of the so-called equivalents of modal verbs, namely the verbs *to be (to)* and *to have (to)* and the phrase *to be able (to)*. Being different from modal verbs morphologically, they have much in common with them in meaning and function.

Unlike all other verbs, modal verbs do not denote an action but are used to express abstract modal meanings of possibility, necessity, volition, etc. Sometimes they are also used to express different emotions such as doubt, surprise, reproach, etc.

As far as their function in the sentence is concerned, modal verbs are structural. Due to the fact that they express modal relations, they are never used as independent parts of a sentence. They are always used in combination with the infinitive making up part of the compound modal predicate.

The infinitive associated with a modal verb may be used in any form, i.e. non-perfect or perfect, non-continuous or continuous, active or passive. Some modal verbs, for instance *must*, *should*, *ought*, have only one unchangeable form.

Modal verbs are called defective because they lack some grammatical forms:

1. They do not take the s-inflexion in the 3rd person singular.
2. All of them lack verbals and analytical forms.
3. All of them, except *ought* and sometimes *need*, are followed by the infinitive without the particle *to*,

Most of the modal verbs have more than one meaning. Some of their meanings may be found in all kinds of sentences; others occur only in affirmative or negative or interrogative sentences.

CAN

The verb *can* is used to express:

1. Physical or mental ability; in this meaning it is used only with the indefinite infinitive in all kinds of sentences.

Its equivalent *to be (un)able* + infinitive is used in the meaning of physical ability, especially with reference to the future or past.

2. Possibility due to circumstances; in this meaning it is also used with the indefinite infinitive.
3. Doubt, uncertainty, improbability; in these meanings *can/could* is

found in interrogative and negative sentences.

4. Request, permission, prohibition; can/could is followed by the indefinite in all kinds of sentences.

MAY

The verb may is used to express:

1. Possibility due to circumstances; in this meaning may/ might is generally used in affirmative sentences and is followed by the indefinite infinitive.
2. Supposition implying uncertainty; in this meaning it occurs in affirmative and negative sentences with all forms of the infinitive. It is an alternative to *perhaps* or *maybe*.
3. Permission, request; in these meanings may is found in affirmative and interrogative sentences. Formal permission is always expressed by *may*; informal permission by *can*.
4. The subjunctive form *might* can be used in affirmative sentences to express a mild request or reproach.

CAN AND MAY COMPARED

I. Both verbs can be used to express possibility due to circumstances. However, they are not interchangeable in this meaning for the following reasons.

1. *Can* is used to express a real possibility whereas the degree of possibility expressed by *may* is much smaller.
2. In this meaning the use of *may* is restricted to affirmative sentences whereas *can* is found in all kinds of sentences.
3. Their time reference is also different. *May* refers only to the present or future; *can (could)* may refer to the past as well.

II. Both verbs can be used to express permission. The difference between them is rather that of style than of meaning, *may* being more formal than *can* which is commonly used in colloquial English. Besides, *may* in negative sentences expressing prohibition is not much used.

MUST

The verb *must* is used to express:

1. Necessity or obligation; in this meaning it is followed by the indefinite infinitive referring the action to the present or to no particular time.

The verb *must* may be used in reported speech to refer the action to the present time even when the main verb is in the past.

The verb *must* in the meaning of necessity is found in affirmative and interrogative sentences; when used with a negative it has the meaning of prohibition.

2. Probability or supposition; in this case it is a supposition implying a very high degree of probability, almost a conviction. When used in this meaning the verb *must* is synonymous to the modal words *evidently*, *obviously*, *apparently*, *certainly*, *surely*, or the word-groups *most likely*, *most probably*, etc. Its meaning corresponds to the Ukrainian modal expression *повинно бути*.

In this meaning *must* may be followed by different forms of the infinitive. If reference is made to the present, the continuous infinitive is generally used.

However, with verbs which are not normally used in the continuous form, the indefinite infinitive is used.

Must in combination with the perfect infinitive refers the action to the past.

The combination of *must* with the perfect continuous infinitive indicates an action begun in the past and continued up to the moment of speech.

MAY AND MUST COMPARED

1. Both verbs are used to express supposition but they are not interchangeable in this meaning.

May denotes supposition implying uncertainty whereas *must* expresses supposition implying strong probability.

2. Both verbs are used to express prohibition in negative sentences. However, the use of *may* in this meaning is rather rare; in negative answers to questions asking for permission *mustn't* or *can't* are generally used.

TO HAVE (TO)

To have as a modal verb is not a defective one and has a full paradigm of finite and non-finite forms. Its interrogative and negative forms are built up with the help of the auxiliary verb *to do*.

The verb *to have* is used to express necessity or obligation imposed by circumstances. In this meaning it is found in all kinds of sentences and is combined with the indefinite infinitive.

In colloquial English the verb *to have* in its modal meaning is often replaced by the phrase *to have got*.

TO BE (TO)

To be as a modal verb has the forms of the Present and Past Indefinite. It is usually followed by the indefinite infinitive. It is used to express:

1. Necessity based on a previously arranged plan or agreement.
2. Necessity or obligation resulting from instructions or orders which are not to be discussed.
3. Something that is destined to happen.
4. Possibility; in this meaning *to be* is followed by the passive infinitive.

NEED

The modal verb *need* may be used either as a defective or as a regular verb.

1. *Need* as a defective verb has only one form. It is followed by the infinitive without *to*.

Need is used to express necessity. It is used in interrogative and negative sentences.

In interrogative sentences *need* shows that the speaker is doubtful about the necessity of performing the action in question.

In negative sentences *need* expresses an absence of necessity.

Needn't + perfect infinitive denotes an action which was performed though it was unnecessary. It implies a waste of time or effort.

2. *Need* as a regular verb has all the necessary forms and is followed by the infinitive with *to*. It is used to express necessity (in interrogative and negative sentences).

SHOULD

The modal verb *should* is unchangeable. It occurs in all kinds of sentences and is followed by different forms of the infinitive. It is used to express:

1. Obligation as something recommended or required.

Should + perfect infinitive shows that a desirable action was not carried out. It has the additional meaning of reproach or regret.

In negative sentences it indicates an undesirable action which was carried out.

2. Reproach, regret, surprise or indignation, i. e. different shades of the emotional attitude of the speaker to the action recommended or thought of.

OUGHT (TO)

The verb *ought* is also unchangeable. It is always followed by the infinitive with *to*.

It is used to express moral obligation or necessity which is naturally expected.

When used with the perfect infinitive *ought* shows that the obligation was not carried out.

SHOULD AND OUGHT COMPARED

In the first place they both should be compared with *must*. *Must* sounds more forceful and imperative than either of them. *Should* and *ought* express obligation in a milder way.

The difference in the meanings of these two verbs is sometimes very vague. Therefore they are often interchangeable.

Unlike the verb *should* which is used to express an individual opinion, the verb *ought* expresses something which is generally accepted or naturally expected under the circumstances. This is something that ought to be done from the standpoint of common decency.

SHALL

Shall is still used to express obligation with the second and third person, but at present this use is restricted to formal or even archaic style and is mainly found in subordinate clauses.

At present it is generally used to express volition, or determination on the part of the speaker, i. e. promise, threat or warning directed to the second or third person.

The verb *shall* is used only with the indefinite infinitive.

In interrogative sentences with the first and third persons it denotes a request for instructions addressed to the second person. The speaker uses this form to ask after the will of the person addressed.

WILL

The modal verb *will* has three forms: the present and the past indicative (*will* — *would*) and the subjunctive (*would*).

It is used to express:

1. Volition or determination on the part of the speaker. In this meaning the verb *will* is used in the first person and is followed by the indefinite infinitive.
2. Order or suggestion on the part of the speaker directed to the second or third person.
3. Polite address or request. This meaning is found either in interrogative sentences
4. Supposition.

When rendering the meanings of English modal verbs in Ukrainian one should keep in mind the following:

1. The number of modal verbs in English is larger than in Ukrainian.
2. English modal verbs are polysemantic; therefore they have no full

equivalents in Ukrainian. Due to these differences, modality expressed by modal verbs in English is not always rendered in the same way in Ukrainian.

Only a few meanings of English modal verbs are regularly rendered in Ukrainian with the help of modal verbs; here belong, for instance, the verbs *can* and *may* in the meaning of possibility, *must* and its equivalents expressing necessity.

As for the other meanings expressed by the English modal verbs, these are rendered in Ukrainian by a great variety of modal words and expressions, mainly by adverbs and adverbial word-groups.

Thus supposition implying certainty (*must*) may be rendered in Ukrainian *має бути, очевидно*.

Supposition implying uncertainty (*may, might*) corresponds to the Ukrainian *має бути, можливо*.

Doubt or improbability (*can* in interrogative and negative sentences), may be expressed in Ukrainian by *невже, не може бути*.

Strong determination to do something (*will*) is rendered in Ukrainian by the combination of the adverbs *неодмінно, обов'язково* with the corresponding verbs.

This practice book is intended for the students of English who want to improve their translation skills in general and translation of modal verbs in particular.

EXERCISES ON MODALS

Exercise 198. Choose the right answer and comment on your choice.

1. ____ you speak any foreign languages?
a. May b. Can c. Have
2. Liz ____ get tired of her job. It is so boring.
a. has to b. must c. should
3. Where's Nick? He ____ be in his office.
a. might b. mustn't c. is to
4. Take an umbrella. It ____ rain later.
a. has to b. need c. might
5. Jack ____ go to hospital yesterday.
a. must b. had to c. need
6. You look tired. You ____ go to bed.
a. should b. ought c. are to
7. You ____ do it. I've already done it.
a. must not b. need not c. ought not
8. ____ it be true?
a. Must b. May c. Can
9. ____ we stay or leave?
a. Will b. Would c. Shall
10. Jane was so tired. She ____ have worked days and nights.
a. should b. must c. need

Modal verbs and what they express

Exercise 199. Match the sentences with what the modal verbs express.

- | | | |
|---|---|-----------------|
| 1. We must go and see that new Scorsese film. | A | refusal |
| 2. I can't understand a word he says. | B | probability |
| 3. You should get out more. | C | mild obligation |

- | | | |
|---|---|-------------------|
| 4. Will you promise not to tell anyone? | D | ability |
| 5. No, you may not have your nose pierced! | E | permission |
| 6. She will often stay up reading until 2.00 a.m. | F | willingness |
| 7. It must be awful living so near a motorway. | G | strong obligation |
| 8. He just won't obey orders. | H | habit |

Exercise 200. Complete the sentences using the words listed in the box below. Some gaps may have more than one correct answer.

can could have to must might should

- Ted's flight from Amsterdam took more than 11 hours. He _____ be exhausted after such a long flight. He _____ prefer to stay in tonight and get some rest.
- If you want to get a better feeling for how the city is laid out, you _____ walk downtown and explore the waterfront.
- Hiking the trail to the peak _____ be dangerous if you are not well prepared for dramatic weather changes. You _____ research the route a little more before you attempt the ascent.
- When you have a small child in the house, you _____ leave small objects lying around. Such objects _____ be swallowed, causing serious injury or even death.
- Dave: _____ you hold your breath for more than a minute?
Nathan: No, I can't.
- Jenny's engagement ring is enormous! It _____ have cost a fortune.
- Please make sure to water my plants while I am gone. If they don't get enough water, they _____ die.
- I _____ speak Arabic fluently when I was a child and we lived in Egypt. But after we moved back to Canada, I had very little exposure to the

language and forgot almost everything I knew as a child. Now, I _____ just say a few things in the language.

9. The book is optional. My professor said we _____ read it if we needed extra credit. But we _____ read it if we don't want to.

10. Leo: Where is the spatula? It _____ be in this drawer but it's not here.

Nancy: I just did a load of dishes last night and they're still in the dish washer. It _____ be in there. That's the only other place it _____ be.

Exercise 201. Complete the sentences using the words listed in the box below. Some gaps may have more than one correct answer.

1. You _____ take your umbrella along with you today. The weatherman on the news said there's a storm north of here and it _____ rain later on this afternoon.

2. _____ we pull over at the next rest stop? I really _____ use the bathroom and I don't know if I _____ hold it until we get to Chicago.

3. Oh no! Frank's wallet is lying on the coffee table. He _____ have left it here last night.

4. Ned: _____ I borrow your lighter for a minute?

Stephen: Sure, no problem. Actually, you _____ keep it if you want to. I've given up smoking.

5. I _____ believe she said that to Megan! She _____ insult her cooking in front of everyone at the party last night. She _____ have just said she was full or had some salad if she didn't like the meal.

6. Do you _____ chew with your mouth open like that? Geez, it's making me sick watching you eat that piece of pizza.

7. Mrs. Scarlett's body was found in the lounge just moments ago, and it's still warm! Nobody has left the mansion this evening, so the killer _____ be someone in this room. It _____ be any one of us!!!

8. Ted: I don't know why Denise starting crying when I mentioned the wedding.

Pamela: It _____ have been what you said about her brother. Or, perhaps she is just nervous. After all, the big day is tomorrow.

9. _____ you always say the first thing that pops into your head? _____ you think once in awhile before you speak?
10. I was reading the book last night before I went to bed. I never took it out of this room. It _____ be lying around here somewhere. Where _____ it be?

Exercise 202. Choose the right answer and comment on your choice.

1. How _____ you have left the bathroom in such a mess ?
A) couldn't B) might C) could D) will
2. Mat _____ be lazy but he is certainly not stupid.
A) needn't B) mustn't C) should D) may
3. I _____ speak Swedish, Dutch and Japanese.
A) can B) may C) should D) shouldn't
4. I think we are lost. The man _____ have given us the wrong directions
A) might B) should C) would D) will
5. You _____ be serious about swimming outdoors in winter.
A) would B) can't C) could D) might
6. Plants _____ have sunlight in order to make food.
A) can B) may C) must D) will
7. Since our bags are identical you _____ have taken mine by mistake.
A) can B) will C) shall D) could
8. Parents _____ take care of their children.
A) may B) ought to C) mustn't D) shouldn't
9. _____ you excuse me for a moment ?
A) Would B) Should C) Must D) Needn't
10. She _____ stay up late if she takes a nap now.
A) mustn't B) shouldn't C) can D) used to
11. It's late. It's time _____ home.
A) we go B) we must go C) we should go D) we went

MODAL VERBS

PROGRESS TESTS

Progress Test 1

Insert the appropriate modal verb in the spaces provided. When there is a verb in brackets, put it into the correct form.

1A (ability).

- a She _____ memorize a lot of things just at one glance.
- b When the day breaks, we _____ reach the top of the mountain.
- c He _____ play volleyball since he was a kid.
- d You used to _____ persuade people to do things.
- e I _____ speak and write five languages.

1B (past ability).

- a When I entered the hut, I _____ see that somebody had just been there.
- b He was attacked by two men with a strong constitution last night, but he _____ beat them up.
- c When he was eighteen, he _____ sing and dance beautifully.
- d Last night I _____ convince my parents to allow me to see that late-night horror film.
- e I asked her to jump into the water, but she said that she (not) _____ swim.

1C

- a If I hadn't so much work, I _____ (fix) the fuse.
- b If you had gone through the normal channels, you _____ (get) the loan.

- c If he had been born in 1940, he _____ (play) with Pelé.
- d If she were here, she _____ (console) him.
- e If I had a screwdriver, I _____ (unscrew) this screw.

1D (permission).

- a You _____ stay here for a short while, but don't be long.
- b From tomorrow onwards, you (not) _____ smoke in your bedrooms.
- c You _____ take my hand.
- d We (always) _____ park in this street; but from today on, we won't.
- e You _____ ask for my advice every time you need it.

1E

- a '_____ I use your phone, Josephine?' – 'Please do!'
- b '_____ I come in, please?' – 'Yes, you _____.'
- c '_____ I bring my friends over this afternoon?' – 'No, you (not) _____. They're terribly spoilt.'
- d '_____ I kiss you?' – 'Yes, you _____'
- e '_____ I sit down?' – 'Go ahead, please!'

