

7. What should the manager do for it?
8. What do you think of a confrontation session?
9. In what situations might it be useful?
10. How do you handle conflicts?
11. Can you always channel them into a productive direction? Why (not)?

GRAMMAR

Exercise 1. Match the beginning of the sentence on the left with its ending on the right.

1. The experiment	a) been held recently?
2. The mail	b) was erected three hundred years ago.
3. These machines	c) was being looked for everywhere.
4. When can the new equipment	d) will be described in several journals.
5. It's a pity the concert	e) are made and contracts are signed in this office.
6. Are the orders	f) is being designed by several well-known architects.
7. If we use the old methods, a lot of time	g) were built with very simple tools many years ago.
8. Something important	h) was not recorded.
9. No decisions	i) are going to be tested again.
10. This monument	j) have been taken yet.
11. Offers	k) was being discussed, so I sat down to listen.
12. Have any interesting exhibitions or fairs	l) may be wasted and very little be achieved.
13. All these little wooden houses	m) always fulfilled in time?
14. The future church	n) is usually brought at 9 a.m.
15. The lost dog	o) be installed?

Exercise 2. Change the following sentences into the Passive Voice A using the Simple Tenses (give two forms where possible).

Example:

Tom gave her a book. — She was given a book. The book was given to her.

1. He broke my watch.
2. The teacher explained the rule to the students.
3. He often asks me to help them.
4. They usually do written exercises in class.
5. She will make a new discovery soon.

6. Steve will make a report at the conference.
7. They play tennis all year round.
8. His friends never forgave his betrayal.
9. The manager offers me several jobs.
10. They will promise you much, but don't imagine they will give you everything.
11. His parents regularly sent him parcels with fruit from their garden.
12. They will give me a leave in July if there is no urgent work.
13. The Spanish government offered Columbus three ships.
14. They usually send their children to camp for summer.
15. The officer charged him with a very important mission.
16. I'm sure we'll settle the matter easily.
17. The policeman fined the driver for exceeding the speed limit.
18. Somebody calls her every day.
19. We request the passengers leaving for London to register.
20. The manager will sign contracts tomorrow.

B using the Simple Tenses (pay attention to prepositions).

Example:

She looks after him well. — He is well looked after (by her).

1. We sent for the police.
2. They speak much about this book.
3. They often laugh at him.
4. They listened to our conversation very attentively.
5. I think they will wait for us only in a week.
6. Nobody took notice of his late arrival.
7. We looked through all the advertisements very attentively.
8. He was a brilliant speaker, and whenever he spoke, the audience listened to him with great attention.
9. They will look after him in hospital much better.
10. Everybody looked at her new dress with interest.
11. She sent them for a taxi.
12. People will talk much about the successful performance of the young actress.
13. They always make fun of him.
14. The teacher pointed out gross mistakes in the translation.
15. He referred to very interesting plans.

16. They agreed upon Monday as the most suitable day.
17. He did not touch upon this question unfortunately.
18. They spoke to him about his promotion yesterday.

C using the Continuous Tenses.

Example:

They are solving a difficult problem now. — The problem is being solved now.

1. Don't come in! The professor is examining students.
2. Can I read the article? — No, the secretary is typing it.
3. We had to hurry. They were waiting for us.
4. It was noisy. Nobody was listening to him.
5. Does he realize that they are laughing at him?
6. Look at this man! I think he is following us.
7. Listen carefully! He is giving a very interesting talk.
8. The waiter is serving us rather fast.
9. The secretary was looking through morning mail.
10. The interpreter is translating their conversation rather well.
11. The briefing is in full swing. The correspondents are interviewing the participants of the conference.
12. The company was developing a new project.
13. You can't watch the film now. The mechanic is fixing the TV.

D using the Perfect Tenses.

Example:

They have already brought the medicine. — The medicine has already been brought.

1. We have repaired our house lately.
2. When the fire brigade came, the fire had destroyed the building!
3. The athlete has shown much better results since this coach trains him.
4. Will you have answered all the business letters by noon?
5. The president of the board has signed the document.
6. Is she washing the floor? — No, she has already washed it.
7. By his arrival they had repaired his car.
8. He has booked the tickets and the clerk will have brought them by 2 o'clock.
9. They had painted the house by his arrival.
10. Have you touched anything here?
11. The sociologist has interviewed a lot of students.

12. Have they tested all the machines?
13. The flood has caused considerable damage.
14. John will have received the papers by tomorrow.

