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Учреждение образования
«Полоцкий государственный университет»

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АНГЛИЙСКИЙ ЯЗЫК
ПРАКТИЧЕСКАЯ ГРАММАТИКА
Учебно-методический комплекс
dля студентов экономических специальностей

Новополоцк
ПГУ
2011
Боброва, Г. Б.


Построен по блочно-модульному принципу: весь курс разбит на модули, которые, в свою очередь, состоят из учебных элементов. Способствует развитию и совершенствованию языковой компетенции (грамматической) на материале ранее освоенной лексики, что позволяет углубить знания языка и усовершенствовать профессиональное общение.

Предназначен для студентов специальностей 1-25 01 08 «Бухгалтерский учет, анализ и аудит», 1-25 01 07 «Экономика и управление на предприятии», 1-25 01 04 «Финансы и кредит» и 1-26 02 02 «Менеджмент».

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ПРЕДИСЛОВИЕ

Возрастающая роль и значение самостоятельной работы студентов в вузе в системе высшего образования на данном этапе развития общества неоспорима и давно волнует преподавателей высшей школы, так как глубокие прочные знания и устойчивые умения могут быть приобретены студентами только в результате самостоятельной работы. Вопрос в том, как организовать самостоятельную работу студентов наиболее эффективно с тем, чтобы не только предоставить студентам определенную сумму знаний по различным учебным предметам, а стимулировать их взять из полученного материала все самое необходимое, уметь применять на практике знания, которые должны быть активными и развивающимися.

При таком подходе знания студентов не являются конечной целью, а служат лишь средством их дальнейшего развития.

Особое значение для формирования у студентов потребности в самостоятельном овладении знаниями, умениями и навыками самообразования имеет учебно-методический комплекс (УМК). В связи с этим и началась разработка УМК “Английский язык. Практическая грамматика”, предназначенного для студентов экономических специальностей как необходимого компонента системно-методического обеспечения процесса обучения, так называемого English for Specific Purpose (ESP) для студентов неязыковых специальностей вузов.

В УМК представлены грамматические конструкции, характерные для делового английского; грамматические правила дополнены специально разработанными упражнениями по основным темам грамматики английского языка.

Упражнения и тесты данного сборника подобраны таким образом, чтобы развить необходимые в процессе выполнения следующие навыки и умения:

1) лексические навыки чтения, формируемые на базе указанного в программе количества лексических единиц для конкретной сферы общения, необходимых для функционирования данного вида речевой деятельности;

2) умение пользоваться словарем и другими справочными изданиями, а также справочным аппаратом;

3) умение понять основную идею, смысл предложения.

Особенностью пособия является его доступность, поэтапность нарастания трудностей, комплексное представление лексического материала, что необходимо для развития и совершенствования навыков чтения и речевых умений и обеспечения коммуникативной адекватности в предполагаемых ситуациях общения.

Грамматические упражнения построены на лексике текстов учебных элементов УМК “Английский язык для студентов экономических специальностей” и УМК “Английский язык. Внеаудиторное чтение”. Упражнения разработаны на основе современных принципов обучения иностранным языкам с учетом коммуникативных потребностей.

Большое количество упражнений дает возможность варьировать задания и подбирать их в зависимости от уровня подготовки студентов. Часть упражнений может быть использована преподавателями для составления контрольных заданий.

Все это обеспечивает высокую степень усвоения и активизации материала, хороший уровень устных навыков и создает прочную базу для дальнейшего углубленного изучения английского языка.
ПРЕДМЕТНО-ТЕМАТИЧЕСКОЕ СОДЕРЖАНИЕ КУРСА

ФОРМЫ КОНТРОЛЯ

Программа предусматривает текущий контроль в форме письменных и устных тестов по всем видам речевой деятельности, семестровый зачет в зимнюю сессию и курсовой экзамен в письменной и устной форме в летнюю сессию.

Содержание зачета

Зачет носит характер накопительного, который предусматривает посещение 75 – 100 % практических занятий и усвоение 95 – 100 % программного материала.

Содержание экзамена

Экзамен включает письменную и устную формы тестирования, по результатам которого выставляется общая оценка.

Письменное тестирование:
1. Перевод текста со словарем.
2. Лексико-грамматический тест.

Устный экзамен:
1. Монологическое высказывание по одной из заданных в программе тем.
2. Чтение (без словаря) и пересказ текста экономического профиля.

НОРМЫ ОЦЕНКИ

1. Оценка перевода

<table>
<thead>
<tr>
<th>Уровни</th>
<th>Баллы</th>
<th>Чтение</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Отсутствие перевода или отказ от него</td>
<td></td>
</tr>
<tr>
<td>I. Низкий (рецептивный)</td>
<td>1</td>
<td>Перевод текста на уровне отдельных словосочетаний и предложений при проявлении усилий и мотивации</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Неполный перевод текста (менее 90 %). Допускаются грубые искажения в передаче содержания. Отсутствует правильная передача характерных особенностей стиля переводимого текста</td>
</tr>
<tr>
<td>II. Удовлетворительный (рецептивно-репродуктивный)</td>
<td>3</td>
<td>Неполный перевод (90 %). Допускаются грубые смысловые и терминологические искажения. Нарушается правильность передачи характерных особенностей стиля переводимого текста</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Полный перевод. Допускаются грубые терминологические искажения. Нарушается правильность передачи характерных особенностей стиля переводимого текста</td>
</tr>
<tr>
<td>Уровни</td>
<td>Баллы</td>
<td>Чтение</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>III. Средний (репродуктивно-продуктивный)</td>
<td>5</td>
<td>Полный перевод. Допускаются незначительные искажения смысла и терминологии. Не нарушается правильность передачи стиля переводимого текста</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Полный перевод. Отсутствуют смысловые искажения. Допускаются незначительные терминологические искажения. Нарушается правильность передачи характерных особенностей стиля переводимого текста</td>
</tr>
<tr>
<td>IV. Достаточный (продуктивный)</td>
<td>7</td>
<td>Полный перевод. Соблюдается точность передачи содержания. Отсутствуют терминологические искажения. Допускаются незначительные нарушения характерных особенностей стиля переводимого текста</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Полный перевод. Отсутствуют смысловые и терминологические искажения. В основном сохраняется правильная передача характерных особенностей стиля переводимого текста</td>
</tr>
<tr>
<td>V. Высокий (продуктивный, творческий)</td>
<td>9</td>
<td>Полный перевод. Отсутствие смысловых и терминологических искажений. Правильная передача характерных особенностей стиля переводимого текста</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Полный перевод. Отсутствие смысловых и терминологических искажений. Творческий подход к передаче характерных особенностей стиля переводимого текста</td>
</tr>
</tbody>
</table>

2. Оценка понимания при чтении

<table>
<thead>
<tr>
<th>Уровни</th>
<th>Баллы</th>
<th>Чтение</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Низкий (рецептивный)</td>
<td>0</td>
<td>Отсутствие ответа или отказ от ответа</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Понимание менее 30 % основных фактов и смысловых связей между ними</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Понимание 30 % основных фактов и смысловых связей между ними</td>
</tr>
<tr>
<td>II. Удовлетворительный (рецептивно-репродуктивный)</td>
<td>3</td>
<td>Понимание менее 50 % основных фактов и смысловых связей между ними</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Понимание 50 % основных фактов текста и смысловых связей между ними</td>
</tr>
<tr>
<td>III. Средний (репродуктивно-продуктивный)</td>
<td>5</td>
<td>Понимание большинства основных фактов текста, смысловых связей между ними и отдельных деталей текста</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Понимание всех основных фактов текста, смысловых связей между ними и 50 % деталей текста</td>
</tr>
</tbody>
</table>
Понимание всех основных фактов текста, смысловых связей между ними и 70 % деталей текста

Понимание всех основных фактов текста, смысловых связей между ними и 80 % деталей текста

Понимание всех основных фактов текста, смысловых связей между ними и 90 % деталей текста

100-% процентное понимание основных фактов текста, смысловых связей между ними и деталей текста

### 3. Оценка письменных тестов

Шкала перевода в десятибалльную систему в соответствии с Приложением к постановлению Министерства образования Республики Беларусь от 1.04.2004 № 22:

<table>
<thead>
<tr>
<th>% правильных ответов</th>
<th>Баллы</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 95 %</td>
<td>10 баллов</td>
</tr>
<tr>
<td>94,8 – 90 %</td>
<td>9 баллов</td>
</tr>
<tr>
<td>89,6 – 83 %</td>
<td>8 баллов</td>
</tr>
<tr>
<td>82,6 – 75 %</td>
<td>7 баллов</td>
</tr>
<tr>
<td>74,6 – 65 %</td>
<td>6 баллов</td>
</tr>
<tr>
<td>64,7 – 50 %</td>
<td>5 баллов</td>
</tr>
<tr>
<td>49,7 – 35 %</td>
<td>4 баллов</td>
</tr>
<tr>
<td>34,7 – 20 %</td>
<td>3 баллов</td>
</tr>
<tr>
<td>19,7 – 10 %</td>
<td>2 баллов</td>
</tr>
<tr>
<td>9,7 – 1,8 %</td>
<td>1 баллов</td>
</tr>
<tr>
<td>1,4 – 0 %</td>
<td>0 баллов</td>
</tr>
</tbody>
</table>

Наименьшая положительная оценка – 4 балла – выставляется при правильном выполнении не менее 2/3 заданий. Отсутствие работы или отказ от выполнения соответствуют оценке 0 баллов.
Uncountable nouns have only the singular form and take the verb in singular. To this category belong uncountable nouns denoting academic fields, branches of science, arts, and professional activity, e.g.:

accounting, banking, bookkeeping, business, commerce, economics, ergonomics, ethics, forwarding, marketing, statistics, social (human) area studies, tactics, trade, etc.

Some of the nouns of this category can be also used in plural in the same form but with different meaning, cf.:

<table>
<thead>
<tr>
<th>Noun</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>ethics</td>
<td>etika, morall</td>
<td>нормы морали</td>
</tr>
<tr>
<td>mathematics</td>
<td>математика</td>
<td>математические способности</td>
</tr>
<tr>
<td>statistics</td>
<td>статистика</td>
<td>статистические данные</td>
</tr>
<tr>
<td>tactics</td>
<td>тактика</td>
<td>методы</td>
</tr>
</tbody>
</table>

**Exercise 1. Fill in the blanks with the correct form of the verbs to be and to have depending on the meaning of the subject in the sentence. Put the article where necessary.**

3. Statistics ______ an easy subject, I find, but economics ______ very difficult.
4. Business ethics ______ a branch of science which studies human relations in business. 5. He is a good accountant, his mathematics ______ excellent.

**Exercise 2. Tick the meaning of the word business as countable (C) or uncountable (U). Translate the sentences into Russian.**

1. We do not do much business with them. C/U
2. He is the manager of three different businesses. C/U
3. He is in business for himself. C/U
4. The newspapers advertise many small businesses for sale. C/U
5. Which do you want to do, go into business or become a lawyer? C/U
6. Politics is very complicated and sometimes even dangerous business. C/U
7. Are you in San Francisco for business or pleasure? C/U
8. He set up a small travel business. C/U
Uncountable nouns used in singular denote:
a) abstract notions, e.g.:
advice, charity, education, employment, experience, facility, information, insurance, knowledge, morale, membership, news, security, space, time, work, etc.;
b) processes, e.g.:
absorption, access, consumption, depression, development, distribution, export, import, production, progress, research, saving, spending, etc.

Exercise 3. Complete the sentences with the correct form, singular or plural, of the nouns in brackets.
1. Thank you for the (information) concerning the schedule. 2. There is a lot of (information) in the encyclopedia. 3. One can find a lot of (fact) in the book of (reference). 4. Could you supply the usual bank and trade (reference)? 5. Any (suggestion) on the project? 6. We have no (knowledge) of the proposal to increase import duty. 7. Nothing is so valuable as a good piece of (advice). 8. We would be grateful for your (advice) on this matter.

Exercise 4. Choose the correct noun in the box to complete the sentences below.

<table>
<thead>
<tr>
<th>trip</th>
<th>work</th>
<th>job</th>
<th>progress</th>
<th>travel</th>
<th>achievement</th>
</tr>
</thead>
</table>
| 1. She has got an interesting _____ in publishing company. 2. I have too much _____ to do. 3. The _____ I am doing now is pretty difficult. 4. _____ broadens the mind. 5. Next week I am going on a business _____.
6. Did you have a good _____ to Geneva? 7. _____ abroad is a necessary part of an expert salesman's _____.
8. The latest _____ of the private business is amazing. 9. We've made _____ in the negotiations but still haven't reached agreement on several points. 10. The company has made substantial _____ during the last three months.

Uncountable nouns used in singular denote mass materials (substances – solids, liquids, gases), e.g.:
coffee, cotton, fluid, hair, gasoline, light, noise, paper, petrol, stuff, etc.

Some mass nouns can be used with the article a in offers. In this case they mean a cup / a glass, e.g.: “Would you like a coffee?” which means “Would you like a cup of coffee?”

If singular nouns denoting abstract notions or materials are preceded by the article a/an, in this case they mean objects made of the respective materials:
Exercise 5. Fill in the blanks with nouns denoting materials or objects in a singular or plural form. Use the verbs in brackets.

1. space
   a) Leave two ______ between the paragraphs.
   b) This conference hall won't do; too little _____ in it.

2. time
   a) It takes a lot of_____ to become a true manager.
   b) ______(be) the stuff the life is made of.
   c) I've been on business three _____ this month already.

3. work
   a) When paper______ (become) disorganized, time is lost in sorting it out.
   b) If you are a clerk, your_____ probably (involve) using computers.

4. paper
   a) We collect waste_____ from the offices and send it for recycling.
   b) I usually read the "Financial Times". Which ______ do you read?

5. experience
   a) She has had nine months' ______ as a secretary.
   b) The dismissal was a painful ______.

Exercise 6. Complete the following sentences using the modifiers a few/few, a little/little, much/many, any/some.

1. How_____ time do you expect to save? 2. Do you have______ experience of international negotiations? 3. Did you have ______ interesting experiences on your business trip? 4. Only_____ currencies have fallen against the dollar today. Most have gone up. 5. Can we find a place where I can change _____money? I only have_____ German currency left. 6. Unfortunately, there was______ support for the plan.

With collective nouns referring to a group of people, organization or team verbs can be used either in singular or in plural depending on whether the group is regarded as a unit or as individuals.
Exercise 7. Complete the sentences with the correct form, singular or plural, of the nouns in brackets and choose the right verb.

1. The office is closed. The (staff) (is/are) on strike. 2. Did you get any (mail) today? 3. Haven't you sent all these (letter) yet? 4. I've got four (penny) in my pocket. 5. The company intends to spend more (money) on roads. 6. The (audience) (is/are) much bigger than at previous presentation. 7. They spent million dollars on stereo (equipment). 8. There (is/are) always a lot of (traffic) in the rush hour. 9. I need some (change) for the vending machine. 10. It has taken a lot of time to build a business centre and to equip it with all the (machinery). 11. They installed too many washing (machine) in the laundromat. 12. The matrix structure is used in organizations where (staff) (report/reports) to more than one manager.

The plural form of uncountable nouns can be formed by means of the words: a bit of, a piece of, an item of, etc., e.g.:

- a piece of advice, an item of news, a bit of information, a sheet of paper, a strip of land, a ball of string, etc.

Exercise 8. Match the words in A and B columns.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a unit of</td>
<td>a. notepaper</td>
</tr>
<tr>
<td>2. a bit of</td>
<td>b. equipment</td>
</tr>
<tr>
<td>3. a member of</td>
<td>c. information</td>
</tr>
<tr>
<td>4. a piece of</td>
<td>d. work</td>
</tr>
<tr>
<td>5. a box of</td>
<td>e. news</td>
</tr>
<tr>
<td>6. an item of</td>
<td>f. staff</td>
</tr>
<tr>
<td>7. a lot of</td>
<td>g. stationery</td>
</tr>
<tr>
<td>8. a stock of</td>
<td>h. length</td>
</tr>
</tbody>
</table>

Uncountable Nouns. The Absolute Plural

The absolute plural is characteristic of the uncountable nouns which denote:

1) objects of two halves, e.g.: scales, spectacles, scissors, etc.;
2) objects consisting of many parts, e.g.: goods, movables (недвижимость), etc.;
3) financial terms, e.g.: earnings, belongings (имущество), riches (богатство), savings, valuables, overheads (накладные расходы), takings (выручка), etc.;
4) collective nouns, e.g.: people, police, the rich, the unemployed, etc.;
5) some other nouns, e.g.: outskirts, shortcomings, thanks, combustibles (горючее), agenda, evidence, etc.

Uncountable collective nouns denoting living beings and indicating unlimited or indefinite quantity (e.g.: humanity, mankind, intelligentsia) usually have no plural form.

**Exercise 1. Tick the following nouns as singular (sg) or plural (pl).**

<table>
<thead>
<tr>
<th>Noun</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>overheads</td>
<td></td>
<td></td>
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<tr>
<td>logistics</td>
<td></td>
<td></td>
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<tr>
<td>surplus</td>
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<tr>
<td>liabilities</td>
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<tr>
<td>services</td>
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<td>archives</td>
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<td>police</td>
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<tr>
<td>economics</td>
<td></td>
<td></td>
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<tr>
<td>expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>manpower</td>
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</tr>
</tbody>
</table>

**Exercise 2. Name the lines in which all the nouns have only: a) the singular form; b) the plural form.**

1. sale, stuff, commodity, money, profit, equipment, difficulty, waste, employment
2. thanks, shortcomings, goods, the poor, valuables, earnings
3. competition, forwarding, advice, trade, news, production, knowledge, charity, activity
4. cash, progress, distribution, publicity, background, percentage, capital

**Exercise 3. Fill in the blanks with a correct form of the verbs in brackets.**

1. The conference agenda (to consist) of the following items.
2. Business ethics (to be) very important for human resources management.
3. Evidence (to be) documents in the form of written or spoken report.
4. Business expenses (to be) money spent on running a business.
5. Logistics (to develop) the routes for transportation of loads.
6. Finished goods (to be) manufactured items ready for sale.
7. Valuables (to be) personal items which (to cost) a lot of money.
8. Area studies (to be) a very interesting and informative subject.
9. The week's takings (to be) stolen from the cash desk.
10. Consequences of the latest inflation of euro (to be) unpredictable.
Some singular nouns, both countable and uncountable, have different meaning in plural, e.g.:

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>an asset положительное качество</td>
<td>assets актив(ы)</td>
</tr>
<tr>
<td>charge оплата</td>
<td>charges затраты</td>
</tr>
<tr>
<td>content объем</td>
<td>contents содержание</td>
</tr>
<tr>
<td>cost стоимость</td>
<td>costs затраты</td>
</tr>
<tr>
<td>a custom традиция</td>
<td>customs таможня</td>
</tr>
<tr>
<td>damage ущерб</td>
<td>damages убытки</td>
</tr>
<tr>
<td>development развитие</td>
<td>developments события</td>
</tr>
<tr>
<td>export экспорт</td>
<td>exports вывозимый товар</td>
</tr>
<tr>
<td>honour честь</td>
<td>honours награды</td>
</tr>
<tr>
<td>facility легкость</td>
<td>facilities оборудование</td>
</tr>
<tr>
<td>liability ответственность</td>
<td>liabilities пассив(ы), долги</td>
</tr>
<tr>
<td>import импорт</td>
<td>imports ввозимый товар</td>
</tr>
<tr>
<td>an inquiry официальный запрос</td>
<td>inquiries справка</td>
</tr>
<tr>
<td>money деньги</td>
<td>moneys валюты</td>
</tr>
<tr>
<td>money деньги</td>
<td>moneyы денежные суммы</td>
</tr>
<tr>
<td>negotiation обсуждение</td>
<td>negotiations переговоры</td>
</tr>
<tr>
<td>a premise условие</td>
<td>premises недвижимость</td>
</tr>
<tr>
<td>a proceeding поступок</td>
<td>proceedings протокол</td>
</tr>
<tr>
<td>a resource способ</td>
<td>resources ресурсы</td>
</tr>
<tr>
<td>saving экономия</td>
<td>savings сбережения</td>
</tr>
<tr>
<td>security безопасность</td>
<td>securities ценные бумаги</td>
</tr>
<tr>
<td>a specification спецификация</td>
<td>specifications инструкция</td>
</tr>
<tr>
<td>strength сила</td>
<td>strengths достоинства</td>
</tr>
<tr>
<td>a supply поставка</td>
<td>supplies запасы</td>
</tr>
<tr>
<td>a talk разговор</td>
<td>talks переговоры</td>
</tr>
<tr>
<td>I weakness слабость</td>
<td>weaknesses недостатки</td>
</tr>
<tr>
<td>J work работа</td>
<td>works завод, фабрика</td>
</tr>
</tbody>
</table>

Exercise 4. Tick the nouns that correspond to the Russian words.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>a custom</td>
<td>customs таможня</td>
</tr>
<tr>
<td>liability</td>
<td>liabilities пассив</td>
</tr>
<tr>
<td>English</td>
<td>Russian</td>
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<tr>
<td>a premise</td>
<td>premises</td>
</tr>
<tr>
<td>saving</td>
<td>savings</td>
</tr>
<tr>
<td>a preceeding</td>
<td>preceedings</td>
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<tr>
<td>work</td>
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<tr>
<td>cost</td>
<td>costs</td>
</tr>
<tr>
<td>money</td>
<td>moneys, monies</td>
</tr>
<tr>
<td>a content</td>
<td>contents</td>
</tr>
<tr>
<td>a specification</td>
<td>specifications</td>
</tr>
<tr>
<td>charge</td>
<td>charges</td>
</tr>
<tr>
<td>facility</td>
<td>facilities</td>
</tr>
</tbody>
</table>

**Exercise 5. Complete the sentences with the correct form, singular or plural, of the given nouns. Choose the proper form of predicates in brackets.**

1. development  
   a) He is engaged in the_____ of his own business.  
   b) Which is more important, moral or physical _____?  
   c) We must await further_____.

2. export  
   a) What (is, are) the chief_____ of your country?  
   b) Many countries put a ban on the_______ of gold.

3. saving  
   a) Our price means the______ of $10.  
   b) Banks made brilliant________.  
   c) Chris made considerable_______ by selling cars.

4. difficulty  
   a) He is having financial______.  
   b) Do you have any________ in understanding spoken English?

5. premise  
   a) A good_____ of any contract (is, are) to conduct successful negotiations.  
   b) Their main_______ (is, are) in Stokholm.

**УЭ-3**

**Progress Test**

1. Several hundred acres of wetland have been sold for_______.
   A development  
   B developments

2. The former croplands has been turned into housing_______.
   A developments  
   B development
3. The venture group not only generates new ideas, but is also responsible for ________ and exploration of them.

A development B developments

4. The court awarded the families 33 million dollars in ________ .

A damage B damages

5. The closure of the factory will cause severe ________ to the local economy.

A damage B damages

6. The most powerful ________ we have is our skilled, dedicated workforce.

A assets B asset

7. As more ________ are purchased, this will drive up their price.

A asset B assets

8. The car has some serious structural ________ .

A weaknesses B weakness

9. He couldn't explain his ________ in giving in to her demands.

A weakness B weaknesses

10. She has an amazing ________ for languages.

A facility B facilities

11. The hotel has its own pool and leisure ________ .

A facility B facilities

12. The bank realized that the dispute was becoming a serious ________ in doing business.

A liabilities B liability
13. The chart shows the movements in the company's _______ and assets during a particular trading period.
   A  liabilities       B  liability

14. The manager escorted him off the_______.
   A  premises         B  premise

15. The underlying _______ of the global market ideology is that every country will earn most of its income from exports.
   A  premises         B  premise

16. Food _______ in the refugee camps are becoming desperately low.
   A  supply           B  supplies

17. The US government has agreed to halt the _______ of arms to the Contras.
   A  supply           B  supplies

18. Since we retired we have been living on our _______ and a small pension.
   A  savings          B  saving

19. We want to encourage _______ and investment.
   A  saving           B  savings

20. We have to make the best use of the _______ we have got.
   A  resource         B  resources

21. She made a speech attacking the growing _______ of the pharmaceutical companies.
   A  strength         B  strengths

22. One of her management _______ is the ability to delegate.
   A  strength         B  strengths
23. The customs officer opened my suitcase and examined the ________.
   A contents               B content

24. Eight states require a minimum percentage of recycled ________ in packaging.
   A content                B contents

25. We can no longer afford the high ________ involved in running a business.
   A costs                  B cost

26. Inflation affects the ________ of everything you buy.
   A cost                   B costs

27. The brick ________ closed last year.
   A work                   B works

28. He eventually found ________ on a construction site.
   A work                   B works

29. The shipment had come from Spain and had been tracked by________.
   A custom                 B Customs

30. We must have a ________ about money.
   A talks                  B talk
THE ARTICLE

1. A/An

1. We use *a* when the next word starts with a consonant sound:
   - a bill
   - a price
   - a rate
   - a tax
   - a year
   This includes words that begin with a vowel in their written form because the first sound is a “y” sound.
   - a university
   - a Eurobond
   - a union

2. We use *an* when the following word begins with a vowel sound (even if there is a consonant in the written form)
   - an estimate
   - an early reply
   - an hour
   - an import
   - an offer
   - an MBA
   - an underwriter

3. *A/an* is used before singular countable nouns when they are mentioned for the first time:
   - If you start a business you may need a loan.
   - Can you give me an idea of the amount of money you'll need?

4. We also use *a/an* before the names of professions:
   - Jennifer Baker is a systems analyst.
   - Pat Moss is an administrative assistant.
   - Nigel Adams is a switchboard operator.
   - Susan Bates is an engineer.

5. *A/an* is used in expressions of measurement:
   - The rent for the warehouse is 1700 a month.
   - We produce about 3,000 items an hour.
   - In writing *a* can often be replaced by *per*:
   - We can offer a price of 120 per square metre.
   - Aluminium costs $1530 per tonne.

6. Compare these two sentences:
   - (a) *A* Mr Nguyen phoned and left you a message.
   - (b) Mr Nguyen phoned and left you a message.
   - In (a) the speaker is not sure who this person is exactly. In (b) the speaker knows who the person is.

2. A/An vs One

1. Do not confuse *a* and *one*. If we say or write:
   - *There has been a mistake.*
   - we do not yet know *which* mistake.
   - The word *one* is used differently. If we say or write:
There has been one mistake which is especially serious. The use of one is linked to the idea of number and suggests a contrast – one vs a large number. How many letters have we received in response to the advertisement? I'm afraid there's only been one reply so far. (i.e. not two or three or more)

2. In speech one is stressed. Compare: Jill is looking for a job. (unstressed). If there is one job Jill particularly likes doing, it's working as a receptionist. (stressed)

3. One is often used with another when referring to two things that are linked in some way: The concept of a takeover is simple – one company buys up the majority of the share capital of another.

4. One of is used to refer to a single example in a group: He is one of our top managers. She is one of the most experienced technicians we have.

Exercise 1. a) Choose between a/an or one to complete these sentences.

1. If there's thing I don't understand it's why intelligent person like you is working in boring job like this.
2. We had only prototype made – it was too expensive to make any more.
3. We should be able to arrange meeting soon.
4. I can't remember when we met but I know it was on Monday.
5. If there is thing I dislike, it's working at the weekend.
6. The XP 300 computer only has disk drive so it is not easy to make backup copies of software.
7. We had many difficulties at the beginning but problem in particular caused us great concern.
8. I can't do more than thing at a time or I get confused.

b) Choose between a/an/one.

Our client, subsidiary of US private corporation and leading manufacturer of textile machinery is looking for experienced Works Director to assume responsibility for production at one of its British plants. Applicants should have command of at least foreign language, preferably more. Salary according to experience but not less than £ 60,000 year.
Exercise 2. Complete the following sentences with articles.

1. News of the takeover______raised share prices by 15 per cent.
2. He, ______over $50m for a painting by a little-known American artist.

3. She's decided to ______her resignation and look for a better position elsewhere.
4. You can't buy anything in Britain with an old ten shilling note. It's no longer______.

УЭ-2
Definite Article

1. We use the to refer to nouns that have already been mentioned or when it is obvious what particular thing is being referred to:

   We are sorry to receive your letter of 5 May informing us of an error in carriage charges. The error was due to an incorrect entry in our records which has now been rectified. Thank you for your order of 26 October. Please find enclosed the pro-forma invoice you requested.

   He bought a compact disk player and a portable TV from the store but took the TV back a week later.

   The post hasn't arrived yet.

   It takes 25 minutes to get to the airport from downtown.

   Therefore the refers to things which are definite, specific or unique:

   As the focal point for trade traffic throughout the region, Dubai is the gateway to commerce in the Middle East.

2. The is not used before a noun when the noun refers to something general and unspecific and is uncountable or plural:

   Time is money
   Industry needs good graduates.
   We never give credit.
   Consultants specialize in giving advice.
   Venture capitalists have to take financial risks.
   She works in banking.
   Sole traders may find it difficult to raise capital.
   Microchips are used to make computers.
   Banks provide firms with finance.
3. We use the to refer to organizations such as:
the police the army the fire brigade the civil service the Inland Revenue

4. We use the to refer to unique institutions:
The World Bank The United Nations The White House
The Stock Exchange The Bundesbank The Kremlin
Abbreviations which have to be pronounced as single letters take the (e.g. the EEC, the BBC)
If an abbreviation can be said as a word the is omitted: (GATT, ARAMCO, COMECON, EFTA, ESSO, UNCTAD, OPEC, TASS, UNIDO, etc.)

**Exercise 1. Insert the wherever necessary.**
1. He has no experience of ______ word processing.
2. _______ government tax inspector and works in ______ Treasury.
3. ______ exporters can receive help from ______ Export Credit Guarantee Department.
4. _______ business we set up last year is doing well.
5. _______ peseta went down against _______ dollar yesterday.
6. ______ EEC is made up of 12 member nations.

7. _______ credit enables ______ people to buy ______ goods now and pay later.
8. _______ personnel department organises ______ training.
9. _______ cash dispensers are machines which enable ______ customers to draw out ______ money quickly from their bank.
10. _______ advertising gives ______ information on ______ events and ______ services, ______ products and _______ prices. ______ aim is to persuade ______ consumers to buy.

Note, however, that banks can be known by their name and the is omitted e.g. Barclay's, Citibank.

**Other uses of the:**
1. We also use the to refer to categories of things:
The food-processing industry employs many part-time workers.
The mark is a strong currency.
The telecopier is a useful piece of equipment.

Very often, an adjective is used with the to make a category or social group:
the rich the poor the unemployed the well-to-do

These expressions are plural: the rich = rich people
However, a singular noun can also refer to a category of people:
The sole trader the venture capitalist
e.g. Franchise agreements usually give the franchisor the right to inspect the franchisee's running of the business.
In noun groups with the word of, the is compulsory:

the Bank of England  the Board of Directors
the President of Exxon  the level of productivity

We use the in superlative expressions, where the noun is, by definition, unique:

Lloyds is the biggest insurance company in the world.
The Queen of England is probably the richest woman in the world.

Other cases when we do NOT use the:
1. The is omitted before certain 'places' used for their routine purpose:
   He's at work. He's reading law at University.
   She stayed at home. She left college a year ago.

2. It is NOT used with personal names:
   Dr Miller          Lord Derby             Mr Spears
   Sir John Squires   President Bush       Judge
   John Porter        Ruth Toye             Captain Kirk

3. The is omitted before means of transport (with by):
   By train   by plain   by car   by bus

   BUT: We took the 8.15 from London Euston.
   The plane (a particular plane) is standing on the runway.
   Note the omission of the with flight in sentences such as:
   Flight BA 343 has been delayed.

4. The is NOT used before the names of meals, unless a particular meal is referred to:

   have breakfast        at tea
   during lunch           stay for dinner/supper
   BUT: The dinner we had at Maxim's was superb.

Exercise 2. The or no article?

a) Expertly handling over 8.7 million tonnes of cargo a year,
   Port Rashid is Gulf's No. 1port boasting superb facilities and
easy communications by road, rail and air.
   red tape is cut to a minimum and there's no fuss when shipping
goods both in and out. Close to city centre and with
Dubai's world-famous five start hotels near at hand, Port Rashid is probably most relaxing place in the world for
busy exporter to do business.
b)

Dear Dr Riccioli,

We are thinking of setting up a factory in 1 ______ India for 2 ______ manufacture of 3 ______ products made of 4 ______ plastic and would like to start this venture with 5 ______ technical co-operation. 6 ______ plastics industry is still relatively underdeveloped and we would welcome 7 ______ outside help.

8 ______ market for items such as 9 ______ tableware, 10 ______ picnic sets, 11 ______ kitchen utensils and so on is a promising one, given 12 ______ continuing consumer boom on 13 ______ Indian sub-continent.

We have learnt from 14 ______ Commercial Attaché at 15 ______ French embassy in 16 ______ New Delhi that you are 17 ______ biggest manufacturer in this line. We are therefore making this approach to find out if you are able to provide 18 ______ assistance technically or financially. We look forward to hearing from you soon, as we wish to benefit from 19 ______ World Bank's recent announcement of 20 ______ substantial loans for 21 ______ joint ventures of this nature.

Exercise 3. Complete the sentences using the articles

1. We will continue to press our case vigorously in _____ courts. 2. _____ prevailing economic conditions have had _____ serious impact on our operations. 3. _____ shares will be bought at _____ prevailing market price. 4. Buy one shirt and get _____ second at _____ half price. 5. People today are attracted to _____ discount stores because they don’t want to pay _____ full price. 6. Meals were available to _____ unemployed at _____ nominal price. 7. Estonia hired _____ foreign firm to print banknotes to replace _____ ruble. 8. _____ apology was printed in yesterday's edition. 9. After _____ delay of four seconds, _____ translated sentence is printed on _____ computer screen. 10. Print your name at _____ top and sign _____ declaration at _____ bottom of _____ page. 11. We send _____ information to _____ clients using both _____ print and _____ electronic media. 12. Even _____ cardholders who pay their bills in full are advised to read the small print carefully. 13. They transferred ownership of thousands of companies from _____ state to _____ private sector. 14. Goldman will seek _____ new sources of capital through _____ private investment offering. 15. The banks will privately place _____ shares with _____ individual investors. 16. _____ applicants hired should work _____ suitable probationary period of between one and six months. 17. _____ British assembly plants still don’t produce as efficiently as those in _____ Germany. 18. _____ planning
sessions have not yet produced ____ coherent strategy. 19. _____ companies must be able to launch _____ new products quickly and after _____ existing ones. 20. ____ bank offers products such as _____ cash management and _____ short-term loans. 21. The proportion of jobs coming from _____ primary production is much greater in ____ Highlands than in ____ rest of Scotland. 22. ____ program is designed to help ____ business users be more productive. 23. _____ people assume that money management is ____ well-paid profession. 24. If you build your business and run it in ____ professional way, you’ll be around to pick up ____ rewards. 25. ____ weather could put ____ third of the nation’s professional beekeepers out of ____ business. 26. The successful applicant will be ____ decisive professional, capable of making ____ hard decisions. 27. Nike say ____ shoe is designed for _____ professionals and _____ advanced amateurs. 28. Foreign medical graduates must pass ____ rigorous series of tests, showing ____ proficiency in English. 29. To do ____ multimedia presentation you need to be proficient in ____ public speaking. 30. ____ business has to make ____ profit. 31. ____ findings were accepted without ____ prejudice. 32. Slow holiday trading prevailed in ____ Treasury market yesterday. 33. Weak demand for chemical products has led to ____ competitive pricing and ____ poor sales margins. 34. Its primary business is developing and marketing ____ new software. 35. Slovak officials approved proposals to put 200 companies in ____ private hands. 36. Poland’s remaining state enterprises have put forward ____ plans to turn private. 37. Investors often find ____ financial products increasingly complex and seek advice on how to buy and sell them. 38. Toshiba is increasing ____ production of its popular line of ____ laptop computers. 39. Coca-Cola profited from ____ weaker dollar and ____ higher sales overseas. 40. There were thought to be no safety problems, but ____ economy decided to withdraw ____ product so ____ incidents could be investigated. 41. ____ pound and ____ peseta are allowed to rise or fall by 6% against other currencies. 42. ____ number of Americans below ____ poverty line has increased by two million. 43. ____ Euro will strengthen Europe’s position as ____ financial power. 44. This new law gives ____ management ____ tremendous bargaining power. 45. Inflation is also caused by too much purchasing power in ____ economy. 46. One of ____ two Swatch car models will be powered by ____ electricity. 47. It was normal practice for ____ hotels to require ____ confirmation in writing. 48. Firms are adopting ____ system of practicing in ____ larger partnerships and teams. 49. All companies with ____ limited resources must take ____ precautions to limit their liability. 50. As ____ precaution, ____ company advised consumers to examine any jar before it is opened. 51. Solicitors are aiming to follow ____ precedent established several
years ago. 52. People were twice as likely to change their brand preference if they liked ____ advertisement. 53. Norway develops ____ domestic oil companies by giving them preferential treatment in awarding ____ oil-field licenses. 54. There’s still ____ great deal of prejudice against ____ direct marketing. 55. Most of ____ information held by companies is still transferred to paper, despite promises long ago of ____ paperless office. 56. Like all new business partners, ____ three founders of ____ company hoped for smooth teamwork. 57. The forestry projects will generate ____ part-time and seasonal employment. 58. She would have to have ____ long-term career plan if she wanted to fulfill her dream of becoming ____ international trade consultant. 59. What’s ____ first point on ____ agenda? 60. ____ B/bank chief plans to resign his post later this year. 61. Shareholders will be sent ____ details in ____ newsletter due to be posted today. 62. If you do not obtain ____ certificate of posting we are not legally liable to pay ____ compensation. 63. Applications must be post marked by midnight ____ day before ____ auction.

Progress Test

1. Read ____ label carefully and follow ____ instructions.
   A the, a  
   B the, the  
   C a, a  
   D a, the

2. ____L/land has always been ____ good investment.
   A ____ , a  
   B the, a  
   C ____ , the  
   D the, the

3. ____ company is launching ____ new range of ____ hair products.
   A The, the, the  
   B The, a, a  
   C A, the, ____  
   D The, a, ____

   A a, ____  
   B a, the  
   C the, the  
   D ____ , ____

5. ____ bus company has had ____ huge losses because of ____ drivers’ strike.
A shortage of ____ manual labour is keeping ____ wages and ____ inflation high.

A ____,____,____
B a, a, a
C the, the, the
D the, ____, ____

Fast food is certainly a growth market with some of ____ main names developing their brands with ____ great success.

A A, ____, the
B The, a, ____
C ___, ___, the
D ___, the, ____

Fear of ____ war shook ____ financial markets around the world.

A ___, ___, __
B A, the, __
C A, ___, the
D The, a, ___

Toshiba’s consumer electronics products were marketed in ____ Italy through ____ distributor.

A ___, the
B ___, __
C ____ , a
D the, a

Direct marketing is ____ fastest growing sector of ____ advertising.

A the, the, a
B ____ , the, ____
C a, the, an
D the, a, the

Athletic shoe manufacturers use image marketing to promote ____ majority of their products.

A ___, the
B A, the
C An, ___
D The, the

Policy of moving people from ____ hospitals into ____ community was the focus of a social marketing process.

A A, ____, a
B The, ____, the
C The, a, ___
D ____, a, the
13. We have ____ strategic marketing alliance with our Japanese and ____ European partners.
   A  the, ____       C  a, a
   B  the, the       D  a, ____

14. The US currency often serves as ____ medium for ___ transaction in ____ other currencies.
   A  a, ____, ____    C  the, the, a
   B  the, a, ____    D  ___, ___, ____

15. We had ____ meeting yesterday to discuss ____ progress.
   A  the, a       C  the, the
   B  a, a       D  a, ____

16. Two of ____ directors refused to attend ____ board meeting.
   A  a, a         C  the, a
   B  the, the     D  ___, ____

17. Some share holders criticized ____ chairman’s statement at ____ recent company meeting.
   A  a, the       C  the, a
   B  the, the     D  a, a

18. ____ shareholders will attend ____ extraordinary general meeting to vote on ____ recent management changes.
   A  ____, an, the       C  a, ____, a
   B  the, an, a       D  _____, the, the

19. Many people think that ____ overseas competition is ____ biggest menace to ____ industry.
   A  ____, a, a       C  a, the, a
   B  the, the, the     D  ____, the, the

20. ____ P/project has been mismanaged from ____ start to ____ finish.
   A  The, ____, ____    C  _____, the, the
   B  A, a, the       D  _____, a, a

21. The strong expansion of ____ broad money is causing ____ worries about ____ inflation.
   A  a, a, a       C  the, the, the
   B  ___, ___, ____    D  a, ____, an
22. What motivates ____ customer to buy ____ small green apple as opposed to ____ large red one.
   A  the, a, the  
   B  ____ , a, a  
   C  the, the, the  
   D  a, a, a

23. The captain of ____ ship was accused of ____ negligence in carrying out ____ safety procedures.
   A  ____, ___, ___  
   B  a, the, ___  
   C  the, ___, ___  
   D  a, a, a

24. It’s important to build up ____ network of ____ professional contacts.
   A  a, ___  
   B  the, ___  
   C  the, the  
   D  a, a

25. Half ____ tax will be levied on all forms of ____ non-renewable energy.
   A  a, ___  
   B  the, ___  
   C  a, a  
   D  the, the

26. The object of ____ contract of sale is to transfer ____ property from ____ seller to the buyer.
   A  the, the, the  
   B  a, a, the  
   C  ____, ___, a  
   D  a, the, the

27. The banking bill is currently ____ object of ____ intense negotiations in ____ congress.
   A  the, ___, ___  
   B  a, ___, ___  
   C  a, the, a  
   D  ___, a, the

28. ____ C/company was not aware that it was omitting ____ offence.
   A  A, the  
   B  The, an  
   C  ____, a  
   D  ____, ___

29. There is likely to be ____ battle between ____ major tour operators this summer.
   A  the, the  
   B  a, a  
   C  a, the  
   D  ____, a

30. ____ K/key question for employees opting out of ____ medical plan is how well they would be covered in ____ case of an accident.
   A  A, the, the  
   B  The, the, the  
   C  ____, a, the  
   D  A, a, the
The Present Simple is used to express:

a) permanent characteristics, e.g.: Accountants perform numerical calculations.

b) regular or habitual actions, e.g.:

Every day all over the world people meet in companies, schools, and government offices.

c) general truth or scientific facts, e.g.: Money makes the world go round.

The Present Progressive is used to express:

a) temporary situations, e.g.:

Mr Conway is away, so I am organizing the conference.

b) current actions, e.g.:

Now our company is producing food products for 20 foreign countries.

c) changing or developing situations, e.g.:

Today many women are underpaid and stuck in low-level jobs. But the number of women-owners are growing: women are forming small businesses at nearly twice the rate of their male counterparts.

d) moment of speaking, e.g.:

Will you hold on? Mr Smith is speaking to the customer.

e) frequently repeated action, e.g.: Business is always changing.

Exercise 1. What actions are expressed by the predicates in the sentences (permanent characteristics, regular or habitual actions, general truth, scientific facts, temporary situations, changing or developing situations, current actions, moment of speaking, frequently repeated actions)?

1. What company do you work for? 2. At the moment I am working for Coca-Cola in the R&D department. 3. Do you often carry out market research? 4. At present we are launching a new product onto the market. 5. The company opens its branches in several foreign countries. 6. Just a moment, I'm finishing a telephone talk. 7. Light travels much more quickly than sound. 8. He is always working hard, even at not very profitable projects. 9. For the initial contact, a letter, fax or e-mail is the best method. 10. Number of women-entrepreneurs is reaching giant proportions in the small business sector.
Exercise 2. Put the verbs in brackets in correct tense forms (the Present Simple or the Present Progressive).

– Hello, my name______(be) Mark.
– Nice to meet you, Mark.
– I______ (be) Margaret.
– Where______ you______(come) from?
– From Britain. I______(work) in London's office.
– What______ you______(do)?
– I______(be) a PR manager. At present I______(work) at the Europe project.
– How often______ you______(travel) to Europe?
– Oh, I really______(go) there very often.

Exercise 3. Rewrite the sentences using the adverbials in brackets.

1. I receive dozens of faxes. (every day)
2. I have to send a lot of faxes. (also)
3. This takes a lot of time. (usually)
4. I have enough time for the work I have to do. (never)
5. But I like my job. (very much)
6. I receive visitors from many foreign countries. (often)
7. I travel abroad a lot. (as well)
8. I fly to the USA. (frequently)

Exercise 4. Put the verbs in brackets in correct tense forms (the Present Simple or the Present Progressive).

1. An ordinary project ______about two months, but this one ____a bit longer. (to take)
2. We usually ______messages by e-mail, but this document we _____by a courier. (to send)
3. As a rule, the company _____us business class tickets, but for this trip they _____us an economy class. (to buy)
4. We usually ____a freelance interpreter, but for these particular negotiations we _____the first-class specialist. (to hire)
5. Typically our firm _____salary once a year, but this year it _____it twice because of inflation. (to increase)
6. Our authorities _____a hundred dollars for Christmas presents, but this year they _____much more. (to spend)
7. We always _____hard control over our expenses, but now we ____it even harder. (to keep)
8. Usually we _____a dozen of orders per day, but on the New Year's eve we ____half a hundred. (to receive)
Stative Verbs

Verbs which describe states rather than actions are not normally used in the progressive tenses. They are:

verbs of thinking: think, understand, realize, know, imagine, believe, suppose, guess, forget, remember, recognize, recollect, etc.
verbs of perception: see, hear, smell, taste, feel, etc.
verbs of possession: have, possess, own, belong to, etc.
verbs of emotion: like, dislike, love, hate, fear, want, wish, need, prefer, respect, value, care, admire, etc.
others: be, exist, appear, seem, look like, resemble, include, consist of, include, contain, mean, weigh, measure, fit, matter, concern, interest, deserve, etc.

Exercise 5. Put the verbs in brackets in correct tense forms (the Present Simple or the Present Progressive).
1. We _____ (to work) with American companies now, but I _____ (to think) we should apply to our national companies. 2. At present we _____ (to carry out) a market research to find out what particular products customers _____ (to want). 3. The marketing department _____ (to try) to find a new logo for our new product that _____ (to appear) attractive. 4. John _____ (not to work) at the moment; he _____ (to be) between jobs. 5. This brand of cheese _____ (to taste) delicious, so it _____ (to become) very popular. 6. The computer technology _____ (to change) so fast that only a specialist _____ (to know) how to keep up with the latest developments. 7. Little by little, as a new product _____ (to become) known, more and more customers _____ (to want) to buy it. 8. Slowly the quantity of TV commercials _____ (to grow) here, but we _____ (to need) to convince our clients that it's possible to do it.

Some stative verbs can be used in the progressive tenses with other meaning or in phraseology, e.g.:
to have in word combinations to have breakfast/ lunch/dinner/supper; to have a meeting; to have problems;
to remember in the meaning to recollect;
to think in the meaning of the process of thinking;
to look with prepositions for, at, on;
to see in the meaning to meet by appointment; to interview or in the set-
phrase to see smb off;
to fit in the meaning to try on;
to feel in the phraseological unit to feel one's way (идти наощупь).

Exercise 6. Put the verbs in brackets in the correct tense forms (the Present Simple or the Present Progressive).

1. Is Mr Stanton busy? – Yes, he_____ report. (to study)
2. John, _____you ____Miss Janowski? – I'm not sure, oh, yes, I ____now our
   last meeting at the head office. (to remember)
3. Where is Miss Martinet? – She _____ a business lunch with the American
   partner. (to have)
4. Brian, what _____you _____about our opening ceremony? – I _____of my
   presentation at the moment. (to think)
5. Where is Mr. Thomson? – He ____a meeting with the company shareholders.
   (to have)
   (to do, to fit)
7. Is the executive director in? – No, the director ____the applicants this
   morning. (to see)
8. Where is the company secretary? – She'll be later. She _____problems with
   her car. (to have)
9. _____you_______ a driver license? – Not yet, but I _____to drive a car now.
   (to have, to learn)
10. Hello, Bill.____ you still _____for Telecom? – No, I _____out for a better
   job. (to work, to look)

УЭ-2

Expressing the Future: the Future Simple, the Present Simple, the Present Progressive

The Future Simple is used to express:

a) future facts, e.g.:
   We will know the results of the market research next week.

b) spontaneous decisions, e.g.:
   – Mr Palmer is not in.
   – Okay, I'll call him later.
c) predictions and trends, e.g.:
   In the future catalogs **will carry** increasing amounts of advertising.
   Consumers **will use** computer databases to select advisers, caregivers, and
   health services.

d) promise, e.g.:
   I'll pass the message on.

   The Present Simple can express:

   a) definite future arrangements with a time expression, e.g.:
      The project **starts** in a few days.
      (The Present Simple is more formal and impersonal in this meaning than
      the Present Progressive.)

   b) schedules and timetables, e.g.:
      Next coach **leaves** at 2 p.m.
      We open our new branch next week.

   c) plans for a journey, e.g.:
      We **leave** at seven, **arrive** in Glasgow and **take** a taxi to the head office.

   The Present Progressive can express:

   a) personal arrangements in the near future, e.g.:
      We **are having** a meeting next Friday.

   b) immediate plans – with verbs of movement, e.g.:
      – Tom, what are you doing here?
      – **I'm flying** to New York in an hour.