1F (past permission).

- a He (not) _____ play the music loud yesterday evening, as her mother had suffered an attack of migraine.
- b He _____ not to attend school yesterday because it was his parents' silver wedding anniversary.
- c When she was fourteen, she (not) _____ go out with boys.

d When we were kids, we loved going to our grandparents' place, as we _____ stay up late.

e While she was in hospital, we _____ only see her at the visiting hours.

1G

a If he had got better school results, he _____ (play) in the team.

b We _____ (hunt) here if we had a licence.

c They _____ (get) into that place if they were of age.

d You _____ (go) with us if you gave us ten pounds.

e He _____ (join) us if he hadn't such a big mouth.

1H

a People under sixteen _____ order alcoholic drinks.

b You (not) _____ overtake. There's a continuous line.

c You (not) _____ enter the USA without a visa.

d This room (not) _____ be used without the prior permission of the manager.

e You (not) _____ take my bike!

Progress Test 2

Insert the appropriate modal verb in the spaces provided. When there is a verb in brackets, put it into the correct form.

2A (present possibility).

- a 'Who _____ it be now?' – 'I don't know. It _____ be my goddaughter.'
- b He _____ be working in the garden. I'll go and see if he's there.
- c 'He hasn't come to class today!' – 'He _____ be ill in bed!' – 'Or he _____ have played truant!'
- d If you tell her now, she _____ go up the wall.
- e She _____ be very plain, but she's the most incredible person I have ever met. I think I have found my life partner.

2B (future possibility).

- a We _____ go elsewhere this afternoon.
- b They _____ travel the world next spring.
- c 'They _____ find my fingerprints.' – 'I hope not.'
- d It _____ come to nothing, but we _____¹⁸ as well try. (= We have nothing to lose by trying.)
- e '_____ he'll help us out until Jo recovers from her illness?' – 'I think so.'

2C (general possibility).

- a People _____ die of a heart attack.
- b This medicine _____ have side-effects.
- c When you were a child, you _____ be a nuisance at times.
- d Oil (not) _____ mix with water. (= It is impossible to mix oil with water.)
- e You (not) _____ wash this dress. It must be dry-cleaned.

2D

- a You (not) _____ get the push. You've been working there all your life. (= That is not possible.)
- b She (not) _____ be stuck in a blizzard. It's not snowing!
- c He (not) _____ recover consciousness. The only thing we can do now is to wait and see if he reacts to the treatment.
- d We (not) _____ plant lilacs this year. (We have not decided it yet.)
- e Even if we had a key, we (not) _____ get in the house, as the front door is jammed.

2E

- a He retorted that he (not) _____ take his younger brother to the party with him. (He retorted that it was impossible for him to take his younger brother to the party.)
- b She said that he _____ be playing cards with his friends or that he _____ be watering the plants, but that she didn't know for sure.
- c He thought that his wife (not) _____ be seeing another man, as he trusted her absolutely.
- d He said that she _____ smoke there, as it was a smoking compartment.
- e They told her that he _____ bear the costs, but that he needed time to think it over.

2F

- a You _____ take the dog out for a walk.
- b You _____ clear the table.
- c You _____ come to the opera with us tonight.
- d 'We _____ free him from prison!' – 'How?' – 'Well,...'
- e _____ you do the laundry, please?

Progress Test 3

Insert the appropriate modal verb in the spaces provided. When there is a verb in brackets, put it into the correct form.

3A (modal + have + past participle).

a You shouldn't have gone to the outer suburbs alone at night.

You _____ have been beaten to death. There's a skinhead gang in the area.

b You _____ have slunk out of the room. Why didn't you do it?

c You _____ have called me to tell me when you were coming!

d 'Where are the kids? They should have been back by now!' – 'They _____ have gone gliding with their uncle.' – 'I don't think so. I phoned him last night, and he told me that he was coming here.' – 'Well, then, they _____ be with their grandparents.' – 'Or they _____ have gone for a swim in the sea. I've told them a hundred times not to swim in the sea alone, but they keep on doing it.' – 'They _____ have run away from home.' – 'You're not serious, aren't you?'

e 'My brother went to climb the Alps last month, and hasn't come back yet.' – 'He _____ have been stuck in a blizzard.' – 'He _____ have had a fall and kill himself in the fall.' – 'Well, I don't think so. He's a very good climber.' – 'Anyhow, we'd better go to the police and report him missing.'

3B

a He (not) _____ have signalled left! I would have seen it!

b You (not) _____ have seen a dinosaur in the garden.

They were wiped out from the Earth's surface millions of years ago.

c 'You (not) _____ have seen a UFO. UFOs don't exist!' – 'I tell you I saw one!'

d 'Mary hasn't arrived yet!' – 'She (not) _____ have found her way back. She doesn't know the area very well, and it's very easy to get lost here.' – 'Or maybe she decided to spend the night in town.' – 'She (not) _____ have done that! She'd have phoned us to tell she was not coming.' – 'She (not) _____ have had enough petrol to get here. There are no petrol stations on the road.' – 'You may be right. Let's take the car and look for her.'

e He (not) _____ have found it out, or else he'd have made a scene in the restaurant last night.

3C (obligation).

a I hate getting up early, but I _____ (get up early to work every day).

b The teacher: You _____ read Romeo and Juliet for next week.

A student: What if we don't!

The teacher: I consider it necessary for you to read it. If you don't, you'll fail this term.

c You _____ help me with the domestic chores, sweetheart. I can't do them all.

d We _____ take the dog out to do his business three times a day.

e This plant _____ be watered every evening, otherwise it'll wither.

3D

a As a child, I _____ do the washing-up every evening.

b They _____ spend the night there, as they had had a breakdown.

c From now onwards, you _____ see to the household chores, as I'll be out working all day.

d He _____ take care of his little sister since their parents passed away.

e If you quitted, they _____ employ another person in next to no time.

3E (absence of obligation).

a You (not) _____ eat all your lunch if you are not hungry.

b You (not) _____ take me to the station. My father can do it.

c I (not) _____ feed my snake every day.

d You (not) _____ read the whole book. You must read only the first and second chapters.

e We (not) _____ work. We come from a wealthy background.

Progress Test 4

Insert the appropriate modal verb in the spaces provided. When there is a verb in brackets, put it into the correct form.

4A

- a She (not await) _____ him for so long. She could have gone home earlier.
- b She (not go) _____ on foot. She could have gone in my car.
- c He (not lie) _____ to his parents, so he didn't.
- d You (not come) _____ to meet me at the airport. I could have caught a bus.
- e They (not write) _____ to their parents, as they were going to stay there for a short period of time, so they didn't.

4B

- a _____ I take out the rubbish now, mum? I'm watching my favourite TV programme.
- b _____ we mug up all the unit for the exam, Miss?
- c _____ I give this wall another coat of paint?
- d I know Tuesday is a public holiday, but _____ you take Monday off as well? We have plenty of work at the office.
- e _____ I wear this outfit? It's ghastly!

4C

- a 'Victor is as poor as a church mouse, and I saw him with a wad of bank notes last night.' – 'So he _____ be the person who robbed the local bingo hall last night, because it's impossible for him to have such a lot of money.'

- b You _____ have been eavesdropping outside the door, as we haven't told this to anybody.
- c Majorca _____ be overrun with tourists at this time of the year. So we'd better go somewhere else, since I don't like crowded places.
- d 'Daniel's parents say that his son has got a girl-friend, and that she's an angel. They met her the other day.' – 'They _____ have taken to her. He has had to break up all the engagements he has had until now owing to his parents. They were always telling him that he deserved a better girl.'
- e 'Martin treated me like dirt last night. He had always been friendly towards me.' – 'He _____ hold a grudge against you for not letting him join the party.'

4D

- a You (not) _____ smoke in bed!
- b Visitors (not) _____ take photographs of the paintings.
- c You (not) _____ poke around in your sister's room. She needs her own privacy.
- d You (not) _____ carry a loaded pistol. It's very dangerous.
- e You (not) _____ drive so fast here. There's a speed limit.

4E

- a You _____ take one of these pills before going to bed.
- b We _____ give our son a birthday party.
- c You _____ go on a diet: you're putting on weight.
- d We _____ set up some scarecrows to prevent birds from eating our crops.
- e We _____ buy her a rag doll for her birthday. It'll make her happy.

Progress Test 5

Insert the appropriate modal verb in the spaces provided. When there is a verb in brackets, put it into the correct form.

5A

- a You _____ do the chores instead of lying on the settee watching TV all day.
- b You _____ take exercise; you need to lose weight.
- c You _____ practise for your next performance. You're still a little green.
- d They _____ scold their child for mocking at people. He is running wild.
- e You _____ at least be frank with me!

5B

- a I (not) _____ have nodded off in his class, but I hadn't got a wink of sleep the previous night, and felt very tired.
- b You (not) _____ have driven so fast. You could have had an accident.
- c 'What the devil are you doing here? You _____ be at home. It's almost midnight.'
- d You (not) _____ have hatched a plot to murder the ambassador: it was a crazy idea.
- e 'What in thunder did you give her?' – 'A beer!' – 'You stupid fool! You (not) _____ have given her a beer. She's only a child.'

5C

- a I don't understand. He _____ be walking on thin air, as you don't win the lottery every day.

- b We (not) _____ have lost to Spain by four goals: we were much better than them.
- c I _____ do these exercises every morning, but I detest exercising, so I never do them.
- d Your feelings (not) _____ have been pent up for so long.
- e You _____ be more optimistic about the situation. Things will look up.

5D

- a Why _____ I tell you that?
- b We went to a nudist beach thinking nobody knew us, and who _____ come to say hullo to us, but our neighbours.
- c I _____ think so too.
- d I can't think why he _____ have lied to me.
- e What _____ we do now?

5E

- a They _____ be Stella's place by now. They arranged to meet there at half past nine, and it is ten o'clock.
- b They _____ have got there by now. Why don't you ring them up now?
- c He _____ have finished his work by now; I'll go and see if he has.
- d She _____ come back in less than no time.
- e She _____ be ready in a jiffy.

Progress Test 6

Insert the appropriate modal verb in the spaces provided. When there is a verb in brackets, put it into the correct form. Insert the appropriate modal verb in the spaces provided. When there is a verb in brackets, put it into the correct form.

6A

- a It is a shame that you _____ arrive always late to your appointments.
- b It's essential that any proof _____ be destroyed straight away.
- c It's strange that she _____ say that.
- d It is advisable that she _____ be here by noon.
- e I'm surprised that you _____ like soap operas/It's surprising that you _____ like soap operas.

6B

- a The lieutenant ordered that the sergeant _____ train his men every day.
- b Mr Perkins advised that I _____ read more often.
- c He proposed that we _____ clear the dishes away while he did the washing-up.
- d We urged that he _____ study for a degree.
- e He demanded that the meeting _____ be postponed, as not all the members were present.

6C

- a He had a crib in case he _____ need it in the examination.
- b He didn't blab to the press lest they _____ take reprisals.
- c If it _____ hail tomorrow, please take my flowerpots in.
- d _____ you require any of our latest models, please let us know.
- e He brought some balloons home so that his children _____ play with them.

FINAL TESTS

MODALS

Test 1

- a When I entered the house, the fuse had blown, but I _____ see my way in the dark.
- b If you taught me how to do it, I _____ do it alone.
- c If you take one of these tablets, you _____ stay awake all night long.
- d You _____ overtake here. There's a broken line.
- e When you come of age, you _____ see adult films.
- f If dogs _____ there, I would have taken mine with me.
- g If you _____ bring your pet here, everybody would do so.
- h '_____ I stand up, sir?' – 'No, you _____. The class isn't over yet.'
- i You (not) _____ look girls up and down like this!
- j You (not) _____ come around tonight! My husband will be at home.
- k If you help me, we _____ build a shack.
- l I _____ give you a hand, if you really needed one!
- m I _____ play only in the park. My mom has told me not to go outside the park.
- n I'd like to _____ sing as well as you do.
- o When I was your age, I _____ dance for hours and hours without getting tired.
- p She _____ win the singing contest last night. In actual fact, she was by far the best singer.
- q He had tried to speak to her many times, but without much success. Two days ago, however, he _____ see her.

- r Pets (not) _____
- s You (not) _____ do such a thing here! Get out!
- t You're not going to _____ take her with you. (permission)
- u Although I knew they _____ escape, I told them not to.
- v '_____ I see Mr Wright, please?' – 'Yes, of course.'
- w If you _____ meet the expenses, I'll see to getting cheap labour.
- x '_____ I go topless, father?' – 'Of course you can't!'
- y If I had enough money to buy the materials needed, I _____ put up a small cottage here. My two sons _____ help me too. We're very handy.
- z When you finish ironing, you _____ watch the telly.

Test 2

- a 'He _____ be a sorcerer.' (possibility) – 'You must be joking! There are no sorcerers nowadays.'
- b 'Where's your mother?' – 'I don't know. She _____ be nattering on about the latest gossip. She loves it.'
- c You (not) _____ mix business with pleasure. (It does not work.)
- d You _____ clear away. You _____ also wash up. Your mother doesn't feel very well, and has just lain down a bit.
- e The weathergirl said that it _____ rain in the south of the country.
- f She _____ quote many Shelley's lines from memory. She loves his poems.
- g This _____ trigger off a revolution.
- h He _____ be poor, but he's happy.
- i We _____ start off tomorrow. (This is not settled yet.)
- j If you like, you _____ leave your message after the beep.

k '_____ I have another steak, please?' – 'Of course you _____.'

l Ted _____ stir up trouble easily, so don't go out with him.

m In my dream, there was a dragon with three heads. It _____ breathe out fire and fly. Nobody _____ kill it, but one day I _____ get rid of it for ever.

n _____ you possibly send me this report immediately, please?

o I was wondering if this _____ be true.

p He said that he _____ offer her a ride in his brand-new car that afternoon.

q 'Passengers (not) _____ smoke until the plane has taken off,' said the stewardess.

r If I won the lottery, I _____ buy a bungalow.

s Who _____ it be at this time? It's nearly midnight.

t Paris _____ be fun at night.

u You _____ buy me a drink! I've run out of money.

v He _____ be wrong. What do you think of the whole matter?

w '_____ he's right?' – 'No, I don't think so.'

x You (not) _____ break in on people like that. It's very impolite.

y My little daughter _____ dance beautifully.

z You _____ go to that concert twice. This time you'll have to stay at home and look after your brother.

Test 3

a 'Yesterday she was very rude to me!'

'You _____ have visited her at the wrong time.' (= It is possible that you visited her at the wrong time.)

'Well, actually, I think she was going to breastfeed her baby.'

- b I _____ have made a terrible blunder, but this does not allow you to treat me like dirt.
- c 'What _____ they be doing now?' – 'I don't know, but they're up to some mischief. Let's go and see what they're doing.'
- d You _____ have brought a file to cut the bars through! (= It was stupid of you not to bring one.)
- e '_____ I have a slice of cake?' – 'Of course you _____.'
- f 'Where's the sergeant?' – 'I don't know. He _____ have been wounded in action.' – 'Or he _____ have been killed in action.' – 'Or he _____ have got lost.' – 'He (not) _____ have got lost. He knows the area like the back of his hand.'
- g You _____ have explained it for the umpteenth time, but I still don't understand.
- h I think you _____ report this incident to the local authorities. (I find it necessary to do this.)
- i A fart (not) _____ smell so bad! It must be a stink bomb.
- j 'This _____ be kept secret. Understand?' – 'Yes, sarge!'
- k If she doesn't come today, you _____ do the ironing. (This is necessary.)
- l You (not) _____ buy us a present. You're going through financial difficulties now.
- m You _____ have reversed the charges! Why didn't you!
- n We _____ buy an answerphone as soon as possible. We (not) _____ do without one.
- o He said that they _____ buy an answering machine as soon as possible, as they (not) _____ do without one.
- p 'Where are my car keys?' – 'You _____ have left them at home.' – 'Or I _____ have lost them.'

