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

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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.

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СОДЕРЖАНИЕ

ПРЕДИСЛОВИЕ.....	5
ПРЕДМЕТНО-ТЕМАТИЧЕСКОЕ СОДЕРЖАНИЕ КУРСА.....	6
УЧЕБНЫЙ МОДУЛЬ I. NOUNS.....	9
УЭ-1. Uncountable Nouns. The Absolute Singular	9
УЭ-2. Uncountable Nouns. The Absolute Plural	12
УЭ-3. Progress Test.....	15
УЧЕБНЫЙ МОДУЛЬ II. THE ARTICLE.....	19
УЭ-1. Indefinite Article	19
УЭ-2. Definite Article	21
УЭ-4. Progress Test.....	26
УЧЕБНЫЙ МОДУЛЬ III. THE VERB. TENSES	30
УЭ-1. Expressing the Present. The Present Simple versus the Present Progressive	30
УЭ-2. Expressing the Future: the Future Simple, the Present Simple, the Present Progressive.....	33
УЭ-3. Expressing the Past. The Past Simple versus the Present Perfect	36
УЭ-4. Review of Tenses.....	42
УЭ-5. Progress Test	48
УЧЕБНЫЙ МОДУЛЬ IV. SEQUENCE OF TENSES. REPORTED SPEECH.....	52
УЭ-1. Statements in Indirect Speech.....	52
УЭ-2. Review of Sequence of Tenses.....	59
УЭ-3. Progress Test	66
УЧЕБНЫЙ МОДУЛЬ V. THE PASSIVE VOICE.....	70
УЭ-1. The main usage of the Passive Voice	70
УЭ-2. Constructions used only in the Passive Voice	73
УЭ-3. Progress Test.....	79
УЧЕБНЫЙ МОДУЛЬ VI. MODAL VERBS	83
УЭ-1. Modal Verbs Expressing Ability and Possibility	83
УЭ-2. Modal Verbs Expressing Obligation and Duty.....	85
УЭ-3. Modal Verbs Expressing Request, Offer, Suggestion, Asking for Permission and Instructions	89
УЭ-4. Modal Verbs Expressing Supposition	93
УЭ-5. Modals with more than one Meaning.....	97
УЭ-6. The Passive with Modals.....	103
УЭ-7. Revision.....	108
УЭ-6. Progress Test	109
УЧЕБНЫЙ МОДУЛЬ VII. CLAUSES.....	114
УЭ-1. Adverbial Clauses of Purpose, Cause (Reason), Concession, Result and Condition.....	114
УЭ-2. Relative Clauses	117
УЭ-3. The Subjunctive.....	128

УЭ-4. Conditionals.....	133
УЭ-5. Progress Test	137
УЧЕБНЫЙ МОДУЛЬ VIII. NON-VERBALS	141
УЭ-1. Participles. Participle I.....	141
УЭ-2. Participles. Participle II	146
УЭ-3. Another use for Participles	151
УЭ-4. Gerunds.....	157
УЭ-5. The Infinitive	166
УЭ-6. Progress Test	171
УЧЕБНЫЙ МОДУЛЬ IX. PHRASAL VERBS.....	177
УЭ-1	177
УЭ-2	179
УЭ-3	181
УЭ-4	183
УЭ-5.....	185
УЭ-6	188
УЭ-7	190
УЭ-8	192
УЭ-9.....	194
УЭ-10	196
PROGRESS TESTS.....	199
ЛИТЕРАТУРА	299

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.

Особенностями пособия являются 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

Уровни	Баллы	Чтение
	0	Отсутствие перевода или отказ от него
I. Низкий (рецептивный)	1	Перевод текста на уровне отдельных словосочетаний и предложений при проявлении усилий и мотивации
	2	Неполный перевод текста (менее 90 %). Допускаются грубые искажения в передаче содержания. Отсутствует правильная передача характерных особенностей стиля переводимого текста
II. Удовлетворительный (рецептивно-репродуктивный)	3	Неполный перевод (90 %). Допускаются грубые смысловые и терминологические искажения. Нарушается правильность передачи характерных особенностей стиля переводимого текста
	4	Полный перевод. Допускаются грубые терминологические искажения. Нарушается правильность передачи характерных особенностей стиля переводимого текста

III. Средний (репродуктивно-продуктивный)	5	Полный перевод. Допускаются незначительные искажения смысла и терминологии. Не нарушается правильность передачи стиля переводимого текста
	6	Полный перевод. Отсутствуют смысловые искажения. Допускаются незначительные терминологические искажения. Нарушается правильность передачи характерных особенностей стиля переводимого текста
IV. Достаточный (продуктивный)	7	Полный перевод. Соблюдается точность передачи содержания. Отсутствуют терминологические искажения. Допускаются незначительные нарушения характерных особенностей стиля переводимого текста
	8	Полный перевод. Отсутствуют смысловые и терминологические искажения. В основном соблюдается правильная передача характерных особенностей стиля переводимого текста
V. Высокий (продуктивный, творческий)	9	Полный перевод. Отсутствие смысловых и терминологических искажений. Правильная передача характерных особенностей стиля переводимого текста
	10	Полный перевод. Отсутствие смысловых и терминологических искажений. Творческий подход к передаче характерных особенностей стиля переводимого текста

2. Оценка понимания при чтении

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

IV. Достаточный (продуктивный)	7	Понимание всех основных фактов текста, смысловых связей между ними и 70 % деталей текста
	8	Понимание всех основных фактов текста, смысловых связей между ними и 80 % деталей текста
V. Высокий (продуктивный, творческий)	9	Понимание всех основных фактов текста, смысловых связей между ними и 90 % деталей текста
	10	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:

100 – 95 % правильных ответов	10 баллов
94,8 – 90 % правильных ответов	9 баллов
89,6 – 83 % правильных ответов	8 баллов
82,6 – 75 % правильных ответов	7 баллов
74,6 – 65 % правильных ответов	6 баллов
64,7 – 50 % правильных ответов	5 баллов
49,7 – 35 % правильных ответов	4 баллов
34,7 – 20 % правильных ответов	3 баллов
19,7 – 10 % правильных ответов	2 баллов
9,7 – 1,8 % правильных ответов	1 баллов
1,4 – 0 % правильных ответов	0 баллов

Наименьшая положительная оценка – 4 балла – выставляется при правильном выполнении не менее 2/3 заданий. Отсутствие работы или отказ от выполнения соответствуют оценке 0 баллов.

МОДУЛЬ 1

NOUNS

УЭ-1

Uncountable Nouns. The Absolute Singular

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.:

ethics	sg этика, мораль	pl нормы морали
mathematics	sg математика	pl математические способности
statistics	sg статистика	pl статистические данные
tactics	sg тактика	pl методы

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.

1. Tactics _____ science how to win.
2. Statistics of the report _____unreliable.
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.

trip	work	job	progress	travel	achievement
------	------	-----	----------	--------	-------------

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:

Uncountable

business *дело, бизнес*

experience *опыт*

paper *бумага*

space *пространство*

time *время*

work *работа*

Countable

a business *коммерческое*

предприятие, фирма

an experience *случай*

a paper *газета*

a space *пропуск (в тексте и т.п.)*

a time *раз*

a work *сочинение, изделие*

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.

A.

1. a unit of
2. a bit of
3. a member of
4. a piece of
5. a box of
6. an item of
7. a lot of
8. a stock of

B.

- a. notepaper
- b. equipment
- c. information
- d. work
- e. news
- f. staff
- g. stationery
- h. length

УЭ-2

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).

1. overheads	sg	pl
2. logistics	sg	pl
3. surplus	sg	pl
4. liabilities	sg	pl
5. services	sg	pl
6. archives	sg	pl
7. police	sg	pl
8. economics	sg	pl
9. expenditures	sg	pl
10. manpower	sg	pl

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.:

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

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

a custom	customs	таможня
liability	liabilities	пассив

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

МОДУЛЬ 2

THE ARTICLE

УЭ-1

Indefinite 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, ¹ _____ subsidiary of ² _____ US private corporation and ³ _____ leading manufacturer of textile machinery is looking for ⁴ _____ experienced Works Director to assume responsibility for production at ⁵ _____ of its British plants. Applicants should have ⁶ _____ command of at least ⁷ _____ foreign language, preferably more. Salary according to experience but not less than £ 60,000 ⁸ _____ 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. She's a 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.

2. 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*

3. 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:

<i>Dr Miller</i>	<i>Lord Derby</i>	<i>Mr Spears</i>
<i>Sir John Squires</i>	<i>President Bush</i>	<i>Judge</i>
<i>John Porter</i>	<i>Ruth Toye</i>	<i>Captain Kirk</i>

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 ¹_____ cargo a year, ²_____
Port Rashid is ³_____ Gulfs No. 1 port boasting ⁴_____ superb facilities and
⁵_____ easy communications by ⁶_____ road, ⁷_____ rail and ⁸_____ air.
⁹_____ red tape is cut to a minimum and there's no fuss when shipping
¹⁰_____ goods both in and out. Close to ¹¹_____ city centre and with
¹²_____ Dubai's world-famous five start hotels near at hand, ¹³_____ Port
Rashid is probably ¹⁴_____ most relaxing place in ¹⁵_____ world for
¹⁶_____ busy exporter to do ¹⁷_____ 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 2. 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.