   The to be **going to** form is used to express:

   a) intention for the near future, e.g.:
      **I'm going** to meet our sales agent.

   b) prediction for the near future, e.g.:
      It **is going** to take a long time to photocopy all the documents.
      Instead of **I am going to go** it is normally used **I am going** and instead of
      **I am going to come** – **I am coming**.

**Exercise 1. What meaning is expressed by the predicates in the sentences**
(future facts, spontaneous decisions, predictions and trends, promise, definite
future arrangements, schedules and timetables, plans for a journey, personal
arrangements in the near future, immediate plans, intention for the near future,
prediction for the near future)?

1. Mr Norman is going to give a presentation tomorrow. 2. Catalogs will find
   their way to consumers through novel distribution channels. 3. What are you
doing on the weekend? – I'm having a barbecue with my American partners.
4. I've run of message slips. – I'll give you some. 5. Ann leaves for the annual
conference in a day. 6. I'll settle the matter with customers' claims. 7. The
market is unpredictable. We are going to lose a lot of money on our new
products. 8. The plenary meeting starts at 10 a.m. 9. I'm staying at work late
tonight. 10. Travel agent: "You leave Moscow tomorrow at 6 a.m., arrive in
Warsaw next day, then a bus takes you to the hotel."

Exercise 2. Choose the correct form of the predicates in brackets.
1. We ('ll give/give) you an extra discount on any repeat order. 2. If I am not
ready to talk I often say I ('ll call/call) you back. 3. The trade fair (will
open/opens) next Tuesday. 4. Do you agree? – I ('ll get/get) a diary and have a
look. 5. Sorry, Jane, we ('ll look/look) at the global question later. 6. Passengers
are asked to take their seats; the train (will leave/leaves) in five minutes.
7. According to our plan we ('ll come/come) to Rio in the afternoon. 8. Right, we
('ll talk/talk) about the possible new price structure on your arrival. 9. Mrs Greg has
already left the office. "Oh, I ('ll send, send) her a fax." – "That ('ll be, 's) fine."

Exercise 3. Form the proper predicates of the verbs in brackets (the Present
Progressive or to be going to).
1. ______you______ on a business trip? (to go)
   Yes, I _____abroad. (to go)
2. Of course, you don't always know when someone______ (to call)
3. The costs _______much higher next month. (not to be)
4. I've booked the tickets. I _____ to Rome next week. (to fly)
5. Some workmen arrived with a roller. I think they ______the road. (to repair)
6. I _____our new PR manager at the press conference. (to meet)
7. It would be a bad idea to think we _____ a city. (to leave)
8. The personnel manager ______the applicants tomorrow. (to interview)

Exercise 4. Describe the schedule of the Chief Executive Officer using proper
tense forms.
   21 May       8:00 Arrival at the airport
   10:00 Meeting with the Vice-President
   1:00 Business lunch
   3:00 Delivering a report
   6:00 Official ceremony
   7:00 Reception
   22 May       11:00 Return flight to Chicago

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Exercise 5. Complete the dialogue with predicates expressing future action of the verbs in brackets.

_John:_ Hi, Mark. Could we meet tomorrow to talk about the new terms of delivery? Say, at 9 a.m.?

_Mark:_ I ______ (not to be) available in the morning because I _____ (to have) negotiations with my foreign partner at that time. Would 12 o'clock suit you?

_John:_ I'm afraid not. I______ (to go) to the selling exhibition then.

_Mark:_ What time ____you______ (to come) back?

_John:_ At about 3 p.m. _____ you _____ (to be) free then?

_Mark:_ No, I ______ (to interview) applicants for our sales department. But after 4 o'clock I ______ (to be) quite free.

_John:_ Fine. That suits me too. I ______(to come) at 4 p.m. then.

УЭ-3

Expressing the Past. The Past. Simple versus the Present Perfect

The Past Simple is used to express:

- an action completed in the past at a definite time, e.g.:
  
  I **sent** a reminder yesterday.

- an action which happened in the past (general past), e.g.:
  
  He **worked** for that bank for three years, (but he does not work now)

- habitual past actions, e.g.:
  
  He always **worked** hard.

The Present Perfect Tense is used to express:

- a present result of the past, e.g.:
  
  Unemployment is very high in the area because a lot of small businesses **have closed up**.

- a recently completed action (just, already, yet), e.g.:
  
  I **have** just **received** the message.

- a past action which time is not definite, e.g.:
  
  I **have read** the instructions but I don't understand them.

- an action occurring in an incomplete period (today, this morning/afternoon/week/month/year, lately, recently, ever, never, since), e.g.:
  
  I **have never been** late for work.
Exercise 1. What actions are expressed by the predicates in the following sentences (actions completed in the past at a definite time, actions which happened in the past (general past), habitual past actions, a present result of the past, recently completed actions, past actions which time is not definite, actions occurring in an incomplete period)?

1. In 1985, "Jonson & Jonson" picked up nearly all the marketing rights to three Amgen drugs. 2. The French businessman Bernard Tapie has sold his controlling stake in Adidas for € 615 million. 3. She was a successful businesswoman with her own secretarial agency. 4. Headhunters have never been the most respected professionals. 5. Fortunately a survey covering over 2,000 workplaces has recently become available for analysis. 6. Ray Kroc always wanted to be a millionaire. 7. Technology has made the world much smaller.

Exercise 2. Choose the correct form of the predicate either in the Present Perfect or in the Past Simple.

1. Yesterday it (has revealed/revealed) that the BBC (has budgeted/budgeted) for cuts in costs of resources, such as studios. Computer error (has also contributed/also contributed) to the overspend.
2. Most of trappings of the high life once enjoyed by Mr Maxwell (have already gone/already went). At the end of the last year a judge (has limited/limited) his living expenses to £1,500 a week. Mr Maxwell and his wife (have sold/sold) their eight-bedroom mansion in Chelsea for £1.7 million. Mr Maxwell (has now entered/now entered) the history books as Britain's biggest bankrupt.
3. In the pre-industrial past, people (have worked/worked) very hard, but they (haven't had/didn't have) jobs to frame their activities. Then jobs (have become/became) not only common but important: they (have been/were) nothing less than the only path to security and success.

Exercise 3. Form the proper predicates of the verbs in brackets (the Present Perfect versus the Past Simple).

1. I never_____(to want) to be an entrepreneur. I just_____ (to want) to be a magazine editor. Since then I just______ (to go) into a new business that interests me. 2. A few years ago, Yutaka Kume, chairman of Nissan,_______ (to acquire) a small, ready-built house in the outskirts of Tokyo. A photograph of Kume's dream home,_______(to shock) the Japanese public when it_____ (appear) in a popular magazine. 3. Now, at the age of 46, Strathalmond_______(to find) himself for the first time in his life standing back
and taking a long hard look at his future. "I always______ (to believe) that change is the best sort of challenge," he says. 4. "Smith Kline Beecham", a big British drugs firm, just ______(to announce) its third-quarter results. The price of its shares______(to increase) by 2.5 percent in London's Stock Exchange.

**Exercise 4. Complete the dialogue with the verbs in the box using them either in the Present Perfect or in the Past Simple.**

<table>
<thead>
<tr>
<th>to book</th>
<th>to arrive</th>
<th>to send</th>
<th>to be</th>
<th>to ask</th>
<th>to prepare</th>
</tr>
</thead>
</table>

**PA:** Can I talk to you about your future business trip?
**Boss:** Sure. ______ your already _____the flight to New York?
**PA:** Of course. Your tickets ______this morning.
**Boss:** Good. What about hotel?
**PA:** They _____just _____us a fax confirming the reservation. Shall I order a taxi for you from the airport?
**Boss:** No, you needn't. John from marketing department will send a company car. When I _____in New York last summer there _____no problems with the transport.
**PA:** You _____about the recent data from sales department, they _____already _____them for you.
**Boss:** Thanks a lot.

**Expressing the Past: the Past Simple, the Past Progressive and the Past Perfect**

The Past Simple is used to express:
a) actions completed in the past at definite time, e.g.:
    I sent a reminder yesterday.
b) actions which happened in the past (general past), e.g.
    He worked for that bank for three years, (but he does not work now)
c) habitual past actions, e.g.:
    He always worked hard.

The Past Progressive is used to express:
a) temporary past actions which continued for some time, e.g.:
    At this time a year ago, I was flying to New York with my boss.
b) actions with points of time in the past, e.g.:
At 10 in the morning yesterday, we were discussing our future strategy for the next five years.

c) interrupted past actions, e.g.:
The PR manager was making a presentation when a new group of visitors arrived.

d) frequently repeated past actions, e.g.:
He was always working hard.

The Past Perfect is used to express:
previous events in the past, e.g.:
When the applicant's confirmation arrived we had already hired another candidate.

Exercise 1. What actions are expressed by the predicates in the sentences (actions completed in the past at a definite time, general past actions, habitual past actions, temporary past actions, actions with points of time in the past, interrupted past actions, frequently repeated past actions, previous events in the past)?

1. Last year, in an unending quest for lower costs, higher productivity and fatter profits, American firms announced 615,000 job cuts. 2. During the late 80s technology was changing and more sophisticated database was becoming available. 3. The brightly coloured new products looked more like toys than the adult models. 4. I called you yesterday in the morning but you were not in. – Oh, I was having lunch with the American partner. 5. He never thought to go furthur than the vice-president post in his professional career. 6. She was always discussing the final decision with her team. 7. The future of DAF truck plant looked more secure after British Telecom had placed an order for 206 trucks. 8. We were considering the future prospects when the boss proposed to introduce a new company policy.

Exercise 2. Choose the correct form of predicates in brackets (the Past Simple or the Past Progressive).

1. One of the first things that Hanson (did/was doing) was to sell the research centre and put the scientists nearer to the marketeers. 2. In 1990, Tokyoites (threw/were throwing) out 128,000 televisions, 88,000 washing machines, 100,000 fridges and 190,000 bicycles. 3. A number of firms (found/ were finding) that they (lost/were losing) control of their proceeds technology; others that their product quality (faltered/was faltering). 4. Murdoch (watched/was watching) the communication technology explosion and (decided/ was deciding)
he (wanted/was wanting) a large piece of it. 5. Drucker (believed/was believing) that managers (needed/ were needing) to understand that they (delt/were dealing) with human beings and not machines. 6. At that time all businesses (were/were being) tough on the workers. 7. When they (spoke/were speaking) a message (started/was starting) to come through on the noisy machine. 8. As the world (was/ was being) at war, every big company in the USA (worked/was working) as hard as possible to produce equipment for the army. 9. In 1932, GM's Cadillac company (had/was having) real problems. 10. Cadillac company (began/was beginning) to lose large amounts of money.

**Exercise 3. Choose the correct form of predicates in brackets (the Past Simple or the Past Perfect).**

1. It (was/had been) the first time that a car-maker (won/ had won) the award.
2. The triumphs of mass production early in the century (gave/had given) birth to most of the giant firms which (came/had come) to tower over their industries.
3. Dixons, the UK's biggest electrical retailer, (unveiled/had unveiled) its results yesterday and they (received/had received) a mixed reaction from the City.
4. The funds that Rebo's TV (initially planned/had initially planned) on amortizing over five years (grew/had grown) obsolete in less than, two years.
5. Corporate indebtedness (rose/had risen) sharply in the boom years of the late 1980s.
6. Peters (worked/had worked) hard on his book and by the late summer of that year he (wrote/had written) 1,300 pages.
7. After a slow start, the book (started/had started) to sell in huge quantities and by the end of 1985 around five million people (bought/had bought) it.
8. Although GM (only asked/had only asked) Drucker to write a report, he soon (realized/had realized) that he (had/had had) enough ideas for a book.

**Exercise 4. Fill in the blanks with proper predicates formed of the verbs in brackets (the Past Simple or the Past Progressive).**

Then, in 1910, Taylor suddenly_____ (to become) famous. The US government_____ (to have) a meeting about the different costs of train and sea travel. The railway companies _____ (to need) more money from taxes, the shipowners did not. To explain their point the shipowners _____ (to ask) their managers to tell them about a man called Frederick Taylor. The next day, Taylor's name and a description of his ideas_____ (to be) in all the newspapers. Everybody in the US business world_____ (to talk) about scientific management.
Exercise 5. Fill in the blanks with proper predicates formed of the verbs in brackets (the Past Simple or the Past Perfect).
In the years to come, General Motors_____(to start) to face problems. Alfred Sloan's method_____(to mean) that managers_____(to spend) a long time in meetings and the company often_____(to take) decisions slowly. Until the end of the 1960s, this____(not to be) a special problem. But as the speed of business life____(to get) faster, GM sometimes____(to find) that it____(be) too slow to solve the problems and take the opportunities of the modern world. Its huge beautiful cars_____(to be) also expensive and____(to use) too much petrol. When the price on petrol______(to rise) suddenly in the early 1970s, more and more people______(to start) driving smaller cheaper cars from Japan.

Exercise 6. Fill in the blanks with proper predicates formed of the verbs in brackets (the Past Simple, the Past Progressive or the Past Perfect).
David Mann knew something______(to be) up when he______(to see) his boss' car______(to park) in the company parking lot. As he______(to hurry) along the corridor to his finance director, he______(to wonder) why the normally amiable Suit______(to be) so abrupt. A week later, after a series of preliminary meetings, Mann and his team______(to sit) in the office of Grappe Ventures when Suit______(to unravel) the mystery saying, "Bad news, David."

Exercise 7. The Past Perfect Tense
Anne passed her exams and then she left school. After that she went to secretarial college and then she worked in a bank. Later she lived in London and finally she moved to Manchester and got a job with Transworld.

In pairs, discuss Anne's life, like this:
P: Had Anne left school before she passed her exams?
R: No. She’d passed her exams before she left school.
or No. She left school after she’d passed her exams.

Laboratory drill
P: Had Anne left school before she passed her exams?
R: No. She’d passed her exams before she left school.
P: Did Anne pass her exams after she’d left school?
R: No. She left school after she’d passed her exams.

Exercise 8. More about the Past Perfect
Decide which of these events happened before the other and combine the sentences using the Past Perfect, like this:
Example: GLM sent the invoice. GLM sent the goods.

GLM sent the invoice after they had sent the goods.
1. BOS received the order. BOS sent the goods.
2. BOS sent the statement. Transworld received the goods.
3. Anne received the goods. Anne paid the pro-forma invoice.
4. Mr Perez received the goods by air. Mr Perez sent an order.
5. Transworld received the statement. Transworld paid BOS.
6. Kevin received the order. Kevin made out the Bill of Lading.

**УЭ-4**

**Review of Tenses**

**Exercise 1. Fill the correct tense:**

*Example: (make)*

So far this morning you ___ **have made** ___ ten phone calls.

1. (have) I usually _____ lunch at noon.
2. (retire) Mr. Benton _____ next month.
3. (leave) The secretary _____ the office an hour ago.
4. (watch) We _____ a good NV show now; can you call back later?
5. (have) Joan _____ the same job for six years now.
6. (listen) We _____ to the radio when the phone rang.
7. (listen) We _____ to the radio for an hour now.
8. (finish) I _____ typing the memos tomorrow.
9. (dial) The line was busy, so I ____ the number a few minutes later.
10. (meet) Right now the salesmen _____ in the manager’s office.
11. (double) Our costs _____ since five years ago.
12. (take) The director always _____ the right decisions.
13. (talk) Mrs. Lewis called while you _____ on another line.
14. (start) Laura _____ working for this company last year.
15. (sit) We _____ in this waiting room for almost an hour now.

**Exercise 2. Fill in the correct tenses of the italicized verb:**

A. Yesterday the director *called* his wife.
   1. He _____ her every day.
   2. He _____ her right now.
   3. He _____ her tomorrow.
B. I go to the movies every Saturday evening.
   1. Next Saturday I _____ to the movies.
   2. Last Saturday I _____ to the movies.
   3. I’m in my car now. I _____ to the movies.

C. The secretary works from Monday till Friday.
   1. It’s Wednesday evening. So far this week end she _____ three days.
   2. Next week she _____ five days.
   3. Last week she _____ five days.

D. Mr. Jennings is waiting outside the director’s office.
   1. He _____ there when I came in this morning.
   2. He _____ there since then.
   3. He _____ there now to talk with the director.

E. I eat breakfast at about 7:30 in the morning.
   1. It’s 8:30 a.m. I _____ breakfast already.
   2. I _____ breakfast an hour ago.
   3. I _____ lunch in about four hours.

Exercise 3. Finish the sentences correctly choosing a, b, or c:

A. 1. I’ll see you _____ a) for 10 minutes
   2. We arrived _____ b) 10 minutes ago
   3. I’ve been here _____ c) in 10 minutes

B. 4. We’ve been waiting _____ a) at 10 o’clock
   5. We arrived _____ b) until 10 o’clock
   6. We’re going to stay _____ c) since 10 o’clock

C. 7. The concert began _____ a) an hour from now
   8. We’ll stay_____ b) an hour ago
   9. The concert will end _____ c) until it ends

D. 10. I haven’t seen Bill _____ a) since Thursday
   11. He’ll be away _____ b) three days from
   12. He’ll be back _____ c) until Saturday

Exercise 4. Complete the following sentences choosing from the words in the box:

Example: I’ll call you back ______ five minutes.
1. The movie started five minutes _____
2. What are you doing _____?
3. This store will stay open _____ 10 p.m.
4. I’ve been taking English lessons _____ two years now.
5. This has been the coldest winter _____ 1955.
6. The train will leave the station _____ 7:52 a.m.
7. When I left the office last night, it was _____ dark outside.
8. You’ve received five phone calls _____ today.
9. The package will be delivered two weeks _____ now.
10. The director will retire next week, and they haven’t found a replacement for him _____

Exercise 5. Fill in the correct progressive form.

Example: (talk) At this time tomorrow, I will be talking to the directors.

1. (watch) Right now John _____ an interesting TV show.
2. (ring) When we walked into the office, the phone ______.
3. (run) Nobody turned off the water; when we came home it ______ for hours.
4. (talk) The president is in his office now; he ______ on the phone for more than an hour.
5. (leave) At 10 o’clock tomorrow we _____ for Washington.
6. (live) I ______ in New York City since last summer.
7. (walk) It started to rain while we _____ to the bus stop.
8. (sit) By the time the meeting started we ______ in the office for twenty minutes.
9. (work) John _____ for an electronics firm now.
10. (teach) Bertlitz ______ languages for more than a hundred years!

Exercise 6. Choose the simple or progressive form:

Example: (opens, is opening) The secretary _____ the mail now.

1. (take, am taking) Usually I _____ my coffee break at three o’clock
2. (rained, was raining) When I left the house this morning, it _____.
3. (wait, be waiting) Tomorrow at six o’clock I will _____ for your call.
When last week’s meeting began, we had already ______ our decision.

Miss Lyons has ______ to the office three times already looking for a job.

So far this month I have ______ four movies.

When I arrived at the office Mr. Smith had ______.

I always ______ to the radio in the evening.

The director can’t speak. He ______ a call.

We had already ______ our transistor.

I have ______ these reports for two hours.

Exercise 7. Complete the following sentences using the past perfect.

Example: I read the newspaper at eight o’clock. I arrived at the office at nine o’clock.

When I arrived at the office, I had already read the newspaper.

The directors took their seats at three o’clock. The meeting began at three-thirty.

When the directors took their seats, the meeting hadn’t begun.

1. I ate at noon. At one o’clock my boss invited me to lunch. When my boss invited me to lunch, _____.

2. The plane left at 11 o’clock. I arrived at the airport at noon. When I arrived at the airport, _____.

3. The concert was given on Wednesday. He heard about it on Friday. When he heard about the concert, _____.

4. My car was washed at 13:30 p.m. I got to the garage at noon. When I got to the garage, _____.

5. I typed up the report this morning. When I left the office yesterday, _____.

6. We were waiting for John for two hours. He arrived at five o’clock. When John arrived, ______.

7. On Monday I went to the meeting. I received the reports on Tuesday. When I went to meeting, ______.

8. The secretary left in September. She found another job a month later. When the secretary left, ______.

9. Mr. Jones had twenty years of management experience. He was named president last week. When Mr. Jones was named president, _____.

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10. They went back to the office. Then they finished their lunch. When they went back to the office, _____.

**Exercise 8.**

A. The Board usually meets at the end of March, June, September and December. Today is May 10.
1. *(has met, will have met)*
   The Board _____ once this year.
2. *(will meet, will have met)*
   The Board _____ three more times this year.
3. *(will be meeting, will have met)*
   By year end the Board _____ four times.

B. Tomorrow John will take a four-hour train trip from New York to Boston. The train leaves New York at 9 a.m.
1. *(will be leaving, will have left)*
   By 10:30 tomorrow morning John _____ for Boston.
2. *(will be sitting, will have sat)*
   It's now noon. At this time tomorrow John _____ on the train to Boston.
3. *(will meet, will have met)*
   We _____ him at the station when he arrives.

**Exercise 9. Fill in will or would.**

*Example:* Today is Monday. Tomorrow ____ will be Tuesday.

*It was Monday. The next day would be Tuesday.*

1. He's 30 years old. Next year he _____ be 31.
2. The plane left New York at noon; it _____ arrive in Paris five hours later.
3. When I get to London I _____ call you.
4. The company is doing well this year, but how _____ things go next year?
5. Work on the building began three years ago. A year later it _____ be finished.
6. The director is busy now, but he _____ be able to see you later this afternoon.
7. When I first started work as a salesman I never thought I _____ one day be promoted to vice president of the company.
8. My son is five years old. He _____ start school next September.
9. He had done well in school, but _____ he do well in business?
10. The first Berlitz School opened in 1878. By 1900 there _____ be more than 150 of them.
Exercise 10. Complete the following sentences.
   Example: Does the rent include utilities? Yes, it _does_.
1. Does this car use a lot of gas? No, it _____.
2. Can Hank drive? Yes, I’m sure he _____.
3. Who handles the training program here? The personnel director ____.
4. Were you hurt in the accident? No, I _____.
5. May I sit down? Of course you _____!

Exercise 11. Complete the following questions.
   A. Example: You’ll be late tomorrow, _won’t you?_
1. Jean just got a promotion, _____?
2. This watch can be repaired, _____?
3. We should postpone the meeting, _____?
4. We don’t carry that brand, _____?
5. I’m expected to be there tomorrow, _____?
   B. Example: You speak English, don’t you?
       He _speaks English, doesn’t he?_
       You’ve taken English lessons, haven’t you?
       Last year you _took English lessons, didn’t you?_
1. They haven’t arrived yet, have they?
   He _____?
2. Janet works for IBM, doesn’t she?
   You also _____?
3. This product seems overpriced, doesn’t it?
   These products _____?
4. The new secretary can take shorthand, can’t she?
   But the last one _____?
5. The phone wasn’t connected yesterday, was it?
   But tomorrow it _____?

Exercise 12. Complete the following sentences using the correct auxiliary verb.
1. The Johnsons live on the same street as we ____ .
2. Who’ll take care of the insurance matters? My assistant ____.
3. I don’t drive, but I _____ plan to learn.
4. We offer better quality than our competitors____.
5. But their prices are lower than ours _____.
6. Did you make a plane reservation? If you _____, you’ll have to take another flight.
7. Can you type? Unless you _____, you shouldn’t apply for this job.
8. Which typewriter needs repair? This one ____.
9. I won’t be able to see you tomorrow, but I _____ try to give you a call.
10. Carol has more responsibilities than she _____ before her promotion.
11. Who took messages while I was out? The receptionist ____.
12. Can you get there by train? No, but I ____ take a bus.
13. We haven’t boosted our advertising. Unless we ____, sales will continue to fall.
14. Who should do the typing in the office? The secretaries ____.
15. Has Mr. Lewis left yet? I’m not sure whether he _____ or not.
16. The secretary should arrive on time. Although she usually _____, today she arrived a little late.
17. It hasn’t snowed much this winter, but it _____ rained a lot.
18. Which department will be hiring the most employees? Ours ____.
19. I don’t speak English as well as my teacher ____.
20. But I can speak it much better than I _____ before.

YŞ-5

Progress Test

1. Investors already ________ keen interest in the $ 100 million issue.
   A  showed C  have shown
   B  was shown D had been shown

2. Some firms ________ technical agreements with foreign enterprises to keep up technologically.
   A  used to C  are used
   B  have used D  is using

3. Robots ________ all the manual labor.
   A  are replaced C  were replaced
   B  replaced D  are replacing

4. US firm ________ behind nations such as Germany in training their staff.
   A  lag C  lagging
   B  will lag D  lagged
5. They ________ the government to raise the amount of new housing on previously developed land.
   A  have urged  C  were urged
   B  urged  D  were urging

6. The manager ________ a series of projects that improved productivity in his region.
   A  has led  C  had led
   B  led  D  leaded

7. By linking with Germany, the Danes ________ their economy dependent on the strength of the German economy.
   A  made  C  have been made
   B  is making  D  have made

8. Manila’s market ________ 26.08 points following a liquidation of foreign investments.
   A  is dropping  C  will drop
   B  dropped  D  will be dropping

9. It ________ more and more difficult just to earn a living.
   A  is becoming  C  becomes
   B  became  D  was becoming

10. Trade Unions ________ for a living wade in many industries.
    A  fight  C  are still fighting
    B  fought  D  are fought

11. The lorry ________ with a load of Spanish apricots.
    A  is returning  C  was returned
    B  returned  D  has been returned

12. The plane ________ a full load of passengers.
    A  carried  C  was carrying
    B  has been carried  D  will be carried

13. Thomas ___ off his shares in the company to pay off personal bank leans.
    A  is selling  C  sell
    B  has been solding  D  sold
14. Protectionist policies ________ local industry from outside competition.
   A  have shielded          C  shielded
   B  will be shielding      D  is shielding

15. She ________ the industry’s difficulties on bad management.
   A  is blaming          C  will be blamed
   B  blames              D  was blamed

16. The company ________ its stock on the open market.
   A  was repurchased      C  will repurchase
   B  repurchase           D  will be repurchased

17. The firm ________ trouble meeting its debt payments.
   A  has                  C  will has
   B  is having            D  will be having

18. The car ________ to meet company sales targets.
   A  will fail            C  has failed
   B  was failed           D  is failed

19. I ________ in a meeting all afternoon.
   A  have been            C  am
   B  was                  D  will be

20. We ________ for huge mega-returns on our investment.
   A  are not looking      C  wasn’t looked
   B  don’t look           D  will not look

   A  are applied          C  apply
   B  are now applying     D  was applying

22. He now ________ his own company and is a mentor to other young.
   A  has run              C  has been running
   B  was running          D  runs
23. The recession ________ most US toy and clothing merchandisers.
   A has affected  C affected
   B has been affecting  D will affect

24. The company constantly ________ its performance against those of its competitors.
   A is monitoring  C monitors
   B monitored  D was monitored

25. The Bank’s refusal to cut interest rates ________ a negative.
   A will have  C has
   B will be having  D is having

26. Union leaders ________ an agreement for a shorten working week.
   A negotiated  C will negotiate
   B have negotiated  D negotiate

27. The factory ________ at half capacity for about two months.
   A will be operated  C is operated
   B will operate  D was operated

28. The recession ________ advertisers to plan their spending a month in advance, instead of placing orders a year ahead.
   A prompted  C has prompted
   B is prompting  D will prompt

29. The quality of those machines ________ US repeat orders.
   A brought  C will be brought
   B have brought  D are bringing

30. Supermarkets ________ thousands of packets of chocolates after discovering a production error.
   A withdrew  C have withdrew
   B withdraw  D is withdrawing
SEQUENCE OF TENSES. REPORTED SPEECH

УЭ-1

Statements in Indirect Speech

Indirect speech is usually introduced by the verb in the present tense when we are:

a) reporting the conversation which is still going on;
b) reading letters/instructions and reporting them;
c) reporting a statement that someone makes very often.

When the introductory verb is in a present tense, no change of tense in the object clause is necessary, e.g.:

Mark (phoning from the airport): I'm going to take a taxi. Helen (to Susan, who is standing beside her): Mark says he is going to take a taxi.

If the predicate of the main clause is in a past tense, the predicate in the subordinate clause has to be changed into a corresponding past tense. (See: Unit 13. Sequence of tenses).

In indirect speech the Past Simple or the Past Continuous can either be changed into the Past Perfect or the Past Perfect Continuous (to show a completed action) or remain unchanged (to describe a state of affairs which still exists), e.g.:

She said, "We were thinking of selling the house but decided not to do it." – She said that they had been thinking of selling the house but had decided not to do it. (completed action)

She said, "I decided not to buy the house because it stood on the main road." – She said that she had decided not to buy the house because it stood on the main road, (state of affairs which still exists)

It is often unimportant to make distinction between the past and the earlier past, e.g.:

John said, "Ann sent all the telexes." – John said that Ann sent all the telexes.

The past verb form is not always necessary if the situation or state of affairs is still true at the moment of speaking, e.g.:

He said, "I know where the Head Office is." – He said that he knew where the Head Office is.

She said, "It costs too much to fly to San Francisco." – She said that it costs too much to fly to San Francisco.
Exercise 1. Transform the following sentences from direct into indirect speech.
1. The secretary says, "Mr Lee is busy."
2. Operator informs, "Ms Corny has left for the meeting, she'll be free at 3 p.m."
3. PA objects, "Mr Collins is receiving a client."
4. Bill promises, "I'll be informing you about the development of the project."
5. The secretary remarked, "My boss is so intelligent."
6. They announced, "We decided not to make changes until the next month."
7. He said, "When I saw them they were discussing the future prospects."
8. She mentioned, "I saw the figures before the talks began."
9. Miriam observed, "The report showed that their policies weren't working."
10. He notified, "Prices rise when demand is greater than supply."
11. The receptionist replied, "Our working hours are from 9 a.m. to 5 p.m. except Sundays."
12. He told me, "I'm leaving the firm at the end of the year."

Pronouns and Adverbs of Time

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Indirect Speech</th>
</tr>
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<tbody>
<tr>
<td>this</td>
<td>that</td>
</tr>
<tr>
<td>these</td>
<td>those</td>
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<tr>
<td>here</td>
<td>there</td>
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<tr>
<td>now</td>
<td>then</td>
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<tr>
<td>today</td>
<td>that day</td>
</tr>
<tr>
<td>yesterday</td>
<td>the day before/the previous day(позавчера)</td>
</tr>
<tr>
<td>the day before yesterday</td>
<td>two days before</td>
</tr>
<tr>
<td>tomorrow</td>
<td>the next day/the following day</td>
</tr>
<tr>
<td>the next week/year, etc.</td>
<td>the following week/year, etc.&quot;</td>
</tr>
<tr>
<td>the last week/year, etc.</td>
<td>the previous week/year, etc. (недели/год тому назад)</td>
</tr>
<tr>
<td>ago</td>
<td>before</td>
</tr>
<tr>
<td>a year ago</td>
<td>a year before/the previous year</td>
</tr>
</tbody>
</table>

Exercise 2. Transform the following sentences from direct into indirect speech, pay attention to the adverbs of time.
He said:
1. "I'll bring the documentation tomorrow."
2. "I left school a year ago."
3. "I have entered the faculty this year."
4. "I'll finish these papers next week."
5. "I'm very busy now."
6. "We'll have the meeting with foreign partners tomorrow."
7. "The shipment will be late again this month."
8. "I'll do it later."
9. "I'll finish it the day after tomorrow."
10. "I signed these letters yesterday."
11. "I'll let you know soon."
12. "Sales improved much last month."

**Indirect Questions**

In indirect questions the following changes are necessary:

a) the interrogative form of a sentence changes to the affirmative form;
b) the direct word order is used in the subordinate clause;
c) the introductory verb say changes to verbs of inquiry: asked, inquired, wondered, wanted to know, etc.:
d) the question words when, where, who, how, why are repeated in the indirect speech, e.g.:

She said, "How much does it cost?" – She **asked how much it cost.**
e) when reporting general questions, if or whether are used, e.g.:

He asked, "Do you know the gross weight?" – **He asked if/whether** I knew the gross weight.

**Exercise 3. Transform the questions from direct into indirect speech.**

1. He asked, "Did you like the report?"
2. He asked, "Have you ever been to sales presentation?"
3. She asked, "Whom do you work for?"
4. She asked, "What are you reading?"
5. She asked, "When will you call me back after the meeting?"
6. She asked, "Why don't you answer immediately?"
7. He asked, "Who do you recommend for the job?"
8. He asked, "Are there any messages for me?"
9. He asked, "Does the price include freight charges?"
10. She asked, "Do you offer an introductory discount?"
Exercise 4. Transform the direct questions applied in negotiations into indirect speech, use verbs of inquiry: to ask, to inquire, to wonder, to want to know, etc.

1. The Chief Executive: "When does the contract start?"
2. The Chief Executive: "How many companies are involved?"
3. The Legal Secretary: "Is there a penalty clause in the contract?"
4. The Inventory Manager: "How many units are you going to supply each month?"
5. The Inventory Manager: "How will you ship the goods?"
6. The Accountant: "How much discount do you offer?"
7. The Chief Executive: "Is the agreement flexible?"
8. The Chief Executive: "Will you guarantee the terms?"

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Indirect Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Brown said to his secretary, &quot;Don't leave the office.&quot;</td>
<td>Mr Brown told his secretary not to leave the office.</td>
</tr>
<tr>
<td>The secretary said to a man, &quot;Come in, please.&quot;</td>
<td>The secretary asked a man to come in.</td>
</tr>
<tr>
<td>2) &quot;Will you come in, please.&quot;</td>
<td>My colleague offered me a lift.</td>
</tr>
<tr>
<td>My colleague said, &quot;Would you like a lift?&quot;</td>
<td></td>
</tr>
</tbody>
</table>

Exercise 5. Put the following questions into indirect speech using verbs for command, request and offer.

1. Will you give me your telephone number?
2. Could you ring me tomorrow?
3. Can you help me to translate the letter?
4. Will you sit down?
5. Can you take the message, please?
6. Would you like a cup of coffee?
7. May I have your name?
8. Hold the line, please.
9. Can I help you?
10. Could you pass a message?
11. Will you ring me again and give the details?
12. Just sign these letters for me, will you?

**Exercise 6. Complete the following sentences:**

*Example:* “The meeting will begin on time.”

We all hoped *the meeting would begin on time.*

1. The secretary is on vacation this week.
   I knew _____.
2. The company will increase salaries this year.
   The employees doubted _____.
3. “Tom was in Paris last year.”
   We weren’t aware that _____.
4. “Our inventory has been running low this month.”
   I didn’t realize _____.
5. “We’ll have to stay home tomorrow.”
   The bad weather meant _____.

**Exercise 7. Complete the following sentences.**

*Example:* “The director is busy now.”

The secretary said that the director *was busy then.*

1. “We’re negotiating a contract.”
   The labour leader said they _____.
2. “I can’t come tonight.”
   John informed us he _____.
3. “We have to make a decision soon.”
   They said they _____.
4. “The new line will be introduced next spring.”
   The marketing director announced the new line _____.
5. “We received the payment three days ago.”
   The company wrote that they _____.
6. “The President arrived at the airport yesterday.”
   The newspapers reported the President _____.
7. “Tickets are available at the box office.”
   The ad said that tickets _____.
8. “I won’t arrive until the day after tomorrow.”
   Don explained he _____.
9. “The manager hasn’t called since the day before yesterday.”
   The secretary told us the manager _____.
10. “The meeting will be held next Monday.”
The director mentioned that the meeting ______.

11. “Inventory has been running low this month.”
The manager complained that inventory ______.

12. “The delay in payment won’t affect your credit rating.”
The loan officer informed me that ______.

**Exercise 8. Make reported questions.**

**Example:**

“What’s your name?”
He asked me _what my name was._

“Are you American?”
He asked me _whether I was American._

1. “Will you have lunch with me this afternoon?”
   Ed asked me ______.

2. “Where were you living last year?”
   Our friends asked us ______.

3. “Who was chosen to head the department?”
   The employees wanted to know ______.

4. “Will the store stay open past nine o’clock tonight?”
   The customer asked ______.

5. “Can we afford such a large expense at this time?”
   I questioned ______.

**Exercise 9. Complete the following as either reported statements or questions.**

**Examples:**

“Is the director in now?”
Mr. Martin asked the secretary _whether the director was in then._

“The director is away this week.”
The secretary said _the director was away that week._

1. “Will we be able to get a reservation tomorrow?”
   I asked ______.

2. “The store will be open late this evening.”
   The advertisement said ______.

3. “Will the plant open next year?”
   The news reporter asked ______.
4. “The manager submitted his resignation last week.”
   I didn’t realize _______.
5. “Is the company making a profit yet?”
   The Board wanted to know _______.
6. “What was the rate of production last year?”
   The production manager asked _______.
7. “The company is doing better than it was a year ago.”
   The controller felt _______.
8. “Has the new equipment been operating well?”
   The plant manager wanted to know _______.
9. “Why was this month’s quota set so high?”
   The workers wanted to know _______.
10. “My performance will be reviewed in the next quarter.”
    I was well aware that _______.
11. “Will the secretary be able to type up the memos tomorrow?”
    The director asked _______.
12. “The company is planning to expand its recruitment program next year.
    The personnel director explained that _______.

Interrogative Noun Clauses

Who’s That Man?

<table>
<thead>
<tr>
<th>Do you know …?</th>
<th>who he is</th>
</tr>
</thead>
<tbody>
<tr>
<td>I don’t remember …</td>
<td>where he came from</td>
</tr>
<tr>
<td>I’d like to find out …</td>
<td>how he got here</td>
</tr>
<tr>
<td>I wonder …</td>
<td>why he’s here</td>
</tr>
<tr>
<td>Who he is …</td>
<td>what he’s doing, etc.</td>
</tr>
<tr>
<td>Where he came from …</td>
<td>doesn’t matter</td>
</tr>
<tr>
<td>How he got here …</td>
<td>isn’t important</td>
</tr>
<tr>
<td>Why he’s here …</td>
<td>doesn’t concern us</td>
</tr>
<tr>
<td>What he’s doing …, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you know anything about …?</th>
<th>who he is</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m interested in …</td>
<td>where he came from</td>
</tr>
<tr>
<td>I’m concerned about …</td>
<td>how he got here</td>
</tr>
<tr>
<td></td>
<td>why he’s here</td>
</tr>
<tr>
<td></td>
<td>what he’s doing, etc.</td>
</tr>
</tbody>
</table>
Exercise 10. Complete the following.

Example: What were they talking about?
I couldn’t hear what they were talking about.

1. Where do we go from here?
_______ is up to you.
2. What did he do?
   Didn’t he apologize for _______?
3. Whom should we consult on this matter?
   Do you know _______?
4. Is Mr. Simpson going to accept the offer?
   I’m not sure _______.
5. When do we arrive? How much traffic is there on the highway?
   It depends on _______.

Exercise 11. Rewrite the following as in this example:

Example: Why was this invoice not included in the statement? (We cannot understand)
   We cannot understand why this invoice was not included in the statement.

1. How do these price increases affect us?
   We should like to know _______.
2. Why have you taken so long to execute such a small order?
   We are frankly at a loss to understand _______.
3. What percentage of polyester fibre do your men’s suitings contain?
   One of our customers would like to know _______.
4. How many cases must we order to get maximum discount?
   Will you please advise us by return _______.
5. What do they charge for servicing machines that are no longer under guarantee?
   We are trying to find out _______.

Review of Sequence of Tenses

Exercise 1. Translate the sentences into Russian, mind the rule of sequence of tenses.
1. Seagram reported that production of poison pills were among the primary concerns of the shareholders. 2. Mr Robb said that the measure did not give the
operation sufficient scale and Welcome Inc. would be looking for an alliance or joint venture to boost the business. 3. Lord McGowan and Lord Melchett created ICI & Bros years ago in an agreement on board the liner Aquitania as it sailed from New York to London. 4. Mr Simon said he had no plans to sell off large numbers of Gateway stores. 5. The goldsmiths very quickly understood that it was unlikely that the whole of the funds deposited with them would be withdrawn at any one time, so that it was fairly safe for them to lend a proportion of the deposits to other people. 6. Gerald Kaufman wrote in "The Times" that Radio 3 was plunging downmarket and would degenerate into intransigent radio. 7. Sara Lee said her corporation agreed not to use the word "light" on other products unless they meet that condition. 8. Research showed that 54 percent of firms had no form of financial plan which included budgets and cash-flow analysis. 9. People understood the changes that happened, even if they didn't always accept them.

Exercise 2. Choose the correct form of the predicates in brackets.
1. He worked without a contract which (prevented/had prevented) him from receiving a golden parachute pay. 2. Mr Kay figured that Sony's prices (left/ had left) plenty of room for low-price competitors. 3. Mr Smith said that much of the apparent growth in profits that (occurred/had occurred) in the 80s (was/ had been) the result of creative accounting. 4. Cray Research Inc reported surprisingly weak results for the second quarter which (indicated/ had indicated) lower earnings for the year. 5. Dunhill was sitting on a share capital of £179 mln last year, then it (shrank/had shrunk) to £120 mln due to spendings in Europe. 6. Pittard's share price tumbled when the price of sheepskins (collapsed/had collapsed). 7. Howard Klein said that the fall in the Airtours share price (raised/had raised) serious concerns.

Exercise 3. Complete the sentences using the verbs in brackets in proper tense form (the Past Simple or the Past Perfect).
1. I couldn't get into the office because I______ (to lose) my key. 2. We couldn't use that logotype, because one of our competitors already______ (to choose) it. 3. I found about the vacancy too late. When my application form arrived, they______ (to appoint) another person. 4. By the time he sold off the shares, his original investment______ (to fall) by 13 per cent. 5. He found his first few weeks very difficult because he______ (not to know) accountancy. 6. When I returned to the firm, I was surprised to hear that me boss______ (to put) my colleague in charge of my project. The bank returned the cheque
because I _______ (not to sign) it. 8. The office was empty because everybody_______ (to go) home. I didn't know their phone number because they_______ (to move) to the new premises. 10. The chairman was in a good mood because our company______ (to win) the contract. 11. They knew that another meeting would be gathered because they_______(not to reach) the agreement yet. 12. She found working from 9 to 5 difficult because she never_______ (to have) a full-time job before.

**Exercise 4. Complete the sentences using the verbs in brackets in proper tense form.**

1. Managers needed to understand that they_______ (to deal) with human beings and not machines. 2. His colleagues knew the real reason for Sloan's success: he_____ (to be) a man who always _ (to put) business first. 3. Many people believed that Frederick Taylor could give them the answers they_______(to want). 4. Both Ford and Taylor thought that workers_______(not to need) responsibility. 5. Taylor felt that everyone_____ (to criticize) him. 6. Many people claimed that Japanese companies____(to make) products cheaper and better quality than US ones. 7. They said that the US business people______ (to lose) their way and the things______ (to go) downhill fast. 8. LBS Ltd. researchers believed deregulation and technological advance ______ (to add) to the concentration of the three main financial centres: London, New York and Tokyo. 9. Frank Farrant, a finance director, said the first task_______ (to be) to increase Adidas' profitability into about 10 per cent in two or three year's time. 10. I wondered how much the new model_______ (to cost).

**Exercise 5. Read and compare the sentences.**

1. I knew he worked for that company.
   Я знал, что он работает в этой фирме.
2. He knew she had worked for that company before.
   Он знал, что она работала в этой фирме раньше.
3. He knew his son would work for that company soon.
   Он знал, что его сын скоро будет работать в этой фирме.
4. I heard that mail was delivered regularly.
   Я знал, что почту доставляют регулярно.
5. I learned that the problem had been settled already.
   Я узнал, что проблема уже решена.
6. He found out that the project would be launched soon.
   Он выяснил, что проект будет скоро запущен.
Notes: 1. Правило согласования времен не соблюдается, если придаточное дополнительное предложение выражает общеизвестную истину. I knew that cats like milk. He learned that water turns into ice. 2. В разговорной речи, когда между действиями, выраженными в главном и придаточных предложениях, очень небольшой временной разрыв, это правило также не соблюдается. Это же относится и к текстам газетных сообщений и теленовостей.

  e.g. He said that he is ready for the talks.

Exercise 6. Say as in the model and translate into Russian.

  I heard he was an efficient engineer.

Prompts:
1. an experienced doctor;
2. a skilled specialist;
3. a demanding boss;
4. a fair person;
5. a devoted friend;
6. an agreeable person;
7. a clever student;
8. a tough businessman

Exercise 7. Say as in the model and translate into Russian.

  I understood they had clumped the wastes into the river.

Prompts:
1. to discover a new method of refining;
2. to accomplish the new project;
3. to spoil the nature of the lake;
4. to diversify the range of goods;
5. to pass the new law;
6. to discuss the problem of pollution;
7. to forecast wrong results;
8. to carry out an advertising campaign

Exercise 8. Use the correct tense forms.

1. I thought they (to intend) to start marketing without delay.
2. I knew they (to move) the plant out of the city soon.
3. He couldn't imagine that the man (to invent) the new machine.
4. I realized that they (not to care) about the environment.
5. He knew that that his partner (to be) ill for two months.
6. I forgot that he (to work) for that company and criticized them in his presence.
7. I heard that the delegation of British businessmen (to arrive) already and (to stay) at the Savoy Hotel.
8. He decided he (to tell) his friends the truth about that person.
9. She realized that the situation (to change) for the worse but didn't see the way out.
10. I was sure he (to be) sorry that he (to quarrel) with his friends.
11. He knew she (to admire) English novels and bought her a book by Grisham.
12. I realized he (to stay) in the cold for a long time.
13. She couldn't remember who (to start) the campaign.
14. I was afraid she (to be) angry with me if I didn't come on time.
15. He realized he (not to see) his partner for two weeks.
16. He knew that in England it (to be) illegal to wear a gun without a permit.
17. When I knew him better I realized that he (to feel) lonely in London.

**Exercise 9. Say and respond as in the model.**

- The delegation has already arrived in Moscow.
- And I thought they would come tomorrow.

**Prompts:**
1. to accomplish the project;
2. to provide technical documentation;
3. to put the machines into operation;
4. to provide a letter of support;
5. to test new models of electric cars;
6. to change the department head;
7. to introduce the appropriate alterations in the design

**Exercise 10. Say and respond as in the model.**

- The letter hasn't been sent yet.
- And I thought it had been sent already.

**Prompts:**
1. to accomplish the new task;
2. to set a new objective;
3. to set up a new enterprise;
4. to take appropriate measures;
5. to lodge a complaint;
6. to pay a penalty;
7. to reserve accommodation

**Exercise 11. Use these sentences in reported speech, starting your sentences like this.**

He said / confirmed / stressed / added / pointed out / explained mentioned / supposed / agreed / disagreed ...
1. "The goods have been dispatched to you."
2. "We frequently use a security company to deliver important orders."
3. "We are unable to forward the goods that you ordered this week."
4. "We will be able to complete delivery by the end of next week."
5. "We have been having some problems with our database."
6. "We are reviewing our ordering procedures."
7. "We noticed the error before dispatching the goods."
8. "It was entered into the database twice."
9. "The company has supervised the construction of a few hotels."

**Exercise 12. Report the following questions starting with the words**

He asked / wanted to know/ wondered
1. "When does the contract start?"
2. "How many companies are involved?"
3. "Is there a penalty clause?"
4. "How many units can you supply each month?"
5. "How will the goods be shipped?"
6. "Is the agreement flexible?"
7. "Can you guarantee the terms?"
8. "Have you made this provision in the Contract?"
9. "When did you last adjust the prices?"
10. "What is your interest rate?"

**Exercise 13. Use the right form of the verb.**

1. He said his name (to be) Peter.
2. She asked him what his name (to be).
3. I wanted to know when he (to finish) school.
4. The young man stressed that the next year he (to graduate) from the University.
5. I wondered what foreign language she (to study) at the University.
6. They pointed out that they (to have) no relevant documents in their possession.
7. The worker asked the supervisor when they (to have) a lunch break.
8. The Seller emphasized that the invoice (to be) still outstanding.
9. He explained that these improvements (to save) a lot of expenses on the maintenance of the equipment in the future.
10. I asked him if these measures (to be) quite fair.

**Exercise 14. a) Read and translate the report of a businessman.**

I'm afraid there are a number of problems with the agreement. First of all, we feel that your company has not been reliable on several occasions in the past. We are particularly unhappy about the fact that there have been a number of late deliveries and these have caused us considerable problems.

Another thing is that on at least five occasions you have supplied faulty parts and we have had to return these to you. In addition, some orders have arrived either incomplete or simply incorrect.

There is also the problem of discount. Originally you promised us a 10% discount on orders over £10,000, but you charged us the full amount even when the bulk order was clearly stated on the order form.

I'm not very happy about the prices you charge either. Other companies are offering the same products at more competitive prices and I can see no reason why we should continue purchasing from you. We will only consider continuing to buy from you if you reduce your prices, offer a consistent discount, preferably at a higher rate, and guarantee a better quality of service and delivery.

**b) Fill in the gaps in the text using the verbs in the correct form.**

1. He said there (to be) a number of problems with the agreement.
2. He felt that the company (to be) unreliable on several occasions.
3. He pointed out that they (to be) particularly unhappy about that.
4. He also stressed that the company (to deliver) faulty parts on at least five occasions and some orders (to be) either incomplete or incorrect.
5. He mentioned that originally the company (to promise) a **10%** discount on orders over **£10,000**, but (to charge) them for the full amount even when the bulk order (to be) clearly stated on the order form.
6. He was not happy about the price either. He emphasized that other companies (to sell) the same products at more competitive prices and he (to see) no reason why they should continue purchasing from this company.
7. They (to warn) that they (to continue buying) from this company if the company (to reduce) their prices, (to give) a consistent discount, preferably at a higher rate, and (to ensure) a better quality of service and delivery.

