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BRUSH UP YOUR GRAMMAR

Совершенствование речевых
грамматических навыков
студентов II курса
факультета английского языка
(филология)

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От автора

Предлагаемое учебное пособие предназначено для студентов второго года обучения английскому языку как первому иностранному факультета английского языка (направление – *Филология*). Целью УП является совершенствование речевых грамматических навыков. Предполагается изучение основных грамматических правил (Tenses, Passive Voice), приобретение умений объяснять данные грамматические явления с точки зрения нормативной грамматики, иллюстрировать их своими примерами, выполнять упражнения и использовать их в речи.

Пособие включает:

- перечень необходимых правил для формирования грамматических навыков;
- упражнения, направленные на тренировку и закрепление данного материала (Exercises);
- тесты, направленные на контроль усвоенного материала (Tests).

Пособие рассчитано для работы в течение 12 недель (48 часов практических занятий и 48 часов самостоятельной работы) в III семестре.

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UNIT I

PRESENT SIMPLE AND PRESENT CONTINUOUS

Present Simple	Present Continuous
<p>1) for permanent situations: <i>I live in a flat.</i></p> <p>2) for repeated actions or habits: <i>I use my computer every day.</i></p> <p>3) for general truths: <i>The sun rises in the East.</i></p> <p>4) to tell stories, or summarise the plot of a film or book: <i>Our hero <u>goes off</u> to search for the treasure, which he eventually <u>finds</u> after many adventures.</i></p> <p>- When we use <u>always</u> with the Present Simple, it usually means ‘every time’: <i>I always complain if the service is bad in restaurants.</i></p> <p>- When we use always with the Present Continuous, it means ‘all the time’ or ‘too/very often’: <i>You’re always complaining that</i></p>	<p>1) for temporary situations existing for a period at the present time: <i>I’m staying with a friend at the moment.</i></p> <p>2) for situations which are changing during the present time: <i>The weather’s getting hotter and hotter.</i></p> <p>3) for actions, or repeated actions or habits, occurring at the moment of speaking: <i>I am using my friend’s mobile phone because I left mine at home.</i></p> <p>4) to express annoying habits with words like always: <i>You’re always grumbling!</i></p> <p>We do not usually use certain verbs in the Present Continuous, e.g.:</p> <p><u>appearance</u>: appear, resemble, seem</p> <p><u>composition</u>: consist of, contain, have</p> <p><u>connection</u>: come from, concern, cost, fit, suit</p> <p><u>existence</u>: be, exist</p> <p><u>knowledge</u>: forget, know, realise, understand</p>

<p><i>waiters are rude.</i></p> <p>We cannot use <u>never ... again</u> with the Present Simple:</p> <p><i>I'm never speaking to you again.</i></p>	<p><u>likes and dislikes</u>: dislike, hate, like, love, prefer</p> <p><u>needs and wants</u>: need, want, wish</p> <p><u>opinion</u>: believe, doubt, imagine, suppose, think</p> <p><u>possession</u>: belong to, have, own, owe, possess</p> <p><u>senses</u>: feel, hear, notice, see, smell, sound, taste</p>
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We can use some of the verbs in the Present Continuous when they have different meanings. Here are some examples:

Present Simple	Present Continuous
<i>She <u>has</u> (got) a big car.</i> (= possession)	<i>She <u>is having</u> an operation/a good time/a meal/a bath.</i>
<i>I <u>have</u> three brothers.</i> (= connection)	(= actively involved in)
<i>They <u>think</u> it's too expensive.</i> (= opinion)	<i>They <u>are thinking</u> of buying a cheaper car.</i> (= considering)
<i>Do you <u>see</u> what I mean?</i> (= knowledge; understand)	<i>I'm <u>just thinking</u>.</i> (= at this moment)
<i>This juice tastes good.</i> (= senses)	<i>I <u>am feeling</u> exhausted</i>
<i>She appears to be very upset.</i> (= appearance)	<i><u>Are you seeing</u> a lot of Jane nowadays?</i> (= spending time with)

We can use verbs that describe the way we feel physically in a Simple or Continuous form with no change of meaning:

I feel sick.

I am feeling sick

My feet ache.

My feet are aching

My leg hurts.

My leg's hurting

Exercises

1. Underline the correct tense in the following sentences

1. I am sleeping / sleep in Peter's room until I find a place of my own.
2. I'm only working / only work there for a couple of months because I'm going abroad in June.
3. If you aren't listening / don't listen to the radio, why don't you switch it off?
4. His only bad habit is that he talks / is talking too loudly.
5. So in the first scene we see / are seeing him getting up and then he goes out/ is going out and meets / is meeting a strange woman.
6. You make / are making stewed meat using meat, vegetables and paprika.
7. I never do anything I feel / am feeling is against my principles.
8. He appears / is appearing to be very friendly but I don't know him very well.
9. There's nobody at the door; you just hear / are just hearing things.
10. I'm thinking of doing a postgraduate degree – what do you think / are you thinking? Is it a good idea?

2. Complete this letter with the correct form. Use each verb in the list once

stand seem write be make shine stay taste look cost feel

Dear Kate,

I.... to you from Madrid where everything to be going just fine; we.....nice and relaxed. We.....in a gorgeous hotel which..... an old fortress. It...at the top of the hill just opposite our hotel and we can see this wonderful building through our window.

Itabsolutely magnificent! The hotel is lovely, but unfortunately it lot to stay here! Eating out is great. Have you heard of gazpacho? It's a cold cucumber and tomato soup which they..... with oil, vinegar and garlic and it delicious.

Well, outside the sun so I'm off to get a bit of a suntan; I hope everything's OK back in Manchester.

Jane

3. Open the brackets using the Present Simple or the Present Continuous. Use the verb given in brackets

1. My brother (wait) patiently for her exam results.
2. They (not travel) by train very often.
3. I (consider) accepting that job in London.
4. The film (end) with a dramatic car chase.
5. I'm sorry, I (feel) too tired to go out this evening.
6. We (have) a great time here in London.
7. You (see) much of your brother these days?
8. We (rely) on you to bring the keys with you.
9. I (wish) people didn't smoke in restaurants.
10. Who... you ... (think) you are, speaking to me like that!

4. Complete these sentences using the Present Simple or the Present Continuous. Use the verbs given in brackets. Add *never* or *always* if this is also given

1. I (use; never) my mobile phone if I (drive).
2. She (like; always) to get post but she (seem; never) to have the time to reply.
3. Kate (prefer) to be with Paul because James (argue; always).
4. Jane (forget; always) what time the soap (start).
5. You (moan; always) about the state of the flat but you (help; never) me.
6. Turtles (lay; always) their eggs on the same beach; however, they (come; never) in winter.
7. Whether I (go) swimming or not (depend on; always) the weather.
8. I (shop; never) here again – they (be; always) so rude.
9. We (smell; always) cooking when we (pass) our friend's house.
10. John (borrow; always) money but he (pay; always) me back.

UNIT II.

PRESENT CONTINUOUS AND WILL / TO BE GOING TO

Present Continuous	will / to be going to
<p>- when we talk about the near future rather than the distant future: <i>I'm getting up at 6.00 tomorrow.</i></p> <p>- to talk about activities and events that are intended or have already been arranged: <i>Are you seeing John this week? (=do you have an arrangement to see him?)</i></p>	<p>- when we predict that something will happen in the future because there is some evidence for it now: "What's the matter with her?" "She thinks she is going to faint".</p> <p>- in a formal style we use <i>will</i> to talk about future events that have been previously arranged in some detail: The meeting <i>will</i> begin at 9 a.m. Coffee <i>will</i> be available from 8.30 onwards.</p> <p>- when we say that something (often negative) is conditional on something else-it will happen if something else happens first: If we go on like this, <i>we'll / we're going to</i> lose all our money.</p> <p>- we use <i>will</i> (not <i>going to</i>), when we describe a future event that follows another. Often 'if' has a meaning similar to 'when' in this kind of sentence: If you move to your left, you'll be able to see the church.</p>

Exercises

1. Comment on the use of the tenses

1. She is going back to California.
2. Isn't your mother coming? – No. She is not feeling well.
3. He never talks when he is working, and never listens either.
4. Jack, what are you listening to? – It seems to me I hear a strange voice outside.
5. I can look your article through while you are having your bath.
6. Jane, you won't be alone! I'll always be coming to see you, he'll always be coming too!
7. You'll be getting married soon. Everything will be all right then.
8. She is always telling her brother that he should have some serious purpose in life.
9. Can't you see she is laughing at you?
10. I don't know when he will take his exams.

2. Complete the sentences with *will* or *going to* and an appropriate verb

collapse eat enter explode have increase leave paint
phone re-open retire see show be sick walk

1. Leave the building! It sounds like the generator
2. Robert ... early before he reaches 65. He mentioned it at the meeting recently.
3. "I think I ... home across the park." "That's a good idea".
4. Next year, no doubt, more people ... the competition as the prize money increases.
5. "Can we meet at 12.00 outside the station?" "Okay. I ... you there".
6. Don't sit on that bench, I ... it.
7. I'm not feeling well. In fact, I think I ...!

