

## My English

What time is it?

## TELLING TIME

Practise telling the time.



eight o'clock



two minutes after eight



five after eight



ten after eight



a quarter after eight



twenty after eight



twenty-five after eight

eight-thirty  
or  
half past eight

twenty-five to nine



twenty to nine



a quarter to nine



fourteen minutes to nine



ten to nine



five to nine



three minutes to nine



nine o'clock

WHOLE

HALF

QUARTER



**Prepositions of Time: at, in, on**

We use:

at for a PRECISE TIME

in for MONTHS, YEARS, CENTURIES and LONG PERIODS

on for DAYS and DATES

at 3 o'clock	in May	on Sunday
at 10.30am	in summer	on Tuesdays
at noon	in the summer	on 6 March
at dinnertime	in 1990	on 25 Dec. 2010
at bedtime	in the 1990s	on Christmas Day
at sunrise	in the next century	on Independence Day
at sunset	in the Ice Age	on my birthday
at the moment	in the past/future	on New Year's Eve

Look at these examples:

I have a meeting at 9am.

The shop closes at midnight.

Jane went home at lunchtime.

In England, it often snows in December.

Do you think we will go to Jupiter in the future?

There should be a lot of progress in the next century.

Do you work on Mondays?

Her birthday is on 20 November.

Where will you be on New Year's Day?

Notice the use of the preposition of time at in the following standard expressions:

Expression	Example
at night	The stars shine at night.
at the weekend*	I don't usually work at the weekend.
at Christmas*/Easter	I stay with my family at Christmas.
at the same time	We finished the test at the same time.
at present	He's not home at present. Try later.

Notice the use of the prepositions of time in and on in these common expressions:

in	on
in the morning	on Tuesday morning
in the mornings	on Saturday mornings
in the afternoon(s)	on Sunday afternoons
in the evening(s)	on Monday evening

When we say last, next, every, this we do not also use at, in, on.

I went to London last June. (not in last June)

He's coming back next Tuesday. (not on next Tuesday)

I go home every Easter. (not at every Easter)

We'll call you this evening. (not in this evening)

**Many & Much**

Many is used with count nouns:

Q: How many apples are there?

A: There are many apples in this picture.

Q: How many chairs are there?

A: There are two chairs.

Q: How many bees are there?

A: Hundreds. Maybe thousands!

Q: How many apples are there in this picture?

A: There is only one apple.

Q: How many men are in this picture?

A: There aren't any. There is only one woman.

Much is used with noncount nouns:

Q: How much fruit is there?

A: There's a lot of fruit.

Q: How much water is in the glass?

A: It's almost full. There's a lot of water in the glass.

Q: How much traffic is there this morning?

A: There's a lot of traffic. The cars aren't moving very fast.

Q: How much fishing does he do?

A: He does a lot of fishing on the weekend.

Q: How much beer is there in his glass?

A: There isn't any. It's all gone.

*a few / a little*

Few is used with count nouns:

a few = 3-4                      few = a small amount

Q: How many cars are there?

A: There are just a few.

(a few = 3 or 4)

There are a few bananas on the table.

bananas (a few = 3 or 4)

She's sad because she has very few friends.

(This means she doesn't have many friends. Notice there is no article. "A few" means something different.

Few people were at the meeting. She expected 20, but only three came.  
meeting

Little is used with non count nouns

a little / little = a small amount

He dropped a little paint on his wife's head.

You can also use...

a little bit of

He dropped a little bit of paint on his wife's head.

There's a little snow on the road and on the ground.

He got very little sleep last night.

(Notice that "sleep" is a noun in this sentence. "A little sleep" is a small amount of sleep, and "little sleep" is not very much sleep or no sleep.)

Q: Did she find what she was looking for in the newspaper?

A: No. There was very little information.

## English Articles

In English, knowing when to use 'a' or 'the' can be difficult. Fortunately, there are rules to help you, but you need to know what type of noun you are using.

### Grammar rule 1

When you have a single, countable English noun, you must always have an article before it. We cannot say "please pass me pen", we must say "please pass me the pen" or "please pass me a pen" or "please pass me your pen".

Nouns in English can also be uncountable. Uncountable nouns can be concepts, such as 'life', 'happiness' and so on, or materials and substances, such as 'coffee', or 'wood'.

### Grammar rule 2

Uncountable nouns don't use 'a' or 'an'. This is because you can't count them. For example, advice is an uncountable noun. You can't say "he gave me an advice", but you can say "he gave me some advice", or "he gave me a piece of advice".