Y3-4

Progress Test

1. Read ____ label carefully and follow ____ instructions.

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

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

A The, the, the	C A, the, ____
B The, a, a	D The, a, ____
4. National Westminster Bank has launched ____ commercial insurance service for ____ small businesses.

A a, ____	C the, the
B a, the	D ____, ____
5. ____ bus company has had ____ huge losses because of ____ drivers' strike.

- A A, a, the
B The, _____, the
- C The, a, a
D A, _____, a
6. A shortage of _____ manual labour is keeping _____ wages and _____ inflation high.
- A _____, _____, _____
B a, a, a
- C the, the, the
D the, _____, _____
7. _____ F/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, _____
8. _____ F/fear of _____ war shook _____ financial markets around the world.
- A _____, _____, _____
B A, the, _____
- C A, _____, the
D The, a, _____
9. Toshiba's consumer electronics products were marketed in _____ Italy through _____ distributor.
- A _____, the
B _____, _____
- C _____, a
D the, a
10. _____ D/direct marketing is _____ fastest growing sector of _____ advertising.
- A the, the, a
B _____, the, _____
- C a, the, an
D the, a, the
11. _____ A/athletic shoe manufacturers use image marketing to promote _____ majority of their products.
- A _____, the
B A, the
- C An, _____
D The, the
12. _____ P/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

МОДУЛЬ 3

THE VERB. TENSES

УЭ-1

Expressing the Present.

The Present Simple versus the Present Progressive

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)
6. What _____ the company guard _____ now? – They _____ a new uniform. (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

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.

YՅ-3

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

The Past Simple is used to express:

a) an action completed in the past at a definite time, e.g.:

I sent a reminder yesterday.

b) 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)

c) habitual past actions, e.g.:

He always **worked** hard.

The Present Perfect Tense is used to express:

a) a present result of the past, e.g.:

Unemployment is very high in the area because a lot of small businesses **have closed up**.

b) a recently completed action (just, already, yet), e.g.:

I have just **received** the message.

c) a past action which time is not definite, e.g.:

I have read the instructions but I don't understand them.

d) 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.

to book	to arrive	to send	to be	to ask	to prepare
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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 further 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 marketers. 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.

Y3-4 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.
- Next Saturday I _____ to the movies.
 - Last Saturday I _____ to the movies.
 - I'm in my car now. I _____ to the movies.
- C. The secretary *works* from Monday till Friday.
- It's Wednesday evening. So far this week end she _____ three days.
 - Next week she _____ five days.
 - Last week she _____ five days.
- D. Mr. Jennings *is waiting* outside the director's office.
- He _____ there when I came in this morning.
 - He _____ there since then.
 - He _____ there now to talk with the director.
- E. I *eat* breakfast at about 7:30 in the morning.
- It's 8:30 a.m. I _____ breakfast already.
 - I _____ breakfast an hour ago.
 - 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 in 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 _____

for
since
ago
in
from
until
at
already
yet
so far
now

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) Berlitz _____ languages for more than a hundred years!

Exercise 6. Choose the simple or progressive form:

Example:

(opens, is opening) The secretary is opening 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.

- | | |
|------------------------------------|---|
| 4. (<i>made, been making</i>) | When last week's meeting began, we had already _____ our decision. |
| 5. (<i>come, been coming</i>) | Miss Lyons has _____ to the office three times already looking for a job. |
| 6. (<i>seen, been seeing</i>) | So far this month I have _____ four movies. |
| 7. (<i>waited, been waiting</i>) | When I arrived at the office Mr. Smith had _____. |
| 8. (<i>listen, am listening</i>) | I always _____ to the radio in the evening. |
| 9. (<i>makes, is making</i>) | The director can't speak. He _____ a call. |
| 10. (<i>bought, been buying</i>) | We had already _____ our transistor. |
| 11. (<i>read, been reading</i>) | 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, _____.

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.

Y3-5 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

- 49

14. Protectionist policies _____ local industry from outside competition.
- A have shielded
B will be shielding
- C shielded
D is shielding
15. She _____ the industry's difficulties on bad management.
- A is blaming
B blames
- C will be blamed
D was blamed
16. The company _____ its stock on the open market.
- A was repurchased
B repurchase
- C will repurchase
D will be repurchased
17. The firm _____ trouble meeting its debt payments.
- A has
B is having
- C will has
D will be having
18. The car _____ to meet company sales targets.
- A will fail
B was failed
- C has failed
D is failed
19. I _____ in a meeting all afternoon.
- A have been
B was
- C am
D will be
20. We _____ for huge mega-returns on our investment.
- A are not looking
B don't look
- C wasn't looked
D will not look
21. Both countries _____ for membership of the European Union.
- A are applied
B are now applying
- C apply
D was applying
22. He now _____ his own company and is a mentor to other young.
- A has run
B was running
- C has been running
D runs

- 51

МОДУЛЬ 4

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

Direct Speech

this

these

here

now

today

yesterday

the day before yesterday

tomorrow

the next week/year, etc.

the last week/year, etc.

ago

a year ago

Indirect Speech

that

those

there

then

that day

the day before/the previous day(*позавчера*)

two days before

the next day/the following day

the following week/year, etc."

the previous week/year, etc.

(*неделю/год тому назад*)

before

a year before/the previous year

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?"

Commands, Requests and Offers

In indirect speech for commands the verbs **to tell, to order, to command, to urge, to forbid** can be used; for requests the verbs **to ask, to request**; for offers the verbs **to offer, to propose, to suggest** will do.

Direct Speech

Mr Brown said to his secretary,
"Don't leave the office."

The secretary said to a man,

1) "Come in, please."

2) "Will you come in, please."

My colleague said,
"Would you like a lift?"

Indirect Speech

Mr Brown **told** his secretary
not to leave the office.

The secretary **asked** a man to
come in.

My colleague offered me a lift.

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?

Do you know ...?	who he is
I don't remember ...	where he came from
I'd like to find out ...	how he got here
I wonder ...	why he's here
	what he's doing, <i>etc.</i>
Who he is ...	
Where he came from ...	doesn't matter
How he got here ...	isn't important
Why he's here ...	doesn't concern us
What he's doing ..., <i>etc.</i>	
Do you know anything about ...?	who he is
I'm interested in ...	where he came from
I'm concerned about ...	how he got here
	why he's here
	what he's doing, <i>etc.</i>

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 _____.

YՅ-2

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 incompetitive 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 per cent 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 my 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.

Y9-3 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

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

МОДУЛЬ 5 THE PASSIVE VOICE

УЭ-1

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.

to make	to use	to place	to pipe	to refer	to mix	to pump
---------	--------	----------	---------	----------	--------	---------

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 lose 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.

YƏ-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>I had my clothes cleaned</i> | (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.

- Exercise 10.** Choose the correct variant.

- 78

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).

Y9-3 Progress Test

- The service _____ by New York entrepreneur and store keeper.

A provided	C has provided
B will provide	D is provided
- 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
- Casual labour _____ within the hotel and catering industries.

A has widely used	C is widely used
B will widely use	D widely used
- 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

- 80

- 81

- 82

МОДУЛЬ 6 MODAL VERBS

УЭ-1

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.

hard-working	you can deal with paperwork quickly
self-motivated	you can adapt to changing circumstances
creative	you can get on well with everyone
dynamic	you can solve complicated problems
well-organized	you can work for long hours when required
even-tempered	you can work on your initiative
tactful	you can find practical solutions
friendly	you can organize a network of clients

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.

May	Can
He may find the job he likes.	He can find the job he likes.
—	Can he find the job he likes?
—	He cannot find the job he likes.

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.

May	Can
He may find the job he likes.	He can find the job he likes.
He said he might find the job he liked.	He could find the job he liked.
He may find the job he likes soon.	He can find the job he likes soon.

Exercise 4. Underline the modals 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.

УЭ-2

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

e.g.:

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 multinational 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

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.

Y9-3

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.

1. Could I leave a message? 2. Would you ask him to call **me** back? 3. I would 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.

