



Негосударственное частное образовательное учреждение  
высшего образования  
«Технический университет УГМК»

**ЗАДАНИЯ И МЕТОДИЧЕСКИЕ УКАЗАНИЯ ДЛЯ СТУДЕНТОВ  
ПО ВЫПОЛНЕНИЮ САМОСТОЯТЕЛЬНОЙ РАБОТЫ  
ПО МОДУЛЮ  
ФАКУЛЬТАТИВНЫЙ МОДУЛЬ АНГЛИЙСКИЙ ЯЗЫК ДЛЯ СПЕЦИАЛИСТОВ И  
РУКОВОДИТЕЛЕЙ ЭНЕРГОСЛУЖБ ПРЕДПРИЯТИЙ**

Направление подготовки	<i>13.04.02 Электроэнергетика и электро- техника</i>
Направленность (профиль)	<i>Управление и устойчивое развитие элек- трохозяйства предприятия</i>
Уровень высшего образования	<i>магистратура</i> <i>(бакалавриат, специалитет, магистратура)</i>
Квалификация выпускника	<i>магистр</i>

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Рассмотрено на заседании кафедры энергетики

Одобрено Методическим советом университета 30 июня 2021 г., протокол № 4

г. Верхняя Пышма  
2021

Методические рекомендации для студентов по организации и выполнению самостоятельной работы по модулю " Факультативный модуль Английский язык для специалистов и руководителей энергослужб предприятий".

Самостоятельная работа является неотъемлемой составляющей образовательного процесса. Самостоятельная работа магистрантов включает изучение теоретического курса и подготовку к практическим и лабораторным занятиям, выполнение домашнего задания, подготовка к зачетам, экзаменам. Настоящие Методические рекомендации для студентов по организации и выполнению самостоятельной работы по модулю " Факультативный модуль Английский язык для специалистов и руководителей энергослужб предприятий" относятся к виду учебной работы «Изучение теоретического курса и подготовка к экзамену». Самостоятельная работа магистрантов также включает все виды текущей аттестации.

### *Тематика самостоятельной работы*

№	Наименование работы
1	Изучение практического и теоретического материала, выполнение домашних заданий для расширения лексики и грамматических упражнений, предусмотренных в данном семестре (3)
2	Подготовка к зачету
3	Изучение практического и теоретического материала, выполнение домашних заданий для расширения лексики и грамматических упражнений, предусмотренных в данном семестре (4)
4	Подготовка к зачету
5	Изучение практического и теоретического материала, выполнение домашних заданий для расширения лексики и грамматических упражнений, предусмотренных в данном семестре (5)
6	Подготовка к зачету
7	Изучение практического и теоретического материала, выполнение домашних заданий для расширения лексики и грамматических упражнений, предусмотренных в данном семестре (6)
8	Подготовка к зачету
9	Изучение практического и теоретического материала, выполнение домашних заданий для расширения лексики и грамматических упражнений, предусмотренных в данном семестре (7)
10	Подготовка к зачету
11	Изучение практического и теоретического материала, выполнение домашних заданий для расширения лексики и грамматических упражнений, предусмотренных в данном семестре (8)
12	Подготовка к зачету
13	Изучение практического и теоретического материала, выполнение домашних заданий для расширения лексики и грамматических упражнений, предусмотренных в данном семестре (9)
14	Подготовка к экзамену

### *Самостоятельная работа № 1,3,5,7,9,11,13*

*Тема:* Подготовка к практическому занятию: Знакомство, вводная презентация + Noun and its plural – существительное и множественное число. Личные качества и компетенции инженера (Traits and competencies of an engineer) + Артикли a/an и the. Инженерное образование

(An engineer's education) + Nouns: countables/uncountables, some/any, little/few, much/many, a lot of. Презентация информации (Presenting information) + Present Simple – настоящее простое время;

Подготовка к практическому занятию: Таблицы и графики (Tables and graphs) + There + be/it's. Система измерения и чертежи (System of units, dimensions and drawings) + Making comparison – сравнение. Числа (Working with numbers) + Present Continuous – настоящее продолженное время. Материалы и Свойства (Material and properties) + Сопоставление Present Simple и Present Continuous. Инструменты (Tools) + Глаголы, не имеющие форм группы Continuous.;

Подготовка к практическому занятию: Техника безопасности (Safety Precautions) + Past Simple – прошедшее простое время. Рынок, работа с заказчиками и производителями, оформление заказа (Markets, customers and producers, making an order) + Past Continuous. Собеседование (Interview) + Сопоставление Past Continuous и Past Simple. Деловая переписка (Business correspondence) + Present Perfect – настоящее совершенное время.;

Подготовка к практическому занятию: Деловая поездка (Business trip) + Сопоставление Past Simple и Present Perfect. Деловые переговоры (Business meeting) + Future Simple – будущее простое время. Составление отчетов, решение проблем (Reporting and problem solving) + Be Going To. Вопросы защиты окружающей среды (Protecting the environment) + Modal verbs – модальные глаголы. Будущее энергетики (The future of energy) + The Passive – страдательный залог

*Практическое задание.* выполнение упражнений на закрепление грамматического материала

Примечание: Примерные упражнения для самостоятельных работ с 1-18 представлены в сборнике «Методические указания по грамматике английского языка» (Приложение 1)

### ***Самостоятельная работа № 1,3,5,7,9,11,13***

*Тема:* Выполнение домашних работ по теме: Английский язык для специалистов и руководителей энергослужб предприятий

Темы домашних работ:

1. Подготовить краткую презентацию о себе и своей компании на английском языке, выучить новые слова по теме First Business Card, Business Card, прочитать и перевести статью Working in a foreign country
2. Подготовить на английском языке сообщение о качествах идеального инженера, выучить новые слова по теме: What is a perfect engineer? и цитаты. Прочитать и перевести статью Top 10 qualities of a great engineer.
3. Подготовить на английском языке сообщение о командной работе, прочитать и перевести статью Teams with bright ideas, выучить новые слова по теме Teamwork.
4. Проработать пример составления резюме, подготовить на английском языке сообщение по теме “Проведение собеседования с кандидатом на вакансию специалиста энергослужбы, принятие решения и объяснение своего выбора». Выучить новые слова и выражения.
5. Подготовить на английском языке сообщение по теме «Presenting information», выучить новые слова.
6. На примере выступлений бизнес-кейса круглый стол по Устойчивой энергетике Форума по изменению климата в Париже, декабрь 2015 г. подготовить вопросы на английском языке к выступающим.
7. Подготовить на английском языке описание графика, тренда или диаграммы, выучить новые слова по теме “Tables and graphs. Discussing readings and trends”, прочитать и перевести статью “Production Progress Report”.
8. Подготовить на английском языке сообщение о геометрических формах и размерах определенного объекта или компонента оборудования, выучить новые слова по теме “Describing

- shapes and qualities” на примере различных стандартных конфигураций вилок и розеток в разных странах. Научиться задавать вопросы и отвечать о размерах и формах предметов, объектов и оборудования. Прочитать и перевести статью “The Roman Coliseum”.
9. Подготовить на английском языке сообщение о размещении оборудования на общем плане цеха, о габаритных размерах, высоте отметок, поперечных размерах, используемых единицах измерения, выучить новые слова по теме “System of units, dimensions and drawings”.
10. Научиться правильно использовать числа в речи и на письме, выучить валюты различных стран, выучить новые слова и выражения по теме “Business costs”, прочитать и перевести статью «The business of giving”.
11. Подготовить на английском языке сообщение о принятии решения о выборе материалов оборудования и инженерных коммуникаций. Выучить слова по теме “Materials and properties”, прочитать и перевести статью “Construction Basics: Understanding Your Materials”.
12. Подготовить на английском языке сообщение об учете энергоресурсов значимыми энергоносителями. Выучить новые слова по теме «Instruments and Tools”.
13. Выучить пиктограммы и их названия, предупреждающие фразы по теме “Safety Precautions”.
14. Составить письмо-заказ на оборудование. Выучить слова по теме «Markets, customers and producers, making an order». Прочитать и перевести статью «Unusual markets. Playtime.”
15. Написать письмо иностранному партнеру в соответствии с конкретным для каждого студента бизнес-кейсом. Выучить слова и выражения по теме “Business correspondence”.
16. Составить три диалога на английском языке по темам: «Airport», «Hotel», «Safe». Выучить новые слова и выражения по теме «Business trip».
17. Подготовить на английском языке отчет к приезду иностранной делегации в соответствии с конкретным для каждого студента бизнес-кейсом. Выучить новые слова и выражения по теме “Business meeting”. Прочитать и перевести статью “Project analysis”.
18. Подготовить на английском языке краткий отчет о проведении энергоаудита, выучить слова и выражения по теме “Reporting and problem solving”. Прочитать и перевести статью “Lighting up the world”.
19. Подготовить на английском языке краткое сообщение о том, какой вклад каждый из нас может внести в вопрос защиты окружающей среды. Выучить новые слова и выражения по теме “Protecting the environment”. Прочитать и перевести статью “The Kyoto Protocol”.
20. Бизнес-кейс по теме “The future of energy”.