- q I (not) _____ decide now: I _____ rethink our plan.
- r I know it's difficult to unwind after all you've been through today, but you _____. It'll make you feel good.
- s 'Excuse me, _____ you direct me to Trafalgar Square?' – 'Certainly, sir!'
- t 'Nobody _____ have seen me committing the murder: I was all alone.
- u You (not) _____ tell me anything if you don't want to.
- v He (not) _____ go to bed early on Saturdays, as he (not) _____ work on Sundays.
- w We (not) _____ go to school yesterday. It was a public holiday.
- x 'I don't want to see you any more!' – 'You (not) _____ be serious! I'm crazy about you. I thought you loved me.'
- y She (not) _____ be working for the CIA! She's my girlfriend!
- z The Sunday before last, they _____ break into the museum and steal some valuable paintings.

Test 4

- a She _____ have been adamant in her refusal, but she is always willing to help.
- b '_____ you clear the dishes away, darling?' – 'Sure!'
- c They _____ have paid him off, otherwise he would have squealed on them to the police.
- d Someone _____ have slept in this bed recently, as it is unmade. We made it the last time we came here.
- e The government (not) _____ undercut spending power. (I am totally against it.)

f ‘_____ you tell me if there is a cashpoint near here?’ – ‘I’m afraid there isn’t one near here.’

g The stable is in ruins. We _____ repair it straight away.

h ‘The FBI knows everything.’ – ‘It (not) _____ have found everything out!’

‘Our telephone _____ have been bugged.’ – ‘Oh, shit!’

i Department stores (not) _____ undercut small shops. I don’t think this is just.

j You _____ grasp the nettle and tell her that you are going out with another girl.

k You (not)_____ panic. There’s nothing to be afraid of. Everything’s under control.

l We (not) _____ afford further delay; we _____ act at once.

m From now on, you _____ work to earn your own living. I think it’s about time you found a job, got married and settled down.

n Only two people _____ enter that place without being seen, namely you two. So you have no choice.

o We _____ rove the country next summer. Everything will depend on the money we _____ get by then.

p You (not) _____ wash your hands of the whole matter. You’re heavily involved in it.

q ‘You (not) _____ have prepared anything for dinner. We’re going out to dinner with the Kings.’ – ‘You _____ have told me earlier!’

r She (not) _____ make anything for lunch, as we were going out to a restaurant.

s ‘_____ I ask Sophie over to my birthday party?’ – ‘Yes, you must, love.’

- t You (not) _____ play with matches, darling. You _____ burn yourself.
- u Guests (not) _____ take the key with them when they go out. It _____ be left at the reception.
- v '_____ they will play a dirty trick on us?' – 'I hope not.'
- w 'You (not) _____ bring this stray dog home, sweetie. It's got fleas all over.' – 'Please, mummy, let me have it.'
- x She (not) _____ study a lot to pass an exam. She's incredibly brainy. As a matter of fact, she's doing two degree courses at the same time.
- y They _____ give him the boot because he was becoming a real problem for them.
- z My finals were very hard, but I _____ pass them.

Test 5

- a 'We _____ arrange a big party on Saturday evening. If so, would you like to come?.' – 'We (not) _____ tell you for sure now, as we _____ go skiing next weekend. If we stay here and you decide to celebrate your party, we would be very pleased to attend.'
- b 'You _____ say grace tonight!' (a suggestion) 'Me! I'm a confirmed atheist!'
- c You _____ learn from your mistakes, otherwise you'll never become a wise person. (a piece of advice)
- d You (not) _____ leave anything unsaid. (= You had better tell us everything.)
- e She (not) _____ have indicated right, or I'd have noticed it.
- f This suit _____ be ironed inside out. (= We advise you to iron this suit inside out.)

- g He father told her that he (not) _____ give her a ride on his shoulders, as they ached terribly.
- h They (not) _____ be telling the truth! They _____ be kidding us!
- i You _____ be right, but if you don't ask you don't get.
- j You (not) _____ play with your catapult. It's very dangerous.
- k I have no money, so I _____ make a reversed-charge call.
- l 'I told her to get out of my way, as I didn't have x-ray vision, and she got angry with me.' – 'You (not) _____ have said that to her.
- m She's very sensitive, you know.' – 'Well, I know, but she was just in front of the television, and I (not) _____ watch anything.' – 'Anyhow, there are many ways to tell people things.' – 'OK! OK! I won't do it again.' – What in heaven's name did you tell them? You _____ have kept your mouth shut!
- n They _____ only do two things, viz wait or continue. They agreed to take the second alternative.
- o He _____ be here in no time at all. He just went round the corner.
- p He said that they (not) _____ have nicked my scooter, since they had been with him the whole afternoon.
- q If you have no head for heights, you (not) _____ go climbing tomorrow.
- r Why _____ I help you? You've never done anything for me.
- s You (not) _____ overtake now. There's an unbroken line.
- t I reckon you've gone too far. You (not) _____ have shouted at me.
- u '_____ we shack up or get married?' – 'Well, this is up to you.'
- v You (not) _____ pay me back now. You _____ do it tomorrow.

w '_____ I go to school today, mum? I'm not feeling very well.' –
'No, you needn't, darling.'

x We _____ go jogging every morning, but we always get up late; so
we don't have time to do it.'

y There _____ be mice in the outbuilding. Some corn-cobs have
been nibbled.

z You (not) _____ invest in that firm, as your account would be
overdrawn by ten thousand pounds.

Test 6

a You _____ look on the bright side of things. (a piece of advice)

b The weather forecaster said this morning that it _____ snow in
some northern parts of the country.

c 'Where's he?' – 'He _____ have slunk away when we were not
looking! Let's go and look for him.' – 'I guess you're right!'

d Now you (not) _____ unsay what you have just said. A deal is a deal.

e 'I _____ take a laxative, as I've got awful constipation.' – 'It's not
surprising that you _____ be constipated, you never eat fibre or fruit.'

f _____ I put the rubbish bin out now, mum? I'm finishing my
homework. (not) _____ I do it later?

g You _____ do as your heart tells you. (a bit of advice)

h 'We've brought a tray of cakes.' – 'You _____ have brought
anything. We bought plenty of sweets this morning, but thanks anyway.'

i You _____ do it this way. (This is the way I want it.)

j Why _____ it run aground? I think everything will go according to plan.

k It's important that she _____ be kept at bay. She _____ ruin
our plans.

l He didn't go there lest he _____ be discovered.

- m This _____ be subject to some changes. (possibility)
- n You _____ learn this off right away. (= I reckon that it is imperative that you _____ learn this off right away.)
- o ‘Why _____ we start afresh?’ – ‘Because we need to forget everything.’
- p She _____ have been strangled with a scarf. (= There is enough evidence to believe this.)
- q I _____ burn the midnight oil if I want to finish it by tomorrow morning.
- r ‘Your hair’s sticking up. You _____ comb it this minute.’ – ‘Yes, mummy.’
- s She _____ be fortysomething, as I’m forty and she is older than me.
- t You (not) _____ jump the queue. You _____ join it as everybody else.
- u You (not) _____ stroke our neighbour’s cat. It _____ scratch you, as it _____ be vicious at times.
- v It’s ridiculous that you _____ think that I have a love affair with my secretary.
- w The colonel commanded that the fifth company _____ go on manoeuvres.
- x This meat _____ have gone off; it’s giving off a bad smell.
- y He said that he (not) _____ get her out of his mind. (= It was impossible for him to get her out of his mind.)
- z The king directed that the armed forces _____ be put on full alert in case a war _____ break out.

BASIC ENGLISH PUNCTUATION RULES

This guide provides instruction on the basic rules of using a period (full stop), comma, colon, semicolon, question mark and exclamation point.

Period or Full Stop

Use a period to end a complete sentence. A sentence is a group of words containing a subject and predicate. In British English a period is called a 'full stop'.

Examples: He went to Detroit last week.

They are going to visit.

Comma

There are a number of different uses for commas in English. They are used to:

- 1) separate a list of items. This is one of the most common uses of a comma. Notice that a comma is included before the conjunction 'and' which comes before the final element of a list.

Examples: I like reading, listening to music, taking long walks, and visiting with my friends.

They would like books, magazines, DVDs, video cassettes, and other learning materials for their library.

- 2) separate phrases (clauses). This is especially true after a beginning dependent clause or a long prepositional phrase.

Examples: In order to qualify for your certificate, you will need to take the TOEFL exam.

Although he wanted to come, he wasn't able to attend the course.

- 3) separate two independent clauses that are connected by a conjunction such as 'but'.

Examples: They wanted to purchase a new car, but their financial situation would not allow it.

I'd really enjoy seeing a film this evening, and I'd like to go out for a drink.

- 4) Introduce a direct quote (as opposed to indirect speech i.e. He said he wanted to come ...).

Examples: The boy said, "My father is often away during the week on business trips."

His doctor replied, "If you don't stop smoking, you run the risk of a heart attack."

- 5) Separate appositives (a noun, or noun phrase) or non-defining relative clauses.

Examples: Bill Gates, the richest man in the world, comes from Seattle.

My only sister, who is a fantastic tennis player, is in great shape.

Question Mark

The question mark is used at the end of a question.

Examples: Where do you live?

How long have they been studying?

Exclamation Point

The exclamation point is used at the end of a sentence to indicate great surprise. It is also used for emphasis when making a point.

Examples: That ride was fantastic!

I can't believe he is going to marry her!

Semicolon

There are two uses for a semicolon:

- 1) To separate two independent clauses. One or both of the clauses are short and the ideas expressed are usually very similar.

Examples: He loves studying; He can't get enough of school.

What an incredible situation; it must make you nervous.

- 2) To separate groups of words that are themselves separated by commas.

Examples: I took a holiday and played golf, which I love; read a lot, which I needed to do; and slept late, which I hadn't done for quite a while.

They plan to study German, for their travels; chemistry, for their work; and literature, for their own enjoyment.

Colon

A colon can be used for two purposes:

- 1) To provide additional details and explanation.

Examples: He had many reasons for joining the club: to get in shape, to make new friends, to lose some weight, and to get out of the house.

She gave notice for the following reasons: bad pay, horrible hours, poor relations with colleagues, and her boss.

- 2) To introduce a direct quote (a comma can also be used in this situation).

Examples: He announced to his friends: "I'm getting married!"

She cried out: "I never want to see you again!"

SENTENCE TRANSFORMATION

Exercise 203. Rewrite the sentences without changing the meaning. Use 2-5 words in total.

1. They were served by an attractive and quick waitress. (who)

The _____ attractive and quick.

2. The moment I reached the tunnel, I saw a bright light. (just)

I saw a bright light _____ the tunnel.

3. Ted and Robin spent their holiday in a magnificent hotel. (where)

The hotel _____ was magnificent.

4. The floorboards in her summer house are in bad shape and need replacing. (which)

The floorboards in her summer house, _____, need replacing.

5. The electricity won't be reconnected until you pay the bill. (when)

The electricity will be connected _____ the bill.

6. My grandmother bought me a shirt, but the sleeves are too long. (of)

My grandmother bought me a shirt _____ are too long.

7. The speakers left immediately after they finished their speech. (soon)

The speakers left _____ their speech.

8. I hadn't heard from Kate for years and last week I received a letter from her. (who)

Last week I received a letter from Kate _____ from for years.

9. A lot of damage was caused by the storm yesterday. (which)

There was a storm yesterday, _____ a lot of damage.

10. The poet, who has recently had his poems translated into 7 languages, is giving a speech tonight. (whose)

The poet, _____translated into 7 languages, is giving a speech tonight.

11. I finished writing the reports and then I went out with my girlfriend. (until)

I didn't go out with my girlfriend until _____the reports.

12. In 2002 I opened my first shop in Paris. (was)

2002 _____I opened my first shop in Paris.

13. We'll leave any time you're ready. (whenever)

We'll leave _____ready.

14. During a walk in the main square Alex met his friend. (while)

Alex met his friend _____in the main square.

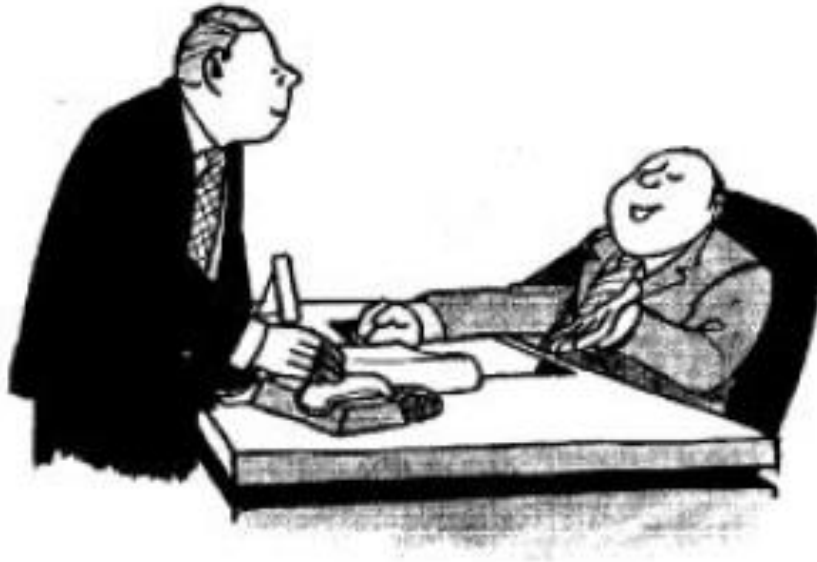
15. I met a very qualified assistant manager last week. (whom)

The assistant manager _____last week was very qualified.

AVOIDING MISUNDERSTANDING

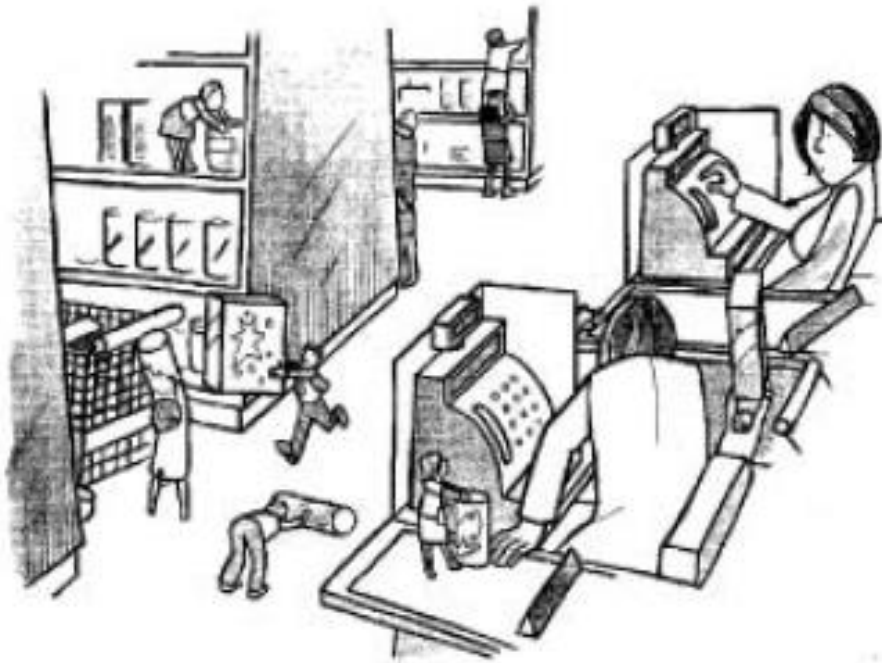
Lesson 1

Try to phone / phoning Michael – he might be at home.



