

**ФГБОУ ВПО «НОВОСИБИРСКИЙ ГОСУДАРСТВЕННЫЙ АГРАРНЫЙ
УНИВЕРСИТЕТ»
ФАКУЛЬТЕТ ГОСУДАРСТВЕННОГО И МУНИЦИПАЛЬНОГО УПРАВЛЕНИЯ
КАФЕДРА ИНОСТРАННЫХ ЯЗЫКОВ**

ENGLISH GRAMMAR STRUCTURES

Методические указания по английскому языку для практических занятий студентов первого курса всех направлений подготовки и уровней квалификации ФГБОУ ВПО «НГАУ»

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Методические указания представляют собой сборник упражнений по грамматике английского языка. Цель данных указаний – помочь студентам понять и закрепить основные грамматические структуры английского языка. Данные методические указания предназначены для практических занятий студентов первого курса всех направлений подготовки и уровней квалификации ФГБОУ ВПО «НГАУ» и рассчитаны на изучение в одном семестре.

Утверждены и рекомендованы к изданию методической комиссией факультета государственного и муниципального управления (протокол № 3 от 15.05 2012г.).

ПРЕДИСЛОВИЕ

Методические указания предназначены для практических занятий студентов первого курса всех направлений подготовки и уровней квалификации ФГБОУ ВПО «НГАУ» и рассчитаны на изучение в одном семестре.

Цель методических указаний состоит в том, чтобы помочь студентам понять и закрепить основные грамматические структуры английского языка и выработать у них необходимые грамматические навыки. Методические указания представляют собой сборник упражнений по следующим грамматическим темам: времена групп Simple, Continuous, Perfect в действительном залоге, модальные глаголы, пассивная форма глагола. Методические указания состоят из 10 тематических разделов. Типичное содержание раздела:

- презентация теоретического материала в виде таблиц;
- простое и краткое объяснение грамматической структуры;
- примеры из современного английского языка;
- устные и письменные упражнения, побуждающие к активному освоению пройденного материала;
- упражнения (Revision) на повторение и закрепление пройденного материала в заключении каждого раздела;
- дополнительные упражнения (EXTRA), позволяющие варьировать в случае необходимости продолжительность курса обучения и использовать дифференцированный подход в обучении студентов грамматике английского языка.

Методические указания направлены на целевое формирование иноязычной коммуникативной компетенции (речевой, языковой, социокультурной, компенсаторной и учебно-познавательной), на формирование общекультурных компетенции по ФГОС ВПО: владение иностранным языком на уровне не ниже разговорного (ОК-15); владение иностранным языком достаточным для профессионального общения, владение иностранным языком на уровне бытового общения, владение пониманием основной терминологии сферы профессиональной деятельности (ОК-10); способность к письменной и устной коммуникации на иностранном языке (ОК-17).

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Unit 1. Present simple

Positive and negative

Question

I We You live (don't live). They	Where do you (we, they, I) live?
He She lives (doesn't live). It	Where does he (she, it) live?

Short answers

Do you like Peter? - Yes, I do. / No, I don't. Does she speak French? - Yes, she does. / No, she doesn't.

Use

1. **Present Simple** используется для выражения привычек, повторяющихся действий, которые происходят: регулярно (regularly), всегда (always), часто (often), обычно (usually, normally).

I get up at 7.30. I travel a lot.

2. **Present Simple** используется для выражения общеизвестных, всегда правдивых фактов, непреложных истин и законов природы.

The sun rises in the East. We come from Russia.

3. **Present Simple** выражает факты повседневной жизни, которые являются правдой на протяжении длительного времени, постоянные состояния.

I live in Novosibirsk. She works in an office.

4. **Present Simple** выражает будущие действия, если речь идёт о расписаниях и программах.

The bus leaves at nine o'clock. (timetable) The film starts in ten minutes. (cinema programme).

Spelling of the third person singular

1. Most verbs add -s in the third person singular: wear – wears, speak – speaks, live – lives

But **go** and **do** are different. They add – **es**: go – goes, do – does

2. If the verb ends in -s, -sh, -ch, add –**es**: kiss – kisses, wash – washes, watch – watches

3. If the verb ends in a **consonant** + y, the y changes to –**ies**: fly – flies, study – studies

But if the verb ends in a **vowel** + y, the y doesn't change: play – plays

4. The verb **have** is irregular: have – **has**

Exercises

1. Write the *he/she/it* form of these verbs.

1. read _____ 2. listen _____ 2. push _____ 4. kiss _____ 5. dry _____ 6. love _____
7. do _____ 8. buy _____ 9. watch _____ 10. have _____ 11. think _____ 12. go _____

2. Complete the sentences. Use the correct form of these verbs:

boil close cost x 2 go have like meet open smoke speak teach wash

1. She's very clever. She speaks four languages. 2. Steve _____ ten cigarettes a day. 3. We usually _____ dinner at 7 o'clock. 4. I _____ films. I often _____ to the cinema. 5. Water _____ at 100 degrees Celsius. 6. In Britain the banks _____ at 9.30 in the morning. 7. The City Museum _____ at 5 o'clock every evening. 8. Food is expensive. It _____ a lot of money. 9. Shoes are expensive. They _____ a lot of money. 10. Tina is a teacher. She _____ mathematics to young children. 11. Your job is very interesting. You _____ a lot of people. 12. Peter _____ his hair twice a week.

3. Write the negative.

1. I play the piano very well. _____

2. Jack plays the piano very well. Jack _____ very well.
3. You know the answer. _____
4. She works very hard. _____
5. They do the same thing every day. _____

4. You are asking somebody questions. Write questions with do/does?

1. I work hard. And you? Do you work hard?
2. I play tennis. And you? _____ you _____?
3. I play tennis. And Ann? _____ Ann _____?
4. I like hot weather. And you? _____?
5. I drink coffee. And your father? _____?
6. I speak English. And your friends? _____?

These questions begin with Where/What/How.....?

7. I wash my hair twice a week. (how often/ you?) How often do you wash your hair?
8. I live in London. (where / you?) Where _____?
9. I watch TV every day. (how often / you?) _____?
10. I have lunch at home. (where / you?) _____?
11. I get up at 7.30. (what time/ you?) _____?
12. I go to work by bus. (how / you?) _____?

5. Make up questions to the underlined words.

1. He likes to take pictures of his friends. _____?
2. Pete never shares his thoughts with anybody. _____?
3. Jane always spends her holiday with her family. (What) _____?
4. Ann has a new flat. _____?
5. I like fishing in the river in summer. _____?

6. Complete the sentences. Use the appropriate auxiliary verbs and the words in brackets.

Example: How often does she go to the theatre? (she, go)

1. What time _____? (the train, leave)
2. My brother _____ at home. (not live)
3. Where _____ from? (you, come)
4. I _____ Jill _____ me very much. (not think, like)
5. What time _____ after work? (Ken, get home)
6. Jane _____ Calgary in Canada. (come, from)
7. How many languages _____? (you, speak)
8. Anne _____ coffee, but she _____ tea. (not drink, like)

7. Vocabulary: daily routines

What do you do first in the day? What do you do next? Use your dictionary and number the activities in the correct order for you.

- | | | | | |
|----------------|-------------|---------------|------------------|------------|
| have lunch | cook dinner | have a shower | watch television | get up |
| have breakfast | read a book | start work | go to bed | |
| arrive home | finish work | get dressed | leave home | go to work |

Unit 2. Past Simple

Positive, negative and question

I, he, she, it, we, you, they	<u>finished</u> <u>went</u> <u>worked</u>		yesterday.
I, he, she, it, we, you, they	<u>didn't</u> (did not)	finish go work	yesterday.

When <u>did</u>	I, he, she, it, we, you, they	go	yesterday?
-----------------	-------------------------------	----	------------

Short answers

Did you work yesterday? - Yes, I did. / No, I didn't. Did it rain last night? - Yes, it did. / No, it didn't.

Use

1. **Past Simple** используется для выражения законченного в прошлом действия, произошедшего в указанное время. *We played tennis last Sunday. John left 2 minutes ago.*

2. **Past Simple** употребляется для описания последовательных событий в рассказе.

First, they had lunch. Then, they watched TV.

Exercises

1. Complete these sentences. Use one of these verbs in the past simple:

clean finish live open play rain smoke start want watch

1. Yesterday evening I watched television. 2. I _____ my teeth three times yesterday. 3. Bernard _____ 20 cigarettes yesterday evening. 4. The concert last night _____ at 7.30 and _____ at 10 o'clock. 5. When I was a child, I _____ to be a doctor. 6. Mozart _____ from 1756 to 1791. 7. Today the weather is nice, but yesterday it _____. 8. It was hot in the room, so I _____ the window. 9. The weather was good yesterday afternoon, so we _____ tennis.

2. Write sentences about the past (yesterday/last week, etc.).

1. He always goes to work by bus. Yesterday he went to work by bus. 2. They always get up early. This morning they _____. 3. Bill often loses his keys. He _____ last Saturday. 4. She meets her friends every evening. She _____ yesterday evening. 5. I usually read two newspapers every day. _____ yesterday. 6. They come to my house every Friday. Last Friday _____. 7. We usually go to the cinema on Sunday. _____ last Sunday. 8. Tom always has a shower in the morning. _____ this morning. 9. They buy a new car every year. Last year _____. 10. I eat an orange every day. Yesterday _____. 11. We usually do our shopping on Monday. _____ last Monday. 12. Ann often takes photographs. Last weekend _____.