### ***Самостоятельная работа № 2, 4, 6, 8, 10, 12***

*Тема:* Подготовка к зачету

*Цель:*

- отработка навыка решения практических задач.
- подготовка к выполнению зачетного задания.

*Изучение литературных и электронных источников:*

- Английский язык для специалистов и руководителей энергослужб предприятий.

*Практическое задание.* Выполнение заданий по темам модуля "Факультативный модуль Английский язык для специалистов и руководителей энергослужб предприятий"

### ***Самостоятельная работа № 14***

*Тема:* Подготовка к зачету

*Цель:*

- отработка навыка решения практических задач.
- подготовка к выполнению экзаменационного задания.

*Изучение литературных и электронных источников:*

- Английский язык для специалистов и руководителей энергослужб предприятий.

*Практическое задание.* Выполнение заданий по темам модуля "Факультативный модуль Английский язык для специалистов и руководителей энергослужб предприятий"

**Методические указания по грамматике английского языка****Верхняя Пышма 2015****Содержание**

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## Введение

Учебно-методический комплекс дисциплины английский язык предназначен для практических занятий направления подготовки магистров 13.04.02 «Электроэнергетика и электротехника» программы «Управление и устойчивое развитие энергохозяйства предприятий».

Одним из компонентов содержания курса иностранного языка для неязыковых вузов являются средства общения, которые предусматривают такие языковые явления как грамматические формы и конструкции. В соответствии с программой УМО в области лингвистики данные методические указания направлены на развитие и совершенствование грамматических навыков (в том числе приобретенных в школе).

Практическая цель заключается в формировании у студента способности и готовности к межкультурной коммуникации, что предполагает развитие умений опосредованного письменного (чтение, письмо) и непосредственного устного (говорение, аудирование) иноязычного общения. В связи с выше сказанным методические указания ориентированы на развитие грамматических навыков, как для чтения, так и для устного общения.

Теоретический материал излагается в виде таблиц, использования функциональных примеров. Упражнения для закрепления новых структур способствуют активному усвоению материала.

Данные методические указания могут быть использованы как для самообразования, так и для занятий под руководством преподавателя, в качестве грамматического дополнения к любому курсу английского языка соответствующего уровня.

### Unit 1: Present Simple – настоящее простое время

#### Образование

Настоящее простое время образуется с помощью *подлежащего* (существительного или местоимения в именительном падеже) и *смыслового глагола*. В утверждениях к смысловому глаголу в 3-м лице единственного числа обычно прибавляется окончание –s. В вопросах и отрицаниях с местоимениями *I, you, we, they* используется вспомогательный глагол *do/don't*, а с местоимениями *he, she, it* – *does/doesn't*. Если смысловой глагол употребляется с *does/doesn't*, окончание –s к нему не прибавляется.

#### Утверждение

I/You/We/They	read.
He/She/It	reads.

#### Вопрос

Do	I/you/we/they	read?
Does	he/she/it	

#### Отрицание

	Полная форма	Краткая форма	
I/You/We/They	do not	don't	
He/She/It	does not	doesn't	read.

## Употребление

### Present Simple употребляется для выражения:

- постоянных состояний,  
Mr. Gibson **is** a businessman. He **lives** in New York. (постоянное состояние)
- повторяющихся и повседневных действий (часто со следующими наречиями: always, never, usually и т.д.),  
He **usually starts** work at 9 a.m. (повседневное действие)  
He **often stays** at the office until late in the evening. (повседневное действие)
- непреложных истин и законов природы,  
The moon **moves** round the earth.
- действий, происходящих по программе или по расписанию (движение поездов, автобусов и т.д.).  
The bus **leaves** in ten minutes.

## Правописание

- Большая часть глаголов в 3-м лице единственного числа приобретает окончание –s.  
I read – he reads
- К глаголам, оканчивающимся на –ss, –sh, –ch, –x и –o, прибавляется –es.  
I kiss – he kisses, I brush – he brushes, I teach – he teaches, I fix – he fixes, I go – he goes
- В глаголах, оканчивающихся на **согласный + y**, опускается y и прибавляется –ies.  
I try – he tries, I fly – he flies
- В глаголах, оканчивающихся на **гласный + y**, прибавляется окончание –s.  
I buy – he buys

## Маркеры

Маркерами Present Simple являются: *usually, always* и т.п., *every day/week/month/year* и т.д., *on Mondays/Tuesdays* и т.д., *in the morning/afternoon/evening, at night/the weekend* и т.д.

### Present Simple: exercises

#### 1.1 Complete the sentences using one of the following:

cause(s) close(s) drink(s) live(s) open(s) speak(s) take(s) place

1. Ann **speaks** German very well.
2. I never --- coffee.
3. The swimming pool --- at 9 o'clock and --- at 18.30 every day.
4. Bad driving --- many accidents. **causes**
5. My parents --- in a very at small flat. **live**
6. The Olympic Games --- every four years. **Take place**

#### 1.2 Put the verb into the correct form.

1. Jane **doesn't drink** (not/drink) tea very often.
2. What time --- (the banks/close) in Britain? **Do the banks close**
3. 'Where --- (Martin/come) from?' 'He's Scottish.' **Does Martin come**
4. 'What --- (you/do)?' 'I'm an electrical engineer.' – **do you do**
5. It --- (take) me an hour to get to work. How long --- (it/take) you? – **take, does it take**
6. I --- (play) the piano but I --- (not/play) very well. **Play , don't play**
7. I don't understand this sentence. What --- (this word/mean)? **Does this word mean**

#### 1.3 Use one of the following verbs to complete these sentences. Sometimes you need the negative:

believe eat flow go grow make rise tell translate

1. The earth **goes** round the sun.
2. Rice **doesn't grow** in Britain.
3. The sun --- in the east. **rises**
4. Bees --- honey. - **make**
5. Vegetarians --- meat. – **don't eat**
6. An atheist --- in God. **doesn't believe**
7. An interpreter --- from one language into another. **translates**
8. A liar is someone who --- the truth. **Does not tell**
9. The River Amazon --- into the Atlantic Ocean. **flows**

#### 1.4 Ask Liz questions about herself and her family.

1. You know that Liz plays tennis. You want to know how often. Ask her.  
How often **do you play tennis?**
2. Perhaps Liz's sister plays tennis too. You want to know. Ask Liz.  
--- your sister --- (- **does your sister play tennis?**)
3. You know that Liz reads a newspaper every day. You want to know which one. Ask her.  
--- ( **Which newspaper do you read everyday?**)
4. You know that Liz's brother works. You want to know what he does. Ask Liz.  
--- - **what does your brother do?**
5. You know that Liz goes to the cinema a lot. You want to know how often. Ask her.  
--- **How often do you go to the cinema?**
6. You don't know where Liz's mother lives. Ask Liz.  
--- **Where does your mother live ?**

#### 1.5 Complete using one of the following.

I apologise I insist I promise I recommend I suggest

1. It's a nice day. **I suggest** we go out for a walk.
2. I won't tell anybody what you said. ---. **I promise**
3. (in a restaurant) You must let me pay for the meal. ---. – **I insist**
4. --- for what I said about you. It wasn't true and I shouldn't have said it. – **I apologize**
5. The new restaurant in Hill Street is very good --- it. **I recommend**

### Unit 2: Present Continuous – настоящее продолженное время

#### Образование

Настоящее продолженное время образуется с помощью вспомогательного глагола *to be* и *смыслового глагола*, к которому добавляется *-ing*.