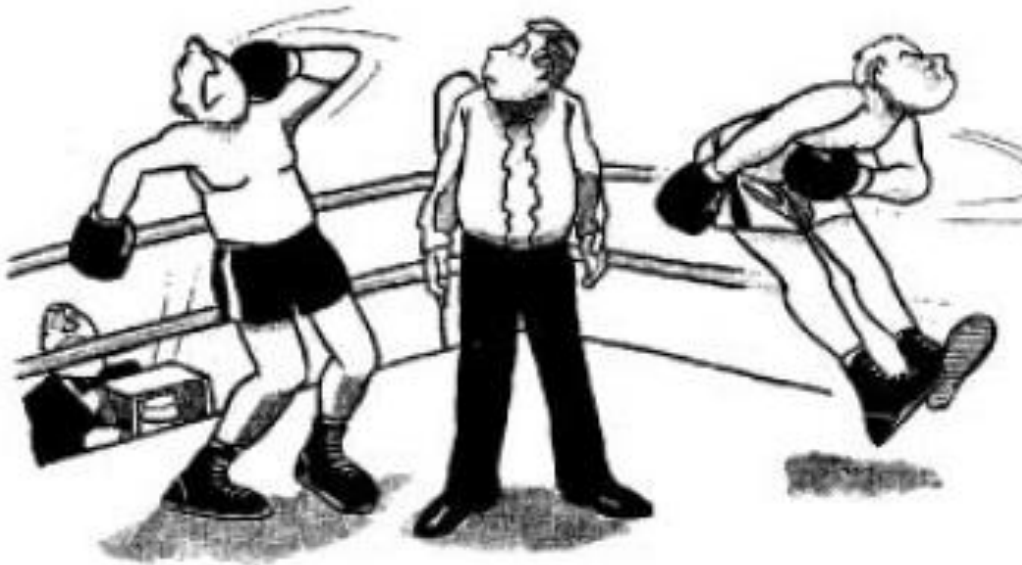
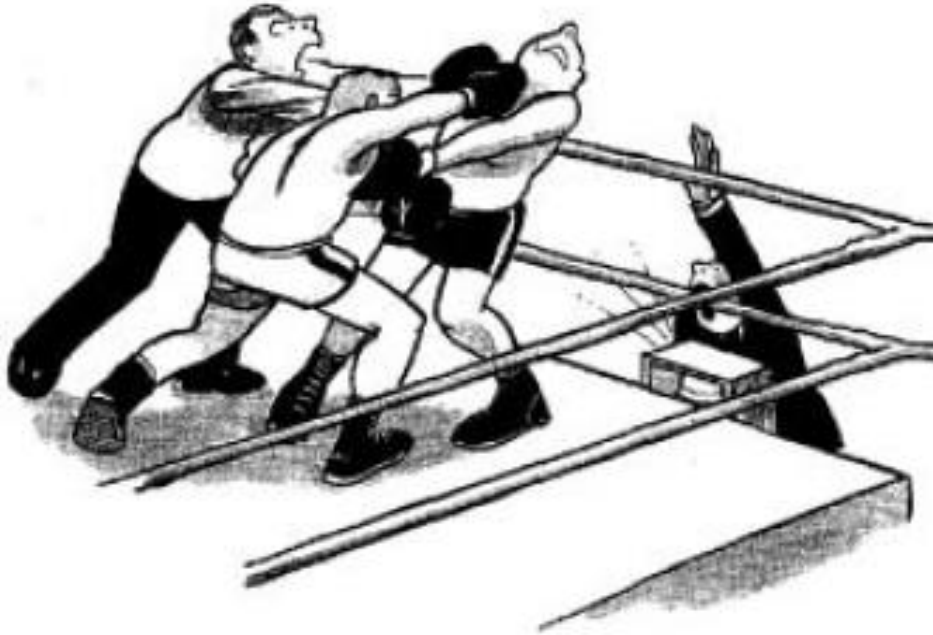
Lesson 2

'There were very little/ few people in the supermarket this morning.



Lesson 3

After the bell rang, the boxers continued hitting themselves / each other.



Lesson 4

Unfortunately the coffee machine is out of use / out of work / out of order.



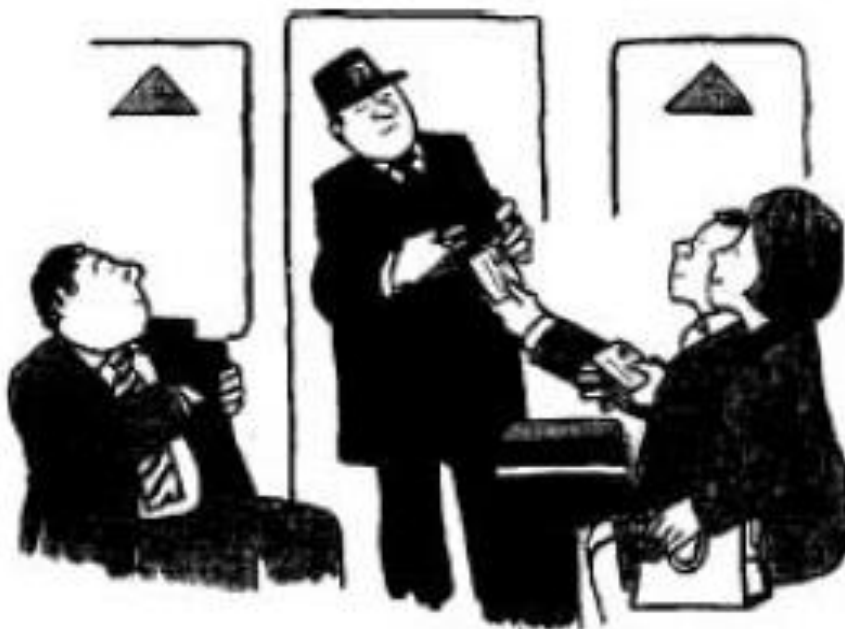
Lesson 5

Three man stole / robbed a bank in North London yesterday.



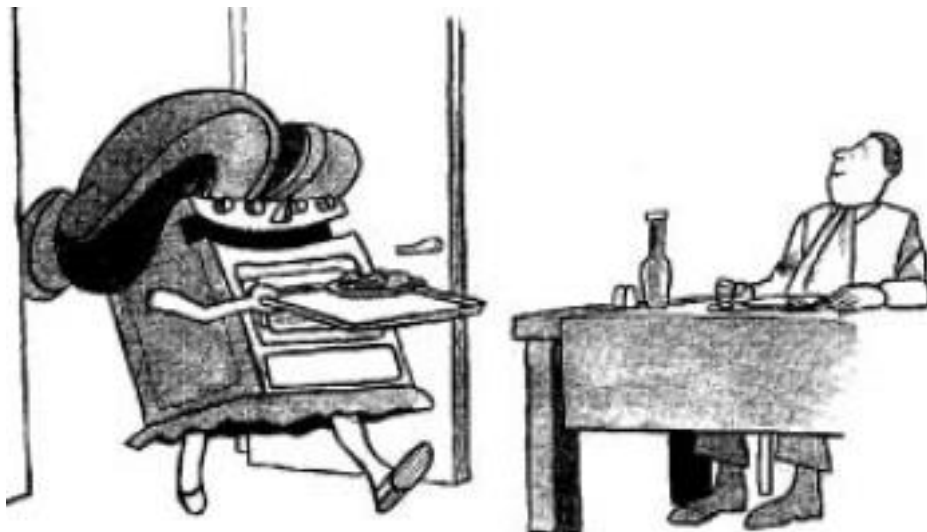
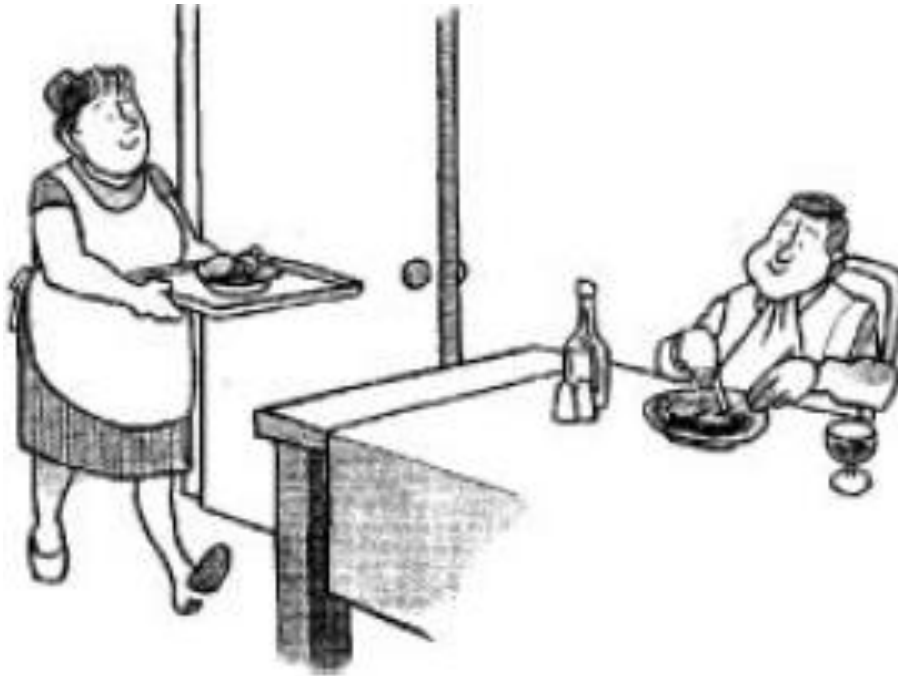
Lesson 6

The ticket inspector came into the compartment and checked / controlled / examined our tickets.



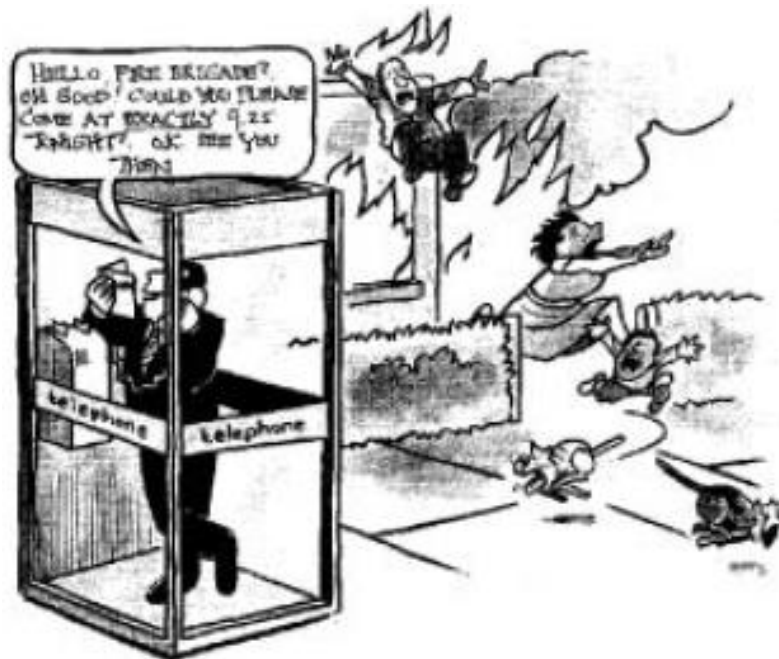
Lesson 7

My landlady is a very good cook / cooker.



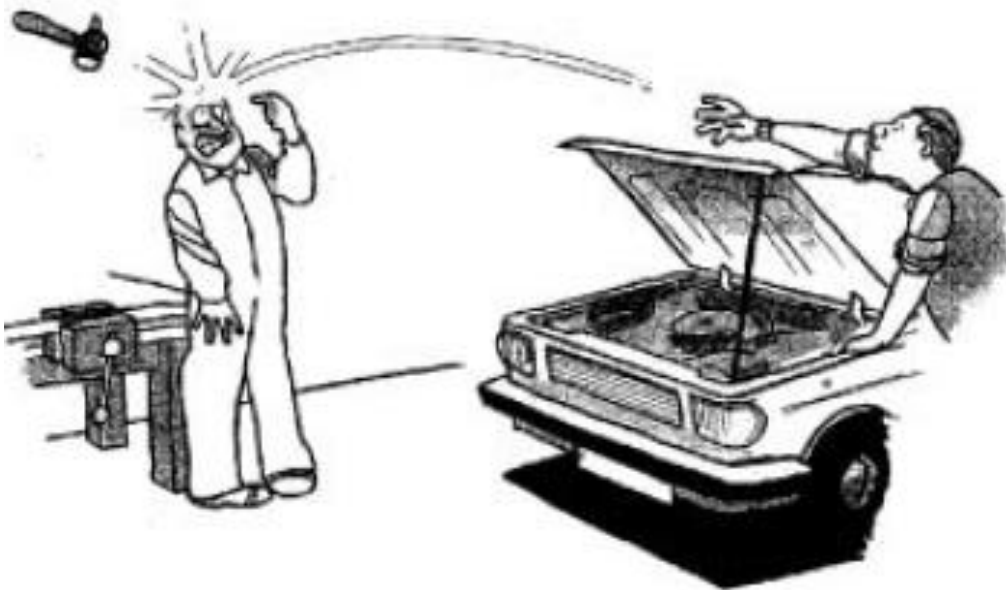
Lesson 8

They hoped the firemen would arrive in time / on time.



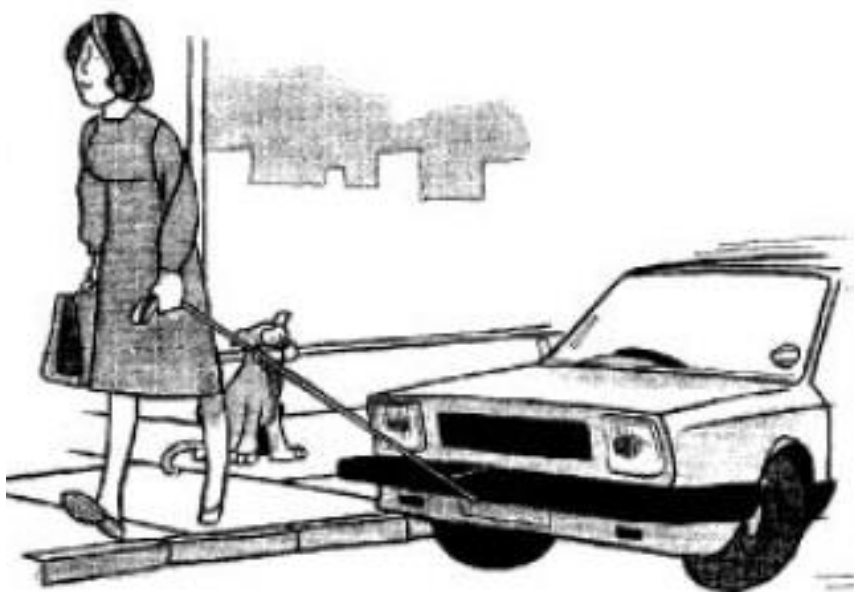
Lesson 9

Nick couldn't reach the hammer, so he asked Bob to throw it at / throw it to him.



Lesson 10

Philippa usually goes to work with / by her car.



PRACTICE

UNIT ONE

Decide whether the following sentences are right or wrong. If a sentence is wrong, correct it.

1. When Jacob realized he was locked out of the house, he tried to knock on the door.
2. If you have a headache, try taking an aspirin.
3. I lost my watch on the beach and three of my friends tried finding it for me.
4. Mick and Sarah often meet themselves in the town centre.
5. Paul and Colin are both good at tennis so they enjoy playing each other.
6. I'm afraid there is very little food in the house.
7. There was a lot of trouble at the football match because there were very little policemen there.
8. Now that we have a drinks machine the coffee lady will be out of work.
9. We had to carry our bags upstairs because the lift was out of work
10. Our telephone is out of order, so you'll have to use the neighbor's.
11. Stuart told me that the Post Office in Edinburgh was stolen last week.
12. The new bank in Geneva is impossible to rob.
13. Sometimes Miss Kavanagh's students were very difficult to control.
14. The man at the US embassy checked our passports and gave us a visa.