3. Complete these sentences with the verb in the negative.

1. I saw John but I didn't see Mary. 2. They worked on Monday but they _____ on Tuesday. 3. We went to the shop but we _____ to the bank. 4. She had a pen but she _____ any paper. 5. Jack did French at school but he _____ German.

4. You are asking somebody questions. Write questions with Did.....?

1. I watched TV last night. And you? Did you watch TV last night? 2. I enjoyed the party. And your sister? _____ she _____? 3. I had a good holiday. And your friends? _____? 4. I got up early this morning. And you? _____? 5. I slept well last night. And you? _____?

5. What did you do yesterday? (Your sentence can be positive or negative.)

1. (watch TV) *I watched TV yesterday* or *I didn't watch TV yesterday* 2. (get up before 7.30) I _____ 3. (have a shower) I _____ 4. (buy a magazine) _____ 5. (speak English) _____ 6. (do an examination) _____ 7. (eat meat) _____ 8. (go to bed before 10.30) _____

6. Write questions with Who/What/How/Why.....?

1. I met somebody. **Who did you meet?** 2. Jenny arrived. What time _____ Jenny _____? 3. I saw somebody. Who _____ you _____? 4. They wanted something. What _____? 5. The meeting finished. What time _____? 6. Pet went home early. Why _____? 7. We had dinner. What _____ for dinner? 8. It cost a lot of money. How much _____?

Unit 3. Future Simple

Positive, negative and question

I, he, she, it, we, you, they	will	play football.
I, he, she, it, we, you, they	will not (won't)	play football.
What will you/he play?	Football	
Will they/I/she play football?	Yes, they will. / No, they won't.	

Use

1. **Future Simple** употребляется для выражения обычных, привычных (повторяющихся) действий в будущем: **Children will come to school again. Students will come to colleges.**

2. **Future Simple** используют также для выражения не запланированных действий:

Oh, I've left the door open. I'll go and shut it. (в данном случае нельзя использовать **Present Simple** (I go...): I'll go and shut the door. (not 'I go and shut').

What would you like to drink? - I'll have an orange juice, please.

Для запланированных действий используется **Present Continuous**: **'Are you working tomorrow?'** (not 'will you work')

Exercises

1. Complete the sentences with **will ('ll)** + one of these verbs:

be x 2 come get like look meet pass

1. Don't worry about your exam. I'm sure **you'll pass** it. 2. Why don't you try on this jacket? It _____ nice on you. 3. You must meet George sometime. I think you _____ him. 4. It's raining. Don't go out. You _____ wet. 5. They've invited me to their house. They _____ offended if I don't go. 6. Goodbye. I expect we _____ again before long. 7. I've invited Sue to the party but I don't think she _____.

2. Put in **will ('ll)** or **won't**.

1. Can you wait for me? **I won't be very long.** 2. There's no need to take an umbrella with you. It _____ rain. 3. If you don't eat anything now, you _____ be hungry later. 4. I'm sorry about what happened yesterday. It _____ happen again. 5. I've got some incredible news! You _____ never believe what's happened. 6. Don't ask Margaret for advice. She _____ know what to do.

3. Read the situations and write sentences with **I think I'll...** or **I don't think I'll...**

1. It's a bit cold. You decide to close the window. **You say: I think I'll close the window.** 2. You are feeling tired and it's quite late. You decide to go to bed. **You say: I think _____** 3. A friend of yours offers you a lift in his car but you decide to walk. **You say: Thank you but _____** 4. You arranged to play tennis today. Now you decide that you don't want to play. **You say: I don't think _____** 5. You were going to go swimming. Now you decide that you don't want to go. **You say: _____**

4. Are the underlined words right or wrong? Correct the sentences that are wrong.

1. I phone you tomorrow morning, okay? **Wrong.** — **I'll phone** 2. I phone my sister every Friday. **Right.** 3. I haven't done the shopping yet. I do it later. _____

4. 'I don't want to drive.' — 'Okay, I drive.' _____ 5. 'How do you usually go to work?' — 'I drive.' _____
 6. 'I haven't got any money.' — 'I lend you some.' _____

5. Which form of the verb is correct (or more natural) in these sentences? Underline it.

1. Ann isn't free on Saturday. She'll work / She's working. 2. I'll go / I'm going to a party tomorrow night. Would you like to come too? 3. I think Jane will get / is getting the job. She has a lot of experience. 4. I can't meet you this evening. A friend of mine will come / is coming to see me. 5. **A:** Have you decided where to go for your holidays? **B:** Yes, we will go / we are going to Italy. 6. There's no need to be afraid of the dog. It won't hurt / it isn't hurting you.

Revision: Present Simple, Past Simple, Future Simple

1. What tense is it? (the Present Simple, the Past Simple or the Future Simple). Translate the sentences into Russian.

1. They **didn't get** married 10 years ago; they **got** married 15 years ago. 2. She **earns** a lot of money. 3. Laura **saw** the film. It **was** interesting. 4. My husband **returned** from work. He **was** tired. 5. Pat **will travel** by car. It **will be** exciting. 6. Hill **kicks** the ball and **passes** it to Beckham. It **is** the fantastic goal! 7. The prince **won't tell** her the news. 8. I **don't believe** you! 9. We **had** lunch. 10. They **don't** often **visit** their relatives.

2. Translate into English.

1. Мы играем в теннис каждое воскресенье. 2. Я часто читаю книги. 3. Моя мама видела её вчера. 4. Что вы делали вчера? 5. Они прочитают эти книги в следующем году. 6. Я пойду и закрою окно. 7. Мы не изучали английский язык в школе. 8. Мне не нравятся большие города. 9. Как часто ты смотришь телевизор? 10. Вчера погода была хорошей. 11. Я вчера играл в теннис, но не выиграл. 12. Мы сегодня встали поздно. 13. На прошлой неделе я написал письмо Джейн. 14. Ты придешь завтра? 15. Где ты купил эту вещь?

Unit 4. Present Continuous

Positive and negative

Questions

I'm (am not) working.	am	I
He's (isn't) working.	is	he
She's (isn't) working.	What is	she wearing?
It's (isn't) working.	is	it
We're (aren't) working.	are	we
You're (aren't) working.	are	you
They're (aren't) working.	are	they

Short answers

"Are you going?"- "Yes, I am". / "No, I'm not". "Is Anna working?"- "Yes, she is." / "No, she isn't".

Use

1. **Present Continuous** используется для описания действия, происходящего в момент речи.

She can't answer the phone because she is washing her hair.

2. **Present Continuous** используется для выражения действия, которое происходит не только в настоящий момент, но и в настоящий более широкий отрезок времени и является более важным для говорящего, чем другие действия, которые происходят в этот отрезок времени.

She's studying Maths at university. She is collecting documents to study in England. (для нее в этот отрезок времени это самое главное)

3. **Present Continuous** употребляется для выражения запланированных договоренностей в ближайшем будущем. Выполнение этих договоренностей зависит от говорящего:

They are buying a new car next month. = Они покупают новую машину в следующем месяце. (выполнение этого мероприятия зависит только от них) **He is leaving tomorrow.** = Он уезжает завтра. (это зависит только от него)

Сравните: The train leaves at 6 p.m. = Поезд отправится в 6 вечера. (отправление поезда зависит только от расписания, и в этом случае употребляется **Present Simple**). **To have** в значении «*иметь, обладать*» не употребляется в **Present Continuous**. **I have a lot of spare time at the moment.** Когда **have** является частью устойчивого выражения: *to have dinner* – обедать, *to have a party* – организовать вечеринку, *to have nice time* – хорошо провести время, тогда **have** можно употребить в **Present Continuous**: **They are having dinner now.**

Spelling of verb + -ing

1. Most verbs add **-ing**: wear – **wearing** go – **going** cook – **cooking** hold – **holding**
2. If the infinitive ends in a silent **-e**, drop the **-e**: write – **writing** smile – **smiling** take – **taking**
But: be - being
3. When a one-syllable verb has one vowel and ends in a consonant, double the final consonant:
sit – **sitting** get – **getting** run – **running**

Exercises

1. Complete the sentences. Use am/is/are + one of these verbs:

building coming having playing cooking standing swimming

1. Listen! Pat **is playing** the piano.
2. They _____ a new hotel in the city centre at the moment.
3. Look! Somebody _____ in the river.
4. 'You _____ on my foot.' – 'Oh, I'm sorry.'
5. Hurry up! The bus _____.
6. 'Where are you, George?' – 'In the kitchen. I _____ a meal.'
7. (On the telephone) 'Hello. Can I speak to Ann, please?' – 'She _____ a shower at the moment. Can you phone again later?'