#### Утверждение

	Полная форма	Краткая форма	
I	am	'm	
He/She/It	is	's	reading.
You/We/They	are	're	

#### Вопрос

Am	I	
Is	he/she/it	reading?



Are you/we/they

### Отрицание

	Полная форма	Краткая форма	
I	am not	'm not	
He/She/It	is not	isn't	reading.
You/We/They	are not	aren't	

### Употребление

#### Present Continuous употребляется для выражения:

- действий, происходящих в момент речи,  
He **is reading** a book right now.
- временных действий, происходящих в настоящий период времени, но не обязательно в момент речи,  
She **is practicing** for a concert these days. (В данный момент она не играет. Она отдыхает.)
- действий, происходящих слишком часто и по поводу которых мы хотим высказать раздражение или критику (обычно со словом *always*),  
“You’re **always interrupting** me!” (раздражение)
- действий, заранее запланированных на будущее.  
He **is flying** to Milan in an hour. (это запланировано)

### Правописание

- В глаголах, оканчивающихся на –e, обычно опускается –e и прибавляется –ing.  
dance – dancing, **НО** agree - agreeing
- В глаголах, оканчивающихся на ударный слог с кратким гласным между двумя согласными, конечная согласная буква удваивается и прибавляется –ing.  
refer – referring, run – running, get – getting, **НО** open – opening
- В глаголах, оканчивающихся на –l, эта буква l удваивается и прибавляется –ing.  
travel - travelling
- В глаголах, оканчивающихся на –ie, опускается –ie и прибавляется –y + -ing.  
lie – lying, die - dying

### Маркеры

Маркерами Present Continuous являются: *now, at the moment, these days, at present, always, tonight, still* и т.д.

#### Present Continuous: exercises

##### 2.1 Complete the sentences with one of the following verbs in the correct form:

come get happen look make start stay try work

1. 'You **'re working** hard today.' 'Yes, I have a lot to do.'
2. I --- for Christine. Do you know where she is?
3. It --- dark. Shall I turn on the light?
4. They haven't got anywhere to I've at the moment. They --- with friends until they find somewhere.
5. 'Are you ready, Ann?' 'Yes, I ---.'
6. Have you got an umbrella? It --- to rain. **Is starting**

7. You --- a lot of noise. Could you be quieter? I --- to concentrate. **Are making, am trying**
8. Why are all these people here? What ---? **Is happening**

**2.2 Use the words in brackets to complete the questions.**

1. **'Is Colin working** this week?' 'No, he's on holiday.' (Colin/work)
2. Why --- at me like that? What's the matter? (you/look) **are you looking**
3. 'Jenny is a student at university.' 'Is she? What --- ?' (she/study) **is she studying**
4. --- to the radio or can I turn it off? (anybody/listen) **Is anybody listening**
5. How is your English? --- better? (it/get) **Is it getting**

**2.3 Put the verb into the correct form. Sometimes you need the negative (I'm not doing etc.).**

1. I'm tired. **I'm going** (go) to bed now. Goodnight!
2. We can go out now. it **isn't raining** (rain) any more.
3. 'How is your new job?' 'Not so good at the moment. I --- (enjoy) it very much.' **'m not enjoying**
4. Catherine phoned me last night. She's on holiday in France. She --- (have) a great time and doesn't want to come back. **'s having**
5. I want to lose weight, so this week I --- (eat) lunch. **'m not eating**
6. Angela has just started evening classes. She --- (learn) German. **'s learning**
7. I think Paul and Ann have had an argument. They --- (speak) to each other. **Aren't speaking**

**2.4 Read this conversation between Brian and Sarah. Put the verbs into the correct form.**

SARAH: Brian! How nice to see you! What (1) --- (you/do) these days?

BRIAN: I (2) --- (train) to be a supermarket manager.

SARAH: Really? What's it like? (3) --- (you/enjoy) it?

BRIAN: It's all right. What about you?

SARAH: Well, actually I (4) --- (not/work) at the moment.

I (5) --- (try) to find a job but it's not easy.

But I'm very busy. I (6) --- (decorate) my flat.

BRIAN: (7) --- (you/do) it alone?

SARAH: No, some friends of mine (8) --- (help) me.

**2.5 Complete the sentences using one of these verbs: get change rise fall increase**

You don't have to use all the verbs and you can use a verb more than once.

1. The population of the world **is rising** very fast.
2. Ken is still ill but he --- better slowly.
3. The world ---. Things never stay the same.
4. The cost of living ---. Every year things are more expensive.
5. The economic situation is already very bad and it --- worse.

**Unit 3: Сопоставление Present Simple и Present Continuous**

*Present Simple*

- Present Simple употребляется для выражения постоянных состояний, повторяющихся и повседневных действий.

Claire Bryan **works** as a secretary.  
She **starts** work at eight o'clock every day.  
She **types** Mr. Moore's letters.

*Present Continuous*

- Present Continuous употребляется для выражения временных действий, происходящих в момент речи или в настоящий период времени.

It's nine o'clock. Claire is still at home because she is ill.  
She is wearing her pajamas and she is sitting on her bed.  
She isn't working today.

### ***Present Simple or Present Continuous: exercises***

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

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

#### **3.2 Put the verb in the correct form, present continuous or present simple.**

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

#### **3.3 Finish B's sentences. Use always ~ing (see Section B).**

1. A: I'm afraid I've lost my key again.  
B: Not again! You're always losing your key.
2. A: The car has broken down again.  
B: That car is useless! It ---  
Is always breaking down
3. A: Look! You've made the same mistake again.

B: Oh no, not again! I ---  
Am always making the same mistake  
4. A: Oh, I've left the lights on again.  
B: Typical! You --- are always leaving the lights on

#### Unit 4: Глаголы, не имеющие форм группы Continuous

**Во временах группы Continuous обычно не употребляются глаголы:**

- выражающие восприятия, ощущения (see, hear, feel, taste, smell),  
This cake **tastes** delicious.
- выражающие мыслительную деятельность (know, think, remember, forget, recognize, believe, understand, notice, realize, seem, sound),  
I **don't know** his name.
- выражающие эмоции, желания (love, prefer, like, hate, dislike, want),  
Shirley loves jazz music.
- include, matter, need, belong, cost, mean, own, appear, have (когда выражает принадлежность) и т.д.  
That jacket **costs** a lot of money.

*Глаголы, не имеющие форм группы Continuous: exercises*

#### **4.1 Are the underlined verbs right or wrong? Correct the ones that are wrong.**

1. I'm seeing the manager tomorrow morning. RIGHT
2. I'm feeling hungry. Is there anything to eat? --- wrong, I feel hungry
3. Are you believing in God? --- wrong, do you believe in God? no I'm an atheist
4. This sauce is great. It's tasting really good. --- - wrong, it tastes really good.
5. I'm thinking this is your key. Am I right? --- wrong, I think

**4.2 Look at the pictures. Use the words in brackets to make sentences.** (You should also study Unit 3 before you do this exercise.)