Some nouns can be both countable and uncountable. For example, we say "coffee" meaning the product, but we say "a coffee" when asking for one cup of coffee.

### Grammar rule 3

You can use 'the' to make general things specific. You can use 'the' with any type of noun – plural or singular, countable or uncountable.

"Please pass me a pen" – any pen.

"Please pass me the pen" – the one that we can both see.

"Children grow up quickly" – children in general.

"The children I know grow up quickly" – not all children, just the ones I know.

"Poetry can be beautiful"- poetry in general.

"The poetry of Hopkins is beautiful" – I'm only talking about the poetry Hopkins wrote.

### More uses of articles in English

Rivers, mountain ranges, seas, oceans and geographic areas all use 'the'.

For example, "The Thames", "The Alps", "The Atlantic Ocean", "The Middle East".

Unique things have 'the'.

For example, "the sun", "the moon".

Some institutional buildings don't have an article if you visit them for the reason these buildings exist. But if you go to the building for another reason, you must use 'the'.

"Her husband is in prison." (He's a prisoner.)

"She goes to the prison to see him once a month."

"My son is in school." (He's a student.)

"I'm going to the school to see the head master."

"She's in hospital at the moment." (She's ill.)

"Her husband goes to the hospital to see her every afternoon."

Musical instruments use 'the'.

"She plays the piano."

Sports don't have an article.

"He plays football."

Illnesses don't have an article.

"He's got appendicitis."

But we say "a cold" and "a headache".

Jobs use 'a'.

"I'm a teacher."

Countries

We don't use 'a' if the country is singular. "He lives in England." But if the country's name has a "plural" meaning, we use 'the'. "The People's Republic of China", "The Netherlands", "The United States of America".

Continents, towns and streets don't have an article.

"Africa", "New York", "Church Street".

Theatres, cinemas and hotels have 'the'.

"The Odeon", "The Almeida", "The Hilton".

Abbreviations use 'the'.

"the UN", "the USA", "the IMF".

We use 'the' before classes of people.

"the rich", "the poor", "the British».

### Making an appointment on the phone

Exercise 1. Повторите по грамматическому справочнику информацию о модальных глаголах §12, выучите слова и выражения и используйте их в своих собственных предложениях.

1. to make an appointment - назначить встречу
2. to check an appointment book - справиться по ежедневнику
3. to be convenient for somebody - быть удобным для кого-то
4. to suit - подходить
5. to arrange - договариваться
6. to send confirmation of the appointment - отправить подтверждение о встрече
7. to fix another appointment - назначить другую встречу
8. to suggest another day - предложить другую дату
9. to get in touch with somebody - связаться с кем-то
10. to look forward to ... ing- с нетерпением ждать чего-то
11. to have an urgent business - иметь срочное дело
12. to settle the matter on the phone - решить вопрос по телефону
13. How about ... ? - Как насчет?

Exercise 2. Повторите по грамматическому справочнику информацию о модальных глаголах §12 и способах выражения желания §4 и переведите предложения на русский язык.

1. I would like to make an appointment with Mr. Smith.
2. If it is urgent, I can fix another date.
3. Can we meet early next week?
4. Does 8 p.m. suit you?
5. I am calling to confirm your appointment with Mr. Blake for next Friday.
6. He asked me to get in touch with you and fix another date.
7. Unfortunately I am busy tomorrow. Could we settle the matter on the phone?
8. You should send confirmation of the appointment.
9. Can I make an appointment with Mr. Shell? - Just a moment, I will check his appointment book.

Exercise 3. Повторите по грамматическому справочнику информацию о простых временах §7,8,10 и расскажите о своих беседах по телефону, используя вопросы:

1. Do you often call on business?
2. What matters do you discuss if you call on business?
3. Is it possible to make an appointment through the secretary?
4. Do you always send the confirmation if you make an appointment on the phone?
5. What do you do if you are unable to keep a appointment?
6. Is it possible to make an appointment with a doctor on the phone?
7. When did you make a business appointment last?
8. What will you do if you can't be present at the appointment meeting?
9. What will you do if you have an urgent business to discuss and don't remember the necessary telephone number?

Exercise 4. Прочтите тест и расскажите о том, как вы назначали встречу по телефону в простом прошедшем времени (§8). Используйте материалы текста как план.