15. Every time I arrive in England the customs men control my luggage.
16. Julie doesn't like washing up - she prefers to be the cooker.
17. After Joan has made a big meal John usually has to clean the cooker.
18. The trains in Greece never arrive in time.
19. The hotel bathroom flooded because Vicki didn't turn the taps off on time.
20. If the play starts on time we should be able to get out of the theatre in time to catch the last train home.
21. Harriet took a photograph of Robert throwing the doll at his little sister.
22. Karen was so angry with Keith that she threw her tennis racket to him.
23. Martin saw his brother on the other side of the street and shouted to him.
24. Sue's car is being repaired, so she's going to come with her bicycle.
25. The cinema is very near here, so you don't need to go by your car.

Complete the following text, using one of the words or phrases you have practiced in this unit:

I had decided to go into town (1) car, hoping that it would be easy to find a free parking place. The streets were full of cars, though there seemed to be (2)people in the town center, and so I had to go to a car park. I found the ticket machine, but it was out (3)

I didn't want to leave the car without a ticket because York is full of bared traffic wardens, who (4) all the cars to make sure that the

owners have paid. I think it's probably easier to (5) a bank than park your car without paying! I tried (find) (6) a traffic warden so that I could explain my problem, but of course, you can never find one if you want to! I had very (7) time, so in the end I decided to leave some money on top of the car and hope that no one would (8) it.

It was 2.00 p.m. by now, and I had arranged to meet my friend Alastair in an Indian restaurant at 1.45 p.m., so I hoped he hadn't arrived (9) time. I tried (phone) (10) the restaurant to let him know that I would be late. One of the (11) who worked in the restaurant kitchen answered the phone, but he said he couldn't see anyone in the restaurant who looked like Alastair.

When I got to the restaurant, Alastair wasn't there yet. I was standing next to two men, who were having an argument at the bar. One of them threw his drink (12) the other and I thought they were going to start hitting (13), but the manager came over (14)time to stop them.

As the manager was throwing- them out, I saw Alastair standing in the doorway, looking for me. I shouted (15) him, and once the waiter had brought us our food and drinks, I finally began to relax.

UNIT TWO

Lesson 11

I wish you were / would be taller.



Lesson 12

At work today, my boss told me that I must stop to sleep / sleeping.



Lesson 13

I am very bored / boring in this class.



Lesson 14

Jack had to change trains / the train in Birmingham.



BIRMINGHAM NEW STREET



Lesson 15

My mother spilt coffee on my dress so /so that I had to wear a different one.



Lesson 16

Your plants have grown up / grown a lot since my last visit.



Lesson 17

Parents should educate their children / bring their children up more strictly.



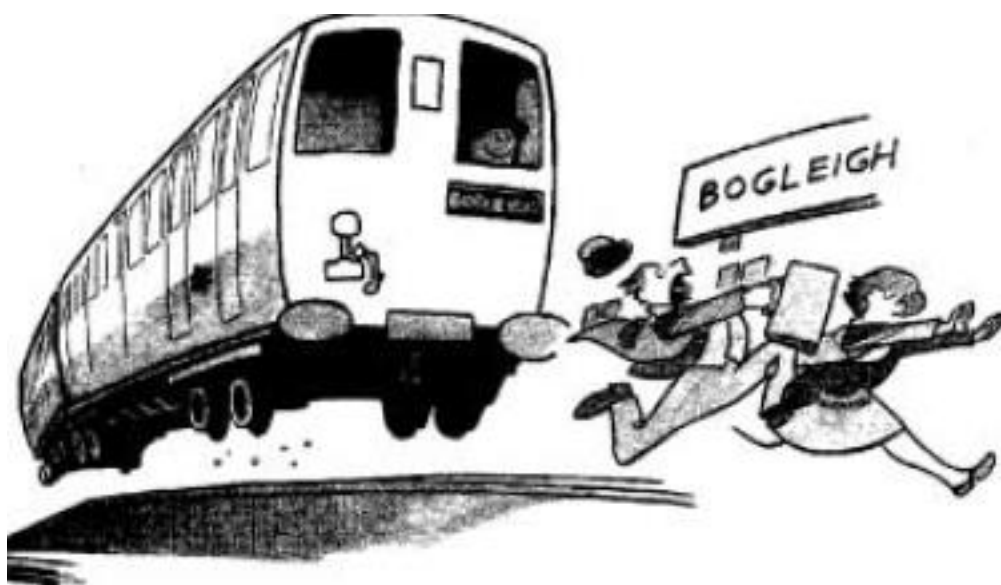
Lesson 18

It's nice to go on holiday and be completely carefree / careless.



Lesson 19

After two hours, the train arrived on / at the platform.



Lesson 20

My uncle Tom died with / of pneumonia.



PRACTICE

UNIT TWO

Decide whether the following sentences are right or wrong. If a sentence is wrong, correct it.

1. Dan wishes Joanna would spend less time in the bathroom
2. Don't you wish I would have blue eyes?
3. Diana's friend wishes she played her music more quietly.
4. I wish I didn't have three brothers.
5. Fiona stopped to smoke three years ago.
6. I saw Amanda when I was walking in the park, but we didn't stop to talk.
7. I don't speak English very well. I stopped to learn it when I was fifteen.
8. Tim left before the film finished because he was boring.
9. I'm very exciting about my new job, because it's never boring.
10. Because Benedict didn't like the view from the balcony, Steve asked if they could change the room.
11. It's cheaper to fly from Paris, but you have to change planes three times.
12. The sun shone for five days so that Katie got very brown.
13. The car ran out of petrol so that we had to walk to the hotel.
14. The hotel was expensive, so Inga decided to find another one
15. My dog has grown up so much he can jump into the next garden now.
16. Clare, you're behaving like a baby - why don't you grow up?

17. The tree you bought is growing very quickly - it will probably have apples on it next year.
18. Christine's children are very well-educated. They never take things without asking.
19. It's not easy for both parents to work and bring children up.
20. My parents educated me very well and I went to a very good school.
21. Miles would like to be young and careless again.
22. You speak English very well, but you are too careless with your written work.
23. There were hundreds of people waiting at the platform when the train arrived.
24. The Prime Minister suddenly died with a heart attack.
25. Five people died from their injuries when a bus crashed yesterday.

Complete the following text, using one of the words or phrases you have practiced in this unit:

Richard Rogers wanted to catch the 8.30 train to Reading. Unfortunately his alarm clock didn't work, (1) he had to catch the 9.15 train. Now he was standing (2) the platform at Reading station, where he had to change (3)The train was already twenty minutes late.

'I wish the train (come) (4)he said to himself. At last the train stopped (5) the platform and he found a seat. Unfortunately he was sitting next to some very badly behaved children, who were making a

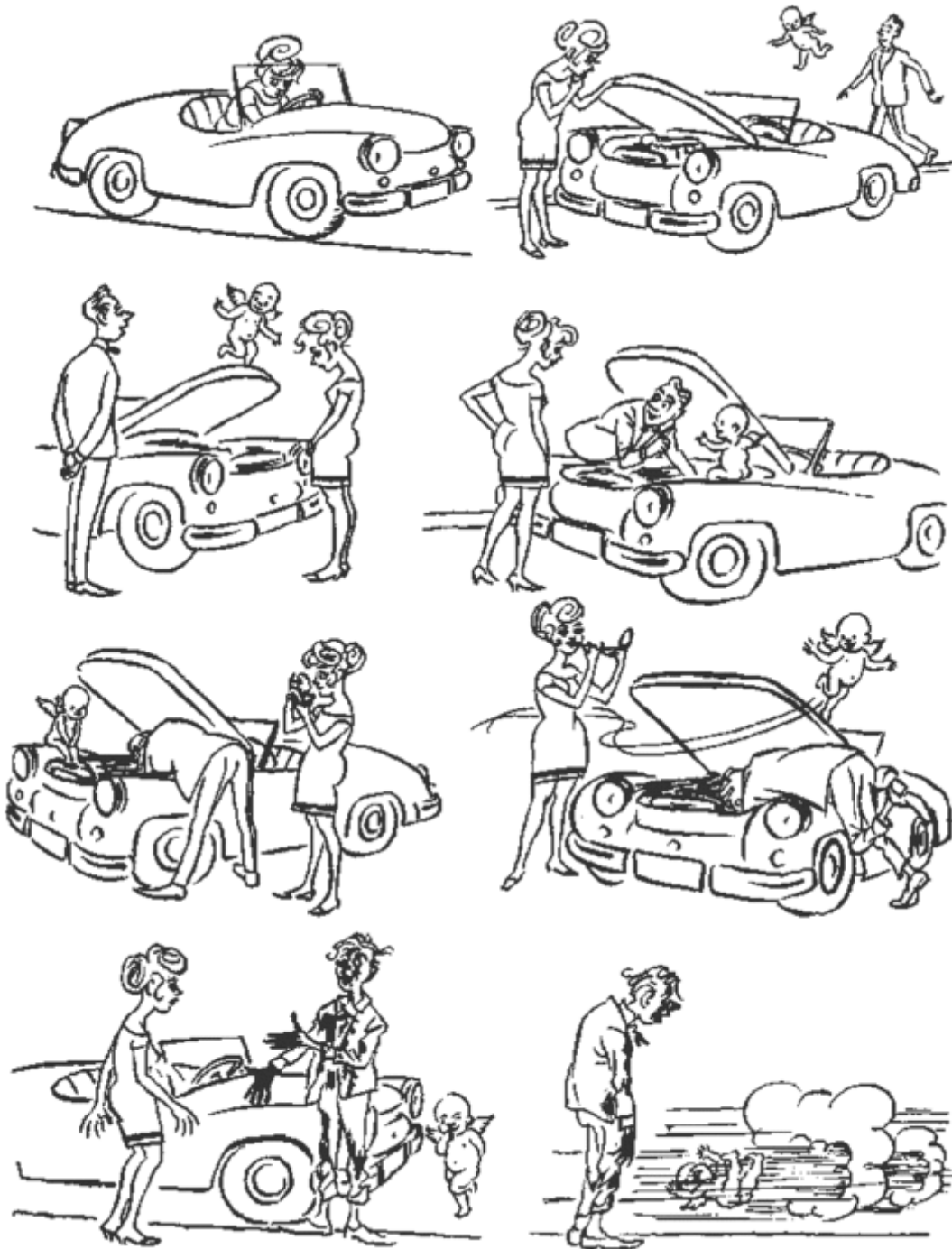
lot of noise. Their parents kept telling them to be quiet, but they wouldn't stop (shout) (6)and (hit) (7) each other.

'When I have children I'll (8) them quite strictly,' Richard thought. His father had died (9)a heart attack when Richard was six, but his mother had been very firm with him as a child, and he had (10) to become a man who liked discipline and hard work.

'I wish Gatwick Airport (I I) closer to London,' he thought, as the train stopped (let) (12) more people on at another station. At last he arrived at Gatwick, and was soon waiting to get on the plane to Italy. He bought a book from the bookshop (13)he would have something to read if the plane was late taking off. When he was younger he used to find flying exciting, but because he often flew on business now, he usually felt very (14)on airplanes. But he was already looking forward to forgetting all about work, eating good Italian food, lying on the beach, and feeling completely (15)

