

ВВЕДЕНИЕ

Данное пособие предназначено для студентов экономических специальностей. Основная цель – формирование грамматических навыков.

Пособие представляет собой первую часть серии грамматических пособий и состоит из 5 модулей, включающих базовые сведения о способах выражения прошедшего действия в английском языке.

Каждый модуль содержит теоретическую часть на русском языке, в которой излагаются значения той или иной грамматической формы, а также применение данной формы в языке делового общения. Вторая часть каждого модуля представляет собой подборку упражнений, которые содержат 3 раздела: языковые упражнения (forms), условно-речевые упражнения (exercises) и речевые упражнения (tasks).

Особенностью данного пособия является возможность его использования для студентов с разным уровнем языковой подготовки – от elementary до intermediate.

Поскольку пособие содержит теоретическую часть, оно может быть использовано также и для самостоятельной работы студентов.

UNIT 1. THE PRESENT PERFECT TENSE

Значение форм Perfect.

Все формы Perfect обозначают действие, завершенное к определенному моменту. Present Perfect обозначает действие, завершенное к настоящему моменту и имеющее связь с настоящим.

Образование формы Present Perfect.

Present Perfect образуется с помощью *вспомогательного глагола have* в настоящем времени (т.е. has для 3 л. ед.ч. и have для всех других лиц) и 3 формы смыслового глагола:

have (has) + 3 форма глагола

I have finished my work.

She has cleaned signed the contract.

Вопросительная и отрицательная формы строятся с помощью вспомогательного have (has).

Have you finished your work? – I have not finished my work.

Has she signed the contract? – She has not signed the contract.

Сокращенная форма have not = haven't, has not = hasn't.

Употребление Present Perfect.

1. Present Perfect обозначает действие, завершившееся к настоящему моменту и имеющее связь с настоящим. Эта связь может быть выражена различными способами:

1) В настоящем имеется результат завершенного действия, и именно этот *результат* (а не факт совершения действия) *важен* для разговора.

I have lost my glasses and I can't read now. – Я потерял очки и не могу читать.

She has finished her work and can have a rest. – Она закончила работу и может отдохнуть.

He has lost his key and can't open the door. – Он потерял ключ и не может открыть дверь.

2) Present Perfect также обозначает действие, которое завершилось, но *период времени*, в который это произошло, *еще не закончен*. В этом

случае в предложении могут употребляться такие обстоятельства времени как *today, this... (week, year, summer)*, которые обозначают еще не заверченный период времени.

She has written two letters today. – Она сегодня написала два письма. (Сегодня еще не закончилось, а она уже написала)

I haven't seen Mr Smith today. – Я сегодня не видел господина Смита.

I have visited three customers this week. – На этой неделе я посетил трех клиентов.

2. Как правило (см. «Различия в использовании Present Perfect и Past Indefinite) Present Perfect также употребляется со следующими наречиями:

ever (когда-либо), *never* (никогда) , *just* (только что) , *already* (уже), *yet* (еще), *lately* (в последнее время) , *recently* (недавно). При этом *ever, never, just, already* ставятся между частями формы Present Perfect, т.е. между вспомогательным и смысловым глаголом.

I have never been to Italy. – Я никогда не был в Италии.

She has already cooked the dinner. – Она уже приготовила обед.

He has just come. – Он только что пришел.

I have seen two very good films recently. – Недавно я посмотрел два очень хороших фильма.

3. Present Perfect может обозначать действие, которое началось в прошлом, продолжалось до настоящего момента и все еще продолжается. В этом случае в предложении должен быть *указан момент, когда действие началось, или период, в который оно продолжалось*. При указании на *момент* начала действия используется предлог *since* (с какого-то момента) , при указании на *период* продолжения действия используется предлог *for* (в течение):

I have lived here for 20 years. – Я живу здесь 20 лет. (в течение 20 лет)

I have lived here since 1979. – Я живу здесь с 1979 года.

Различия в использовании Present Perfect Past Indefinite

Во многих случаях употребление той или иной видо-временной формы зависит от того, как говорящий рассматривает действие, независимо от того, какие наречия употребляются в качестве обстоятельства времени. Также обстоятельство может не быть вовсе.

1. Обстоятельство с предлогом **FOR** может использоваться как с Present Perfect, так и с Past Indefinite.

Использование Present Perfect будет обозначать, что действие все еще продолжается:

I have worked for this company for 20 years. (= работал 20 лет и все еще работаю)

Использование Past Indefinite будет обозначать, что действие уже завершено:

I worked for this company for 20 years. (= работал 20 лет, а теперь уже больше не работаю)

2. Обстоятельства с TODAY, THIS..., EVER, NEVER также могут употребляться как с Present Perfect, так и с Past Indefinite.

При этом употребление Present Perfect будет говорить о том, что этот период времени еще продолжается

I have written three letters this morning. (= утро еще не закончилось)

I wrote three letters this morning. (= уже день или вечер, утро уже прошло)

I have never had any problems with this customer. (= этот заказчик еще является нашим клиентом)

I never had problems with this customer. (= этот заказчик больше не является нашим клиентом)

3. При отсутствии обстоятельств Present Perfect свидетельствует о том, что действие возможно повторится:

Mr Johnson has represented our company on many occasions and he is going to the international conference next year again.

Past Indefinite говорит о том, что повторение действия невозможно:

Mr Johnson represented our company on many occasions but somebody else is going to the international conference next year.

4. Если речь идет об открытиях, изобретениях и т.п., то Present Perfect употребляется, если это событие произошло недавно, в то время как Past Indefinite употребляется для описания давних событий:

Scientists have discovered that this species has died out.

The Chinese invented paper and printing.

PRACTICE. LEVEL ONE

FORMS

1. *Read the sentences. Find the Present Perfect and explain its use. Translate into Russian.*

1) I have known him since we worked in Tesco together. 2) Peter isn't in the office at the moment he has just gone to meet a customer. 3) I'm depressed because I have failed the project. 4) I often see him but I haven't seen him today. 5) I have never been to our Paris office before. 6) She has worked here all her life. 7) They haven't faced such problem for over 5 years. 8) Mr Chance has already written the letter of application. 9) Nick has been unemployed since 15 September. 10) I can't read this document - I've lost my glasses. 11) They haven't signed the agreement yet. 12) What a pity! She has failed her final test and she will not get the job. 13) I haven't seen you for ages!

2. *Make the following sentences negative and interrogative . Ask special questions using the question words in brackets.*

- 1) She has already done this work. (Who? / What?)
- 2) I have seen this product at the trade fair.(What? / Where?)
- 3) He has done a lot of work recently.(What? / Who?)
- 4) Don has worked here since 2010.(How long? / Who?)
- 5) I have missed the meeting today. (Who? / What?)
- 6) She has made two contracts this week. (Who? / How many?)
- 7) We have stayed in the city this summer. (Who? / Where?)
- 8) My boss has already checked 10 accounts. (Who? / How many?)
- 9) John has worked in this bank for 7 years. (Who? / How long? / Where?)
- 10) She has read this article three times. (Who? / What? / How many times?)

3. *. Make up the sentences using the words and phrases given in the table and translate your sentences into Russian.*

Molly	have been	a lot of contracts this year
I	has worked	as a nurse for 2 years
Ron	have	a brilliant advertising campaign
My	developed	all over the world in his job
colleagues	have always	very helpful
We	been	the market leader for over ten years
Our	has been	to London several times recently
company	have signed	
The	has travelled	

marketing department		
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4. *Open the brackets.*

- 1) My father (always / work) as a university teacher. 2) Kelly (just / finish) writing her report for the boss. 3) I (never / see) such an interesting advertisement before! 4) She (already / finish) school and now she works as a waiter in a restaurant. 5) Sally (see) this film many times, so she will not go to the cinema with us. 6) I (not / finish) my work yet and I can't go now. 7) I hear you (pass) all your exams. Congratulations! 8) I (never / have) such a good friend as you. 9) We (not / meet) each other since we left university. 10) The boss (not / study) this problem yet and can't answer your questions.

EXERCISES

5. *Find the sentences where you would use Present Perfect and translate them into English.*

- 1) Я закончил проект и теперь могу пойти в отпуск. 2) Ты когда-нибудь бывал в Папуа Новая Гвинея? 3) Вчера мы побывали на производстве у наших партнеров и увидели много интересного. 4) Сегодня я встречался с нашими поставщиками. 5) Эти компании являются партнерами уже 20 лет. 6) Когда ты последний раз был на заводе? 7) Я не видел тебя уже сто лет! 8) Почему у тебя красные глаза? Ты весь день работал за компьютером? 9) Это лето я провел в Париже. 10) В последнее время стоит прекрасная погода, не правда ли?

6. *Complete the sentences with the adverbial modifiers of time with Present Perfect.*

- 1) Have you finished your report? – No, I have ... started. 2) She has worked as an accountant... . 3) I haven't met him... . 4) She has lived there... . 5) Have you ... been in Venezuela? 6) Could you call later? Mr Black is not in the office at the moment, he has ... gone out. 7) I'm sure I have ... met this man before. 8) She has ... talked to him about this problem. 9) Have you been to Paris ...? – No, but we are going there next summer. 10) They haven't seen our factory

7. *Fill in adverbs or adverbial phrases of time paying attention to different tenses.*

1) She has ... come in. 2) He arrives at work at 10 o'clock 3) They are writing their test ... 4) Have you finished your work ...? 5) They have ... met their partners. 6) My colleagues are leaving for Paris ... 7) She hasn't talked to him... . 8) Have you ... seen Tesla car? 9) He orders this dish It's very expensive. 10) I have lived here ... 11) He is chewing something! It's awful! 12) Where's Peter? - He has... gone! 13) I ... drink coffee in the morning. 14) What are you thinking about ...? 15) I've known him

8. *Open the brackets in the following dialogues*

1. You (talk) to him recently? - Yes, I (just / talk) to him. / - Yes, I (talk) to him an hour ago. 2. You (see) her new car? - No, I (see) her on Friday, but I (not / see) her new car. / - No, I (not / see) it yet. 3. You (ever / be) in the Hermitage? - Yes, I (be) there 3 times. / - Yes, I (be) there 3 days ago. 4. You (read) this report yet? - Yes, I (read) yesterday. / - Yes, I (already / read) it. 5. You (show) him our new product? - Yes, I (just / show) it to him. / - Yes, I (show) it to him 2 days ago.

9. *Translate into English.*

1) Вчера я был в театре. / Я уже давно не был в театре. 2) Я не видел Ника уже две недели. / На прошлой неделе я не видел Ника. 3) Мери не была в этом городе с 2004 года. / Мери была здесь 15 лет назад. 4) Джон уже прочитал статью. / Джон прочитал статью еще вчера. 5) Я только что вернулся из отпуска. / Я вернулся из отпуска две недели назад. 6) Я никогда не видел твою сестру. / Я не видел твою сестру в прошлом году. 7) В последнее время я редко вижу родителей. / Я не видел родителей на прошлых выходных. 8) Майк никогда не был в Африке. / Майк ездил в Африку 10 лет назад. 9) В последнее время она редко приглашает гостей. / Она не приглашала гостей с тех пор, как вернулась из отпуска.

10. *Open the brackets using Present Perfect, Present Indefinite or Past Indefinite.*

1) Mr Clark (to work) in a bank for 15 years. 2) Molly (to live) in Dublin. She (to live) there all her life. 3) Bob and Alice are married. They (to be) married for 10 months. 4) When we were on holidays the weather (to be) awful. 5) The weather (to be) nice recently, don't you think so? 6) I don't know Carol's husband. I never (to meet) him. 7) As a rule I (to have) ham and eggs for breakfast, but this time I (to order) an omelette. 8) This is the house where I (to live). I (to live) here since childhood. 9) No wonder he (to look) tired after the work he (to do) recently. 10) I usually (to see) him every

morning, but I (not / see) him today. 11) You (to read) this book? When you (to read) it? 12) “Why you (not / to shave) this morning?” – “I (to shave) every other day.” 13) “You ever (to be) to this picture gallery?” – “Yes, I (to visit) it once in my youth and it (to make) a great impression on me. Since then I (not / to be) there”. 14) “You (to see) the new Italian film yet?” – “Yes, I (to manage) to see it yesterday”.

TASKS

11. *Answer the questions using the verb given in brackets:*

Model:

Do you know how to get to their factory? (be) – No, I don't. I have never been there.

- 1) Are you writing a report? (begin) 2) Do you know that Nick is ill? (phone) 3) Do you know Moscow well? (be) 4) Why don't you go and see the customer yourself? (solve) 5) Does she know about the problem? (learn) 6) Where is your boss? (go on holiday) 7) Is your colleague in the office? (come) 8) Where is your new phone? (lose) 9) Is the document ready? (sign) 10) Is this company worth working with? (work) 11) Do you know the rule about Present Perfect? (learn)

12. *Complete the following sentences*

- 1) Nick is happy because he has ... 2) Joe is sad because his girlfriend has ... 3) My boss is worried because I have ... 4) Brian is excited because his partners have ... 5) Lionel is annoyed because his doctor has ... 6) Kelly is surprised because her colleague has... 7) I am happy because I have ... 8) John is depressed because he has ... 9) Our teacher is angry because we have ... 10) I am in trouble because I have ...

13. *Complete the following dialogue. Mary and her boss are discussing the coming conference.*

A: Ask B whether she has made the list of participants.

B: Present the list and ask if A would like to include anybody else.

A: Say A hasn't included a very important company “Lumberland”. Ask about the venue for the conference

B: Say you will include “Lumberland” into the list and send invitation to them. Suggest two possible venues and say you have learnt about their prices. One is more expensive but has bigger hall, another is cheaper but the halls there are much smaller. Ask about A's opinion.

A: Say you have to be economical this year. Ask B if she has any information about the facilities in these venues.

B: Say you have called both business centres and they both have everything you need – the necessary equipment, cafes, parking space and so on.

A: Ask B to book the cheaper venue then. Ask if the materials for your presentation are ready.

B: Say you have already found all the necessary information.

A: Thank B for good work and arrange to meet tomorrow to finish the preparation.