E using modal verbs.

Example:

He can do this work. — The work can be done (by him).

1. She can find a job easily.
2. The matter is urgent. They should phone her immediately.
3. The boss wants Mr. Black. You must find him.
4. I can make an interesting offer to you.
5. He's got a pay rise and now they can buy a new house.
6. You must send the document as quickly as possible.
7. The weather is warm. She may plant the flowers.
8. The document is of great importance. He must show it to us.
9. He must give back the book on Sunday.
10. Their kitchen is large and they can use it as a dining room.
11. Ecologists say that we should take care of our planet.
12. You must send for the doctor immediately.
13. The lecture is over. You may ask questions.
14. You should I avoid the center of town during rush hours.
15. They agreed that the club should raise membership fee.

Exercise 3. Replace the active form of the verb in each sentence with its equivalent passive form.

Example:

We made some suggestions to improve the project.

Some suggestions to improve the project were made.

- 1 Skin-divers don't wear heavy breathing apparatus.
- 2 The bill includes service.
- 3 Are the TV crew making a film of the elections?
- 4 Navy engineers will raise the wreck tomorrow.
- 5 Underwater cameras have located the site of the sunken treasure.
- 6 Coastguards had received the lost yachtsman's SOS signal at midnight.
- 7 Last year they were building a new ring-road round the city.
- 8 Somebody accused me of stealing the money.

- 9 Some governments put pressure on foreign companies to make donations for political purposes.
- 10 Many countries will allow foreign investment on a joint-venture basis.
- 11 The Department of Electronics has recently objected to special concessions given to IBM.
- 12 In earlier times, people regarded multinationals as heroes, but now they view them with suspicion.
- 13 They made a decision to reduce export orders.

Exercise 4. Choose a verb from the table below to complete each sentence by putting the verb into the correct form. You should try to use each verb once.

arrest	wake	knock	check	translate	find	drive	make	spend
	hear	carry	postpone	hold				

- 1 The music at the party was very loud and ____ from far away.
- 2 A decision ____ until the next meeting.
- 3 That building is dangerous. It ought to ____ down before it falls down.
- 4 Her new book ____ recently into a number of foreign languages.
- 5 The injured man couldn't walk and h ____ . .
- 6 I don't mind driving but I prefer to ____ by other people.
- 7 The meeting ____ because he fell ill yesterday.
- 8 I told the hotel receptionist that I wanted to ____ up at 6.30.
- 9 If you kick a policeman, you ____ .
- 10 The police are looking for the missing boy. He can't ____ anywhere.
- 11 When you go through customs, your luggage ____ . .
- 12 Do you think that less money ____ on arms?
- 13 Next year's congress ____ in San Francisco.

Exercise 5. Here are some of the notices in the fun palace and safari park. Can you fill in the gaps with passive verbs?

- 1 Visitors ____ (allow) into the house and grounds between 9.00 and 5.30 p.m.
- 2 Tennis-rackets can ____ (borrow) on request.
- 3 A bell ____ (ring) fifteen minutes before closing time.
- 4 Visitors ____ (request) not to feed the animals.
- 5 People ____ (advise) not to leave their cars while touring the safari park.
- 6 Dogs ____ (not allow) in the safari park.

- 7 You ____ (ask) not to touch the furniture.
- 8 Dogs must ____ (keep) on a lead.
- 9 The staff ____ (not permit) to accept tips.
- 10 Lunch ____ (serve) in the cafeteria from 11.00 to 2.30.

Exercise 6. Complete the second sentence so that it means the same as the first, using by or with only where necessary.

Example:

Sir Robert Flemming built the palace. The pala ____ .

The palace was built by Sir Robert Flemming.

- 1 The police believe that someone used a master key to open the door. The police believe that the door ____ .
- 2 Ice on the road almost certainly caused the accident. The accident ____ .
- 3 In 1976 the owners sold the palace to Leisuredesign Enterprises Ltd. The palace ____ .
- 4 Apparently, someone used a knife to kill the old lady. The old lady ____ .
- 5 I haven't got my car at the moment. The garage is repairing it. I ____ .
- 6 Adrian Lloyd Webber, a well-known composer, is writing the music for our film. The music ____ .
- 7 The police have arrested a 39-year-old mother of three for shop-lifting. A 39-year-old mother ____ .
- 8 I think they should have offered Jim the job. I think Jim ____ .
- 9 They will ask you a lot of questions at the interview. You ____ .
- 10 The supermarket manager was afraid that someone had injected poison into some of the food. The supermarket manager was afraid that some of ____ .
- 11 Some days ago a madman with an axe attacked Peter. Some days ago Peter ____ .
- 12 The colleagues gave Mr. Green a present when he retired. Mr. Green ____ .

