

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ
ФЕДЕРАЦИИ
Федеральное государственное бюджетное образовательное учреждение
высшего образования
«Тихоокеанский государственный университет»

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MULTIPURPOSE BUSINESS ENGLISH (Student's book I)

*Утверждено издательско-библиотечным советом университета
в качестве учебного пособия*

Хабаровск
Издательство ТОГУ
2017

УДК 811.111.007.2 (075.8)

ББК Ш 143.21я7

Б261

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Б261 Multipurpose Business English (student's book 1) : учебное пособие / Н. В. Барсукова, А. Б. Остапенко ; [науч. ред. И. Ф. Уманец], – Хабаровск : Изд-во Тихоокеан. гос. ун-та, 2017. – 72 с.

ISBN 978-5-7389-2238-1

Цель пособия – развитие навыков устной и письменной речи на английском языке в рамках деловой тематики у студентов инженерных, экономических и гуманитарных направлений университета. Пособие включает тематические тексты в соответствии с программой 1 курса, составленные на основе современных данных с использованием Интернет-ресурсов, а также лексико-грамматические задания и упражнения коммуникативной направленности.

Настоящее пособие может быть рекомендовано обучающимся по программам бакалавриата и магистратуры очной и заочной форм 1 курса, изучающим английский язык.

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ISBN 978-5-7389-2238-1

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ВВЕДЕНИЕ

Предлагаемое учебное пособие “Multipurpose Business English” (Student’s book 1) предназначено для магистрантов, изучающих деловой и профессиональный английский язык, обучающихся по всем направлениям подготовки как технического, экономического, так и гуманитарного профиля. Оно может быть также использовано студентами бакалавриата по дисциплине «Деловой иностранный язык» как для работы в аудитории, так и для самостоятельной работы.

Практической целью данного пособия является формирование знаний и умений, соответствующих компетенциям дисциплин «Деловой иностранный язык», а именно:

- распознавать словообразовательные элементы лексических единиц, относящихся к сфере делового общения;
- дифференцировать строевые элементы, обладающие многозначностью и многофункциональностью;
- овладение навыками, необходимыми для порождения текстов в устной и письменной форме;
- корректно использовать словообразовательные элементы, необходимые для адекватного высказывания;
- адекватно употреблять терминологическую и деловую лексику в устном и письменном общении;
- распознавать грамматические структуры.

Пособие состоит из 2 модулей и приложений. Первый модуль представляет собой тематический раздел, включающий следующие темы (юниты): Companies, Contacts, Organizational Structure, Innovations, а также грамматический справочник с практическими упражнениями. Все параграфы включают в себя тематические тексты, составленные на основе современных данных с использованием Интернет-ресурсов, а также лексико-грамматические упражнения коммуникативной направленности. Грамма-

тический модуль состоит из правил грамматики и практических упражнений по темам: Pronouns, The Verb “to be”, Tenses of Active Voice. Приложения содержат полезные фразы для составления устных сообщений по различным темам, включая деловую тематику; а также список наиболее употребительных нестандартных глаголов.

Пособие составлено в соответствии с требованиями действующей программы по деловому английскому языку для неязыковых специальностей высших учебных заведений.

При составлении пособия использованы следующие источники:

1. *Голицынский, Ю. Б.* Грамматика : Сборник упражнений / Ю. Б. Голицынский. – 5-е изд. – СПб. : КАРО, 2006 – 544 с.
2. *Зайцева, С. Е.*, English for Students of Law : учебное пособие / С. Е. Зайцева, Л. А. Тинигина – 5-е изд., стер. – М. : КНОРУС, 2012. – 352 с.
3. *Дмитренко, Н. А.*,. Английский язык. Практическая грамматика для экономистов и менеджеров / Н. А. Дмитриенко, Т. А. Грехова : учеб. пособие / под ред. Н.А. Дмитренко. – СПб. : НИУ ИТМО; ИХиБТ, 2014. – 135 с.
4. *Grant, D., Hudson, J.* Business Result / . Oxford Univ. Press, 2009. – 160 с.
5. Электронный ресурс : URL : <http://www.renewableenergyworld.com>
6. Электронный ресурс : URL : <http://www.globalissues.org>
7. Электронный ресурс : URL : <http://icold.com>

Module 1 TOPICS FOR LEARNING AND DISCUSSION

Unit 1 COMPANIES

1. Прочитайте и переведите текст, обратите внимание на выделенные слова и выпишите их отдельно с переводом.

The company Siemens as an example of a multinational corporation

Companies are a very important part of a country's economy. Businesses *produce goods* and *provide services*, and they come in every shape and size. Although the vast majority of the world's companies are small, in many countries the economy is dominated by large firms. Large businesses *differ from* small ones in a wide *variety* of ways. In many countries there are *nationalized* companies belonging to the state, as well as *private* companies. A private company might be a small firm with just one *owner* or a very large firm with thousands of *shareholders* 'owning' the firm.

Some firms may only produce one good or provide one service. Others may produce many different products; in fact they may seem to be like a collection of 'businesses' inside of one company. As a company gets bigger it may expand geographically. Many large firms are *multinationals* like Nestle, General Motors, Ingersoll Rend etc. They have *manufacturing plants* and *trading locations* in several different countries spread around the world.

As an example of multinationals can be considered the company Siemens. Over the decades, its name is a synonym to progress. Since 1847, when Werner Siemens and Johann Georg Halske founded the Siemens & Halske Telegraph Construction Company in Berlin, the history of Siemens has been closely linked with the development of electrical engineering.

New ideas are an old tradition of Siemens. The company is today a highly innovative leader in the world electrical and electronics *market*. Composed of

Siemens AG and an *array of domestic and foreign subsidiaries*, the contemporary Siemens organization continues *to set milestones* on the road of progress.

Siemens has factories in more than 50 countries and *operates* a worldwide **sales network**. With the number of *employees* of more than 300,000, it is one of the largest companies in the world electrical/electronics industry. Its *annual sales* recorded €1.5 bln in the 2014 fiscal year. Its reliable and farsighted management is united with the youthful dynamism and zest for innovation that typify the company.

2. Вставьте по смыслу в предложения слова, выделенные в тексте упр. 1. Переведите предложения.

1. Many companies ... goods or ... services.
2. The company Siemens the company Nestle.
3. The General Motors has ... and ... in several different countries spread around the world.
4. The company Samsung is well-known on electronics ...
5. Nestle operates a worldwide ...
6. My company's recorded \$3 mln last year.
7. Our company has ... in 5 European countries.

3. Письменно ответьте на вопросы, используя текст.

1. What can businesses specialize in?
2. When did the company Siemens start operating?
3. Which was the original name of the company Siemens?
4. What products does the company manufacture?
5. In how many countries does it operate?

4. Поясните, чем является окончание –s в словах: показателем 3-го лица единственного числа в Present Simple, показателем множественного числа или притяжательного падежа существительных.

1. Businesses produce goods and provide services.
2. The vast majority of the world's companies are small.
3. As a company gets bigger it may expand geographically.
4. It is impossible to overestimate the Johann Halske's contribution in the company's development.
5. The contemporary Siemens organization continues to set milestones on the road of progress.

5. Поставьте глаголы, приведённые в списке, в Present Simple

Work, start, operate, produce, live, cost, specialize

1. They usually ... work at 9.00 a.m.
2. ... your company ... in many countries?
3. He ... in sales.
4. Our company ... in car manufacturing.
5. We ... (not) mobile phones for children.
6. How much ... this smartphone ...?
7. I ... in Khabarovsk, Russia.

6. Составьте вопросы в Present Simple, используя в качестве опор приведённые ниже слова.

1. specialize, Which, your, in, company, products.
2. head, is, office, Where, based.
3. subsidiaries, have, company, your, many, How.

4. operate, in, countries, company, the, Which.
5. you, exactly, What, produce.

7. Поставьте один из модальных глаголов (can, may, must) где это необходимо.

1. You ... this task before Friday, it's urgent.
2. I am afraid my boss is at the meeting at the moment. ... I take a message?
3. Some firms ... only produce one good or provide one service.
4. Sorry, I am late. ...I come in?
5. I don't have a chair at my table. ...you give me one?
6. I ...listen to this nonsense. You ...tell me that in detail.
7. When children are 6 years old they usually ... read.

8. Подготовьте сообщение (12-15 предложений) о компании или организации, в которой Вы работаете, употребив как можно больше выделенных слов и выражений из текста тематического параграфа.

Unit 2 CONTACTS

1. Прочитайте и переведите текст. Выпишите и переведите выделенные слова и словосочетания.

Jobs and contacts

Work is very important in human's life. People should provide for their everyday needs by means of a working process. We need food, clothes and shelter. So we must work to *earn living* and produce goods and services.