PRACTICE. LEVEL 2.

FORMS

1. *Read, single out the forms of the verb, explain its use. Translate into Russian.*

1) Postal workers have voted in support of strike action. 2) How much time have you assigned for the meeting? 3) I have known their product for three years. 4) The airline has received final payment for the sale of its transatlantic routes. 5) Since its launch two years ago, sales of software have grown twice. 6) The bank has just announced after-tax profits of \$22 billion. 7) How long have you lived here? 8) She has worked in London for six month. 9) The secretary has prepared three documents this morning. 10) Have you ever been to Hong Kong? 11) He has translated two pages so far this morning. 12) Our commercial has not appeared on TV before now. 13) Mr. Brown has lived here since he retired. 14) The ship has recently arrived from New-York. 15) Have you passed your driving test yet? 16) Industrial leaders have complained that high interest rates will make borrowing expensive for industry. 17) Have you typed my letter? – Yes. I have already typed it.

2. *Make sentences negative and interrogative.*

Example: She has read the article before.

Has she read the article before?

She has not read the article before

1) The airline has placed a large order for jets with Boeing. 2) He has agreed a new two-year contract. 3) The company has been a pioneer in artificial intelligence technology. 4) They have been there since February. 5) I have passed my driving test. 6) She has always worked had. 7) I have read the news on the Internet this morning. 8) The secretary has given your report to CEO. 9) The dollar has fallen sharply. 10) We have

automated our production line. 11) The recession has been very severe.
12) I have missed my flight to Rome.

3. Ask questions to the underlined parts of the sentences.

1) Cost control has been tightened. 2) The bank has launched a commercial insurance service for small businesses. 3) Thousands of customers have made complaints about the bank's Internet banking service. 4) The major banks have announced an increase in interest rates. 5) Bad relations between managers and workers have caused frequent stoppages. 6) We have built up a nice store of vegetables from our garden that will keep us supplied for most of the winter. 7) Since the middle of last year there have been three tax increases. 8) The factory has polluted the river. 9) He has often been to France. 10) They have built 10 new schools this year. 11) I have written a lot of job application. 12) The Prime Minister hasn't been abroad for two months.

4. Complete the following sentences by putting the verbs into the present perfect.

Example: I'm going to send them a reminder. They **haven't paid** (not pay) us for their last order.

1) Their shares _____ (fall) by over 15% and now look like a good buy. 2) Unemployment is very high here because a lot of factories _____ (shut) down. 3) _____ (you/write) to them about the shipment, or do you want me to phone them? 4) I _____ (not speak) to the MD about your proposal, but I will soon. 5) We _____ (spend) a lot on modernizing the factory, and it is now very well equipped. 6) The lawyers _____ (draw up) the contract, so we are now ready to go ahead with the deal. 7) _____ (you/find) a suitable replacement for Mr. Rippon, or is the post still vacant? 8) Mary _____ (just/get) back from lunch. Why don't you call her now? 9) Peter, _____ (you/meet) David Long? He is our new Marketing Director.

5. Complete the sentences using the present perfect of the verbs in brackets

My name is Ann White. I work for a travel company called Travelaround. I've **been** (be) a travel agent for six years now. I'm the manager of Travelaround London Office. I _____ 1 _____ (have) this job for three years. I've got a new flat in London. I _____ 2 _____ (live) there for five months. My boyfriend's name is Tom. We _____ 3 _____ (know) each other for two years. Tom is American, but he _____ 4 _____ (live) in England for over five years. He works for BBC Radio. He _____ 5 _____ (have) this job for a year.

EXERCISES

6. *Put the words in brackets in the correct place in the sentences. Sometimes two answers are possible.*

1) I haven't received his message (yet). 2) I have seen him (just). 3) SmithKline Beecham has announced its third-quarter results (just). 4) The Managing Director has seen the report (already). 5) Have the new petrol prices come into force? (yet). 6) The meeting has started (already). 7) The plane has landed (just). 8) The design of the new office is similar to those that have been built (already). 9) John has told me that he is going to find a new job (just). 10) Have you received your invitation? (yet) 11) Marketing Manager has finished reading the paper (just). 12) Ann has done four radio interviews about her new book (already). 13) You have not explained clearly what you want me to do (yet).

7. *Complete the sentences using **for** or **since**.*

1) Pat has been the manager of Timeways Travel in Paris ____ three years. 2) I haven't seen Vr Brown ____ last meeting. 3) I have worked for BP ____ I graduated from university. 4) The company hasn't made any profit ____ over a year. 5) I've been here ____ two hours. 6) We've been waiting here ____ two o'clock. 7) We've had this equipment ____ four years. 8) We haven't seen each other ____ a long time. 9) The factory has been here ____ 1960s. 10) I have loved movies ____ I first went to the cinema.

8. *Make questions starting with **How long** ...*

Example: Mary works at the airport.

How long has Mary worked at the airport?

1) Mr. Smith teaches English. 2) We deal with organization of the conferences. 3) Our sales representative went to Paris some time ago and she is still there. 4) Mary now works for the Bank of England. 5) Our colleagues are having training at the moment. 6) I am having driving lessons. 7) He is saving money to buy a new car. 8) The government gives subsidies to this industry.

9. *Put the verbs in brackets in present perfect or past simple.*

Example: The Chinese _____ (invent) printing.

*The Chinese **invented** printing.*

1) Research ____ (show) that in only two weeks we ____ (sell) a high percentage of our stock. 2) There's not much to do, now that we ____ (solve) the main problem. 3) I last ____ (see) you in New York three years ago. 4) With this promotion, I feel that I ____ (reach) a turning point in my carrier. 5) Unemployment ____ (grow) every year until 1990 and then started to fall. 6) This ____ (be) their headquarters for over 30 years and they don't want to leave it. 7) Throughout the summer of 2000 John ____ (continue) to divide his time between London and Paris. 8) In 1956 he ____ (write) his last great work in Moscow. 9) Oh, no! My car ____ (disappear)! 10) The company ____ (survive) many setbacks in its 100-year history, but it is now flourishing. 11) I never ____ (have) such an exciting experience. 12) The price of houses ____ (increase) significantly in recent years. 13) Quite early in the negotiations, they ____ (agree) to lower the prices. 14) When he was 15, his parents ____ (move) to the United States.

10. *Put the verbs in brackets in present perfect or past simple.*

1) Adam Smith ____ (develop) his ideas in his book *The Wealth of Nations*, which ____ (have) an important influence on modern economic and political ideas. 2) He proudly told reporters that company ____ (produce) software to prevent the recent increase in computer crime. 3) The police ____ (ask) me several questions about my car before they let me go. 4) At the start of his carrier, Cousteau ____ (invent) aqualung, opening the oceans to explorers, scientists, and leisure divers. 5) Until she retired last year, she ____ (work) in the customer complaints department. 6) We ____ (receive) over 100 letters of support in the last 7 days. 7) Bill ____ (make) all his best to change the rules and says that the campaign will go on. 8) I ____ (regret) moving to London from the day I arrived. 9) She once ____ (enjoy) the support of the majority of Democratic Party. 10) To help today's customers make a choice, a company ____ (develop) a video trolley – a supermarket trolley with a video screen to display advertisements and price information.

TASKS

11. *Make questions from given words.*

Example: ever/be/London

Have you ever been to London?

1) the first time/drive/a car 2) we/never/import/Japanese goods 3) government/never/ give us/subsidies 4) ever/ attend/International exhibition 5) most useful courses/ever/do 6) ever/ speak/CEO 7) Have/questions/so far 8) the first time/be/London 9) make/presentation/before 10) never/take part/at negotiation 11) hear/recently/Tom 12) Have/a holiday/this year

11. Complete the sentences. Use a verb in a present perfect to explain why the present situation occurred.

*Example: Our sales are improving because _____
we have introduced a new product line.*

- 1) I think it would be a good time to buy shares now because _____
- 2) Our sales representative wants the brochures delivered urgently because _____
- 3) This year's coffee crop in Kenia will be very small because _____
- 4) Maria is off work for three months because _____
- 5) It is now much easier for us to export because _____
- 6) At the moment the government is very unpopular because _____
- 7) The new supermarket is attracting a lot of new customers because _____
- 8) The office isn't the same as it was when you were here because _____
- 9) The company is now in a much better financial position because _____

13. Write a short paragraph saying what you have already done and what you haven't done yet.

I am nearly ready to start my own business. I _____

14. Translate the sentences into English.

- 1) Мы знаем друг друга с тех пор, как я поступил в университет. 2) Менеджер по продажам уже вернулся из командировки? 3) Я не могу дать Вам точный ответ, так как я не обсудил этот вопрос с начальником. 4) Я никогда не участвовал в выполнении проектов по строительству мостов. 5) Она прилетела в Пулково сегодня в 8 утра. 6) Компания обанкротилась, так как у них было много невозвратных долгов. 7) Профсоюзы обсуждают с менеджментом увеличение зарплаты уже две недели. 8) Он сдал экзамен на курсах повышения квалификации и получил лицензию, разрешающую заниматься преподаванием у слабослышащих. 9) Фараоны управляли Египтом в течение тысячелетий. 10) Цены на недвижимость существенно выросли в последние годы. 11) Они согласились одолжить нам свою машину. Он провел несколько лет в Оксфорде, когда был молодым. 12) Он улетел в Прагу на переговоры с поставщиками. 13) Ученые сделали несколько фундаментальных открытий в 18 веке. 14) Я уверен, что я читал эту книгу. 15) Ничего такого не случилось раньше. 16) Недавно открылась новая дочерняя компания этой фирмы. 17) Я работаю в банке вот уже пять лет. 18) У нас никогда не было проблем с выпуском новых продуктов на рынок. 19) Мы не можем организовать эту встречу, так как очень мало людей проявили интерес. 20) Я нашел отчет, который Вы искали. Вот он. 21) В последнее время мы начали ходить в университет пешком, а не

ездить на автобусе. 22) Они встречались с потенциальными покупателями уже 3 раза.

15. *Look at the saying and say what it means:*

1) The great accomplishments of man have resulted from the transmission of ideas and enthusiasm. (*Thomas J. Watson, Sr.*) 2) Anyone who has never made a mistake has never tried anything new. (*Albert Einstein*) 3) Success is not to be measured by the position someone has reached in life, but the obstacles he has overcome while trying to succeed. (*Booker T. Washington*)

UNIT 2. THE PRESENT PERFECT CONTINUOUS TENSE

Значение формы

Present Perfect Continuous обозначает действие, которое началось в прошлом, продолжалось до настоящего момента и все еще продолжается или только что завершилось. При этом действие показывается как процесс.

Построение формы

Present Perfect Continuous строится при помощи Present Perfect вспомогательного глагола to be (have been / has been) и смыслового глагола с суффиксом –ing, при этом вспомогательный глагол согласуется с подлежащим

I have been studying English for 10 years.

She has been studying English for 10 years.

Употребление формы

- 1) Present Perfect Continuous употребляется для обозначения действия, которое началось в прошлом, продолжалось до настоящего момента и все еще продолжается. В этом случае характерно употребление обстоятельств с предлогами FOR и SINCE, которые передают либо с какого момента действие совершается, либо в течение какого времени оно длится.

She has been working here since 1997. She has been working here for 20 years.

- 2) Present Perfect Continuous употребляется для обозначения действия, которое началось в прошлом, продолжалось до настоящего момента и только что завершилось. При этом в настоящем есть результат этого действия, который важен.

She is ill – she has been working too hard lately.

- 3) Present Perfect Continuous часто используется в вопросах с How long, а также в предложениях, повествующих о продолжительных действиях:

How long have you been waiting for me?

We've been trying to get a permission to build a factory extension for more than two years.

Различия в употреблении Present Perfect Continuous и Present Perfect

Present Perfect и Present Perfect Continuous очень сходны в употреблении – обе формы обозначают прошедшее действие, связанное с настоящим, при этом форма Continuous придает дополнительное значение

продолженности. Однако, в некоторых случаях предпочтительно использовать ту или иную форму.

- 1) Вне зависимости от завершенности или незавершенности действия к настоящему моменту Present Perfect Continuous предпочтительно использовать в тех случаях, когда говорящий хочет подчеркнуть само действие:

I've been following their negotiations with great interest. (= говорящий подчеркивает сам факт того, что он следил за ходом переговоров, факт своего интереса к этим переговорам)

Present Perfect в таких случаях употребляется для того, чтобы подчеркнуть результат действия, а не факт его совершения:

I've followed their negotiations with great interest. (= говорящий имеет в виду, что он владеет информацией по переговорам, может анализировать их ход или результаты)

- 2) В случае, если речь идет о каком-то повторяющемся действии, Present Perfect Continuous не используется, если говорится о том, сколько раз действие повторилось:

He's been taking part in all negotiations of the company.

BUT: He's taken part in company negotiations three times.

- 3) Если речь идет о постоянной или длительной ситуации, то предпочтительно использовать Present Perfect:

I've always admired Mr Johnson's energy.

Если описывается временная или краткосрочная ситуация, то выбор формы не имеет значения:

I don't know much about the company. I have only worked \ have only been working here for 2 days.

NB! Существует ряд глаголов, обозначающих такие действия, которые невозможно представить как процесс. К ним относятся, например, глаголы отношения *to like, to love, to hate, to enjoy etc.*; глаголы восприятия с помощью органов чувств *to see, to hear, to smell etc.* и многие другие. Такие глаголы обычно не употребляются в Continuous, соответственно, использование этих глаголов в Present Perfect Continuous также невозможно.

PRACTICE. LEVEL 1.**FORMS**

1. *Translate the sentences into Russian, single out the Present Continuous form and explain its use.*

- 1) We have been waiting for this order for a long time.
- 2) Our sales have been falling slowly over the last two years.
- 3) I've been thinking about your plan all day.
- 4) She's been working for GE for 20 years.
- 5) Our accountant has been looking through these papers the whole morning.
- 6) Unemployment has been rising steadily over the decade.
- 7) They have been producing cars at this site for 10 years now.
- 8) The position of our company in the market has been improving since the merger with ANB company.
- 9) I've been working on this report all week!