УЭ-3

Progress Test

1. The couple ________ and ________ several loans.
   A  took out, repaid                     C  was taking, repairing
   B  took out, had repaid                D  was taking, repaid

2. We all ________ money when the firm ________.
   A  are losing, collapsed              C  lost, collapsed
   B  loose, collapsing                  D  lost, has collapsed

3. She ________ managerial experience and ________ the job.
   A  lacked, didn’t get                 C  lacks, don’t get
   B  is lacking, doesn’t get            D  lacked, hadn’t got

4. Developments in the market place ________ that we ________ our costs the remain competitive.
   A  required, have reduced            C  require, reduce
   B  have required, reduced            D  will require, reduce

5. Trade between the two countries ________ since Spain ________ a member of the European Community.
   A  has increased, became              C  will increase, is becoming
   B  had increased, became              D  increased, had become

6. Retail stores ________ to merchandise products in a way that ________ customers.
   A  tried, had attracted               C  will try, attract
   B  try, will attract                 D  try, attract
7. When she eventually ________ the business she ________ a mint.
   A  sold, had made       C  sell, has made
   B  has sold, is making   D  sold, made

8. Banks ________ their traditional role and now ________ mortgages, pensions, and other financial services.
   A  have modified, offer       C  modify, offer
   B  had modified, have offered  D  modified, offered

9. Americans ________ more money even though they ________ less.
   A  are spending, earned       C  have spent, earn
   B  spent, earned              D  spend, are earning

10. The business ________ and we ________ all our money.
   A  collapses, are loosing     C  collapsed, lost
    B  has collapsed, lost      D  collapses, have lost

11. He recently ________ his mortgage because he ________ that interest rates ________.
    A  paid off, fears, will rise  C  is paying off, fear, are rising
    B  has paid off, is fearing, rises  D  pays off, feared, will rise

12. They ________ more direct information than we ________, and we’ve obliged them.
    A  want, gave               C  wanted, have given
    B  wanted, were giving      D  are wanting, give

13. Smithkline ________ the Jude that the offending ads ________ no longer be used.
    A  told, would              C  tells, have
    B  was telling, will        D  has told, had

14. They ________ him a very good job, but he ________ it down.
    A  were offering, turned    C  offer, will turn
    B  have offered, is turning  D  offered, turned
15. The company _________ it _________ to offers from potential buyers.
   A  is said, would open  C  say, will open
   B  said, was open   D  have said, is opening

16. The plant _________ around 7,000 stuff and _________ annual output of
    around three million metric tons of steel.
   A  employs, has  C  has been employed, have had
   B  employed, has  D  is employed, will have

17. The plant _________ overtime in some recent weeks because those
    models _________ well.
   A  had worked, are sold  C  works, are being sold
   B  worked, sold  D  has worked, are selling

18. The company _________ comment on particulars because it _________ all
    the documents.
   A  can't, hadn't seen  C  couldn’t, hadn’t seen
   B  wouldn't, haven't seen  D  couldn't, didn't see

19. Export _________ this year because so many of America’s major trading
    partners _________ through tough times.
   A  haven't boomed, go  C  didn't boom, went
   B  won’t boom, are going  D  doesn't boom, will go

20. The property _________ to him after his father’s death.
   A  had passed  C  will pass
   B  has passed  D  passed

21. The steelwork group _________ its final dividend after profits _________
    last year.
   A  passed, plunged  C  has passed, is plunging
   B  will pass, plunge  D  is passing, plunged

22. He _________ that Texas Instruments _________ Intel in filling a patent
    and it _________ difficult to overturn it.
A  said, had beat, would be C  has said, beat, will be  
B  says, have beaten, would be D  have said, had beaten, was  

23. Executives _______ that the credit transfer _______ payback.  
A  have worried, were looked like C  worried, looked like  
B  were worried, would look like D  had worried, looked like  

24. Credit agencies always _______ whether someone _______ a bad payer.  
A  checked, has been C  check, has been  
B  would check, were D  will check, was  

25. They _______ his services _______ no longer necessary and in May he _______ a final payment.  
A  decided, were , was given C  will decide, are ,are given  
B  decide, have been, gave D  have decided, are, will give  

26. There _____ a perception among investors that an economic recovery _______ .  
A  have been, began C  is, is beginning  
B  will be, begin D  has been, will begin  

27. She _______ that her policy_______ .  
A  will not realize, is expired C  doesn't realize, will be expired  
B  did not realize, had expired D  hasn't realized, would expire  

28. Japan _______ aid until a quarrel with Russia over possession of the Kuril Islands _______.  
A  will not give, is settled C  is not giving, doesn't settle  
B  won't give, won't settled D  doesn't give, will not be settled
THE PASSIVE VOICE

The Main Usage of the Passive Voice

The Passive Voice is used in the following cases:

a) to focus on an action rather than an agent, e.g.:
   Over 36 per cent of workers are employed in the agricultural sector.

b) if the agent is unknown or is not mentioned on purpose, e.g.:
   The mail is collected every day.

c) to express processes and procedures, e.g.:
   Many of the world's diamonds are mined in Siberia.

d) to show changes, e.g.:
   The factory is completely different. The whole place has been modernized and computerized, and a lot of people have been made redundant.

e) to disclaim responsibility, e.g.:
   Employer: Overtime rates are being reduced.

f) to create formal style in business correspondence, cf.:
   1. Peter Jason, who opens our post at this branch, received your letter yesterday. He has forwarded it to Head Office, (informal)
   2. Thank you for your letter which was received at this branch yesterday. It has been forwarded to Head Office, as complaints are dealt with there, (formal)

Exercise 1. What actions are expressed by predicates in the Passive Voice in the sentences (focusing on an action, the agent is unknown, expressing processes and procedures, showing changes, disclaiming responsibility, creating formal style in business correspondence)?

1. The decision was taken to sell three corporate jets. 2. 33 per cent of small businesses are now started by women. 3. Further 17 non-core businesses had been sold during the year, and the disposal programme was now complete. 4. The letter has been opened! (Bill is suspected.) 5. Mr Garuzzo was given responsibility for a car production in 1990. 6. Mr Malpas, 62, was headhunted from BP to take on the chairman's job on a salary of about £200,000. 7. Employees' bonuses, which are tied to the company's profits, are shared out as they choose. 8. This is the third time this mistake has occurred and we are far
from satisfied with the service. 9. Virtually all top management has been dismissed. 10. The cheesecake and mousse desserts are now produced in so-called "French-style".

**Exercise 2. Read the statements, circle the correct answer (active or passive).**

1. Roche is one of the world's leading pharmaceutical groups.
   a) It manufactures vitamins, perfumes, and antibiotics.
   b) Vitamins, perfumes, and antibiotics are manufactured by it.

2. Finnair is one of the biggest European airlines.
   a) The Finnish government partially owns it.
   b) It is partially owned by the Finnish government.

3. Marriott International Inc. is the largest global hotel operator.
   a) It owns Marriott Inns and a number of other hotel chains.
   b) Marriott Inns and a number of other hotel chains are owned by it.

4. Australian born R. Murdoch is Chairman of News Corporation.
   a) He controls 39 per cent of the Co through Cruden Investments.
   b) 39 per cent of the Co is controlled by him through Cruden Investments.

5. Sara Lee Corp is the biggest producer of desserts in the USA.
   a) The food concern is now producing a new light "French-style" cheesecake and mousse desserts.
   b) A new light "French-style" cheesecake and mousse desserts are now being produced by the food concern.

**Exercise 3. Fill in the blanks with predicates in the Present Passive of the verbs in the box.**

<table>
<thead>
<tr>
<th>to make</th>
<th>to use</th>
<th>to place</th>
<th>to pipe</th>
<th>to refer</th>
<th>to mix</th>
<th>to pump</th>
</tr>
</thead>
</table>

**Describing Manufacturing Processes**

Modern china ______mostly by a highly mechanical process, though traditional methods ______ still ______ by craftsmen. First of all, the quartz and feldspar ______ in a rotating-drum to grind the mineral into a fine powder. Next, the powder ______ into a mixing vat, and mixed with water and kaolin. This liquid ______ to as slip. Once all the ingredients ______ thoroughly ______ together, the slip ______ into a large filter press.

**Exercise 4. Rewrite the sentences using passive constructions.**

1. The recruitment committee hasn't informed me about their decision yet.
2. The board of directors gave him a week to make a decision.
3. Mr Weston has asked her to send a telex.
4. The committee will have sent you an official reply
by the end of the next week. 5. The dispatch manager showed them how to pack
the goods. 6. The firm has paid me the expenses. 7. Interviewers gave the
respondents a list of 19 inventions. 8. The region's cheap labour attracts many
companies. 9. The firms paid farmers little for their produce. 10. Productive
machines have replaced many of blue-collar workers. 11. The absence of many
market players is slowing the decline. 12. The publisher Terry Hornett bought
the magazine "City Limits" last summer.

Exercise 5. Rewrite the sentences in the Passive Voice by making the words in
bold type their subjects. Decide whether or not to include the agent of the
action. Remember that it would be unnatural to add "by them" or "by
someone".

1. We are offering an attractive price reduction. 2. They completed the survey
last month. 3. The Co provides free medical insurance for all employees. 4. You
must correct your mistake as soon as possible. 5. Someone has translated the
contract into Arabic. 6. A team of consultants is investigating the problem.
7. We will offer an attractive salary to the person appointed. 8. The exporter
clears the goods for export. 9. They have cancelled the 14:45 flight to Rome.
10. They were holding talks last night at the Union's HQ. 11. They will
manufacture Muller yoghurt products at a plant in Lancashire. 12. People still
associate Telecoms with "natural" monopolies.

Exercise 6. Translate into Russian.

1. He was accused of the leakage of the company's confidential document.
2. Nothing was said to me about it. 3. They were shown the way. 4. Visitors are
requested to leave their coats in the cloak-room. 5. Have these goods been paid
for? 6. Re-heating should be avoided. 7. He was elected the Vice-President.
8. What can be done? 9. He was granted ten day's leave. 10. We were told to
wait. 11. You have been told so many times not to touch the boss' things.
12. When people loose their jobs, they are dismissed or made redundant.

Exercise 7. Use the verbs in brackets in the proper past tense form (active or
passive).

Buying a Home

The buyer_______ (to go) to the estate agency and_______ (to inspect)
the details of the houses on offer. If he_______ (to attract) by the description of
the house, he_______ (to visit) the property to look at it. If he_______ still_______
(to interest) after seeing the house he can_______(to make) an offer. Usually the
offer_____ (to be) slightly less than the official "asking" price. If the house owner agrees, the house can_______ (to sell). But the buyer probably_______ (not to have) enough money, so he______ (to go) to the building society to borrow some money. At the building society he_______ (to ask) a number of questions: what type of job _____he_____ (to have)? How much _____he_____ (to earn), etc. The society_______ (to inspect) the house to see if it is worth the money the buyer_____ (to ask) to lend. When all_____ (to agree), the papers_______ (to sign), and the money_____ (to pay) to the owner of the house the buyer can_______(to move) in. Over the 25 years, the buyer, because of the interest on the loan, ______ (to pay) far more than the original price of the house.

У Э-2
Constructions used only in the Passive Voice

a) It + be + Past Participle
it is said; it is thought; it is known; it is believed; it is informed; it is suggested; it is recommended; it is reported; it is investigated, etc., e.g.:
Nowadays it is believed that size of an enterprise is unimportant.

b) to be + Past Participle, e. g.:
to be interested; to be concerned; to be involved; to be determined; to be bored; to be tired; to be surprised; to be astonished; to be frightened; to be disappointed; to be distressed; to be alarmed; to be irritated/annoyed, to be frustrated, to be used to; to be obliged to, etc., e.g.:
I was born in April 30, 1985.
His brother was killed in action.
We were lost in a foreign country.
In informal English, the verb to get is used instead of to be to form the Passive Voice, e.g.:
They got killed in a road accident.
After a long meeting we all got tired out.

c) to have smth done, e.g.:
I have my hair cut. He is having the letter typed out.
I have my watch repaired. They had the order sent by a courier.
I have my shoes mended. Have you had your accounts checked?
I have my dress made. I'm going to have a new fax installed.
I have my clothes cleaned. You must have your office repainted.

The verb to get can be used here instead of to have but it sounds colloquial.
Exercise 1. Underline the passive constructions, translate the sentences into Russian.
1. He was killed in a plane crash. 2. She is interested in computers. 3. I was directly involved in everything. 4. I am surprised to meet you in my department. 5. Everybody was tired of long ineffective discussion. 6. It’s our mentality. We are used to it. 7. It has been calculated that the majority of new product ideas come from customers via sales representatives. 8. It was reported to us that he had had an accident. 9. It was not explained to us how the accident had happened. 10. We've just had our main office re-decorated. 11. I must get my car serviced. 12. Here at work we're all just trying to get a job done.

Exercise 2. Rewrite the sentence according to the model:
Model: I think we should introduce a self-assessment procedure. It is thought a self-assessment procedure should be introduced.
1. So we all think that expenditure on entertainment is excessive. 
2. Both Mr Williams and myself feel we should spend more on training. 
3. I hope we can do more to attract suitably qualified staff. 
4. I think it would be a good idea to extend the probationary period. 
5. We all agree we need to respect schedules. 
6. I feel that low prices do not always attract customers. 
7. I suggest that we should improve our corporate image. 
8. She insisted to make the decision. 

Exercise 3. Make sentences using the passive construction to have smth done.
1. He, his suits, make, in London. 
2. We, a new catalogue, print. 
3. They, the photocopier, repair. 
4. I, my photo, take. 
5. He, his coat, clean. 
6. They, a new office, design. 
7. She, her high boots, mend. 
8. He, his study, do.

Exercise 4. Using the verbs in brackets say what had been done for you.
I had my clothes cleaned
1. (clothes) I had my clothes cleaned (to clean) 
2. (breakfast) ____________________________ (to serve) 
3. (letters) ____________________________ (to send) 
4. (room) ____________________________ (to do)
5. (presentation) ____________________ (to organize)
6. (business cards) ____________________ (to print)
7. (travel arrangements) _______________ (to make)
8. (bills) ____________________ (to pay)

Prepositions with Passive Predicates

When a "verb + preposition + object" construction is in the Passive Voice, the preposition will remain after the verb, e.g.:
These data is much referred to. (На эти данные часто ссылаются.)
He can be relied on. (На него можно положиться.)
The visitors will be taken care of. (О посетителях позаботятся.)
The report was followed by a discussion. (За докладом последовало обсуждение.)

Exercise 5. Translate the sentences into Russian.
1. He is the leader who is always listened to.
2. The committee's decision was much spoken about.
3. At last the agreement has been arrived at.
4. His remarks were not taken notice of.
5. The discussion was put an end to by his sudden departure.
6. The expert will be sent for immediately.
7. His participation has not been objected to.
8. Gathering of the annual general meeting regularly is insisted on by the most of shareholders.
9. His coming back was not been looked for.

The Passive Voice is impossible with the verbs denoting state, e. g.
to arise  A difficult problem arose. (Возникла сложная проблема.)
to cost  It costs eighty dollars. (Это стоит восемьдесят долларов.)
to last  The money will last me the whole month. (Этих денег мне хватит на целый месяц.)
to possess  She possesses many good qualities. (У нее много хороших качеств.)

Also: to ache, to appear/to disappear, to be, to become, to come, to cast, to fall, to feel, to go, to grow, to let, to look like, to owe, to remain, to resemble, to rise, to sound, to stay, to suit, to taste, to turn into, etc.
The verbs to come to and to arrive at may occur in the Passive Voice, but only in the figurative sense, e.g.:

No conclusion was come to / arrived at.

**Exercise 6. Complete the sentences with the words in the box using the verbs in the Passive Voice if possible.**

| to make in Hong Kong | to kill in a rally | to remain the distribution of hardware |
| to disconnect | not to pay | to stay a student all his life |
| to send to candidates | to tell to stay at home | to suit you well |
| not to permit in the station | to open this year | to resemble more a modern office than a cozy cafe |

1. This jacket...
2. Five people ...
3. Today our greatest source of income...
4. The telephone...
5. The phone bill...
6. George was a student. He...
7. Further information ...
8. Before the storm everyone...
9. This uniform...
10. Smoking ...
11. A new supermarket...
12. Its interior...

**Exercise 7. Rewrite the following sentences using the correct passive form:**

*Example: We export most of our products.*

*Most of our products are exported.*

General Motors produces many cars.

*Many cars are produced by General Motors.*

1. The secretary schedules all appointments.
2. We pay high salary to our top managers.
3. This country imports many products.
4. They manufacture many different products in this plant.
5. The Board of Directors makes very important decisions.
6. We'll discuss these reports at the next meeting.
7. The new plant will increase our capacity.
8. The manager has suggested an increase in production.
9. Modern machines will replace the old ones.
10. We've trained 25 new employees over the past six months.
11. The director was planning a meeting.
12. They carry this product only in department stores.
13. Many applicants have submitted resumes.
14. The interviewer asked many questions.
15. Before the end of the month they had filled the position of the manager.

**Exercise 8. Change Active into Passive constructions and Passive into Active ones.**

*Example:* Berlitz publishes many books. ——> Many books are published by Berlitz.

1. The company *acquired* another subsidiary.
2. If the president *approves* the project, it then has to be submitted to the Board for further approval.
3. Twelve passengers *were injured* in the train accident. Two of them suffered serious injury.
4. The salesman *persuaded* me to spend much more than I'd planned.
5. Insurance premiums *are deducted* from the employee's paycheck. This is an optional deduction.
6. Anne *studied* law for three years. Now she's a lawyer for an international corporation.
7. Several people have *complained* about our latest models. The cost of repairs is one of the major complaints.
8. Many people *read* the *New York Times*.
9. The new benefit package will go into *effect* next month, the wage increase *is effected* immediately.
10. The president *announced* his decision at the staff meeting. Everyone was surprised at the announcement.
11. In order to reduce inflation, the government *may prevent* all price increases.

**Exercise 9. Put the verbs in brackets into correct passive forms. Translate the sentences.**

1. The order (to place) ten days ago.
2. All the top managers (to inform) about the Board of Directors' meeting tomorrow.
3. The strategic management decisions (must; to take) on the basis of thorough analysis.
4. The discounts (not to give) yet.
5. A lot of key tasks (to solve) already.
6. Why should people (to motivate) to do their jobs well?
7. The new product (may; to launch) in the USA soon.
8. The invoices (must; to receive) already.
9. The instructions (not to give) accurately enough. That's why so many mistakes (make).
10. The research (not to carry out) before the end of the next month.
11. My business cards (to print) now and they will be ready in a week.
12. Many new apartment houses (to build) in our neighbourhood now.

**Exercise 10. Choose the correct variant.**

1. Every one ________ by the terrible news yesterday.
   A. shocked C. was shocked
   B. is being shocked D. be shocked

2. Almost everyone ________ the lecture yesterday.
   A. enjoys C. enjoyed
   B. was enjoyed D. be enjoyed

3. The proposal ________ by the members of the Board of Directors right now.
   A. considered C. is being considered
   B. is considered D. was being considered

4. The bridge ________ now. You can't use it.
   A. repair C. is being repaired
   B. repaired D. was being repaired

5. He ________ to another department.
   A. has been transferred C. is to transfer
   B. transferred D. transfers

   A. said C. has been said
   B. say D. saying
7. He should ________ to hospital.
   A. was sent C. be sent
   B. not sent D. be sending

Exercise 11. Complete the extracts from three different reports, using the correct forms of the verbs.

Ticket sales and souvenirs which .... (to sell) by local companies contribute over half of the sports club's revenue.

Your order for software (to receive) this morning. It (to deal) with and we expect that the package (to deliver) to you within 10 working days.

Brazil (to transform) from an economy based on sugar and coffee into an industrial power, and this (to happen) over a relatively short time period. Over recent years inflation (to bring) under control, and foreign direct investments (to encourage).

Y3-3
Progress Test

1. The service ________ by New York entrepreneur and store keeper.
   A provided C has provided
   B will provide D is provided

2. These products ________ by other reputable companies to a standard approved by Marks and Spencer.
   A are manufacturing C have manufactured
   B are manufactured D will manufactured

3. Casual labour ________ within the hotel and catering industries.
   A has widely used C is widely used
   B will widely use D widely used

4. The company is confident that it ________ to do Business in California after the start of the new year.
   A will be licensed C was licensed
   B will license D has been licensing
5. After the exchange controls ________ in 1989, Swedes rushed to invest abroad.
   A  were lifting  C  lifted 
   B  have lifted  D  were lifted

6. The number of Israelis traveling abroad ________ to increase following the lifting of a $ 100 travel tax.
   A  were expected  C  will expect 
   B  is expected  D  will be expecting

7. The empty space ________ for light industrial use.
   A  will convert  C  will be converted
   B  has converted  D  has been converting

8. Companies need to ________ that the contract is suitable in the light of their circumstances and financial position.
   A  be satisfying  C  satisfy 
   B  be satisfied  D  satisfying

9. Smaller firms ________ out of the US market.
   A  have been locked  C  are locking 
   B  have been locking  D  have locked

10. The bank suffered foreign-exchange trading losses of $ 420 million and the entire board and management________.
    A  have replaced  C  replaced
    B  have been replacing  D  were replaced

11. Data ________ on the server before being delivered to the client machine.
    A  is processing  C  have processed 
    B  is processed  D  will process

12. The entire management team ________, as six senior vice president positions will be cut.
    A  will be restricting  C  will be restructured 
    B  has restricted  D  is restricted
13. The Japanese market for digital communications networks ________ at $3 billion during the next five years.
   A  is estimated C  will estimate
   B  is estimating D  will be estimating

14. All currencies historically ________ against gold.
   A  have measured C  will be measuring
   B  is measured D  have been measured

15. The city ________ as a shopping mecca.
   A  is promoting C  will promote
   B  is being promoted D  has been promoting

16. He ________ to mediate a labour dispute.
   A  was asking C  has asked
   B  was asked D  will ask

17. An agreement ________ last week with the help of a federal mediator.
   A  was reaching C  was reached
   B  reached D  has been reached

18. It ________ to hold a shareholders meeting later this month.
   A  was decided C  will be decided
   B  was deciding D  has decided

19. The preliminary findings ________ at a meeting next week.
   A  will present C  will be presented
   B  is presenting D  have been presenting

20. Three bank mega-mergers ________ in the last two months.
   A  have announced C  have been announcing
   B  announced D  have been announced

21. The accusations ________ in an internal memorandum to the chairman.
   A  were first set out C  would first set up
   B  were first setting up D  will first set up
22. Tree crops such as coconuts became increasingly important in the mercantile economy into which the islanders_______.
   A  were drowned  C  have drowned
   B  were drown  D  would be drowned

23. Cosmetics ________ through drugstores, supermarkets and other mass merchandisers.
   A  are generally sold  C  was generally selling
   B  was generally sold  D  have generally sold

24. The board’s decision_______.
   A  has formally minuted  C  was formally minuted
   B  is formally minuting  D  has formally being minuted

25. He _______ of misappropriating funds amounting to £ 4 million.
   A  has accused  C  will be accusing
   B  has been accusing  D  was accused

26. There is no doubt that the country _________ in recent decades, and that a change is welcome.
   A  is being misgoverned  C  has been misgoverned
   B  is misgoverned  D  will be misgoverned

27. The plan_______.
   A  has slightly modified  C  will slightly modified
   B  has been slightly modified  D  was slightly modifying

28. The profit-sharing plan ________ to motivate the staff.
   A  is designed  C  will design
   B  is being designing  D  will be designing

29. His access to world oil markets ________ by a multinational embargo.
   A  has closed  C  will close
   B  has been closed  D  is being closed

30. The treaty ________ by 22 nations.
   A  is signing  C  was signed
   B  will be signing  D  was being signed
Modal Verbs Expressing Ability and Possibility

Can and to be able to expressing ability and capability.

The modal verb can means physical or mental ability and capability. It has two forms in the indicative mood: present can and past could. All the other tenses are supplied by the construction to be able to.

In the Present Simple can is preferable, in the Present Perfect to be able to is only possible, in the Future Simple both are widely used.

Could in the Past Simple is especially used with verbs of sense perception: to see, to hear, to taste, to feel, to smell, to know, to understand, to remember, etc.

In the meaning "managed to do smth in a particular situation" only to be able to is used. The negative couldn't is possible in all cases.

Exercise 1. State the meaning of the models in the sentences (physical or mental ability, capability, managed to do smth in a particular situation).

1. At last I have been able to decipher the telex. 2. I'll be able to use a typewriter perfectly after a few lessons. 3. Can you see any difference between the final variant of the contract and its draft version? 4. The government provided the farmers with low interest loan, so they were able to pay the new taxes. 5. Can you hear that queer sound of the motor? 6. Can you drive a plane? 7. We were able to exchange the opinions between the two sittings. 8. Not knowing Chinese, I couldn't understand a word from the talk.

Exercise 2. Match the adjectives from the job advertisements with their definitions.

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>hard-working</td>
<td>you can deal with paperwork quickly</td>
</tr>
<tr>
<td>self-motivated</td>
<td>you can adapt to changing circumstances</td>
</tr>
<tr>
<td>creative</td>
<td>you can get on well with everyone</td>
</tr>
<tr>
<td>dynamic</td>
<td>you can solve complicated problems</td>
</tr>
<tr>
<td>well-organized</td>
<td>you can work for long hours when required</td>
</tr>
<tr>
<td>even-tempered</td>
<td>you can work on your initiative</td>
</tr>
<tr>
<td>tactful</td>
<td>you can find practical solutions</td>
</tr>
<tr>
<td>friendly</td>
<td>you can organize a network of clients</td>
</tr>
</tbody>
</table>
pragmatic you can travel a lot
intelligent you can't get angry or annoyed easily
flexible you can handle people successfully
without upsetting them

Exercise 3. Complete the sentences using either could or was/ were able to.
1. It was a big recession in production, but we _______remain the market leader.
2. The overhead projector was broken, so we _______not show slides at the presentation.
3. Though the client spoke Pidgin English, I _______understand the gist of his complaint.
4. It was very difficult to find a good office manager, but at last we _______hire one.
5. Although I was sitting at the back of the hall, I _______hear everything quite well.
6. He was a brilliant salesman and _______sell anything to anyone.
7. Although the negotiations were very tough, we _______come to the mutual agreement.
8. She was brought in a bilingual family, so she _______speak two languages fluently.

May and can expressing possibility due to the circumstances.

In the meaning of possibility due to the circumstances usage of may is restricted to affirmative sentences whereas can is found in all kinds of sentences.

<table>
<thead>
<tr>
<th>May</th>
<th>Can</th>
</tr>
</thead>
<tbody>
<tr>
<td>He may find the job he likes.</td>
<td>He can find the job he likes.</td>
</tr>
<tr>
<td>—</td>
<td>Can he find the job he likes?</td>
</tr>
<tr>
<td>—</td>
<td>He cannot find the job he likes.</td>
</tr>
</tbody>
</table>

Their time reference is also different. May refers to the present or future; the form might is used in the past-time context only in the reported speech. Can (could) may refer to the present, past or future.

<table>
<thead>
<tr>
<th>May</th>
<th>Can</th>
</tr>
</thead>
<tbody>
<tr>
<td>He may find the job he likes.</td>
<td>He can find the job he likes.</td>
</tr>
<tr>
<td>He said he might find the job he liked.</td>
<td>He could find the job he liked.</td>
</tr>
<tr>
<td>He may find the job he likes soon.</td>
<td>He can find the job he likes soon.</td>
</tr>
</tbody>
</table>
Exercise 4. Underline the models expressing possibility due to the circumstances in the following sentences; translate them into Russian.
1. In the USA, the head of a company may have the job title "President".
2. Business travellers can trade down to cheaper fares. In America 80 per cent of travellers now use economy or discount fares. 3. The Body Shop may have simple packaging, but it uses the image just as much as Dior does. 4. A week in a mid-range hotel in the Alps can cost as little as £175. 5. A bankrupt cannot be a director of a company and cannot start a new firm without informing customers and suppliers that he is a bankrupt. 6. Alliances may give companies unprecedented flexibility. 7. Technology is changing so fast that only a specialist who is constantly involved in business can keep up with the latest developments. 8. Ten years ago, Mexico's announcement that it could not service its debt launched the 1980s crisis.

Exercise 5. Fill in the blanks with the modals can and may in proper tense forms.
1. We ______not afford such an expensive company car. 2. No one _____show me a proof of the matter. 3. For the first 20 years of the 20th century, American women _____not even vote. 4. We have a kind of a chicken-and-egg problem because our business ______not attract investors. 5. The situation _____change for better. 6. You _____n't start hotel from nothing. 7. Set your goal and go all-out to achieve it. You _____do it. 8. No person on the campus _____talk about the future, as he did. 9. Bill Gates states he is in high-level negotiations with AT&T about a series of ventures that _____include interactive television, on-line computer services, and software. 10. _____I have my money back? – I'm afraid we _____n't give a refund without a receipt. 11. Products _____be equally designed to strengthen brand loyalty among retailers or gain entry to new markets. 12. Other central office activities _____include R&D and purchasing.

Modal Verbs Expressing Obligation and Duty

The modal verb must is used:
a) to express present, or future obligation imposed by the speaker, e.g.:
Cultural differences must be learned to avoid misunderstandings.
b) to express order imposed by the official authority, e.g.:
Employer: You must use a dictionary. I'm tired of correcting your spelling mistakes.
c) to express written orders, instructions, and regulations, e.g.:
Railway company: Passengers must cross the line by the footbridge.
d) to express obligation important to the speaker, e.g.:
Before going on a business trip I must find my cheque book.
Note: In this meaning must can be also used in negative sentences, e.g.:
It's a very important meeting; I must not be late.
e) prohibition (in negative sentences), e.g.: Passengers must not smoke during a take-off.

To have to is used to express:
a) external obligation (приходится, должен, вынужден), e.g.:
We have to wear uniform in the bank.
Note: In informal English to have got to can be used in this meaning, e.g.: I've got to be at the negotiations at 2.30.
b) habitual actions, especially with the adverbs of frequency: often, always, regularly, e.g.: I always have to send the office correspondence.
Note: For expressing past obligation had to is only used, e.g.: Anyone who received a crossed cheque had to pay it into a bank account.
c) absence of obligation (in negative sentences), e.g.: If your current account stays in credit you do not have to pay bank charges.

To be to is used to express obligation due to the arrangement, agreement, part of a plan or a time-table

Note:
I am to meet our sales rep in the head office at 17.30. (arrangement)
In the near future Sweden is to sell 35 state-owned companies. (plan)
The local train is to arrive at 3.30 p.m. (time-table)

**Exercise 1. What meaning do the modal verbs must, to have to and to be to have in the following sentences (obligation imposed by the speaker, an order imposed by the official authority, written orders, instructions or regulations, obligation important to the speaker, prohibition, external obligation, obligation in habitual actions, absence of obligation, obligation due to the arrangement, agreement, part of a plan or a time-table)?**

1. An effective resume must make a good first impression. 2. There is still strong demand for champagne, but in a recession, it has to be sold at a price people can afford. 3. Staff must not smoke when serving customers. 4. We often have to wait for customs clearance of our goods. 5. These products must have no more than two-thirds of the calories of the traditional product. 6. I've got to talk
to our personnel manager immediately. 7. Office manager: Staff must be at their
desks by 9.00. 8. We were to meet with the company's Chief Executive at 2 p.m.
yesterday. 9. Workers expect that much more frequently than in the past they
will have to move from one organization to another. 10. The aim of marketing
strategy is to determine how the four P's are to be utilized. 11. We are a multi-
national industry and do not have to worry about competition. 12. Candidates,
male or female, must be engineering graduates. 13. Passers-by must not cross
the railway lines. 14. In this company the staff has often to work overtime.

**Exercise 2. Underline the modal verbs expressing obligation. Translate the
sentences into Russian.**

1. I have to admit that business-type thoughts do sneak into my head: I've got
salaries to pay. Back then I used to compute how much software we had to sell
each day – the little additions and subtractions that one has to do. 2. When
things get complicated, the first rule is that you must know exactly what you are
doing. 3. Prejudice is a part of business. You have to deal with it and can't dwell
on it, or it overwhelms you. 4. Inquiries and confirmations concerning travel
arrangements and meetings must be very exact. 5. One of the basic principles of
entrepreneurship is to avoid the well-trodden path by creating your own one.
6. A company must identify what it is about the brand that makes it special –
what is its core value? 7. Information technology is an area where there is a
distinct lack of talented people. The employers have to pay a premium. 8. In the
Middle East you must learn to wait and not to be too eager to talk business. 9. In
some cultures, saying "No" is to be avoided at all costs - to say "No" is rude,
offensive, and disrupts harmony. 10. Notice in a shop window: Closing down
sale! Everything must go!

**Exercise 3. Complete the sentences using must (not), to have to, do not have to
or to be to.**

1. If you ____ to fill out the application form in the office, notice how much
space you have for each answer. 2. In business letter writing the correspondent
____ make his meaning clear. 3. If there is no company car at the airport we'll
____ take a taxi. 4. It ____ be remembered that the subject of the routine
business letter lacks variety. 5. The company bought me a handy and I
____ wait in telephone boxes. 6. We ____ discuss all the details at our next
week meeting. 7. I ____ inform the shareholders about the a.g.m. 8. Railway
notice: Passengers ____ walk on the line. 9. Now Rebo Ltd ____ lay out
money for a newer, even costlier generation of equipment. 10. Application form
____ include the names of two references. 11. ____ you ____ do all this work

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yourself? 12. The brand building ______ be undertaken across our complete product range.

The modal verb **should** is used to express:

a) the speaker's obligation or duty, e.g.:
   I should warn you that share prices can go down as well as up.

b) correct or sensible actions, e.g.:
   This word is spelt wrongly. There **should** be another "s".

c) recommendations, e.g.:
   Miss Tibbort, you **should** be more accurate with bankin.

d) formal notices or instructions e.g.:
   Candidates should be prepared to answer different questions. The modal verb **must** is also used in this meaning but should is more gentle.

e) unfulfilled obligation (with the Perfect Infinitive), e.g.: The emergency exit door shouldn't have been blocked.

*(But it has been.)*

**Exercise 4. State the meaning of the modal verbs in the sentences: the speaker's obligation or duty, correct or sensible actions, recommendations, formal notices or instructions, unfulfilled obligation).**

1. The recession should have ended last summer, but it has carried on.
2. I should point out that Tesco's own-label South African coffee is really tasty.
3. A sufficient level of profits to keep share holders quiet, and take-over bidders at bay, should be a consideration.
4. A letter of recommendation should be signed by a reference.
5. In Japan, one should avoid saying "no" because of the possible damage to a relationship.
6. Rule for employees: You should greet all clients with a smile.
7. Before any new product is put on to the shop shelves it should get through several stages.
8. For any profession, when you go in for an interview you should dress conservatively.
9. 'They should have meet us halfway to provide with accurate information," said Mr Grant.
10. Mr Johnson, you should wear a uniform while serving the clients.

**Exercise 5. Fill in the blanks with modal verbs should or must.**

1. Selling by phone is an obvious area, but everyone ______ know how to use the phone effectively.
2. You _____ not have opened the letter; it wasn't addressed to you.
3. Intending travellers, _____ be in possession of the following documents.
4. The employees _____ sign the instruction and follow it precisely.
5. If you want to buy a sweater, you _____ ask for a jumper or a jersey in British clothing stores.
6. An effective resume_____ address the
employer's needs. 7. I ______know all the details of the matter. 8. The official
title of each person ______be used in China. 9. It ______be noted that the
voice is only raised in negotiations or when in a confrontation with an enemy.
10. Polite forms to help the introduction ______not be too long.

УЭ-3

Modal Verbs Expressing Request, Offer, Suggestion,
Asking for Permission and Instructions

The modal verbs can, could, will, would, should, may, and might are
used for expressing request. Could is the most generally used form, e.g.:
Could you make out the bill, please?
Can sounds more confident, e.g.:
Can I have two tickets, please?
Will is more authoritative and therefore less polite, e.g.:
Will anyone who saw the accident please phone this number? (police
announcement)
Would is used in polite requests, e.g.: Would you please count the
change?
Should and would are used for formal requests in business correspondence, e.g.:
I should be very grateful if you would let me know whether you have any
vacancies.
May and might with certain verbs like to ask, to have, to see, to speak to,
to talk to sound as an ordinary request; might being less confident than may, e.g.:
May I see Mr Jones?
Might I ask you for advice?

Exercise 1. State the difference in the meaning of the modal verbs expressing
request (ordinary, confident, formal, polite, authoritative) in the following
sentences.
be thankful if you give me the opportunity to discuss my qualifications with you
at your convenience. 4. Can you put me through to Miss Lambert? 5. Will Mrs
Jones, passenger to Leeds, please come to the Inquiry Desk? 6. May I have your
name? 7. Will you call me back later? 8. We should be grateful if you could give
us information about Mr Norman. 9. Might I speak to the Regional Manager?
Exercise 2. Study the politeness scale of a request; refer to it in the next exercise.

<table>
<thead>
<tr>
<th>Less polite</th>
<th>More polite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can you change a pound?</td>
<td>Could you kindly do me a favour?</td>
</tr>
<tr>
<td>May I have another cup of coffee?</td>
<td>Would you mind waiting for a minute?</td>
</tr>
<tr>
<td>Will you wait for a minute?</td>
<td>Could I leave a message?</td>
</tr>
<tr>
<td>Might I talk to the authority of the company?</td>
<td>Could you possibly do me a favour?</td>
</tr>
<tr>
<td>Would you spell that for me?</td>
<td>Would you kindly let me use your phone?</td>
</tr>
<tr>
<td>Would you mind waiting for a minute?</td>
<td>Would you be so kind as to keep me informed?</td>
</tr>
</tbody>
</table>

Exercise 3. Rank the following phrases according to the notiteness scale of a request, from less polite to more polite.

__Would you repeat that number, please?__
__Could you wait for a minute?__
__Could you possibly lend me $504?__
__Will you hold on?__
__Might I rely on your support in the discussion?__
__Can I have extension number 070?__
__Would you be so kind as to postpone the terms of payment for a month?__
__Would you mind moving your car?__
__May I have a copy of the letter?__

Exercise 4. Complete the sentences with the modal verbs can, could, will, would, may, and might expressing request.

1. _____ I ask who is calling? 2. I didn't catch that. _____ you repeat what you said? 3. Thanks. I'll leave it to you then. _____ you mind giving me a ring later on to confirm everything? 4. The number's engaged. _____ you hold on? 5. _____ I have your name? 6. That's right. I prefer to see Mr Watson before the meeting. _____ you kindly arranging that for me? 7. I'm afraid it's a bad line. _____ you speak up? 8. Perhaps _____ you ask Mr Bird to call me back? 9. I beg your pardon? _____ you speak English? 10. Mark, _____ you post this for me on your way to the office? 11. We _____ be grateful if you could correct the statement. 12. The fax you sent me was illegible. _____ you take a copy of the original and send it by regular mail?
The modal verbs **would, will, shall, can, and could** are used to express an offer.

In this case **would** is more polite, **will** is more authoritative, e.g.:

Would you like a coffee?
Will you sit down?
Could is less direct and therefore more polite than **shall** and **can**, e.g.:
Shall I show you the way to the main office? Can I help you?
Could I help you to carry this bag?

**Exercise 5. Study the politeness scale of an offer; refer to it in the next exercise.**

| Shall I help you with your baggage? | Less polite |
| Can I take your coat? | |
| Will you sit down? | |
| Won't you put your bag? | |
| Would you like a cup of tea? | |
| Would you like me to post these letters for you? | |
| Could I help you to write an order? | More polite |

**Exercise 6. Rank the following phrases according to the politeness scale of an offer, from less polite to more polite.**

__Would you like one of these chocolates?
__Won't you use my cellar-phone?
__Can I be of any service to you?
__Would you like me to carry this parcel?
__Shall I dial a number for you?
__Could I give you a lift home?
__Will you take off your raincoat?

To express suggestion both **shall** and **could** are used; **could** is more polite in this case, e.g.:

Shall we discuss the matter over now?
Could you manage Tuesday?

The modal verbs **may, might, can, and could** are used to ask permission; **may** is more formal than **can** and **could, might** is less confident than may, e.g.:

May I leave now?
Might I make a suggestion if you don't mind?
Can I ask you something?
Could I ask you something if you're not too busy? The modal verbs shall and would are used for asking for instructions; shall is less polite than would, e.g.:

Shall I repeat?
What would you like us to put on this card?

Exercise 7. Complete the following sentences with the modal verbs shall, can, could, may, might, and would for suggestion, permission and asking for instructions.

1. I'm sorry, Ms Miller has already left the office.______I ask her to call you tomorrow? 2.______I interrupt you? 3.______we stop the discussion here or go on? 4. it's too late. ______we discuss it tomorrow morning? 5. I'd like to negotiate the transporting costs with you. ____ we say Monday, the 3rd of May? 6. I beg your pardon. Whom ______ you like to speak to? 7. _____you manage to continue the deal in the afternoon? 8. Mr Frank is at the meeting now.______I get him to call you back? 9. Sandy, ____I borrow your pen for a moment? 10. It's lunch time already. Ms Collin, _____I finish that later?

Exercise 8. Group the following phrases according to their meaning: request, offer, suggestion, asking for permission and instructions.

1. Can I get a monthly ticket for the bus?
2. Would you prefer tea or coffee?
3. May I have your telephone number?
4. Could I come to the interview at a later date?
5. Shall I help you with your invoice?
6. May I have my annual leave in June?
7. Would you mind if I brought a colleague with me?
8. Will you wait for a minute?
9. Would you spell that for me, please?
10. Shall we say two o'clock?
11. Can I smoke here?
12. Could we manage Friday morning?
13. Shall I make some more copies?
14. Won't you stay a little longer?
15. Might I use your lap-top computer?
16. Harris & Co, can I help you?
Modal Verbs Expressing Supposition

May, might, and could followed by the bare infinitive (active or passive) express supposition referring to the future. There is no much difference in the meaning between them, e.g.:

He is in the accounting department now. He may (might, could) come soon. (Perhaps he will come soon.)

May in the meaning of supposition referring to the present or future is used when there are two or more options. It is followed by the continuous infinitive except with the verbs which do not have the continuous form, e.g.:

I can't send a fax to our rep. He may be having problems with the fax machine. (Perhaps he is having, but there may be other reasons.)

Mark may know the address of the firm because he corresponded with them last year. (Perhaps he knows, but may be not.)

Might and could expressing supposition can be followed both by the indefinite and the continuous infinitive. Might implies more uncertainty than both may and could; may is a bit more formal, e.g.:

You might be wrong that the matter is unimportant. (маловероятно, вряд ли)

You may (could) be wrong that the matter is unimportant. (возможно)

Must is found only in affirmative sentences in the meaning of strong probability. It is used when there are no other options and it is followed by the continuous infinitive except with the verbs which do not admit the continuous form, e.g.:

Where is our computer operator? – He must be studying now. Thursday is an in-service training day.

He must be very busy. There are a lot of visitors in his reception. (наверно, вероятно)

Can't, couldn't followed by the continuous infinitive is used to express negative supposition – doubt in present. With verbs which are not used in continuous tenses both forms take the present infinitive, e.g.:

He can't (couldn't) be reading a report still. I gave it to him a week ago. I don't believe he is dismissed. It can't/couldn't be true. (не может быть)

Exercise 1. Underline the predicates with modal verbs expressing supposition, translate them into Russian.

1. The nation's largest banks may be stronger than the study suggests. 2. What we really need is about 40 or 50 deputies in the new parliament, then we might
see some changes soon. 3. In my experience, 10 per cent of assets may be a
good working number. 4. We could provide our customers with credit at 12 per
cent and still make money. 5. We believe the negative effect on the economy
might not be as great as some bankers say. 6. They are risking the fact that they
could be without a job or without money. 7. We realized there was no way we
could go. 8. They are not sure that they could save this money, so they try to
spend. What the social worker does not know are western techniques that could
help them to design and manage social programmes. 10. Lewis couldn't be
promoted to the Purchasing Manager, Mr McClay has not retired yet.

Exercise 2. Complete the sentences with the modal verbs may, might, could,
must, can't, couldn't expressing supposition.
1. Diana ______ be very rich. She earns more than $800, and she has a company
car. 2. I ______ be late for this morning's seminar. It's ten o'clock already.
3. Where is the applicant? – He ______ be waiting in the hall. 4. The weather is
nasty. My flight to New York ______ be delayed. 5. I've almost ran out of paper. –
There ______ be some more in the office manager's desk. 6. I think we'd better
read it again. There ______ be mistakes somewhere. 7. ______ the bank make a
mistake? 8. If you go to the Enquiry Desk the clerk ______ help you. 9. That
_____ be Ms Tannen at the reception. She's in Gon Kong now. 10. I suppose you
want my resignation. – You _____ be joking. We've spent $50 thousand on your
education! 11. New windows? Oh, yes, my wife was showing me something
about that. It _____ be your brochure. 12. If this TV were the same price as our
competitor's, would you buy it then? – Well, well, yes, I suppose I______.

Exercise 3. Order the sentences according to the degree of certainty expressing
by the modal verbs; translate them into Russian.
very certain (возможно)
pretty certain (наверно, вероятно)
not very certain (маловероятно, вряд ли)
impossible (не может быть)

1. Did you get a chance to see the sights? – Not yet. I may get it during the
future trips.
2. Where is the Chief Executive? – He could be in his office.
3. Other company's activities might include R&D and purchasing.
4. He can't be working so late. Everybody's gone.
5. This is one of the first rating that could tell something about banks.
6. The figures may be accurate.
7. I still owe the bank $500. I'm not sure whether I might pay it back the next month.
8. Our sales in Argentina may remain static.
9. She couldn't be the person we're looking for. She is much younger.
10. If it's midday in London, it must be seven a.m. in New York.

May (might), must, can't (couldn't) expressing supposition referring to the past are followed by the perfect infinitive or the perfect continuous infinitive, e.g.:

He must have made a lot of money recently. (7 am sure.)
She is not in the office. She may (might) have been delayed at the conference. (Perhaps she was delayed.)

You can't (couldn't) have seen her in the office because she is at the conference now. (It's impossible.)

Could and might combined with the perfect infinitive indicate that the action was not carried out in the past, e.g.:

He might have found the job he liked. (And probably he did.)
He could have found the job he likes. (But he didn't.)

Exercise 4. Complete the sentences with the modal verbs may, might, must, can't, couldn't expressing supposition referring to the past.

1. Under normal circumstances, I ______ have been aware of such a deal. 2. I ______ have done it for free though my salary was $10 per day. 3. Thanks for the perfume, Tom. It ______ have cost you a fortune. 4. You ______ have seen the report yesterday. It has been printed just now. 5. If our factory was paid half a million dollars to take care of nuclear waste, I ______ have gotten salary over the last two years. 6. Our competitor's products disappeared from the market. They ______ have concentrated on another market segment. 7. You ______ have taken the Circle Line, it doesn't go through St. Paul. You ______ have taken the Central Line train. 8. I'm not sure these figures are accurate. There ______ have been a kind of mistake. 9. Sales in New Zealand ______ have been worse than they are now. It's our best market. 10. Our driver wasn't hurt in the car accident. He ______ have been Wearing his seat belt.

Exercise 5. Transform the sentences by means of the modal verbs expressing supposition according to the model.

Model: Certainly, she knew that something was wrong.
She must have known that something was wrong.

1. Probably, he recognized you by your photo.
2. He is sure to be at his office at that time.
3. Of course, she is trying to help you.
4. She is certain to be waiting for you in the reception.
5. I haven't seen him around. Probably, he has already gone.
6. There is little doubt that the negotiations failed.
7. No doubt, she knew how to handle the correspondence.
8. They are sure to have taken the wrong tactics.
9. I am sure she didn't forget.
10. Certainly, they had different points of view.

**Exercise 6. Complete the following sentence with must or can.**

1. There _____ be at least two partners in a partnership.
2. A person who wants to start a business, but who has not got any partners _____ start a sole proprietorship.
3. Two people starting a business together _____ start a partnership or a private limited company.
4. You _____ have as many as 20 people in a partnership.
5. A sole proprietor _____ pay the firm's debts with his/her own money if necessary.
6. Each partner _____ pay the firm's debts with his/her own money if necessary.
7. Anyone _____ buy shares in a public limited company.
8. The name of a private limited company _____ include the word *limited* or the abbreviation *Ltd*.
9. You _____ only buy shares in a private limited company if the other shareholders agree.
10. You _____ draw up a Memorandum and Articles of Association when you start a limited company.

