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**НИЖЕГОРОДСКИЙ ГОСУДАРСТВЕННЫЙ
ЛИНГВИСТИЧЕСКИЙ УНИВЕРСИТЕТ
ИМ. Н.А.ДОБРОЛЮБОВА**

СБОРНИК ГРАММАТИЧЕСКИХ УПРАЖНЕНИЙ

**(ПОВТОРЕНИЕ ВИДОВРЕМЕННЫХ ФОРМ,
КОСВЕННАЯ РЕЧЬ, СТРАДАТЕЛЬНЫЙ ЗАЛОГ)**

**Учебно-методическое пособие по английскому языку для студентов
IV курса факультетов немецкого и французского языков, изучающих
английский язык как второй иностранный**

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Сборник грамматических упражнений (повторение видовременных форм, косвенная речь, страдательный залог): учебно-методическое пособие по английскому языку для студентов IV курса факультетов немецкого и французского языков, изучающих английский язык как второй иностранный. - Нижний Новгород: Нижегородский государственный лингвистический университет им. Н.А.Добролюбова, 2008. - 77 с.

Настоящее учебно-методическое пособие предназначено для студентов 2-го года обучения, изучающих английский язык как второй иностранный. Цель пособия - повторение временных форм активного залога, введение и активизация в речи пассивного залога и структур с косвенной речью. Пособие может быть использовано для аудиторной и самостоятельной работы.

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PART I. TENSES

THE PRESENT TENSES

1. The Present Simple Tense

The Present Indefinite is used to denote:

1. Customary, repeated actions.

I get up at 8 o'clock every morning.

2. Actions and states characterizing a given person.

She sings beautifully.

3. Universal truth.

The sun rises in the East.

4. Actions going on at the present moment with verbs not used in the Continuous form.

I hear somebody knock. Go and open the door.

5. The Present Indefinite tense denotes a future action:

a) in an adverbial clauses of time and condition after the conjunctions *when, till, until, before, after, as soon as, as long as, if, unless, on condition that, provided.*

I'll come as soon as I finish.

If we don't hurry, we'll be late.

b) with the verbs of motion, such as *to go, to come, to leave* etc. The future action is regarded as something fixed. The Present Indefinite is used when we talk about timetables, programmes, etc.

The train leaves Plymouth at 11.30 and arrives in London at 14.45.

The Present Indefinite is used for people if their plans are fixed like a timetable:

I start my new job on Monday.

Note: the Continuous is more usual for personal arrangements:

What time are you meeting Ann tomorrow?

Compare: *What time are you leaving tomorrow?*

but *What time does the train leave tomorrow?*

I'm going to the cinema this evening?

but *The film starts at 8.15 (this evening).*

1.1 Put the verb into the correct form.

1. The swimming bath _____(to open) at 9.00 and _____(to close) at 18.30 every day.
2. What time _____(the banks/to close) in Britain?
3. I have a car but I _____(not/to use) it very often.
4. How many cigarettes _____(you/to smoke) a day?
5. "What _____(you/to do)?" "I'm an electrical engineer."
6. "Where _____(your father /to come) from?" "He _____(to come) from Scotland."
7. If you need money, why _____(you/not/ to get) a job?
8. I _____(to play) the piano, but I _____(not/ to play) very well.
9. Water _____(to boil) at 100 degrees centigrade.
10. George _____(not/ to go) to the cinema very often.
11. How many languages _____(you/ to speak)?

1.2 Expand the sentence using the adverbial (*always, often, regularly, frequently, occasionally, usually, seldom, rarely, never, as a rule, from time to time, on Mondays, every day/week etc*)

Mind the following: He **always** comes late to the university.

He **is always** late for classes.

During the examination session he revises for his exams **every day**.

1. I sit up late.
2. She is good at arranging farewell parties.
3. My friend takes French leave.
4. Jane comes to the university on time.
5. I eat porridge for breakfast.
6. My friend drinks champagne at parties.
7. My mother gives presents to the whole family.
8. Jack works by fits and starts.
9. Linda is on time for lectures and seminars.
10. She puts off important tasks till tomorrow.
11. I skip classes.
12. Jenny stays away from classes.

And now make up special questions to the underlined words using adverbials as well.

1.3 Make up disjunctive questions and practise the answers to these questions.

1. Audio-visual laboratories have got all the necessary equipment, _____?
2. The train arrives at 21.40, _____?

3. He always gives his friends a helping hand, _____?
4. Your young sister isn't keen on cooking, _____?
5. Your granny usually treats you to something delicious, _____?
6. It seldom drizzles in autumn, _____?
7. His memory never lets him down, _____?
8. Oranges are rich in vitamin C, _____?
9. There is enough time for him to catch up with the group, _____?
10. He doesn't travel on business, _____?
11. Gina has got too many leisure activities to spend time on trifles, _____?
12. There are too many troubles with that lodger, _____?

1.4 Make up questions with the following question words. Answer the questions.

1. Tom plays table tennis and billiards. (how often?)
2. I get up in the morning. (what time/ usually?)
3. Ann watches sports programmes on television. (how often?)
4. I write to my relatives. (how often?)
5. I send e-mails to my friends.
6. I have fish and rice for dinner in the evening. (what time/ usually?)
7. Tom works as a sales manager. (where?)
8. I go to the cinema with my acquaintances. (how often?)
9. People do stupid things. (why?)
10. My father's car breaks down. (how often?)

1.5 Put the verb into the correct form (Present Simple or Future Simple).

1. Before you _____ (to leave), don't forget to shut the windows.
2. I _____ (to phone) you as soon as I _____ (to arrive) in London.
3. Please don't touch anything before the police _____ (to come).
4. Everyone _____ (to be) surprised if he _____ (to pass) his exams.
5. When you _____ (to see) Brian again, you _____ (to recognize) him.
6. We _____ (not/to start) dinner until Jack _____ (to arrive).
7. If I _____ (to need) any help, I _____ (to ask) you.
8. _____ (you/to be) lonely without me while I _____ (to be) away?
9. Come on! Hurry up! Ann _____ (to be) annoyed if we _____ (to be) late.
10. You _____ (to fail) the exam if you _____ (not/to work) hard.

1.6 Make one sentence from two sentences.

Example:

I'll find somewhere to live. Then I'll give you my address. (when)

When I find somewhere to live, I'll give you my address.

1. It's going to start raining. Let's go out before that. (before).
2. I'm going to do the shopping. Then I'll come back straight home. (after)
3. I'm going to finish reading the book. Then I'll get the dinner ready.(as soon as)
4. You'll be in London next month. You must come and see me then.(when)
5. We'll make our decision. Then we'll let you know.(as soon as)
6. You'll ruin your health. You'll take care of it.(unless)
7. You will close the window. We'll be most grateful.(if)
8. I'll tell him the truth. He'll ask for it.(in case)
9. Nick will catch up with the group. He'll work day and night. (on condition)
10. I'll forgive him. He will apologize. (until)

2. The Present Continuous Tense

The Present Continuous is used to denote:

1. An action going on at the present moment.
You are talking nonsense.
2. A changing situation or a state.
I'm getting better day by day.
3. A planned future action.
I'm leaving for Moscow tonight.
4. A temporary action.
I'm living with my friend until I find a flat.
5. An action in progress with another action which is habitual and is expressed by the Present Indefinite.
John never picks up the phone when he is working.
6. An emotionally coloured action (with the adverbs *always, ever, constantly*)
She is always grumbling. He is constantly smoking.

2.1 Put the verbs into the correct form.

1. Please don't make so much noise. I _____ (to study).
2. Let's go out now. It _____ (not/ to rain) any more.
3. Listen to those people. What language _____ (they/ to speak)?
4. Please be quiet. I _____ (to try) to concentrate.
5. Look! It _____ (to snow).
6. Why _____ (you/ to look) at me like that? Have I said something wrong?

7. You _____ (to make) a lot of noise. Can you be a bit quieter?
8. Excuse me, I _____ (to look) for a phone box. Is there one near here?
9. (in the cinema) It's a good film, isn't it? _____ (you/ to enjoy) it?
10. Listen! Can you hear those people next door? They _____ (to shout) at each other again.
11. Why _____ (you/ to wear) your coat today? It's very warm.
12. I _____ (not/ to work) this week. I'm on holiday.
13. I want to lose weight. I _____ (not/ to eat) anything today.

2.2 Complete these sentences using one of these verbs:

get become change rise improve fall increase

You don't have to use all the verbs and you can use some of them more than once.

1. The population of the world _____ very fast.
2. The number of people without jobs _____ at the moment.
3. He is still ill but he _____ better slowly.
4. These days food _____ more and more expensive.
5. The world _____. Things never stay the same.
6. The cost of living _____. Every year things are dearer.
7. George has gone to work in Spain. When he arrived, his Spanish wasn't very good but now it _____.
8. The economic situation is already very bad and it _____ worse.

2.3 Read the conversation between Tom and Jane. Put the verbs into the correct form.

Jane: Tom! I'm glad to see you! What _____ (you/ to do) these days?

Tom: I _____ (to train) to be a lawyer.

Jane: Really? What is it like? _____ (you/ to enjoy) it?

Tom: Yes, it's great! What about you?

Jane: Well, actually I _____ (not/ to work) at the moment. I have a baby and I _____ (to nurse) it.

Tom: _____ (you/ to do) it alone?

Jane: No, my mother _____ (to help) me.

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

come get happen look make start stay try work

1. "You _____ hard today." "Yes, I have a lot to do".
2. I _____ for Betty. Do you know where she is?
3. It _____ dark. Shall I turn on the light?

4. I haven't anywhere to live at the moment. I _____ with my friends until I find something.
5. "Are you ready, Bill?" "Yes, I _____".
6. Have you got an umbrella? It _____ to rain.
7. You _____ a lot of noise. Could you be quieter? I _____ to concentrate.
8. Why are all these students here? What _____?
9. How is your English? _____ it _____ better?
10. Chi-jan _____ progress in Russian. He is speaking much better now.

2.5 Put the verb into the correct form, Present Continuous or Present Indefinite.

1. How many languages _____ (Tom/to speak)?
2. This machine _____ (not/ to work). It hasn't worked for years.
3. I _____ (not/ to belong) to a political party.
4. Hurry! The bus _____ (to come). I _____ (not/ to want) to miss it.
5. The river Nile _____ (to flow) into the Mediterranean.
6. The river _____ (to flow) very fast today—much faster than usual.
7. _____ (it/ever/ to snow) in India?
8. We usually _____ (to grow) vegetables in our garden but this year we _____ (not/ to grow) any.
9. A: Can you drive?
B: No, but I _____ (to learn). My father _____ (to teach) me.
10. You can borrow my umbrella. I _____ (not/ to need) it at the moment.
11. (at a party) I usually _____ (to enjoy) parties but I _____ (not/ to enjoy) this one very much.
12. George says he's 80 years old but I _____ (not/ to believe) him.
13. Ron is in London at the moment. He _____ (to stay) at the Hilton Hotel.
He usually _____ (to stay) at the Hilton Hotel when he's in London.

In these sentences think about whether the situation is temporary or permanent.

14. My parents _____ (to live) in Bristol. They were born there & have never lived anywhere else. Where _____ (your parents/ to live)?
15. She _____ (to stay) with her sister at the moment until she finds somewhere to live.
16. A: What _____ (your father/ to do)?
17. B: He's a teacher, but he _____ (not/ to work) at the moment.

2.6 Make one sentence from two sentences.

Example: I'm reading in German. I never look up new words.

When/While I'm reading in German I never look up new words.

1. I usually sit in the kitchen. My mother is making pies.
2. Father is scolding me. I never say a word.
3. I'm sleeping. Mother never makes noise.
4. Mike is working. He doesn't smoke.
5. People don't like to be interrupted. They are speaking.
6. John is smiling. It doesn't often mean he is in a good mood.
7. Sheila is watching TV. She doesn't eat.

2.7 Complete the sentences making them emotionally coloured.

1. I'm sick and tired of her. She is constantly...
2. Look through the rule again. You are ever...
3. Put on your coat. The weather is windy and you are constantly...
4. Try to get up earlier. You are always...
5. I often meet her in the park. She is ever...
6. Smoking is bad for your health. You are ever...
7. She will drive me mad. She is constantly...
8. It is difficult to talk to her. She is always...

2.8 Prove the statements using sentences with emotional colouring.

1. - Brian is undoubtedly a well-read person.
- No wonder. Whenever I see him he is constantly reading.
2. She is hard to deal with.
3. He is pleasant to talk to.
4. The teacher often gets angry with Susan.
5. George is always smartly dressed.
6. Ann is good at tennis.
7. Alan looks so healthy.
8. She tells us many interesting stories.

2.9 Translate into English.

1. В следующее воскресенье я улетаю в Иркутск.
2. Я не могу вам сейчас дать газету, потому что я ее читаю.
3. Она всегда жалуется на своего сына, когда бы я ее ни встретил.
4. Я не имею ни малейшего представления, о чем вы сейчас говорите.
5. Последний поезд уходит в 11.45.
6. – Как ты чувствуешь себя сейчас? Почему ты не ешь суп? – Я не хочу.
7. – Что-то дети очень присмирели. Сходите, пожалуйста, и посмотрите, что они делают. – Они что-то рисуют.
8. Всякий раз, когда вам встретится слово, которое вы не знаете, посмотрите его в словаре.

9. В следующую субботу к нам приезжают друзья из Воронежа.
10. Я не люблю таких людей как он. Он всегда мечтает, но ничего не делает, чтобы осуществить свои мечты.
11. Позвони на вокзал, пожалуйста, и узнай, когда приходит поезд из Симферополя.
12. – Что Роза обычно делает по вечерам? – Она обычно читает или вяжет.

3. The Present Perfect Tense

The Present Perfect is used to denote:

1. A completed action connected with the present.
I'm a little frightened as I have lost my way.
2. Some autobiographical experience, repetition and continuation to now **without any time reference**.
I have travelled a lot.
I'm sure we've met before.
She's never apologized for anything in her life.
How often have you been in love in your life?
3. An action which began in the past, has been going on to the present and is still going on. In this case either the starting point is indicated (the conjunction *since* is used) or the whole period of duration (the preposition *for* is used). The Present Perfect is often used in this meaning with the verbs not admitting the Continuous form. If conjunction *since* introduces a clause, the verb in this clause is used in the Past Simple.
I have thought of Nick as my best friend ever since childhood.
They have loved each other for years.
I haven't seen John since we finished school.
She has been married for six weeks.
4. An action completed before a definite moment in the future. It is used in the adverbial clauses of time after the conjunctions *when, till, until, before, after, as soon as*.
I shall go after you have answered me.
Note: Verbs of sense perception and motion such as to hear, to see, to come, to arrive, to return in adverbial clauses of time are generally used in the Present Simple and not in the Present Perfect.
Wait till Mrs Bennet comes.
When the completion of the action is emphasized the Present perfect is used.
He will learn it by heart when he has learnt it twice.

Note: In the following cases the Present Perfect **is not used**:

What did you say?

I didn't hear your question.

Where did you buy the book?

Now I understand/

I hear that Brian is in London.

I'm told that Brian is in London.

With the expression **just now** the **Past Simple** is used:

I did it just now.

3.1 You are writing a letter to a friend and giving news about people you both know. Use the Present Perfect to speak about the recent events. Underline the tense determiners.