2. *Ask questions using the question words given.*

- 1) They have been looking forward to seeing you. (who?)
- 2) Our profits have been falling. (how long?)
- 3) They have been working as our distributor. (since what time?)
- 4) She has been waiting for 2 hours. (for whom?)
- 5) They have been using this equipment for ages. (what sort of equipment?)
- 6) This company has been delivering spare parts for 5 years. (what kind of spare parts?)
- 7) Our indebtedness has been rising all these years. (why?)
- 8) This economist has been trying to explain the dangers of the government's policy. (how long?)

3. *Open the brackets using Present Perfect Continuous.*

- 1) How long ...(you / study) English?
- 2) The petrol prices ...(go up) steadily since last year.
- 3) This computer is no good – it ... (not / work) for ages.
- 4) I ...(try) to contact our partner the whole week, but he's unavailable.
- 5) We ... (discuss) the problem all week and I think we've made a lot of progress.
- 6) They ... (improve) their quality standards all the time.
- 7) I... (work) in sales since they moved me from accounts.
- 8) The company... (run) a publicity campaign on healthy eating.
- 9) I (phone) you all morning! Where have you been?

EXERCISES

4. *Divide the sentences into two groups: 1) the sentences in which you would use Present Perfect Simple; 2) The sentences in which you would use Present Perfect Continuous.*

- 1) Извини, я опоздал. Ты давно меня ждешь?
- 2) Они являются нашими поставщиками уже много лет.
- 3) Совет директоров только что принял решение – они переводят главный офис в Гонконг.
- 4) Пытаюсь придумать, как спланировать свой кабинет, но никак не могу решить.
- 5) Джон – лучший работник месяца. Он перевыполнил план по продажам в два раза.
- 6) Ты так и не закончил свою работу! Чем ты занимался все это время?!
- 7) Я целую неделю пытаюсь до тебя дозвониться, но тебя никогда нет на месте!
- 8) Я уже давно хотел тебя спросить, как тебе удастся совмещать две должности?
- 9) Она потеряла подписанный экземпляр контракта – уже два часа его ищет и не может найти.

5. *Open the brackets using Present Perfect or Present Perfect Continuous.*

- 1) I ... (look through) the documents all day and I ... (find) several mistakes in the accounts.
- 2) You look tired. ... (you / work) all day?
- 3) I ... (not / see) you for ages. What ... (you / do) all this time?
- 4) I ... (look through) several sites, but I ... (not / find) the required information yet.
- 5) He never answers his phone! I... (phone) him the whole morning.
- 6) He never answers his phone! I ... (phone) him 6 times today!
- 7) I'm afraid our office is a mess today. We ... (decorate) it for Christmas.
- 8) This plant ... (produce) cars since the Second World War.
- 9) They ... (increase) productivity dramatically since 2000.

TASKS

6. *Complete the sentences using Present Perfect Simple or Present Perfect Continuous:*

- 1) I'm really tired – I have....
- 2) She's exhausted – she has...
- 3) The boss is angry - ...
- 4) I'm happy – I have...
- 5) She's excited – she has...

- 6) He is proud – he has...
- 7) We are disappointed – we have...
- 8) He is sleepy – he has...
- 9) She is nervous – she has...

7. *You want to buy a second-hand piece of equipment. Ask the seller questions about this piece of equipment and its life using Present Perfect Simple or Continuous:*

- 1) You / Service it / regularly?
- 2) Where / you / service it?
- 3) It / work / smoothly?
- 4) It / break down?
- 5) It / repaired?
- 6) You / Change / any parts?
- 7) You / have problems with it?

8. *Answer the questions for yourself:*

- 1) How long have you been studying English?
- 2) How long have you been living in St. Petersburg?
- 3) What subjects have you been studying this year?
- 4) What hobbies have you been practicing since you left school?
- 5) How long have you been going in for some kind of sport, if any?

PRACTICE. LEVEL 2.

FORMS

- 1. *Read, single out the forms of the verb, explain its use. Translate into Russian.*

- 1) We've been planning this visit for months – you can't cancel it. 2) The audit trail showed that the company has actually been losing money for some time. 3) She is very tired. She's been typing letters all day. 4) I've been working for Samsung for 10 years. 5) The competition has been running every year since 1950. 6) We've been discussing the proposals for a number of years 7) How long have you been waiting for me? 8) Unemployment has been rising steadily since the huge increase in oil prices. 9) For more than three years I've been trying to get permission to extend our plant. 10) How long has he been working in this office? 11) I've been following their instructions. 12) Because the company has been making large profit, the market value of its shares has increased.

- 2. *Make sentences negative and interrogative.*

Example: Jim has been phoning Ann every night for the past week.

Has Jim been phoning Ann every night for the past week?

Jim has not been phoning Ann every night for the past week.

1) Tom has been working very hard. 2) They have been working on a new project. 3) They've been going out a lot recently. 4) They have been studying English for two years 5) John has been looking for a job since he finished university. 6) She has been working all day. 7) I've been preparing the annual report. 8) I have been interviewing the candidates for a marketing executive post. 9) He has been working on a proposal for a new marketing strategy. 10) They have been producing cars here for 5 years. 11) I have been trying to ring them all day. 12) I have been writing a report for Advertising Manager. 13) Mr. Jones has been running the company since 2010.

3. *Ask questions to the underlined parts of the sentences.*

1) The pollution problem has been getting worse over the last decade. 2) Sales have been increasing for some time. 3) The company has been assessing the progress of all trainee managers since its foundation. 4) He has been working abroad on a special assignment. 5) We have not been following the contract because it was signed in bad faith. 6) The two countries have been bartering wheat in exchange for oil for three years. 7) The country's business has been suffering because of a trade boycott. 8) I have been interviewing the candidates for a marketing executive post. 9) The oil business has been booming. 10) His contract has been running for two calendar months. 11) This machine has been working at maximum capacity since it was bought.

4. *Complete the following sentences by putting the verbs into the present perfect continuous.*

*Example: I didn't realize you had moved to Paris. How long **have you been working** (you/work) there?*

1) Because of the recession, many businesses ____ (not invest) in capital equipment over the last couple of years. 2) We ____ (export) a lot of high technology equipment to Russia since 1990s. 3) We ____ (not use) DHL delivery service very much recently because we are trying to keep our costs down. 4) The price of cigarettes fell sharply when Philip Morris started a price war, and it ____ (fall) ever since. 5) How long ____ (you/send) your trainees on management courses? 6) I ____ (make) contributions to my pension for the last three years. 7) They ____ (try) to sell their food distribution division. 8) The company ____ (organize) exhibitions for ten years.

EXERCISES

5. *Put the verbs in brackets into the present perfect or the present perfect continuous.*

*Examples: We are thinking about opening an office in Moscow, so I **have been learning** (learn) Russian at evening classes for the last three months.*

*By the way, I **have worked** (work) out those figures. They are on your desk now.*

1) Do you know where this order form is? Ann ____ (look) for it. 2) We ____ (visit) potential sites for the workshops, but we haven't found anything suitable yet. 3) I'm sorry; I didn't know that you were here. ____ (you/wait) long? 4) My fax machine ____ (not work) properly recently. 5) The lawyers ____ (look) through the contract, but they say they need another day to read it all. 6) Since January, our turnover ____ (increase) by 15%. 7) They ____ (not give) their workers a pay raise for three years. 8) The film company is a very reasonable investment. They ____ (make) five very successful films. 9) The President ____ (not have) a meeting with them for two weeks. 10) You look terrible. What ____ (you/do)? 11) The government ____ (announce) a drop in unemployment. 12) I ____ (read) the book on negotiating skills but I don't think I'll finish it. 13) Total sales this year were above last year's total but an analysis ____ (show) that sales to most European countries were less this year.

6. *Put the verbs in brackets into the present perfect or the present perfect continuous.*

1) I ____ (know) John since we were at university together. 2) He ____ (work) as a consultant for three different firms in the same sector of activity; I think there's a conflict of interest and he should resign. 3) I've ____ (work) on a new database. 4) This is the first time we ____ (receive) a complaint. 5) We ____ (grow) rapidly over the last few years. 6) I ____ (work) with a team of consultants. 7) I ____ (try) to find a house nearer to my place of work. 8) Someone ____ (leak) information to the press. 9) I ____ (attend) conferences five times this year. 10) The chemicals plant ____ (discharge) waste into the river. 11) IT ____ (change) not just the nature of markets and competition but behavior. It ____ (break down) the barriers of geography and time. 12) Look! Somebody ____ (break) that window.

7. *Put the verbs in brackets into the present perfect or the present perfect continuous.*

Tom Brown, a journalist, is interviewing Mary Rod, the founder of a successful company.

TB: So why do you think your company ***has been*** (be) so successful?

MR: Well, our product ____ (fill) a large gap in the market and I think one of the most important things is that we ____ (always listen) to our clients and we ____ (act) on their comments and suggestions.

TB: And what's a typical day for you?

MR: Well, take today for example. I ____ (interview) candidates for a marketing executive post.

TB: And how many ____ (you interview)?

MR: Er, I ____ (interview) four so far. And I ____ (talk) to clients on the phone on and off all day. I seem to spend a lot of time on the phone. I ____ (discuss) some new ideas with them for the transportation and delivery of our products.

TB: It sounds like a very busy day.

MR: Oh, that's only part of it. I ____ (have) two meetings, one with Union representatives and one with departmental heads. And I ____ (also work) on a proposal for a new marketing strategy.

TB: And it's not two o'clock yet.

MR: No, but of course I ____ (be) here since seven o'clock this morning.

TB: Gosh. And I hope you don't mind my mentioning this Ms Rod, but some rumours ____ (circulate) about your possible engagement to Mr Gram, the banker.

MR: No, there will be no engagement, though it's true that Mr Gram and I ____ (see) each other. That's no secret.

TB: When you get the time, I suppose. And is it also true that you ____ (learn) Russian with a view to introducing your products there?

MR: Yes, I have, but I ____ (not learn) much yet; there's still a long way for me to go.

8. *Complete the sentences with the given verbs, using the same one in the pair. Use the present perfect in one sentence and the present perfect continuous in the other.*

claim disappear drive give increase move stop

1) a An important file ____ from my office

b Plants and vegetables ____ from my garden since we had new neighbours.

2) a Pr. Brown ____ the same lecture to students for the last ten years.

b Mr. Goldsmith ____ nearly a million pounds to the charity this year.

3) a With their win yesterday, Italy ____ into the second place in the table.

b As house prices in the city have risen, people ____ into the countryside.

4) a For years he ____ that he is related to the Royal family.

- b The earthquake ____ over 3000 lives.
- 5) a All day, the police ____ motorists to question them about the accident.
b The noise ____ . I can start concentrating on my work again.
- 6) a She ____ for three years now.
b We ____ all the way here without a break.
- 7) a Prices ____ by 7 %.
b Sales ____ for some time.

TASKS

9. *Answer the questions with reference to your own situation.*

- 1) What project have you been working on recently? Who have you been working with? What have you been trying to do, but have not yet succeeded to doing?
- 2) What have you been doing to improve your English?
- 3) What subjects have you been studying this term?

10. *What explanations could be there for the following?*

Example: Peter always looks worried and in a hurry. He also finds it difficult to sleep at night.

He's been working too hard.

- 1) There fewer knives and forks in the canteen than a month ago.

- 2) Top secret company information often gets reported in the press.

- 3) A lot of dead fish have been found in the river next tom the chemical plant. _____
- 4) Sue was unable to speak any French on her last trip to Paris but now she can. _____
- 5) The results of the exam are not available.

- 6) She _____ is _____ very _____ tired.
- 7) Why is your expenses claim so high this month?

- 8) Why do you think she has been having so many days off? _____

11. *Translate the sentences into English.*

1) Конкурс презентаций проводится каждый год с 2010 г. 2) Она живет в Латвии вот уже больше года к настоящему времени. 3) Торговый представитель уже приехал. Он находится в офисе. 4) Она водит машину уже пять лет. 5) Проблема загрязнения окружающей среды становится все серьезнее и серьезнее за последнее десятилетие. 6) Я никогда не понимал почему мы должны платить такие большие налоги. 7) Мы довольно много видимся с Томом с тех пор, как стали работать в одной компании. 8) В течение более трех лет я пытаюсь получить разрешение на импорт. 9) Безработица постоянно растет с тех пор, как увеличились цены на нефть. 10) Как давно они поставляют вашей компании запасные части на оборудование? 11) Я всегда восхищался работой Чарльза. 12) Я бываю в Вене с 2005 года и всегда чувствую себя там в безопасности.

UNIT 3. THE PAST PERFECT TENSE

Значение формы

Past Perfect обозначает действие, завершённое к определенному моменту в прошлом.

Образование формы

Past Perfect образуется при помощи вспомогательного глагола *have* в прошедшем времени (*had* – для всех лиц) и третьей формы смыслового глагола:

HAD + 3 форма глагола

*I **had done** my work by 5 yesterday.* – Я сделал работу к 5 часам вчера.

*She **had come** home by 3 o'clock.* – Она пришла домой к 3.

Вопросительная и отрицательная формы образуются при помощи вспомогательного *had*:

Had she come home by 3 yesterday?

She had not come home by 3 yesterday.

Употребление Past Perfect.

1. Past Perfect выражает действие, завершённое к определенному моменту в прошлом, т.е. описывает действие, которое завершилось раньше какого-то прошлого момента. При этом момент этот обязательно должен быть обозначен в предложении. Это можно сделать 2 способами:

1) Обозначить конкретное время в прошлом, к которому действие завершилось. В этом случае используется предлог *by* – к :

*I **had finished** my work by 5 yesterday.* – Я закончил работу к 5 часам вчера.

2) Обозначить момент в прошлом другим прошедшим действием, выраженным в Past Indefinite.

*I **had finished** my work before you came.* – Я закончил работу до того, как ты пришел.

Чаще всего Past Perfect используется именно в таких случаях, поэтому его иногда называют “предпрошедшим” временем, т.е. оно описывает действие, совершенное ДО другого прошедшего действия.