I have a big family. All of us work not only to *provide living*, but to achieve some goals in life and career. My name is Helen. I am a retail buyer. I work for a supermarket chain. My job *involves* buying prepared salads and vegetables from local and national suppliers. I also *take part* in different logistics projects. For example, at the moment we're working with an external consultant. He's looking at ways to get our salads and vegetables to the supermarket shelves more quickly. My husband Ben works for the police, but he's not a policeman. A lot of his work *consists of* answering questions from journalists when the police are in the news. He's also involved in a new project to *attract new people* to the police force. For this, he's working with senior police officers and with outside employment agencies. He's a public relations officer. My sister Sara is an occupational psychologist. She's *self-employed*. Basically, she *deals* with problems of relations between staff. At the moment, for example, she's doing a study on virtual teamwork for one of her industrial *customers*. They work with many *subcontractors* all over the world, and their managers want *to communicate* better with their colleagues abroad. Sara works a lot with training organizations which provide the courses her customers need. My son Peter is an *office worker* in an insurance company. It's a *nine-to-five job* with *regular working hours*. They all have to clock in and clock out every day. In this company even the

managers have to, which is unusual. My daughter Hana is in computer programming. There's a system of *flextime* in her company, which means she can work when she wants, within certain limits. Hana can start at any time before eleven, and finish as early as three, as long as she does enough hours each month. It's ideal for my daughter as she has two young children.

We like our jobs. We have different *duties* and *responsibilities*. Sometimes it's very difficult to *have contacts* with lots of people and deals with different *business affairs* every day. But life would be boring without working.

2. Заполните пропуски словами и словосочетаниями из задания 1. Переведите предложения.

1. I'm a sales manager, so every day I with
2. The work a lot of human and teamwork.
3. I enjoy with, except when they become violent.
4. One of my is to make sure that the work is finished on time.
5. It's a eight-to-four job with

3. Письменно ответьте на вопросы, используя текст.

1. Why do people need to work?
2. What is Helen? What does her job involve?
3. What are Ben's responsibilities?
4. Who does Sara contact with?
5. How does Hana work?

4. Объясните, чем является окончание –s в словах:

A) показатель 3-го лица единственного числа в *Present Simple*

Б) показатель множественного числа существительного

С) притяжательный падеж существительного

1. He runs the design department and he manages a designers' team: 20 people work under him.
2. When I change shifts, I have problems changing to new routine for sleeping and eating.
3. There's a system of flextime in his company, which means they can work when they want, within certain limits.
4. The company's designers develop and create new products.
5. One of my responsibilities is to make sure that new model designs are finished on time.

5. Заполните пропуски подходящим по смыслу глаголом в Present Simple или Present Continuous.

consists, deal, is becoming, prefer, work for

1. I work in a big city, but I living in the country, so I commute to work every day.
2. I with a lot of different people in the company.
3. Working from home using a computer and the Internet more and more popular, and the agency is introducing this: it's called teleworking or telecommuting.
4. My job of answering phone calls.
5. I a big company which produces consumer goods.

6. Составьте вопросы в Present Simple, поставив слова в нужном порядке.

1. your, job, what, is?
2. does, your, what, involve, job?
3. you, working hours, flextime, have, do, regular, or?
4. your, what, are, at work, responsibilities?
5. what, have, contacts, do, you, every, day, working?

7. Письменно переведите предложения, используя один из модальных глаголов *can, may, must* там, где необходимо.

1. It's a job with regular working hours, so we clock in and clock out every day.
2. It's not urgent work. You do it tomorrow.
3. go out? I have an urgent call.
4. Basically I answer questions from clients. It's my job.
5. He has driving license so he drive a company car.

8. Напишите рассказ на английском языке о своей работе и своих обязанностях. Объем рассказа 150- 200 слов.

Unit 3 ORGANIZATIONAL STRUCTURE

1. Прочитайте и переведите текст, обратите внимание на выделенные слова и выпишите их отдельно с переводом.

Company structure

Companies and organizations can have many organizational structures, but the most typical ones *consist of* board of directors, the officers/managers and employees. At the top of the company hierarchy is the Board of Directors or the Board; sometimes there can be only one Managing Director (MD). It *has* the ultimate *decision-making authority* and a *power to set the company's policy, objectives and overall direction, hire, monitor, evaluate and fire* senior executives and employees etc. The Managing Director or Chief Executive Officer (CEO) has the major responsibility for running of the company, including setting company targets and keeping an eye on all departments.

Senior executives or managers head the various departments or functions of the company. Traditional departments include *Human Resources (HR), Accounting, Marketing, Sales, Administration, Research and development, IT, Technology and Production*. HR department *is responsible for* recruitment and selection of new employees, employee motivation and a range of other people focused activities. A Marketing department *is in charge of* market research and marketing planning. The larger the department, the more titles it has as specific *duties are assigned* to people within a department. The duty of the Logistics Manager includes controlling the movement of goods in and out of the warehouse, supervising drivers and overseeing the transport of goods to and from the firm. The Production Manager *deals with* keeping a continuous supply of work flowing to all production staff and also for organizing manpower *to meet the customers' orders*. The Sales Manager is responsible for making contact with customers and obtaining orders from those contacts. The Finance manager *con-*

trols all the financial dealings of the company and is responsible for producing management accounts and financial reports.

Reporting in companies and organizations often takes place *down the line*. An employee might *report to* a supervisor, who reports to a junior manager, who then reports to a senior manager – communication and instructions can then be passed down the line.

This means that with the exception of the individual who is considered at the top of the pyramid, such as CEO, everyone in the organization is directly accountable to someone else.

2. Вставьте в предложения слова, выделенные в тексте упр. 1. Переведите предложения.

1. Our company ... three business units.
2. I have a meeting today with Michael Smith, who is ... our software.
3. She is a person in ... marketing planning.
4. I ...the Logistics Manager.
5. The Sales Manager ...customer orders.

3. Найдите в тексте ответы на вопросы:

1. What is common organizational structure?
2. Which department looks for new markets for the company's products?
3. Which department creates new products?
4. What are the duties of the Production Manager?
5. What is a sense of a Pyramid organizational structure?

4. Поставьте необходимые вопросительные слова в предложения-вопросы.

1. ... is your logo changing?
2. ...does the company launch new products?
3. ...the Production Manager report to?
4. ... people does the company employ?
5. ...are your offices open?

5. Поставьте глаголы, приведённые в списке, в Present Simple или в Present Continuous.

Buy, get, try, work, have

1. We usually ... from a supplier from China.
2. Their products ...very expensive at the moment.
3. Now I ... for a giant computer manufacturer.
4. We regularly ...business via our website.
5. Our company would like to ... a sales rep in your country.

6. Расставьте слова в правильном порядке, чтобы получились вопросительные предложения.

1. from, does, Managing Director, come, Where?
2. long, are, here, staying, How, you?
3. open, did, it, When?
4. you, do, Which, visit, countries?
5. about, much, you, market, know, the, How, European, do?

7. Вставьте в предложения формы сравнительной или превосходной степени прилагательных, данных в скобках.

1. Our Managing Director is ... (young) than the Financial Director.
2. Our company was ... (successful) last year than this year.
3. Hotels in London are ... (expensive) than in Moscow.
4. 2015 was ... (bad) year for our company ever.
5. Our new product is ... (good) than of our competitor's one.

8. Подготовьте сообщение (12-15 предложений) об организационной структуре компании или организации, в которой Вы работаете, употребив как можно больше выделенных слов и выражений из текста тематического параграфа.

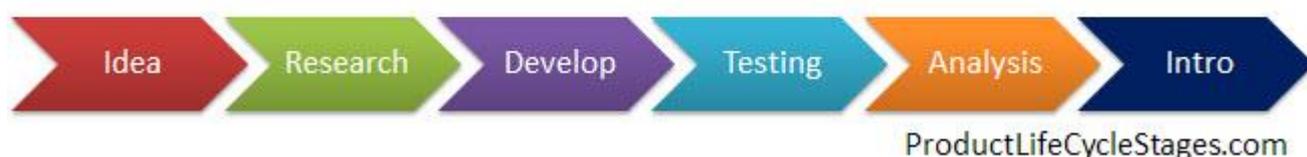
Unit 4 INNOVATIONS

1. Прочитайте и переведите текст, обратите внимание на выделенные слова и выпишите их отдельно с переводом.

The development stages of a new product

Before a product can embark on its journey through the four *product life cycle stages*, it has *to be developed*. New product development is typically a huge part of any manufacturing process. Most organizations realize that all products have a limited *lifespan*, and so new products need to be developed to replace them and keep the company in business. Just as the *product life cycle* has various stages, new product development is also broken down into a number of specific phases.

New Product Development



Developing a new product involves a number of stages which typically center around the following key areas:

The original idea: Every product has to start with an original idea. In some cases, this might be fairly simple, basing the new product on something similar that already exists. In other cases, it may be something revolutionary and unique, which may mean *the idea generation* part of the process is much more involved.

Market Research: An organization may have plenty of ideas for a new product, but once it has selected the best of them, the next step is to start re-searching the market. This enables them to see if there's likely to be *a demand* for this type of product, and also what specific features need to be developed *in order to best meet the needs* of prospective customers.

Design and Development of the Product: The next stage is *the design and development* of the product. Prototypes may be modified through various design and manufacturing stages in order to come up with a finished product that consumers will want to buy.

Product Trials (Testing): Before most products *are launched* and the manufacturer spends a large amount of money on *production and promotion*, most companies will test their new product with a small group of actual consumers. This helps to make sure that they have *a viable product* that will be *profitable*, and that there are no changes that need to be made before it's launched.

Analysis: Looking at the feedback from consumer testing enables the manufacturer to make any necessary changes to the product, and also decide how they are going to launch it to the market. With information from real consumers, they will be able to make a number of *strategic decisions* that will be crucial to the product's success, including what price to sell at and how the product will be marketed.