Dear Chris,

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

Charles _____(to go) to Brazil recently. Jack and Jill _____(to decide/already) to get married. Suzanne _____(to have/just) a baby.

Monica _____(to give up) smoking lately. George _____(to pass) his driving test. Lily _____(to leave/already) school. Nick _____(to get) a new job. Lara _____(to graduate) from the University. Martina _____(to receive) her contract yet. John _____(to get married) so far. Roberta...

Write a similar letter to your friend/key-pal/former group-mate etc.

3.2 Write the sentences for these situations using *just*, *already* or *yet*.



- A. You're having a drink. You put it down for a minute and the waiter takes your glass away. You say: Excuse me! _____(not finish)
- B. You put out your cigarette two minutes ago. A friend offers you another cigarette. You say: No, thanks. _____ (put one out).
- C. John went out two minutes ago. The phone rings. It's someone for John. You say : _____(go out).
- D. You fed the cat. Then your sister starts to feed the cat again.

You say: _____(feed her).

E. You rush home because there's a football match on TV. You want to know if it's over. You ask: _____(finish?)

3.3 Complete the sentences using *so far*.

1. We ate a lot yesterday but _____ much *so far* today.
2. It snowed a lot last winter but it _____ *so far* this winter.
3. I played tennis a lot last year but _____
4. She worked hard last term but _____
5. I watched television yesterday evening _____
6. I made great progress in English last year but _____
7. My favourite football team won a lot of matches last season but _____

3.4 Say that you will do what is suggested to you only after you have done something else.

Use: *till, until, before, after, when, as soon as*

Example: You'd better read this book in the original.

I will read the book in the original as soon as I *have mastered* the language well enough.

1. Visit your friend. They say she is ill.
2. I suggest going to the theatre tonight.
3. You should write a letter to your parents.
4. You'd better learn the text by heart.
5. Help your friend with her grammar.
6. I advise you to join the library as soon as possible.
7. Will you give me the book you are reading?
8. I advise you to learn the rules first.
9. You ought to visit your grandmother.
10. Will you have dinner?
11. Will you give that nice recipe of yours?

3.5 Complete the sentences indicating either the starting moment (*since...*) or the whole period of duration of action (*for...*).

1. I have trusted Jane...
2. Gordon has depended on his mother...
3. I have wished to be a teacher...
4. I have envied Chris...
5. John has displeased his parents...
6. Mary has preferred to keep silence...
7. I have disliked Nick for his selfishness...
8. I have expected...

3.6 Answer the questions in the negative. Indicate the starting point of the action or the duration of the whole period.

1. Have you travelled much lately?
2. Have you been to Moscow this year?
3. Have you been to the theatre this month?
4. Have you been to the laboratory today?
5. Have you seen anything interesting on TV of late?
6. Has your friend changed much?
7. Have you read anything in English in addition to the programme?
8. Have you worked in the reading hall today?
9. Have you eaten anything today?
10. Have you bought anything new this week?

3.7 Answer the questions using the words in brackets and the correct tense of the verb.

Example: When did you last smoke? (for two years)

I haven't smoked for two years.

1. When did it last rain? (for ages)
2. When did they last visit you? (since June)
3. When did you last play tennis? (for a long time)
4. When did you last eat black caviar? (never)
5. When did you last drive? (for six months)
6. When did you last go to Spain? (never)
7. When did she last write to you? (since last summer)

3.8 Translate into English.

1. Вы написали контрольную работу? Покажите мне ее.
2. Она написала последнюю контрольную работу без ошибок.
3. Рада вас видеть. Я так много слышала о вас от отца.
4. Я давно видела этот фильм. Я уже забыла его.
5. – Вы бывали когда-нибудь на Кавказе? – Да. – Вы конечно же видели озеро Рица? – О, да. Я никогда не видела ничего более красивого.
6. Я не была в Новгороде с тех пор, как мы переехали в Самару. Я очень люблю этот древний город.
7. В этом году моя сестра поступила в НГЛУ.
8. – Звонок уже был? Что у нас сейчас? – Лекция по истории.
9. Он был болен и отстал от группы. Давайте поможем ему с английским.
10. Сегодня я не была в библиотеке.
11. В этом году я часто видела их в кино.
12. Начался дождь. Ты взяла с собой зонтик?

4. The Present Perfect Continuous

The Present Perfect Continuous is used to denote:

1. An action which began before a definite moment in the past, has been going on up to the present moment and is still going on. It is generally used with *since* (denoting the starting point of the action) and *for* (denoting the whole period of duration), *these two days* etc. If the conjunction *since* introduces a clause, the verb in this clause is used in the Past Simple.

Since I saw you last I have been thinking, thinking about you.

I have been reading this book for two months.

She has been painting these two days.

2. An action which was in progress but has recently stopped or just stopped.

Have you been crying? - Your eyes are read.

4.1 Ask questions with *how long* using the correct form of the verb.

1. My foot is hurting.
2. Mike plays chess.
3. Jim sells washing machines.
4. Tom is living in High Street.
5. Jean is learning Chinese.
6. My sister is married.
7. Boris is on holiday.
8. I live in Glasgow.
9. It is snowing.
10. Jack smokes.
11. I know about her problem.
12. Jack & Jill are looking for a flat.
13. Diana teaches English in Germany.
14. Dennis is in love with Margaret.
15. Colin has a car.

4.2 Rewrite the sentences using *since* or *for* and the correct form of the verb.

1. I know Bob (for five years).
2. Jack lives in Bolton (since he was born).
3. Bill is unemployed (since April).
4. Ann has a bad cold (for the last few days).
5. I want to go to that room (since I was a child).
6. My brother is studying languages at university (for two years).

7. Tim & Jane are working in Sheffield (since February).
8. My cousin is in army (since he was 17).
9. They are waiting for us (for half an hour).

4.3 Ask a question to each situation. Mind the tense form.

Example: Betty looks sunburnt. (she/to lie in the sun)

Has she been lying in the sun?

1. Your brother comes home. His hands and face are dirty. (you/to do)
2. The doctor has just come and sees the patient waiting for him. (you/to wait)
3. Your friend tells you he sells books (you/to sell)
4. Your friend is a teacher. (she/to teach)
5. Your sister is saving money to go on holiday. (she /to save)
6. Your friend is out of breath. (you/to run)
7. There is a smell of fresh paint in the house. (you/to paint)

4.4 Say how long something has been happening (use *since* or *for*).

Example: It is snowing now. It started snowing two hours ago.

It has been snowing for two hours.

1. Mary is looking for a job. She began looking for it four months ago.
2. He is learning Italian. He began learning it in January.
3. John is working in Paris now. He started working there in summer.
4. Mike plays chess. He started playing chess three years ago.
5. Jim sells computers. He began selling them last year.
6. I'm tired. I have tired up the flat.
7. Mary is playing tennis. She began to play an hour ago.
8. Linda is working tooth and nail. She began to work hard last term.

4.5 Use the Present Perfect Continuous or the Present Perfect in the following sentences.

1. I _____ (to do) my homework for two hours and I _____ (not/to finish) it yet.
2. Helen _____ (to read) this book since Monday and she _____ (not/to read) it yet.
3. Something _____ (to happen) to Jack. I _____ (to wait) for him long and he _____ (not/to come) yet.
4. "What _____ (you/to do) with my bag? I _____ (to look) for it for half an hour and I can't find it".
5. I _____ (to be) busy since we last met.
6. The boy _____ (to stand) at the bus stop for the last half an hour. Shall I tell him that the last bus already _____ (to go)?"

7. He's an old friend. I _____ (to know) him for ages.
8. Winifred has got a young man she _____ (to have) dates for ages and she won't tell me anything about him.
9. Do you know of any good books coming out soon? I _____ (not/to read) anything amusing for ages.
10. Alice knows the names of everyone in the village. She _____ (to live) here all her life.

4.6 Put the verb into the correct form. Use the Present Perfect or the Present Perfect Continuous.

1. I _____ (to lose) my pen. Help me to find it please.
2. You look tired. _____ (you/to work) hard?
3. Sorry, I'm late. _____ (you/to wait) long?
4. Mike _____ (to fall) ill. He is very pale.
5. My brother is a producer. He _____ (to make) several films.
6. I _____ (to wash) glasses. So far I _____ (to wash) five of them and three more are left.
7. He knows much about different countries. _____ (he/to travel) much.
8. There is a strange smell in here. _____ (you/to cook) something?
9. Look! Somebody _____ (to break) that window.

REVISION 1

Exercises on Different Present Tenses

1. Say what present tenses are used in the following sentences and why.

1. We are starting for Moscow tomorrow.
2. I won't be able to translate the article unless you help me.
3. The train arrives at 8 tomorrow.
4. We have been working at our grammar since the beginning of the academic year.
5. I have been doing the exercises for an hour and have just finished them.
6. I have been thinking of your offer since then.
7. You are constantly chatting at the lessons.
8. I shan't leave until I have completed the tasks.

2. Supply the missing verb forms (Present Simple, Present Continuous, Future Simple).

I. 1. "What _____ (you/to read) when you are on holiday?: "I usually _____ (to read) Russian & English books." _____ (you/read) English books in the original?" "Yes, I _____ (to do).
" _____ (you/to find) them difficult?" "Not very. I _____ (to look up) very few words."
"What _____ (you/to read) now?" I _____ (to read) "Ivanhoe" by Walter Scott."

2. " _____ (you/to like) autumn?" "In fact, I do, but this autumn we are having such beastly weather! It always _____ (to rain)!" "What a pity we _____ (to have) such rainy weather! We usually _____ (to go out) into the country to pick mushrooms & we intend to go tomorrow but if it _____ (to rain) so hard that we shall evidently have to put it off."

3. "Who _____ (to play) the piano over there?" " It's my sister. She _____ (to play) very well, _____ (to do) she?" "Indeed she does. Is she a professional musician?" "No, she isn't." "What _____ (she/to do) then?" "She _____ (to be) a fourth-year student of the Polytechnic Institute."

II. 1."Why _____ (you/ to put on) your coat?" "I _____ (to go) for a walk. _____ (you/to come) with me?" "Yes, I'd love to come. _____ (you/to mind) if I bring my dog?" "No".

2. "I _____ (to go) to visit Peter tonight. He _____ (to leave) tomorrow morning". " _____ (he/come) back the same day?" "I _____ (not/to know).

3. "Jack _____ (arrive) this evening." " _____ (you/to meet) him?" "Yes".

4. "Nick _____ (to leave) today. "What train _____ (he/to take)?" "He _____ (to catch) the 5.30 train." "I _____ (to give) him a lift to the station."

5. What _____ (to be) the sound I _____ (to hear)?" "I _____ (not/to hear) anything." (He listens). "Oh, I _____ (to hear) it now. It is like cheering"

6. _____ (you/to see) that woman in the corner? She _____ (to have) her dessert now. As soon as she _____ (to leave) we _____ (to occupy) her table.

7. "Where's John?" "He _____ (to prepare) his lessons; he usually _____ (to prepare) them at this time."

3. Use the Present Continuous, the Present Perfect Continuous or the Present Perfect in the following sentences.

1. Ever since my University days I _____ (to study) the history of Russia. Now I _____ (to read) books on the Civil War. 2. "Hello", he said. "I'm glad you _____ (to have) lunch here. I _____ (to want) to talk to you." 3. "We _____ (to stay) here nearly a week." "I hope you _____ (not/to think) of leaving." 4. "The girl _____ (to wait) to see you, doctor." "How long _____ (she/to wait)?" 5. The door was opened by Mrs Pitt. "Well, well, you're just in time. I _____ (to make) some cakes and your father _____ (to have) breakfast." 6. "Where is my daughter?" "She _____ (to talk) to a policeman." "What _____ (to happen)?" "She _____ (to drive) without license." 7. "There's a man sitting at the first table near the door. He _____ (to look) at us," she said. "He _____ (to be), but what of it?" "I _____ (to meet) him everywhere of late."

4. Translate into English.

1. – Я мечтаю попасть на гастроли одного из московских театров уже год.
– Если ты всё ещё мечтаешь об этом, я могу достать тебе билет.
2. Бесполезно сейчас заходить за Джоном. Он, наверняка, занимается сейчас йогой. Он делает это уже 5 лет и не собирается отказываться от этой привычки.
3. Роберт опять собирается на рыбалку. Он увлекается рыбалкой уже два года.
4. Что ты делаешь сегодня вечером?
5. Весь этот месяц я по вечерам хожу на каток.
6. Я слушаю Вас уже 15 минут, но так и не понял, к чему вы клоните.
7. Каждый день на этой неделе Марк опаздывает на работу. Сегодня он тоже опаздывает.
8. Вы не выучите английский язык, пока не начнете усиленно работать.
9. Я дам вам знать сразу же, как только что-нибудь узнаю.
10. Не ходите в музей пока не прочтете эту книгу о голландской живописи.
11. Вы не знаете, когда будут продавать билеты?
12. Поезд № 38 прибывает в Н. Новгород через полчаса. Если вы возьмете такси, то успеете встретить брата.
13. Поговорите с ним до того, как он уедет в Киев.
14. Вы почувствуете себя лучше, как только примите это лекарство.

THE FUTURE TENSES

5. The Future Simple Tense

The Future Simple is used to denote an action when:

- 1) we decide to do something at the time of speaking.

It's cold. I'll close the window.

- 2) we offer to do something.

I'll help you with your English.

- 3) we promise to do something

I'll phone you as soon as I arrive.

- 4) we ask someone to do something.

Will you do it for me, please?

- 5) we predict some future events.

This boy will be successful one day.

Note:

6) the Future Simple is used in subordinate object clauses introduced by the conjunctions *when, till what time, till when, if, whether* after the verbs *ask, announce, inform, imagine, guess, find out, know, learn, remember, remind, say, suspect, be sure, telephone, tell sb, understand, warn, wonder* etc and subordinate attributive clauses introduced by the same conjunctions after the words *time, moment, day, idea, notion* used as antecedents.

I don't know when he will take his exams.

I wonder if he will allow me to be present at their rehearsal.

I can't imagine when he will graduate from the University.

I haven't the slightest idea if John will phone me.

I'm waiting for the time when I will have my winter holidays.

5.1 Put the verb into the correct form.

1. Before you _____ (to leave) switch off the light, please.
2. I don't know if he _____ (to switch) off the light when he _____ (to leave).
3. I shall buy the dress if it _____ (to fit) me.
4. I'm not sure if the dress _____ (to fit) me.
5. I can't say for sure if I _____ (to get) ticket for this film.

6. I shall see this film if I _____ (to get) the tickets.
7. I'll ring you up if it _____ (to be) necessary.
8. Come and see me when you _____ (to be) in Moscow.
9. I'm not sure if he _____ (to follow) your advice.
10. I'll be surprised if he _____ (to fail) his exam.

5.2 Complete the sentences using either the Present Simple or the Future Simple.

1. We shall go hiking tomorrow if...
2. We have no idea if...
3. Time drags on as we don't know when...
4. I wonder if...
5. We'll buy an ice-cream if...
6. We won't be nervous before the exams if...
7. He is constantly asking me if...
8. We are planning to arrange a party but I'm not sure if it will be ready in time...
9. I haven't any idea when...
10. Drop in at my place when...
11. You must find out when...

