

**МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ
РОССИЙСКОЙ ФЕДЕРАЦИИ**

**ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВА-
ТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
«САНКТ-ПЕТЕРБУРГСКИЙ ГОСУДАРСТВЕННЫЙ ЭКОНОМИЧЕ-
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КАФЕДРА ЭКОНОМИЧЕСКОГО АНГЛИЙСКОГО ЯЗЫКА № 1

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Business Grammar Theory and Practice

Part 1

Учебное пособие

**ИЗДАТЕЛЬСТВО
САНКТ-ПЕТЕРБУРГСКОГО ГОСУДАРСТВЕННОГО
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Формирование грамматических навыков является одной из целей обучения иностранному языку. Данное пособие направлено на реализацию этой цели в экономическом вузе и охватывает основные разделы английской грамматики. Каждый урок пособия содержит теоретическую часть на русском языке, а также подборку упражнений для студентов с разным уровнем языковой подготовки.

Отличительные особенности данного пособия: 1) полный спектр упражнений – от языковых до коммуникативных на каждом из предлагаемых уровней; 2) лексический материал, на основе которого составлены упражнения, полностью соответствует тематике, изучаемой студентами-экономистами.

Пособие предназначено для студентов экономических специальностей, может быть использовано как для аудиторной работы, так и для самостоятельной работы студентов.

Training grammar skills is one of the goals in teaching a foreign language. The present textbook is aimed at reaching this particular goal and embraces basic English grammar. Each unit of the textbook consists of a theoretical part in Russian and a number of practice tasks for the students with different linguistic background.

The specific features of this textbook are: 1) a full range of exercises at each level (forms, exercises, tasks); 2) the lexical material the tasks are based on is fully compatible with the topics studied by students of economics.

The textbook is aimed at the economic students and could be used for class work as well as individual work.

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ВВЕДЕНИЕ

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

Пособие представляет собой первую часть серии грамматических пособий и состоит из 6 модулей, включающих базовые сведения о системе английского глагола.

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 VERB. CATEGORY OF TENSE

Глагол – это знаменательная часть речи, которая обозначает действие или состояние. Глагол настолько важен в языке, что наши предки употребляли слово «глаголати» в значении «говорить», а «глагол» в значении «слово».

Все глаголы в английском языке подразделяются на четыре группы:

- 1) *смысловые глаголы*. Они обозначают действие и отвечают на вопрос «что делать?». К этой группе относится большинство глаголов, например, *to play, to walk, to help* и т.д. Эти глаголы чаще всего бывают сказуемым в предложении.
They work in the office.
- 2) *модальные глаголы*. Они обозначают не действие, а отношение к действию (*можно, нельзя, умею, могу, нужно, нет необходимости* и т.д.). К этой группе относятся *can, may, must, should, ought to, to have to, to be to, need, shall, will, dare*. Эти глаголы сами по себе не имеют полного смысла, поэтому употребляются только вместе со смысловым глаголом (*can sing, must help*)
The secretary must help the manager.
- 3) *Вспомогательные глаголы*. Они не имеют самостоятельного лексического значения и помогают строить сложные формы. К этой группе относятся *to be, to have, to do, shall, will, should, would*. В современном русском языке аналогов этих глаголов нет.
We have built a new factory in Suffolk.
- 4) *Глаголы-связки*. Они связывают предмет и его признак. К этой группе относятся такие глаголы как *to be – быть*, глаголы перемены состояния (*to get, to become, to grow – постепенно становиться*) и т.д. В этом значении в современном русском языке глагол *быть* опускается, а вот глаголы перемены состояния присутствуют в предложении.
He is a good manager. The firm got bigger.

Смысловые глаголы имеют:

- 1) лицо (1 лицо – *я работаю, мы работаем*; 2 лицо – *ты работаешь, вы работаете* 3 лицо – *он работает, она работает, оно работает, они работают*)
- 2) число (единственное – *работает*, множественное – *работают*)
- 3) залог (активный *Он прочитал книгу*, пассивный *Книга была прочитана*)

- 4) *tense* – эта категория объединяет такие параметры как время (настоящее, прошедшее или будущее), завершенность и продолженность действия. В русском языке мы говорим о времени и о виде (совершенный – *спел*; несовершенный – *пел*). Таким образом, в английском языке появляется разграничение по принципу продолженности действия, указание на процесс. Категория *tense* присуща только глаголам в изъявительном наклонении.

Все *tenses* разделяются на 4 группы, каждая из которых обладает своим значением:

- 1) *Indefinite* (Simple): глагольные формы, относящиеся к этой группе, описывают *действие как факт* (безотносительно его завершенности и продолженности) в настоящем, прошедшем или будущем;
- 2) *Continuous* (Progressive): глагольные формы, относящиеся к этой группе описывают *действие в процессе* его совершения в определенный момент в настоящем, прошедшем или будущем, т.е. представляют его продолженным;
- 3) *Perfect*: глагольные формы, относящиеся к этой группе, описывают *действие, завершенное к определенному моменту* в настоящем, прошедшем или будущем;
- 4) *Perfect Continuous*: глагольные формы, относящиеся к этой группе, описывают *действие, завершенное к определенному моменту* в настоящем, прошедшем или будущем, и показывают его *в процессе* совершения.

В каждой группе *tenses* мы различаем настоящее, прошедшее и будущее время, а также будущее, описываемое с точки зрения прошлого (Future-in-the-past)

ГЛАГОЛ «TO BE»

Глагол *to be* употребляется в английском языке чаще других глаголов, и он единственный глагол, имеющий разные формы в настоящем времени.

Формы глагола TO BE

Настоящее время:

1 лицо ед. ч. (I) <i>am</i>	1 лицо мн.ч. (we) <i>are</i>
2 лицо (you) <i>are</i>	
3 лицо ед.ч. (he, she, it) <i>is</i>	3 лицо мн.ч. (they) <i>are</i>

Прошедшее время:

Единственное число (все лица) <i>was</i>	Множественное число (все лица) <i>were</i>
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ЭТО ИНТЕРЕСНО

Что касается форм глагола *to be*, то раньше в русском языке они тоже были разные. Сейчас если мы употребляем этот глагол в настоящем времени, то говорим «есть», а раньше он точно так же изменялся по лицам. Наши предки еще всего пару веков назад говорили: аз есмь, мы есмы, ты еси, вы есте, он\она\оно есть, они суть. Остатки такого спряжения можно найти в современной поэтической или научной речи.

Глагол *to be* может выступать в качестве смыслового, вспомогательного, модального, а также глагола-связки.

TO BE – смысловой глагол

Имеет значение «быть», «находиться»

He is in the office now. – Он сейчас (находится) в конторе.

Where are you? – Где ты (находишься)?

Как правило, в этом значении глагол *to be* на русский язык не переводится.

TO BE - вспомогательный глагол

В качестве вспомогательного *to be* используется для построения форм Continuous, выражающих продолженное действие, а также форм пассива.

He is working. – Он сейчас работает.

“Capital” is written by Karl Marx. – «Капитал» написан Карлом Марксом.

TO BE – модальный глагол

В качестве модального глагол *to be* употребляется в значении долженствования по предварительной договоренности.

We are to meet at 7. – Мы должны (договорились) встретиться в 7.

TO BE – связка

Глагол *to be* – одна из самых распространенных связок (глагол, связывающий предмет и его признак).

He is a student. – Он студент.

She is a good accountant. – Она хороший бухгалтер.

На русский язык в этом значении не переводится.

ГЛАГОЛ «TO HAVE»

Формы глагола TO HAVE

Настоящее время

1, 2 лицо, ед. ч. (I, you) have	Множ.ч. have
3 лицо, ед.ч. (He, she, it) has	

Прошедшее время – все лица и все числа **had**

Глагол to have может выступать в качестве смыслового, модального и вспомогательного.

TO HAVE- смысловой глагол

Употребляется в значении «иметь», «обладать». Переводится как «у меня есть» или не переводится вовсе.

He has a secretary. – У него есть секретарь.

I have a good job . – У меня хорошая работа.

TO HAVE – вспомогательный глагол

Употребляется для построения форм Perfect.

She has already finished her work. – Она уже закончила свою работу.

When we came to the office the meeting had already finished. – Когда мы вернулись в офис, собрание уже закончилось.

TO HAVE – модальный глагол

Употребляется с инфинитивом смыслового глагола в значении долженствования в силу внешних обстоятельств. Переводится как «должен», «вынужден», «приходится».

I have to get up very early. – Мне приходится рано вставать.

I was ill yesterday, so I had to stay at home. – Вчера я был нездоров и был вынужден остаться дома.

PRACTICE. LEVEL 1.**TO BE****I. FORMS**

1. Define the function of the verb to be in the following sentences:

1) It is a nice day today. 2) He is at home now. 3) Are you joking? 4) This book was written in 1835. 5) We were to meet at the station at 11. 6) He was my best student. 7) The train is to arrive at 9. 8) We are playing tennis tomorrow.

2. Fill in the blanks with the present forms of the verb to be.

Example: My brother **is** an engineer.

- 1) Ia student. 2) They.....managers. 3) Weworkers.
 4) He26. 5) She from Spain. 6) My bossbusy now.
 7) My friend and Istudents. 8) Jill and Jackfrom America.
 9) My sisteran accountant. 10) My parentseconomists.

3. Fill in the blanks with the correct forms of the verb to be:

Example: They **will be** very busy tomorrow.

- 1) We ... accountants in five years. 2) She ... busy today. 3) The office ... open tomorrow. 4) My brother a businessman. 5) These students from England. 6) They busy last weekend. 8) I ... a student of the University of Economics. 9) He ... a journalist a few years ago. 10) Excuse me, it my mistake.

II. EXERCISES

4. Make the sentences negative and interrogative.

Example: She is American. – **Is she American? She is not American.**

- 1) He is British. 2) This is a big company. 3) We are colleagues. 4) “Ford” is a big car producer. 5) I am a student. 6) These are good products.

5. Make the following sentences past and future:

Example: This computer is expensive. – **This computer was expensive. This computer will be expensive.**

- 1) My sister is a good student. 2) We are friends. 3) The shop is open. 4) This cat is very hungry. 5) This is an easy exercise.

6. Make these sentences negative and interrogative:

Example: She was busy yesterday. – **Was she busy yesterday? She was not busy yesterday.**

- 1) John was a diligent student. 2) The papers will be in Mr. Smith’s office tomorrow. 3) This test is very easy for you. 4) I was very tired yesterday. 5) He is at the English class now. 6) There are a lot of students in this group. 7) You will be good friends.

7. Make up your sentences using the words from the table and translate the sentences you have got:

Example: **Today is a nice day.**

My brother		the best lawyers in
Today	is	the city
This	will be	to arrive half an hour
I	was	ago
You and Henry	are	a banker
The Moscow train		in my office tomor-
The lecture		row
		an interesting book
		to begin at 6
		a nice day

8. Translate the following into English:

1) Моя мама – журналист. 2) Мне 16 лет. 3) Как зовут твою собаку? 4) Мы должны встретиться у метро. 5) Вчера я очень устал. 6) Я думаю, вы будете друзьями. 7) Занятие должно было начаться пять минут назад. 8) Мой любимый писатель – Владимир Набоков. 9) Каковы обязанности секретаря? 10) Кто твой самый близкий друг?

III. TASKS

9. Substitute one word in every sentence and make the necessary changes:

Example: Kelly is on holiday. – John – in the office – we...

Kelly is on holiday. – John is on holiday. – John is in the office. – We are in the office.

John is at home now. – Mary – at school - the children – in the cinema – parents – in the museum - yesterday – I – at home – tomorrow – they – two days ago – here – Jim – next week – in Paris – last year – we.

TO HAVE

I. FORMS

1. Read the sentences, translate them into Russian and define the function of the verb **to have** in each of them. In which sentences is it possible to use **have got**?

1) I have a lot of friends. 2) She has read this document. 3) You will have to do this work tomorrow. 4) John has a lot of work to do. 5) He has to get up early because he commutes to work. 6) They have agreed on the delivery dates. 7) They had to inform the boss about the incident. 8) You will have to speak to the manager immediately.

2. Fill in the blanks with the correct forms of the verb **to have** or **have got**:

Example: We **have got** a new boss in our office.

- 1) Ann a new computer next week. 2) This restaurant ... a very good cook last year. 3) We ... good teachers at school. 4) An accountant always ... a lot of papers on his/her desk. 5) We ... a new manager in our firm soon. 6) My father ... a very big office. 7) I ... little time to get ready for my exams in spring.

3. Make the following sentences past and future:

Example: She has a lot of work to do. – **She had a lot of work to do.**

- **She will have a lot of work to do.**

- 1) I have two cars. 2) We have a very good German partner. 3) We have a lot of contracts. 4) She has a good boss. 5) They have a lot of interesting work.

4. Make the following sentences negative and interrogative:

Example: He has a lot of work to do.

– **Does he have a lot of work to do?**

- **He doesn't have a lot of work to do.**

- 1) Your father has a new car. 2) You will have a lot of friends in the university. 3) They had a good time at the party last weekend. 4) I had a lot of problems with my English at school. 5) She will have a baby soon. 6) She had three children when the war began. 7) You have a lot of free time.

II. EXERCISES

5. Make up your sentences using the words from the table and translate your sentences:

Example: **We will have a modern computer soon.**

We	have	a modern computer soon
My friends	has	a large flat in the centre of the city
Our accountant	will have	a lot of papers on the desk
I	had	a dog next summer
My mother		a good profession in five years
Our family		a lot of friends

6. Translate the following sentences:

- 1) У них был прекрасный офис. 2) Вчера у нас был первый семинар по рекламе. 3) У меня будет очень хорошая профессия. 4) У меня нет свободного времени. 5) У нас была машина в прошлом году, но ее пришлось

продать. 6) Моему брату пришлось бросить высокооплачиваемую работу. 7) У моих соседей есть свой бизнес. 8) Мне придется уехать в командировку на неделю. 9) В субботу у нас на работе будет праздничный вечер. 10) Моя мама – бухгалтер, и у нее всегда много работы. 11) Вчера он был в нашем офисе, и у него было с собой много документов. 12) У нас было много вопросов к нему, и он был готов на все ответить.

7. Substitute the words in the sentences and make the necessary changes:

Example: Kate has a holiday now. – I have a holiday now – I had a holiday last week....

2) Kate has a holiday now. – I – last week – they – next summer – a dog – my sister – an English exam – last year – we – today – Mary – a day off – they.

III. TASKS

8. What do they have? Look at the information given in the table and make up sentences about Mr Smith, Mrs Kelly and yourself.

Example: I have a lot of work today.

	Mr Smith	Mrs Kelly	You
A lot of work to do today	-	+	?
A car with a driver	+	-	?
A personal office	+	-	?
10 000 workers under him / her	+	-	?
A small salary	-	+	?
A big bank account	+	-	?
A lot of debts	-	+	?