## Text

- Don't forget to check the telephone number you are calling to.
- Introduce yourself to a secretary.
- Tell the secretary about the aim of your call.
- Ask the secretary to make an appointment for you.
- Give the secretary the desired date and time of the appointment.
- Ask the secretary to call you if the date and time change.
- Don't forget to thank the secretary.

## Conversations:

Прочтите диалоги и расскажите, что вы узнали из бесед, говоривших по телефону:

## Dialogue 1.

A: 5557375

B: John Blake here. Could I speak to Mr. Brown, please?

A: He is busy at the moment. Can I ask you about the purpose of your call?

B: Yes, certainly. I'd like to make an appointment with him. We are to discuss our future contract.

A: Just a moment, Mr. Blake I'll get his schedule. Are you there?

B: Yes, I am.

A: When would you like to come, Mr. Brown?

B: The day after tomorrow, if it is possible.

A: Unfortunately, he is busy from 9 to 12 in the morning. How about the afternoon time?

B: That suits me.

A: All right, I'll tell him you have called and made an appointment.

B: Thank you very much. I am looking forward to your meeting with Mr. Brown.

A: Good-bye!

## Dialogue 2.

A: 07535625

B: Jane Ross here. Could I speak to John Smith, please.

A: Speaking.

B: Oh, it's you, John. I didn't recognize you.

A: Oh, hello, Jane. Glad to hear you. What's the problem?

B: You know John, unfortunately, I won't be able to keep the appointment we made 2 days ago.

A: That was to be on Monday, wasn't it?

B: Yes, that's right. You know, we didn't finish discussing the terms of delivery with our British partner, so, I won't be able to coordinate your part of the contract with you.

A: When do you hope to finish discussing the matter?

B: I think it will be on Tuesday. So, if Wednesday suits you, we can meet on Wednesday, say at 4 p.m.

A: Just a moment, I'll check my appointment book. Oh, that's convenient for me.

B: Glad to hear that. I am looking forward to meeting you on Wednesday, at 4 p.m. Bye!

A: Bye!

## Dialogue 3.

A: Good morning. Could I speak to Dr. Waltman's secretary?

B: Speaking.

A: My name is Bertha Brown. I'd like to make an appointment with the doctor.



B: What are your complaints, Mrs. Brown?

A: I am not feeling all right. I have a sore throat and splitting headache.

B: Are you running a temperature?

A: Not too high.

B: Can you come to the doctor?

A: Yes, certainly. I would like to come in the afternoon to day.

B: Does 5 p.m. suit you?

A: Yes, that's right. Thank you very much. Good-bye!

B: Good-bye!

'Make' or 'Do'?

It can be hard to decide when to use 'make' or 'do' in English. Here's some help.

1: We use 'make' when we create or construct something. For example:

She made a cake.

I've made us some coffee.

Did you really make those trousers?

2: We use 'do' for general activities. In this case, 'do' is often used with 'something', 'nothing', 'anything' or 'everything':

What did you do at the weekend?

I didn't do anything yesterday.

She's fed up with doing everything herself. She needs some help.

Are you doing anything interesting during the holidays?

NOTE: 'What do you do?' means 'what's your job?'

3: There are many, many fixed expressions with 'make' and 'do'. Unfortunately, they don't really follow any useful rules, so you have to learn them. Sorry!

DO:

30 mph (miles per hour) Many people do more than 30 mph through this town. It's very dangerous.

badly She did very badly on the exam, so she'll have to retake it.

your best Don't worry about getting everything correct. Just do your best.

business It's been a pleasure doing business with you.

chores I have to go home and do some chores this afternoon.

a course John has decided to do a course in computing this autumn.

a crossword She sat on the sofa, doing a crossword and drinking tea.

damage The storm has done a lot of damage to the house.

the dishes / the washing up I really hate doing the dishes. I'm hoping to buy a dishwasher this year.

a drawing The little boy spent hours doing a drawing.

your duty He has to do his duty and look after his elderly parents.

an exam I have to do three exams and write a huge essay this term.

exercise Julie likes doing exercise, especially running.

an exercise The teacher asked us to do a lot of grammar exercises over the holidays

someone a favour My friend did me a huge favour and lent me some money.

the gardening David often spends Sunday afternoons doing gardening.

good She helps homeless people and tries to do good.

you good You should eat your vegetables. They'll do you good!

your hair Allie spends ages doing her hair in the morning.