8. "Closed over the New Year period. This office ... on 2nd January". (Sign on the office window)
9. I'm sure you ... a good time staying with Richard.
10. We ... Mike tonight. He's asked us to be there at 8.00.
11. "The 7.00 to London ... from platform two". (Announcement at railway station)
12. If I were you I wouldn't walk across that old bridge. It looks like it
13. She read in the paper that they ... the price of gas again.
14. Do you like my new watch? Here, I you how it works.
15. "Dr Cooper isn't in his office at the moment". "In that case, I ... him at home".

3. Put the verbs in the correct tense

- Angela: ... you (have) your holidays this year yet, Kate?
- Kate: Not yet. I (make) it at the end of July.
- Angela: Where ... you (go)? ... you (make up) your mind?
- Kate: Not really. I (think) of going to Italy again but I (be) there three times and I (like) to go somewhere else.
- Angela: My parents (go) just to the Canaries for three weeks. They (send) me a card yesterday and they seem (have) a good time. Why (not/go) there?
- Kate: Well, I (not/afford) it. I (be) much hard up at the moment.
- Angela: You know the air-fare (be) quite expensive. You (need/not) spend much money when you (get) there.
- Kate: You know, I (not/get) much money to spare for holidays abroad.
- Angela: Well, I see.
- Kate: I think I (go) to London. I (hear) it (be) very beautiful.
- Angela: That's a good idea!

UNIT III

PRESENT PERFECT AND PRESENT PERFECT CONTINUOUS

Present Perfect	Present Perfect Continuous
<p>- if we mention the number of times the activity or event was repeated: I've <i>been</i> to London 3 times this month.</p> <p>- when we talk about permanent situations, or when we want to emphasise the <i>whole</i> of a period of time until the present: I <i>have</i> always <i>admired</i> her pictures. They are the most delicious cakes I <i>have</i> ever <i>eaten</i>.</p> <p>- if we talk about a specific change over a period of time which ends now, to focus on the result of this change : The population has grown from 35 million in 1950 to 42 million today.</p>	<p>- when we want to emphasise that a situation has changed over a period of time up to now, and may continue to change: The pollution problem <i>has been getting</i> worse over the last decade.</p>

Exercises

1. Put the verbs in brackets into the correct form

1. I first (see) him when he came to visit his aunt.
2. Mr. Brown (work) as a solicitor when he lived there.
3. My grandparents are old. They (be) married for 55 years.

4. When I last saw him, he (be) 10 years old.
5. The summer (be) very hot so far, don't you think?
6. He doesn't know my husband. He (never / meet) him.
7. The Cooks live in London. They (live) there for 3 years now.
8. (Have) you breakfast yet? - Yes, I (have) it at 7.30.
9. We (miss) the bus. Now we have to walk.

2. Translate into English

1. Вы посетили много музеев, когда были в Лондоне?
2. Когда твой отец бросил курить?
3. Книги нет на полке. Кто-то ее взял.
4. Машина выглядит очень чистой. Ты вымыл ее?
5. Я потеряла иголку. Я нигде не могу ее найти.
6. Ее родители купили ей машину на 18-й день рождения.
7. У Кати теперь очень короткие волосы. Она сделала новую стрижку.
8. Я закончила картину. Взгляните на нее, пожалуйста.
9. Вы послали за доктором? – Да, он скоро придет.
10. За последнее время я встречал ее несколько раз. Она очень изменилась.

3. Underline the correct tense in the following sentences

1. I did not apply / have not applied for a job with your company before.
2. I hoped / have hoped that you would consider my application favourably.
3. However, I have been waiting / have waited for a reply for several weeks and I still have not received / did not receive any answer.
4. I am writing in connection with the advertisement which appeared / has appeared on 3 December.
5. I originally studied / have studied mechanical engineering at university and I graduated / have been graduating with a first-class degree.

6. I now completed / have now completed a postgraduate degree in business and administration.
7. I've been trying / I've tried to find a permanent job for a considerable time.
8. Indeed, I have already worked / I have already been working for several companies on a temporary basis.
9. In my first job, I was / have been responsible for marketing.
10. I've been applying / have applied for several posts this year but I still did not manage / have not managed to find what I'm looking for.
11. The last job I applied / have applied for required applicants to speak some Japanese.
12. I started learning / have been learning Spanish a few months ago but I did not obtain / have not obtained a qualification in it yet.

4. Translate into English

1. Я готовился к экзамену весь день.
2. «Куда ты так торопишься?» - «Мама ждет меня у магазина уже 15 минут».
3. Она преподает английский с прошлого года.
4. «Которая из девушек Катя?» - «На ней черное бархатное платье».
5. У тебя красные глаза. Ты плакала?
6. С какого возраста ты играешь в теннис?
7. Я очень люблю путешествовать. Я побывала во многих столицах Европы.
8. Автор еще молодой человек. Он написал свою первую пьесу в 2000 году.

UNIT IV
PAST CONTINUOUS / PAST SIMPLE,
PAST PERFECT / PAST SIMPLE,
PAST PERFECT CONTINUOUS / PAST PERFECT

Past Continuous	Past Simple
<p>- when we talk about two past actions or events that went on over the same period of time: Jane <i>was playing</i> with the children while John <i>was cooking</i> dinner.</p> <p>- when we talk about a permanent situation that existed in the past: When I was a child I <i>played</i> the piano.</p>	<p>- we can often use the past simple to express a similar meaning: Kate <i>worked</i> (=was working) at university while she <i>lived</i> (= was living) in London.</p> <p>- if the situation was temporary: He <i>was working</i> (= worked) in a restaurant during the summer of 2010.</p> <p>- when we talk about repeated actions or events in the past: We <i>visited</i> Britain three times last year.</p>

Past Perfect	Past Simple
<p>- when we say what we wanted or hoped (expected, meant to do), thought about doing something, but didn't: She <i>had hoped</i> to pass all her exams successfully, but she failed History.</p>	<p>- to emphasise that the second event is the <i>result</i> of the first, we use Past Simple in both sentences: She <i>became</i> famous after she <i>wrote</i> her first book.</p>

<p>- with time expressions <i>after, as soon as, before, by the time (that), when</i> to say that one event happened after another:</p> <p>After Olga <i>had finished</i> translating, she went to bed.</p>	<p>= After Olga <i>finished</i> translating, she went to bed.</p>
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Past Perfect Continuous	Past Perfect
<p>- if we talk how long something went on up to a particular past time:</p> <p>We had been looking at the acting for about fifteen minutes before we realised who the actress was.</p>	<p>- if we talk about <i>how many</i> times something happened in a period up to a particular past time:</p> <p><i>I had read</i> that book many times before.</p>

Exercises

1. Put the verb in brackets into the Past Simple, the Past Continuous, the Past Perfect or the Past Perfect Continuous

1. Ann ... (speak) to Mrs. Brown when I ... (see) her in the corridor this morning.
2. Mike ... (park) the car in 5th Avenue when a young man in black glasses ... (appear) from nowhere and ... (stand) before him.
3. She again ... (come) to the village where she ... (live) in her childhood.
4. When John ... (come) back to the conference room, he ... (see) that the situation ... (change).
5. He ... (sit) at the table only for five minutes when a car ... (come).
6. Jane knew right away that that was the place she ... (look for) all her life.
7. He scarcely ... (get) outside the door when he ... (hear) his brother's voice talking loudly.

8. Their father ... (be) still silent, even when they ... (have) coffee.
9. While she ... (read) the notice, a woman ... (appear) in the doorway.
10. He ... (look) into the drawing-room. The old man ... (sleep) peacefully in the armchair at the fire-place.
11. They stood under the shelter because it ... (rain).
12. The roads were wet because it ... (rain) all night.
13. He was broke. He ... (spend) all his money.
14. I ... (have) a nightmare when the alarm went off and woke me up.
15. My husband's hands were covered in oil because he ... (try) to fix the car all morning. Unfortunately, he (manage) to make it start.
16. When she opened the window she was happy to see it ... (snow) lightly. In fact, it... (snow) all night and snow... (cover) all the rooftops.
17. When Mrs. Jones came into the classroom, the pupils ... (run) around and ... (scream) at the tops of their voices. They ... (knock) over chairs and desks and someone ... (draw) funny pictures on the board.
18. Although I ... (set) off early, I got there late and everyone ... (wait) for me to start the meeting; the chairperson told me they ... (wait) for a whole hour.
19. When we got back from our holiday we discovered that someone ... (break) into our house. The burglars, however, ... (drop) a piece of paper with an address on it as they ... (climb) out of the window.
20. It ... (rain) for five days and the water ... (cover) the floor.

2. Translate into English

1. Он путешествовал уже три дня, но выглядел свежим и не чувствовал усталости.
2. Катя больше не получала от него писем. Он перестал писать за три года до этого.
3. Перед отъездом мы зашли к Миссис Браун. Мы не видели ее некоторое

время, и моя мама заметила, что она сильно изменилась.

4. На старой даме было черное бархатное платье, которое не видело света двадцать лет.

5. Буря утихла, небо прояснилось, и опять светило солнце.

6. Не успели они проехать и пяти километров, как их остановила полиция.