2. В некоторых случаях при одном и том же обстоятельстве можно использовать как Past Perfect так и Past Indefinite, в зависимости от смысла:

When the film finished, everyone left. (= все ушли после того, как фильм закончился)

When the film finished, everyone had left. (= все ушли еще до того, как фильм закончился)

3. При описании последовательных действий использовать Past Perfect нет необходимости, в этом случае используют Past Indefinite:
Mr Henderson emigrated to France, started a business there and soon became a very successful businessman.

4. Past Perfect используется, если речь идет о нереализованных надеждах или ожиданиях говорящего:

He had hoped to retire at 60, but the pension reform didn't let him to.

В таких случаях используются глаголы to hope, to want, to expect, to mean, to think (about doing smth)

5. При использовании обстоятельств времени, которые указывают на то, что одно действие совершилось раньше другого (например, с предлогами before, after, when, as soon as, by the time) можно употребить как Past Perfect, так и Past Indefinite, т.к. последовательность действий объясняется обстоятельствами:
After the presenter had finished / finished his report he was asked questions.

Однако, если речь идет о том, что одно действие является результатом другого, Past Perfect не используется. В этом случае оба действия передаются в Past Indefinite:

The product became popular after it was advertised on TV.

6. Past Perfect обязательно используется с наречиями already и just:
The conference had already begun when we got to the conference hall.

PAST PERFECT CONTINUOUS TENSE

Значение формы

Past Perfect Continuous обозначает действие, начавшееся до момента в прошлом, продолжавшееся вплоть до этого момента и все еще продолжающееся или завершенное непосредственно к этому моменту.

She fell ill last week – she had been working too hard.

Построение формы

Past Perfect Continuous строится при помощи Past Perfect вспомогательного глагола to be (had been для всех лиц) и 3 формы смыслового глагола

HAD BEEN + 3 ФОРМА СМЫСЛОВОГО ГЛАГОЛА

We had been working really hard before we managed to get the desired result.

Употребление формы

Употребление формы Past Perfect Continuous аналогично употреблению формы Present Perfect Continuous – только относительно не настоящего, а прошлого момента:

- 1) Для обозначения длительного действия, совершавшегося до определенного момента в прошлом:
He had been taking bribes and finally he got into prison.
- 2) Для обозначения продолжительности действия, совершавшегося до определенного момента в прошлом:
They had been working over the project for 6 years before they got the result.
- 3) Для обозначения самого продолжительного действия, совершавшегося до определенного момента в прошлом, а не его результата. Для передачи результата используется Past Perfect:
I had been working hard, and I felt I needed a holiday.
I had worked really hard, and the project contract was ready.

PRACTICE. LEVEL 1.

FORMS

1. *Translate the sentences into Russian and explain the use of Past Perfect.*

1. I had finished my work before he came to see me.
2. She had come into the office just before the boss called.
3. She looked tired last Monday. She had had no chance to have a good rest at the weekend.
4. He had finished writing his book by last April.

5. I knew that he had got several letters from our competitors.
6. They had been working together for 10 years when I met them.
7. We found London even more beautiful than we had expected it to be.
8. The loud-speaker announced that the train had just arrived at platform 3.
9. I was sure that he had already come home and I decided to phone him.
10. I'm sure that they had completed their work by lunchtime.

2. *Read the texts and choose the correct sequence of actions:*

- 1) I was late for classes as I had worked very late the previous night. I woke up at 10 o'clock and understood that I had overslept.
 - a) Late work – oversleeping – waking up – being late
 - b) Oversleeping – being late – late work – waking up
 - c) Oversleeping – waking up – late work – being late
- 2) I had to make a presentation yesterday. But when I got to the meeting I realized I had left all my papers behind! It was my luck that I had taken my memory stick with the presentation with me!
 - a) Leaving papers behind – arriving to the meeting – making a presentation
 - b) Arriving to the meeting – taking my memory stick – leaving papers behind
 - c) Making a presentation – leaving papers behind – arriving to the meeting
- 3) We made a bad loss last year. We had chosen the wrong partner who went bankrupt and couldn't pay us. We had to write off this as a bad debt.
 - a) Choosing the wrong partner – partner going bankrupt – making a loss
 - b) Making a loss – choosing the wrong partner – partner going bankrupt
 - c) Partner going bankrupt – making a loss – writing off a bad debt

EXERCISES

3. *Open the brackets using Past Perfect and Past Indefinite tenses.*

- 1) She (finish) typing the document before her boss (invite) her to his office.
- 2) This company (come) to this city before the war (begin).
- 3) Mike (graduate) from the university before he (get) the job in the bank.
- 4) My son (learn) to read before he (go) to school.
- 5) After his car (break) down he (start) walking to work.
- 6) I (do) all cold calling by noon yesterday.
- 7) Her English (improve) greatly after she (visit) Britain.

- 8) When I (return) from my business trip I (find out) that the work I (ask) my colleague to do (not / be) done .
 9) When I (come) to the office everybody (start) working.

4. *Complete the sentences using the ideas given.*

- 1) I didn't manage to contact John...
 - a) so / I / speak / to his secretary
 - b) because / he / go / on a business trip
- 2) My boss was very angry today...
 - a) So/ I / decide / not to ask for a pay rise.
 - b) Because / three workers / ask / for a pay rise
- 3) The contractors failed to deliver the parts on time...
 - a) So / we / decide / to find another supplier
 - b) Because / they / get / the raw materials / on time
- 4) It was difficult for us to do business in this country without help...
 - a) So / we / find a distributor there
 - b) Because / we / never / do / business there before
- 5) I decided to start my own business...
 - a) Because / I / gain / enough experience in my sphere
 - b) Because / I / want / to make more money

TASKS

5. *Complete the sentences with your own ideas:*

- 1) The reform failed because the government had / hadn't ...
- 2) We decided to buy a franchise because our friends had / hadn't...
- 3) We made a big profit last year because we had / hadn't
- 4) They failed to get a bank loan because they had / hadn't ...
- 5) She couldn't make a good presentation because she had / hadn't ...
- 6) Their marketing campaign was a great success because they had / hadn't...
- 7) They managed to double their client base because they had / hadn't ...
- 8) We had to look for a new accountant because the previous one had / hadn't...

6. *Translate the following into English:*

- 1) Когда господин Джонсон уволился из компании, руководство осознало, что он был одним из лучших работников.

- 2) Мне было тяжело работать в Японии, потому что я никогда до этого не бывал в странах востока.
- 3) Он пришел на встречу и понял, что забыл взять с собой документы.
- 4) Джим получил премию в прошлом месяце, потому что он перевыполнил план по продажам почти в два раза.
- 5) Вернувшись из командировки, Анна написала письма тем людям, с которыми встречалась.
- 6) Начальник исследовательского отдела очень обрадовался, когда узнал, что новый инженер решил сложную техническую задачу так быстро.
- 7) Когда мы приехали, конференция уже началась, и выступал третий докладчик.
- 8) Вчера начальник попросил меня найти один документ. Я очень долго его искал, а когда наконец нашел, было уже поздно – начальник уехал.
- 9) Почему ты вчера не приехал на встречу? Мы договаривались встретиться в 3 часа.

PRACTICE. LEVEL 2.

FORMS

1. *Read, single out the forms of the verb, explain its use. Translate into Russian.*

1) The company began advertising campaign in February and by May they had increased sales by more than 20%. 2) They had not finished the task by yesterday evening. 3) I had hoped to send him a telegram to congratulate him on his marriage, but I didn't manage it. 4) When I arrived, Tom had left. 5) Mr. Jenkins had hardly begun his presentation when he was interrupted. 6) When we returned from our holidays, we found our house in a mess. What had happened when we had been away? 7) When I joined the board, he had been made the chairman. 8) Our foreign colleagues enjoyed Russian cuisine. They had never tasted such things before. 9) Finally it was discovered that he had passed the examination by cheating – he had copied the answers from the man in front. 10) By the time I arrived at the office the meeting had started. 11) Ann was very tired. She had been working all day. 12) When I first met Jane, she had been working for Exxon for ten years.

2. *Make sentences negative and interrogative.*

Example: He had gone by the time you got there.

Had he gone by the time you got there?

He had not gone by the time you got there.

1) When my application form arrived, they had appointed someone. 2) Before she went to London University she had obtained three “A” levels. 3) He had cheated the customs. 4) He had declared the goods according the regulations. 5) He had been phoning every day for a month. 6) They had been testing the drug for years before it came into the market.

3. Ask questions to the underlined parts of the sentences.

1) By the time he sold off the shares, his original investment had grown by 80%. 2) They had applied all their resources to the building up of new business. 3) Before she worked at RAT she had developed disease-resistant rice plants. 4) The Union had bargained for hours with the management over the amount of the wage increase before they came into agreement. 5) I had been waiting three hours before he arrived. 6) Before she joined the company, she had been on a marketing course. 7) Before she became a Product Manager at Boots, she had been marketing remedies for Alzheimer’s disease.

5. Complete the following sentences by putting the verbs into the past perfect.

1) The engineer ____ (refer) to his check list when servicing the car. 2) I couldn’t get into the office yesterday because I ____ (leave) my key at home. 3) The company finally went bankrupt because it ____ (have) so many bad debts. 4) He found his first few weeks at Beneton very difficult because he ____ (not/ study) accountancy before. 5) When I got back to the office, I was surprised to hear that the manager ____ (put) someone else in charge of my main project. 6) All the buying had to do at head office because it ____ (be) centralized. 7) We ____ (hope) to improve the circulation of information between departments with the help of new manager but he didn’t meet our expectations. 8) The customer claimed he ____ (already/pay) his bill. 9) We all had to do some clerical job after our secretary ____ (be dismissed). 10) Before she got her degree in biology, she ____ (spend) three years in Lancaster.

EXERCISES

6. Change the sentences into the past perfect.

Example: I don’t want lunch because I’ve already eaten.

I didn’t want lunch because I had already eaten.

1) Our main competitor is Jones&Co. They’ve been in the same business as ours for many years. _____ 2) I’m phoning Ann to say a fax has just arrived for her. _____ 3) I can’t give Peter a lift because I haven’t finished work. _____ 4) Our Managing Director is calling a press conference because _____

we've just closed a major deal. _____ 5) I'm looking forward to my trip because I've never been to Russia. _____ 6) I can recommend this advertising agency – our company has been a client of theirs for years. _____ 7) The firm is under collective ownership, because the workers and managers has bought the firm. _____ 8) We have been given the commission for the setting up of a new committee. _____ 9) We can't give him the job because he hasn't had enough experience. _____ 10) Smith's has given us a concession to sell our jewelry in their department store in exchange for rent and a share of our profits from our sales. _____

7. *Complete each of the sentences in two ways, using because + past perfect and so + past simple.*

Example: When I left the office, the building was empty ...

*(everyone/go home) **because everyone had gone home.***

*(I/lock the doors) **so I locked the doors.***

1) When I arrived at the office next morning, the place was in a terrible mess ...

(I/phone the police) _____

(someone break in) _____

2) The chairman was in a very good mood ...

(we/win/a major contract) _____

(we/open /a bottle of champagne) _____

3) The marketing Manager flight from Japan arrived late ...

(he/go/straight home from the airport) _____

(there/be/a security alert in Tokyo) _____

4) I didn't know their telephone number ...

(I/call/Directory Enquiries) _____

(they/move/to new premises) _____

5) The negotiator realized another meeting would be necessary ...

(they/not reach an agreement) _____

(they/get out/their diaries) _____

8. *Complete the sentences using either the past perfect or past simple.*

1) The customs authorities _____ (confiscate) the goods because they _____ (enter) the country illegally. 2) She _____ (study) English for five years before she _____ (visit) Canada. 3) I knew you _____ (paint) – How did you know – Your hair _____ (be covered) with paint. 4) You were out of breath when you came in this morning. _____ (you/run)? 5) The company _____ (pay) him \$10,000 compensation because _____ (suffer) on accident at work. 6) I didn't recognized Mrs Brown. She _____ (change) a lot. 7) Ann was late for work. Her boss was very surprised. She _____ (never/be/late) before. 8) We _____ (arrive)

to the office late. The meeting _____ (already/begin). 9) There was a car at the side of the road. It _____ (break) down and the driver was trying to repair it. So we _____ (stop) to see if we could help.

9. *Put the verbs in brackets into the past simple or past perfect.*

Tom **sat** (sit) outside the office waiting for the interview. He _____ (feel) so nervous that he _____ (not know) what to do with himself. The person who _____ (go in) before him _____ (be) in there for nearly an hour. And she _____ (look) so confident when she _____ (go) in. Not like Tom. He _____ (feel) sure that she _____ (already/get) the job. The problem _____ (be) that he _____ (want) this job so much. It _____ (mean) everything to him. He _____ (think) about it such a lot before the day of the interview. He _____ (imagine) himself performing brilliantly at the interview and being offered the job immediately. But now here he _____ (be) feeling terrible. He _____ (cannot remember) all those things he _____ (plan) to say. At that moment he _____ (almost decide) to get up and leave. But no – he _____ (have to do) this. He _____ (spend) so much time thinking about it that he _____ (cannot give up) life that. His hands _____ (be) hot and sticky and his mouth _____ (feel) dry. Finally the door of the office _____ (open). The woman who _____ (go) in an hour earlier _____ (come out) looking very pleased with herself. She _____ (smile) sympathetically at Tom. At that moment Tom _____ (hate) her. The Managing Director then _____ (appear) at the office door. “Would you like to come in now, Mr Davis? I’m sorry to have kept you waiting”. Tom _____ (suddenly wish) that he _____ (go) home after all. He _____ (get up), legs shaking and forehead sweating and _____ (wonder) whether he _____ (look) as terrible as he _____ (feel).