2. What's happening at the moment? Write true sentences.

1. (I/wash my hair) **I'm (not) washing my hair.**
2. (It/snow) _____
3. (I/sit/on a chair) _____
4. (I/eat) _____
5. (It/rain) _____
6. (I/learn English) _____
7. (I/listen to the radio) _____
8. (The sun/shine) _____
9. (I/wear shoes) _____
10. (I/smoke a cigarette) _____
11. (I/read a newspaper) _____

3. Ask the questions. (Read the answers to the questions first.)

1. (You/watch/TV?) **Are you watching TV?** - No, you can turn it off.
2. (the children/play?) _____ - No, they're sleeping.
3. (What/you/do?) _____ - I'm cooking my dinner.
4. (What/Rad/do?) _____ - He's having a bath.
5. (It/rain?) _____ - No, not at the moment.
6. (that clock/work?) _____ - No, it's broken.
7. (you/write/a letter) _____ - Yes, to my sister.
8. (why/you/run?) _____ - Because I'm late.

Present Continuous (I am doing) or Present Simple (I do)

Present Continuous	Present Simple
The kettle is boiling . Can you turn it off, please? 'Where's Tom?' - 'He's playing tennis.' 'What are you doing here?'	Water boils at 100 degrees Celsius. Tom plays tennis every Saturday. What do you do ? = What's your job?

Present Continuous описывает временные события, а **Present Simple** описывает постоянные события:

I'm **living** in a hostel until I can find a flat. My parents **live** in London. They have lived there all their lives. 'You're **working** hard today.' - 'Yes, I've got a lot to do.' John isn't lazy. He **works** very hard most of the time.

Некоторые глаголы используются только во временах группы **Simple**.

want	like	belong	know	suppose	remember	need	love	see
realize	mean	forget	prefer	hate	hear	seem	understand	
think (=думать) believe (=считать, полагать) have (=иметь)								

Do you like Novosibirsk? (*not* 'are you liking') I **don't understand**. (*not* 'I'm not understanding')

What **do you think** Tom will do? (= What do you believe he will do? = Как ты думаешь/считаешь...?) **But:** What **are you thinking** about? (= What is going in your mind? = О чем ты думаешь (задумался)?

Exercises

1. Choose the correct verb form. Underline it.

a. He **is smoking/smokes** 20 cigarettes a day. b. What **are you looking/do you look** at? c. 'Excuse me. **Are you speaking/Do you speak** French?' - 'No, but **I'm speaking/ speak** a little German.' d. 'Come and have a drink.' - 'I'm sorry, I can't just now. **I'm working/work.**' e. 'Why **are you driving/do drive** so fast?' - 'Because we're late.' f. **I'm going/go** dancing every Friday night. g. '**Do you often travel/Are you often traveling** abroad.' - 'Four or five times a year.' h. **Do you spell/Are you spelling** your name with one 'n' or two? i. 'What **are you thinking/do you think** about? - 'I'm not going to tell you!' j. Water **is boiling/boils** at 100 degrees Centigrade. k. Can I turn off the TV? **You aren't watching/don't watch** it.

2. Put the verbs in the correct tense.

Example: My wife normally **works** at home, but she **is spending** this month in Nottingham. She **is teaching** in a summer school there. (work, spend, teach)

1. **A:** Look, it _____ again. **B:** Yes, it _____ most days at this time of year. (rain, rain) 2. Good night, I _____ to bed. I always _____ to bed early during the week. (go, go) 3. **A:** Where are the children? **B:** They _____ in the garden. They _____ home from school at about four and usually _____ straight out to play with their friends. (play, get, go) 4. We usually _____ the news on TV at seven o'clock, but tonight we _____ that new soap opera. (watch, watch).

3. Use the Present Simple or the Present Continuous (for the future).

1. I know that he (leave) _____ for the village tomorrow. 2. I am not going (have) _____ a car much longer. I (sell) _____ it next week. 3. The next train (leave) _____ Tonbridge at 6 o'clock. You can still catch it. 4. Ted (come) _____ here this morning? 5. Duncan said: 'I (go) _____ to the University tomorrow. The term (begin) _____ soon. 6. What you (do) _____ tonight?

UNIT 5. Past Continuous

Positive and negative

Question

I **was (wasn't)** working
He **was (wasn't)** working
She **was (wasn't)** working.
It **was (wasn't)** working

I
he
What **was** she **doing?**
it

We were (weren't) working. You were (weren't) working. They were (weren't) working.	What were we you doing? they
--	--

Short answers: 'Were you working yesterday?' - 'Yes, I was.'/ 'No, I wasn't.'

Use

Past Continuous используется для описания длительных действий в прошлом. 'What **were** you **doing** at 9.00 last night?' - 'I **was watching** TV.' (I started watching before 9.00, and continued after 9.00.)

Past Simple and Past Continuous

1. **Past Continuous:** I **was doing** my homework at 7.00 last night. (= I was in the middle of the activity.) = делал

Past Simple: I **did** my homework last night. (= I started and finished.) = сделал

2. **Past Simple + Past Continuous:**

I **was doing** my homework, when Jack **arrived**. When the teacher **arrived**, the students **were talking**. (**Doing my homework** и **talking** – длительные действия, которые были прерваны. Используйте **Past Continuous** для описания длительных действий и **Past Simple** для описания действий, прерывающих длительные.)

The moon **was shining** through the window. James Bond **came** into the room and **sat** down on the bed. (В рассказах **Past Continuous** часто используется для описания сцены, фона, **Past Simple** описывает происходящее.)

3. **Past Simple + Past Simple:** The teacher **arrived**. Then they **started** the lesson. (**Past Simple** показывает, что действия произошли одно за другим).

Exercises

1. **Decide which is correct verb form. Underline it.**

a. I saw/was seeing a very good program on TV last night. b. While I shopped/was shopping this morning, I lost/ was losing my money. I don't know how. c. Last week the police stopped/were stopping Alan in his car because he traveled/was traveling at over eighty miles an hour. d. **A:** How did you cut/were you cutting your finger? **B:** I cooked/ was cooking and I dropped the knife.

2. **Put the verb in brackets in the correct verb form, the Past Simple or the Past Continuous.**

a. While I _____ (come) to work this morning, I _____ (meet) an old friend. b. I _____ (not want) to get up this morning. It _____ (rain) and it was cold, and my bed was so warm. c. I _____ (listen) to the news on the radio when the phone _____ (ring). d. But when I _____ (pick) up the phone, there was no one there. e. I said 'Hello' to the children, but they didn't say anything because they _____ (watch) television. f. We were in a very difficult position. We _____ (not/know) what to do. g. How fast _____ (you/drive) when the accident _____ (happen)? h. I _____ (walk) along the street when suddenly I _____ (hear) footsteps behind me. Somebody _____ (follow) me. I was frightened and I _____ (start) to run.

3. **Use your own ideas to complete these sentences. Use the Past Continuous.**

a. Tom burnt his hand while he was cooking the dinner. b. The doorbell rang while I _____. c. We saw an accident while we _____. d. Mary fell asleep while she _____. e. The television was on but nobody _____.

4. **Put the verb in brackets in the correct tense (the Past Simple or the Past Continuous).**

Example: I was working upstairs when the accident happened. (work, happen) 1. He _____ the book and _____ to read (open, start). 2. We _____ the film, when suddenly the

electricity _____ off. (enjoy, go) 3. When she _____ the news, she _____ to cry. (hear, begin) 4. Everyone _____ quietly. Suddenly they _____ a noise. (talk, hear) 5. When I _____ the doorbell, I _____ downstairs. (hear, run) 6. The translator _____ the contract when the manager _____. (check, call) 7. The students _____ a test when the bell _____. (write, ring) 8. The thieves _____ while we _____. (break in, sleep) 9. Someone _____ with my clothes while I _____. (run off, swim) 10. I _____ in the supermarket when I _____ my purse. (shop, lose) 11. He _____ tennis when he _____ his leg. (play, break) 12. I first _____ my wife when we _____ in London. (meet, work).

Unit 6. Future continuous

Positive and negative

Question

I, he, she, it, we, you, they will be working .	What will I, he, she, it, we, you, they be doing ?
I, he, she, it, we, you, they won't be working	

Short answer:

'Will you be watching TV from 5 to 6?' – 'Yes, I will.'/ 'No, I won't'.

Use

Future Continuous употребляется для выражения действия, которое будет совершается, протекать в то или иное время в будущем. Эта форма выражает действие, хотя и реальное, но всего лишь планируемое, ожидаемое или предполагаемое.

'I'm afraid I'll be having a lecture at that time on Wednesday,' she said. = "Боюсь, что у меня будет лекция в это время в среду", - ответила она.

Примечание:

1. В современной разговорной речи **Present Continuous** и **Future Continuous** могут быть взаимозаменяемы.

He **isn't coming** to the party. = Он не придет на вечер.

He **will not be coming** to the party. = Он не придет на вечер.

2. Следует иметь в виду, что **Future Continuous** имеет сравнительно узкую сферу употребления.

Exercises

1. Read and translate these sentences into Russian.

a. 'He'll be leaving next week,' John said. b. She says she'll be having lunch in a café at that time. c. We'll be having coffee after dinner. d. 'Hurry up! The train will be leaving in a minute,' Mary said. e. Will you be staying here long? f. Will you be writing to her next week? g. Where will you be spending your holiday?