Launch of the Product (Introduction): Finally, when a product has made it all the way through the new product development stage, the only thing left to do is *launch* it to the market. Once this is done, good product life cycle management will ensure the manufacturer *makes the most of all their effort and investment*.

Thousands of new products go on sale every year, and manufacturers invest a lot of time, effort and money in trying to make sure that any new products they launch will be a success. Creating a profitable product isn't just about get-

ting each of the stages of new product development right, it's also about managing the product once it's been launched and then throughout its lifetime.

2. Вставьте в предложения слова, выделенные курсивом в тексте упр. 1.

1. Without a proper ... it is impossible to ... a product successfully.
2. It is essential for any product to be
3. Companies spend a huge amount of money on of a new product.
4. Prototypes may be modified through variousstages.
5. Any new product has to start with

3. Найдите в тексте ответы на следующие вопросы.

1. What is the most important stage in the development of a new product?
2. How many stages are there in the product development process?
3. On which stage the companies can realize that their new product may be of demand among prospective customers?
4. How can companies know that their new product will be profitable?
5. How can you explain the statement "to create a profitable product"?

4. Поставьте в предложения подходящие по смыслу прилагательные из предложенного списка.

Practical, economical, functional, user-friendly, well-designed

1. The new air conditioning system in our office is much cheaper than the old one. It is more
2. It took us quite a long time designing the new office furniture. Now it is very

3. The operating system on my office computer is easy to use. It is very
4. My new car is much easier to park. It is very ... for driving in the city center.
5. The new office equipment is exactly what we needed. It is very

5. Поставьте глаголы в Past Simple.

1. I (meet) Managing Director at the airport at 7.00 in the morning.
2. We (take) our visitors to the plant.
3. On Wednesday I (fly) to Moscow for a conference.
4. My presentation (not go) very well.
5. Yesterday evening I (write) a proposal for an American company.

6. Поставьте вопросы к данным ниже ответам.

1. What _____?
They arrived at 10 o'clock.
2. Why _____ the meeting?
I left the meeting because I had an urgent phone call.
3. When _____ the company?
She joined the company in 2015.
4. Who _____ at the conference?
We saw our colleagues from Moscow.
5. How long _____ with the visitors?
I spent 2 days with them.

7. Поставьте в предложения подходящие по смыслу модальные глаголы/их эквиваленты из списка, данного ниже.

Can/(can't), are/is(not) allowed, (don't) have to, (don't) need to

1. You ...retire when you are 55 years old.
2. Advertisers ...to compare their products with their competitors.
3. Products with lots of sugar ... to carry a health warning.
4. Car drivers ... to wear a seat belt.
5. ... you ... to wear formal clothes to work?

8. Подготовьте сообщение (12-15 предложений) о процессе разработки какого-либо нового продукта/услуги, употребив как можно больше выделенных слов и выражений из текста тематического параграфа.

Module 2 GRAMMAR REFERENCE AND PRACTICE

Unit 1 PRONOUNS. REFERENCE

МЕСТОИМЕНИЯ. ОБЩАЯ ИНФОРМАЦИЯ

Местоимение – часть речи, которая употребляется вместо имени существительного или прилагательного.

В английском языке имеются следующие местоимения: личные (в именительном и объектном падежах); притяжательные (в присоединяемой и абсолютной форме); указательные, неопределенные, отрицательные, вопросительные, а также возвратные и взаимные.

1. Личные местоимения в именительном падеже отвечают на вопрос "кто?" (who); в объектном падеже – на вопрос "кого?", "кому?" (whom).

2. Притяжательные местоимения отвечают на вопрос чей?, чья? – whose и имеют присоединяемую и абсолютную форму. Присоединяемая форма употребляется только в функции определения к существительному и всегда стоит перед ним. Артикль в этом случае не употребляется.

Абсолютная форма притяжательных местоимений в отличие от присоединяемой употребляется самостоятельно в функциях, свойственных существительному, а именно: подлежащего, предикатива (части сказуемого), дополнения и т.д.

3. Указательные местоимения this, that (these, those). Указательное местоимение this значит этот, эта, это и употребляется при указании на предмет, находящийся вблизи говорящего. Указательное местоимение that значит тот, та, то и употребляется при указании на предмет, находящийся вдали от говорящего. Указательное местоиме-

ние *this* имеет форму множественного числа *these* – эти. Указательное местоимение *that* имеет форму множественного числа *those* – те.

4. Вопросительные местоимения *who* (кто), *what* (что, какой, какая, какое, какие), *whose* (чей), *which* (который) употребляются для построения вопросительного предложения.

5. Неопределенные местоимения *some*, *any*. Употребляются для обозначения неопределенного (небольшого) количества предметов или вещества. Они обычно являются определениями к существительным и стоят вместо артикля.

Some употребляется, как правило, в утвердительных предложениях перед исчисляемыми существительными во множественном числе и перед неисчисляемыми существительными. *Some* может также употребляться в вопросительных предложениях, если вопрос не относится к сочетанию, в которое входит местоимение *some*, например, при выражении просьбы или предложения чего-либо.

Any употребляется в вопросительных и отрицательных предложениях. Выполняя функцию определения к исчисляемому существительному во множественном числе, *any* имеет значение какой-либо, какие-нибудь, а в сочетании с отрицательной частицей *not* оно означает никакие.

Отрицательное местоимение *no* (никакой, ни один), стоящее перед существительным, выражает отрицание и может употребляться только в утвердительной форме.

Типы местоимений представлены в следующей таблице.

Тип местоимения	Местоимения
Личные: имени- тельный падеж объектный падеж	I you he she it we you they me you him her it us you them
Притяжательные: I форма II форма	my your his her its our your their mine yours his hers its ours yours theirs
Возвратные и уси- лительные	myself yourself himself herself itself ourselves yourselves themselves
Взаимные	each other one another
Указательные	this (these) that (those) such the same
Вопросительные и относительные	who whom whose what which
Неопределенные и отрицательные	some any no none much many little few all both either neither each every one other another

Practice

Ex. 1. Change the underlined words with the correct form of pronoun.

1. The letter is from my friend.
2. Come with John and me.
3. Peter does not know her brother.
4. I am glad to meet both you and Ann.
5. Mike and me often see our friends.
6. Mary likes to play with her dog.
7. Tom calls the Browns.

Ex. 2. Choose the correct form of the pronoun.

1. *We/ us* are in the laboratory.
2. The building of the University is in front of *we/ us*.
3. *She/her* is in *she/her* first year.
4. Nick is *we/ our* friend.

5. Moscow is the capital of Russia. *She/it* is a large city. *It/ its* streets are wide.
6. What are *you/ your* main subjects at the University?
7. Give *I/ me* this text-book, please.
8. *Them/ their* paper is very important.
9. Can you help *we/ us* with these bags?
10. *We/ us* usually see *they/ them* at the weekend.
11. How did you teach *he/ him* to read?
12. *I/ me* write to *she/ her* once a month.
13. Why did you ask *they/ them* to come? *I/ me* do not like *they/ them*.
14. (*I, me*) do not think *she/ her* understands *I/ me*.
15. Please do not wait for *we/ us*.
16. Did *they/ them* tell *she/ her* the news?

Ex. 2. Complete these sentences with *me, you, her, him, it, us* or *them*.

1. I cannot open this door. Could you open ____ for me, please?
2. Those shoes are really nice. I would like to buy ____
3. – Did you see Jonathon last night? – No. I phoned, but he was not there.
4. I cannot do this homework. Can you help ____?
5. I asked ____ a question but you did not answer ____ .
6. We are not ready. Please give ____ some more time.
7. She speaks very quickly. I cannot understand ____.
8. I am sorry about your birthday. I am afraid I forgot about ____.
9. Jill is a very nice woman. Do you know ____?
10. My parents are coming this week. Would you like to meet ____?
11. They are not married now. She left ____ a year ago.
12. – Where is your passport? – I do not know. I cannot find ____ .
13. Were you at the meeting last night? I did not see ____ there.

14. We want to help you. Please tell ____ about your problems.

Ex. 3. Rewrite the underlined words with an absolute form of a possessive pronoun.

Example: Is that my newspaper? Is that mine?

1. It is not his car. It is her car.
2. This is a beautiful garden. It is much bigger than our garden.
3. Can you give this key to Andrew and Melanie? It is their key.
4. - Whose book is this? - It is my book.
5. What a beautiful painting! Is it your painting?
6. Which room is his room? This is his room.

Ex. 4. Complete the conversation with *some, any, something, anything, no, nothing, somebody, nobody*.

– Good morning Mr. Jason! Could you give me _____ information about the agenda of our meeting?

– Oh, yes, Mss. Smith! But first can you ask _____ from the Sale Department to provide me with the latest figures, please...

– Certainly, Mr. Jason, _____ else?

– No, _____.

– (Some minutes later) I am sorry, Mr. Jason, but _____ in at the Sales Department at the moment... Shall I do it _____ minutes later?

– Of course, I need _____ figures to finish my report. Is there _____ news from our partners?

– Oh, I am afraid not! There is _____ news from them yet... but...just a minute sir, there are _____ incoming messages in my post.

