

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ

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# **ИНОСТРАННЫЙ ЯЗЫК**

## **АНГЛИЙСКИЙ ЯЗЫК**

Учебно-методическое пособие  
к контрольным работам  
по направлению подготовки 08.03.01 «Строительство»

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делов» и «Примеры контрольных работ для самостоятельной подготовки студентов».

Учебно-методическое пособие подготовлено на кафедре «Иностранные языки» и  
предназначено для студентов, обучающихся по направлению подготовки 08.03.01 «Стро-  
ительство».

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## ПРЕДИСЛОВИЕ

Настоящее учебно-методическое пособие по выполнению контрольных работ по английскому языку предназначены для студентов, обучающихся по направлению подготовки 08.03.01 «Строительство», и направлены на формирование и развитие достаточного уровня иноязычной коммуникативной компетенции в деловой и научной сфере, позволяющей студентам использовать иностранный язык как средство деловой межкультурной коммуникации на уровне международных стандартов и в профессиональной деятельности в условиях глобализации рынка интеллектуального труда.

Содержание учебно-методического пособия к контрольным работам направлено на удовлетворение требований, предъявляемых к результатам освоения дисциплины, и способствует формированию следующих компетенций:

*– способность к коммуникации в устной и письменной форме на русском и иностранных языках для решения задач межличностного и межкультурного взаимодействия.*

Планируемые результаты обучения (показатели достижения заданного уровня освоения компетенции):

*знать:*

- грамматический строй изучаемого языка;
- базовую разговорную, общенаучную и специальную лексику по направлению подготовки, в том числе термины и научную фразеологию;
- историю и культуру стран изучаемого языка;
- стилистические различия между научным и публицистическим стилем;
- основные приемы и методы перевода;
- правила оформления деловой и технической документации на иностранном языке;

*уметь:*

- выполнить перевод со словарем научного текста по теме направления подготовки, оформить перевод согласно существующим требованиям;
- выполнить перевод без словаря общенаучного или страноведческого текста;
- осуществить перевод и реферирование публицистической статьи;
- правильно пользоваться специальной литературой: словарями, справочниками, электронными ресурсами интернета;
- вести беседу на темы, предусмотренные рабочей программой;
- выступать с устным сообщением на темы, предусмотренные рабочей программой;
- подготовить аннотацию и реферат научного текста или статьи;

*владеть:*

- устной (диалогической и монологической) и письменной речью в пределах тем, предусмотренных рабочей программой;
- основными приемами и методами перевода
- основами подготовки научного доклада и презентации;

*иметь представление:*

- стилистических особенностях научного и публицистического стиля;
- о научной терминологии, классификации, функционировании и способах перевода терминов и фразеологизмов.

– способность осознать основные проблемы своей предметной области, при решении которых возникает необходимость в сложных задачах выбора, требующих использования количественных и качественных методов.

Планируемые результаты обучения (показатели достижения заданного уровня освоения компетенции):

*знать:*

- основные факты из истории строительства;
- базовую общенаучную и специальную лексику по направлению подготовки, в том числе термины и научную фразеологию;
- архитектуру стран изучаемого языка;
- стилистические различия между научным и публицистическим стилем;
- основные приемы и методы перевода;
- правила оформления деловой и технической документации на иностранном языке;

*уметь:*

- выполнить перевод со словарем научного текста по теме направления подготовки, оформить перевод согласно существующим требованиям;
- выполнить перевод без словаря общенаучного текста;
- осуществить перевод и реферирование публицистической статьи;
- правильно пользоваться специальной литературой: словарями, справочниками, электронными ресурсами интернета;
- вести беседу на темы, предусмотренные рабочей программой;
- выступать с устным сообщением на темы, предусмотренные рабочей программой.
- подготовить аннотацию и реферат научного текста или статьи;

*владеть:*

- устной (диалогической и монологической) и письменной речью в пределах тем, предусмотренных рабочей программой;
- основными приемами и методами перевода

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- основами подготовки научного доклада и презентации;
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*иметь представление:*

- стилистических особенностях научного и публицистического стиля;
  - о научной терминологии, классификации, функционировании и способах перевода терминов и фразеологизмов.
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*– способность решать стандартные задачи профессиональной деятельности на основе информационной и библиографической культуры с применением информационно-коммуникационных технологий и с учетом основных требований информационной безопасности.*

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В результате изучения дисциплины (модуля) обучающийся должен:  
*знать:*

- правила оформления деловой и технической документации на иностранном языке;
  - виды, формы, структуру, функции и стилистику деловой корреспонденции;
  - требования к составлению официальной корреспонденции и некоторые общепринятые правила;
  - иностранный язык в объеме, необходимом для возможности получения информации делового содержания из зарубежных источников;
  - речевые клише для устного делового общения;
- 

*уметь:*

- применять знания иностранного языка для осуществления деловой межличностной коммуникации;
  - получать и сообщать информацию на иностранном языке в письменной и устной форме, оформлять профессиональную и деловую корреспонденцию;
  - читать и понимать деловую документацию и корреспонденцию по направлению подготовки, анализировать полученную информацию.
  - работать с иноязычными источниками деловой информации;
  - общаться лично и по телефону с иноязычными партнерами на деловую тематику;
  - грамотно и корректно вести деловую переписку с зарубежными коллегами;
  - организовывать деловые встречи, презентации на иностранном языке;
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*владеть:*

- основами деловых устных и письменных коммуникаций и речевого этикета изучаемого иностранного языка;
  - навыками анализа и составления договорной документации на иностранном языке;
  - устной (диалогической и монологической) и письменной речью в области деловой коммуникации;
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- навыками работы с коммерческой корреспонденцией (письмо, факс, телекс, электронная почта, запрос, заказ, рекламации и другие);
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*иметь представление:*

- о стилистических особенностях сферы профессиональной коммуникации;
- 
- о научной терминологии, классификации, функционировании и способах перевода терминов и фразеологизмов области сферы профессиональной коммуникации.
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Аутентичность материала, на основе которого построено содержание учебно-методического пособия к контрольным работам, способствует формированию и развитию у студентов словарного запаса на иностранном (английском) языке в сфере научной и профессиональной коммуникации; навыков чтения и понимания профессиональной корреспонденции и документации с целью поиска необходимой информации.

Профессионально-ориентированный характер учебно-методического пособия к контрольным работам готовит студентов к установлению международных контактов в сфере профессиональной деятельности, в которых они смогут выступать в качестве полноценных деловых партнеров, повышая тем самым мотивацию изучения дисциплины «Иностранный язык».

## ВВЕДЕНИЕ

Укрепление деловых международных отношений, значительный по объему двусторонний поток деловой профессиональной информации свидетельствуют о необходимости конкретизации целей и задач обучения иностранному языку в учреждениях высшего профессионального образования. Это предопределяет такую задачу, как формирование практического навыка использования делового вокабулярия такого уровня языковой компетенции, которая позволила бы будущему специалисту технической отрасли снять языковые трудности в профессиональной сфере.

Учебно-методическое пособие по выполнению контрольных работ по немецкому языку входят в состав учебно-методического комплекса дисциплины «Иностранный язык» для студентов, обучающихся по направлениям подготовки 08.03.01 «Строительство».

Настоящее учебно-методическое пособие по выполнению контрольных работ состоит из двух разделов:

**Раздел I** «Методические указания по изучению грамматических разделов» содержит методические указания к контрольным работам по следующей тематике: имя существительное; местоимение; числительное; имя прилагательное; временные формы действительного и страдательного залогов; наклонения глаголов; синтаксис.

**Во II разделе** учебно-методического пособия по выполнению контрольных работ «Примеры контрольных работ для самостоятельной подготовки студентов» представлены примерные варианты контрольных работ по дисциплине. Приводятся задания на склонение имен существительных и прилагательных, использование различного вида порядка слов в предложении, спряжение глагола в действительном и страдательном залогах, использование различных видов придаточных предложений, чтение текста по страноведческой тематике, тематике направлений подготовки с извлечением требуемой информации и др.

Представлены критерии оценивания результатов контрольных работ студентов.

Цель представленного учебно-методического пособия – организация подготовки студентов к выполнению контрольных работ по дисциплине «Иностранный язык» по указанным направлениям подготовки.

Рекомендуется использование тематического материала в предложенной в пособии последовательности, так как задания организованы по принципу увеличения трудности и постепенной детализации информации.

## МЕТОДИЧЕСКИЕ УКАЗАНИЯ ПО ВЫПОЛНЕНИЮ КОНТРОЛЬНЫХ РАБОТ ПО ДИСЦИПЛИНЕ «ИНОСТРАННЫЙ ЯЗЫК»

Настоящее учебно-методическое пособие по выполнению контрольных работ по немецкому языку по дисциплине «Иностранный язык» предназначены для студентов, обучающихся по направлениям подготовки 08.03.01 «Строительство».

**Цель** учебно-методического пособия – организация подготовки студентов к выполнению контрольных работ по дисциплине «Иностранный язык» по указанным направлениям подготовки.

**Студентам рекомендуется следующая последовательность работы по подготовке и выполнению контрольных работ:**

1. Каждое контрольное задание представлено в четырех вариантах. Студент-заочник выполняет один из пяти вариантов в соответствии с последними цифрами его студенческого шифра. Студент, шифр которого оканчивается на 1 или 2, выполняет первый вариант; 3-4 – второй вариант; 5-6 – третий вариант; 7-8 – 9 – четвертый вариант.

2. Письменная контрольная работа должна быть оформлена в отдельной тетради. На обложке тетради студент пишет свою фамилию, имя и отчество, номер контрольной работы, вариант, дату выполнения.

3. Письменная контрольная работа должна быть выполнена авторучкой, аккуратно, четким почерком (или в машинописном виде). При выполнении контрольной работы следует оставлять в тетради широкие поля для замечаний, объяснений и указаний преподавателя-рецензента.

Материал контрольной работы следует располагать в тетради по следующему образцу:

Левая страница	Правая страница
Английский текст	Русский текст

4. Если контрольная работа выполнена без соблюдения вышеизложенных требований, она возвращается без проверки.

5. Строго соблюдайте последовательность выполнения заданий.

6. Текст, предназначенный для письменного перевода, переписывается на левой странице, а перевод на русский язык – на правой странице.



7. В конце работы поставьте свою личную подпись.

8. При получении от рецензента проверенной контрольной работы студент-заочник обязан проанализировать отмеченные в работе орфографические и грамматические ошибки или неточности, исправить их в письменном виде в конце данной работы или на отдельном листе, который должен прилагаться к данной работе.

9. Отрецензированные письменные контрольные работы необходимо сохранять и предъявлять на зачете и экзамене.

10. Перед выполнением контрольного задания рекомендуется изучить грамматические явления, проверяемые в контрольной работе, в учебной литературе по английскому языку.

**Раздел 1. МЕТОДИЧЕСКИЕ УКАЗАНИЯ ПО ИЗУЧЕНИЮ  
ГРАММАТИЧЕСКИХ РАЗДЕЛОВ ДЛЯ ВЫПОЛНЕНИЯ  
КОНТРОЛЬНЫХ РАБОТ**

**PART 1.TENSES OF THE VERB**

**PRESENT SIMPLE**

Affirmative	Negative	Interrogative
<i>I work</i>	<i>I don't work</i>	<i>Do I work?</i>
<i>You work</i>	<i>You don't work</i>	<i>Do you work?</i>
<i>He works</i>	<i>He doesn't work</i>	<i>Does he work?</i>
<i>She works</i>	<i>She doesn't work</i>	<i>Does she work?</i>
<i>It works</i>	<i>It doesn't work</i>	<i>Does it work?</i>
<i>We work</i>	<i>We don't work</i>	<i>Do we work?</i>
<i>They work</i>	<i>They don't work</i>	<i>Do they work?</i>

**Present Simple is used:**

- 1) for permanent situations or states

*She works in an office.*

*She owns a large shop.*

- 2) for repeated (habitual) actions in the present, especially with frequency ad-verbs

*He often buys her flowers.*

*I usually get up at 7.*

- 3) for facts which are permanently true or laws of nature

*The sun sets in the west.*

*Water freezes at 0 C.*

*Money doesn't buy happiness.*

- 4) for timetables or programmes (future meaning)

*The lesson starts at 8.30.*

*The plane leaves at 6.05.*

- 5) for reviews, sports commentaries, dramatic narrative

*Meryl Streep acts brilliantly in this film.*

- 6) after the words 'while, before, until, as soon as, if, when'

*Call me when you arrive.*

- 7) in exclamatory sentences

*Here comes the bride!*

**Time expressions:** once (twice) a week  
every day (morning, year)  
usually  
always  
sometimes  
seldom  
rarely  
never  
at noon (night)  
in the evening (morning...)  
often

Adverbs of frequency are placed before main verbs:

*He **often** goes to the theatre.*

But after auxiliary verbs:

*He is **never** late.*

### Spelling rules:

3<sup>rd</sup> person singular

1) verbs ending in:

*ss, sh, ch, x, o* → + *es*

*dresses, goes*

2) consonant + *y* → *ies*

*I try* → *he tries*

3) but verbs ending in a vowel (*a, e, o, u*) + *y*

*I play* → *he plays*

### STATIVE VERBS

Verbs describing a permanent state (stative verbs) do not normally have **continuous forms**. These are:

1) **verbs of the senses:**

*see, hear, smell, feel, taste*

We often use **can** or **could** with these verbs

*Can you see that tall boy over there?*

The verbs **look, watch and listen** express deliberate actions and **can be used in continuous forms**

*Be quiet please! I'm listening to the news.*

**But:** *I can't hear you. Can you speak louder, please?*

The verbs **feel** and **hurt** can be used in either **continuous or simple forms**

*How are you feeling today?      How do you feel today?*

*My leg is hurting.                      My leg hurts.*

2) **verbs of opinion:**

*agree, believe, consider*

3) **verbs of emotions:**

*feel, forgive, hate, like, love*

4) **other verbs:**

*appear, be, belong, fit, have (possess), know, look, need, prefer, require, want, weigh, wish, remember, understand, mean, consist, contain, seem, depend*

*He knows where Peter is.*

*I have two cars at present.*

But: *She's having a bath now.*

Some stative verbs (see, smell, taste, feel, think, have) have continuous forms but there is a difference in meaning.