Exercise 7. Use these sentences in the interrogative and negative forms.

- 1 Ted was stung by a bee while he was sitting in the garden.
- 2 When we returned, the door had been locked.
- 3 My baggage tags were attached to my ticket.
- 4 Local calls are booked well in advance.
- 5 We've been completely booked out recently.

- 6 Trucks and lorries are produced at the plant.
- 7 The customers are being served at the moment.
- 8 My girl-friend was offered a job in a Comet shop.
- 9 You'll be asked a lot of questions at the interview.
- 10 Jim did know about the change of plans. He had been told.
- 11 I was given two hours to make a decision.
- 12 The men were paid \$800 to do the job.

Exercise 8. Say that something was done yesterday, last week etc.

Example:

I want you to write a letter. But the letter was written yesterday.

- 1 Don't forget to reserve two singles for us.
- 2 Will you have finished writing your report by noon?
- 3 I know she likes flowers. She'll be happy if you send her a bouquet.
- 4 I advise you to hold a meeting on the problem.
- 5 Don't forget to invite Pete to the party.
- 6 I'd like to tell you the news about your son.
- 7 Don't forget to pay him money back.
- 8 She's telling you to consult a solicitor.
- 9 Don't forget to submit the information on the issue by 11 o'clock.
- 10 I know this kind of people. He'll promise to offer you a job as soon as possible.
- 11 Kevin is to provide the subcontractors with the payment terms. Remind him of doing it as soon as possible.
- 12 Mind that you are to prepare a tentative programme for the coming business partners.

Exercise 9. Refer the following sentences to the future.

Example:

We are always invited to their parties.

We'll be invited to their party on Saturday.

- 1 The meeting was postponed because of the chairman's illness.
- 2 The car wasn't parked there.
- 3 This artist's pictures are much sought after.
- 4 The little boy was overjoyed with his presents.

- 5 I'm offered a new job.
- 6 The problem was heatedly discussed in our department.
- 7 Depressions are brought about by this.
- 8 This opinion is not shared by most of my colleagues.
- 9 The plans are being scrapped.
- 10 This problem has been solved by joint efforts.
- 11 Complaints are sent to the head office.
- 12 A lot of Japanese cars have been imported into Europe this year.

Exercise 10. Make a passive sentence from the words in brackets.

Example:

A: Is Marge popular?

B: Yes (she/ like/ by everybody). Yes, she is liked by everybody.

- 1 A: Last night somebody broke into our house. B: Oh dear, (anything/take?)
_____ .
- 2 The cathedral looks very old. (when/it/build?) _____
- 3 Where's my bicycle? It's gone. (it/steal) _____
- 4 The people next door disappeared six months ago. (they/not see/since then)

- 5 A tree was lying across the road. (it/ blow down/in the storm) _____
- 6 The room looks different. (it/paint/since I was last here?) _____
- 7 There is a very popular television programme. (every week/it/watch/ by millions of people) _____
- 8 George didn't have his car yesterday. (it/service/at garage) _____
- 9 A: Did anybody call an ambulance to the scene of the accident? B: Yes. (but nobody/injure/so/it/not need) _____
- 10 A: There's no longer military service in Britain. B: Really? (when/it/abolish?) _____
- 11 Mr. Kelly can't use his office at the moment. (it/redecorate) _____
- 12 A: Was there any trouble at the demonstration? B: Yes. (about twenty people/arrest) _____
- 13 What happens to the cars produced at the factory? (most of them/export?)

- 14 Last quarter the price of a retail item was increased by 45 %. (how much/it/increase/this quarter?) _____

15 The captain changed the course. (he/warn/by the Air Traffic Control/of bad weather) _____

Exercise 11. Answer these questions by using the words in brackets.