harm I spilt coffee on my suit and tried to clean it, but I did more harm than good. It looks even worse now!

homework Have you finished doing your homework?

housework Let's do the housework quickly this morning, then we can go out for lunch.

the ironing My mother listens to the radio while she does the ironing.

a job I think the students did a great job with this essay. It's excellent.

the laundry / the washing    He did the laundry, cleaned the house, and made dinner.  
 your nails    Jenny likes to do her nails each week.  
 a painting    There was an old man sitting on the bank of the river, doing a painting.  
 paperwork    Does everybody hate doing paperwork?  
 research    I'm doing some research for my thesis at the moment.  
 the shopping    I'll do the shopping tomorrow morning. We need milk, bread, pasta and bananas.  
 time (= be in prison)    He broke into a bank, was caught by the police, and now he's doing time.  
 well    My sister is doing well in her new job.  
 work    Unfortunately, Lucy does a lot of work at the weekends.  
 your worst    I've bought all new winter clothes:– boots, a coat and a very warm hat. Weather, do  
 your worst!

# MAKE:

amends    I'm so sorry that I upset you. How can I make amends?  
 an appointment    She had toothache, so she made an appointment with the dentist for the  
 following day.  
 arrangements    Okay, so we're going to go on holiday in September. Let's make some  
 arrangements. I'll find a hotel, and you can look at flights.  
 an attempt    I know we might not catch the plane, but let's at least make an attempt to be on  
 time.  
 believe    The children's favourite game is to make believe that they are kings and queens from long  
 ago.  
 certain    I think the café opens at six, but let's make certain. I don't want to be standing in the  
 street waiting!  
 a change    I've made some changes to the document.  
 a choice    Which job are you going to take? You need to make a choice.  
 a comment    My mother made a comment about my shoes.  
 a complaint    The food took so long to arrive that Julie made a complaint to the manager.  
 a confession    I'd like to make a confession. I was the one who ate the last of the chocolate.  
 a date    I'd love to see you soon. How about if we make a date for next week?  
 a decision    I've made my decision. I'm going to go back to university.  
 a difference    Going to the gym has really made a difference to how I feel.  
 a discovery    When John was last in London he made a discovery - a beautiful little café in a  
 quiet street.  
 an effort    You're not trying hard enough! Make an effort!  
 an error    He made several errors on the report, and the boss told him to rewrite it.  
 your escape    The bank robbers took £10,000 from the safe and then made their escape.  
 an exception    Usually the children aren't allowed to watch TV but I made an exception today  
 since the weather was so horrible.  
 an excuse    Why was Lisa late? Did she make an excuse?  
 a face    The child took a bite of the broccoli and made a face.  
 a fire    We put up our tent, made a fire, and had a hot drink.  
 a fool of yourself    You shouldn't sing in front of everyone! You'll make a fool of yourself.  
 a fortune    Lucy made a fortune when she sold her company. Now she doesn't have to work.  
 friends    She loved university and made lots of friends.  
 fun of    The children love to make fun of the teacher,– but only when she's not looking.  
 a fuss    It's okay! I'm fine, it's just a cough. Don't make a fuss!

an impression Jenny certainly made an impression last night! All my friends are asking about her.

a joke The interview was very tense at the beginning, but then John made a joke, and after that it was much more relaxed.

a journey Because of the snow, try not to make any journeys which are not absolutely essential.

a list First, I must make a list of all the things I need to do.

a loss Their business made a loss the first year, but did much better after that.

love The hero and the heroine made love in the film.

a mess What a mess you've made! Can't you tidy up a bit?

a mistake She made so many mistakes in her essay that the teacher couldn't understand it.

money John made a lot of money in his twenties and was able to retire at the age of 35.

a move Look how late it is! Let's make a move.

a noise Please try not to make a noise when you come home, because I'll be asleep.

an observation Could I make an observation? I don't think some of our customers like the new adverts.

an offer She made an offer on a house. She's nervous because she'll find out today if it has been accepted, and she really wants to buy that house.

a payment Hello? I'd like to make a credit card payment, please.

a phone call I'm going to go outside and make a phone call. It's too noisy in here.

plans David is making plans to move to Paris.

a point The professor used lots of examples to make his point.

a prediction The journalist made a prediction about the economy, but in the end it wasn't correct.

a profit His business made a profit from the beginning.

progress Finally, after being stuck in a traffic jam for an hour, we're making some progress! We'll arrive by 8pm.