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

Exercise 3. Rank the following phrases according to the politeness 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 ^{ar}e 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 Hong 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 ratings 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. (*I 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 your raincoat, it _____ a) _____ 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

YƏ-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 _____ Perhaps you ...
you want. _____ ☒ You're allowed to

- | | |
|--|--|
| 1. <i>We should</i> transfer the money to a savings account. | <input type="checkbox"/> We'll probably ...
<input type="checkbox"/> I recommend that we ... |
| 2. <i>This bill must be paid</i> before the end of the month. | <input type="checkbox"/> I assume we'll pay ...
<input type="checkbox"/> We have to pay ... |
| 3. <i>Employees may</i> take their lunch hour whenever they like. | <input type="checkbox"/> They're allowed to ...
<input type="checkbox"/> It's possible that they ... |
| 4. These figures have been checked already. <i>They should be</i> correct. | <input type="checkbox"/> They're probably...
<input type="checkbox"/> It's recommended they be ... |
| 5. <i>We may not</i> have enough time to go to the movies tonight. | <input type="checkbox"/> It's possible we won't ...
<input type="checkbox"/> We're not allowed to ... |
| 6. <i>You must</i> have a passport to enter the country. | <input type="checkbox"/> I'm almost sure you ...
<input type="checkbox"/> You're required to ... |
| 7. The damage is minor. <i>It shouldn't</i> take long to repair. | <input type="checkbox"/> It probably won't ...
<input type="checkbox"/> It's better not to ... |
| 8. <i>You shouldn't</i> drive fast in bad weather. | <input type="checkbox"/> You probably don't ...
<input type="checkbox"/> It's better not to ... |
| 9. I sent out those invoices two weeks ago. <i>You must</i> have them by now. | <input type="checkbox"/> I assume you ...
<input type="checkbox"/> It's necessary that you ... |
| 10. <i>We may</i> attract more talented employees if we improve our fringe benefits. | <input type="checkbox"/> Perhaps we'll ...
<input type="checkbox"/> We're allowed to ... |
| 11. <i>Sales should</i> increase after we boost our advertising. | <input type="checkbox"/> It's better if sales ...
<input type="checkbox"/> Sales will probably... |
| 12. <i>Only employees may</i> park in the company parking lot. | <input type="checkbox"/> Maybe only employees...
<input type="checkbox"/> Only employees are allowed to ... |
| 13. Paul hasn't moved from his desk since this morning. <i>He must be</i> very busy. | <input type="checkbox"/> I assume he's ...
<input type="checkbox"/> It's necessary that he be ... |

Summary of uses of “Will” and “Would”

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

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

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

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...”*

	Present	Past
<i>Repeated action:</i>	John is a quiet worker, he'll sit at his desk for hours and won't say a word.	John was a quiet worker, he would sit at his desk for hours and wouldn't say a word.

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>I think it's going to get warmer tomorrow.</i> | <input type="checkbox"/> It's definitely going to ...
<input type="checkbox"/> It's probably going to ...
<input type="checkbox"/> Maybe it will ... |
| 2. <i>It's possible Carol is out for the evening.</i> | <input type="checkbox"/> She must be ...
<input type="checkbox"/> She's definitely ...
<input type="checkbox"/> She might be ... |
| 3. <i>The company will definitely open a new plant.</i> | <input type="checkbox"/> I'm sure they'll ...
<input type="checkbox"/> I assume they'll ...
<input type="checkbox"/> I think they'll ... |
| 4. <i>I assume our health plan will cover my recent hospital visit.</i> | <input type="checkbox"/> I'm sure ...
<input type="checkbox"/> I'm almost sure ...
<input type="checkbox"/> It's possible ... |
| <i>I doubt such a big research investment will prove worthwhile.</i> | <input type="checkbox"/> I'm sure ...
<input type="checkbox"/> I don't think ...
<input type="checkbox"/> It's not possible ... |
| 5. <i>The director should be away for about three days.</i> | <input type="checkbox"/> He'll definitely ...
<input type="checkbox"/> I think he'll ...
<input type="checkbox"/> Perhaps he'll ... |
| 6. <i>I'm sure we can get a reservation.</i> | <input type="checkbox"/> We can definitely ...
<input type="checkbox"/> We can probably ...
<input type="checkbox"/> Maybe we can ... |
| 7. <i>We may go on a trip this weekend.</i> | <input type="checkbox"/> I'm sure we'll ...
<input type="checkbox"/> I assume we'll ...
<input type="checkbox"/> It's possible that we'll ... |
| 8. <i>They're probably going by car.</i> | <input type="checkbox"/> I know they're ...
<input type="checkbox"/> I think they're ...
<input type="checkbox"/> Perhaps they're ... |
| 9. <i>We probably won't have the results before the end of the month.</i> | <input type="checkbox"/> I doubt we'll ...
<input type="checkbox"/> I think we'll ...
<input type="checkbox"/> We might not ... |
| 10. <i>I'm certain Mr. Schmidt speaks English.</i> | <input type="checkbox"/> He definitely ...
<input type="checkbox"/> He probably ...
<input type="checkbox"/> It's possible that he ... |

11. *Mr. Jones must* be on vacation this ____ I assume he's ...
 week. ____ I think he's ...
 ____ It's possible that ...

Y9-6

The Passive with Modals

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

Active:

The secretary	can	open the mail
	may	
	should	
	would	
	must	
	has to	

Passive:

The mail	can	be opened by the secretary.
	may	
	should	
	would	
	must	
	has to	

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:

	<i>gives</i>	
	<i>is giving</i>	
	<i>gave</i>	
	<i>was giving</i>	
My teacher	<i>has given</i>	<i>me lessons.</i>
	<i>had given</i>	
	<i>will give</i>	

Passive:

	am	
	am being	
	was	
	was being	
I	have been	given lessons by my teacher..
	had been	
	will be	

Exercise 2.

Examples: They gave me a tour of the plant.

I was given a tour of the plant.

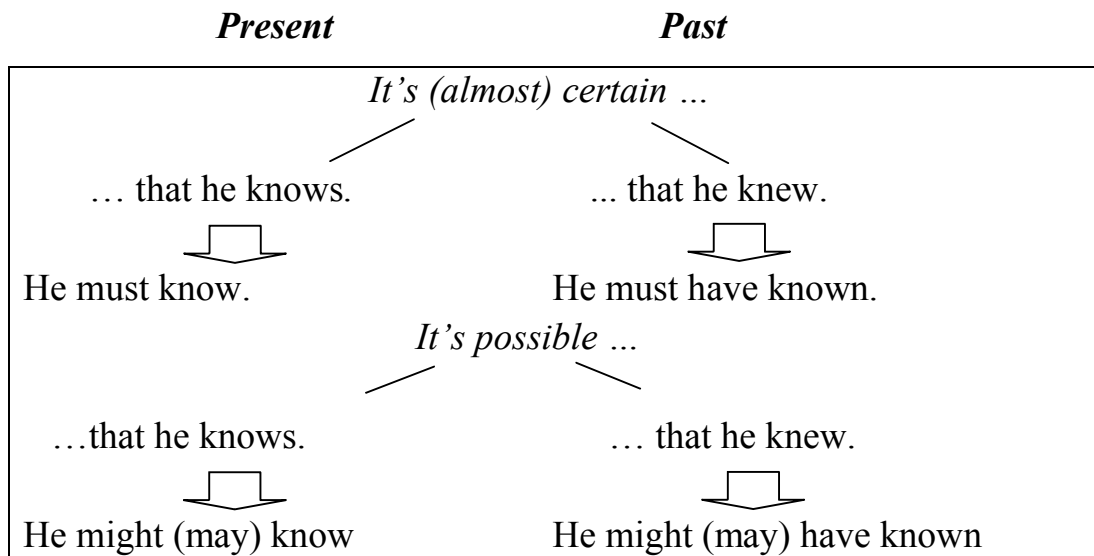
The teacher asked the students questions.

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)”



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.

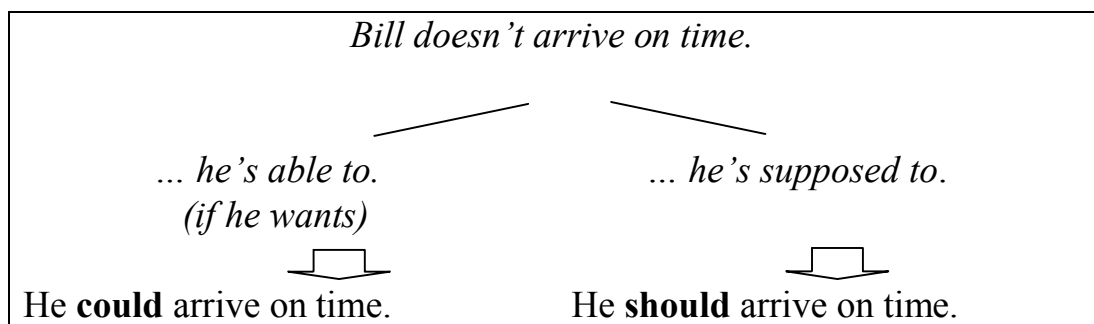
Exercise 5. Complete the following sentences using *might*, *might have*, *must* or *must have*.

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.