9. Answer the questions.

1) Have you got a lot of good friends? 2) Did you have to do something that you didn't want to do? 3) Have you got any career plans? 4) What do you have to do every day? 5) Do you have to study or do you enjoy it? 6) Is there anything that you have that makes you happy?

10. Work in a chain, ask your neighbour a question, get an answer, after which the neighbor should ask the question to the next one:

Example: St.1: Have you got a Smartphone? - St. 2: Yes, I have. Have you ever been to Paris? - St. 3: No,

PRACTICE. LEVEL 2**TO BE****I. FORMS**

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

1) First Direct is the UK's leading 24 hour personal telephone bank. 2) There are no volunteers for a job like this. 3) The solicitor is dealing with the paperwork. 4) The Sales Manager was to see Mr Ray tomorrow, but the appointment has been cancelled. 5) Each continent is served by a giant warehouse and each warehouse is large enough to hold several jumbo jets. 6) Paper directories were out of date by the time they were published, but online ones can be updated in real time. 7) Your mistake was to write this letter. 8) He is planning director at the advertising agency. 9) Some users are willing to pay for content on these sites; others are less willing to do so. 10) Package deal is an offer or agreement that includes several things that must all be accepted together. 11) The car producer has said it is recalling 150,000 of its Cruto Mini model because of potential fire risk with the engines. 12) OPEC representatives are to meet in Geneva next Tuesday. 13) The currency of a particular country or group of countries is the type of money used there.

2. Make sentences negative and interrogative.

Example: The level of unemployment is getting higher.

The level of unemployment is not getting higher.

Is the level of unemployment getting higher?

1) All calls within the UK are charged at local rates. 2) There are some changes in the agenda. 3) The US is ready to accept the deal. 4) They were unhappy with service at the bank. 5) He is always on the road calling on key accounts. 6) The change is intended to widen the access to credit. 7) They were calling for active government intervention. 8) The Bank is worried that strong demand for labour could lead to higher wages and prices. 9) When I first met him he was studying banking. 10) We are to stay here till the fog lifts. 11) Our top priority is to maintain customer confidence. 12) The purchasing manager is writing to confirm our order for 40 computers.

3. Ask questions to the underlined parts of the sentences

Example: I am going to do some market research.

What are you going to do?

1) A product with the retailer's own name on it is an own-brand product. 2) Banks are adding new types of accounts to their product mix. 3) Apple is going to simplify its product line and deliver fewer but more competitive product. 4) Marketing is based on understanding customers' needs and developing

new solutions which are better than those currently available. 5) Marketing is rarely effective as a business function. 6) American TV is a market driven industry. 7) All models are sold at a discount. 8) There was a price war between Easyjet and KLM on the London to Amsterdam rout. 9) Now we are selling some old fashion models at cost or at a loss. 10) Personal organizers are good for planning your day or week. 11) In the past leaders were distant and remote. 12) The Sales Conference is to be held at our premises.

4. Fill in the gaps using the correct form of the verb TO BE:

Example: What **is** the company's web address?

- 1) We ... delighted to enclose your membership card of our fitness centre.
- 2) There ... lots of cars on the roads these days.
- 3) The key issue driving consumer acceptance of this technology ... pricing.
- 4) There...a faxmachine and three computers in our office.
- 5) There ... fears that higher oil prices would accelerate inflation.
- 6) The machine ... too highly priced to be bought by the mass of the US consumers.
- 7) The union ... threatening further industrial action.
- 8) He was the captain of the ship which ...sailing that night for Marseilles.
- 9) He ... offended if you don't invite him to the conference dinner.
- 10) The company ... ruined if it invested in this project.
- 11) No one ... to leave this building without the permission of the police.

II. EXERCISES

5. Express surprise, agreement or disagreement using short forms:

Example: As a member of the centre you are entitled to a 15% discount on food and drink. – **Am I? Really?**

I am very interested in accounting. – **So am I/Are you? I'm not.**

- 1) I am not going to apply for that job now.
- 2) There aren't many people who support CEO's decision.
- 3) Everyone is coming to the presentation.
- 4) The plant is equipped with the newest and most productive steel-making technology.
- 5) A number of market professionals are recommending cyclical stocks.
- 6) The show was several rating points ahead of its nearest rival.
- 7) At crisis situation we were redirecting funds to other departments.
- 8) I am convinced that good time management is crucial for improving productivity.
- 9) They are looking forward to graduating from university.
- 10) He is going to set up his own business.
- 11) Women are good at strategic planning.
- 12) In Russia electricity supply is in public sector.

6. Explain what they are:

a manager, advertising agency, subordinates, CEO, HR director, Public Limited company, assets, goods promotion, R&D department, part-time workers, mass production, brand awareness.

Example: A manager is someone whose job is to manage part or all of a company.

III. TASKS

7. Answer the questions or express your opinion?

- 1) Why is unemployment rate growing fast in Europe? 2) What are the characteristics of a true leader? 3) Who are green activists? 4) Why are there more women managers now than there used to be? 5) What is recession? 6) How are you able to deal with the stress and strains of your studies? 7) When are compromises possible? 8) What are the meetings for? 9) What are faxes particularly useful for? 10) What are the advantages and disadvantages of self-employment?

8. Translate into English:

- 1) Каковы сегодня объемы продаж на экспорт, какие рынки ключевые?
- 2) Нас не устраивали объемы продаж и, главное, качество обратной связи с рынком.
- 3) Что было решающим фактором успешного выпуска нового продукта?
- 4) Третий сегмент, который мы развиваем в последние пару лет, - это городская образованная молодежь, которая устала от всего, что предлагается на рынке и ищет что-то новенькое.
- 5) Каковы Ваши планы на ближайшие 2-3 года?
- 6) Почему в России мало успешных примеров несырьевого экспорта?
- 7) «ИНТЕРСКОЛ» — ведущая российская компания; разработчик, производитель и продавец инструмента.
- 8) В настоящее время эта российская компания успешно экспортирует свою высокотехнологичную продукцию за рубеж и успешно работает на европейском рынке.
- 9) Помимо наращивания мощностей необходимо было качественно обновить технологии производства.
- 10) В то время мы рассматривали возможность приобретения готовых производств и технологий в Европе.
- 11) Продажи на экспорт за прошедший год составили около 1.5 млн долларов.
- 12) Кто Ваши главные конкуренты и за счет чего Вы с ними конкурируете?

9. Look at the saying and say what it means:

- 1) It's better to go straight than move in the best circles.
- 2) It is not so important where we stand, as whether we are moving.
- 3) The shortest way not to fail is to be determined to succeed.
- 4) A mistake is not serious unless it is repeated.
- 5) What more of us need most is to need less.

TO HAVE

I. FORMS

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

1) The company performed well last year, and has a healthy balance sheet with a good amount of cash. 2) Have you got any objection to this proposal? 3) The company has been active in Italy for more than 25 years. 4) When we lived in Paris, we had to learn some French. 5) The takeover offer has received agreement from shareholders representing 180 million shares. 6) He didn't have an appointment, so he made one for 3 p.m. 7) Have I not asked you again and again to be here on time? 8) The company has shipped three supercomputers but only two have been accepted. 9) Politics has never been one of my favourite subjects. 10) Could you have this payment authorized by the account department? 11) They had been testing the drug for years before it came onto the market. 11) I enjoy going to Congresses unless I have to make a presentation. 12) We have to send these VAT forms back before the end of the month. 13) If I had stayed in the States I could have got a better job.

2. Make sentences negative and interrogative.

Example: The bank has sent me my new credit card.

The bank **hasn't sent** me my new credit card.

Has the bank **sent** me my new credit card?

1) Sally has (got) an interview for a job today. 2) The steel workers have accepted a 3% wage offer. 3) I will have a company car soon. 4) Jim was having his car serviced. 5) You have to pay to drive on a highway. 6) I have (got) an idea. 7) Prior to becoming a production manager he had studied maths. 8) We are having a nice time in London. 9) I have been with IBM since 2010. 10) She had been working far too hard. 11) They have updated their website. 12) People who work in public sector have good working conditions.

3. Open the brackets using the correct form of the verb to have/have to:

Example: I am going to send them an email. They **haven't paid** (not pay) us for three computers.

1) I ... (deal) with this company for a long time. 2) The committee... (shelve) the project. 3) You ... (change) your money into local currency? 4) Our sales representative ... (declare) income earned abroad for the last year. 5) I can work from home so I ... (go) into the office very often. 6) We ... (have) a complaint from a customer yesterday. 7) The government ... (just, announce) a decrease in corporation tax. 8) At the moment we ... (have) the job done by some local builders. They are much cheaper and more reliable than anyone else. 9) She told me she ... (work) for the bank for three months. 10) I wish I ... (be) more interested in English at school. 11) Before she joined Fisons, she ... (be) on a marketing course. 12) The merchant bank didn't know that one of their traders ... (hide) huge losses

II. EXERCISES

4. Give true answers to the following questions:

Example: How long have you been living in Saint-Petersburg?

I've been living in St.Petersburg for 2 years.

- 1) How long have you been studying English? 2) Do you have any experience in negotiations? 3) Have you ever applied for a job? 4) Why do you have to go to university every day? 5) Have you ever given a presentation in English? 6) Have you ever been to China? 7) How much money do you have in your wallet? 8) How many subjects have you studied since you entered the university? 9) How much time do you usually have to be ready for an exam? 10) Did you manage to see your friends in summer or had they gone by the time you got there? 11) What have you been doing to improve your English? 12) Do university students have to wear a uniform?

III. TASKS

5. Work out the rules at work. Use this tips:

to wear a badge, to wear a tie, to clock in when you arrive at work, attend board meetings, to switch off your computer, to switch off the light, to eat and drink at work, to wear protective clothing, to take safety precautions, to start working at 9 o'clock.

6. Translate into English:

- 1) Если компания имеет реально конкурентоспособную продукцию, выйти на мировой рынок не так сложно. 2) Мы понесли убытки, так как не учли затраты и накопленные проблемы. 3) Нам нужно было несколько лет вести переговоры прежде чем появился наш альянс с компанией Crown. 4) Светлана Круглова занимается вопросами управления персоналом с 2005 г. 5) На внутреннем рынке мы ничего не могли продать, поэтому у нас не было выбора. 6) Многим компаниям приходится разрабатывать стратегию таким образом, чтобы их бренд воспринимали скорее как местный, нежели иностранный. 7) Мы откорректировали стратегию и сделали акцент на некоторых функциональных особенностях нашего мотоцикла. 8) Жаль, что в университете я не изучал маркетинг. 9) В настоящее время нам производят перепланировку офиса. 10) Какие ресурсы есть у отдела маркетинга и что ему не хватает? 11) Руководителю необходимо привлекать команду к мозговому штурму, совместно обсуждать идеи, записывать

их и внедрять лучшие. 12) Лишь 48% респондентов считают, что имеют справедливое вознаграждение за выполненную работу.

7. Look at the saying and say what it means:

1) You have got to keep going to get anywhere. 2) Beware of him who has nothing to lose. 3) To be really successful, company must have branches as well as roots. 4) Remember, nature has given us two ears but only one mouth. 5) The man who work merely because he has to, will never advance.

UNIT 2. THE PRESENT CONTINUOUS TENSE

Значение формы *Present Continuous*:

Формы группы Continuous обозначают действие, длящееся в определенный момент в настоящем, прошедшем или будущем. Present Continuous обозначает действие, показанное как процесс в настоящий момент.

Построение формы *Present Continuous*

Present Continuous строится с помощью вспомогательного глагола *to be* в настоящем времени и смыслового глагола с суффиксом *-ing*, при этом вспомогательный *to be* принимает форму, согласуясь с подлежащим (см. формы глагола *to be*)

to be + ...-ing

Спряжение глагола *to work* в *Present Continuous*:

<i>I am working</i>	<i>We are working</i>
<i>You are working</i>	
<i>He is working</i> <i>She is working</i> <i>It is working</i>	<i>They are working</i>

Для построения отрицательной формы к вспомогательному глаголу добавляется отрицательная частица *not*.

I am not working. We are not working. She is not working. They are not working.

В устной речи как правило употребляются сокращенные формы *isn't* и *aren't*.

She isn't working. They aren't working.

Для построения вопроса вспомогательный глагол выносится на первое место в предложении.

Is she working? Are you working? Are they working?

Употребление формы *Present Continuous*:

1. Действие, происходящее в настоящий момент. Обстоятельство времени *now* (сейчас) может не употребляться.

I am busy. I am working. – Я занят. Я работаю.

Настоящий момент не обязательно ограничивается моментом речи. Так же и русское «сейчас» не всегда обозначает «в настоящую секунду»; часто мы употребляем слово «сейчас» в отличие от «всегда», «обычно».

I am not working this week. – На этой неделе я не работаю. (Имеется в виду, что это не обычная ситуация, а противопоставление обычной)

2. Действие, которое не представляет собой процесс, но мыслится как продолженное. Используется в эмоциональной речи для передачи значения «всегда», «вечно» с оттенком раздражения, негодования, удивления. Как правило, сопровождается обстоятельствами времени *always, constantly* (которые ставятся между частями формы)

She is always sleeping in the office! – Вечно она спит на работе!

3. Действие в будущем, которое запланировано. В этом случае необходимо употребление соответствующих обстоятельств времени.

We are going to the conference tomorrow. – Завтра мы едем на конференцию. (В русском языке в данном значении тоже употребляется форма настоящего времени)

ВНИМАНИЕ! Существует ряд глаголов, обозначающих такие действия, которые невозможно представить как процесс. К нам 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*.

Business application

Present Continuous часто используется в бизнес-контекстах для

- Описания текущей ситуации и текущих проектов. При этом, имеется в виду не непосредственный момент речи, а настоящий период времени

My boss is dealing with your inquiry, but you won't get a quick answer.

- Описания временного положения вещей
He is working Japan on a fixed-term contract.
- Описания изменяющейся ситуации
The number of internet-users is growing.
- Описания повторяющихся действий, которые воспринимаются как непрерывный процесс
We are constantly monitoring our product quality.

PRACTICE. LEVEL 1.

I. FORMS

1. Translate the following sentences into Russian, explain the use of the Present Continuous:

1) Usually we have department meetings at 9 in the morning. It is 9 o'clock now and we are having a meeting. 2) Please, be quiet, I'm making a phone call. 3) I'm looking for the "Invoices" file. Can you help me? 4) Something is wrong with our boss – he is not criticizing anybody today. 5) It is a really good corporate party! Are you enjoying it? 6) I don't like to talk to Marilyn. She is constantly complaining about her boss. 7) We are having a meeting next Friday, I hope you can come. 8) What are you looking for in my office? 9) Look! Somebody is trying to open your safe! Call the police! 10) The economic situation in our country is getting better slowly. 11) Hallo, Bob! What a surprise! What are you doing here? 12) The food is getting more and more expensive every year.