5.3 Put the verb into the correct form using *will* or *going to*.

1. A: Why are you turning on the television?
B: I _____ (to watch) the news.
2. A: Oh, I've just realized—I haven't got any money.
B: Don't worry—that's no problem. I _____ (to lend) you some.
3. Those clouds are very black, aren't they? I think it _____ (to rain).
4. A: I've got a terrible headache.
B: Have you? Wait there & I _____ (to get) an aspirin for you.
5. A: Why are you filling that bucket with water?
B: I _____ (to wash) the car.
6. A: I've decided to re-paint this room.
B: Oh, have you? What colour _____ (you/to paint) it?
7. A: Look! There is smoke coming out of that house. It's on fire!
B: Good heavens! I _____ (to call) the fire brigade immediately.
8. A: The ceiling in this room doesn't look very safe, does it?
B: No, it looks as if it _____ (to fall) down.
9. A: Where are you going? Are you going shopping?
B: Yes, I _____ (to buy) something for dinner.
10. A: I can't work out how to use this camera.
B: It's quite easy. I _____ (to show) you.

- 11.A: What would you like to drink – tea or coffee?
 B: I _____ (to have) tea, please.
- 12.A: Has George decided on what to do when he leaves school?
 B: Oh, yes. Everything is planned. He _____ (to have) a holiday for a few weeks & then he _____ (to start) a computer programming course.
- 13.A: Did you post this letter for me?
 B: I completely forgot. I _____ (to do) it now.
- 14.A: What shall we have for dinner?
 B: I don't know. I can't make up my mind.
 A: Come on, hurry up! Make a decision!
 B: Okay then. We _____ (to have) a chicken.
- 15.Jack: We need some bread for lunch.
 Ben: Oh, do we? I _____ (to go) to the shop & get some. I feel like a walk.
 Before he goes out, Ben talks to Jane:
 Ben: I _____ (to get) some bread. Do you want anything from the shop?
 Jane: Yes, I need some envelopes.
 Ben: Okay, I _____ (to get) you some.
- 16.John has to go to the airport to catch a plane. He hasn't got a car:
 John: Alan, can you take me to the airport this evening?
 Alan: Of course I _____ (to take) you. I'd be delighted.
 Later this day Eric offers to take John to the airport.
 Eric: John, do you want me to take you to the airport?
 John: No, thanks, Eric. Alan _____ (to take) me.

5.4 Work in pairs. Continue the following dialogues.

- a) – Will you go to Moscow on Sunday?
 – I will if....
 – Will you take a small...
 – I will if...
- b) – Did you buy this book yesterday?
 – Yes, I was lucky...
 – If it's on sale will...
 – I will, only....
- c) – Are you in a hurry?
 – No, why?
 – Will you...
 – I don't know if...
- d) – What will he do?
 – I don't know but I think he will return...
 – Will you inform me when he...

5.5 Underline the most appropriate verb forms in the conversation below.

Cleo: Hello, Eric. Are you still here?

Eric: Hi, Cleo. Yeah, I'm just checking everything for my talk tomorrow.

Cleo: Oh, yes, *you'll give/are giving* your presentation to the committee.

Eric: That's right.

Cleo: Are you nervous?

Eric: Not yet. But *I will be/I am* if I don't get this PowerPoint thing to work properly.

Cleo: Oh, I use PowerPoint a lot. *I'll help/I'm going to help* you if you like.

Eric: Thanks, but I've had enough for tonight. The presentation *isn't being/isn't* till 11, so *I'll still have/I'm still having* a couple of hours to morning to get things ready.

Cleo: Well, some of us *will go/are going* out for a Chinese meal and then maybe to that new club if you *want/will want* to join us.

Eric: Hm, sounds like *you're going to have/you're having* a pretty late night. I think *I'm giving/I'll give* it a miss this time.

Cleo: Well, *we have/we're having* a drink in the bar over the road. Why don't you come? *It'll take/It's going to take* your mind off tomorrow.

Eric: Well, maybe you're right. Look, *I'm just checking/I'm going to check* this thing one last time and *I'm/I'll be* right with you.

Cleo: OK, see you there.

5.6 Use the Present Simple, the Future Simple or the Future Continuous in the following sentences.

1. If you _____ (to want) to see us, come to Tom's on Sunday.
- We _____ (to wait) for you at midday.
2. At this time next weekend they _____ (to sit) in the train to their way to Moscow.
3. Don't ring her up at 12 o'clock. She _____ (to write) her composition then.
4. It's nearly autumn, soon the leaves _____ (to change) the colour.
5. They _____ (to have) English from 9 till 10 at this room. Don't let anyone disturb them then.
6. When we _____ (to arrive) in Moscow, it _____ (to rain) probably.
7. "I _____ (to call) her at eight." "No, don't. She still _____ (to have) her breakfast then."
8. We _____ (to play) chess in half an hour.
9. You'll find me in the reading room. I _____ (to work) there from 5 to 7.
10. I'm dead sure when we _____ (to come) to her place, she _____ (to idle) away her time.

6. The Future Continuous Tense

The Future Continuous is used:

1) to denote an action which will be going on at a definite moment in the future. The definite moment is indicated either by another future action expressed by a verb in the Present Simple or by an adverbial phrase.

We shall be having classes at 10 o'clock tomorrow.

We shall be working when you return.

2) to talk about things which are already planned or decided.

-Will you be using your car this evening?

-No, you can take it.

6.1 Contradict the following sentences, say you will be doing something else.

Example: I know you will be having a lecture on Phonetics at 10 o'clock on Sunday.—No, I *will be having* a rest at 10 on Sunday!

1. You will be sleeping when your classes begin tomorrow.
2. You will be watching a football match on TV when I ring you up.
3. Your group will be writing a dictation from 10 till 11 tomorrow.
4. When the teacher asks one of you to speak the rest will be chatting.
5. You will be doing a translation when we drop in at your place tomorrow.
6. You will be working in the lab from 12 till 2 tomorrow.
7. Your mother will be cooking your favourite meal when you return from the University.
8. Your father will be watching World Cup at 8 o'clock tomorrow.
9. You will be leaving home when the performance begins.

6.2 Complete the sentences using the Future Continuous.

Example: I'll be working at my English ...*at this time tomorrow*.

1. The teacher will be explaining a new grammar rule...
2. Mary will be taking her exams...
3. We will be having dinner...
4. We'll be making arrangements for the party...
5. My sister will be doing her room...
6. My mother will be washing up...
7. The students will be working at their course papers...
8. Helen will be doing her exercises in...
9. Ann will be speaking over the phone...

6.3 Make up sentences using the Future Continuous.

Example: to watch a film in English.....from 8 till 9.30 this evening

I'll be watching a film in English from 8 till 9.30 this evening.

- 1) to study Englishthe whole evening today
- 2) to play football.....from 7 till 9 tomorrow
- 3) to play the pianofrom 5.30 till 6.30 this evening
- 4) to tidy up the room...all the morning tomorrow
- 5) to dine ...at 7 o'clock tomorrow
- 6) to workfrom 8 till 17 tomorrow
- 7) to cook..... from 6 till 7 this evening
- 8) to wash the linen..... all day long tomorrow
- 9) to watch TV..... all day long tomorrow
- 10) to sleep.... when the mother leaves home for work
- 11) to revise for the exams.....when your friends go out tonight
- 12) to work hard..... when the whole family goes out of town

6.4 Ask questions using the Future Continuous

Example: You want to borrow your friend's CD-player.(you /to use /your CD-player/ this evening?)—*Will you be using your CD-player this evening?*

1. You want your friend to give Jane an invitation.
(you/to meet/Jane/this afternoon?)
2. You want your friend to post a letter for you.
(you/to pass/the post-office/when you go shopping?)
3. You need a car.
(you/to use/your car/tonight?)
4. You want your friend to accompany you to the shopping centre.
(you/ to go/to the shopping centre/later?)
5. You want to go to the cinema with your friend.
(you/to do/anything special tonight?)

7. The Future Perfect Tense

The Future Perfect is used to denote an action completed before a definite moment in the future.

I will have finished the translation by 6 o'clock this evening.

I will have reached the station before the rain starts.

7.1 Agree with the following statements.

1. All shops will have closed by 22-00.
2. He will have watched all interesting programmes on TV by midnight.

3. The students will have revised the material before the session begins.
4. You will have done your morning exercises before the breakfast is ready.
5. Your Granny will have cooked dinner by the time you return home.
6. The students will have had German/French at their fingertips before they start leaning English.
7. The weather will have changed for the better by the weekend.
8. You will have finished your work by noon.]

7.2 Disagree with the following statements.

1. By the time the bell goes the students will have gathered in the classroom.
2. You will have finished all the arrangements before your friends come to your party.
3. The students will have had a good rest by the end of winter holidays.
4. You'll have read the book before the end of the term.
5. He will have dined by 7 o'clock.
6. He will have caught up with the group by November.
7. I hope my room-mate will have learnt the poem by heart by the evening.
8. Your boyfriend will have set the table by the time you come.

7.3 Answer the following questions using the Future Perfect.

1. Have you taken the necessary book from the library?
2. Have you learnt the text by heart?
3. Have you made the necessary arrangements for the party?
4. Have you sent a letter to your friend?]
5. Have you hoovered the carpets and the rugs your flat?
6. Have you read the story till the end?
7. Have you rented a room?
8. Have you visited your friend?
9. Have you bought a new dress?
10. Have you spoken to the dean about the accommodation at the hostel?
11. Have you dusted the furniture in your room?
12. Have you got your visa?

7.4 Give the opening lines of the following dialogues. Keep the conversation going.

—

— Oh, I think I will have done our shopping by the evening.

—

— But I'm afraid I won't have finished my work before the film begins.

–

– Don't worry, I'll have prepared everything when the guests come.

–

– Not yet. But I'll have revised everything by Tuesday. Moreover I'm quite at home in this subject.

8. The Future Perfect Continuous Tense

The Future Perfect Continuous is used to denote an action which will begin before a definite moment in the future, will continue up to that moment and will be going on at that moment.

By 1st May I will have been reading this book for a fortnight.

8.1 Make up sentences using the Future Perfect Continuous.

1. (to take French lessons)_____for three weeks by next month.
2. (to study at the University)_____for three and a half years by December.
3. (to live in Moscow) _____for 20 years by the end of the year.
4. (to prepare for her exam)_____for a month by December.
5. (to listen to the text)_____for 15 minutes by the time the bell goes.
6. (to tidy up) _____for an hour before her parents return.
7. (to have accommodation at the hostel) _____for 3.5 years by December

8.2 Complete the sentences using the appropriate adverbial modifiers.

1. He's travelling round the world. He will have been travelling....
2. You will have been studying English....
3. Your father will have been driving that car....
4. Your sister will have been going to school...
5. They will have been building this house....
6. You will have been dating with your boy/girlfriend...
7. We will have been dealing with this company for....
8. Your brother will have been doing military service
9. I will have been renting a room....
10. He will have been working for UniCredit Bank....

REVISION 2

Exercises on Different Future Tenses

1. Say what future tenses are used in the following sentences and why.

1. Dad, will you be using the car tomorrow?
2. What are you going to do tonight? Will you join me for the theatre?
3. I'll be watching a film from 7 till 9 tonight.
4. I will shut the door. I left it open.
5. Will the weather be fine tomorrow?
6. How long will you have been studying English by the end of the year?
7. Will you have done everything by the time the guests come?

2. Use the Present Indefinite, the Future Indefinite or the Future Perfect in the following sentences.

1. By the time the students _____ (to start) learning the second language, they _____ (to master) the first one.
2. We _____ (to finish) all the homework by 6 o'clock in the afternoon.
3. I _____ (to read) this book by tomorrow evening.
4. I hope they _____ (to receive) my letter by Saturday and _____ (not/to expect) me on Sunday.
5. I still _____ (to be) here next summer but Tom _____ (to leave).
6. If you _____ (to think) it over you _____ (to see) I am right.
7. They _____ (to do) half of the journey when they _____ (to reach) the Volga.
8. We've got 5 days in London: we are leaving on Monday. But I'm sure we _____ (to see) the most fascinating places of interest by then.
9. Fleur _____ (to finish) tidying up before the guests _____ (to come).
10. "I'm going to Hyde Park to hear People making speeches." "You _____ (to be) late. By the time you _____ (to get) there they _____ (to finish) their speeches and everybody _____ (to go) home."

3. Choose the best suited means of denoting future actions for the following sentences.

1. _____ (not/to want) to discuss it over the phone, but I _____ (to tell) you about it when I _____ (to get) home.
2. Jane _____ (to help) you with your homework as soon as she _____ (to write) an essay.
3. If all _____ (to go) well, I _____ (to finish) the report in 3 days.
4. "When _____ (they/to leave)?" "In a fortnight. They _____ (to see) about the tickets tomorrow."
5. If she _____ (to come) to

the party alone and there _____(to be) nobody she _____(to know), she _____(to feel) lonely. 6. I wonder when I _____(to be able) to get there. 7. "Give this message to your teacher as soon as you _____(to come) to school", said the mother. 8. I _____(to be not sure) if Michael _____(to be) on time. 9. He asks if you _____(to meet) him in the library at 5 o'clock. 10. I _____(to write) to Jack tonight and _____(to make) sure that he _____(to meet) you and _____(to look after) you. 11. Tony said, "I _____(to come) home tomorrow." "Why?" "My law term _____(to begin) soon." 12. "What _____(you/to do) tonight?" "I _____(not/to know) yet." 13. We _____(to wait) here till it _____(to get) dark. 14. I _____(to have) some people in after dinner tonight at my place. _____(you/to come?) 15. We'd like to ask you a few more questions before you _____(to go). 16. If class _____(to be cancelled) tomorrow, I _____(to stay) in bed. 17. If she _____(to fail) the test, she _____(to have) to repeat the course. 18. If the water _____(to be) warm enough, I _____(to go) swimming with you. 19. I _____(to ask) the teacher about the test when I _____(to see) her tomorrow. 20. My parents _____(to be) proud of me when I _____(to get) my PhD.

4. Put the verbs in brackets into a suitable future tense.

1. Tomorrow afternoon at this time, we _____(to fly) over the Black Sea. 2. You _____(to stay) in Moscow for long? 3. I _____(to live) with my sister while I am in Yalta. 4. Look! Those cars _____(to collide) in a minute. 5. I wonder when they _____(to be) back. 6. My sister _____(to come) to visit us tonight. 7. Hurry up or you _____(to be) late for your appointment. 8. I _____(to leave) a message on the table for him. 9. I _____(to be) twenty-one tomorrow. 10. I think it _____(to rain) soon. 11. Your train _____(to arrive) there at 6 a.m. tomorrow. 12. I _____(to meet) you here at seven o'clock tomorrow. 13. I _____(to show) you over. The house is ready for occupation. 14. "You _____(to repent) this," he threatened. 15. Please, come and help me tomorrow at 5 p.m. I _____(to pack). 16. She writes she _____(to finish) her course in June. 17. She writes she _____(to finish) her course by next year. 18. When _____(you/put on) another performance? 19. In two days time I _____(to bathe) in the Red Sea. 20. When _____(the medicine /to be) ready? 21. I _____(to stay) if you _____(not/ to mind). 22. She _____(to wait) for us at 10 a. m. tomorrow. 23. He _____(not/to expect) a phone call from us till next week.