STATE	1. I <b>think</b> she's rich. (I believe)
ACTION	I'm <b>thinking</b> about your plan. (I'm considering)
STATE	2. The milk <b>tastes</b> awful. (it has a bad flavour)
ACTION	He's <b>tasting</b> the sauce; it might need some salt. (he's trying its flavour)
STATE	3. He <b>has</b> a pet dog. (he owns)
ACTION	He's <b>having</b> dinner now. ( he's eating)
STATE	4. This cloth <b>feels</b> like velvet. (has the texture)
ACTION	She's <b>feeling</b> her way in the dark. (she's finding her way)
STATE	5. I <b>see</b> you're in trouble. (I understand)
ACTION	I'm <b>seeing</b> my lawyer tonight. (I'm visiting)
STATE	6. The kitchen <b>smells</b> of burnt meat. (has the smell)
ACTION	Why are you <b>smelling</b> your food? (trying the smell of)
STATE	7. He <b>comes</b> from Spain. (he was born in)
ACTION	He's <b>coming</b> from Spain. (he's travelling from)
STATE	8. I <b>love</b> holidays. (in general)
ACTION	I'm <b>loving</b> this holiday. (I'm enjoying; specific)
STATE	9. Your hair <b>looks</b> great. (it appears)
ACTION	She's <b>looking</b> at some old photographs, (she's examining)
STATE	10. The baby <b>weighs</b> 5 kilos. (it is)
ACTION	I'm <b>weighing</b> myself on my new scales. (I'm finding out my weight)
STATE	11. Ann <b>is</b> very tall. (it is)
ACTION	Ann <b>is being</b> very kind to me these days. (she's behaving)

## PRESENT CONTINUOUS

Affirmative	Negative	Interrogative
<i>I am working</i>	<i>I am not working</i>	<i>Am I working?</i>
<i>You are working</i>	<i>You are not working</i>	<i>Are you working?</i>
<i>He is working</i>	<i>He is not working</i>	<i>Is he working?</i>
<i>She is working</i>	<i>She is not working</i>	<i>Is she working?</i>
<i>It is working</i>	<i>It is not working</i>	<i>Is it working?</i>
<i>We are working</i>	<i>We are not working</i>	<i>Are we working?</i>
<i>They are working</i>	<i>They are not working</i>	<i>Are they working?</i>

### Present Continuous is used:

- 1) for temporary situations  
*He's staying with some friends at the moment.*
- 2) for actions happening at or around the moment of speaking  
*He's looking for a new job at the moment.*
- 3) for repeated actions with "always" expressing annoyance or criticism  
*He's always telling lies.*  
*She's always interrupting me.*
- 4) for fixed arrangements in the near future  
*I'm flying to London tomorrow.*  
*The Browns are visiting us tonight.*
- 5) for changing or developing situations  
*His English is getting better.*

**Time expressions:** now  
at the moment  
at present  
today  
tonight  
always  
nowadays  
still

### Spelling Rules

1) When verbs end in one stressed vowel between two consonants, we double the final consonant:

*put* —> *putting*      *think* —> *thinking*  
*run* —> *running*      **But** *work* —> *working*

2) Look at the spelling of these verbs:

*write* *writing*  
*dance* —> *dancing*      **But** *see* —> *seeing*  
*play* -*playing*  
*fly* —> *flying*      **But** *lie* —> *flying*

## EXERCISES

***I. Are the underlined verbs right or wrong? Correct the verbs that are wrong.***

1. Water boils at 100 degrees Celsius.
2. The water boils. Can you turn it off?
3. Look! That man tries to open the door of your car.
4. Can you hear those people? What do they talk about?
5. The moon goes round the earth.
6. I must go now. It gets late.
7. I usually go to work by car.
8. "Hurry up! It's time to leave." "OK, I come."
9. I hear you've got a new job. How do you get on?

***II. Put the verbs into the Present Simple or Present Continuous.***

1. Look at the boys! They ... (play) football.
2. This ... (be) a photograph of my friend.
3. John ... (have) a wonderful camera.
4. Mother ... (water) the plants every day.
5. She always ... (dance) at the disco.
6. Look! The monkey ... (climb) the tree.
7. Quiet! I ... (listen) to the radio now.
8. Look! He ... (smile) at me.
9. Jane ... (get up) at 8 o'clock every morning.
10. Stop! A car ... (come).
11. She ... (take) the bus to school every day.
12. Where ... (be) Father? He ... (sit) in the kitchen.
13. Listen! Tina ... (sing) in the bathroom.
14. I ... (watch) television at the moment.
15. Peter ... (go) to the cinema every weekend.
16. Mother ... (make) a cake. She can't talk to you now.
17. Pierre ... (come) from France. He is French.
18. Mother ... (go) to the supermarket on Fridays.
19. We always ... (wear) warm clothes in winter.
20. He often ... (eat) a sandwich at lunchtime.
21. We ... (go) to the disco tonight.

***III. Underline the correct item.***

1. I *see* / *am seeing* that the situation is out of control.
2. The sausages *are tasting* / *taste* delicious.
3. *Do you enjoy* / *Are you enjoying* this party?

4. You haven't said a word all morning. What *are you thinking / do you think* about?
5. He *has / is having* a Siamese cat.
6. These flowers *are smelling / smell* nice.
7. I *don't know / am not knowing* where she keeps the keys.
8. Why *are you feeling / do you feel* your pockets? Have you lost anything?
9. Why *do you smell / are you smelling* the milk? Do you think it has gone off?
10. Anna is Italian. She *is coming / comes* from Italy.
11. That dress *looks / is looking* nice on you.
12. Paul *listens / is listening* to a new record in his room.
13. If you *don't look / aren't looking* at that comic book, I'd like to see it.
14. Joan *weighs / is weighing* 50 kilos.
15. Mary *is / is being* very naughty these days.

#### ***IV. Fill in with Present Simple or Continuous.***

1. A: I ... (think) about visiting Jane this afternoon.  
B: I wouldn't bother. I ... (think) she's away on holiday.
2. A: Mr Jones ... (have) a telephone message from his wife.  
B: Can it wait? He ... (have) a business meeting and I don't want to disturb him.
3. A: The police ... (still / look) for fingerprints left in the room.  
B: It... (look) as if they won't find the criminal.
4. A: I ... (love) breathing in clean, country air!  
B: So do I ... (love) every minute of this walking trip.
5. A: I ... (see) my boss about a pay rise this afternoon.  
B: I ... (see). That's why you're wearing a suit and tie.
6. A: Why ... (you / taste) the soup? Is there anything wrong with it?  
B: Yes - it... (taste) too sweet. I think I've used sugar instead of salt.
7. A: Why ... (you / feel) the baby's forehead, Mum?  
B: I think she's got a temperature. She ... (feel) rather hot.
8. A: John ... (be) a very rude person, you know.  
B: I know. Sheila ... (be) very rude these days too, although she's usually polite.
9. A: It... (look) as if it's going to rain this afternoon.  
B: I know. I ... (look) for my umbrella to take out with me.
10. A: Why ... (you / smell) the inside of your car?  
B: Because it ... (smell) of petrol and I want to check for leaks.
11. A: How much ... (your new baby / weigh)?  
B: I don't know yet. The nurse ... (weigh) him at the moment.

***V. Put the verbs in brackets into the Present Simple or Present Continuous.***

Ted: Hello Dad, I am in Birmingham. It ... (pour) with rain, and I ... (not / have got) any money.

Bob: What ... (you / want) me to do about it?

Ted: Could you come and pick me up?

Bob: Ted, you ... (always / ask) me to do this! I ... (get) tired of it.

Ted: Please, Dad. I am tired and hungry. My evening classes ... (start) at 7.00 and I have to be there on time. Can't Mum come and get me?

Bob: The Smiths ... (visit) us tonight and she is busy in the kitchen. She ... (bake) a cake at the moment.

Ted: Please Dad. I ... (ask) you to do this for me one last time. The success of my presentation tonight ... (depend) on you.

Bob: OK. I'll be there in half an hour. But this is the last time. I ... (mean) it.

***VI. Put the verb in the correct form, Present Continuous or Present Simple.***

1. Let's go out. It ... (not / rain) now.
2. Julia is very good at languages. She ... (speak) four languages very well.
3. Hurry up! Everybody ... (wait) for you.
4. " ... (you / listen) to the radio?" "No, you can turn it off."
5. " ... (you / listen) to the radio every day?" "No, just occasionally."
6. The River Nile ... (flow) into the Mediterranean.
7. Look at the river. It ... (flow) very fast today - much faster than usual.
8. We usually ... (grow) vegetables in our garden but this year we ... (not / grow) any.
9. "How is your English?" "Not bad. It ... (improve) slowly."
10. Can we stop walking soon? I ... (start) to feel tired.
11. "Can you drive?" "I ... (learn). My father ... (teach) me."
12. Normally I ... (finish) work at 5.00, but this week I ... (work) until 6.00 to earn a bit more money.
13. My parents ... (live) in Bristol. They were born there and have never lived anywhere else. Where ... (your parents / live)?
14. Sonia ... (look) for a place to live. She ... (stay) with her sister until she finds somewhere.
15. "What ... (your father / do?)" "He's an architect but he ... (not / work) at the moment."
16. (At a party) Usually I ... (enjoy) parties but I ... (not / enjoy) this one very much.
17. The train is never late. It ... (always / leave) on time.
18. Jim is very untidy. He ... (always / leave) his things all over the place.



**VII. Put the verb into the correct form, Present Continuous or Present Simple.**

1. Are you hungry? ... something to eat? (you / want)
2. Jill is interested in politics but she ... to a political party, (not / belong)
3. Don't put the dictionary away. I ... it. (use)
4. Don't put the dictionary away. I ... it. (need)
5. Who is that man? What ... ? (he / want)
6. Who is that man? Why ... at us? (he / look)
7. George says he's 80 years old but nobody ... him. (believe)
8. She told me her name but I ... it now. (not / remember)
9. I ... of selling my car. (think) Would you be interested in buying it?
10. I ... you should sell your car. (think) You ... it very often. (not / use)
11. I used to drink a lot of coffee but these days I ... tea. (prefer)
12. Air ... mainly of nitrogen and oxygen. (consist)

**VIII. Put the verb into the more suitable form, Present Continuous or Present Simple.**

1. I ... (go) to the theatre this evening.
2. ... (the film/begin) at 3.30 or 4.30?
3. We ... (have) a party next Saturday. Would you like to come?
4. The art exhibition ... (open) on 3 May and ... (finish) on 15 July.
5. I ... (not/go) out this evening. I ... (stay) at home.
6. " ... (you/do) anything tomorrow morning?" "No, I'm free. Why?"
7. We ... (go) to a concert tonight. It... (begin) at 7.30.
8. *You are on the train to London and you ask another passenger:*  
Excuse me. What time ... (this train / get) to London?
9. *You are talking to Ann:* Ann, I ... (go) to town. ... (you / come) with me?
10. Sue ... (come) to see us tomorrow. She ... (travel) by train.
11. I ... (not/use) the car this evening, so you can have it.
12. *You and a friend are watching television. You say:* I'm bored with this programme. When ... (it / finish)?