2. Make the following sentences negative and interrogative:

*Example: The boss is making a phone call. – **Is the boss making a phone call? The boss is not making a phone call.***

1) The boys are playing basketball. 2) Mother is cooking dinner. 3) Father is reading his morning newspaper. 4) Granny is knitting a sock. 5) Granpa is working in the garden. 6) I am learning a new song. 7) The cat is playing with her kittens. 8) We are studying English. 9) John is writing a poem. 10) My grandparents are watching "Santa Barbara". 11) My niece and nephew are playing chess. 12) My relatives are having dinner.

II. EXERCISES

3. Make up your sentences using the expressions given in the table and translate the sentences:

*Example: **We are studying English now.***

I We You He She They	to study	English now
I Jill and I You Marc Jane Lily and Neil	to stay	in Madrid this week
My friend and I You I William Kelly My boss and her secretary	to work	on a new project now
Jack Jane I Robert and I Richard and Jill You	to go	on a business trip next month

4. Open the brackets:

*Example: Please, be quiet. I (to make) a phone call. – **I am making a phone call.***

- 1) Don't enter this room. The boss (to have) a meeting there.
- 2) Please, call a bit later. Mr Jason cannot answer now because he (to talk) to an important customer.
- 3) - Jane graduated from the University a month ago. – Well, what she (to do) now?
- 4) I (look forward) to visiting your company next summer.
- 5) You know, Mr Smith (come) to St Petersburg next week. We'll have to meet him.
- 6) I am a bit unwell, so I (not to work) today.
- 7) I (look for) my notebook. Have you seen it somewhere?
- 8) How can you work with Mary? She constantly (to complain) about everything!
- 9) Where is Mr Black? – He (to visit) a customer.
- 10) Can't you see I am busy? I (to check) the orders for today.

5. Find the sentences where you would use Present Continuous:

- 1) В пятницу мы собираемся встретиться с заказчиком. 2) По утрам мой начальник читает газеты за чашкой кофе. 3) Мистер Смит играет в новую компьютерную игру, а его секретарь готовит договор с заказчиком. 4) Завтра планерка начинается в 8, как обычно. 5) Весь парк наших грузовиков постоянно задействован в работе. 6) Я не поеду в эту командировку, Джек поедет вместо меня. 7) Ты не знаешь, у них сейчас есть заказы? 8) Наш новый продукт содержит много витаминов. 9) Мой босс не любит, когда с ним спорят. 10) Я не знаю, чем он занимается. 11) Я не знаю, чем он сейчас занят. 12) Послезавтра он улетает в Гонолулу.

6. Put a question mark or a full-stop at the end of each sentence. Mind the word-order!

- 1) He is working in the sales department this week 2) They are installing a computer network in our department 3) Is Jill coming to see you next weekend 4) Are they going to Germany for the machinery show next month 5) They are negotiating 6) She is working on a new important project now 7) Am I doing the right thing 8) We are moving office in a week

7. Ask questions to the following sentences and let your partner answer them:

Example: The boss is reading. (What / where?)

What is the boss reading? Where is the boss reading?

- 1) Jimmy is playing. (where / with whom / what?) 2) Granny is cooking. (what / where / for whom?) 3) Susan is singing. (what / where / with whom?) 4) The cat is eating. (what / where?) 5) John is working. (why / with whom / at what / where?) 6) Kelly is reading. (what / where / what for?) 7) Linda is walking. (where / with whom?) 8) You are writing. (what / what for / where?) 9) You are knitting. (what / for whom / where?) 10) You are speaking. (with whom / where?)

III. TASKS

8. What are you doing at the moment? Describe as many actions as you can. The student who says the last sentence wins.

Example: I am writing in my notebook. I am doing the teacher's task.

(слушаю преподавателя, смотрю на доску, записываю слова, читаю текст, учу новые слова, слушаю товарищей, делаю упражнения, придумываю предложения и т.д.)

9. You are sitting in the university and studying English now. What do you think is going on in the world at this very moment. Make sentences about the following:

Example: I think my cat is sleeping now.

1) I think my mother ... now. 2) I think my best friend ... now. 3) I think Queen Elizabeth ... now. 4) I think Bill Gates ... now. 5) I think Valery Gergiev ... now. 6) I think Brad Pitt ... now. 7) I think Russian President ... now.

10. Make up a dialogue according to the following scheme:

A: Ответьте на телефонный звонок. (Hallo! / ...speaking. /company)

B: поприветствуйте А, представьтесь. (Hi! / Hallo! // It (to be) ... from ...company)

A: Скажите, что вы рады его слышать, спросите, как идут дела в его компании. (Nice to hear you! / Glad to hear you! // How things (to be) in your company? / how (to be) your business?)

B: ответьте, что все в порядке, продажи растут, доходы постоянно увеличиваются. (We (to be) all right. / the business (to go) well / Things (to be) OK. // The sales (to grow) / The profits (to get) better constantly.) спросите, чем сейчас занимается А (What you (to do) at the moment?)

A: Скажите, что готовите контракт с GM. (I (to work) on the GM contract)

B: Скажите, что это здорово (This (to be) great!). Спросите, какие у А планы на следующую неделю. (what you (to do) next week? / What your plans (to be) for next week?)

A: Скажите, что всю следующую неделю вы на работе. (I (to work) all week) / I (to plan) to work) Спросите, почему его это интересует. (Why you (to ask?)

B: Скажите, что планируете поездку в город, где находится фирма А. (I (to visit) your town next week). Спросите, сможете ли вы встретиться. (We (can) meet?)

A: Скажите, что вам эта мысль очень нравится. (It (to be) a great idea) Вы думаете, что сможете встретиться в пятницу, потому что вы планируете выходной. (I (to think) we (can) meet on Friday, as I (to have) a day off). Предложите пообедать вместе. (Let's (to have) dinner together / What about ...?)

B: Согласитесь. (OK/ All right/ that (to be) wonderful) Попрощайтесь (Good-bye/Bye-bye then / See you next Friday)

A: Попрощайтесь.

PRACTICE. LEVEL 2.

I. FORMS

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

1) Although print advertising is not growing as quickly as online media, it is still a very profitable business. 2) The group is facing claims for damages after supplying faulty goods. 3) The CEO is not available at the moment. She is talking to a very important customer. 4) Because direct advertising of cigarettes is forbidden in Italy, other strategies for cigarette promotion are being developed. 5) Mr. Morgan is away on paternity leave, so Mrs. Green is organizing conferences. 6) The interviewer is always upsetting job candidates by asking personal questions. 7) We are planning to launch a direct advertising campaign. 8) At the moment the company is building 20 houses and it is negotiating with the city council for the sale of another development land. 9) How much are they asking for the equipment? 10) The new ideas don't usually come while you're sitting around sipping coffee and contemplating life. 11) When you are walking with no purpose but walking, you see things in fresh ways. 12) The latest economic statistics show that both unemployment and inflation are falling, and that the economy is growing. 13) You can't believe a word he says. He is always lying. 14) The company is launching a new range of hair products.

2. Make sentences negative and interrogative.

Example: He is talking to someone on the other line.

He is not talking to someone on the other line.

Is he talking to someone on the other line?

1) They are having a meeting about the catalogue. 2) We are looking for buyers for our polypropylene business. 3) The number of unemployed is increasing at the moment. 4) These days food is getting more and more expensive. 5) The cost of living is rising. 6) The economic situation is becoming worse. 7) The foods retail market in the UK is becoming increasingly competitive. 8) Our staff are compiling materials for on-line database. 9) The company is facing stiff competition from Japanese luxury brands. 10) Some suppliers to the company are tightening credit terms. 11) The president is working on a plan to turn around the economy. 12) The banks are proceeding with preparations for the merger.

3. Ask questions to the underlined parts of the sentences

1) BC is building a factory to manufacture products for Chinese aluminium industry. 2) Aeroflot is currently expanding its flights to New-York and Boston. 3) Fitness House is setting up three new fitness clubs. 4) ICI, the chemicals giant, is shutting down mines and reducing the workforce in order to become more competitive. 5) We are looking for buyers for our polypropylene business. 6) The US trade representative is having talks with ministers about the liberalization of financial markets at their meeting in Tokyo. 7) According to the Congress programme, the workshop is holding at 15 p.m. 8) The board is drawing

an action plan to improve the company's financial management systems. 9) The discussion between the two firms are proceeding slowly but satisfactorily. 10) Toshiba is increasing production of its popular line of laptop computers. 11) The Sales Director is proposing to boost sales by spending an additional \$10,000 per month on advertising. 12) The prospect of still higher unemployment is causing great concern.

II. EXERCISES

4. *Put the verbs in the following extracts into the correct form.*

Tom: Morning, Bob. What ***are you doing*** (you/do) over here?

Bob: Morning, Tom. I'm just here for few days. I _____ (attend) the conference.

Tom: Where _____ (you/stay)?

Bob: At the Holiday Inn.

Tom: Very nice. And how's business?

Bob: Not that good. The recession _____ (affect) us. People _____ (not/spend) very much and we _____ (not/get) many new orders, but it could be worse. How about you?

Tom: It's the same over here. Interest rates are still very high, so everyone _____ (try) to cut down on expenses. Not many companies _____ (buy) new equipment, so it means that our Customer Service Department _____ (not/do) very well. But our Financial Department _____ (manage) to obtain new customers, because there are a lot of people who _____ (seek) good financial advice.

5. *Complete the following texts using the given verbs.*

spend	come	become	turn	sell	begin	take over	shrink
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After two years in which the price of PCs has fallen by half, the price of software *is coming* down too. The big software houses ... software at lower and lower prices, and a price war looks inevitable. The profit margins of major companies like Borland, Lotus and Microsoft In the last quarter Borland were down to a mere 2.6%. In addition, they...less and less on R&D, which may affect their long-term product plans.

Now the major software companies ... their attention to the less profitable home computer market, and software packages for children, such as Microsoft's "Creative Writer" ... from business software. Specialist computer shops ... less popular, as families are unwilling to spend their weekends there, and computers ... to appear in supermarkets.

III. TASKS

6. Continue these sentences using verbs in the present continuous.

Example: I'm afraid the HR director is busy. **He is interviewing new candidates for a job.**

- 1) The meeting room isn't free. Sales representatives ... 2) I've just seen Bill in the canteen. He ... 3) Listen! Someone ... 4) Please don't make so much noise. I ... 5) Where is Mary? She ... 6) I'm on holiday. I ... 7) I want to speak fluent English. I ... 8) Have you heard about our competitors? They ... 9) Mr. Jonson has just retired. He ... 10) I haven't seen you for ages. What ...? 11) Can you hear the lecturer? What ...? 12) Have I said something wrong? Why ...?

7. Answer these questions about yourself.

- 1) Which subjects are you studying? 2) What courses are you doing? 3) What professional qualifications are you studying for? 4) What other aims and objectives are you trying to achieve outside study? 5) What book are you reading? 6) Are you combining study and work? 7) What are you doing at work? 8) What new project is your company currently working on?

8. Translate the sentences into English:

- 1) В настоящее время в компании идет ряд проектов изменений, трансформации, улучшений. 2) Стоит отметить, что Walmart становится глобальным, но пока скорее как бизнес, нежели как бренд. 3) В настоящий момент борьба между глобальными и национальными брендами идет на равных. 4) Теперь ведущие мировые банковские бренды настигают крупных местных игроков. 5) Хотя позиции Китая в рейтинге неуклонно улучшаются, его бренды пока еще переживают период младенчества. 6) Доля зарубежных автопроизводителей на местном рынке превышает 70% и продолжает расти. 7) Продажи Moutai за рубежом растут, но в основном за счет жителей КНР. 8) МВО тоже указывает на то, что роль социальных медиа в формировании представления о брендах и продуктах постоянно возрастает. 9) В нынешней глобальной экономической и демографической ситуации происходит старение населения, и 70% покупательских решений принимается женщинами. 10) Потребность в технических специалистах с каждым годом все увеличивается. 11) Поскольку найти подходящих кандидатов технических специальностей сейчас не так просто, компании прилагают немалые усилия, чтобы удержать таланты.

9. Look at the saying and say what it means:

- 1) A man who has committed a mistake and doesn't correct it is committing another mistake.
- 2) Think before acting, and while you are acting, still think.
- 3) Risk comes from not knowing what you're doing.
- 4) Management is doing things right; leadership is doing the right things. *Peter Drucker*
- 5) Success is going from failure to failure without losing your enthusiasm. *Abraham Lincoln*
- 6) Fortune helps him that's willing to help himself.

UNIT 3. THE PRESENT INDEFINITE TENSE

Значение Present Indefinite tense

Present Indefinite обозначает действие вообще, как факт, ничего не говоря о его продолженности или завершенности.

Построение Present Indefinite tense

Present Indefinite строится при помощи словарной формы смыслового глагола.

I work from 9 to 5 every day. – Я работаю с 9 до 5 каждый день.

В третьем лице единственного числа к глаголу прибавляется суффикс –s.

She works from 9 to 5 every day. – Она работает с 9 до 5 каждый день.

Для построения вопросительной и отрицательной форм в Present Indefinite используется вспомогательный глагол *do* (*does* – для 3 л.ед.ч.)

Do you work every day? – I do not work every day. (I don't work...)

Does she work every day? – She does not work every day. (She doesn't work...)

ВНИМАНИЕ!

При построении отрицательной формы следует иметь в виду следующее. Отрицание может быть выражено грамматически (при глаголе, как показано выше) или лексически (когда используются слова со значением отрицания, например *нигде, никогда, ничего* и т.д.). В английском предложении может быть только одно отрицание, в отличие от русского языка. Например, русское предложение «Он **никогда не ходит** в театр» на английском будет звучать как “He **never goes** to the theatre” или “He **doesn't ever go** to the theatre”.

Употребление:

- 1) Действие, происходящее регулярно, обычно. В этом случае часто употребляются обстоятельства времени, указывающие на регулярность, например такие:

every day	каждый день
every morning	каждое утро
every evening	каждый вечер
every year	каждый год
often	часто
always	всегда
never	никогда
sometimes	иногда
usually	обычно
seldom / rarely	редко

I go to work every day. - Я хожу на работу каждый день.

She goes to work twice a week. – Она ходит на работу два раза в неделю.

He goes to the seaside every summer. – Каждое лето он ездит на море.

NB! Наречия *always, never, sometimes, often, usually* ставятся в предложении между подлежащим и сказуемым.

They sometimes go to the theatre. – Они иногда ходят в театр.

2) Действие, свойственное предмету / лицу, обозначенному подлежащим. В этом случае обстоятельств времени не требуется.

This car consumes a lot of petrol. – Эта машина потребляет много бензина (обычно).