10. *Complete the sentences using either the past perfect simple or past perfect continuous.*

1) It took me 30 minutes to realize I _____ (look) in the wrong file. 2) My flight from Sydney arrived late because there _____ (be) a bomb alert before the plane took off. When we finally left we _____ (wait) for over five hours. 3) The employee was dismissed because he _____ (steal) company property ever since he was taken on. 4) I _____ (work) hard all year so I felt I needed a rest. 5) I _____ (see) the designs before they went on show but they _____ (not impress) me. 6) When I bought my BP shares, their value _____ (fall) for some time. 7) The merchant bank didn’t know that one of their traders _____ (hide) huge losses. 8) We _____ (cook) all day for the party that evening and by 8 o’clock we still weren’t ready. 9). I was tired. I _____ (dig) all day. 10) The road _____ (be) wet because it _____ (rain) all night.

TASKS

11. Complete the sentences using the past perfect or past perfect continuous.

Example: She found working from 9 to 5 very difficult because ...

she had never have a full-time job before.

He felt very tired at 4.30 because ...

he had been working all day.

- 1) They realized that none of their confidential information was safe because _____. 2) She was not worried when the stock market fell because _____. 3) My trip to the airport to collect Mr Jil was a waste of time. When I got there I found that _____. 4) There was a very long delay at the airport. When we finally left, we _____. 5) The company decided to take legal action because _____. 6) She felt that a change of job would be good for her because _____. 7) The accountant finally discovered why the phone bill was so high. One of the night security guards _____. 8) The company was forced to pay a fine to the tax authorities because _____.

12. Translate the sentences into English

- 1) До того, как она поступила в университет Эдинбурга, она получила степень бакалавра по математике. 2) До того, как продукт вышел на рынок, была проведена рекламная кампания. 3) Он вынужден был поехать отдыхать, потому что очень много работал над выполнением контракта. 4) Когда я видел ее в последний раз, она уже разработала новую стратегию продаж. 5) Человек, который сказал, что у компьютеров нет будущего, не понял их значения. 6) Он был должен компании 2000 долларов за сырье, которое она поставила. 7) Компания могла расширяться, так как до этого она получила выгодный контракт от правительства. 8) Он ожидал, что четвертый квартал будет прибыльным, хотя не настолько, чтобы покрыть убытки, которые компания понесла в начале года. 9) Он перевел деньги из Швейцарии на счета в офшорах до того, как им заинтересовалась полиция. 10) Акционеры получили дивиденды после того как решение было принято на ежегодном собрании акционеров.

UNIT 4. THE PASSIVE VOICE

Категория залога

Залог – это грамматическая категория глагола, которая указывает на отношения между действием, выраженным сказуемым и лицом \ предметом, выраженным подлежащим.

В английском языке два основных залога: активный (active voice) и пассивный (passive voice). Кроме этих двух существуют еще три залога, которые возможно употреблять с ограниченным количеством глаголов - возвратный (wash oneself - мыться), взаимный (embrace one another – обнять друг друга) и средний (the book reads well – книга хорошо читается).

Значение пассива

Использование актива означает, что действие исходит от предмета \ лица, обозначенного подлежащим, а подлежащее обозначает того, кто \ что это действие производит \ вызывает.

The boss signed the contract yesterday. – Начальник подписал контракт вчера.

Пассив же означает, что действие направлено на предмет \ лицо, обозначенное подлежащим, т.е. оно является объектом этого действия.

The contract was signed yesterday. – Вчера контракт был подписан.

Образование видо-временных форм в пассиве

Форма пассива строится по формуле

to be +3 форма смыслового глагола

При образовании видо-временных форм изменяется глагол to be – он выражает все грамматические смыслы.

	Indefinite	Continuous	Perfect
Present	It is built	It is being built	It has been built
Past	It was built	It was being built	It had been built
Future	It will be built		It will have been built
Future in the past	It would be built		It would have been built

При построении вопросительных и отрицательных форм используется глагол to be. Если он стоит в сложной форме, то – первая часть этой формы.

Are you invited? – Вы приглашены?

You are not invited. – Вы не приглашены.

Have you been invited? – Вы были приглашены?

You have not been invited. – Вы не были приглашены.

Сравнение активных и пассивных конструкций.

При сопоставлении активных и пассивных оборотов можно заметить следующее:

- 1) Дополнение активного оборота становится подлежащим в пассиве:

The boss signed the contract yesterday. - The contract was signed by the boss yesterday.

- 2) Подлежащее активного оборота становится дополнением с предлогом by в пассиве. На русский язык оно будет переводиться существительным в творительном падеже (кем?\ чем?). Для обозначения орудия, при помощи которого совершается действие, используется предлог with:

The paper was cut with the knife. – Бумагу разрезали ножом.

- 3) Глаголу в активном залоге будет соответствовать глагол в пассиве в той же видо-временной форме:

Signed – was signed Past Indefinite

- 4) Сказуемому активного оборота, выраженному модальным глаголом с инфинитивом, в пассиве будет соответствовать тот же модальный глагол с пассивным инфинитивом:

We must finish our work in time. – The work must be finished in time.

You can buy this book in any bookshop. – This book can be bought in any bookshop.

Пассив различных глаголов

1. Переходные глаголы с одним дополнением (прямой пассив)

В подавляющем большинстве случаев такая конструкция полностью совпадает с аналогичной конструкцией в русском языке.

To build smth

A new railway station is being built near our city. – Рядом с нашим городом строится новая железнодорожная станция.

To publish

“A Farewell to the Arms” was published in 1929. – Роман «Прощай оружие» был опубликован в 1929 году.

Не составляют исключения и фразовые переходные глаголы:

To bring up, to put on, to see off, to carry out etc.

Our plan has successfully been carried out. – Наш план был успешно выполнен.

Однако существует ряд переходных глаголов, которые соответствуют русским непереходным глаголам, требующим дополнения с предлогом или дополнения в косвенном падеже. Это:

To answer	To believe	To join
To approach	To contradict	To need
To assist	To enjoy	To obey
To address	To enter	To speak
To admire	To follow	To succeed
To affect	To help	To threaten
To attend	To influence	To trust
		To watch

Предложения с такими глаголами переводятся на русский язык неопределенно-личными конструкциями с глаголом в активной форме:

We are not trusted. – Нам не доверяют.

This picture was admired at the exhibition. – Этой картиной восхищались на выставке.

Прямой пассив используется в предложениях следующих типов:

1) *J.F.Kennedy was elected president in 1960.*

The walls were painted blue.

2) *He is said to be in town.*

He was seen leaving the museum.

3) Прямой пассив с глаголами говорения, чувственного восприятия, умственной деятельности используется с формальным подлежащим ИТ

It is suggested that he is still in town.

It is said that he is a professor.

Ограничения на использование прямого пассива:

1) Существует определенная группа переходных глаголов с одним дополнением, которые не могут употребляться в пассиве, это:

To have, to lack, to become, to fit, to suit, to resemble

Это объясняется тем, что данные глаголы не выражают действия или процесса, а выражают состояние или отношение.

John resembles his father. – Джон походит на своего отца.

He lacks confidence. – Ему не хватает уверенности.

Will this time suit you? – Какое время вас устроит?

Глагол to hold может употребляться в пассиве только в значении «состояться», но не в значении «вмещать»

The conference will be held in May. – Конференция состоится в мае.

BUT The room holds 40 people. – Зал вмещает 40 человек.

- 2) Пассивная конструкция невозможна, если дополнение выражено придаточным предложением (Оно не может стать подлежащим) или инфинитивом \ герундием.

John said that everything is all right. – Джон сказал, что все в порядке.

I enjoyed seeing you. – Мне было приятно увидеться с вами.

2. Переходные глаголы с двумя дополнениями (косвенный пассив)

Переходные глаголы с двумя дополнениями принимают прямое дополнение и косвенное. Таким образом, возможны два варианта пассивной конструкции:

The teacher gave Mary a book.

Mary was given a book by the teacher.

A book was given to Mary by the teacher.

При этом дополнение с предлогом by очень редко используется в реальном языке.

Т.к. в русском языке нет аналога косвенного пассива, то при переводе используется неопределенно-личная конструкция:

You will be given another ticket. – Вам дадут другой билет.

I was allowed an hour's rest. – Мне разрешили отдохнуть один час.

Глаголы с двумя дополнениями, которые часто используются в пассивных конструкциях:

To allow	To ask
To give	To answer
To grant	To envy
To lend	To forgive
To offer	To refuse
To pay	(два прямых дополнения)
To promise	
To teach	
To tell	

Ограничения на использование косвенного пассива:

- 1) Только прямой пассив возможен с глаголами, которые обозначают действие, совершаемое в пользу кого-либо
They bought me a book. – They bought a book for me. - A book was bought for me.
- 2) Только прямой пассив возможен с глаголами, требующими обязательного предлога to типа to explain smth to smb, to describe, to dictate, to suggest etc.)
The rule was explained to them once again.

3. Глаголы с одним дополнением с предлогом

Особенностью пассивных конструкций является то, что предлог как бы приклеивается к глаголу:

*The manager commented on the situation.
 The situation was commented on by the manager.*

Аналогов такой конструкции в русском языке нет, поэтому переводиться она будет неопределенно-личной конструкцией

She is still being spoken about. – О ней все еще продолжают говорить.

Наиболее употребительные глаголы с предлогами:

To account for	To catch sight of	To arrive at
To agree upon	To lose sight of	To come to
To appeal to	To find fault with	To live in
To call on	To make fun of	To sleep in
To comment on	To make a fuss of	To sit in
To deal with	To make use of	
To decide on	To pay attention to	
To depend on	To put an end to	
To dispose of	To put up with	
To dwell upon	To set fire to	
To hear of	To take notice of	
To insist on	To take advantage of	
To interfere with	To take care of	
To laugh at		
To listen to		
To look at		
To look for		
To look into		
To object to		
To pay for		
To provide for		
To read to		

To refer to To rely on To send for To speak about To speak to To talk about To think about To touch upon To wait for To wonder at		
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Использование пассива

Пассивный залог используется в английском языке очень широко – как в письменной, так и в устной речи. Пассивные конструкции часто используются вместо активных в предложениях, которые начинаются с неопределенного местоимения:

Somebody left the dog in the garden. – The dog was left in the garden.

People will laugh at you. – You will be laughed at.

Has anybody answered your questions? – Have your questions been answered?

They told me to go away. – I was told to go away.

Пассивный залог предпочтительно использовать, когда говорящий в первую очередь обращает внимание на то, ЧТО ПРОИСХОДИТ с лицом или предметом, выраженным подлежащим. Таким образом, на первый план выходит сказуемое, т.е. само действие. Тот, кто производит это действие, не упоминается вовсе – либо потому что он неизвестен, либо потому что он неважен для говорящего, либо потому что он очевиден из контекста. Самая важная информация в предложении, содержащем пассив – это действие (глагол с обстоятельствами)

I am always being contradicted. – Мне все время возражают.

Thank you for your help, but it is no longer required. – Благодарю вас за помощь, но она мне больше не потребуется.

We were brought up together. – Мы воспитывались вместе.

Использование дополнения с предлогом by для обозначения лица, производящего действие.

Использование этого дополнения очень редко (в одном из пяти случаев или даже реже), однако, если он используется, то несет огромную смысловую нагрузку и без него смысл предложения делается неполным.

The whole scene was being enacted by puppets. – Вся сцена была разыграна куклами.

How much was she influenced by this idea? – Насколько она находилась под влиянием этой идеи?

PRACTICE. LEVEL 1.

FORMS

1. *Explain the use of Passive in the following sentences. Identify the tense of the verb. Translate into Russian.*

- 1) The goods were damaged in transit.
- 2) The project will be finished next year.
- 3) A new office block is being built.
- 4) The speaker was listened to very attentively.
- 5) This work is usually done by my PA.
- 6) The contract has already been signed.
- 7) When we arrived everything had been decided.
- 8) A lot of money has to be paid in taxes.
- 9) The decision must be taken today.
- 10) What has to be done?
- 11) Why aren't the documents locked in the safe?
- 12) Where have the papers been put?
- 13) Has the draft of the contract been approved of by the boss?
- 14) What has been decided on the problem?
- 15) A lot of attention is being paid to ecological problems nowadays.

2. *Ask questions using the given question words.*

- 1) The company was established by Henry Ford. (when?)
- 2) Your proposal won't be accepted. (why?)
- 3) You will be shown round the factory. (when?)
- 4) Our machines are serviced every two months. (by whom?)
- 5) He has been offered a good job. (who?)
- 6) A lot of information can be learnt from this report. (what sort of?)
- 7) New facts proving that our competitor was unethical have been found. (where?)
- 8) This work will definitely be done. (when?)

- 9) The new catalogues have not been published yet. (why?)
- 10) Twenty outlets were closed last year. (why?)

3. *Translate into English.*

- 1) The new product is ready. – Неужели?
- 2) Everything has been settled. – Правда?
- 3) This equipment is still being used. – Да ну!
- 4) The decision will be arrived at tomorrow. – Надеюсь, что так.
- 5) Will the payment be made? – Боюсь, что нет.
- 6) Is the budget been used properly? – Надеюсь, что да.
- 7) John was given a lot of responsibility. – И Бет тоже.
- 8) Your report was listened to very attentively. – Правда?
- 9) Has the machine been repaired? – Думаю, что нет.
- 10) The exhibition was opened last week. – Неужели?

EXERCISES

4. *Make the following sentences passive.*

- 1) They usually deliver goods on Mondays. – The goods...
- 2) Usually this work is done by the accountant. – This work...
- 3) They manufacture this product on this new production line. – This product...
- 4) They explained the difference between these products once again. – The difference...
- 5) They launched a new marketing campaign last month. – A new marketing campaign...
- 6) The boss delegated a lot of responsibility to him. – A lot of responsibility...
- 7) Somebody will clean the office before the meeting. – The office...
- 8) They will soon introduce new ethical standards. – New ethical standards...
- 9) I promise that we will solve this problem by Monday. – I promise that the problem...

5. *Translate the sentences into Russian:*

- 1) The contract is being typed. Wait a minute.
- 2) I'm afraid we are being waited for.
- 3) He knew he was being followed.
- 4) The conference will be held from 3 till 7.
- 5) From 9 till 11 the mail was being looked through by the manager.
- 6) Don't talk so loudly. We are being listened to.