## **BE GOING TO**

### **Be going to is used:**

- 1) for actions intended to be performed in the near future  
*She's going to visit her parents tomorrow.*
- 2) for planned actions or intentions  
*Now that they've settled in their new house, they're going to have a party.*

3) for evidence that something will definitely happen in the near future

*Ann is going to have a baby.*

*Look at the dark clouds in the sky. It's going to rain.*

4) for things we are sure about or we have already decided to do in the near future

*He's going to be promoted.*

**Time expressions:** tomorrow  
the day after tomorrow  
tonight  
next week (month, year)  
in two days  
in a week (month)  
soon

We use Present Continuous rather than “be going to” for things which are definitely arranged to happen in the future:

*We're having a party next week.*

*We're going to have a party in two weeks.*

With the verbs “go” and “come” we often use Present Continuous rather than “be going to”:

*I'm going out tonight.*

**But not** I'm going to go out tonight.

## THE FUTURE

Affirmative	Negative	Interrogative
<i>I will work</i>	<i>I will not work</i>	<i>Shall I work?</i>
<i>You will work</i>	<i>You will not work</i>	<i>Will you work?</i>
<i>He will work</i>	<i>He will not work</i>	<i>Will he work?</i>
<i>She will work</i>	<i>She will not work</i>	<i>Will she work?</i>
<i>It will work</i>	<i>It will not work</i>	<i>Will it work?</i>
<i>We will work</i>	<i>We will not work</i>	<i>Shall we work?</i>
<i>They will work</i>	<i>They will not work</i>	<i>Will they work?</i>

### The Future is used:

1) for decisions taken at the moment of speaking (on-the-spot decisions)

*Since it's getting dark, I'll turn on the light.*

2) for hopes, fears, threats, offers, promises, warnings, predictions, requests, comments, especially with: *expect, hope, believe, I'm sure, I'm afraid, probably, think, know, suggest*

*I'm afraid I'll be a little late.*

3) for actions or predictions which may (not) happen in the future

*She'll probably buy the dress.*

4) for actions which we cannot control and will inevitably happen

*He will be ten next year.*

5) for things we are not sure about or haven't decided to do yet

*She'll probably be promoted.*

**Time expressions:** tomorrow  
the day after tomorrow  
tonight  
soon  
next week ( month, year)  
in a week (month)  
in two days

**Will** is used to express predictions, warnings, offers, promises, threats, requests, suggestions, on-the-spot decisions, opinions, hopes and fears (especially with words such as: think, expect, suppose, hope, believe, know and probably)

*I expect she will come early.*

**Shall** can be used with "I" or "we" in questions, suggestions and offers

*Shall we go by train?*

*Shall I help you with your bags?*

## EXERCISES

### ***I. Put the verbs in brackets into Present Simple or Future Simple.***

1. We ... (leave) as soon as he ... (arrive).
2. He says he ... (telephone) us before he ... (leave) the airport.
3. She ... (stay) at home until she ... (feel) better.
4. "When ... (you / visit) them?" "Probably next week".
5. When he ... (finish) school he ... (go) to university.
6. I ... (send) you a postcard as soon as I ... (get) there.
7. When ... (she / be) back?
8. The plane ... (leave) at 7.00.

### ***II. Fill in: will or be going to.***

I ... spend my holiday in Crete because there is a lot to see. I ... travel there by ferry because I enjoy boat trips. I'm not going on my own; my best friend ... come with me and I think my cousin ... come too if I ask her. We ... stay in Hania for two weeks, then we ... go somewhere else. I hope we ... find a hotel easily but if there's any problem, we ... stay at a campsite. We ... swim every day so I ... take a lot of suntan oil with me - I think we ... need it. I am looking forward to this holiday. I'm sure it ... be the best holiday ever.

**III. Put the verbs in brackets into Present Simple, Present Continuous or be going to**

1. John is a student. He usually ... (study) very hard. He ... (study) Ancient History now. He ... (study) Modern History next year.

2. Julie and Ted often ... (climb) mountains. They ... (climb) Snowdon at the moment. They ... (climb) the Eiger next summer.

3. Mother ... (bake) a cake now. She ... (bake) cakes every Saturday. Next Saturday she ... (bake) a beautiful one for my birthday party.

**IV. Fill in: will or be going to.**

1. A: Have you decided where to go for your holidays?

B: Yes, I ... tour Spain.

2. A: We've almost run out of petrol.

B: Don't worry. We ... get some on the way home.

3. A: Does your tooth really hurt?

B: Yes, I ... see the dentist tomorrow.

4. A: Did you buy any stamps?

B: I forgot to, but I ... get some now if you like.

5. A: Have you heard about Sharon?

B: Yes. She ... have a baby.

6. A: When did you last speak to Susan?

B: Oh weeks ago, but I ... meet her tonight.

7. A: Your car is very dirty.

B: I know. My son ... wash it this afternoon.

8. A: Have you found your bracelet yet?

B: No, but I'm sure I ... find it when I tidy my room.

9. A: Do you know what the weather forecast is for tomorrow?

B: No, but I expect it... be warmer than today.

10. A: Shall we go out tonight?

B: Sorry! I ... eat at the Chinese restaurant with Paul.

11. A: What do you want to eat?

B: I ... have a hamburger and some chips, please.

12. A: Are you watching TV tonight?

B: Yes, I ... watch the interview with the Queen.

**V. Which is correct?**

1. "Did you phone Ruth?" "Oh no, I forgot. *I phone / I'll phone* her now."

2. I can't meet you tomorrow afternoon. *I'm playing / I'll play* tennis.

3. "*I meet / I'll meet* you outside the hotel in half an hour, OK?" "Yes, that's fine."

4. "I need some money." "OK, *I'm lending / I'll lend* you some. How much do you need?"

5. *I'm having / I'll have* a party next Saturday. I hope you can come.

6. "Remember to buy a newspaper when you go out." "OK. *I don't forget / I won't forget*."

7. What time *does your train leave / will your train leave* tomorrow?

8. I asked Sue what happened but she *doesn't tell / won't tell* me.

9. "*Are you doing / Will you do* anything tomorrow evening?" "No, I'm free. Why?"

10. I don't want to go out alone. *Do you come / Will you come* with me?

11. It's a secret between us. I promise *I don't tell / I won't tell* anybody.

#### **VI. Which form of the verb is correct in these sentences?**

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.

#### **VII. Complete the sentences using will or going to.**

1. A: Why are you turning on the television?

B: ... (I/watch) the news.

2. A: Oh, I've just realised. I haven't got any money.

B: Haven't you? Well, don't worry. ... (I / lend) you some.

3. A: I've got a headache.

B: Have you? Wait there and ... (I / get) an aspirin for you.

4. A: Why are you filling that bucket with water?

B: ... (I / wash) the car.

5. A: I've decided to repaint this room.

B: Oh, have you? What colour ... (you / paint) it?

6. A: Where are you going? Are you going shopping?

B: Yes, ... (I / buy) something for dinner.

7. A: I don't know how to use this camera.

B: It's quite easy. ... (I / show) you.

8. A: What would you like to eat?

B: ... (I / have) a sandwich, please.

9. A: Did you post that letter for me?

B: Oh, I'm sorry. I completely forgot. ... (I / do) it now.

10. A: The ceiling in this room doesn't look very safe, does it?

B: No, it looks as if... (it / fall) down.

1 I. A: Has George decided what to do when he leaves school?

B: Oh, yes. Everything is planned. ... (he/have) a holiday for a few weeks and then ... (he / do) a computer programming course.

### VIII. Choose the correct form of the verbs.

1. Oh no! Look at the time! *I'll be / I'm going to be* terribly late.

2. If you want to go to the shop, you can borrow my brother's bicycle. I'm sure *he won't mind / he's not going to mind*.

3. *I'll go / I'm going to go* into town this afternoon. Can I get you anything?

4. *Will you hold / Are you going to hold* this box for a moment while I unpack it?

5. I hear the government has announced *they'll raise / they're going to raise* taxes again.

6. *My car won't start / My car isn't going to start*. It must be the cold, I think.

7. *I'll start / I'm going to start* a new job next week.

8. I'm so sorry I forgot your birthday. Why don't you come round tomorrow and *I'll cook / I'm going to cook* you a meal?

## FUTURE CONTINUOUS

Affirmative	Negative	Interrogative
<i>I will be working</i>	<i>I will not be working</i>	<i>Will I be working?</i>
<i>You will be working</i>	<i>You will not be working</i>	<i>Will you be working?</i>
<i>He will be working</i>	<i>He will not be working</i>	<i>Will he be working?</i>
<i>She will be working</i>	<i>She will not be working</i>	<i>Will she be working?</i>
<i>It will be working</i>	<i>It will not be working</i>	<i>Will it be working?</i>
<i>We will be working</i>	<i>We will not be working</i>	<i>Will we be working?</i>
<i>They will be working</i>	<i>They will not be working</i>	<i>Will they be working?</i>

### Future Continuous is used:

1) for actions in progress at a stated future time

*He'll be sunbathing in Hawaii this time next week.*

2) for actions which are the result of a routine (instead of Present Continuous)

*I'll be seeing John tomorrow. (We work in the same office so we'll definitely meet.)*

3) when we ask politely about people's arrangements to see if they can do something for us or because we want to offer to do something for them

*Will you be going to the supermarket? Can you buy me some tea?*

**Time expressions:** tomorrow  
tonight  
next week / month  
in two / three days  
the day after tomorrow  
soon  
in a week / month

## EXERCISES

### ***I. Choose the correct item.***

1. "I really need a drink." "OK, *I'll buy / I'm buying* you one. What would you like?"
2. "You look dreadful." "I know, *I'm seeing / 'll see* the doctor tomorrow at 4 o'clock."
3. "Did you remember to water the plants today?" "Oh no, I forgot; *I'll water / water* them now."
4. I've already told you why I can't see you tonight. *I'm having / 'll have* guests.
5. I'm sorry. I promise *I'll stay / I'll be staying* out of trouble in the future.
6. I'm sure *he'll understand / 's going to understand* if you explain it to him clearly.
7. *I will have finished / will finish* my exams by the end of August.
8. "I've burnt the dinner". "Never mind, *I'll go / 'm going* to the restaurant and get a takeaway pizza."
9. *I'll have been working / 'll work* here for forty years by the time I retire next week.
10. "I forgot to invite Fergus to the party." "That's OK. *I see / will be seeing* him this afternoon."
11. If *I have / will have* enough money, I'll buy a new bicycle.
12. I don't think *I'll have finished / 'll finish* these exercises by 3 o'clock.
13. Excuse me, Colin. *Will you be going / Will you go* to the library this morning?
14. I'm not sure when *I go / 'll go* on holiday this year.
15. If we *go / will go* to Greece in the summer, we will visit the islands.
16. We can't get into the office until Jane *arrives / will arrive* with the key.
17. I doubt if *they are / will be* on time.

### ***II. Complete the following conversations by putting the verbs in the right tense.***

A.

B. *Mick is watching television when his sister Vanessa comes into the room.*

Mick: What are you doing in your dressing-gown? It's only eight o'clock.

Vanessa: I don't feel very well. I ... (have) an early night.

Mick: Oh, dear. I hope you ... (feel) better in the morning.

Vanessa: So do I ... (meet) my new boss at ten o'clock.

Mick: I think I ... (make) some tea when the news ... (finish). ... (I / bring) you a cup?

Vanessa: No, don't bother. I ... (try) and go straight to sleep. Thanks anyway.

Mick: OK. Sleep well.

*B. Sandy and Alison are students who have been sharing a flat. Sandy is leaving to do a course abroad.*

Sandy: It's hard saying goodbye after so long.

Alison: We must keep in touch. ... (you / remember) to send me your address when ... (you / get) to the States?

Sandy: Of course. I ... (probably/not/have) time next week, because my course ... (start) the day after I ... (arrive), and I ... (spend) the weekend with some old friends of my father's.

Alison: Well, you can phone.

Sandy: Yes, I guess so. Do you know what ... (you / do) this time next Sunday?

Alison: I ... (get) ready to go to London.

Sandy: OK. So, I ... (phone) about three o'clock next Sunday.

Alison: Great. I ... (wait) for your call.

*C. Rebecca and Arnold are leaving the office where they work.*

Arnold: Would you like to come to a film this weekend?

Rebecca: I'd like to, but I'm afraid I ... (not / have) time.

Arnold: Why? ... (what / do)?

Rebecca: Well, my father ... (arrive) back from Australia. He's been there for six months and we ... (have) a big party to celebrate.

Arnold: ... (he / not / be) too tired for a party after his flight?

Rebecca: Yes, and no doubt he ... (suffer) from jetlag. So, on Saturday he can take it easy. But on Sunday, all the family ... (come) for a big barbecue. I ... (prepare) things all day on Saturday.

Arnold: What a lot of work for you.

Rebecca: I don't mind. My sisters are very helpful and we're well organised. In fact, I ... (see) someone about hiring a band this afternoon.

So, I must go now or I ... (not / get) to their office before they ... (close).