2. Put the verb into the correct form (will be (do)ing or I'll + a suitable verb).

1. Don't phone me between 7 and 8. **We'll be having** (we/have) dinner then. 2. Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So, at 4 o'clock _____ (we/play) tennis. 3. **A:** Can we meet tomorrow afternoon? **B:** Not in the afternoon. _____ (I/work). 4. I'm too tired to walk home. I think _____ (I/get) a taxi. 5. **A:** We haven't got any milk. **B:** Oh, haven't we? _____ (I/go) and get some. 6. If you need to contact me, _____ (I/stay) at the Lion Hotel until Friday. 7. **A:** Would you like tea or coffee? **B:** _____ (I/have) coffee, please. 8. Thank you for lending me your camera. _____ (I/give) it back to you on Monday, OK? 9. **A:** Is it all right if I come at about 8.30? **B:** No, I _____ (I/watch) the football then. 10. That bag looks heavy. _____ (I/help) you with it.

3. Put the verb into the most suitable form. Use a present tense (simple or continuous), will ('ll) or shall.

Conversation 1 (in the morning)

Jenny: Are you doing (you/do) anything tomorrow evening, Helen?

Helen: No, why?

Jenny: Well, do you fancy going to the cinema? '*Strangers on a Plane*' is on. I want to see it but I don't want to go alone.

Helen: OK, _____ (I/come) with you. What time _____ (we/meet)?

Jenny: Well, the film _____ (begin) at 8.45, so _____ (I/meet) you at about 8.30 outside the cinema, OK?

Helen: Fine. _____ (I/see) Mary later this evening.
_____ (I/ask) her if she wants to come too?

Jenny: Yes, do that. _____ (I/see) you tomorrow then. Bye.

Conversation 2 (later that day)

Helen: Jenny and I _____ (go) to the cinema tomorrow night to see '*Strangers on a Plane*'. Why don't you come with us?

Mary: I'd love to come. What time _____ (the film/begin)?

Helen: 8.45.

Mary: _____ (you/meet) outside the cinema?

Helen: Yes, at 8.30. Is that OK for you?

Mary: Yes, _____ (I/be) there at 8.30.

Revision: Present Continuous, Past Continuous, Future Continuous

1. What tense is it? (the Present Continuous, the Past Continuous or the Future Continuous).

Translate the sentences into Russian.

1. He **wasn't** at home at 6 o'clock yesterday evening. He **was swimming** in the pool. 2. They **are using** a computer. 3. Susan **is looking** at some photos. 4. This time tomorrow I **will be driving** home. 5. He **is having** lunch now. 6. They **aren't doing** their homework. 7. We **won't be playing** tennis tomorrow from two to five. 8. Our friends **weren't living** in Novosibirsk this time last year; they **were living** and **working** in the USA. 9. I **am studying** English grammar now. 10. We **aren't dancing** at the moment.

2. Translate these sentences into English.

1. Он будет работать завтра в 5 часов. 2. В субботу у нас вечеринка. 3. Я шёл домой, когда встретил Дэйва. 4. Ты сегодня много работаешь. 5. Смотри! Этот мужчина пытается открыть дверь нашей машины. 6. Я голоден. Я хочу что-нибудь поесть. 7. Я видел тебя в парке вчера. Ты сидел на траве и читал книгу. 8. Завтра в 10 часов она будет в офисе. Она будет работать. 9. Он собирается посмотреть новости. 10. Мы работали в саду с трех до четырех часов. 11. Они играют в футбол в понедельник. 12. Что ты делаешь? - Я делаю домашнюю работу. 13. Мои родители строят новый дом. 14. Мы будем смотреть телевизор с девяти до одиннадцати часов. 15. Ты понимаешь меня?

EXTRA: Present Simple or Present Continuous

1. Read the text about country life in Australia and complete the gaps with a verb given in brackets in the correct form of the Present simple or the Present Continuous.

Sarah Davis 1) _____ (live) in Dalton, Australia, where her parents 2) _____ (own) a sheep farm. She 3) _____ (like) her life on the farm.

At the moment their father, Jack Davis, 4) _____ (work) in the wool shed. It's the sheep-shearing season and six men 5) _____ (shear) his sheep. He 6) _____ (sort) the good wool from the bad wool and 7) _____ (put) it into two piles. Sarah 8) _____ (help) her Dad. She 9) _____ (take) the good wool to the wool-store. The work in the wool-shed 10) _____ (be) hard, but Sarah and her brother, Jeff, 11) _____ (not mind) because it 12) _____ (be) good fun. The sheep-shearing 13) _____ (happen) once a year. Jeff 14) _____ (enjoy) working with the animals. When he 15) _____ (not help) his father, he 16) _____ (read) books about farming. He 17) _____ (go) to university next year to study farming.

2. Correct the wrong statements about the Davis family using negative sentences like this:

Sarah lives in a city. **No, she doesn't, she lives in a small country town.**

1. Sarah's father is a veterinary doctor. 2. Her parents own a goat farm. 3. Sarah has a sister. 4. At the moment Sarah is working with her mother. 5. Jeff is going to study German next year. 6. Sarah is carrying the bad wool to the wool-store.

3. Read the letter from Richard to Martin. Put the verbs in brackets into the Present simple or the Present Continuous.

Dear Martin,

How are you and Sally? I 1) _____ (hope) you're well. I 2) _____ (write) to give you some good news. I have got a summer job for the holidays! I 3) _____ (repair) telephone lines for a telephone company.

I 4) _____ (usually/ride) my bicycle to work because it's only a ten minute ride from home. We 5) _____ (start) work at 8:30. We 6) _____ (finish) at 4:30 on Mondays to Thursdays, but at 2:30 on Fridays, so I 7) _____ (have) long weekends.

I 8) _____ (work) very hard at the moment. To tell you the truth, I 9) _____ (be) a bit nervous because my boss 10) _____ (leave) for Scotland on business next week, so I'll be on my own. Lizzie says I 11) _____ (worry) about it too much. She's probably right!

Please write with your news. Say hello to Sally for me.

Yours,

Richard

EXTRA: Past Simple or Past Continuous

1. Read the text about a very strange incident happened in Gulf Breeze, a town in the USA, and complete the gaps with a verb given in brackets in the correct form of the Past simple or the Past Continuous.

It 1) _____ (be) seven o'clock in the evening. Two friends, Ed Walters and Charlie Bennett, 2) _____ (walk) through the park. They 3) _____ (go) home. They 4) _____ (talk) and 5) _____ (laugh). Suddenly the sky 6) _____ (go) very dark. Charlie 7) _____ (look) up and said. 'it's going to rain'. Then Ed 8) _____ (hear) a loud bang and the sky 9) _____ (go) bright green. He 10) _____ (think) he 11) _____ (dream). There 12) _____ (be) a huge, shiny spaceship just above their heads. It 13) _____ (not move). It 14) _____ (pull) them off the ground. Seconds later they 15) _____ (be) inside it. Twenty strange creatures 16) _____ (look) at them. They all 17) _____ (have) wrinkled skin and hands

like pincers. They 18) _____ (not hurt) Charlie and Ed. They 19) _____ (smile) and they 20) _____ (seem) very friendly. Charlie and Ed don't know how long they 21) _____ (be) in space, but they think the spaceship 22) _____ (move). Suddenly the door 23) _____ (open) underneath them. They 24) _____ (fall) out of the spaceship onto the ground. They 25) _____ (be) back in the park again. Charlie and Ed just 26) _____ (stare) at each other. They 27) _____ (shake) because they 28) _____ (be) so scared. Then they 29) _____ (run) home as fast as they 30) _____ (can). That's all the boys can remember. They say they know it sounds crazy but it's the truth.

2. Correct the wrong statements about Ed Walters and Charlie Bennett:

The incident happened late at night. No, it didn't, it happened at seven o'clock in the evening.

1. Charlie heard a loud bang. 2. Ed and Charlie were playing football in the park. 3. The aliens were unfriendly. 4. The sky went dark red. 5. The boys could remember everything in detail. 6. The kidnapping happened in the UK. 7. Charlie and Ed were happy.

3. Read the letter from Kevin to Rick. Put the verbs in brackets into the Past simple or the Past Continuous.

Dear Rick,

I'm writing to you from my hotel in Switzerland. I'm having a lovely time here but you can't imagine what 1) _____ (happen) to me yesterday. I 2) _____ (be) on the mountain with my friends and we 3) _____ (have) a lovely time because the snow 4) _____ (be) perfect for skiing. Unfortunately the sun 5) _____ (shine) on the snow, so it 6) _____ (be) difficult to see. Suddenly, I 7) _____ (hit) a rock and I 8) _____ (fall) over. Luckily I 9) _____ (not/be) seriously hurt – I just 10) _____ (get) a few bruises. Now I'm trying to be more careful!

I'll see you when I get back.

Best wishes,

Kevin

Unit 7. Present Perfect Simple

Positive and negative

I, we, you, they	've (have)	haven't	bought a phone.
He, she, it,	's (has)	hasn't	worked in a factory.

Question

Where have you been?

Short answers:

'Have you been to Egypt?' – 'Yes, I have.' / 'No, I haven't.'