7. Ирина изучала искусство рисования четыре года, прежде чем стала работать в издательстве. Когда я попросила ее сделать иллюстрации к моей книге, она заканчивала иллюстрировать свою первую книгу.

8. К началу следующей недели мы со всеми уже познакомились.

9. Когда я подошла к Пете, он уже закончил рисовать и читал книгу.

10. Едва она проснулась, как увидела цветы у своей кровати.

11. Он опять вернулся в Москву, где жил с родителями в детстве.

12. Было гораздо холоднее, чем она предполагала.

13. Я заметил, когда вошел, что кто-то забыл книгу на столе.

14. Я не знала, когда он ушел.

15. Ирина закончила паковать вещи к тому времени, когда ее сестра постучала в дверь.

16. Прошло некоторое время, прежде чем они поняли, что ему нечего было сказать.

17. Она не прочла и полкниги, как заявила, что она ей не нравится.

18. Не успела она подойти к двери, как встретила своих школьных друзей.

19. Когда они наконец расстались, она вернулась в комнату и пошла прямо к столу.

20. Войдя в комнату, он увидел Наташу там, где ее оставил.

21. Когда родители вернулись, я показала им, что я сделала.

22. Когда гости ушли, Ирина вошла в гостиную и начала убирать со стола.

23. Утро было холодное и дождливое, но с девяти часов погода изменилась, солнце ярко сияет.

UNIT V

THE FUTURE

We can use different ways to express the future in English. The choice depends on the situation. Here are the main forms and their uses:

form	use	example
Future Simple with Will + base form	<ul style="list-style-type: none"> • decisions made at the moment of speaking • predictions, often with <i>I believe, expect, hope, think, etc.</i> • offers or willingness • requests • firm intentions, promises • threats • facts about the future 	<p>OK, <i>I'll see</i> you this evening at seven.</p> <p>All right, <i>I'll see</i> you at seven.</p> <p>I think it <i>will be</i> a difficult test.</p> <p><i>I'll give</i> you a lift if you like.</p> <p><i>Will you do</i> me a favour?</p> <p><i>I'll love</i> you forever.</p> <p>I <i>won't speak</i> to you ever again!</p> <p>Christmas day <i>will fall</i> on Monday this year.</p>
Be going to + base form	<ul style="list-style-type: none"> • intentions, plans • something in the future is because of something in the present • predictions, especially when there is evidence 	<p><i>I'm going to phone</i> her tomorrow.</p> <p>Look. <i>It's going to</i> rain.</p> <p>That building <i>is going to collapse</i> soon.</p>
Shall + base form	<ul style="list-style-type: none"> • suggestions • offers (with I or we) • asking for advice 	<p><i>Shall we go</i> to the cinema?</p> <p><i>Shall I help</i> you with those bags?</p> <p>What <i>shall I say</i> if she calls?</p>

<p>Future Continuous will be + -ing</p>	<ul style="list-style-type: none"> • activities planned to a future time • arrangements, routines 	<p><i>We'll be waiting</i> outside the station.</p> <p><i>I'll be going</i> by bus as usual.</p>
<p>Present Continuous Be + -ing</p>	<ul style="list-style-type: none"> • arrangements, often with <i>tonight, at eight, this weekend, etc.</i> 	<p><i>I'm having</i> my hair cut today.</p>
<p>be + to-infinitive</p>	<ul style="list-style-type: none"> • official arrangements, especially when announced 	<p>The President <i>is to visit</i> London next week.</p>
<p>Present Simple</p>	<ul style="list-style-type: none"> • firm plans or timetables, especially after <i>when, as soon as, until, etc.</i> 	<p>The boat <i>leaves</i> the island on Sunday.</p>
<p>Would + base form</p>	<ul style="list-style-type: none"> • reporting predictions in the past, often with <i>I believed, hoped, etc.</i> 	<p>I'll phone you when I <i>arrive</i>.</p> <p>I thought it <i>would be</i> a difficult test.</p>

Exercises

1. Complete these sentences using be going to, will, the Present Continuous or the Present Simple. Use the verbs in brackets

1. Look, the car over there (crash)!
2. I can't come tonight because I (stay in) to watch TV.
3. The Prime Minister (travel) to Moscow tomorrow.
4. The match (start) at 4 pm as always.
5. Don't worry about the car; I (phone) for a taxi.

6. Olga often (visit) her parents.
7. I (be) rich one day!
8. The Opera House (celebrate) its anniversary soon.
9. According to my diary, we (meet) at 7 p.m. tomorrow.
10. We (win) the European Cup next year.

2. Put the verb in brackets into the most suitable form of the future

1. «What.....you.....this evening?» (do). «Nothing.»
«Well,.....we....to that new restaurant?» (go)
2. In 2018 the Olympic Gamesin Sochi. (take place)
3. Which showing do you want to go to? The film....at nine and eleven. (start)
4. I....work at five – so shall we meet at a quarter past? (finish)
5. Six o'clock isn't possible as I....something else then. (do)
6. This lecture is boring. When... it....to....? (finish)
7. Oh no! Look at the time! I (to be) terribly late.
8. I (to go) into town this afternoon. Can I get you anything?
9. I hear the government (to raise) taxes again.
10. My car (not to start). It must be the cold, I think.

3. Put the verbs in the correct form

1. The shops here (open) at 8.00 and (close) at 7p.m.
2. The performances at our theatre (start) at 6p.m.
3. What time (the plane for London / leave)?
4. Mother, we (go) for a swim. (You / come) with us?
5. My brother (leave) for Chicago next Monday.
6. You have your things. (You / go away)?
7. You are my best friend. We've been friends for many years. Now you are going away. I (to miss) you.
8. Did you visit the Tate Gallery?

No, they (to visit) but they changed their mind.

9. It's unexpectedly hot today. What (you / to wear)?

10. There is a hole in Jack's jacket pocket. He's put some small change in it. He (to lose) it.

11. Look at that little boy at the puddle. He (to fall) into it!

4. Translate into English

1. Я решила устроить вечеринку. – Кого ты собираешься пригласить?

2. Вы ездили в отпуск во Францию? – Нет, мы собирались, но передумали.

3. Вы уже поужинали? – Нет, мы как раз собираемся ужинать.

4. Небо такое голубое. Будет чудесный день.

5. Ты постирала белье? – Нет еще. Я постираю его завтра.

6. У тебя завтра экзамен. Ты совсем не занималась. Ты провалишься.

7. Давай пойдем завтра в кино. – Извини, мне бы очень хотелось, но я завтра работаю допоздна.

8. – Ой, я забыла деньги дома!

- Ничего, не волнуйся. Я одолжу тебе.

9. – У меня ужасно болит голова.

- Подожди здесь. Я принесу тебе таблетки.

10. – Куда ты несешь ведро с водой?

- Я собираюсь мыть машину.

UNIT VI

BE TO, BE ABOUT TO, BE DUE TO

We use **be to** for:

- formal arrangements / duties:

The summit meeting *is to take place* in London this year.

- formal appointments / instructions:

These letters *are to be posted* immediately.

- prohibitions:

You *are not to speak* to Granny in this arrogant manner.

It is particularly common in news reports to talk about future events:

The European Parliament *is to introduce* a new law on safety at work.

We only use *be to + infinitive* to talk about things that can be controlled by people:

We don't know where the meteorite **is going to** land (not ... the meteorite is to land.)

Be about to refers to the immediate future:

Hurry up! The performance *is just about to start*.

Be due to refers to timetables:

The plane *is due to land* at 3.30.

Exercises

1. Insert the correct forms of the verb phrases

1. The conference delegates ... meet again later today.
2. You ... take these new tablets four times a day.
3. Don't be so impatient. She (not) ... arrive until teatime.
4. There's not much longer to wait. Their plane ... land in ten minutes.
5. I can't talk now. I ... just ... go out.
6. You'll have to hurry. The train ... just ... leave.
7. They ... (not) open their instructions until midnight.
8. Work ... (begin) this week on the new Thames bridge.
9. The Business Information Group said today that William Jefferson ...
(resign) as its executive director.
10. The Environment Department has announced that it (move) one thousand jobs out of the capital.

UNIT VII

FUTURE CONTINUOUS

FUTURE PERFECT / FUTURE PERFECT CONTINUOUS

The Future Continuous can refer to temporary activities during a future period:

This time next week, she will be flying to London. (she has planned to fly to London then)

The Future Continuous often refers to a routine or to things which will happen in the normal course of events. It emphasizes that no new arrangement is necessary:

I can give you a lift to the station. It's no trouble for me — *I'll be going* that way anyway.

We use the Future Continuous to ask about someone's plan or arrangement:

Will you be using the car this afternoon?