6. *Make up your sentences and translate them into Russian:*

We You He Everything Something Nothing	is being are being	watched waited for looked for listened to taken care of done arranged settled changed
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7. *Translate the sentences into English:*

1) За нами следят. 2) Его ждут. 3) Вас ищут. 4) На нас смотрят. 5) Его слушают очень внимательно. 6) Над вами смеются.

8. *Make up your sentences and translate them into Russian:*

We You The question	was being were being	watched waited for discussed	at that time at that moment from 5 till 7 when...
---------------------------	-------------------------	------------------------------------	--

9. *Translate the sentences into English:*

1) Когда мы пришли, вопрос еще обсуждали. 2) Когда вы позвонили, договор все еще переводили. 3) В то время за ним следили. 4) Вопрос обсуждали с 9 до 11. 5) Мне сказали, что нас ищут. 6) Она знала, что ее ждут.

10. 1. *Answer the question according to the model:*

Model: Are they still showing the film?

Yes, the film is still being shown.

What did you say?

I said the film was still being shown.

1) Is the question still being discussed? 2) Is the office block still being built? 3) Are these machines still being used? 4) Are the goods still being packed? 5) Is the equipment still being installed?

11. *Answer the questions according to the model:*

Model: Have they discussed the question yet?

No, the question is still being discussed.

1) Have they packed the goods yet? 2) Have they settled the question? 3) Have they translated the contract? 4) Has anybody looked through the mail? 5) Has she drawn up the plan? 6) Had they finished fixing your computer when you came to the office? 7) Had they looked through the papers by six o'clock? 8) Had she written the letter by the time you came? 9) Had they done the work by five?

12. *Supply the missing prepositions:*

- 1) This new acquisition is much talked
- 2) She always felt uncomfortable when she was looked
- 3) When will the old furniture be thrown?
- 4) He is spokenwith much respect.
- 5) The question was not to be argued
- 6) The goods must be paidimmediately.
- 7) Each word he spoke was listened
- 8) The matter was arguedfor days.
- 9) What is that thing meant?

13. *Give sentences with both passive constructions according to the model.*

*Model: They gave him a bonus. – **The bonus was given to him.***

He was given a bonus.

1) They showed us the way to the factory. 2) He will give me the money for my holiday. 3) Did you send him a telegram? 4) They promised their partners a prepayment. 5) They can't tell her the truth. 6) They had told him the news before he left. 7) They gave us no explanation. 8) After graduation they offered him a good job.

14. *Translate the following sentences into Russian:*

1) Everything has been settled. 2) He's been offered a good job. 3) Has the problem been solved yet? 4) The papers have been torn up and thrown away 6) The material for our order had been chosen by the time we came. 7) I was told that the doctor had been sent for. 8). 9) Don't worry. The texts have already been translated. 10) This company has always been respected for its ethical policy.

15. *Make up your sentences :*

The contract The goods	has been have been hasn't been haven't been	looked through sent off sold out much spoken about
Albert They We	has been have been haven't been hasn't been	told about it asked to do it shown everything waited for sent for listened to
Everything Nothing Something	has been	changed done settled said

16. *Translate the sentences into English:*

1) Статьи перевели. 2) Книги распродали. 3) Телеграмма только что отправлена. 4) Письмо еще не отправлено. 5) Почту уже просмотрели? 6) Ему сказали об этом? 7) Ее попросили прийти. 8) Все уладили. 9) За ним послали. 10) Его слушали внимательно.

17. *Open the brackets using Passive Voice.*

1) At the last exhibition the first prize (win) by our company. 2) The question (settle) as soon as they arrived. 3) Your report must (divide) into two chapters. 4) Soon he (send) to work in our subsidiary abroad. 5) The CEO's report (discuss) at the next conference. 6) The document must (translate) into Japanese today. 7) Yesterday he (tell) to prepare a speech. 8) The article about our company (publish) last week, if I am not mistaken. 9) I hope the invitation (accept) by everybody. 10) The letter (post) in half an hour.

18. *Open the brackets using either Active or Passive Voice.*

1) Nobody (see) the CFO yesterday. 2) The documents (e-mail) tomorrow. 3) He (give) me this report next week. 4) The answer to this question can (find) in the annual report. 5) We (show) the historical centre of our city to our foreign guests. 6) You can (find) interesting information about the economy of the USA

in this book. 7) Henry Ford (start) the Ford company in 1903. 8) The Ford company (found) by engineer Henry Ford.

TASKS

19. *Translate the sentences into English:*

1) Мне сказали, что меня ждут. 2) Ну, что они решили? - Пока ничего. Вопрос все еще обсуждается. 3) Мне бы хотелось прочитать статью, о которой вы мне говорили. - Ее все еще переводят. 4) Не входите. Там проходит важная встреча. 5) Почему вы торопитесь? - Нас ждут. 6) Над ним просто смеются. Неужели он этого не понимает? 7) Какой вопрос обсуждался, когда вы пришли? 8) Он знал, что за ним следят. 1) Ему сказали об этом. 2) Их пригласили. 3) Товар доставили? - Да. 4) Письмо отправили? - Да. 5) Кого послали за границу? 6) Все улажено. 7) Все сделано. 8) За юристом послали. 9) Почту просмотрели. 10) План составляют с утра. 12) Эту продукцию здесь производят с 1990 года. 13) Где письмо? - Его отправили. 14) Об этой компании в последнее время много говорят. 15) К январю новый заводской корпус был построен. 16) Мы думали, что вам сказали об этом. 17) Сколько времени его ждали, когда он пришел? 18) Пригласи представителей GM. - Их уже пригласили.

20. *Answer the questions using only passive verb forms:*

- 1) What should be done if you prepare for a job interview?
- 2) What should be done if you want to go to work abroad?
- 3) What should be done if you prepare for running a business meeting?
- 4) Describe a procedure of hiring a new worker
- 5) Describe a procedure of an advertising campaign
- 6) Describe a procedure of market research

PRACTICE. LEVEL 2.

FORMS

1. *Read, single out the forms of the verb, explain its use. Translate into Russian.*

1) The building is only used as a dwelling house. 2) Once the decision is made to build a new airport, there will be a compulsory purchase order on all these buildings. 3) The goods entered the country illegally and so they were confiscated by the customs authority. 4) The threatened strike has been postponed. 5) All cheques must be countersigned by a director. 6) The 'three pence off' coupon for Ajax soap powder was delivered to all houses in the area.

7) The value of the goods will be charged to the customer's credit account. 8) Your documents are being prepared and will be ready in five minutes. 9) I know Mark was going to have an interview some time this afternoon. He may be being interviewed at this very moment. 10) He hates to be criticized. 11) I'm not obliged to work overtime if I don't want to. 12) I'd like it to be repaired. 13) It is said that there is plenty of oil off our coast. 14) The sales manager has worked out various criteria by which the success of the sales campaign can be measured. 15) The book sold so well that it went into a second edition. The origin of the universe will probably never be explained. 16) Muriel is said to pay less income tax than she should.

2. Make sentences negative and interrogative.

1) The money is paid at the signing of a mortgage or hire-purchase agreement. 2) The articles have been sent to the printer. 3) The new machines were installed yesterday. 4) Several different methods are employed in this process. 5) The line's engaged. 6) The company was established in 1883. 7) The faulty products were exchanged for new ones. 8) Smithers have been sent to California for a year. 9) He was been interviewed at 10. 10) The al drools have been done away with. 11) Our tent was blown down. 12) Your steak is being grilled at the moment. 13. The newsagent's has been broken into.

3. Ask questions to the underlined parts of the sentence.

1) EFTA was set up in 1960 for the purpose of increasing trade, employment, and the standard of living of its members. 2) This matter will be dealt with as soon as possible. 3) Thousands of books are published every year and very few of them are noticed. 4) The form has to be sign in the presence of a witness. 5) This bridge was built in 1816 of stone before the war. 6) That book was written by Adam Smith. 7) The village was destroyed by a bomb. 8) He has been promoted to the post of Sales Director. 9) The missing file has been found by one of the cleaners. 10) If you need to file a written document, the file name should be written on the document. 12) When fermentation is finished the wine is poured into a clean tank to stabilize.

EXERCISES

4. Make these sentences passive. Use by if it is necessary to say who did the action.

*Example: Karl Marx wrote Das Kapital.
Das Kapital was written by Karl Marx.*

1) They are repairing your car now. 2) Steve Jobs founded Apple Computers. 3) The board will discuss the proposal. 4) Did anyone inform MRS Wilson? 5) They make Renault cars in Slovenia. 6) They have transferred him to the New York office. 7) The princess opened the new conference centre. 8) They had made a full investigation. 9) I didn't realize someone was listening to my telephone conversation. 10) They owe a lot of money to the bank. 11) They have proved that there is no life on the moon. 12) They hold the meeting in the village hall once a week. 13) Someone has to write the history of European Community one day. 14) Someone may have already written the history of European Community. 15) They are opening the case again because they are not satisfied with the verdict. 16) They were questioning us and searching our vehicle at the same time.

5. *Supply suitable active and passive forms using the verb in brackets. Some variants in tenses in tenses may be possible.*

1) It isn't clear how far the ozone layer **has been damaged** (damage) by aerosol sprays. It may be possible to tell whether the hole over the Atlantic ____ (widen) after the area ____ (investigate) by high-flying planes. 2) These days, even the most remote places on earth ____ (visit) by tourists. 3) Package tours ____ (can/arrange) for almost anywhere, from the Himalayas to the Amazonian jungle. 4) We ____ (constantly/remind) of the way the world ____ (become) smaller when events taking place in different parts of the globe ____ flash on the television screens. 5) Notices such as ____ (English/Speak) and ____ (Shoe/Repair) are common. Sometimes they ____ (translate) into different languages for the benefit of tourists. 6) If you ____ (involve) in a car accident and someone ____ (hurt), you ____ (have to) report the matter to the police. 7) If only the vehicle ____ (damage), drivers should exchange names and addresses.

6. *Complete the sentences with appropriate passive or active forms of the verbs.*

**arrive destroy deteriorate develop follow exist happen
need prevent recede release wear**

1) A number of priceless works of art ____ in the earthquake. 2) By the time Ann ____ we had finished eating and were ready to go. 3) No record ____ of the visit he claimed to have made to Paris in 1941. 4) Because my visa had expired I ____ from re-entering the country. 5) It is generally agreed that new industries ____ for the southern part of the country. 6) If Nick hadn't come along, I don't know what would ____ . 7) The economic situation in the region

_____ quite sharply over the last years. 8) The coastline _____ into the distance as our ship sailed further away. 9) It's incredible to think that these clothes _____ by Queen Victoria. 10) A new drug _____ to combat asthma in small children. 11) When Ann left the room, everyone _____. 12) A number of political prisoners _____ within the next few days.

7. *Begin these sentences with it, there or a name/noun + passive construction with a given verb.*

*Example: **It is expected** (expect) that prices will rise again this month.*

***There is expected** (expect) that prices will rise again this month.*

***The prices are expected to rise** (expect) again this month.*

1) _____ (suppose) to be an expert in financial matters. 2) _____ (think) to have committed the crime. 3) _____ (think) that the sea level is rising. 4) _____ (think) to be a lot of coal in the Antarctic. 5) _____ (consider) to be honest and reliable. 6) _____ (say) to be thousands of people waiting to renew their passports. 7) _____ (say) that thousands of new jobs will be created in the computer industry. 8) _____ (suppose) to be a fall in house prices, but I haven't noticed it.

8. *The following passage describes the production of paper. Put the words in brackets into the appropriate form, using the passive when necessary.*

From trees to pulp. The trees _____ (transport) to the paper mill by lorry, train or ship. First the bark _____ (remove). This _____ (burn) at a later stage so that energy _____ (can/generate) for the paper-making process. Then the logs _____ (cut) into chips and _____ (cook) under high pressure for four hours to make paper pulp. Next the pulp _____ (bleach) to _____ (remove) dirt spots and _____ (improve) its ageing proteins.

From pulp to paper. The manufacturing process also _____ require chemicals to strengthen the paper. The fibres _____ (mix) with additives and _____ (dilute) with water. The mixture _____ (spray) onto the paper machine where it _____ press, then _____ (dry) and _____ (wind) onto one large reel which _____ (weigh) up to 20 tons. Each part of the process _____ (control) by computers which automatically _____ (correct) any errors.

9. *Translate the following sentences into English.*

1) Лицензия на экспорт нужна для того, чтобы отправить партию товаров за границу. 2) В настоящее время меня просят выполнить много дополнительной работы. 3) Полагают, что компания потеряла много денег на этом контракте. 4) Около 20% населения страны заняты в

сельскохозяйственном секторе. 5) Алмазы посылают из Южной Африки в Амстердам, где они продаются на международной бирже. 6) Эти телефоны производятся в Китае. 7) Многие книги, выпускаемые этим издательством, печатаются в Финляндии. 8) Ваше письмо было получено вчера. 9) Они отправили нам факс с известием, что партия товара была задержана. 10) Вчера я не мог воспользоваться служебной машиной, потому что она проходила техническое обслуживание. 11) После поглощения многие менеджеры высшего звена были уволены. 12) Мы заметили ошибки, когда брошюра уже печаталась. 13) На некоторых наших стиральных машинах был обнаружен просчет в конструкции. Все машины были отозваны из магазинов. 14. Груз будет доставлен в следующий понедельник.

TASKS

10. *The Personnel Department Manager is explaining how they select candidates in their company. Give a general description of the process using the passive.*

“If there’s a vacancy, I usually advertise it in-house first of all, and if I don’t find any suitable candidates, then we advertise the job in papers. We ask applicants to send in their CVs, and we invite some of the candidates to an interview. We choose the best candidate, and then I check his or her references, and if everything is OK, we offer the applicant the job.”

Start with the following:

Example: The vacancy _____ is advertised in-house.