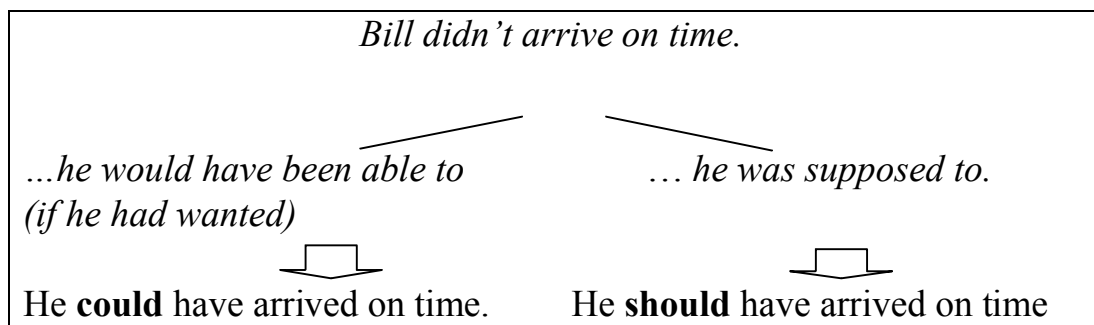
Could Have and Should Have

"... with year end less than five months away, it couldn't have happened at a better time"

Present



Past



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 _____.
2. (hurt)
Your accident was serious; you _____ very badly.
3. (replace)
Our old equipment has caused many maintenance problems; it _____ years ago.
4. (lower)
There have been too many accidents on that road; the speed limit _____ right away.
5. (prevent)
If we had discovered the problem sooner, it _____.
6. (repair)
This typewriter _____, but it would be better to buy a new one.
7. (send)
It took much too long to ship these goods; they _____ earlier.

УЭ-7
Revision

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.

yᑭ-8

Progress Test

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
3. Beef producers _____ obey certain rules in labeling their new low-fat products.

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

- 111

- 112

- 113

МОДУЛЬ 7 CLAUSES

УЭ-1

Adverbial Clauses of Purpose, Cause (Reason), Concession, Result and Condition

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:

even if	as	whatever	in case	although
because	if	provided	since	so

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 | 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.

Y᠑-2 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.

- | | |
|--|---|
| <ol style="list-style-type: none"> 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. | <div style="display: flex; align-items: center;"> <div style="border-left: 1px solid black; padding-left: 5px; margin-right: 5px;"> onto
from
since
on
in
of
with
through
off </div> </div> |
|--|---|

- | | |
|--|---|
| 6. The President set a goal of reducing unemployment _____ at least 50%.
7. The price of the car was reduced _____ \$6,555 _____ \$5,800.
8. You can learn a lot _____ the economy from the news media.
9. Our T.V. advertising should be aimed _____ younger viewers.
10. The reporter asked some of the workers to comment _____ the new labour agreement.
11. Mr. Sperring is a lawyer who specializes _____ real estate matters.
12. Families earning under \$6,000 may qualify _____ a special tax exemption
13. Joan has been out for almost two weeks now, and she still hasn't recovered _____ her back injury.
14. Although he didn't agree entirely _____ company policy, the director had to adhere _____ it. | about
between
to
up
at
by
down
around
for
into |
|--|---|

Which vs. Whom

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

Things	People
The company has ten offices. Two of them are in the New York City. <div style="text-align: center;">↓</div> The company has ten offices, two of which are in New York City.	The company has seven vice presidents. Three of them are women. <div style="text-align: center;">↓</div> The company has seven vice presidents, three of whom are women.
The company has ten offices. I've visited two of them. <div style="text-align: center;">↓</div> The company has ten offices, two of which I've visited.	The company has seven vice presidents. I know most of them personally. <div style="text-align: center;">↓</div> The company has seven vice presidents, most of whom I know personally.

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.

Things	People
Don works for a French company. Its headquarters are in Paris. <div style="text-align: center;">↓</div> Don works for a French company, the headquarters of which are in Paris.	I interviewed Miss Jones. Her resume was very impressive. <div style="text-align: center;">↓</div> I interviewed Miss Jones, whose resume was very impressive.
Don works for a French company. I've visited its headquarters. <div style="text-align: center;">↓</div> Don works for a French company, the headquarters of which I've visited.	I interviewed Miss Jones. We received her resume last week. <div style="text-align: center;">↓</div> I interviewed Miss Jones, whose resume we received last week.

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."

Things:

or:

This company is big. I work for it.
The company for which I work is big.
The company I work for is big.

People:

or:

That man is American. I work for him.
The man for whom I work is American.
The man I work for is American.

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.



That's the year I was born.

How?

When?

Why?

That's the way I like my coffee.
Tell me about the time you met the President!
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

if I'll go if the weather is good	depending on I'll go (or stay), depending on the weather.	if so Is the weather good? If so, I'll go.
unless You can't go in unless you have a ticket.	without You can't go in without a ticket.	if not Do you have a ticket? If not, you can't go in.
because since I stayed inside because (since) it was raining.	because of due to I stayed inside because of (due to) the rain.	so It was raining, so I stayed inside.
even though although I went outside even though (although) it was raining.	in spite of despite I went outside in spite of (despite) the rain.	but ... still but ... anyway It was raining, but I still went outside (went outside anyway)
when/while I got sick when (while) I was on vacation.	during I got sick during my vacation.	_____
until I'll be here until the office closes.	until I'll be here until five o'clock.	in the meantime I'm leaving at five o'clock. In the meantime I'll be here.

since I've typed five letters since I arrived.	since I've typed five letters since my arrival	since then I arrived at 9:00. Since then I've typed five letters.
---	---	---

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:
Parenthetical
information:

My car is still on good condition.
(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, <i>who'll be in charge while I'm away.</i>
Whom:	The Woods, <i>whom we've known for years, will be moving in next day.</i>
Where:	I'd like to move to Miami, <i>where it's warm all year long.</i>
Which:	Last week I was away, <i>which is why I didn't call.</i>

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 <i>typed</i> . I'll have my secretary <i>type</i> them. I'll ask her <i>to type</i> them today.
--

would like	something <i>done</i>
want	
have	
get	
let	someone <i>do</i> something
have	
make	

would like	
want	
allow	
ask	
tell	
get	someone <i>to do</i> something
persuade	
encourage	
require	
order	
force	

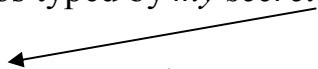
I *didn't* type the memos *myself*.
 I asked someone to type them.

 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 b a good doctor.

- a) recommend
b) to recommend
c) recommended
1. I had the operator _____ the number.
a) dial
b) to dial
c) dialed
2. I had my reservations _____ by the travel agent.
a) make
b) to make
c) made
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
 - a) reported
 - b)
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

Y9-3

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)

Indicative

I	<i>am</i>
you	
we	<i>are</i>
they	

Subjunctive

	I	
	you	
...that	we	be

he	<i>is</i>
she	

they	
he	(should be)
she	

	<i>have</i>
I	<i>work</i>
you	<i>come</i>
we	<i>do</i>
they	<i>say</i>
	<i>bring, etc.</i>
	<i>has</i>
	<i>works</i>
he	<i>comes</i>
she	<i>does</i>
	<i>says</i>
	<i>brings, etc.</i>

	I		have
	you		work
	we		come
...that	they	(should)	do
	he		say
	she		bring, etc.

Verbs Used with the Subjunctive

	recommend		
	suggest		
	prefer		<i>be</i>
I	request	<i>that you</i>	<i>(should) have</i>
	ask		<i>come, etc</i>
	require		
	insist		
	demand		
	insists		
He	insisted	<i>that I</i>	<i>(should) be on time.</i>
	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

Active:	<div> <div>It is/was</div> <div> important necessary required suggested recommended requested </div> </div>	<div> <div>that she</div> <div>(should)</div> <div>type</div> <div>the reports.</div> </div>
Passive:	<div> <div>It is/was</div> <div> important necessary required suggested recommended requested </div> </div>	<div> <div>that the reports</div> <div>(should)</div> <div>be typed</div> </div>

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 _____ .

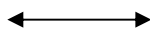
3. I filled out the forms with a pen.
It was requested that I _____ .
4. The new director has good business judgment.
It's important that he _____ .
5. My performance will be reviewed at year end.
It's required that it _____ .
6. The student brought her books to class.
It was suggested that she _____ .
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.*

<i>Indicative</i>			<i>Subjunctive</i>		
I				I	
you				you	
we	don't			we	
they		smoke	... that	they	not smoke
he				he	
she	doesn't			she	

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.

YD-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

Is it true? – I don't know. But ... 	Is it true? – No, it's not. But... 
If he is an accountant ... <i>he works in this office.</i> <i>he worked on the books.</i> <i>he will work late tomorrow.</i>	If he were an accountant... <i>he would work in this office</i> <i>he would have worked on the books.</i> <i>he would work late tomorrow.</i>
If he is working for this firm ... <i>he is getting a good salary.</i> <i>he gets insurance coverage.</i> <i>he will get a two week vacation.</i>	If he were working for this firm ... <i>he would be getting a good salary.</i> <i>he would get insurance coverage.</i> <i>he would get a two week vacation.</i>

If he has worked here a month ... <i>he is on the payroll now.</i> <i>he has been through the training program already.</i> <i>he will be eligible for sick pay soon.</i>	If he had worked here a month ... <i>he would be on the payroll now.</i> <i>he would have been through the training program already.</i> <i>he would be eligible for sick pay soon.</i>
If he worked late last night ... <i>he is probably very tired.</i> <i>he was the only one in the office.</i> <i>he will be able to leave early tonight.</i>	If he had worked late last night... <i>he would probably be very tired.</i> <i>he would have been the only one in the office.</i> <i>he would be able to leave early tonight.</i>
If he works next Saturday ... <i>he is very industrious.</i> <i>he will be here all day.</i>	If he were to work next Saturday ... <i>he would be very industrious.</i> <i>he would be here all day.</i>

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.