1. (you/not/seem/very happy today) You don't seem very happy today.
2. (what/you/do?) ---what are you doing?  
Be quiet! (I/think) ---I'm thinking
3. (who/this umbrella/belong to?) --- To whom does this umbrella belong ?  
I've no idea.
4. (the dinner/smell/good) ---The dinner smells good.
5. Excuse me. (anybody/sit/here?) ---Is anybody sitting here?  
No, it's free
6. Can you ring me back in half an hour? (I/have/dinner) ---I'm having dinner

#### **4.3 Put the verb into the correct form, present continuous or present simple.**

1. Are you hungry? Do you want something to eat? (you/want)
2. Jill is interested in politics but she --- to a political party. (not/belong) does not belong to
3. Don't put the dictionary away. I --- it. (use) I'm using it
4. Don't put the dictionary away. I --- it. (need) I need it.
5. Who is that man? What ---? (he/want) does he want
6. Who is that man? Why --- at us? (he/look) is he looking
7. George says he's 80 years old but nobody --- him. (believe) - believes
8. She told me her name but I --- it now. (not/remember) – don't remember

9. I --- of selling my car. (think) Would you be interested in buying it? Am thinking  
 10. I --- you should sell your w  
 car. (think) You --- it very often. (not/use) think, don't use  
 11. I used to drink a lot of coffee but these days I --- tea. (prefer) prefer  
 12. Air --- mainly of nitrogen and oxygen. (consist) consists

**4.4 Complete the sentences using the most suitable form of be. Sometimes you must use the simple (am/is/are) and sometimes the continuous is more suitable (am/is/are being).**

1. I can't understand why he's being so selfish. He isn't usually like that.
2. Jack --- very nice to me at the moment. I wonder why. – was being
3. You'll like Jill when you meet her. She --- very nice. - is
4. Normally you are very sensible, so why --- so silly about this matter? Are you being
5. Why isn't Sarah at work today? --- ill? – Is she being

### **Unit 5: Past Simple – прошедшее простое время**

#### *Образование*

#### **Правильные глаголы**

Прошедшее простое время правильных глаголов образуется путем прибавления *-ed* к смысловому глаголу. Вопросы и отрицания строятся с помощью вспомогательного глагола *did/did not (didn't)* и смыслового глагола без *-ed*.

#### **Неправильные глаголы**

Прошедшее простое время неправильных глаголов образуется не путем прибавления *-ed*, а другими способами. Например: leave – left, cut – cut, swim – swam (вторая форма неправильных глаголов).

Вопросы и отрицания строятся с помощью вспомогательного глагола *did/did not (didn't)* и корневой (основной) формы смыслового глагола. Например:

She watched TV last night. – **Did** she **watch** TV last night? – She **did not watch** TV last night.  
 They left. – **Did** they **leave**? – They **didn't** leave.

#### **Утверждение**

I	
He/She/It	finished (left).
You/We/They	

#### **Вопрос**

Did	I he/she/it you/we/they	finish (leave)?
-----	-------------------------------	-----------------

#### **Отрицание**

	<b>Полная форма</b>	<b>Краткая форма</b>
I		
He/She/It	did not	didn't
You/We/They		finish (leave).

## Употребление

### Past Simple употребляется для выражения:

- действий, произошедших в прошлом в определенное указанное время, то есть нам известно, **когда** эти действия произошли,  
They **graduated four years ago**. (Когда они закончили университет? Четыре года назад. Мы знаем время.)
- повторяющихся в прошлом действий, которые более не происходят. В этом случае могут использоваться наречия частоты (*always, often, usually* и т.д.)  
He **often played** football with his dad when he was five. (Но теперь он уже не играет в футбол со своим отцом.)
- действий, следовавших непосредственно одно за другим в прошлом.  
They **cooked** the meal **first**. **Then** they **ate** with their friends.
- Past Simple употребляется также, когда речь идет о людях, которых уже нет в живых.  
Princess Diana **visited** a lot of schools.

## Правописание

- К глаголам, оканчивающимся на **-e**, прибавляется только **-d**.  
dance – danced
- В глаголах, оканчивающихся на **согласную + y**, опускается **y** и прибавляется **-ied**.  
try – tried
- К глаголам, оканчивающимся на **гласную + y**, прибавляется **-ed**.  
play – played
- В глаголах, оканчивающихся на **ударный слог с кратким гласным** между двумя согласными, конечная согласная буква удваивается и прибавляется **-ed**.  
plan – planned, **НО** open – opened
- В глаголах, оканчивающихся на **-l**, эта буква **l** удваивается и прибавляется **-ed**.  
travel – travelled, quarrel – quarrelled

## Маркеры

Маркерами Past Simple являются: *yesterday, last night/week/month/year/Monday* и т.д., *two days/weeks/months/years ago, then, when, in 1992* и т.д.

### Past Simple: exercises

#### 5.1 Read what Sharon says about a typical working day:

SHARON

I usually get up at 7 o'clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o'clock. I'm always tired when I get home. I usually cook a meal in the evening. I don't usually go out. I go to bed at about 11 o'clock. I always sleep well.

Yesterday was a typical working day for Sharon. Write she did or didn't do yesterday.

1. She got up at 7 o'clock.
2. She --- a big breakfast.
3. She ---.
4. It --- to get to work.
5. --- at 8.45.
6. --- lunch.
7. --- at 5 o'clock.

8. --- tired when --- home.
9. --- a meal yesterday evening.
10. --- out yesterday evening.
11. --- at 11 o'clock.
12. --- well last night.

**5.2 Put one of these verbs in each sentence:**

buy catch cost drink fall hurt sell spend teach throw win write

1. Mozart wrote more than 600 pieces of music.
2. 'How did you learn to drive?' 'My father --- me.'
3. We couldn't afford to keep our car, so we --- it.
4. I was very thirsty. I --- the water very quickly.
5. Paul and I played tennis yesterday. He's much better than me, so he --- easily.
6. Don --- down the stairs this morning and --- his leg.
7. Jim --- the ball to Sue, who --- it.
8. Ann --- a lot of money yesterday. She --- a dress which --- 1100.

**5.3 A friend has just come back from holiday. You ask him about it. Write your questions.**

1. (where/go?) Where did you go?
2. (go alone?) ---
3. (food/good?) ---
4. (how long/stay there?) ---
5. (stay/at a hotel?) ---
6. (how/travel?) ---
7. (the weather/fine?) ---
8. (what/do in the evenings?) ---
9. (meet anybody interesting?) ---

**5.4 Complete the sentences, Put the verb into the correct form, positive or negative.**

1. It was warm, so I took off my coat. (take)
2. The film wasn't very good. I didn't enjoy it very much. (enjoy)
3. I knew Sarah was very busy, so I --- her. (disturb)
4. I was very tired, so I --- to bed early. (go)
5. The bed was very uncomfortable. I --- very well. (sleep)
6. Sue wasn't hungry, so she --- anything. (eat)
7. We went to Kate's house but she --- at home. (be)
8. It was a funny situation but nobody --- (laugh)
9. The window was open and a bird --- into the room. (fly)
10. The hotel wasn't very expensive. It --- very much. (cost)
11. I was in a hurry, so I --- time to phone you. (have)

**Unit 6: Past Continuous – прошедшее продолженное время**

1  
2

*Образование*

Прошедшее продолженное время образуется с помощью *was/were* (формы past simple глагола to be) и *смыслового глагола*, к которому добавляется *-ing*. В вопросах *was/were* ставятся перед подлежащим. В отрицаниях *not* следует после *was/were*.

	<b>Утверждение</b>	
w		
a		
sI	was	
He/She/It	was	studying.
hYou/We/They	were	

a  
r  
d

w

## Вопрос

Was	I	
Was	he/she/it	studying?
Were	you/we/they	

## Отрицание

	Полная форма	Краткая форма	
I	was not	wasn't	
He/She/It	was not	wasn't	studying.
You/We/They	were not	weren't	

## Употребление

### Past Continuous употребляется для выражения:

- временного действия, продолжавшегося в прошлом в момент, о котором мы говорим. Мы не знаем, когда началось и когда закончилось это действие,  
At three o'clock yesterday afternoon Mike and his son **were washing** the dog. (Мы не знаем, когда они начали и когда закончили мыть собаку.)
- временного действия, продолжавшегося в прошлом (longer action) в момент, когда произошло другое действие (shorter action). Для выражения второго действия мы употребляем past simple, **He was reading** a newspaper **when** his wife **came**. (was reading = longer action; came = shorter action)
- двух и более временных действий, одновременно продолжавшихся в прошлом.  
The people **were watching while** the cowboy **was riding** the bull.
- Past Continuous употребляется также для описания обстановки, на фоне которой происходили события рассказа (повествования).  
The sun **was shining** and the birds **were singing**. Tom **was driving** his old truck through the forest.