Future Perfect	Future Perfect Continuous
-when we want to say that something will be ended, completed, or achieved by a particular point in the future: By the time you get home I will have cooked dinner. -we can use other modal verbs instead of will to talk about the future in a less certain way:	- when we want to emphasise how long something has been going on by a particular point in the future: Next year she will have been working at the university for ten years. - we usually mention both a particular point in the future (next year, on Sunday...) and the period of time until this point (for a year, for ten years). - we don't use this tense with verbs

By the time you get home I may/should have cooked dinner.	describing states: Next month I will have known Jane for five years.
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Exercises

1. Comment on the use of tenses

1. I hope *you're going* to enjoy staying in the house. Nobody *will bother* you there.
2. We'd *got* to Mary's room. She *wasn't* there, of course, but she'd *been* there, because the dress she *had been wearing* was *lying* across a chair.
3. John noticed she *had been crying*, her face was stained with tears.
4. I *saw* that it was 8 o'clock. We *had been sitting* there two hours.
5. You'll *be* sorry for what you have said when you've *calmed down* and '.
6. "Mr. Grant *is coming* to lunch tomorrow", she said. "I *shall tell* him that I'm *going* to marry you".
7. He *doesn't like* me. He *is* always *saying* unpleasant things to me.
8. They *hadn't been married* a month before she was out of love with him.
9. Robert *used to* snatch away the letters from home, before she *had read* them.
10. She's always *doing* things on the spur of the moment to her own inconvenience and other people's.

2. Complete these pairs of sentences using the Future Simple, the Future Continuous or the Future Perfect. Use the verb given in brackets

1. - ... part in our play? You're a really good actor, we need you! (take)
 - I know you're a keen member of the drama group. I suppose you ... part in the play this year. (take)
2. I ... in Paris next year, still doing the same old job. (be)

- I ... in Paris for ten years by next June. (be)
- 3. – By Monday, I ... the book by Maugham. (finish)
 - If I don't have too much work this year, I think I ... all of Maugham's novels (finish).
- 4. - This time tomorrow, Kate ... on a beach in Spain. (sunbathe)
 - I expect she ... until she gets badly burnt – that's what she did last year. (sunbathe)
- 5. - Don't make too much noise after midnight – I ... soundly, I hope. (sleep)
 - Wake me up by seven o'clock – I ... long enough by then. (sleep)
- 6. - We ... the USA later this summer. It's a long flight. (fly)
 - It's strange that when we get to New York, we ... half way round the world. (fly)
- 7. - Look, I can give you a lift to the station – I ... that way anyway. (drive)
 - You'll be late for your train – I ... you to the station if you like. (drive)

3. Open the brackets using the Future Simple, the Future Continuous or the Future Perfect of the verb in brackets.

Jane When shall I (come round)? Is Friday still OK?

Kate Well, don't come at five – I (work) then.

Jane What time do you think you (be) free?

Kate Let's see, I (work) on my book all day as I told you, and I expect I (complete) the second chapter by about six. OK?

Jane Yes, because I (be) quite busy at about five tomorrow as well. I've got an appointment with my doctor and I don't think she (finish) much before six.

Kate Well, we really must be getting on with the book, you know – by the end of this month we (work on) the project for a whole year. It's

taking too much time.

Jane Yes, I (jump) for joy when it's finished.

Kate Me too. By the way, (go) near the post office?

Jane Probably. It's not far from the dentist.

Kate You see, I've been expecting an important parcel and I think it
(arrive) by Monday. If you..... (go) past there anyway, could you
collect it for me?

Jane No problem. So, I (see) you later. Bye for now.

4. Put the verb in brackets into the correct form

1. When my daughter goes to school we ... (live) here for over five years.
2. By the end of this month we ... (learn) the English language for ten years.
3. By the end of this year they ... (reconstruct) this church for nearly five years.
4. We can get there at 8 at the earliest train. They will be painting the fence. If we arrive at 9.30, they ... (paint) it for three hours at least; and if we come at 10.30, they will have probably finished the work.
5. By the end of this semester the students ... (read) «The Painted Veil» for five months already.
6. When Robert is twenty-five he ... (to learn) English for fifteen years.
7. When you get back I ... (to finish) painting the front door.
8. By the time you get home I (to clean) the house from top to bottom.
9. I hope the volcanic eruption ... (to finish) before we arrive at the island.
10. Before Kate gets home from school tonight her sister Mary ... (to do) her homework.

5. Translate into English

1. К тому времени когда она придет, я уже буду жить здесь в течение трех лет.

2. Сколько ты проработаешь в университете к этому времени на следующий год?
3. На будущий год к этому времени она будет изучать английский язык уже два года.
4. К тому времени как она закончит университет, ее родители проработают в Лондоне два года.
5. Сколько времени они будут показывать этот фильм, пока ты не привезешь новый?
6. К тому времени как приедут ее друзья, она будет прибирать в доме уже два часа.
7. К тому времени как мама вернется с работы, дети будут готовить ужин уже два часа.
8. К тому времени когда Ира придет домой с учебы, ее сестра Маша будет делать домашнее задание уже 1,5 часа.
9. Она спросила меня, когда я приду в следующий раз.
10. Я подожду, пока он закончит свой рассказ, а потом попрошу его ответить на мой вопрос. Он уже давно меня волнует.
11. Мне сказали, что Марина приезжает послезавтра.
12. Я все хочу поговорить с вами об этом.
13. Я уверена, вы забудете меня к тому времени.
14. Я представляю, как Диана будет прыгать от радости, когда увидит тебя.
15. Зайди ко мне около пяти часов. Я уверена, что они уже уедут к тому времени.

UNIT VIII

TESTS

TEST 1

1. Open the brackets using correct tense forms

1. “Where’s my son? – “He (to talk) to a policeman”. – “What (to happen)?” – “He (to drive) without a license”.
2. I (to work) on this problem for two months.
3. The children are quite voiceless. They (to sing) at the top of their voices since morning.
4. By the time George (to wake up), his wife (to cook) breakfast.
5. You (to read up) for your exam on Sunday?
6. You (to have) a lesson when I (to come) home?
7. Your friends (to be) in London when you (to come) there in the summer? – I’m sure they already (to return) from the USA.
8. When I (to arrive), the lecture already (to start).
9. When I (to hear) his knock I (to go) to the door and (to open) it but I (not to recognize) him at first because I (not to wear) my glasses.
10. We hardly (to leave) town when it (to begin) to rain.
11. Just as we (leave) the phone (ring).
12. It (be) perfectly true that he never (take) the slightest interest in his clothes, a suit off the peg always (serve) him excellently, (cover) him, (keep) him warm without elegance.
13. No sooner they (put down) their glasses than the waiter (refill) them.
14. At once Jane (smile) at me; yet I (see) that it (be) an effort for her to clear her mind of what (go) before.
15. Mike (make) no answer, and we (find) that he (be asleep) for some time.

2. Complete the following sentences

1. I'll be very busy today and I don't know if ...
2. Before I started cleaning my flat I...
3. Hardly had I finished...
4. The snow had stopped by the time...
5. I'll call on you as soon as ...
6. My friend ... ever...
7. Find out when ...
8. My brother just now...
9. While I was cooking dinner my mother...
10. No sooner ... I finished cooking...

3. Translate the sentences from Russian into English

1. Тебе купить билеты в кино? – Нет, спасибо. Мама уже купила. Мы идем в кино завтра.
2. Ты часто ходишь в театр? – Нет, я не был в театре с лета.
3. Ты будешь свободна сегодня вечером? – Нет, я встречаюсь со своей подругой в 6.
4. Тебе нравится готовить? – Я люблю это. Это одно из моих хобби уже много лет.
5. Я велю ему принести ключ, когда он осмотрит дом.
6. На будущий год в это время мы будем лететь в Австралию.
7. Не успел я дойти до угла, как услышал чьи-то шаги сзади.
8. Она не придет. Я только что разговаривала с ней по телефону.
9. К концу недели я закончу этот перевод.
10. Мы ехали около двух часов и потом остановились у небольшого кафе.

TEST 2

1. Open the brackets

After Pitty (to go), Scarlett (to go) wearily into the downstairs hall and (to light) a lamp. The house (to feel) steamingly hot, as though it held in its walls all the heat of the noontide. Some of her dullness (to pass) now and her stomach (to clamour) for food. She (to remember) she (to have) nothing to eat since the night before except a spoonful of hominy (вареная кукуруза) and picking up the lamp she (to go) into the kitchen. The fire in the oven (to die) but the room (to be) hot. She (to find) half a pone of bread (полкаравая кукурузного хлеба) and (to eat) quickly while she (to look) about for the food. There (to be) some hominy left in the pot and she (to eat) it with a big cooking spoon, not waiting to put on a plate....

When she (to finish) it, a measure of strength (to come) back to her.

2. Complete the following sentences

1. I shan't cook dinner unless you....
2. She had been tidying up the flat for two hours before...
3. The rain had stopped by the time ...
4. While I was doing me homework...
5. Before I washed the floor...
6. Kate had lived in London for a month when...
7. I'll let you know when ...
8. I shall go with you in case ...
9. No sooner ... the costume ...
10. Mother will make a pie as soon as ...

3. Answer the following questions

1. Have you read anything written by N. Sparks? Which of his novels did you read when you were in the second year?
3. Have you finished writing your report on Linguistics? For how long have you been working at it? How much time did it take you to write its main part?
4. Have you ever travelled by air? When did you fly for the first time?
5. What have you done to improve your health? Have you been doing your morning exercises long?
6. Have you taken any pictures this year? Was it in summer or in winter?
7. Have you finished reading “The Painted Veil”?
8. How long have you lived in Nizhny Novgorod? When did you come to live here?
9. Have you ever been to the Opera House in Nizhny Novgorod? When were there last? What did you see?
10. Have you written any reproduction this month? When did you write it? What mark have you got for it?
11. Have you ever been to London?