'Has she ever written poetry?' – 'Yes, she has.' / 'No, she hasn't.'

Use

Present Perfect	Past Simple
1. Результат имеем сейчас, не важно, когда произошло действие. I'm happy because my son has got a place at the institute.	1. Самое важное, когда произошло действие. Her son got a place at the institute in 1997.
2. Present Perfect обозначает период времени, который начался в прошлом и продолжался до настоящего момента (то есть когда мы начали об этом говорить). Этот	2. Past Simple используется для обозначения законченного периода времени в прошлом - yesterday, last year, in 1947. Действия произошли и закончились тогда

период выражен такими обозначениями времени: just, already, ever, never, yet, recently, lately, of late, so far, this morning, in the last few days. They've just bought a new flat. Do you want to see it?	(then), в то время (at that time), и нет связи с настоящим. I lived there when I was a child. (законченный период времени в прошлом, нет связи с настоящим)
3. Указанный период времени еще не закончился. He has done a lot this year.	3. Указанный период времени еще не закончился, но указано место действия. I saw him at the Disco this week.

Present Perfect никогда не употребляется:

1. В вопросах начинающихся с вопросительных слов **when, where, how**: **When** did you see this man? **How** did my friend find you? **Where** did they live? (Кроме вопроса '*Where have you been?*', если с этого вопроса начинается разговор.)
2. Когда описываются исторические события: The battle of Hastings **took** place in 1066.
3. Если есть точное указание, когда произошло событие: **yesterday, 2 hours ago, in 1974, when they were at school.** They played football a lot, **when they were at school.**

Вместо **Present Perfect** во всех перечисленных случаях следует употреблять **Past Simple**.

При употреблении в разговорной речи **Present Perfect** используется в начале разговора (репортажа). Весь последующий разговор (вопросы – ответы) передается в **Past Simple**.

A: Have you seen John?

B: Yes, I have.

A: Where did you see him?

B: I saw him in the street.

Exercises

1. Complete the sentences with a verb from the list. Use the Present Perfect (have/has + the past participle of the verb).

break buy finish do go x 2 lose paint read take

1. 'Are they still having dinner?' - 'No, they have finished.
2. I _____ some shoes. Do you want to see them?
3. '_____ you _____ the shopping?' - 'No! I'm going to do it later.'
4. 'Where's your key?' - 'I don't know. I _____ it.'
5. Look! Somebody _____ that window.
6. Your house looks different. _____ you _____ it?
7. I can't find my umbrella. Somebody _____ it.
8. I'm looking for Sarra. Where _____ she _____?
9. 'Do you want the newspaper?' - 'No, thanks. I _____ it.'

2. Mary is 65 years old. She has had an interesting life. Write sentences about the things she has done. Use the Present Perfect.

1. she/do/many different jobs She has done many different jobs.
2. she/travel/to many places
3. she/do/a lot of interesting things
4. she/write/ten books
5. she/meet/a lot of interesting people

3. Put the verb in brackets in the correct tense (the Present Perfect or the Past Simple).

1. Barbara Lively _____ (write) a lot of books. She _____ (write) her first fifteen years ago.
2. _____ you ever _____ (try) French food?
3. He can't call his friend because he _____ (lose) his note-book.
4. He _____ (live) in London for three years, and then in 2001 he _____ (move) to Cardiff.
5. We _____ (meet) Tim and Maureen two years ago. How long _____ you _____ (know) them?
6. What _____ you _____ (do) last night?
7. I _____ (learn) English for two years.
8. We _____ (go) to London two years ago.

4. Put just/already/yet/for/since/never into each gap.

1. He's worked there _____ many years, _____ 1976, I believe. 2. 'Would you like something to eat?' – 'No, thanks. I've _____ had lunch'. 3. 'Is Ann coming to the cinema?' – 'No, she has _____ seen the film'. 4. 'What does Tim think about your plan?' – 'I haven't told him _____'. 5. I haven't seen Keith _____ a long time. 6. She has _____ been to France. 7. My father has been the manager of this firm _____ ten years. 8. They are married. They have been married _____ 1983. 9. Jane has been on the phone _____ ages! 10. I have known Neil _____ last May. 11. 'Are your friends here yet?' – 'Yes, they have _____ arrive'. 12. My brother has _____ played football. 13. _____ I moved to Budapest, I've been much happier. 14. Karen hasn't bought a new coat _____ three years.

5. Make questions with the verb in brackets (the Present Perfect or the Past Simple). Then answer the questions about you.

1. How long _____ you _____ (live) in your town? 2. _____ you ever _____ (be) to the theatre? 3. How many foreign countries _____ you _____ (visit)? 4. When _____ you _____ (enter) the university? 5. _____ you ever _____ (been) to Moscow? 6. How long _____ you _____ (know) your best friend? 7. Where _____ you _____ (go) on holiday last year?

6. Write questions with how long and when.

1. It's raining. (how long?) How long has it been raining? (when?) When did it start raining?
2. Kate is learning Italian. (how long/learn?) (when/start/learn?) 3. I know Martin. (how long/know?) (when/first/meet?) 4. Bob and Alice are married. (how long?) (when?)

7. Write sentences about yourself using the ideas in brackets.

1. (something you haven't done today) I haven't eaten any fruit today. 2. (something you have done today) _____ 3. (something you didn't do yesterday) _____ 4. (something you did yesterday evening) _____ 5. (something you haven't done recently) _____ 6. (something you've done recently) _____

8. Put the verb in brackets in the correct tense (the Past Simple or the Present Perfect).

Example: We moved to Liverpool in 1990 and have lived in the same house since then. (move, live)

1. **A:** There's a great film at the Odeon this week. _____ you _____ it? (see) **B:** Not this week. I _____ it in London last year. (see) 2. When we were kids, we _____ to Brighton for our holidays, but I _____ there for years. (go, not be) 3. **A:** This is Caroline. I don't think you _____ her before. (meet) **B:** Oh, yes I have. We know each other very well. We _____ at school together. (be) 4. **A:** I _____ to phone John, but he's not at home. (try) **B:** He should be. He _____ work an hour ago. (leave)

9. Put the verbs in brackets in the correct tense. Translate the text into Russian.

A trip to Australia

Linda _____ (receive) a letter from her brother Richard. He is in Australia. He _____ (be) there for six months. Richard is an engineer. He _____ (work) for a big firm and he _____ already _____ (visit) a great number of different places in Australia. He _____ just _____ (buy) an Australian car and _____ (go) to Alice Springs, a small town in the centre of Australia. Richard _____ never _____ (be) abroad before, so he _____ (find) this trip very exciting.

10. Put the verbs in brackets in the correct tense.

1. I _____ (travel) a lot since you last saw me. 2. Mr. White never _____ (call) me before. 3. When _____ he _____ (call)? 4. I often _____ (play) football when I _____ (be) boy. I _____ (not play) very often since then. 5. Who

_____ (hear) from Mary lately? 6. He is very excited. This is the first time he _____ (fly). 7. How's Jane's son? I _____ (not see) him recently. 8. He's the only clever man I _____ ever _____ (speak to). 9. They _____ (live) in Minsk for 10 years. Then they _____ (move) to Novgorod. 10. I _____ (not have) any English lessons this month. My teacher _____ (be) ill since February. 11. I _____ (meet) Duncan at my friend's house today. 12. She _____ (not go) anywhere so far. 13. Hi, I _____ (not see) Jane today. Where _____ you _____ (see) her? _____ (Be) she alone or with her friend? 14. You know, Mr. Tipping _____ (publish) a new book. When _____ he _____ (publish) it? 15. She _____ (work) for this company since 1993. 16. James Perkins _____ (invent) the refrigerator in 1834. 17. How many poems _____ Pushkin _____ (write)? 18. They are not in. They _____ (go) on holiday. 19. Look! Somebody _____ (open) the windows. 20. Why is he crying? He _____ (break) his leg. How _____ it _____ (happen)?

11. Translate the dialogue into English.

- Здравствуй, Дик! Не видел тебя целую вечность. Ты был в Англии, не так ли? Когда ты был там?
- Я был там в октябре.
- Ты ездил один?
- Да.
- Какие города ты посетил?
- Я провел неделю в Лондоне, а затем поехал в Брайтон (Brighton). Это лучший город, который я когда – либо видел.
- А ты был в Ковентри (Coventry)?
- Да. Мне очень понравился собор. Ты когда – нибудь слышал о нем раньше?

EXTRA: Present tenses

1. Read the letter from Mum to her daughter Constance, or Connie for short. Put the verbs in brackets into the correct Present tense.

Dear Connie,

I 1) _____ (hope) you 2) _____ (enjoy) yourself at university. I'm sure you 3) _____ (make) progress in your studies.

Everything 4) _____ (be) fine here at home.

Billy 5) _____ (just/received) his school report. It was bad, as usual. He 6) _____ (decide) to leave school next year and find a job.

Fiona 7) _____ (go) to the gym at present. She 8) _____ (try) to get in shape for the summer. She 9) _____ (already/plan) her holiday in the sun.

Your father 10) _____ (sell) the old car and he 11) _____ (buy) a new one/ It's lovely – much nicer than the old one.

Anyway, write soon.