This computer works well. – Этот компьютер хорошо работает(как правило, обычно).

3) Законы природы, универсальные законы, которые не меняются со временем.

The sun rises in the East. – Солнце встает на востоке.

4) Действие в будущем, которое должно произойти по расписанию. (кстати, в русском языке в данном случае также используется настоящее время)

My train arrives at 9. – Мой поезд прибывает в 9.

The semester finishes in May. – Семестр заканчивается в мае.

Business application

В еловом английском языке Present Indefinite часто служит:

- Для описания положения вещей в настоящий момент
Imperial Tobacco belongs to Hanson group.
- Для построения вопроса о том, как следует поступить
How do I get to your office?
- Для описания запланированных действий, внесенных в программу или распорядок
The legislation comes into force on January, 1.
- В отчетах \ докладах (в вводной части) для описания порядка изложения
The first part of the report provides some information about the industry, focuses on new developments and highlights some historical facts.
- В газетных заголовках вместо прошедших форм для придания динамики
Market tumble as investors take profits.

- Некоторые глаголы используются в Present Indefinite для обозначения действия, которое непосредственно и совершается говорящим (само слово и является действием)

I apologise.

I declare the meeting open.

INDEFINITE ИЛИ CONTINUOUS?

	По смыслу	По форме	Примеры
Continuous	Всегда акцентирует внимание на самом действии, на действии как процессе	Может сопровождаться обстоятельствами времени now, at present, at the moment для того, чтобы подчеркнуть время совершения действия	He is a student. At the moment he <i>is studying</i> for his economics exam. – Он студент. Сейчас он готовится к экзамену по экономике.
Indefinite	Акцентирует внимание на действии как факте	В значении обычного, регулярного действия, как правило, сопровождается обстоятельствами времени	He is a student. He <i>studies</i> economics. He <i>studies</i> well. – Он студент. Он изучает экономику. Он хорошо учится.

PRACTICE. LEVEL 1.

I. FORMS

- Translate the following into Russian, explain the use of the Present Indefinite.

1) He works in an office. 2) We go to university every day. 3) I study English. 4) He likes economics. 5) My sister doesn't study mathematics at the university. 6) Every summer they go to Norway. 7) The meeting starts at 7. 8) They usually start work at 9. 9) We don't need a computer in this office. 10) He never works at home. 11) This firm belongs to my brother. 12) We sell our products into many markets. 13) Our company employs 150 people. 14) She doesn't believe in progress.

- Choose the correct form.

*Example: Jim work / **works** for GM.*

1) Mary work / works as a secretary. 2) Jim and Mary work / works in a big company. 3) My boss speak / speaks Japanese very well. 4) The goods arrive / arrives tomorrow. 5) The meeting start / starts at 7 o'clock. 6) He often use /

uses his mobile phone. 7) We never practice / practices video conferencing. 8) This company meet / meets the needs of the customers. 9) This product cost / costs a lot. 10) We do / does business in many countries.

3. Open the brackets. (-s or no -s?)

Example: He (work) **works** from 9 to 5 every day.

- 1) This car (cost) a lot of money. 2) Linda (like) her work as a secretary.
- 3) Tom usually (go) to work early in the morning. 4) Our train (arrive) in the evening.
- 5) My boss (want) to change all the computers in summer. 6) Our firm (sell) our products in Africa.
- 7) Roger (work) in the *Daily Sentinel* as a reporter. 8) We usually (recommend) this model to our customers.
- 9) Mary (make) all phone calls to Germany as she is very good at German. 10) Jane always (attend) department meetings.
- 11) Robert (write) newspaper reports about economic situation in the country. 12) The article (tell) about the economic crisis.
- 13) She usually (solve) problems very quickly. 14) Our sales usually (grow) in winter.
- 15) I (think) this is a good decision.

4. Make the sentences negative.

Example: They outsource their production. – ***They don't outsource their production.***

- 1) They produce cars. 2) She reads a newspaper every morning. 3) This machine costs a lot of money.
- 4) This book speaks about the economic crisis. 5) She uses Skype at work.
- 6) Mary and Jim run a big company. 7) Managers spend a lot of time travelling.
- 8) We use computers a lot in our work. 9) She often makes presentations.

5. Make questions.

Example: They have meetings once a month. – ***Do they have meetings once a month?***

- 1) She works a lot. 2) He has his day off on Sunday. 3) You never make presentations.
- 4) They often negotiate with their partners. 5) We start the project next week.
- 6) Jack likes his work. 7) Mary travels a lot. 8) Alice plays a key role in the company.
- 9) They sell computers here.

6. Put a question mark or a full- stop at the end of each sentence. Mind the word order!

- 1) Do you work here 2) She managers our department 3) Dan does not like his job 4) Does he want to make a career in this company 5) The company operates in Asia and Africa 6) Do they sell software 7) I don't want to be a merchandiser 8) Does your train leave at 11 9) We have a meeting tomorrow

II. EXERCISES

7. Find the sentences where you would use Present Indefinite.

- 1) Мы собираемся открыть филиал нашей компании в Нижнем Тагиле. 2) Наш поезд отходит завтра в полдень. 3) Мистер Смит любит пить кофе до начала рабочего дня. 4) Джек никогда не опаздывает на работу. 5) Джейн сейчас работает секретарем, но она надеется найти другую работу в следующем году. 6) Попросите Джейн выполнить эту работу – она прекрасно составляет отчеты. 7) Для того, чтобы выполнить эту работу в срок, мне обязательно нужен компьютер. 8) Обычно в это время года у нас очень много заказов. 9) Когда начинается твой рабочий день? 10) Позвоните мне, пожалуйста, в 12 часов, я буду в офисе. 11) Я думаю, что босс не станет рассматривать вашу просьбу. 12) Дональд старается не пропускать вечерние выпуски новостей. 13) Вечно она опаздывает на встречи! 14) Завтра я встречаюсь со своими партнерами из Норвегии. 15) Почему ты никогда не выполняешь работу в срок?

8. *Make up your own sentences using the following expressions.*

Example: Jerry works in this office.

Jerry Mary I We A lot of employees You	to work	in this office.
Mike Jane I We You Linn and Jake	to come	to work early
She He You We I They	to like	this job
Kelly Max Robert and Jill You I Nelly and I	to want	to find a good job

I My parents My sister My brother and I Susan You	to use computer	a lot
------------------------------------------------------------------	-----------------	-------

9. Open the brackets, using the correct word order. Don't forget about –s in the 3rd person singular!

Example: He (never / come) **never comes** on time!

- 1) You (finish / never) your work! 2) Graduates of our university (usually / make) good specialists. 3) He (check / every morning) the computer system. 4) She (come late / sometimes) to work. 5) They (do / often) very difficult jobs. 6) Max (go / every month) to business trips. 7) I (deal / never) with customers. 8) We (have / regularly) department meetings. 9) She (seldom / make) mistakes in her work.

III. TASKS

10. Complete the following sentences using Present Indefinite.

Example: He **visits his dentist** twice a year.

- 1) I usually..... 2) Jack generally..... 3) Mary always..... 4) Every day Linda..... 5) Every morning Kate..... 6) In general our firm..... 7) As a rule we 8) Usually Mr Brown..... 9) Twice a day his secretary 10) As a rule his friends 11) Usually my baby..... 12) As a rule teachers..... 13) Every winter it 14) Generally we..... 15) She 3 time a week.

11. Make up a dialogue according to the following scheme:

A: Поздоровайтесь с В. (Hallo! Hi! Good morning!)

B: Поздоровайтесь с А (Hallo! Hi! Good morning!) Спросите, как В поживает (How / you / to be)

A: Ответьте, что у вас все в порядке (I/be/OK), спросите, как дела у А (How / you / to be). Спросите, чем он занимается (what / you /to do)

B: Ответьте, что вы изучаете экономику в университете. (I / to study / economics / at university). Поинтересуйтесь, чем занимается А. (what / you / to do)

A: Скажите, что вы работаете страховым агентом (I /to work / as an insurance agent). Вы хотите заработать денег, чтобы поехать за границу. (I / to want / to earn money / to go abroad)

B: Скажите, что это интересная идея (This / to be / a good idea). Выразите надежду, что его мечта исполнится. (I / to hope / your dream / to come true)

A: Поблагодарите В за поддержку. (Thank you! Thanks a lot!). Извинитесь за то, что у вас нет времени. (I / to be sorry / I / to have / no time) Скажите, что ваш поезд отходит через полчаса (My train / to leave / in half an hour). Попрощайтесь. (Good-bye! // Bye!// See you!)

B: Попрощайтесь (Good-bye! // See you soon!)

12. Answer the questions for yourself:

1) What is your name? 2) How old are you? 3) Where are you from? 4) What subjects do you study? 5) What subjects do you like? 6) What subjects don't you like? 7) What do you usually do in your free time? 8) What kind of music do you like to listen? 9) What kind of books do you like to read? 10) Where do you go in summer? 11) What does your best friend like to do in his / her free time? 12) What do you like to eat? What does your best friend like? 13) What kind of people do you like? 14) What kind of people do you hate?

13. Make up a short story (5-7 sentences)

1) Describe your usual working day. 2) Describe your sister's / brother's usual day. 3) Describe your day off. 4) Describe your holiday.

14. Complete this part of the job interview with questions.

A: Good afternoon! Please, sit down.

B: Good afternoon. Thank you.

A: So,?

B: My name is Jack Brown.

A: And?

B: I am 25.

A:?

B: I work as a merchandiser in a big supermarket.

A:.....?

B: No, I don't like this job, I don't think it is interesting.

A:?

B: I want to be the big boss and to earn \$1 million!

PRACTICE. LEVEL. 2.

I. FORMS

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

1) Price-sensitive customers tend to be disloyal when prices increase. 2) Action-oriented people prefer to leave information-seeking to others. 3) In order to

simplify access to the data, the computer programme enables users to specify their own requirements. 4) Many customers access their accounts using the Internet. 5) When does the train from Moscow arrive? 6) At the end of each financial quarter, chief executive provides information on performance against targets. 7) Does the bank want to raise its profile? 8) Most organizations underestimate the benefits of advertising. 9) O'Neil Cycles provide very good after-sales services with a ten-year guarantee. 10) Semiconductors allow the passing of an electric current more easily than an insulator, but not as well as conductor. 11) Each year the company sends an annual report to its shareholders. 12) BA (British Airways) flight to Saint-Petersburg leaves Heathrow at 8.00 a.m.

2. Make sentences negative and interrogative.

Example: The policy provides protection against all risks.

Does the policy provide protection against all risks?

The policy does not provide protection against all risks.

1) I agree with Mike on this point. 2) The training course in banking starts next Monday. 3) The plant in Bristol produces parts used in building constructions. 4) Criminal cases take priority over civil suits. 5) We pay all our freelance staff within one month. 6) The sales reps arrive at about 8.30. 7) I work for BP. 8) Mr. Brown deals with a lot of people in the company and with our customers. 9) I work from 9 to 5 during the week. 10) We need to recruit some people for our office in Manchester. 11) Our company runs some in-house training courses. 12) The banking department deals with all the other banking business.

3. Ask questions to the underlined parts of the sentences

Example: Packing list is sent with the goods to show they have been checked.

What is sent with the goods to show they have been checked?

1) We value people who are highly motivated and want to get on. 2) People today are attracted to discount stores because they don't want to pay full price. 3) I need an investor to put up the money for the new machinery. 4) The company owes about \$300 million in trade debt and about \$300 million in bank debt. 5) The insurance assessors who deal with accident claim inspect damaged properties. 6) Letter of credit ensures that the exporter will be paid. 7) We use a professional advertising agency to run our marketing campaign. 8) We conduct screening interview by telephone. 9) Certificate of origin shows where goods come from. 10) I have to use sophisticated programmes so that computer must work with high-level software. 11) I have performance appraisal once a year. 12) We want to sell assets to reduce our debt.

II. EXERCISES

4. Put the verbs in the following extracts into the correct form.

1) A: I'd like to speak to Tom about the new booklet. ... (you/know) where he is?

B: He ... (not/work) on Mondays. He only ... (have) a part-time job now.

A: OK. When ... (he/come) to the office?

B: Well, he ... (come) in from Wednesday to Friday, but he ... (not/stay) all day. He usually ... (start) at 9.00 and ... (leave) the office at 15.00.

2) C: I must be in Moscow for a conference tomorrow by 14.00. ... (you\have) a train timetable?

D: Yes, here it is. Right, there ... (be) a train at 6.45, and that ... (arrive) at 10.30.

C: I'm afraid it's too early. I will have to wake up at 5.30. ... (there/be) another one that ... (get) there before 13.00?

D: There ... (be) only the train that ... (leave for) Moscow at 7.00.

C: No difference. But when ... (it/get) Moscow?

D: It ... (arrive) at 11.00.

C: OK. I think I will take the last one. I will be able to sleep 15 minutes more.

5. Complete the following texts using the given verbs.

leave	provide	work (2)	hope	earn	be
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I ... in a small hotel in Amsterdam and ... \$8 an hour. It's not a lot, but it's more than the minimum wage. Some customers ... me tips and that is a great help. My sister ... in a bank and her salary ... \$4,000 a month. The bank also ... her with a good benefits package. Next year she ... to get a company car.

go	feel	help	have	lead	make	rise	spend
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Cuts in interest rates ... a number of good effects on the economy. Firstly, they ... it easier for companies to make profits, because the cost of repaying loans ... down. As a result, share prices usually The second reason is that consumer ... more confident, so they ... in the shops. This also ... manufacturers and retailers to increase their turnover. However, if interest rate is too low, this can ... to higher inflation.

6. Translate into English:

1) Частные автопроизводители Great Wall Motor и Chery продают недорогие машины на развивающихся рынках, таких как Бразилия и Россия.

2) Глобальные бренды полностью или в значительной степени доминируют во многих категориях товаров. 3) Основная масса клиентов Walmart в США обычно имеет семейный доход от \$30 000 до \$60 000 в год. 4) В сфере электронной коммерции очень многое зависит от стоимости и скорости доставки. 5) Трудные вопросы и конструктивная критика отлично стимулируют мозговую активность. 6) Женщины часто занижают свои ожидания по зарплате и карьерному росту. 7) Потенциал бренда оценивает способность последнего приносить прибыль в краткосрочной перспективе. 8) Поставки оборудования осуществляются строго по графику. 9) Сегодня удержать хорошего специалиста можно только интересными проектами и сильной командой. 10) Школа анализа данных готовит специалистов в области анализа данных и извлечения информации из интернета. 11) Компания готовит специалистов в сфере консалтинга и внедрения информационных бизнес-систем. 12) В начале программы студенты знакомятся с бизнесом, структурой компании и подразделений, общаются со старшими коллегами.

III. TASKS

7. The information in some sentences is wrong. Correct them.

Example: The River Neva flows into the North Sea.