**Exercise 7. Choose the modal verb that best completes the sentences.**

*Example:* Take you raincoat, it _____ rain.

a) might  
b) should  
c) must

1. To apply for this secretarial position, you _____ take a typing test.

a) may  
b) can  
c) must

2. I _____ speak to Mr. Martin yesterday because his phone was busy all day.

a) can’t  
b) couldn’t  
c) might not
3. If the waiter gives you good service, you _____ leave a good tip.  
   a) can  
   b) might  
   c) should

4. You _____ smoke, but only in the back of the plane.  
   a) must  
   b) may  
   c) might

5. A man _____ stand up when a lady enters the room.  
   a) should  
   b) may  
   c) can

6. I’m not sure whether I’ll be in tomorrow: I _____ take the day off.  
   a) might  
   b) should  
   c) have to

7. John forgot to take the tickets with him, so we _____ get into the theatre last night.  
   a) can’t  
   b) won’t be able  
   c) couldn’t

8. The meeting is very important; you _____ be on time.  
   a) can  
   b) must  
   c) had to

9. There’s just too much work; I _____ finish it before I leave today.  
   a) shouldn’t  
   b) can’t  
   c) must

10. I _____ go to the party last night, but I _____ work late at the office.  
    a) had to  
    b) should

**УЭ-5**

**Modals with more than one Meaning**

*may*

You **may** smoke if you want. 

= *You’re allowed to smoke.*

I don’t know where he is; he **may** be in his office.

= *It’s possible he’s in his office.* 
= *He might be in his office.*

*should*

You **should** drive carefully in the rain.

= *You’re supposed to drive carefully in the rain.*

It’s seven o’clock. He **should** be home by now.

= *He’s probably home by now.*
**must**
Everyone **must** pay taxes. = *Everyone has to pay taxes.*

It’s ten o’clock. He **must** be home by now. = *I’m sure he’s home by now.*

**Exercise 1. Which is the closest in meaning?**
*Example: You may smoke in the office if you want.*

1. **We should** transfer the money to a savings account.
   - We’ll probably …
   - I recommend that we …
   - I assume we’ll pay …
   - We have to pay …

2. **This bill must be paid** before the end of the month.
   - They’re allowed to …
   - It’s possible that they …
   - They’re probably…
   - It’s recommended they be …

3. **Employees may** take their lunch hour whenever they like.
   - It’s possible that they …
   - They’re allowed to …
   - They’re probably…
   - It’s recommended they be …

4. **These figures have been checked already. They should be correct.**
   - It’s recommended they be …
   - They’re probably…
   - It’s possible that they …
   - They’re allowed to …

5. **We may not** have enough time to go to the movies tonight.
   - We’re not allowed to …
   - You’re required to …
   - It’s better not to …
   - You’re allowed to …

6. **You must** have a passport to enter the country.
   - You’re allowed to …
   - It’s necessary that you be …
   - You’re required to …
   - It’s better not to …

7. **The damage is minor. It shouldn’t take long to repair.**
   - It’s better not to …
   - It probably won’t …
   - You probably don’t …
   - It’s better not to …

8. **You shouldn’t** drive fast in bad weather.
   - It’s better not to …
   - You probably don’t …
   - It’s better not to …
   - It’s recommended you …

9. **I sent out those invoices two weeks ago. You must** have them by now.
   - It’s necessary that you …
   - I assume you …
   - It’s probable you …
   - You’re required to …

10. **We may** attract more talented employees if we improve our fringe benefits.
    - It’s recommended you …
    - Perhaps we’ll …
    - We’re allowed to …
    - It’s better if sales …

11. **Sales should** increase after we boost our advertising.
    - It’s better if sales …
    - Sales will probably…
    - It’s necessary that you …
    - Sales are recommended to …

12. **Only employees may** park in the company parking lot.
    - Only employees are allowed to …
    - Maybe only employees…
    - Only only employees are allowed to …
    - Only employees are allowed to …

13. Paul hasn’t moved from his desk since this morning. **He must be** very busy.
    - It’s necessary that he be …
    - I assume he’s …
    - He must be …
    - I assume he is…
14. The company’s profits have been decreasing. *We must* start operating more efficiently. It’s important that we … I’m almost sure we …

15. Many people won’t be able to attend the conference on that day. *We should* __I recommend we … I think we’ll … postpone it.

**You mustn’t vs. You don’t have to**

<table>
<thead>
<tr>
<th>Positive:</th>
<th>Negative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You <strong>have to</strong> arrive on time</td>
<td>= It’s <strong>necessary</strong> that you <strong>arrive on time</strong></td>
</tr>
<tr>
<td>You <strong>must</strong> arrive on time.</td>
<td></td>
</tr>
<tr>
<td>You <strong>don’t have to</strong> arrive early.</td>
<td>= It’s <strong>not necessary</strong> that you <strong>arrive early</strong>.</td>
</tr>
<tr>
<td>You <strong>must not (mustn’t)</strong> arrive late</td>
<td>= It’s <strong>necessary</strong> that you <strong>not arrive late</strong>.</td>
</tr>
</tbody>
</table>

**Exercise 2. Which is the closest in meaning?**

**Example:** You must be quiet in the library. √ You mustn’t talk … ___ You don’t have to talk …

1. *You must drive under* the speed limit. ___ You mustn’t drive over… ___ You don’t have to drive over…

2. *The report isn’t due* until tomorrow. ___ It mustn’t be finished… ___ It doesn’t have to be finished…

3. *We have to stay within* our budget. ___ We mustn’t exceed… ___ We don’t have to exceed…

4. Customers may pay by check. ___ They mustn’t pay cash. ___ They don’t have to pay cash.

5. *All drivers are required to have* car insurance. ___ You mustn’t drive without … ___ You don’t have to drive without…

6. *The director insisted that I come to work* tomorrow. ___ I mustn’t stay home… ___ I don’t have to stay home…

7. *It’s not important that these letters* be typed. ___ These letters mustn’t … ___ These letters don’t have to …

8. *Payment can be made when the merchandise is delivered.* ___ You mustn’t pay in advance. ___ You don’t have to pay in advance.
Summary of uses of “Will” and “Would”

<table>
<thead>
<tr>
<th></th>
<th>Will</th>
<th>Would</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future:</td>
<td>It’s ten o’clock. The meeting <strong>will</strong> begin in an hour.</td>
<td>It was ten o’clock. The meeting <strong>would</strong> begin in an hour.</td>
</tr>
<tr>
<td>Reported</td>
<td>They say the meeting <strong>will</strong> begin in an hour.</td>
<td>They said the meeting <strong>would</strong> begin in an hour.</td>
</tr>
<tr>
<td>Conditionals:</td>
<td>If I <strong>make</strong> the 8:00 train, I’ll <strong>get</strong> there on time</td>
<td>If I <strong>were to make</strong> the 8:00 train, I <strong>would get</strong> there on time.</td>
</tr>
<tr>
<td>Requests:</td>
<td><strong>Will</strong> you please repeat the question?</td>
<td><strong>Would</strong> you please repeat the question?</td>
</tr>
<tr>
<td>Other:</td>
<td>_______</td>
<td>I would (I’d) rather take the early train, if possible. I’d like some advice in this matter.</td>
</tr>
</tbody>
</table>

Exercise 3. Which is the closest in meaning to the words in italics?

1. I’d rather have the package **delivered.**
   - ____ I prefer to …
   - ____ I was going to …
2. "Will you be at the meeting?"
   - ____ He asked me to be at the meeting.
   - ____ He asked (me) whether I would be at meeting.
3. **Would you please turn up the radio?**
   - ____ I’d like you to …
   - ____ Are you going to …?
4. He said he would be back **before noon.**
   - ____ He said he preferred to be back by noon.
   - ____ He said, "I'll be back before noon."
5. You won’t be able to vote in the **next election if you don’t** register now.
   - ____ You wouldn't be able to …
   - ____ You can't …

Other uses of “Will” and “Would”

“On morning like this Peter **would** often take the time to walk a few blocks and enjoy the weather…”

<table>
<thead>
<tr>
<th>Repeated action:</th>
<th>Present</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>John is a quiet worker, he’ll sit at his desk for hours and <strong>won’t</strong> say a word.</td>
<td>John was a quiet worker, he <strong>would</strong> sit at his desk for hours and <strong>wouldn’t</strong> say a word.</td>
</tr>
</tbody>
</table>
Capability:  
This sports car **will** go 120 m.p.h., but it **won’t** start in bad weather.  
My old car **wouldn’t** go over 40 m.p.h., but it **would** start in any weather.

Refusal/willingness:  
Bill wants to leave early but his boss **won’t** let him.  
Bill wanted to leave early, but his boss **wouldn’t** let him.

**Exercise 4. Which is the closest in meaning?**

*Example:*  
Won’t anyone help me?  
___ Doesn’t anyone ever…  
___ Can’t anyone …  
___ Isn’t anyone willing to …

1. This elevator **will hold** up to 20 people.  
___ …often holds …  
___ is capable of holding …  
___ is willing to hold …

2. When I was young we spent our summers by the sea. *We’d* go swimming every morning.  
___ We used to …  
___ We could …  
___ We were willing to …

3. Meg is the first one to arrive at the office. *She’ll be* busily working at her desk before anyone else arrives.  
___ She’s often …  
___ She can be …  
___ She’s willing to be …

4. The Wright Brothers’ first airplane **wouldn’t** stay up longer than a minute.  
___ …didn’t used to …  
___ …couldn’t …  
___ … wasn’t willing to…

**Degrees of Probability**

*Where’s the Director?*

**He’s definitely …**
  = I know he’s …  
  = I’m sure (certain) he’s …

**He must be …**
  = I assume he’s …  
  = I’m almost sure (certain) he’s …

**He should be …**
  = He’s probably …  
  = I think he’s …

**He may/might be …**
  = Maybe (Perhaps) he’s …  
  = It’s possible he’s …

**He’s probably not …**
  = I don’t think he’s …  
  = I doubt he’s …

in his office.
Exercise 5. Which is the closest in meaning?

Example: I know he’s at home now. ✓ He’s definitely …
              ___ He’s probably …
              ___ Maybe he’s …

1. I think it’s going to get warmer tomorrow. ___ It’s definitely going to …
                                                ___ It’s probably going to …
                                                ___ Maybe it will …

2. It’s possible Carol is out for the evening. ___ She must be …
                                                ___ She’s definitely …
                                                ___ She might be …

3. The company will definitely open a new plant. ___ I’m sure they’ll …
                                                ___ I assume they’ll …
                                                ___ I think they’ll …

4. I assume our health plan will cover my recent hospital visit. ___ I’m sure …
                                                ___ I’m almost sure …
                                                ___ It’s possible …

I doubt such a big research investment will prove worthwhile. ___ I’m sure …
                                                ___ I don’t think …
                                                ___ It’s not possible …

5. The director should be away for about three days. ___ He’ll definitely …
                                                ___ I think he’ll …
                                                ___ Perhaps he’ll …

6. I’m sure we can get a reservation. ___ We can definitely …
                                                ___ We can probably …
                                                ___ Maybe we can …

7. We may go on a trip this weekend. ___ I’m sure we’ll …
                                                ___ I assume we’ll …
                                                ___ It’s possible that we’ll …

8. They’re probably going by car. ___ I know they’re …
                                                ___ I think they’re …
                                                ___ Perhaps they’re …

9. We probably won’t have the results before the end of the month. ___ I doubt we’ll …
                                                ___ I think we’ll …
                                                ___ We might not …

10. I’m certain Mr. Schmidt speaks English. ___ He definitely …
                                                ___ He probably …
                                                ___ It’s possible that he …
11. *Mr. Jones must* be on vacation this week. ___ I assume he’s … ___ I think he’s … ___ It’s possible that …

УЭ-6
The Passive with Modals

“Before leaving, Peter asked Carol if he *could be introduced* to some of her staff.”

**Active:**

<table>
<thead>
<tr>
<th>can</th>
<th>may</th>
<th>should</th>
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<tbody>
<tr>
<td>The secretary would open the mail</td>
<td></td>
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<tr>
<td>must has to</td>
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**Passive:**

<table>
<thead>
<tr>
<th>can</th>
<th>may</th>
<th>should</th>
</tr>
</thead>
<tbody>
<tr>
<td>The mail would be opened by the secretary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>must has to</td>
<td></td>
<td></td>
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</tbody>
</table>

**Exercise 1.**

*Example:* People should expect good products for high prices.

Good products *should be expected for high prices.*

The manager *must sign the contract.*

The contract *must be signed by the manager.*

1. We must sell this product by the first of August.
2. We’ll have to solve this problem soon.
3. Machines may soon replace many factory workers.
4. We usually have to type business letters.
5. You can’t buy this product in department stores.
6. The same company that sold the machines should deliver them.
7. One man alone can’t carry this machine.
8. You shouldn’t make personal calls from the office.
9. The secretary must finish the typing before she goes home.
10. Without machines we’d have to do almost everything by hand.
The Indirect Passive

“In one area job applicants were being given typing and shorthand tests.”

Active:

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>gives</td>
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<tr>
<td>is giving</td>
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<tr>
<td>gave</td>
<td></td>
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<tr>
<td>was giving</td>
<td></td>
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<tr>
<td>My teacher</td>
<td></td>
</tr>
<tr>
<td>has given</td>
<td>me lessons.</td>
</tr>
<tr>
<td>had given</td>
<td></td>
</tr>
<tr>
<td>will give</td>
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</table>

Passive:

<p>| | |</p>
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<th></th>
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<tbody>
<tr>
<td>am</td>
<td></td>
</tr>
<tr>
<td>am being</td>
<td></td>
</tr>
<tr>
<td>was</td>
<td></td>
</tr>
<tr>
<td>was being</td>
<td></td>
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<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>have been</td>
<td>given lessons by my teacher..</td>
</tr>
<tr>
<td>had been</td>
<td></td>
</tr>
<tr>
<td>will be</td>
<td></td>
</tr>
</tbody>
</table>

Exercise 2.

Examples: They gave me a tour of the plant.  
I was given a tour of the plant.

The teacher asked the students questions.  
The students were asked questions by the teacher.

1. The salesman showed me the new product.
2. This company pays most employees a good salary.
3. We’ll give you the information tomorrow.
4. My boss has just given me a raise.
5. They offered her the job at the interview.
6. You have to teach children to read.
7. The police asked him many questions.
8. We can serve you breakfast in bed in this hotel.

Must Have and Might Have

“They must have known someone was interested in (the property)”
**Present**

- It’s (almost) certain ...
  - … that he knows.
  - He must know.

**Past**

- It’s possible ...
  - … that he knew.
  - He must have known.

Exercise 3. Make sentences with might have or must have.

Where’s Bill?
1. He probably forgot our appointment.
2. Maybe he thought it was for tomorrow.
3. But I’m sure someone told him.
4. He definitely got the message.
5. But it’s possible he didn’t.
6. I probably told him the wrong time.
7. Maybe he misunderstood.
8. It’s very likely he came this morning.

Exercise 4. Complete the following sentences using might have been or must have been.

Example: (delay)
Ken was supposed to be here an hour ago. His train must have been delayed.
1. (transfer)
   I’m not sure whether Sandra still works in this department. She ____.
2. (deliver)
   We sent that package two weeks ago, and it only takes four days to get there. It ____ by now.
3. (change)
   I thought the express left at 5.50, but the conductor told me it leaves at 6.15. The schedule ____ since I last took that train.
4. (fill)
   The job opening was announced only yesterday, but it ____ since that time.
Exercise 5. Complete the following sentences using might, might have, must or must have.

1. (rain)
The roads are all wet; it _____ last night.
2. (come)
He wasn’t sure, but he said he _____.
3. (misunderstand)
He didn’t mean to say that. I _____ him.
4. (call)
I don’t know whether Joe has called yet. I’ve been out of the office for an hour; he _____ during that time.
5. (rain)
Let’s go out. But don’t forget your raincoat; it _____.
6. (earn)
Mr. Carlson is president of a large corporation; he _____ a high salary.
7. (learn)
Tom’s been studying music for ten years; he _____ a lot by now.
8. (take)
You’d better leave early; the trip _____ longer than you think.

Could Have and Should Have

“… with year end less than five months away, it couldn’t have happened at a better time”

Present

<table>
<thead>
<tr>
<th>Bill doesn’t arrive on time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>... he’s able to.</td>
</tr>
<tr>
<td>(if he wants)</td>
</tr>
<tr>
<td>He could arrive on time.</td>
</tr>
<tr>
<td>... he’s supposed to.</td>
</tr>
<tr>
<td>He should arrive on time.</td>
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</tbody>
</table>

Past

<table>
<thead>
<tr>
<th>Bill didn’t arrive on time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>... he would have been able to</td>
</tr>
<tr>
<td>(if he had wanted)</td>
</tr>
<tr>
<td>He could have arrived on time.</td>
</tr>
<tr>
<td>... he was supposed to.</td>
</tr>
<tr>
<td>He should have arrived on time.</td>
</tr>
</tbody>
</table>
Exercise 6. Make sentences with could have or should have.

Example: You didn’t call (You had lots of time)
You could have called.
You didn’t call. (You were supposed to.)
You should have called.

1. He didn’t buy the car. (He had enough money.)
2. He took the money. (He knew it wasn’t his.)
3. You didn’t have an accident. (You almost did.)
4. We didn’t wait until noon. (We had promised we would.)
5. They didn’t get here on time. (It would have been impossible.)
6. I didn’t mail the letter. (It was urgent.)
7. She stayed home from work. (She wasn’t really sick.)
8. We didn’t take the plane. (There are direct flights between here and there.)
9. He didn’t get the job. (But he came very close.)
10. I didn’t do my homework. (I knew I was supposed to.)

Exercise 7. Complete the following sentences using should be, should have been, could be or could have been.

Example: (pay)
Bills should be paid on time.

1. (type)
All business letters should be typed.

2. (hurt)
Your accident was serious; you should have been very badly.

3. (replace)
Our old equipment has caused many maintenance problems; it could have been replaced years ago.

4. (lower)
There have been too many accidents on that road; the speed limit could have been lowered right away.

5. (prevent)
If we had discovered the problem sooner, it could have been prevented.

6. (repair)
This typewriter could have been repaired, but it would be better to buy a new one.

7. (send)
It took much too long to ship these goods; they should have been sent earlier.
Exercise 1. Translate into Russian.
1. All employees must have a medical check-up every year.
2. We must try to improve our results this year.
3. Helmets must be worn on the shop floor.
4. I must remember to write to my colleague. I keep forgetting.
5. I must say, it's absolutely impossible.
6. Passengers must not smoke during the take-off.
7. Unauthorized personnel must not go beyond this point.
8. These rates are to be reviewed every quarter to reflect the rising cost of living.
9. All industrially developed countries should render assistance to the Third World countries.
10. The poorer countries should not spend much money on armaments.
11. Since his car was damaged he had to go to work by train.
12. They should have tried harder.
13. You shouldn't have neglected his advice. It was useful.
14. Any declarations and communications in connection with the Credit Agreement are to be made in writing and to be sent to the following addresses.

Must относится к настоящему или будущему обязательству или обязанности общего характера. Не меняет своей формы, а глагол после него употребляется без частицы to.

Have (to) означает обязательства, вызванные скорее внешними факторами.

Сравните:
1) Jane must look for another job. Her salary is ridiculous. (Джейн следует... / Ей нужно...)
2) Jane has to look for another job, her firm has closed down. (Джейн вынуждена... / Ей приходится...) Разница между must и have (to) часто бывает незначительной, поэтому оба модальных глагола возможны.

to be (to) означает запланированность, долженствование вследствие договоренности.

Payment is to be made by monthly installments.
Should означает моральное обязательство или долг, а также настоятельную рекомендацию, но в более мягкой форме, чем must.

I think I should help her.

You should try to improve the procedure.

Should + Perfect Infinitive означает действие, которое должно было быть сделано в прошлом, но не было сделано. Используется для выражения упрека, порицания.

You should have changed the wording. Вам нужно было изменить формулировку, а вы не изменили.

Should not + Perfect Infinitive означает действие, которое не нужно было делать, но оно было сделано.

You should not have changed the wording. Вам не нужно было менять формулировку, а вы изменили.

**Exercise 2. Choose the correct variant.**

1. This dress doesn't suit you. You (must, should, have to) buy another one.
2. I have ruined this dress. I (have to, must, should) buy another one.
3. She (has to, must, should) leave home at seven every morning. She starts work early.
4. You (must, should, have to) read this book. It's excellent.
5. The employer says "You (should, must, have to) come to work in time".
6. English children (must, have to, should) stay at school till the age of 16.
7. Notice above the petrol pump: All engines (have to be, must be, should be) switched off.
8. I got lost and I (had to, should, must) ask a policeman the way.
9. They (are to, have to, must) sign the contract tomorrow as agreed.
10. They (should have changed, had to change) the wording before signing the document. Now it's late.
11. They (should have changed, had to change) the wording because their partners insisted on that.
12. The lecture (is to, has to, must) begin at 7 o'clock.
13. The suppliers (are to, have to, must) deliver the materials within 10 days of the Execution Date.
14. The Buyer cannot use any equipment that (is to be installed, has to be installed, must be installed) prior to Acceptance.
15. It is understood that the Buyer (is to, has to, should) issue a press release advertising the product.
1. We ____ move fast to keep up with changing laws.
   A  must                C  should
   B  have to              D  were to

2. The key elements of Japanese management methods ____ be applied to western organizations.
   A  can                C  ought to
   B  must              D  should

   A  should           C  can
   B  have to          D  must

4. We ____ recruit more employees at the management level.
   A  can                 C  need to
   B  must               D  are to

5. It ____ take a lot of hard work and personal effort.
   A  must               C  should
   B  can                D  may

6. The new software ____ be loaded easily onto most machines.
   A  may                C  can
   B  should            D  must

7. The company ____ be losing $ 150 million a year in potential sales in Asia.
   A  may               C  must
   B  should           D  can

8. Job loss from the proposed merger_______ reach 20 000 or more.
   A  may                C  must
   B  should            D  could
9. We ____ look at improving our quality management systems.
   A  need to  C  may
   B  can         D  should

10. That’s the mega-decision the president ____ make.
    A  must  C  should
    B  has to         D  can

11. She believes that companies ____ create programs to encourage mentoring and career development.
    A  should  C  must
    B  can         D  may

12. Retail merchants often ____ afford expensive advertising.
    A  mustn't  C  cannot
    B  shouldn't         D  may not

13. Applicants _____ have a minimum of five year’s professional experience.
    A  must  C  may
    B  should         D  can

14. Board minutes and other records ____ show that events took place in the correct order.
    A  should  C  may
    B  can         D  must

15. Shareholders ____ sue the directors for mismanagement.
    A  ought  C  must
    B  have to         D  may

16. You ____ borrow money from the bank to pay for your course.
    A  must  C  should
    B  ought         D  may

17. The project manager ____ have problems in motivating people to work for him.
    A  may  C  have to
    B  must         D  should
18. Big multinational companies ____ earn huge profits.
   A  must  C  should
   B  can  D  may

19. Each country ____ nominate two members to the committee.
   A  should  C  can
   B  has to  D  ought to

20. Under the new contracts, dealers ____ sell foreign cars but must notify Nissan in advance.
   A  must  C  could
   B  may  D  can

21. Specific occupational skills ____ be combined with general education.
   A  have to  C  are to
   B  should  D  may

22. As a manager, you ____ know how to handle a difficult customer without giving offence.
   A  must  C  might
   B  can  D  are to

23. We ____ confirm the club is under offer, but that’s as much as we can say at this stage.
   A  should  C  can
   B  might  D  may

24. You ____ get official permission to build a new house.
   A  are to  C  ought to
   B  might  D  have to

25. Several operations ____ be carried out by the programme at the same time.
   A  can  C  might
   B  should  D  must
26. We ____ cut our operational costs in half.
   A  can  C  need to
   B  should  D  are to

27. Organizations which have a market orientation ____ respond quickly to changes in the way people live and work.
   A  can  C  may
   B  need to  D  are to

28. The outputs of the production system ____ be accounted for, invoiced and delivered to the customer.
   A  can  C  must
   B  need to  D  have to

29. Farmers ____ suffer from declining commodity prices as world agricultural output rises.
   A  need to  C  could
   B  should  D  can

30. Directors of a tour operating company ____ give financial guarantees which will be used if the company overtrades and then fails.
   A  need to  C  can
   B  should  D  have to
Adverbial clauses of purpose state the purpose of the action expressed in the principal clause. They are introduced by the conjunctions that, in order that, so that, lest. A purpose clause usually comes after the principal clause, e.g.:
I have drawn a diagram so that my explanation will be clear.
I picked a memo on the board lest anybody might miss it.

Adverbial clauses of cause (reason) show the cause of the action expressed in the principal clause. They are introduced by the conjunctions as, because, since; in business official documents they may also be introduced by the conjunctions on the ground that, for the reason that. A cause (reason) clause can come before or after a principal clause, e.g.:
We can't offer you a return as the goods have been already used.
Since he had a certain talent for composition, his boss charged him with the annual report writing.

Adverbial clauses of concession show some obstacles which do not hinder the action expressed in the principal clause. Concession clauses are introduced by the conjunctions though, although, even if, even though, however, whoever, whatever, whichever, no matter how, in spite of, despite, but. In the official business documents they may also be introduced by the conjunctions notwithstanding that, in spite of the fact that, e.g.:
Despite heavy promotion, new car sales rose by only 1.7 per cent in August.

Adverbial clauses of result denote the result of the action expressed in the principal clause. Result clauses are introduced by the conjunctions so, so...that, such...that, e.g.:
My business partner spoke very little English, so that I talked to him through the interpreter.

They worked so quickly that there was no time for talking.

Adverbial clauses of condition state the condition which is necessary for the realization of the action expressed in the principal clause. They are introduced by the conjunctions if, unless, in case, provided.
The predicate in the conditional clause of real condition is used in the present tense; the predicate in the principal clause is used in the Future Simple. It does not matter which comes first, e.g.:

If you **get** this job you will work overtime.

**Exercise 1. State the type of the subordinate clauses in the sentences; translate them into Russian.**

1. Although he has moved to the executive suite, he still feels the best merchandising ideas come from retailers. 2. Storekeepers, for instance, told him to keep stand-up displays short so that shoplifters can't hide behind them. 3. As Japan's "bubble" economy bursts, so thousands of companies are collapsing with it. 4. Company law forbids dividend payments if there is a deficiency of reserves. 5. Technology serves as a starting point in long distance business relationship, so the Internet actually has put more people in the air. 6. Thailand had a balance of payments deficit even though it was exporting everything. 7. Unless the government can find the ways of generating new jobs quickly, the UK will have the unemployment level close to three million. 8. As the global economy exploded during the past decade, communications technology fuelled the expansion. 9. Despite the recession continues, the specialist engineering company has moved from losses into profit. 10. The matter is that all the articles, however small and cheap they are, in self-service stores have special tags that activate the alarm sound if a customer attempts to leave the premises without paying.

**Exercise 2. Fill in the blanks with proper conjunctions in the box:**

<table>
<thead>
<tr>
<th>even if</th>
<th>as</th>
<th>whatever</th>
<th>in case</th>
<th>although</th>
</tr>
</thead>
<tbody>
<tr>
<td>because</td>
<td>if</td>
<td>provided</td>
<td>since</td>
<td>so</td>
</tr>
</tbody>
</table>

1. _____ he travelled more than any other businessman, he had limitations. 2. I had a feeling that _____ passport I chose for Karachi, it would be the wrong one. 3. _____ he represented my biggest account, I wanted to avoid confrontation. 4. Most companies have thinned the layers of corporate bureaucracy, _____ most managers work longer hours. 5. Sarah left the firm _____ she had been hired as a marketing director at a rival company. 6. A coupon from Mikasa Factory Store offers a discount on any article bought at this store, _____ you spend $25 and more. 7. You will not be thought of badly _____ you come to a store, wander about for a long time inspecting the merchandise, and then leave without buying anything. 8. The Americans often
do the same, _____ they are planning to buy something in the near future. 9. _____ you are not an expert, you can often tell the better item from the worse one. 10. A Wal-Mart store will be discussed only in brief _____ it makes a further development of the mall idea.

**Exercise 3. Match two parts of the sentences.**

1. I'm afraid we'll have to put our expansion plans on ice
   a) so that you develop your own thinking and skills.
2. We need to pay much more attention to after sales service
   b) so that she gets an opportunity to learn the language.
3. We introduced a "new ideas" scheme last year
   c) if you could forward us a copy of your invoice № 127.
4. I was so overloaded with is work in the past two weeks
   d) because none of the banks willing to lend us the money.
5. We were quite optimistic when we launched our new product,
   e) we must insist on prompt payment in the future.
6. Julia spent four months in Japan
   f) but it wasn't very successful.
7. We inspected two possible our sites for a new factory
   g) if we are going to expand market share.
8. Although we understand the reasons for the delay
   h) that I had no time to read your report.
9. We would be grateful studying
   i) however very few of our customers were interested.
10. You need to continue studying
    j) but both of them were too expensive.

**Exercise 4. Combine two simple sentences into a complex one using appropriate conjunctions.**

1. It's company policy to encourage creativity in employees. Our senior managers spend an hour per day on their own projects.
2. Give me little more time. I'll check all the order details for you.
3. Jane is not very happy in her new job. She spends too much time away from home.
4. We introduced two versions of our new appliances. They were not very successful in the Far East.
5. You want to know about the shareholders of our company. You can find the information in its newsletter.
6. It was the custom of the time. No one could disagree with Dr Minski.
7. We can't bring the car down. You've already bought it.
8. All necessary precautions have been taken. Testing passed smoothly.
9. You're not satisfied with your purchase. You can return it to the shop.
10. I couldn't call you yesterday. There was a problem with the line.

Relative Clauses

“Pearson said he was concerned about the amount of time that was being lost because of breakdowns.”

Things
Berlitz is a company. It teaches languages.

Berlitz is a company that teaches languages.

Berlitz is a company. Everyone knows it

Berlitz is a company that everyone knows.
Berlitz is a company everyone knows.*

Berlitz is a company. The director works for it.

Berlitz is a company that the director works for.
Berlitz is a company the director works for.*

People
Miss Johnson is a secretary. She works for Berlitz.

Miss Johnson is a secretary who works for Berlitz.

Miss Johnson is a secretary. The director hired her.

Miss Johnson is a secretary whom the director hired.
Miss Johnson is a secretary the director hired.*
Miss Johnson is a secretary. I work with her.

Miss Johnson is a secretary whom I work with.**
Miss Johnson is a secretary I work with.*

* short forms
** or: with whom I work

More examples of relative clauses

Customers who pay by check must get the manager’s approval.
Cars that are parked in this area must be moved.
The bus (that) I take to work stops in front of my office.
The man I wrote to hasn’t answered my letter yet.

Exercise 1. Expand the following sentences using relative clauses. (Use the short form when possible.)

Example: I have some paperwork. (It has to be finished.)
I have some paperwork that has to be finished.
Mr. Wilson is an executive. (I work for him.)
Mr. Wilson is an executive I work for.

1. I have a lot of questions. (They need answers.)
2. There are 20 new trainees. (They were hired last month.)
3. I’ve just had lunch with a friend. (I haven’t seen him in years.)
4. I work for an electronics firm. (It’s located in New York City.)
5. The Board named a new president. (He’s had several years of managerial experience.)
6. The train leaves from Track 22. (It goes to New York.)
7. The salesman would like you to return the call. (He called while you were out.)
8. The director is planning an expansion. (It should increase the company profits.)
9. (Mr. Jones offered me the contract.) I turned it down.
10. The passenger had to pay another fare. (He lost his ticket.)
11. (They’re having problems at the plant.) The manager is concerned about them.
12. (I met some people at the party.) I’m having lunch with them.

Exercise 2. Complete the following sentences.

Example: The repairman is talking to Sally, whose typewriter is broken.
(Her typewriter is broken.)
I made several proposals, all of which the director approved.  
(The director approved all of them.)

1. The manager submitted a long report, ________
   (Most of it was very informative.)
2. John introduced me to his friends, ________
   (I’d already met some of them.)
3. We’ve already begun to distribute the product, ________
   (Its sales are way ahead of plan.)
4. The salesman showed me many expensive cars, ________
   (I could afford none of them.)
5. The police ticketed my boss, ________
   (His car was illegally parked.)
6. Our company produces electronic components, ________
   (Twenty per cent of them are exported.)
7. You’ll have to take this form to Mrs. Spenser, ________
   (Her office is on the fourth floor.)
8. My brother works for a small insurance firm, ________
   (I’ve forgotten the name of it.)
9. Last year we hired 50 new people, ________
   (Two of them did not complete the training program.)
10. The R&D people have come up with a new model, ________
    (Its production should begin next spring.)

**Exercise 3. Complete the following sentences choosing from the prepositions at right (Some may be used more than once.)**

   Example:   Prospects don’t look very bright, but we’re hoping for the best.

1. Many people disapprove _____ the proposed changes in the tax laws.
2. You can’t build on this property; it belongs _____ the state.
3. My boss complimented me _____ the way I handled things while he was away.
4. After sending in the order forms, expect to wait at least two weeks _____ delivery.
5. I’ve been close friends with George for 12 years now; I know I can rely _____ him.
6. The President set a goal of reducing unemployment about at least 50%.
7. The price of the car was reduced between $6,555 and $5,800.
8. You can learn a lot to the economy from the news media.
9. Our T.V. advertising should be aimed up at younger viewers.
10. The reporter asked some of the workers to comment down for the new labour agreement.
11. Mr. Sperring is a lawyer who specializes around real estate matters.
12. Families earning under $6,000 may qualify into a special tax exemption.
13. Joan has been out for almost two weeks now, and she still hasn’t recovered by her back injury.
14. Although he didn’t agree entirely by company policy, the director had to adhere by it.

**Which vs. Whom**

Peter had already studied the financial data on LTE, most of which was very encouraging.

<table>
<thead>
<tr>
<th>Things</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td>The company has ten offices. Two of them are in the New York City.</td>
<td>The company has seven vice presidents. Three of them are women.</td>
</tr>
<tr>
<td>The company has ten offices, two of which are in New York City.</td>
<td>The company has seven vice presidents, three of whom are women.</td>
</tr>
<tr>
<td>The company has ten offices. I’ve visited two of them.</td>
<td>The company has seven vice presidents. I know most of them personally.</td>
</tr>
<tr>
<td>The company has ten offices, two of which I’ve visited.</td>
<td>The company has seven vice presidents, most of whom I know personally.</td>
</tr>
</tbody>
</table>

**Exercise 4. Complete the following sentences:**

*Example:* John sent me four books, two of them I’ve already read. (I’ve already read two of them.)

1. We have three children, ________.
   (All of them are married.)
2. The plant is using outdated equipment, _______.  
   (We’re going to replace most of it.)
3. The plant has 300 employees, _______.  
   (Two thirds of them work on the assembly line.)
4. The movie theatre showed two films, _______.  
   (Neither of them was very interesting.)
5. This year Mr. Sherman has 20 students, _______.  
   (He’s taught only two of them before.)

Which vs. Whose

In the case of LTF, there are major stockholders whose combined shares amount to almost 40% of the total stock.

<table>
<thead>
<tr>
<th>Things</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don works for a French company.</td>
<td>I interviewed Miss Jones.</td>
</tr>
<tr>
<td>Its headquarters are in Paris.</td>
<td>Her resume was very impressive.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Don works for a French company, the</td>
<td>I interviewed Miss Jones, whose</td>
</tr>
<tr>
<td>headquarters of either _______</td>
<td>resume was very impressive.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Don works for a French company.</td>
<td></td>
</tr>
<tr>
<td>I’ve visited its headquarters.</td>
<td>I interviewed Miss Jones.</td>
</tr>
<tr>
<td></td>
<td>We received her resume last week.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Don works for a French company, the</td>
<td>I interviewed Miss Jones, whose</td>
</tr>
<tr>
<td>headquarters of which I’ve visited.</td>
<td>resume we received last week.</td>
</tr>
</tbody>
</table>

Exercise 5.

Example: I found an old book, the pages of which were torn.  
(Its pages were torn.)

1. I signed the contract, _______.  
   (Its terms were favourable.)
2. I submitted the proposal to the director, _______.  
   (His decision is final.)
3. The company is opening a new plant, _______.  
   (Its location hasn’t been chosen yet.)
4. I’m learning English with Miss Reynolds, _______.  
   (Her classes are always very interesting.)
5. I finished the production report, _________.
   (I’ve sent you a copy of it.)

Relative Clauses with Prepositions

“A few days later Crawford called a meeting of his top people, at which the acquisition was to be discussed further.”

<table>
<thead>
<tr>
<th>Things:</th>
<th>This company is big. I work for it.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The company for which I work is big.</td>
</tr>
<tr>
<td>or:</td>
<td>The company I work for is big.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People:</th>
<th>That man is American. I work for him.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The man for whom I work is American.</td>
</tr>
<tr>
<td>or:</td>
<td>The man I work for is American.</td>
</tr>
</tbody>
</table>

Exercise 6. Combine the following sentence pairs as shown below.

Example: This is the street. (I live on it.)
         This is the street on which I live.
         This is the street I live on.

1. This is the book. (We spoke about it.)
2. The house is very old. (I live in it.)
3. The desk is made of wood. (I’m sitting behind it.)
4. Jill is one of secretaries. (I work with them.)
5. I’d like you to meet someone. (I’ve often spoken about her.)
6. The restaurant is very popular. (We’re eating at it.)

Relative Clauses with Deletions

“If we could find a way (in which) to acquire even 20% of these shares, we would have effective control.”

That’s the year in which I was born.

How?                     That’s the way I like my coffee.
When?                    Tell me about the time you met the President!
Why?                     Is that the reason you were late?
Exercise 7. Rewrite the following sentences using the expressions in italics.

Example: My English improved when I traveled in the U.S.
(the year) My English improved the year I traveled in the U.S.

1. When he arrived I left for Paris.
   (the day) _______
2. Tell us why you decided to move.
   (the reason) _______
3. Give me a call as soon as you get home.
   (the minute) _______
4. Everyone was impressed with how the manager solved the problem.
   (the way) _______
5. I’ll never forget when our car broke down on the highway.
   (the time) _______

Conjunctions and Related Phrases

<table>
<thead>
<tr>
<th>if</th>
<th>depending on</th>
<th>if so</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’ll go if the weather is good</td>
<td>I’ll go (or stay), depending on the weather.</td>
<td>Is the weather good? If so, I’ll go.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>unless</th>
<th>without</th>
<th>if not</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can’t go in unless you have a ticket.</td>
<td>You can’t go in without a ticket.</td>
<td>Do you have a ticket? If not, you can’t go in.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>because</th>
<th>because of</th>
<th>so</th>
</tr>
</thead>
<tbody>
<tr>
<td>I stayed inside because (since) it was raining.</td>
<td>I stayed inside because of (due to) the rain.</td>
<td>It was raining, so I stayed inside.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>even though</th>
<th>in spite of</th>
<th>but … still</th>
</tr>
</thead>
<tbody>
<tr>
<td>I went outside even though (although) it was raining.</td>
<td>I went outside in spite of (despite) the rain.</td>
<td>It was raining, but I still went outside anyway</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>when/while</th>
<th>during</th>
<th>but … anyway</th>
</tr>
</thead>
<tbody>
<tr>
<td>I got sick when (while) I was on vacation.</td>
<td>I got sick during my vacation.</td>
<td>It was raining, but I still went outside anyway</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>until</th>
<th>until</th>
<th>in the meantime</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’ll be here until the office closes.</td>
<td>I’ll be here until five o’clock.</td>
<td>I’m leaving at five o’clock. In the meantime I’ll be here.</td>
</tr>
</tbody>
</table>
since I’ve typed five letters since I arrived.

<table>
<thead>
<tr>
<th>since</th>
<th>since</th>
<th>since then</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I’ve typed five letters since my arrival</td>
<td>I arrived at 9:00. Since then I’ve typed five letters.</td>
</tr>
</tbody>
</table>

Exercise 8. Complete the following sentences with the correct word or phrase from the chart.

Example: I walked to work because my car isn’t working.

1. My car is broken, _______ I walked to work.
2. Is it raining? _______ I’ll take my umbrella.
3. I can’t read well _______ my glasses.
4. We couldn’t go to the beach _______ the bad weather.
5. The store will be open _______ ten o’clock this evening.
6. You’ll be late for work _______ you hurry.
7. _______ Mike took 30 driving lessons, he still couldn’t pass the test.
8. I got home at six o’clock; _______ I’ve been cooking dinner.
9. Mr. Barton will see you in a few minutes. _______ please take a seat in the waiting room.
10. _______ the high price I’m going to buy that car.
11. I plan to go shopping _______ my lunch hour.
12. This machine has broken down twice _______ we bought it.
13. _______ I was driving to work this morning, I saw an accident on the road.
14. The meeting won’t begin _______ the director arrives.
15. _______ I work late tonight I’ll make extra money.
16. Will you be home tonight? _______ we’ll visit you tomorrow.
17. Prices will rise or fall _______ the cost of labour.
18. I felt sick this morning, but I came to work _______.
19. I won’t arrive in New York _______ the day after tomorrow.

Relative Clauses

“Tru-Tone ... was still relying almost exclusively on print advertising, which was largely misdirected.”

Main sentence: My car is still on good condition.
Parenthetical information: (I bought it over six years ago.)

My car, which I bought over six years ago, is still in good condition.
Other Examples:

Who: Discuss it with my assistant, who’ll be in charge while I’m away.
Whom: The Woods, whom we’ve known for years, will be moving in next day.
Where: I’d like to move to Miami, where it’s warm all year long.
Which: Last week I was away, which is why I didn’t call.

Exercise 9. Expand the following sentences using which, who, whom, or where.

Example: We’re traveling to Europe in May (That’s the best time to go.)
We’re traveling to Europe in May, which is the best time to go.
1. The new secretary has been doing an excellent job. (We just hired her last week.)
2. The company paid $400,000 for the plant site. (That’s expensive for unimproved land.)
3. We’re planning a special retirement dinner for the director. (He’s been with the company for 30 years.)
4. In New York City many people use public transportation. (Parking is very limited there.)

Causative and Permissives

“Peter wanted his marketing people to follow up on the Tru-Tone sales problem before things got much worse.”

I’d like these letters typed.
I’ll have my secretary type them.
I’ll ask her to type them today.

<table>
<thead>
<tr>
<th>would like</th>
<th>want</th>
<th>have</th>
<th>get</th>
<th>let</th>
<th>have</th>
<th>make</th>
</tr>
</thead>
<tbody>
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<td></td>
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<tr>
<td>something done</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>someone do something</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

125
would like  | someone to do something
want
allow
ask
tell
get
persuade
encourage
require
order
force

I didn’t type the memos myself.
I asked someone to type them.
I had the memos typed.

**Exercise 10. Use the causative to make new sentences.**

**Example:** Joe didn’t repair the T.V. himself.

*He had it repaired.*

1. We’re not going to invest the funds ourselves.
2. The personnel director didn’t screen the applicants herself.
3. We didn’t write up a contract ourselves.
4. The company doesn’t deliver their products themselves.
5. You shouldn’t check the figures yourself.

I had the memos typed by my secretary.

I had my secretary type the memos.

**Exercise 11. Use the causative to make new sentences.**

**Example:** I didn’t bring the menus; the waiter did.

*I had the waiter bring the menus.*

1. The director didn’t research the matter himself; his assistant did.
2. I won’t show you the latest model myself; a salesman will.
3. I never take packages to the post office; the mail clerk does.
4. The teacher didn’t answer the question herself; the students did.
5. You shouldn’t fill out the medical forms yourself; your doctor should.
**Exercise 12. Choose the correct words to complete the following sentences.**

Example: (wanted, told, had)  
Mr. Jones had his secretary type up the memos.

1. (get, make, let)  
   I’d like to ___ these letters mailed today

2. (had, asked, made)  
   My boss ____ me to come in early this morning.

3. (allow, let, want)  
   I won’t ____ my children to stay out later than 9:00 p.m.

4. (makes, requires, has)  
   The law ____ all employers to make Social Security payments.

5. (forced, got, made)  
   Waking up late ____ me miss my train.

6. (made, had, ordered)  
   The policeman ____ me to move my car.

7. (wanted, let, encouraged)  
   Students should be ____ to ask questions when they don’t understand.

8. (would like, asks, requires)  
   Management ____ the labour contract signed as soon as possible.

9. (made, persuaded, let)  
   The salesman ____ me to buy something I didn’t need.

10. (makes, has, requires)  
    The company ____ its supplies shipped from Europe.

**Exercise 13. Choose the letter of the correct verb form.**

Example: I asked my friend ___ a good doctor.

   a) recommend  
   b) to recommend  
   c) recommended

a) dial  
   b) to dial  
   c) dialed

1. I had the operator ______ the number.

2. I had my reservations ______ by the travel agent.

3. The bad weather forced me ______ my weekend plans.

   a) change  
   b) to change  
   c) changed
4. My friends would like me _______ them to the airport on Saturday.
   a) drive
   b) to drive
   c) driven

5. The director wants these letters _______ as soon as possible.
   a) send out
   b) to send out
   c) sent out

6. My teacher lets me _______ only English in the classroom.
   a) speak
   b) to speak
   c) spoken

7. The law requires you _______ your income.
   a) report
   b) to report
   c) reported

8. We have to get that project _______ before the end of the month.
   a) finish
   b) to finish
   c) finished

9. I finally persuaded the owner _______ his price.
   a) lower
   b) to lower
   c) lowered

10. That car accident made me _______ how dangerous these roads can be.
    a) realize
    b) to realize
    c) realized

The Subjunctive

“… Peter suggested that … a much larger number of invoices be submitted for collection … (should be submitted for collection)”

The secretary is usually on time.
I insist that she be on time (should be on time)

<table>
<thead>
<tr>
<th>Indicative</th>
<th>Subjunctive</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am</td>
<td>I</td>
</tr>
<tr>
<td>you are</td>
<td>you are</td>
</tr>
<tr>
<td>we are</td>
<td>we be</td>
</tr>
<tr>
<td>they</td>
<td>…that we be</td>
</tr>
</tbody>
</table>
he  is
she

he  (should be)
she

I  have
you  work
you  come
we  do
they  say
   bring, etc.

he  has
she  works
he  comes
she  does
she  says
she  brings, etc.

Verbs Used with the Subjunctive

recommend
suggest
prefer
request
ask
require
insist
demand

I  that you  (should)  have
   come, etc

He  insists
   that I  (should)  be
   on time.

He  insisted
   will insist

Exercise 1. Choose the correct verb to use with the subjunctive.
Example: “Be in the office by nine o’clock.”
(prefers, insists, recommends) My boss  insists  that I (should) arrive on time.
1. “The pea soup is very good today.”
   *(suggested, preferred, asked)* The waiter ______ that I try it.
2. “It would be better if you stayed in bed today.”
   *(recommends, demands, insists)* The doctor ______ that I stay in bed.
3. “May I see some identification, please?”
   *(requested, insisted, recommended)* The bank teller ______ that I show some identification.
4. “You’ll have to move your car.”
   *(suggested, requested, demanded)* The policeman ______ that I move the car.
5. “There’s a good film at the movie theatre.”
   *(required, suggests, insists)* Marjorie ______ that we go to the movies.
6. “There’s a lot of work that should be finished tomorrow.”
   *(ask, require, demand)* My boss will probably ______ that I stay later at the office.

**Adjectives Used with the Subjunctive**

<table>
<thead>
<tr>
<th>Active:</th>
<th>Passive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is/was</td>
<td>It is/was</td>
</tr>
<tr>
<td>important</td>
<td>important</td>
</tr>
<tr>
<td>necessary</td>
<td>necessary</td>
</tr>
<tr>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>suggested</td>
<td>suggested</td>
</tr>
<tr>
<td>recommended</td>
<td>recommended</td>
</tr>
<tr>
<td>requested</td>
<td>requested</td>
</tr>
<tr>
<td><em>that</em> she <em>(should)</em> type</td>
<td><em>that</em> the reports <em>(should)</em> be</td>
</tr>
<tr>
<td>the reports.</td>
<td>typed</td>
</tr>
</tbody>
</table>

**Exercise 2. Use the subjunctive to complete the following sentences:**

*Example:* He left for Boston yesterday.

   It was necessary that he *(should) leave for Boston yesterday.*

1. I’ll be prepared for the meeting.
   It’s recommended that I _______.

2. The meeting will be postponed.
   It’s necessary that it _______.
3. I filled out the forms with a pen.
   It was requested that I _______.
4. The new director has good business judgment.
   It’s important that he _______.
5. My performance will be reviewed at year end.
   It’s required that it _______.
6. The student brought her books to class.
   It was suggested that she _______.
7. Only English is spoken in the classroom.
   It’s important that _______.

Indicative vs Subjunctive

Be Careful!
We know that our products are good. We require that our products be good.

It’s well known that our products are good It’s important that our products be good.

Exercise 3.
Example: Each secretary has a typewriter.
I know that each secretary has a typewriter

   The secretary opens the mail
   I insist that the secretary open the mail.
1. That man speaks five languages.
   I don’t believe that he _______ five languages.
2. I’ll pay in cash.
   The salesman requests that customers _______ in cash.
3. I don’t think the director is in his office.
   I doubt that he _______ in his office.
4. All the forms were typed.
   The director prefers that they _______.
5. I took it easy for a few weeks.
   My doctor suggested that I _______ it easy.
6. Our products are overpriced.
   The marketing people agree that they _______ overpriced.
7. Plant maintenance has been a problem.
The manager feels that it _______ a problem.
8. He went to the meeting last week.
It was recommended that he _______ to the meeting last week.
9. Bill is the company’s top salesman.
It’s well known that he _______ the company’s top salesman.
10. The figures on the balance sheet are correct.
It’s necessary that the figures _______ correct.