Love,

Mum

UNIT 8. Past Perfect

Positive and negative

Question

I, he, she, it, we, you, they'd (had) gone.	Had I, he, she, it, we, you, they left?
I, he, she, it, we, you, they hadn't arrived before 10.00.	Had I, he, she, it, we, you, they walked?

Short answers: 'Had the play already started when you arrived?' - 'Yes, it had. / 'No, it hadn't.'

Use

Past Perfect используется для того, чтобы показать, что одно действие в прошлом произошло раньше другого. When I got home, John **had** already **cleaned** the house and **cooked** a meal.

Note:

Past Simple	When I got home, John cooked a meal. (= First I got home, then John cooked.)
Past Perfect	When I got home, John had cooked a meal. (= John cooked a meal before I got home.)
Past Continuous	When I got home, John was cooking a meal. (= John cooked a meal before I got home and he was in the middle of cooking.)

Exercises

1. There are two verbs in brackets in each sentence. Put one in the Past Simple and one in the Past Perfect.

Example: He **died** (die) after he **had been** (be) ill for a long time.

a. I _____ (thank) her for everything she _____ (do). b. When I got to the office, I _____ (realize) that I _____ (forget) to lock the front door. c. When they _____ (finish) their work, they _____ (go) home. d. I _____ (call) you at 8.00, but you _____ just _____ (go) out.

2. Make a sentence.

Example: I had a bath. I went to bed. (after) **After I'd had a bath, I went to bed.**

a. I read the letter. I threw it away. (when) b. He passed his driving test. He bought a car. (as soon as) c. I took the book back to the library. I finished reading it. (when) d. I didn't go to bed. I did my homework. (until)

3. Read the situations and write sentences from the words in brackets.

a. You went to Jill's house but she wasn't there. (she/go/out) **She had gone out.**
b. You went back to your home town after many years. It wasn't the same as before. (It/change/a lot) c. I invited Rachel to the party but she couldn't come. (she/arrange/to do something else) d. You went to the cinema last night. You arrived at the cinema late. (the film/already/begin) e. I was very pleased to see Tim again after such a long time. (I/not/see/him for five years) f. I offered Sue something to eat but she wasn't hungry. (she/just/have/breakfast)

UNIT 9 Future Perfect

Positive and negative

Question

I, he, she, it, we, you, they will have swum.	What will I, he, she, it, we, you, they have done?
I, he, she, it, we, you, they won't have worked.	

Short answers: 'Will you have worked by 5 o'clock?' – 'Yes, I will.'/'No, I won't.'

Use

Future Perfect обозначает действие или состояние, которое закончится к какому-то моменту в будущем времени. Sally always leaves for work at 8.30 in the morning, so she **won't be** at home at 9 o'clock. She **'ll have gone** to work. We're late. The film **will already have started** by the time we get to the cinema.

Сравните **Future perfect** (= **will have (done)**) с другими формами **perfect**:

Present perfect: Ted and Amy **have been married** for 24 years.

Future perfect: Next year they **will have been married** for 25 years.

Past perfect: When their first child was born, they **had been married** for three years.

Exercises

1. Put the verb into the correct form of the Future perfect (= will have (done)).

1. Phone me after 8 o'clock. _____ (we/finish) dinner by then. 2. Tom is on holiday and he is spending his money very quickly. If he continues like this, _____ (he/spend) all his money before the end of his holiday. 3. Jane is from New Zealand. She is traveling around Europe at the moment. So far she has traveled about 1,000 miles. By the end of the trip, _____ (she/travel) more than 3,000 miles. 4. _____ (he/write) an article about the results of his experiment by next Monday. 5. By the time of your arrival _____ (I/pass) all my examinations.

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

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

1. At 7.45

- a he'll be leaving the house
- b he'll have left the house
- c he'll be at home
- d he'll be having breakfast

2. At 8.15

- a he'll be leaving the house
- b he'll have left the house
- c he'll have arrived at work
- d he'll be arriving at work

3. At 9.15

- a he'll be working
- b he'll start work
- c he'll have started work
- d he'll be arriving at work

4. At 12.45

- a he'll have lunch
- b he'll be having lunch
- c he'll have finished his lunch
- d he'll have started his lunch

5. At 4 o'clock

- a he'll have finished work
- b he'll finish work
- c he'll be working
- d he won't have finished work

6. At 4.45

- a he'll leave work
- b he'll be leaving work
- c he'll have left work
- d he'll have arrived home

Revision: Present perfect, Past perfect, Future perfect

1. Translate into English.

1. Мы закончили работу к их приходу. 2. После того как она поела, она помыла посуду. 3. Они никогда не были в Новосибирске. 4. Мы закончим работу до того, как вернется наш инженер. 5. Он пришел. 6. Я перевел эту статью сегодня. 7. Она еще не приехала в Москву. 8. Она живет в Москве два года. (с 2008). 9. Наш магазин выполнил план этого года к декабрю. 10. Я никогда не видел этого человека. 11. Я напишу доклад к сегодняшнему вечеру. 12. Тарелка была пустая. Мы все съели. 13. В доме грязно. Они не убирали уже несколько недель. 14. Он никогда прежде не летал на самолете. 15. Мой папа сегодня ещё не читал газету.

EXTRA: Past Simple or Present Perfect Simple

1. Read the letter from Rosie to Margaret. Put the verbs in brackets into the Past simple or the Present Perfect Simple.

Dear Margaret,

Thank you very much for your letter which I 1) _____ (receive) last week. I 2) _____ (be) really happy to hear from you after all this time.

I've got a lot of news to tell you about myself. I 3) _____ (get) a new job nine months ago. I work as a reporter for our local TV station now. I 4) _____ (have) many interesting experiences so far. When I first 5) _____ (start) work, the manager 6) _____ (ask) me to interview our old school headmaster. He 7) _____ (be) so surprised to see me with a microphone in my hand!

Last month, a fire 8) _____ (break) out in a big factory in the area. I 9) _____ (be) the only reporter who 10) _____ (manage) to talk to the owner! That 11) _____ (make) me feel very proud.

As you can see, I enjoy my job very much. I 12) _____ (meet) a lot of important people and I 13) _____ (have) the opportunity to see lots of new places. I 14) _____ (buy) a new car because my old one 15) _____ (break) down a couple of weeks ago.

I have to go now because they 16) _____ (just/inform) me that I have to fly by helicopter to Middleford. I have to talk to people whose homes were damaged by the storm which 17) _____ (hit) the area last night. You see, I don't have a moment's rest!

Keep in touch.

Love,
Rosie.

EXTRA: ALL TENSES

1. Read the letter from Roger to Bert. Put the verbs in brackets into the correct tense.

Dear Bert,

I 1) _____ (write) to tell you what a great time we 2) _____ (have) at Sour Grapes concert last weekend. It's a pity you 3) _____ (not/come).

The concert 4) _____ (take) place in the football stadium near the university. There 5) _____ (be) about 80,000 people there. While we 6) _____ (wait) to get in, we 7) _____ (see) the members of the group arrive in a big black limo. They 8) _____ (have) bodyguards with them.

Anyway, we 9) _____ (find) our seats and 10) _____ (wait) impatiently for the concert to begin. The Sour Grapes 11) _____ (recently/record) an album which 12) _____ (become) very successful.

The concert 13) _____ (last) for two and a half hours. I 14) _____ (send) you some photos that Alex 15) _____ (take) when we 16) _____ (be) there. We 17) _____ (hear) that the Sour Grapes 18) _____ (give) a big concert in London next month. Perhaps you can see them there.

Best wishes,

Roger

2. Read the letter from Nicky to Martha. Put the verbs in brackets into the correct tense.

Dear Martha,

I 1) _____ (write) to tell you my good news.

I 2) _____ (save) enough money from my part-time job and, at last, I 3) _____ (open) a flower shop.

My father 4) _____ (own) a shop years ago and he 5) _____ (give) me some advice and suggestions. He 6) _____ (think) that my shop 7) _____ (be) a success because there isn't another flower shop in the area.