5. Translate into English.

1. Я собираюсь посмотреть этот фильм. Я уже купила билет.
2. Завтра, наверняка, будет солнечный день.
3. Завтра я поеду в университет на машине.
4. Пора упаковывать вещи. Мы выезжаем завтра утром.
5. Как только я приеду домой, я вам обязательно напишу
6. Джон через два дня сдаёт экзамен, он очень волнуется.
7. Завтра в это время я буду делать уборку в квартире.
8. Теперь, когда начались занятия в университете, я буду часто встречаться со своими друзьями.
9. Ты не будешь разговаривать с ребёнком таким тоном. Я этого не допущу.
10. Я дам вам эту книгу после того, как прочту ее
11. К этому времени мы уже закончим разговор.
12. Сколько времени ты будешь путешествовать до того, как вернёшься домой?
13. Я не успокоюсь, пока не узнаю, что они в безопасности.
14. Мы не сможем действовать, пока не получим ее согласия.
15. Сомневаюсь, что пьеса вам понравится.
16. Интересно, когда они вернутся.
17. Если Эмма опоздает, то мы уедем без нее.
18. Если Сэм об этом узнает, он придет в ярость.

THE PAST TENSES

9. The Past Simple Tense

The Past Simple is used to denote:

1. An action performed in the past.
He left fifteen minutes ago.
2. Past actions in succession.
He threw down his spade and entered the house.
3. Repeated actions in the past.
He used to go skiing every Sunday.
4. The Past Simple denotes the future in the past action in the subordinate clauses of time and condition.
He said he would be delighted if I visited him.

9.1 A friend has come back from holiday and you are asking him about it.

Example:

1. Where/go? _____
2. Food/good? _____
3. Make any friends? _____
4. People friendly? _____
5. Stay in a hotel? _____
6. How/travel? _____
7. The weather/fine? _____
8. What/do in the evenings? _____
9. Meet any interesting people? _____
10. The room comfortable? _____
11. Go sightseeing? _____
12. What places of interest/visit? _____
13. Swim in the sea? _____
14. The weather/splendid? _____

9.2 Complete the joke using the Past Simple of the verbs in brackets.

A businessman _____ (to want) to interview applicants for the position of divisional manager. There _____ (to be) several strong candidates, so he _____ (to decide) to devise a simple test to select the most suitable person for the job. He _____ (to ask) each applicant the simple question, 'What is two and two?'

The first applicant _____ (to be) a journalist. He _____ (to light) a cigarette, _____ (to think) for a moment and then _____ (to say) 'twenty two'.

The second applicant _____ (to have) a degree in engineering. He _____ (to take) out his calculator, _____ (to press) a few buttons, and _____ (to show) the answer to be between 3.999 and 4.001.

The next applicant _____ (to work) as a corporate lawyer. He _____ (to state) that two and two _____ (can) only be four, and _____ (to prove) it by referring to the well-known case of Gates v Monopolies Commission.

The last applicant _____ (to turn out) to be an accountant. The businessman again _____ (to put) his question, 'What's two and two?' The accountant _____ (to get up) from his chair, _____ (to go) over to the door, _____ (to close) it, then _____ (to come) back and _____ (to sit) down. Finally, he _____ (to lean) across the desk and _____ (to whisper) in a low voice, 'How much do you want it to be?'

9.3 Use the Present Perfect or the Past Simple in the following sentences.

1. "Mr Jones _____ (to be) arrested by the police." "My goodness! You don't say. What _____ (he/to do)?" 2. As we got into the taxi, my brother asked, "Well, _____ (you/to speak) to Harry?" "I _____ (to speak) to him for a moment." 3. "Hello!", the little girl said to her mother & looked at her companion. "Come and say "How do you do to Mr Ogden." "I _____ (to see) him already" "You can't have done, dear. He only _____ (just/to arrive) here. 4. She _____ (to come) into the room, _____ (to lean) over her father's chair and _____ (to kiss) his cheek. " _____ (you/to have) a good trip?" 5. At school I _____ (never/to be) good at languages, but here I _____ (to pick) up a bit French. 6. You _____ (to say) just now that time _____ (to be) everything. What _____ (you/to mean) by that? 7. Oh, it is you, John. You _____ (to be) in touch with me for a long time. I'm glad you _____ (to ring) me up. Where _____ (to be) all these weeks? I hope you _____ (not/to be) ill? 8. I _____ (to see) her name in the papers rather often of late. 9. How many examinations _____ (you/to pass) up by now? 10. Barbara! You _____ (to have) the education of a lady. Please, let your father see that and don't talk like a street girl. 11. I _____ (to meet) Ann at her father's house twenty odd years and I _____ (to know) her ever since.

9.4 Complete the sentences using *used to* and *would* to express a repeated action in the past.

Examples: Last year she *used to keep* to a special diet.

Last year she *would go* jogging every morning.

1. Every weekend in winter we....
2. When they lived in Moscow they...
3. From time to time he....
4. This is the house where they...
5. When they met they...
6. Every year he...
7. When they were in the second year they...
8. Every Saturday last year I....
9. Last month she...
10. When a child he...

9.5 Say what Mr. Reed used to do when he was young.

Example: Now he doesn't play tennis. He *used to play* tennis a lot when he was young.

1. Now he doesn't dance.
2. Now he doesn't eat much.
3. Now he doesn't drink beer.
4. Now he doesn't play the violin.
5. Now he isn't very rich.
6. Now he doesn't travel.
7. Now he doesn't drink strong coffee.
8. Now he doesn't sing.
9. Now he doesn't have many friends.

9.6 Answer the following questions using *used to* and *would*

1. Did you listen to the texts when you were in the first year?
2. How many times a week did you go to the library?
3. How often did you have grammar tests?
4. How often did you work in the reading-hall?
5. Did you arrange get-togethers?
6. Did you often go to the library?
7. Did you like to ski last winter?
8. How many English classes did you have last year?
9. How often did you go to the theatre?
10. How often did you write dictations?

10. The Past Continuous Tense

The Past Continuous is used:

1) to denote an action which was going on at a definite moment in the past.. The definite moment is indicated either by an adverbial phrase or another past action expressed by the verb in the Past Simple.

When we returned home the children were sleeping.

At midnight he was still working.

The Past Continuous is often used after such phrases as *the whole day, all day long*.

Roy was playing in the garden all day long.

2) to create a descriptive background.

It was snowing heavily and a strong wind was still blowing. At last Jack braced himself up to go out.

3) in the sentences with emotional colouring.

She was always complaining of being lonely.

10.1 Say that your friend (brother, mother etc) was doing something else.

1. When you came home your brother was watching World Championship on TV.
2. The whole morning Ann was helping her mother to tidy up.
3. The mother was ironing when Bill came home.
4. We were having a lesson of English at three yesterday.
5. On our way to the theatre we were discussing the programme.
6. When mother returned I was washing up.
7. Nick was resting at this time yesterday.
8. I was reading for the seminar all day long yesterday.
9. We were playing ping-pong from 8 till 10 yesterday.
10. When I came into the dean's office the secretary was typing something.

10.2 Use the Past Simple or the Past Continuous in the following sentences.

1. Judy had the feeling that everyone _____ (to look) at her, and she _____ (to lower) her eyes.
2. She _____ (to be) on her guard because he always _____ (to tease) her.
3. It _____ (to be) suddenly clear to me that Eve _____ (to act) a part and _____ (to amuse) herself at our expense.
4. Lucy _____ (to ask) constantly me to lunch and dine with her and once or twice a year _____ (to invite) to spend a week-end at her house in the country.
5. I _____ (to hear) a telephone ringing when I _____ (to come) up in the lift.
6. Sir Henry looked into the lounge. In the lounge Hugo McLean _____ (to do) a crossword puzzle and _____ (to frown) a good deal over it.
7. While we _____ (to stay) motionless, the door _____ (to open) and her brother _____ (to come) out.
9. He _____ (to be) captain of a ship which _____ (to sail) that night to Odessa.
10. She _____ (to take) a cushion, _____ (to put) it behind and _____ (to lean) back.

10.3 Put the verbs into the right past tense (the Past Simple or the Past Continuous)

1. Kate _____ (to show) her friends around the new house.
2. John _____ (to do) the turn-out from 3 till 5 yesterday.
3. When we _____ (to enter) the University hall we _____ (to see) the time-table of the entrance exams.
4. My little brother _____ (to

put) down his clothes on the chair tidily and _____ (to feel) very proud of himself. 5. They _____ (to be) lucky to buy the newly developed detergent which _____ (to remove) the dirt, coffee and fruit stains easily. 6. I could not come to the lesson yesterday because I to consult) the doctor at the polyclinic at the time. 7. Nick _____ (to write) an essay on one of the books he _____ (to like) best of all. 8. She couldn't answer the telephone call at once because she _____ (to cook) at the moment.

10.4 Connect the two sentences into one using “when” or “while”.

1. I polished the shoes. The bell rang.
2. I shook out the rugs in the yard. He saw his friends.
3. Jane tidied up the flat. Her father returned from the office.
4. We cooked dinner. One of the girls broke the plate.
5. My friend washed the linen in the washing-machine. Lights went off.
6. Helen washed up. Her friend offered his help.
7. Barbara painted the garage door. Philip dug up the trees in the garden.
8. I stood in the line. I saw an acquaintance of mine.

10.5 Agree with the following sentences and say why using sentences with emotional colouring.

Example: She said she was tired.

Whenever I came *she was always doing* something about the house.

1. She liked to take photos of cats and dogs.
2. She was very good at cooking.
3. Peter again lost the book from the library.
4. Helen didn't like her room-mate.
5. Nick got only excellent marks last term.
6. We were displeased with our friend.
7. We were told that Jack wouldn't come on time.
8. It was easy to deal with Kate.
9. Nelly made good progress in English.
10. In the restaurant we decided to order a beefsteak.
11. Ann was always scolding her brother.

10.6 Translate into English.

1. Что ты делала, пока я мыла посуду?
2. Он постучал в дверь, когда мы обедали.
3. Вчера в это время я слушала интересную лекцию по литературе.
4. Пока я накрывала на стол, дети умывались.

5. С десяти до одиннадцати я работала в лаборатории.
6. Она разговаривала с гостями и накрывала на стол.
7. Пока ребёнок спал, она готовила обед.
8. Когда он позвонил, мы уже уходили из дома.
9. Она осталась дома, потому что шёл сильный дождь.
10. Когда ребёнок проснулся, она разговаривала по телефону.

11. The Past Perfect Tense.

The Past Perfect is used:

1) to denote an action completed before a certain moment in the past. The moment may be indicated by another past action expressed by a verb in the Past Simple or an adverbial phrase.

Fortunately the rain had stopped before they started.

By 6 o'clock yesterday they have already finished their work.

The definite moment can be understood by the situation.

She had put her knitting and was looking at her niece in surprise.

2) to denote an action which began before a definite moment in the past, continued up to that moment and was still going on at that moment. In this case either the starting point is indicated (the conjunction *since* is used) or the whole period of duration (the preposition *for* is used). The Past Perfect is often used instead of Past Perfect Continuous with the verbs which are not used in the continuous aspect.

He knew it—he had known it for some time already.

They hadn't spoken to each other for three days.

3) to denote the completion of an action (not necessarily the priority).

He waited until she had found the key.

4) in written speech with the conjunctions *hardly ...when, scarcely ...when, no sooner ...than*.

Hardly had I entered the room, when I smelt something burning.

No sooner had they arrived, than they were asked to go to the headmaster.

11.1 Complete the sentences using the form in brackets.

1. Helen was nervous to be in the plane. She _____ (to fly) before.
2. Margeret looked pale. She _____ (to fall) ill.
3. The man was a stranger to John. He _____ never (to see) him.
4. That time he was late though he _____ (not/to be) late before.

5. The flat looked messy. She _____(not/to tidy up) for a long time.
6. Brian was afraid to drive the car. He _____(not/ to do) it before.
7. Tom was tired. He _____(to walk) much that day.
8. Ann didn't come/ They _____(not/to invite) her to dinner.
9. She failed her exam in English. She _____(to work) by its and starts.
10. She fell behind the group. She _____(to be) ill for a long time.

11.2 Complete the sentences using the verbs in brackets. You came to your home town and found out many things were different.

1. Mr Ross didn't work at school. He _____(to retire).
2. My friend Laura was no longer there. She _____(to marry) and _____(to go away).
3. The old bar was no longer open. It _____(to close down).
4. Old Mr Howard was not alive. She _____(to die).
5. I didn't recognize Norman. He _____(to change) much.
6. Mrs. Burton didn't live near the school. She _____(to move) into another house.
7. Jeremy no longer had his bike. He _____(to sell) it.
8. My younger brother could speak two foreign languages. He _____(to learn) French and Spanish.

11.3 Add a subordinate clause using the Past Perfect to express a prior action.

Example: She was good at swimming... *because she had spent the whole summer at the seaside.*

1. Jane was the best student of the group...
2. We offered to help Mike...
3. He left the door open...
4. The washing machine didn't work...
5. His test-paper was the best...
6. I left University...
7. Jane got to the station on time....
8. She knew English perfectly...
9. The party was a success...
10. She looked upset....

11.4 Answer the following questions using *hardly ...when, scarcely... when, no sooner...than*.

Example: When did you meet Jack?

Hardly had I come back from Paris, when I met Jack.

1. When did you take your entrance exams?
2. When did you join the library?
3. When did you see your group-mates for the first time?
4. When did you turn out your flat?
5. When did you do the shopping?
6. When did you buy your new shoes?
7. When did you buy this dictionary?
8. When did you help Mary?
9. When did you go to visit her?
10. When did you have dinner?

11.5 Make one sentence from two sentences. Use the conjunctions *hardly ...when, scarcely... when, no sooner...than*.

Example: The plane took off. She felt unwell.

No sooner had the plane taken off, than she felt unwell.

1. Peter opened the door. He saw his brother.
2. She laid the table. Her friends came.
3. He missed the classes without a reasonable excuse. He got a reprimand.
4. He learned the rule. He started doing the exercises.
5. He collected the necessary data. He started writing his essay.
6. She wrote a letter. She went to mail it.
7. They heard the bell. They hurried out of the room.
8. They got acquainted. They became friends.
9. They left the house. It became to rain.
10. They started their trip. She fell ill.

11.6 Translate into English.

1. На пути домой он старался вспомнить, когда последний раз видел Джона.
2. Она уехала к родителям до того, как пришла телеграмма.
3. Было гораздо холоднее, чем она предполагала.
4. Он не жалел, что познакомился с ней.
5. Он ждал, пока она оденет ребёнка.
6. К пяти часам все уже собрались в гостиной.
7. Она знала, что он даст ей книгу только после того, как сам её прочитает.
8. Он не помнил ее имени и не помнил, чтобы когда-либо встречал её раньше.
9. Он знал, что она придёт, как только завершит эксперимент.
10. Она закончила упаковывать вещи, когда её сестра постучала в дверь.

11.7 Join the two sentences together using the Past Perfect.

Example: I was asleep. (2 hours). The pizza arrived.

I had been asleep for two hours when the pizza arrived.

1. I enjoyed skating at the rink (an hour). The light went off.
2. I was at home (half an hour). The telegram about my arrival was delivered.
3. My dress was ready (a week). I went to take it.
4. I was through with the test-paper (a quarter of an hour). The bell rang.
5. I waited for you at home (for two hours). You rang me up.
6. I worked at my pronunciation (20 minutes) I left the lab.