_____ from our suppliers, an e-mail from Mr. Colin, and _____
emails from our Spanish partners.

Ex. 5. Use the correct pronoun *some, any, no*.

1. I want to show you ... pictures.
2. There is ... coffee at home.
3. Are there ... bookshelves in your study room?
4. There are ... English students in our University.
5. Are there ... newspapers on his desk?
6. Have you got ... children?
7. Jane has ... brother or sisters.
8. Has he ... French magazines at home? - Yes, he has
9. I have ... friends in Britain. 10. We have ... pets at home.

Ex. 6. Choose the right pronoun.

1. I have (some, something, somebody) relatives in London.
2. There is (some, something, somebody) at home.
3. There is (some, something, somebody) interesting on TV tonight.
4. Is there (any, anything, anybody) on this desk?
5. Have they got (any, anything, anybody) chairs in the kitchen?
6. We have (no, nothing, nobody) friends in Paris.
7. There is (no, nothing, nobody) in the fridge.
8. There is (no, nothing, nobody) in the house.
9. Is (somebody, no, anybody) at home?
10. There isn't (some, any, no) sugar in the tea.

Ex. 7. Complete the sentences with *some, any, no, something, anything, nothing, somebody, anybody, nobody, somewhere, anywhere.*

1. Do you have ... lectures today? - No, we have ... lectures on Saturday.
2. Have you got ... questions?
3. I want to tell you ... interesting about our secretary Sally.
4. Is there ... interesting in today's paper?
5. Come here, I'll show you ... pictures of our plant.
7. Do you know ... in that firm?
8. Hi! Is there ...in the house? - No, I'm afraid, there is - Let's go and see.
9. There is light in the room. ... is at the office.
10. ... knows their new address.
11. Are you going anywhere special tonight? - Yes, I am going ... special tonight.
12. Are you expecting ... special for dinner? - Nobody special.
13. Is he going ... special for holidays? - Nowhere special.

Unit 2 THE VERB "TO BE". REFERENCE

ГЛАГОЛ "TO BE" . ОБЩАЯ ИНФОРМАЦИЯ

Глагол "*to be*" может быть:

1) **СМЫСЛОВЫМ ГЛАГОЛОМ** в значении "быть", "находиться где-либо":

Where is your sister? – She is at home.

2) **ВСПОМОГАТЕЛЬНЫМ ГЛАГОЛОМ:**

В этом случае глагол "*to be*" отдельного значения не имеет и на русский язык не переводится. Как вспомогательный глагол "*to be*" употребляется для образования времен группы Continuous и формы страдательного залога.

She is watching TV now. (Present Continuous Active)

3) **ГЛАГОЛОМ-СВЯЗКОЙ:**

В этом случае глагол "*to be*" является частью составного именного сказуемого:

He is a good engineer.

4) **МОДАЛЬНЫМ ГЛАГОЛОМ:**

В этом случае он имеет значение "должен" и употребляется в сочетании с инфинитивом смыслового глагола для выражения необходимости совершить действие согласно предварительной доверенности или заранее намеченному плану:

They are to begin this work at once.

Глагол "*to be*" употребляется в ряде устойчивых словосочетаний, в которых данный глагол отдельно не переводится:

to be late – опаздывать

to be in time – приходить вовремя

to be tired (of) – устать (от чего-то)

to be able (to do smth.) – мочь, уметь, быть способным (сделать что-то)

to be in/out – присутствовать/ отсутствовать

Спряжение глагола to be

	Present Indefinite	Past Indefinite	Future Indefinite
Affirmative	I am You are He is She is It is We are They are	I was You were He was She was It was We were They were	I shall be You will be He will be She will be It will be We shall be They will be
Negative	I am not You are not (aren't) He is not (isn't) She is not It is not We are not They are not	I was not (wasn't) You were not (weren't) He was not She was not It was not We were not They were not	I shall not (shan't) be You will not (won't) be He will not be She will not be It will not be We shall not be They will not be
Interrogative	Am I? Are you? Is he? Is she? Is it? Are we? Are they?	Was I? Were you? Was he? Was she? Was it? Were we? Were they?	Shall I be? Will you be? Will he be? Will she be? Will it be? Shall we be? Will they be ?

Practice

Ex. 1. Translate the following sentences into Russian paying attention to the verb «to be».

1. I am a manager.
2. It will be a fundamental discovery.
3. A free market economy is rare in the world.
4. The appearance of this law is important.
5. Early economic thoughts were all about the meaning of wealth.

6. Gold and silver are examples of precious stones.
7. Another word for 'idea' is 'concept'.
8. The population is the number of people in the country.
9. My grandmother's only income will be her pension.
10. The money for a month's work is a person's salary.
11. Early economists thought that a nation without gold was poor.

Ex. 2. Complete the sentences with *am /is/are or was/were or will be*.

1. The weather ... very nice today.
2. My friend and I ... business partners.
3. Walking ... a good way to avoid stress.
4. I ... hot. Can you open the window, please?
5. Ann ... at home, but her children ... at school.
6. Last year your project ... the best.
7. Charlie Chaplin died in 1978. He ... a famous film star.
8. I wanted to thank you for having invited me to your party. You ... so friendly.
9. I know that they ... in Paris three years ago.
10. I ... a student. My sister ... an architect.
11. We ... happy if we go to Hawaii.
12. Next year my brother ... 25.
13. I hope they ... at home at this time.
14. It ... cold in winter next year.
15. They are going to marry. Perhaps they ... happy.

Ex.3. Use the verb "to be" in the correct form.

1. Our work ... completed next week.

2. We ... students.
3. Hard work ... a guarantee of success.
4. The train ... late yesterday.
5. He ... not at home now.
6. Which party ... in power in Great Britain ten years ago?
7. My aim ... to master two foreign languages.
8. Our students ... in London last year.
9. We ... in Moscow in two days.
10. Soon this book ... translated into English.
11. When I met my friend I ... going to the Crimea.
12. The students ... in the reading hall before the lessons.

Ex. 4. Write positive and negative sentences in Present/Past or Future Simple

1. I shall be at home tonight.
2. My friend will be a lawyer in two years.
3. My parents are teachers at the University.
4. At two o'clock our family is having dinner.
5. The decision will be passed on Monday.
6. He is working in the library now.
7. There is a TV set in this room.
8. There were many new words in the dictation.
9. There will be a stadium near school.
10. Next Monday our first lesson will be English.

Ex. 5. Ask questions to the underlined words.

1. He is going to the cinema now. (Where?)
2. He was preparing to the exams yesterday. (Who?)
3. The lesson will be over in 5 minutes. (When?)
4. I shall be eighteen in a year. (How old?)
5. There are books on my desk. (What?)
6. His family is in London. (Where?)

Ex. 6. Write the sentences in the Past and Future Indefinite Tenses.

1. The students are in the reading hall.
2. I am glad to meet my friend.
3. He is eighteen.
4. My friend is preparing to enter the University.
5. Such problems are discussed at our meeting.
6. The train is to arrive at 10p.m.
7. My friend is a doctor.
8. They are in Moscow.
9. The book is translated into English. 10. Pete is waiting for you.

Ex. 7. Translate the following sentences into English.

1. Этот документ очень важен.
2. Эти факты представляют большой интерес для экономистов.
3. Адам Смит – «отец» современной экономики.
4. Эти открытия будут весьма важны в будущем.

5. Национальная экономика – это система управления и использования ресурсов страны.
6. Ваши результаты будут важны для дальнейших исследований.
7. Учёные-экономисты – это люди, которые собирают данные, создают экономические модели и формулируют законы.
8. Этот метод был очень полезен для нашего исследования.
9. Международная экономическая конференция была очень интересной.
10. Его последняя статья очень интересная.

Unit 3 TENSES OF ACTIVE VOICE. REFERENCE
ВИДОВРЕМЕННЫЕ ФОРМЫ ГЛАГОЛА В ДЕЙСТВИТЕЛЬНОМ ЗАЛОГЕ. ОБЩАЯ ИНФОРМАЦИЯ

Времена группы Indefinite (Simple)

	Present	Past	Future
Affirmative	I work We work You work They work He works She works It works	I worked We worked You worked They worked He worked She worked It worked	I shall work We shall work You will work They will work He will work She will work It will work
Negative	I do not We do not You don't work They do not He does not She doesn't work It doesn't work	I did not work We did not work You did not work They didn't work He did not work She did not work It did not work	I shall not work We (shan't) work You will not work They will not work He will not work She (won't) work It will not work
Interrogative	Do I work? Do we work? Do you work? Do they work? Does he work? Does she work? Does it work?	Did I work? Did we you work? Did they work? Did he work? Did she work? Did it work?	Shall I work? Shall we work? Will you work? Will they work? Will he work? Will she work? Will it work?
Наречия времени	usually, often, sometimes, every day, seldom, always, never regularly, as a rule, ever, rarely	yesterday, 3 days ago, last week, the day before yesterday, the other day	tomorrow, next week, the day after tomorrow, in 3 days

Глаголы в английском языке имеют четыре формы: инфинитив (Infinitive), прошедшее неопределенное время (Past Indefinite), причастия настоящего (Participle I или Present Participle) и причастие прошедшего времени (Participle II или Past Participle).