Y3-5

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 losing, 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

- 140

МОДУЛЬ 8 NON-VERBALS

УЭ-1

Participles. Participle I

Study the participle construction:

1. The *financing* organization – *финансирующая* (финансировавшая) организация; the *remaining* goods – *остающиеся* (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 -вший, -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, *прибывавшие* 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 отсланы 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.

УЭ-2

Participle II

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.

Participle II – (3-я форма глагола) – причастие, образуемое от переходных глаголов, пассивное по значению; оно может стоять перед существительным (см. прим. 1) или после него, если имеет пояснительные слова (см. прим. 2). В русском языке Participle II в зависимости от контекста соответствует страдательному причастию прошедшего времени с суффиксами **-нный, -тый** или страдательному причастию настоящего времени с суффиксами **-мый, -щийся**. Participle II употребляется, в основном, в письменной речи.

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 of 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:

A new republic was founded which turned into reality the ideals of a few political philosophers.	A new republic was founded turning into reality the ideals of a few political philosophers.
--	---

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,
 London

10th April,

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?

Y9-3

Another Use for Participles

Present Tense

The job	<div>is was will be</div>	complete;		
The job being complete				
The job	<div>is was will be</div>	finished;	payment	<div>is was will be</div> due.
The job being finished,				

Past Tense

The job	<div>has been had been</div>	complete for months;		
The job having been complete for months,				
The job	<div>has been had been</div>	finished for months;	payment	<div>is was</div> overdue.
The job having been finished for months,				

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 <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>is</i></td></tr> <tr><td style="padding: 2px 5px;"><i>was</i></td></tr> <tr><td style="padding: 2px 5px;"><i>will be</i></td></tr> </table> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>used</i></td></tr> </table> very seldom.	<i>is</i>	<i>was</i>	<i>will be</i>	<i>used</i>	It <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>is</i></td></tr> <tr><td style="padding: 2px 5px;"><i>was</i></td></tr> <tr><td style="padding: 2px 5px;"><i>will be</i></td></tr> </table> disconnected.	<i>is</i>	<i>was</i>	<i>will be</i>
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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 <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>has</i></td></tr> <tr><td style="padding: 2px 5px;"><i>had</i></td></tr> </table> been washed already. It	<i>has</i>	<i>had</i>	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>is</i></td></tr> <tr><td style="padding: 2px 5px;"><i>was</i></td></tr> </table> very clean.	<i>is</i>	<i>was</i>
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<i>had</i>					
<i>is</i>					
<i>was</i>					
Having been washed already, the car	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>is</i></td></tr> <tr><td style="padding: 2px 5px;"><i>was</i></td></tr> </table> very clean	<i>is</i>	<i>was</i>		
<i>is</i>					
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The car <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>hasn't been</i></td></tr> <tr><td style="padding: 2px 5px;"><i>hadn't been</i></td></tr> </table> washed for weeks. It	<i>hasn't been</i>	<i>hadn't been</i>	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>is</i></td></tr> <tr><td style="padding: 2px 5px;"><i>was</i></td></tr> </table> very dirty.	<i>is</i>	<i>was</i>
<i>hasn't been</i>					
<i>hadn't been</i>					
<i>is</i>					
<i>was</i>					
Not having been washed for weeks, the car	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="padding: 2px 5px;"><i>is</i></td></tr> <tr><td style="padding: 2px 5px;"><i>was</i></td></tr> </table> very dirty.	<i>is</i>	<i>was</i>		
<i>is</i>					
<i>was</i>					

Exercise 3. Make new sentences using the Perfect Participle (Passive).

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	<div>is will be</div>	the receptionist.	She	<div>has had will have</div>	to arrive on time.
Being		the receptionist, Mary	had	<div>has will have</div>	to arrive on time.
Mary	<div>isn't wasn't won't be</div>	the director.	She	<div>doesn't didn't won't</div>	have her own office.
Not being		the director, Mary	didn't	<div>doesn't have will</div>	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	<div>has finished had</div>	his work. He	<div>is leaving left</div>	the office.
Having finished	his work, he	<div>is leaving left</div>	the office.	
He	<div>hasn't finished hadn't</div>	his work. He	<div>is staying stayed</div>	late.
Not having finished	his work, he	<div>is staying late. stayed</div>		

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	подписанный 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.

Наиболее 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 o 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 the 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?

УЌ-5 The Infinitive

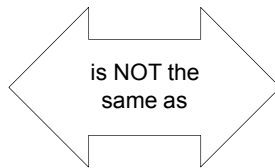
Positive Infinitive

Negative Infinitive

They ask us to speak English in class. From the first lesson they asked us to speak English.	They ask us not to speak any other language in class. 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



They ask us not 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

Present:	You're waiting for me now. <i>I'm</i> sorry to keep you waiting.	You <i>were</i> waiting for me yesterday. <i>I was</i> sorry to keep you waiting.
	You've <i>been</i> waiting for me for two hours now.	You <i>had been</i> waiting for me for two hours yesterday.
Perfect:	<i>I'm</i> sorry to have kept you waiting.	<i>I was</i> sorry to have kept you waiting.

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.*

People	say (that) George is said (that) George was	the company's top salesman.
George	is said was said	to be the company's top salesman.

People	say (that George (has) sold said (that) George had sold	more than any other salesman.
George	is said was said	to have sold more than any other salesman.

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 ... ”

<p><i>It seems/appears (that) they pay their bills on time.</i></p> <p><i>They seem/appear to pay their bills on time.</i></p>
--

	Active	Passive
Present:	<p>It seems (that) they pay their bills on time.</p> <p style="text-align: center;">↓</p> <p>They seem to pay their bills on time.</p>	<p>It seems (that) their bills are paid on time.</p> <p style="text-align: center;">↓</p> <p>Their bills seem to be paid on time.</p>
Perfect:	<p>It seems (that) they’ve paid their bills on time.</p> <p style="text-align: center;">↓</p> <p>They seem to have paid their bills on time.</p>	<p>It seems (that) their bills have been paid on time.</p> <p style="text-align: center;">↓</p> <p>Their bills seem to have been paid on time.</p>

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

Present:	<p>It seems (that) he's very ill.</p> <p style="text-align: center;">↓</p> <p>He seems to be very ill.</p>	<p>It seemed (that) he was very ill.</p> <p style="text-align: center;">↓</p> <p>He seemed to be very ill.</p>
	<p>It seems (that) he has been ill for days.</p> <p style="text-align: center;">↓</p> <p>He seems to have been ill for days.</p>	<p>It seemed (that) he had been ill for days.</p> <p style="text-align: center;">↓</p> <p>He seemed to have been ill for days.</p>

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.

YD-6 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

- 174

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.

- | | |
|--------------|--------------|
| A to perform | C performed |
| B perform | D performing |
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 |

МОДУЛЬ 9 PHRASAL VERBS

УЭ-1

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

УЭ-2

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 ____.

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 too 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.

- Customer complaints should be _____ quickly.
A cut back
B caught on
C dealt with
D closed down
- As share prices rose, shareholders _____ by selling their stock.
A cashed in
B contacted out
C disposed of
D cut back
- A new contract was _____.
A cleared up
B drawn up
C copied in
D cut back

4. Many smaller stores have _____ due to a lack of business.
A closed down
B cleared up
C dealt with
D drawn up
5. The brand has been slow to _____ in Europe.
A cash in
B close down
C copy in
D catch on
6. The remaining land was _____ for development.
A caught on
B closed down
C disposed of
D dealt with
7. Production has been _____ dramatically.
A dealt with
B disposed of
C cut back
D cleared up
8. The system is corrupt and we must _____ it _____.
A clean up
B contact out
C clear up
D cut back
9. Training is often _____ to specialist firms.
A copied in
B contracted out
C drawn up
D closed down
10. That's an important email – it's worth _____ everyone _____.
A clearing up
B closing down
C copying in
D cut back

УЭ-4

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 | заполнять |
| 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	поставлять
5. head up	давать заголовок
6. hire out	давать напрокат
7. hold up	отсрочить, останавливать
8. hook up to	подключать к
9. hook up with	соединяться с
10. key in	вводить данные

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

УЭ-6

I. Study the following phrasal verbs.

- | | |
|----------------|--|
| 1. lay off | прекращение или приостановка
производства |
| 2. lay out | тратить, размечать |
| 3. level off | выравнивать, планировать |
| 4. lock into | захватывать |
| 5. make up | изготавливать, 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 goods 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.

[illegible]

I. Study the following phrasal verb

- | | |
|-----------------|------------------------------------|
| 1. pay up | переплатить |
| 2. pencil in | отмечать |
| 3. phase out | прекращать, снимать с производства |
| 4. pick up | поглощать |
| 5. prop up | поддерживать |
| 6. pull out | выходить из предприятия |
| 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.

- The government will no longer prop ____ inefficient industries.
- Insurance companies may refuse to pay ____ for some types of theft.
- My company put ____ the money to send me on the course.
- She had accepted the job, but pulled ____ at the last minute.
- We have already penciled a date ____, but can easily change it.
- Report ____ after you've talked to her.
- They plan to phase the system ____ over four years.
- The department has put ____ a request for extra funding.
- Trading has been slow but is now picking ____.
- Managers are hoping to put ____ a successful business plan.