The shop isn't ready yet. My brother 8) _____ (already/paint) the inside of the shop and tomorrow he 9) _____ (paint) the outside.
 I 10) _____ (need) to buy a new sign. My mother 11) _____ (want) me to call the shop 'Rose', but I 12) _____ (still/think) about it. Anyway, I just hope the local people 13) _____ (like) it.
 I 14) _____ (start) work next Monday. I 15) _____ (probably/phone) you some time next week if I 16) _____ (have) time. Wish me luck.
 Best wishes,
 Nicky

Unit 10. MODAL VERBS

	verb	present	past	future
- Must I memorize this poem? – Yes, you must. - Должен ли я выучить это стихотворение? – Да.	must должен обязательно что-то сделать	must	had to	must/will have to
- Do we have to wait long? -Yes, you do. It's raining hard and the fight is delayed. - Нам придется долго ждать? - Да. Идет сильный дождь, и рейс откладывается.	have to должен, приходится поневоле, вынужден (в силу обстоятельств)	have to/ has to (don't/ doesn't have to)	had to	will have to
I am to meet her in the library today. Я должен (мне предстоит, мы договорились, я обещал) встретиться с ней в библиотеке сегодня.	be to должен (я обещал, запланировал по расписанию, по договоренности)	am to (am not are to is to)	was to (wasn't to were to)	
You should study the English words before you go to bed. Вам следует (Вы должны по моему мнению) учить английские слова перед сном.	should должен (следует по моему мнению, совету)	should (shouldn't)		
You ought to return the book to me on time. Ты должен (это твой долг) возвратить мне книгу вовремя.	ought to следует, должен (это твой моральный долг, когда мы говорим о законе, правилах)	ought to		
You needn't clean the windows. They are clean already. Тебе не нужно мыть окна. Они чистые.	needn't нет никакой необходимости (нужды)	need = нужно needn't = не нужно		
Can you read English books? I can't come. Can you speak any foreign	can выражает способности, возможности и	can, am/is/are able to	could (not), was/	Will be able to

language? Are you able to speak any foreign language?	разрешения совершить действие	(can't, isn't able to)	were (not) able to	
She may know. She might know. I wonder why Kay didn't answer the phone. - She may have been asleep. I can't find my bag anywhere. - You might have left it in the shop. (perhaps)	may/might выражает разрешения или предположения, относящиеся к настоящему, будущему или прошедшему времени.	may/might (not)	may/might (not) have done/ been	

US usage: Americans use **have to** more than **must**. **Be to** is not used very often. **Should** is used more often than **ought to**.

Exercise

1. Consult the table above and use an appropriate modal verb.

1. Нам **пришлось** уйти с бейсбольного матча, так как мы боялись опоздать на последний автобус.
a were to b had to c must d should
2. Мы **должны** (договорились) встретиться у стадиона.
a have to b are to c must d ought to
3. Вам **следует** быть на занятиях в школе и за партой до того, как прозвенит звонок.
a must b have to c ought to d should
4. Вам **следует** делать домашнее задание ежедневно.
a must b have to c should d ought to e are to
5. **Следует** стучаться, перед тем, как Вы входите.
a must b ought to c should d have to e are you
6. **Не нужно** (занятия нет по расписанию) приходить сегодня на занятия.
a don't have to b mustn't c are not d)needn't
7. Ученикам **запрещено** играть на улице.
a must not b don't have to c needn't
8. Вам **не нужно** покупать эту книгу. Она у меня есть.
a needn't b mustn't

Must, have to

Мы используем оба глагола **must** и **have to**, когда нам нужно выразить необходимость сделать что-либо. Но между ними есть разница: **Must** выражает обязанность, долг, необходимость с точки зрения говорящего. You **must** be at school by eight o'clock. (I insist.) I **must** go. (I have made the decision myself.)

Have to выражает обязанность или необходимость, обусловленную обстоятельствами. I **have to** be at home by eight o'clock. (My parents insist.) I **have to** wear a uniform at work. (somebody else has made the decision.)

Exercises

1. Translate into Russian.

1. Who can translate this sentence?
2. You can go to Volga by train or airplane.
3. Could you speak English a year ago?
4. I hope they will be able to reach the village before it gets dark.
5. You may go away now, I will the work myself.
6. Every engineer must know at least one foreign language.
7. You

should take a taxi if you don't want to be late for the concert. 8. Students are not allowed to smoke in the classrooms. 9. He was not allowed to enter the concert hall after the third bell. 10. As he received a bad mark, he had to go over the material again. 11. He was to stay at the office until the report was ready. 12. We were to meet at the station at six. 13. You will have to repeat the material of the lectures before the examination. 14. Do you know the student who is to make a report at our next meeting? 15. You should influence your friend. He is not studying the way he should.

2. Complete these sentences. Use can or can't + one of these verbs:

come find hear see speak

1. I'm sorry, but we can't come to your party next Saturday.
2. She got the job because she _____ five languages.
3. You are speaking very quietly. I _____ you.
4. Have you seen my bag? I _____ it.
5. I like this hotel room. You _____ the mountains from the window.

3. Write sentences with may or might.

1. (perhaps I will go to the cinema) I may go to the cinema.
2. (perhaps I will see Tom tomorrow) 3.
- (perhaps Kay will be late) 4. (perhaps it will snow today) 5. (perhaps they will not come) 6. (perhaps I will not go out tonight)

3. Put in must or had to.

1. I had to go to the bank yesterday to get some money.
2. The windows are very dirty. I _____ clean them.
3. The windows were very dirty yesterday. I _____ clean them.
4. I _____ get up early tomorrow. I've got a lot to do.
5. Come on! We _____ hurry. We haven't got much time.
6. We arrived home very late last night. We _____ wait half an hour for a taxi.
7. These cakes are very nice. You _____ have one.
8. Ann came to the party but she didn't stay very long. She _____ leave early.
9. He didn't know how to use the machine. I _____ show him.
10. I was nearly late for my appointment this morning. I _____ run to get there on time.

4. Complete the sentences. Use mustn't or needn't + one of these verbs:

be buy clean hurry lose stick take tell wait

1. The windows aren't dirty. You needn't clean them.
2. I must hurry. I _____ late.
3. This letter is very important. You _____ it.
4. We have lots of time. We _____.
5. We _____ an umbrella. It's not going to rain.
6. This is a secret. You _____ anybody.
7. You _____ a newspaper. You can have mine.

5. Complete the sentences. Use should + one of these verbs:

clean go read visit watch wear

1. When you play tennis, you should watch the ball.
2. You look tired. You _____ to bed.
3. You _____ your teeth after every meal.
4. The city museum is very interesting. You _____ it.
5. When you are driving, you _____ a seat-belt.
6. It's a good book. You _____ it.

6. Fill in the gaps with an appropriate modal verb.

1. Children _____ help their parents.
2. He is ill. He _____ consult a doctor.
3. They _____ finish writing the report yesterday.
4. You _____ revise for your test.
5. How _____ I contact you?
6. Our lecture _____ begin at 9 a.m.
7. He _____ get a taxi. I'll give him a lift.
8. Kim is five years old. He _____ read and write.
9. When she was young, she _____ ski very well.
10. I _____ get a job when I graduate from the university.
11. _____ I open the window, please? – Yes, of course.

7. Complete the sentences using could, couldn't or was/were able to.

1. My grandfather was a very clever man. He could speak five languages.
2. I looked everywhere for the book but I _____ find it.
3. They didn't want to come with us at first but we _____

persuade them. 4. Laura had hurt her leg and _____ walk very well. 5. Sue wasn't at home when I phoned but I _____ contact her at her office. 6. I looked very carefully and I _____ see a figure in the distance. 7. I wanted to buy some tomatoes. The first shop I went to didn't have any but I _____ get some in the next shop. 8. My grandmother loved music. She _____ play the piano very well.

8. Complete these sentences with don't/doesn't/didn't have to + one of these verbs:

do get up go x 2 pay shave wait work

1. I'm not working tomorrow, so I **don't have to get up** early. 2. The car park is free – you _____ to park your car there. 3. I went to the bank this morning. There was no queue, so I _____. 4. Sally is extremely rich. She _____. 5. We've got plenty of time. We _____ yet. 6. Jack has got a beard, so he _____. 7. I'm not particularly busy. I've got a few things to do but I _____ them now. 8. A man was slightly injured in the accident but he _____.

9. Translate from Russian into English. Use the correct modal verb.

1. Я должен пойти на работу рано утром. 2. Вы должны делать домашнее задание. 3. Она, должно быть, на каникулах. 4. Ты можешь мне помочь? 5. Аня не умеет играть на гитаре. 6. Мой друг, возможно, поедет в Англию. 7. Мы должны встретиться в 2 часа дня. 8. Том не умел плавать, когда ему было 5 лет. 9. Стасу девятнадцать лет. Он умеет водить машину. 10. Джек смог открыть (unlock) дверь. 11. Тебе нет необходимости уезжать сейчас. 12. Ему не следует звонить мне. 13. Я смогу сводить тебя поужинать (take you out) на следующей неделе. 14. Можно взять твой карандаш? – Извини, он мне нужен. 15. Это был очень сложный тест, но Мерил смогла ответить на все вопросы. 16. Алан должен позвонить мне. 17. Тебе нельзя пользоваться этим компьютером. 18. Он должен сейчас быть в офисе.

EXTRA: Modal verbs

1. Read the letter from Ronnie to Henry. Underline the correct modal verb.

Dear Henry,

I'm writing to you because I need some advice. 1) **Can/ Shall** you help me, please? My boss offered me a job in Italy and I 2) **could/must** make a decision about it soon. I've been thinking about it since last week but I 3) **haven't been able to/wasn't able to** decide! I'm a bit worried that I 4) **shall/may** not enjoy living in another country. I 5) **might/ought to** find it difficult to learn Italian. However, I 6) **won't have to/mustn't** stay there if I don't like it/ what do you think? 7) **Should/Will** I move to Italy or 8) **could/should** I stay here? 9) **Could/May** you write to me and tell me what you think?

I hope to hear from you soon.

Best wishes,

Ronnie

2. Read the letter from Charles to Victoria. Underline the correct modal verb.

Dear Victoria,

I'm writing to tell you about the play I'm going to be in. It's called 'Only for You', and I've got the leading role. I have a lot of lines and I 1) **must/might** learn them all before opening night.