The River Neva doesn't flow into the North Sea. It flows into the Gulf of Finland.

1) A permanent job finishes after a fixed period. 2) A construction worker on a building site usually telecommutes. 3) Bank managers also get tips that customers leave them in addition to the bill. 4) I have a nine-to-five job with regular working hours. I work in shifts. 5) Compensation package for senior executives often include share options. 6) If workers are happy with pay and condition they take industrial actions. 7) Americans often have life employment. 8) Health and safety inspectors make sure that factories and offices are safe place to work. 9) In many organizations, women complain about glass ceiling that allows too much light to the office. 10) The directors of the company usually meet on the beach. 11) IT director hire and fire employees. 12) Sales manager meets with advertising agency to discuss new advertisements for the company's holidays. 13) Financial director deals with complaints from customers. 14) R&D manager discusses sales figures with sales team.

8. Answer the questions or express your opinion.

1) What area of Saint-Petersburg do you live in? 2) What do you do for a living? 3) How do you get to university in the morning? 4) How long does it take to get to university? 5) What do you usually do after classes? 6) What kind

of personal insurance do you have and what does it cover? 7) Which form of transport do you use most frequently? 8) What sort of mail do you ignore or throw away? 9) How does advertising influence people's behavior? 10) Which fringe benefits do you consider the most beneficial for an employee? 11) Why do highly-motivated high-flyers tend to suffer from stress? 12) When choosing a hotel, do you rely on guide books, travel agencies or personal recommendations? 13) What services and facilities do you consider most necessary for the business traveler? 14) What services does your bank offer?

9. Look at the saying and say what it means:

1) If at first you don't succeed, ask yourself why. 2) Concentrate, it saves time and money. 3) In business saving the pennies often means losing the pounds. 4) The better service given to customers, the less it costs to serve them. 5) Qualifications save explanations. 6) Undecided people lose half their life; the energetic double it.

INDEFINITE OR CONTINUOUS?

PRACTICE. LEVEL 1.

1. Answer the questions.

- 1) Anna is a bus-driver. She is at the theatre now.
 - a) Does she drive a bus? b) Is she driving now?
- 2) John is a baker. He is in bed now.
 - a) Does he bake bread? b) Is he baking bread now?
- 3) Sally is an office-cleaner. She is at the concert now.
 - a) Does she clean offices? b) Is she cleaning offices now?
- 4) Brad is a teacher. He is at the sea-side now.
 - a) Does he teach children? b) Is he teaching now?
- 5) John is a footballer. He is in his car now.
 - a) Does he play football? b) Is he playing football now?
- 6) Johanna is a ballet-dancer. She is on holiday now.
 - a) Does she dance? b) Is she dancing now?

2. Open the brackets using Present Indefinite or Present Continuous.

- 1) Excuse me,(you / speak) Spanish? 2) Mr Thompson(speak) over the telephone now. 3) Mr Smith(have) a meeting at the moment. 4) Jim(work) for Siemens company. 5) How often(you / have) department meetings? 6) Where is your secretary? – She(make) coffee. 7) Usually he(walk) to work.

3. Translate into English, using Present Indefinite or present Continuous.

- 1) Джон сейчас работает? – Нет, он никогда не работает по субботам.
- 2) Вы водите машину? – Да, я иногда езжу на машине на работу.
- 3) Сколько он получает на новой работе?
- 4) Мистер Джэксон сейчас занят – он проводит переговоры.
- 5) Сейчас она в отпуске, наслаждается солнцем на Гавайях.
- 6) Обычно наш босс не приходит на работу так рано.

4. Choose the correct form out of the two given.

Dear Jane,

I (am writing / write) to tell you that I am OK. I (stay / am staying) with my friends here in England. We (go out / are going out) every day. We (visit / are visiting) museums, art galleries and theatres. For example tomorrow we (go / are going) to the Tate gallery in London!

I (think / am thinking) that I (make / am making) a good progress in my English. Now I (understand / am understanding) a lot.

What you (do / are doing) these days?

Write to me soon,

Janet.

PRACTICE. LEVEL 2.

1. Put the verbs in brackets into the present simple or present continuous tense.

Example: Susan **deals** (deal) with enquiries about our computer sales.

I **am dealing** (deal) with enquiries about our computer sales while Susan is at the Sales Conference.

- 1) We ... (not/send) any orders this week because we ... (wait) for the new price list.
- 2) Go down this road, turn left, and the road ... (lead) straight to the Congress Hall.
- 3) The rep always ... (say) that he will improve the sales figures but he never ... (do) it.
- 4) Because of the high cost of euro, exports ... (do) very well.
- 5) The stock market can be risky because the price of shares ... (vary) according to economic conditions.
- 6) This machine ... (make) a very strange noise. ... (you/think) it is all right? – Oh, that noise ... (not/matter). It always ... (make) a noise like that.
- 7) You can't have the sales report at the moment because the General manager ... (read) it.
- 8) He usually ... (speak) so quickly that I ... (not understand) him.
- 9) I ... (deal) with Mr John's clients this week because he is away.
- 10) He will be excellent sales rep in Spain because he ... (speak) Spanish fluently.
- 12) As a rule cheap imports ... (lead) to a greater competition.
- 13) I ... (work) for Telecom. We make training videos.
- 14) I am busy now. I ... (prepare) a new presentation for the conference.
- 15) Could you

help me? I ... (try) to translate this letter from our French supplier. 16) The last train ... (leave) the station at 23.30. 17) These workmen are never satisfied; they ... (always complain). 18) We ... (use) this room today because the window in the board room is broken.

2. Complete the following texts using the given verbs.

fall	grow	begin	go	demand	make
------	------	-------	----	--------	------

In many ways, the economic outlook is good. Unemployment ... and is now down to 10% from 15%. The economy ... at a rate of 2.3%. However, the real danger is that inflation ... to rise. This is dangerous because every time that inflation ... up, people always ... higher wages, and this in turn ... the problem worse.

spend	require	manufacture	produce	have	supply
-------	---------	-------------	---------	------	--------

Our company was founded fifteen years ago, and we ... and ... clothing to large organization such as hospitals, army and so on. We always ... a long time talking to the customers to find out their needs. At the moment we ... an order for 10,000 shirts for the police. The next order is for local car factory, and our designers ... discussions with them to find out what sort of clothes they

3. Put the verbs in brackets into the present simple or present continuous tense. Note where both forms are possible.

I **am studying** (study) English in London. I'm at holiday at the moment and I ... (work) in a public library.. I'm lucky to have this job. I ... (not/have to) get up early. I ... (stay) very close to the library, and it ... (take) me 10 minutes to get there. The library ... (open) at 10 a.m. and ... (close) at 7 p.m. It's exciting and very useful work because people always ... (always/come in) and ... (ask) me to help them, so I ... (learn) a lot about different subjects. I ... (enjoy) the job and ... (find) it very amusing. People ... (use) the strangest things as book-marks. I have found a rasher of bacon. Matchsticks ... (be) and so ... (be) bus tickets. My colleagues ... (always/find) things too – even 10 pound note, but I haven't been so lucky!

4. Say what different people usually do at work and what they are doing at the moment. Use these tips.

Example: In the morning the Sales manager usually looks through sales figures for the previous day, but this morning she is writing a letter to an important customer.

	Usually in the morning	This morning
Sales Manager	look through sales figures	write a letter
Designer in car company	work on...	speak to production manager
PR manager	prepare press release	go to the exhibition
Assembly worker	work on ...	fix a machinery
HR director	write rules and regulations	interview candidates
Freelancer	translate	drive to a customer
IT director	contact other managers	read ...
Customer service manager	deal with complaints	look for his glasses
Bank manager	give advice	write a report
CEO	run	visit a bank
Production manager	visit a plant	have telephone call
Advertising manager	meet with advertising agency	read a trade journal
Sales representative	visit clients	drink tea
Shareholder	read the financial times	attend general annual meeting
Researcher	develop ...	make presentation

5. *Translate the sentences into English:*

- 1) Джеймс создает обучающие фильмы. Сейчас он работает над фильмом для Бритиш Телеком.
- 2) Мы изучаем еще около 40 компаний. Мы полагаем, что всего у фонда будет не менее 20 подобных сделок.
- 3) Параллельно с инвестиционной активностью запускается и фармацевтическая компания — «Нова-медика».
- 4) Я сейчас замещаю Джека, так как он болен.
- 5) Мы нанимаем разработчиков по всему миру, используя их опыт в интересах компании.
- 6) Мастер чинит Ксерокс, поэтому Вы не можете использовать его прямо сейчас.
- 7) Первый лицензионный препарат мы планируем запустить в продажу в России во II квартале 2014 г.
- 8) 28 сентября в Москве пройдет образовательная выставка Британского Совета.
- 9) Я признаю, что была сделана ошибка.
- 10) Мы пересматриваем свое отношение к этой компании т.к. она постоянно не платит по счетам.

6. Make up five questions using Present Simple and Present Continuous Tenses to the following people:

Example: What are you going to do in two years? What do you do at work?

- 1) The president of a big international bank 2) Bank manager 3) Fashion designer 4) Industrial designer 5) Programmer 6) Assembly worker 7) Construction worker 8) Portfolio worker

UNIT 4. THE PAST INDEFINITE TENSE

Значение формы Past Indefinite

Эта форма передает действие в прошлом как факт. При этом продолжительность и завершенность действия не известны или не имеют значения.

Построение формы Past Indefinite

Форма Past Indefinite представляет собой вторую форму глагола (для правильных глаголов это глагол + суффикс -ed).

I worked yesterday. – Я вчера работал.

She went to the theatre yesterday. – Вчера она ходила в театр.

Для построения вопросительной и отрицательной форм в Past Indefinite используется вспомогательный глагол do в прошедшем времени – did для всех лиц. В вопросе вспомогательный did ставится на первое место в предложении:

Did you work yesterday? – Ты вчера работал?

Для построения отрицательной формы отрицательная частица not присоединяется к вспомогательному did:

I did not work yesterday. – Я не работал вчера.

(Краткая форма did not – didn't)

NB! Если в предложении используется вспомогательный did, то смысловой глагол ставится в исходной (словарной) форме, т.к. вспомогательный глагол выражает все грамматические категории, а смысловой глагол выражает только смысл.

Употребление Past Indefinite.

1. Past Indefinite выражает простое действие в прошлом. При этом в предложении очень часто используются обстоятельства времени, относящие действие к прошлому: yesterday, last (week, year, summer...), (a year, ten days...) ago и другие:

I didn't go to work yesterday. – Вчера я не ходил на работу.

We went to France last summer. – Прошлым летом мы ездили во Францию.

Did you finish school last year? – Ты закончил школу в прошлом году?

2. Past Indefinite выражает последовательные действия в прошлом.

He came into the room, turned on the light and opened the window. – Он вошел в комнату, включил свет и открыл окно.

Business application

В деловом английском языке Past Indefinite часто используется:

- При описании прошедших действий, например, в истории компании
- В отчетах, например, в годовом отчете компании

«Неправильные глаголы»

Глаголы, у которых 2 и 3 формы одинаковы			
1 форма	2 форма	3 форма	перевод
cost cut hit hurt let put shut	cost cut hit hurt let put shut	cost cut hit hurt let put shut	стоить резать ударить причинять боль позволять класть закрывать
lend send spend build	lent sent spent built	lent sent spent built	давать в долг посылать тратить строить
lose shoot get light sit	lost shot got lit sat	lost shot got lit sat	терять стрелять получать зажигать сидеть
burn learn smell keep sleep feel leave meet dream mean	burnt learnt smelt kept slept felt left met dreamt meant	burnt learnt smelt kept slept felt left met dreamt meant	гореть (вы)учить пахнуть держать спать чувствовать покидать встретить мечтать значить
bring buy fight think catch teach	brought bought fought thought caught taught	brought bought fought thought caught taught	приносить покупать сражаться думать ловить преподавать

sell	sold	sold	продавать
tell	told	told	говорить
find	found	found	найти
have	had	had	иметь
hear	heard	heard	слышать
hold	held	held	держать
read	read	read	читать
say	said	said	сказать
pay	paid	paid	платить
make	made	made	делать
stand	stood	stood	стоять
understand	understood	understood	понимать

Глаголы, у которых 2 и 3 формы различны			
break choose speak steal wake	broke chose spoke stole woke	broken chosen spoken stolen woken	ломать выбирать говорить украсть будить
drive ride rise write beat bite hide	drove rode rose wrote beat bit hid	driven ridden risen written beaten bitten hidden	водить (машину) ездить верхом подниматься писать бить кусать прятать
eat fall forget give see take	ate fell forgot gave saw took	eaten fallen forgotten given seen taken	есть падать забывать давать видеть брать
blow grow know throw fly draw shown wear tear	blew grew knew threw flew drew showed wore tore	blown grown known thrown flown drawn shown worn torn	дуть расти знать бросать летать рисовать показывать носить (одежду) рвать

PRACTICE. LEVEL 1.**I. FORMS****1. Translate the sentences into Russian, explain the use of Past Indefinite.**

1) Alexander Bell invented the telephone in 1878. 2) Shakespeare died in April, 1616. 3) We spent a nice holiday in Spain last year. 4) At the last meeting they discussed the sales figures. 5) Two years ago the company won a huge contract. 6) There were a lot of calls from our customers yesterday. 7) When did Henry Ford start his company? 8) Why were you late for the meeting? 9) Last year the situation in the industry stabilized. 10) We managed to improve the sales in the last two years.

2. Make the sentences interrogative and negative.

Example: She saw her boss an hour ago.

Did she see her boss an hour ago?

She didn't see her boss an hour ago.

1) The boss wanted to see you. 2) She decided to quit the company. 3) John started his business 5 years ago. 4) Kelly introduced her ideas at the meeting yesterday. 5) We planned the advertising campaign for this autumn. 6) Last year was a difficult one for our company. 7) Our firm became market leader in 2001. 8) I met the president an hour ago. 9) We discussed the problem last week.

3. Ask questions with the given question words.

Example: Henry Ford started Ford Motor Company. (when?)

When did Henry Ford start Ford Motor company?

1) Alexander Bell invented the telephone. (who?) 2) Ted Turner launched CNN in 1980. (when?) 3) Our company went public in 1989. (what / do?) 4) The CEO decided to take over the competitor. (why?) 5) Henry Ford was the first to introduce the assembly line technique in car production. (who?) 6) I saw a lot of poor people when I was a child. (when?) 7) The new boss managed to improve the work of the R&D department. (how?)

II. EXERCISES**4. Open the brackets.**

Example: He (listen) to the teacher but he (not / understand) anything.

He listened to the teacher but he didn't understand anything.