III. Fill in the missing verb in the appropriate form.

- The chemicals are dangerous, and the industry is now _____ them out.
- The school needed \$10 000 and a local businessman offered to _____ it up.
- It's time you _____ up what you owe.
- He _____ back that everything was in order.
- We are hoping that business will _____ up again soon.
- The product launch has been _____ in for next June.
- The parent company recently paid \$50 million to _____ the business up.
- Buyers have until next Monday to _____ their bids in.
- We are _____ together a new management team.
- 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
B put up
C prop up
D pull out
2. He was _____ to speak at the meeting but he had to cancel.
A paid up
B picked up
C reported back
D penciled in
3. She will be _____ to her boss on our progress.
A reporting back
B putting together
C picking up
D putting up
4. He withdrew the offer only three days after he had _____ it _____.
A pick up
B pencil in
C put in
D prop up
5. If businesses fail, why should we use tax-payer's money to _____ them _____?
A prop, up
B pencil, in
C put, up
D report, back
6. The rent is _____ for the next three months.
A phased out
B paid up
C pulled out
D picked up
7. Tax relief on company cars will be _____ over a couple of years.
A reported back
B picked up
C phased out
D put together
8. If the deal isn't finalized by Friday, they say they'll _____ of it.
A pay up
B phase out
C pencil in
D pull out
9. Economic growth has _____ in the second half of the year.
A picked up
B paid up
C phased out
D put together

10. We're at the final stage of _____ proposals_____.

- A pulling, out
- B paying up

- C paying up
- D putting, together

УЭ-8

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, учреждать |
| 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

yᐃ-9

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.

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.

- Sales on the Internet have _____ in recent years.
A smarten up
B taken on
C taken off
D shopped around
- It's worth _____ the travel agents to find the best deals.
A shopping around
B taking on
C signing up
D smarting up
- He's _____ a lot of extra work _____ recently.
A signed, up
B started up
C stocked up
D taken, on
- She was told to _____ herself _____ as she was dealing with the public.
A signed, up
B smarten, up
C taken, on
D started, up
- While she was still young, she _____ the big corporation and won.
A took on
B took off
C stocked up
D started up
- Over two hundred companies have _____ to take part in the scheme.
A stepped down
B started up
C taken on
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

УЭ-10

I. Study the following phrasal verbs.

- | | | |
|-----|----------------|---|
| 1. | take over | выкупать, принимать на
должность |
| 2. | take over from | принимать от другого лица |
| 3. | tie up | накладывая ограничения |
| 4. | tie up in | вкладывая 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 failing 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

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

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

19. What's _____ first item _____ the agenda?
- A an, in C the, on
B the, in D _____, at
20. Free trade _____ still high on the agenda, but other aims _____ to seem even more important.
- A was, began C is, were beginning
B was being, began 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, sold
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

Test 4

1. Auto manufacturers _____ the voluntary restraint 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

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

21. Allowable deductions _____ travel and office supplies.

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

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
B saw, are improving
C have seen, will improve
D are seeing, improve
20. It is important _____ that the increase in profit and sales _____.
- A establishing, is maintained
B to establish, is maintained
C to establish, maintained
D establish, to maintain
21. Tough new anti-inflation measures _____ tight controls on credit.
- A are included
B have been included
C included
D include
22. The company's appeal against the assessment _____ at the tribunal.
- A will determine
B will determining
C will be determined
D will have determined

Test 6

- A lot of their products _____ the older consumer.
A are appealing on
B appeals to
C appealed for
D appeal to
- The director _____ the right _____ comments to the final report.
A have, appending
B has, to append
C has had, appending
D is having, to append
- The starting salary of the successful applicant _____ according to _____ experience.
A will fix, _____
B will be fixed, _____
C will be fixed, the
D will be fixing, an
- His job application _____ experience _____ warehouses.
A showed, running
B showed, to run
C is showing, 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

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

13. Her car _____ still in the garage _____ for a visit from the insurance assessor.

A has, waiting

C is, waited

B was, waiting

D was, waited

14. The company has _____ tremendous asset – 50 hectares of real estate right next _____ an international airport.

A a, to

C a, for

B the, to

D the, at

15. Thousands of legal claims _____ by individuals attempting to get their _____ assets returned.

A are being made, frozen

C was made, frozen

B are made, freezing

D were being made, frozed

16. Intangible assets such as _____ information, _____ image and _____ people are _____ main drivers of business today.

A an, an, _____, the

C _____, _____, _____, _____

B an, an, the, _____

D _____, _____, _____, the

17. Investors _____ financial markets, _____ their money into gold, collectibles and other tangible assets.

A fled, put

C was fled, putting

B fled, putting

D fleding, put

18. His duties _____ to the deputy chairman.

A have being now assigned

C have now been assigned

B have now assigned

D have now assigning

19. She _____ to the US Embassy in Moscow.

A was assigned

C has assigned

B is assigning

D assigned

20. My assignment _____ save the company whatever it took.

A has to

C could

B should

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 C were authorized
B was authorized D has authorized
18. Costs _____ by automation and heavy job cuts.
- A have reduced C has been reduced
B have been reduced D has being reduced
19. They plan _____ the product widely available in vending machines.
- A to make C to have made
B making D to be making
20. Oil companies _____ their budgets on an average price of \$20.40 a barrel.
- A are based C have been basing
B are been basing D are basing
21. Average earnings in the state _____ about \$2500 _____ month.
- A are, the C has been, _____
B is, a D are, a
22. The average employee in Chicago _____ work 18 minutes to buy _____ hamburger.
- A must, a C can, an
B should, the D ought, a
23. Sales in the various markets _____ by an average of 40% last year.
- A were improving C improved
B are 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 C bargained, sold
B bargained, was selling 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

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

- The bank _____ that careful cost control _____ it to absorb the costs of the merger.

A said, allowed	C is said, allowing
B is said, allowed	D said, had allowed
- Canada _____ about 20% of US exports.

A absorbs	C has been absorbing
B is absorbed	D was absorbed
- They _____ reduce the proportion of income absorbed by _____ costs.

A should, operated	C must, operating
B must, operated	D could, operate

20. In the case of bank bills the Bank _____ sure that the acceptor bank _____ in a position to pay.

A was to be, is

C has to be, will be

B are to be, is being

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

C agreed, for

B is agreeing, on

D agreed, to

2. In order to simplify access to the data, the computer program _____ users _____ their own requirements.

A enables, to specify

C enables, specifying

B is enabling, to specify

D enabled, specify

3. The move _____ to widen _____ access to credit.

A is intending, an

C is intended, _____

B is intended, the

D intends, a

4. She _____ her first pay check _____ an account.

A is used, to open

C used, to open

B used, opening

D is using, opened

5. They _____ unhappy with service at the bank and _____ their account there.

A were, closed

C have been, closed

B are, closed

D were, have closed

6. The new accounts _____ more bad news for _____ shareholders.

A is containing, the

C contain, the

B contain, _____

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
B will be allowed
C is allowing
D is allowed
16. Although we have a joint account, he is the one who _____ it into overdraft.
- A has been taken
B is taken
C is taking
D has taken
17. She _____ a one-year accountancy course.
- A did
B done
C is done
D is being done
18. People _____ in business on their own really _____ employ an accountant.
- A are setting up, need to
B setting up, need to
C setting up, needs to
D set up, need to
19. Jones _____ guilty of four charges of false accounting.
- A founded
B was founded
C was finding
D was found
20. Financial accounting allows you _____ profit, but _____ with how the profit arises.
- A calculating, is not concerned
B to calculate, is not concerned
C to calculate, is not concerning
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
B will make, gaining
C are making, to gain
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
B are being solving
C will solve
D have been solved
4. The debts _____ since last year.
- A have accumulating
B have been accumulating
C had accumulating
D are accumulating
5. We _____ grateful if you kindly _____ receipt of this letter.
- A will be, will acknowledge
B shall be, acknowledging
C are, are acknowledging
D shall be, acknowledge
6. The government _____ that there _____ irregularities at a number of voting centers.
- A acknowledged, were
B is acknowledged, have been
C acknowledged, had 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
B might, to act
C could, act
D may, acting
8. The administration _____ on the request.
- A haven't yet acted
B hasn't yet acted
C doesn't yet acted
D didn't yet acted
9. The union _____ further industrial action.
- A is threatening
B are threatening
C haven't threatened
D haven't threatening

18. You _____ to enter your e-mail address as the password.
- A will prompt
B will be prompting
C will be prompted
D will have prompted
19. Now companies _____ adhere to stricter guidelines on the disposal of toxic waste.
- A can
B ought to
C had to
D must
20. Aid to these countries _____ to their strict adherence to disarmament agreements.
- A link
B is linked
C is linking
D has linked
21. They _____ responsible _____ maintaining order and administering justice within their community.
- A were, of
B were, for
C are, at
D have been, on