Infinitive	Past Indefinite	Participle II	Participle I
to stop	stopped	stopped	stopping
to write	wrote	written	writing

Все английские глаголы делятся на правильные и неправильные. Правильные глаголы образуют формы Past Indefinite путем прибавления суффикса -ed к основе глагола: to stop -stopped - stopped.

Формы неправильных глаголов следует заучивать: to write - wrote - written (см. таблицу неправильных глаголов).

В английском языке имеется четыре вида: Indefinite, Continuous, Perfect, Perfect Continuous и четыре времени: Present (настоящее), Past (прошедшее), Future (будущее), Future-in-the-Past, которые вместе образуют видовременные формы глагола.

Времена группы Indefinite обозначают обычное, регулярное, повторяющееся действие либо указывают на сам факт его совершения в настоящем, прошедшем и будущем.

Practice

Ex. 1. Describe the same habitual or repeated actions in the Past Simple Tense.

1. We often meet at international conferences.
2. This scientist always deals with interesting problems.

3. I generally begin my paper with a review of data.
4. Professor Smith puts forward a new interpretation of this phenomenon.
5. Nokia sells mobile telephones.
6. You always give a thorough analysis of the results.
7. His colleagues hold their meetings at the conference hall.
8. Dr. White writes formulas on the blackboard.
9. The government plays an important role in allocating resources in the economy.
10. He usually keeps his word.
11. We make an attempt to interpret the results.
12. I have much trouble with collecting data.
13. Dr. Brown does some research of the market.
14. I understand what you mean.
15. I send them business letters every day.

Ex. 2. Make the sentences negative and interrogative.

1. They go to the library every day.
2. He works at the English laboratory every day.
3. We got excellent marks at the exams.
4. She liked to work in the evening.
5. We shall translate this text in class.
6. They will finish this experiment in some days.

Ex. 3. Ask questions using the question words given.

1. He visits us on Sundays. (Who?)
2. He visited us on Sundays. (Who?)
3. He will visit us on Sundays. (Who?)
4. The delegation arrives in the evening. (When?)
5. Our students took part in the meeting. (What?)
6. She will teach English at school. (Where?)

Ex. 4. Answer the following questions.

1. Where do you work?
2. Did you go in the holidays last year?
3. Will you take part in the conference?
4. When will you pass your final examinations?
5. Where does your friend study?
6. Do your parents work at the hospital?
7. Did you go to the cinema yesterday?
8. When will you finish university?
9. Do you often see your friends?

Ex. 5. Put the verbs in brackets in the correct form of Present, Past or Future Indefinite Tense.

1. We always (to consult) a dictionary when we (to translate) texts.
2. We (to take part) in a sport competition last Sunday.
3. My friend (to pass) entrance examinations to the University last month.
4. He (to study) at the Management Department now.

5. He (to graduate) from the University in six years and will become a manager.
6. The students (to come) to the university every day.
7. We (not to go) to the countryside these weekends.
8. When he (to graduate) from the University, he will become a good specialist.
9. If you (to prepare) the report in time, you will pass your exam.
10. When I (to be) 18, I (to take part) in the elections.
11. We (to revise) the rules in some days.
12. If you (to come) to the lecture, you will learn many interesting things.

Ex. 6. Put the questions to the underlined words.

1. We discussed the agenda of our meeting.
2. The best students receive scholarships.
3. He didn't follow my advice.
4. They will play football on Sunday.
5. The lecture will take place on Monday.
6. We go to the reading hall twice a week.
7. My friend works at the factory.
8. They spent their vacations in the Alps.
9. The doctor will come in the afternoon.
10. The students went to the cafe after the lectures

Ex. 7. Use the verb in brackets in the Present, Past or Future Simple Tense

1. This bag (belong) to me.
2. Jane (apply) for a job of a hairdresser last month.

3. We don't know if you'll go to the country tomorrow. It (depend) on the weather.
4. He (not, care) about other people.
5. The accident was my fault. I (pay) for the damage.
6. Perhaps I (rely) on you.
7. I will look stupid with this haircut. Everyone (laugh) at me.
8. A strange thing (happen) to me the other day.
9. Sometimes we (listen) to classical music.
10. Yesterday morning I (look) for the key but didn't find it.
11. She (not, speak) often to her friends over the phone.

Времена группы Continuous

Продолженные времена (Continuous Tenses) обозначают действие в процессе его развития в определенный момент в настоящем, прошедшем или будущем.

These verbs are not used in Continuous Tenses

Эти глаголы нельзя использовать в видовременных формах

Continuous

like	smell	understand	mean	belong
love	taste	think	seem	depend
hate	hear	believe	need	consist
remember	see	suppose	know	depend
want	have	recognize		

Времена группы Continuous

	Present	Past	Future
Affirmative	I am speaking We are speaking You are speaking They are speaking He is speaking She is speaking It is speaking	I was speaking We were speaking You were speaking They were speaking He was speaking She was speaking It was speaking	I shall be speaking We shall be speaking You will be speaking They will be speaking He will be speaking She will be speaking It will be speaking
Negative	I am not speaking We are not speaking You aren't speaking They aren't speaking He is not speaking She isn't speaking It isn't speaking	I was not (wasn't) speaking We were not speaking You weren't speaking They weren't speaking He was not speaking She wasn't speaking It wasn't speaking	I shall not shan't be speaking We shall not be speaking You won't be speaking They will not be speaking He won't be speaking She will not be speaking It will not be speaking
Interrogative	Am I speaking Are we speaking Are you speaking? Are they speaking? Is he speaking? Is she speaking? Is it speaking?	Was I speaking? Were we speaking? Were you speaking? Were they speaking? Was he speaking? Was she speaking? Was it speaking?	Shall I be speaking? Shall we be speaking? Will you be speaking? they be speaking? Will he be speaking? Will she be speaking? Will it be speaking?
Наречия	now, right now, just now, at the moment, today, this week (month, season), these days, tonight (this evening).	at that time, all day (night) long, at six o'clock, the whole evening (morning, afternoon), from seven to nine	at this time tomorrow (next week, next month), at 10 o'clock on Friday.

Practice

Ex. 1. Make the sentences negative and interrogative.

1. His friends are still speaking over the telephone.
2. Boris is repairing the record-player.
3. He is leaving at the 8 o'clock train.
4. They are crossing the street.
5. We were looking for him the day before yesterday.
6. She was typing a letter at that moment.
7. He was watching TV when I came home.
8. I shall be waiting for you at the usual time.
9. He will be lecturing at that time.
10. It will be raining in a minute.
11. She is talking to her old friend.
12. Boys are playing football.
13. We were having dinner when you rang me up.
14. John was listening to the latest news at 7 o'clock in the evening.
15. She was hurrying to the station at that moment.
16. I shall be posting my letters tomorrow morning.
17. They will be working hard in autumn.
18. She will be coming to see us today.

Ex. 2. Write these sentences in the correct form of the Present Continuous Tense.

1. We have lectures every day. (now)
2. He watches TV in the evening, (at the moment)
3. We listen to the teacher attentively, (at this time)

4. He sleeps in the daytime every day. (from 2 till 3)
5. She writes letters to her parents every week, (now)
6. Use the Past Continuous Tense. Model: He worked hard, (when I came) He was working hard when I came.
7. He delivered lectures every week, (at 12 o'clock yesterday)
8. He worked in the library yesterday, (from 3 till 5 o'clock)
9. He left the house, (when the bell rang)
10. He crossed the street, (when I saw him)
11. The children played in the yard, (from 10 till 12 o'clock)
12. Use the Future Continuous Tense.
13. Model: We have an English lesson today, (at 10 o'clock tomorrow) We shall be having an English lesson at 10 o'clock tomorrow.
14. He is preparing for the exams, (next month)
15. She is translating the text now. (at 3 o'clock tomorrow)
16. We are celebrating the 80th anniversary of our University, (next)
17. He is leaving today, (at 7 o'clock tomorrow)
18. She sings well, (at the concert tonight)

Ex. 3. Answer the following questions.

1. Are you reading or writing now?
2. Are you making progress in your English?
3. Is your friend listening to you now?
4. Is it snowing now?
5. Where are you going to spend your summer holidays?
6. What were the students doing in the laboratory so late yesterday?
7. Were you having a rest when I rang you up?
8. Was she wearing black at the party?
9. At that time were your friends waiting for you at the station?

10. What were the students translating when the teacher came?
11. Where was he hurrying at 8 o'clock in the morning?
12. Whom were you speaking with when I came up to you?
13. Will the students be having a meeting after the lectures?
14. What will you be doing after the meeting?
15. Will you be taking any examination this month?

Ex. 4. Put the verb in brackets into the Present, Past or Future Continuous Tense.

1. He (to take) a bath now.
2. I (not to laugh) at you. 3. He (to come) here next month.
4. If I (to sleep) when he comes, please, wake me up.
5. What journal you (to read) when I came to the library?
6. The whole family (to have) dinner when the telephone rang.
7. Where he (to go) when the rain started? 8. She (to sing) over the radio at 5 o'clock tomorrow.
9. They will not go on excursion with us. They (to have) a lecture at 2 o'clock.
10. What you (to do) from 2 till 3 o'clock tomorrow?
11. The children (to play) when we returned home.
12. Look! It is getting dark. It (to rain) in a minute.

Ex. 5. Write the questions with the words in brackets.