4. Translate into English

1. Я купила этот костюм год назад. Он был очень дешевый. Сейчас цены растут.
2. Какую книгу ты сейчас читаешь? – Я не читаю книг, я люблю журналы.
3. Когда уехала Лена? – Она уехала до того, как вы позвонили. Она ждала вас целый час.
4. Я закончу перевод к концу следующей недели.
5. Завтра в это же время мы будем уже плыть на пароходе.
6. Я еще не приготовила ужин. – Тебе помочь? – Да, спасибо. Гости приходят в 6.

7. Я думаю, тебе понравится это платье. – О, я мечтала о нем весь год.
8. Мы обедали, когда Виктор пришел. Он не хотел обедать с нами. Он сказал, что уже пообедал. Он ел в 6, а мы всегда обедаем в 7.
9. Он обычно играет в теннис очень хорошо, но сегодня он играет плохо. А вы играете в теннис? – Я играла, когда была студенткой.
10. Вы уже видели этот фильм? – Да, я видела его на прошлой неделе. – Вы пойдете со мной в кино завтра?

TEST 3

1. Open the brackets using correct tense-forms

We just (to finish) lunch. Mrs. Leidner (to go) to her room to rest as usual. I (to settle) her on her bed with plenty of pillows and her book, and (to leave) the room when she (to call) me back.

“Don’t go, nurse, there (to be) something I (to want) to say to you.”

I (to come) back in the room.

“Shut the door”.

I (to obey). She (to get up) from her bed and (to begin) to walk up and down the room. I could see that she (to make) up her mind to something and I (not to like) to interrupt her. She (to be) clearly in indecision of mind.

2. Complete the sentences

1. By the time we moved into a new flat...
2. While I was washing the floor, my friend ...
3. Kate ... constantly...
4. By the end of the academic year ...
5. Mike will catch up with the group if ...
6. Hardly ... I ...

7. She promised me that she ...
8. Surely I'll come in time if ...
9. Granny had been knitting the sweater ...
10. When Jane came home, we ...
11. The experiment will be carried out as soon as
12. They shall not make any decision unless
13. ... before you have apologized to him.
14. By the moment the conference is over
15. ... as soon as surgeon has finished the operation.

3. Translate into English

1. Как давно ты так себя чувствуешь?
2. Мы прожили у Бартонов пять дней и вернулись в Нижний Новгород самолетом.
3. Они возвращаются. – Я полагаю, они остановятся в гостинице на этот раз.
4. Я не видела ее в последнее время.- А я только что встретил ее. Она шла книжный магазин.
5. Вы когда-нибудь бывали в Лондоне? – Да, я была там в прошлом году. Я часто езжу в Англию.
6. Где ты была вчера? Мы искали тебя весь вечер. Я сидела дома.
7. Дождь еще не прекратился, когда мы вышли из дома. Дождь шел целый день.
8. Ты ездила за город в эти выходные? – Нет, мы были очень заняты. Мы убирали квартиру.
9. Боюсь, что она передумала. Она мне ничего не сказала, когда я видела ее в последний раз.
10. Давно вы меня ждете?

11. В изложении было несколько таких ошибок.
12. Мы все уходим на работу в восемь часов утра каждый день. Если вы хотите застать кого-нибудь из нас дома, приходите в любое время после шести.
13. Что я могу вам сказать, если я сама ничего об этом не знаю.
14. Кто из вас поможет мне в этом разобраться?
15. На секунду их глаза встретились, и они поняли мысли друг друга.

TEST 4

1. Open the brackets

I (not to be) in Tahiti long before I (to meet) Captain Nichols. He (to come) in one morning when I (to have) breakfast on the terrace of the hotel and (to introduce) himself. He (to hear) that I (to be) interested in Charles Strickland, and (to announce) that he (to come) to have a talk about him.

I (to ask) the stranger if he (to have) breakfast. "Yes, he (to answer). When he (to smile) he (to show) broken and discoloured teeth. He (to be) a very lean man, with grey hair cut short and a grey moustache. He (not to shave) for a couple of days.

"I knew Strickland well", he (to say), as he (to lean) back in his chair and (to light) the cigar I (to offer) him.

"Where you (to meet) him?" I (to ask).

In Marseilles!"

"What you (to do) there?"

He (to smile) and (to say), "Well, I guess I (to be) on the beach".

2. Complete the sentences

1. I'll cook dinner while ...
2. I'll not seal up the windows unless ...
3. No sooner had I ...
4. I'll wait a bit but I am not sure if ...
5. He looked exhausted. He ...
6. Kate just now ...
7. Find out when ...
8. Before I washed the floor ...
9. I'm interested to know when ...
10. By next Saturday ...
11. I shall remind you of your promise in case
12. The dentist will pull out the tooth if
13. We shall accompany you with pleasure as soon as
14. Dinner will be served before
15. If this time is convenient for you,

3. Translate into English

1. Ирина закончила работу до того, как мы пришли.
2. Давай обсудим это дело здесь, в кафе. В офисе будет постоянно звонить телефон.
3. Мы с ним вместе учились в школе, и с тех пор мы дружим.
4. Не приходите завтра в 3, я буду убирать в квартире. – Когда я могу прийти? – Мы обычно пьем чай в 5. Вы хотите зайти в 5?
5. Вчера, когда я выходила из офиса, шел дождь. У меня не было зонта. Я не заметила, что начался дождь.
6. Вы давно знаете Нину?
7. Почему ты с ней так разговаривал?

8. Я видела только что Сергея. Он переходил улицу.
9. Я все утро занимаюсь домашней работой и еще ничего не сделала.
10. Скажите, когда придет электрик? Я жду его с 10 часов.
11. По его улыбке она поняла, что ему приятно слышать эту новость.
12. Жаль, что Татьяна не хочет воспользоваться такой прекрасной возможностью.
13. Не знаешь, что и предложить в подобных обстоятельствах.
14. Большинство студентов делает подобные ошибки.
15. Катя осталась в гостинице, сославшись на головную боль, а мы отправились осматривать достопримечательности.

TEST 5

1. Open the brackets

He (not to cover) the first of those miles, however, when the luck (to favour) him at last. He (to meet) a cart turning in his direction out of a field and this time he (to be) able to beg a lift, though I (to take) several minutes to explain to the driver, a little old whiskered fellow nearly as deaf as one of his own sacks, exactly what he (to want). And by the time he (to make) it plain to his companion that he (to travel) about, that he (to want) a wash and brush-up and some breakfast, Everwell itself (to be) in sight. It (to be) a little place that (to cook) somehow as if it had been dropped there.

2. Complete the sentences

1. My brother ... since he was a child.
2. I wonder when...
3. He said he would translate the article if ...
4. I haven't been to the dentist ...

5. You ... ever ...
6. Granny had been sewing the dress ...
7. No sooner... my friend ...
8. Bye the end of this term ...
9. You'll fail your exam unless ...
10. She managed to catch up with the group, evidently she

3. Translate into English

1. Дети в саду. Они уже полчаса играют в футбол.
2. Она подошла к окну, открыла его и помахала кому-то рукой.
3. Кто взял мой словарь? Я его вчера здесь на столе оставила.
4. Как давно у вас болит рука?
5. Нина ищет работу уже семь месяцев.
6. Как давно вы живете в этом городе?
7. Я готовлюсь к завтрашнему экзамену.
8. Кому ты улыбаешься?
9. Почему у тебя синие губы? Я ела чернику.
10. Пока ты будешь разговаривать с преподавателем, я подожду тебя в библиотеке.

4. Open the brackets in the following dialogue. Make up your own dialogues by analogy

- Good morning, doctor.
- Good morning, Mr. Johnson. What's the matter with you?
- Oh, doctor, it's difficult to describe my condition! The things seem (be) awful. I (get) all the illnesses you ever (see) during your practice. Perhaps I (be) the first patient who (die) in your study. First of all, I (get) a terrible headache. It (last) since Monday and it (seem) to me that it never (end). Besides I

constantly (sneeze) and (cough), evidently I (catch) a cold. I (have) a sore throat and I (not/sleep) for the last fortnight already.

- Please, don't worry, Mr. Johnson. I (be) sure you (not/die) here or somewhere else. I (try) to help you. You (take) your temperature?
- Of course, doctor, I (take). It's 38 C.
- Well, let me see... Open your mouth... The things (not/seem) so bad as you imagine. You really (catch) a cold: your headache, cough and sneezing are the direct aftereffects of it. The temperature (not) very high, your lungs (be) all right, but I (write) out some prescriptions for pills and tonic. You (take) them three times a day during this week. Besides I (be) sure you (run down) and you need to have a short rest.
- Thank you, doctor. I (follow) your instructions to the letter.