1) He (speak) with the customer, but he (not / make) the contract. 2) We (ask) for a discount, but we (not / get) it. 3) They (agree) to deliver earlier, but they (want) a higher price. 4) She (remember) to make the call, but she (forget)

to send the letters. 5) She (not / sign) the agreement, but she (have) a good time abroad. 6) He (achieve) good results at the talks but he (not / be) very happy. 7) The new boss (not / manage) to improve the situation in the market, but he (manage) to create a good team.

III. TASKS

5. Say what you did yesterday\last summer \last month\ last weekend.

Example: I went shopping yesterday.

I read an interesting book last weekend.

6. Describe the situation in the company last year using the graph (and verbs in brackets).

Example: From 2005 to 2006 the sales grew by 10 million dollars.

Sales of company X over the period

mln \$								
60			•					
50				•	•			
40						•		
30		•					•	
20	•							
10								
	2005	2006	2007	2008	2009	2010	2011	2012

Use the following verbs:

Irregular

Go up / down (went), grow (grew), stand at (stood at)

Regular:

Increase, decrease, decline, jump

7. Speak about the Ford company history using the information given in the table.

1896	Engineer Henry Ford / build / his first horseless carriage
1903	Start / Henry Ford / \$28,000 from 5 investors
1911	Ford's first assembly plant outside North America / open / Manchester
1908-1927	Produce / Ford Model T / the first mass produced car
Late 1920s	Build / a plant in Nizhny Novgorod

1931	The first Model AA / come off the production line
Late 1930s	Build / a plant in Nazi Germany / produce 40,000 military vehicles
1922	Get ownership for Lincoln brand
Start of 21 century	Suffer / crisis
2006	Alan Mullaly / become / president Sell / Aston Martin and Volvo Cars Run / restructuring Start / new strategy of global cars

PRACTICE. LEVEL.2.

I. FORMS

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

1) After several hours of discussions, the management and unions managed to reach a compromise. 2) The numbers of bankruptcies in the first half of the year soared by 60%. 3) He wanted to sell his car, so he placed an ad in the "Auto Trader". 4) I applied to four universities and was accepted by all of them. 5) Whereas oil's nominal price remained stable, its real price fell during this period. 6) Conran launched a business empire that was eventually to employ 83,000 people. 7) Most of the expenditure was outside the dollar area, and did not give rise to immediate dollar payments. 8) Sale rose 9% in certain key growth areas like electronics, automation and railroad systems. 9) The company lost out on several jobs because of the newspaper article. 10) She left in 1995, the year I joined. 11) The government forced six companies to stop labeling their processed pastas, juices and pickles as "fresh". 12) In its bankruptcy filing, the company listed liabilities of \$360 million and assets of \$141 million.

2. Make sentences negative and interrogative.

1) She wanted to take a more active role in the running of the company. 2) The company appointed a new chairman last week. 3) They agreed on a price of \$10,000 for the car. 4) The bonds continued to fall in price. 5) I went to a very interesting presentation last month. 6) The CD used to be considered a luxury item. 7) He first joined Allianz as a salesman. 8) Share prices jumped by almost 8% yesterday. 9) Nick found work as a laborer at a construction site. 10) The minister announced higher levies on heating oil and gasoline. 11) I rang her some days ago. 12) We hired the building contractors.

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

Example: Last year financial institutions lent over \$30 billion to new businesses.

How much did financial institutions lent to new businesses last year?

- 1) Neighbouring countries offered rescue equipment to the city authorities after the earthquake. 2) The company decided to withdraw all product advertising from television to concentrate its resources on direct marketing. 3) He made a lot of money by buying houses at bargain prices and reselling them. 4) In 1982, Reebok introduced the first athletic shoe designed especially for women; a shoe for a hot new fitness exercise called aerobic dance. 5) In 1888, Asa Candler bought the Coca-Cola business. 6) He decided to make the product known through signs, calendars and clocks. 7) The company began to build its global network when Robert Woodruff was elected president of the company. 8) Reebok launched Step Reebok nationally in 1989 after conducting comprehensive scientific and biomechanical research. 9) In its first ten years, Step Reebok became an international fitness phenomenon as millions of people in 16 countries used the program to stay in shape. 10) In 1990, Japan held one third of the US automobile market. 11) We carried out a survey of public opinion to find out what young consumers thought about the two different brands of soft drink.

II. EXERCISES

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

have	run	go	do	write	pay	sell	make
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Example: He made some calls from his hotel room and **ran up** a large phone bill.

- 1) We ... business with that company a few years ago, but then we stopped dealing with them. 2) The company lost money in its first year, but last year it ... a profit of \$3 m. 3) He couldn't find a suitable job in his own country, so he ... abroad to look for work. 4) When the consultants had finished their study, they ... a report for the directors, giving a list of recommendations. 5) The engineers ... problems with the gearbox, so they made some modifications to it. 6) They didn't want cash or a cheque, so I ... by credit card. 7) The product was very popular. We ... out on the first day and ordered more stock.

5. *Complete the sentences using the given verbs in the correct form.*

visit	accept	complain	place	hire	realize	study
-------	--------	----------	-------	------	---------	-------

1) At last year's corporate party, who ... you ... to do the catering? 2) Oh, I'm sorry to disturb you. I ... you had a visitor. 3) She ... the job because the salary was too low. 4) Last week a number of customers ... about slow service. 5) ... you ... the Trade Fair when you were in London? 6) I am writing with reference to the order I ... with you last month. 7) ... you ... economics when you were at business school?

6. Put the verbs in the following extracts into the correct form.

The first digital music player that people loved (love), iPod ... (be) a commercial success from the day it ... (debut). But it ... (come) at a time when a lot of people ... (need) a good MP3 player, and despite its rather high price tag, a lot of PC users ... (end) up buying it too, hacking it so they could use it on their machines. This ... (have) Steve Jobs and his team think a great deal: should they keep making a Mac-only iPod, or should they open it to Windows, too? Although Jobs was opposed to the latter idea, he eventually ... (agree), and the first Windows iPods were introduced in July 2002.

However, it was soon becoming clear that iPod ... (benefit) from music piracy, and that its sales could go even higher if there ... (be) a legal way to download music. Steve Jobs ... (not wait) for the music industry to reinvent itself. He ... (go) to all record labels to negotiate landmark deals that would lead to the introduction of the iTunes Music Store in April 2003. Ironically, one of the arguments he ... (use) was that the risk to music labels ... (be) quite low, because of the Mac's small market share. The first compelling legal alternative to illegal music file-sharing, the iTunes Store ... (be) an instant success, selling one million songs in its first week. It not only ... (help) the sales of iPods, but it eventually ... (reshape) the whole music industry.

7. Make up sentences about interesting facts using the table.

Example: Henry Ford started Ford Motor Company in 1903.

The Wright brothers	make	the first flight in 1903.
Pierre and Marie Curie	discover	radium in 1902.
Gutenberg	invent	the printing press in 1434.
Henry Ford	start	Ford Motor Company in 1903.
Isaac Singer	patent	the first commercial sewing machine in 1851.
George Eastman	introduce	the first Kodak camera in 1888.

8. *Translate into English:*

- 1) Потери США от кризиса оказались огромными, но затяжной рецессии страна избежала.
- 2) ВВП на душу населения вернулся на докризисный уровень.
- 3) В 1876 г. Фриц Хенкель вместе с двумя приятелями основал компанию Henkel & Cie по выпуску стирального порошка.
- 4) Наш строительный бизнес в прошлом году увеличил выручку и прибыль.
- 5) В прошлом году компания потратила на исследования более 400 млн евро, или около 2,5% оборота.
- 6) Собrania занимали несколько часов в день, но не всегда заканчивались конкретным решением проблемы.
- 7) Компания периодически проводила дисконтные акции для добросовестных распространителей, но сроки проведения и объемы скидок держались в тайне.
- 8) За три года деятельности менеджера компания-работодатель понесла серьезные финансовые и репутационные потери.
- 9) Когда 12 лет назад компания МТС официально объявила об открытии своей сети в Санкт-Петербурге, жители Северной столицы почувствовали, что в их город пришла мобильная революция.
- 10) Зарубежные аналоги не позволяли загрузить список сотовых телефонов и сделать по ним рассылку.

III. TASKS

9. *Answer the questions or express your opinion.*

- 1) Did you study economics when you were at school?
- 2) When did you receive your first mobile phone?
- 3) How long did it take you to get school?
- 4) How much pocket money did you have when you were at school?
- 5) Did you take part in any competitions at school?
- 6) How did you use a computer at school?
- 7) Where did you go last summer?
- 8) What kinds of sports did you do at school?
- 9) Why did you decide to enter this university?
- 10) What efforts did you make to enter the university?
- 11) What was your first impression of your group?
- 12) When did you first go abroad?

10. *Render the following texts into English.*

«Я по образованию математик, успел поработать и в рекламном бизнесе, и в торговле. А хостелами заинтересовался в заграничных поездках», — вспоминает Арик Погосян. Первый объект «Пижамас» он открыл в 2010 г. Тогда бизнесмен сам нашел жилое помещение площадью около 100 кв. м в Большом Златоустинском переулке. Он сам заключил долгосрочный договор аренды с собственником и сделал ремонт. В результате получилось пять жилых комнат, гостиная, лобби, кухня, два санузла. Бизнесмен потратил 1,5 млн руб. «Инвестиции окупались примерно за год», — говорит он. Сейчас в сети Погосяна семь хостелов.

Найти хорошее помещение и адекватного собственника — это половина дела, признаются владельцы хостела. «С первым хостелом нам повез-

ло», — рассказывает Алексей Куринов, совладелец Chillax Hostel. В феврале 2012 г. он вместе с двумя друзьями решил заняться гостиничным бизнесом, однако средств на создание отеля в Москве не хватало. Тогда они арендовали 180 кв. м в жилом доме во 2-м Колобовском переулке и решили устроить там хостел. «Это была бывшая коммунальная квартира, но в хорошем состоянии. Вложились только в косметический ремонт, мебель, бытовую технику, продвижение. На все ушло около 4 млн руб.», — вспоминает он. Индустрия гостеприимства Куринову нравится, в планах — открыть еще 1-2 хостела в Москве и развивать сеть в крупных городах: Санкт-Петербурге, Казани, Владивостоке.

Анна Боровикова, совладелица сети «Три пингвина», в этот бизнес пришла сознательно. Она получила образование по специальности “гостиничное дело”, затем стажировалась в Канаде. Еще будучи студенткой, Анна поработала в крупных гостиничных сетях в России. Во время путешествий по Европе она часто думала о том, почему в Москве нет возможности предложить туристам достойное размещение за небольшие деньги. Когда во время канадской стажировки она поселилась в хостеле, то поняла, что может это сделать и в Москве. Вернувшись, Анна убедила свою семью попробовать. Первый хостел «Три пингвина» на арендованных 127 кв. м в квартире на Петровском бульваре в 2010 г. обошелся семье Боровиковой в сумму около 1 млн руб. (ремонт, оборудование, мебель). Сейчас в сети уже три хостела.

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

- 1) The light at the end of the tunnel was turned off due to budget cuts.
 - 2) Rome did not create a great empire by having meetings, they did it by killing all those who opposed them.
 - 3) If at first you didn't succeed, try management.
 - 4) Easier said than done.
 - 5) Man invented language to satisfy his deep need to complain.
- Lily Tomlin*

UNIT 5. THE PAST CONTINUOUS TENSE

Значение формы Past Continuous

Past Continuous обозначает действие, показанное как процесс, в определенный момент или период в прошлом.

Образование формы

Форма Past Continuous образуется при помощи прошедшего времени вспомогательного глагола be (was для единственного числа и were – для множественного) и причастием настоящего времени смыслового глагола (смысловым глаголом с суффиксом –ing).

She was writing a letter when I came home. – Она играла на пианино, когда я пришел домой.

Отрицательная и вопросительная формы образуются при помощи вспомогательного was / were. В вопросе вспомогательный глагол ставится на первое место:

Was she writing a letter when you came?

В отрицательном предложении частица not присоединяется к вспомогательному was / were:

She was not writing a letter when I came.

Сокращенная форма was not – wasn't; were not – weren't

Употребление формы Past Continuous

Past Continuous выражает действие, которое находилось в процессе совершения в определенный момент в прошлом. Этот момент в прошлом должен быть выражен. Он может быть выражен:

1) конкретным указанием на время:

I was working at 9 o'clock yesterday. – Вчера в 9 я работал.

2) указанием на период времени:

I was working from 5 till 9 yesterday. – Вчера я работал с 5 до 9.

I was working the whole day yesterday.

I was working all day long yesterday. – Вчера я работал весь день.

3) другим прошедшим действием, выраженным в Past Indefinite:

She was working when I came. – Она работала, когда я пришел.

В данном примере следует обратить внимание на различие в употреблении Past Indefinite и Past Continuous. Past Continuous выражает *продолженное* действие (Она работала и работала), в то время как Past Indefinite выражает действие однократное, одномоментное (Я пришел)

Кроме того, Past Continuous (по аналогии с Present Continuous) может выражать действие в прошлом, которое не представляет собой процесс, но мыслится как продолженное.

She was always sleeping in the office! – Вечно она спала на работе!

При употреблении Past Continuous следует помнить о тех глаголах, которые не могут выступать в Continuous (см. тему “Present Continuous”).

PRACTICE. LEVEL 1.

I. FORMS

1. Translate the sentences, single out the Past Continuous tense, explain its use.

1) He was working on the report all day long. 2) I was just leaving when he arrived. 3) We were talking about the project when you phoned. 4) Last month we were having a lot of problems with the new production line. 5) He was visiting clients all last week, so he's very tired now. 6) She wanted to apply for the job, but the company wasn't recruiting at that moment. 7) He wasn't doing anything special when I called.

2. Make the sentences negative and interrogative.

Example: She was working all day long yesterday.

Was she working all day long yesterday?

She wasn't working all day long yesterday.

1) I was planning the advertising campaign for December. 2) She was typing the letters when the boss came in. 3) During the 1990s scientists were trying to deal with the millennium bug. 4) She was working on the project all week. 5) I'm sorry I couldn't answer the phone yesterday – I was visiting clients. 6) She decided to invest into the company because its share price was rising. 7) At that period he was losing money.

II. EXERCISES

3. Open the brackets using Past Continuous.

Example: The company **was losing** (lose) money at that period.

1) I (work) all day long yesterday! 2) He (talk) to clients when I came. 3) The company (make) profit at that period. 4) The share prices (fall) in December, but then they started to grow slowly. 5) Everybody in the office (work) when the fire alarm went off. 6) In the 1980s they (live) in Canada. 7) At 12 o'clock yesterday Jennifer (visit) the clients.

4. Two days ago a gang attacked a bank office. The police officer is questioning the office workers to find out what happened. Complete the questions.