HERLUF BIDSTRUP'S CARTOONS

Picture 1



Институт красоты



DZIVOKLIS
КВАРТИРА
WOHNUNG



Picture 4

LIPSCZE SMIEKLI
SAIPIAAA CMEXA
BREITENWIRKUNG



MĀJAS TIRĀNS
ДОМАШНИЙ ТИРАН
HAUSTYRANN



Picture 6

VASARNIEKU VĒSI
ДАЧНЫЕ ГОСТИ
IDYLLE



51

4*

PLATMALE
ШЛЯПА
HUT



SALA VECTĒVA ZIEMSVETKI
 РОЖДЕСТВО ДЕДА МОРОЗА
 WEIHNACHTEN DES WEIHNACHTSMANNES

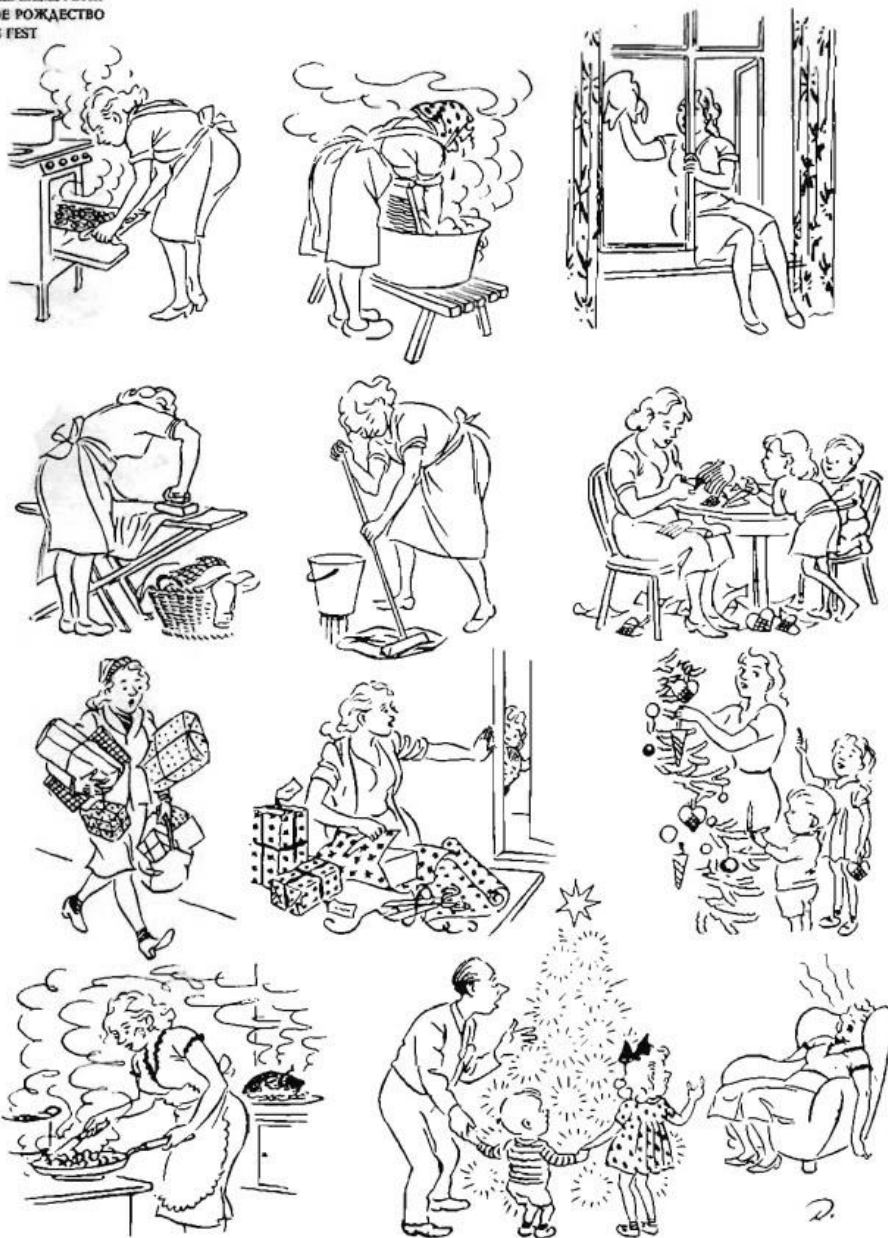


Picture 9



Picture 10

PRIECĪGIE ZIEMSVĒTKI
 ВЕСЕЛОЕ РОЖДЕСТВО
 FROHES FEST



53

Picture 11

STARPIVA
РАЗНИЦА
UNTERSCHIED



Picture 12



Picture 13



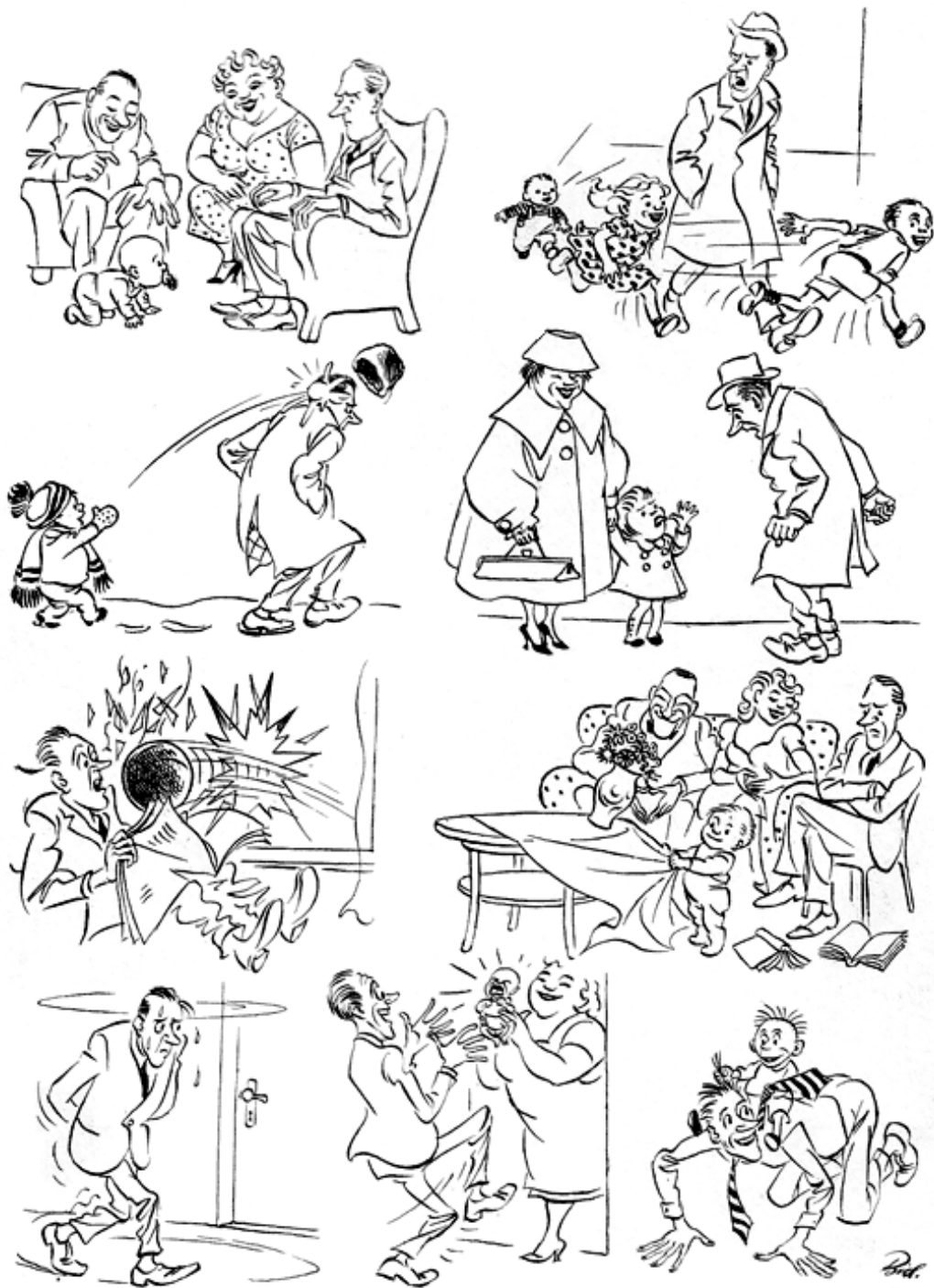
Picture 14



Picture 15



Picture 16



QUESTIONS TO DISCUSS

YES/NO QUESTIONS

1. Do you believe in horoscopes?
2. Do you believe in a God who rewards good and punishes wrong-doing?
3. Do you think we should be tougher on crime?
4. Do you think we should maintain our traditions or make way for change?
5. Do you think the Government should act to curb the power of media barons....?
6. Do you think everybody should be trained to use computers?
7. Do you think that public sector workers such as teachers, doctors, nurses and fire fighters should be allowed to strike?
8. Do you think that the young have anything to learn from the elderly and vice versa?
9. Would you consider sending your child to a grammar school?
10. Would you ever consider taking out private health insurance?

NEGATIVE YES/NO QUESTIONS

1. How about boarding schools? Don't they teach children how to live together?
2. Don't you think it's better to stay single?

OR QUESTIONS

1. Are you for or against self-sufficiency?
2. Would you prefer your child to be educated privately or by the state?
3. Would you rather go to a mixed or single-sex school?

4. Which should be the official world language - English or Esperanto?

WH Questions

1. What do you think of fox hunting?
2. What do you think of British food?
3. What do you think of package holidays?
4. What do you think is the problem between the English and the Americans?
5. What do you think are the causes of the increase in violence in our society?
6. What are the advantages and disadvantages of getting married?

ALTERNATIVE BELIEFS

1. Do you think there is intelligent life on other planets?
2. Some people claim to have seen UFOs (Unidentified Flying Objects) such as flying saucers. Do you believe them?
3. What is your opinion of people who say that they can communicate with spirits? Have you ever taken part in a séance?
4. Do you know anybody with psychic powers or extra sensory perception?
5. Do you believe in telepathy? Is there another person in the world, who you have a special understanding with?
6. Would you ever visit an astrologer for a forecast of how your life will run in the future?
7. What does your star sign tell you about your personality and your compatibility with other people?
8. Do you believe in other forms of fortune-telling such as
 - palmistry?

- tarot cards?
- reading teacups?

ANIMAL RIGHTS

1. Many vegetarians believe that factory farming is a cruel and unnecessary practice and that our diets would be healthier if we ate less meat. Do you agree?
1. Animal rights protesters argue that the export of live animals for slaughter is uncivilized and should be prohibited under international law. Do you agree?
2. "Keeping animals in zoos and circuses to entertain human-beings is selfish and inhumane." Do you agree?
3. Bullfighting, fox-hunting and whale-hunting are part of some countries' traditions. Do you think that Spain, England and Japan have a right to continue these traditions?
4. "The British spend far too much money on household pets. They would do better to have fewer cats and dogs and to use the money to help poor and hungry people." What do you think?
5. Would you ever wear a fur coat?

WORK

1. What ratio of work to leisure would be your ideal? Answer using percentages.
2. Are the people in your country famous for working hard or for having a good social life?
3. What jobs would you most and least like to do?
4. What jobs have you done in your life and what did you like and dislike about them?

5. Which age-groups are worst affected by unemployment in your country?
6. Should people who have never worked before be entitled to unemployment benefit?
7. What are the causes of unemployment and how is the problem solved in your country?
8. Do women in your country have equality of job opportunities? Are they paid as well as men?
9. Are there many migrant workers in your country? If so, what kind of jobs do they do? What are their working conditions like?
10. Do people leave your country to find work in other countries? Where do they go?
11. What sort of jobs do they get? Are they made welcome?
12. Do workers in your country pay a lot of income tax to the government?
13. Do people with large salaries pay a much higher rate of tax than other workers? Do you think they should?
14. Do you think that every worker should have the right to join a Trade Union?
15. Do you think that every worker, (including doctors, nurses, teachers, the police, ambulance crews and fire fighters), should have the right to go on strike?

THE ARTS

1. Do you think that the tax payer should have to support the Arts?
2. For example, why should a football fan have to pay for opera?
3. Does your country have any well-known artists who are famous for cinema, theatre, literature, ballet, opera, classical music or painting?

4. What are your "top three" art forms from the above list?
5. Explain the reasons for your order of preference.
6. In what ways were you encouraged appreciating the Arts at home and at school? What jobs in the Arts world would be suitable for you?
7. Give the names of your favourite novel, author, play, dramatist, film, film director, musical composition, composer, painting and painter.
8. Why do you like them?
9. Which country would you visit to appreciate the Arts?
10. What would you plan to see?
11. Do you think there should be greater or less censorship of the Arts in your country?

CRIME & PUNISHMENT

1. Should the death penalty exist as a punishment for murder or terrorism?
2. Should the main purpose of prison be punishment or rehabilitation?
3. What is the best way to deal with juvenile crime such as
 - joy-riding?
 - vandalism?
 - graffiti?
4. Is it ever right for political activists to break the law?
5. How strict should the law be with people who drink and drive?
6. Which is the more serious problem in your country - tax evasion or social security fraud?
7. Should the police have the right to stop and search you in the street without a warrant?

8. Should the law respect the rights of homeless people to squat in unoccupied property or shop doorways?
9. Should smoking cannabis be a criminal offence?

CULTURAL DIFFERENCES

1. "Cultural differences cause problems. It is better for people to stay in their own countries rather than to migrate to other ones." Do you agree?
2. Would you prefer to live in a monoculture or a multi-racial society? Why?
3. "It is better to study major international languages like English rather than to spend time on minority languages for the sake of regional identity." Do you agree?
4. "Governments should give regions in their countries more autonomy so that they can protect and enjoy their own cultures rather than serving the centralized policies of the capital city." Do you agree?
5. Is it better to marry someone of the same cultural background?
6. "Religion as a school subject should include all the major world religions - not only the majority religion in the country concerned."
7. Do you agree?
8. How do you think "British Culture" differs from "N. American Culture"?
9. How do these cultures differ from the culture of your own country?

ECONOMICS

1. "Low tax, Laissez-Faire, economies are better than ones with large public sectors." Do you agree?
2. "It is better to be within large economic unions like the European Community rather than outside them." Do you agree?
3. "Governments should legislate to prevent monopolies becoming too powerful." Do you agree?
4. "Free trade policies are always better than protectionist ones."
5. "Governments should not subsidize enterprises which are unprofitable."
6. "Countries should try to become self-sufficient in food and basic necessities." Do you agree?
7. "Giving financial incentives to companies which locate themselves in underdeveloped regions is a waste of public money. It is better to let them set up where they want to be." Do you agree?
8. "Introducing the minimum wage will encourage foreign investors to take their enterprises elsewhere."

EDUCATION

1. Would you prefer to send your child to a mixed or single sex school?
2. Is day school always a better alternative to boarding school?
3. Should rich people be permitted to buy educational advantages by sending their children to private schools or should all schools be run by the state?
4. Do you prefer a system where children are put in fast and slow streams or is it better to create mixed ability classes?
5. Should corporal punishment be permitted in schools?
6. Which system do you favour for measuring children's progress – final examinations or continuous assessment?

7. Do the "three Rs" (Reading, Writing and Arithmetic) make up the most important part of the school curriculum?

THE ENVIRONMENT

1. Does the environment belong principally to the human race?
2. Do your consumption habits destroy the habitats of other species?
3. Do you think that developers should be permitted to build big hotels and tourist complexes in the most beautiful places in your country?
4. Should the private motorist be made to pay more heavily through higher road tax, petrol prices, parking fees and motorway tolls?
5. Should cars be banned from city, town and village centres?
6. Are you for or against nuclear power?
7. Does your country need stricter laws to punish noisy neighbours or discos which play loud music late at night?
8. Are your country's seas, rivers and / or lakes clean to swim in?
9. What government and private campaigns are there in your country to protect and improve the environment? Are these campaigns motivated by concern for the lives and habitats of species other than our own?

FASHION

1. Have you ever bought something because it was fashionable? If so, what?
2. Does the fashion industry exist mainly to persuade people to spend money on things they do not really need?
3. Is fashion selfish in a world where many people have not got what they need?
4. Do you think fashion models should be used to sell products such as cars?

5. Some fashion models refuse to advertise products involving animal cruelty such as cosmetics and fur coats. Would you buy such products?
6. Would you like to be a fashion model if you were offered the opportunity?
7. Is your country famous for any fashion products? Which ones? How are they marketed?
8. Which countries have the best and worst fashions in clothes?
9. Which products advertised on TV in Britain/USA/Australia and in your country represent (a) women's fashion (b) men's fashion?

FOOD

1. "The government should make it more expensive for farmers to use pesticides and more profitable for them to grow organic food."
2. Which age-group in your country eats most fast and convenience food?
3. What could be done to encourage these people to eat more fresh food?
4. Should the law limit the number of fast food restaurants in our towns?
5. Should suppliers be permitted to irradiate fruit and vegetables to make them stay greener for longer on the shop shelves?
6. Do you think you can get all the nourishment you need from a vegetarian diet? Would you be happy to eat a vegetarian diet for a week?
7. The Hay diet encourages you to separate protein from carbohydrate, while the Chinese "Ying & Yang" diet encourages balanced eating.
8. Can you describe any special diets which are followed in your country?

9. Should countries try to grow all their own food or is it better to depend on trade to meet your food needs?
10. Many people in Britain eat too much sugar, butter and salt. How healthy are eating habits (a) generally in your country (b) in your own family?
11. Are you for or against genetically modified food?

HEALTH

1. "Governments should provide a first class National Health Service for everybody so that nobody would want to pay for private treatment."
2. "Most nurses are overworked and underpaid." Do you agree?
3. "People who have damaged their health through smoking or drinking should be at the back of the queue for expensive treatments."
4. Do people have the right to smoke when children in the same house or colleagues in the same office have to inhale the smoke?
5. "Everybody should be compulsorily tested for HIV to allow the authorities to monitor and counter the spread of AIDS."
6. "Alternative therapies should be recognised and licenced under the NHS to include (a) acupuncture (b) homeopathy (c) aromatherapy & massage (d) meditation (e) yoga (f) hypnosis and (g) faith healing."
7. "Western doctors prescribe drugs and medicines too freely since they do not have time to treat patients as individuals." Do you agree?
8. Do you think other systems such as Chinese Medicine are any better?

HOLIDAYS

1. Do you prefer to book holidays through travel agents or to make your own arrangements? Describe your best and worst holidays?
2. What are the advantages and disadvantages of TWO of the following forms of holiday accommodation:
 - a. five star hotel
 - b. budget hotel
 - c. guest house
 - d. bed & breakfast
 - e. self-catering villa
 - f. farmyard cottage
 - g. ocean liner
 - h. student family
 - i. youth hostel
 - j. caravan
 - k. tent
 - l. canal boat ?
3. Which form of accommodation did you have on your last holiday?
4. Were you satisfied with it?
5. Which form of accommodation would you prefer for your next holiday and how many people would you like to accompany you?
6. What are your favourite holiday activities?
7. Has your country been spoilt by tourist developments?
8. A friend wants to get to know your country and is planning a tour.
9. What advice would you give about places to visit, travel, accommodation, eating out, shopping, sightseeing, things to bring and souvenirs to buy?

1. Describe "the good language learner" according to the following criteria:
 - woman or man
 - old or young
 - extrovert or introvert
 - other characteristics
 - habits
 - abilities (including study skills)
 - motivation and interests
2. In what ways are you a good or bad language learner?
3. How many languages can you speak and how well can you speak them?
4. "Fluency in a language is more important than accuracy". Do you agree?
5. Are you satisfied with the way languages are taught in your country?
6. Do tourists often try to speak your language when they visit your country?
7. "Every child should learn to speak a second language." Do you agree?
8. Which should be the official world language - English or Esperanto?