12. The Past Perfect Continuous Tense.

The Past Perfect Continuous is used:

1) to denote an action which began before a definite moment in the past, continued up to that moment and was still going on at that moment. In this case either the starting point is indicated (the conjunction *since* is used) or the whole period of duration (the preposition *for* is used).

I had been tidying up for an hour before you called me.

We couldn't go out because it had been raining since early morning.

2) to denote an action which was no longer going on at the definite moment in the past, but which had been in progress not long before.

She had been crying because her eyes were red and swollen.

12.1 Complete the sentences making it possible to use the Past Perfect Continuous.

Example: They had been skating at the rink... *for 2 hours when their friends joined them at last.*

1. He had been reading...
2. Jane had been washing...
3. We had been sealing up the windows...
4. He had been standing in the line...
5. She had been writing out the new words...
6. They had been making the arrangements...
7. They had been rehearsing the play...
8. She had been learning the poem by heart...
9. Mike had been working hard...
10. Nelly had been working by fits and starts...

12.2 Make one sentence from two using the Past Perfect Continuous and making the necessary changes.

Example: Jane was having a splitting headache. She took a pill.

Jane *had been having* a splitting headache *for 2 hours before* she took a pill.

1. Nick was writing a letter. We came home.
2. They were walking. They reached the forest.
3. They were playing volleyball. The bell rang.
4. Peter was listening to the record. His friend came.
5. The teacher was explaining the rule. We started doing exercises.
6. We were making arrangements. He arrived.
7. We were discussing the problem. Michael entered the classroom.
8. They were driving in the car. They reached the town.
9. The mother was cooking. The children agreed to help her.
10. Ann was tidying up the flat. It looked sick and span.

12.3 Complete the following sentences using the Past Perfect Continuous.

1. By the time the lesson was over...
2. I had been waiting at the entrance...
3. When I came into the assembly hall...
4. By the end of the last month...
5. He failed at the exam because...
6. Mary had been studying French...
7. He spoke English well because...
8. She had been doing the room...
9. She had been cooking...
10. She looked tired as...

REVISION 3

The Past Tenses

1. Say what past tenses are used in the following sentences and why.

1. He was out of breath as he had been running for half an hour.
2. At five yesterday I was doing the same job.
3. She waited until he had finished speaking.
4. They were sitting around the table and talking when I came into the room.
5. He used to cram before the exams.
6. The child was always running about making a lot of noise.

2. Put the verbs in brackets into either the Past Simple or the Past Continuous tense.









1. As she _____ (to cross) the road, she _____ (to slip) and _____ (to fall). 2. My tooth _____ (to break) when I _____ (to eat) a nut. 3. When I _____ (to talk) he (to interrupt) me. 4. When she _____ (to pick) up the teapot, the handle _____ (to come off). 5. A noise in the room _____ (to attract) his attention. 6. As he _____ (to stride) up a village street he _____ (to see) his friend: Robert just _____ (to get) into his car and _____ (to say) a few final words to his agent. 7. When he _____ (to get) home his wife _____ (to speak) over the telephone. 8. From the lawns nearby he _____ (to hear) animated voices. He _____ (to look up) and _____ (to see) three men sitting on the lawn; one of them _____ (to drink) ale. 9. I just _____ (to say) to Jim that you were somewhat late. 10. He _____ (to look) up at the pantry ceiling, which _____ (to shake) with the stamping and shuffling of feet on the floor above, _____ (to listen) for a moment to the piano and then _____ (to glance) at the girl, who _____ (to sort) tins carefully at the end of a shelf. 11. George was suddenly aware the beautiful girl in the office _____ (to address) him. 12. Constantia still _____ (to gaze) at the clock; she couldn't make up her mind if it was fast or slow. 13. When he _____ (to enter), she _____ (to fix) her hair. 14. That night Arthur _____ (to sleep) hardly at all. He _____ (to think, to toss, to turn). 15. Val _____ (to like) to look at her husband while he _____ (to read). 16. It was said that Mrs Murphy _____ (to begin) to travel. She _____ (stay) in many, and the best, hotels, _____ (to glance) into the windows of the most exclusive shops, _____ (to buy) expensive objects for which she had no need. Incidentally, she _____ (to cross) oceans, _____ (to climb) mountains. In the course of her travels, naturally, she _____ (to receive) several proposals of marriage, then suddenly she _____ (to grow) bored and _____ (return) to her home town. 17. "At last, Kate, I _____ (to think) you never _____ (to come).

3. Join the two sentences into one using the Past Perfect Continuous.

1. We were walking for more than three hours. We reached the forest. 2. Peter was listening to the record for 10 minutes. The bell went. 3. The whole family was tidying up for over two hours. The flat looked spick and span. 4. They were driving in the car. 5. They were playing volley-ball for over an hour. It started raining. 6. We were discussing his essay for quarter of an hour. The Dean came in. 7. The teacher was explaining the new rule. We understood it at last. 8. We were making arrangements for a fancy dress party. Everything was ready. 9. Rose was dusting the furniture. It looked shining and spotless. 10 She was staying in bed for a week. She felt better.

4. A sad story

Look at the pictures. They tell the unfortunate story of Mrs Maisie Taylor and her cat, Billy. The verbs and phrases opposite tell the events of the story but they are not in the right order. Put the verb forms into the gaps in the text below in the correct order.

		Past Simple • ran up	Past Continuous • was waiting
		• killed	• was watering the plants
		• arrived	• were leaving
		• put up	• was playing
		• called	• were having tea
		• rang	
		• rescued	
		• ran him over	
		• couldn't get down	
		• invited them for tea	
		• tried to tempt him down	

Yesterday evening, Mrs Taylor _____ in her garden, while her cat, Billy _____ near her. Suddenly, Billy _____ a tree. Mrs Taylor _____ to Billy, but he _____, so she _____ the Fire Brigade. While she _____ for them to arrive, she _____ with some fish. The Fire Brigade eventually _____, _____ their ladder and _____ Billy. Mrs Taylor was so pleased that she _____. While they _____, they didn't see Billy go outside again, and ten minutes later, as they _____, they _____ and unfortunately they _____ him.

5. Join the two sentences using “hardly...when”, “scarcely...when”, “no sooner... than”.

1. Nick finished fixing the radio set. An interesting programme began.

2. She laid the table. Her friends came.
3. They collected the dirty linen. They began to do the washing.
4. Granny did the washing-up. She put the plates on the plate-rack.
5. Mother aired the rooms. The children came from the walk.
6. Jane left for the week-end to see her parents. George faced cooking difficulties.
7. They lost the cat. They found him in the cupboard.
8. They bought the new furniture. The prices increased.
9. She told him the news. He grew pale.

6. Join the two sentences using *after, before, till, until, when*.

1. The children returned from school. Mother cooked dinner.
2. We listened to the text. We went to the lab to have our speech recorded.
3. They went for a walk. It stopped raining.
4. I waited. She did the room.
5. The children fell asleep. The parents came back from the pictures.
6. The teacher explained the new material. She gave us an exercise to prepare.
7. I came home. It grew dark.
8. Nick left for school. Nelly got down to tidying up the flat.
9. He waited. His wife laid the table for dinner.
10. Barbara cleaned the windows. Michael sealed them up.
11. Stan read these books. He became more proficient in the subject.



7. Underline the correct tense in the story.

It was ten o'clock in the evening. Peter (a) *sat/had sat* down on his sofa and thought about the day. What a busy day it (b) *was/had been*! This was his first night in his own flat. He (c) *lived/had lived* his entire life in the family home, and now for the first time, he (d) *was/had been* on his own.

He sat surrounded by boxes that they (e) *didn't manage/hadn't managed* to unpack during the day. It (f) *took/had taken* months to get all his things together. His mother (g) *was/had been* very generous, buying him things like towels and mugs.

He (h) *went/had gone* into the kitchen and (i) *got/had got* a beer from the fridge. He suddenly (j) *felt/had felt* very tired and yawned. No wonder he (k) *was/had been* tired! He (l) *was/had been* up since six o'clock in the morning. He (m) *decided/had decided* to finish his beer and go to bed.

8. Translate into English.

1. Уже смеркалось. Мы боялись, что они вообще не приедут.
2. Стояла поздняя осень. Все листья уже опали.
3. Она постоянно занималась музыкой в прошлом году.
4. Как только ей позвонили, она сразу же ушла.
5. Павел сказал, что его друзья приезжают завтра.
6. Они ехали несколько часов, пока не оказались в маленькой деревушке.
7. К январю мы уже сдали все экзамены.
8. Павел, который громко смеялся, вдруг замолчал.
9. Он обычно обедал со своими друзьями в ресторане.
10. Когда Вы были здесь последний раз?
11. Она взглянула на часы. Она прождала уже более получаса.

9. Work with your partner. Listen to the text and question your partner about it using different past tenses.

Jim was too late. Sitting in the drawing-room when he got home, his wife was doing nothing at all. No book, no chessmen, not even a gramophone records – she was sitting although she had been there for hours, staring out of the lighted room into the January night. She was waiting for Jim. She began to speak before he had taken his coat off.

After Jim had greeted her he settled down by the side of the fire. He tried to speak in the tone that she would trust. She trusted him as she had done before. She didn't refer to what had been said the evening before; instead she was talking about Jim's arrangements for the coming night. Gilbert Cook had invited him to dinner. Then Jim put his arm round her shoulders and led her into the dining-room. His wife was seriously ill.

PART II. THE REPORTED SPEECH

Words that are spoken or thought in one place by one person may be reported in another place at a different time, and perhaps by another person. Because of this there are often grammatical differences between direct and indirect speech. While using the reported speech watch *the sequence of tenses* as the change of time may mean a change of tense: the person reporting uses tenses that relate to the time when he/she is making the report, not to the time when the original words were used.

e.g. Bill said, "I don't like the party."—Bill said that he didn't like the party.

So after past reporting verbs, the verbs of the original speech are usually "backshifted"—made more past:

Present Indefinite (Simple)	→ Past Indefinite
Present Continuous	→ Past Continuous
Present Perfect	→ Past Perfect
Past Indefinite	→ Past Perfect
Present Perfect Continuous	→ Past Perfect Continuous
Future	→ Future-in-the-Past

Adverbs of time and place, pronouns and modal verbs also undergo several changes (see the exercises below).

1. Indirect statements

1.1 Divide the reporting verbs into three groups introducing statements, questions, commands and requests.

Think, beg, wonder, explain, tell, inform, answer, plead, notice, hope, ask, command, order, be interested to know, exclaim, complain.

1.2 What do we change these pronouns, adverbs and modal verbs into, when we use reported speech and the sentences are referred to the past?

Our, yesterday, last week, now, can, this, tomorrow, today, here, I, need, ago, last night, these, we, must, next week, mustn't, may, may not, your

1.3 These people are saying these things. Report them using *said* or *told*. Your new statements should refer to the past.

Note: mind the difference

tell sb sth / tell sb that...
say (to sb) (that)...

e.g. He told me the truth. He told me (that) he had known it from the very beginning.

e.g. He said(to me) (that) he had known it from the very beginning.

1. "The weather is lovely out", Deborah said.
2. Ethel said to her husband, "He still comes to the playground nearly every afternoon."
3. She said, "He's just walking the dog."
4. She said to her mother, "He saw me waiting for a suburban train about three hours ago."
5. Robert said, "I'll call the police."
6. The man said to Jack, "We all loved her house."
7. John said, "We were wasting the time."
8. Linda said, "We have known each other since we entered the university and she has always been very kind to me."
9. Tom said, "The football match yesterday was fantastic! Russian football team hasn't played like that for ages!"
10. She said to Jack, "I'm going shopping tomorrow. I must buy something special for our party."
11. The boss said to his secretary, "You need to post these letters as soon as possible."
12. The nanny said to the child, "Today I'm pleased with your behaviour."
13. Granny said, "Last night was terrible. They were singing and dancing till early hours."

1.4 Yesterday you met a friend of yours, Charlie. Charlie told you a lot of things. Here are some of the things he said to you:

1. I'm thinking of going to live in Canada.
2. My father is in hospital.
3. Nora and Jim are getting married next month.
4. I haven't seen Bill for a while.
5. I've been playing a lot of tennis recently.
6. Margaret has had a baby.
7. I don't know what Fred is doing.
8. I hardly ever go out these days.
9. I work 14 hours a day.
10. I'll tell Jim I saw you.
11. You can come and stay with me if you are ever in London.
12. Tom had an accident last week but he wasn't injured.
13. I saw Jack at party a few months ago and he seemed fine.

Later that day you tell another friend what Charlie said. Use reported speech.

e.g. Charlie said (that)...

Charlie told me (that)...

Make use of the other verbs: *exclaim (that), inform sb (that), regret (that), explain to sb (that), hope (that) etc*

1.5 Somebody says something to you which is opposite to what they said before. Write a suitable answer beginning “I thought you said...”

Example: “That restaurant is expensive.” *I thought you said it was cheap.*

1. “Ann speaks German very well.”
2. “I have never tasted mussels before.”
3. “You are working hard today.”
4. “I’m going to bed now.”
5. “Ann has been painting the walls in her new room. Her clothes are dirty.”
6. “He has been smoking too much lately.”
7. “Mary has written ten letters today.”
8. “It didn’t rain at all last week.”
9. “I’ll go and shut the door.”
10. “Tom lost his keys yesterday.”
11. “Bill passed his examination.”
12. “Jack and Jill are going to get married soon.”
13. “I can afford a holiday this year.”

1.6 Complete the sentences with *said, told or talked*.

Mind the following verb: *talk about sth*

1. Jack _____ me that he was enjoying his new job.
2. Tom _____ it was a nice restaurant but he didn’t like it very much.
3. The doctor _____ that I would have to rest for at least a week.
4. Mrs Taylor _____ us she wouldn’t be able to come the next evening.
5. Ann _____ Tom she was going away.
6. George couldn’t help me. He _____ me to ask Jack.
7. At the meeting the chairman _____ about the problems facing the company.
8. Jill _____ us all about her holiday in Australia.

Offers and suggestions

Use the verb “offer” :

– to ask someone if they would like to have something

offer sb sth/

offer sth to sb

e.g. “Can I offer you something to drink?” – *He offered her something to drink.*

– to say that you are willing to do something

offer to do sth

e.g. “Shall I pick you up?” – *My dad has offered to pick us up.*

Use the verb “**suggest**”:

– to tell someone your ideas about what they should do, where they should go etc

suggest doing sth

suggest (that) sb should do sth

e.g. “Let’s hold the conference in Scotland”. – *He suggested holding the conference in Scotland.*

“We can meet and discuss this” – *I suggest that we should meet to discuss this.*

1.7 Using the information above put the following sentences into the reported speech.

1. “I can help you with all the arrangements”.
2. “What do you feel like drinking tea or coffee?”
3. “You should necessarily visit this exhibition of butterflies.”
4. “Why not go and have a look at it?”
5. “I can give you a lift if you’d like to.”
6. “It will be possible to continue this work if we distribute the tasks among us.”
7. “It’s too hot inside. Shall we go to the garden for a while?”
8. “He looks tired. I think he needs to have a nap.”
9. “Martha can explain to you how to operate this machine. Go and ask her.”
10. “I can show to you how to handle a horse.”