The Subjunctive: Negative Form

Don’t smoke here!

It’s requested that you not smoke here.

<table>
<thead>
<tr>
<th>Indicative</th>
<th>Subjunctive</th>
</tr>
</thead>
<tbody>
<tr>
<td>I you we they</td>
<td>I you we they</td>
</tr>
<tr>
<td>don’t</td>
<td>… that they</td>
</tr>
<tr>
<td>smoke</td>
<td>he she</td>
</tr>
<tr>
<td>doesn’t</td>
<td>he she</td>
</tr>
<tr>
<td></td>
<td>not smoke</td>
</tr>
</tbody>
</table>

Exercise 4.

Example: I will be at the meeting on time.
It’s important that I __not be__ late.
I know that I __won’t be__ late.

1. Please don’t smoke in the office.
   It’s requested that we _______ in the office.
2. I’ll be at the office until nine o’clock.
   Please tell my wife that I _______ home for dinner.
3. We were talking in the library.
   The librarian requested that we _______ in the library.
4. Today’s meeting lasted over three hours.
   I hope that tomorrow’s meeting _______ so long.
5. We drove slowly on the country road.
   The law required that we _______ over 20 m.p.h.
6. Anne is usually on time.
   I didn’t know that she ______ on time this morning.
7. The director spent $900 on new office furniture.
   It was important that he ______ more than $1,000.

UЭ-4
Conditionals

First conditional
We use the first conditional when something now or in the future is a possible or probable consequence of something else. It is made up of two clauses, the if clause (if + present tense) and the main clause (future or modal verb).

POSITIVE
If it rains, we’ll stay at home.
If the pound is strong, fewer people will visit England.
If you work hard, you might go to university.

The main clause can come before the if clause (without a comma) with no change of meaning. We’ll stay at home if it rains.

QUESTION
What will you do if it rains?
If the pound is strong, what will happen?
Will you stay at home if it rains?

NEGATIVE
If it does not rain, we’ll go out.
If it is fine, we won’t stay at home.
If it isn’t fine, we won’t go out.
We won’t stay at home if it doesn’t rain.

SHORT ANSWER
Yes I will. No he won’t.

Second conditional
We use the second conditional for present or future possibilities which are unlikely to happen. The if clause (if + subjunctive) and the main clause (would or modal verb + infinitive) can be in either order. The subjunctive is exactly the same as the past simple except in the verb to be when it is always were.

POSITIVE
If I were rich, I could start a company.
You would lose your money if the company failed.

QUESTION
What would you do if you were rich?
If your company failed, would you lose all your money?
NEGATIVE  
I wouldn’t live here if I were rich.
If I weren’t poor, I wouldn’t live here.

SHORT ANSWER  
Yes I would. No he wouldn’t.

Third conditional
We use the third conditional about possibilities which did not happen in the past. The if clause (if + had + past participle) and the main clause (would have + past participle) can be in either order.

POSITIVE  
If you had been there, I would have seen you.
(You were not there – I did not see you)
He would have done it if he had had time.
(He did not do it – he did not have time)

QUESTION  
Would you have done it if I’d been there?
If you had seen him, what would you have done?

NEGATIVE  
I would not have done it if I had known.
(I did it – I didn’t know)
I would have done it if I had not seen you.
(I did not do it – I saw you)
I wouldn’t have done it if I had not seen you.
(I did it – I saw you)

SHORT ANSWER  
Yes I would. No he wouldn’t.

The Conditional

<table>
<thead>
<tr>
<th>Is it true?</th>
<th>Is it true?</th>
</tr>
</thead>
<tbody>
<tr>
<td>– I don’t know. But …</td>
<td>– No, it’s not. But…</td>
</tr>
</tbody>
</table>

| If he is an accountant … | If he were an accountant… |
| he works in this office. | he would work in this office |
| he worked on the books. | he would have worked on the books. |
| he will work late tomorrow. | he would work late tomorrow. |

| If he is working for this firm … | If he were working for this firm … |
| he is getting a good salary. | he would be getting a good salary. |
| he gets insurance coverage. | he would get insurance coverage. |
| he will get a two week vacation. | he would get a two week vacation. |
If he has worked here a month …
he is on the payroll now.
he has been through the training program already.
he will be eligible for sick pay soon.

If he had worked here a month …
he would be on the payroll now.
he would have been through the training program already.
he would be eligible for sick pay soon.

If he worked late last night …
he is probably very tired.
he was the only one in the office.
he will be able to leave early tonight.

If he had worked late last night…
he would probably be very tired.
he would have been the only one in the office.
he would be able to leave early tonight.

If he works next Saturday …
he is very industrious.
he will be here all day.

If he were to work next Saturday …
he would be very industrious.
he would be here all day.

**Exercise 1. Complete the following conditionals as shown in the examples below.**

*A. Example:* Maybe they’ve already left. If so, they’ll get there on time.
If they’ve already left, they’ll get there on time.
Maybe they’ve already left. If not, they’ll miss their train.
If they haven’t left yet, they’ll miss their train.

1. Maybe the cafeteria is closed. If it is, I’ll have lunch at my desk.
   If ________.

2. Maybe Bill has gone out for the evening. If not, we can visit him later.
   If ________.

3. I often drive to work early; that way, I avoid the heavy traffic.
   If ________.

4. Perhaps he’s left the office already. If he hasn’t, he won’t be home at six o’clock.
   If ________.

*B. Example:* The driver wasn’t careful. He had an accident.
But if the driver had been careful, he wouldn’t have had an accident.
The driver was careless. He had an accident.
But if the driver hadn’t been careless, he wouldn’t have had an accident.

1. The director isn’t in today, so you won’t see him at the meeting.
   But if ________.
2. Jim has had a lot of experience. It wasn’t difficult for him to find a job.
   But if ________.

3. Tomorrow’s a holiday, so we can stay up late tonight.
   But if ________.

4. Henry didn’t take the main road to work. He didn’t see the accident.
   But if ________.

Exercise 2. Complete the following conditionals.

1. I hope he offers me the job. If he does, I’ll accept it.
   If ________.

2. I didn’t buy the newspaper this morning; I haven’t read the article yet.
   But if ________.

3. We arrived at the movie theatre late. We missed the beginning of the film.
   But if ________.

4. I hope there’s some coffee left. If not, I’ll have to make some more.
   If ________.

5. Carl doesn’t have confidence in himself. He can’t be very successful.
   But if ________.

6. I think he’s had a car accident. If so, his insurance rates have been increased.
   If ________.

7. I hope our health plan covers my dental care. If it does, I’ll send the forms to
   my dentist.
   If ________.

8. I’m not planning to move before December; I haven’t contacted a real estate
   agent yet.
   But if ________.

9. You didn’t start the project on time. You’re still working on it now.
   But if ________.

10. I don’t know whether Brad is in his office. If he’s not, he’s probably out
    to lunch.
    If ________.

11. Maybe Fred had to work late last night. If he did, he won’t come to the
    party this evening.
    If ________.

12. Christmas won’t fall on a Sunday this year. We won’t have the following
    Monday off.
    But if ________.
Exercise 3. Rewrite the following using “in case”.

Example: We are forwarding our illustrated catalogue lest you should prefer a different model.
We are forwarding our illustrated catalogue in case you should prefer a different model.

1. We should like to receive samples of your complete range lest any of our customers ask about your other lines.
2. We would remind you that we are the biggest wholesalers in Portugal lest you think that we are not capable of handling your products.
3. Lest you should be thinking of cancelling the order, we would point out that this is the finest machine of its type in the world and that you will be amply compensated by waiting another month.
4. We would ask you to let us know your requirements as soon as possible lest we run out of stock of the popular lines.
5. We think we should order another two tons for immediate shipment lest the first consignment is held up too long by the dock strike.

УЭ-5
Progress Test

1. The tankers ____ as soon as they____.
   A will set off, will be loaded C set off, would be loaded
   B set off, have been loaded D setted off, have been loaded

2. If managers ____ free to concentrate on the core business, this ____ a key to economic success in the difficult times ahead.
   A are, could be C are, will be
   B will be, can be D were, will be

3. Many new high-tech companies started ______ the economy was growing.
   A when C if
   B that D while

4. ________ his broad influence in the world's second-largest computer company Mr. Smith has a low profile in the industry as a whole.
   A Despite C When
   B In spite of D If
5. If you ______ “airmail” on the envelope, the letter ______ surface mail.
   A aren't written, will send            C do not write, will be sent
   B wouldn't write, was sent           D won't write, isn't sent

6. The billing office will check ______ all charges have been posted to the guest's accounts.
   A when                                C that
   B so that                             D while

7. It _____ difficult to obtain a ruling from the court if the other party ____ the decision.
   A is, contests                       C is, will be
   B will be, will contest               D was, would be

8. Many sales personnel _____ if sales forecasts _____ without their input.
   A would be offended, were made       C offended, are made
   B are offended, will be made         D will be offended, were made

9. Our proposal is ______ we do business together as working partners with a common interest.
   A when                                C while
   B that                                D so that

10. If you ______ go away from the office on official business, ES ______ for the cost of travel.
    A have to, will pay                  C are having to, is paying
    B will have to, will pay             D are had to, is paid

11. Always have a plan B ______ your original choice becomes impractical for any reason.
    A when                                C after
    B in spite                            D in case

12. Orinoco's oil is not highly prized ______ it is hard to refine.
    A when                                C because
    B while                               D that

13. _____ you’ve got good people, allow them to participate in factory management.
    A When                                C If
    B While                               D Because
14. After we ________ the candidates we ________ how many to employ.
   A  will meet, will decide   C  meet, decide
   B  are meeting, decide      D  meet, will decide

15. Preliminary estimates indicate ________ earnings will decline substantially from a year ago.
   A  that   C  in case
   B  if      D  when

16. If I ________ my job, or was out on strike, there ________ money in the medical care account to continue my insurance.
   A  lose, would have been   C  lost, will be
   B  lost, would be         D  am loosing, will have been

17. Until inflation ____ under control, planning ________ difficult.
   A  are, would be   C  to be, will have been
   B  is being, will be    D  is, will be

18. The available reserves of its accumulated profit were reduced by worker's demands ________ there was little money for capital investment.
   A  that   C  so that
   B  when      D  while

19. Some mines may close ________ gold's current low price.
   A  because of   C  in case
   B  because      D  when

20. Some managers think ________ stocks are getting too pricey.
   A  if   C  when
   B  that      D  while

21. The basic principle is ________ all information collected for one purpose is confidential.
   A  when   C  in case
   B  while      D  that

22. Some investors say that if McCaw_______, it ________ sell assets to pay them back.
   A  will falter, will   C  falter, can
   B  is faltering, should       D  faltered, will
23. The US market is built on the principle _______ a marketplace should be available to everyone.

A that C in case
B when D if

24. Investment bankers say _______ private money should be used for new municipal projects.

A when C while
B that D in case

25. He will decide _______ works will be sold privately and ______ works will be sold at auction.

A who, whose C which, which
B whom, who D which, whose

26. High finance charges are made ____ customers fail to meet their monthly card payments.

A when C because of
B while D if

27. The majority of companies _______ went private in the last few years will become public again by reselling stock.

A because C that
B who D although

28. The information will remain privileged _______ it is the result of Westinghouse's relationship with its lawyers.

A because of C while
B when D because

29. A successful legal action for insider trading is unlikely, _______ privity would be virtually impossible to prove.

A when C if
B since D in case

30. If we _______ our sales target, we ______ a bonus.

A meet, will get C will meet, will get
B will meet, are getting D are meeting, will get
Study the participle construction:

1. The *financing* organization – *финансирующая* (финансировавшая) организация; the *remaining* goods – *оставшиеся* (оставшиеся) товары; the *dancing* girl – *танцующая* (танцевавшая) девушка;

2. The inspector *examining* the goods is a competent engineer. – Инспектор, *осматривающий* товары, – опытный инженер.

   An exhibition *showing* the latest achievements in hotel equipment was organized in London. – Выставка, *демонстрировавшая* последние достижения в области оборудования для гостиниц, была организована в Лондоне.

3. The cable *advising...* – телеграмма с *сообщением...*; the booklet *showing...* – брошюра с указанием...

   Participle I (4-я форма глагола) – причастие, активное по значению; оно может стоять перед существительным или после него, если имеет пояснительные слова (см. примеры 1 и 2). В зависимости от контекста Participle I соответствует в русском языке действительному причастию настоящего времени, оканчивающемуся на -щий, -щийся, или действительному причастию прошедшего времени, оканчивающемуся на -вщий, -вшийся. Иногда Participle I, стоящее после существительного, переводится на русский язык сочетанием существительного с предлогом (см. пример 3). Participle I употребляется, в основном, в письменной речи.

4. The goods *arriving* at the port were always transported to the clients without delay. – Товары, *прибывшие* в порт, всегда направлялись заказчику без задержки.

5. The goods which *arrived* from Great Britain were sent to us immediately. – Товары, *прибывшие* из Великобритании, были немедленно отосланы нам.

   В русском языке действительное причастие прошедшего времени, отвечающее на вопрос "что делавший", соответствует английскому Participle I (см. пример 4).

   Причастие, отвечающее на вопрос "что сделавший" в русском языке, соответствует английскому придаточному предложению (см. пример 5).
Exercise 1. Translate the following sentences identifying Participle I and Participle II.
1. The brand being on the market for some time usually has the decline of sales.
2. People involved in marketing spend a great deal of their time.
3. Opinions are the arguments leading to conclusions and recommendations.
4. There are government agencies formed to operate public services.
5. There are letters requiring answers.
6. Normally, the total price paid by the customer is greater when payments are spread over a period.
7. The statement containing certain data is presented by the financial manager.
8. The money collected from the customers replace some of that used in starting the business.
9. All the elements of the marketing mix working together create a brand.
10. The credit level granted to a customer depends on customer's financial standing.

Exercise 2. Replace the clauses in bold type by participle constructions where possible.
1. The children who are singing and dancing on the stage are from the neighbouring community.
2. The poster, which attracted my attention, advertised road-building machinery.
3. We got in touch with the firm, which produces computers.
4. We are now testing your machines, which arrived from the manufacturing plant.
5. The firm sent us some booklets, which described the new method of production.

Exercise 3. Study the sentences
1. Tom spent the evening reading a book. – Том провел вечер, читая книгу.
2. Going up in the lift I met an old friend of mine. – Поднимаясь в лифте, я встретил старого друга.
3. We wrote to you giving full details of our products. – Мы написали вам, сообщив все подробности о наших товарах.
4. They discussed this point when signing the contract. – Они обсуждали этот вопрос при подписании контракта.

Participle I может соответствовать в русском языке не только действительному причастию (см. урок 2), но также и деепричастию (примеры 1, 2, 3). Иногда перед Participle I могут употребляться союзы when, while, которые не всегда переводятся на русский язык.
Exercise 4. Translate into Russian.
1. Arriving at the cottage he went up the long drive and through the gate.
2. Coming near I found the door open.
3. Reaching her room she turned on all the lights.
4. Finding him very friendly and companionable I asked him to help me.
5. Hoping to find the document she turned everything upside down.
6. Finding no one at home he left a message with the door-keeper.
7. Addressing the meeting he said he wished them all the luck in the coming year.
8. Realizing that he had missed the last train he began to walk.
9. While working on that file he discovered many mistakes.
10. When offering their latest model they mentioned a possibility of discount.
11. When writing a letter of enquiry you should give a detailed description of the goods you want to buy.
12. While visiting your stand at the Paris Trade Exhibition we paid attention to your display of Christmas toys.
13. When making an offer of season goods don't forget that buyers are interested in goods which will sell quickly.
14. Addressing the meeting the President said that he thanked all the employees for their hard work and dedication.
15. While looking through the price-lists they realized that the prices were much higher than those of other companies.

Exercise 5. Translate into Russian.
1. Can your application programs use files created on another type of computer?
2. Waste Management International issued a profits warning, citing restructuring charges and the loss of a large contract.
3. The company was able to realize a 35% in operating profit.
4. The plan simply fails to recognize the difficulty and the time required to increase production.
5. Sales have been hit by reduced demand.
6. Japan was the only industrialized nation to register an increase in the number of patents received per scientist and engineer.
7. US firms can gain tariff exemption for products exported from the USA, processed abroad and reimported to the USA.
8. They had to reissue their annual report, with a revised financial statement.
9. Many employers are taking steps towards relaxed dress codes.
10. Farmers will receive federal relief for crops damaged by drought.
11. Cruise lines are hoping the revised routes will attract new passengers as well as bringing repeat business by offering previous customers a new experience.
12. Workers hired during the strike are opposed to being represented by the union.
13. Japanese consumers pay higher prices for goods because of restricted competition.
14. The company plans to shut two plants for a month to retool for the redesigned Chrysler minivans.
15. As more foreign banks have arrived in Singapore, wages for experienced staff have risen sharply and by a large amount.

Exercise 6. Replace the clauses in bold type by participle constructions.
1. When we were signing the contract we stressed the importance of using this particular material.
2. They organized the exhibition and invited many businessmen from all over the world.
3. When we were negotiating the conditions of purchase we informed the Sellers that we needed the goods urgently.
4. They wrote a reply and accepted the invitation to participate in the exhibition.
5. He was standing at the entrance and reading the advertisement.
6. When I traveled in South-East Asia I took pictures of the native people observing their customs and traditions.
7. They opened a new research centre and named it after a famous doctor.
8. When we were looking at the displays we saw some beautiful handicrafts.
9. When he got off the train he put the suitcases on the ground and started looking for a porter.
10. I turned on the radio and heard the end of the interview.
11. She asked me to help her because she realized that she could not do it herself.

Exercise 7. Translate into Russian.
1. Rising prices are seen as a threat to living standards.
2. There is little room for expansion in Softbank's existing business.
3. In round figures, the expected profit is about $ 600 million.
4. Our products are safe when used correctly.
5. Passengers traveling second class can buy two sleeper tickets for the price of one.
6. The government is determined to reduce the number of young people leaving school with no qualification.
7. Chrysler had a queue of people wanting to put down their deposits on the new two-wheel drive track.
8. Salesman selling over their quota receive a $10000 bonus.
9. The company spent millions of pounds ramping up its marketing in the USA.
10. Toyota's biggest drop in profit since its sales and manufacturing sections merged.
11. More than 200,000 public sector workers began a two-day strike over the government's proposed wage freeze.
12. The single currency is giving industry more secure operating conditions.
13. How can a manufacturer target his products successfully on his chosen market segments?
14. Japan's leading international airline serves 63 overseas cites.
15. If elected, she will serve the remaining 15 months of Mr. Helmick's four-year term.

**Exercise 8. Choose the correct participle (Participle I or Participle II).**
1. The Action Team is keen to support ideas promoting/promoted the area with the aim of making it more attractive to firms setting up.
2. The inflation rate fell, reflecting/reflected recent overtime cutbacks and low wage settlements.
3. Declining issues outnumbered advanced/advancing shares 462 to 441, while 161 others remained unchanged.
4. Shareholders will be asked to approve an increase in the number of authorizing/authorized shares to 175 million from 100 million.
5. The corporation is deciding whether to sign on to a deal to build a new U.S. manufactured/manufacturing plant to compete with the French.
6. A computer simulation allows project engineers to study in detail the manufacturing manufactured process operations at the factory site.
7. On any built/building site, falling is the most frequent type of accident.
8. You need computing/computed skills for that job.
9. It would be a small matter to offer employees interest-free loans for a limiting/limited period.
10. The Loyal Standards Association operated as a friendly society for sick, injuring/injured and elderly seamen.
11. Some of the students are sponsored by engineered/engineering firms.
12. Banks must maintain an adequate spread between borrowing/borrowed and tended/tending rates.
13. Consumers went on a spending/spent spree.
14. There are currently 65 individual premises stood/standing empty.
15. The gold standard forced the central bank to exchange currency for gold at a fixed/fixing price.
Study the participle construction:
1. Purchased models – купленные (закупаемые) модели; accepted plan – принятый (принимаемый) план; sold goods – проданный (продаваемый) товар lost game – проигранная игра.
2. Contract fulfilled by the firm long ago – контракт, давно выполненный фирмой; film shown yesterday – фильм, показанный вчера; models required by customers at present – модели, требующиеся покупателям в настоящее время.

Exercise 1. Replace the clauses in bold type by Participle Constructions.
1. We were pleased to receive from you the enquiries which were mentioned above.
2. I was impressed by the technical knowledge which was shown by your specialists in Moscow.
3. We expect to receive all the materials which were ordered during the first half of the year.
4. They will provide the spare parts at the prices which were quoted in their latest offer.
5. We had to change the wording of the clause which was proposed by you.
6. The information which is contained in that file is out of date.
7. The money which was borrowed last month will be used for the new project.
8. The tournament which was held in Moscow was sponsored by the Sports Committee.
9. Some of the holidays which are celebrated throughout the USA originated in Europe.
**Exercise 2. a) Open the brackets.**

Rossimport 16th September,...

Dear Sirs,

Thank you for your letter (to date) August 18th, and your interest in our A3 tractors.

The A3 tractor (to indicate) in your letter is not for export.

We have prepared quotations on the new A4 tractor: see sale literature (to attach) to the letter. The A4 is the latest and largest tractor in our agricultural range and we are sure that you will find it of interest. The best delivery promise we can quote is 20 weeks from receipt of a firm order (to place) by your company till the end of this month. Our proforma invoice shows a value for spare parts, including those (to list) by you. We hope to mail the proforma within three weeks.

Yours faithfully,
Black & Co

**b) Check your comprehension.**

1. Which type of tractor was not meant for export?
2. Where could the Buyers get information on the A4 tractor?
3. What was the delivery date proposed by the Sellers?
4. What spare parts were included in the Sellers' proforma invoice?

**Exercise 3. Choose the correct term of the participle (Participle I or Participle II).**

1. The company (submitted, submitting) the offer is well-known on the world market.
2. The parties (signed, signing) the contract have been in business for some years.
3. The contract (signed, signing) last week covers the new products o our company.
4. The sportsmen (invited, inviting) to take part in the tennis tournament will arrive next week.
5. The (invited, inviting) country will provide accommodation for the (invited, inviting) guests.
6. The boxes (containing, contained) spares were damaged in transit.
7. The information (contained, containing) in the file is to be revised.

**Exercise 4. Combine two sentences to make up one either with Participle I or Participle II.**

1. a) In 1985 a new Companies Act was passed.
   b) It consolidated lots of earlier acts.
2. a) There is a loss at the time of sales.
   b) The loss is caused by incorrect delivery.
3. a) Most managers' reading material consists of letters.
    b) The letters require response.
4. a) The policy was based on minimum credit.
    b) The credit was given by the bank.
5. a) Papers in technical journals have a brief abstract.
    b) The abstract serves the purpose to confirm its interest.
6. a) Some costs vary in proportion to the quantity of goods.
    b) The goods are produced by companies.
7. a) Clear instructions are essential.
    b) Clear instructions outline the objective of the report and the area of it.
8. a) The credit control function is the responsibility of a credit manager.
    b) The credit manager is backed up by his team.

**Exercise 5. Use Participle I or Participle II instead of Relative clause.**
1. When the mail arrives look first at letters which are specifically addressed or referred to you.
2. Interesting information is defined as the information that affects people.
3. Standards should be set for the typical payment periods, which are expected for the country in question.
4. Often there is a covering which says what you are expected to do.
5. The legislation, which is needed to make a market economy possible, must address numerous problems.
6. The rules and regulations which exist now do not let big business gain extreme profits.
7. The country's debt will still be above 60% target, which is set in the treaty.
8. A connecting thread that runs all the way through Government in the US is the accountability.

**Exercise 6. Complete sentences using Participle I or Participle II.**
1. People (try) to invent better definitions of their task spend a great deal of time.
2. People (involve) in marketing try to invent better definitions of their task.
3. Agency's resident (form) advertisements uses all his creative genius.
4. Advertisements do not usually spring fully (form) into the mind of an agency's resident.
5. Managers (select) information to pass it on to other managers depend on information (communicate) to them.
6. They pass on (select) information to other managers.
7. The sales manager (confirm) the company's orders is out at the moment.
8. The (write) confirmation of order is necessary.
Exercise 7. Replace the clause by Participle I construction using the model:

<table>
<thead>
<tr>
<th>Original Clause</th>
<th>Participle I Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A new republic was founded which turned into reality the ideals of a few political philosophers.</td>
<td>A new republic was founded turning into reality the ideals of a few political philosophers.</td>
</tr>
</tbody>
</table>

1. Sales promotions are aimed at the sales force, which encourages them to increase their activities.
2. Enormous amounts of money move round the world, which chases high interest rates of capital gains.
3. You insert the number of each voucher in the column provided, which enables the company's cashier to check later the evidence for each entry.
4. When you submit a recommendation to your boss you will summarize the argument as best as you can, which will stress the facts that support your case.
5. The basic pay of Northern Electric chief executive can be boosted by 54,000 pounds, which brings his total pay to 234,000 pounds.

Exercise 8. Complete sentences using Participle I or Participle II.

1. While (look) forward to receiving the merger the companies would need to address legal concern.
2. When (put) at risk by investing, the company is naturally eager to recover those funds as soon as possible.
3. When (make) a presentation to a small group of people, it is useful to have some illustration of what you mean.
4. Activity ratios are meaningful when (compare) with those of other firms.
5. (Generate) additional sales advertising covers the added costs.
6. When (evaluate) the figures the financial manager presents, the director must weigh the pros and cons.
7. Once (approve), these people hold office for life.
8. When (buy) a fur coat, the design has more effect on the purchaser than price.
9. If (ask) to produce a report, it is worth while drafting it briefly first.

Exercise 9. Choose the correct variant.

1. Could you see the girl......with my brother?
   A. danced          B. to dance      C. dancing      D. is dancing

2. The picture......my attention was very bright.
   A. attracted      B. attracting    C. to attract   D. which attracted

3. I like the girl......on the right.
   A. is sitting     B. sitting      C. sit          D. sat
4. An interesting exhibition...... sports equipment was opened yesterday.  
A. showing  B. showed  C. shows  D. show

5. Please send us all materials......your price lists.  
A. to include  B. including  C. included  D. includes

6. The men......on the platform were in some danger.  
A. working  B. worked  C. being worked  D. who works

7. We examined the boxes......spares.  
A. contained  B. containing  C. are contained  D. contain

Exercise 10. a) Open the brackets.

HOTEL OLYMPIA
International Hotel Exhibition Olympia, 10th April, London

Dear Sirs,
I have much pleasure in inviting you to participate in our (to come) Hotel Olympia which is organized by two (to lead) trade journals. This exhibition, international in scope and character, (to show) the latest achievements in the field of hotel equipment, is presented every two years. This year will mark the tenth anniversary and the ceremony (to celebrate) the event will be organized on the opening day.
Exhibits (to arrive) from many European countries will be on display in Olympia, London between 14–21 January.
I hope you will consider that this exhibition is of special interest in different fields of industry in your country. We are enclosing a booklet (to inform) you of the exhibition schedule (график).
Yours sincerely,
Blake & Co

b) Answer the following questions.
1. When will Hotel Olympia take place?
2. Who are the organizers of the exhibition?
3. What exhibits will be shown at Hotel Olympia?
4. What ceremony will be held on the opening day?
5. What booklet is enclosed with the letter?
Another Use for Participles

**Present Tense**

<table>
<thead>
<tr>
<th>The job is complete;</th>
<th>( \text{is} )</th>
<th>( \text{was} )</th>
<th>( \text{will be} )</th>
</tr>
</thead>
</table>
| The job **being complete** | \( \text{is} \) | \( \text{will be} \) | payment \( \text{is} \) | \( \text{was due} \).
| The job is finished; | \( \text{is} \) | \( \text{was} \) | \( \text{will be} \) |
| The job **being finished**, | payment \( \text{is} \) | \( \text{will be} \) |

**Past Tense**

<table>
<thead>
<tr>
<th>The job has been complete for months;</th>
<th>( \text{has been} )</th>
<th>( \text{had been} )</th>
</tr>
</thead>
<tbody>
<tr>
<td>The job <strong>having been complete</strong> for months,</td>
<td>payment ( \text{is} )</td>
<td>( \text{was overdue} ).</td>
</tr>
<tr>
<td>The job has been finished for months;</td>
<td>( \text{has been} )</td>
<td>( \text{had been} )</td>
</tr>
<tr>
<td>The job <strong>having been finished</strong> for months,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exercise 1. Make new sentences using the Participle.**

*Example:* The meeting was over. We broke for lunch.

The meeting **being over**, we broke for lunch.

1. Everything was packed. We were ready to go.
2. An agreement had been reached. They started to write up a contract.
3. Hospital bills are costly. Most people are covered by medical insurance.
4. The cost of living has risen. Workers are requesting a wage increase.
**Present Participle (Passive)**

The phone **is** used very seldom. It **is** disconnected.

(Being) **used** very seldom, the phone **is** disconnected.

The phone **isn't** used very often. It **is** disconnected.

(Being) **used** very seldom, the phone **is** disconnected.

*Exercise 2. Make new sentences using the Present Participle (Passive).*

**Example:** This product is now sold everywhere. It's very much in demand.

Now (being) sold everywhere, this product is very much in demand.

1. English is spoken in many countries; it's a useful language to know.
2. Our corporation is highly centralized; it operates very efficiently.
3. The new benefit plan wasn't approved by the director; it had to be revised.
4. These sweaters are made by hand; they're more expensive than the other brands.
5. Insurance premiums won't be paid by the company; they'll be deducted from the employee's paycheck.

**Perfect Participle (Passive)**

The car **has** been washed already. It **is** very clean.

**Having been washed** already, the car **is** very clean.

The car **hasn't been** washed for weeks. It **is** very dirty.

**Not having been washed** for weeks, the car **is** very dirty.

Example: The president had been trained in electronics. He saw the problem immediately.

Having been trained in electronics, the president saw the problem immediately.

1. The plant had been built long ago; it's now in bad condition.
2. Tom had been seriously injured; he spent a month in a hospital.
3. The problem hadn't been discovered in time; it couldn't be solved before the year-end.
4. This machine hasn't been used in years; it should be replaced by a more modern one.
5. The applicants have been screened by the personnel manager. They were found to have necessary qualifications.

Present Participle (Active)

Mary was the receptionist. She has to arrive on time.

Being the receptionist, Mary had to arrive on time.

Mary wasn't the director. She didn't have her own office.

Not being the director, Mary didn't have to arrive on time.

Exercise 4. Make new sentences using the Present Active Participle.

Example: We thought the bus had left. We took a cab.

Thinking the bus had left, we took a cab.

1. I knew the director had already left. I didn't try to call his office.
2. Mr. Berg is on the Board of Directors. He makes very important decision.
3. John didn't understand the problem. He wasn't able to solve it.
4. I'll be a member of the country club; I'll be able to use the golf course next summer.
5. The secretary tried to get to the office on time. She drove too fast and got a ticket.
6. We considered the rising cost of gasoline. We thought about buying a small car.
7. Janet works for an advertising agency. She has the opportunity to meet many interesting people.

**Perfect Participles (Active)**

| He has finished his work. He is leaving the office. |
| He had finished his work. He left |
| Having finished his work, he is leaving the office. |
| He hasn't finished his work. He is staying late. |
| He hadn't finished his work. He stayed |
| Not having finished his work, he is staying late. |

**Exercise 5. Make new sentences using the Perfect Participles (Active).**

*Example:* We had missed the bus, so we called a cab.
Having missed the bus, we called a cab.

1. I've seen the movie twice. I'm not going to see it again.
2. I hadn't had any lunch, so I was hungry all afternoon.
3. Johnson has been with the company for 20 years. He's eligible for retirement.
4. We hadn't read the newspaper, so we didn't know about the accident.
5. The director had read all the recommendations very carefully. He was ready to make the decision.
Past Participles Used as Adjectives

Money spent on brain is never spent in vain.

Participle only:

I received a report.

The report was written.

I received a written report.

Adverb + Participle:

The report was well written.

I received a well written report.

Participle + phrase:

The report was written by my assistant.

I received a report written by my assistant.

Other examples: Most domestically produced cars are larger than those produced in Europe.
Sales have been hurt by competition from recently imported products, especially by products imported from the Far East.

Exercise 6. Rewrite the following sentences using past participles as adjectives.

Example: Everyone enjoyed the meal. It was served after the meeting.

Everyone enjoyed the meal served after the meeting.

Berlitz is a company that’s known internationally.

Berlitz is an internationally known company.

1. We buy our equipment from a small company that’s highly specialized.
2. I tried one of those new cigarettes. They’ve been advertised on TV.
3. Our company does business with many countries that are underdeveloped.
4. I’m having a lot of trouble with this radio. It was cheaply made.
5. We repaired the copy machine. It was broken.
6. We have to pay a special tax on products that are imported.
7. This firm has five offices. They’re centrally located.
8. Foreign competition was one of the problems that was discussed at the sales meeting.
9. I sent the store a letter. It was handwritten.
10. The personnel director interviewed several applicants who were well-qualified.
11. The meeting that was scheduled for this morning has been postponed until tomorrow.
12. We ordered some supplies. They’re badly needed.
13. We were surprised at the prices. They had been reduced.
14. I received a call from my old friend Mark. It was unexpected.
15. We took a tour of the plant. It was expanded recently.
16. Our products receive less advertising than other products that are competitively priced.

Revision

Exercise 7. Translate into Russian paying attention to Participles I.
1. an oil exporting country
2. participating countries
3. a furniture importing company
4. financing organizations
5. remaining goods
6. manufacturing costs
7. a managing director
8. a purchasing manager

Exercise 8. Match the equivalents paying attention to Participles II.
1. the price quoted — подписаный контракт
2. the contract signed — поставленный товар
3. the conference organized — предлагаемые услуги
4. the services offered — назначенная цена
5. the materials supplied — изготовленные товары
6. the goods produced — проспонсированная кампания
7. the campaign sponsored — организованная конференция
8. the goods delivered — поставленные (поставляемые) материал

Exercise 9. Translate the sentences into Russian.
1. We have received the documents stating the origin of the goods.
2. This is the time of delivery stated in the Contract.
3. We shall send you an e-mail message confirming receipt of your letter.
4. The terms confirmed by the Seller cannot be reconsidered.
5. We requested you to send us a booklet describing the goods you are exporting.
6. Please send us a message indicating the terms of delivery you prefer.
7. Please find enclosed our price-list becoming valid on 1 September, 2005.
8. Last week, I visited this company as part of my marketing trip.

Exercise 10. Use the correct Participles and translate the sentences.
1. They are one of the oldest and largest motor (manufacturing, manufactured) companies.
2. Have you seen any motors (manufacturing, manufactured) by this company?
3. (Manufacturing, manufactured) these engines, they made some changes in the original design.
4. We have changed our (ordering, ordered) procedure because we wanted to ship the goods as early as possible.
5. They have shipped the goods (ordering, ordered) last month.
6. When (ordering, ordered) the goods they asked us to ship the goods in May.
7. (Looking, looked) through your price-list, we noticed a very strange thing.
8. Please note that the meeting (scheduling, scheduled) for October 11th has been brought forward to October 20th.
9. Yesterday, they visited an exhibition (showing, shown) our latest achievements in medicine.
10. Let me have a look at the documents (attaching, attached) to the letter.

УЭ-4
Gerunds

Study the sentences.
1. She doesn't like skiing.
2. We are interested in receiving your new samples.
3. She objected to our smoking there.
4. We insisted on being informed of any changes in the shipping schedule immediately.
5. I am sorry for having done it.
6. We had difficulty in finding a parking place.
7. Do you feel like going out?

В данных примерах формы, оканчивающиеся на -ing, являются герундием. Герундий – неличная форма глагола, выражающая название действия. В русском языке подобной формы нет. На русский язык герундий переводится инфинитивом, отглагольным существительным или придаточным предложением. Герундий употребляется после многих
Глаголов с предлогом и без предлога, некоторых прилагательных и существительных, а также с предлогами в функции обстоятельства. Герундий может употребляться как в активной форме (см. прим. 1-3), так и в пассивной (см. прим. 4) и перфектной (см. прим. 5) формах.

Найболее употребительные глаголы, с которыми используется герундий

to accuse smb of, to avoid, to depend on, to enjoy, to feel like, to finish, to mind (иметь что-л. против), to object to, to prevent, to result in, to risk, to stand (выдерживать, выносить), to go on, to succeed in, to give up, to suggest, to insist on, can't help (быть не в состоянии), to keep smb from (удержаться от чего-л.), to look forward to

Герундий употребляется после следующих прилагательных:
afraid, fond, proud, ashamed, tired busy
существительных:
importance of, reason for, apology for, objection to, interest in, way of, means of, idea of, possibility of, habit of, opportunity of

Герундий употребляется после предлогов для выражения:
времени условия сопутствующих обстоятельств
after, in case of, besides, before, subject to, instead of, on, without

Note: Герундий с предлогом without переводится деепричастием с отрицанием: e.g. without speaking – не говоря.

Exercise 1. Translate into Russian.
1. Training starts in the second quarter of the year.
2. High transport costs can make exporting uneconomical.
3. We have to remind you that the importance of the goods being delivered on time was strongly stressed during our negotiations.
4. We are ready to sign the contract subject to your reducing the price by 5 per cent.
5. They insisted on discussing the matter at the next meeting.
6. I look forward to seeing you.
7. After swimming I felt cold.
8. What can you do besides typing?
9. I'm tired of arguing.
10. I don't like his habit of interrupting people.
11. The losses did not prevent them from signing another contract.
12. I don't like their idea of waiving inspection.
13. We have no objection to your monitoring the preparatory work.
14. Instead of inspecting the inventories they checked the raw materials.
15. You will receive a 3% commission subject to your selling more than 1 000 articles a year.

**Exercise 2. Choose the correct variant.**
1. I enjoyed (to swim, swimming) in the morning.
2. Instead of (to correct, correcting) the defects they replaced the whole unit.
3. They agreed (to ship, shipping) the goods ahead of schedule.
4. The children were told to avoid (to cross, crossing) the street there.
5. We are experiencing great difficulties (to dispatch, in dispatching) the last shipment.
6. You can't prevent him (to spend, spending) his own money.
7. He didn't mind (to leave, leaving) home.
8. They went on (to discuss, discussing) the terms of the credit agreement.
9. We can't afford (to spend, spending) so much money on market research.
10. I'll join you later. I need to finish (to write, writing) this report.
11. I can't help (to think, thinking) that something may go wrong.
12. We decided (to waive, waiving) inspection.

**Exercise 3. a) Complete the mini-dialogue by using the verbs in the correct form.**

**Nellie:** Oh, not again.
**Fernanda:** What's wrong?
**Nellie:** My computer's crashed («завис»). It keeps (to do) it. I'm tired of (to save) my documents every few minutes or risk (to lose) the work I've just done. You are so good at computers. What do you advise me (to do)?
**Fernanda:** Well, I don't know. I'm very busy (to write) a report at the moment. I suggest (to call) an IT technician.

**b) Act out the dialogue.**

**Exercise 4. Use Gerunds to complete the following sentences:**

**Example:** I walk to work.
  I don't mind walking to work.

1. I travel by plane.
   I enjoy __________
2. I work for him. I started last week.
   I started __________.
3. It’s easy to learn a language.
   I started __________. _________is easy.
4. I typed the letter yesterday. I finished at 3:00 p.m.
   I finished ________
5. We’ll save money if we build our own factory.
   ________ will save us money.

**Exercise 5. Make new sentences using Gerunds.**

*Example:* He called yesterday; I don’t remember it.

   I don’t remember his calling yesterday.

1. She left the office early; her boss didn’t mind.
2. I got up late; that made us miss the plane.
3. He agreed with our suggestion. Do you remember?
4. We drove fast; that resulted in an accident.
5. She found a new job; Joe told me about it.

**Exercise 6. Make up sentences using the examples.**

*Example:* The secretary typed up the memos; she didn’t stop.

   (without) She typed up the memos without stopping.

1. We’ll buy new equipment, as a result, we’ll increase production.
   (by) ________
2. I went out in the train; as a result, I caught a cold.
   (as a result of) ________
3. The director read the reports, then he made his decision.
   (after) ________
4. He sold more than any other salesman; he got a raise.
   (for) ________
5. I waited for the elevator and talked to the receptionist.
   (while) ________
6. John talked the matter over with his wife, then he accepted the offer.
   (before) ________
7. This man is very young, but he’s had a lot of experience.
   (in spite of) ________
8. I began my lesson a month ago; I’ve learned a lot.
   (since) ________
9. I drive to work; I usually listen to the radio during the trip.
   (while) ________
10. I decided to buy a new car and not to take vacation.
    (instead of) ________
Exercise 7. Translate the sentences with Gerund into Russian.
1. Production control methods involve planning.
2. Understanding requires the reader’s attention.
3. Accounts area is concerned with handling financial operations.
4. The company cut costs by shifting production to cheaper locations.
5. Granting credit always implies some degree of risk.
6. Managing stock and work in progress is achieved by using special 80/20 rule.
7. Accuracy in invoicing should be aimed for.
8. Every communication applies to a person’s mind to accepting more information.
9. The purpose of advertising may be anything from increasing brand awareness to improving specific aspects of he brand image.
10. Sometimes it is worth including questions themselves as subheadings in the text.

Exercise 8. Complete sentences choosing Gerunds from the list.
breaking up, getting, giving, charging, maintaining, reading, handling, selling, showing, describing.

1. Advertising is a very important part of ___________ to the customer on order to create favourable prejudice.
2. ___________ even a simple object to someone who has never seen it can be very difficult.
3. One of the fundamental aids to affective ___________ is the making of notes.
4. The idea of marketing should use all its efforts to ________ the customers what they want, at a profit.
5. The process of marketing includes a whole range of activities relating to ________ the product.
6. ________ more for products or services seems a relatively easy way to improve results.
7. Accounts area is responsible for ________ the financial side of the business operations.
8. Stock control area is concerned with ________ a current up-to-date list of inventory of stock held by a business.
9. Newsmen and television reporters are known the world over for not ________ proper respect to governmental leaders.
10. It is often worth while ________ your reading time into thirty-minute stints.
Exercise 9. Choose the right preposition:
of, for, instead of, to
1. It is possible to define the role ____ advertising.
2. The methods _____ securing the reductions are more effective _____ purchasing.
3. Delivery is made as soon as goods are ready ____ storing them.
4. In a small business one person may be responsible _____ purchasing and accounting.
5. Once they know what is important to the individual employee, managers then have the key _____ motivating that person.

Exercise 10. Read and translate the sentences.
1. We are looking forward to hearing from you in the near future.
2. I look forward to contacting you shortly to discuss this plan.
3. As you remember, at our meeting in September, we discussed the possibility of adapting this system to match your company's requirements.
4. We talked about going to France.
5. What did she do after leaving school?
6. It's nice to go on holiday without having to worry about money.
7. Do you feel like going out tonight?
8. I hate queueing up.
9. Before seeing this performance she had read a few reviews on it.
10. I liked his manner of interpreting the role.

Exercise 11. Use the Gerunds and translate the sentences.
1. I phoned Mr Taylor after (to send) him an e-mail message.
2. Instead of (to study) the operation instructions first he switched on the instrument.
3. He succeeded (to pass) the exam.
4. I'm thinking of (to go) to see a ballet.
5. We decided against (to listen) to an opera.
6. His friends congratulated him on (to portray) King Lear with great talent.
7. They were interested in (to arrange) a few tours of their theatre in France.
8. The director suggested (to go) on tour to England first.
9. He objected (to perform) in English.
10. I avoided (to make) my comments.

Exercise 12. Read and act out the following short dialogues.
1. – How about playing football tomorrow?
   – Not tomorrow. I'm thinking of going on an excursion tomorrow.
2. – The grass in the garden is very long.
   – Yes, right you are. It needs cutting. But I'm very busy today. I'll cut it the first thing tomorrow morning.
3. – I enjoy seeing original English films about Miss Marple.
   – So do I.
4. – The leading actor looked so funny.
   – Oh, yes. Whenever I looked at him, I couldn't help laughing.

**Exercise 13. Make sentences as in the model.**

I prefer driving to travelling by train.

**Prompts:**
1. to phone people / to write letters;
2. to go to the cinema / to watch films on TV;
3. to watch tournaments / to take part in games;
4. to read books in the original / to read translations;
5. to walk / to cycle.

   1. После некоторых глаголов могут употребляться как герундий, так и инфинитив без какой-либо разницы значений: to start doing smth = to start to do smth; to begin, to continue, to intend, to bother.

   2. После ряда других глаголов могут употребляться как герундий, так и инфинитив, но при этом существует некоторая разница значений:

   **to stop doing smth**
   перестать делать что-л.

   **to remember doing smth**
   помнить как делал что-л.

   **to try doing smth**
   пробовать, экспериментировать

   **to stop to do smth**
   остановиться чтобы сделать что-л.

   **to remember to do smth**
   не забыть сделать что-л.

   **to try to do smth**
   стараться, пытаться, делать усилие

**Exercise 14. Read and translate into Russian.**

1. It has stopped raining.
2. He stopped to buy a few today's newspapers.
3. I'm absolutely sure I locked the door. I clearly remember locking it.
4. I remembered to lock the door when I left but I forgot to shut the windows.
5. He could remember driving along the road just before the accident happened, but he could not remember the accident itself.
6. Please remember to send the fax.
7. I don't remember asking you for this address.
8. I clearly remember putting my bag on the desk.
9. He tried pressing the green button but the photocopier did not work.
10. I tried to move the safe but it was too heavy.
11. I didn't like the way the furniture was arranged so I tried moving the safe behind the door.

**Exercise 15. Choose the correct variant.**
1. We stopped in Paris for a few days (to meet, meeting) my friend.
2. We stopped (to meet, meeting) so often. It was a waste of time.
3. They tried (to sell, selling) their goods through agents.
4. They tried (to develop, developing) a new product but failed.
5. He stopped (to smoke, smoking) and have a chat with me.
6. He stopped (to smoke, smoking) on the doctor's advice.
7. – Where is the TV guide?
   – I remember (to put, putting) it on the shelf beside the TV-set.
8. I'm sure you'll remember (to take, taking) all the necessary documents.

**Use the gerund when you talk.**

**Exercise 16. a) Ask and answer as in the model.**
– What *point* shall we discuss now?
– I suggest *discussing the terms of payment.*

Prompts:
1. problem;
2. clause;
3. item;
4. appendix;
5. addendum;
6. contract;
7. order, etc.

*b) Now say what you suggest discussing during the lesson.*

**Exercise 17. a) Read the model.**
Excuse my *asking* you again.

*b) How would you apologize if you have to:* 

1. bother smb;
2. ring smb up late;
3. call on smb early;
4. interrupt smb;
5. raise a question;
6. forget to do smth;
7. let smb down;
8. interfere with smth;
9. to put in a word.

**Exercise 18. Read the models.**
1. We object to waiving inspection. *It's our trial order.*

*What would you say if you didn't want:*
1. to alter the model;
2. to change the wording of the paragraph;
3. to introduce the amendment;
4. to pack the goods in separate crates;
5. to change the delivery terms;
6. to send the goods by air;
7. to change the currency of payment.

2. We objected to *the Sellers' shipping* the goods in two lots as we needed all the goods immediately

*What would you say if you didn't want the Sellers:*
1. to ship the goods by sea (road, air, etc.);
2. to pack the goods in plastic bags (wooden crates, cartons, boxes, etc).

**Exercise 19. a) Read the model.**
Before signing the contract *we must finalize some points.*

*b) Say what questions businessmen discuss before (after) signing the contract.*

**Exercise 20. Answer the following questions.**
1. Why should students read texts (books, newspapers, etc.) before coming to the lesson?
2. What do you prefer doing during the lesson?
3. Would you rather stay at home instead of going out on Sunday?
4. What exercises do you like doing at home?
5. Why do many students enjoy watching English films?
6. Do you like speaking English?
7. What do you prefer doing in your leisure time?
8. Why do many people look forward to their holidays?
9. Why do some people object to travelling by air?
The Infinitive

Positive Infinitive | Negative Infinitive
--- | ---
They ask us to speak English in class. | They ask us not to speak any other language in class.
From the first lesson they asked us to speak English. | From the first lesson they asked us not to speak any other language.

Be Careful!

They don’t ask us to speak our own language in class.

Exercise 1. Complete the following sentences using the Present Infinitive.

Example: I heard about your accident.
I was sorry to hear about your accident.

1. People often park in this driveway.
   They’re not supposed ______.
2. I didn’t get any mail yesterday.
   I was surprised ______.
3. Are you buying this merchandise?
   You can use your credit card ______.
4. Susan may be promoted after only two months.
   ______ is very unusual.
5. John is successful in his new job.
   He was determined ______.

Exercise 2. Translate the sentences with the Infinitive into Russian.

1. To be a brilliant speaker is a big problem.
2. The role of advertising is to maintain the customer’s loyalty.
3. One of the manager’s objectives is to attempt to predict future performances.
4. One of the easiest ways of increasing sales is to increase credit.
5. The best way of getting a message across in speech is not to read a script, but to speak just from notes.
6. The assets of a bankrupt company are liquidated to pay the debts.
7. Measures are adopted to enable the company to manage with only small cash balance.
8. In order to keep debts to a minimum, an efficient system of credit control is essential.