1) Where exactly / you / sit / when the gangster broke into the office?
 2) What / you / do / when you heard the noise? 3) What exactly / the gangster / cry / when he broke into the office? 4) Who / you / talk to / when it hap-

pened? 5) Why / the camera / not work / at the moment of the attack? 6) You / use / the computer / when you heard the cry? 7) What / the gangster / wear / when you saw him?

5. This is Pam's plan for yesterday. She did all these things. Say what she was doing at these times yesterday.

10.00 – 11.00	Visit the dentist
11.30 – 13.00	Work with the documents
13.00-14.00	Have dinner
14.00 – 16.00	Visit the clients
16.00 – 17.00	Write replies to letters
17.00-17.30	Call the partner company
17.30 – 19.00	Make an analysis of the sales results

1) At 10.30 she... 2) At 11.45 she... 3) At 13.45... 4) 15.00... 5) At 16.35...
6) At 17.10... 7) At 18.20...

III. TASKS

6. The discipline in the office is very low. Nobody does their work properly when the boss is out. Yesterday the boss came to the office earlier than usual. Say what he saw when he came: what was each worker doing?

When the boss came,

1) Helen 2) Jim.....3) Sally.....
4) George..... 5) Simon..... 6) Kate.....
7) Bob..... 8) Jeremy..... 9) Pamela.....

You may use the following verbs: to watch a film, to surf the net, to talk over the telephone, to chat online, to do make-up, to listen to the music, to knit a sock, to read a book, to sleep.

*Give some ideas on how to improve the discipline in the office.

7. In this company everybody does what they should do. Here are some of the usual responsibilities of different people in the company:

1) The CEO works on the strategy of the company. 2) The Sales Manager phones the clients. 3) The Production Manager makes the inspection of the plant. 4) The secretary types letters to the suppliers. 5) The IT Manager works on the intranet. 6) The R&D Manager works on the new line of products.

Yesterday was a usual day in the company and these people were busy doing these things. What was each of them doing in the middle of their working day?

PRACTICE. LEVEL 2.**I. FORMS**

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

1) At 11.30 yesterday morning, Mr Gibson was seeing some sales representatives in Bristol. 2) We were discussing our expansion plans when the chairman suddenly announced his resignation. 3) Tom was doing some filing when his boss asked him to send an invoice to a client. 4) When the phone rang, we were discussing sales figures. 5) The car had nobody in but the engine was running. 6) Tom was reading out data while Mike was writing them down. 7) What were you doing before you came here? 8) When I arrived at the meeting, the first speaker had just finished speaking and the audience was/were clapping. 9) The traffic was making so much noise that I couldn't hear what he was saying. 10) This customer was always making complaints. 11) The office was in great disorder because the workers were redecorating it. 12) The director didn't allow the actors to travel by air while they were working on the film. 13) When I first met him, he was studying accounting. 14) The exam had just began and the candidates were writing their names at the top of their papers.

2. Make sentences negative and interrogative.

Example: He was talking to someone on the other line.

He was not talking to someone on the other line.

Was he talking to someone on the other line? Tom was playing computer games when the boss came in. 2) When I first met him he was working in a bank. 3) He was always trying to prove that he was the best manager in the subsidiary. 4) A headhunter approached her when she was working for IBM. 5) The new designer and I were organizing the artwork for some adverts on Wednesday morning. 6) Mr. Brown was driving the car at the time of the accident. 7) The sales representative was talking to a client when the boss summoned him. 8) When I got to the airport, the company driver was waiting for me. 9) When his car broke down, he was driving to London. 10) When they took our company over, we were losing a lot of money. 11) I was having lunch in the canteen when the fax arrived. 12) The country was working on anti-dumping laws to combat cheap imports.

II. EXERCISES

3. Complete the sentences with the Past Simple or Past Continuous form of the verb in brackets.

Example: While Diana **was watching** (watch) her favourite television programme, there **was** (be) a power cut.

- 1) What exactly ... (you/do) when I ... (come) into your office yesterday?
- 2) While I ... (try) to get my car started, a man ... (offer) to help me. 3) I ... (phone) you yesterday but you ... (not answer). What... (you/do)? 4) When I arrived the lecture had already started and the professor ... (write) on the blackboard. 5) I ... (prepare) my report when the light went out. I ... (have to) finish it later. 6) Unfortunately when I (arrive), Ann ... (just leave), so we only had time for a few words. 7) What ... (you/think) of his last performance? – I ... (like) it very much. 8) He suddenly ... (realize) that he ... (travel) in the wrong direction. 9) You ... (look) very busy when I ... (see) you yesterday in the office. What (you/do)? 10) How (you/damage) your car so badly? – I ... (ran) into a lamp-post yesterday. – I suppose you ... (drive) too quickly or ... (not/look) where you ... (go). 11) Why (you/interrupt) me? I ... (have) a very important conversation with my boss. 12) While he ... (make) his speech the minister suddenly ... (feel) faint. But someone ... (bring) him a glass of water and after a few minutes he ... (be able) to continue. 13) I just ... (write) a cheque when I ... (remember) that I ... (have) nothing in the bank. 14) The Chief Accountant said, ‘The balance sheet will be ready on Friday.’ But when I ... (call) on Monday he ... (still/work) on it.

4. Put the verbs in the following extracts into the correct form.

- a) In 1894 a steamship **was sailing** (sail) across the Atlantic Ocean from France to the US. The sun (shine) and the gentle breeze (blow). The ship had been sailing for twenty days and was halfway to its destination. The passengers (relax) on deck when suddenly they (hear) a loud bang. They all (jump) up, (run) to the edge of the boat and (look) over the side. To their horror they (see) that they had hit some hard object which had teared a hole in the side of the ship. Water (pour) into the steamship at an alarming speed. Fortunately another ship (arrive) half an hour later, just in time to save everyone on board.
- b) I (meet) an old university friend of mine while I (travel) to London for a conference. He (notice) me while I (stand) in the queue at the airport check-in desk. We (decide) to travel together. While we (wait) for the flight to leave, we (realize) that we (go) to the same conference. We talked about old times, and while we (have) lunch on the plane, he (say) that he was going to look for a new job. I (not/think) of it at the time, but later on when the plane (come) in to land, I suddenly (remember) that we had a vacancy for a lower. I (tell) him about the terms and conditions, and later this evening, when we (have) dinner, he (accept) the position.

5. Complete the sentences using the ideas given in the box.

the motor	complain
the president	go down
customers	go up
their value	produce a strange
funds	sound
it	rain
the sales	run out
	talk over the tele-
	phone

We decided to stop the project because..... 2) He sold his shares because..... 3) We decided to withdraw the model because..... 4) The Sales manager was happy because..... 5) He didn't enter the room because..... 6) They decided not to go out because..... 7) He stopped the car because.....

6. Below there is a short biography of Bill Gates. Complete the text using given verbs either in the Past Simple or the Past Continuous.

be (4), be born, make, grow up, drop out, start (2), go, study, work, grow into, sell, meet

Bill Gates story in 1955. He in Seattle, where he with his parents and two sisters. His father a lawyer and his mother a teacher. When he thirteen, he to become interested in computers and the development of computer software. In 1972 he his first big profit of \$4,200 when he timetable software to his school. Bill Gates to Harvard University and while he there he started Microsoft. It obvious that the new business was going to be a great success so, in 1976, heafter doing three years of a four-year course. Microsoft an enormous international company that employs 54,000 people all over the world. Gates his wife, Melinda, in 1987 when she for Microsoft. They got married in 1994 and now have two children.

7. Look at the answers, based on the text in exercise D, and complete the questions.

1) When ? - In 1955. 2) What ? - His father was a lawyer and his mother a teacher. 3) When ? - When he was thirteen. 4) When ? - In 1976. 5) When ? - When she was working for Microsoft.

8. Translate the sentences into English:

- 1) В три часа он просматривал свою электронную почту.
- 2) Что он делал в этот момент?
- 3) Когда я зашел к нему в кабинет он проводил совещание с сотрудниками отдела рекламы.
- 4) В то время как мы занимались исследованием рынка, наши конкуренты разрабатывали новую рекламную кампанию.
- 5) Было около 11 утра, когда я зашел к ним в офис. Несколько клиентов сидели и ждали своей очереди, секретарша говорила с кем-то по телефону, работал телевизор.
- 6) В августе эта компания вела переговоры о закупке бензина.
- 7) Я работал с документами, когда услышал телефонный звонок.
- 8) Когда я ее впервые встретил, она работала над своей магистерской диссертацией.
- 9) Когда я пришел на заседание совета директоров, секретарь раздавала протокол предыдущего заседания.
- 10) Он спросил меня, видел ли я, как секретарь получала факс.
- 11) Вчера мы весь день занимались на курсах повышения квалификации.
- 12) Мы работали над проектом, когда услышали известие о поглощении нашей компании конкурентами.

III. TASKS

9. Explain what the reason for the following events was. Use past continuous.

Example: He decided to see a doctor because ***he wasn't feeling well.***

- 1) We offered our customer 5% discount because
- 2) Bob phoned the service engineer because
- 3) Ann was demoted because
- 4) One of our high performers handed in his resignation because
- 5) They gave Mary a new company car because

10. Write a short paragraph about one of the following events. Say what you were doing when it happened.

- 1) You lost some money.
- 2) You took your driving test.
- 3) You met your best friend.
- 4) You got a job.
- 5) You were stopped by the police.
- 6) You made a decision to enter this university.

UNIT 6. TALKING ABOUT FUTURE ACTIONS

Для передачи действия в будущем в английском языке можно использовать различные средства.

I. FUTURE INDEFINITE

Значение формы.

Future Indefinite обозначает действие в будущем, которое рассматривается как факт (безотносительно его продолженности и завершенности)

Построение формы.

Future Indefinite строится при помощи вспомогательного глагола *will* и начальной формы смыслового глагола

Will+verb

The meeting will begin at 10.00 – Собрание начнется в 10.00

Will the meeting begin at 10.00? – Собрание начнется в 10.00?

The meeting will not begin at 10.00. (will+not = won't) – Собрание не начнется в 10.00

Употребление формы.

- 1) Future Indefinite употребляется для передачи будущих действий в формальных контекстах (см. употребление выражения *going to*)

I will finish my work tomorrow. – Я закончу свою работу завтра.

This office will re-open on 2nd January. – Наш офис будет снова открыт 2 января.

- 2) Future Indefinite для обозначения будущего действия, решение о котором принимается в момент речи

Do you like this new machine? I will show you how it works. – Вам нравится этот новый станок? Давайте я покажу, как он работает.

I think I will walk home across the park. – Я думаю, я прогуляюсь домой через парк.

- 3) Future Indefinite употребляется для выражения желания / нежелания совершить действие.

I will give another chance to answer the question. – Я хочу дать вам еще один шанс ответить на вопрос.

The boss won't listen to my ideas. – Мой начальник никак не хочет меня выслушать.

II. GOING TO

Значение формы

Форма обозначает намерение совершить действие

Построение формы

Для построения данной формы используется глагол *to be* в необходимой форме, *going to* и инфинитив смыслового глагола.

To be + going to + глагол	
<i>I am going to come</i>	<i>We are going to come</i>
You are going to come	
<i>He is going to come</i> <i>She is going to come</i> <i>It is going to come</i>	<i>They are going to come</i>

Употребление формы

- 1) Форма употребляется для обозначения заранее запланированного действия в разговорном стиле

We are going to have a corporate event next Friday. – Мы собираемся устроить корпоратив в следующую пятницу.

- 2) Форма употребляется, когда говорящий предсказывает, что действие произойдет на основании того, что он видит, слышит, чувствует.

Look at those figures! The company is going to collapse. – Посмотри на эти цифры! Компания обязательно обанкротится.

Однако, если такое предсказание основано на опыте или на мнении человека, предпочтительно употреблять Future Indefinite

I imagine the hall will be full for the conference on Sunday. – Я думаю, что зал будет полон в воскресенье.

III. FUTURE CONTINUOUS

Значение формы

Future Continuous обозначает действие длящееся в определенный момент в будущем.

Построение формы

Future Continuous строится при помощи вспомогательного глагола to be в будущем времени (will be для всех лиц) и смыслового глагола с суффиксом -ing

Will	be	+
verb+ing		

I will be working all day tomorrow. - Завтра я буду работать целый день.

Употребление формы

1) Future Continuous употребляется для обозначения действия, которое будет совершаться в определенный момент или период времени в будущем.

The President will be celebrating his birthday next Friday. – В пятницу президент будет отмечать свой день рождения.

I will be working from 9 to 5 next Saturday. – В следующую субботу я буду работать с 9 до 5.

She will be doing her exam at this time tomorrow. – Завтра в это время она будет сдавать экзамен.

2) Future Continuous также употребляется для обозначения заранее запланированного будущего действия.

The company will be opening their first factory in Europe next year. – В следующем году компания откроет в Европе свою первую фабрику.

IV. PRESENT INDEFINITE, PRESENT CONTINUOUS

Об употреблении этих форм для выражения будущего времени – см. соответствующие разделы.

PRACTICE. LEVEL 1.

I. FORMS

1. Translate the sentences into Russian, point out future forms. Explain their use.

- 1) He will be staying at Mansion Hotel for the next week.
- 2) I think I will take part in the conference.
- 3) The boss won't appoint Mr Smith to the position.
- 4) She's coming next Tuesday, so you will have a chance to discuss the problem.
- 5) I'm sorry I can't take you to the airport. – Don't worry, I'll call a taxi!
- 6) He thinks he will be OK by Monday.
- 7) You'd better take an umbrella. Look at the sky – it's going to rain.
- 8) This report shows that our sales are going to fall in the near future.
- 9) I'm going to the post-office. Shall I post your letters?

10) Our train leaves at 2 p.m. 11) The conference starts at 12, then there is a coffee break at 3 p.m. 12) She's travelling to Germany next month.

2. Make the sentences negative.

Example: He will come soon. – **Will he come soon?**

He will not come soon.

1) We will meet tomorrow. 2) She is going to visit our factory next month. 3) We are planning the conference for December. 4) The guard will call the police. 5) They will be staying with us the whole week. 6) Your decision will be vital for us. 7) According to the plan they start their new project in June.

II. EXERCISES

3. Ask questions to the following sentences using the given question words.

Example: She will be in Paris next week.(where?) – **Where will she be next week?**

1) Don't call him at 3 tomorrow - he will be making a report at the conference. (what?) 2) The business course starts on September, 15. (when?) 3) Sally is going to be a banker. (what?) 4) Mr Jackson is flying to Jamaica next month. (where?) 5) I'm sure she will enter the university. (what / do?) 6) The delegation are visiting our plant on Monday. (what / do?)