## Правописание

- В глаголах, оканчивающихся на **-e**, обычно опускается **-e** и прибавляется **-ing**.  
dance – dancing, **НО** agree - agreeing
- В глаголах, оканчивающихся на **ударный слог с кратким гласным** между двумя согласными, конечная согласная буква удваивается и прибавляется **-ing**.  
refer – referring, run – running, get – getting, **НО** open - opening
- В глаголах, оканчивающихся на **-l**, эта буква **l** удваивается и прибавляется **-ing**.  
travel - travelling
- В глаголах, оканчивающихся на **-ie**, опускается **-ie** и прибавляется **-y + -ing**.  
lie – lying, die - dying

## Маркеры

Маркерами Past Continuous являются: *while, when, as, all day/night/morning* и т.д.

- when/while/as + past continuous (longer action)
- when + past simple (shorter action)

### Past Continuous: exercises



**6.1 What were you doing at the following times? Write one sentence as in the examples. The past continuous is not always necessary (see the second example).**

1. (at 8 o'clock yesterday evening)  
I was having dinner with some friends.
2. (at 5 o'clock last Saturday)  
I was on a train on my way to London.
3. (at 10.15 yesterday morning)
4. (at 4.30 this morning)
5. (at 7.45 yesterday evening)
6. (half an hour ago)

**6.2 Use your own ideas to complete these sentences. Use the past continuous.**

1. Tom burnt his hand while he was cooking the dinner.
2. The doorbell rang while I ---
3. We saw an accident while we ---
4. Mary fell asleep while she ---
5. The television was on but nobody ---

**6.3 Put the verbs into the correct form, past continuous or past simple.**

1. I saw (see) Sue in town yesterday but she --- (look) the other way.
2. I --- (meet) Tom and Ann at the airport a few weeks ago. They --- (go) to Berlin and I --- (go) to Madrid. We --- (have) a chat while we --- (wait) for our flights.
3. I --- (cycle) home yesterday when suddenly a man --- (step) out into the road in front of me. I --- (go) quite fast but luckily I --- (manage) to stop in time and --- (not/hit) him.

**6.4 Put the verbs into the correct form, past continuous or past simple.**

1. Jane was waiting (wait) for me when I arrived (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.

## Unit 7: Сопоставление Past Continuous и Past Simple

### *Past Continuous*

Past Continuous употребляется для выражения:

- временного действия, продолжавшегося в прошлом в момент, о котором мы говорим,

At nine o'clock yesterday morning, the plane **was flying** to Tahiti from New York. (Мы не знаем, когда начался полет и когда он закончился.)

### *Past Simple*

Past Simple употребляется для выражения:

- действия, которое произошло (завершилось) в прошлом в установленное время, The plane **landed** at the airport at eight o'clock yesterday morning. (Время установлено. Действие завершилось. Самолет приземлился.)
- действий, следовавших непосредственно одно за другим в прошлом.

- двух временных действий, одновременно продолжавшихся в прошлом. First she **read** the advertisement and then she **called** the company.
- He **was listening** carefully while they **were explaining** the plan to him.

**Past Simple or Past Continuous: exercises**

**7.1 Put the verbs in brackets into past simple or past continuous. Which is the longer action in each sentence?**

1. As I .....*was doing*.....(do) the washing-up, I .....*broke*..... (break) a glass. “*Doing the washing-up is the longer action.*”
2. We ..... (walk) in the woods when the storm ..... (begin).
3. John ..... (repair) his motor bike when his mother .....(arrive).
4. I ..... (eat) my lunch when the phone ..... (ring).
5. He .....(ride) his bicycle to school when he .....(drop) his bag.
6. We ..... (see) a bad accident as we ..... (drive) to the airport.
7. Tom ..... (watch) the match when the TV ..... (break down).
8. We ..... (talk) when she ..... (come) into the room.

**7.2 Put the verbs into the correct form, past continuous or past simple.**

<p>1. I ....<i>saw</i>.... (was seeing/saw) Sue in town yesterday but she ..... (wasn't seeing/ didn't see) me. She ..... (was looking/ looked) the other way.</p>	<p>2. I .....(was meeting/ met) Tom and Ann at the airport a few weeks ago. They ..... (were going/went) to Berlin and I ..... (were going/went) to Madrid. We ..... (were having/ had) a chat while we (were waiting/waited) for our flights.</p>	<p>3. I .....(was cycling/ cycled) home yesterday when suddenly a man ..... (was stepping/stepped) out into the road in front of me. I..... (was going/went) quite fast but luckily I ..... (was managing/ managed) to stop in time and (wasn't hitting/hit) him.</p>
--	--	---

**7.3 Complete these texts using past continuous or past simple of the verbs in brackets.**

Beethoven .....*wrote*.... (write) nine symphonies, he ....*was writing*.... (write) another symphony when he died.

1. Last Saturday Tom wanted to make two salads. He ..... (make) the first one in five minutes. He ..... (make) the second one when his guests ..... (arrive), and they ..... (help) him to finish it.
2. The artist Gaudi ..... (design) several houses in Barcelona, Spain. Later he ..... (start) work on a church. He ..... (work) on the church when he ..... (die).

3. Last month a bank robber ..... (escape) while the police ..... (take) him to prison. Later they ..... (catch) him again, and this time they ..... (lock) him up without any problem.
4. Philip's football team were lucky last Saturday. After twenty minutes they ..... (lose), but in the end they ..... (win) the game by four goals to two.
5. John Lennon ..... (sing) and ..... (play) on many records with the Beatles. After that he ..... (record) several songs without the Beatles. He ..... (prepare) a new record when Mark Chapman ..... (shoot) him.
6. The evening was getting darker; the street lights ..... (come) on. People ..... (hurry) home after work. I ..... (stand) in a queue at the bus stop. Suddenly somebody ..... (grab) my bag.

### **Unit 8: Present Perfect – настоящее совершенное время**

#### *Образование*

Настоящее совершенное время образуется с помощью вспомогательного глагола *have/has* и *причастия прошедшего времени* (past participle). Причастие прошедшего времени правильных глаголов образуется путем добавления к глаголу окончания – *ed*. Например: *play – played*.

Причастие прошедшего времени неправильных глаголов образуется иначе. Например: *see – seen*. (Смотрите список неправильных глаголов.)

Вопросы строятся путем постановки *have/has* перед подлежащим. Например: *Have they read the book?* Отрицания строятся путем постановки *not* между *have/has* и *причастием прошедшего времени*. Например: *He has not/hasn't repaired the TV yet.*

#### **Утверждение**

	<b>Полная форма</b>	<b>Краткая форма</b>	
I	have	've	
He/She/It	has	's	finished/left.
You/We/They	have	've	

#### **Вопрос**

Have	I		
Has	he/she/it	finished/left?	
Have	you/we/they		

#### **Отрицание**

	<b>Полная форма</b>	<b>Краткая форма</b>	
I	have not	haven't	
He/She/It	has not	hasn't	finished/left.
You/We/They	have not	haven't	

## Употребление

### Present Perfect употребляется для выражения:

- действий, которые произошли в прошлом в неопределенное время. Конкретное время действия не важно, важен результат,  
Kim **has bought** a new mobile phone. (Когда она его купила? Мы это не уточняем, поскольку это не важно. Важно то, что у нее есть новый мобильный телефон.)
- действий, которые начались в прошлом и все еще продолжаются в настоящем,  
He **has been** a car salesman since 1990. (Он стал продавцом автомобилей в 1990 году и до сих пор им является.)
- действий, которые завершились совсем недавно и их результаты все еще ощущаются а настоящим.  
They **have done** their shopping. (Мы видим, что они только что сделали покупки, поскольку они выходят из супермаркета с полной тележкой.)
- Present Perfect употребляется также со словами *today, this morning/afternoon* и т.д., когда обозначенное ими время в момент речи еще не истекло.  
He **has made** ten pots *this morning*. (Сейчас утро. Указанное время не истекло.)