Arnold: I hope everything ... (go) well for you.

Rebecca: I'm sure it... (be) a great day. Provided the sun ... (shine), that is!



### **III. Complete the conversations using the verbs given.**

*Mary and Nigel run a shop together.*

MONDAY

Mary: I don't know what we ... (do). We've hardly made any money for ages.

Nigel: I think we should advertise. We can send our leaflets.

Mary: Yes. That .... (probably / get) our name more widely known. But do you think ... (people/come) into the shop?

Nigel: Well, we could try advertising in the local paper.

Mary: That might be better. I ... (phone) and find out their rates. And what about local radio?

Nigel: Good idea. ... (I / phone) them?

Mary: OK, thanks.

TUESDAY

Mary: We haven't got enough money to pay for all the advertising we need. I've been in touch with the bank. I ... (see) the manager on Friday.

Nigel: ... (he/give) us a loan, do you think?

Mary: I hope so.

FRIDAY (*At the bank*)

Manager: So you want to borrow some money. How do you want to spend it?

Mary: We ... (advertise) on local radio and in the paper. We've planned it carefully. We only need \$ 500.

Manager: Very well. The bank ... (lend) you the money. But you must pay us back in three months. Can you do that?

Mary: We ... (do) it, I promise.

Manager: Now, go and see the loans clerk and he ... (help) you fill in the necessary forms.

Mary: Thank you for your help.

Manager: You're welcome.

### **PAST SIMPLE**

We form the Past Simple of regular verbs by adding -ed

Affirmative	Negative	Interrogative
<i>I worked</i>	<i>I did not work</i>	<i>Did I work?</i>
<i>You worked</i>	<i>You did not work</i>	<i>Did you work?</i>
<i>He worked</i>	<i>He did not work</i>	<i>Did he work?</i>
<i>She worked</i>	<i>She did not work</i>	<i>Did she work?</i>
<i>It worked</i>	<i>It did not work</i>	<i>Did it work?</i>
<i>We worked</i>	<i>We did not work</i>	<i>Did we work?</i>
<i>They worked</i>	<i>They did not work</i>	<i>Did they work?</i>

Irregular verbs have a special past form:

Affirmative	Negative	Interrogative
<i>I went</i>	<i>I didn't go</i>	<i>Did I go?</i>
<i>You went</i>	<i>You didn't go</i>	<i>Did you go?</i>
<i>He went</i>	<i>He didn't go</i>	<i>Did he go?</i>
<i>She went</i>	<i>She didn't go</i>	<i>Did she go?</i>
<i>It went</i>	<i>It didn't go</i>	<i>Did it go?</i>
<i>We went</i>	<i>We didn't go</i>	<i>Did we go?</i>
<i>You went</i>	<i>You didn't go</i>	<i>Did they go?</i>

Past Simple of the verb "to be":

Affirmative	Negative	Interrogative
<i>I was</i>	<i>I was not</i>	<i>Was I?</i>
<i>You were</i>	<i>You were not</i>	<i>Were you?</i>
<i>He was</i>	<i>He was not</i>	<i>Was he?</i>
<i>She was</i>	<i>She was not</i>	<i>Was she?</i>
<i>It was</i>	<i>It was not</i>	<i>Was it?</i>
<i>We were</i>	<i>We were not</i>	<i>Were we?</i>
<i>They were</i>	<i>They were not</i>	<i>Were they?</i>

Past Simple of the verb "to have":

Affirmative	Negative	Interrogative
<i>I had</i>	<i>I did not have</i>	<i>Did I have?</i>
<i>You had</i>	<i>You did not have</i>	<i>Did you have?</i>
<i>He had</i>	<i>He did not have</i>	<i>Did he have?</i>
<i>She had</i>	<i>She did not have</i>	<i>Did she have?</i>
<i>It had</i>	<i>It did not have</i>	<i>Did it have?</i>
<i>We had</i>	<i>We did not have</i>	<i>Did we have?</i>
<i>They had</i>	<i>They did not have</i>	<i>Did they have?</i>

### Past Simple is used:

- 1) for actions which happened at a stated time in the past

*He sold his car two weeks ago.*

*She called an hour ago.*

- 2) to express a past state or habit

*When she was young she lived in a small flat.*

*He used to go / went to school on foot.*

- 3) for past action which happened one after the other

*She put on her coat, took her bag and left the house.*

*She sealed the letter, put a stamp on it and posted it.*

- 4) for a past action whose time is not mentioned and which is not connected with the present; for past actions which won't happen again

*I saw Elvis Presley.*

*Shakespeare wrote a lot of plays.*

- 5) with non – continuous verbs

*He wanted to buy a new car but he couldn't afford one.*

**Time expressions:** yesterday  
last week (month, year)  
two weeks (months) ago  
then  
in 2000  
when  
just now

### Spelling Rules

e → d	double consonant + ed	consonant + y → ied	vowel + y → yed
like – liked	prefer – preferred	carry – carried	play – played
hate – hated	stop – stopped	tidy – tidied	stay – stayed
close – closed	travel – travelled	study – studied	enjoy – enjoyed

### EXERCISE

***Put the verbs in brackets into the Present Simple or Past Simple.***

This ... (be) my dog, Blackie. He ... (be) a small black dog with a bushy tail. Every day I ... (take) him for a walk to the park. He ... (run) everywhere and ... (play) with his ball on the grass. When we ... (come) back he ... (eat) his food and then he .... (lie) on the carpet. At night he ... (sleep) on a rug near my bed. One day last year I ... (take) him for a walk but I ... (lose) him. He ... (not / be) anywhere. I ... (go) home and ... (tell) my parents. They ... (search) the park and then they ... (go) to the police. A few days later a policeman ... (come) to my house. Blackie ... (be) with him. I ... (be) very happy to see him back home.

### PAST CONTINUOUS

Affirmative	Negative	Interrogative
<i>I was working</i>	<i>I was not working</i>	<i>Was I working?</i>
<i>You were working</i>	<i>You were not working</i>	<i>Were you working?</i>
<i>He was working</i>	<i>He was not working</i>	<i>Was he working?</i>
<i>She was working</i>	<i>She was not working</i>	<i>Was she working?</i>
<i>It was working</i>	<i>It was not working</i>	<i>Was it working?</i>
<i>We were working</i>	<i>We were not working</i>	<i>Were we working?</i>
<i>They were working</i>	<i>They were not working</i>	<i>Were they working?</i>

### Past Continuous is used:

- 1) for an action in the middle of happening at a stated time in the past

*At 8 o'clock last night she was watching TV.*

*He was playing tennis at 4.30 yesterday.*

- 2) for two or more simultaneous past actions

*They were dancing while he was playing the guitar.*

*While I was sunbathing, Tim was swimming.*

- 3) for a past action in progress interrupted by another past action (we use Past Continuous for the interrupted action and Past Simple for the action which interrupts it)

*He was painting the bedroom when suddenly he fell off the ladder.*

*While I was getting dressed the bell rang.*

- 4) for background description to events in a story

*We were walking in the woods. It was raining hard.*

*She was flying to Paris. The sun was shining...*

**Time expressions:** while  
when  
as  
the moment that

### WAS / WERE GOING TO

**Was / were going to** expresses unfulfilled arrangements or unfulfilled plans in the past, or actions one intended to do but didn't or couldn't do

1. *He got up early. He was going to catch the 6 o'clock train.*
2. *She was going to travel around Europe but she didn't because she fell ill.*
3. *She was going to buy a new car but in the end she repaired her old one.*
4. *He was going to visit Pam but she wasn't at home.*

### EXERCISES

#### ***I. Put the verbs in brackets into Past Continuous or Past Simple.***

Last night I ... (have) a wonderful dream. This is what I ... (dream). We ... (take) a trip to Hawaii. I ... (be) with my family and two of my friends. We ... (be) on a ship and we ... (travel) to Honolulu. On the ship there ... (be) a disco. We ... (sit) on nice comfortable seats and we ... (drink) exotic juices. Lots of people ... (dance) and the music ... (play) loudly. We ... (have) a lot of fun. When the ship ... (arrive) in Honolulu a man ... (wait) to take us to our hotel. The hotel where we ... (stay) was by a beach lined with palm trees. Drums ... (beat) and people on the

beach ... (sing) and ... (dance) to the music. The music ... (get) louder and louder until I ... (can) hear a ringing in my ears. It ... (be) my alarm clock. It ... (be) 7 o'clock and time to get up for Institute.

**II. Choose a verb from the list and complete the text using Past Simple or Past Continuous.**

*be, drive, shine, stop, look, seem, hear, fly, can, feel, wonder, go, think, get into, talk*

It ... 10 o'clock on a dark winter night. Mr Trindle ... home alone on a small country road. The stars ... and it ... very quiet. Suddenly his car ... Mr Trindle ... under the bonnet but everything ... to be normal. Then, as he ... at the engine, he ... a strange noise. A UFO ... above him! He ... (not) believe his eyes. A bright light ... on him and he ... very strange. He ... what to do when suddenly everything ... quiet. Mr Trindle ... he had imagined the UFO, but as he ... the car, the news-reader on the radio ... about a UFO that people had seen the previous night. "The previous night?" Mr Trindle ... at his watch. It ... 7 o'clock in the morning!

**III. Fill in with Past Simple or Past Continuous.**

Simon 1) ... (walk) home from work the other day when he 2) ... (notice) something shining on the pavement on the other side of the road. A car 3) ... (come) down the street, so he waited until it had driven past, then he 4) ... (cross) over. When he 5) ... (get) to the other side he saw that it was a shiny gold coin! He 6) ... (look) around to make sure no one 7) ... (look), then he 8) ... (bend) down to pick it up. Imagine his surprise when he 9) ... (not / can) move it! He 10) ... (be) just about to give up when he 11) ... (hear) a strange sound behind him. Someone 12) ... (laugh) at him but he couldn't see who it 13) ... (be). Two little boys 14) ... (hide) behind a hedge, laughing at anyone who tried to pick up the coin they had stuck to the pavement with glue!

**IV. Put the verbs into the correct form, Past Continuous or Past Simple.**

1. Jane ... (wait) for me when I ... (arrive).
2. "What ... (you / do) this time yesterday?" "I was asleep."
3. "... (you / go) out last night?" "No, I was too tired."
4. "Was Carol at the party last night?" "Yes, she ... (wear) a really nice dress."
5. How fast ... (you / drive) when the accident ... (happen)?
6. John ... (take) a photograph of me while I ... (not / look).
7. We were in a very difficult position. We ... (not / know) what to do.
8. I haven't seen Alan for ages. When I last ... (see) him, he ... (try) to find a job in London.

9. I ... (walk) along the street when suddenly I ... (hear) footsteps behind me. Somebody ... (follow) me. I was frightened and I ... (start) to run.

10. When I was young, I ... (want) to be a bus driver.

***V. Choose the correct form of the verbs.***

Thomas Edison *started / was starting* work on the railway when he was twelve, selling newspapers and snacks. There were long periods with nothing for him to do so he *built / was building* himself a little laboratory in the luggage van where he could carry out experiments when he *didn't sell / wasn't selling* things to passengers. Another way that he *occupied / was occupying* himself was by reading. He joined a library and *read / was reading* every single book in it. One day, when he *waited / was waiting* at a station he *noticed / was noticing* a small boy who *played / was playing* by the track, unaware that a train *approached / was approaching*. Edison *ran / was running* out and *grabbed / was grabbing* the child just in time. The child's father was so grateful that he *offered / was offering* to teach Edison to be a telegraph operator. Edison accepted the offer and soon he *had / was having* regular lessons. After a year, he was good enough to get a job in the telegraph office. He continued to read and experiment, whenever he *had / was having* time. At twenty-one he *left / was leaving* the telegraph office to devote all his time to being an inventor. He *went / was going* on to invent the electric light bulb, the phonograph and the movie camera.

***VI. Complete this description of the life of a musician, using the verbs given. Use either the Past Simple or the Past Continuous.***

Colin Boyle was born in 1973 near Dublin, Ireland. In 1983 he became seriously ill. While he ... (recover) his uncle ... (give) him an old violin. He enjoyed playing and practised at his school every day after lessons. One day in 1987, John Leaf, the manager of several successful musicians, ... (have) a meeting with the headmaster when he ... (hear) Colin practising. He immediately ... (contact) Colin's teacher and ... (invite) Colin to appear in one of the concerts he ... (organise) that year. Colin, however, ... (refuse) Leaf's invitation, because just then he ... (prepare) for some important school exams. Colin ... (pass) his exams and ... (go) to college to study engineering. At college he ... (meet) Kim O'Malley, who ... (study) chemistry. Kim was also a keen amateur musician. Being students, they rarely ... (have) much money and they usually ... (work) as waiters at weekends. One evening in April 1992, while Colin and Kim ... (serve) customers, the manager ... (announce) that there would be no live music in the restaurant that night as the regular band could not come. Colin and Kim ... (persuade) him to let them play to the customers. Everyone ... (be) amazed to hear how good they ... (be). Six months later they ... (decide) to leave college because they ... (earn) so much money as musicians. Their success has continued ever since.