Test 13

- Employee pay and _____ benefits _____ above average here.
A _____, are
B the, are
C _____, had been
D the, have been
- Visitors to Legoland _____ average _____ \$26 each.
A of, spend
B on, is spending
C on, spend
D for, have been spending
- Stock market volume _____ below average at 12.1 million shares _____.
A was, traded
B was, trading
C were, to trade
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
B look for, the
C are looking for, _____
D are looking at, a
12. The bank statement _____ a credit balance of £298.75.
- A is showing
B shows
C is shown
D have shown
13. The firm _____ \$128,000, but whether it _____ the balance remains uncertain.
- A has been paying, will pay
B is paid, pays
C has paid, will pay
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, _____
B exist, the
C have existed, a
D are existing, _____
15. Exports _____ to increase in the current quarter, which would improve Britain's balance of payments.
- A are expecting
B are expected
C were expecting
D expected
16. The overall balance of trade in the UK _____ as a result of the strong currency.
- A is improved
B is improving
C has improved
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
B sold, to
C are sold, at
D sell, to

18. The Environment Minister _____ ban on imports of potentially harmful industrial waste.
- A is announced, the
B announced, a
C is announcing, _____
D announced, the
19. Industries _____ from using high-sulphur content fuels.
- A will be banned
B will ban
C banned
D are banning
20. The major banks _____ increase in interest rates.
- A announced, the
B are announced, an
C have been announcing, a
D have announced, an
21. China's central bank _____ that a further decline in interest rates _____ unlikely.
- A is said, is
B said, are
C said, is
D has said, has
22. Germany _____ no plans _____ gold from its central bank reserves.
- A has had, selling
B has, to sell
C has, selling
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
B is announced, have hired
C announced, 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
B key, trying
C have keyed, have tried
D was keyed, tried

10. ____ number of bankruptcies in the first half of the year _____ by 60%.

A ____, soared

C The, are soaring

B A, have soared

D The, soared

11. Philips shares ____ ____bargain at the current level.

A have been, ____

C are, the

B are, a

D were, a

12. He _____ a lot of money by buying houses at ____ bargain prices and reselling them.

A made, ____

C made, a

B were made, the

D is making, ____

13. ____ growth in demand for electricity is one of the most accurate barometers of ____ economy.

A A, the

C ____, the

B The, a

D The, the

14. Companies _____ production abroad to overcome barriers to trade.

A are locating

C have located

B were locating

D are located

15. They import _____ cars, which they then _____ for consumer goods.

A used, barter

C use, are bartering

B using, barter

D used, would barter

16. Small-scale industries _____ a better base ____ employment growth.

A were providing, for

C provide, on

B provide, for

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

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

- 240

26. Three of the company's five management board members _____ in the past several months.
- A have resigned
B have been resigned
C are resigned
D resigned
27. The supervisory board _____ appoint and also rules on major policies of the company.
- A could
B must
C can
D should
28. Bank of Boston's board of directors _____ on the merger proposal _____ a meeting today.
- A are voting, in
B will vote, on
C will be voted, at
D will vote, at
29. They issue certificates of deposits, often _____ fictitious assets such as bogus gold mines.
- A based on
B are based from
C have based at
D were based on
30. US savings bonds _____ before six month _____.
- A cannot redeem, has elapsed
B cannot be redeemed, elapsed
C cannot be redeemed, has elapsed
D cannot to redeem, are elapsed
31. Rover _____ its workforce a 3.000 pounds cash bonus _____ voluntary redundancy.
- A is offered, to take
B is offering, taking
C offered, has been taken
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

18. Your business can borrow money ____ your pension fund ____ normal commercial terms.
- A from, of
B of, on
C at, for
D from, on
19. Interest rates ____ low and borrowings ____ cheap.
- A are, are
B are, is
C has been, are
D have been, is
20. Israel _____ heavily upon foreign aid and borrowing _____ its economy.
- A is relying, to maintain
B relies, to maintain
C relies, maintaining
D has relied, maintained
21. Consumer borrowing _____ down in February.
- A went
B have gone
C are going
D is
22. Federal borrowing _____ in the last decade.
- A have increased
B was increased
C have been increasing
D has increased
23. He _____ to the day when he will be his own boss.
- A is looking forward
B looks for
C has looked at
D is looking
24. Hopefully, we _____ the bottom of this recession.
- A are finally seen
B has finally seen
C are finally seeing
D was finally seeing
25. He _____ gold prices _____ bottom or are close to it.
- A believes, have hit
B is believing, have hit
C believes, had hit
D believed, hit

33. If any direct debit _____ which breaks the terms of this instruction, the bank _____ a refund.

A paid, will make

C is paid, will make

B is paid, would make

D is paying, making

34. The new chairman plans _____ the group into more autonomous subsidiaries.

A to break up

C breaking down

B to break down

D breaking up

Test 17

1. Employers _____ provide people who _____ at computers with rest breaks.

A should, work

C have to, worked

B could, working

D must, work

2. Claims _____ arise between builders and sub-contractors for items such as _____ damage, breakages and delays.

A can, _____

C must, a

B can, the

D could, the

3. The company _____ an apology, and said there _____ a breakdown in communications.

A is said, had been

C said, had been

B is saying, have been

D has said, was

4. He _____ in the investigation for allegedly _____ bribes.

A was to be included, accepting

C has to be included, accept

B was to include, accepted

D has to include, accepting

5. The International chamber of commerce _____ rules against bribery and extortion since 1977.

A had

C had had

B has 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

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

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

Test 19

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 chartered, a C has chartered, the
B was chartered, 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,

25. This form _____ should you have to make _____ insurance claim.
- A will need, the
B will be needing, a
C will have needed, _____
D will be needed, an
26. The new rules _____ young people between 16 and 18 can no longer _____ unemployment benefit.
- A are meant, claim
B are meaning, to claim
C mean, claim
D were meant, claiming
27. Can you claim _____ your household insurance if the tiles on your roof _____.
- A on, are stolen
B on, are stealing
C at, was stolen
D of, will be stealing
28. His clean credit history _____ him access _____ bank financing.
- A will be given, to
B is giving, with
C will give, at
D will give, to
29. About 1.000 small brokerage firms _____ the company to clear and settle their trades.
- A are used
B are using
C will be used
D were using
30. It _____ ages for the banks here _____ transactions and it's very expensive.
- A is taken, to clear
B will be taking, clearing
C takes, to clear
D will take, clearing
31. Ford _____ discounts in order to clear _____ last year's models.
- A is offered, out
B has offered, up
C will be offered, in
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, _____
B need, _____
C need, the
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
B is made
C is being done
D will have done
8. Management _____ take collective responsibility _____ the bank's collapse.
- A must, for
B should, of
C could, with
D can, in
9. When you _____ the document, use _____ save command to save it.
- A are typing, a
B have typed, the
C will type, _____
D are typed, the
10. Modern competing facilities _____ very much _____ demand by industry and commerce.
- A have been, of
B were, at
C will be, with
D are, in
11. The invention _____ great commercial success.
- A was enjoyed
B has enjoyed
C enjoyed
D is enjoying
12. The campaigns _____ to run as television or cinema commercials.
- A were designed
B were designing
C are designing
D have designed
13. He _____ any rush _____ the Sunpower technology for household use.
- A hasn't seen, commercialize
B doesn't see, to commercialize
C won't see, commercializing
D isn't seeing, to commercialize
14. Money and commercialization _____ the image of sport.
- A is damaging
B have been damaged
C are damaging
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
B Imported, the
C Imported, a
D Having imported, a
4. Representatives of each side _____ well come to some sort of compromise.
- A might
B ought
C can
D could
5. _____ company _____ to compromise on a reduction in the working week.
- A A, has refused
B The, is refused
C _____, refused
D The, has refused
6. The company _____ compulsory overtime for all its workers.
- A has introduced
B introduced
C is introduced
D is introducing
7. The winner _____ by computer.
- A is choosing
B choose
C is chosen
D chose
8. _____ P/popularity of the Internet _____ a massive rise in computer literacy.
- A A, is bringing
B The, is bringing
C The, brought
D _____, brings
9. The company _____ the computerization of specific things such as _____ alarm system.
- A has completed, the
B completed, a
C is completing, _____
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

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, _____
B would, the

C can, the
D could, a

34. Daishowa was so heavily in debt that it _____ sell _____ its corporate art collection.

A had to, off
B must, up

C might, of
D should, in

Test 23

1. Putting _____ debtor into jail means that he _____ earn money _____ his debts.

A the, can't, paying
B a, mustn't, paid

C a, can't, to pay
D _____, may not, to pay

2. Applicants _____ into thinking that their money _____ and protected.

A were deceived, would be C deceived, would invest
invested

B deceived, invested

D were deceiving, would be
investing

3. There _____ be a need to decentralize and set up _____ semiautonomous subsidiaries.

A can, the
B may, _____

C could, a
D must, the

4. You _____ make a declaration that your income is sufficient _____ your monthly payments.

A must, meeting
B should, meet

C have to, to meet
D may, to meeting

5. A director of a company _____ to declare his interest at _____ meeting of the board.
- A is required, the
B is requiring, a
- C required, the
D is being required, _____
6. The new law _____ a mechanism _____ bankruptcy.
- A is established, declaring
B is establishing, to declaring
- C will establish, declare
D established, to declare
7. _____ M/market share for nuclear electricity in _____ UK _____ slightly increase to about 25% next year.
- A The, the, may
B _____, the, must
- C A, the, can
D The, a, could
8. The number of jobless is forecast to _____ about 15,000 in April after two _____ months of decline.
- A rose, unexpected
B rise, unexpect
- C have risen, unexpected
D raise, unexpected
9. The profit rise _____ despite _____ decline in sales.
- A comes, the
B came, a
- C has come, _____
D is coming, a
10. The union _____ that they _____ take strike action to defend their members' jobs.
- A is said, will
B is saying, should
- C will say, have
D said, would
11. Delegates to the union's annual meeting _____ to endorse _____ plans.
- A are expected, the
B expected, a
- C expect, the
D are expecting, _____
12. A delegation of British business executives _____ in Cuba for _____ trade talks.
- A arrived, the
B has been arriving, a
- C has arrived, _____
D will arrive, the