1.8. Other reporting verbs

Notice the following groups of reporting verbs

complain admit deny suggest boast	that...
---	---------

refuse offer agree promise	to do ...
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Report the sentences, using one of the verbs in the boxes.

Example: “I think it would be a very good idea for you to go to bed,” the doctor said to Paul. *The doctor suggested that Paul should go to bed.*

1. “Yes, okay. I’ll lend you my car but be careful with it!” Peter said to Ann.
2. “Yes, it was me. I stole the money,” said Bill.
3. “But I didn’t hit the old lady,” said Bill.
4. “I can speak eleven languages, all perfectly”, said the professor.
5. “I’ll leave work early, honest, I will,” Angela said.
6. “Ugh! My soup is cold,” said Henry.

7. "I will never help you with your homework! Never!" said Jane to me.
8. "I give you a lift to the station, if you like," Kate said to Megan.
9. "What about if we meet on Thursday?" Mark said to James. "That's fine," said James.

2. Indirect questions

Note: In reported questions the subject normally comes before the verb in standard English (so, the direct word order is used), and auxiliary *do* is not generally used. General questions are reported with *if* or *whether*:

e.g. The driver said, "Do you want the town centre?" – *The driver asked if/whether I wanted the town centre.*

He said, "What do you want to have a look at first of all?" – *The driver wondered what I wanted to have a look at first of all.*

To put questions into the reported speech also use the following phrases: *I wonder, I want to know, I'd like to know, I'm interested to know, tell me, ask him, I'm not sure (that), I have no idea, I have no notion, do you know, do you remember, can you tell me, are you sure, would you mind telling me.*

2.1 Put the following questions into reported speech.

1. Katherine said, "What will you do?"
2. The mother said, "Where have you been? Who gave you the money? Who is Robert?"
3. Irene said, "Did you hear that?"
4. He asked, "Do you always have to play the piano when you get home?"
5. Jim said, "Why must I listen to you?"
6. She said, "Do you have any children, Charlie?"
7. He said, "What made you think so?"
8. He said, "Why was her face so pale?"
9. She said, "Could I possibly see him?"
10. She said, "Are you hitchhiking?"
11. She asked, "What have you been doing these days?"
12. He said, "When did you see him last time?"
13. He said, "Will you come to our party?"
14. He said, "What mark did you get at the exam in English last term?"
15. He said, "Have you eaten seafood recently?"

2.2 Make a new question beginning with the words "Did you know..."

Mind the direct word order.

Example: Where did Ruth go?

Did you know where Ruth had gone?

1. Who will open the window?
2. What time does your train leave tomorrow?
3. Are you doing anything special tomorrow evening?
4. What shall we do this evening?
5. Did everybody escape from the fire?
6. Has she seen the latest news today?
7. Why did he have to go to hospital?
8. What was she doing when the accident happened?
9. Who left the door open an hour ago?
10. Who is driving the car now?

2.3 Make a new sentence from these questions. Mind the direct word order.

Example: What time is it? – *Could you tell me what time it is?*

1. Where is the post office? Could you tell me...
2. What does this word mean? Do you know...
3. What's the time? I wonder...
4. Where did you park your car? Can't you remember...
5. Is Ann coming to the meeting? I don't know...
6. Where does Jack live? Have you any idea...
7. What time does he leave? Do you know...
8. Where can I change some money? Could you tell me...
9. What qualifications do I need? I want to know...
10. Why didn't Tom come to the party? I don't know...
11. How much does it cost to park here? Do you know...

3. Indirect orders (commands) and requests

Put the following orders and requests into reported speech using the verbs *asked, told, said* etc.

Example: My aunt said, "Pass me the salt, please."

My aunt asked me to pass her the salt.

The boss said, "Send the clients e-mails before lunchtime".

The boss told me to send the clients e-mails before lunchtime.

The boss said to send the clients e-mails before lunchtime.

My mother said, "Don't come home late at night, please".

My mother asked me not to come home late at night.

1. Bibber said, "Please, take me home, Daddy."
2. He said, "Please sit down for a minute, John."
3. He said, "Come in, Jane."
4. He said, "Would you close the door, Alan?"
5. My father said, "Calm down."

6. He said, "Now take your little pad and your little pencil, Henry."
7. My father said, "Don't argue with me, Ella."
8. She said, "Don't go away tonight, Rosemary."
9. He said, "Don't cry, Sophie."
10. He said, "Please, don't get excited now, Shelly."
11. The doctor said, "Eat more fruit and vegetables."
12. "Read the instructions before you switch on the machine," she said to me.
13. "Shut the door but don't lock it," she said to us.
14. "Can you speak more slowly? I don't understand," he said to me.
15. "Don't come before 6 o'clock", I said to him.

REVISION

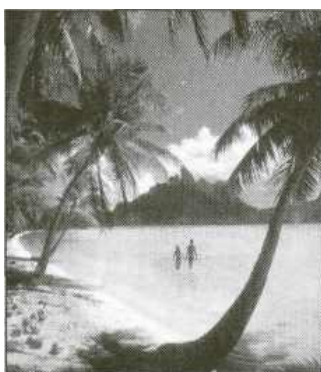
1. Read the holiday brochure and complete the conversation between Brian, Thelma and the travel agent.

THE HOLIDAY OF YOUR DREAMS

THE *Copa* D'OR HOTEL BARBADOS

Location

- You will fly there on Concorde in just two hours.
- The hotel is twenty minutes from the airport.
- It has four acres of tropical gardens.



Facilities

- Your room will have wonderful views over the sea.
- The beautiful gardens lead directly onto the beach.
- There are 2 swimming pools and 3 tennis courts.
- We cater especially for honeymoon couples.

TA Good morning. It's Mr and Mrs Boswell, isn't it? Did you have a good time in Barbados?

T No, we did not! Where shall we begin? The flight. Why did your brochure say that we (a) _____ there in just *two* hours. Concorde takes *four* hours. Didn't you know that?

B Then you said that the hotel (b) _____ only twenty minutes from the airport and that it (c) _____ large tropical gardens. Not true! The drive from the airport took an hour, and where are the gardens? Your brochure said that these gardens (d) _____ directly onto the beach but we couldn't see any tropical gardens, not even one palm tree! The next hotel had them but not ours! And you said there (e) _____ swimming pools and tennis courts – not in our hotel!

T And the rooms! You said that we (f)_____ wonderful views over the sea, but we couldn't see the sea. Only the weather was good! It was a miserable honeymoon!

Reporting words and thoughts

2. Report the statements in the next column using the verbs given.

Example: 'I'll miss you very much,' he said to her.

He told her that *he would miss her very much*.

a 'I'm going to Paris soon.' She said...

b 'The film will be interesting.' I thought ...

c 'I can't help you because I have too much to do.' She said ...

d 'Ann has bought the tickets.' I was told

e 'I think it's a stupid idea, and it won't work.' She said....

f 'Breakfast is served between 7.00 and 9.00.' The receptionist explained ...

g 'I went to Oxford University in the 60s.' He boasted...

h 'I've never been to America,' she said to me. She told...

3. Report the following questions.

Example: 'Where are you going?' She asked me *where I was going*.

a 'Do you want to go out for a meal?' She asked me....

b 'Why are you late?' they asked her. They wondered....

c 'Can I use your phone?' He asked me...

d 'Where have you come from?' The customs officer asked me...

e 'How long are you going to be on holiday?' She wanted to know ...

f 'When do you have to go to work?' She asked me...

g 'Did you post my letter?' Penny wondered...

h 'Will you be back early?' He asked her...

4. Complete the direct questions.

A is Mrs Smith, who is talking to B, a bank manager, about getting a loan.

B Come and sit down, Mrs Smith.

A Thank you very much.

B Now, you want to borrow some money.(a)_____?

A Five thousand pounds.

B (b)_____?

A Because I want to buy a car.
 B I see. Could you give me some personal details?(c)_____?
 A I'm a computer programmer.
 B And (d)_____?
 A Twenty thousand pounds a year.
 B (e)_____?
 A Yes, I am. I've been married for six years.
 B (f)_____?
 A Yes, we've got two children.
 B I see you live in a flat, (g)_____?
 A We've lived there for three years.
 B Well, that seems fine. I don't think there'll be any problems, (h)_____?
 A I'd like it as soon as possible, actually.
 B All right. Let's see what we can do.

Report the bank manager's questions.

- a First he asked Mrs Smith...
- b Then he wanted to know...
- c He needed to know...
- d She had to tell him...
- e Then he asked...
- f For some reason he wanted to know...
- g He asked her...
- h Finally he wondered...

Reported Commands

5. She advised me to ...

**Choose the most appropriate verb to report each of the sentences.
 Remember they all follow the pattern verb + infinitive.**

persuade order ask advise tell encourage invite beg remind

Example: 'If I were you, I'd go to the doctor's,' he said to me.

He advised me to go to the doctor's.

1. "Could you possibly do me a favour?" she asked Tom. She....
2. "Hand in your essays next week," the teacher told the class.
3. "Don't forget to post the letter," my wife said to me.
4. "Come and have dinner with us," Rosie said to John.
5. "You must pay a fine of one hundred pounds," the judge said to Edward Fox.



6. "Buy the red dress, not the green one," Betty said to Jane. "It's much, much nicer." "Mmm ... I'm not sure. OK, I'll buy the red one. You're right!" said Jane.
7. "You really should paint professionally," said Gill to Henry. "You're really good at it."
8. "Please, please don't tell my father," she said to me.
9. "I think you should sell your shares," his accountant told to Bill.

Statements, questions, and commands

Ask and Tell

6. Report the sentences using *ask* or *tell*.

1. 'Leave me alone,' she said to him. She....
2. 'Please, don't go,' he asked her. He...
3. 'I'm going to bed now,' he said to Anne.
4. 'How much do you earn, Dad?' asked Jeremy.
5. 'Shut up,' said the teacher to the class.
6. 'Can you phone back later, Mr Brown,' asked the secretary.
7. 'You did very well in the test,' said the teacher to everyone.
8. 'Don't walk on the grass,' said the park keeper to the children.

7. Put into reported speech.

1. The traveller said, "I have been here before."
2. Kate asked John, "Will you bring my letters back, please?"
3. The people said to the life-saver: "You have saved our lives, and we are very grateful to you."
4. "I shall leave tonight for the country," Tom said to his mother, "but I can be back tomorrow, if the train is running."
5. "Today is our wedding anniversary" Jane said to her husband.
6. "You can come with me if you carry these suit-cases," Anne told her brothers.
7. "Have you anything to declare?" the customs officer asked.
8. "Quite right, Gabriel, quite right," she said. "You can't be too careful."
9. "Goloshes, Julia!" exclaimed her sister. "Goodness me, don't you know what goloshes are?"
10. "Come back immediately!" the mother said to her daughter.
11. "Life is so sad," she murmured.
12. "Come for a walk round the garden," Susan said to her friend.

13. "Is that you, John?" Sofia asked. 14. "Quicker! Quicker!" the caretaker asked the firemen. 15. "Shall I take half of the apples?" Cyril asked. 16. "Don't shout!" he cried. "What's the matter with you?" 17. "It's quite all right, dear boy," said the aunt to her nephew. 18. "Well, why didn't you say so immediately?" Mary said to Sue. 19. "I think it might be nice to have the fish fried," Margaret said. 20. "That is perfectly true," Robert said. 21. "How dare he come and talk to me about it?" she said. 22. "Well, anything I can do for you?" the clerk said. 23. "Sorry I was short-tempered yesterday," Stella said. 24. "I hope you will take some more of this cake," the hostess said. 25. "Thank you, the cake is really very good," the guest said. 26. "What in hell was it that this boy did?" he cried. 27. "I won't stand it," she said. 28. "You look much less tired now," Lilly said to her sister. 29. "I want this typed, if you please," said Harry. 30. "Good morning, sir," Jonny said. 31. "I've had rather a long journey I need some sleep," he said in a low voice. 32. "Hullo, Tom, you're very late," John said. 33. "Look after the child," she said to her husband. 34. "You did it on purpose!" Jane said to Harry. 35. "I won't withdraw the accusation!" she said. 36. "Don't go near it! It's dangerous!" cried the fireman. 37. "I'm terribly sorry you should think that of me, Margaret," Sue said. 38. "I'd go back tomorrow if I had the chance," she confessed. 39. "Sick to death of your ways," he said to his friend. 40. "You've got to do as you're told," the father said to his son. 41. "I'm frightened, Ann," Jean said. 42. "Don't tell lies to me, Philip," Ann said. 43. "Why did you wake me up so early?" Jonny said to his sister. 44. "She's not coming back till tomorrow night," Harry said to Ann. 45. "I get the impression, that you have lost the case," one man said to another. 46. "I'm not done for yet," he cried. 47. "You had better keep to the left," the militiaman said. 48. "Yes, it is far," he agreed. 49. "Yes," the boy said miserably. 50. "Don't cry! Get your head up!" he said to the boy. 51. "It is hardly likely that you can manage this car. Let me drive it," the father said to his son. 52. "Is it the right way we are going, I wonder?" Edna said. 53. "Look here, you've skipped this passage," the teacher said to the pupil. 54. "Well, I'll give you a hint about the situation. It looks as if this job were already taken," the clerk said to his friend. 55. "You may be sure I should be the last man to resent your taking this job," David said to John.

PART III. THE PASSIVE VOICE

Voice is a grammatical term which is used to tell whether the subject of the sentence is acting or is receiving an action expressed by the verb. The terms “active voice” and “passive voice” refer to the form of a verb. In the active voice the subject of the sentence is the person or thing doing the action:

e.g. John cooked the food last night.

In the passive voice the action is done to the subject:

e.g. This food was cooked last night.

We can form the passive only with transitive verbs: these are verbs which can be followed by an object. The passive voice is formed by combining the auxiliary verb “to be” with the past participle of the principal verb:

Be + Participle II

There are some transitive verbs in the English language which correspond to intransitive verbs in Russian. They are affect, answer, assist, attend, follow, influence, join, help. They are used in the passive constructions in English but they are not used in the passive constructions in Russian, so there may arise some difficulty in translating passive constructions with these verbs into Russian.

e.g. The man was followed by the dog.

His question was not answered.

Her behaviour was influenced by the weather.

The passive constructions are used:

a) if the doer of the action is not known, so that an active construction is impossible.:

e.g. My purse has been stolen (I don't know by whom).

b) if the doer of the action is self-evident or unimportant:

e.g. He was crowned a king.

Mistakes are always made.

c) if we don't want to mention the doer of the action:

e.g. I've been told that you are married.

d) if the object, the action is performed with, is more important than the doer of the action:

e.g. Mary was punished by her father.

e) if what was done is more important than the doer of the action:

e.g. America was discovered by Columbus.

The Passive Voice is mainly used in scientific prose.

1. The Passive Voice

1.1 State whether these verbs are transitive or intransitive:

Study, open, go return, play, arrive, wash, choose, hurt, eat, do, come, blow, breathe, care, carry, raise, lie, stop, lay, rise, catch, finish, cook, buy, step, slip, lose, read, speak, get, sink, sail.