**VII. Choose the correct form of the verbs.**

Adam: Hello, Mike. What *are you doing / do you do* in this part of London?

Mike: Well, actually, *I'm looking / I look* at flats round here.

Adam: Flats? *Are you wanting / Do you want* to move?

Mike: Yes, in fact, believe it or not, Mandy and I *are getting / get married*.

Adam: That's great! Congratulations. When *were you deciding / did you decide*?

Mike: Only last week. It was while we *were staying / stayed* with her family in Scotland. Now we *try / we're trying* to find a suitable flat.

Adam: It'll be great to have you as neighbours. I hope you manage to buy one soon. Mike: Oh we *aren't looking / don't look* for one to buy. We *aren't having / don't have* enough money yet. *We're wanting / we want* to find somewhere to rent.

Adam: Yes, of course. That's what we *did / were doing* at first. Actually, in the end, my brother *was lending / lent* us some money. That's how we *were managing / managed* to buy ours.

Mike: Really? Perhaps I'll talk to my family before we *choose / we're choosing* a flat. Adam: That's not a bad idea. My family *gave / were giving* us quite a lot of helpful advice. Now, what about a coffee? There's a good place just round the corner.

Mike: Oh, yes, I *looked / was looking* for somewhere to sit down when I bumped into you. Let's go.

**VIII. Complete each sentence with a suitable form of the verb given. Use the Present Simple or Present Continuous, or the Past Simple or Past Continuous.**

1. I remember the day you got engaged. We ... (have) tea in the garden when you came out of the house and told us.

2. I tried to explain the situation to my parents, but they just ... (not / understand) what I was talking about.

3. What have you put in this sauce? It ... (taste) absolutely disgusting.

4. Peter always claimed that he was innocent, but for many years no one ... (believe) him.

5. It's a lovely shawl, I know, but unfortunately it ... (not / belong) to me. I'm just borrowing it for the party this evening.

6. Why ... (you / wear) that thin dress? You'll freeze to death in this cold wind!

7. Molly's fed up because she injured her ankle when she ... (jog) this morning, so she can't dance.

8. While I was admiring the view, someone stole the bag which ... (contain) all my traveller's cheques.

9. Look! ... (you / see) that man standing beside the cash desk? I'm sure he's planning to steal something.

10. Tea or coffee? I'm making both, so just say which you ... (prefer).

11. The boys didn't want to come shopping with us because they... (watch) the football on television.

### USED TO

**Used to** expresses past habits or states. It forms its negative and interrogative with **did** and it is the same in all persons. We can use Past Simple instead of **used to**.

*I used to cry when I was a baby.*

*I didn't use to sleep late.*

*Did you use to sleep late?*

*She used to walk / walked long distances.*

### EXERCISE

**Choose the correct form of the verbs.**

1. Mary met her husband while she *worked / was working/ used to work* in the States.

2. Why does Warren keep shouting at people? He *wasn't / wasn't being / didn't use to be* so bad-tempered.

3. How long is it since you *had / were having / used to have* a holiday?

4. The government *provided / were providing / used to provide* much more help for disabled people than they do now.

5. It's all very well complaining you haven't any money, but while you were travelling around the world, I *studied / was studying / used to study* sixteen hours a day for my exams.

6. The only time I ever *rode / was riding / used to ride* a horse, I *fell / was falling / used to fall* off in the first five minutes.

### PRESENT PERFECT

Have/ has + past participle

Regular verbs

Affirmative	Negative	Interrogative
<i>I have worked</i>	<i>I have not worked</i>	<i>Have I worked?</i>
<i>You have worked</i>	<i>You have not worked</i>	<i>Have you worked?</i>
<i>He has worked</i>	<i>He has not worked</i>	<i>Has he worked?</i>
<i>She has worked</i>	<i>She has not worked</i>	<i>Has she worked?</i>
<i>It has worked</i>	<i>It has not worked</i>	<i>Has it worked?</i>
<i>We have worked</i>	<i>We have not worked</i>	<i>Have we worked?</i>
<i>They have worked</i>	<i>They have not worked</i>	<i>Have they worked?</i>



## Irregular verbs

Affirmative	Negative	Interrogative
<i>I have lost</i>	<i>I have not lost</i>	<i>Have I lost?</i>
<i>You have lost</i>	<i>You have not lost</i>	<i>Have you lost?</i>
<i>He has lost</i>	<i>He has not lost</i>	<i>Has he lost?</i>
<i>She has lost</i>	<i>She has not lost</i>	<i>Has she lost?</i>
<i>It has lost</i>	<i>It has not lost</i>	<i>Has it lost?</i>
<i>We have lost</i>	<i>We have not lost</i>	<i>Have we lost?</i>
<i>They have lost</i>	<i>They have not lost</i>	<i>Have they lost?</i>

### Present Perfect is used:

- 1) for recently completed action  
*She has tidied her room.*
- 2) for actions which happened at an unstated past time and are connected with the present  
*He has lost his key.*  
*She has lived in this house for two years.*  
*But: She lived in Australia for one year.*
- 3) for a past action whose time is not mentioned but which is connected with the present  
*I've met Madonna.*
- 4) to express personal experiences or changes which have happened  
*I've put on a lot of weight.*
- 5) to put emphasis on number  
*I've only typed three letters since 9 o'clock.*

**Time expressions:** just  
ever  
never  
already  
yet  
how long  
so far  
for  
since  
recently  
today  
this week (month, year) once  
several times  
always

**Since** is used to express a starting point

*I've known Ann since October.*

**For** is used to express a period of time

*I've known Ann for two months.*

**Yet** is used in questions and negations

*Have you met him yet?*

*I haven't met him yet.*

**Already** is used in statements and questions

*I've already posted the letters.*

## EXERCISES

### *I. Put the verbs into the Present Simple, Present Perfect or Past Simple.*

My name ... (be) Julie Baker. I ... (be) twenty-five years old. I'm from America but I ... (live) in London since 1995. I ... (work) in a bank since then. I ... (never / be) married and I ... (not / have) any children. I ... (enjoy) reading, going to the theatre and meeting interesting people. I ... (be) a friendly person and I ... (have) a good sense of humour. I ... (never / smoke) a cigarette in my life.

### *II. Fill in Present Simple, Present Continuous, Past Simple, Present Perfect, will or be going to.*

My cousin's name ... (be) Sylvie Dupont. She ... (live) in Paris and ... (work) in a cafe in the centre of the city. She ... (work) there for three years. At the moment her best friend from England ... (stay) with her. She ... (enjoy) her holiday very much. They ... (already / visit) many museums together and they ... (be) to the theatre three times. Next week they ... (see) a film and then they ... (have) dinner at an expensive restaurant. Last Tuesday they ... (go) to a disco with some friends of theirs. They ... (not / come) home until very late. Sylvie ... (be) so tired at work the following day that she ... (spill) coffee all over a customer. She doesn't think she ... (see) him at the cafe again! In future she ... (not / stay) out so late and she ... (be) more Careful while she is serving customers.

### *III. Put the verbs into the Past Simple or Present Perfect.*

1. I ... (not / finish) my homework yet.
2. We ... (not / see) him since he ... (leave) school.
3. We ... (go) to bed very early last night because we ... (be) tired.
4. They ... (move) to London 2 years ago.
5. She ... (not / ring) me since Tuesday.
6. I ... (just / see) a very interesting programme on TV.
7. I ... (see) an old friend of mine last week.

8. I ... (not / be) to a disco for months.
9. My little sister ... (not / learn) to read yet.
10. He ... (lose) his key. He ... (leave) it on the bus yesterday.
11. I ... (not / play) tennis since I was at school but I ... (be) very good at it then.
12. John ... (break) his leg. He ... (fall) off a horse lastweek.
13. We ... (sell) our house. Some people ... (see) it last month and ... (buy) it.
14. I ... (finish) decorating my room. I ... (paint) it last week and I ... (put up) the new curtains last night.
15. We ... (know) Kate since last year. We ... (meet) her at a party.
16. I ... (never / be) to France. I ... (want) to go last summer but I ... (can / not).
17. I ... (not / be) out since we ... (move) to our new house.
18. Tom ... (see) this film twice. The last time he ... (see) it ... (be) a week ago.

#### ***IV. Fill in with Present Perfect or Past Simple.***

1. A: ... (you / see) the Bruce Lee film on TV last night?  
B: No. But I ... (see) all of his films on video already this year.
2. A: I ... (live) in Germany for five years now. I ... (move) here in 1997.  
B: I ... (live) in Portugal for a time, but I live in Rome now.
3. A: My Uncle Tom ... (meet) Winston Churchill.  
B: That's nothing! My mum ... (meet) Prince Charles.
4. A: Where's Jane?  
B: She ... (go) to America. She ... (leave) last week.  
A: Really? Why ... (she / go) there?
5. A: My father ... (work) in that shop for twelve years. Then he ... (get) a job in a bank.  
B: He ... (work) at the bank for quite a few years now, hasn't he?
6. A: How long ... (you / learn) Italian?  
B: I ... (start) learning the language when I ... (be) twelve.

#### ***V. Put the verbs in brackets in the correct form, Present Perfect or Past Simple.***

1. "Where's your key?" "I don't know. I ... (lose) it.
2. I ... (be) very tired, so I lay down on the bed and went to sleep.
3. Mary ... (go) to Australia for a while but she's back again now.
4. "Where's Ken?" "He ... (go) out. He'll be back in about an hour."
5. I did German at school but I ... (forget) most of it.
6. I meant to phone Diane last night but I ... (forget).
7. I ... (have) a headache earlier but I feel fine now.
8. Look! There's an ambulance over there. There ... (be) an accident.

9. "Is Helen still here?" "No, she ... (just / go) out."
10. The police ... (arrest) three people but later they let them go.
11. Ann ... (give) me her address but I'm afraid I ... (lose) it.?
12. Where's my bike? It ... (be) outside the house. It ... (disappear)!
13. What do you think of my English? Do you think I ... (improve)?

**VI. Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.**

1. Do you know about Sue? She's given up her job.
2. The Chinese have invented printing.
3. How many plays has Shakespeare written?
4. Have you read any of Shakespeare's plays?
5. Aristotle has been a Greek philosopher.
6. Ow! I've cut my finger. It's bleeding.
7. My grandparents have got married in London.
8. Where have you been born?
9. Mary isn't at home. She's gone shopping.
10. Albert Einstein has been the scientist who has developed the theory of relativity

**VII. Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.**

1. I've lost my key. I can't find it anywhere.
2. Have you seen the news on television last night?
3. I've, bought a new car. Do you want to see it?
4. I've bought a new car last week.
5. Where have you been yesterday evening?
6. Jenny has left school in 1991.
7. I'm looking for Mike. Have you seen him?
8. I'm very hungry. I haven't eaten anything today.
9. Diane hasn't been at work yesterday.
10. When has this book been published?

**VIII. Put the verb into the correct form, Present Perfect or Past Simple.**

1. I don't know where Amy is. ... (you / see) her?
2. When I ... (get) home last night, I ... (be) very tired and I ... (go) straight to bed.
3. Your car looks very clean. ... (you / wash) it?
4. George ... (not / be) very well last week.
5. Mr Clark ... (work) in a bank for 15 years. Then he gave it up.

6. Molly lives in Dublin. She ... (live) there all her life.
7. “ ... (you/go) to the cinema last night?” “Yes, but it... (be) a mistake. The film ... (be) awful.
8. My grandfather ... (die) 30 years ago. I ... (never / meet) him.
9. I don't know Carol's husband. I ... (never / meet) him.
10. A: Is your father at home?  
 B: No, I'm afraid he ... (go) out.  
 A: When exactly ... (he / go) out?  
 B: About ten minutes ago.
11. A: Where do you live?  
 B: In Boston.  
 A: How long ... (you / live) there?  
 B: Five years.  
 A: Where ... (you / live) before that?  
 B: In Chicago.  
 A: And how long ... (you / live) in Chicago?  
 B: Two years.