We're performing the play for the first time on Friday night. We've been told that a TV company 2) **must/may** come to film it, so I 3) **could/must** be on television. I 4) **needn't/might** even become famous! ;)

We 5) **might/have to** rehearse the play every night until Friday, because everything 6) **must/shall** be perfect for the performance. We 7) **couldn't/mustn't** make any mistakes. 8) **Can/Must** you come to

see the play, or will you be at work? I hope you'll be able to come. If not, I'll write and tell you how it went.

I 9) **could/must** go and learn my lines now. See you soon.

Yours,
Charles

UNIT 11. Passive Voice

Present simple	Past Simple	Future Simple
I am asked. He, she, it is asked. We, you, they are paid.	I, he, she, it was asked. We, you, they were paid.	I, he, she, it, we, you, they will be asked. I, he, she, it, we, you, they will be paid.

Перевод глаголов в Passive Voice на русский язык

Примеры	Перевод	Способы перевода
1. The lecture was read yesterday.	Лекция была прочитана вчера.	Сочетанием глагола <u>быть</u> с краткой формой страдательного причастия.
2. The lecture was delivered at our Institute.	Лекцию читали в нашем институте.	Неопределенно-личным оборотом.
3. The lecture was delivered in two days after his arrival.	Лекция читалась через два дня после его приезда.	Глагол с окончанием -ся, -сь.
4. This lecture was much spoken about .	Об этой лекции много говорили.	Глагол в Passive Voice с предлогом, переводятся на русский язык неопределенно- личными предложениями, причем перевод обычно начинается с предлога.

Если мы хотим указать лицо, совершающий действие, мы используем предлог **by**:

This house **was built by** my grandfather. Two hundred people **are employed by** the company.

Exercises

1. Put the verb into the correct form, the present or past simple, active or passive voice.

1. It's a big factory. Five hundred people **are employed** (employed) there. 2. Water _____ (cover) most of the Earth's surface. 3. Most of the Earth's surface _____ (cover) by water. 4. The park gates _____ (lock) at 6.30 p.m. every evening. 5. The letter _____ (post) a week ago and it _____ (arrive) yesterday. 6. The boat _____ (sink) quickly but fortunately everybody _____ (rescue). 7. Ron's parents _____ (die) when he was very young. He and his sister _____ (bring) up by their grandparents. 8. I was born in London but I _____ (grow) up in the north of England. 9. While I was on holiday, my camera _____ (steal) from my hotel room. 10. While I was on holiday, my camera _____ (disappear) from my hotel room. 11. Why _____ (Sue/resign) from her job? 12. The company is not independent. It _____ (own) by a much larger company. 13. I saw an accident last night. Somebody _____ (call) an ambulance but nobody _____ (injure) so the ambulance _____ (not/need).

2. Rewrite these sentences. Instead of using 'somebody/ they/people' etc. write a passive sentence.

1. Somebody cleans the room every day. **The room is cleaned every day.** 2. They cancelled all flights because of volcano ashes. 3. People don't use this road very often. 4. They will build a new house here. 5. Somebody accused me of stealing money. 6. She will allow me to use the dictionary.

Infinitive

Active: (to) do/clean/see, etc.

Somebody **will clean** the room later.

Passive: (to) be done/cleaned/seen, etc.

The room **will be cleaned** later.

The situation is serious. Something **must be done** before it's too late. A mystery is something that **can't be explained**. The music was very loud and **could be heard** from a long way away. A new supermarket **is going to be built** next year. Please go away. I want **to be left** alone.

Perfect infinitive

Active: have done/cleaned/ seen etc.

Somebody **should have cleaned** the room.

Passive: have been done/cleaned/ seen etc.

The room **should have been cleaned**.

I haven't received the letter yet. It **might have been sent** to the wrong address. If you hadn't left the car unlocked? It **wouldn't have been stolen**. There were some problems at first but they **seem to have been solved**.

Present continuous

Active: am/is/are (do)ing

Somebody **is cleaning** the room at the moment.

Passive: am/is/are being (done)

The room **is being cleaned** at the moment.

There's somebody walking behind us. I think we **are being followed**.
(in a shop)

Can I help you, madam? - No, thank you. I **'m being served**.'

Past continuous

Active: was/were (do)ing

Somebody **was cleaning** the room when I arrived.

Passive: was/were being (done)

The room **was being cleaned** when I arrived.

There was somebody walking behind us. We **were being followed**.

Exercises

1. Rewrite these sentences. Instead of using 'somebody' or 'they', write a passive sentence.

Example: Somebody has cleaned the room. **The room has been cleaned.**

1. They have postponed the concert. The concert _____ 2. Somebody is using the computer at the moment. The computer _____ 3. I didn't realize that somebody was recording our conversation. I didn't realize that _____ 4. When we got to the stadium we found that they had cancelled the game. When we got to the stadium, we found that _____ 5. They are building a new ring road round the city. _____ 6. They have built a new hospital near the airport.

2. Read the text about how wine is made. Put the verbs in brackets into the correct active or passive tense.

Wine 1) _____ (make) all over the world, but no two wines ever taste the same. Wine has three main ingredients: water, sugar and alcohol, and 2) _____ (come) in three colours: red, rose and white.

To make wine, grapes 3) _____ (grow) in vineyards. When they 4) _____ (be) ripe, they 5) _____ (harvest) and 6) _____ (crush). Then, sulphur dioxide 7) _____ (add) to the crushed grapes, and they 8) _____ (leave) in large barrels to ferment.

During fermentation, the temperature must 9) _____ (control) and air must 10) _____ (keep out) of the barrels. When the fermentation process is finished, the wine 11) _____

_____ (extract). Then, after it 12) _____ (purify), it 13) _____ (put) into bottles.

Bottled wine should always 14) _____ (store) at the right temperature and protected from light. It should also not be moved. The reason for looking after wines so carefully is that some wines not only taste better as they 15) _____ (become) older, but they also 16) _____ (increase) in value.

Revision: ALL ACTIVE & PASSIVE TENSES, MODAL VERBS

1. Which tense and voice is it? Translate into Russian. Mind the modal verbs!

1. I will help you. 2. They will be swimming from five to six. 3. The exams will begin on (the) 17 (of) December. 4. She is not a student. She is a veterinary doctor. 5. Jim went to the university after he had had lunch. 6. I haven't seen him since he went to Moscow. 7. I was invited to my friend's birthday party. 8. This time last year I was skiing in the Alps. 9. Max hasn't seen his friends since last September. 10. This time tomorrow we will be flying to London.

EXTRA: ALL ACTIVE & PASSIVE TENSES, MODAL VERBS

1. Read the letter from Rachel to her aunt called Joan. Put the verbs in brackets into the correct tense.

Dear Aunt Joan,

How 1) _____ (be) you? My new address, which I 2) _____ (suppose) to give you a long time ago, is at the top of this page. Sorry!

The village where I 3) _____ (live) now is very quiet and peaceful. In fact, that is the reason why I 4) _____ (decide) to rent a house here. The people who 5) _____ (live) next door to me 6) _____ (be) very friendly. The day when I 7) _____ (move) in, I 8) _____ (invite) by them for tea. The woman whose house I 9) _____ (rent) lives in the same street as you. Her name is Mrs. Fitzgerald. 10) _____ you _____ (know) her? I 11) _____ (must) go now, the telephone 12) _____ (ring).

Write to me soon.

Love,
Rachel

2. Read the letter from Sandra to Emma. Put the verbs in brackets into the correct tense.

Dear Emma,

I 1) _____ (write) to invite you to my birthday party next Saturday.

As you know, I 2) _____ (be) sixteen, so this is going to be a very special occasion for me!!! ☺

I 3) _____ (invite) almost all of my friends and I really hope they 4) _____ (can) to come. 5) _____ (can) I ask you to help me with the preparation, though? I would like my house to 6) _____ (decorate) with white and pink flowers, but I'm afraid I 7) _____ (not/have) time to do everything by myself. Also I 8) _____ (decide) to make my own cake and I 9) _____ (certainly/need) your help with that!

Please write back soon and let me know if you 10) _____ (can) make it.

Best wishes,
Sandra

3. Read the letter from Chloe to her parents. Put the verbs in brackets into the correct tense.

Dear Mum and Dad,

You 1) _____ (never/guess) what 2) _____ (happen). James 3) _____ (ask) me to marry him!!!

We 4) _____ (go out) for dinner last night, and just as we 5) _____ (have) our coffee, he 6) _____ (bring out) a beautiful diamond ring. We 7) _____ (talk) about getting married for a long time, but it was still a surprise! Of course, I agreed!

We 8) _____ (plan) to get married in the spring. I 9) _____ (wear) a beautiful, long white dress and we will have three bridesmaids who will wear pink. James 10) _____ (think) of taking me to Prague for our honeymoon.

I'm sure you 11) _____ (be) happy for me, and I 12) _____ (not/can) wait to see you and discuss the wedding with you. We 13) _____ (not/can) to come and visit you until next month, though. Sorry. Meanwhile, I 14) _____ (write) and tell the rest of the family my wonderful news!!! ☺

Love,
Chloe

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