1.2 Why do you think the passive constructions are used in these sentences?

1. The question was often put to me but I never answered it.
2. "Where is Frank?" "He's taken care of."
3. Ben was looked on as a sweet-tempered young man.
4. Mr. Smith was expected to return shortly.
5. The meal was somehow finished with, everyone moved out of doors.
6. I had been given a card to the Club and in the afternoon I used to go there to play bridge.
7. The house was locked when they set off.
8. When I arrived the family were in the sitting-room.
9. His calculations were proved wrong.
10. I was lent the book by my friend.
11. They had been caught by the war in Australia.
12. Two climbers are being looked for by the Scottish police in the Highlands.
13. The radio was invented by Popov.
14. The village was destroyed in the storm last week.

Note: When you use the passive, you often don't mention the person or thing that performs the action at all. This may be because you don't know or don't want to say who it is, or because it doesn't matter.

e.g. Her boyfriend was shot in the chest. Your application was rejected.

If you are using the passive voice and you do want to mention the person or thing that performs the action, you use **"by"**.

e.g. He had been poisoned by his girlfriend. He was brought up by his aunt.

You use **"with"** to talk about something that is used to perform the action (an instrument, tool, etc., which helps the agent to do an action).

e.g. He was killed with a knife. He was shot (by the policeman) with a revolver.

The doer of the action is not mentioned in 70% of passive constructions (in literature). But there are some verbs which demand mentioning the agent. They are *accompany, attend, bring about, cause, characterize, control, follow, govern, influence, join, mark, rule, etc*

e.g. He was accompanied by the crowd of correspondents.

1.3 Add the agent to the sentence using prepositions “by”, “with”.

1. Bread is cut (a knife).
2. The table is being laid for dinner (Ann).
3. Jack was overwhelmed (joy).
4. I was told the news (a man).
5. Sue was reprimanded (the Dean) yesterday as she had missed many classes.
6. I was introduced to the manager (the secretary).
7. The case has been mentioned to me (the lawyer).
8. The situation was explained to us (the parents).
9. In winter rivers and lakes are covered (ice).
10. Some flower, salt, eggs, sugar, butter and milk were beaten into the mixture (a mixer).

1.4 Complete the sentences mentioning the agent.

1. Her decision to go to France to study painting was influenced...
2. The man was followed...
3. A zebra is marked...
4. The UK is governed...
5. The fire in the house was caused...
6. The teacher was accompanied...
7. Your work is characterized...
8. The criminal confessed at once when he was confronted...
9. The prices are hardly controlled...
10. The two parts of the city were joined...

The Tense Forms of the Verb in the Passive

	<i>Present</i>	<i>Past</i>	<i>Future</i>
<i>Simple</i>	It is written	It was written	It will be written
<i>Continuous</i>	It is being written	It was being written	—
<i>Perfect</i>	It has been written	It had been written	It will have been written
<i>Perfect Continuous</i>	—	—	—

1.5 Transform the sentences into the passive voice and ask questions to the underlined words in the Passive Voice.

a) Example: They grow rice in China.

Rice *is grown* in China. What *is grown* in China?

We don't drink tea very often.

Vegetarians don't eat meat.

Liz reads a newspaper every day.

We pay the bill before leaving the restaurants.

I buy bread every morning.

John usually meets her on his way home.

He changes cars once a year.

Somebody cleans the room every day.

People don't use this road very often.

How do people learn languages?

b) Example: They cancelled all flights because of the fog.

All flights *were cancelled* because of the fog. Why *were* all flights *cancelled*?

Somebody accused me of stealing money.

People advised us not to go out alone.

I cooked fish soup for dinner.

Ann broke her leg in an accident.

Did you beat out the carpets?

John took my diary.

The dressmaker spoiled my dress.

We did not see him last year.

c) Example: She will open the jar.

The jar *will be opened*. What *will be opened*?

They will cut down the tree soon.

We will wash the dishes after dinner.

Don't go there! Bees will sting you.

The police will arrest the criminal.

Jane will alter her elder sister's dress for the party.

They will air the classroom in the interval.

How will you lengthen this dress?

Dick will invite us to the party.

d) Example: Somebody is using the computer at the moment.

The computer *is being used* at the moment. When *is* the computer *being used*?

Jane is making up her face in the bedroom.

Is he writing a new book now?

They are building a concert hall near our house.

The committee is considering several new proposals.
John is calling the other members.

e) Example: I didn't realise that somebody was recording our conversation.
I didn't realise that our conversation *was being recorded*. Whose conversation *was being recorded*?

Mary was scolding her daughter when I entered the room.
I was watching the "Romeo and Juliet" at that moment.
While the man was reading the newspaper, Diana approached him.
What were you cooking when I rang you up?
Martha was delivering the documents to the department.

f) Example: Somebody has washed the floor.
The floor *has been washed*. What *has been washed*?

They have postponed the concert.
They have built a new hospital near the airport.
They have cooked vegetables too long.
I haven't dusted the furniture yet.
Somebody has taken my umbrella by mistake.
The police have found the people they were looking for.
They have redecorated the house lately.
She has just locked the door.
Tom gets a high salary now, they have promoted him.

g) Example: By noon they had cleaned the flat.
The flat *had been cleaned* by noon. By what time *had* the flat *been cleaned*?

He had bought a Volvo, before he sold his old car.
As Mary had left her bag behind she had to return home.
The car was three years old but they hadn't used it very much.
Mike went to hospital as a dog had bitten him in the street.
Who had sewn clothes for you before you learned sewing?
When we got to the stadium we found that they had cancelled the game.
The company had ordered some new equipment before the strike began.
The delegates had received the information before the recess.

h) Example: John will have received the papers by tomorrow.
The papers *will have been received* by tomorrow. By what time *will* the papers *have been received*?

They will have provided the refreshments before the party begins.
They will have informed Janis about their plans before they leave for Paris.
They will have completed the research by next month.
They will have begun the programme by next year.
Maurice will have fixed the car by 6 o'clock.

1.6 Ask all types of questions.

1. She was nowhere to be seen.
2. My mother was taught languages.
3. Kate, you're wanted on the telephone.
4. As the church was emptied by now she began to walk towards the west door.

1.7 State the forms of the verbs and use them in sentences of your own, add some adverbs or adverbial phrases of time.

is being washed; had been written; is spoken; are kept; was used; will have been cooked; were being stolen; are sewn; had been soaked; will be taken; will have been mended; was spoilt; is being scolded; had been given; will be opened; was being swept; is read; was lost; will be found; is being watched; had been broken; was closed; was being bought.

1.8 Insert the proper tense in the Passive Voice (to be built).

1. Our house _____ a few years ago.
2. At present a new house _____ just opposite us.
3. It _____ in a year.
4. Many new houses _____ all over Russia in the past few years.
5. When I arrived in Moscow last year, I was greatly surprised to see that so many new houses _____ during my absence.
6. When we first saw this house, it _____ still.
7. Hundreds of new houses _____ by the end of this year.

1.9 Complete the sentences using one of these verbs in the correct form: *cause, damage, hold, include, invite, make, overtake, translate, write.*

1. Many accidents _____ by dangerous driving.
2. Cheese _____ from milk.
3. The roof of the building _____ in a storm a few days ago.
4. There's no need to leave a tip. Service _____ in the bill.
5. You _____ to the wedding. Why didn't you go?
6. In the United States, elections for President _____ every four years.
7. Originally the book _____ in Spanish and a few years ago it into English.
8. We were driving along quite fast but we _____ by lots of other cars.

1.10 Most of these sentences contain one mistake. Correct it.

1. My neighbour is very proud of her new grandson who born last week.
2. I'm very fond of this old brooch because it was belonged to my grandmother.
3. My family live in Scotland but I was educated in France.
4. I'm afraid I can't lend you my camera. It's repairing this week.
5. The bridge was collapsed during the floods but fortunately no one was using it at the time.
6. If you aren't careful what you are doing with that hammer someone will hurt in a minute!
7. The word 'stupid' was in my report but it wasn't referred to you.
8. I'm sorry I'm late. I got held up in the traffic.
9. When did you discover that the money had been disappeared?
10. Children under the age of seven do not allow in this pool.

1.11 Put the verbs in the correct form.

1. I've collected all the documents that _____ (to need) for the house sale. Can you take them to the lawyer's office to _____ (to sign)?
2. Look this is a secret. Come into the garden where we _____ (not/to overhear).
3. If you hadn't been so late for work, you _____ (not/to sack).
4. I was so worried about my garden while I was in hospital, but I have very good neighbours. When I got home I could see that the vegetables _____ (to water) every day and the grass _____ (to cut) regularly.
5. Can you come to the police station? The man who _____ (to suspect) of stealing your wallet _____ (to arrest), and _____ (to question) at the moment. The police hope he _____ (to identify), either by you or another witness.
6. We had hoped to see several famous paintings, but the gallery _____ (to reorganize) at the time of our visit and most of the really valuable works _____ (to move) for safe keeping.

“Get” in the passive constructions

Sometimes “get” is used instead of “be” in the passive:

There was a fight at the party but nobody got hurt.

I don't often get invited to parties.

“Get” is used to say that something happens to somebody or something, especially if this is unplanned or unexpected:

Our dog got run over by a car. “Get” is used only when things happen or change. For example, “get” cannot be used in the sentence.

Jill is liked by everybody. (This is not a 'happening')

“Get” is used mainly in informal spoken English. “Be” can be used in all situations. A more gradually achieved result can be sometimes expressed by “become”.

With the passage of time the furniture became covered in dust.

1.12 Complete the sentences. If possible, use a tense of the verb “to get”. Otherwise use the verb “be”.

1. I never found that book we were looking for. It _____ lost when we moved house.
2. After the way he behaved last time he went to their house it's unlikely he _____ asked again.
3. Naturally this vase is expensive. After all, it _____ believed to be over three hundred years old.
4. I phoned to explain what had happened but I _____ cut off before I could finish.
5. There isn't any cheese left; I'm afraid it _____ eaten by the children.
6. He was a well-known expert on animal diseases and his opinion _____ greatly respected.
7. The competition is stiff and she'll be thrilled if her design _____ chosen.
8. The book _____ torn when the children started fighting over who should read it first.
9. Please don't touch anything on my desk. You _____ employed to answer the telephone, not to tidy the office.
10. She was quite friendly at first, then she _____ promoted and now she doesn't care about us any more.

1.13 Transform into passive.

1. He will be reading a French magazine from 5 till 6 tomorrow.
2. She will be cooking a national Turkish dish at this time tomorrow.
3. This student has been using the computer for 15 minutes.
4. The children have been singing this song since Monday.
5. We will have been using his service for half a year by the end of this month.
6. She has been cooking vegetables for two hours .
7. He had been occupying that position for 10 years before the boss promoted him.
8. They will have been solving that problem for a week by next Wednesday.
9. He had been translating texts for a year and a half before he found a full-time job.
10. We will be writing an essay at 11 o'clock tomorrow.
11. The applicants have been filling in the form for half an hour.

2. Types of Passive Constructions

I. The most widely spread type of the passive is the construction the subject of which coincides with the direct object of the corresponding active construction.

Bill was hit by John. John hit Bill.

When changing an active construction into the passive use the same tense of the verb and the same articles with the nouns.

I haven't seen the boy lately. The boy hasn't been seen lately.

2.1 Transform into the Passive Voice

1. Ann missed five lectures last term.
2. They have already shaken out the carpets.
3. Who dusted the furniture?
4. They sell books about adventures.
5. They did not show the film yesterday.
6. The little girl is crying, her mother is scolding her for her torn dress.
7. He had received the letter by the end of the month.
8. The writer will have published the book by next year.
9. Mum and Dad are cooking dinner and my sister and I are washing the floors.
10. Sue has already sliced the apples for the filling and now she is making the dough.

2.2 Translate into English.

1. Ниже на этой улице строится новый ресторан.
2. В твоей комнате ничего не трогали с тех пор, как тебя отправили в командировку.
3. Вас когда-нибудь учили, как надо вести себя?
4. После того как со стола убрали, она прилегла отдохнуть.
5. Экзамены сданы, и мы можем наслаждаться жизнью.
6. Когда овощи будут нарезаны?
7. Посмотри! На скатерть пролили чай.
8. К нам присоединился Джон и мы отправились на реку.
9. В его исследовательской работе ему помогала жена.
10. Вечеринка была организована в прошлое воскресенье.

II. If a sentence has a verb followed by both direct object and indirect object it may be changed into the passive voice in two ways. Active constructions with the verbs "give, offer, show, tell, send, lend, teach, pay, promise, envy, read, write, etc." form two types of passive constructions.

My father gave me this watch. (active)

1) I was given this watch by my father (indirect passive) (The indirect object becomes subject)

2) This watch was given to me by my father (direct passive) (The direct object becomes subject)

The first passive construction of the two is more widely used. It has no equivalents in Russian. This construction is often used with phraseological units containing the above mentioned verbs. (Ex. to give - give a chance, give an opportunity, give a leave, give orders, give command, give a task, give shelter, give credit, give prominence, give notice, give an explanation, give a choice, give a post, give a rank, give a title).

He was given a three days' leave.

The second passive construction of the type is used when it is necessary to mention specially a person the action is directed to.

A job was offered to John.

2.3 Ask all types of questions and give the corresponding active constructions of the sentences.

1. The letter was sent by her three months ago.
2. All the debts will be paid by him in time.
3. Help has been promised to me by my friends.
4. Unfortunately the book had not been given to me by her before I began to get ready for the exam.
5. Surely the news will be told to you by them soon.
6. A plate of soup was offered to me by Mum at dinner.
7. A pretty sum of money is paid to him by her every month.
8. We were taught English Grammar by an elderly woman who was not interested in her subject.
9. He will be sent abroad by his boss next year.
10. Her money is envied by her relatives.

2.4 Transform the sentences into the passive voice. Give two variants, transforming both the direct and indirect object into the subject.

1. She offered me a wide choice of dresses to choose from.
2. Mum always gives me a lot of instructions when I get down to cooking.
3. Liz offered me her help but I refused it.
4. Strange as it may seem but she told me a lie.
5. I gave my dress the final brush.
6. My friend had given me no advice how to act under such circumstances.
7. I'm sure Granny will promise me a sweater for my birthday.
8. My pal gave me a thrilling book last week.
9. The Dean gave me a reprimand for missing classes.
10. The shop-assistant has not shown me the blouse.

2.5 Translate into English. Give the other passive construction of the sentences.

1. Завтра мне дадут эту книгу.
2. Недавно ему показали статью.
3. Нам был обещан пирог с вишней.
4. Тебе не скажут правду никогда.
5. Им всегда предлагают чашку чая и кусок торта в этом месте.
6. Телеграмму уже послали?
7. Эта история была рассказана мне другом.
8. Тебе не одолжат там ни пенни.
9. Немецкий язык преподается нам носителем языка.
10. Сколько тебе заплатили за работу?

2.6. Ask different types of questions.

1. The invitation will be sent to him tomorrow.
2. The money has not been paid to her yet.
3. A lie is never told to Mum by us.
4. He is envied his talent.
5. Jack was shown the house where his ancestors had lived.
6. I was offered a summer frock at the shop.

III. The first element (the subject) of the passive construction can correspond to the prepositional object of the active construction.

They arrived at the decision. (active prepositional)

The decision was arrived at. (passive)

Other passive constructions of the type may be:

The lawn wasn't walked over.

The statement is being widely commented on.

The film is much spoken about.

Has the doctor been sent for?