MALE & FEMALE ROLES

1. Belinda Brooks-Gordon, a university psychologist, has done research showing that men in a top international company categorise women into five groups:
 - Babes (young and attractive women with little professional credibility)
 - Mums (considered unattractive and ignored by male traders)
 - Lesbians (feminists)
 - Dragons (women considered old or unattractive, rudely treated)

- One-of-the-boys (women who behave like men - only they progress)
2. In your country, do women have equal opportunities in the work-place, for example:
 - the same pay and promotion opportunities as men? Are they categorised?
 - Is it easy for women to continue their careers after taking time off work to start a family? Do companies provide crèches or nurseries?
 3. Do parents and teachers in your country encourage girls and boys to grow up differently? Do they play with the same toys? Do they receive the same education at school and university?
 4. Do you think women and men should perform the same or different roles? Are men usually the bread-winners and women usually the home-makers in your country?
 5. Are there any "women's or men's rights" groups in your country?

MARRIAGE

1. Are you for or against trial marriages i.e. living together outside marriage to test your compatibility?
2. Do you think that marriage should be for life? Should divorce be made easier or more difficult?
3. Why do you think that the divorce rate has become so high in Britain and many other countries?
4. Is it better to marry someone of the same educational, social, cultural and racial background?
5. Is it better to marry someone of approximately the same age? Should the man be older than the woman?

6. How important is the religious aspect of marriage to you? Which aspects are more important, if any?
7. Should it be legal to marry more than one partner at the same time?
8. Should it be legal to marry someone of the same sex? Should marriages between gay and lesbian partners be recognised by the church?

THE MEDIA

1. In Britain, tabloid newspapers, which contain mostly gossip and pin-ups of good-looking women and men, sell many more copies than serious newspapers. Do readers in your country have the same interests?
2. Do reporters and photographers respect the private lives of famous people in your country? How much freedom should the press be allowed by law?
3. Is the media in your country mainly owned by a few large monopolies? Should the law allow ownership of several newspapers or TV channels?
4. Is there a bias towards any particular political party or interest group in your country's media?
5. Which would you prefer (a) TV channels without advertising paid for by a licence fee (b) Free TV channels paid for by advertising or (c) Pay-as-you-view TV where you only pay for what you watch?
6. In Britain, there are restrictions on what can be screened on TV before 9 p.m. Do you think that TV programme content should be censored?
7. Should governments act to control the Internet or should it be uncensored?
8. Have you ever used the Internet? What did you use it for?

POLITICAL SYSTEMS

1. Would you prefer to live in:
 - a class-less society, regulated by a democratically elected government or
 - a society with all levels of income and wealth, regulated by the free market including the power of multinational companies?
2. Should important utilities such as water, gas and electricity be under government or private ownership? How is it in your country?
3. Should social services such as schools, hospitals, prisons and social security, be provided mainly from the public purse, or should more be left to the private sector? How is it in your country?
4. Do Trade Unions serve a useful purpose and should every worker have the right to join one?
5. Should political power be limited to people who have been democratically elected? Is Monarchy now out of date?
6. Should political parties and politicians have to publish all their sources of income, including private donations?
7. Should political power be regionalized or centralized?

RELIGION

1. The universe is controlled by a God who rewards good and punishes wrong-doing.
2. True religion is incompatible with war.
3. There is life after death - for example, heaven, hell or reincarnation.
4. The story of Adam and Eve is not to be believed. Darwin's theory of evolution is more credible.

5. It is impossible for the rich to be truly religious. That's why Christians have Lent and Muslims have Ramadham.
6. It is better to have any religion than to be atheist or agnostic.
7. Do people have free will to choose between right or wrong or are our choices determined by hereditary and environmental influences?
8. Are the ten commandments out of date? Which rules do you think are needed for religion or society today?
9. In Western Europe, church attendance has gone down, while in the Arab world religious worship has kept its popularity. Can you explain why?
10. Should women be allowed to become priests?
11. Should divorced men or women be allowed to re-marry in church?

RICH & POOR

1. What kind of aid should the governments of rich countries give to poor countries?
2. "Population control is more important in rich countries than in poor countries since rich babies consume much more of the world's resources than poor ones."
3. "Economic Unions made up of rich countries are a form of protectionism which prevents fair trade with Third World countries."
4. "Economic colonialism where multinational companies provide most of the work opportunities is just as bad as colonialism where poor countries belong to rich ones."
5. "It is right for rich countries to have strict immigration controls to stop people from poorer countries entering them and sharing in their better standard of living."

6. "Immigration should not be limited to people of similar race and culture. We should welcome the opportunity of a truly multi-racial society."
7. "Everybody should be encouraged to do Voluntary Service Overseas (i.e. to live and work in the Third World) so that we can understand the problems of poorer countries and make a contribution to help them."
8. Would you like to be an overseas volunteer in a Third World country? If so, which one and how could you contribute to that country's development?
9. Are the poor because they are poor or because they are lazy?

SCIENCE & TECHNOLOGY

1. "Scientific measures should be standardized throughout the world. We should all use the metric system all of the time."
2. "Science is more important than religion in today's world."
3. What do you think are the main dangers of scientific advances? What laws do you think we need to protect societies from these dangers?
4. Have computers changed society for the better or for the worse?
5. Are you computer literate? Which software applications do you know?
6. Did you have lessons in Science and Technology at school? Were they well taught?
7. Would you prefer your child to study Arts or Science subjects?
8. Do you think Science will (a) end the world (b) save the world or (c) do neither?
9. Are most scientists in your country working on defence assignments or on non-military projects?
10. Which invention would you most like to have invented?
11. Are there more men scientists than women scientists in your country? If so, why?

SOCIETY

1. Should governments use the welfare system to encourage people to live within two parent families?
2. At what age should a son or daughter be permitted to leave home?
3. Should young people be allowed to buy contraceptives as soon as they reach puberty?
4. Should the age of consent be the same for both gays and heterosexuals?
5. Should gays and heterosexuals have the same right to join the armed forces?
6. Should abortion be available to women on demand?
7. Should euthanasia be available to people in great pain who want to die?
8. Is it possible to pass effective laws against racism?
9. Do you believe in a high tax economy (e.g. Sweden) which distributes money to education and health or a low tax economy (e.g. the U.S.A.) where people make private provision for good services?
10. Do you have a vision of a better society? What changes would you make?
11. Do you think genetic engineering should be used to create good citizens?
12. What do you think are the characteristics of a good member of society?

SPORT

1. Which is more important in sport - winning or taking part? Are you a good loser?
2. Should we always try to keep politics out of sport?
3. What are the most important events in the sporting calendar in your country? Which of these events do you enjoy most? Why?

4. In Britain, the big events include the Boat Race, the Grand National & the Derby (horse races), the Five Nations (rugby) the FA Cup Final (football), the Test Match
5. (cricket) and Wimbledon (tennis). Which of these would you like to see? Why?
6. Is it easy to take part in sport in your country? Which sports do you do and how often do you take part?
7. Who are your sporting heroes and heroines? Why do you admire them?
8. Should the Olympic Games be held only in Greece or should they change between different countries? Where would you like to see them held next time?
9. Do you think that boxing is a true sport? Should it be included in the Olympic Games? Should it be made illegal?
10. Which is your favourite sport to watch and what do you think are the qualities of a good team or a true champion in that sport?
11. Do people in your country do enough sport or do they prefer to watch TV and play computer games? How could you encourage lazy people to do more sport?

TRADITIONS

1. Do children in your country learn traditional songs which their grandparents also know? What are these songs about? What instruments are used to play these songs?
2. Does your country have any traditional dances for special ceremonies at different times of the year? Describe the dances and the traditional dance costumes.

3. In Britain, there is a long tradition of playing cricket and tennis in the summer and football and rugby at other times of the year. What are the traditional sports in your country? Is your country still good at these sports? Describe the traditional clothing.
4. Traditional food in Britain includes roast beef and Yorkshire pudding, fish & chips and haggis while traditional drinks include beer (best bitter) and whisky. What traditional food and drinks do you have in your country?
5. In Britain, when you are invited to a dinner party, it is traditional to bring a bottle of wine and flowers or chocolates for the hostess. It is normal to arrive on time, but not too early. What happens in your country?
6. London businessmen used to wear grey suits and bowler hats. They also carried umbrellas and read The Times newspaper. What is the traditional image of business people in your capital city?
7. In very traditional British schools, the pupils stand up when the teacher enters the room. Teachers used to wear square black hats and long black gowns. It is also traditional to have school assemblies before morning lessons and to sing a special school song at the end of term. Do schools in your country have similar traditions?
8. In the British calendar, the traditional ceremonies include Hogmanay (the Scottish New Year), pancake day in February, dancing on 1st May and bonfire night in November when we burn an effigy of the man who tried to blow up Parliament. When are the traditional ceremonies in your country and what happens?
9. Describe a traditional wedding ceremony in your country.
10. Describe the traditions relating to your country's Royal Family, Centre of Government or System of Justice.

TRANSPORT

1. Which is your favourite means of private transport?
2. Do you drive a car? When did you learn to drive? What make of car do you drive?
3. What skills do you need to practise to pass the driving test in your country?
1. Did you pass your test first time? What do you find most difficult about driving?
4. Which is your favourite kind of public transport – buses or trains? ships or planes?
5. How do you usually travel to work or college in your country?
6. How did you get from your home in your country to your host mother's house?
7. Are you in favour of more road building to create more space for the private motorist in your country?
8. Do you think that more cycle lanes are needed in your own town or city? What would be some of the problems in providing more facilities for cyclists?
9. Do you think that more freight should be sent by rail? Why are companies
2. reluctant to send their goods this way? What needs to be done to change their minds?
10. What transport do you think we'll be using in 50 years time?

TRAVEL

1. How many countries have you visited and which is your favourite country apart from your own? Explain why?

2. Would you like to live permanently in another country? Why or why not?
3. Which is the longest journey you have ever made? How did you travel? What events do you remember on the way?
4. Which is your favourite journey for beautiful scenery? Describe what there is to see.
5. Which capital city is your favourite? How do you like to spend your time there?
6. Do you enjoy touring - travelling from place to place? Describe one of your itineraries?
7. Do you suffer from travel sickness or anxiety in cars boats or planes?
8. If so, what do you do to overcome these problems?
9. Do you buy travel insurance before going to visit other countries?
10. What worries would make you take out insurance?
11. Imagine you are an explorer and have the opportunity to make a big journey. Which continent would you visit? Where would you go? What would you hope to see?
12. Is organised travel the best way of learning about the world?

VIOLENCE

1. "There should be strict censorship of films and news bulletins on television to prevent children from copying violent incidents." Do you agree?
2. "Children's cartoons such as Tom & Jerry and Popeye teach children the wrong lessons." Do you agree?
3. "Television cameras should not record crowd disturbances during sporting events such as football matches." What do you think?

4. "Combat sports such as boxing where the aim is to injure your opponent should be banned and should certainly not be part of the Olympic Games." Do you agree?
5. "Products such as pornographic videos and rap music which give expression to violence against women should be withdrawn from sale." Do you agree?
6. "In most countries, military training which prepares people for violence against an enemy, should be replaced by schemes to serve the community." Do you agree?
7. "Nobody should be permitted to own a hand gun for a hobby." What do you think?
8. "Combat knives should be made illegal." Do you agree?
9. "Parents should not buy toy guns or war toys for their children." Do you agree?
10. "Corporal punishment should not be used either at school or in the home." Do you agree?

YOUTH & OLD AGE

1. Are young people generally more selfish than their parents and grandparents?
2. Should adults try to teach young people lessons, such as the dangers of drinking too much, taking drugs or contracting the HIV virus, or should they leave them alone to find out about these things themselves?
3. What do you think is the best age to be? Explain your opinion.
4. Most countries give young people rights as they reach a certain age. For example, British people can legally make

5. love or fight for their country at the age of 16; they can drink, vote and drive a car when they are 18.
6. Does your country have similar laws? Do you think that any of the age limits need changing?
7. Should young people have to do some form of military or community service by law?
8. Should people of between 60 and 65 be obliged to retire from their jobs in order to make way for younger workers?
9. Are there many things that the old can teach the young or are they hopelessly out of touch by the time they reach a certain age?
10. In most countries, compulsory education is targeted at 5 - 16 year olds. Would it be better to offer it to pensioners who want to learn rather than young people who prefer not to be in school?
11. In Russia, China and many other countries, there is a tradition of choosing leaders who are advanced in years. Do you think that older people make better leaders?
12. Many elderly people have disabilities which limit their mobility. Do buses, shops and public buildings in your country provide easy access for the disabled or are your towns and cities designed mainly for the young and able-bodied?
13. Should the elderly be expected to pay for residential care out of their own savings or should appropriate accommodation and nursing be provided by the tax payer?

APPENDIX

Appendix 1

DEFINITIONS

KEY WORDS

pet	(улюблена) домашня тварина
device	пристрій, пристосування; механізм, апарат, прилад
piece of furniture /clothes/equipment	предмет меблів/одежі/обладнання
part of sth.	частина
tool	інструмент
thing	річ; предмет
substance	речовина
situation	ситуація
gas	газ
building	будівля
feeling	почуття
person (woman/man)	особа
sound	звук
surface	поверхня
type/kind/sort of sth.	тип, сорт, клас, різновид, вид
the way (we do sth.)	спосіб дії; метод, спосіб
level	рівень
insect	комаха
vehicle	автотранспортний засіб
system	система

weapon	зброя
series of sth.	серія
space	простір, проміжок, інтервал;
rate	рівень, ступінь
unit for sth.	одиниця
liquid	рідина
container	ємність; (<u>будь-яка</u>) посудина, або коробка

Can you add any more key words?

VERB TENSE INDICATORS

SIMPLE			CONTINUOUS		
PAST	PRESENT	FUTURE	PAST	PRESENT	FUTURE
yesterday 2 minutes/a week... ago in 1995 the other day last Friday / year... the previous day/night...	always, every day/week/year never normally often seldom rarely sometimes usually from time to time	in a year / in a week... next Monday / month... tomorrow	when I came while as long as at 5 o'clock yesterday from 3 to 5 o'clock yesterday the whole day yesterday	at the moment just now right now Listen! Look! now	when I come at 5 o'clock tomorrow from 3 to 5 o'clock tomorrow the whole day tomorrow
PERFECT			PERFECT CONTINUOUS		
PAST	PRESENT	FUTURE	PAST	PRESENT	FUTURE
by 5 o'clock yesterday by the time I came	already yet ever never just so far by the moment up to now recently lately	by 5 o'clock tomorrow by the time I come	for 2 hours be the time we came	for 2 hours	for 2 hours be the time we come

USEFUL EXPRESSIONS FOR PRACTICING ENGLISH LANGUAGE

DELAYING STRATEGIES

I can answer that directly

I'll need time to think about that.

That's a very interesting question, because (20)

That's a difficult question to answer, because

To be honest, that's a difficult question, because

That's a very good question. The reality is that

What do you mean by that?

Well, it depends on what you mean.

Well, if you ask me, it all depends on your circumstances

Well....

PRESENTING A NUMBER OF ARGUMENTS

First of all, Britain is unique in its transport history.

Firstly, what do you do about miscarriages of justice?

Well, firstly I'm an agnostic - I don't know whether or not God exists....

Well, firstly we need to take an interest in developing countries instead of just competing with rich countries.

To begin with, most women and men want the right to work.

I'd start by rationing petrol to cut out unnecessary car journeys.

For a start, it would have to be a mixed school and not a boarding establishment.

There're two points here. Firstly, the cost to the environment. Think of all the rain forests. **Secondly**, the advertiser may pay, but the costs are passed on to the consumer.

There are two problems here. Some of these homes are a long way from bus routes. **Moreover**, bus services can disappear altogether when the tourist season comes to an end.

You also have to consider the vast size of the knowledge base available to English speakers - academic research, scientific reports and an infinite number of books and periodicals.