## PAST PERFECT

Had + past participle

Affirmative	Negative	Interrogative
<i>I had worked</i>	<i>I had not worked</i>	<i>Had I worked?</i>
<i>You had worked</i>	<i>You had not worked</i>	<i>Had you worked?</i>
<i>He had worked</i>	<i>He had not worked</i>	<i>Had he worked?</i>
<i>She had worked</i>	<i>She had not worked</i>	<i>Had she worked?</i>
<i>It had worked</i>	<i>It had not worked</i>	<i>Had it worked?</i>
<i>We had worked</i>	<i>We had not worked</i>	<i>Had we worked?</i>
<i>They had worked</i>	<i>They had not worked</i>	<i>Had they worked?</i>

### Past Perfect is used:

1) for past action which occurred before another action or before a stated past time

*She had already left when I got home.*

*She had arrived by 8 o'clock.*

2) for complete past action which had visible results in the past

*She had cleaned the house by 6 o'clock.*

3) as the past equivalent of Present Perfect

*She isn't in her office. She has already left, (before a present time)*

*She wasn't in her office. She had already left, (before a past time)*

**Time expressions:** before  
after  
just  
yet  
already  
for  
since  
ever  
never  
till / until  
when  
by (the time)  
by

## EXERCISES

### *I. Fill in Past Simple or Past Perfect.*

1. When I ... (arrive) at the station, the train ... (leave).
2. We ... (light) the candles because the lights ... (go off).
3. When I got home I ... (discover) that somebody ... (break into) my flat.
4. The patient ... (die) before the ambulance ... (reach) the hospital.
5. John ... (eat) all the cakes by the time the other children ... (arrive) at the party.
6. When I ... (leave) the house, I ... (realise) that I ... (forget) my keys.
7. After I ... (finish) digging the garden I ... (decide) to go for a walk.
8. I ... (lend) Fiona some money only after she ... (promise) to give it back the next day.
9. They kept arguing about the money their father ... (leave) them in his will when he ... (die).
10. Kate ... (start) cooking after John ... (leave).
11. I ... (buy) Beckie a plant yesterday because she ... (sing) so well in the concert the night before.
12. When I ... (see) Julie, I ... (realise) that I ... (meet) her before.

### *II. Put the verbs in brackets into Past Simple or Past Perfect.*

Last Monday Angie ... (get up) for work as usual and ... (go) to the kitchen to have some breakfast. But when she ... (open) the fridge, she ... (find) that her flatmate Lucy ... (drink) all the milk - not a good start to the day. So she ... (have) a quick cup of black coffee, ... (get dressed) and ... (go) out to the car. There she ... (find) that she ... (forget) to put the cover on the car the night before and there ... (be) thick frost all over the windscreen. She ... (scrape) it all off and ... (get)

into the car. However, when she ... (turn) the key, nothing ... (happen). Someone ... (leave) the headlights on and the battery ... (go) flat. She ... (be) furious as Lucy ... (use) the car last and it ... (be) her who ... (forget) to switch off the lights. Angie ... (head) for the bus stop to wait in the freezing cold.

### ***III. Fill in with Past Simple or Past Perfect.***

The biggest event in Tom's life 1) ... (happen) by chance. He 2) ... (be) 22 and he 3) ... (just / leave) college. He 4) ... (get) his degree and he was looking for a job. He 5) ... (want) to be a journalist but he 6) ... (know) he 7) ... (not / have) enough experience. You see, as a student, he 8) ... (spend) most of his time in the university theatre. He 9) ... (write) to all the newspapers but he 10) ... (not / receive) any replies. Then one day, the phone 11) ... (ring). It was a woman who 12) ... (offer) him a job as an actor. She 13) ... (see) him in a play at the university and 14) ... (enjoy) the performance. He 15) ... (take) the job and since then he's been very successful. Last night he 16) ... (discover) he 17) ... (win) an award for his performance in the play.

### ***IV. Put the verb into the correct form, Past Perfect or Past Simple.***

1. "Was Tom at the party when you arrived?" "No, he ... (go) home."
2. I felt very tired when I got home, so I ... (go) straight to bed.
3. The house was very quiet when I got home. Everybody ... (go) to bed.
4. Sorry I'm late. The car ... (break) down on my way here.
5. We were driving along the road when we ... (see) a car which .... (break) down, so we ... (stop) to see if we could help.

### ***V. Most of the sentences have one verb in the wrong tense. Correct them or write right.***

1. I was pleased to see my old college friends at the conference last week as we didn't see each other since we finished our course.
2. We had to wait for hours at the airport because the bad weather had delayed all the flights.
3. Many modern medicines were not invented by western scientists but by tribal people who had been using them for generations before the Europeans arrived.
4. We missed our train, so by the time we reached the theatre, the play ended and the audience was leaving the theatre.
5. At the end of their meal they found they couldn't pay the bill because they didn't bring any money with them.
6. The children were thrilled when they unwrapped the electronic toys, but when they discovered that nobody bought a battery they were very disappointed.

7. When I came out of the cinema I had found that a thief had taken my car radio.

8. At first the authorities thought the athlete had been taking drugs, but they soon realised they mixed up the results of the tests.

9. When the film star came into the restaurant I didn't recognise her because I didn't see any of her films.

10. When we reached the city centre we couldn't find a parking space, so we had decided to go by bus the next time.

***VI. Complete the following conversation using the verbs supplied.***

*Jean has called to see her boyfriend Gary.*

Gary: Jean, I'm surprised to see you.

Jean: Well, I think you owe me an explanation.

Gary: Me? What about you? I ... (see) you in the cafe last night. We ... (arrange) to meet at the cinema, if you remember.

Jean: So why ... (you / not / come) into the cafe if you saw me?

Gary: I ... (be) too angry. And cold. I ... (wait) outside the cinema for three-quarters of an hour.

Jean: But why? ... (you / not / get) my note?

Gary: What note?

Jean: The note I ... (leave) here yesterday afternoon. When I ... (go) past the cinema yesterday lunchtime I ... (notice) that they ... (change) the film. So I ... (put) a note under your door to tell you.

Gary: I ... (not / find) any note.

Jean: It must be here. Let me look. Yes. Oh dear. I'm afraid it... (slip) under the mat.

Gary: Oh. I'm sorry I was angry. It's just that, well, while I ... (wait), I was worried about ... (what / happen) to you. And then, I ... (see) you in the cafe. You ... (laugh) with your friends and I ... (realise) that you ... (sit) there quite comfortably with them all evening. I ... (just / lose) my temper.

Jean: Never mind. Let's forget it. Where shall we go now?

**FUTURE PERFECT**

Affirmative	Negative	Interrogative
<i>I will have worked</i>	<i>I will not have worked</i>	<i>Will I have worked?</i>
<i>You will have worked</i>	<i>You will not have worked</i>	<i>Will you have worked?</i>
<i>He will have worked</i>	<i>He will not have worked</i>	<i>Will he have worked?</i>
<i>She will have worked</i>	<i>She will not have worked</i>	<i>Will she have worked?</i>
<i>It will have worked</i>	<i>It will not have worked</i>	<i>Will it have worked?</i>
<i>We will have worked</i>	<i>We will not have worked</i>	<i>Will we have worked?</i>
<i>They will have worked</i>	<i>They will not have worked</i>	<i>Will they have worked?</i>



**Future Perfect is used:** for actions which will be finished before a stated future time

*She will have come back by the end of July.*

**Note:** *by or not...until/till* are used with Future Perfect. *Until/till* are normally used with Future Perfect only in negative sentences

*She will have finished by 8 o'clock. (not: until/till)*

*She won't have finished until 8 o'clock.*

**Time expressions:** before

by or not

by then

by the time

until/ till

## EXERCISES

### *I. Fill the correct Present or Future forms.*

We 1) ... (go) on holiday next Friday. The plane 2) ... (leave) at 5.00 am, so we 3) ... (sunbathe) in Bermuda by lunchtime! We've got a lot of luggage and neither of us wants to drive so we 4) ... (get) a taxi to the airport. My sister has never flown before so she 5) ... (probably / be) quite nervous. I 6) ... (have to) sit by her and hold her hand all the time. By the time we get there, we 7) ... (fly) for quite a long time and so we 8) ... (be) quite tired. However, I hope we 9) ... (recover) by 8 o'clock, in time to go to the welcoming party!

### *II. Put the verb into the correct form, Future Continuous or Future Perfect.*

1. Don't phone me between 7 and 8. ... (we / have) dinner then.
2. Phone me after 8 o'clock. ... (we / finish) dinner by then.
3. Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock ... (we / play) tennis.
4. A: Can we meet tomorrow afternoon?  
B: Not in the afternoon. ... (I / work).
5. *B has to go to a meeting which begins at 10 o'clock. It will last about an hour.*  
A: Will you be free at 11.30?  
B: Yes, ... (the meeting / finish) by that time.
6. 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.

7. Chuck came to Britain from the USA nearly three years ago. Next Monday it will be exactly three years. So on Monday ... (he / be) in Britain for exactly three years.

8. Do you think ... (you / still /do) the same job in ten years' time?

9. Jane is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip ... (she / travel) more than 3,000 miles.

10. If you need to contact me ... (I / stay) at the Lion Hotel until Friday.

11. A: ... (you/see) Laura tomorrow?

B: Yes, probably. Why?

A: I borrowed this book from her. Can you give it back to her?

### PRESENT PERFECT CONTINUOUS

Have/has been + verb -ing

Affirmative	Negative	Interrogative
<i>I have been working</i>	<i>I have not been working</i>	<i>Have I been working?</i>
<i>You have been working</i>	<i>You have not been working</i>	<i>Have you been working?</i>
<i>He has been working</i>	<i>He has not been working</i>	<i>Has he been working?</i>
<i>She has been working</i>	<i>She has not been working</i>	<i>Has she been working?</i>
<i>It has been working</i>	<i>It has not been working</i>	<i>Has it been working?</i>
<i>We have been working</i>	<i>We have not been working</i>	<i>Have we been working?</i>
<i>They have been working</i>	<i>They have not been working</i>	<i>Have they been working?</i>

#### Present Perfect Continuous is used:

1) for actions which started in the past and continue up to the present

*I've been packing my case all morning.*

*He's been writing a letter for two hours.*

2) for past action of certain duration which have visible results or effects in the present

*They have been walking in the rain.*

*She's been crying.*

3) for actions expressing irritation, anger, annoyance, explanation or criticism

*Has the dog been chewing on my slippers?*

*Who has been using my toothbrush?*

4) to put emphasis on duration, usually with "for", "since" or "how long"

*I've been typing letters since 9 o'clock.*

**Time expressions:** for

since

how long

With the verbs **live**, **feel** and **work** we can use either Present Perfect or Present Perfect Continuous with no difference in meaning.

*I've been living in London for a year.*

*I've lived in London for a year.*

## EXERCISES

### ***I. Put the verb into the more suitable form, Present Perfect or Present Perfect Continuous.***

1. Where have you been? ... (you / play) tennis?
2. Look! Somebody ... (break) that window.
3. You look tired. ... (you / work) hard?
4. " ... (you / ever / work) in a factory?" "No, never."
5. "Jane is away on holiday." "Oh, is she? Where ... (she / go)?"
6. My brother is an actor. He ... (appear) in several films.
7. "Sorry I'm late." "That's all right. I ... (not / wait) long."
8. "Is it still raining?" "No, it ... (stop)."
9. I ... (lose) my address book. ... (you / see) it anywhere?
10. I ... (read) the book you lent me but I ... (not / finish) it yet.
11. I ... (read) the book you lent me, so you can have it back now.

### ***II. Use the words given to complete the sentences. Put the verbs in the Present Perfect Simple or Present Perfect Continuous.***

1. John's terribly upset. He ... (break) off his engagement to Megan. Apparently she ... (see) someone else while he ... (be) in Africa.
2. Can you translate this note from Stockholm? I understood Swedish when I was a child, but I ... (forget) it all.
3. What's that dent in the side of the car? ... (you / have) an accident?
4. I'm sorry, John's not here; he ... (go) the dentist. He ... (have) trouble with a tooth.
5. This cassette recorder is broken. ... (you / play about) with it?
6. Your Italian is very good. ... (you / study) it long?
7. Do you mind if I clear the table? ... (you / have) enough to eat?
8. I'm not surprised he ... (fail) that exam. He ... (not / work) hard recently.
9. Oh no! The children ... (cook). Look at the state of this kitchen!
10. How many times ... (Wendy / be) late for work this week?
11. I'm going to give that cat some food. It... (sit) on the doorstep for hours. I'm sure it's starving.
12. I ... (do) grammar exercises all morning. I deserve a treat for lunch.
- 13.... (you / not / buy) your mother a present? That's really mean of you!

14. I saw Katie yesterday. She ... (work) in Australia for the past year. Did you know?

15. Now where are my keys? This is the third time I ... (lose) them today!

16. ... (you / ever / play) chess? You should try it. I'm sure it's the sort of game you'd like.

17. Oh, do be quiet. You ... (grumble) all day!

18. Your tennis ... (really / improve)! ... (you / practise) in secret?

**III. Complete the following conversation with verbs from the box. Use the Present Perfect Simple or Continuous. You will need to use some of the verbs more than once. Read the whole conversation before you start.**

be / come / do / drive / find / have / look / manage

*Jane is being interviewed by Mrs Carr for a job working with young children.*

Mrs Carr: Come in Jane, do take a seat. Would you like a coffee?