### Маркеры

Маркерами Present Perfect являются: *for, since, already, just, always, recently, ever, how long, yet, lately, never, so far, today, this morning/afternoon/week/month/year* и т.д.

### В утверждениях

- for: I have known them **for** six years.
- since: She has been ill **since** Monday.
- already: We have **already** eaten our lunch.
- just: I have **just** posted the letter.
- always: She has **always** wanted to travel abroad.
- recently: He has **recently** published a book.

### В вопросах

- ever: Have you **ever** met anybody famous?
- how long: **How long** have you lived here?
- yet: Has Paul left **yet**?
- lately: Have you seen any good films **lately**?

### В отрицаниях

- for: I haven't talked to him **for** days.
- since: They haven't been abroad **since** 1990.
- yet: She hasn't answered my letter **yet**.
- lately: I haven't seen John **lately**.
- never: They have **never** worked abroad.

### Present Perfect: exercises

**8.1 You are writing a letter to a friend. In the letter you give news about yourself and other people. Use the words given to make sentences. Use the present perfect.**

Dear Chris,

Lots of things have happened since I last wrote to you.

1. I/buy/a new car  
I've bought a new car.
2. my father/start/a new job
3. I/give up/smoking
4. Charles and Sarah/go/to Brazil
5. Suzanne/have/a baby

**8.2 Read the situations and write sentences. Choose one of the following:**

arrive break go up grow improve lose

1. Mike is looking for his key. He can't find it. He has lost his key.
2. Margaret can't walk and her leg is in plaster. She ---
3. Maria's English wasn't very good. Now it is much better. ---
4. Tim didn't have a beard last month. Now he has a beard. ---
5. This morning I was expecting a letter. Now I have it. ---
6. Last week the bus fare was 80 pence. Now it is 90. ---

**8.3 Complete Bs sentences. Use the verb in brackets + just/already/yet (as shown).**

1. A: Would you like something to eat?  
B: No, thanks. I've just had lunch. (just/have)
2. A: Do you know where Julia is?  
B: Yes, I --- her. (just/see)
3. A: What time is David leaving?  
B: He --- (already/leave)
4. A: What's in the newspaper today?  
B: I don't know. I --- (not/read/yet)
5. A: Is Ann coming to the cinema with us?  
B: No, she --- the film. (already/see)
6. A: Are your friends here yet?  
B: Yes, they --- (just/arrive)
7. A: What does Tim think about your plan?  
B: I --- (not/tell/yet)

**8.4 Read the situations and write sentences with just, already or yet.**

1. After lunch you go to see a friend at her house. She says 'Would you like something to eat?'  
You say: No, thank you. I've just had lunch. (have lunch)
2. Joe goes out. Five minutes later, the phone rings and the caller says 'Can I speak to Joe?'  
You say: I'm afraid --- (go out)
3. You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away.  
You say: Wait a minute! --- (not/finish)
4. You are going to a restaurant this evening. You phone to reserve a table. Later your friend says 'Shall I phone to reserve a table?'  
You say: No --- it. (do)
5. You know that a friend of yours is looking for a job. Perhaps she has been successful. Ask her.  
You say: ---? (find)
6. Ann went to the bank, but a few minutes ago she returned. Somebody asks 'Is Ann still at the bank?'

You say: No, --- (come back)

### 8.5 Put in been or gone.

1. Jim is on holiday. He's gone to Italy.
2. Hello! I've just --- to the shops. I've bought lots of things.
3. Alice isn't here at the moment. She's --- to the shop to get a newspaper.
4. Tom has. --- out. He'll be back in about an hour.
5. 'Are you going to the bank?' 'No, I've already --- to the bank.'

## Unit 9: Сопоставление Past Simple и Present Perfect

### *Past Simple*

Мы употребляем Past Simple для выражения действия, которое:

- произошло в прошлом в указанное время,

Ed Prior **won** his first gold medal in 1992. (Когда? В 1992 году. Время указано.)

- началось и закончилось в прошлом.

Annette had a cold for two days. (Она больше не простужена.)

### *Present Perfect*

Мы употребляем Present Perfect для выражения действия, которое:

- произошло в прошлом в неустановленное время,

Ed Prior has won a lot of medals. (Когда? Мы не знаем. Время не указано.)

- началось в прошлом и продолжается сейчас.

Lucy has had a cold for two days. (Она до сих пор простужена.)

### *Past Simple or Present Perfect: exercises*

#### 9.1 What has happened in these situations?

1. Jack had a beard. Now he hasn't got a beard. He has shaved off his beard.
2. Linda was here five minutes ago. Now she's in bed. She ---
3. The temperature was 25 degrees. Now it is only 17. The temperature ---
4. The light was off. Now it is on. Somebody ---
5. The tree was only three metres high. Now it is four. The tree ---
6. The plane was on the runway a few minutes ago. Now it is in the air.

The plane ---

#### 9.2 Put the verbs in brackets in the correct form, present perfect or past simple.

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

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

**9.3 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. RIGHT
2. The Chinese have invented printing. WRONG: The Chinese invented
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. ---

**9.4 (Section C) Put the verb into the most suitable form, present perfect or past simple.**

1. A: Look! Somebody has split (spill) coffee on the carpet.  
B: Well, it wasn't (not/be) me. I didn't do (not/do) it.
2. A: Ben --- (break) his leg.  
B: Really? How --- (that/happen)?  
A: He --- (fall) off a ladder.
3. A: Your hair looks nice. --- (you/have) a haircut?  
B: Yes.  
A: Who --- (cut) it? --- (you/go) to the hairdresser?  
B: No, a friend of mine --- (do) it for me.

**9.5 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. RIGHT
2. Have you seen the news on television last night? WRONG: Did you see
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? ---

**9.6 Make sentences from the words in brackets. Use the present perfect or past simple.**

1. (it/not/rain/this week) It hasn't rained this week.

2. (the weather/be/cold/recently) The weather ---

3. (it cold/last week) It ---

4. (I not/read/a newspaper yesterday) I ---

5. (I not/read/a newspaper today)

6. (Ann/earn/a lot of money/this year)

7. (she not/earn/so much/last year)

8. (you have/a holiday recently?)

**9.7 Put the verb into the correct form, present perfect or past simple.**

1. I don't know where Amy is. Have you seen (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.

**9.8 Write sentences about yourself using the ideas in brackets.**



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

### Unit 10: Future Simple – будущее простое время

#### *Образование*

Будущее простое время образуется с помощью *will* и *инфинитива без частицы to*. *Will* используется для всех лиц. Вопросы образуются путем постановки *will* перед подлежащим. В отрицаниях после *will* ставится *not*.

#### Утверждение

	Полная форма	Краткая форма	
I	will	'll	
He/She/It	will	'll	phone.
You/We/They	will	'll	

#### Вопрос

Will	I		
Will	he/she/it	phone?	
Will	you/we/they		

#### Отрицание

	Полная форма	Краткая форма	
I	will not	won't	
He/She/It	will not	won't	phone.
You/We/They	will not	won't	

#### *Употребление*

#### **Future simple употребляется:**

- для обозначения будущих действий, которые, возможно, произойдут, а возможно, и нет,  
**We'll visit** Disney World one day.
- для предсказаний будущих событий (predictions),  
Life **will be** better fifty years from now.
- для выражения угроз или предупреждений (threats/warnings),  
**Stop or I'll shoot.**
- для выражения обещаний (promises) и решений, принятых в момент речи (on-the-spot decisions),  
**I'll help** you with your homework.

- с глаголами *hope, think, believe, expect* и т.п., с выражениями *I'm sure, I'm afraid* и т.п., а также с наречиями *probably, perhaps* и т.п.  
I **think** he **will** support me.  
He **will probably** go to work.