a promise I must study hard today. I made a promise to my mum that I wouldn't fail any more exams.

a remark John was upset because the boss made a negative remark about his work.

a reservation Could you call the restaurant and make a reservation for tonight?

a scene Susie made a scene in the café when her order was wrong. She shouted at all the staff and demanded to speak to the manager.

a sound Don't make a sound! We need to be completely quiet.

a speech The bride's father often makes a speech at her wedding.

a suggestion Could I make a suggestion? How about going out for dinner?

sure I don't think I left the gate open, but I'm just going to go and make sure.

the bed Could you please make the bed before you leave the house? Otherwise it looks so messy with the duvet and the pillows everywhere.

time (=find time to do something) Everybody's busy, but you need to make time to study. Otherwise you won't be able to get a better job.

trouble That employee is trying to make trouble. He is always telling the boss bad things about his colleagues.

a visit I'll call you this afternoon.– I need to make a visit to my granny this morning.

your mind up Do you want chocolate or strawberry ice cream? Make your mind up quickly!

your way After the film, John made his way to a café, where he had two cups of coffee and some cake.

**Prepositions of Place: at, in, on**

In general, we use:

at for a POINT

in for an ENCLOSED SPACE

on for a SURFACE

at	in	on
POINT	ENCLOSED SPACE	SURFACE
at the corner	in the garden	on the wall
at the bus stop	in London	on the ceiling
at the door	in France	on the door
at the top of the page	in a box	on the cover
at the end of the road	in my pocket	on the floor
at the entrance	in my wallet	on the carpet
at the crossroads	in a building	on the menu
at the front desk	in a car	on a page

Look at these examples:

Jane is waiting for you at the bus stop.

The shop is at the end of the street.

My plane stopped at Dubai and Hanoi and arrived in Bangkok two hours late.

When will you arrive at the office?

Do you work in an office?

I have a meeting in New York.

Do you live in Japan?

Jupiter is in the Solar System.

The author's name is on the cover of the book.

There are no prices on this menu.

You are standing on my foot.

There was a "no smoking" sign on the wall.

I live on the 7th floor at 21 Oxford Street in London.

Notice the use of the prepositions of place at, in and on in these standard expressions:

at	in	on
at home	in a car	on a bus
at work	in a taxi	on a train
at school	in a helicopter	on a plane
at university	in a boat	on a ship
at college	in a lift (elevator)	on a bicycle, on a motorbike
at the top	in the newspaper	on a horse, on an elephant
at the bottom	in the sky	on the radio, on television
at the side	in a row	on the left, on the right
at reception	in Oxford Street	on the way

## The 12 Verb Tenses

	Past	Present	Future
Simple	<p>I <i>ate</i> pizza yesterday.</p> <p>S + V<sub>1</sub> + O</p>	<p>I <i>eat</i> pizzas everyday.</p> <p>S + V<sub>1</sub> + O</p>	<p>I <i>will eat</i> pizza tomorrow.</p> <p>S + 'will' + V + O</p>
Continuous	<p>I <i>was eating</i> pizza when you arrived.</p> <p>S + 'was/were' + (V+ing) + O</p>	<p>I <i>am eating</i> pizza right now.</p> <p>S + 'am/is/are' + (V+ing) + O</p>	<p>I <i>will be eating</i> pizza when you arrive.</p> <p>S + 'will be' + (V+ing) + O</p>
Perfect	<p>I <i>had eaten</i> all of the pizza when you arrived.</p> <p>S + 'had' + V<sub>1</sub> + O</p>	<p>I <i>have eaten</i> all of the pizza.</p> <p>S + 'have/has' + V<sub>1</sub> + O</p>	<p>I <i>will have eaten</i> all of the pizza by the time you arrive.</p> <p>S + 'will have' + V<sub>1</sub> + O</p>
Perfect Continuous	<p>I <i>had been eating</i> pizza for 2 hours when you arrived.</p> <p>S + 'had been' + (V+ing) + O</p>	<p>I <i>have been eating</i> pizza for 2 hours.</p> <p>S + 'have/has been' + (V+ing) + O</p>	<p>I <i>will have been eating</i> pizza for 2 hours when you arrive.</p> <p>S + 'will have been' + (V+ing) + O</p>

**Legend:** S = Subject    O = Object    V = Verb (V<sub>1</sub> = present / V<sub>2</sub> = past / V<sub>3</sub> = past participle)