TEST 6

1. Open the brackets

Dear Kate and John,

This is a picture of the hotel we ... (to stay) at. We ... (be) lucky to get one of the rooms overlooking the sea. We ... (to have) a good journey over here and children (to enjoy) the flight. They (to have) a lovely room of their own. In general, we (to have) a great time since we (to arrive). Unfortunately, Lilly (to get) a very sunburnt back on the first day so she (to have) to wear a T-shirt since then. Mike (to meet) an English boy of about the same age and they (to get) on very well. They (to go) into town on their own last night. And tonight they (to go) to a party.

We (to spend) most of our time on the beach so far. Tomorrow we (to go) on a boat trip to one of the islands and we (to have) a barbecue on the island. I

really (to look) forward to that.

Anyway, I (to give) you a ring when we (to get back) and we (to see) you next week.

Best wishes,

Mary and David

2. Translate the text into English

День был чудесный. Солнце сияло сквозь чистые стекла, пол блестел, на плите кипел чайник, и толстый черный любимец миссис Кларк сладко спал на подоконнике. Миссис Кларк сидела в кресле и читала.

Вдруг сильный взрыв потряс их дом. Миссис Кларк подбежала к окну. По улице бежали люди. Кто-то крикнул: «Это на фабрике! Котел взорвался!»

Миссис Кларк побледнела и опустилась в кресло.

Ее муж работал в котельной (boiler house).

«Я была ему плохой женой,» - подумала она. – «Только вчера я отругала его за то, что он не вытер ноги, когда вошел в кухню. А теперь я его никогда не увижу».

Вдруг хлопнула дверь, кто-то вошел в комнату.

«Не плачь, Кейт!» - услышала она голос мужа. – «Ничего страшного не случилось. Никто не ранен».

Миссис Кларк подняла голову.

«Джон!» - сказала она. «Сколько раз я тебя просила вытирать ноги, когдаходишь в дом».

TEST 7

1. Open the brackets. Comment on the use of tenses

Before John and Ann Stewart (win) one million pounds in the lottery three months ago, they (be) just a very ordinary middle-aged couple (live) in a small suburb, just outside Liverpool. At that time they (try) (make) both ends meet. One day they even had their phone (cut off) as they (not pay) the bill. Then they got a letter (say) they (win) one million pounds.

The couple (be) puzzled as they (never / deal) with such a sum of money. First, all their debts (settle up), then they (buy) a large Rolls-Royce and a flat in London.

But one day they (visit) by a certain Mr. Robert Brown. He suggested (put) their money in some company in Birmingham. After a few weeks, they heard the company (go) bankrupt and they (lose) their money. Brown couldn't (find) anywhere.

At the moment as the money (nearly / all go), John and Ann (try) to sell their flat in London. But things (not / look) good . “None of our friends (want) to see us now. I (just / not know) what we are going to do. If we (be) more careful with the money, we (live) happily now”, says Ann.

2. Translate the text into English

Кен Лойд в прошлом году поссорился с женой. Она жаловалась, что он слишком много денег тратит на книги. Он понял, что она права, и пообещал ей, что больше этого делать не будет.

Однако, когда он шел на работу, он увидел очень интересную книгу в киоске.

«На этой неделе я еще ничего не покупал,» подумал он .- «Если я

напишу на этой книге: «За участие в любительском спектакле», то жена ничего не скажет».

«Так ты участвовал в спектакле?» - удивилась жена. – «Почему я тебя не видела?»

«Я держал на плечах балкон для Ромео и Джульетты», - ответил Кен.

На следующей книге он написал: «С любовью и наилучшими пожеланиями, твой любящий дядя Роберт».

«Что это за дядя?» - спросила жена. – «Почему я с ним не знакома?»

«Мой любимый дядя», - ответил он. – «Он дарит мне книги с тех пор, как я научился читать. Он уже пятнадцать лет живет в Ливерпуле и ни разу не выезжал оттуда из-за своего здоровья».

Потом разные писатели начали дарить Кену свои книги из любви и уважения к нему. Однажды он пришел домой с книгой, которую подарил ему Золя. Жена стояла перед зеркалом. На ней было новое платье.

«Ты купила платье?» - спросил он.

«Нет», - ответила она. – «Мне подарил его твой друг».

«Какой друг? - закричал он.

«Тот, который подарил тебе столько книг. Чарльз Диккенс».

«Теперь Кену ясно, почему последнее время у них были такие плохие обеды».

UNIT XIX

THE PASSIVE VOICE

Formation of the Passive Voice

	Simple	Continuous	Perfect
Present	He is asked	He is being asked	He has been asked
Past	He was asked	He was being asked	He had been asked
Future	He will be asked	_____	He will have been asked

Modal Verbs

can/could

may/might

must/have to

should/would

needn't

be done

have been done

Uses of the Passive Voice Peculiar to the English Language

1. We use the passive when it is *not so important or unknown* who or what did the action:

My article *was published* yesterday (unknown agent – the person or thing that does the action).

I couldn't use my car last week, it *was being repaired* (unimportant).

She is being treated in hospital (presumably “doctors”)

2. We use the passive only when we don't know or don't want to say who did it. It is wrong to consider the passive to be another way of expressing a sentence in the active voice:

John *likes* English. (But not *English is liked by John*. It sounds funny in English).

In spoken English we often use a subject such as *people, somebody, they, we, or you* even when we do not know who the agent is. In formal English, particularly writing, we often prefer to use a passive.

They're installing the new computer system next week.

The new computer system *is being installed* next week. (more formal)

In English we prefer to put old information at the beginning of a sentence (or clause) and new information at the end.

The three machines tested for the report contained different types of safety valve. The *machines* were manufactured by the Bayer Dynamics Group in Germany. (the machines – the old information ; the Bayer Dynamics Group in Germany - new).

It is often more natural to put agents (subjects) which consist of long expressions at the end of a sentence. Using the passive allows us to do this.

I was surprised by John's decision to give up his job and move to London. – is more natural than 'John's decision to give up his job and move to London surprised me'.

3. Only *transitive verbs* (which take an object) can go into the passive.

Intransitive verbs can't be used in the passive voice. They are as follows:

- to fly, to arrive
- to be, to become
- to have, to lack, to possess, to consist, to belong
- to hold, to suit, to resemble, to fit
- to appear, to seem, to come, to go, to last

My dress *doesn't fit* me.

The hall *holds* 2000 people.

Julia *resembles* a Greek goddess.

4. There are sentences *in the active having a passive meaning*:

This dress *irons* well.

This jacket *will wear* for years.

5. We use *by* or *with* if we want to say who did or what caused the action. *By* – with animated things and elements, *with* – for instruments, tools, weapons, materials.

The room was filled *with* smoke.

Our house was built *by* our grandparents.

6. If it is possible to make two different passive sentences, it is more usual for the passive sentence to *begin with the person*:

Jane *was offered* a well-paid job.

A well-paid job *was offered to* **Jane**. (seldom used)

	is	told	
<i>somebody</i>	was	offered	<i>something</i>
	will	given	

7. Some verbs can be used only in the following type of passive constructions:

		dictated	
	is	described	
<i>something</i>	was	explained	<i>to somebody</i>
	will be	announced	
		repeated	
		pointed out	

Everything **will be explained** *to you* later.

The news **was announced** *to everybody*.

8. Passive constructions with the following verbs:

to advise	to offer
to allow	to order
to ask	to pay
to award	to promise
to deny	to refuse
to forbid	to show
to forgive	to teach
to grant	to tell

present some difficulties. In English the subject of such constructions corresponds to the Russian indirect object. The centre of a passive construction is not changed.

She **was told** to wait. – Ей велели подождать.

He **was given** a ten days' leave. – Ему дали десятидневный отпуск.

9. The verbs which take *prepositional objects* can form passive constructions of the following pattern:

	is	sent for
somebody	was	laughed at
something	will be	spoken about

to agree to/with

to agree on/upon

to arrive at an agreement/a compromise/a conclusion/a decision

to call for/on

to pay attention to

to make fun of

to refer to

to count on

to rely on/upon

to deal with

to send for

to find fault with

to speak about/of/to

to hear of

to take care of

to insist on/upon

to interfere with

to laugh at

to look after/at

to talk about

to think of

to write about

to put up with

It should be remembered that not all the verbs taking prepositional objects retain this preposition in Russian:

to account for –объяснять

to comment on

to listen to

to look for

to lose sight of

to make a fool of

to make use of

to operate on

to provide for

to put an end to

to take (no) notice of

Her remark *was taken no notice of*.

The child *should be taken care of*.

10. When a professional person, e.g. a mechanic, a plumber etc does some work for us, we can use *have something done*. *Have* can be used in any tense.

I'm *having my car serviced* tomorrow.

We *had our house painted* last year.

I've *had my room decorated*.

We also use this for unpleasant happenings.

John *had his arm broken* playing rugby.

They *had their house broken into*.

11. *To get something done (to get + object + past participle)*

We often use this form as a substitute for *to have something done* (especially in spoken English):

Francesca says that it's easy to get things done in Milan.

To need something done (to need + object + past participle)

We use this form to say it is necessary that we arrange for someone to do something for us:

Francesca's clients need various jobs done in a short time.

12. The verbs *believe, expect, know, report, say, think, suppose, understand* are often used in the present simple passive followed by an infinitive (*to do/to be doing*). This use is common in news reports.