Jane: Thank you, actually I ... (just) one.

Mrs Carr: Oh good. Now, do you know this area at all?

Jane: Quite well. My grandparents live just on the outskirts of town so I ... here for holidays since I was little. I'm staying with them at the moment, actually.

Mrs Carr: Oh, that's nice. And do you have a driving licence?

Jane: Yes. I ... for four years now.

Mrs Carr: And would you say you're a careful driver?

Jane: Yes, I think so. At least I ... (never) an accident.

Mrs Carr: Good. Now, could you tell me why you think you would be right for this job?

Jane: Well, I ... (always) interested in working with small children. And I ... to get quite a bit of practical experience by taking holiday jobs and so on.

Mrs Carr: How do you think you would cope in an emergency?

Jane: I'm quite a calm person, I think. I ... a first aid course, too. I got this badge.

Mrs Carr: Oh, yes. That's good. Now, this job isn't permanent, as you know. We need someone for about a year. How would that fit with your long-term plans?

Jane: I'd like to work abroad eventually. But I want some full-time experience first. I ... a Nursery Teacher's course this year. We finish next week, in fact, and I've already got a Child Care certificate.

Mrs Carr: Well, I can't make any promises, but you do sound just the sort of person we're looking for. When would you be able to start?

Jane: As soon as I finish my Nursery Teacher's course.

Mrs Carr: Excellent. And would you live with your grandparents?

Jane: Well, they live a bit far away. I'd probably try to get a small flat. I ... in the paper every day, but I ... (not) anything yet.

Mrs Carr: Well, if you get the job, we'll try to help you. Now, would you like to come and meet some of the children?

Jane: Oh, yes.

Mrs Carr: Right, if you'll just follow me then...

## PAST PERFECT CONTINUOUS

Had been + verb -ing

Affirmative	Negative	Interrogative
<i>I had been working</i>	<i>I had not been working</i>	<i>Had e I been working?</i>
<i>You had been working</i>	<i>You had not been working</i>	<i>Had you been working?</i>
<i>He had been working</i>	<i>He had not been working</i>	<i>Had he been working?</i>
<i>She had been working</i>	<i>She had not been working</i>	<i>Had she been working?</i>
<i>It had been working</i>	<i>It had not been working</i>	<i>Had it been working?</i>
<i>We had been working</i>	<i>We had not been working</i>	<i>Had we been working?</i>
<i>They had been working</i>	<i>They had not been working</i>	<i>Had they been working?</i>

### Past Perfect Continuous is used:

- 1) for an action continuing over a period up to a specific time in the past

*He had been waiting for an hour before she arrived.*

*She had been working as a clerk for 10 years before she resigned.*

- 2) for a past action of certain duration which had visible results in the past

*She was tired. She had been cleaning the house all morning.*

*They were wet because they had been walking in the rain.*

- 3) as the past equivalent of Present Perfect Continuous

*She is tired. She has been working hard all morning. (present time)*

*She was tired. She had been working hard all morning. (past time)*

**Time expressions:** for

since

## EXERCISES

### ***I. Put the verbs in brackets into Past Perfect or Past Perfect Continuous.***

Mr Thomas was exhausted. He ... (have) the worst morning of his life. Everything ... (go) wrong. He ... (drive) to work for half an hour when suddenly his car broke down. Not wanting to be late he decided to start walking and try to catch a bus. After he ... (walk) for over an hour, it began to rain. However, just at that

moment a taxi appeared and Mr Thomas jumped in. When he arrived at the office, he realised that he ... (leave) his wallet in his own car and he had no money to pay the driver. He rushed into the office, followed by the angry taxi driver. However, an important business meeting ... (just / start). Mr Thomas was wet and dirty because it ... (rain) and his boss was very angry because he ... (wait) for him to arrive for over an hour. After explaining what ... (happen) to his boss, Mr Thomas borrowed a car and went home to change. When he arrived home he realised to his horror that someone ... (break into) his house. What a morning!

## ***II. Fill in with Past Perfect or Past Perfect Continuous.***

When I entered the house something smelt awful. Someone ... (cook) and ... (burn) the meal. I ... (visit) the house once before and ... (meet) the family but I didn't know what ... (happen) since then. The house was a mess. The children ... (play) in the living-room and ... (leave) their toys all over the floor. Someone ... (leave) all the windows open. It ... (rain) for hours and all the curtains ... (get) wet and dirty. I asked the children where their parents were. They told me that their mother ... (be) in hospital for the past two weeks. Their father ... (look after) them since then. Obviously he ... (do) his best, but he couldn't do any better since he worked all morning and had to leave them alone most of the day. I had to do something to help them.

## ***III. Put the verb into the most suitable form, Past Continuous, Past Perfect or Past Perfect Continuous.***

1. It was very noisy next door. Our neighbours ... (have) a party.
2. We were good friends. We ... (know) each other for a long time.
3. John and I went for a walk. I had difficulty keeping up with him because he ... (walk) so fast.
4. Mary was sitting on the ground. She was out of breath. She ... (run).
5. When I arrived, everybody was sitting round the table and talking. Their mouths were empty but their stomachs were full. They ... (eat).
6. When I arrived, everybody was sitting round the table with their mouths full. They ... (eat).
7. Jim was on his hands and knees on the floor. He ... (look) for his contact lens.
8. When I arrived, Kate ... (wait) for me. She was rather annoyed with me because I was late and she ... (wait) for a very long time.
9. I was sad when I sold my car. I ... (have) it for a very long time.
10. We were extremely tired at the end of the journey. We ... (travel) for more than 24 hours.

#### ***IV. Fill in with an appropriate past form.***

In 1894 a steamship 1) ... (sail) across the Atlantic Ocean from England to America. The sun 2) ... (shine) and a gentle breeze 3) ... (blow). The ship 4) ... (sail) for three weeks and was halfway to its destination - New York. The passengers 5) ... (relax) on deck when suddenly they 6) ... (hear) a loud bang. They all 7) ... jump up, 8) ... (run) to the edge of the boat and 9) ... (look) over the side. To their horror they saw that they 10) ... (hit) some hard object which 11) ... (tear) a hole in the side of the ship. Water 12) ... (pour) into the steamship at an alarming speed. Fortunately another ship arrived half an hour later, just in time to save everyone on board.

#### ***V. Complete the sentences using any appropriate past forms.***

1. What ... when the fire started?
2. I could tell she ... because her eyes were red.
3. She ... when she slipped and landed on the ice.
4. My arm ... for two weeks, before I went to the doctor.
5. She got on the motorbike and ... away.
6. He ... the road when a flower pot fell on his head.
7. While Sally ... dinner Steve was laying the table.
8. The patient... in hospital for five weeks before he fully recovered.
9. He was upset because he ... the exam.
10. Nobody knew where Jane ... the front door key.
11. Tom ... tennis every day for months before entering his first tournament.

#### ***VI. Fill in: used to, be used to, would or was going to.***

Although my friend Tom has lived in the city for three years he still 1) ... it. He 2) ... live in the country so he 3) ... living in a more peaceful environment. His first few days in the city were so unpleasant that he 4) ... move straight back home, but he found a job and decided to stay. That's when I met him. He 5) ... come into my office with the coffee every morning and he 6) ... often stop and talk for a while about what his life 7) ... be like in the country. His family 8) ... have their own vegetable garden and his mother 9) ... prepare wonderful meals. In autumn they 10) ...go for long walks and they 11) ... collect wild mushrooms and fruit. Tom made it sound so wonderful that, at one point last year, I 12) ... quit my job and leave town forever. But I didn't. I 13) ... too ... the noise and excitement of the city to ever feel at home in the country.

## FUTURE PERFECT CONTINUOUS

Affirmative	Negative	Interrogative
<i>I will have been working</i>	<i>I will not have been working</i>	<i>Will I have been working?</i>
<i>You will have been working</i>	<i>You will not have been working</i>	<i>Will you have been working?</i>
<i>He will have been working</i>	<i>He will not have been working</i>	<i>Will he have been working?</i>
<i>She will have been working</i>	<i>She will not have been working</i>	<i>Will she have been working?</i>
<i>It will have been working</i>	<i>It will not have been working</i>	<i>Will it have been working?</i>
<i>We will have been working</i>	<i>We will not have been working</i>	<i>Will we have been working?</i>
<i>They will have been working</i>	<i>They will not have been working</i>	<i>Will they have been working?</i>

**Future Perfect Continuous is used:** for duration of an action up to a certain time in the future

*By the end of this year she will have been working here for two years.*

**Time expressions:** by ... for

### EXERCISE

***Fill in the correct Present or Future forms.***

If you 1) ... (want) to travel long distances on your bicycle, you must learn how to mend a puncture. As soon as your tyre 2) ... (become) flat, get off the bike or you 3) ... (damage) the wheel. Then turn the bicycle upside down. Once it 4) ... (be) in position, remove the tyre using tyre levers or, if you 5) ... (have) nothing else, use spoons. When the tyre 6) ... (be) off, pump up the inner-tube. Put it in some water and turn it until you 7) ... (see) bubbles coming from it. This is your puncture. Before you 8) ... (apply) the patch, you must clean and dry the area around the hole. After this you 9) ... (put) glue around the hole and wait until it 10) ... (dry) a little. Then select a suitably sized patch. Stick the patch over the hole and don't forget to put some chalk over it. Unless you do this, the inner-tube 11) ... (stick) to the inside of the tyre. Replace the tube, pump up the tyre and ride away. I don't know if you 12) ... (be able to) remember all this, but it's worth trying because you never know when it 13) ... (be) useful to you.



## PASSIVE VOICE

The passive is formed with the appropriate tense of the verb  
**to be + past participle**

Active Voice	Passive Voice
<b>Present Simple</b>	
He delivers letters.	Letters are delivered.
<b>Past Simple</b>	
He delivered the letters.	The letters were delivered.
<b>Present Perfect</b>	
He has delivered the letters.	The letters have been delivered.
<b>Future Simple</b>	
He will deliver the letters.	The letters will be delivered.
<b>Past Perfect</b>	
He had delivered the letters.	The letters had been delivered.
<b>Present Continuous</b>	
He is delivering the letters.	The letters are being delivered.
<b>Past Continuous</b>	
He was delivering the letters.	The letters were being delivered.
<b>Infinitive</b>	
He has to deliver the letters.	The letters have to be delivered.
<b>Modals</b>	
He may deliver the letters.	The letters may be delivered.
<b>Modal + be + past part.</b>	
He must deliver the letters.	The letters must be delivered.

### The Passive is used:

1) when the agent (the person who does the action) is unknown, unimportant or obvious from the context

*Jane was shot.* (We don't know who shot her.)

*This church was built in 1815.* (unimportant agent)

*He has been arrested.* (obviously by the police)

2) to make more polite or formal statements

*The car hasn't been cleaned.* (more polite)

*You haven't cleaned the car.* (less polite)

3) when the action is more important than the agent, as in processes, instructions, events, reports, headlines, news items, and advertisements

*30 people were killed in the earthquake.*

4) to put emphasis on the agent

*The new library will be opened by the Queen.*

## Changing from Active into Passive

The object of the active verbs becomes the subject in the new sentence. The active verb changes into a passive form and the subject of the active verb becomes the agent. The agent is introduced with “by” or it is omitted.

	<b>Subject</b>	<b>Verb</b>	<b>Object</b>	<b>(agent)</b>
<b>Active</b>	<i>Picasso</i>	<i>painted</i>	<i>that picture.</i>	
<b>Passive</b>	<i>That picture</i>	<i>was painted</i>		<i>by Picasso.</i>

After modal verbs (*will, can, must, have to, should, may, ought to*) we use **be + Past Participle**.

*You can use the machine for cutting bread.*

*The machine can be used for cutting bread.*

With verbs taking two objects it is more usual to begin the passive sentence with the person.

*I sent her some roses. She was sent some roses. (more usual)*

*Some roses were sent to her. (less usual)*

We put the agent (the person who does the action) into the passive sentence only if it adds information. When the agent is unknown, unimportant or obvious it is omitted. Agents such as people (in general), they, somebody - are omitted.

*Bell invented the telephone.*

*The telephone was invented by Bell. (The agent is not omitted because it adds information.)*

*Somebody murdered him. He was murdered. (Unknown agent is omitted.)*

*The police arrested him. He was arrested. (Obvious agent is omitted.)*

## EXERCISES

### *I. Put the verbs in brackets into the correct Passive form.*

There is an old castle in Norwich which ... (believe) to ... (haunt). It ... (call) North Castle and it ... (say) that ghosts can ... (see) there at night. The castle ... (build) 400 years ago and ... (own) by two old ladies who ... (believe) to be witches. One day, long ago, they both disappeared and they ... (never / see) again. In 1985 the castle ... (buy) by a businessman and ... (convert) into a luxurious hotel. The castle ... (visit) by quite a few guests every year and special groups ... (organise) to watch for ghosts. It has been a long time since any ghosts ... (see), but one night a trick ... (play) on some visitors by a local couple, who dressed up as the two “witches”. They ... (see) by a guest, who said she ... (frighten) almost to death. The couple apologised the next day, and ... (tell) never to visit the castle again, certainly not in the middle of the night dressed up as witches.