1) If there is a suitable in-house candidate _____ 2) The vacancy _____ 3) Applicants _____ 4) Some candidates _____ 5) A shortlist _____ 6) Selected candidates _____ 7) The best candidate _____ 8) The references _____ 9) The successful candidate _____

11. *Look at the saying and say what it means:*

1) The light at the end of the tunnel has been turned off due to budget cuts. 2) A meeting is an event at which the minutes are kept and the hours are lost. 3) A company is known by the people it keeps. 4) Advertising may be described as the science of arresting the human intelligence long enough to get money from it (*Stephen Butler Leacock*). 5) My son is now an "entrepreneur." That's what you're called when you don't have a job. (*Ted Turner*)

UNIT 5. THE SEQUENCE OF TENSES

В английском тексте видо-временные формы глаголов употребляются не обособленно, а в согласовании друг с другом. Такое согласование дает возможность слушающему более точно понять последовательность действий и, соответственно, смысл всего высказывания. В русском языке временные формы глагола согласуются по смыслу, а для более точного понимания высказывания существуют другие средства, которых нет в английском языке. Строго говоря, правило «согласования времен» действует в том случае, если временной центр высказывания находится в прошедшем времени. В самом простом случае это - сложноподчиненное предложение, где сказуемое главного предложения выражено глаголом в прошедшем времени (Past Indefinite / Continuous), т.е. за точку отсчета принимается момент в прошлом. Тогда возможны три варианта:

1) действия главного и придаточного предложений одновременны.

В этом случае сказуемое придаточного времени тоже будет выражено глаголом в прошедшем времени (Past Indefinite / Continuous):

*I **knew** that John **lived** in London.* – Я знал, что Джон живет в Лондоне. («знал» и «живет» – одновременны)

*I **thought** that Mary **was sleeping** and **didn't** enter her room.* – Я думал, что Мери спит, и не вошел в ее комнату.

2) действие придаточного предложения предшествует действию главного предложения.

В этом случае сказуемое придаточного предложения будет выражено «предпрошедшим» временем (Past Perfect / Past Perfect Continuous):

*I **knew** that John **had lived** in London in his childhood.* – Я знал, что Джон в детстве жил в Лондоне. (“жил” раньше, чем я об этом “знал”)

3) действие главного предложения предшествует действию придаточного.

В этом случае сказуемое придаточного предложения выражено формой Future in the Past. Форма строится при помощи вспомогательного глагола *would* и инфинитива:

Would + Indefinite Infinitive = Future Indefinite in the Past (would do)

Would + Continuous Infinitive = Future Continuous in the Past (would be doing)

Would + Perfect Infinitive = Future Perfect in the Past (would have done)

Would + Perfect Continuous Infinitive = Future Perfect Continuous in the Past (would have been doing)

Future in the Past выражает действие будущее по отношению к прошедшему моменту.

*John said the he **would come** to live in London very soon.* – Джон сказал, что скоро приедет жить в Лондон. (сначала «сказал», потом «приедет»)

*John said he **would be working** on his report the whole day.* – Джон сказал, что будет работать над отчетом целый день.

*John said he **would have completed** his report by April.* – Джон сказал, что закончит отчет к апрелю.

*John said he **would have been working** here for 25 years by May.* – Джон сказал, что в мае будет 25 лет, как он работает в этой компании.

«Согласование времен» очень часто используется для передачи чужой речи, однако, этой областью сфера применения правила не ограничивается. Правило также применяется в более широких контекстах, временной центр которых лежит в прошлом:

Mr Carter **was sitting** in his office. He **had returned** from the meeting with his major competitor and **was thinking** over a very interesting offer he **had got** from them. Accepting this offer **would bring** him a lot of money, but Mr Carter **was** not sure that it **was** quite ethical to accept it...

ПРЯМАЯ И КОСВЕННАЯ РЕЧЬ

Речь лица, передаваемая буквально так, как она была произнесена, называется прямой речью.

John says, "I am a student".

Речь, передаваемая не слово в слово, а только по содержанию, в виде придаточных предложений, называется косвенной речью.

John says that he is a student.

Обращение прямой речи в косвенную.

Повествовательное предложение

При пересказе повествовательного предложения происходят следующие изменения:

- Запятая и кавычки опускаются. Косвенная речь вводится союзом *that*, который часто также опускается.
He says, "Mary will come tomorrow." – *He says (that) Mary will come tomorrow.*
- Перед прямой речью чаще всего употребляется глагол *say* или *tell*. *Say* может быть без дополнения (к кому обращена речь) – см. пример выше. В таком случае при переводе прямой речи в косвенную

никаких изменений нет. Если же say употреблен с дополнением, то при переводе в косвенную речь он заменяется на глагол tell с прямым дополнением:

He says to me, "Mary will come tomorrow." – He tells me that Mary will come tomorrow.

- Личные и притяжательные местоимения заменяются по смыслу, как и в русском языке
He says, "I am a student". – He says that he is a student.
- Если глагол в главном предложении стоит в Present Indefinite, Present Perfect, Future Indefinite, то глагол в косвенной речи остается в том же времени, в котором он был в прямой речи. Если глагол в главном предложении стоит в Past Indefinite, Past Continuous, Past Perfect, тогда вступает в силу правило «согласования времен»:

He said: "I sign important contracts." – He said that he signed important contracts.

He said: "I am signing an important contract." – He said that he was signing an important contract.

He said: "I have signed an important contract." – He said that he had signed an important contract.

He said: "I signed an important contract last week." – He said that he had signed an important contract the week before.

He said: "I will sign an important contract." – He said he would sign an important contract.

Past Indefinite, Past Continuous могут оставаться без изменений в косвенной речи, если указано время совершения действия.

He said, "I started studying English in 2001." – He said that he started studying English in 2001.

- Модальные глаголы ought, should, would, might, could в косвенной речи не изменяются. Если необходимо применить правило «согласования времен», то can меняется на could, will - на would, may – на might, must – на had to.

He said to her, "You should visit this customer." – He told her that she should visit this customer.

He said to her, "You must visit this customer." – He told her that she had to visit this customer.

- Указательные местоимения и наречия времени и места заменяются по смыслу (как и в русском языке)

this	that
these	those
now	then

oday	hat day
omorrow	he next day
he day after tomorrow	wo days later
esterday	he day before
he day before yesterday	wo days before yesterday
go	efore
ext year	he nest
re	here

Такую замену нельзя производить механически – только в тех случаях, когда этого требуют обстоятельства, в которых передается косвенная речь:

He said, "I work here." – He said that he worked here.

He said, "I like this book." – He said he liked this book.

- При передаче отрицательного предложения, обычно отрицание остается в придаточном предложении:

*She said, "It **isn't** a good idea". – She said that it **wasn't** a good idea.*

Однако при использовании некоторых глаголов отрицание переходит в главное предложение:

*He said, "I believe it **is not** dangerous." – He **didn't** believe it was dangerous.*

Глаголы, при которых характерно отрицание в главном предложении: *to think, to believe, to expect, to plan, to intend, to feel, to propose, to suppose, to want.*

Вопросительное предложение.

Если прямая речь является вопросительным предложением, то при обращении в косвенную речь оно становится придаточным дополнительным.

1) Специальный вопрос

- Вопросительное слово становится связкой между главным и придаточным предложением
- Порядок слов в вопросе меняется на прямой (вспомогательный глагол не используется, подлежащее ставится на первое место)

*He asked me, "Where do you live?" – He asked me **where I lived**.*

2) Общий вопрос

- Порядок слов в вопросе меняется на прямой (см. выше)

- Связкой между главным и придаточным предложением становится союз *if* или *whether*

*He asked me, "Do you like this book?" – He asked me **if I liked this book**.*

При переводе в косвенную речь кратких ответов слова *yes/no* опускаются.

Повелительное предложение.

- Если повелительное предложение выражает приказание *to say* меняется на *to tell / to order / to command, etc.*; если повелительное предложение выражает просьбу, то *to say* меняется на *to ask / to beg / to request etc.*
- Глагол повелительного предложения принимает форму инфинитива

*He said, "Close the door, please". – He asked me **to close the door**.*

- Если в косвенной речи передается приказ, просьба и т.п., содержащее сообщение о желательности какого-либо действия, то в придаточном предложении часто используется *should* с инфинитивом:

*They **proposed** that I **should move** to Liverpool office.*

*I **suggested** that Mr Smith **should look** for another job.*

В формальных контекстах, особенно в письменной речи, можно выпустить *should* и оставить только инфинитив:

*They **recommended** that we **sign** the contract as soon as possible.*

*It **was agreed** that the company **not raise** its prices.*

Глаголы, после которых в придаточном можно употребить *should*:

To advise, to ask, to beg, to command, to instruct, to intend, to order, to request, to require, to stipulate, to warn:

*The contract **stipulated** that we **should pay** by April, 23.*

Таким образом, после указанных глаголов возможно употребление четырех вариантов придаточных, различающихся по степени формальности стиля:

- 1) *They recommended that he **should pay** the invoice.* (формально)
- 2) *They recommended that he **pay** the invoice.* (очень формально)
- 3) *They recommended that he **pays** the invoice.* (наименее формально)
- 4) *They recommended that he **paid** the invoice.* (нейтрально)

PRACTICE. LEVEL 1.**FORMS**

1. *Translate the sentences into Russian. Pay attention to the difference in the use of Russian and English verb forms.*

1) I knew that you were at university. 2) I knew that you had been at university. 3) We saw that she was leaving home at 7 in the morning. 4) Tom said that Ann had gone to Australia. 5) We found that Ann left home at 7 o'clock every evening. 6) She got to know that her sister always received good marks at school. 7) She didn't know where her friend went every evening. 8) We didn't know where the boss had gone. 9) She said that her brother was an accountant. 9) I didn't know that you worked for the bank. 10) Ann didn't know that Tom had been fired.

2. *Chose the correct form of the verb.*

Example: We learnt she ____ (is staying/was staying) at Holiday Inn.

*We learnt she **was staying** at Holiday Inn.*

1) We realized that we ____ (lost/had lost) the key. 2) She asked me where I (work/worked). 3) Ann said she ____ (studies/studied) at university. 4) He thought that he ____ (will finish/would finish) his project at that time. 5) The professor said he ____ (is/was) very busy. 6) The production Manager asked who ____ (is controlling/was controlling the quality of the product. 7) He said he ____ (will come/would come) to the meeting. 8) I was sure he ____ (bought/had bought) the ticket to London. 9) I hope economic situation ____ (will not change/would not change) for the worse. 10) I am sure that she ____ (is/was) a very good specialist. 11) I am interested what car he ____ (has bought/had bought). 12) I asked my friend to tell me what he ____ (has seen/had seen) in Paris.

EXERCISES

3. *Complete the following sentences by putting the verbs in brackets into the correct form.*

Example: She said she ____ (leave) tomorrow morning.

*She said she **was leaving** the following morning.*

1) Ann says she ____ (already/find) the job. 2) She said she ____ (can/speak) Spanish. 3) I asked Ann if she ____ (ever/travel) by air before. 4) The policeman asked George where he ____ (be) yesterday. 5) I knew they ____ (wait) for me in the office. 6) I didn't know that you ____ (already/put) an order. 7) He says that he ____ (know) the laws of the country. 8) Ann asked me

whether I ____ (remember) sales figures. 9) He couldn't understand why their advertising campaign ____ (not/be) successful. 10) I supposed she ____ (know) English very well. 11) She was happy she ____ (not/make) any mistake in the test. 12) I learnt Ann ____ (receive) a very good offer from her firm.

4. *Complete the sentences using the correct form of say or tell.*

Example: I ____ you all about my holiday when I see you.

I'll tell you all about my holiday when I see you.

1) Could you ____ me how to get to Moscow? 2) Do you think she's ____ us the truth? 3) Have you ____ goodbye to everyone. 4) They ____ the plane was going to be late. 5) Did he ____ you that he knows Spanish? 6) Why didn't you ____ what you wanted. 7) I ____ I was going home. 8) Ann ____ me that she was enjoying her new job. 9) Mr. Taylor ____ us he wouldn't be able to come to the next meeting.

5. *Rewrite the sentences using reported speech:*

Example: "I am going home"

He said he was going home.

1) "I want to stop." 2) "I don't like tea." 3) "Sally has finished her work." 4) "I spoke to them." 5) "They arrived late." 6) "I had seen the film before." 7) "I can swim." 8) "I will be at home." 9) "We may go by train." 10) "You could be right." 11) "You should see the film." 12) "I must go." 13) "The population of London is about 9 million."

6. *Put the sentences into reported speech:*

Example: "I'm tired," she said.

She said (that) she was tired.

1) "I need to borrow some money," my brother told me. 2) "I can't make presentation very well," I told her. 3) "Mr Robinson has gone out," the secretary told me. 4) "I don't want to go to the meeting," Tom said. 5) "We are leaving on Friday," we said. 6) "We had lunch in the restaurant," they said. 7) "I'll phone you later," Ann told Tom. 8) "I'm here on business," she said. 9) "I'll see you tomorrow," he said to me. 10) "I'm thinking of going to live in London," Nick said. 11) "I haven't seen Nora for a while," said Dick. 12) "We have negotiating a lot recently," Sales Manager said. 13) "I work 12 hours a day," John told me. 14) "I saw Jack at a Conference few months ago," Mike said.

7. *Report the questions.*

Example: "Where is the station?"

He asked me where the station is.

1) "Who are those people?" 2) "Where have they gone?" 3) "How old is Dick?" 4) "What time is the train?" 5) "When is Ann going away?" 6) "How much is this camera?" 7) "Why were they late?" 8) "What was she wearing?" 9) "How do airplanes fly?" 10) "What does she want?" 11) "Why did she go home?" 12) "Where did I put the key?" 13) "Is the boss in the office?" 14) "Have they got a car?" 15) "Can he help us?" 16) "Does Ann speak English?" 17) "Did anybody see you?"

8. *Which questions would you ask to which people? Report the questions.*

a pedestrian a hotel receptionist a millionaire a doctor a shop assistant
a policeman **a mechanic** a waiter a cinema attendant

Example: I asked the mechanic if it would take long to repair the car.