9. Production control methods are involved so as to ensure good material flows.

10. A fast production to minimize work in progress is adopted.

11. One area to be examined is whether there should be additional disclosures by market makers in interest.

12. Loans to be repaid over a period of one to four years are short-term loans.

**Exercise 3. Complete sentences using Active or Passive form of the Infinitive.**

1. The government announced plans (sell) a 49 per cent stake in 11 state-run businesses.

2. The EU held firm to a commitment (open) talks with Cyprus.

3. Factors (take) into account include the level of raw materials.

4. It is man’s ability (transmit) more complex messages by a variety of modes.

5. The amount of interest (pay) depends on the size and terms of borrowing.

6. The framework sets out the logic of the material (write).

**Exercise 4. Replace the word(s) in italics with a word or phrase of similar meaning.**

*Example:* Regarding the next consignment, we shall be forwarding our order later on this week.

With regard to the next consignment, we shall be forwarding our order later on this week.

1. We are quite prepared to accept immediate delivery.

2. We have never thought about extending our field of operations outside Europe.

3. We shall despatch the goods the moment we receive your cable.

4. They have delivered several quite large consignments to Ajax Ltd.

5. *If* you are prepared to grant us extended credit, we are prepared to double our monthly order.

6. At the moment we are not in a position to order more than the minimum quantity.

7. Perhaps the goods have been held up in the port.

8. We are sorry that the wrong size handles were sent in your last consignment and hasten to assure you that such errors are most infrequent.

9. We want to appoint an agent capable of covering all our products.

10. We think that it is a little early to start talking about signing a contract.
Exercise 5. Rewrite the following sentences using the words in brackets.
Example: We had an opportunity to buy the complete consignment. (opportunity of)
We had an opportunity of buying the complete consignment.
1. We wish to increase the amount of business we are doing with you. (interested in)
2. Please forward the goods with the minimum possible delay. (We should be obliged)
3. If you do not wish to sign an agreement just yet, we are quite prepared to wait a little longer. (In the event)
4. The agents claim that the goods were held up at the customs. (According to)
5. We hope to receive your confirmation by return. (look forward to)
6. After calculating our exact requirements, we ordered the corresponding amount. (accordingly)
7. We enclose the contract, which we have signed as requested. (duly)
8. We trust that you have not been unduly inconvenienced. (undue)

Present vs. Perfect Infinitives

<table>
<thead>
<tr>
<th>Present</th>
<th>Perfect</th>
</tr>
</thead>
<tbody>
<tr>
<td>You’re waiting for me now.</td>
<td>You were waiting for me yesterday.</td>
</tr>
<tr>
<td>I’m sorry to keep you waiting.</td>
<td>I was sorry to keep you waiting.</td>
</tr>
<tr>
<td>You’ve been waiting for me for two hours now.</td>
<td>You had been waiting for me for two hours yesterday.</td>
</tr>
<tr>
<td>I’m sorry to have kept you waiting.</td>
<td>I was sorry to have kept you waiting.</td>
</tr>
</tbody>
</table>

Exercise 6. Complete the following sentences using the present or perfect infinitive.
Examples: I didn’t call you yesterday.
But I intended **to call you yesterday**.
Larry has been appointed vice-president.
He’s proud **to have been appointed vice-president**.
1. Let’s leave in about an hour.
   I’ll be ready _______.
2. The new accountant hasn’t had any training.
   But by now he’s supposed _______.
3. Will we see an improvement before year end?  
   I hope _______.
4. We didn’t see Nick at the party last night.  
   We were surprised _______.
5. The director hasn’t consulted anyone about the matter.  
   He’s foolish _______.

The Infinitive in Reported Speech

“… patent litigation is known to be long and complicated, …”

They say (that) George is the company’s top salesman.

George is said to be the company’s top salesman.

<table>
<thead>
<tr>
<th>People</th>
<th>say (that) George is</th>
<th>the company’s top salesman.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>said (that) George was</td>
<td></td>
</tr>
<tr>
<td>George</td>
<td>is said</td>
<td>to be the company’s top salesman.</td>
</tr>
<tr>
<td></td>
<td>was said</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People</th>
<th>say (that George (has) sold</th>
<th>more than any other salesman.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>said (that) George had sold</td>
<td></td>
</tr>
<tr>
<td>George</td>
<td>is said</td>
<td>to have sold more than any other salesman.</td>
</tr>
<tr>
<td></td>
<td>was said</td>
<td></td>
</tr>
</tbody>
</table>

Exercise 7. Make new sentences using the present or past infinitive.

Example:   Everyone knows smoking is dangerous to your health.
           Smoking is known to be dangerous to your health.
1. They say this is the best restaurant in New York.
2. People believe that Lincoln was a great President.
3. Some think that lower speed limits have prevented many accidents.
4. Everyone knows the company has made some bad investments.
5. We understand Henry is in line for an important assignment.
6. Not long ago people felt that a woman’s place was in the home.
7. At first, people reported that Columbus had discovered a new way to India.
Infinitives with “Seem” and “Appear”

“ ‘Play World seems to have used a very similar, though perhaps not identical, process ...”

It seems/appears (that) they pay their bills on time.

They seem/appear to pay their bills on time.

<table>
<thead>
<tr>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>It seems (that) they pay their bills on time.</td>
<td>It seems (that) their bills are paid on time.</td>
</tr>
<tr>
<td>They seem to pay their bills on time.</td>
<td>Their bills seem to be paid on time.</td>
</tr>
<tr>
<td>It seems (that) they’ve paid their bills on time.</td>
<td>It seems (that) their bills have been paid on time.</td>
</tr>
<tr>
<td>They seem to have paid their bills on time.</td>
<td>Their bills seem to have been paid on time.</td>
</tr>
</tbody>
</table>

Exercise 8. Make new sentences using the present or perfect infinitive.

Example: It seems the problem is serious.
          The problem seems to be serious.

          It appears the schedule has been changed.
          The schedule appears to have been changed.

1. It appears Ned is putting on weight.
2. It seems demand has risen over the past three years.
3. It appears the plant was expanded recently.
4. It seems that Carl is worried about something.
5. It seems most people have been affected by the new tax law.
Agreement of Tenses with “Seem” and “Appear”

I’ve just seen Dave … When I saw Dave last week

<table>
<thead>
<tr>
<th>Present:</th>
<th>Perfect:</th>
</tr>
</thead>
<tbody>
<tr>
<td>It seems (that) he’s very ill.</td>
<td>It seemed (that) he has been ill for days.</td>
</tr>
<tr>
<td>He seems to be very ill.</td>
<td>He seems to have been ill for days.</td>
</tr>
</tbody>
</table>

Exercise 9. a) Complete the following sentences using the present or perfect infinitives.
1. Fred is enjoying his work.
   At least he seems _______.
2. Meg wasn’t tired yesterday.
   She only appeared _______.
3. Cindy hasn’t gotten taller since we last saw her.
   But she seems _______.
4. When I finally got through, the phone had been ringing for several minutes.
   At least it seemed _______.

b) Make new sentences using the present or perfect infinitive.
   Example: It seems people drive faster in the country.
   People seem to drive faster in the country.
1. It appears the economy is improving.
2. It seems the Board has been considering some important changes.
3. It seemed someone had forgotten to turn off the machine.
4. It appears Ralph made a lot of money in his stores.

Progress Test

1. The key to customer satisfaction is quick access to those best placed _______ issues quickly.
   A resolving C to resolve
   B have resolved D resolve
2. Some people are willing ________ huge amounts of money for electronic equipment.
   A  to lay out       C  lay out
   B  lie out         D  laying out

3. Trading in European means ________ in more than one language.
   A  to communicate  C  be communicating
   B  to communicating D  communicating

4. Our strategy is ________ a fully localized, customer-oriented company.
   A  became       C  becoming
   B  to become    D  become

5. There is no reason for us ________ at a loss.
   A  to operate  C  having operate
   B  operating   D  operate

6. The companies will merge their cellular phone operations, ________ one of the nation’s largest regional systems.
   A  having form  C  forming
   B  form        D  to form

7. To maintain sales growth, the company plans ________ a new line of bicycles.
   A  to unveil   C  be unveiled
   B  unveiling   D  unveil

8. A memo was sent to all employees ________ them of the merger deal.
   A  to inform  C  having employed
   B  inform     D  informing

9. He hasn’t been on the job long enough ________ his own distinct management style.
   A  having established  C  establishing
   B  to establish       D  establish

10. General Motors in making various efforts ________ in the rapidly growing Asian car market.
    A  to expand       C  having expand
    B  expanding      D  expand

11. It is best ________ all methods of figuring your annual income tax before deciding on any one option.
A considering C having considered
B to consider D consider

12. They are short of cash ________ for raw materials.
   A pay C to pay
   B have paid D paying

13. The firm failed to meet the 31 March deadline for _____ the report.
   A submit C having submitted
   B to submit D submitting

14. It would take several months _____ the creditors’ meeting and asset sale.
   A having organized C organizing
   B to organize D organize

15. Investors will get better prices by _____ companies that go through a middleman.
   A avoiding C avoid
   B to avoid D having avoided

16. The merger proposal plan calls for the tree companies ______ into a new entity.
   A combine C to combine
   B combining D to be combined

17. Our missions _____ quality long-term care to the maximum number of patients.
   A provide C providing
   B to be provided D to provide

18. They took out a $ 100, 000 mortgage _______ for the property.
   A to be paid C to pay
   B to have paid D paying

19. The high demand for cereals was responsible for ______ agricultural wages up with prices.
   A keeping C to keep
   B having kept D being kept

20. A significant motivating factor for managers is the right ______ authority oven a particular area of work.
   A has had C having had
   B to have D to have had
21. We attach a certified copy of a Board minute _______ the signature of this letter.
   A to authorize  
   B to be authorized  
   C authorizing  
   D to have authorized

22. It can be very hard _______ with the multinationals.
   A to compete  
   B to be competed  
   C competing  
   D to have competed

23. Florida businessman was arrested for _______ JTPA funds.
   A to misuse  
   B misusing  
   C to be misused  
   D having misused

24. The president has taken an oath _______ and defend the constitution.
   A having support  
   B to be supported  
   C supporting  
   D to support

25. Our object is _______ costs down.
   A keeping  
   B having kept  
   C to keep  
   D to be kept

26. As an estate agent, he made a lot of money _______ houses cheaply and reselling them.
   A to buy  
   B buying  
   C to be bought  
   D having bought

27. It’s our obligation _______ telephone service at the lowest possible cost.
   A to provide  
   B providing  
   C to be provided  
   D having provided

28. Before the company moved into the new location, we were responsible for _______ and purging as much information as possible.
   A having merged  
   B merging  
   C to merge  
   D to be merged

29. The new subway lines are scheduled _______ into operation at the end of the year.
   A going  
   B having gone  
   C to be gone  
   D to go

30. We hope _______ the new regulations into operation immediately.
   A to put  
   B putting  
   C to be put  
   D having put
31. _______ sales and resulting losses have caused liquidity problems.
   A Having disappointed C To disappoint
   B Disappointed D Disappointing

32. _______ countries agreed to lend some ships and airplanes to the country to help in the rescue work.
   A Neighbored C To neighbor
   B Neighboring D Neighbor

33. Customers began withdrawing deposits, _______ difficulties for the liquidity of the bank.
   A cause C causing
   B having caused D to cause

34. Imports of _______ goods are increasing.
   A manufactured C to manufacture
   B manufacturing D manufacture

35. Few companies are likely to set up _______ plants here.
   A manufacture C manufactured
   B manufacturing D to manufacture

36. Resellers and distributors then marked up the price of the parts when _______ them to end-users.
   A sell C having sold
   B sold D selling

37. Even badly _______ companies do well in a bull market.
   A managed C manage
   B managing D to manage

38. Broad money refers to money _______ both for transactions purposes and as a form the finance ministry.
   A holding C hold
   B to hold D held

39. A new law will obligate all companies _______ in banking business to get approval from the finance ministry.
   A engaged C to engage
   B engaging D engage

40. We’ve fulfilled our obligation _______ it to the creditors and shareholders.
41. The county has a legal obligation to return _______ guns to their owners.
   A stealing        C to steal
   B be stolen       D stolen

42. As a result of ________ profit, we were obligated to close the factory.
   A falling         C fall
   B fell            D be fallen

43. It is an offence to drive when your eyesight is not up to the _____ standard.
   A require         C be required
   B required        D requiring

44. He demanded that the ________ paragraph be deleted.
   A having offended C offending
   B offended        D offend

45. Citicorp offers six credit cards with ________ rates.
   A vary            C be varied
   B to vary         D varying

46. There have been complaints about capital ________ invested off shore.
   A being           C be
   B are             D is

47. The shares would be purchased on the open market or in privately ________ transactions.
   A negotiate       C negotiated
   B negotiating     D be negotiating

48. This machine requires a ________ operator.
   A having skilled  C be skilled
   B skilled         D skilling

49. Several ________ city investors had opposed the bank of England’s proposals.
   A leading         C be leading
   B led             D leaded

50. Selling is sometimes ________ by a sales team.
   A be performed    C performing
   B having performed D performed
I. Study the following phrasal verbs.

account for  составлять долю
back up  финансировать, субсидировать
bail out of  выпутываться, выручать из беды, покидать, уходить
beat off  отбивать, отражать
be down  все израсходовать
be up  доходить до
bottom out  начинать расти
branch out (into)  открывать филиал
break down  разделять
break down into  раскладывать на
break into  вторгаться, распадаться

II. Fill in the missing preposition.
1. Our fashion division accounts ____ about 35% of sales
2. The company has not yet managed to break ____ the software market.
3. Profits are ____ by 60%.
4. The travel company has branched ____ and bought its own hotels.
5. I backed ____ all my files on CD-ROM once a week.
6. The fall in sales is beginning to bottom ____.
7. I have broken the sales figures ____ into regions.
8. The government has refused to bail the company ____ again.
9. Trade talks sometimes break ____ over the issue of important duty.
10. The company has beaten ____ strong competition from abroad.

III. Fill in the missing verb in the appropriate form.
1. Wages ________ for less than half of the budget.
2. The deal has ________ down so we will have to look for another partner.
3. Private business helped to ________ out the museum.
4. Bookstores are ________ out into new area such as CDs and gifts.
5. It is hard for new companies to ________ into the industry.
6. We succeeded in ________ off a hostile takeover bid.
7. If you have important files on your PC, you must ________ them up.
8. The number of business that failed ________ down from 8,000 last year to 6,500.
9. The market has ________ out and share prices are rising again.
10. The software ________ down the results by time and frequency.

IV. Choose the right variant
1. The data was ________ into six different categories.
   A  backed up  C  bottomed out
   B  bailed out  D  broken down

2. She decided to ________ on her own and start a new company.
   A  back up  C  be down
   B  branch out  D  break into

3. A challenge from a rival company was ________.
   A  broken down  C  beaten off
   B  backed up  D  accounted for

4. The airline had to be ________ by the government.
   A  bailed out  C  bottomed out
   B  broken into  D  backed up

5. People think that the price of air travel will ________ this year.
   A  break down  C  be up
   B  beat off  D  branch out

6. The recession is ________, which is good for industry.
   A  bailing out  C  breaking into
   B  bottoming out  D  accounting for

7. This is the latest example of a TV sports deal ________.
   A  breaking down  C  bottoming out
   B  branching out  D  backing up

8. 95% of our revenues can be ________ by 25% of our customers.
   A  broken into  C  accounted for
   B  branched out  D  backed up
9. Make sure data is _______ regularly.
   A  bailed out       C  accounted for
   B  broken into      D  backed up

10. The US market is huge and we need to _______ it.
    A  break down      C  branch out
    B  break into      D  bottom out

I. Study the following phrasal verbs.

1. break up        разбивать, расчленять
2. bring forward    переносить, пролонгировать
3. bring in         выносить решения, задерживать, арестовывать
4. bring out        предлагать новый выпуск
5. bring up         поднимать вопрос
6. build up         создание репутации
7. burn out         отбраковывать
8. buy out          выкуп, закупка всей партии товара
9. call back        отзывать обратно, взять назад
10. carry out       выполнять

II. Fill in the missing preposition.

1. He bought ____ his partners and expanded the company.
2. She didn't bring ____ the subject of money immediately.
3. They have broken ____ the business to pay off some of the debt.
4. The company brought ____ a range of luxury cosmetics last spring.
5. A salesman must first build ____ a network of contacts.
6. The deal will bring ____ more than $5 million.
7. We might have to bring the meeting ____ to tomorrow.
8. It's a high-pressure job and many people burn ____ and leave.
9. We're planning to bring ____ a new team of managers.
10. The sales rep called ____ the following week with some samples.
11. We need to carry ____ an assessment of the risks.

III. Fill in the missing verb in the appropriate form.

1. The business _______ in a good profit
2. I _______ the company up from nothing.
3. These changes are so expensive that very few companies can ________ them out.
4. Two French businessmen tried to ________ the firm out.
5. They seem to ________ a new product out every month.
6. The business may have to be ________ up and sold in parts.
7. Some companies do not like ________ experts in from outside.
8. Can you photocopy these documents for me? I'll ________ back later to collect them.
9. As we neared the launch date, people were ________ out.
10. The company is likely to ________ forward the opening date of their new plant.
11. Every time I ________ the matter up, he changes the subject.

**IV. Choose the right variant.**

1. The company was ________ by its management.
   
   A  brought forward            C  brought out
   B  carried out                D  called back

2. Drug companies have to test all new drugs before ________ them____.
   
   A  bringing out              C  burning out
   B  bringing up               D  building up

3. The insurer will sell its assets or itself____.
   
   A  bring out                    C  buy out
   B  break up                    D  burn out

4. Financial consultants were ________ to assess the business.
   
   A  called back                C  bought out
   B  broken up                 D  brought in

5. Safety checks were ________ by inspectors.
   
   A  carried out                C  built up
   B  called back                D  brought out

6. If he carries on working so hard, he'll ________ themselves ____.
A  break up  C  burn out
B  burn out  D  buy out

7. The new car is ready so the launch can be________.
   A  brought forward  C  called back
   B  burnt out  D  carried out

8. They hope the price changes will ________ more cash ____ the business.
   A  bring up  C  call back
   B  buy out  D  bring into

9. I'm going to ________ it ____ with my manager at our next meeting.
   A  carry out  C  build up
   B  bring up  D  break up

10. I'm afraid no one can see you at the moment. Can you ________ in half
     an hour ?
    A  bring forward  C  call back
    B  burn out  D  carry out

11. The company's reputation has been ________ over many years.
    A  call back  C  bring forward
    B  burn out  D  built up

I. Study the following phrasal verbs.
1. cash in  производить окончательный расчет
2. catch on  понимать, хвататься за
3. clear up  приводить в порядок, раскрывать
4. close down  ликвидировать
5. contact out  устанавливать деловую связь
6. copy in  копировать
7. cut back  сокращать, уменьшать
8. deal with  торговать, заниматься чем-либо
9. dispose of  урегулировать, устранять
10. draw up  составлять документ
II. Fill in the missing preposition.
1. The company had to dispose ____ some of its assets to raise money.
2. I'll send a memo to the personal department and copy you ____.
3. Retailers are cashing ____ on the current boom in consumer spending.
4. The company has cleaned ____ its image.
5. Managers are drawing ____ guidelines on safety at work.
6. Staff should know how to deal ____ an emergency.
7. Many new inventions take a long time to catch ____ with the public.
8. The company has closed ____ its loss-making stores.
9. The company will need to cut ____ if it wants to meet its spending targets.
10. We contract ____ most of our IT work.

III. Fill in the missing verb in the appropriate form.
1. I would like to be ________ in on all correspondence.
2. The compact car is rapidly ________ on among Chinese consumers.
3. They made a mistake in ________ the business down.
4. We need a business plan and I was asked to ________ it up.
5. I've got far to much paperwork to ________ with.
6. The regulators are determined to ________ up the industry.
7. It wasn't your idea – you're just ________ in on it.
8. The company ________ the printing out to a private firm.
9. The IT company ________ of its hardware division for $10.4 million.
10. A lot of businesses have ________ back on managerial staff.

IV. Choose the right variant.
1. Customer complaints should be ________ quickly.
   A  cut back C  dealt with
   B  caught on D  closed down

2. As share prices rose, shareholders ________ by selling their stock.
   A  cashed in C  disposed of
   B  contacted out D  cut back

3. A new contract was ________.
   A  cleared up C  copied in
   B  drawn up D  cut back
4. Many smaller stores have ________ due to a lack of business.
   A closed down          C dealt with
   B cleared up           D drawn up

5. The brand has been slow to ________ in Europe.
   A cash in              C copy in
   B close down           D catch on

6. The remaining land was ________ for development.
   A caught on            C disposed of
   B closed down          D dealt with

7. Production has been ________ dramatically.
   A dealt with           C cut back
   B disposed of          D cleared up

8. The system is corrupt and we must ________ it____.
   A clean up             C clear up
   B contact out          D cut back

9. Training is often ________ to specialist firms.
   A copied in            C drawn up
   B contracted out       D closed down

10. That's an important email – it's worth ________ everyone____.
    A clearing up         C copying in
    B closing down        D cut back

I. Study the following phrasal verbs.
1. drop off              уменьшаться, уходить по одному
2. drum up               привлекать, зазывать
3. dry up                переставать
4. factor in             заложить, учитывать
5. fall through          обанкротиться
6. fill in               заполнить
7. fill in for           замещать
8. firm up  укреплять
9. focus on  сосредоточить внимание на
10. go down  снижаться, понижаться

II. Fill in the missing preposition
1. They forgot to factor ____ the labour costs when they calculated the price.
2. The number of tourists drops ____ dramatically in the winter.
3. Costs are going ____.
4. I'm filling ____ for Joe while he's sick.
5. We need to drum ____ more business.
6. This part of the project will focus ____ computer services.
7. Has anyone filled the customer ____ on what's happened?
8. Costs are rising and income is drying ____.
9. The deal fell ____ so we had to look for another partner.
10. The bank is expected to firm ____ plans later in the year.

III. Fill in the missing verb in the appropriate form.
1. Sales have ________ down 3% in the last year.
2. There isn't a lot of interest in the project, but I hope to ________ some up.
3. We are looking at all the issues before ________ up our offer.
4. Demand for the product has ________ off sharply.
5. Insurance is another expense, so make sure that you ________ it in.
6. We should be ________ more on our core activities.
7. Mary's on a training course this week. Can you ________ in for her?
8. The sale will ________ through if the buyer pulls out.
9. There's a slight problem. I'll ________ you in on the details later.
10. She is worried about what will happen if her work ________ up.

IV. Choose the right variant
1. The team need to be ________ on the new developments.
   A  filled in  C  factored in
   B  drummed up  D  filled in

2. It's an important issue and we need to ________ it.
   A  go down  C  focus on
   B  firm up  D  dry up
3. We are not sure why business is ________.
   A falling through   C firming up
   B dropping off   D going down

4. He did a great job when he ________ his boss.
   A focused on   C filled in
   B firmed in   D filled in for

5. We will have to abandon the project if the funding ________.
   A falls through   C goes down
   B drums up   D drops off

6. A lot of our business was ________ by word-of-mouth advertising.
   A dropped off   C fallen through
   B drummed up   D filled in

7. The details of the agreement haven't been ________ yet.
   A dried up   C gone down
   B focused on   D firmed up

8. Inflation must be ________ when estimating profits.
   A drummed up   C fallen through
   B factored in   D focused on

9. We are cutting back production as orders have almost ________.
   A dried up   C fallen through
   B focused on   D gone down

10. Our plans have ________.
    A fallen through   C drummed up
    B factored in   D focused on

**УЭ-5**

I. Study the following phrasal verbs.
1. go up  дорожать
2. go under  разориться, погибнуть
3. hammer out  изобретать
4. hand over
5. head up
6. hire out
7. hold up
8. hook up to
9. hook up with
10. key in

II. Fill in the missing preposition.
1. Oil producers met to hammer ____ a deal to prevent prices from falling.
2. Levels of exports are still holding ____.
3. When entering your personal number, key it ____ carefully.
4. He couldn't stop his company from going ____.
5. She heads ____ our finance division.
6. We're hooked ____ with a firm in Germany to make the printers.
7. Because she was ill, she had to hand the case ____ to her assistant.
8. Did you remember to hook _____ the loudspeaker system?
9. He owns a business that hires ____ building tools.
10. The tax will go ____ from 40% to 50%.

III. Fill in the missing verb in the appropriate form.
1. It is an exciting project and we are now looking for someone to _____ it up.
2. The two men will probably ______ up as equal partners in the business.
3. Sales for the third quarter ______ up better than expected.
4. The cost of living ______ up by 3.5%.
5. A new contract is being ______ out between the two sides.
6. You have to ______ a special code into the control panel.
7. If you bring your own keyboard, you can ______ it up to a central server.
8. Half of the equipment that was ______ out was unusable.
9. Control of the company will be ______ over at the end of the year.
10. The firm will ______ under unless business improves.

IV. Choose the right variant
1. Two of Europe's leading fashion designers have ______ to produce this range of clothing.
   A  hooked up  
   B  hammered out  
   C  gone up  
   D  keyed into
2. They finally reached an agreement but it had taken a long time to _______ it____.
   A  hand over  C  hammer out
   B  hook up    D  head up

3. All the information has been ________ the computer.
   A  headed up    C  hammered out
   B  held up      D  keyed into

4. She enjoyed the responsibility and was unwilling to ________ it ____.
   A  head up      C  go under
   B  hand over    D  hire out

5. During the recession, more than 10 000 firms_______.
   A  went under  C  headed up
   B  went up     D  hired out

6. The computers are all ________ to a central server.
   A  keyed into  C  hammered out
   B  held up     D  hooked up

7. Food prices have_______.
   A  keyed into  C  headed up
   B  gone up     D  hooked up

8. The new company will be ________ by Bob Fisher.
   A  headed up  C  hammered out
   B  gone up    D  headed up

9. She's ________ well under pressure.
   A  hammering out  C  holding up
   B  holding out    D  hooked up

10. I contacted the agency that ________ her ____ to us.
    A  hired out  C  headed up
    B  went under D  hooked up
I. Study the following phrasal verbs.
1. lay off прервать или приостановить производство
2. lay out тратить, размечать
3. level off выравнивать, планировать
4. lock into захватывать
5. make up изготовлять, компенсировать
6. measure up достигать
7. mount up подниматься
8. open up (1) делать доступным, раскрывать
9. open up (2) осваивать
10. pay back выплачивать

II. Fill in the missing preposition.
1. Output fell sharply and then leveled ____.
2. The company laid ____ 120 workers last year.
3. The company is paying the money ____ over several years.
4. Her expenses mounted ____ fast.
5. They've laid ____ more than $1 million on new machinery.
6. The store has opened ____ a new branch in Oxford.
7. If a store faces a lot of competition, it is less likely to make ____ its prices.
8. New markets are opening ____ in Eastern Europe.
9. Companies that don't measure ____ will go bankrupt.
10. I wouldn't recommend locking all your money ____ one investment.

III. Fill in the missing verb in the appropriate form.
1. If we lose the contract then we will have to ____ some staff off.
2. We've rebuilt the factory and plan to ____ it up as offices.
3. The rate of increase appears to be ____ off.
4. You must ____ the lender back within five years.
5. No one wants to ____ money out without some kind of guarantee.
6. Wholesales sell gods to stores, which ____ them up for retail.
7. The paperwork has been ____ up while I've been away.
8. You will be ____ into the investment for at least five years.
9. It's a new company, but few start-ups can ____ up to it.
10. The legislation will ____ markets up to foreign investment.
**IV. Choose the right variant.**

1. The evidence against soon________ .
   - A laid out
   - B leveled off
   - C mounted up
   - D opened up

2. He wasn't able to ________ the loan.
   - A pay back
   - B open up
   - C lay out
   - D measure up

3. He was ________ during the recession.
   - A opened up
   - B laid off
   - C marked up
   - D mounted up

4. There are signs that the growth in sales is starting to________.
   - A level off
   - B open up
   - C lay out
   - D measure up

5. Several new coffee shops have been ________ in the city.
   - A laid out
   - B leveled off
   - C mounted up
   - D opened up

6. He wasn't sure how he would ________ to being chairman.
   - A lock into
   - B measure up
   - C make up
   - D pay back

7. An exciting prospect of growth has been ________.
   - A opened up
   - B marked up
   - C laid out
   - D mounted up

8. Some stores had ________ the game ___ by 10%.
   - A laid out.
   - B locked in
   - C marked up
   - D mounted up

9. A lot of money has already been ________.
   - A laid out.
   - B made up
   - C measured up
   - D paid back

10. She does not want her money to be ________ for a long period.
    - A leveled off
    - B laid out
    - C mounted up
    - D locked in
I. Study the following phrasal verb
1. pay up переводить
2. pencil in отметить
3. phase out прекращать, снимать с производства
4. pick up поглощать
5. prop up поддерживать
6. pull out выходить из производства
7. put in назначать, подавать
8. put together компилировать, соединять
9. put up финансировать
10. report back давать отчет

II. Fill in the missing preposition.
1. The government will no longer prop ____ inefficient industries.
2. Insurance companies may refuse to pay ____ for some types of theft.
3. My company put ____ the money to send me on the course.
4. She had accepted the job, but pulled ____ at the last minute.
5. We have already penciled a date ____, but can easily change it.
6. Report ____ after you've talked to her.
7. They plan to phase the system ____ over four years.
8. The department has put ____ a request for extra funding.
9. Trading has been slow but is now picking ____.
10. Managers are hoping to put ____ a successful business plan.

III. Fill in the missing verb in the appropriate form.
1. The chemicals are dangerous, and the industry is now _______ them out.
2. The school needed $10 000 and a local businessman offered to _______ it up.
3. It's time you _______ up what you owe.
4. He _______ back that everything was in order.
5. We are hoping that business will _______ up again soon.
6. The product launch has been _______ in for next June.
7. The parent company recently paid $50 million to _______ the business up.
8. Buyers have until next Monday to _______ their bids in.
9. We are _______ together a new management team.
10. Airlines are _______ out of unprofitable routes.
IV. Choose the right variant.

1. She started her own movie company with money ________ by private investors.
   A  put in  C  prop up
   B  put up  D  pull out

2. He was ________ to speak at the meeting but he had to cancel.
   A  paid up  C  reported back
   picked up  D  penciled in

3. She will be ________ to her boss on our progress.
   A  reporting back  C  picking up
   B  putting together  D  putting up

4. He withdrew the offer only three days after he had ________ it ____.
   A  pick up  C  put in
   B  pencil in  D  prop up

5. If businesses fail, why should we use tax-payer's money to ____ them ____?
   A  prop, up  C  put, up
   B  pencil, in  D  report, back

6. The rent is ________ for the next three months.
   A  phased out  C  pulled out
   B  paid up  D  picked up

7. Tax relief on company cars will be ________ over a couple of years.
   A  reported back  C  phased out
   B  picked up  D  put together

8. If the deal isn't finalized by Friday, they say they'll ________ of it.
   A  pay up  C  pencil in
   B  phase out  D  pull out

9. Economic growth has ________ in the second half of the year.
   A  picked up  C  phased out
   B  paid up  D  put together
We're at the final stage of ________ proposals____.

A  pulling, out    C  paying up
B  paying up       D  putting, together

I. Study the following phrasal verbs.
1. report to  отвечать перед кем-то
2. rip off  перерабатывать
3. roll out  развертывать, приходить в большом количестве
4. round up  округлять в большую сторону
5. rule out  исключить
6. run by/past  пробежать мимо
7. run up  доходить, повышаться
8. sell off  распродавать
9. set up  основывать, учредить
10. shake up  перемещать должностных лиц

II. Fill in the missing preposition.
1. He sold the business ____ to pay his debts.
2. The bank has been accused of ripping ____ customers.
3. We are hoping that the new board will shake the business ____ a bit.
4. I'd like to run it ____ my accountant.
5. My secretary is setting all the interviews ____.
6. She reports ____ the marketing director.
7. The airline will roll ____ its new passenger jet in November.
8. The finance director did not rule ____ the need for further job cuts.
9. He had run ____ extremely large debts.
10. They rounded ____ the price to $750.

III. Fill in the missing verb in the appropriate form.
1. The proposed solution was ________ out as too expensive.
2. The company's entry into the market should ________ it up.
3. Five people ________ directly to the area manager.
4. They are able to ________ new products out very quickly.
5. If you want to talk to Mr. Jackson, I'll ________ it up for you.
6. Our company provides reliable tradesmen who won't ________ you off.
7. We usually ________ figures up in fives or tens.
8. The telephone bill was so huge I couldn't believe we had ________ it up in a month.
9. Could you ________ that one past me again.
10. The business reduced its debts by ________ off assets.

IV. Choose the right variant
1. They will introduce the clothing into 84 stores, before ________ it ____ across the chain.
   A  rolling, out               C  setting up
   B  running, up               D  shaking up

2. The group's European operation has been ________.
   A  ripped off              C  sell off
   B  run up                 D  shaken up

3. The law protects tenants from being ________ by landlords.
   A  rolled out              C  run up
   B  ripped off             D  sold off

4. Massive budget deficits have been ________ by the local government.
   A  sold off               C  run up
   B  run past              D  set up

5. The arrangements ________ by the two companies were very different.
   A  set up                  C  ruled out
   B  reported to            D  sold off

6. When the idea was ________ the employees there were strong objections.
   A  rounded up             C  shaken up
   B  sold off              D  run past

7. The company is probably too large for them to ________ it ____ as a whole.
   A  run, past          C  sell, off
   B  round, up         D  shake up
8. The firm yesterday ________ itself ____ of the bidding for the contract.

A rounded, up  C shook, up
B ruled, out  D reported, to

9. He joins the company as a training assistant, ________ John Thompson.

A running past  C shaking up
B rounding up  D reporting to

10. Totals should be ________ to the nearest whole number.

A rounded up  C sold off
B run past  D reported to

I. Study the following phrasal verbs.

1. Shop around  присматривать, подыскивать
2. Sign up  поступить на работу, записаться
3. Smarten up  прихорашиваться
4. Start up  запуск в производство
5. Step down  уходить в отставку
6. Stock up  запасать
7. Take off  сбавлять, снижать
8. Take on  нанимать, приглашать
9. Take on  браться за дело
10. Take on  брать на себя

II. Fill in the missing preposition.

1. The economy is improving and many firms are taking ____ new staff.
2. Customers will continue to shop ____ for the lowest prices.
3. The price will have to be right if this car is to take ____ its rivals.
4. Stores try to encourage customers to sign ____ for their store cards.
5. People who are self-employed often take ____ too much work.
6. It was several years before the business really took ____.
7. When I started ____ in business I needed a lot of help.
8. Supermarkets stocked ____ on ice cream because of the hot weather.
9. Shop staff were told to smarten the displays ____.
10. She is stepping ____ after four years in the job.
III. Fill in the missing verb in the appropriate form.
1. He felt strongly enough about it to ________ the company on in court.
2. Prices of PCs vary considerably so you should ________ around.
3. He has decided to ________ down as director of the company.
4. She ________ on more responsibilities when she was promoted.
5. She has ________ up with an employment agency.
6. They're ________ two more people on to help with the orders.
7. The reception area has been ________ up with new carpets and furniture.
8. His career began to ________ off in the 1990s.
9. How many businesses ________ up in this area last year?
10. Stores are ________ up for the huge demand that is expected.

IV. Choose the right variant
1. Sales on the Internet have ________ in recent years.
   A  smarten up C  taken off
   B  taken on D  shopped around

2. It's worth ________ the travel agents to find the best deals.
   A  shopping around C  signing up
   B  taking on D  smarting up

3. He's ________ a lot of extra work ____ recently.
   A  signed, up C  stocked up
   B  started up D  taken, on

4. She was told to ________ herself ____ as she was dealing with the public.
   A  signed, up C  taken, on
   B  smarten, up D  started, up

5. While she was still young, she ________ the big corporation and won.
   A  took on C  stocked up
   B  took off D  started up

6. Over two hundred companies have ________ to take part in the scheme.
   A  stepped down C  taken on
   B  started up D  signed up
7. He is planning to ________ a new company.
   A  take off         C  start up
   B  take on         D  stock up

8. I've already ________ with plenty of dollars for my trip.
   A  taken on         C  stepped down
   B  stocked up      D  signed up

9. I was ________ as a management trainee.
   A  taken on         C  started up
   B  smarten up      D  stepped down

10. Although she is ________ from the committee, she will still be involved
     with the organization.
    A  signing up      C  starting up
    B  taking on      D  stepping down

I. Study the following phrasal verbs.
1. take over     выкупать, принимать на должность
2. take over from принимать от другого лица
3. tie up       накладывать ограничения
4. tie up in    вкладывать деньги
5. turn around  оборачиваться, полностью изменить
6. turn down    отклонять
7. turn out     производить, прекращать работу
8. turn over to возобновлять
9. wind up      ликвидировать компанию, подводить итог
10. write off   списывать

II. Fill in the missing preposition.
1. The factory turns ____ 900 cars a week.
2. They have made an informal offer to take ____ the airline.
3. When the economy turns_____, small businesses tend to suffer more.
4. Both companies are keen to tie ____ a deal.
5. He gave himself two years to turn the company____.
6. Rising prices and falling sales have forced us to wind ____ the business.
7. Who will take ____ as manager when Jack retires ?
8. We wouldn't want to tie ____ cash for as long as that.
9. The team will turn ____ many of its functions to the sales department.
10. The company was forced to write ____ almost $40 million in debts.

III. Fill in the missing verb in the appropriate form.
1. Sales had been good, but began to _______ down towards the end of last year.
2. Talks about a deal have been going on and we hope to _______ it up soon
3. We knew we'd never get the money back so we just _______ the loan off.
4. The company was making huge losses when we _______ it over.
5. He was involved in _______ the company up.
6. The company buys falling businesses and tries to _______ them around.
7. He had a business for a long time and was reluctant to _______ it over to anyone else.
8. Young people generally don't like _______ money up in a pension fund.
9. He _______ the business over from his father in 2003.
10. There are 350 workers building computers, _____ out 2 000 units per day.

IV. Choose the right variant
1. There's still a huge demand for her books and she just keeps _______ them____.
   A taking, out                   C winding up
   B Turning down                  D turning, out

2. Analysts think that the electronics group will be _______ by a rival.
   A taken over                   C taken on
   B turned over                  D tied up

3. There will be a meeting tomorrow to allow the final details to be______.
   A taken on                    C tied up
   B taken out                   D wound up
4. If they can't recover the losses, they may be forced to _______ them____.
   A take, over                  C turn over
   B wind up                    D write, off

5. The top job at the firm is being _______ by the present sales director.
   A taken over                  C turned over
   B taken out                   D turned around

6. The trust could be _______ or merged with another bigger trust.
   A taken over                  C turned over
   B wound up                   D turned down

7. How can this situation be _______?
   A taken over                  C turned up
   B turned over                 D turned around

8. The project was _______ to a US company.
   A turned around               C taken up
   B turned over                 D taken on

9. A company's weakness are often exposed when the market_______, as it
   A turns down                 C takes over
   B turns around               D takes up

10. The department was losing money so she decided to _______ it ____
     and run it herself.
    A wind, up                     C turn, out
    B turn, over                   D take, over
PROGRESS TESTS

Test 1

1. He said that the Clinton administration __________ one million new jobs.
   A  had created          C  created
   B  has created         D  was creating

2. The problem _________ by successive administrations.
   A  has ignored         C  has been ignored
   B  had ignored         D  was been ignored

3. The company_________ put into the hands of an administrator.
   A  must to be         C  should have
   B  might have to be  D  had to

4. All US companies ________ to adopt the new standards.
   A  require          C  are required
   B  are to require   D  to be required

5. A small fee ________ for this service and advance notice of at least two week ________.
   A  to be charged, is required   C  is charging, is requiring
   B  is charged, are required    D  is charged, is required

6. _____ fair-minded employer ________ employees plenty of advance warning of possible redundancies.
   A  A, will give       C  A, giving
   B  The, will give     D  ____, is going to give

7. He ________ an advance on his wages by the end of the last month.
   A  received          C  was being receiving
   B  had received     D  was receiving
8. We ________ offer you ____ advance of £1,000 and the rest on satisfactory completion of the book.
   A could, an          C should, a
   B must, the          D can, ____

9. The primary source of finance ________ bank advances.
   A were          C has been
   B have been      D are

10. Analysts ________ a 6% decline in Italian car sales and an 8% advance in French sales.
     A forecast              C are being forecasted
     B is forecast           D has forecasted

11. The country ________ foreign-currency reserves by selling some of its ________ technology to foreign companies.
     A has increased, advancing          C increased, advancing
     B increased, advanced               D are increasing, advanced

12. Government subsidies ________ these industries ____ unfair advantage.
     A gave, the                  C is giving, a
     B give, an                      D gave, an

13. It has ____ advantage over foreign manufacturers because ____ its flexible workforce.
     A the, of                      C an, of
     B ____, for               D an, ____

14. US growth rates were below those of Europe and as a result an absolute advantage ________ into an absolute disadvantage.
     A was turned                    C had turned
     B has been turned           D had been turning

15. They are among ____ most heavily ________ cigarettes in the US.
     A ____, advertising              C the, to be advertised
     B the, advertising                 D the, advertised
16. She ________ in an advertisement ________ slimming food.
   A  was used, promoting C  was used, promoted
   B  used, promoting D  is using, promoting

17. _____ addition _____ print advertisements, Smirnoff ________ the commercial on cable TV channels.
   A  With, to, shall broadcast C  In, to, will broadcast
   B  In, with, is broadcasting D  Before, to, broadcast

18. Randolph ________ a print advertisement campaign.
   A  plan C  shall plan
   B  planned D  is planning

19. Because direct advertising of cigarettes ________ in Italy, other strategies for cigarette promotion ________.
   A  is forbade, is developed C  were forbidden, were developed
   B  is forbidden, are being developed D  is forbidden, are developing

20. The retail industry ________ too much on mass advertising and not enough ____ service.
   A  has focused, on C  focused, to
   B  have focused, for D  was focused, on

Test 2

1. Heinz ________ to withdraw all product advertising ____ television to concentrate its resources ____ direct marketing.
   A  have decided, from, in C  decided, from, on
   B  decided, on, at D  has decided, in, on

2. Advertisements with flight prices ________ include all taxes and other charges, the Advertising Standards Authority ________.
   A  should, was ruled C  must have, ruling
   B  might, ruled D  must, has ruled
3. She ________ on the board and provide financial advice to ____ company.
   A  will remain, the  
   B  is remaining, a  
   C  will be remaining, ____  
   D  remains, the

4. US law firms ________ providing legal advice to ____ government agencies.
   A  begin, the  
   B  began, ____  
   C  are beginning, a  
   D  were beginning, ____

5. _____ independent financial adviser ________ pick ____ pension plan to suit you.
   A  The, should, a  
   B  A, could, the  
   C  ____ , might, a  
   D  an, can, a

6. She ________ as president, but ________ in an advisory capacity.
   A  resigns, is going to continue  
   B  resigned, will continue  
   C  has resigned, continues  
   D  was resigning, was continued

7. South Korea ________ an aeronautics industry.
   A  is building  
   B  builds  
   C  was being building  
   D  has been building

8. US aerospace companies ________ a new plane ____ cooperation with the US Air Force.
   A  develop, to  
   B  was developing, in  
   C  are developing, in  
   D  have developed, on

9. The group _____ closely ________ with developments in the rest of Europe via its affiliation to Euroserv.
   A  have, involved  
   B  is, involved  
   C  was, involved  
   D  is involving

10. The organization ________ that the trade pact ________ the interests of its members.
   A  fears, will harm  
   B  is fearing, harm  
   C  feared, was harm  
   D  fear, will harm
11. Matthew ________ key assets just ________ the business afloat.
   A  has sold, keeping  C  has been selling, to keep
   B  has selling, to keep  D  have been sold, selling

12. The Treasury ________ borrow ____ least £40 billion next year, just to stay afloat.
   A  will have to, at  C  might have to, at
   B  should have to, in  D  shall have to, in

13. O’Neill Cycles ________ very good after-sales services, with a ten-year guarantee and a one-year parts guarantee.
   A  is provided  C  is bee providing
   B  was provided  D  provides

14. The bank ________ just ________ after-tax profits of $22 billion.
   A  was, announced  C  is, announcing
   B  has, announced  D  is, announced

15. TNT ________ a profit after tax of £139 million.
   A  earned  C  was earning
   B  earning  D  earns

16. You ________ the aforesaid items ____ all risks.
   A  insure, from  C  will insure, against
   B  will insure, on  D  can insure, for

17. There are many employment agencies who ________ advertising personnel.
   A  deal with  C  deals on
   B  dealing with  D  deal from

18. She ________ as ____ real estate agent in Boston.
   A  is working, the  C  has been working, ____
   B  works, a  D  is working, an
19. What’s ____ first item ____ the agenda?
   A  an, in
   B  the, in
   C  the, on
   D  ____, at

20. Free trade ________ still high on the agenda, but other aims ________ to seem even more important.
   A  was, began
   B  was being, began
   C  is, were beginning
   D  are, begin

**Test 3**

1. PepsiCo’s negotiations in Argentina ________ through the local football authorities’ commercial agent.
   A  have conducted
   B  have being conducted
   C  have been conducted
   D  conducted

2. The two main economic agents in ____ diagram ____ individual and firms.
   A  the, are
   B  ____, are
   C  a, is
   D  the, has been

3. After the contract ________, the Zuckers ________ free agents, producing movies at various studios.
   A  will expire, will be
   B  expires, will be
   C  expire, is going to be
   D  expired, is being

4. Insurance agents ________ heavily on a company’s rating and many ________ only policies of companies with a top rating.
   A  rely, will sell
   B  will rely, sells
   C  is relying, is selling
   D  relied, selled

5. ________ property today is very complex and it is essential you ________ a competent managing agent.
   A  Let, having
   B  Letting, have
   C  Letted, had
   D  Letting, had
6. ________ overseas agents receive 15% commission on all videocassettes ________ by them.

A Licensed, distributing C Licensed, distributed
B License, is distributed D Licensing, distributing

7. If workers ________ greater increases in wages, they ________ in the aggregate (in total) bring about higher inflation.

A seek, will C seek, have
B seeking, shall D to seek, have to

8. The conglomerate ________ an aggregate loss of 1.2 billion Australian dollars.

A reporting C is reported
B reported D has been reported

9. Analysts expect aggregate earnings of the top 500 companies ________ down 1%.

A is being C being
B to be D having been

10. _____ Japanese banks ________ perhaps 35% of South Korea’s borrowings, but the precise aggregation is uncertain.