The new shopping centre *is supposed to open* next spring.

Beckham *is said to be considering* a transfer from Manchester United.

The economy *is expected to grow* by 2% this year.

UNIT X

EXERCISES

1. First, look in your dictionary to find out whether these verbs are transitive or intransitive.

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

Then complete these sentences with appropriate passive (if possible) or active forms of the verbs.

1. Several priceless works of art ... in the earthquake.
2. By the time Kate ... we had finished eating and were ready to go.
3. No record ... of the visit he claimed to have made to London in 1968.
4. I ... from re-entering the country because my visa had expired.
5. It is generally agreed that new industries ... for the western part of the country.
6. If Robert hadn't come along, I don't know what would....
7. The economic situation in the region ... quite sharply over the last year.
8. The coastline ... into the distance as our ship sailed further away.

9. It's incredible to think that these clothes ... by Princess Diana.
10. A new drug ... to combat asthma in small children.
11. When Joan left the room, everyone
12. Several political prisoners ... within the next few days.

2. Express the following sentences in the Passive. Do not mention the subjects of the Active verbs

Model: They asked me my name and address.

I was asked my name and address.

1. They have never taught that rude boy good manners.
2. She always tells us very funny stories.
3. People usually wish a newly married couple a long and happy life.
4. They never tell me the family news.
5. The people gave him a hearty welcome.
6. The teacher hasn't asked John any questions at this lesson.
7. They have offered my brother a very good job.
8. The secretary didn't tell me the exact time of my appointment.
9. The examiner didn't give us enough time to answer all the questions.
10. The house agents will show us some very nice flats.
11. She didn't tell me the whole truth.
12. A guide will show the tourists most of the sights of London.

3. Read about the situation and write a sentence. Use the words in brackets

Model: He seldom keeps his promise. (he/can/rely on). *He can't be relied on.*

1. This little boy is always dirty. (he/look after/ properly)
2. She is going into hospital tomorrow. (she/take good care of)

3. The dentist said her teeth were very bad. (they/take care of)
4. He's a sensible man. (his advice/listen to/carefully)
5. He was speaking for two hours. (he/listen to/in silence)
6. He never broke a promise in his life. (he/can/rely on)
7. The child is very ill. (the doctor/send for)
8. She is always breaking things in the kitchen. (she/speak to/ about her carelessness)
9. Shakespeare was born more than 400 years ago. (he/look upon/as the greatest of English poets)
10. She's very sensitive. (she/not like/to laugh at)

4. Make one corresponding passive sentence or two, if possible

Model: Someone explained the rules to me.

The rules were explained to me.

1. Someone sold the car to John.
2. Someone told the story to me.
3. Someone threw a lifebelt to me.
4. Someone was offering drinks to the guests.
5. Someone will demonstrate the game to the children.
6. Someone had reported the theft to the police.
7. Someone mentioned the problem to me.
8. Someone cooked these salads to me.
9. Someone has given five thousand dollars to the charity.
10. Someone translated this article to me.

5. Give the corresponding passive construction

1. He was a brilliant speaker, and, whenever he spoke, the audience listened to him with great attention.
2. They looked through all the advertisements very attentively.

3. You should send the sick man to hospital. They will take a good care of him.
4. The gardener gathered all the dry leaves and set fire to them.
5. John was very glad that nobody took notice of his late arrival.
6. When Kate arrived, Jane gave her some special warm clothes.
7. They informed me about it.
8. They have sold their car to pay the debts.
9. You must obey the rules.
10. You can rely upon your guide's experience.
11. Nobody ever referred to that incident again.
12. Someone will drive you to the airport.
13. The Egyptians built pyramids.
14. Someone has to write the history of this place.
15. They have proved that there is no life on the Moon.

6. Rewrite the following questions in the Passive Voice

1. Will they discuss these questions tomorrow?
2. Has she sent her brother a birthday card yet?
3. Is Mary cooking this salad?
4. Has someone stolen her car?
5. Are they laughing at his jokes?
6. Had Robert checked his e-mail before he left home?
7. Did they show the tourists an old manuscript?
8. Why didn't the speaker dwell longer upon this problem?
9. Why did they laugh at Mike?
10. Do they often make fun of him?

7. Open the brackets, using the correct form in the Passive Voice

1. Thousands of new houses (build) every year.
2. Dictionaries may not (use) at the examination.

3. He (take) to hospital this afternoon and (operate on) tomorrow morning.
4. Paul heard footsteps, he thought he (follow).
5. Olga is very selfish, she (spoil) by her parents.
6. The damaged buildings (reconstruct) now, the reconstruction (finish) by the end of the year.
7. This square usually (sweep) every day, but it (not sweep) yesterday.
8. Kate is not wearing her black shoes today. They (mend).
9. This room (use) only on special occasions.
11. The living-room (sweep), (mop) and (dust). It is clean now.
12. She had a most unpleasant feeling that she (watch).
13. Sophie looked a different girl. Her face (wash), her hair (comb). All traces of tears (remove).
14. She promised that nothing (do) till he came back.
15. Why nothing (do) about it at the time?
16. They (tell) to wait because the man (question) in the room.

8. Rewrite each sentence beginning and ending as shown. Do not change the meaning

Model: Someone stole Bob's bike. – Bob had his bike stolen.

1. The dentist took out one of my teeth yesterday.
2. They are servicing my car tomorrow.
3. Last year they painted our house.
4. They are taking out my tooth tomorrow!
5. They've just cut my hair.
6. They are fitting our new carpet tomorrow.
7. They've just painted Ann's portrait.

8. They've just tidied up their flat.
9. She is cutting her hair tomorrow.
10. I've just repaired my bike.

9. Answer each question using an appropriate form of the passive construction

Model: Do you cut your own hair? No, (barber / cut). No, I have it cut by the barber.

1. How is your computer working? Not very well; I must (computer / repair).
2. Do they do their own promotion? No, they (Angela / do).
3. Can I do something for you? Yes, I (letter / post) immediately.
4. What do you do if your students misbehave? I (the students / write) an extra book report.
5. What is the deadline for the paper? I (the paper / finish) by Friday.
6. Why don't you have your passport? It's expired. I should (my passport / renew).
7. Does the boss write his own letters? No, he (personal assistant / do).

10. Write the first sentence as a news report using present simple passive + infinitive

Model: Lots of people believe the criminal is living abroad. – The criminal is believed to be living abroad.

1. Economists suppose that inflation will fall next year.
2. Everyone expects that Arsenal will win the League.
3. People think the Government is planning a new airport.
4. They say he is making a new movie about the Second World War.
5. Journalists report that the Finance Minister disagrees with the President.

6. People expected the President would make a statement later.
7. Journalists assume that the gas was poisonous.
8. We consider that the petrol tank is dangerous.
9. We've found that the tyres are unsafe.
10. We expect the repairs to be very expensive indeed.

11. Translate into English

1. Я уверена, что записка была написана карандашом (in pencil).
2. К концу этой недели работа будет завершена.
3. Лекции этого профессора всегда слушают с большим интересом.
4. Больного не будут оперировать без его согласия.
5. Не беспокойтесь, о вашем багаже позаботятся и он будет доставлен в номер.
6. Вам задавали дополнительные вопросы на экзамене?
7. Ваш проект уже принят? – Нет, он все еще рассматривается. – Сколько же времени его уже рассматривают?
8. Почему в зале так холодно? – Его как раз проветривают. Читальный зал проветривается несколько раз в день.
9. Преподаватель объяснил нам новое правило, затем продиктовал несколько примеров.
10. В библиотеке ему предложили несколько статей на эту тему.
11. Скоро даже самые отдаленные (remote) острова будут посещаться туристами.
12. Над ним все смеялись, когда он был школьником.
13. Об этой картине много говорят. Мне ее очень хорошо описали.
14. Ей задали несколько вопросов и велели подождать.
15. Пациенту посоветовали больше бывать на воздухе.

UNIT XI
SUMMING UP AND SPEECH EXERCISES

TEST 1

1. Use the required active or passive tense forms

Walker's ambition ... (be) to make a road right round the island and a great part of it already ... (build). His roads ... (be) the joy of his heart and he ... (make) excursions constantly to see that they ... (keep) in order.

The roads ... (be) wide tracks which ... (cut) through the jungle. When they ... (lay), trees (root) out and rocks ... (dig) up. It ... (be) hard work, and all of it ... (do) by the natives who ... (pay) almost nominal wages for it.

Then the day ... (come) when the natives ... (learn) that such work ... (pay) larger sums in other places and they ... (stop) the work. Now the wages ... (discuss) in the village. The natives ... (hold) together and ... (say) they ... (not/return) to the work unless Walker ... (agree) to accept their terms. The administrator only ... (propose) to give them a feast when the road ... (finish).

But when Walker ... (find) that no attempt ... (make) to start work, he ... (go) to the village and ... (ask) the men what silly game ... (play). The natives ... (be) calm and only ... (say) they ... (do) it if he ... (give) them a hundred pounds. Walker ... (fly) into a rage and ... (say): "If you ... (not/start) in a week, take care". Then he ... (turn) round and ... (walk) away.