1. The expedition is returning next week. (When)
2. We are doing grammar exercises now. (What)
3. The mother is teaching her little son to read.
(Who)
4. I am reading a book on modern art. (What)
5. They were still arguing when I entered the room. (Who)
6. Our group was staying in London for some days. (How long)
7. We were talking and he was listening to the radio. (What)
8. They will be moving to a new flat this month. (When)
9. We shall be listening to Petrov at the concert. (When)
10. He is coming tomorrow. (When)

Ex.6. Translate into English using the correct form of the Continuous Tenses

1. В данный момент фирма разрабатывает новую торговую марку.
2. Завод выпускает сейчас новый ассортимент продукции.
3. Менеджер по персоналу не присутствовал на собрании, т.к. он проводил собеседование с кандидатами на работу (to interview applicants).
4. Количество многонациональных компаний ежегодно возрастает.
5. Рынок мобильных телефонов будет быстро расти в течение следующего года, а рынок автомобилей будет увеличиваться медленно.
6. В данный момент завод концентрируется на производстве новой продукции.
7. Сейчас компания ищет новых сотрудников.
8. Восточная Европа становится привлекательным рынком для иностранных инвестиций.

Времена группы Perfect

	Present	Past	Future
Affirmative	I have written We have written You have written They have written He has written She has written It has written	I had written We had written You had written They had written He had written She had written It had written	I shall have written We shall have written You will have written They will have written He will have written She will have written It will have written
Negative	I have not written We have not written You haven't written They haven't written He haven't written She has not It hasn't written	I had not written We had not written You had not written They hadn't written He hadn't written She hadn't written It hadn't written	I shall not have written We shan't have written You will not written They will not have written He won't have written She won't have written It won't have written
Interrogative	Have I written? Have we written? Have you written? Have they written? Has he written Has she written? Has it written?	Had I written? Had we written? Had you written? Had they written? Had he written? Had she written? Had it written?	Shall I have written? Shall we have written? Will you have written? Will they have written? Will he have written? Will she have written? Will it have written?
Наречия	already, just, yet, never, ever, today, this year, this month, this week, this morning, since, for	by 3 o'clock yesterday, by the time he came	by 3 o'clock tomorrow, by the time he comes

Совершенные времена (Perfect Tenses) обозначают действие, которое совершилось к определенному моменту в настоящем, прошедшем или будущем.

Времена группы Perfect переводятся на русский язык глаголами совершенного вида.

Practice

Ex. 1. Give three forms of the following irregular verbs.

go, see, hear, show, write, read, make, take, have, be, meet, begin, give, tell, say, speak, buy, build, spend, leave.

Ex. 2. Write negative and interrogative of the sentences.

1. She has read all the books in her library.
2. I have seen some of Shaw's plays.
3. Pete had graduated from the University by that time.
4. We shall have done our shopping by the evening.
5. He will have seen something of Moscow by the week-end.
6. They will have come to the country by 10July.
7. She will have finished school by that time.
8. I have been to the cinema this week.
9. My sister has written me a letter.
10. We often had had rains here before you came.
11. My sister will have passed her exams by the end of June.
12. They will have finished their work before you return.
13. She will have written her course-paper by the end of the month.
14. I have already seen this movie.

Ex. 3. You are asking someone about things he has done in his life. Use the words in brackets to make your questions

Example: (you ever / be / to Italy?)

Have you ever been to Italy?

1. (you / ever / be / to South America?)
2. (you / read / any English books?)
3. (you / live / in this town all your life?)
4. (how many times / you / be in love?)
5. (you ever / speak / to a famous person?)
6. (you ever / see / the bridges of London?)
7. (you ever / see / this film?)
8. (you ever / be / in Spain?)
9. (you ever / eat / at the new Italian restaurant?)
10. (you ever / play / tennis?)

Ex. 4. Translate into English using the Present Perfect Simple

1. Что случилось?
2. Куда он ушел?
3. Я уже написала этот доклад.
4. Начался дождь.
5. Я еще не видела менеджера.
6. Директор уже прочитал отчет.
7. Ты когда-нибудь участвовал в конференции?
8. Сегодня я не была в библиотеке.
9. Завод уже получил заказ.
10. В этом году я часто видела их на лекциях.
11. Я не встречала его с весны.

13. Она давно работает в институте?
14. Я проработала здесь уже пять лет.
15. Будильник уже прозвенел.
18. Ты взяла с собой зонтик?

Ex. 5. Write the Present, Past or Future Perfect Tense of the verbs in brackets.

1. We translate English texts every week, (already)
2. They will build the shop next year, (before we move there)
3. We are packing the things, (by the time the taxi comes)
4. I see her every day. (today)
5. She typed the letter. (by the time we returned)
6. He looked through the documents. (by 12 o'clock)
7. They pass the exams every year. (already)
8. I know him very well. (since 2000)
9. They finished their experiment. (by 5 o'clock)
10. He had supper at 8 o'clock. (by that time)
11. I'll make dinner tomorrow. (by the time my husband comes)
12. They will pass the exams in June. (by July)

Ex. 6. Answer the following questions.

1. Where had you studied before you entered the University?
2. Have you learnt the new words?
3. Has your brother learnt to drive a car?
4. Have you bought a new dictionary?
5. How many films have you seen this month?

6. What English books have you read this year?
7. Where has Ann gone?
8. Had you ever heard a word of spoken English before you went to England?
9. Had he got his scientific degree by the end of 1990?
10. Will you have come back before the new term begins?
11. By what time will you have reached the airport?
12. Will he have finished his picture by November?
13. By what time will they have sent on their heavy things?
14. By what time will the game have started?

Ex. 7. Put the verb in brackets into the correct form of the Present, Past or Future Perfect Tense.

1. I (to hear) of him ever since I was born.
2. By the time you arrived we (to leave).
3. The students (to know) the results of the examination by 3 o'clock tomorrow.
4. By 5 o'clock the Congress (to adopt) the draft program.
5. After they (to present) the draft of the Program, long debates took place.
6. I (to do) already all my lessons.
7. He (to reject) just our proposal.
8. Our family (to live) in this street since we got a new flat.

Ex. 8. Form general or special questions with the question word given in brackets.

1. We have been friends since childhood, (since when)
2. The rain hasn't stopped yet. (general)
3. The film has been on for a week, (how long)
4. He had recovered by the time I returned from my leave, (general)

5. He will have worked as a teacher for 20 years by next September, (how long)
6. The students will have started the discussion by the time you come, (who)

Ex. 9. Make sentences using the words in brackets

Example: I wasn't hungry. (I / just / have / lunch). I *had just had* lunch.

1. Tom wasn't at home when I arrived. (he / just / go out)
2. We arrived at the cinema late. (the film / already / begin)
3. They weren't eating when I went to see them. (they / just / finish / their dinner)
4. I invited Ann to dinner last night but she couldn't come. (she / already / arrange / to do something else)
5. I was very pleased to see Nora again after such a long time. (I / not / see / her for five years)
6. The house was very quiet when I got home. (Everybody / go / to bed)
7. The house was dirty. (we / clean / if for a week)
8. I didn't recognize Mrs. Johnson. (She / change / a lot)
9. Bill no longer had his car. (He / sell / it)
10. I was glad to meet Tom. (I / see / him for ages)

Ex. 10. Combine these two sentences and use the Past Perfect in one part.

Example: I wrote my report. My friend came to my place.

I had written my report, when my friend came to my place.

1. Tom studied French. He went to Paris.
2. We got to the cinema. The film began.
3. John ate all the pies. Alice came home.

4. The students gathered. The teacher came into the classroom.
5. I returned home. It was evening.
6. We made the test. It was five o'clock.
7. My sister made coffee. She told us about it.
8. My friends were at the theatre. I knew it.

Ex. 11. Complete these sentences as in the example. Use the verbs in brackets

Example: Mr. and Mrs. Davis were in an airplane. They were very nervous because they (fly) *had never flown* before.

1. The woman was a complete stranger to me. I (see) ... before.
2. Margaret was late for work. Her boss was very surprised. (be / late). She ...before.
3. Jane played tennis yesterday – at least she tried to play tennis. She wasn't very good at it because she (play)
4. It was Keith's first driving lesson. He was very nervous and didn't know what to do. He (drive) ... before.
5. Two years ago I visited London. I was struck by its beauty. I (be) ... before.
6. I rode on horse yesterday. It was so excited. I (ride) ... before.
7. Yesterday we went to the zoo. Little Tommy began to cry as he was afraid of the tiger. He (see) ... before.

Ex. 12. Transform the following before-clauses into after-clauses and vice versa, changing the tense of the verbs accordingly

Example: Mother had returned before I went for a work.

Mother *returned* after I *had gone* for a walk.

1. The rain began after we had come from the Institute.
2. She had fallen asleep before her family returned from the pictures.
3. She had cooked the cake before the guests came.
4. Father rang up after I had finished my lessons.
5. I came home after it had grown dark.
6. They had gone to the skating-rink before the snow stopped.
7. She poured out tea after her husband had taken the cake, from, the oven.
8. The storm had stopped before they left the village.
9. They had left the town before the war began.
10. I visited them after they had got their new flat.

Ex. 13. Put the verb into the correct form, Past Perfect or Present Perfect

Example: I (see) him for a long time. When I met him at last I couldn't recognize my friend: he (change) a lot.