### Маркеры

Маркерами Future Simple являются: *tomorrow, the day after tomorrow, next week/month/year, tonight, soon, in a week/month/year* и т.д.

**Примечание:** Future Simple не употребляется после слов *while, before, until, as soon as, after, if* и *when* в придаточных предложениях условия и времени. В таких случаях используется Present Simple.

Например: I'll make a phone call **while** I **wait** for you. Please phone me **when** you **finish** work.

В дополнительных придаточных предложениях после «when» и «if» возможно употребление Future Simple.

Например: I don't know **when/if** Helen **will** be back.

### Future Simple: exercises

#### 10.1. What will life be like in 50 years? Make sentences using will or won't.

- |                                      |   |
|--------------------------------------|---|
| 1. People/live longer.               | + |
| People <i>will live</i> longer.      |   |
| 2. Robots/do most of the work.       | + |
| 3. People/use electric cars.         | - |
| 4. Pollution/disappear.              | + |
| 5. People/die of serious diseases.   | - |
| 6. Children/stop going to school.    | - |
| 7. People/go on holiday to the moon. | + |

#### 10.2 Put in will ('ll) or won't.

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

#### 10.3 Complete the sentences with I'll + a suitable verb (get, go, do, switch, have, show, send, stay, give).

1. "I'm too tired to walk home. I think .....I'll get..... a taxi."
2. "It's a bit cold in this room." – "Is it? ..... on the heating then."

3. "We haven't got any milk." – "Oh, haven't we? ..... and get some."
4. "Do you want me to do the washing-up?" – "No, it's all right. .... it."
5. "I don't know how to use this computer." – "OK, ..... you."
6. "Would you like tea or coffee?" – "..... coffee, please."
7. "Goodbye! Have a nice holiday." – "Thanks. .... you a postcard."
8. "Thank you for lending me your camera. .... it back to you on Monday, OK?"
9. "Are you coming with us?" – "No, I think ..... here."

**10.4. Use the verbs in the box with *will* or *won't* to complete these dialogues.**

<i>have</i>	<i>take</i>	<i>phone</i>	<i>finish</i>	<i>be</i>	<i>be</i>	<i>win</i>	<i>make</i>
-------------	-------------	--------------	---------------	-----------	-----------	------------	-------------

A: Are you coming to the cinema on Sunday?

B: I'm not sure. I *will phone* you on Saturday.

1. A: Don't change your clothes now. We ..... late.

B: No, we won't. We ..... a taxi.

2. A: George is going to have a party at the weekend.

B: Why?

A: It's his birthday. He ..... thirty on Saturday.

3. A: She ..... the tennis match tomorrow.

B: Why not?

A: She ..... mistakes. She always makes mistakes in important matches.

4. A: ..... Steve ..... the work tonight?

B: No, he won't finish. He ..... time.

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

be be come get like look meet pass

1. Don't worry about your exam. I'm sure you I'll pass.

2. Why don't you try on this jacket? It --- nice on you.

3. You must meet George sometime. I think you --- him.

4. It's raining. Don't go out. You --- wet.

5. They've invited me to their house. They --- offended if I don't go.

6. Goodbye. I expect we --- again before long.

7. I've invited Sue to the party but I don't think she ---.

8. I wonder where I --- 20 years from now.

**10.6 Write questions using *do you think ... will ...?* + one of these verbs:**

be back cost finish get married happen like rain

1. I've bought Mary a present. Do you think she'll like it?
2. The weather doesn't look very good. Do you ---
3. The meeting is still going on. When do you ---
4. My car needs to be repaired. How much ---
5. Sally and David are in love. Do ---
6. 'I'm going out now.' 'OK. What time ---'
7. The future situation is uncertain. What ---

***Will/Shall: exercises***

**Мы употребляем:**

◆ **Will you...?**, когда просим сделать что-нибудь для нас (**request**),

Например: **Will you** post these letters for me, please? (=Can you post these letters for me, please?)

◆ **Shall I...?**, когда предлагаем сделать что-нибудь для кого-то (**offer**),

Например: **Shall I** help you clean your room? (=Do you want me to help you clean your room?)

◆ **Shall we...?**, когда предлагаем кому-то сделать что-либо вместе (**suggestion**).

Например: **Shall we** go to the theatre tonight? (=Why don't we go to the theatre tonight?)

**10.4 Ask questions using the prompts, as in the example.**

1. The garden is very untidy. (I/cut/the grass)  
*Shall I cut the grass?*
2. It's a lovely evening. (we/go for/a walk)
3. I need a hot drink. (I/make/some tea)
4. It's very quiet in here. (I/turn on/ the radio)
5. The Smiths are back. (we/visit/them)
6. I've cut my finger. (I/get/a plaster)

**10.5. Put *Shall I* or *Shall we* in the gaps in the dialogues.**

1. A: I'm hungry. Are you going to the shops?  
B: Yes. ....*Shall I*.... get you something to eat?
2. A: We need a holiday.  
B: What a good idea! ..... go to Florida?
3. A: I'm going to get some tickets for the concert next week. .... buy you one?  
B: Yes, please. I'd love to come.
4. A: ..... go to a restaurant tonight?  
B: OK, but I don't have any money. Will you pay for me?
5. A: I want to go to Italian classes, but I've never learnt a foreign language before.  
B: ..... come with you?  
A: That's very kind of you.

6. A: Where is your meeting?  
 B: At John's office on Baker Street.  
 A: ..... walk or take a taxi?
7. A: You look thirsty. .... get you a drink?  
 B: Yes, please. Can I have an orange juice or some water?
8. A: It's a beautiful day! ..... have a picnic?  
 B: Wonderful idea! Who shall we invite?

### Unit 11: Be Going To

#### *Образование*

#### **Утверждение**

	<b>Полная форма</b>	<b>Краткая форма</b>	
I	am	'm	
He/She/It	is	's	going to leave.
You/We/They	are	're	

#### **Вопрос**

Am	I	
Is	he/she/it	going to leave?
Are	you/we/they	

#### **Отрицание**

	<b>Полная форма</b>	<b>Краткая форма</b>	
I	am not	'm not	
He/She/It	is not	isn't	going to leave.
You/We/They	are not	aren't	

#### *Употребление*

#### **Be going to употребляется для:**

- выражения заранее принятых планов и намерений на будущее,  
 Bob **is going to drive** to Manchester tomorrow morning.
- предсказаний, когда уже есть доказательства того, что они сбудутся в близком будущем.  
 Look at that tree. It **is going to fall down**.

#### ***Be Going To: exercises***

**11.1 Answer the questions. You are going to do all these things but you haven't done them yet. Use going to and the word(s) in brackets.**

1. Have you cleaned the car? (tomorrow) Not yet. I'm going to clean it tomorrow.
2. Have you phoned Sally? (later) Not yet. ---

3. Have you done the shopping? (this afternoon) Not yet. ---
4. Have you read the paper? (after dinner) Not ---
5. Have you had dinner? (just) ---

**11.2 Write a question with going to for each situation.**

1. Your friend has won some money. You ask:  
(what/do with it?) What are you going to do with it?
2. Your friend is going to a party tonight. You ask:  
(what/wear?)
3. Your friend has just bought a new table. You ask:  
(where/put it?)
4. Your friend has decided to have a party. You ask:  
(who/invite?)