That same night when Walker ... (stroll) along the road that ... (run) past his house, he ... (hear) something whizz past him and strike a tree. He ... (understand) that something ... (throw) at him. He ... (know) it ... (be) hopeless to pursue in the darkness. Instead he ... (look) for what ... (throw), but ... (can)

find nothing. He ... (go) quickly back to the house for a lantern. Then he ... (return) to the place and after a long search ... (see) a long knife sticking into the trunk of a tree. It ... (throw) with such force that it ... (require) quite an effort to pull it out.

2. Complete the sentences using the appropriate tense-forms in the active or passive voice

1. I shall have to take the linen to the laundry until our washing machine...
2. In the last dictation no mistakes ...
3. Carpets and rugs must
4. When the dinner ...
5. After the washing ...
6. We shall have tea as soon as the pies ...
7. She waited while the meat ...
8. After the floor ...
9. When he came home the guests ...
10. You can't wash this dress. It should ... (dry-clean).

3. Put the sentences into the Passive Voice

1. They usually sent the children to camp for summer.
2. Nobody ever referred to that incident again.
3. They looked through all the advertisements very attentively.
4. They demolished the building in only two days.
5. He was very glad that nobody took notice of his late arrival.
6. His friends never forgave him his disloyalty.
7. They have transferred the money to my bank account.
8. They will consider the issue at next week's meeting.

9. The teacher tended to ignore the girls at the front.

10. The questions appeared to confuse David.

4. Translate the verbs in italics into English

Однажды молодого человека взяли на должность менеджера по продажам в одну автомобильную компанию. Через неделю его уже *знали* все, и всем он *нравился*. Он много и усердно работал, и директором *было решено* уже через месяц назначить его главным менеджером по продаже элитных легковых автомобилей. Чуть позже выяснилось, что Джон женат, однако его жену еще никто не видел.

Однажды его *увидели* в театре с молодой женщиной. Они сидели, обнявшись, и мило перешептывались. Потом их *видели* на улице в выходные, они прогуливались под руку по набережной.

Через несколько дней сотрудники *увидели*, что она пришла к нему на работу и они вместе уехали. Среди персонала фирмы *пошли разговоры*, что необходимо напомнить Джону, что у него есть семья.

В один из дней его *пригласили* в кабинет директора, и директор сказал ему, что его *видели* несколько раз с молодой приятной блондинкой. Джон перебил директора и сказал удивленно, что это была его жена, которая просто на много лет его младше.

Директор спросил Джона: «Почему наш коллектив ничего об этом не знал?»

Джон ответил: «Я считал, что это все уже *знают*».

Подумав немного, директор сказал: «Мы знали, что Вы женаты, но для нас *стало сюрпризом*, что у Вас такая молодая жена!»

5. Work in pairs. Look through the points below and describe its process. Use passive sentences where you want to focus on the receiver instead of the performer of the action. Think about whether or not you need to include the agent

Model: a tire on a car

The correct equipment *must be used*. The car *needs to be raised* off the ground.

A jack (домкрат) *can be used* to do this...

1. How a favourite dish is prepared.
2. How laundry is done.
3. How a birthday party is planned.
4. How a song is written.
5. How a flat is cleaned.
6. How a costume is sewn.
7. How a reproduction is written.
8. How a present is made.

TEST 2

1. Use the required active or passive tense forms

1. Intelligence tests (give) ... to three thousand students in the university.
2. By the time we reach New York, we (see) ... several cities.
3. Millions of e-mails (send) ... around the world daily.
4. She can (explain) ... what happened.
5. This idea (propose) ... by our chief executive last March.
6. John (injure) ... in a car accident, but he is OK.
7. We must (check) ... that all doors are locked.
8. The window might (break) ... by a burglar.

9. Many questions (ask) ... at yesterday's meeting.
10. Can anyone (understand) ... the instructions for this?
11. Mike (notice) coming into class late.
12. Robert (want) to be the leader of the party.
13. They (catch) stealing grapes from the farmer's fields.
14. Mike (hear) shouting at Mrs. Brown before the robbery.
15. I (keep) waiting at least for an hour.
16. What a mess! This room (redecorate)?
17. The front door of his house (unlock) as he (leave) it.
18. The door (shut) behind him.
19. At lunch nothing (discuss) but the latest news.
20. The dishes (wash) yet? Who (do) it?

2. Complete the sentences using the appropriate tense-forms in the active or passive voice

1. The guests ate all the sandwiches and drank all the lemonade. Nothing ... (leave).
2. The letters must ... (deliver).
3. Coats and umbrellas should ... (keep in the cloak-room).
4. Flowers should ... (water).
5. The place looked wonderful. Everything
6. You can't go in. The room
7. Bicycles must ... (keep in the corridor).
8. I can't play now. The piano ... (to repair).
9. The picture ... (to paint).
10. The doctor ... (to send for).

3. Make up sentences out of the following words and word combinations using the passive or the active construction or both if possible.

Add the preposition *by* or *to* where necessary

1. The idea of the story, the writer, to suggest, that incident.
2. A group of tourists, the guide, some pictures, to show.
3. To refer, in his article, this question.
4. The visitor, the head of the information department, to refer, the secretary.
5. The gardener, to ask, to help him, I, in the garden.
6. They, a warm welcome, to give.
7. Professor, the last student, to examine, I, to come.

4. Replace the infinitive by the correct form of the verb

A. Tom (to whitewash) the fence for some time when he (to see) Jim coming out of the gate. Jim (to go) to the town pump for water. Bringing water from the pump always (to be) hateful work for Tom, but now it (not to seem) to him so. The boys usually (to fight, to quarrel, to trade) playthings while they (to wait) for their turns. When Tom (to say) that he (to fetch) the water instead of Jim, the latter (to shake) his head and (to say) that he (to do) this work for so long that he (to get used) to it. And he (to add) that Aunt Polly (to instruct) him for the last half hour not to stop and speak with Tom under any circumstances.

Jim (to be) about (to give in). But in another moment he (to run) down the street. Tom (to whitewash) with vigour, and Aunt Polly (to retire) from the field with a slipper in her hand and triumph in her eye.

Presently Tom (to see) that Ben Rogers (to move) up the street, and he (to decide) to realize the plan he (to think) of the whole morning.

B. Early on the seventh morning after he (to leave) his native place, Oliver (to enter) slowly the little town of Barnet. The window-shutters (to

close), the streets (to be) empty. The sun (to rise) in all its beauty but the light only (to show) the boy his own loneliness, as he (to sit) upon a door-step. He (to be) cold and hungry.

He (to sit) on the step for some time when he (to see) that a boy, who (to pass) him carelessly some minutes before, (to return) and now (to watch) him from the opposite side of the street. Then the boy (to cross) over, (to walk) close up to Oliver and (to say): “Hallo! What’s the matter?”

“... I (to be) very hungry and tired,” (to reply) Oliver. “I (to walk) a long way – I (to walk) these seven days.”

“Walking for seven days!” said the boy...

He (to help) Oliver to get up and then (to take) him to a small shop nearby, where he (to buy) some ham and bread. Then his new friend (to lead) him into a public house and (to order) some beer. While Oliver (to eat) the boy (to eye) him from time to time with great attention.

“Going to London?” (to say) the boy when Oliver (to finish).

“Yes”.

“Got any lodgings?”

“No”.

“Money?”

“No”.

The boy (to whistle) and (to put) his arms into his pockets.

“Well,”(to say) the boy. “I’ve got to be in London tonight, and I (to know) a gentleman that (to live) there who (to give) you lodgings for nothing”.

Oliver (to be) very glad to accept the offer.

5. Translate the following text into English

Однажды молодой писатель Джордж Купер *пытался* найти тему для рассказа. Рассказ был давно *обещан* редактору. Срок *подходил*, а *ничего* еще *не было сделано*. Молодой писатель *посмотрел* на книжные полки. «Сколько уже *написано*, - *подумал* он. – Все хорошие темы уже много раз *использованы*. Взять хотя бы эти рассказы. Они *были написаны* до моего рождения. Это замечательные рассказы. Не удивительно, что их в свое время *читали*, они *нравились*, и о них *говорили*. К сожалению, сейчас они совершенно *забыты*». Вдруг писателя осенило.

Вечером один из забытых рассказов *был перепечатан* и *отослан* в редакцию. На следующее утро пришло письмо из редакции журнала.

«Это ужасно, - писал редактор. – Такие поступки нельзя *ни понять*, *ни простить*. Ведь этот рассказ *был опубликован* в нашем журнале только месяц тому назад».

6. Make up situations of your own writing as many sentences as you can, using the following phrases in the passive voice.

It is well known that... It is widely assumed that ... It is hoped that ... It is believed that ... It must be borne in mind that ... It has now been proved that... It was taken for granted that ... It is generally agreed that...

1. a good education

2. W.S. Maugham's novels

3. care of the elderly people

4. a healthy diet

7. Write out sentences with the familiar grammar structures from your homereading book. Recall the situations they were used in and ask your partner questions on these situations in class.

Полина Николаевна Грибова

BRUSH UP YOUR GRAMMAR

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