21. Two new home digital _____ systems _____ in stores later this year.
- A recorded, expected C recorded, are expecting
B recording, are expected D recording, have expected
22. _____ Bus Route 51 _____ as of March 1st.
- A _____, is being discontinued C The, has been discontinued
B The, is discontinued D A, has been discontinued
23. He _____ from his job at a bank for repeatedly _____ to work late.
- A was dismissing, turned up C was dismissed, turning up
B has dismissed, turn up D has been dismissed, turned off
24. The new products _____ under the Lipton brand and _____ by Pepsi.
- A will sell, distributing C will have sold, distributed
B will be selling, distribute D will be sold, distributed
25. The airline _____ a bonus dividend of 7.5 cents a share _____ its 50th anniversary.
- A proposes, celebrating C is proposing, to celebrate
B will propose, celebrate D has proposed, to celebrating
26. The costs of _____ medical insurance for employees _____ in recent years.
- A providing, has doubled C provided, will double
B provided, doubled D providing, doubles
27. _____ S/stock prices _____ sharply today.
- A _____, dropped C The, drop
B The, are dropped 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 C The, is employed
B _____, has employed D The, employs
2. Managers and employees _____ several times _____ our organization structure.
A are meeting, discussing C met, to discuss
B are met, 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 C will encourage, will discuss
B is encourages, discussing D has encourages, to discuss
4. Every employer _____ spend money _____ training.
A can, of C may, at
B should, on D must, off
5. You will need _____ a commercial lawyer to protect your interests in the _____ of a contract.
A to engaging, draft C to engage, drafting
B engage, drafted D to engage, draft
6. _____ P/performance of some Windows programs _____ by the Unix hardware.
A The, should be enhanced C The, would have enhanced
B A, should enhance D ____, should be enhancing
7. _____ Oil Companies _____ windfall profits as a result of the Gulf War.
A The, are enjoying C The, enjoys
B _____, enjoyed D _____, will enjoy

8. Any deposits _____ in advance _____ in the cash book.
- 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
B will invest, a
- C has invested, _____
D is invested, _____
25. Ergonomics is _____ study of how _____ design of equipment affects how well people can do their work.
- A a, a
B the, the
- C the, a
D a, the
26. The factory is _____ , ergonomically _____ and air conditioned.
- A good-lighted, designing
B well-lit, designed
- C well-litting, design
D good-lit, designed
27. The real value of _____ capital _____ slowly _____ eroded by inflation.
- A a, is, been
B the, were, be
- C the, was, being
D _____, will be, being
28. Erratic currency markets _____ to intervention by _____ major central banks.
- A led, the
B leads, a
- C are led, a
D are leading, _____
29. The confusion _____ the result of _____ computer error.
- A has been, the
B is, _____
- C will be, the
D was, a
30. The company _____ some _____ strategic errors.
- A made, the
B has made, _____
- C is made, a
D will make, _____
31. Microwave ovens are now _____ essential piece of equipment in _____ establishments.
- A the, catered
B a, cater
- C an, catering
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
B evaluating, a
C evaluated, a
D evaluate, _____
7. There are fears _____ job evaluation _____ to pay cuts for many employees.
- A what, can lead
B which, may lead
C that, could lead
D whose, must lead
8. The department _____ the accounting questions as part of _____ routine examination of the company.
- A was considered, the
B is considering, _____
C considered, the
D was considering, a
9. Working hours _____ not exceed 42 hours _____ week.
- A must, a
B can, _____
C may, the
D should, a
10. By _____ these books, executives _____ learn how _____ excellence.
- A read, should, achieving
B reading, can, to achieve
C to read, must, achieve
D reading, may, achieving
11. The decade of _____ 1980s _____ exceptional returns on many kinds of investments.
- A the, produced
B a, producing
C _____, will produce
D the, was producing
12. _____ E/excess supply of goods and services on the market _____ downward pressure on prices.
- A The, will be exerting
B An, will exert
C _____, will have exerted
D An, will be exerted

13. I _____ in at Baghdad airport, I _____ that I _____ 100 kg of excess baggage.
- A checked, found, had C had checked, found, have had
B checked, had found, was having D was checking, was founding, had
14. The new system _____ marketing data as well as orders and invoices _____.
- A is allowing, to be exchanging C was allowed, to exchange
B allows, to be exchanged D allowed, exchanging
15. The store _____ goods without _____ receipt.
- A will not be exchanged, the C will not exchange, a
B will not have exchanged, _____ D will not exchanging, a
16. Deficit, _____ invisible items such as banking and insurance, _____ £4.5 billion.
- A excluded, were C having excluded, had
B was excluded, have had D excluding, was
17. Common exclusions in medical insurance policies are _____ pregnancy, _____ cosmetic surgery and _____ treatment of AIDS.
- A a, the, the C _____, _____, _____
B the, the, the D a, the, a
18. The directors _____ the decisions but the managers _____ execute them.
- A made, having to C are making, to have to
B make, have to D was making, have had
19. Some of the members of _____ executive board decided _____ the organizational structure.
- A a, rethinking C _____, rethink
B the, to 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

11. His family _____ the same land for _____ generations.
- A has farmed, the
B has been farmed, a
C has been farming, _____
D have been farming, the
12. _____ B/big companies seem _____ in fashion again.
- A The, be
B _____, to be
C A, being
D The, to being
13. _____ D/data _____ computers for analysis.
- A The, is fed into
B A, fed into
C _____, is feeding into
D _____, are fed into
14. We _____ a customer survey _____ feedback on customer perception of our products, service and performance.
- A launched, to obtain
B are launched, obtaining
C launch, obtain
D are launching, to obtaining
15. We _____ graduates with degrees in _____ artificial intelligence, languages and related fields.
- A are looked for, the
B looked for, a
C are looking for, _____
D have looked for, the
16. Even _____ largest oil corporation _____ rely on external finance to develop new oil fields.
- A the, have to
B the, has to
C a, has had to
D _____, are to
17. February figures _____ growth in lending _____ to 5.5%.
- A are showing, have slowed
B are showed, slowed
C have showed, is slowing
D showed, had slowed
18. What's _____ point of a six-figure salary with no time _____ it?
- A a, enjoying
B _____, to enjoying
C the, to enjoy
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

C A, operated

B The, operating

D The, operate

23. Work ____ into different areas and ____ by section heads.

A divided, supervised

C divides, supervised

B dividing, supervising

D is divided, is supervised

24. All letters to clients ____ on ____ paper.

A must be printed, headed

C must printing, heading

B must print, heading

D must be printing, head

25. ____ H/health inspectors ____ to check the factory's canteen.

A The, are coming

C A, will come

B ____, came

D ____, were come

26. Your environmental health officer ____ temperature of your refrigeration equipment.

A will check, the

C will have checked, ____

B will be checking, a

D will be checked, the

27. This is ____ serious threat to the health of Japan's ____ system.

A the, banked

C ____, banking

B a, banking

D ____, banked

28. The balance sheet ____ a lot of information on ____ financial health of the company.

A provide, the

C provided, ____

B providing, a

D provides, the

29. They ____ healthy profits on ____ shares.

A predict, ____

C are predicting, the

B will predict, a

D predicted, ____

30. Gas prices _____ high and _____ to go higher.
- A were, expected
B was, expecting
C are being, expect
D will be, expected
31. The company _____ an investment banking firm _____ with managing its pension fund.
- A have hired, assisting
B hired, assist
C has hired, to assist
D hires, assisting
32. The board _____ and fired _____ number of top chief executives in the past few years.
- A have hired, _____
B hired, the
C will hire, a
D has hired, a
33. This new generation of _____ computers _____ to hit the market some time next year.
- A _____, is expected,
B the, expected
C _____, are expected
D the, expecting
34. _____ inflation, the government _____ gasoline prices.
- A Fighting, holding down
B To fight, held down
C Fought, hold down
D having fought, holding down

Test 28

1. The London stock market _____ tomorrow after _____ bank holiday.
- A will reopen, the
B will be reopened, a
C will have reopened, _____
D will be reopening, the
2. Make sure you _____ adequate holiday insurance before you _____.
- A having, left
B have, leave
C are having, leaving
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

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