## ***II. Put the verbs in brackets into the correct Passive form.***

Professor Higgins, who ... (award) a major science prize last month, ... (invite) to take part in a conference which ... (hold) in London last week. He ... (meet) at the airport by a driver who, unfortunately, ... (give) the name of the wrong hotel to take the professor to. A large reception ... (organise) for the professor, and at least 200 eminent scientists ... (invite) to meet him that evening. The poor professor, however, ... (leave) at a small hotel in a rather bad area, and when he asked to speak to the Head of the Conference Committee he ... (tell) to try somewhere else because he ... (not / hear of) there. Luckily, later that evening, the driver ... (send) to the hotel where the reception ... (hold), and when he ... (ask) what he had done with the professor, everyone realised that a mistake ... (make). The professor says that if he ... (ever / send) another invitation to a conference, he hopes it ... (organise) more efficiently.

## ***III. Turn from Active into Passive.***

1. An expert is restoring the antique car.
2. Steven Spielberg has directed a lot of successful films.
3. The judge has fined him 300\$.
4. A number of reporters will meet the professor at the airport.
5. A famous designer is going to redecorate the President's house.
6. The Romans founded Bath in the first century A.D.
7. A nightmare woke Mary up.
8. The Muslims celebrate Ramadan.
9. Van Gogh painted "Sunflowers".
10. Astronauts are exploring space.
11. Scientists might discover a cure for cancer.
12. Someone should help the old woman across the street.
13. They might have arrested the escaped prisoner.
14. They should have provided more food at the reception.
15. They ought to warn the public about him.
16. They should build more bus lanes.
17. They could have written the answers more clearly.

## ***IV. Turn from Active into Passive.***

1. The ancient Greeks built the Acropolis.
2. Martin is writing the company report this year.
3. Somebody will clean the room tomorrow.
4. They put fresh flowers in the hotel rooms every day.
5. Bad weather may delay your flight.
6. They gave Sandy a present.
7. They think the president is dying.

8. They may her cry.
9. The mechanic has repaired the car.
10. The bomb destroyed the building.

***V. Fill in the past Continuous Passive or the Perfect Passive.***

1. They didn't leave the restaurant until the bill ... (pay).
2. I couldn't go to my favourite cafe for a drink. It ... (redecorate).
3. He ... (take) to the hospital when the ambulance crashed.
4. The search was called off. The escaped criminal ... (find).
5. When I looked for my television set I couldn't find it. I had forgotten it ... (repair).
6. By the time I returned from work, my new washing machine ... (deliver).
7. I didn't go to her party because I ... (not / invite).

***VI. Rewrite the following passage in the Passive.***

Somebody left a box on the No. 53 bus last night. A woman found it under her seat. She gave it to the bus driver. No one knows where it came from. The police are making enquiries now. The police are searching for the owner of the box because they have found a bomb in it. They hope they will arrest the person soon.

***VII. Fill in the correct tense. Use Passive or Active Voice according to the context.***

1. When she heard that her dog ... (kill), she burst into tears.
2. We hope that the missing money ... (find) soon.
3. A new bridge ... (build) at the moment.
4. When she discovered that Tom ... (eat) all the biscuits she got very angry.
5. It's no use trying – you ... (waste) your time.
6. A lot of money ... (spend) on weapons nowadays.
7. Too many offices ... (build) in London over the last ten years.
8. The President ... (give) a speech next Monday.
9. The driver ... (go) too fast when he hit the child.

***VIII. Rephrase the following sentences.***

1. People say that the company is having problems.  
The company ... *is said to be having problems.*
2. Everyone thought that he was lying.  
It .....

3. People believe that a spy revealed the secret.  
A spy .....
4. Journalists report that the war is over.  
The war .....
5. People expect that she will win an Oscar.  
It .....
6. Someone should clean up this mess.  
This mess .....
7. The crew had not checked the plane before we boarded.  
The plane .....
8. Everyone expects that it will rain this weekend.  
It .....
9. They will execute the prisoner tomorrow.  
The prisoner .....
10. They sold the car factory to a German company.  
The car factory.....
11. People believe he is the richest man in the world.  
He .....

***IX. Change from Active to Passive.***

They sent John to boarding school at the age of ten. Before he left they gave him some spending money and his father told him to obey his teachers. They had never sent him away on his own before, so he felt a bit nervous on the train, although he knew that somebody would pick him up at the station. When he arrived at the school they showed him to his room and he realised that he would have to share it with twenty other boys! But after some older boys had taken him round the school and invited him to play football, he knew he would be happy there.

***X. Turn from Passive into Active.***

1. He was hit by a falling brick.
2. She was employed by an international company.
3. This essay was written by Sandra.
4. The burglar might have been arrested.
5. He has been sent a parcel.
6. Roger was seen to leave.
7. The kidnappers are known to have left the country.
8. The exhibition will be opened by the mayor.
9. It is hoped that the economy will improve.

## Раздел 2. ПРИМЕРЫ КОНТРОЛЬНЫХ РАБОТ ДЛЯ САМОСТОЯТЕЛЬНОЙ ПОДГОТОВКИ СТУДЕНТОВ

### КОНТРОЛЬНОЕ ЗАДАНИЕ 1

Для выполнения контрольного задания 1 необходимо проработать следующие разделы курса.

1. Структура английского предложения (повествовательное, вопросительное, отрицательное).
2. Имя существительное. Образование множественного числа, особые случаи образования множественного числа существительных.
3. Местоимения (личные, притяжательные, указательные, вопросительные, относительные, неопределенные).
- 4.оборот there + be.
5. Прилагательное. Степени сравнения прилагательных и наречий.
6. Формы английского глагола.
7. Система времен в активном залоге.

### ВАРИАНТ 1

I. Прочитайте, перепишите и переведите на русский язык следующие предложения.

Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием **-S** и какую функцию это окончание выполняет, т.е. служит ли оно:

- 1) показателем 3-го лица единственного числа глагола в **Present Simple**;
- 2) признаком множественного числа имени существительного;
- 3) показателем притяжательного падежа имени существительного.

#### Образец выполнения 1:

1. *In autumn many birds fly to warm countries.* 1. Осенью многие птицы улетают в теплые страны.

*Birds – множественное число от имени существительного a bird – птица*  
2. *Most of the London's places of interest are situated to the north of the river Thames.* 2. Большинство достопримечательностей Лондона располагаются к северу от Темзы.

*London's – притяжательный падеж имени существительного в единственном числе.*

3. *In the United States Mother's Day is the second Sunday in May.* 3. В Соединенных Штатах Америки День Матери отмечается во второе воскресенье мая.

*States – множественное число от имени существительного state – штат.  
Mother's – притяжательный падеж имени существительного в единственном числе.*

1. The names “United Kingdom”, “Great Britain” and “England” are often used interchangeably.

2. Great Britain consists of 3 parts: England, Scotland and Wales.

3. There are two places of interest in the City: St. Paul’s Cathedral and the Tower of London.

4. Agatha Christie’s success with millions of readers lies in her ability to combine clever plots with excellent character drawing.

5. Every ten minutes one kind of animal, plant or insect dies out forever.

II. Прочитайте, перепишите следующие предложения и переведите их, обращая внимание на особенности перевода на русский язык оборота **there + be**.

1. There is not a passion so strongly rooted in the human hearts as envy.

2. There will be a lot of trends in fashion of the 21st century.

3. There may be a fall in price for this product in the near future.

III. Прочитайте, перепишите и переведите данные предложения, содержащие разные формы сравнения.

1. The exam was much easier than we expected.

2. My house is the same height as his.

3. This encyclopedia costs twice as much as the other one.

4. The hotter it is the more miserable I feel.

5. These shoes are the least expensive of all.

IV. Перепишите и переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений.

1. None of the pictures at the art shop was good enough to buy for our museum.

2. If there are any calls for me, can you ask to leave a message?

3. Some people are early risers.

V. Прочитайте, перепишите следующие предложения, подчеркните в них глагол-сказуемое и определите его видовременную форму, указав его инфинитив. Переведите предложения на русский язык.

### **Образец выполнения 2:**

*Lomonosov founded the first Russian university in Moscow* | *Ломоносов основал первый русский университет в Москве.*

***Founded*** – Past Indefinite Active от стандартного глагола *to found*.

1. Wise kings generally have wise councilors.

2. Scientists in many different countries are working to explain this mystery.

3. Have you ever seen a film in which a train crashed or a ship sank?

4. I shall have finished the translation by nine o’clock tomorrow morning.

5. Dinosaurs died out millions of years ago.

## КОНТРОЛЬНОЕ ЗАДАНИЕ 2

Для выполнения контрольного задания 2 необходимо проработать следующие разделы курса:

1. Модальные глаголы и их эквиваленты.
2. Система времен в пассивном залоге.
3. Особенности употребления пассивного залога в английском языке по сравнению с русским.
4. Многофункциональность глаголов to be и to have.

### ВАРИАНТ 1

I. Прочитайте и перепишите следующие предложения, подчеркните в каждом из них модальный глагол. Переведите письменно эти предложения на русский язык.

1. We can see the lake from our bedroom window.
2. You must work hard at your English if you want to know it.
3. May I use the phone, please?
4. He knew he should tell them everything.
5. You ought to look after your children better.

II. Прочитайте и перепишите приведенные ниже предложения, подчеркните в каждом из них синоним или эквивалент модального глагола. Определите модальный глагол, синонимом или эквивалентом которого он является. Переведите предложения на русский язык.

#### **Образец выполнения 1:**

*These machines are to replace the old equipment of our shop.* Эти механизмы должны заменить старое оборудование нашего цеха.

***Are to** – синоним модального глагола **can** в Present Simple Active, мн. число.*

1. I haven't been able to sleep recently.
2. You will have to be at work at 9 in the morning.
3. Tom was to take part in the baseball match last week but he fell ill.
4. James has to take an educational course next September.
5. She was not allowed to say anything of that to anyone.

III. Прочитайте и перепишите приведенные ниже предложения. Подчеркните в каждом из них глагол в Passive Voice, проанализируйте данные глаголы и письменно переведите эти предложения на русский язык.

#### **Образец выполнения 2:**

*The following examples were made use of.*

*Были использованы следующие примеры.*

***Were made** – Past Indefinite Passive от нестандартного глагола **to make**.*



1. English is the main foreign language which is taught within most school systems.
2. My father has been persuaded that roast meat is not healthy.
3. Do you know many paintings have been destroyed by vandals?
4. Suddenly he thought that something was expected of him.
5. The famous actress is being interviewed now for the “HELLO” magazine.

IV. Прочитайте и перепишите следующие предложения. Подчеркните в них глаголы **to be**, **to have**. Определите по грамматическим признакам, являются ли указанные глаголы:

а) смысловыми; б) вспомогательными; в) эквивалентами или синонимами модального глагола (какого); г) глаголом-связкой.

1. The traditional feature of Christmas in Britain is the Christmas tree.
2. When we walked through the entrance we saw shelves full of more toys than we have ever imagined.
3. By the time we reached the teacher we were wet from head to toe.
4. The Internet and its technology continue to have a profound effect in promoting the exchange of information.

V. Перепишите предложения с выделенными в них словами и переведите данные предложения, обращая внимание на перевод выделенных словосочетаний.

1. **It was** the new system of education **that** gave the best results.
2. **It was** the director **who** adopted the general plan of reconstruction.
3. **Neither** my friend **nor** I am fond of skating.
4. **Either** your children **or** my son has broken this vase.
5. **Both** students **and** teachers have already gathered in the big hall.

## ЗАКЛЮЧЕНИЕ

В условиях более плотного сотрудничества с зарубежными государствами иностранный язык становится всё более востребованным. Он используется на деловых встречах, конференциях, для официальной переписки.

Профильный характер материала, на основе которого построены все задания учебно-методического пособия по подготовке к выполнению контрольных работ, способствует формированию лексикограмматических навыков и развитию у студентов словарного запаса на иностранном (английском) языке.

Представленное учебно-методическое пособие по подготовке к выполнению контрольных работ по дисциплине «Иностранный язык» способствуют совершенствованию исходного уровня владения иностранным языком и достижению необходимого и достаточного уровня коммуникативной компетенции для практического применения иностранного языка в профессиональной деятельности направлений подготовки 08.03.01. «Строительство».

Авторы надеются, что предложенное учебно-методическое пособие к выполнению контрольных работ по дисциплине «Иностранный язык» окажут реальную помощь по дисциплине «Иностранный язык» в сфере профессиональной деятельности.

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