**11.3 Read the situations and complete the dialogues. Use going to.**

1. You have decided to write some letters this evening.  
FRIEND: Are you going out this evening? You: No, I'm going to write some letters.
2. You are a smoker but you have decided to give it up soon.  
FRIEND: Smoking is very bad for you.  
YOU: I know. ---
3. You have been offered a job but you have decided not to take it.  
FRIEND: I hear you've been offered a job.  
YOU: That's right, but ---
4. You are in a restaurant. The food is awful and you've decided to complain.  
FRIEND: This food is awful, isn't it?  
YOU: Yes, it's disgusting. ---

**11.4 What is going to happen in these situations? Use the words in brackets.**

1. There are a lot of black clouds in the sky. (rain) It's going to rain.
2. It is 8.30. Jack is leaving his house. He has to be at work at 8.45 but the journey takes 30 minutes.  
(late) He ---
3. There is a hole in the bottom of the boat. A lot of water is coming in through the hole. (sink) The boat ---
4. Emma is driving. There is very little petrol left in the tank. The nearest petrol station is a long way away. (run out) She ---

**11.5 Complete the sentences with was/were going to + one of these verbs:**

give up have phone play travel

1. We were going to travel by train but then we decided to go by car instead.
2. We --- tennis yesterday but it rained all day.
3. I --- Jim, but I decided to write him a letter instead.
4. When I last saw Tim, he --- his job but in the end he decided not to.
5. We --- a party last week but some of our friends couldn't come, so we cancelled it.

### Unit 12: The Passive – страдательный залог

#### *Образование*

Страдательный залог образуется с помощью глагола *to be* и причастия прошедшего времени (past participle) смыслового глагола.

<b>to be + past participle (pp)</b>
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- Временные формы страдательного залога:

<i>Present Simple:</i>	<b>am/is/are + pp</b>
The office <b>is cleaned</b> twice a week.	
<i>Present Continuous:</i>	<b>am/is/are being + pp</b>
The office <b>is being cleaned</b> now.	
<i>Past Simple:</i>	<b>was/were + pp</b>
The office <b>was cleaned</b> last week.	
<i>Past Continuous:</i>	<b>was/were being + pp</b>
The office <b>was being cleaned</b> when the boss arrived.	
<i>Present Perfect:</i>	<b>have/has been + pp</b>
The office <b>has not been cleaned</b> yet.	
<i>Past Perfect:</i>	<b>had been + pp</b>
The office <b>had been cleaned</b> by two o'clock.	
<i>Future Simple:</i>	<b>will be + pp</b>
The office <b>will be cleaned</b> tomorrow.	

- В вопросах *to be* ставится перед подлежащим. Например: **Is your car being serviced?**
- Отрицания образуются с помощью *not*. Например: The furniture **has not been delivered** yet.
- Инфинитив в форме страдательного залога:

<b>to be + past participle</b>
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Например: He wants **to be told** the truth.

- Модальные глаголы в страдательном залоге:

<b>modal verb + be + past participle</b>
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Например: The roof of the house **must be repaired**.

#### *Употребление*

Мы употребляем страдательный залог, когда хотим показать, что само действие важнее, чем лицо, которое его совершает.

The missing climber **was found** yesterday. (Не важно, кто именно нашел потерявшегося альпиниста, важно, что его нашли.)

- Лицо, совершающее действие («агент» действия), вводится предлогом *by* и упоминается лишь тогда, когда это важно или необходимо.

Australia **was discovered by Captain Cook**. (by Captain Cook – личность «агента» действия важна)

- «Агент» действия не упоминается, когда:

а) он неизвестен,

Jim's car **was stolen** last night. (Мы не знаем, кто украл его машину.)

б) это не важно,

Champagne **is made** in France. («Агент» действия не важен.)

в) он очевиден.

The bank robbers **are being chased**. (Ясно, что их преследует полиция.)

### ***The Passive: exercises***

#### **12.1 Complete the sentences using one of these verbs in the correct form:**

cause damage hold include invite make overtake show translate write

- Many accidents are caused by dangerous driving.
- Cheese --- from milk.
- The roof of the building --- in a storm a few days ago.
- There's no need to leave a tip. Service --- in the bill.
- You --- to the wedding. Why didn't you go?
- A cinema is a place where films ---
- In the United States, elections for President --- every four years.
- Originally the book --- in Spanish and a few years ago it
- We were driving along quite fast but we --- by lots of other cars.

#### **12.2 Write questions using the passive. Some are present and some are past.**

- Ask about the telephone. (when/invent?)  
\_When was the telephone invented?\_
- Ask about glass. (how/make?) How ---
- Ask about Australia. (when/discover?)
- Ask about silver. (what/use for?)
- Ask about television. (when/invent?)

#### **12.3 Put the verb into the correct form, present simple or past simple, active or passive.**

- It's a big factory. Five hundred people are employed (employ) there.
- Water --- (cover) most of the Earth's surface.
- Most of the Earth's surface --- (cover) by water.



4. The park gates --- (lock) at 6.30 p.m. every evening.
5. The letter --- (post) a week ago and it --- (arrive) yesterday.
6. The boat --- (sink) quickly but fortunately everybody --- (rescue).
7. Ron's parents --- (die) when he was very young. He and his sister --- (bring) up by their grandparents.
8. I was born in London but I --- (grow) up in the north of England.
9. While I was on holiday, my camera --- (steal) from my hotel room.
10. While I was on holiday, my camera --- (disappear) from my hotel room.
11. Why --- (Sue/resign) from her job? Didn't she enjoy it?
12. Why --- (Bill/sack) from his job? What did he do wrong?
13. The company is not independent. It --- (own) by a much larger company.
14. I saw an accident last night. Somebody --- (call) an ambulance but nobody --- (injure) so the ambulance --- (not/need).
15. Where --- (these photographs/take)? In London? --- (you/take) them?

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

1. Somebody cleans the room every day. \_The room is cleaned every day.\_
2. They cancelled all flights because of fog. All ---
3. People don't use this road very often. ---
4. Somebody accused me of stealing money. I ---
5. How do people learn languages? How ---
6. People advised us not to go out alone. ---

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

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

**12.6 When were they born? Choose five of these people and write a sentence for each. (Two of them were born in the same year.)**

Beethoven Galileo Elvis Presley 1452 1869 1929

Agatha Christie Mahatma Gandhi Leonardo da Vinci 1564 1891 1935

Walt Disney Martin Luther King William Shakespeare 1770 1901

1. \_Walt Disney was born in 1901.\_
2. ---
3. ---
4. ---
5. ---
6. ---
7. And you? I ---

**12.7. Put the verb into the correct form, *present simple* or *past simple*, *active* or *passive*.**

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

**Tenses**

***The Active Voice***

	Present	Past	Future
	V/V-s	V-ed/V(2)	will/shall+V
Simple	I <b>write</b> letters to my mother every day.	I <b>wrote</b> two letters yesterday.	I <b>will write</b> it tomorrow.

Continuous	<p><b>am/is/are+V-ing</b></p> <p>I <b>am writing</b> a letter (now).</p>	<p><b>was/were+V-ing</b></p> <p>I <b>was writing</b> a letter when you called.</p>	<p><b>will/shall be+V-ing</b></p> <p>I <b>will be writing</b> letters at 5 o'clock.</p>
Perfect	<p><b>have/has+V(3)</b></p> <p>I <b>have</b> already <b>written</b> 5 letters.</p>	<p><b>had+V(3)</b></p> <p>I <b>had written</b> 5 letters by the time you came.</p>	<p><b>will/shall have+V(3)</b></p> <p>I <b>will have written</b> the letters by noon.</p>

*The Passive Voice*

	Present	Past	Future
Simple	<p><b>am/is/are+V(3)</b></p> <p>The letters <b>are written</b> every week.</p>	<p><b>was/were+V(3)</b></p> <p>The letters <b>were written</b> last week.</p>	<p><b>will be+V(3)</b></p> <p>The letter <b>will be written</b> next week.</p>
Continuous	<p><b>am/is/are being+V(3)</b></p> <p>The letters <b>are being written</b> at this moment.</p>	<p><b>was/were being+V(3)</b></p> <p>The letters <b>were being written</b> at 5 o'clock yesterday.</p>	<p>—</p>
Perfect	<p><b>have/has been+V(3)</b></p> <p>The letters <b>have</b> already <b>been written</b>.</p>	<p><b>had been+V(3)</b></p> <p>The letters <b>had been written</b> by 5 o'clock.</p>	<p><b>will have been+V(3)</b></p> <p>The letters <b>will have been written</b> by noon.</p>