The following verbs taking a prepositional object are often used in the passive constructions of the type:

- account for
- agree to, on/upon
- arrive at (an agreement, a compromise, a conclusion, a decision)
- bring up
- call for, at, on
- comment on
- count on
- deal with
- depend on/upon

- grow up
- hear of
- insist on/upon
- interfere with
- laugh at
- listen to
- look at, after, for, down, on, up to, over, upon
- mistake for
- mock at
- pay for
- provide for
- put up with
- refer to
- rely on/upon
- run over
- send for
- speak about/of, to
- swear at, in
- talk about, over, to
- take for
- think of, over
- write about
- seek after
- walk over
- ask for
- believe in
- care for
- live on
- object to
- wait for

2.7 Transform into the passive voice. Mind the prepositions used after the verbs.

1. When they came up to the reception-office, they saw that several patients were waiting for the doctor.
2. The students listened to the lecture with great interest.
3. The joke was so primitive that the audience didn't laugh at it.
4. My husband thinks that I am not a good housewife and he often mocks at me.
5. Before I found the key I had looked for it for a long time.
6. She looked through the hanging clothes for her grey suit.
7. They will send for a plumber as the sink is blocked up.

8. At last we arrived at a compromise and parted.
9. We don't care for sweets at all.
10. The girl has been looking after the twins for two days.
11. We haven't heard of your arrival.
12. I saw an accident in the street. A bus ran over a dog.
13. People seldom put up with rudeness.
14. Her make up was so extravagant that everybody looked at her in the street.
15. I don't like when you look upon me as a toy.
16. The teacher commented on the article and then we heard a bell.
17. Sandy dealt with vulgar people very reluctantly.
18. Do you ever allow pleasure to interfere with duty?
19. I think nobody has walked over the road.
20. The newspapers didn't write about the incident last week.
21. He did not pay for the ticket.

IV. The first element (the subject) of the passive construction corresponds to the prepositional object of the active construction with phraseological equivalents of verbs.

The boat was soon lost sight of. (prepositional object;

Her new dress was paid attention to.

The following phraseological units are often used in the passive constructions:

- take care of
- find fault with
- put an end to
- make fun of
- pay attention to
- take notice of
- lose sight of
- make a fool of
- make use of

2.8 Transform into the passive voice. Pay attention to the phraseological units.

1. He took great care of his clothes and always put them straight on to hangers.
2. Surely, he'll pay attention to her smashing dress.
3. He never made fun of his girl-friend.
4. At last she put an end to this awful mess in her flat.
5. Mary is a sloven but she thinks that her mother finds faults with her.
6. Jane takes care of her old grandparents as they are helpless.
7. We had not taken notice of the changes in the time-table and so we were late

for classes.

8. Ann is very absent-minded and her friends always make fun of her.
9. I don't know what has happened to Mabel. Unfortunately, I lost sight of her in the crowd.
10. I have never made use of your lecture-notes.
11. If Cindy accepts the invitation, they will make a fool of her.
12. She was short-sighted and didn't take notice of her neighbour in the cafe.

2.9 Ask all types of questions.

1. The airport was lost sight of.
2. He was overwhelmed with the fear and the attraction of quick driving
3. Don't speak until you are spoken to.
4. I was sent for by a cousin who had made a mess of his family life.
5. She (the maid) was a breaker: she broke four of the glasses before she was got rid of.
6. I was fascinated by the glass which had survived.
7. He is being told off for nothing!

2.10 Give the corresponding passive construction and translate the sentence:

Example: Active - They sent for the doctor.

Passive - The doctor was sent for.

1. They speak much about this film.
2. They always look at this picture.
3. They often laughed at Ann.
4. They seldom speak to the rector.
5. She is looking for her slippers everywhere.
6. The students listened to the record with great interest.
7. I shall look through these texts tomorrow.
8. He was glad that nobody took notice of his muddy shoes.
9. You should send the sick man to hospital. They will look after him much better there.
10. They pay great attention to their pronunciation and rate of speech.
11. They often make fun of him.

2.11 Answer the questions in the Past Indefinite Passive. Give grounds for your answer.

Example: -Why did you send for the doctor yesterday?

-He was sent for because the child had a fever.

1. Why did they look into the matter?

2. Why did they take any notice of her?
3. Why did they lose sight of the boat?
4. Why did they put an end to this sort of practice?
5. Why did he turn down your offer?
6. Why did you find fault with him?
7. Why did they take care of little Tom?
8. Why did he speak about the trip last night?
9. Why did they make fun of her?
10. Why did you refer to his book in your article?
11. Why did she reject your proposal?

V. The first element (the subject) of the passive construction corresponds to the adverbial modifier of place of the active construction. This construction is used with intransitive verbs, such as “live, sleep”.

Oh, look, the bed hasn't been slept in... Where can he be?

The cottage looked as if it had never been lived in.

The construction is seldom used.

2.12 Translate into English.

1. В комнате не живут.
2. В постели давно уже не спали.
3. В этом доме будут жить?
4. В этой кровати будут спать?
5. В каких комнатах этого дома живут?
6. В спальне не спали больше месяца.

3. Passive constructions with modal verbs

Passive constructions may be used with modal verbs and their equivalents: must, may, can, should, ought to, be to, have to.

You must do the work.

The work must be done.

3.1 Put all types of questions to the following statements. Mind the usage of the modal verbs.

1. Your shoes must be taken to the shoemaker's immediately to be soled and heeled.
2. Salad of fresh vegetables can be made in no time.
3. The children may be allowed to go for a walk if they are warmly dressed.
4. A wide choice of textiles can be found at the Central Department Store.

3.2. What do these words mean? Use “it can...” or “it can’t...” Use a dictionary if necessary.

If something is

- | | |
|---------------------------|-------------------|
| 1. washable, it can be... | 6. portable |
| 2. unbreakable, it... | 7. understandable |
| 3. edible | 8. drinkable |
| 4. unsable | 9. eatable |
| 5. invisible | 10.readable |

3.3 Change into Passive.

Example: *You must do it at once. It must be done at once.*

1. You must leave your hats and coats in the cloak-room.
2. Can anyone fix this lock?
3. May I take the dinner things away?
4. You had to iron the dress for tonight.
5. They could build a better house.
6. Mustn't we put the dictionaries away?
7. No one can answer your question.
8. They may never invite you again.
9. Did you have to hand in the papers on Monday?
10. He could pass this exam a week ago.
11. We could catch the 2.30 train if we hurried.
12. You must write the answers on one side of the paper only.
13. You may take my text-book for a couple of days.

3.4 Agree with the following and say what is to be done under the circumstances.

Example: - *Your coat is quite dirty (to clean).*

- *Yes, you are right (or I agree with you, or no doubt). It must be cleaned.*

1. His TV set doesn't work. (to repair).
2. His hair is very long. (to cut).
3. Your room is in a mess. (to tidy up).
4. The flowers are quite dry. (to water).
5. Her dress is too long. (to shorten).
6. The floor is dirty. (to sweep).
7. The dog is hungry. (to feed).
8. The child is sleepy. (to put to bed).
9. He has no lectures. (to copy).
10. She hasn't a fashionable dress. (to buy).

3.5 Complete these sentences with one of the following verbs (in the correct form):

carry, cause, do, make, repair, send, spend, wake up.

Sometimes you need "have" (might have, could have).

1. The situation is serious. Something must _____ before it's too late.
2. I haven't received the letter. It might _____ to the wrong address.
3. A decision should _____ immediately.
4. I told the hotel receptionist that I was _____ at 6.30 the next morning.
5. Do you think that less money should _____ on ornaments?
6. The road is in very bad condition. It should _____ a long time ago.
7. The injured man couldn't walk and had to _____.
8. It's not certain how the fire started but it might _____ by an electrical fault.

3.6. Transform into the passive voice.

1. You must wash the dishes after meal.
2. They can take out this ink-stain from your dress at the dry-cleaner's.
3. You should fix the washing-machine and wash the linen.
4. They may take the linen to the laundry after all.
5. We must wash the socks in mild soap and rinse in clear water after each wearing.
6. I can't burden my Mum with my washing and ironing.
7. Children should help their parents about the house.
8. I can do the job in no time.
9. We should visit him in the hospital.
10. You must brash your suede shoes with a rubber brush.
11. I can't forget this thrilling film.
12. The teacher may allow you to stay away from classes.

3.7 Speak about a real householding.

a) Many things in your flat get on your nerves. Use the words "*dusty, stuffy, greasy, old, shabby, broken, stained...*" speaking about them. Add a sentence showing how to improve the situation using a modal verb and a verb from the box:

tidy (up), fix up, wash, soak, tint, sweep, dust, air,
vacuum/h Hoover, shake out, beat out, pile up, make, throw away
buy, fix, water, iron, sew, alter

Model: *The room is stuffy. It must be aired.*

The curtains are old. The new ones can be bought.

b) Now everything is in order in your flat. Speak about it using the model:

Model: *The air in the room is fresh. The room shouldn't be aired.*

The mixer works well. It needn't be fixed.

c) Make up a conversation with your partner about householding using the constructions you have practised.

3.8. Speak about good manners, rules of behaviour, duties and regulations.

Use passive constructions with modal verbs to say what *must/must not/should/can/may be done*

a) at a lesson (e.g. Homework must always be done properly, etc)

b) at table (e.g. A napkin should be used to wipe one's mouth, etc)

c) in an office (e.g. All papers and documents should be kept in order, etc)

d) outside in a big city (e.g. The street must be crossed on a green light only, etc)

e) in the forest (e.g. A campfire can be lit in a fixed place, etc)

REVISION

1. Transform the sentences in the passive. Do not use "by" unless it is important to the meaning.

1. The company has cut all salaries.

2. The bank manager kept me waiting for half an hour.

3. Employers must pay all travel expenses for this training course.

4. Do you suppose your brother could have written such a letter?

5. They use a computer to do this job nowadays.

6. During the recession, the firm was making people redundant almost every week.

7. Nobody informed the police that there had been a mistake.

8. Where will your company send you next year?

9. The news about the famine distressed Josephine.

10. I've still got the camera because no one has claimed it.

11. Has anyone ever asked you for your opinion?

12. The children shouldn't have opened that parcel.

13. All visitors must wear identity badges.

2. Give the corresponding passive constructions.

1. They painted the house green.

2. The doctor advised him to give up smoking.

3. They were watching him very attentively.

4. Mother has been tidying up the flat since morning.

5. All of us expected good news.

6. The teacher has just praised his essay.
7. The recitation pleased the audience.
8. His jokes amused the guests.
9. The elder sister ordered her little brother to turn over a new leaf.
10. Everyone loves & respects the lecturer.
11. We shall never forget those exciting days.
12. I've lost the money.
13. They teach us spoken English.
14. I've just posted the letter.
15. The dressmaker completely altered the costume.
16. We haven't yet picked up the tickets.
17. They beat Sam black and blue.
18. You will gain nothing by hurry.
19. We elected him monitor of the group.
20. They accused him of breaking the rules.
21. The girl was trying on one dress after another but chose none to her liking.
22. They found him guilty of breaking the law.
23. She hoped that they would give him everything they had promised him.
24. Prokofyev created the ballet "Romeo and Juliet"
25. We are still speaking of his success.
26. We often laughed at her old-fashion bonnets.
27. Who looks after these children?
28. They couldn't catch up with the running boys.
29. Della presented Jim with a golden chain.
30. He presented her with a beautiful comb.
31. He looked through his papers very attentively but could find nothing of importance.
32. They have always listened to his lectures very attentively.

3. Ask all types of questions.

1. Presently he turned a bend and was lost sight of.
2. He can always be relied upon for help.
3. He was brought up to respect his parents.
4. Our visit to the seaside has been put off because of the weather.
5. The search was given up after three hours.
6. This question will be brought up at the meeting.
7. The matter should be looked into.
8. How are these Chinese place-names spelt out?

4. Use the verbs in brackets in a suitable passive form.

1. Peter always _____ (to criticize) for careless mistakes. 2. He found that his supper _____ (to lay out) on the kitchen table. 3. This letter _____ (to post) tomorrow. 4. The meal _____ (to cook) now. 5. The meaning of all new words should _____ (to look up) in a dictionary. 6. New developments in international relations _____ (to talk) about a lot nowadays. 7. Five hundred new houses _____ (to build) by the end of next year. 8. The man who _____ (to bite) by a snake was given a medicine. 9. A lot of swampy areas _____ (to irrigate) to make way for gardens and fields. 10. A great deal of research _____ (to do) into this problem. 11. The new proposals _____ (to discuss) at our next meeting. 12. Nothing _____ (to hear) from him since the 15th of July. 13. All seats in planes _____ (to equip) with safety-belts. 14. The results of the examination _____ (to know) in a week. 15. The bridge _____ (to close) for repairs. 16. We easily identified our books because the names of the owners _____ (to mark) on all of them. 17. The petition _____ (to sign) by more than a thousand inhabitants.

5. Put the verbs into a suitable tense in the passive.

Mary has just arrived home from work. Neil is already there.

Mary: Hi! I'm back. Sorry I'm late.

Neil: Hello. What kept you?

Mary: I had to use the ring road and I _____ (to stick) in a traffic jam for forty minutes.

Neil: Why didn't you use the usual route?

Mary: Because the road _____ (to close) until work on the access road to the new hospital _____ (to complete).

Neil: When is it due to _____ (to finish)?

Mary: Well, the access road _____ (to open) by the Mayor next week, according to the newspaper, and the Health Minister _____ (to invite) to open the hospital on the same day, but they don't know yet whether she's definitely coming.

Neil: A lot of money _____ (to waste) if she doesn't come.

Mary: Why's that?

Neil: Haven't you seen all those rose bushes that _____ (to plant) round the hospital?

Mary: So? They'll be lovely for the patients.

Neil: But the patients won't be able to see them, because they are round the entrance, and the wards look out in the other direction. A lot of people

protested about it, but all their complaints_____ (to ignore) until it was too late.

Mary: If they had money to spare, it_____ (to spend) on facilities for patients, not on making the front look pretty for the Minister.

Neil: Absolutely. It's typical of this local council. They_____ (to elect) to save money, but they do just the opposite.

Mary: Perhaps they_____ (to throw) out at the next election.

Neil: I hope so. Now, are you ready for supper?

6. Read this letter from Maurice, who is on holiday in Britain, to his sister Sally in New Zealand. Put the verbs in a suitable tense, active or passive.

Dear Sally,

How are you? We've been having a lovely time. We're being very well looked after by our hosts. We_____ (to take) sightseeing and we_____ (to introduce) to some of their friends, who_____ (to make) us feel very welcome. Last night we_____ (to show) round a castle, by the owner! Most of the land in this area_____ (to belong) to his family for about five hundred years. Apparently, the land_____ (to give) to them after one of his ancestors_____ (to kill) while trying to save the king's life. Quite romantic, isn't it?

The castle itself was a little bit disappointing, to be absolutely honest. The owner told us that it_____ (to suffer) serious damage during a fire about thirty years ago. When it_____ (to restore) they_____ (to add) central heating and things like that. So once you're inside it_____ (not/to feel) much different to any other large, old house. But the owner is a real character. He told us lots of stories about things that_____ (to happen) to him when he was young. He_____ (to send) abroad to work in a bank, but he hated it, so he_____ (to behave) very badly in order_____ (to sack). He kept us laughing for hours I hope he_____ (to invite) here before we leave. I'll have lots more to tell you when we get back. Take care.

Best wishes,

Maurice

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английский язык как второй иностранный**

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