I have not seen him for a long time. When I met him at last I couldn't recognize my friend: he *had changed* a lot.

1. I (to buy) a lovely fashionable dress. Now I shall look smart at the party.
2. He (to learn) English before he went to the USA.
3. When she (to spend) all her money she went home.
4. When I went to the kitchen I was surprised: Kat (to wash) all the dishes.
5. Where you (to put) my notebook, I can't find it.
6. I never (to be) to the Bahamas.
7. When I arrived at the party. Tom wasn't there. He (to go) home.
8. When I got home I found that someone (to break) into my flat and (to steal) my fur coat.
9. Ann just (to get) home when I phoned her. She (to be) in London.

10. I'm not hungry. I just (to have) lunch.

Ex. 14. In this exercise you have to use will have done

Example: Tom and Ann are going to the cinema. The film begins at 7.30 and it is already 7.20. And it will take them 20 minutes to get there.

When they get there, (the film / already / start) *the film will have already started.*

1. Jim always goes to bed at 11 o'clock. Tom is going to visit him at 11.30 this evening. When Tom arrives, (Jim / go / to bed).....
2. Tom is on holiday. He has very little money and he is spending too much too quickly. Before the end of his holiday, (he / spend / all his money)
3. Chuck came to Britain from the US nearly three years ago. Next Monday it will be exactly three years since he arrived. Next Monday (he / be / here / exactly three years)
4. Kate always takes her dog for a walk at 7 in the evening. It takes her an hour. When Bill comes to her place at 8.30, (she / return / already).
5. Mother comes home at 6 o'clock. Today she has come earlier. So, when father comes, (she / finish / cooking dinner).

Ex. 15. Translate into English using the verb in the Future Perfect tense

1. Я закончу домашнее задание к 6 часам.
2. Когда я вернусь домой завтра, мама уже приготовит обед.
3. Строители закончат реконструкцию музея к следующему месяцу.
4. Когда папа придет домой, я закончу писать сочинение и мы вместе

5. пойдём гулять.
6. Ты закончишь читать книгу к 6 часам завтра? Мне она нужна.
7. Сколько страниц ты прочитаешь к 8 часам?
8. Сколько книг ты прочитаешь к следующему месяцу?
9. Когда родители вернутся домой, я уже пойду спать.

Ex. 16. Put the verb into Present, Past or Future Perfect

1. I shall not go to the library tomorrow. I already (to be) there this week.
2. You ever (to be) to the Hermitage?
3. He told me, he already (to write) his composition.
4. Yesterday the children (to do) all their homework before mother (to come) home.
5. By 6 o'clock yesterday I (to finish) my homework.
6. I (to do) my homework by 5 o'clock tomorrow.
7. When I come home tomorrow, my family (to have) supper.
8. You (to do) this work by next Sunday?
9. How many pages you (to read) by 5 o'clock tomorrow?

Времена группы Perfect Continuous

	Present	Past	Future
Affirmative	I have been writing We have been writing You have been writing They have been writing He has been writing She has been writing It has been writing	I had been writing We had been writing You had been writing They had been writing He had been writing She had been writing It had been writing	I shall have been writing We shall have been writing You will have been writing They will have been writing He will have been writing She will have been writing It will have been writing
Negative	I have not been writing We haven't been writing You have not been writing They have not been writing He has not been writing She hasn't been writing It hasn't been writing	I had not been writing We hadn't been writing You had not been writing They hadn't been writing He hadn't been writing She hadn't been writing It hadn't been writing	I shall not have been writing We shan't have been writing You will not have been writing They won't have been writing He won't have been writing She won't have been writing It won't have been writing
Interrogative	Have I been writing? Have we been writing? Have you been writing? Have they been writing? Has he been writing? Has she been writing? Has it been writing?	Had I been writing? Had we been writing? Had you been writing? Had they been writing? Had he been writing? Had she been writing? Had it been writing?	Shall I have been writing? Shall we have been writing? Will you have been writing? Will they have been writing? Will he have been writing? Will she have been writing? Will it have been writing?

Следующие наречия характерны для времен группы Perfect Continuous.

	Present	Past	Future
Наречия	for an hour, for a long time, since 6 o'clock, all my life, all this week (month, year), already	for 2 months, for a long time, before, already, since 6 o'clock	for 2 months, for a long time, before, already, since 6 o'clock

Времена группы Perfect Continuous (совершенные длительные) образуются с помощью вспомогательного глагола **to be** в Perfect (Present Perfect, Past Perfect, Future Perfect) и **Participle I** смыслового глагола.

Present Perfect Continuous выражает длительное действие, которое началось в прошлом, продолжается до настоящего времени либо закончилось непосредственно перед моментом речи.

Past Perfect Continuous выражает длительное прошедшее действие, которое началось раньше другого прошедшего действия и все еще происходит в момент его наступления или закончилось непосредственно перед моментом наступления другого прошедшего действия. Период действия может быть указан: (в течение двух месяцев), (давно, долго) и т.п.

Future Perfect Continuous выражает длительное будущее действие, которое начнется ранее другого будущего действия и будет еще совершаться в момент его наступления.

These verbs are not used in Perfect Continuous Tenses

Эти глаголы нельзя использовать в видовременных формах Perfect Continuous

like	smell	understand	mean	belong
love	taste	think	seem	depend
hate	hear	believe	need	consist
remember	see	suppose	know	depend
want	have	recognize		

Practice

Ex. 1. In this exercise you have to read a situation and then write a sentence

Example: The two boys came into the house. One had a black eye and the other had a cut lip. (they/fight) *They had been fighting.*

1. Tom was watching television. He was feeling very tired, (he/study/hard all day). He
2. When I walked into the room, it was empty. But there was a smell of cigarettes. (somebody/smoke/in the room) Somebody
3. When Mary came back from the beach, she looked very red from the sun. (she/lie/in the sun too long).....
4. The two boys came into the house. They had a football and they were both very tired. (they/play/football).....
5. Ann woke up in the middle of the night. She was frightened and she didn't know where she was. (she/dream)

Ex. 2. Open the brackets, using the Present or Past Perfect Continuous tense

1. What you (do) for the past two weeks?
2. Suddenly she understood that she (speak) for a long time and it was time to stop.
3. He (paint) this picture for two years and I don't know when he is going to finish it.
4. "Do you want to know what (happen) since you went away? "What I want to know is what you (do) while I have been away."
5. He took out his watch and looked at it. It was two o'clock. It meant that he

(wait) since 11 o'clock.

6. For the past few minutes I (try) to explain to you that you can't make me go there.
7. The children (fight) for some time when the door opened and the teacher came into the class-room.
8. Peter who (write) something for some time in silence, suddenly joined in the discussion.

Ex. 3. Translate the following sentences from Russian into English using Future Perfect Continuous

1. К тому времени как встанет солнце завтра утром, мы уже два часа будем лететь над Атлантическим океаном.
2. К первому сентября этого года я уже десять лет буду изучать английский язык.
3. Ей понадобится отдых. Она весь день будет работать.
4. К концу года мы будем жить в Москве уже двадцать лет.
5. Когда приедет полиция, Эрик уже три часа будет ехать в Техас.
6. К тому времени как дети вернутся из школы, их мама уже несколько часов будет работать в саду.
7. В июле будет год, как я живу в этом городе.

Ex. 4. Translate the following sentences using Present Perfect Continuous

1. - Как давно вы уже смотрите этот сериал? - Я смотрю его уже месяц и все еще не могу понять, что там происходит.
2. Переговоры длятся (be on) уже два часа, но президенты пока еще не приняли решение.
5. Целый день идет дождь, а я оставила зонт дома.

6. Пойду в душ, я работал в саду.
7. Джинсы в моде уже больше века. Люди носят их все это время. А вы носите джинсы?
8. Собака ищет бомбу в этом здании уже три часа, но пока еще ничего не нашла.
9. Мы ремонтируем квартиру с весны и очень устали.
10. Он очень беспокоит меня. Он целый день сидит сегодня, ничего не делая и не говоря.

Ex. 5. Use the Present, Past or Future Perfect Continuous Tense

1. He is operating now. (since 8 o'clock)
2. She is preparing for her exam, (since June)
3. I am learning the poem, (for 20 minutes)
4. There was a smell of cigarettes when I entered the room, (somebody, to smoke)
5. He was feeling very tired, (to drive the car, all day)
6. He was listening to music, (for an hour, before I came)
7. She will be typing the documents at 6 o'clock tomorrow, (for an hour, by the time you come back)
8. We'll be reading this book this time tomorrow, (already, for two hours, when you ring us up)

9. We are waiting for the teacher, (for some minutes)
10. He is smoking a cigarette now. (for 10 years)
11. The students were discussing their plans, (for a long time, before the teacher came)
12. The child was sleeping, (for an hour, when we returned)

13. They'll be having dinner when he comes, (for half an hour, when you call for them).
14. He will learn German next year, (already, for four years, when he enters the Institute).

Ex. 6. Make the sentences interrogative and negative.

1. The telephone has been ringing for 10 minutes.
2. The boys have been playing football for 2 hours.
3. I have been learning English for 5 years.
4. I had been learning English for 5 years before I went abroad.
5. By the end of this year she will have been teaching at the University for 20 years.
6. The tooth has been aching since Monday.
7. We have been translating the text for half an hour.
8. It has been snowing for 2 days.
9. She had been cooking for a long time when the guests came.
10. By the end of August we shall have been living here for 10 years.