4. Look at the sentences and say what future forms you would use.

1) Она ни за что не хочет участвовать в нашем проекте. 2) Мы не будем обсуждать подробности вашего плана на собрании. 3) Согласно достигнутым договоренностям наша компания должна получить первый транш кредита уже в сентябре. 4) Как долго вы будете обдумывать решение? 5) Мы считаем, что мы сможем уложиться в указанные сроки. 6) Они дадут вам еще один шанс доказать свою лояльность. 7) Если внимательно изучить представленные данные, то станет совершенно ясно, что спрос на нашу продукцию будет снижаться. 8) Курс МВА начинается в октябре, как обычно. 9) Мы будем ожидать вашего ответа до конца месяца.

5. Open the brackets:

Example: We (lose) **will lose** a lot of money if we (not / deliver) **don't deliver** on time.

1) If the share prices (to fall), the company (to collapse). 2) She (to call) me when the boss (to arrive). 3) I (to try) to find a good job after I (to graduate). 4) If she (to earn) enough money she (to go) to study to Cambridge. 5) If we (to be) lucky we (to get) this order. 6) I (to tell) you all the news when we (to

meet). 7) This company never (to be) the leader even if it (to break) into the new market.

6. Complete the sentences about the future.

Example: She won't be here in summer. ***She is going to France.***

- 1) I'm sorry, I can't come to the meeting tomorrow. I..... 2) All the flights are cancelled because of the bad weather conditions, so we.....
 3) I have already decided what to do with this project – we..... 4) I won't be here in summer, I..... 5) They have decided on their corporate party, they.....
 6) When do you arrive at the station? – The train.....
 7) I have got some details of your trip. You..... 8) We have some plans for the week. We

III. TASKS

7. Tell your friends about the week to come. What are you going to do? What do you think you will do? Have you planned anything for the weekend (what are you doing at the weekend)?

8. Make a logical chain, starting with the last part of your partner's sentence.

Example:

What will you do if you are expelled from the university? – If I am expelled from the university, I will find some job. – If I find some job, I will earn some money. – If I earn some money...

9. Answer the questions. Make it clear whether you have already made up your mind about something, or you don't know for sure. (going to / will)

- 1) Do you know what you will be doing in 10 years' time? 2) Have you made up your mind about your future career? 3) Where do you think you will live when you are 30? 4) How many children do you think you will have? 5) When do you think you will get married? 6) Do you think you will have your own firm? 7) Do you know what sphere of business you will be working in? 8) Do you think you will travel a lot when you are older?

Start your answers with: I think / I don't think...; I'm going to / I'm not going to...;

10. Complete the dialogue.

A: Hey, Sally, can't you hear? The telephone (ring)!

B: Don't worry, Mr Thomson, I ... (take) it. Hallo! Hi, Sue! I see. Yes, please, send me the details by e-mail. I...(call) you back. Thank you.

A: Who is it?

B: This is Sue Jackson. She offers you a seminar on business planning next week.

A: When ... (it / start?)

B: Let me see, here is her e-mail. It ... (start) on May, 3 at 10 a.m. and ... (finish) on May, 5 at 6 p.m.

A: OK. And where... (it / to be)?

B: In Paris.

A: Three days in Paris... Not bad! I think I ... (go)! Let us plan my trip.

B: Well, first of all we must decide on the flight. There are two early flights on May, 3. One ... (arrive) at 7 a.m., another - at 7.30.

A: I think I ... (choose) the one that arrives earlier, or I ... (have) no time to get to the business centre from the airport, I'm afraid there ... (be) a lot of traffic.

B: OK. Then, the hotel. It must be really good, as you... (stay) there for 2 nights.

A: I think I ... (stay) at Hotel Napoleon.

B: Good, I ... (book) it for you. Anything else?

A: Yes. I think I ... (ask) you to book a restaurant table. I ... (meet) some friends of mine.

11. Make your predictions about the future of business.

1) I think the dollar to rouble exchange rate.... 2) I guess the inflation in Russia..... 3) I suppose the GDP in Russia..... 4) I imagine income per capita..... 5) I admit the prices..... 6) I expect small business.....

12. Here is some information about Jane. She is going to have her holidays soon. Tell about her holiday plans. Use the Present Continuous and to be going to.

Jane is a young girl of 20. She is a student, but her parents are quite well off. She likes to travel very much. She has already visited a lot of countries in Europe but she hasn't been to the USA yet. She has a boy-friend and she spends all her free time with him. They like to stay in big hotels, visit big cities, see the places of interest. Jane is fond of taking pictures of the places she visits. They remind her of the good time that she had on her holidays.

PRACTICE. LEVEL 2.

I. FORMS

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

1) Workers accepting redundancy will have priority for jobs elsewhere at G.M. 2) At 10.00 Production manager is going over to the factory, and after that he is seeing Mr. Radford for lunch. 3) Over the next few years, the Internet will make a great influence on consumer behavior, and advertisers will have to approach customers in a completely new way. 4) Make sure you're clear about what you are going to pay for, as there may be hidden extras. 5) I'm having a meeting with the Finance Manager on Monday at 4.30 p.m. 6) Based on these figures, we are going to make a profit of \$5m this year. 7) The final cost of the project probably will be higher than the current estimates. 8) I'm afraid I can't see you on the 25th because I will be attending a training course in France. 9) I expect that our internet service will launch next year. 10) The exhibition opens on January 15th and closes on January 31st. 11) A conference for 70 people will work out at around \$50 a head per day. 12) The new company will operate out of its parent's office with an initial headcount of 20 staff. 13) There is still a high risk that the US currency will fall back during the year. 14) The company is going to aim at the high end of the dishwasher market, where sales aren't large but profits are.

2. *Make sentences negative and interrogative.*

Example: We will have to test the new pesticide large-scale.

*We **won't (will not)** have to test the new pesticide large-scale.*

***Will** we **have** to test the new pesticide large-scale?*

1) The company will begin an active asset sale programme. 2) Health inspectors are going to check the factories canteen. 3) The shipment will get there on time. 4) The BP is going to open a new subsidiary this autumn. 5) Jack will be visiting a trade fair in early September. 6) We leave for London tomorrow at 11.15. 7) Professor Craig will be giving a lecture on accounting principles tomorrow evening. 8) At 9.15 the boss is having a meeting with a new HR director.

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

1) He will decide which of his paintings will be sold privately and which works will be sold at auction. 2) Over the first five years of the contract, most of the gas will be sold at a fixed price. 3) The workshop begins at 7.30 next Friday evening. 4) The banking industry will strongly oppose these new regulations. 5) The company will be restructuring its debt and preparing an operating plan for its creditors in July. 6) We are going to take waste away from places where it poses a health hazard. 7) An upgrade in our hardware will definitely help to cope with an expected rise in demand. 8) According to the new trade figures, Hungary's total net trade is going to fall between the last two quarters of the year. 9) Managers will be required to give their bankers a three-year business plan. 10) American express cardholders will be given priority booking

at Forte hotels. 11) We have made our mind. Production control operations are going to be handled by the parent company. 12) For trades of 2,000 or more shares, the charge will be \$60 plus five cents a share.

II. EXERCISES

4. Say what the following people are going to do. Use the verb in brackets to help you.

Example: The Unions have been offered a 4% pay rise. (accept)

They are not going to accept it.

- 1) Our trials have shown that the new preparation is commercially viable. (produce) 2) The engineers have finished the design for the new engine. (build/prototype) 3) We have ordered over \$3m of new equipment for the factory. (modernize) 4) Our telephone system will not work for three days. (update) 5) The future may bring unexpected changes. (plan) 6) We have less money to spend for advertising. (cut) 7) Mary has injured her ankle and she is in hospital now. (visit) 8) Because prices have been going up they can't afford to go to France. (travel)

5. Use the words in brackets to make predictions. Use **to be going to**.

Example: We should have left much earlier. (be late)

We are going to be late.

- 1) The stock market is very over-valued. (be/correction) 2) Demand for cars is rising, but supply is falling. (price/rise) 3) Our IT Manager is looking for another job. (leave the company) 4) The interest rate has fallen. (company profit/increase) 5) The company is in serious financial difficulty. (go bankrupt) 6) The government has raised taxes. (consumer spending/fall) 7) We have spent a great deal on promotion of a new model. (sales/go well) 8) Our market share has increased. (there/be a price war)

6. Use **will** or the **present continuous**.

- 1) I (see) my bank manager tomorrow. (*I have arranged this.*) I am going to ask him for a loan but I expect he (refuse).
 2) I (know) the result tomorrow. As soon as I hear, I (tell) you.
 3) I probably (come) to London some time next month. I (give) you a ring nearer the time and tell you when I (come). (*when I have arranged to come*)
 4) A: We'd better leave a message for Nick. Otherwise he (not know) where we've gone.
 B: All right. I (leave) a note on his table.
 5) You (take) any exams this term? (*Have you decided to take an exam?*)
 – Yes, I (take) an English exam at the end of the month. – Do you think you (pass)? – I don't know. If I don't, I (take) it again at the end of next term.

- 6) Don't wait for me. This (take) a long time, I'm sure.
 7) A: I (give) you a lift tomorrow if you like.
 B: Have you borrowed a car?
 A: No, I've just bought one. I (collect) it this afternoon.
 8) Ann (reading newspaper): It says here that Smith's (open) their new department next week, and that they (have) a sale to give it a good start.

7. Use **will** or **to be going to**.

- 1) A: We've chosen a brand name for the new T-shirts.
 B: Really? What (you/call them)?
 2) Employer: But there are a lot of mistakes in this report, Miss Jones.
 Miss Jones: Yes, I suppose there are. All right I (correct) them.
 3) A: Have you decided what to do about improving of circulation of the magazine?
 B: Yes, we (cut) the cover price by 15% from October.
 4) A: I'm afraid the fax machine isn't working.
 B: Don't worry. It's not a very urgent letter. I (post) it.
 5) A: Why are you taking the day off on Friday?
 B: I (look) at a new house.
 6) A: I'm afraid I can't take you to the airport. The boss has summoned me.
 B: Never mind. I (take) a taxi.
 7) A: Do you need any help?
 B: Oh, yes please. (you/carry) the display stand for me.
 8) I wonder if Ann knows that the time of the meeting has been changed – Probably not. I (look) in on my way home and tell her.

8. Use **will** or the **future continuous**

- 1) Jack usually gives me a lift home, but we both (come) home by train tomorrow as his car (repair). 2) I wonder what I (do) this time next year. – I expect you still (work) at the same office. 3) He (come) if you ask him. 4) What are you doing next weekend? – Oh, I work as usual. I'm always on duty at weekends. 5) What happened at last meeting? I hear there was quite a disturbance. – Come and see me and I (tell) you. I don't want to talk about it on the phone. 6) I (tell) her what you say but she (not believe) it. 7) This time tomorrow everyone (read) of your success, and all sorts of people (ring up) to congratulate you. 8) James (leave) for Australia quite soon. He has got a job there.

9. Translate the sentences into English.

- 1) Каковы Ваши планы на ближайшие 2-3 года? - Мы планируем выйти на обороты в 10 млн евро в Европе и на рынках Азии, а

также построить систему продаж в Китае и Юго-Восточной Азии вместе с нашими партнерами.

- 2) Компаниям, которые собираются работать в Китае, нужно искать надежных партнеров.
- 3) Что же будет с локальными брендами? По логике, если бренд останется локальным, он не сможет бросить вызов глобальным брендам. Единственное, что ему останется, — пытаться конкурировать с ними на своем домашнем рынке.
- 4) Успех Walmart в онлайн-торговле будет зависеть от правильности выбранной стратегии.
- 5) Только самые активные защитники окружающей среды будут избегать бренда компании, которая нарушает экологические нормы.
- 6) Продукт будет пользоваться спросом только в случае, если он приносит пользу конкретно потребителю, а не всему обществу.
- 7) Тайрелл считает, что бренды будут играть все более важную социальную роль.
- 8) Деловые партнеры не будут опасаться, что плохая репутация компании затронет их самих, это сможет способствовать налаживанию диалога с представителями государства и местной власти.
- 9) Хочется верить, что вслед за ростом качества корпоративных реформ последует улучшение реформ государственных.
- 10) Даже если предположить, что динамика развития соцсетей изменится, люди все равно будут проводить в интернете большую часть времени, получая оттуда ссылки друзей на те или иные продукты и услуги и взаимодействовать с компаниями.
- 11) Вы действительно уверены, что и без вас компания сохранит прежнюю динамику и прежний дух?
- 12) Такой сотрудник, скорее всего, предложит более инновационные идеи, что является ключевым требованием современного бизнеса, работающего в условиях жесткой конкуренции.

III. TASKS

1. Make spontaneous decision based on the information below.

Example: You won't be able to get to Paris. The air traffic controllers are on strike.

Really? Then I take a train through the tunnel.

- 1) I am afraid that we don't accept cheques. 2) We can't deliver the computers you ordered for two months. 3) I'm afraid that the British Airways flight on Monday is fully booked. 4) One of your client – Mr. Grim – just rang. He sounded very upset about something.

2. Make up sentences using the table.

According to the plan the project	invest in advertising	soon
I don't think he	collapse	at 6 tomorrow
In Japan they	meet	in the next few months.
Look at these figures! It's clear the company	stay	in July
She knows what to do: she	arrive	for the position tomorrow
We want to increase sales. As part of our plan we	start	their partners
Your train	apply	in Madrid for a long time.

3. Make predictions about the following things

- 1) Industrial production 2) Unemployment 3) Inflation 4) Consumer prices
5) Interest rates

4. Add comments to the sentences. Use **present continuous**, **be going to** or **will**.

Example: I'm afraid I can't take you to the airport.

I'm seeing Mr. Lois in the restaurant.

- 1) The management have announced how they intend to reduce costs....
2) Our Export Manager is in Peru at the moment looking at new offices. ...
3) I need some time to think about this proposal. ... 4) She has the experience and the qualifications, and none of the other applicants were any good. ...
5) I'm afraid I can't meet you for lunch on Monday. ... 6) I'm sorry. I didn't realize you were busy. ... 7) Our Sales Manager has finally chosen what he wants as a company car.... 8) We have changed the venue for the sales conference.... 9) The consortium has spent all of their money and the project is only half-finished.... 10) The bank has lowered interest rates again this year. ...

5. Answer the following questions about yourself.

- 1) What will you be doing in two weeks' time? 2) What are your chances of having to spend some time doing military service? 3) Who will you be working for 20 years from now? 4) Are you going to work for a big company or set up your own business? 5) What position will you have in a company? 6) What sort of things will you be doing as part of your job? 7) In the next few years what are your chances of studying abroad?

6. Look at the saying and say what it means:

- 1) A good teacher will lead the horse to water, an excellent teacher will make the horse thirsty first. 2) You'll never find anyone better than me. So, hire me. *Caroline Mutoko* 3) Patience will achieve more than force. *Edmund Burke* 4) Keep advertising and advertising will keep you. 5) A small leak will sink a great ship. *Benjamin Franklin* 6) If you don't know where you're going, you'll end up somewhere else. *Yogi Berra*

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