- 1 What is a man known by? (the company he keeps)
- 2 You're going to do the work. But how will it be done? (joint efforts)
- 3 When should the book be returned? (in two days)
- 4 Why are children forbidden to play on the carriage-way? (accident)
- 5 Who was President John F. Kennedy shot by? (Lee Harvey Oswald)
- 6 How many times was the building of the Shakespeare's Royal Theatre rebuilt? (twice)
- 7 What are customers requested to refrain from? (smoking)
- 8 What was being displayed in the Pushkin Art Museum when you visited it? (letters by Pushkin)
- 9 How much has Susan been fined for speeding? (\$100)
- 10 The boss was busy and George was kept waiting. How long had he been waiting before he managed to see the boss? (forty minutes)
- 11 How many classy cars have been produced by Jaguar this year? (52,000)
- 12 How long was the shareholders' meeting being held yesterday? (all day long)

Exercise 12. Read the following news items and write different questions to each of them.

- 1 Two men are being questioned at Marylebone Police Station tonight in connection with last week's armed robbery in Luton, in which £25,000 was stolen from a security van. Another man has already been arrested for the crime.
- 2 Four people were taken to hospital after a fire at their home in Tottenham early this morning. They were sent home after treatment for minor burns. Police believe the fire was started deliberately.
- 3 Disc jockey Paul Asherton has been banned from driving for two years. The court was told that it was the third time Asherton had been stopped for speeding in six months. Asherton admitted driving at more than 125 miles per hour.
- 4 Missing schoolgirl Sheila Patterson, aged eleven, has been found alive and well in Leicester. Sheila, who disappeared two days ago, said she had left home to join a circus. Her parents are travelling to Leicester tonight. Meanwhile, Sheila is being looked after at Leicester Police Station.

5 Lorry-driver Albert Whittaker had a lucky escape this afternoon when a concrete block, which was being loaded on to his lorry, fell off and landed inches from his feet. Mr. Whittaker is being treated for shock.

Exercise 13. Respond by using the suggested verb with the preposition in the correct passive form.

Example:

Would you like to go to the disco with us? Oh, but how about your little sister? (look after)

She will be looked after.

1 Mike Brown is seriously ill. His state is becoming worse and worse. He needs a doctor. (send for/already)

2 Helen has bought another tasteless thing. (her purchases/disapprove of/always)

3 Why were you kept in so long after the exam? I got so much worried. (the answer/ comment on; some mistakes/point out)

4 Do you remember the film "Titanic"? Last spring everybody was willing to see it. (much/speak about)

5 They never say "No" to his suggestions. (object to)

6 The Cantervilles have not lived in their castle for ten years already. (castle/not live in)

7 The Stingrays are receiving guests tonight. (fifty people/wait for)

8 Marion is a very good scientist. She has solved such an important problem in her last research paper. (refer to/often)

9 Both parties have been discussing the contract terms for three hours. When will they come to any agreement, I wonder. (agreement/arrive at/by midday)

10 What is your opinion of Mr. Kelly from Vector Petroleum? Is he to be trusted? (speak of; rely upon).

Exercise 14. Respond by using the suggested verbal phraseological units in the correct passive form.

Example:

Why does Ron collect old posters? What is he going to do with them? (make use of)

They will be made use of.

- 1 Look, your cacti are in blossom. (take much care of)
- 2 There is no longer black death, or plague, in the world. (do away with)
- 3 I hope your report was a success at the conference yesterday. (not take notice of)
- 4 Did the policeman catch that fellow? Or did he manage to run away? (lose sight of)
- 5 Mary would like to do more shopping, but she does not know what to do with the heavy packages she's got with her. (take care of)
- 6 There's another war in the Middle East. (when /put an end to?)
- 7 I couldn't find any information about the Whitewater scandal in yesterday's press. (make no mention of)
- 8 No matter how hard I try to do my best to serve customers, some of them are displeased. (find fault with)
- 9 The publication of the report triggered a furious reaction from British industrialists. There was a wide rift of opinion concerning its main terms. (pay much attention to).

LET'S SPEAK ENGLISH...

Read the text and compare what you know about the system of education in Ukraine with the information in the text.

EDUCATION IN UKRAINE

Present day independent Ukraine has a well-developed system of education which matches the standards of the developed countries. Pre-school education is not compulsory and is fee-paying. Most parents take their children to nursery schools or kindergartens at the age of 3. Up to the age of 5 children mostly eat, sleep and play there, but in senior groups they are taught the basics of arithmetic, reading, writing, arts and in some schools foreign languages.

Compulsory secondary education begins at the age of 6—7 and is free in state schools and fee-paying in private ones. Some schools, especially those with language slant, have preparatory classes. Secondary education includes three stages: primary (1st—3d grades), basic (4—9th grades) and senior (10— 11th grades). In regular secondary schools children start learning foreign languages from the 5th