1) Can I park my car in West Street? 2) What time does the film finish? 3) Have you got a double room? 4) How many times a day should I take medicine? 5) What's the soup of the day? 6) How much is this cheese? 7) Where is the nearest post office? 8) How have you earned your first million?

9. *Report orders, advice, requests, invitations, warnings, offers etc. using the following verbs: ask, tell, say, warn, advise, invite, offer etc. Use the structure: verb + object + to infinitive.*

Example: "Get out of my room."

She told Ann to get out of her room.

1) "Could you help me John?" (ask) 2) "Stay away from me." (warn) 3) "You should phone the Production Manager." (advise) 4) "Would you like to have dinner with us?" (invite) 5) "Can I help you?" 6) "I'll be careful." (promise) 7) "Don't touch my computer." (tell) 8) "I won't be late." (promise)

10. *Report the sentences using the to infinitive form.*

Example: "I'll pay back the money." (she promised)

She promised to pay back the money.

"Harry up." (he told me)

He told me to harry up.

1) "Can I do the washing up?" (I offered) 2) "I'll phone the police." (she threatened) 3) "You should stop smoking." (the doctor advised my brother) 4) "Could you post a letter for me." (he asked me) 5) "Don't be stupid." (she told)

me) 6) "Would you like to come to my party?" (he invited her) 7) "I won't tell anyone." (I promised) 8) "Don't leave the door unlocked." (she warned them)

11. *Report the sentences. Sometimes two answers are possible.*

1) "I can type," I told them. 2) "Are you English?" they asked me. 3) "Where are you going?" I asked her. 4) "We are going into town," they said. 5) "I haven't got any money," he told me. 6) "Could you speak more slowly?" he asked her. 7) "Don't touch the wire," he warned me. 8) "I was on holiday in July," he told her. 9) "What time did they get home?" they asked him. 10) "Can you do me a favour?" she asked me. 11) "We won't be home late," we told them. 12) "I have posted the letters," I said. 13) "My sister doesn't know," he said. 14) "You should go to the doctor," she told him. 15) "We'll finish the report," they promised. 16) "Where do you work?" I asked her. 17) "Can you phone the receptionist for me?" she told him. 18) "I passed my driving test in 2010," he told his boss. 19) "I don't know what to do," I said.

TASKS

12. *Translate into English the following sentences:*

1) Мы были уверены, что он хорошо сдаст экзамены. 2) Я знал, что Вы работаете в банке. 3) Он думал, что она не придет в университет. 4) Я знал, что мой друг изучает английский язык. 5) Мне сказали, что мне звонили клиенты. 6) Я думал, что ты на работе. 7) Я не знал, что ты уже вернулся из командировки. 8) Он сказал, что поможет мне. 9) Она знала, что мы никогда не были в Лондоне. 10) Наши инженеры были уверены, что найдут решение этой проблемы. 11) Я знал, что ты приехал в Санкт-Петербург. 12) Мы не думали, что Вы ждете нас. 13) Я был уверен, что он будет выдающимся адвокатом. 14) Том боялся, что Анна не последует его совету. 15) Я не знал, что ты будешь работать в библиотеке. 16) Мы надеялись, что она скоро придет. 17) Он слышал, что компания подписала контракт.

13. *Imagine that your friend has just come back from Paris, London, New York, etc. where you are going to go. Ask him/her questions starting with "Do you know ...?" Work in pairs and play the dialogue.*

Example: A "Do you know if Paris is bigger than London?"

B "I think London is bigger."

B "I don't know which city is bigger."

PRACTICE. LEVEL 2.**FORMS**

1. *Translate the sentences into Russian. Explain the sequence of actions in the following sentences. Comment on the difference in the use of Russian and English verb forms.*

- 1) The union leader said that their members had voted on the subject.
- 2) They said they worked for GE.
- 3) They said they had decided to have a department meeting.
- 4) He said he was going to apply for the position.
- 5) She said that the result of the project analysis would be available later.
- 6) She informed the journalists that the company was making a stable profit.
- 7) She explained that she started her research in 2001.
- 8) He told me that his sister has a very good job.
- 9) She said that she had switched off the computer after she finished typing her report.
- 10) Their argument was that they would start production in this region the following year.
- 11) The boss said he got angry because he was talking and the journalist interrupted him.
- 12) He said he had done two interviews that week.

2. *Translate into Russian. What was the original request, order, command, advice?*

- 1) She asked me to help her with the report.
- 2) The director ordered to stop the production line.
- 3) The consultant advised us not to invest in this sphere.
- 4) My colleague warned me to be very attentive with that tough customer.
- 5) The fire-safety inspector ordered to take the all the furniture away from the corridor in our office block.
- 6) When I arrived at the job interview they asked me to come into the office and sit down.
- 7) The Chief Accountant asked me to have this report ready by Friday.
- 8) The safety inspector told all the workers to put on protective clothes.
- 9) My boss suggested that I should move to our Australian office.

3. *Translate into Russian. What was the original question?*

- 1) He inquired if we could extend the warranty.
- 2) They wanted to know how much experience I had.

- 3) He asked if we could repair the machine in two days.
- 4) I inquired what kind of information they wanted to know.
- 5) The reporter asked the minister if he had told the truth.
- 6) At the job interview they usually ask why you have left your previous job.
- 7) The inspector wanted to know how many workers were involved in trade union.
- 8) The chief accountant asked me why the figures were different from the budgeted.
- 9) The fire-safety inspector wanted to know if we had fire instructions in every office.
- 10) The salesman asked us whether we would buy that car or not.
- 11) The boss wanted to know if I would stay in this position without a pay rise.
- 12) The trainee asked his mentor what he should do next.

EXERCISES

4. *Say or tell? Fill in the gaps with “say” or “tell”*

- 1) The director ...the press that the company was making a healthy profit.
- 2) At the annual General Meeting the CEO ... the shareholders that the company was going to invest in education.
- 3) Who ...that the marketing campaign was going to be a success?
- 4) Why didn't you ...me that you were busy?
- 5) He ... that he had prepared a special questionnaire for the customers.
- 6) My sister ...me that she was going to apply for the position of marketing manager.
- 7) He ...to his secretary that he was going to the conference.
- 8) The boss ...that it was a commercial secret and nobody should get this information.
- 9) They ...they couldn't deliver the goods until we made the payment.
- 10) The minister ...that the failure of the reform was not the government's fault.
- 11) Who...you I was going to quit?

5. *Arrange the words in the correct order to make reported questions. Start with the underlined word.*

- 1) We / our salary / asked / would be paid / the accountant /when .
- 2) He / would help / asked me / him / if / I.
- 3) The boss / I / the office keys / wanted to know / if / had.
- 4) The customer / the price of the product / what /asked / was.
- 5) Our partners / would begin / when / inquired /the meeting.

- 6) She / worked / inquired / in the sales department / I / if.
- 7) They / if / wanted to know / had already signed / we / the contract.
- 8) The reporter / our major competitors / who / asked / were.
- 9) The journalists / had made / wanted to know / any agreement / we / at the meeting / if.
- 10) I / he / the applicant / any experience in our sphere / asked / if / had had.
- 11) He / had graduated from / asked / I / what university.
- 12) The boss / had been taken / asked / to solve the problem / what action.
- 13) He / to make my report / asked / I / me / had used / what information.
- 14) She / if / asked / I / me / would come to the conference.

6. *Make the actions in the following object clauses simultaneous with those of their principal clauses.*

1. I was surprised you (to know) my telephone number. 2. She cannot understand what he (to do) in her office. 3. I could not remember what the price (to be). 4. She asked what the warranty (to be). 5. He heard that the boss (to talk) over the telephone. 6. Everybody knew that he (to attend) computer training course. 7. John said he (to work) hard the whole day. 8. I was sure that he (to wait) for me in the conference hall. 9. He admitted that he (to have) some knowledge of the market. 10. He asked me where my brother (to work).

7. *Make the actions in the following object clauses precede those of their principal clauses.*

1. He said that he (to ask) permission to change the price. 2. Nobody knew where he (to spend) his holidays. 3. I was sure that he (to leave) for the conference. 4. They informed us that they (to send) the goods by post. 5. He said that he (to go) to see the customer the day before. 6. One day I'll tell you why I never (to become the big boss). 7. I wondered what she (to do) to solve such a difficult problem. 8. I didn't know what (to go) wrong between these companies. 9. She was glad she (to complete) this boring work. 10. I thought that the applicant (to graduate) from technical university.

8. *Make the actions in the following object clauses follow those of their principal clauses.*

1. He decided that he (to go) to New York office as soon as possible. 2. They said they (to have to work) 10 hours a day to meet the deadline. 3. He promised

that he (to sign) the contract in near future. 4. Did they decide that they (to stop) the production in China? 5. They wondered if he (to come) back with the signed contract. 6. She told her mother she (to work) late that evening. 7. I sent them an e-mail to say I (to come) to England soon.

9. *. Retell using indirect speech.*

- 1) He said: "I have contacted the suppliers."
- 2) Mary said to me: "I will inform you about the results of the negotiations."
- 3) She said: "I'm going to deal with this order tomorrow."
- 4) He said: "I don't agree with the conclusions of the committee."
- 5) She said: "I'm not sure when I will come, I have a lot of work today."
- 6) He said to me: "I have already found all the necessary information for my report."
- 7) She said: "I want to check these accounts once again, I'm sure there is a mistake."
- 8) He said to his secretary: "Please, bring me a cup of coffee."
- 9) She said to her colleague: "Could you help me to sort out these documents?"
- 10) He said to his assistant: "Sell these shares immediately and buy gold."
- 11) The HR manager said to Robert: "Robert, I'm sorry, but you are fired."
- 12) The customer asked: "Could I pay for the goods later?"
- 13) The customer inquired: "How much will the whole order cost?"
- 14) The supplier asked us: "Can we deliver a week later?"
- 15) The client asked us: "How long will the delivery take?"
- 16) The Chief Accountant asked his assistant: "Jack, have you found the information I asked for?"
- 17) She asked me: "When were you promoted to the managerial position?"
- 18) They asked us: "How much money will we lose in this project?"
- 19) She asked me: "What problems have the auditors discovered?"
- 20) He asked me: "Are you prepared to relocate to Australia?"

10. *Open the brackets using the rule of sequence of tenses and indirect speech.*

Last week I ...(have) my first job interview. My friend ...(advise) me ...(stay) calm, but of course I ...(be) nervous! When I ... (arrive) the secretary ... (meet) me in the hall and ... (ask)... (follow) her to the office. While I ... (walk) along

the corridor I ... (realize) I ... (leave) a copy of my CV behind! Of course the panel ... (have) it, but I ... (want) to have it too. When I ... (come) into the office I ... (see) three people there. They ... (look) very friendly and were smiling. I think they ... (understand) how nervous I ... (be). The boss ... (ask) me I ... (have) any experience in my profession. I ... (say) that I ... (not have) any experience as I ... just (graduate) from the university. He ... (say) that he ... (be) happy to hear that. He ... (say) that work in their company ... (be) very specific and that they ... (give) me some training. Another lady asked me what hobbies I ... (have) and I ... (tell) her that I ... (like) reading and hiking and horse riding. I think she ... (be) impressed. And a very serious gentleman who ... (be) there asked me what kind of salary I ... (want). I ... (say) that I ... (be) happy with the sum that ... (be) mentioned in their job advertisement. I hope I ... (produce) a good impression and they ... (give) me the job!

TASKS

11. *Complete the sentences in English.*

- 1) He told me, что он работает продавцом.
- 2) They informed us, что работа идет по плану.
- 3) He said, что раньше работал электриком.
- 4) We agreed, что будем сотрудничать в сфере продвижения товара на нашем внутреннем рынке.
- 5) She asked me помочь ей сделать качественную презентацию для конференции.
- 6) We came to the conclusion, что выбрали ненадежного партнера.
- 7) The boss ordered остановить производственную линию.
- 8) The accountant asked her assistant принести ей квартальный отчет.
- 9) The boss told everybody выйти на работу в субботу.
- 10) The customer inquired, каков период гарантийного обслуживания этого товара.
- 11) The reporters wanted to know, произойдет ли слияние этих компаний в ближайшее время.
- 12) The anti-monopoly service inspectors asked our boss, какие контракты заключались в прошлом году.
- 13) I inquired, будет ли повышена моя зарплата.
- 14) He wanted to know, сколько времени займет ремонт оборудования.

12. *Retell this dialogue in English using reported speech:*

- Привет, Мария! Как твои дела?

- Привет, Иван! У меня все по прежнему. А ты, я слышала, устроился на работу?
- Да, на прошлой неделе.
- Нравится?
- Да! Работа интересная и требует творческого подхода.
- Расскажи, чем же ты занимаешься.
- Я работаю в отделе рекламы одной небольшой компании. Коллектив у нас молодой, ребята все очень активные. Сейчас мы разрабатываем концепцию рекламной компании на новый сезон. Я никогда не думал, что это так сложно!
- А какие специалисты работают в вашем отделе? Там, наверное, есть художники, дизайнеры?
- Да, конечно. У нас даже психолог есть.
- Ну, тогда успех вашей рекламе обеспечен!
- Наверное, только эти ребята совсем не умеют считать. Они все увлечены творчеством, а вот моя задача – просчитать экономический эффект от их усилий. Наверное, они скоро будут думать, что я зануда...

13. *Play a “deaf applicant” game. You are an applicant at a job interview. You can’t hear very well. You have to ask your friend to help you and retell the questions you are asked.*

Example:

A: Have you got any experience in sales?

B: What did he ask?

C: He asked if you had had any experience in sales.

Sample questions:

- 1) What university did you graduate from?
- 2) How many years have you worked in the sphere?
- 3) When did you start working in sales?
- 4) How many jobs did you have?
- 5) What is your most important achievement in your carrier?
- 6) What is your hobby?
- 7) When will you be able to start working with us?

Now change roles. The interviewer can’t hear very well. His assistant helps him and retells the answers of the applicant.

Example:

A: Have you got any experience in sales?

B: Yes, I have worked in sales for 10 years.

A: What did he say?

C: He said he had worked in sales for 10 years.

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