Ex. 7. Answer the following questions.

1. Have you been staying here for a month?
2. Has he been swimming long?
3. Since when has it been snowing here?
4. How long have you been watching TV?
5. How long has she been talking to her friend?
6. What has he been translating for an hour?

7. How long had you been studying English before you went to Great Britain?
8. How long had you been writing to him before you got an answer?
9. How long had she been waiting for you when you came?
10. How long will you have been flying by the time the plane lands?

Ex. 8. Put the verbs in brackets into the Present, Past or Future Perfect Continuous Tense.

1. We (play) tennis for 3 hours.
2. By the end of this year I (live) here for 20 years.
3. She (study) in London for a year.
4. By breakfast time she (sleep) for 8 hours.
5. When the bus arrived the tourists (wait) for it very long.
6. I looked at the watch. It was 11 o'clock. I (work) at the report for 4 hours.
7. They (sit) there for an hour when the taxi arrived.
8. She (wash) the dishes since the guests left.
9. I (look for) the key for half an hour already.
10. He (go) to this bar every Saturday for the last 5 years.

Ex. 9. Write the questions with the question words in brackets.

1. The tourists have been travelling since last Sunday. (Since when)
2. She has been driving a car for 10 years. (How long)
3. He has been going in for body-building for 3 months. (Who)
4. She has been speaking on the phone since 10 o'clock. (What)
5. I had been waiting for half an hour when the bus finally came. (How long)

Ex. 10. Translate the following sentences from English into Russian using Perfect Continuous tense forms

1. Мы пользовались этой машинкой в течение трех лет. Она действовала безотказно (прекрасно).
2. Я весь день сегодня думаю о том, что я скажу, когда мы придем к ним.
3. – Почему вы так взволнованны? – У нас был спор.
4. Этот человек идет за нами всю дорогу от станции. Он, наверное, не знает дороги.
5. Что здесь происходило? Почему все такие взволнованные?
6. Этот шум беспокоит меня с самого утра, и я не могу понять, откуда он идет.
7. Ты слишком много пьешь кофе последнее время.
8. Он был уверен, что она живет в Москве с 1995 года.
9. Ты опять курил в комнате?
11. У него было такое чувство, что он живет здесь уже давно.
12. Когда она последний раз выходила из школы, где училась десять лет, она не думала, что снова вернется в нее, но уже учительницей.
13. Он носит очки с детства.

Приложения

Приложение 1. Useful phrases for writing essays and presentations

To begin with - Начнем с того, что

You can - Вы можете (Можно)

Firstly, ... / Secondly, ... / Finally, Во-первых, ... / Во-вторых, ... / Наконец.

The first thing that needs to be said is Первое, что нужно сказать, это то, что (Прежде всего, следует сказать, что)

First and foremost В первую очередь

It is true that ... / clear that ... / noticeable that Это правда, что ... / Ясно, что ... / Примечательно, что ...

One should note here that Здесь следует отметить, что

Another good thing about ... is that Еще один положительный момент ... заключается в (том, что)

The second reason for Вторая причина

It is often said that Часто говорят, что

It is undeniable that... Нельзя отрицать, что

It is a well-known fact that Хорошо известно, что

What is more, Более того,

Besides, ... because it is Кроме того, ... потому что

Doubtless, Несомненно,

One cannot deny that Нельзя отрицать, что

On the other hand, we can observe that С другой стороны, мы можем наблюдать, что

One should, nevertheless, consider the problem from another angle. Тем не менее, следует взглянуть на эту проблему с другой стороны.

One should, however, not forget that Тем не менее, не следует забывать, что

If on the one hand it can be said that ... the same is not true for И если с одной стороны, можно сказать, что ... , то же самое нельзя сказать о

On the other hand, С другой стороны,

Although Хотя

Besides, Кроме того,

Moreover, Более того,

Furthermore, one should not forget that Кроме того, не следует забывать, что

In addition to Кроме (того, что)

Nevertheless, one should accept that Тем не менее, следует признать, что

However, we also agree that Однако, мы также согласны с тем, что

Many people think ... but others do not agree. Многие люди думают, (что)... , но другие не согласны.

Let's consider some pros and cons of it. Давайте рассмотрим некоторые плюсы и минусы (этого).

We live in a world in which Мы живем в мире, в котором

A number of key issues arise from the statement. For instance, Это утверждение затрагивает ряд ключевых вопросов. Например,

First of all, let us try to understand Прежде всего, давайте попытаемся понять

On the other hand, we can observe that С другой стороны, мы можем наблюдать, что

The other side of the coin is, however, that Однако, с другой стороны,

Another way of looking at this question is to Чтобы взглянуть на эту проблему с другой стороны, надо

One should, nevertheless, consider the problem from another angle. Тем не менее, следует взглянуть на эту проблему с другой стороны.

One should, however, not forget that Тем не менее, не следует забывать, что

Experts... Эксперты ...

believe that считают, что

say that говорят, что

suggest that предполагают, что

are convinced that убеждены, что

point out that отмечают, что

emphasize that подчеркивают, что

Perhaps we should also point out the fact that Возможно, нам также следует отметить тот факт, что

It would be unfair not to mention that fact that Было бы несправедливо не упомянуть тот факт, что

One must admit that Надо признать, что

We cannot ignore the fact that Мы не можем игнорировать тот факт, что ...

One cannot possibly accept the fact that Трудно смириться с тем фактом, что

From these facts, one may conclude that Из этих фактов, можно сделать вывод (о том), что

Which seems to confirm the idea that Что, по-видимому, подтверждает мысль (о том), что

Thus, ... / Therefore,... Таким образом, ... / Поэтому

The most common argument against this is that Наиболее распространенным аргументом против этого является то, что

In conclusion, I can say that although ... , В заключение я могу сказать, что, хотя ... ,

To draw the conclusion, one can say that Подводя итог, можно сказать, что

So it's up to everybody to decide whether ... or not. Так что каждый должен решить для себя ... ли ... , или нет.

Приложение 2 Таблица неправильных глаголов

Infinitive	Past Indefinite	Past Participle
be – быть	was, were	been
become – становиться	became	become
begin – начинать, -ся	began	begun
break – ломать	broke	broken
bring – приносить	brought	brought
build – строить	built	built
buy – покупать	bought	bought
catch – ловить	caught	caught
come – приходить	came	come
cut – резать	cut	cut
dig – копать	dug	dug
do – делать	did	done
draw – рисовать	drew	drawn
dream – мечтать	dreamed, dreamt	dreamed, dreamt
drink – пить	drank	drunk
drive – ехать	drove	driven
eat – есть	ate	eaten
fall – падать	fell	fallen
feel – чувствовать	felt	felt
fight – бороться	fought	fought
find – находить	found	found
fly – летать	flew	flown
forget – забывать	forgot	forgotten
get – получать	got	got
give – давать	gave	given

Infinitive	Past Indefinite	Past Participle
go – ходить, ехать	went	gone
grow – расти	grew	grown
have – иметь	had	had
hear – слышать	heard	heard
hold – держать	held	held
keep – хранить	kept	kept
know – знать	knew	known
lay – класть	laid	laid
lead – вести	led	led
learn – учиться	learned, learnt	learned, learnt
leave – оставлять	left	left
lend – одолжить	lent	lent
let – позволять	let	let
lie – лежать	lay	lain
lose – терять	lost	lost
make – делать	made	made
mean – значить	meant	meant
meet – встречать	met	met
pay – платить	paid	paid
put – класть	put	put
read – читать	read	read
ring – звонить, звенеть	rang	rung
run – бежать	ran	run
say – говорить	said	said
see – видеть	saw	seen
sell – продавать	sold	sold

Infinitive	Past Indefinite	Past Participle
send - посылать	sent	sent
set – заходить	set	set
sew – шить	sewed	sewed, sewn
shake – трести	shook	shaken
shine – светить, сиять	shone	shone
show – показывать	showed	showed, shown
sing – петь	sang	sung
sit – сидеть	sat	sat
sleep – спать	slept	slept
speak – говорить	spoke	spoken
spend – тратить	spent	spent
stand – стоять	stood	stood
sweep – мести	swept	swept
swim – плавать	swam	swum
take – брать	took	taken
teach – обучать	taught	taught
tell – рассказывать	told	told
think – думать	thought	thought
throw – бросать	threw	thrown
understand – понимать	understood	understood
wear – носить	wore	worn
win – выигрывать	won	won

Учебное издание
Барсукова Наталья Витальевна
Остапенко Анна Борисовна

MULTIPURPOSE BUSINESS ENGLISH
(Student's book 1)

Учебное пособие

Компьютерная верстка *А. Б. Остапенко*

Дизайн обложки *И. Л. Тюкавкина*
Отпечатано с авторского оригинала-макета

Подписано в печать . Формат 60x84 1/16.
Усл. печ. л. 4,30. Тираж 100 экз. Заказ 105

Издательство Тихоокеанского государственного университета.
680035, Хабаровск, ул. Тихоокеанская, 136.
Отдел оперативной полиграфии издательства Тихоокеанского государственного
университета.
6800356 Хабаровск, ул. Тихоокеанская, 136.