A The, represented C ____, represent
B A, are representing D The, have represented

11. AMV ________ a price with WPP.

A failing to agree C to fail agree
B failed to agree D has failed agreeing

12. The company ________ in principle to sell the paper mill to ____ local managers.

A agreed, ____ C Has being agreed, ____
B is agreeing, the D agree, a

13. They are no longer prepared ________ the agreed price.

A paying C paid
B to have payed D to pay
14. Under the agreement, Cail ________ Lynwood’s products in North America.
   A  is distributed  C  will distribute
   B  was distributed  D  is being distributed

15. What ________ if the warring parties ________ to reach an agreement?
   A  happens, fail  C  happened, fail
   B  will happen, will fail  D  happening, will fail

16. ___ C/contract workers ________ outside ___ collective agreements.
   A  The, falling, ____  C  ____, fall, ____
   B ____ , fell, the  D  A, are falling, the

17. Union Texas ________ a new petroleum concession agreement with the Pakistan government.
   A  has signed  C  is being signing
   B  is signed  D  was signed

18. You ________ protect yourself against ____ future rises in interest rates by negotiating ____ forward rate agreement.
   A  should, the, a  C  could, a, a
   B  can, ____ , a  D  would, the, the

19. The company ________ a new labor agreement with its ___ workers.
   A  reached, ____  C  have to reach, _____
   B  is reaching, the  D  is to reach, a

20. If a director’s service agreement is to last for more than five years, it ________ by the shareholders.
   A  should approve  C  must be approved
   B  must approve  D  could approve

21. Users ________ a 12-month service agreement when they first ________ the phone.
   A  must be signed, receive  C  can sign, will receive
   B  must sign, receive  D  might sign, receiving
Test 4

1. Auto manufacturers _______ the voluntary restrain agreement _______ US exports.
   A claim, has hurt          C claimed, hurt
   B have claim, hurt         D claim, have hurt

2. The influence of agribusiness _______ throughout the Third World.
   A feels                    C is felt
   B is feeling               D felt

3. Agriculture _______ for over 25% of net domestic production.
   A is accounting           C have accounted
   B is accounted            D accounts

4. The region _______ excellent potential for investment in mining, tourism, and agro-industry.
   A has                      C has had
   B have                     D was having

5. UN workers _______ to move food aid to an estimated 2 million _______ people.
   A have tried, starved     C tried, starving
   B have been trying, starving D tried, starved

6. There was considerable regional aid to Scotland which partly _______ the country’s relative economic decline.
   A reversed                 C was reserving
   B has reserved             D was reserved

7. This _______ be the best cure ____ China’s ailing industries.
   A can, of                  C might, in
   B must, on                 D may, for

8. The site for the new airport has yet _______.
   A be decided               C to be decided
   B being decided            D to decide
9. Substantial investment _______ to maintain aircraft in an airworthy condition.
   A is required  C require
   B is requiring  D required

10. He _______ to have paid £300,000 alimony to his first wife.
    A said  C was being said
    B says  D is said

11. Nissan _______ it _______ only enter Eastern Europe in Alliance with a European manufacturer.
    A is said, will  C says, shall
    B said, would  D said, will

12. They _______ all-inclusive holidays in Jamaica.
    A operate  C was operate
    B are operated  D has been operating

13. Directors _______ $100 million to the search _____ oil.
    A have allocated, of  C allocate, in
    B allocated, on  D allocated, for

14. Their job is _______ homes to ____ ordinary people.
    A allocating, ____  C to allocate, ____
    B to have allocated, the  D to allocate, an

15. The regulators _______ the way in which ____ company allocated expenses to its bank units.
    A did not like, the  C won't like, the
    B don't like, ____  D haven't liked, a

16. New airlines ___ the airport _______ priority in the allocation of take-off and landing slots.
    A in, are given  C at, are being given
    B on, have been given  D at, are giving
17. They ________ details of their share allocation and will receive a minimum of 450 shares each.
   A will sent  C sent
   B will be sent  D are sending

18. Each worker ________ only two uniforms a year.
   A are allotting  C allotted
   B was allotted  D allots

19. They ________ that they needed their full allotment of vacation days as the job is very stressful.
   A argue  C were argued
   B were arguing  D argued

20. Southern Electricity ________ its prices ________ 26% lower than six years ago after allowing for inflation.
   A said, were  C had said, were
   B is said, are  D say, are

   A included  C including
   B include  D are included

Test 5

1. You ________ claim a £29 a day subsistence allowance ________ meals, taxis, and other incidental expenses.
   A could, covering  C might, to cover
   B can, to cover  D can, covering

2. ________ economic conditions ________ force it to increase its loan-loss allowances.
   A Worsening, could  C Worsening, would
   B Worsened, could  D To worsen, can
3. Small and medium businesses _______ from a doubling of capital allowances on machinery and plant.
   A are benefited     C will benefit
   B have been benefiting     D have been benefited

4. Expensive items of jewellery _______ under an all-risks policy.
   A may insure     C are to insure
   B are insuring     D may be insured

5. The two banks _______ earlier this year.
   A are amalgamated     C are amalgamating
   B amalgamated     D have being amalgamated

6. It is ____ big job _______ four companies.
   A ____, amalgamating     C a, to amalgamate
   B the, amalgamating     D a, amalgamating

7. There ____ plans for ____ reorganization of the industry, including amalgamations and some closures.
   A are, the     C have been, ____
   B are, a     D to be, an

8. She _______ a £94 million fortune through her family’s hotel and banking chain.
   A is amassed     C has amassed
   B to be amassed     D amassing

   A will list     C will be listing
   B will be listed     D listed

10. The drop in operating profit _______ a rise in amortizations, following an increase in ____ industrial investments.
    A was reflected, the     C reflected, ____
    B was reflected, ____     D reflected, the
11. Figures ______ a big rise in the amount of money in ____ economy.
   A  are showing, ____  C  show, ____
   B  show, the              D  have shown, an

12. You ______ pay the full amount ____ advance.
   A  must, in           C  must, at
   B  should, on         D  might, for

13. Total government income ______ to about £180,000 million.
   A  is amounted       C  has been amounted
   B  amounted          D  are amounting

14. In a regional economic analysis, they ______ the South and the West ______ fastest.
   A  are found, were recovering  C  find, is recovered
   B  founded, was recovered      D  found, were recovering

15. Competitive analysis is a powerful tool in formulating a strategy, because it ______ spot gaps between you and your competitor in cost, quality and timeliness.
   A  can               C  might
   B  could             D  had to

16. The airport ______ do a cost-benefit analysis before building the new runway.
   A  will has to       C  would
   B  will have to      D  will be

17. Decisions about where we invest the stockholder’s money ______ on financial analysis.
   A  will base         C  are being based
   B  is basing        D  will be based

18. Lifecycle analyses are difficult because no one ______ just how to measure and compare all the environmental risks ______ with products.
   A  known, associating  C  know, associating
   B  is known, associated D  knows, associated
19. Credit analysts ________ no signs that the health of companies ________ anytime soon.
   A see, will improve             C have seen, will improve
   B saw, are improving           D are seeing, improve

20. It is important ________ that the increase in profit and sales ________.
   A establishing, is maintained  C to establish, maintained
   B to establish, is maintained  D establish, to maintain

21. Tough new anti-inflation measures ________ tight controls on credit.
   A are included                 C included
   B have been included           D include

22. The company’s appeal against the assessment ________ at the tribunal.
   A will determine               C will be determined
   B will determining             D will have determined

Test 6

1. A lot of their products ________ the older consumer.
   A are appealing on             C appealed for
   B appeals to                   D appeal to

2. The director ________ the right______ comments to the final report.
   A have, appending              C has had, appending
   B has, to append               D is having, to append

3. The starting salary of the successful applicant ________ according to ____ experience.
   A will fix, ____               C will be fixed, the
   B will be fixed, ____          D will be fixing, an

4. His job application ________ experience ________ warehouses.
   A showed, running             C is showing, run
   B showed, to run              D shows, ran
5. I recently applied for ____ home-improvement loan ____ my bank.
   A the, of  
   B ____ , from  
   C  a, in  
   D  a, from

6. New technology ________ to almost every industrial process.
   A is applying  
   B is being applied  
   C has applied  
   D applied

7. It ________ appoint ____ foreign company to manufacture its products under license.
   A could, the  
   B can, ____  
   C would, ____  
   D can, a

8. Only ________ organizations ________ to appoint delegates to the General Committee.
   A accredited, entitled  
   B accredited, are entitled  
   C accrediting, entitled  
   D accredit, entitle

9. The Lord Chancellor ________ appoint a day ________ for the new rule into effect.
   A can, to come  
   B could, coming  
   C can, coming  
   D will, come

10. We ________ ____the appointed time.
    A meet, in  
    B met, on  
    C are met, at  
    D met, at

11. Were you able ________ ____ appointment to meet the area manager?
    A making, an  
    B to make, an  
    C to make, the  
    D make, ____

12. What’s your appraisal _____ _____ situation?
    A on, the  
    B of, ____  
    C for, a  
    D of, the
13. The property ________ at $28 million.
   A appraised          B will appraise
   B was appraised      D will appraised

14. If the two sides ________ agree, the price ________ by an independent appraiser.
   A won't, will determine C could, will be determine
   B will, be determined  D cannot, will be determined

15. Their art collection ________ substantially, almost doubling in value.
   A has been appreciated C is appreciating
   B has appreciated    D will appreciate

16. There ________ a sharp appreciation in the share prices of US companies.
   A is having          C are to have
   B has been          D will have

17. Congress ________ funds for the railroad for the next two years.
   A has been appropriating C is appropriated
   B appropriated       D has appropriated

18. Approval for the new buildings ________ in July.
   A gave                C is given
   B was given          D is giving

19. He ________ a remarkable aptitude for accountancy.
   A had                C is having
   B has had           D is being had

20. Businessmen here often ________ freelance arbiters ________ disputes.
    A hired, settling   C hires, settle
    B hire, to settle  D hire, settling
21. The arbitration agreement only ________ to the ________ oil, not to the other allegations of wrongdoing.

A applied, missed C is applied, missed
B is applying, missing D applied, missing

22. If we ________ your claim but disagree the amount due to you, the matter ________ to a legally appointed arbitrator.

A accept, will pass C will accept, will pass
B accept, will be passed D accept, passes

23. Regional programme grants ________ to encourage investment in ________ areas.

A are used, assisted C are using, assisting
B used, are assisted D use, assist

Test 7

1. Most of the expenditure was outside the dollar area, and ________ rise to immediate dollar payments.

A had not given C did not give
B would not given D has not give

2. Most of the forests ________ and maintained as wilderness areas by timber and paper companies.

A have long owned C have long being owned
B have long been owned D have long owning

3. Please fill ____ your questionnaire and ________ it to us asap.

A in, return C out, return
B on, will return D in, returning

4. Any such decisions ________ the assent of two thirds of shareholders.

A should require C will be required
B would require D are required
5. This information ________ to assess efficiency and effectiveness.
   A needed  C is needing
   B are needed  D is needed

6. The federal government ________ that the assets ________ illegally.
   A assessed, acquired  C assessed, had been acquired
   B had assessed, acquired  D have assessed, were acquired

7. Charges for students ________ on an individual assessment of ability ________.
   A were based, to pay.  C based, to pay
   B were based, paying  D are basing, paying

8. Anyone ________ a tax assessment which they consider unreasonable ________ professional advice.
   A facing, must seek  C facing, should seek
   B faced, can seek  D has faced, might seek

9. Any organization ________ more than four people ________ out a health and safety risk assessment.
   A employing, can carry  C having employed, could carry
   B employed, must carry  D employing, must carry

10. A campaign strategy ________ a system of self-assessment.
    A needs to have  C has to have
    B must to have  D should to have

11. I ________ for a travel agency as ____ assessor of foreign locations.
    A has worked, the  C worked, an
    B has been working, a  D works, ____

12. It is the Regional Assessor who ________ the tax band for the property.
    A determine  C is determining
    B is determined  D determines
13. Her car ________ still in the garage ________ for a visit from the insurance assessor.

A  has, waiting  
B  was, waiting  
C  is, waited  
D  was, waited

14. The company has ____ tremendous asset – 50 hectares of real estate right next ____ an international airport.

A  a, to  
B  the, to  
C  a, for  
D  the, at

15. Thousands of legal claims ________ by individuals attempting to get their ________ assets returned.

A  are being made, frozen  
B  are made, freezing  
C  was made, frozen  
D  were being made, frozed

16. Intangible assets such as ____ information, ____ image and ____ people are ____ main drivers of business today.

A  an, an, ____, the  
B  an, an, the, ____  
C  ____, ____, ____, ____  
D  ____, ____, ____, the

17. Investors ________ financial markets, ________ their money into gold, collectibles and other tangible assets.

A  fled, put  
B  fled, putting  
C  was fled, putting  
D  fleding, put

18. His duties ________ to the deputy chairman.

A  have being now assigned  
B  have now assigned  
C  have now been assigned  
D  have now assigning

19. She ________ to the US Embassy in Moscow.

A  was assigned  
B  is assigning  
C  has assigned  
D  assigned

20. My assignment ________ save the company whatever it took.

A  has to  
B  should  
C  could  
D  was to
Test 8

1. He ________ government funds ________ himself and his associates.
   A manipulated, benefiting  C manipulate, to benefit
   B manipulating, benefited    D manipulated, to benefit

2. Hungary ________ associate membership of the EU.
   A applied to  C apply for
   B applied for    D is applying on

3. The housing association ________ to provide affordable housing to people on low incomes.
   A aims  C is aiming
   B is aimed    D has been aimed

4. Legal advice ________ available to you if you ________ a trade union member or a member of a staff association.
   A can be, will be  C might be, are
   B may be, are    D should be, will are

5. The US government ________ conditions to economic aid.
   A have attached  C has been attached
   B have been attached    D has attached

6. The school ________ rewards for good attendance.
   A has introduced  C was introduced
   B is introduced    D was being introduced

7. It ________ in the presence of ____ witness who attests the signature.
   A should be signed, the  C must be signed, a
   B has to be signed, a    D can be signed, ____

8. The buildings ________ at auction next month.
   A will sell  C will be sell
   B will be sold    D would be selling
9. An audit of the company ________ ________ losses of £5.2 billion.
   A showed, accumulated    C showing, accumulated
   B showed, accumulating    D is shown, accumulated

10. The accounts ________ have an independent audit before they ________.
    A will need to, can submit    C need to, can be submitting
    B will need, can be submit    D will need to, can be submitted.

11. We carry ____ ____ full internal audit once ____ year.
    A out, a, a                    C on, an
    B in, a, the                  D out, the, the

12. She wants the oil company ________ to an external audit of its environmental policies.
    A agreeing                    C to agree
    B to be agreeing              D to have agreed

13. ________ pressure from the auditor, the company ________ increase its report loss for the year.
    A In, should                 C On, must
    B Under, had to              D At, can

14. The shareholder group ________ for external auditors ________ so that it can obtain reliable financial information.
    A is pressing, to be appointed    C pressed, to appoint
    B presses, to appoint            D has pressed, appointing

15. Local authorities ________ that they ________ cut their spending.
    A have told, must        C have been told, must
    B have been telling, should     D has been told, can

16. The weak currency ________ force the authorities ________ interest rates.
    A could, to raise        C should, to rise
    B could, raising         D would, rising
17. The board ________ the buy of 85,000 shares.
   A  has been authorized
   B  was authorized
   C  were authorized
   D  has authorized

18. Costs ________ by automation and heavy job cuts.
   A  have reduced
   B  have been reduced
   C  has been reduced
   D  has being reduced

19. They plan ________ the product widely available in vending machines.
   A  to make
   B  making
   C  to have made
   D  to be making

20. Oil companies _____ their budgets on an average price of $20.40 a barrel.
   A  are based
   B  are been basing
   C  have been basing
   D  are basing

21. Average earnings in the state ____ about $2500 ____ month.
   A  are, the
   B  is, a
   C  has been, __
   D  are, a

22. The average employee in Chicago ________ work 18 minutes to buy ____ hamburger.
   A  must, a
   B  should, the
   C  can, an
   D  ought, a

23. Sales in the various markets ________ by an average of 40% last year.
   A  were improving
   B  are improved
   C  improved
   D  be improved

Test 9

1. I ________ with the woman who ________ the plates and managed to get them for half the usual price.
   A  was bargaining, was selling
   B  bargained, sold
   C  bargained, sold
   D  was bargaining, sold
2. If you ________ to a street market, you ________ to have to be prepared to haggle.

A will go, are going  C go, are going
B will go, will have  D go, will have

3. I hear Smiths ________ a closing-down sale.

A are having  C has
B have  D is having

4. I ________ this shirt when I ________ in Thailand. It was ____ real bargain.

A was getting, was, the  C get, were, a
B got, was, the  D got, was, a

5. Have ____ look in the travel agent and see if there _____ any flights to Toronto going cheap.

A the, are  C a, are
B ____, to be  D a, have been

6. The owners ________ originally $1000 for the house, but I ________ to beat them down to $850.

A wanted, managed  C are wanting, manage
B wanted, managing  D are wanted, managed

7. The power plant ________ before it was even completed.

A abandoned  C is abandoned
B has abandoned  D was abandoned

8. Law firms ________ difficult times ________ to prevent partners ____ abandoning ship and taking clients with them.

A facing, tried, of  C faced, are trying, from
B facing, are trying, from  D faced, were trying, by

9. Disagreements about policy ________ the abandonment of the plan.

A led to  C leading from
B led by  D is leading against
10. The level of wage settlements _______ no signs of abating in recent months.
   A  is shown                  C  has been shown
   B  are shown                D  has shown

11. Industry________ the best available techniques _______ pollution.
   A  must use, abating        C  should use, abate
   B  must use, to abate       D  could use, abating

12. The new contracts _______ the current 12-month redundancy notice.
   A will be abolished         C will be abolishing
   B will abolish              D will have abolished

13. Many experts _______ for the abolition of ____ farm subsidies.
   A are now calling, ____     C are now calling, a
   B are now called, the       D are now being called, ____

14. The stock exchange _______ to ensure that all deals are honest and legal.
   A is aiming                  B is aimed
   B aims                      D is being aimed

15. The company _______ less than £500,000 above the line last year, _______ to £3.5m this year on TV ads.
   A is spent, compared        C is spending, is comparing
   B spend, is compared        D spent, compared

16. They _______ the company ____ abrogating its contract.
   A are accusing, on          C accused, of
   B accuse, for               D have been accused, of

17. Evelyn _______ charge in his absence.
   A has been taken            C is being taking
   B took                     D is took
18. The work of the department________, because of her frequent absences.

A  is suffered 
B  was suffering 
C  suffered 
D  has been suffered

19. Employees ________ only take leave of absence in special circumstances such as the death of_____ close relative.

A  can, the 
B  may, the 
C  must, a 
D  may, a

20. Thomson Electronics________, into CEA Industries.

A  was absorbed 
B  absorbed 
C  was absorbing 
D  are absorbed

21. The company __________ $10 million in losses.

A  was absorbed 
B  was absorbing 
C  has absorbed 
D  was absorbed

Test 10

1. The bank ________ that careful cost control ________ it to absorb the costs of the merger.

A  said, allowed 
B  is said, allowed 
C  is said, allowing 
D  said, had allowed

2. Canada ________ about 20% of US exports.

A  absorbs 
B  is absorbed 
C  has been absorbing 
D  was absorbed

3. They ________ reduce the proportion of income absorbed by ________ costs.

A  should, operated 
B  must, operated 
C  must, operating 
D  could, operate
4. According to the abstract of Digital’s presentation the new chip ________ information much more quickly.
   A  is processed   C  is being processed
   B  is processing   D  processes

5. Economic growth ________ accelerate as the year goes____.
   A  should, on   C  can, out
   B  must, out   D  has to, on

6. There are fears that higher oil prices ________ accelerate inflation.
   A  should   C  must
   B  would   D  ought to

7. The President ________ to keep the economy accelerating as the election ________.
   A  will strive, nears   C  will strive, nearing
   B  is striving, near   D  strived, was neared

8. He ________ the firm, ________ that it had defaulted and seeking to accelerate the debt.
   A  sued, charged   C  sued, charging
   B  is sued, is charged   D  has sued, charging

9. A demand ________ for accelerated payment of the debt.
   A  has now made   C  is now making
   B  has now been made   D  is now been making

10. The new tobacco tax ________ ____a sharp acceleration in inflation.
     A  has blamed, on   C  was blamed of
     B  has blaming, for   D  has been blamed, for

11. Failure to resolve the default within 30 days ________ trigger acceleration of the repayment schedule.
     A  should   C  must
     B  could   D  has to
12. German steel workers ________ a 3% wage offer.
   A  have accepted  C  were accepted
   B  have been accepted  D  are accepted

   A  were accepted  C  will be accepted
   B  are accepted  D  accepted

14. Doctors ________ not accept gifts of value from pharmaceuticals companies.
   A  must  C  should
   B  have  D  could

15. The company ________ three supercomputers, but only two ________.
   A  has shipped, have accepted  C  shipped, accepted
   B  has shipped, have been  D  was shipped, was accepted
      accepted.

16. The machine is too highly priced ________ by the mass of US consumers.
   A  to accept  C  will be accepted
   B  to be accepted  D  accepting

17. A judge ________ force acceptance of ____ bankruptcy plan.
   A  can, a  C  could, the
   B  can, the  D  would, ____

18. The company’s earnings ________ in the last four years owing to poor acceptance of ____ new products.
   A  fallen, the  C  has been fallen, ____
   B  was fallen, a  D  have fallen,____

19. Doubts about consumer acceptance ________ US food companies from ________ irradiation technology.
   A  have keeping, used  C  have kept, used
   B  have kept, using  D  have been keeping, use
20. In the case of bank bills the Bank ________ sure that the acceptor bank ________ in a position to pay.

A  was to be, is  
B  are to be, is being  
C  has to be, will be  
D  ought to be, shall be

Test 11

1. Japan ________ to allow foreign manufacturers of satellite equipment equal access ____ the Japanese market.

A  is agreed, to  
B  is agreeing, on  
C  agreed, for  
D  agreed, to

2. In order to simplify access to the data, the computer program ________ users _________ their own requirements.

A  enables, to specify  
B  is enabling, to specify  
C  enables, specifying  
D  enabled, specify

3. The move _________ to widen ____ access to credit.

A  is intending, an  
B  is intended, the  
C  is intended, ____  
D  intends, a

4. She ________ her first pay check _________ an account.

A  is used, to open  
B  used, opening  
C  used, to open  
D  is using, opened

5. They ________ unhappy with service at the bank and ________ their account there.

A  were, closed  
B  are, closed  
C  have been, closed  
D  were, have closed

6. The new accounts ________ more bad news for ____ shareholders.

A  is containing, the  
B  contain, ____  
C  contain, the  
D  have contained, a
7. No interest ________ provided the account________.
   A  is charging, settled  C  is charged, is settled
   B  is charged, settled  D  charges, settles

8. All clients ________ a monthly account statement.
   A  sent  C  are sending
   B  are sent  D  have sent

9. We ________ you half of your fee on account.
   A  will pay  C  are paid
   B  will be paid  D  are paying

10. Most of this equipment ________ on account.
    A  is buying  C  was bought
    B  is being bought  D  were bought

11. Client money _________ into a client account without delay.
    A  should be paid  C  must pay
    B  should pay  D  has to pay

12. Your bank ________ to transfer cash directly to and from your current account.
    A  can  C  must
    B  will be able  D  ought

13. Before the stock market ________ here, the only way for people ________ their money was to put it in a deposit account.
    A  existed, managed  C  existed, to manage
    B  is existed, to manage  D  existing, managing

14. Only the final accounts ________ by external auditors.
    A  are fully reviewing  C  have fully reviewed
    B  are fully reviewed  D  is fully reviewed
15. The removal of controls ________ individuals to invest money overseas or in a foreign currency account.

A will allow  C is allowing
B will be allowed  D is allowed

16. Although we have a joint account, he is the one who ________ it into overdraft.

A has been taken  C is taking
B is taken  D has taken

17. She ________ a one-year accountancy course.

A did  C is done
B done  D is being done

18. People ________ in business on their own really ________ employ an accountant.

A are setting up, need to  C setting up, needs to
B setting up, need to  D set up, need to


A founded  C was finding
B was founded  D was found

20. Financial accounting allows you ________ profit, but ________ with how the profit arises.

A calculating, is not concerned  C to calculate, is not concerning
B to calculate, is not concerned  D calculate, has not concerned

Test 12

1. We ________ towards a nationally accredited system of training.

A have worked  C are working
B worked  D have been worked
2. The new rules ________ it easier for other European accountants ________ accreditation in the US.

A  will make, to gain C  are making, to gain
B  will make, gaining D  will be making, gain

3. We ________ our trade problem not by big contrasts, but by an accretion of hundreds of smaller deals.

A  are solved C  will solve
B  are being solving D  have been solved

4. The debts ________ since last year.

A  have accumulating C  had accumulating
B  have been accumulating D  are accumulating

5. We ________ grateful if you kindly ________ receipt of this letter.

A  will be, will acknowledge C  are, are acknowledging
B  shall be, acknowledging D  shall be, acknowledge

6. The government ________ that there ________ irregularities at a number of voting centers.

A  acknowledged, were C  acknowledged, had been
B  is acknowledged, have been D  were acknowledging, had been

7. The two parties ________ agree a price for the land or ask an agent ________ on their behalf.

A  may, to act C  could, act
B  might, to act D  may, acting

8. The administration ________ on the request.

A  haven't yet acted C  doesn't yet acted
B  hasn't yet acted D  didn't yet acted

9. The union ________ further industrial action.

A  is threatening C  haven't threatened
B  are threatening D  haven't threatening
10. Postal workers ________ in support of strike action.
   A  have been voted  C  are voted
   B  have voted  D  have been voted

11. The tax cut ________ to restore some market action in the banking and
    real-estate sectors.
   A  intended  C  was intended
   B  were intended  D  had intended

12. They ________ an action against him if he ________ not repay the loan.
   A  will bring, does  C  are bringing, has
   B  will bring, did  D  bring, will

13. The company ________ it ________ mount a vigorous defense against this frivolous action.
   A  is said, would  C  said, would be
   B  said, would  D  was said, had been

14. Foreign companies ________ active in making friendly acquisitions.
   A  had been  C  are being
   B  are been  D  have been

15. Australian gold mines ____ ____ most active in selling their future production at current prices.
   A  were, ____  C  are, ____
   B  are, the  D  were, a

16. They ________ for active government intervention.
   A  are calling  C  have called
   B  are called  D  are being called

17. They ________ at data on their active and retired employees’ medical records.
   A  are looked  C  have been looked
   B  are looking  D  have looked
18. You ________ to enter your e-mail address as the password.
   A  will prompt  C  will be prompted
   B  will be prompting  D  will have prompted

19. Now companies ________ adhere to stricter guidelines on the disposal of toxic waste.
   A  can  C  had to
   B  ought to  D  must

20. Aid to these countries ________ to their strict adherence to disarmament agreements.
   A  link  C  is linking
   B  is linked  D  has linked

21. They ________ responsible ____ maintaining order and administering justice within their community.
   A  were, of  C  are, at
   B  were, for  D  have been, on

Test 13

1. Employee pay and ____ benefits ________ above average here.
   A  ____ , are  C  ____ , had been
   B  the, are  D  the, have been

2. Visitors to Legoland ____ average ________ $26 each.
   A  of, spend  C  on, spend
   B  on, is spending  D  for, have been spending

3. Stock market volume ____ below average at 12.1 million shares______.
   A  was, traded  C  were, to trade
   B  was, trading  D  are, have traded
4. The new system _______ by averaging the payments _______ to local authorities.

A  is working, making        C  works, making
B  works, made                D  has been worked, made

5. They _______ to earn only £60 a week, when their seasonal and casual earnings_______.

A  were found, were averaged out  C  were founded, was average out
B  found, were averaged out       D  were finding, averaged out

6. Investing in this way _______ savers to avoid tax upon withdrawal.

A  is allowed                 C  is allowing
B  has allowed                D  allows

7. The nurses’ pay award was not nearly as much as they_______.

A  have expected              C  had expected
B  have been expecting       D  were expecting

8. The university ________ her ___scholarship.

A  awarded, a                C  awarded, ___
B  is awarded, the            D  is awarding, a

9. They ________ to raise awareness of ___ product in markets such as France and the US, where it is less well known.

A  should, a                 C  need, the
B  must, the                 D  ought, ___

10. Shareholders ________ a plan to build ____ second plant.

A  backed, the               C  are backed, a
B  are backing, ____          D  have backed, a
11. We ________ someone with ____ background in tourism.
   A  are looking for, a               C  are looking for, ___
   B  look for, the                D  are looking at, a

12. The bank statement ________ a credit balance of £298.75.
   A  is showing               C  is shown
   B  shows                   D  have shown

13. The firm ________ $128,000, but whether it ________ the balance remains uncertain.
   A  has been paying, will pay   C  has paid, will pay
   B  is paid, pays              D  was paid, would be paid

14. Real differences ________ between the administration and congress over how to balance the budget and where to cut ____ taxes.
   A  exist, ____                 C  have existed, a
   B  exist, the                  D  are existing, ___

15. Exports ________ to increase in the current quarter, which would improve Britain’s balance of payments.
   A  are expecting           C  were expecting
   B  are expected            D  expected

16. The overall balance of trade in the UK ________ as a result of the strong currency.
   A  is improved           C  has improved
   B  is improving          D  has been improving

17. The US and Europe ________ nearly $100 billion worth of goods and services a year ____ each other.
   A  are selling, with        C  are sold, at
   B  sold, to                D  sell, to
18. The Environment Minister ________ ____ ban on imports of potentially harmful industrial waste.

A  is announced, the       C  is announcing, ____
B  announced, a           D  announced, the

19. Industries ________ from using high-sulphur content fuels.

A  will be banned C  banned
B  will ban           D  are banning

20. The major banks ________ ____ increase in interest rates.

A  announced, the       C  have been announcing, a
B  are announced, an     D  have announced, an

21. China’s central bank ____ that a further decline in interest rates ____ unlikely.

A  is said, is C  said, is
B  said, are           D  has said, has

22. Germany _______ no plans ________ gold from its central bank reserves.

A  has had, selling C  has, selling
B  has, to sell        D  have, sold

Test 14

1. Oxford Energy Co. ________ it ________ an investment bank to explore options, including the possible merger with another entity.

A  announced, had hired C  announced, hired
B  is announced, have hired D  was announced, had hired

2. Operators ________ data into an electronic job bank, ________ to match unemployed workers with new opportunities.

A  keyed, to try C  have keyed, have tried
B  key, trying           D  was keyed, tried
3. Monthly repayments on the loans ________ by banker’s order.
   A  should be made  C  must make
   B  must be made  D  had to be made

4. When banks ________ abroad in a country where you pay less tax than in your own country they ________ off shore banking.
   A  are based, are called  C  are basing, called
   B  based, are called  D  are based, called

5. With Internet banking, customers ________ carry out transactions, money transfers and other business 24 hours a day.
   A  should  C  ought to
   B  must  D  can

6. With electronic banking, consumers ________ pay credit card, utility and other bills and check their bank accounts via personal computer.
   A  have to  C  can
   B  had to  D  are to

   A  is said, will slow  C  is saying, slow
   B  says, will slow  D  is said, is slowing

8. Many people ________ their jobs if the firm ____ to go bankrupt.
   A  would lose, were  C  lost, were
   B  lost, would be going  D  would lose, would be going

9. Many state-operated companies ________ difficulties and some had faced bankruptcy.
   A  experienced  C  would experience
   B  had experienced  D  were experienced
10. ____ number of bankruptcies in the first half of the year ______ by 60%.

   A ____, soared  
   B A, have soared  
   C The, are soaring  
   D The, soared

11. Philips shares ____ ____ bargain at the current level.

   A have been, ____  
   B are, a  
   C are, the  
   D were, a

12. He _______ a lot of money by buying houses at ____ bargain prices and reselling them.

   A made, ____  
   B were made, the  
   C made, a  
   D is making, ____

13. ____ growth in demand for electricity is one of the most accurate barometers of ____ economy.

   A A, the  
   B The, a  
   C ____, the  
   D The, the

14. Companies _______ production abroad to overcome barriers to trade.

   A are locating  
   B were locating  
   C have located  
   D are located

15. They import _______ cars, which they then _______ for consumer goods.

   A used, barter  
   B using, barter  
   C use, are bartering  
   D used, would barter

16. Small-scale industries _______ a better base ____ employment growth.

   A were providing, for  
   B provide, for  
   C provide, on  
   D are providing, at
17. The existing business ________ in London but the owners ________ to move.
   A based, may be willing  C is based, may be willing
   B is based, may will  D is basing, may be willed

18. Both gold and oil prices ________ exactly as analysts and investors_______.
   A behaved, had predicted  C are behaved, are predicted
   B behaved, had been predicting  D are behaving, hade predicted

19. They ________ their buying behavior and ________ major purchases.
   A changed, are postponing  C are changing, are postponed
   B have changed, have postponed  D have changed, are postponing

20. You ________ your tenancy at risk if you ________ behind with the rent.
   A may be putting, fall  C could be putting, will fall
   B should be putting, falling  D may be putting, will fall

21. Their social and economic development is so far behind ____ rest of the world that they ________ never compete on equal terms.
   A a, can  C _____, can
   B the, should  D the, can

Test 15

1. In order ________ maternity benefit, you ________ have worked for at least two years and 16 hours each week.
   A to claim, need to  C to claim, need
   B claiming, have to  D to have claimed, can

2. Maternity benefits ________ by some companies.
   A are been offered  C are being offered
   B are offered  D have offered
3. Denmark ________ cuts in sickness benefits.
   A  has been made  C  is made
   B  has made   D  have been making

4. One in five pensioners ________ entirely ____ state benefits for their income.
   A  are relied, on  C  rely, on
   B  rely, in   D  are relying, at

5. How long ________ unemployment benefit?
   A  have you received  C  were you receiving
   B  have you been receiving  D  did you receive

6. The company ________ an excellent salary and benefits package, including relocation costs.
   A  offers  C  offered
   B  is offering  D  is offered

   A  is being  C  has been
   B  is  D  was

8. The market ________ heavily that the dollar ________ fall.
   A  is betted, would  C  bet, will
   B  bet, would    D  is betting, can

9. Mr. Bush ________ tentative agreement on a bilateral investment treaty with Singapore.
   A  is announced  C  was announced
   B  is announcing  D  announced

10. The average bill for electricity _____ 270 pounds _____ year.
    A  have been, a  C  is, the
    B  is, a  D  has been, ____
11. They ________ the Air Force for the work that they ________.
   A  had billed, carried  C  billed, had carried out
   B  billed, carried          D  had billed, had carried

12. The group ________ debts of 1.2 billion pounds.
   A  has been estimated      C  is estimated
   B  has estimated           D  was estimated

13. The eligible bill market is one of ____ largest elements of the London money market.
   A  a               C  the
   B  ____           D  an

14. More useful are term bills where a period of credit ________.
   A  is allowed         C  have been allowed
   B  is allowing        D  has been allowed

15. All information inside the computer ________ in binary code.
   A  are stored         C  are storing
   B  is stored          D  store

16. If a person ________ a document which contains contract terms, he or she ________ by those terms.
   A  signs, is bound    C  is signed, bounds
   B  is signed, is bound D  is signing, is bounding

17. Participants in the world trade talks ________ to negotiate specific binding commitments.
   A  have been agreed    C  have agreed
   B  agreed             D  are agreeing

18. Most of his wealth ________ through blackmail.
   A  had been acquired   C  were acquiring
   B  had acquired        D  was acquiring
19. Blanks ________ available to all competition participants.

A  will make  C  will have made  
B  will be making  D  will be made  

20. The French government ________ the import of new Zealand agricultural products into the Common Market.

A  was blocked  C  blocked 
B  is blocked  D  is blocking  

21. In 1989, drivers of Italian heavy goods vehicles ____ a blockage of customs posts at the border with Austria, ________ traffic chaos.

A  began, caused  C  are beginning, causing  
B  began, causing  D  were beginning, caused  

22. The company ________ _________ a loophole to unblock its blocked money.

A  managed, finding  C  has managed, finding  
B  is managed, to find  D  managed, to find  

23. If you ________ money on something, you ________ a lot of money on it, often money that you cannot afford. He blew his wages on a new stereo.

A  blow, spend  C  will blow, spend 
B  blow, will spent  D  are blowing, spending  

24. These accounts ________ by the board of directors on 15th July last year.

A  approved  C  have approved  
B  were approved  D  have been approved  

25. The executive committee effectively ________ the company between monthly board meetings.

A  is running  C  runs  
B  is run  D  has run
26. Three of the company's five management board members ________ in the past several months.
   A  have resigned  C  are resigned
   B  have been resigned  D  resigned

27. The supervisory board ________ appoint and also rules on major policies of the company.
   A  could  C  can
   B  must  D  should

28. Bank of Boston's board of directors ________ on the merger proposal _______ a meeting today.
   A  are voting, in  C  will be voted, at
   B  will vote, on  D  will vote, at

29. They issue certificates of deposits, often ________ fictitious assets such as bogus gold mines.
   A  based on  C  have based at
   B  are based from  D  were based on

30. US savings bonds ________ before six month ________.
   A  cannot redeem, has elapsed  C  cannot be redeemed, has elapsed
   B  cannot be redeemed, elapsed  D  cannot to redeem, are elapsed

31. Rover ________ its workforce a 3,000 pounds cash bonus ________ voluntary redundancy.
   A  is offered, to take  C  offered, has been taken
   B  is offering, taking  D  is offering, to take

Test 16

1. Payments ________ include a loyalty bonus for those who ________ for the full period.
   A  might, stay  C  must, are staying
   B  can, stay  D  might, are staying
2. Our managers ________ a salary plus ____ small bonus for achieving monthly targets.

A  offered, the  
B  are offered, a  
C  offered, a  
D  are offering, the

3. The company's books are in such chaos that we ________ the truth for some time.

A  won't be knowing  
B  wouldn't know  
C  won’t know  
D  won't have known

4. I ________ through the minute books from 1991 but ________find no record of the proposal.

A  looked, could  
B  have been looking, must  
C  am looking, can  
D  have looked, can

5. Every business ________ have an accounts function where income and expenditure book-keeping________.

A  can, is done  
B  must, is done  
C  should, is doing  
D  is to, has done

6. After four years of economic boom, 1990 ________ a slowing down of the Spanish economy.

A  was seen  
B  was seeing  
C  has seen  
D  saw

7. Government economic policy ________ a consumer boom ________ by a deep recession.

A  encourage, is followed  
B  is encouraged, is followed  
C  encouraged, followed  
D  encouraged, following

8. Since _____ 1980s tourism ________ here.

A  the, has boomed  
B  the, boomed  
C  _____, has boomed  
D  a, was boomed

9. Cellnet has 600.000 mobile phone subscribers and business________.

A  is boomed  
B  is booming  
C  has boomed  
D  is being boomed
10. The advertising campaign ________ to boost sales.
   A intended       C was intending
   B is intended    D has intended

11. Another cut in interest rates ________ boost stock prices.
   A has       C does
   B was      D would

12. 800 jobs ________ in an attempt ________ productivity.
   A have cut, to boost       C have been cut, to boost
   B have been cut, boosting   D have cut, boosting

13. Sales ________ get a boost in January and February.
   A could       C had to
   B must       D ought to

14. The price of oil could soon be $15 a barrel or less, ________ would be a welcome boots to ____ American economy.
   A that, the       C what, ____
   B which, the      D which, ____

15. ____ sale of such large nuclear power reactor ________ to give a boost to Canada's nuclear industry.
   A A, is expected       C The, is expecting
   B The, is expected     D ____, has expected

16. The end of the war ________ almost certainly provide some sort of boost to business and consumer confidence.
   A would       C must
   B is     D has

17. Nowhere else in Europe ________ home-buyers borrow 100% of the purchase price.
   A must       C can
   B should     D would
18. Your business can borrow money ____ your pension fund ____ normal commercial terms.
   A  from, of                  C  at, for
   B  of, on                   D  from, on

19. Interest rates ____ low and borrowings ____ cheap.
   A  are, are                 C  has been, are
   B  are, is                 D  have been, is

20. Israel ________ heavily upon foreign aid and borrowing ________ its economy.
   A  is relying, to maintain  C  relies, maintaining
   B  relies, to maintain      D  has relied, maintained

   A  went                     C  are going
   B  have gone                D  is

22. Federal borrowing ________ in the last decade.
   A  have increased           C  have been increasing
   B  was increased            D  has increased

23. He ________ to the day when he will be his own boss.
   A  is looking forward       C  has looked at
   B  looks for                D  is looking

24. Hopefully, we ________ the bottom of this recession.
   A  are finally seen         C  are finally seeing
   B  has finally seen         D  was finally seeing

25. He ________ gold prices ________ bottom or are close to it.
   A  believes, have hit       C  believes, had hit
   B  is believing, have hit   D  believed, hit
26. The company ________ by law ________ electricity to all homes in the area.
   A  bound, to provide    C  to be bound, providing
   B  has bound, providing  D  was bound, to provide

27. Executives ________ a brainstorming session ________ the sales force, editors, and others.
   A  held, involving    C  is holding, involving
   B  hold, to involve   D  held, to involve

28. ________ to one of our specialists financial advisers, just contact your local branch.
   A  Talking    C  Having talked
   B  To talk   D  Had talked

29. _____executive and judicial branches of government ________ be totally separate.
   A  A, would    C  ___, could
   B  The, will   D  The, would

30. This is company with strong brands and ____ good position in many markets.
   A  a    C  an
   B  the   D  ____

31. Branding ________ enormously this century, and there is hardly a consumer product which ________ a brand name or designation of some kind.
   A  have grown, doesn't have    C  grew, hasn't
   B  has been growing, haven't    D  has grown, does not have

32. The world's big drinks companies ____ increasingly displace local drinks with ________ products.
   A  will, branded    C  had, branding
   B  would, branding   D  have, branded
33. If any direct debit ________ which breaks the terms of this instruction, the bank ________ a refund.

A paid, will make  
B is paid, would make  
C is paid, will make  
D is paying, making

34. The new chairman plans ________ the group into more autonomous subsidiaries.

A to break up  
B to break down  
C breaking down  
D breaking up

Test 17

1. Employers ____ provide people who ________ at computers with rest breaks.

A should, work  
B could, working  
C have to, worked  
D must, work

2. Claims ________ arise between builders and sub-contractors for items such as ____ damage, breakages and delays.

A can, ____  
B can, the  
C must, a  
D could, the

3. The company ________ an apology, and said there ________ a breakdown in communications.

A is said, had been 
B is saying, have been 
C said, had been 
D has said, was

4. He ________ in the investigation for allegedly ________ bribes.

A was to be included, accepting 
B was to include, accepted 
C has to be included, accept 
D has to include, accepting

5. The International chamber of commerce ________ rules against bribery and extortion since 1977.

A had 
B has had 
C had had 
D was having
6. The topic of your talk _______ in advance, and you _______ to keep to your brief.

   A  is specifying, will expect  C  is specified, will be expected
   B  is specified, will be expecting  D  has specified, will have expected

7. Allen was in London yesterday _______ investors about the company's efforts _______ to profitability.

   A  to brief, to return  C  to brief, returning
   B  briefing, returning  D  briefing, to return

8. More details _______ in a briefing for reporters later this week.

   A  will give  C  will be given
   B  have given  D  have been giving

9. The government hopes _______ inflation down to 5% this year.

   A  to bring  C  to have brought
   B  bringing  D  having brought

10. Fort _______ to bring out three new models this month.

      A  sets  C  has set
      B  is setting  D  is set

11. This year's Budget _______ to include measures _____ small businesses.

      A  is expected, to help  C  has expected, has helped
      B  is expecting, helping  D  will expect, to help

12. Each year ____ business managers _______ a budget and suggest a series of financial targets.

      A  the, draw up  C  a, drawing up
      B  ____, draw up  D  ____, to draw up

13. ____ P/president __________ to balance the government's budget.

      A  ____, promised  C  A, will promise
      B  The, is promised  D  The, has promised
14. Procter and Gamble ________ nearly 90% of its $3 billion advertising budget on TV commercials.

A is spending    C spends
B is spend       D have spend

15. A cash budget ________ to ensure that the organization ________ sufficient cash to meet the ongoing needs of _____ business.

A is preparing, has, a    C is prepared, has had, the
B is prepared, has, the    D has prepared, has having, ____


A are suffered, the    C have suffered, ____
B suffered, a          D suffered, the

17. The job ________ business planning, ________ and all financial and administrative systems.

A is included, budgeting    C is including, to budget
B includes, budgeting       D is included, to budget

18. New offices ________ on the site.

A are built    C have built
B are being building    D are being built

19. The government ____ recently ________ currency reserves by buying U.S. dollars.

A have, built up    C has, built up
B is, building up    D will, build up

20. Small traders ________ compete with larger companies which buy and sell in bulk.

A are unable to    C mustn't
B cannot         D couldn't

21. ____ figures show that household burglary ________ by 17%.

A ____, rose    C The, have risen
B A, is rising  D The, rose
22. She ______ a business ______ and restoring old cars.
   A runs, finding                  C has run, find
   B is running, to find            D runs, found

23. Levi ______ it ______ $20 million in a jeans business in Poland.
   A is said, will invest          C has said, is investing
   B is saying, will be invested   D says, will invest

24. Reformers ______ to cut the links between government and _____ big business.
   A try, a                       C are trying, _____
   B have tried, the              D tried, the

25. He ______ a small one-man business as ____ builder.
   A runs, a                     C ran, an
   B is running, the             D has run, ____

26. Few industries ______ show business as heavily as ____ magazines do.
   A are relying on, the         C rely on, ____
   B relied, the                 D have relied, a

27. The economy_______, ____ jobs are plentiful and business is good.
   A have grown, the             C grew, the
   B grow, ____                  D is growing, ____

28. Deliveries ____ only _______ during normal business hours.
   A are, accepted               C are, accepting
   B have, accepted              D will, accept

29. ______ a suit _______ me feel more businesslike.
   A Wore, makes                 C Wearing, has made
   B Worn, is making             D Wearing, makes
30. I ________ busy with ____ customers all morning.
   A was, the  C have been, a
   B have been, ____  D had been, ____

31. Overdrafts to customers ____ often ________ for a few days or weeks.
   A have, granted  C are, granted
   B will, grant  D were, granted

32. Airport security ________ but there is no intention of ________ flights.
   A has increased, cancelling  C has been increased, cancelling
   B increased, to cancel  D was increased, canceled

33. You ____ suspend or even cancel your contract ____ the period you are away.
   A can, for  C should, for
   B must, at  D can, on

34. ____ losses in our overseas division ________ out this year's profits.
   A ____ , have cancelled  C A, was cancelled
   B The, have been cancelled  D The, have cancelled

Test 18

1. Rail passengers ____________ ____ cancellations and delays.
   A fed up, by  C are fed up, with
   B are fed up, by  D have fed up, with

2. Britain's aircraft industry ________ more job losses after ____ cancellation of a 2.3. pounds billion order.
   A could face, the  C can face, a
   B would face, ____  D must face, ____

3. They ________ there candidates for the post of sales manager.
   A are interviewed  C are being interviewed
   B are interviewing  D have been interviewing
4. The fuel tank ______ capacity of 12 gallons.
   A. has, the  
   B. have had, _____
   C. has, a
   D. is having, the

5. The US banking industry _______ from excess capacity – there are simply too many banks.
   A. is suffering
   B. has suffered
   C. suffered
   D. suffers

6. Countries around ___ world are hungry ___ capital and economic development.
   A. the, for
   B. ____, for
   C. ____, on
   D. a, at

7. Governments _____ invest ____ health and education to develop human capital.
   A. can, at
   B. must, in
   C. should, on
   D. could, with

8. The Japanese are good ____ managing the social capital of ____ large organizations.
   A. in, the
   B. at, the
   C. at, ____
   D. on, ____

9. There is ____ shortage of capital for ____ purchase of new aircraft.
   A. the, the
   B. the, a
   C. ____, a
   D. a, the

10. Since the stock market fall, companies _______ from raising capital by selling new stock.
      A. have been preventing
      B. have been prevented
      C. have prevented
      D. have being prevented

11. The replacement of fixed capital ____ usually _______ by on increased production capacity because of advances in technology.
    A. is, accompanying
    B. are, to accompany
    C. is, accompanied
    D. has been, to accompany
12. There ________ be a move from taxes on capital accumulation to taxes on consumption.

A  should  
B  must  
C  ought  
D  can  

13. Companies ________ to Third World countries often ________ a captive market for their goods.

A  exported, getting  
B  exporting, get  
C  exporting, getting  
D  exported, got  

14. Employees ________ show their ID cards at ____ gate.

A  can, a  
B  could, ____  
C  should, the  
D  must, the  

15. I ________ my card and you can contact me when it ____ you.

A  am leaving, will suit  
B  will leave, suits  
C  leave, suit  
D  will leave, will suit  


A  must, the  
B  can, a  
C  should, ____  
D  ought to, the  

17. Women's chances ________ the career ladder ________ less than men's.

A  to climb, have always been  
B  to climb, have always being  
C  have climbed, have always  
D  climbing, are always  

18. I decided ________ a career ____ advertising.

A  taking up, with  
B  to take on, at  
C  to take up, in  
D  to have taken, on  

19. ____ company still ________ a lot of debt.