Also, the very act of hosting the World Cup or the Olympics gives a great boost to tourism....

Again, that depends on the alternatives. I prefer the comprehensive system, but I wouldn't want my child to be in mixed ability classes for all subjects.

GIVING YOUR OPINION ABOUT A TOPIC

Expressing a strong opinion

In my opinion, fashion is a complete waste of time, money and resources.

In my view, government money shouldn't be used to support the Arts.

In my reckoning, if we could lock up juvenile criminals, they'd learn that they couldn't get away with it.

I strongly believe in preventing problems before they happen.

I definitely think that countries should be self-sufficient in food and basic necessities.

Don't you think it's better to stay single?

Well, if you ask me, it all depends on your circumstances.

Well, I think everybody should have the right to join a trade union.

Expressing a strong value (It's / They're + value adjective)

It's a nonsense to keep everybody at the same level regardless of their progress.

... their employers don't pay them a living wage. **It's a scandal**, because many pizza parlours, pubs and burger bars are really being subsidized by the Government.

It's perfect for short-outings - boat trips around the islands and visits to show-piece villages such as Sigtuna.

It's wrong to leave hospital patients without doctors and nurses. Likewise, strikes among teachers can severely disrupt the education of our children.

They're ideal for people who really want to relax and live life at a slower pace.

Expressing certainty

According to government statistics, waiting lists are coming down.

Actually, Esperanto is closer to European languages than any others.

In fact, we have some of the top chefs in the world, but only people with a lot of money experience British cooking at its best.

Clearly, a coeducational environment promotes understanding between boys and girls. It's far more natural.

So in what ways are they superior? .. **Well, obviously** in size. Everything's bigger.

People just won't continue to accept editorial lines... **which don't match up** with their experience.

Without doubt, television has a lot to answer for.

There's no doubt that these large monopolies have a great deal of power.

If we let them finance important developments such as digital television,

you can be sure that they'll market technical devices which can only receive their own TV broadcasts.

Well, there's no doubt that a proper understanding of their problems is needed before we can go much further. Surely, there are immediate things like food aid to countries hit by drought or famine

Surely, most of these resorts would have bus services.

Surely, there's more to marriage than having children.

Expressing high probability

I expect that Japan could adapt. It has a highly skilled workforce and a good technological base.

I believe you've been working on a transport policy for Britain.

I doubt whether they could act as an effective deterrent while the detection rate is so low.

I doubt that many other languages can match the size of the English dictionary.

I doubt that this would ever happen. The BBC prides itself on its independence...

There now seems to be a general acceptance that Britain is a multi-racial society.

Expressing fair probability

I guess that many single people have different priorities or else they believe that they'd make unsuitable parents.

I suppose it's all part of your total environment. Scientists don't understand everything, but they often observe links between certain phenomena.

I suppose that if they own these homes, they must be in nice locations.

I don't suppose their grandparents will know what the search commands are.

I think it's probably possible to generalize about what is eaten at main meal-times.

There's probably a good argument for raising income support.

They're **probably** warmer and more friendly, but they're very loud and extrovert to go with it.

I'm beginning to think it would be a good thing if we were shown genocide... if war correspondents showed us what they meant by collateral damage....

AGREEING

Expressing complete agreement

We say one thing and mean another?

Exactly.

You mean, you can't fool all the people all of the time?

Exactly.

You mean it's possible to ignore the Green Party, but you can't ignore their policies when a general consensus of people come to support them?

Exactly.

Once the level of benefit is higher than their take-home pay, why should they do a job?

Precisely, but the answer isn't to remove benefits from those who really need them.

Expressing conditional agreement

I'd agree with you if the purpose of hell was to rehabilitate people back into heaven, but hell is usually associated with torture and damnation.

I'd certainly agree if you're thinking of the World Cup.

DISAGREEING

Expressing complete disagreement

In my opinion, fashion is a complete waste of time, money and resources.

I disagree entirely. The world would be a boring place without change.

In my view, government money shouldn't be used to support the Arts.

I'm afraid I can't agree. Public support for the Arts is the hallmark of a civilized society.

Surely, the technology for all this isn't going to be very user-friendly.

On the contrary. There'll be different levels of user-friendliness for different users.

.... it's impossible to generalize about why people prefer married to single status.

Rubbish! It must be possible to compare living together with someone to living on your own. What about the question of independence?

Using irony to express disagreement

Besides, the production lines are often highly mechanized.

Come off it! Agriculture in the Third World is still fairly labour intensive. Spend more time in Rwanda **and you'll understand** what I mean.

Come on! The films we see on TV don't go that far. At least there's some censorship.

Besides, it's such a cruel way to kill them.

Do you really think so? Once the first dog had caught up with the fox, death is fairly instant.

Dismissing an argument as irrelevant or improbable

I bet you can get traditional Spanish wines and beers!

That isn't the point. I'm talking about soft drinks.

That's highly debatable. Some of the exhibits you see from contemporary artists are no more than tins of baked beans and piles of bricks.

That's highly unlikely. Everybody understands that films and plays contain drama and that the purpose of the news is to report on what's wrong.

Disagreeing diplomatically (through doubt)

The elderly are often confused by modern telephones and automatic switchboards.

I wonder whether that's the case. **Isn't it rather that** they enjoy getting out and about instead of sitting next to a telephone?

What I'm saying is that older people have been there before. They've had the problems and found the solutions.

I'm not sure that it works like that. You see today's young live in a different age.

If the songs are any good, **then surely** they'll survive.

I'm not so sure about that.

Why not?

Well, I'm not sure whether you can really separate language from culture

Disagreeing in part (appeal to logic)

But surely, the canal system is much too slow for industry today.

Not necessarily

By the time you've loaded the goods onto a truck, you **might** as well do the whole journey by road.

That doesn't necessarily follow. A lot of trade is with Europe and before the Channel Tunnel there was a good container industry.

... the advertiser **may** pay, **but** the costs are passed onto the consumer.

That isn't strictly true. If a company can sell in bulk, prices can be brought down.

COUNTERING

Countering directly (through antithesis)

But fox-hunting is part of country life. It's one of our traditions.

But public transport is expensive and inconvenient.

But English has borrowed from the Romans, the Vikings, the Saxons and the French

But freight trains **can't** deliver goods from door to door

But who can say that we will develop into civilized beings? Surely, God has the right to cut his losses!

But why play the gold medalists' national anthems and why wear stars and stripes on your swimming costumes?

But if you worked on a farm and your chickens were killed by foxes, **you'd think differently.**

But if you detect more crimes, **you'll still** need prisons.

But if you followed that line to its logical conclusion, you'd pardon all criminals.

But surely, you can see what you're getting in the holiday brochure.

But surely, if you raise benefits too high, people wouldn't bother to work.

But surely, the canal system is much too slow for industry today.

Countering politely (through agreement followed by antithesis)

Well yes, but if you visit it in June, it's extremely beautiful.

Yes, but a serious astrologer would want to know a person's exact date of birth, not just their star sign.

Yes, but remember that prisons are often schools for criminals.

Yes, but we measure our superiority **in different ways**. Ours is cultural and historical. We believe we're more civilized.

Yes, but it isn't that women don't want to work. For a start, they suffer more discrimination in the work-place.

Yes, but other things happen in the world which aren't violent.

Countering politely (through partial agreement followed by antithesis)

That may be so, but traditional costumes were made to be worn more than once.

That may be true, but then you're inviting political conflict. Who is going to decide whether North American culture is superior to Chinese culture?

That may be so, but for most people the whole point of marriage is to live together and raise a family.

That might have been the case once, but you forget that mega-stars like Pelé and Ali were the products. They could pull crowds and make vast sums of money.

Well, maybe they do, but they've got to learn to live together. **I'm against** all forms of segregation.

You may be right about sport and politics, **but** it can work both ways.

Countering using "well" both to cast doubt and for antithesis

– Think of all the money that's spent in the souvenir shops of these galleries and museums.

– **Well**, you might as well argue that the government should subsidize all shops.

– But under the patients' charter, hospitals are meant to treat you within a certain time.

- **Well**, you know how they get round that one. They make you wait for months before they put you on the waiting list.
- Nobody has to suffer. Everybody is free to choose between right and wrong.
- **Well**, that depends on whether we really have free will.

Countering using "after all" "at least" "even so" both for concession and antithesis

Why shouldn't they? If they're any good, then surely they'll survive.

After all, these songs have been handed down for generations.

What if the employers decide to introduce new working practices? **After all**, things can't remain the same for ever.

The films we see on TV don't go that far. **At least** there's some censorship.

But at least it's culture free. With Esperanto as the world language, no country would be accused of exporting both its language and its culture.

Well, **even so**, why should the exact positions of the Sun, Moon and other planets on your date of birth have any connection whatsoever with your personality and the future course of your life?

Even so, not all Third World countries are food producers. The hamburger farms of those that are, make very wasteful use of the land and the profits go mainly to foreign investors

Countering using the Negative Yes/No Question

Then some people will be out of a job - they could be either women or men. **Aren't they** more often women?

I wonder whether that's the case. Isn't it rather that they enjoy getting out and about instead of sitting next to a telephone? Don't you think they're

right to be suspicious of technology which is turning us all into screen-gazers and zombies?

Well, it may not be owned, **but** it is controlled by a Board of Governors appointed by the Prime Minister.

Don't you think there's a danger of self-censorship?

Don't you think you're being unfair to the private motorist and what about the car industry?

Clearly, a coeducational environment promotes understanding between boys and girls. It's far more natural.

Don't you think they distract one another when they become teenagers?

LOGICAL ARGUMENT

Questions or conclusions based on conditions with "if".

If farmers really need to kill foxes, **why don't they** just shoot them?

What if there isn't enough work to go round?

What if the employers decide to introduce new working practices?

And **what happens if** the two sides can't agree?

What would happen then if state benefits were cut completely?

If this also makes Britain more attractive for overseas visitors, **so well and good.**

You'd only use capital punishment **if you were absolutely sure that** you'd convicted the right person.

It'd be O.K. if they recognised the quality of the songs their grandmother had taught them and went on to sing them to their own grandchildren.

Questions based on conditions with sentence adverbials «then" and "so"

We punish murderers and rapists on Earth, **so** why shouldn't the same people rot in hell?

If you want to go to a nicer locality, you can spend all day getting there.

Then how do you go about making your own arrangements?

Then why shouldn't God send evil people to hell?

That's why I'm advocating self-sufficiency as a goal.

Then can you tell me what's wrong with helping one another out?

Deduced questions and conclusions with sentence adverbials

"In that case" and "so"

Scientists... often observe links between certain phenomena. **In that case,** would you describe astrology as a Science?

... the whole point of marriage is to live together and possibly raise a family. **In that case, it's obvious that** children are a commitment for life.

Yes, but other things happen in the world which aren't violent. **Well,** maybe they don't qualify as news.

In that case, you're saying that news isn't representative of what's happening around us.

They're probably warmer and more friendly, **but they're** often very loud and extrovert to go with it.

So you prefer the British character?

Likewise, strikes among teachers can severely disrupt the education of our children.

So you don't think everybody should have the right to strike?

Strongly argued questions with "Why"

Why have we got to create large institutional families? If people decide to have children, then they should value family life.

Why should other people pay for the exhibition of junk which nobody wants?

But you're already paying for the NHS through national insurance.

Why should you have to insure yourself twice?

Once the level of the benefit is higher than their take-home pay, **why should** they do a job?

Why shouldn't those who cause air and noise pollution do something to reduce it?

... if mountainous countries like Japan can export good cars, why shouldn't they import their food?

What do you mean exactly? ... Let me explain.

CLARIFICATION

Clarification through short Yes/No Questions inviting illustration or example

They (North Americans) enjoy telling us that they're the best. And are they right?

Yes, if you measure success purely in dollars.

... but the (health) service is under too much pressure to give adequate support. Can you be a bit more specific?

Certainly. There're thousands of people who are in great pain. Some are waiting for minor surgery while others are waiting for treatment at pain control clinics.

... but it's possible to give the job to a man with fewer qualifications. Does that happen?

Perhaps not as much as it used to, but if a woman leaves a job to start a family, it may be very difficult for her to return to full-time work.

Clarification through "What" or "How" Questions inviting illustration or example

What's wrong with creating a few more jobs in the tourist industry? Think of all the money that's spent in the souvenir shops of these galleries and museums.

What's wrong with mixed ability teaching? The reality is that people learn subjects such as languages and mathematics at different speeds.

What do you mean? I mean that people's situations can be very different. Let's take the very extreme situation of a young woman who marries an old man as an example.

What do you mean by unnecessary? Let me explain. Every morning, people go up and down motorways or cross from one side of town to the other in their cars, when they could quite easily take trains or buses.

Prices are rather expensive, but maybe that's a good thing. – **How do you mean?** –

I mean that the country isn't inundated with tourists. It hasn't been ruined by time-share developments or scores of ugly hotels, bars and discos.

.... in a sense most of us are already using them (computers). – **How do you mean?** – Well, whenever we use our washing machines.... we are using computer circuitry.

.....many pizza parlours, pubs and burger bars are really being subsidized by the Government. – **How come?** – Because nobody would be able to accept jobs in these places if they didn't have their incomes topped up by the state.

Without doubt, television has a lot to answer for. – **In what way?** – You've only got to switch on a film and you'll see a violent incident every five or ten minutes on average.

Clarification through "Why" / "Why not" Questions inviting reason, illustration or example.

The young are often embarrassed by them (traditions). This is a shame. –

Why do you say that? – Let me explain. Take a traditional Japanese song, for example.

First of all, Britain is unique in its transport history. – **Why's that?** –

Because of all the transport systems that have been developed in the last 300 years.

Not at national or international level. – **Why not?** – Well, we can hardly keep politics out of the Eurovision song contest. How are we meant to keep it out of football, which has a far greater following?

I'm not so sure about that. – **Why not?** – Because traditions are now under attack from mass production and mass marketing.

Clarification / Reiteration through reference to subject

They are usually on the same side in war-time, yet they rarely speak well of one another on a personal level. – **Are we talking about** a struggle for superiority?

I'm talking about national institutions, centres of culture which represent the best of Britain's historical and artistic treasures.

That isn't the point. I'm talking about soft drinks, and few Spanish bars will serve you with "horchata", their own traditional soft drink.

I'm talking about desktop PCs

Are you saying that foreign-based multi-nationals decide who is going to be British Prime Minister.

Well you might as well argue that the government should subsidize all shops. **I'm saying that** it's the British tax-payer who pays the bill.

What I'm saying is that we are too interdependent. Perhaps our populations are too big. **That's why I'm advocating** self-sufficiency as a goal.

What I'm saying is that older people have been there before. They've had the problems and found the solutions.

What are you trying to say?

To come to the point, there are so many different motives for marriage that it's impossible to generalize about why people prefer married to single status.

That may be so, but for most people the whole point of marriage is to live together and possibly to raise a family. **That's what this discussion's about.**

To come back to the main point, this isn't only about contemporary, experimental art. **I'm talking about** the appreciation of great masterpieces which have been acknowledged for centuries.

EXPRESSING SOLUTIONS and ALTERNATIVES

The solution is to compel all employers to pay a minimum wage. Then you will increase the incentive to work...

The best way to prevent crime is to convince the people who commit it that they are going to be caught. To remove crime from society, you really have to tackle it's causes.

There are many choices. You can travel north to see the midnight sun... You can take the night train to Copenhagen... You can take the ferry east to Finland or take the seven hour train journey across the country to Gothenburg.

As for the young woman, she may have a lot in common with the old man; **Alternatively,** she may be interested in his money.

Well, when they reach the age of fifteen, they reject the songs of their childhood. **Instead**, they are into pop or rock songs which will be forgotten within weeks.

You see, the alternative is to buy food on the world market. We all know that when demand rises, so does the price.

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