A  ____, is carrying  
B  The, carries  
C  The, has carried  
D  A, carried  

20. The shares ________ an annual dividend of $3.46 ____ share.
   A  are carrying, the  
   B  carried, ____  
   C  carry, a  
   D  have carried, the

21. All deals ________ in hard cash or by bank transfer.
   A  are doing  
   B  has done  
   C  were doing  
   D  are done

22. ________ you cash my traveler's cheques here?
   A  Can  
   B  Must  
   C  May  
   D  Should

23. If hotel guests ________ no credit cards they ____ usually ________ to
    prepay for their stay on a cash basis.
   A  have, have, asked  
   B  had, are, having  
   C  are having, have, ask  
   D  have, are, asked

24. The basic records which every practice ________ cashbook and wages
    and salaries records.
   A  must have included  
   B  can include  
   C  should have included  
   D  could include

25. ____ company ________ an increase in its after-tax cash flow.
   A  A, is announced  
   B  The, was announced  
   C  The, announced  
   D  ____, has announced

26. ____ Employees ____ no longer be able to opt out of cash less pay
    systems.
   A  ____, will  
   B  The, will  
   C  An, can  
   D  A, shall

27. Traditionally labour in the construction industry ________ on ____
    casual basis.
   A  has employed, a  
   B  has being employed, the  
   C  are employed, ____  
   D  has been employed, a
28. You ________ the product ________ on page 19 of our current catalogue.
   A will be found, listed  C will found, listing
   B will find, listed      D will have found

29. Many oil companies ________ flatfooted when ____ oil prices fell sharply with the start of the Gulf war.
   A caught, the           C have caught, the
   B were catching, an     D were caught, ____

30. He ________ to cede control of ____ company.
   A has forced, ____      C was forced, a
   B has been forced, ____  D is forcing, the

31. Oil price ceilings ________ in place for ____ decade.
   A are remained, a       C remained, a
   B remained, the         D have remained, ____

32. The new government ________ a ceiling on prices for ____ basic foodstuffs.
   A set, ____             C have set, the
   B are setting, the      D are set, a

33. The country _____ its efforts ______ away from a centralized economy.
   A continue, to move     C is continued, moving
   B is continuing, to move D has continued, moving

34. If the UK ________ the euro, it ________ harm London's standing as an international financial centre.
   A does not enter, could C did not enter, should
   B do not enter, can     D has not enter, must

35. Local authorities ________ a part in the promotion of co-operatives, in training schemes and business advice centers.
   A played                 C has played
   B are played             D are playing
1. ____ complex ________ a shopping center of and luxury apartments.
   A  The, will be included  C  ____ , have included
   B  A, will include  D  ____ , will include

2. Our head office ________ in the center of London.
   A  is locating  C  is located
   B  has located  D  will locate

3. The merger ________ a year after the insurance certificate as evidence of being insured.
   A  was completed  C  will complete
   B  was completing  D  has completed

4. The courts ________ the insurance certificate as evidence of being insured.
   A  has recognized  C  are recognizing
   B  recognize  D  will recognize

5. The prices that producers ________ for food ____ by 0.8% in July.
   A  charged, fell  C  charging, is fallen
   B  are charged, fall  D  have charged, falling

6. All of the money ________ will go to ____ charity.
   A  was raised, the  C  raised, the
   B  raised, ____  D  has raised, a

7. The US government ________ 41 commercial vessels to carry equipment to ____ Mideast.
   A  has been charted, a  C  has chartered, the
   B  was charted, the  D  was charting, ____

8. At least ____ accommodation and food ____ cheap.
   A  an, is  C  ____ , have been
   B  a, are  D  the, are
9. Much of the building work ________ on the cheap, ________ materials salvaged from old buildings.
   A  was done, using
   B  was doing, using
   C  has done, used
   D  was done, used

10. There ____ stiff penalties for stockbrokers who ________ customers.
    A  have been, is cheating
    B  are being, cheated
    C  were, cheating
    D  are, cheat

11. The fund ________ regularly by ________ a check of all outdoing payments against the register.
    A  is monitoring, carried out
    B  is monitored, carrying out
    C  has monitored, carrying out
    D  has been monitored, carry out

12. It's important ________ a constant check on cash flow.
    A  to keep
    B  keeping
    C  to be kept
    D  having kept

13. The bank ________ raise interest rates further to keep inflation in check.
    A  should have to
    B  must have to
    C  will have to
    D  may have to

14. Employers have the right ________ the criminal record of ____ potential employee.
    A  to check, the
    B  checking, a
    C  to check, a
    D  check, ____

15. Make sure that you ________ each item on the invoice against the original order.
    A  are checking
    B  will check
    C  have been checking
    D  check

16. If your credit limit_______, you can make ____ purchase today.
    A  will check out, a
    B  checks out, a
    C  will be checking out, the
    D  will have checked out, ____
17. He _____ second thoughts, and _______ his bank to stop the cheque.
   A  had, phoned  C  will have, phoned
   B  has had, was phoning  D  is having, phoning

18. Only ____ certified cheque, cashier's cheque or bank draft ____ acceptable.
   A  the, is  C  a, is
   B  a, are  D  ____ , have been

19. A summary of the report ________ to all board members.
   A  was circulating  C  has circulated
   B  was circulated  D  will be circulating

20. _____ obvious sign of hyperinflation is the massive increase in the quantity of money ____ circulation.
   A  An, in  C  A, to
   B  The, in  D  ____, for

21. The City ________ its position as ____ leading financial centre iohether the US joins the single currency or not.
   A  will be keeping, a  C  will keep, a
   B  will have kept, the  D  will keep, ____

22. The developer ________ a claim against ____ owner for extra building costs.
   A  made, the  C  is making, ____
   B  is made, the  D  was made, a

23. There were ____ very large claims ____ loss of earnings.
   A  the, on  C  the, for
   B  ____, for  D  a, to

24. Teaching union _____ take strike action in support of their pay claim.
   A  are to  C  can
   B  should  D  must
25. This form ________ should you have to make ____ insurance claim.
   A  will need, the                      C  will have needed, ____
   B  will be needing, a                 D  will be needed, an

26. The new rules ________ young people between 16 and 18 can no longer ________ unemployment benefit.
   A  are meant, claim                C  mean, claim
   B  are meaning, to claim          D  were meant, claiming

27. Can you claim ____ your household insurance if the tiles on your roof_______.
   A  on, are stolen                    C  at, was stolen
   B  on, are stealing                  D  of, will be stealing

28. His clean credit history ________ him access ____ bank financing.
   A  will be given, to                C  will give, at
   B  is giving, with                  D  will give, to

29. About 1.000 small brokerage firms ________ the company to clear and settle their trades.
   A  are used                           C  will be used
   B  are using                          D  were using

30. It ________ ages for the banks here ________ transactions and it's very expensive.
   A  is taken, to clear              C  takes, to clear
   B  will be taking, clearing        D  will take, clearing

31. Ford ________ discounts in order to clear ____ last year's models.
   A  is offered, out                 C  will be offered, in
   B  has offered, up                  D  is offering, out

32. We ________ to clear the old stock before we can bring in this season's range of ____ products.
   A  are needing, ____                C  need, the
   B  need, ____                        D  are needed, the
33. We ________ reluctantly ________ to close the factory.
   A) have, decided  C) were deciding
   B) have, decide  D) are deciding

34. Banks ________ down branches by the hundred.
   A) are closed  C) have closed
   B) are closing  D) are closing

Test 20

1. The objective of the negotiation phase ________ the deal.
   A) is closing  C) is to close
   B) is to closing  D) is being closed

2. We ________ out this line of swimwear.
   A) are closing  C) will be closing
   B) are closed  D) are being closed

3. Each state in the US _____ _____ different criminal and civil code.
   A) have, the  C) has, a
   B) have been, the  D) are, a

4. They ________ on a series of _____ research projects.
   A) will be collaborated, ____  C) will be collaborating, the
   B) will collaborate, ____  D) will have collaborated, the

5. The district banks ________ a variety of services for commercial banks, ________ collecting and clearing cheques.
   A) provide, including  C) is providing, to include
   B) providing, including  D) provide, include

6. Russia's public finances ________ into order by ________ more taxes and cutting spending.
   A) must be brought, to collect  C) must be brought, collecting
   B) should bring, collecting  D) can bring, being collected
7. Italy ________ good progress in cleaning up public finances and improving tax collection.

A has made  C is being done  
B is made  D will have done

8. Management ________ take collective responsibility ____ the bank's collapse.

A must, for  C could, with  
B should, of  D can, in

9. When you ________ the document, use ____ save command to save it.

A are typing, a  C will type, ____  
B have typed, the  D are typed, the

10. Modern competing facilities ________ very much ____ demand by industry and commerce.

A have been, of  C will be, with  
B were, at  D are, in

11. The invention _________ great commercial success.

A was enjoyed  C enjoyed  
B has enjoyed  D is enjoying

12. The campaigns ________ to run as television or cinema commercials.

A were designed  C are designing  
B were designing  D have designed

13. He ________ any rush ________ the Sunpower technology for household use.

A hasn't seen, commercialize  C won't see, commercializing  
B doesn’t see, to commercialize  D isn't seeing, to commercialize

14. Money and commercialization ________ the image of sport.

A is damaging  C are damaging  
B have been damaged  D will be damaging
15. We are confident that we ________ any fraud.
   A  are not committed  C  are not committing
   B  did not commit    D  have not committed

16. He ________ as chairman committee but ________ a committee member.
   A  is resigned, is remained  C  resigned, remains
   B  resigned, is remaining   D  has resigned, has remained

17. IM's management committee ________ yesterday afternoon ________ corporate reorganization.
   A  meet, to discuss  C  has met, discussing
   B  met, to discuss       D  met, discussing

18. Under British parliamentary procedure, ____ select committee ________ force ____ witnesses to answer question.
   A  a, can, ____             C  ____ , must, a
   B  the, can, the           D  a, could, ____

19. The new arts centre ________ ____ whole community.
   A  will be serving, the  C  will have served, a
   B  will serve, the        D  will serve, a

20. He ________ with the daily commute into London.
   A  is got fed up C  got fed up
   B  has been getting fed up D  got feeding up

21. It ________ years before the company ____ strong enough to pay dividends.
   A  is, will be C  has been, was
   B  will be, is    D  was, has been

22. As banks ________ in cash , this is not such ____ simple financial calculation as it is for a commercial company.
   A  are trading, a C  are traded, ____
   B  have traded, the D  trade, a
23. He _______ them that within five years the start-up company _______ Japan's leading software distributor.
   A told, would become    C told, has come
   B is told, will become   D has told, become

24. The Johnson Electric Group now _______ 11 subsidiary companies locally and overseas.
   A have controlled       C was controlled
   B is controlled         D controls

25. The group _______ compensation to 800 people who _______ redundant.
   A will be paid, have been made   C will pay, have been made
   B will pay, have paid           D will be paying, is paid

26. ____ increasing proportion of the company's employee compensation _______ in stock.
   A The, is paying          C A, has paid
   B An , is paid            D The, was paid

27. Natpower _______ keep its own prices down so that it _______ compete with other major electricity suppliers.
   A must, could            C can, must
   B should, will           D has to, can

28. Part of ____ job requirement is that ____ candidate has competence in ____ English.
   A the, the, ____         C a, ____ , the
   B the, ____, ____         D ____, a, an

29. You _______ someone who is both competent ____ finance and honest.
   A need to, in            C have needed, for
   B are needing, on        D need, at
30. We ________ to ensure that those individuals appear before ____ competent court as speedily as possible.
   A are determined, ____   C have determined, the
   B are determining, a       D were determining, an

31. The food retail market in ____ UK ________ increasingly competitive.
   A ____, becoming        C ____ , has become
   B the, is becoming,      D the, becomes

32. ____ airline industry ________ intensely competitive.
   A An, remains            C The, remains
   B ____, is remaining     D A, has remained

33. Administrative service members ________ through ____ annual competitive examination.
   A are recruiting, an     C have recruiting, the
   B are recruited, an      D were recruited, the

34. Our staff ________ the material for an on-line database.
   A are compiling          C was compiled
   B are compiled           D have compiled

Test 21

1. If ____committee rejects ____complaint, ____complaint now has the right to apply for a rehearing.
   A the, a, the           C a, the, the
   B the, the, a           D a, a, the

2. Our sales assistants ________ to deal with ____ customer complaints in ____friendly manner.
   A training, a, a        C are trained,____, a
   B is trained, ____ , the  D trained, the, a
3. _______ energy is ____ major component of the trade deficit.
   A  Importing, the                        C  Imported, a
   B  Imported, the                        D  Having imported, a

4. Representatives of each side ________well come to some sort of compromise.
   A  might                                C  can
   B  ought                                D  could

5. _______ company _______ to compromise on a reduction in the working week.
   A  A, has refused                       C  ____, refused
   B  The, is refused                      D  The, has refused

6. The company ________ compulsory overtime for all its workers.
   A  has introduced                      C  is introduced
   B  introduced                          D  is introducing

7. The winner ________ by computer.
   A  is choosing                          C  is chosen
   B  choose                              D  chose

8. ____ P/popularity of the Internet ________ a massive rise in computer literacy.
   A  A, is bringing                     C  The, brought
   B  The, is bringing                   D  ____, brings

9. The company ________ the computerization of specific things such as ______ alarm system.
   A  has completed, the                 C  is completing, ____
   B  completed, a                       D  has completed, a
10. Without _______ the marketing concept a company _______ possibly hope to develop future plans.
   A being adopted, may not C adopted, could not
   B adopted, can not D adopting, cannot

11. We can conclude from the _______ that there is still an imbalance between ____ opportunities for men and women.
   A statistic, the C statistics, the
   B statistics, a D statistic, ____

12. By five the interview ____ at last ____ and we ________ .
   A had, concluded, left C has, concluded, left
   B was, concluding, leaving D is, concluded, leave

13. You _______ read ___ conditions of your contract of employment carefully.
   A can, the C may, ____
   B must, a D should, the

14. Under the conditions of ____ contract, all work ________ by June 1st.
   A the, must complete C the, must be completed
   B a, should complete D ____, should be completed

15. ____ confidential letter ________ to the press.
   A A, was leaked C An, is leaking
   B The, leaked D ____, was leaking

16. Walsh ________ that the money______ .
   A is confirming, paid C confirmed, had paid
   B confirmed, had been paid D is confirmed, has been confirmed

17. I ________ to confirm our order.
   A wrote C was writing
   B am writing D am being written
18. If a confirmed booking ________ a 50% fee________ .
   A will cancel, will be charged    C cancelled, will charge
   B is cancelled, will be charged   D are cancelled, will be charging

19. Customers ________ conflicting advice by ____ manufacturers.
   A are being given, ____        C have given, the
   B are giving, the              D gave, a

20. ____ C/chairman ________ by common consent.
   A The, elected                  C A, will be elected
   B ____, is elected             D The, was elected

21. ____ large consignment of weapons ________ from the ship.
   A A, was unloaded              C The, unloaded
   B The, was unloading           D ____, were unloaded

22. ____ UK and France ________ more gas than Italy, mainly because of
their colder climates.
   A ____, is consuming           C The, consume
   B The, consumed                D A, will consume

23. Demand for autos ________ as consumers feel more confident about
____ economy.
   A increases, the              C is increasing, an
   B is increasing, the         D increased, ____

24. ____ Cuban households ________ to reduce their electricity consumption
by 10%.
   A A, has been asked            C The, have asked
   B _____, was asked             D ____, have been asked

25. ____ spread of mass production, mass consumption and urbanization
_______ to the pollution of Lake Biwa.
   A The, have all contributed    C _____, all contribute
   B The, has all contributed     D A, will all contribute
26. The pollution ________ cause ____ serious contamination of agricultural land.
   A  must, a                           C  can, the
   B  could, ____                        D  may, ____

27. The wheat contract for March delivery ________ 8.5 cents ____ bushel.
   A  rise, the                           C  rose, a
   B  is rising, ____                      D  rises, the

28. The company pension scheme ________ last June, and since then 1500 employees ________ in.
   A  was starting, contracting           C  started, contracted
   B  will start, contract                 D  was started, have contracted

29. In many pension schemes you ________ to pay additional voluntary contributions ________ a bigger pension.
   A  are allowed, to buy                 C  are allowed, to have bought
   B  allowed, bought                     D  are allowing, buying

30. Strong credit control and loan discipline are ____ best tools for ________ a bank’s credit risk.
   A  the, reduced                        C  ____, to reduce
   B  a, reducing                         D  the, reducing

31. The firm’s failures ________ poor record-keeping and ____ weak management control systems.
   A  include, the                        C  including, the
   B  included, ____                      D  to include, a

32. The government ________ ____ production and distribution of all national newspapers.
   A  controls, the                       C  has controlled, a
   B  is controlling, a                   D  controlled, ____
Test 22

1. ________ control costs, the company ________ salaries by between 2% and 25% last month.
   A  Helping, cutting C  To help, cutting
   B  To help, cut D  Help, having cut

2. Privately ________ farms ________ many agricultural co-operatives.
   A  owned, have replaced C  own, have been replaced
   B  owning, have been replaced D  owning, replaced

3. ____ M/market watchers ______ a stock-market correction in February.
   A  The, expect C  ____ , are expecting
   B  ____, were expected D  A, are expecting

4. US politics ________ by money and ____ influence of special interests.
   A  has corrupted, the C  have been corrupted, a
   B  has been corrupted, the D  corrupted, ____

5. The company ___ bring in skilled workers from abroad, often ___ high cost.
   A  had to, at C  should, in
   B  have to, to D  must, on

6. ____ D/delays in construction ________ increase costs significantly.
   A  ____ , could C  The, can
   B  The, may D  A, must

7. The building boom ________ 50,000 construction jobs in ____ state.
   A  have created, the C  has created, the
   B  created, a D  has created, ____

8. Sales ________ by ____ introduction of interest-free credit.
   A  were helped, ____ C  helped, ____
   B  are helping, a D  were helped, the
9. Half of those giving trade credit ________ that payment ________ on time.
   A  is said, were not received     C  said, was not received
   B  are saying, didn’t receive    D  are said, received

10. Mortgage loans ________ _____ safest form of personal credit.
    A  are considering, ____       C  considered, a
    B  are considered, the         D  are being considered, the

11. ____ W/working late hours ________ part of the company culture.
    A  ____, seems                C  ____ , is seemed
    B  A, seems                   D  The, seem

12. Vietnam ________ to pay in hard currency rather than in roubles, for goods ________ from Russia.
    A  obliged, imported         C  was obliged, imported
    B  was obliged, importing    D  was obliging, import

13. ____ L/latest results ________ by favorable currency movements.
    A  ____, helped               C  A, were helping
    B  The, was helped            D  The, were helped

14. The scientific and engineering skills which we ________ are at the cutting edge of ____ nuclear technology.
    A  developed, a              C  have developed, ____
    B  were developing, the      D  have been developing, the

15. ____ R/result of this policy will be severe damage to __ British economy.
    A  A, the                    C  ____, a
    B  The, the                 D  A, ____

16. The group ________ claims for damages due to ____ faulty components.
    A  is facing, ____           C  faced, the
    B  faces, the               D  has faced, a
17. Taylor ________ her reputation ________ by the newspaper article.
   A  is feeling, had damaged           C  felt, had been damaged
   B  feels, is damaging               D  has felt, is damaged

18. They ________ for damages by clients who they ________ to invest in an
    insurance company that ________ bankrupt.
   A  are suing, are advising, is going C  are sued, are advised, went
   B  sue, advise, go                  D  are being sued, advised, went

19. For primary data, ____ marketing research organization is likely
to______ .
   A  the, being used                   C  ____, used
   B  a, be used                        D  a, have used

20. Secondary data ________ pinpoint ____ areas for further investigation.
   A  can, ____                          C  may, ____
   B  should, the                       D  must, an

21. I think we ________ set ____ deadline.
   A  must, ____                          C  need to, a
   B  may, the                           D  can, the

22. The successful applicant ________ have the ability ________ to a
deadline under pressure.
   A  need to, working                   C  ought to, work
   B  can, to work                       D  must, to work

23. He ________ as ____ demanding boss who imposed tight deadlines.
   A  is knowing, a                     C  was known, a
   B  has known, ____                   D  knew, the

24. I ________ with ____ company for a long time.
   A  have dealt, a                     C  was dealt, the
   B  dealt, the                        D  is dealing, ____
25. John now ________ an art studio that ________ advertising agencies.
   A  is having, is dealing with       C  has, dealt with
   B  has, deals with               D  has had, dealt

26. To get a fair deal you ________ be fully aware ___ your legal entitlements.
   A  can, in             C  need to, of
   B  must, on           D  may, of

27. Computers ________ always be bought from ____ reputable dealer.
   A  should, a        C  may, a
   B  must, the       D  ought to, ___

28. ___S/secret dealings of his department ________ public.
   A  A, made               C  The, were made
   B  The, were making     D  ____, were made

29. Anyone who ________ dealings with an insurance company ________ how long it ________ for payment to be made.
   A  has, is knowing, takes       C  had, knew, is taken
   B  is having, know, is taken   D  has had, knows, takes

30. ___ F/fee will be automatically ________ from your account.
   A  ___, is debited      C  The, debited
   B  A, debited          D  ___, debiting

31. The money ________ from the account without even ________ me.
   A  debited, informed    C  were debited, inform
   B  was debited, informing D  is debited, having informed

32. Honduras ______ further funds after it failed _____ debts of $16 million.
   A  will not be received, repaying       C  will not receive, to repay
   B  is not receiving, to repaying    D  will not have received, repay
33. Once we have cleared the debt (= paid it), we ________ buy ____ car with another loan.

A may, ____                C can, the
B would, the               D could, a

34. Daishowa was so heavily in debt that it ________ sell ____ its corporate art collection.

A had to, off              C might, of
B must, up                 D should, in

Test 23

1. Putting ____ debtor into jail means that he ________ earn money ________ his debts.

A the, can't, paying      C a, can't, to pay
B a, mustn't, paid        D __, may not, to pay

2. Applicants ________ into thinking that their money ________ and protected.

A were deceived, would be  C deceived, would invest
B deceived, invested       D were deceiving, would be investing

3. There ________ be a need to decentralize and set up ____ semiautonomous subsidiaries.

A can, the                C could, a
B may, ____               D must, the

4. You ________ make a declaration that your income is sufficient ________ your monthly payments.

A must, meeting           C have to, to meet
B should, meet            D may, to meeting
5. A director of a company ________ to declare his interest at ____ meeting of the board.
   A  is required, the  C  required, the
   B  is requiring, a  D  is being required, ____

6. The new law ________ a mechanism ________ bankruptcy.
   A  is established, declaring  C  will establish, declare
   B  is establishing, to declaring  D  established, to declare

7. _____ M/market share for nuclear electricity in ____ UK ________ slightly increase to about 25% next year.
   A  The, the, may  C  A, the, can
   B  ____, the, must  D  The, a, could

8. The number of jobless is forecast to ________ about 15,000 in April after two ________ months of decline.
   A  rose, unexpecting  C  have risen, unexpected
   B  rise, unexpect  D  raise, unexpected

9. The profit rise ________ despite ____ decline in sales.
   A  comes, the  C  has come, ____
   B  came, a  D  is coming, a

10. The union ________ that they ________ take strike action to defend their members’ jobs.
    A  is said, will  C  will say, have
    B  is saying, should  D  said, would

11. Delegates to the union’s annual meeting ________ to endorse ___ plans.
    A  are expected, the  C  expect, the
    B  expected, a  D  are expecting, ____

12. A delegation of British business executives ________ in Cuba for ____ trade talks.
    A  arrived, the  C  has arrived, ____
    B  has been arriving, a  D  will arrive, the
13. _____ N/new computers ________ next week.
   A  A, will deliver                  C  ____ , will be delivering
   B  The, will be delivered          D  The, is delivering

14. Deliveries to ____ restaurant ________ at the back entrance.
   A  the, should be made            C  __ , can make
   B  a, should make                 D  a, can be making

15. Consumer demand _____ to higher imports of ____ manufactured goods.
   A  leads, the                     C  is led, the
   B  is leading, a                  D  led, ____

16. Perfectly competitive markets achieve an efficient allocation of resources
    by ________ demand and supply through ____ price mechanism.
   A  balanced, the                  C  balancing, the
   B  balance, ____                  D  balanced, a

17. The agency ________ diet products to determine if they ________ a
    health hazard.
   A  is investigating, pose        C  will investigate, will pose
   B  is investigated, are posing    D  investigate, are posed

18. Once a stock market ________ in the Czech Republic, the bank’s
    customers ________ investment accounts.
   A  is developed, will offer       C  has developed, would offer
   B  is developing, will be offering D  develops, will be offered

19. The country ________ develop ___ viable national energy policy.
   A  can, the                        C  may, ___
   B  must, a                        D  might, a

20. Free trade ________ be a powerful engine for economic development,
    ________ new jobs and opening ____ new markets.
   A  may, create, a                 C  can, creating, ____
   B  could, created, the            D  should, creating, the
21. Two new home digital ________ systems ________ in stores later this year.

A recorded, expected  
B recording, are expected  
C recorded, are expecting  
D recording, have expected

22. _____ Bus Route 51 ________ as of March 1st.

A _____, is being discontinued  
B The, is discontinued  
C The, has been discontinued  
D A, has been discontinued

23. He ________ from his job at a bank for repeatedly ________ to work late.

A was dismissing, turned up  
B has dismissed, turn up  
C was dismissed, turning up  
D has been dismissed, turned off

24. The new products ________ under the Lipton brand and ________ by Pepsi.

A will sell, distributing  
B will be selling, distribute  
C will have sold, distributed  
D will be sold, distributed

25. The airline ________ a bonus dividend of 7.5 cents a share ________ its 50th anniversary.

A proposes, celebrating  
B will propose, celebrate  
C is proposing, to celebrate  
D has proposed, to celebrating

26. The costs of ________ medical insurance for employees ________ in recent years.

A providing, has doubled  
B provided, doubled  
C provided, will double  
D providing, doubles

27. _____ S/stock prices ________ sharply today.

A _____, dropped  
B The, are dropped  
C The, drop  
D A, are dropping
28. He always ________ he ________ even if his earnings didn’t reach $20,000 a year.

A thinks, has satisfied  C thought, had been satisfied
B has thought, will satisfy  D is thinking, has been satisfying

29. _____ C/country ________ a severe economic crisis.

A A, is faced  C ____, has faced
B The, is facing  D The, will be faced

30. The government ________ to promote ____ political stability and economic growth.

A try, a  C has been trying, a
B has tried, the  D is trying, ____

31. They ________ new ways ________ the oil economically.

A seek, producing  C has sought, produce
B are seeking, to produce  D sought, to have produced

32. Many economists ________ the recession_______.

A believe, is ending  C were believing, would end
B are believing, will end  D have believed, ends

33. Minor adjustments ________ to the system ________ its economic efficiency.

A have made, improving  C are making, improve
B made, to improve  D have been made, to improve

34. He ________ as ____ baggage handler at ____ airport.

A is employing, the, the  C has employed, a, an
B is employed, a, the  D will employ, the, ____
Test 24

1. ____ C/company ________ 2000 people worldwide.
   A  A, is employing  
   B  ____, has employed  
   C  The, is employed  
   D  The, employs

2. Managers and employees ________ several times ________ our organization structure.
   A  are meeting, discussing  
   B  are met, discuss  
   C  met, to discuss  
   D  have met, to discuss

3. The company also ________ employee participation in this process through small groups in which workers ________ ideas.
   A  encourages, discuss  
   B  is encourages, discussing  
   C  will encourage, will discuss  
   D  has encourages, to discuss

4. Every employer ________ spend money ___ training.
   A  can, of  
   B  should, on  
   C  may, at  
   D  must, off

5. You will need ________ a commercial lawyer to protect your interests in the ________ of a contract.
   A  to engaging, draft  
   B  engage, drafted  
   C  to engage, drafting  
   D  to engage, draft

6. _____ P/performance of some Windows programs ________ by the Unix hardware.
   A  The, should be enhanced  
   B  A, should enhance  
   C  The, would have enhanced  
   D  ____, should be enhancing

7. _____ Oil Companies ________ windfall profits as a result of the Gulf War.
   A  The, are enjoying  
   B  ____, enjoyed  
   C  The, enjoys  
   D  ____, will enjoy
   A received, are entered           C receive, enter
   B are received, are entered       D receiving, are entering

9. If a command _______ incorrectly, the machine _______ it.
   A enters, will not be recognized  C has entered, will not be recognizing
   B is entered, will not recognize  D is entering, will not recognize

10. Britain’s agriculture industry _______ into crisis as fewer young people _______ farming.
     A could plunge, entering        C could be plunged, enter
     B would have plunged, to enter  D can plunge, entered

11. The company _______ as ____ family enterprise.
     A started, a                   C will be starting, a
     B starts, the                  D has started, ___

12. Encouragement _______ to individualism, free enterprise and ____ pursuit of profit.
     A has given, the               C will give, a
     B has been given, the          D is given, ___

13. They _______ state-owned industries ____ private enterprises.
     A will transform, for          C transform, of
     B have transformed, at         D are transforming, into

14. State governments had sought _______ economic development through close links with ____ local entrepreneurs.
     A promoting, the               C to promote, ___
     B promote, a                   D promoting, the

15. Once again private entrepreneurship _____ government ____ the initiative.
     A does not wait for, taking    C will not wait for, take
     B has not waiting for, to taking D has not waited for, to take
16. Since these chemicals________, pesticide levels in the environment ________.
   A  have banned, have declined   C  banned, declined
   B were banned, have been declining   D were banning, were declined

17. In the new global business environment ____ exchange of information ____ the key to success.
   A  the, is   C  an, were
   B a, are   D ____, have been

18. Despite the poor retail environment, ____ company ________ well.
   A  a, does   C  ____, has done
   B the, is doing   D the, will be done

19. Young women ________ on ____ career equality.
   A  are insisted, a   C  are insisting, ____
   B will insist, the   D have insisted, the

20. We ________ in ____ equality of opportunity.
   A  believe, ____   C  will believe, an
   B are believing, the   D have believe, a

21. We ________ establish a balanced work force that ________ help guarantee ____ equal opportunities for all people.
   A  can, will, the   C  may, should, the
   B should, would, an   D must, will, ____

22. The civil service ____ ____ equal opportunities employer.
   A  is, an   C  will be, ____
   B has been, the   D is, an

23. The campaign for equal pay ________ by ____ trade-union movement.
   A  has continued, a   C  will continue, ____
   B has been continued, the   D is continued, a
24. The company ________ heavily in _____ new equipment.
   A  invested, the    C  has invested, ____
   B  will invest, a    D  is invested, ____

25. Ergonomics is ____ study of how ____ design of equipment affects how well people can do their work.
   A  a, a             C  the, a
   B  the, the         D  a, the

26. The factory is________ , ergonomically ________ and air conditioned.
   A  good-lighted, designing    C  well-litting, design
   B  well-lit, designed         D  good-lit, designed

27. The real value of ____ capital _____ slowly ______ eroded by inflation.
   A  a, is, been          C  the, was, being
   B  the, were, be        D _____, will be, being

28. Erratic currency markets ____ to intervention by ___ major central banks.
   A  led, the            C  are led, a
   B  leads, a            D are leading, ____

29. The confusion ____ the result of ____ computer error.
   A  has been, the       C  will be, the
   B  is, ____             D was, a

30. The company ________ some _____ strategic errors.
   A  made, the           C  is made, a
   B  has made, ____       D will make, ____

31. Microwave ovens are now ____ essential piece of equipment in ________ establishments.
   A  the, catered        C  an, catering
   B  a, cater            D ____ , catering
32. The estate ________ of the main villa, _____ several outbuildings and barns, a swimming pool, a farm house and ___ old mill.

A  is consisted, the, an  C  consisted, ____, the  
B  consists, ____, an  D  is consisting, the, ____

33. They were able ________ us ____ rough estimate of ____ cost.

A  to give, a, the  C  will give, ____,____  
B  to giving, the, the  D  gave, ___, a

Test 25

1. Get several ________ before ________ any building work.

A  estimate, stated  C  estimates, stating  
B  estimating, state  D  estimates, to state

2. Officials estimate that supply ________ demand by £7.5 billion since ____ beginning of 1988.

A  has exceeded, the  C  is exceeded, the  
B  exceeded, a  D  is exceeding, ____

3. ____ V/value of the deal ________ at £12 million.

A  A, is estimating  C ____ , is being estimated  
B  The, is estimated  D The, was estimating

4. His skills and abilities ________ him, in my estimation, ____ ideal candidate for the board of governors.

A  are made, ____  C  are making, the  
B  have made, the  D make, an

5. The Euro ________ to a strong start on its first day of______.

A  is getting, trade  C  got off, trading  
B  was getting, traded  D  was got off, trade
6. An important element of this process will be ________ the effectiveness of ____ services on offer.

A  to evaluate, the   C  evaluated, a
B  evaluating, a   D  evaluate, ____

7. There are fears ________ job evaluation ________ to pay cuts for many employees.

A  what, can lead   C  that, could lead
B  which, may lead   D  whose, must lead

8. The department ________ the accounting questions as part of ____ routine examination of the company.

A  was considered, the   C  considered, the
B  is considering, ____   D  was considering, a

9. Working hours ________ not exceed 42 hours ____week.

A  must, a   C  may, the
B  can, ____   D  should, a

10. By ________ these books, executives ________ learn how ________

excellence.

A  read, should, achieving   C  to read, must, achieve
B  reading, can, to achieve   D  reading, may, achieving

11. The decade of ____ 1980s ________ exceptional returns on many kinds of investments.

A  the, produced   C  ____, will produce
B  a, producing   D  the, was producing

12. ____ E/excess supply of goods and services on the market ________

downward pressure on prices.

A  The, will be exerting   C  ____, will have exerted
B  An, will exert   D  An, will be exerted
13. I ________ in at Baghdad airport, I ________ that I ____ 100 kg of excess baggage.

A checked, found, had  
B checked, had found, was having  
C had checked, found, have had  
D was checking, was founding, had

14. The new system ________ marketing data as well as orders and invoices_______.

A is allowing, to be exchanging  
B allows, to be exchanged  
C was allowed, to exchange  
D allowed, exchanging

15. The store ________ goods without ____ receipt.

A will not be exchanged, the  
B will not have exchanged, ____  
C will not exchange, a  
D will not exchanging, a

16. Deficit, ________ invisible items such as banking and insurance, ________ £4.5 billion.

A excluded, were  
B was excluded, have had  
C having excluded, had  
D excluding, was

17. Common exclusions in medical insurance polities are ____ pregnancy, ____ cosmetic surgery and ____ treatment of AIDS.

A a, the, the  
B the, the, the  
C ____, ____, ____  
D a, the, a

18. The directors ________ the decisions but the managers ________ execute them.

A made, having to  
B make, have to  
C are making, to have to  
D was making, have had

19. Some of the members of ____ executive board decided ________ the organizational structure.

A a, rethinking  
B the, to rethink  
C ___, rethink  
D a, to rethinking
20. When he ________ the company’s retirement age of 60, he ________ to give ____ his executive duties.

A  reached, decided, up  C  was reaching, decided, in
B  is reaching, at  D  will reach, decides, on

21. Last month, Toyota _____at ____ London company-car show for ___first time.

A  was exhibited, the, the  C  was exhibited, a, a
B  exhibited, a, the  D  had exhibited, ____ , the

22. Exhibitions and trade shows are expensive but good ways ______ a message or ____ image.

A  to promote, an  C  promote, a
B  promoting, the  D  to promoting, ____

23. The company plans ________ from ____ real estate business and concentrate on insurance.

A  exiting, the  C  to exiting, a
B  to exit, the  D  to have exited, ____

24. The business ________ very rapidly and expanding ____ abroad.

A  is growing, a  C  grew, the
B  has grown, the  D  was growing, ____

25. Many firms ________ heavily ________ their businesses.

A  were borrowing, expanding  C  borrowed, to expand
B  have borrowed, to expanding  D  are borrowing, expand

26. The current level of ____ economic activity will certainly influence _____ business expectations and confidence.

A  the, the  C  ____ , a
B  a, the  D  ____ , ____
27. The company ________ discount pricing that ________ last summer requires heavy marketing expenditures.

A  is said, has begun  C  is saying, has begun
B  said, began  D  says, begins

28. The company’s cost-cutting program ________ to reduce ____ expenses by $28 million next year.

A  is expected, ____  C  has expected, __
B  expected, the  D  is expecting, an

29. ____A/applicants will normally have at least two year’s experience ________ English for Business.

A  An, having taught  C  the, taught
B  ____, teaching  D  a, is teaching

30. His bank manager ________ that Jack ____ no business experience and ____ therefore a high risk from the bank’s point of view.

A  pointed out, had, was  C  is pointed out, has, will be
B  was pointed out, has had, were  D  is pointing out, has, is

31. They ________ to take young people with no previous experience and ________ them.

A  will prepare, will train  C  prepared, training
B  are prepared, train  D  will prepare, to train

Test 26

1. The company has ____ small team of ________ sales people.

A  the, experiences  C  ____, experiencing
B  a, experience  D  a, experienced

2. It ____ normally be necessary ________ expert advice on this kind of investment.

A  will, to seek  C  can, to seeking
B  shall, seeking  D  must, seek
3. If you can’t do what you _______ you _______ do, then you should contact the client before ____ deadline expires.
   A says, would, a    C have been said, will, ____
   B said, would, the  D said, will, a

4. The import and export of goods ____ more complicated than _______ domestic business within ____ single country.
   A are, conducted, the C is, conducting, a
   B will be, conduct, the D have been, conducted, ____

5. ____ M/mine will produce 9 million tones of coal annually of which 5.3 million tones ________ to Japan.
   A The, will be exported C ____, will export
   B The, will have exported D A, will be exporting

6. The company ________ not to ________ his employment contract.
   A is decided, extended C decided, extend
   B will decide, extending D has decided, extending

7. If the program ____ successful it ________ to cover the whole country.
   A is, will be extended C will be, will extend
   B be, will have extended D are, will be extending

8. More than 10.000 companies ________ with debts of more than 10 million yen.
   A are failing C are failed
   B will be failing D failed

9. ____ S/signature on the contract ________ to be ____ fake.
   A A, is proved, the C ____ , is proving, ____
   B The, proved, a D The, has proved, the

10. South Yorkshire’s low bus fares ____ drivers ______ their cars at home.
    A are persuading, to leave C persuade, to leaving
    B are persuaded, leaving D are being persuaded, leave
11. His family ________ the same land for ____ generations.
   A  has farmed, the       C  has been farming, _____
   B  has been farmed, a       D  have been farming, the

12. ____B/big companies seem ________ in fashion again.
   A  The, be       C  A, being
   B  ____, to be       D  The, to being

13. ____ D/data ________ computers for analysis.
   A  The, is fed into       C  ____, is feeding into
   B  A, fed into       D  ____, are fed into

14. We ________ a customer survey ________ feedback on customer perception of our products, service and performance.
   A  launched, to obtain       C  launch, obtain
   B  are launched, obtaining       D  are launching, to obtaining

15. We ________ graduates with degrees in ____ artificial intelligence, languages and related fields.
   A  are looked for, the       C  are looking for, ____
   B  looked for, a       D  have looked for, the

16. Even ____ largest oil corporation ________ rely on external finance to develop new oil fields.
   A  the, have to       C  a, has had to
   B  the, has to       D  ____, are to

17. February figures ________ growth in lending ________ to 5.5%.
   A  are showing, have slowed       C  have showed, is slowing
   B  are showed, slowed       D  showed, had slowed

18. What’s ____ point of a six-figure salary with no time ________ it?
   A  a, enjoying       C  the, to enjoy
   B  ____, to enjoying       D  ____, enjoy
19. The event _______ $200,000 for ___ charity, and this is not the final figure.
   A raised, ____  C is raising, the
   B is raised, the  D raised, a

20. Copies of every letter _______ in a file to record what_______.
   A is keeping, agreed  C are keeping, was agreeing
   B are kept, was agreed  D have kept, agree

21. Members_______ vote in favor again next year for the decision _______ final.
   A may, became  C must, to become
   B can, to becoming  D should, becoming

22. Karen _______ a job with a major travel company after she _______ her course.
   A founded, completing  C is found, has completed
   B found, completed  D is founding, completed

23. We _______ ___ first-class professional service for our customers.
   A provide, a  C are providing, a
   B providing, the  D have provided, ____

24. We _______ that the deal _______ in advance.
   A are suspecting, have been fixed  C will suspect, have fixed
   B have suspected, fixed  D suspected, had been fixed

25. If you _______ my advice, we _______ still ____ in profit.
   A had followed, would, be  C followed, should, be
   B have followed, have, been  D are followed, will, being

26. We _______ to raise prices because of _______ costs.
   A were forced, increased  C would be forced, increase
   B forced, increased  D will be forced, increasing
27. No formal announcement _______.
   A  have yet been made     C  has yet been made
   B  will yet be made        D  would yet been made

28. _____ M/merger was formally _______ late yesterday afternoon.
   A  A, announcing          C  ____, announce
   B  The, announced         D  The, announcing

29. ______ on the Stock Exchange, he ______ a fortune in just a few years.
   A  Working, made          C  Work, making
   B  Worked, make           D  Working, is making

30. The data _______ an economy that _______ slow but relatively free of inflation.
   A  reflects, remaining    C  has reflected, is remaining
   B  is reflecting, remained D  reflect, remains

31. We can talk about privatization but ____ main condition for ____ market economy is free prices.
   A  a, a                   C  the, the
   B  the, a                 D  ___, the

32. The government ________ several million dollars of federal money that ________ for development but never spent.
   A  has freed up, reserved C  is freeing up, is reserved
   B  have freed up, was reserved D  freed up, is being reserved

33. ____ C/company ________ to fulfill its contracts.
   A  The, is struggling     C  The, has struggled
   B  ____, struggles        D  A, struggle

34. Much of ____ electrical equipment ________ to fulfill safety requirements.
   A  a, is failed            C  an, has failed
   B  ____, is failing        D  the, failed
35. Robots ________ many dull and tedious jobs on ____ production line.

A  are fulfilling, a                      C  fulfill, the
B  fulfilled, the                       D  will fulfill, ____

Test 27

1. The managers ____ decide on the policies and priorities that ________
   the company ________ its aims.

A  must, help, to fulfill                  C  should, helped, fulfill
B  can, helping, fulfilling                D  may, to help, fulfilled

2. This aid money ____ crucial to ____ fulfillment of the government’s
   economic policies.

A  are, a                                   C  has been, a
B  will be, ____                            D  is, the

3. He ________ great fulfillment from ________ and training others for the
   profession.

A  gaining, teaching                       C  gained, teaching
B  gains, taught                           D  gained, taught

4. ____ M/more efficient a company’s accounting function might be, ____
   less time it should take to do the audit.

A  A, a                                      C  The, a
B  The, the                                 D  ____, the

5. Can you ________ exactly how this new system ________?

A  to explain, function                    C  explaining, to function
B  explain, will function                  D  explained, functioning

6. It ________ a year to train a group of people ________ as general managers.

A  took, to function                       C  will take, to functioning
B  taking, functioning                     D  took, functioned
7. Three key functional areas of management are _____ marketing, _____ production and _____ personnel management.

A  a, a, the  
B  the, the, a  
C  ____ , ____ , ____  
D  ___, ____, the

8. There is ____ further argument for ________ more state funds in the troubled company.

A  a, investing  
B  the, invested  
C  the, invest  
D  ____ , invested

9. Proposals ________ part of the state debt ________ stubborn resistance.

A  funding, faced  
B  to funding, facing  
C  to fund, are faced  
D  to fund, faced

10. Donald ________ a lot of useful experience when he ________ for a merchant bank.

A  gains, has been working  
B  gained, was working  
C  will gain, works  
D  is gaining, will work

11. By the time Disneyland ________ its gates, the city of Anaheim ________ to four times its size.

A  opened, increased  
B  had opened, increased  
C  opened, had increased  
D  opens, will increase

12. ____ C/christmas gifts ________ to grow about 20%.

A  ____, are expected  
B  The, expected  
C  The, will expect  
D  A, are expecting

13. The strike ________ to delay payments to companies that ____ goods to the government.

A  expected, has sold  
B  will expect, selling  
C  is expected, sell  
D  has expected, sold

14. If Mexico ________ its economy, it ________ goods and not its workers.

A  will develop, export  
B  develops, will export  
C  develop, exports  
D  is developing, is exporting
15. Officials ________ for lower interest rates because of ____ recent slow growth in the economy.

A argued, a  
B will argue, the  
C has argued, the  
D have argued, ____

16. Spain ________ strong economic growth and ________ unemployment through next year.

A is having, is reducing  
B will be having, will reduce  
C will have, reduced  
D has, reduced

17. They ________ to cut high interest rates and inflation; to control monetary growth and ________ budget deficits.

A wanted, reducing  
B wants, reduced  
C will want, has reduced  
D want, reduce

18. As the video camera was still under guarantee, he ________ it back to the shop________.

A is taking, be repaired  
B took, to be repaired  
C has taken, repaid  
D is taken, is repaid

19. On the tour, we ________ through five of the rooms in ____ White House.

A guided, a  
B have guided, a  
C are guided, ____  
D were guided, the

20. We ________ large volumes of ________ goods.

A are handled, imported  
B are handling, importing  
C handle, imported  
D will handle, import

21. We ________ separate the myths from ____ hard facts.

A can, a  
B have to, the  
C should, the  
D may, ____
22. _____ H/head of each division is responsible for its ________ performance.

A ____, operating  
B The, operating  
C A, operated  
D The, operate

23. Work ________ into different areas and ________ by section heads.

A divided, supervised  
B dividing, supervising  
C divides, supervised  
D is divided, is supervised

24. All letters to clients ________ on ________ paper.

A must be printed, headed  
B must print, heading  
C must printing, heading  
D must be printing, head

25. ____ H/health inspectors ________ to check the factory’s canteen.

A The, are coming  
B ____, came  
C A, will come  
D ____, were come

26. Your environmental health officer ________ ____ temperature of your refrigeration equipment.

A will check, the  
B will be checking, a  
C will have checked, _____  
D will be checked, the

27. This is ____ serious threat to the health of Japan’s ________ system.

A the, banked  
B a, banking  
C ____, banking  
D ____, banked

28. The balance sheet ________ a lot of information on _____ financial health of the company.

A provide, the  
B providing, a  
C provided, _____  
D provides, the

29. They ________ healthy profits on ____ shares.

A predict, ____  
B will predict, a  
C are predicting, the  
D predicted, _____
30. Gas prices ____ high and _______ to go higher.
   A  were, expected   C  are being, expect
   B  was, expecting   D  will be, expected

31. The company ________ an investment banking firm ________ with managing its pension fund.
   A  have hired, assisting   C  has hired, to assist
   B  hired, assist          D  hires, assisting

32. The board ________ and fired ____ number of top chief executives in the past few years.
   A  have hired, ____       C  will hire, a
   B  hired, the            D  has hired, a

33. This new generation of ____ computers ________ to hit the market some time next year.
   A  ____, is expected,     C  ____, are expected
   B  the, expected          D  the, expecting

34. ________ inflation, the government ________ gasoline prices.
   A  Fighting, holding down   C  Fought, hold down
   B  To fight, held down     D  having fought, holding down

Test 28

1. The London stock market ________ tomorrow after ____ bank holiday.
   A  will reopen, the       C  will have reopened, ____
   B  will be reopened, a    D  will be reopening, the

2. Make sure you ________ adequate holiday insurance before you_______.
   A  having, left           C  are having, leaving
   B  have, leave            D  will have, will leave
3. A slowdown in ____ Japan’s domestic economy ______ to sharp decline in imports of luxury cars.

A _____, has led  
B the, have led  
C ____ , has being led  
D a, has been leading

4. The marketing team will need _______ communication with ____ suppliers.

A improving, a  
B to improving, ____  
C improve, ____  
D to improve, the

5. He _______compensation after _______ by a defective product.

A is seeking, be injured  
B sought, being injured  
C was sought, injured  
D seeks, to be injured

6. Insurance ____ the only major financial service ______ by states, rather than the federal government.

A are, regulating  
B are being, regulated  
C is, regulated  
D will be, regulate

7. Insurance against _______ by employees is ___ multi-billion dollar expense.

A stolen, the  
B stealing, a  
C being stolen, ____  
D stealed, the

8. Can you _______ on your household insurance if your bike_______?

A to claim, stolen  
B claiming, being stolen  
C claim, is stolen  
D claim, stealing

9. The percentage of jobless people _______ unemployment insurance payments _______ over the years.

A get, have fallen  
B are getting, fallen  
C to get, falling  
D getting, has fallen
10. It is advisable _______ all oriental carpets against ____ theft and damage.
   A  to insure, ____  C  to insuring, the  
   B  insuring, the  D  insure, a

11. There were few pilots at that time who ____ to undertake such ____ flight.
   A  was insured, the  C  were insured, a  
   B  insured, _____  D  insuring, the

12. We _______ that you _______ against accidents.
   A  insist, are insured  C  insist, are insuring  
   B  are insisting, insured  D  will insist, will insure

13. If an insurer_______, the industry organization _______ 90% of all claims.
   A  would fail, paid  C  failed, paid  
   B  failed, would pay  D  would fail, would pay

14. These regulations _______ on the Internet.
   A  have published  C  have been published  
   B  have been publishing  D  will have been published

15. _______ through an interpreter, the Foreign Minister explained how impressed he _______ with his visit to the new factory.
   A  Speaking, had been  C  To speaking, has been  
   B  Spoken, have been  D  To speak, having been

16. She _______ without any other candidates _______.
   A  appointed, interviewed  C  is appointing, interviewed  
   B  was appointed, being  D  will appoint, will interview
   interviewed

17. I _______ all afternoon.
   A  have being interviewing  C  have interviewed  
   B  have been interviewing  D  will have been interviewed
18. _____ C/chairman refused_______.
   A The, to be interviewed             C _____, interviewing
   B A, be interviewing               D The, to interview

19. Since the legislation_______, 430 people in the area _______ reduced rates of social security.
   A introduced, received          C was introduced, have received
   B was introducing, was receiving D will introduce, receive

20. It is not always easy _______ customers to new and unusual varieties of ____ food.
   A to introduce, ____              C introduce, ____
   B introducing, the               D to introducing, a

21. People ____ so pessimistic about the future that they _______ at the moment.
   A is, don't invest               C will be, aren't invested
   B are, won’t invest              D be, invested

22. Before_______, investors should ask about the financial soundness of the company that _______ the annuity.
   A invested, issue               C invest, issuing
   B investing, issues             D to investing, will issue

23. The coal industry here _______ from a lack of modern equipment and _______ huge amounts of capital investment.
   A is suffering, needs          C suffered, will need
   B suffer, need                 D is suffered, needed

24. The system _______ to deal separately with ____ professional market operators and personal investors.
   A is designed, ____              C is designing, a
   B designed, the                 D will design, a
25. Demand for the notes from retail investors and commercial banks ____ weaker than _______.
   A  was, expecting       C  was, expected
   B  is, expecting        D  be, expected

26. She _______ an invitation _______ on the company’s board.
   A  turned down, to serve C  turn down, serve
   B  turning down, serving D  is turning down, to serving

27. About ten weeks before departure, you _______ a final invoice _______ the total cost of your holiday.
   A  will be receiving, shown C  will receive, showing
   B  will have been, is showing D  will be received, showed

28. There were some _______ signals that something irregular _______ on.
   A  warning, was going     C  warned, going
   B  warned, gone           D  warn, went

29. In the legal profession, ____ smallest hint of irregularity cannot pass________.
   A  a, unnoticing         C  ____, unnoticing
   B  the, unnotice         D  the, unnoticed

30. After _______ the problem, investigate it as quickly as possible and _______ it.
    A  isolating, resolve    C  isolate, resolved
    B  isolated, resolving   D  isolating, to resolve

31. We _______ eager _______ in projects of that sort.
    A  will be, join         C  would be, to join
    B  are, joining          D  have been, to joining

32. Traders said they _______ to see more economic data before _______ a judgment about the economy.
    A  will wait, make       C  will have waited, to making
    B  would be waiting, made D  would wait, making
BOOKS OF REFERENCE


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